



**Regular Council Agenda**  
**February 24, 2023 – 9:00 AM**  
**Municipal Office - Council Chambers**  
**6648 Road 506, Plevna**  
[Zoom Registration](#)

---

Page

**1. Call to Order**

**2. Approval of Agenda**

a) February 24, 2023

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

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

**4. Business Introductions**

None.

**5. Presentations**

**6 - 23**

a) Steve Lapp: Electric Vehicles Update

**Be It Resolved That** Council receives for information the presentation from Steve Lapp regarding Electric Vehicles; and thanks him for his time spent today.

**24 - 29**

b) Anne Pritchard, Executive Director, Frontenac Business Services: Overview of Services Provided to Individuals and Businesses

**Be It Resolved That** Council receives for information the presentation from Anne Pritchard, Executive Director, Frontenac Business Services providing an overview of services provided; and thanks her for her time spent today.

**30 - 49**

c) Explorer Solutions: County of Frontenac - Council's 2023-2026 Strategic Plan

**Be It Resolved That** Council receives for information the presentation from Jason Kipfer, Director of Economic Development, Explorer

Solutions regarding the County's Strategic Plan; and thanks him for his time spent today.

**6. Delegations**

None.

**7. Adoption of Minutes**

50 - 64

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

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

- A Special Meeting held February 2, 2023;
- A Regular Meeting held February 3, 2023; and
- A Special Meeting held February 7, 2023

**8. Business Arising from the Minutes**

None.

**9. Communications**

65 - 66

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

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

- b) Communications 'B' Section - Action Items  
None.

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

67 - 75

- a) Manager of Community Development: North Frontenac Township Crown Land Stewardship Program - 2022 Annual Report

**Be It Resolved That** Council receives for information the Manager of Community Development's 2022 Annual Report for the Crown Land Stewardship Program.

76 - 78

- b) Councillor John Inglis: 2023 ROMA Conference – 'Breaking New Ground'

**Be It Resolved That** Council receives for information Deputy Mayor Inglis' Administrative Report entitled "2023 ROMA Conference – 'Breaking New Ground'".

79 - 89

- c) Clerk/Planning Manager: Proposed Amendments to the Policy for Sale and Disposition of Land

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Amendments to the Policy for Sale and Disposition of Land";

**And That** Council approves the draft Policy for Sale and Disposition of Land with the following amendments:

---

---

---

**And That** Council will consider the By-law to amend the Sale and Disposition of Land Policy at a future Council Meeting;

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

- Administration Fee – Increase from \$1,000 to \$1,200
- Land Costs – Increase from \$0.15 per square foot to \$0.55 per square foot for Shore Road Allowances and other Road Allowances within 66 feet of a water body.
- Land Costs – Increase from \$250 flat fee for the first linear 500 feet or less plus \$3 for each linear foot thereafter (33 feet width) to \$5 per linear foot.
- Re-activation Fee of \$250.

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

**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)**

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

90

- a) Resolution #63-23: Councillor Huetl - Recording of Council Meetings

**Whereas**, at their meeting on February 3, 2023, Councillor Huetl made a Notice of Motion for Council to consider recording Council meetings to be made available to the public;

**Therefore Be It Resolved That** Council approves recording Council meetings and instructs the Clerk to update the Procedural Policy.

**14. Council Portfolios**

91 - 92

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

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

93

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

- i) First and Second Reading

**Be It Resolved That** leave be given the Mover to introduce the following By-law(s) that have been circulated to all members of Council and that these By-law(s) be read a first and second time:

- #16-23 To Appoint Alternate Member to Committee of Adjustment.

- ii) Third Reading

**Be It Resolved That** these By-laws be read a third time, signed, sealed and finally passed.

**16. Public Forum**

**17. Closed Session**

- a) Closed Meeting of Council

**Be It Resolved That** Council retires to Closed Session at \_\_\_\_ .m. to:

- a. Adopt Closed Minutes of Meetings dated February 3, 2023 and February 7, 2023;
- b. To Discuss Personal Matters about an Identifiable individual, including municipal or local board employees, more specifically the Economic Development Task Force Membership Advertisement; and
- c. To Consider Subject Matter Relating to the Consideration of a Request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**Be It Resolved That** Council returns to Open Session at \_\_\_\_\_

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

**19. Confirmatory By-law**

- a) Confirming By-law #17-23

**Be It Resolved That** By-law #17-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held February 24, 2023 be read a first, second, and third time and finally passed.

**20. Adjournment**

- a) Adjournment of Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until March 17, 2023 or at the call of the Chair.

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

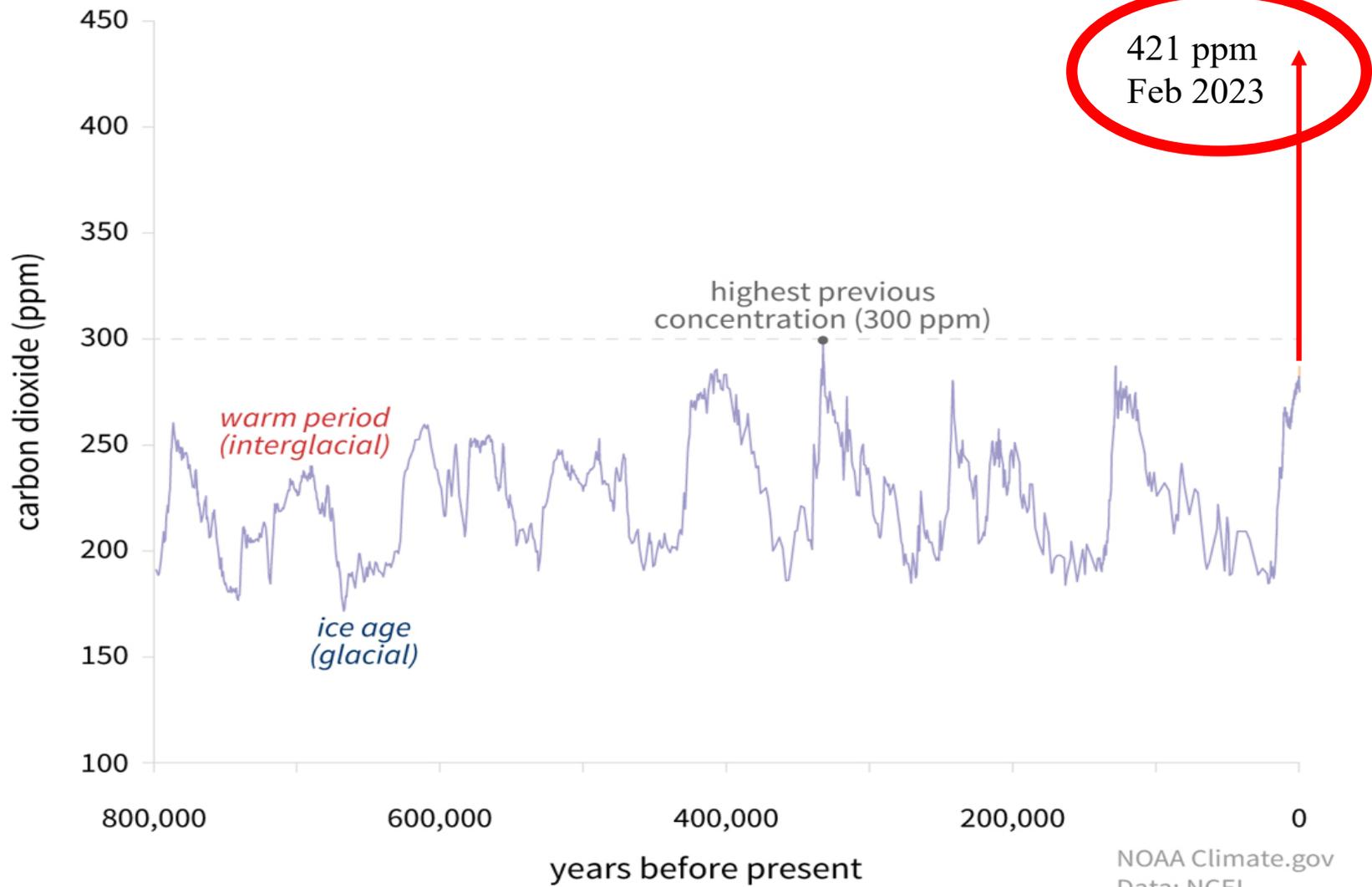
EV Update  
for  
North Frontenac  
Council

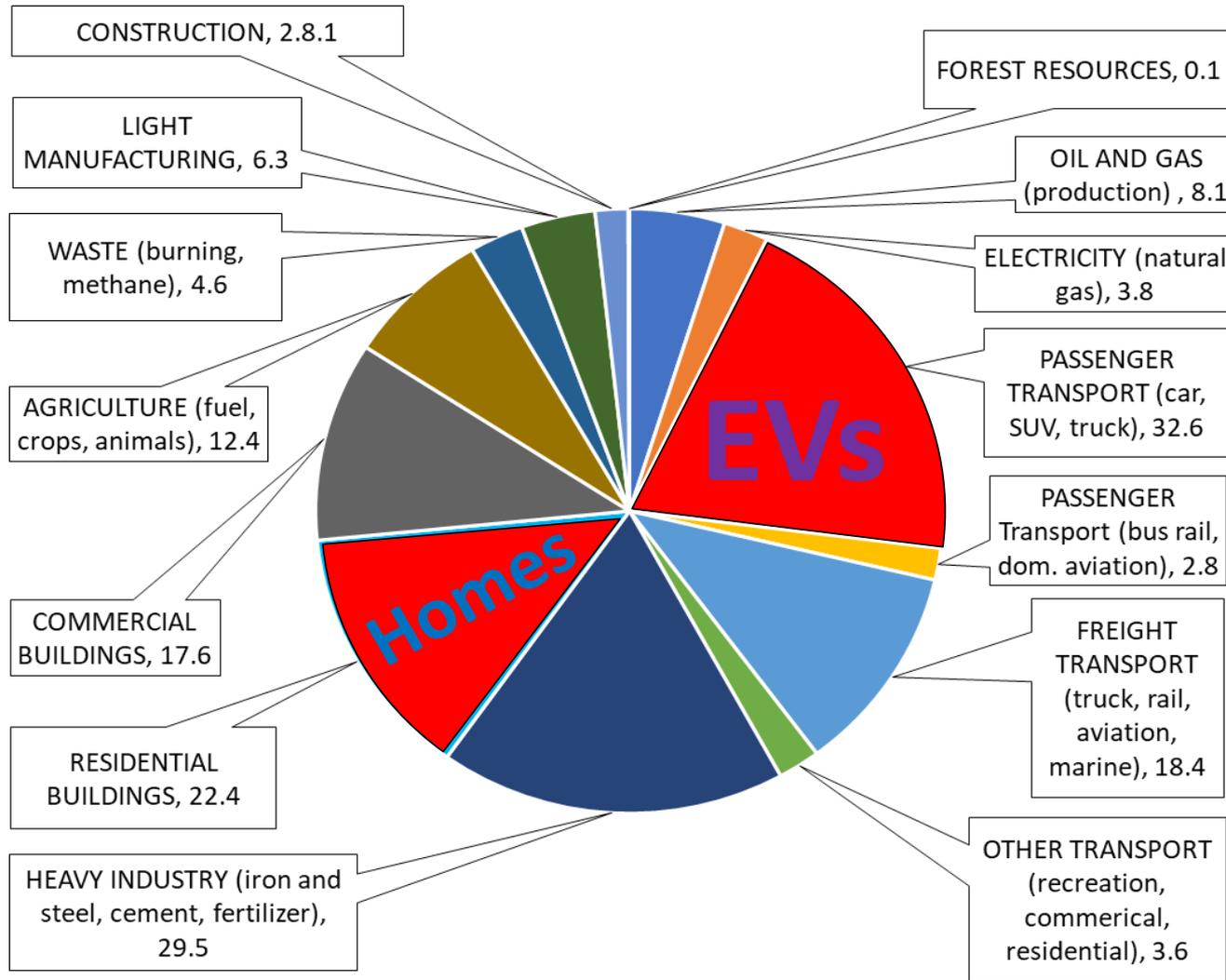
[Carbontakedown.com](https://Carbontakedown.com)

Steve Lapp  
February 24, 2023



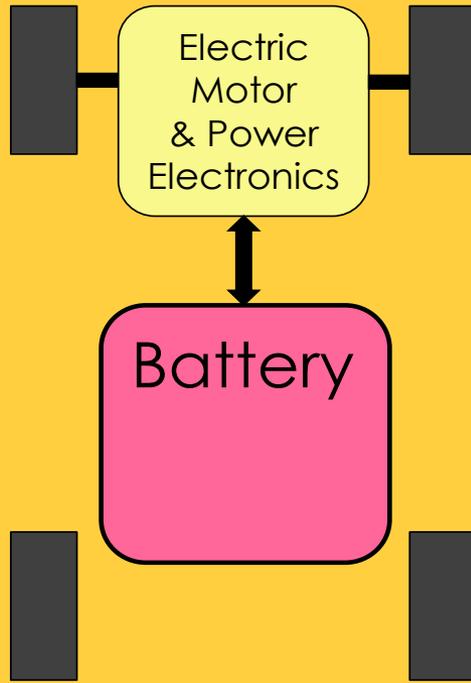
# CARBON DIOXIDE OVER 800,000 YEARS





# Ontario 2019 165 Mt GHG/year

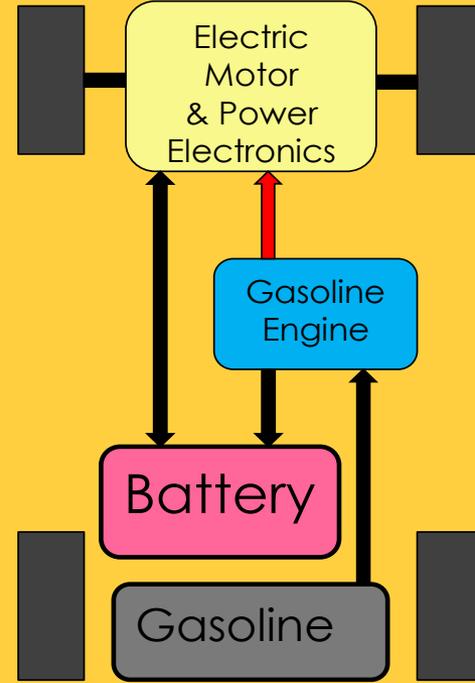
From 2019 NIR



# BEV

Battery Electric Vehicle

# EV

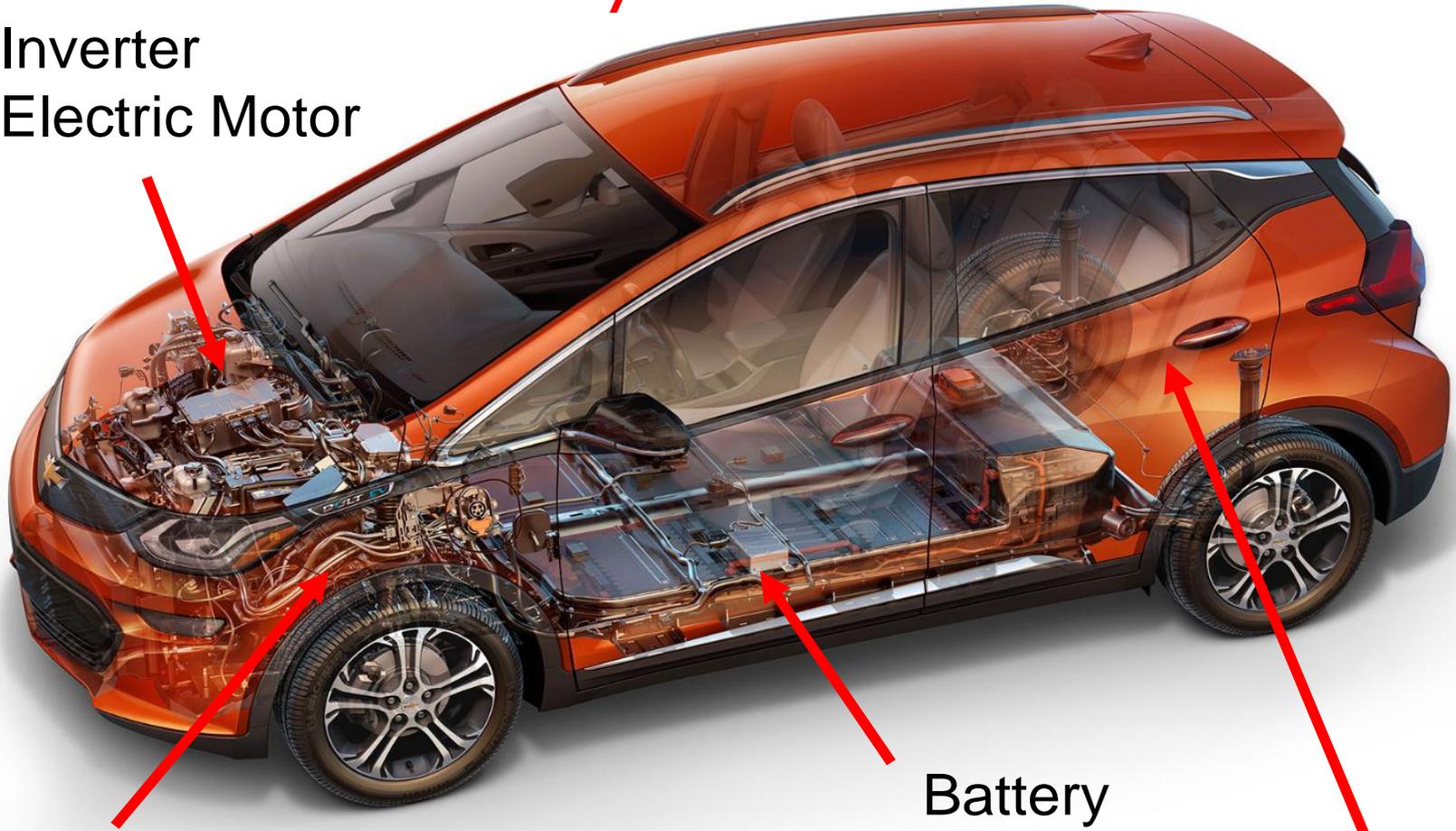


# PHEV

Plug-In Hybrid Electric Vehicle

# BEV – Battery Electric Vehicle

Inverter  
Electric Motor

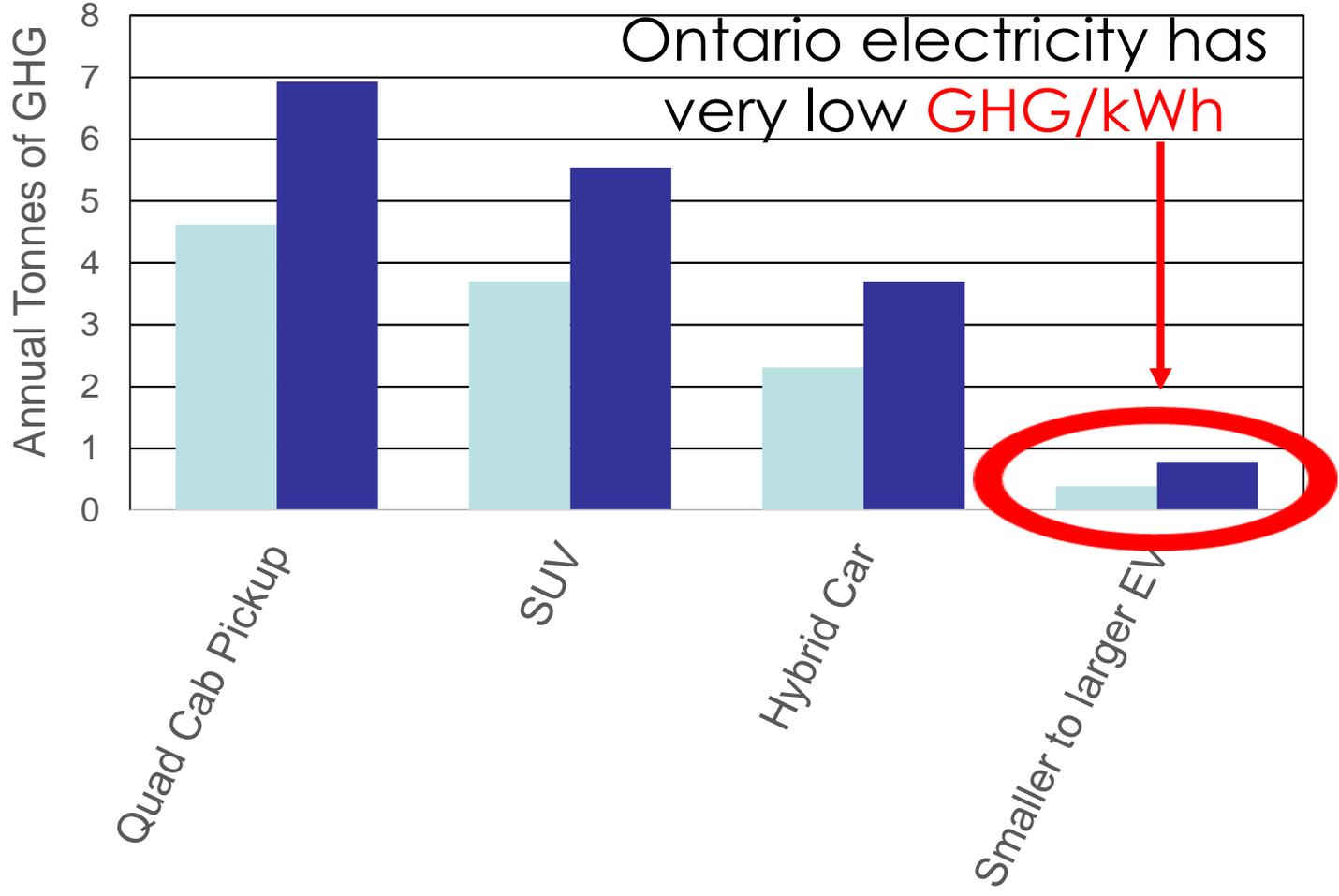


Battery

Reducing gears and differential

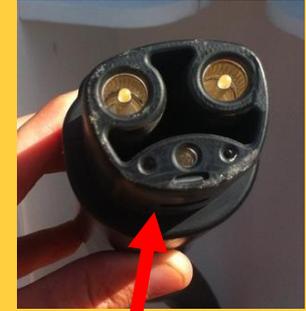
4 Wheel Drive – add a motor

# Gasoline versus EV GHGs



**Level 3 High Power “CCS”**

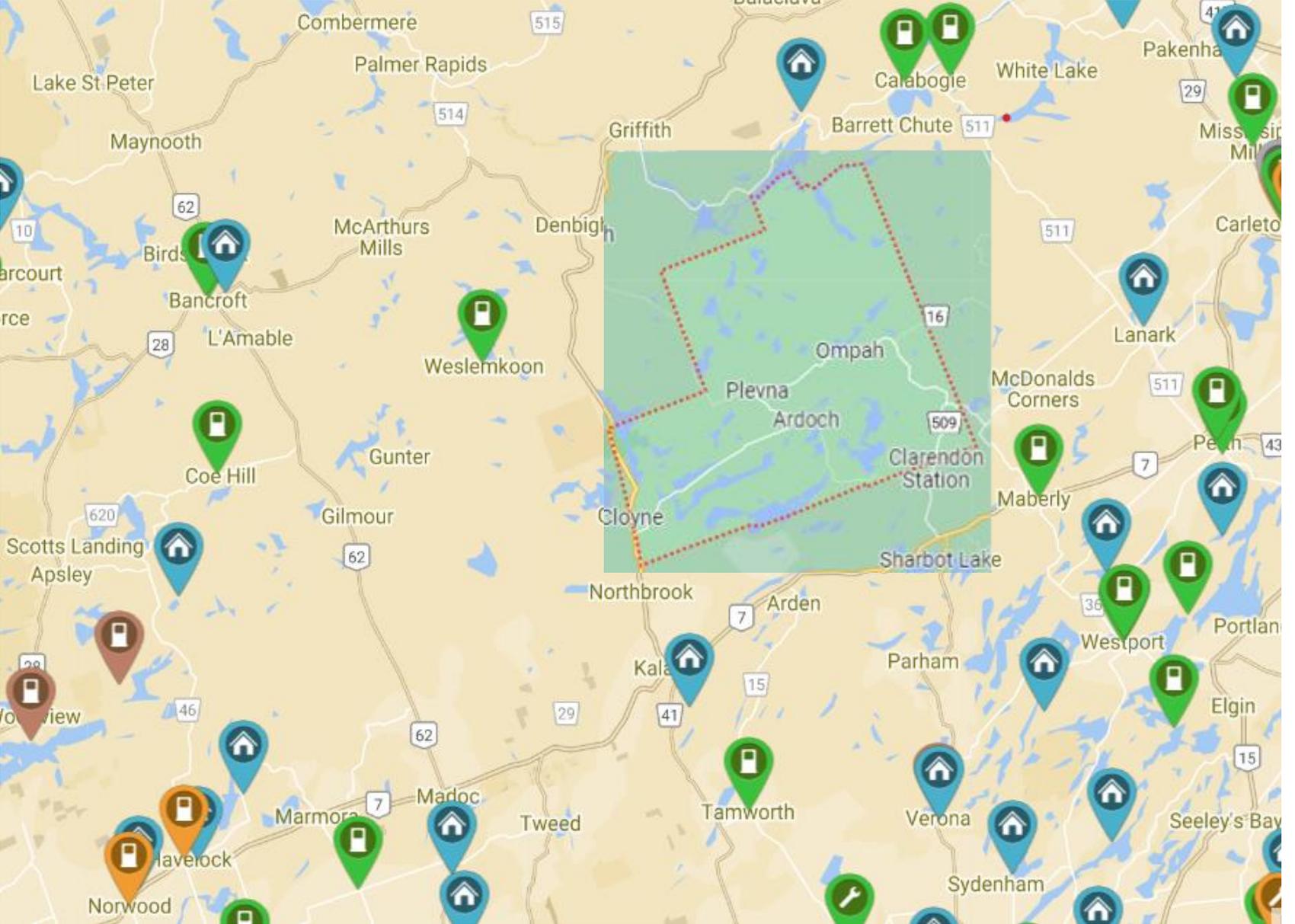
**Level 1 and 2 at home or away  
“J1772”**

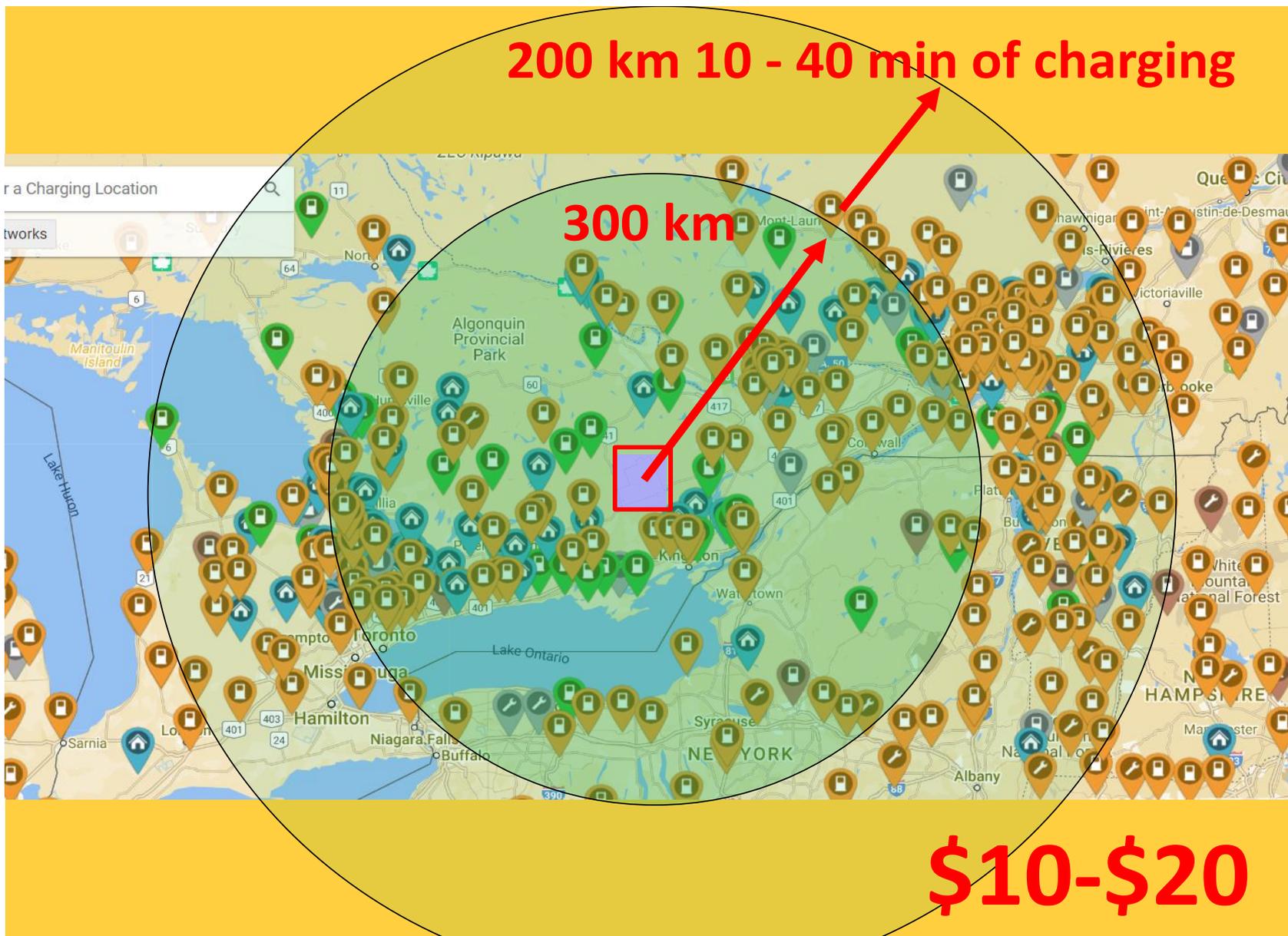


**Tesla (NACS)**



Charging time?





# Cost to Drive 100 kms

(\$1.50/litre, \$0.10/kWh)

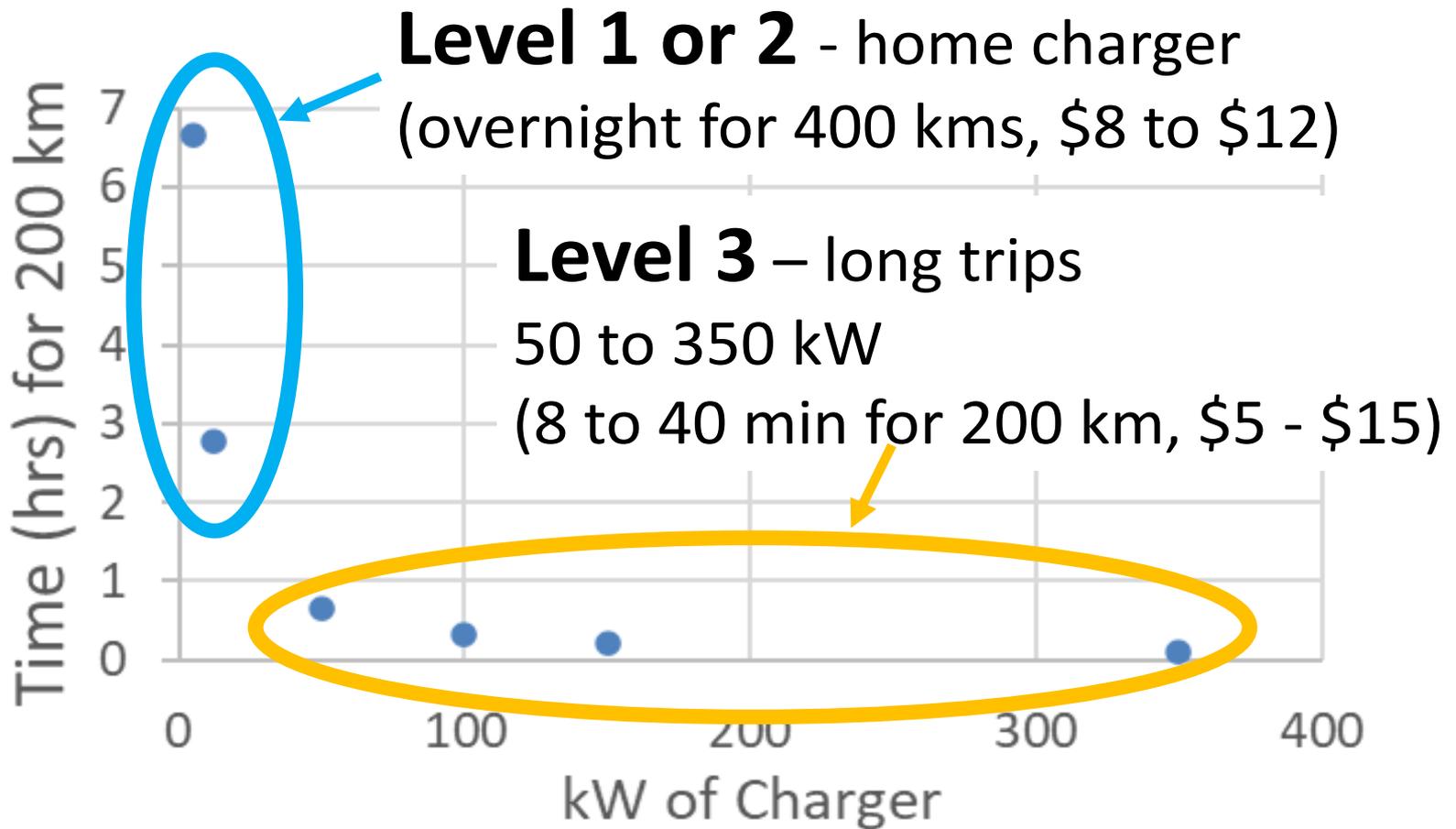
\$7.5 - hybrid @ 5 litres/ 100 km

\$19.50 – 4WD Quad Cab Pickup @ 13 litres / 100 km

\$2 – EV Pass. car average elec. Cost

\$4 – EV pickup 4WD Quad Cab

# Charging time/km/\$





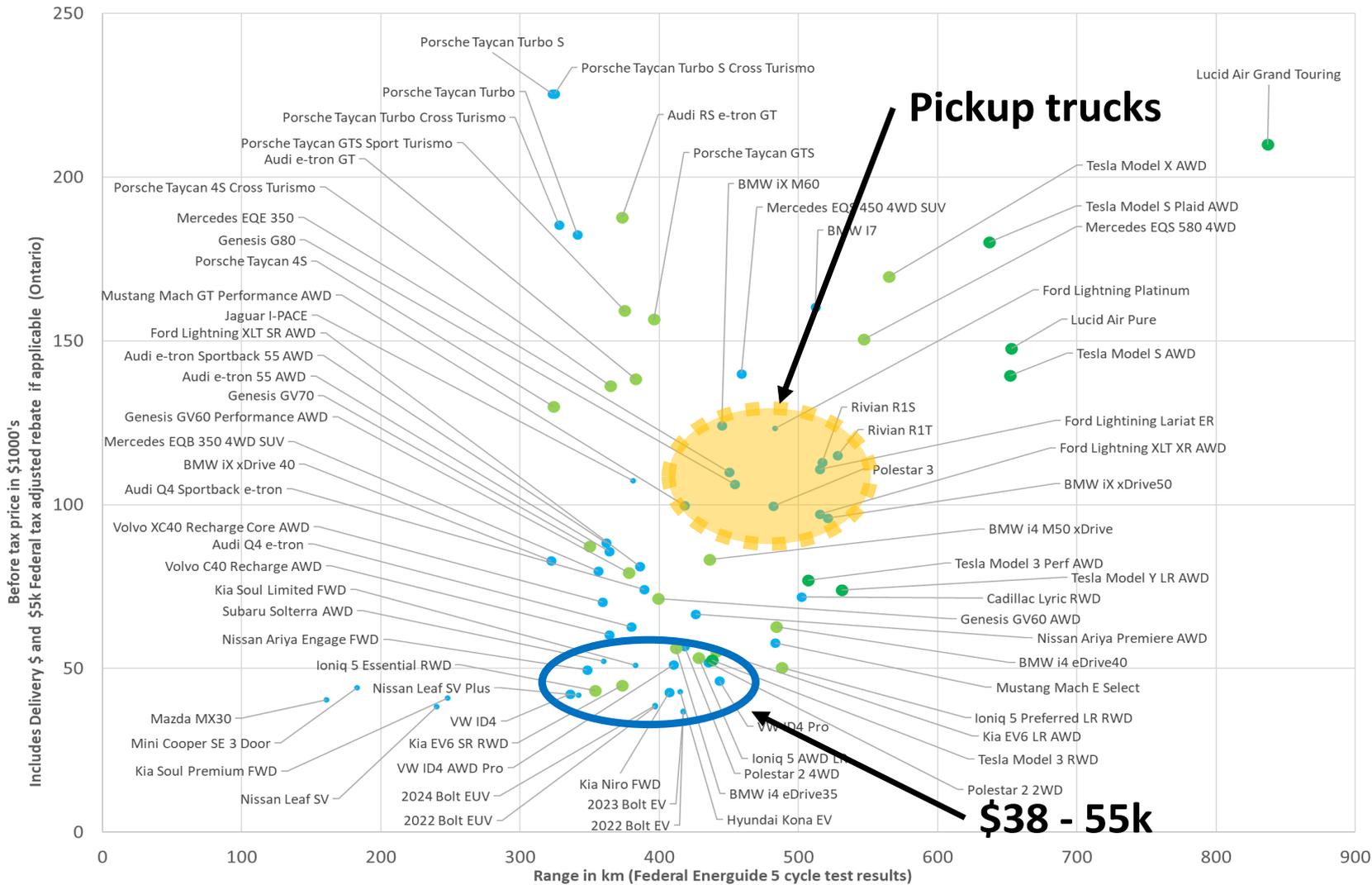
20,000 km/year car

3,000 to 4,000 kWh/year



**\$59 versus \$256 (@ 9 litres/100km)**

# January 2023 100% Battery Electric Vehicles (BEV) Ontario prices, Range and Charging rates



(Legend below shows distance acquired at maximum Level 3 charging rate if maintained for 15 minutes)

- Less than 125 km in 15 minutes
- 126 km to 250 km in 15 minutes
- 250 km to 375 km in 15 minutes
- Greater than 375 km in 15 minutes

<b>Feb 01 - 2023 revision</b>							
	Kona Gas	Kona EV	Chevy Bolt EV				
MSRP+Dest.	\$ 27,655	\$ 47,250	\$ 41,150	<b>Gasoline Cost</b>	<b>1.5</b>	\$/litre	
Tax	\$ 3,595	\$ 6,143	\$ 5,350	<b>Electricity Cost</b>	<b>0.135</b>	\$/kWh	
Federal rebate	\$ -	\$ 5,000	\$ 5,000	<b>Fuel/Elec inflation cost</b>	<b>6.0</b>	%	
With tax after rebate	\$ 31,250	\$ 48,393	\$ 41,500	<b>General inflation</b>	<b>6.0</b>	%	
Loan amount	\$ -	\$ 10,000	\$ 10,000	<b>Annual driving</b>	<b>20,000</b>	km/year	
Up Front Cost	\$ 31,250	\$ 38,393	\$ 31,500	<b>ICE annual maintenance</b>	<b>1000</b>	per year	
Energy (Gasoline or Electricity)				<b>BEV annual maintenance</b>	<b>500</b>	per year	
1	\$ 2,370	\$ 462	\$ 462	<b>EV loan</b>	<b>10000</b>	\$	
2	\$ 2,512	\$ 489	\$ 489	<b>GAS Car Loan</b>	<b>0</b>	\$	
3	\$ 2,663	\$ 519	\$ 519	<b>Loan annual interest</b>	<b>7.2</b>	% annual	
4	\$ 2,823	\$ 550	\$ 550	<b>Loan term</b>	<b>5.0</b>	Years	
5	\$ 2,992	\$ 583	\$ 583	<b>Years of Ownership</b>	<b>8.0</b>	Years	
6	\$ 3,172	\$ 618	\$ 618	<b>% Depreciation per year</b>	<b>9%</b>	of MSRP	
7	\$ 3,362	\$ 655	\$ 655	<b>Ont elec emissions factor</b>	<b>0.04</b>	kg CO2/kWh	
8	\$ 3,564	\$ 694	\$ 694				
9	\$ -	\$ -	\$ -				
10	\$ -	\$ -	\$ -				
Total Loan Cost	\$ -	\$ 11,937	\$ 11,937				
Total insurance cost	\$ 8,000	\$ 11,200	\$ 11,200				
Total maintenance cost	\$ 8,000	\$ 4,000	\$ 4,000				
Trade in value	\$ 7,743	\$ 13,230	\$ 11,522				
Total \$ for year owned	<b>\$62,964</b>	<b>\$56,868</b>	<b>\$51,683</b>				
5 Year GHG tonnes Emitted	<b>18.2</b>	<b>0.68</b>	<b>0.68</b>				

# Questions?

[Carbontakedown.com](http://Carbontakedown.com)

Steve Lapp



# Frontenac Business Services

A Community Futures Development Corporation

**Presentation to Township of North Frontenac  
February 24, 2023**



# Frontenac Business Services

A Community Futures Development Corporation

Why did we ask to present to council?

Thank you for past support

Ask you to continue to actively refer  
individuals and business that may benefit  
from our services



**Frontenac Business Services**  
A Community Futures Development Corporation

### Let Us Help Nurture Your Entrepreneurial Spirit

Business Counselling and Financial Review at No Cost

Business Information and Connection to Our Network

Flexible Commercial Financing up to \$300,000 for New and Existing Businesses

613.372.1414 | 1.888.372.9962 | [FrontenacBusiness.ca](https://FrontenacBusiness.ca) 



### Small Business Loans

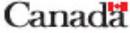
**Need funds to make your dream of starting a business a reality?  
Looking to expand your business?**

Frontenac Business Services offers commercial financing to new and existing businesses in the County of Frontenac.

**FEATURES**

- Up to \$300,000
- Personalized service
- Free business and financial counselling
- Payment terms tailored to your business
- No pre-payment charges

613.372.1414 | 1.888.372.9962 | [FrontenacBusiness.ca](https://FrontenacBusiness.ca)

Funding by: Federal Economic Development Agency for Southern Ontario / Financé par: Agence fédérale de développement économique pour le Sud de l'Ontario 



## Strategic Priorities

Brand Fortitude and Business Promotion

Investing for Impact

Food and Beverage

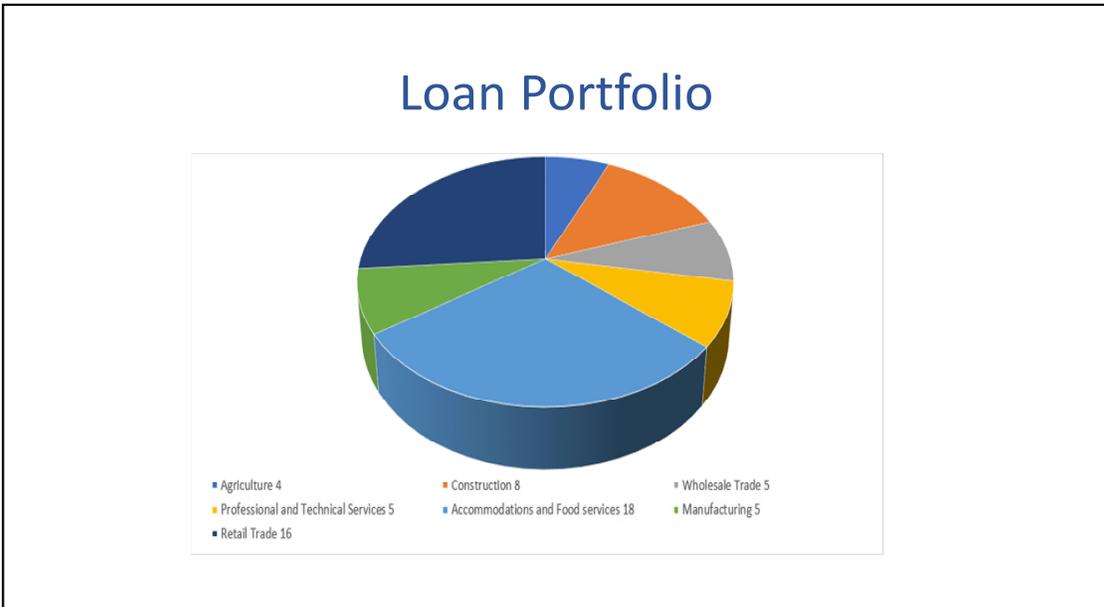


## Investing for Impact

Job Creation

Business Profitability

Community Issues

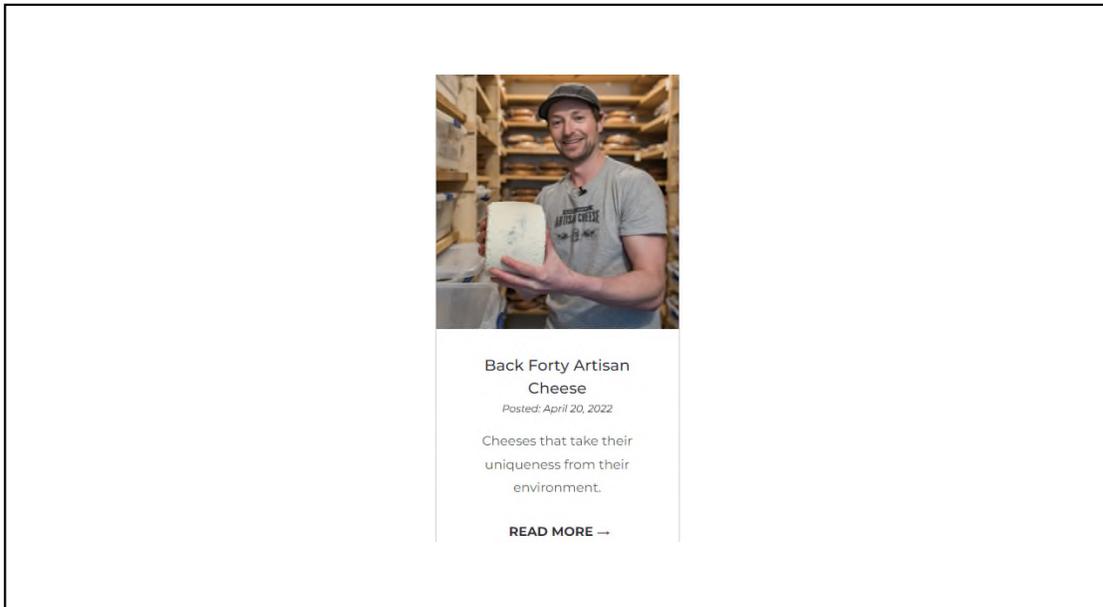


**FAB** FOOD & BEVERAGE FRONTENAC ABOUT STORIES AND PRODUCTS FAQs RESOURCES CONTACT →

## What makes Frontenac the ideal home for successful food and beverage startups?

Dedicated business support to get you going. A population that passionately supports local products to keep you growing.

The banner features a background image of a smiling woman in a kitchen setting. The text is centered and uses a mix of bold and regular weights. A navigation bar at the top includes the FAB logo and several menu items: ABOUT, STORIES AND PRODUCTS, FAQs, RESOURCES, and CONTACT with a right-pointing arrow. A small circular icon is also present on the right side of the navigation bar.



**Frontenac  
Business Services**  
A Community Futures Development Corporation

# The Opportunities

## Succession



## Frontenac Business Services

A Community Futures Development Corporation

Sign up for our e-news

### Contact Information

Lauren Reid, Office Manager/Business Advisor

Jason Brown, Business Advisor

Anne Prichard, Executive Director

613-372-1414, [info@frontenacbusiness.ca](mailto:info@frontenacbusiness.ca)

[www. FrontenacBusiness.ca](http://www.FrontenacBusiness.ca)

# Frontenac County

## County Strategic Plan (2023 – 2026)



Township of  
North Frontenac

Council  
Focus Group  
Discussion:

February 24, 2023



# Agenda

1. Project Goals & Objectives
2. How is a County Strategic Plan used?
3. Summary of Planned Engagement Activities
4. Setting the Stage: Review of North Frontenac & County Vision / Mission (2019-2022)
5. Setting the Stage: Review of North Frontenac Strategic Priorities (2019-2022)
6. Council Focus Group Questions
7. Next Steps

# Project Goals & Objectives

- A County Strategic Plan defines strategic objectives with achievable outcomes that are distinct from the standard operating initiatives the County undertakes year after year.
- Strategic planning is a process by which an organization assesses how it is doing, figures out where it wants to go, and charts a path to get there.
- Strategic plans also help define important goals, set specific directions, and clarify policy and budget priorities.
- Since activities like budgeting and capital planning are undertaken during the regular course of work, there is no distinct outcome or completion point to these activities. While a vital part of municipal government, these activities are not in themselves strategic objectives as these plans will continue to be discussed and developed on a continual basis.

# How is a County Strategic Plan used?

- This plan will enable County Administration and Council, member municipalities, the local business community and community stakeholders to work together to champion a sustainable growth agenda for the County.
- For the Public:
  - Communicates a four-year vision for the County and the related priorities for this term of Council.
  - Reflects the County's aspirations and input for the services they receive.
  - Formalize County Council's commitment to customer service and satisfaction for all residents of the County.
- For Businesses and Community Organizations:
  - Reflects the County's commitment to partnering with businesses and community organizations to achieve the County's four-year goals.
- For County Council, Managers and Employees:
  - Informs policy, operational, and budget decisions.
  - Provide a structure to ensure oversight and management of County programs and services.

# Summary of Planned Engagement Activities

## Objective

- Strengthen our understanding of the local context (given post-pandemic and current economic/worldly events).
- Gain insights into current and emerging strategic priority areas throughout Frontenac County.
- Support the development of strategic recommendations for inclusion within the County Strategic Plan.

## Planned Engagement Activities

- Facilitated Focus Group Discussions (x5)
- Targeted One-on-One Meetings (x10)
- Public Open House (x2)
- General Public Online Survey
- Youth Consultation Online Survey

# Setting the Stage: North Frontenac & County Vision / Mission (2019-2022)

## Township of North Frontenac

### Mission

- The effective, efficient and sustainable delivery of services to its citizens.

### Vision

- The Township of North Frontenac will preserve our unique and pristine natural environment to promote a strong, resilient rural community.

## Frontenac County

### Mission

- The effective, efficient and sustainable delivery of services to citizens.

### Vision

- The County of Frontenac is committed to sustaining diverse, strong, and resilient rural communities known for their unique natural environment and lifestyle choices.

# Setting the Stage: North Frontenac Strategic Priorities (2019-2022)

## 1. Economic/Community Development

- Identify and implement Community Development initiatives
- North Frontenac Businesses Collaboration

## 2. Support opportunities for seniors to stay in their homes

- Potential partnership with Central Frontenac as part of their senior housing project
- Identify and communicate services available to seniors
- Enhanced paramedicine

## 3. Enhance and Sustain Capital Assets/Infrastructure

- Maintain Assets and Asset Management Plan to ensure long term sustainability
- Maintain Reserves/Reserve Funds

## 4. Attract a Diverse Council

- Continue to lobby for new Council diverse candidates for 2022 elections
- Investigate options for medical benefits for future Council members

## 5. Modernization

- Modernize North Frontenac
- Virtual Meetings and recording Capability

# Setting the Stage: Frontenac County Strategic Priority #1 (2019-2022)

**Get behind plans that build community vitality and resilience in times of growth and change.**

- a) Provide committed leadership and continuing support to the long-term regional plan to enhance broadband and cell service.
- b) Refine and invest in efforts to accelerate economic development — to grow businesses, attract more visits and expand the tax base.
- c) Pursue proactive planning approaches that reflect local concerns and priorities within strategic regional planning policy so as to enhance service levels, manage rising demand for new housing and deal with new types of development.

# Setting the Stage:

## Frontenac County Strategic Priority #2 (2019-2022)

**Explore new funding sources and invest wisely in critical long-term infrastructure.**

- a) To meet the needs of future capital projects, explore new sources of funding support (current and future programs), cost-sharing options and other potential economies.
- b) Design a framework, explore options and initiate plans for development of a long-term care facility that will meet Fairmount Home's mandate.
- c) Develop plans within a changing legislative and service delivery landscape to provide additional facilities for Frontenac Paramedics that will effectively meet steadily growing demand for services and accommodate more paramedic training.
- d) Finalize plans and financing to replace/construct/renovate aging County buildings now used for administration services (through a shared admin facility if possible).
- e) Explore a collaborative upper-tier role for the County in securing potential funding and support for township maintenance of roads & bridges in a regional road system.

# Setting the Stage: Frontenac County Strategic Priority #3 (2019-2022)

**Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach of individual mandates and jurisdictions.**

- a) Work with the townships, other municipalities and levels of government on broad infrastructure issues — ranging from environmental concerns to regional transportation strategies for residential, social and economic purposes, and access to funding.
- b) Play a leadership role on communications to promote shared messaging for all regional initiatives such as economic development, tourism and lifestyle opportunities, and broadband and cell services.
- c) Continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services.

# Council Focus Group Questions

# 1. What should be Frontenac County's areas of strategic focus?

Feedback / Comments / Supportive Rationale

## 2. What new areas of programming/services should be considered by Frontenac County?

Feedback / Comments / Supportive Rationale

# 3. How can/should the County's Strategic Plan help each of the Townships deliver upon their goals?

Feedback / Comments / Supportive Rationale

# 4. How can Frontenac County services be delivered more efficiently, effectively and economically?

## Resource Considerations:

- Staff, member municipalities, external partners, volunteers/committees, finances, etc.

## Feedback / Comments / Supportive Rationale

# 5. How can Frontenac County advance community engagement in order to improve service to citizens?

Feedback / Comments / Supportive Rationale

# 6. What partnerships and/or collaborative opportunities can/should Frontenac County develop/strengthen?

Feedback / Comments / Supportive Rationale

# 7. Additional thoughts, comments or suggestions for consideration in the development of Frontenac County's Strategic Plan?

Feedback / Comments / Supportive Rationale

# Next Steps

1. Complete the Planned Engagement Activities
2. Planning Session
3. County Strategy and Action Plan 2023-2026 (Draft Report Submission)
4. Staff Review
5. Incorporate Feedback and Complete Final County Strategy and Action Plan
6. Presentation to Frontenac County Council for Approval and Adoption

# Thank You!

Please contact us with any additional thoughts, comments or suggestions for consideration in the development of Frontenac County's Strategic Plan?



## Jason Kipfer

Director of Economic Development

T. 226-868-4011

E. [jason@explorersolutions.ca](mailto:jason@explorersolutions.ca)



## Xiao Xiao

Market Research Analyst

T. 226-374-5505

E. [xiao@explorersolutions.ca](mailto:xiao@explorersolutions.ca)





























---

Clerk



## Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager

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

Date of Meeting: February 24, 2023

### Re: Communications of Interest to Council

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

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

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

#### Previously provided A Section: (Received for Information Only)

1. Wintergreen Studios re: Member of Provincial Parliament (MPP) to Announce New Nature-focused Virtual Learning Centre;
2. Federation of Ontario Cottagers Association (FOCA) re: January 2023 Elert;
3. Deputy Minister and Commissioner of Emergency Management re: Ontario's Provincial Emergency Management Strategy and Action Plan;
4. City of Brantford – Request for Support re: VIA Rail Cancellations;
5. Municipality of Shuniah – Request for Support re: Bill 3;
6. Lions Club of Land O'Lakes re: Dog Guide Walk Announcement;
7. Town of Essex – Request for Support re: Ontario School Board Elections;
8. Quinte Conservation re: Best Practices for Source Water Protection;
9. Central Frontenac re: Notice regarding Official Plan Amendment #1;
10. City of Thunder Bay re: Bill 42 Gender Affirming Healthcare Act Resolution;
11. Ontario Farmland Trust re: 2023 Ontario Farmland Forum;
12. Frontenac County – Request for Support re: Neighbours Saving Neighbours Pilot Project;
13. County of Frontenac re: Notice of Decision of Township of North Frontenac OPA 1.

---

Clerk/Planning Manager Administrative Report  
Communications  
February 24, 2023  
Page 1 of 2

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

**Previously Provided B Section:**

None.



**North Frontenac  
Park Lands**  
*Eastern Ontario's Backcountry Experience*

**North Frontenac Township  
Crown Land Stewardship Program**

# **2022 Annual Report**



## The Program

Management, operations and maintenance of the North Frontenac Parklands (NFPL) is governed by the Township of North Frontenac. The NFPL is an innovative collaboration between the Township of North Frontenac, the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) and the Ministry of Environment, Conservation and Parks (MECP).

The mission of the NFPL is to “provide resource stewardship and maintenance of the Crown Lands and provide a model of influence and public awareness for the necessity to conserve and preserve our natural resources.”

Under the NFPL/MNDMNR/MECP partnership the Township of North Frontenac assumes management and operating maintenance responsibilities for approximately 184 campsites on 11 lakes, 58 kms of Crown Road, access points and 1 Hiking Trail located within the Township boundaries. Over 70% of the total geographic area of the Township is Crown Land.

Under the program the Township obtains funds from the sale of camping and road access permits which are reinvested in to stewardship and maintaining the North Frontenac Parklands.

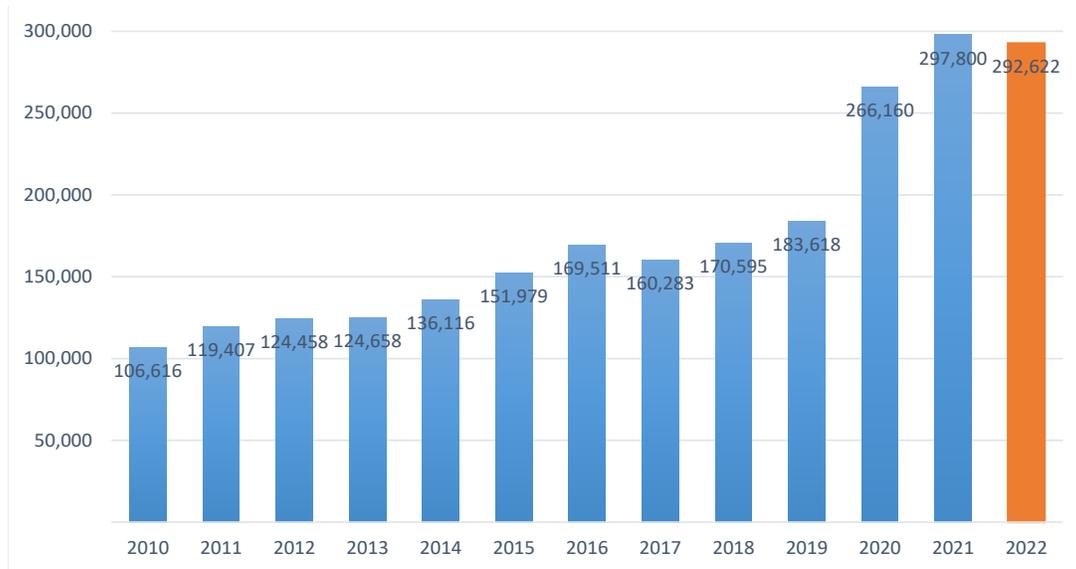
## Campsite Bookings

The total number of campsite bookings for 2022 = 5,014 compared to 2021 = 4,910.

## Revenue

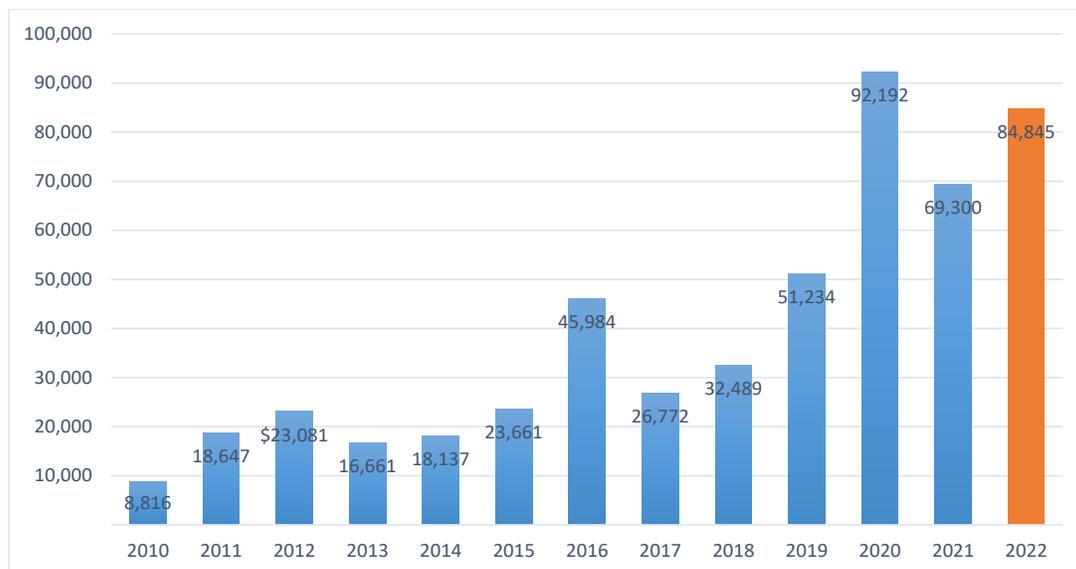
Permit Type	Revenue Collected 2022	Revenue Collected 2021
Camping	\$246,220	\$256,353
Daily Road Permits	\$17,910	\$10,167
Weekly Road Permits	\$9,378	\$9,702
Seasonal Road Permits	\$10,234	\$14,847
Resident Seasonal Road Permits	\$8,880	\$6,729

## Permit Sales Summary 2010-2022



Therefore, the 2022 CLSP sale were at a 1.74% decrease or \$5,178 less than previous year.

## Excess of Revenues over Expenditures



The excess dollars of revenue over expenditures is placed into our Parklands Reserve Fund and shall only be used on future Parklands expenses, per the Agreement.

## Summary

The Crown Land Stewardship Program (CLSP) continues to enhance tourism opportunities in North Frontenac Township and assists in keeping the Crown Roads, Boat Launches and Campsites within the Program maintained. The Township continues to fund the program via the sale of camping and road access permits, which are required to be reinvested into the program, per our Agreement with MNDMNR. The Program also receives funding on occasion from MNDMNR.

The Parklands also has Partnerships with Eastern Ontario Trails Alliance (EOTA) and Ontario Federation of ATVs (OFATV) to honour their trail permits on crown roads within the Parklands. In return they provide financial opportunities for the Program. The Township often works with other Associations such as the Ompah Community Volunteers for the annual ATV run and the By-town Motorcycle Association to offer discounted rates for special events. In 2022 we received approximately \$20,000 worth of gravel and grading by EOTA for the Arcol Road and \$20,000 from OFATV as part of our first year Agreement with them.

Camping has been growing steadily year over year pre-pandemic. The pandemic drastically impacted camping and outdoor recreation over the last two years. Camping is becoming part of travel culture at a fast pace since the onset of the pandemic. The program welcomed campers in 2022 from Canada - Ontario, Quebec, Alberta, British Columbia, New Brunswick, Newfoundland; United States - Pennsylvania, New York, California, Ohio, Maine, Florida, Maryland, Indiana; United Kingdom – Surrey, Oxford; Czech Republic – Liberecky Kraj; Algeria and several other locations from around the world.

Although we did see a minor decrease in sales in 2022 vs 2021, this is attributed to the major wind storm that happened in May 2022, with resulted in several sites being closed for a short duration and some sites being closed longer due to major damage.

In 2022, along with enhanced maintenance, we were able to purchase more equipment, including a new 2022 Lund Boat, Motor and Trailer package.

The CLSP continues to offer employment opportunities. All staff take pride in their work and take on a sense of ownership within the Program. In 2022 the Program employed three (3) full time seasonal positions (40 hours/week) and one part time seasonal position (32 hours/week) in the field as well as two (2) students for approximately 9 weeks (students continue to be teamed up with Employees and are taught valuable work and safety skills which they can take with them throughout the careers they choose). Also, the CLSP continues to pay for a part-time Office Support position throughout the camping season. This position spends several hours per week throughout the spring, summer and fall months assisting with enquiries from new and returning outdoor enthusiasts. The position continues to immensely benefit the Program and response time to enquiries. We continue to receive many positive comments from campers as to our efforts to provide excellent customer service at all times and take pride in the services we provide.

Employees continue to spend time educating campers in regards to campfire safety, stewardship of the land and rules and regulations regarding the CLSP. Campers continue to frequently comment that they are very pleased with the efforts of the municipality in providing an amazing recreational experience. The CLSP continues to maintain an outstanding reputation regarding the recreational opportunities and features provided via the Program and will continue to be a destination for outdoor enthusiasts throughout the future as efforts and enhancements to the Program continue.

In 2022 campers and visitors continued to be responsible overall with the removal of their own garbage and left very little sign of usage on the campsites and boat launches within the Program. Most visitors continue to show pride in keeping our campsites and lakes clean.

### **Compliments Received in 2022 from Campers**

As mentioned above we continue to receive many positive compliments from campers regarding the CLSP. Some of the comments in 2022 include:

*“Sending you much gratitude. I absolutely love camping at North Frontenac and I am so happy my hardworking colleagues will get to share in experiencing the park too. You made my day! I love North Frontenac and love it even more now.”*

*“Please thank all the hardworking staff who opened the road and sites. The damage today is stunning and so so sad”*

*“My wife and I will be on Site 12 on Long Schooner in July, Site 5 on Govan in August and on Redhorse in September. Govan is my favourite lake in the system. I love looking at the cliffs of Round Schooner”*

*“Govan is my favourite. There’s something special about that lake. Its just so peaceful”*

*“Our first trip to North Frontenac Parklands and wow Mair Lake is just amazing. Worth the 6 hour drive. The fall colours were breathtaking. Already looking forward to when we can visit again”*

### **Complaints Received in 2022 from Campers**

- Tree cutting (1)
- Excessive Noise/Generator Usage (2)
- Disruptive behavior (1)
- Garbage left behind (1)
- Camping on a non-designated site (1)
- Aggressive Raccoons (1)
- Structures built on campsite (1)
- Commercial Use of Campsite (3)

## Future

Parking has been an on-going concern and we continue to work with the MNDMNRF to expand parking in our key areas such as Helen Lane Boat Launch on Big Gull Lake and Crotch Lake Access Road. Parking continues to be monitored in all other areas of the Program as well. We continue to await approval from MNDMNRF to expand the parking areas as at Helen Lane and Crotch Lake Access Road, previously approved by Council.

Roadway enhancements continue on our parkland roads. Each year we add gravel to crown roads to enhance them as much as possible. This remains a large priority within the programs.

It is hoped the MNDMNRF will continue to contribute some financial assistance to the CLSP in 2023 and beyond to help ensure continued safety, revenue, and sustainability of the Crown Roads, trails, boat launches and campsites throughout the Program.

Staff are excited about the upcoming 2023 camping season. It is always great to see many returning customers and we sincerely look forward to meeting new campers who will have the chance to enjoy our beautiful area for camping and recreational opportunities.

Enclosure (1) Township of North Frontenac Statement of Revenue and Expenditures.



UNAUDITED

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**

2/8/2023 5:03pm

Page 1

*Revised Budget*  
**For General Fund (01)**  
**For the Fiscal Period 2022-13 Auditor Adjustments**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %	
<b>Revenues</b>						
01-620-0-31080	Provincial Grants - Miscellaneous ( \$	3,725.00	\$ 3,723.00	\$ 0.00	\$ 0.00	0.00%
01-620-0-31620	Grant - E. Ont Trails Alliance	20,000.00	0.00	20,000.00	0.00	100.00%
01-620-0-31621	OVATV Club	0.00	0.00	0.00	20,000.00	0.00%
01-620-0-40000	User Fees	10,000.00	11,390.01	10,000.00	13,158.84	(31.59%)
01-620-0-40005	CLSP-OnRes MNR Permits Pd Onli	232,600.00	286,409.56	239,695.00	279,463.27	(16.59%)
01-620-0-40006	CLSP-OnRes Transaction Fees Col	15,000.00	26,538.00	20,000.00	24,963.00	(24.82%)
01-620-0-40200	Sale of Land/Equipment	0.00	42.00	0.00	0.00	0.00%
01-620-0-44400	Labour Charged to another Dept (i.	2,000.00	1,920.20	2,000.00	0.00	100.00%
01-620-0-44401	Mileage-1/2 Ton-Charged Back to	6,000.00	3,445.60	3,500.00	7,077.22	(102.21%)
01-620-0-45000	Contributions from Reserves/Reser	95,000.00	40,003.20	133,500.00	92,688.80	30.57%
<b>Total General Fund Revenues</b>		<b>\$ 384,325.00</b>	<b>\$ 373,471.57</b>	<b>\$ 428,695.00</b>	<b>\$ 437,351.13</b>	<b>(2.02%)</b>

**Expenditures**

01-620-0-50100	Salaries	\$ 135,000.00	\$ 133,254.52	\$ 150,000.00	\$ 141,943.93	5.37%
01-620-0-50115	Boot Allowance	1,000.00	510.20	1,000.00	720.43	27.96%
01-620-0-50120	Mileage	100.00	0.00	100.00	268.40	(168.40%)
01-620-0-50130	Benefits - E.H.T. (Ministry of Financ	1,400.00	1,355.07	1,450.00	1,393.37	3.91%
01-620-0-50140	Benefits - W.S.I.B.	2,100.00	1,980.48	2,150.00	2,046.65	4.81%
01-620-0-50150	Benefits-Rec Gen(CPP & EI)Empl	4,300.00	4,362.80	4,650.00	4,656.40	(0.14%)
01-620-0-50160	Benefits - OMERS	2,600.00	2,387.08	2,850.00	2,358.55	17.24%
01-620-0-50175	Contracted Services	0.00	5.09	0.00	0.00	0.00%
01-620-0-50200	Office Supplies and Stationery	1,600.00	1,359.73	2,150.00	1,909.73	11.18%
01-620-0-50205	Other Materials (Includes Shop Sup	1,000.00	448.90	1,000.00	693.74	30.63%
01-620-0-50207	Protective Clothing	900.00	687.17	900.00	725.96	19.34%
01-620-0-50230	Building Maintenance	3,700.00	1,887.44	3,550.00	1,863.44	47.51%
01-620-0-50260	Advertising	575.00	133.71	575.00	145.92	74.62%
01-620-0-50270	Telephone (Includes Fax)	875.00	872.38	750.00	974.14	(29.89%)
01-620-0-50290	Legal Services	200.00	0.00	200.00	0.00	100.00%
01-620-0-50299	Other Services/Miscellaneous	4,500.00	2,241.11	4,500.00	0.00	100.00%
01-620-0-50330	Insurance	5,650.00	5,636.49	5,820.00	5,820.00	0.00%
01-620-0-50340	Computers	13,500.00	17,220.91	18,500.00	16,830.16	9.03%
01-620-0-50350	Training/Seminars	1,300.00	359.17	1,300.00	0.00	100.00%
01-620-0-50390	Dispatch/Communications	1,550.00	765.18	900.00	1,186.11	(31.79%)
01-620-0-50500	Bank Service Charges and Interest	13,000.00	21,056.89	15,000.00	19,454.46	(29.70%)
01-620-0-52360	Medicals/Drivers Abstract/CPIC	50.00	41.00	50.00	53.00	(6.00%)
01-620-0-52640	MNR Parks - Land Use Permits	900.00	435.11	900.00	391.83	56.46%
01-620-0-52641	MNR Aggregate Permit Fee	360.00	368.00	370.00	370.00	0.00%
01-620-0-52645	Consignment Paid to Permit Sellers	400.00	362.50	400.00	326.00	18.50%
01-620-0-52800	Access Points - Materials	43,000.00	0.00	83,000.00	4,080.58	95.08%
01-620-0-53009	P10-1 - 2010 Ford F150 - PWM - R	1,500.00	3,308.76	3,400.00	2,292.82	32.56%
01-620-0-53702	Repairs - 2019 Dump Trailer	375.00	105.00	250.00	56.23	77.51%
01-620-0-53808	P21-1 Repairs shared Roads/CLSP			900.00	1,142.13	(26.90%)
01-620-0-53904	Repairs- 25HP Evinrude O/B Motor)	100.00	0.00	0.00	0.00	0.00%
01-620-0-53906	Repairs - Boat Trailer - Mastercraft	0.00	70.00	0.00	0.00	0.00%
01-620-0-53908	Repairs - 2011 Jon Boat	1,000.00	925.25	500.00	0.00	100.00%
01-620-0-53909	Repairs - 2011 Boat Trailer (Jon Bo	400.00	667.49	400.00	244.48	38.88%

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2022-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
01-620-0-53912 Repairs - 2019 - 1/2 ton Truck	1,000.00	410.28	1,300.00	1,704.95	(31.15%)
01-620-0-53913 Repairs - 2013 - 25 HP Evinrude m	200.00	0.00	0.00	0.00	0.00%
01-620-0-53914 Repairs - 2019 - Boat	700.00	351.07	200.00	0.00	100.00%
01-620-0-53915 Repairs - 2019 - Boat Trailer	200.00	86.33	400.00	244.48	38.88%
01-620-0-53916 Repairs - 2018 - 15 HP Evinrude M	400.00	2,892.43	400.00	163.73	59.07%
01-620-0-53918 Repairs 25 HP Evinrude - 2019	400.00	3,608.73	400.00	1,907.36	(376.84%)
01-620-0-53919 MB21 - Repairs 16' Lund Jon Boat			200.00	702.14	(251.07%)
01-620-0-53920 MBT21 - Repairs Ezload trailer for 5			400.00	244.48	38.88%
01-620-0-53921 M21 - Repairs 25 HP Mercury Moto			600.00	294.34	50.94%
01-620-0-53922 M21-2 - Repairs 15 HP Mercury Mo			100.00	0.00	100.00%
01-620-0-53925 M22 - Repairs 25HP Mercury Motor			0.00	302.43	0.00%
01-620-0-54000 Equipment Replacement/Repairs	3,800.00	2,676.16	2,700.00	2,400.00	11.11%
01-620-0-54001 New Equipment for Health & Safety	600.00	98.27	600.00	616.07	(2.68%)
01-620-0-54100 Equipment Rentals	400.00	0.00	400.00	0.00	100.00%
01-620-0-54200 Fuel and Lube (Oil)	8,525.00	9,109.83	9,500.00	16,828.96	(77.15%)
01-620-0-54300 Vehicle/Equipment Licenses	700.00	435.25	700.00	695.25	0.68%
01-620-0-55501 Bridges and Culverts	500.00	0.00	500.00	0.00	100.00%
01-620-0-55502 Roadside Maintenance (Includes Br	10,600.00	3,819.08	10,600.00	56,082.62	(429.08%)
01-620-0-55504 Loosetop Maintenance	55,000.00	19,468.62	60,000.00	26,166.45	56.39%
01-620-0-55550 Safety Devices (Signs)	8,800.00	3,797.31	2,200.00	1,528.56	30.52%
01-620-0-58050 Capital Fund Expenditures	35,000.00	40,003.20	13,500.00	14,195.52	(5.15%)
01-620-0-58500 Contributions to Reserves/Reserve	0.00	69,300.58	0.00	84,845.33	0.00%
01-620-0-58600 Contributions to TCA Reserve Fund	14,565.00	14,607.00	16,480.00	16,480.00	0.00%
<b>Total General Fund Expenditures</b>	<b>\$ 384,325.00</b>	<b>\$ 373,471.57</b>	<b>\$ 428,695.00</b>	<b>\$ 437,351.13</b>	<b>(2.02%)</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2022-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Revenues</b>	\$ 384,325.00	\$ 373,471.57	\$ 428,695.00	\$ 437,351.13	(2.02%)
<b>Total Expenditures</b>	\$ 384,325.00	\$ 373,471.57	\$ 428,695.00	\$ 437,351.13	(2.02%)
<b>Total Excess of Revenues Over Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%



## Administrative Report

To: Mayor and Members of Council

From: John Inglis, Deputy Mayor

Date of Meeting: February 24, 2023

Re: 2023 ROMA Conference – ‘Breaking New Ground’

### Background

I attended the 2023 ROMA (Rural Ontario Municipal Association) conference from Sunday Jan. 22 until Tuesday Jan. 24, held at the Sheraton Hotel in Toronto. Five of us from North Frontenac were there. The conference is structured with 4 ‘concurrent sessions’, each with a choice of 4 or 5 presentation topics, a sponsored breakfast with 3 topics in 3 separate rooms, and a Monday ‘learning lunch’ that broke into 3 streams. As well, there were 5 ‘plenary sessions’ in a room large enough to hold most of the 1500 attendees.

This is my 3<sup>rd</sup> time at a ROMA conference, and I think that the indigenous presence was stronger here than in the past. Broadcaster Jesse Wente spoke about his family’s residential school background in Espanola and about all 3 words in “Truth and Reconciliation”. The leader of the Mississaugas of the Credit River shared a stage with the Mayor of Caledon discussing a wampum belt ceremony they’d had. Overall a success story, but there were differences in the telling which showed the colonist versus the native viewpoint.

Councillor Roy Huetl ran for a Zone 6 ROMA Board position against 3 other candidates, but was beaten by the Mayor of Bonnechere Valley Jennifer Murphy.

There were no North Frontenac meetings with Ministers, but the Frontenac County CAO and Warden met with 3 different Ministers to discuss issues around Bill 23.

### Researched By

John Inglis, Deputy Mayor

Deputy Mayor Inglis’ Administrative Report  
2023 ROMA Conference – ‘Breaking New Ground’  
February 24, 2023  
Page 1 of 3

## Comments

### Plenary Sessions

The Sunday afternoon session was the conference opener, featuring Jesse Wentz as well as messages from Chair Robin Jones (Westport Mayor) on the topic of rural opportunities and housing attainability. I learned of the existence of a data bank concerning rural housing called RHIS.

The Monday morning plenary was mainly about the Conservative government's take on how good things are thanks to their policies, including addresses from the Premier, plus the Ministers of Health, Rural Economic Development and Agriculture, Food and Rural Affairs.

The Monday afternoon plenary featured the NDP's new leader Marit Stiles. There was also a presentation by the IESO focussing decarbonizing the future electricity supply. This was the session which ended with all 24 provincial Cabinet Ministers receiving questions from the audience, a somewhat frustrating thing to listen to.

A morning plenary on Tuesday featured Liberal leader John Fraser and Green Party leader Mike Schreiner, plus a panel discussion on rural homelessness.

The Tuesday wrap-up plenary had a short update from Canada's nuclear waste management organization, and the speaker Thomas Homer-Dixon urging leaders to have hope in this time of 'polycrisis'.

### Concurrent Sessions

I will not give detailed reports on the 6 sessions I attended at a breakfast, a lunch, and 4 breakout sessions, but I was interested in learning about plans to expand and 'green' the much larger electrical system of the future, and to hear about the approaches of other municipalities to problems with short term accommodations. The amount of information being presented at a conference like this is overwhelming. My experience is that lessons learned and ideas absorbed sometimes take a long time to process. Personally, I feel that I can handle one of these conferences every couple of years.

### Financial Implications

<b>Conference:</b>	<b>ROMA Conference 2023</b>
Registration Fee:	\$574.94
Conference Advance & Per Diem: (does not include employee's regular salary)	\$720.42
Accommodations:	\$761.97
Mileage:	\$0
<b>Total:</b>	<b>\$2,057.33</b>
	All amounts listed include HST at 1.76% only (being the non-recoverable portion).

Deputy Mayor Inglis' Administrative Report  
2023 ROMA Conference – 'Breaking New Ground'  
February 24, 2023  
Page 2 of 3

**Recommendation**

**Be It Resolved That** Council receives for information Deputy Mayor Inglis' Administrative Report entitled "2023 ROMA Conference – 'Breaking New Ground'".



In these circumstances, Council shall determine the disposition process for lands being transferred to these bodies.

- Due to inclement weather and snow cover, site inspections may not be completed between November 15<sup>th</sup> and April 30<sup>th</sup>, with the applications being deferred.
- Provide a back-up plan for the site inspection if it can't be completed within four (4) weeks.
- Applicants are to notify the surveyor that any areas where a Hydro and/or Bell easement may be required must be surveyed. In the past when Bell or Hydro identified utilities the property would need to be resurveyed to identify the location of the easement.
- Surveys shall be provided electronically, reducing staff time for preparing the circulation and preparation of the reports.
- Include additional provisions where Council will not consider the sale of the Road Allowance if the subject property is within 30 metres of a dam, would create a conflict with Township By-laws, or would impact a public access, emergency services, etc.
- As the sale and closure of a Shore Road Allowance usually only impacts the abutting property owners, an advertisement will no longer be published in the newspaper. The notice of sale and closure will be posted on the Township website; provided to the adjacent neighbours through Canada Post; and marking cards will be posted at the entrance of the property and along the waterfront.

**Financial Implications**  
**Increase in Administrative Fee**

The current administrative fee is \$1000 plus HST. This fee is intended to cover the following:

- Administrative time to communicate with the Applicant, their surveyor and their Solicitor (1.0 hours)
- Administrative time to address public questions and concerns (0.5 hours)
- Mileage costs for site inspection by Municipal Inspector (annual rate multiplied by the mileage)
- Preparation of the circulation of the application including provide marking cards and postage (1.5 hours)
- Advertising Fees (approximately \$85)
- Preparation of two reports to Council (1.5 hours)
- Drafting by-laws to close and sell Road Allowances (0.5 hours)

The Township's Solicitor is required to obtain a property identification number for the property and register the By-law. This information is provided to the Applicant's Solicitor to prepare the Transfer and register the consolidation agreement. The average cost for the legal fees on a file is \$670 per file.

The current Administrative Fee in neighbouring Municipalities are listed below (which do not include legal fees):

Township of Carling	\$2000
Municipality of Trent Lakes	\$1500
Township of Algonquin Highlands	\$2600 includes \$600 non-refundable deposit
Lake of Bays Township	\$900 with additional fee of \$80.00/hr. for administration if applicable
Township of Georgian Bay	\$621.50 + legal fee deposit of \$1,150
Township of Strong	\$1500 + \$500 non-refundable deposit for initial investigation
Town of Huntsville	\$1085 + Deposit \$2500
Township of Greater Madawaska	\$1000 (non-refundable)
Township of Lanark Highlands	\$1000
Township of Addington Highlands	\$250 administrative fee with \$1500 deposit
Township of Central Frontenac	\$300 plus complete cost recovery of all charges

#### **Increase in Land Costs for Shore Road Allowance**

The Township's Road Closing Policy currently sets the land costs at \$0.15 per square foot. A comparison table of land costs from other municipalities is provided below:

Township of Carling	\$0.46 per square foot
Municipality of Trent Lakes	\$0.63 per square foot
Township of Algonquin Highlands	\$0.55 per square foot
Lake of Bays Township	\$0.75 per square foot
Township of Georgian Bay	\$1.11 per square foot
Township of Strong	\$1.00 per square foot
Town of Huntsville	\$1.20 per square foot
Greater Madawaska	Road Allowance not leading to water - \$10 per linear foot Shore Road Allowance/Road leading to/abutting water – value determined by appraisal from an independent qualified appraiser
Township of Lanark Highlands	Value determined by at least one appraisal of fair market value of land
Township of Addington Highlands	\$0.20 per square foot
Township of Central Frontenac	Value determined by MPAC data and/or a Letter of Opinion of Value

The following changes are recommended:

- That the Shore Road Allowance Application Fee be increased from \$1000 (plus HST) to \$1200 (plus HST) to cover the associated costs of processing the applications and legal fees.

- The fee be submitted when the Application is submitted not after approval in principle as costs are already incurred by the Township for administrative staff time and the municipal inspection.
- That the Land Cost Fees for Shore Road Allowances be increased to \$0.55 per square foot.
- The Land Cost Fees for Concession/Lot/Reserve/Forced Road Allowance not leading to water be set at \$5.00 per linear foot (based on a 33 feet width) and leading to water be increased to \$0.55 per square foot for the 66 feet abutting the water.
- Add a re-activation fee for Applications where the By-law has been passed but the file has been inactive for more than two (2) years of \$250 to cover the cost of staff time to re-open the file and communicate with property owner and their Solicitor.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposed Amendments to the Policy for Sale and Disposition of Land”;

**And That** Council approves the draft Policy for Sale and Disposition of Land with the following amendments:

---



---



---



---



---



---



---



---



---



---

**And That** Council will consider the By-law to amend the Sale and Disposition of Land Policy at a future Council Meeting;

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

- Administration Fee – Increase from \$1,000 to \$1,200
- Land Costs – Increase from \$0.15 per square foot to \$0.55 per square foot for Shore Road Allowances and other Road Allowances within 66 feet of a water body.
- Land Costs – Increase from \$250 flat fee for the first linear 500 feet or less plus \$3 for each linear foot thereafter (33 feet width) to \$5 per linear foot.
- Re-activation Fee of \$250.

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

Enclosures:

1. By-law #22-15
2. Proposed Policy for the Sale and Disposition of Land

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #22-15

**BEING A BY-LAW TO REPEAL BY-LAW #110-13 AND TO ESTABLISH A POLICY FOR THE SALE AND DISPOSITION OF LAND BY THE CORPORATION OF THE TOWNSHIP OF NORTH FORNTENAC**

**WHEREAS** Section 270(1) of the *Municipal Act, 2001* as amended requires the Council of a Municipality to adopt and maintain a policy governing the sale and disposition of land.

**AND WHEREAS** the Council of the Corporation of the Township of North Frontenac deems it expedient to enact a by-law to amend the Policy for the Sale and Disposition of Land;

**NOW THEREFORE** the Council of The Corporation of the Township of North Frontenac does hereby adopt the "Policy for the Sale and Disposition of Land" attached hereto as Schedule "A";

**AND THAT** the Council of The Corporation of the Township of North Frontenac does hereby adopt the "Policy for Closing and Sale of Municipal Road Allowances" attached hereto as Schedule "B";

**AND THAT** By-law #110-13 is hereby repealed in its entirety;

**AND THAT** all resolution, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed.

**AND THAT** this By-Law shall come into force and take effect on the date of its passing.

**READ A FIRST AND SECOND TIME, THIS 16<sup>TH</sup> DAY OF MARCH, 2015.**

**READ A THIRD TIME AND FINALLY PASSED THIS 16<sup>TH</sup> DAY OF MARCH, 2015.**

  
MAYOR

  
CLERK

SCHEDULE 'A' TO  
BY-LAW #22-15

**POLICY FOR THE SALE AND DISPOSITION OF LAND**

**1. Definitions**

In this Policy:

- a) "Appraisal" means a written opinion as to the amount that the land might be expected to realize if sold in the open market by a willing seller to a willing buyer.
- b) "Clerk" means the Clerk of the Corporation of the Township of North Frontenac.
- c) "Council" means the Council of The Corporation of the Township of North Frontenac;
- d) "Municipality" means The Corporation of the Township of North Frontenac.

**2. Purpose**

The "Policy for the Sale and Disposition of Land" shall apply to the sale of lands by The Corporation of the Township of North Frontenac. For the purposes of this policy, "sale" shall include a lease of twenty-one (21) years or longer.

This policy does not apply to the sale of land under Part XI of the Municipal Act – Sale of Land for Tax Arrears.

This policy does not apply to the sale of Municipal Road Allowances (see Policy for the Closing and Sale of Municipal Road Allowances).

**3. Registry**

The Municipality shall maintain a public register listing and describing the land owned or leased by the municipality.

Exemptions:

The following classes of lands are exempt from the Registry:

- a) Land 0.3 meters or less in width acquired in connection with an approval or decision under the *Planning Act*.
- b) Highways, roads, and road allowances.
- c) Land formerly used for railway lines.

**4. Sale of Land**

Prior to the disposal of land by the municipality, Council shall, by resolution, declare the property to be surplus to the needs of the municipality.

**5. Appraisal**

The Clerk shall obtain at least one appraisal of the fair market value of the land. The form of the appraisal shall be an Opinion of Value from a licensed realtor, unless Council has directed, by resolution, that a formal appraisal shall be conducted by an independent, qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.

Exemptions:

The sale of the following classes of lands are exempt from an appraisal:

- a) Land 0.3 meters or less in width acquired in connection with an approval or decision made under the *Planning Act*.
- b) Highways, roads and road allowances if sold to an owner of land abutting the highway, road and road allowance.
- c) Land formerly used for railway lines if sold to an owner of land abutting the former railway land.
- d) Land that does not have direct access to a highway if sold to the owner of land abutting that land.
- e) Land purchased by an owner in accordance with Section 42 of the *Expropriations Act*.
- f) Land sold under Sections 107, 108 and 110 of the *Municipal Act*.
- g) Land to be used for the establishment and carrying on of industries and industrial operations and incidental uses.
- h) Easements granted to public utilities or to telephone companies.

By-law #22-15

Policy for the Sale and Disposition of Land

2

The sale of land to the following public bodies is exempt from an appraisal:

- a) A municipality.
- b) A local board, including a school board and a conservation authority.
- c) The Crown in right of Ontario or Canada and their agencies.

#### **6. Notice and Method of Sale**

- i) Lands being sold to the abutting landowner(s) the Clerk shall provide Notice to the Public of the proposed sale of land by:
  - a) Inserting the Notice once in the local newspaper;
  - b) Posted at the Municipal Office;
  - c) Posting the Notice on the Municipality's website;
  - d) Posting the Notice on the property for 10 days prior to Council's decision to dispose of municipal land;
  - e) Providing Notice by personal service or prepaid first class mail to every owner of land within 60 meters of the boundary of the lands proposed to be sold. The owner of land shall be deemed to be the person(s) shown on the last revised assessment roll of the municipality. However, if the municipality has received written notice of a change of ownership, the notice shall be given instead to the new owner at the address set out in the notice.

#### **OR**

- ii) Lands to be sold on the open market shall be listed with a real estate brokerage on a multiple listing service basis.

Note: The sale of road allowances shall be in accordance with the Policy for the Closing and Sale of Municipal Road Allowances.

#### **7. Policy Review**

Council shall review the Policy for the Sale and Disposition of Land during each term of Council. This policy may be amended from time to time as deemed necessary, but only by Council adopting an amending by-law.

SCHEDULE 'B' TO  
BY-LAW #22-15

**POLICY FOR THE CLOSING AND SALE OF MUNICIPAL  
ROAD ALLOWANCES**

**1. Definitions**

In this Policy:

- a) "Clerk" means the Clerk of the Corporation of the Township of North Frontenac.
- b) "Council" means the Council of The Corporation of the Township of North Frontenac;
- c) "Municipality" means The Corporation of the Township of North Frontenac.

**2. Purpose**

The "Policy for the Closing and Sale of Municipal Road Allowances" shall apply to the closure and sale of road allowances by The Corporation of the Township of North Frontenac.

**3. Application**

The property owner(s) shall complete either the Shore Road Closing Application or the Concession/Lot/Reserve/Forced Road Closing Application depending on the type of road wishing to be closed and purchased. The Application must be signed by all owners' listed on the property. The completed Application shall be submitted to the Clerk, at the Municipal Office.

If the Application pertains to a concession/lot/reserve/forced road application, it is Council's Policy:

- to offer half (33 feet) of that portion of the road allowance to the owners of property abutting the opposite side of the subject road allowance, if Council agrees to close and sell the entire width of the road allowance. If the abutting neighbour decides to purchase the road allowance he/she must submit an application and the two applications will proceed at the same time. If he/she decides not to purchase the road allowance the initial application will proceed.
- not to close Concession/Lot/Reserve/Forced road allowances that would deny public access to a water body or access to private property. In extenuating circumstances Council may decide to sell a portion of the road allowance that leads to water (i.e. Applicant has a building on the road allowance).

Note: No Administration Fee is required at this time.

**4. Inspections**

The proposed Road Closing will be inspected by the Municipal Road Inspector and if required the Public Works Manager.

**5. Approval in Principle**

The Application and Applicable Inspection Reports will be provided to Council in a Council Agenda which is posted on the Municipality's website. Council will consider the Application and provide approval in principle or deny the Application.

Note: Councils' approval is in principle only and as the application progresses, unforeseen circumstances may factor into the process to delay or end the proposal.

**6. Survey and Administration Fee**

If Council approval in principle is granted, the Applicant(s) shall submit the administration fee of \$1000.00 plus applicable taxes to the Township of North Frontenac. The Applicant(s) must also arrange to have the subject road allowance surveyed by an Ontario Land Surveyor. Upon completion of the required survey, the Applicant(s) will be required to submit nine (9) hard copies, or a digital copy plus two hard copies, of the Registered Plan to the Clerk.

Note: Once the process has begun the Administration Fee is non-refundable. The applicant is entirely responsible for any expenditure incurred such as survey costs, and legal fees whether the process is completed or not.

By-law #22-15  
Policy for the Sale and Disposition of Land

4

## **7. Public Notice**

Once the administration fee and survey are received, public notice will be provided of the pending road closing. The Notice will be placed in the Frontenac News once the week prior to the By-law being passed; posted at the Municipal Office; and on the Township website. The Applicant(s) will be provided with copies of the Notice to post on the property and on the road allowance, at least ten days prior to the By-law being passed.

## **8. Approvals**

In the case of a shore road allowance, the Notice will be provided to the abutting owners of the Applicant's land. The shore road sidelines will normally be determined by extending the property line to the water. In circumstances where this will effect a neighbouring property owner's access to the water or shoreline or use of their land the lot lines may be adjusted to a mutually agreeable location. In circumstances where abutting neighbours cannot agree on a mutual side line Council may determine the location of the disputed lot line.

In the case of a Concession/Lot/Reserve/Forced Road Application, the Notice will be provided to every owner of land within 60 metres of the boundary of the lands proposed to be sold.

The Notice will be by prepaid first class mail. Although written approval is not required all comments or objections to the proposed closure will be taken into consideration prior to further action on the proposal.

The Notice will also be provided to Hydro One, Bell Canada and Public Works Canada and if the subject road allowance intersects a provincial highway the Ministry of Transportation by mail and/or e-mail. These agencies are provided the opportunity to object to the road closing or to request an easement to allow them access to maintain their structures or equipment.

## **9. Land Costs**

In the case of a shore road allowance, the survey provides the area of the road allowance. The land costs to purchase the Shore Road Allowance are \$0.15 per square foot. Note: The Municipality uses a conversion of 1 square metre equals 10.76 square feet.

In the case of a Concession/Lot/Reserve/Forced Road Application, the survey provides the length of the road allowance being purchased. The land costs to purchase a Concession/Lot/Reserve/Forced Road Allowance not leading to water is \$250.00 flat fee for the first linear 500 feet (or less) plus \$3.00 for each linear foot thereafter (based on a 33 foot width). The land costs to purchase a Concession/Lot/Reserve/Forced Road Allowance leading to water is \$0.15 per square foot for the 66 feet abutting the water and the costs for the remaining road allowance are \$250.00 flat fee for the first linear 500 feet (or less) plus \$3.00 for each linear foot thereafter (based on a 33 foot width). Note: The Municipality uses a conversion of 1 metre equals 3.28 feet.

In the case of a Concession/Lot/Reserve/Forced Road Application where the road allowance traverses a mineral aggregate resource the Applicant shall be required to enter into an Extraction Agreement which will include the purchase of the mineral aggregate at \$1.10 per cubic yard, subject to change based on the Construction Price Index and subject to a buy back pricing guarantee.

## **10. By-law**

Prior to the disposal of land by the municipality, Council shall, by resolution, declare the property to be surplus to the needs of the municipality. Once all approvals have been obtained, a By-law will be tabled for consideration at a regularly scheduled Council Meeting. The Council will hear anyone who claims they or their lands will be prejudicially affected and decide either to pass or defeat the By-law. Please note that if closure of the road allowance results in a property owner not being able to access his/her property, the Applicant(s) will be responsible to provide an alternate access which is acceptable to Council. If the By-law is passed by Council, it will be provided to

the Municipality's Solicitor to register the By-law. If the road allowance does not have the required Property Identification Number this will be obtained from the Municipality's Solicitor.

**11. Deed and Consolidating Documents**

The Registered By-law and Property Identification Number will be forwarded to the Applicant(s)' Solicitor who will prepare the Deed. The Municipality will prepare a Consolidation Agreement to ensure the road allowance merges with the Applicant(s) lands. Once the Agreement is signed by the Municipality's signing authorities it will be provided to the Applicant's Solicitor to be signed by the Applicant(s) and registered. A copy of the Registered Deed and Consolidation Agreement shall be provided to the Municipality.

**12. Policy Review**

Council shall review the Policy for the closing and sale of municipal road allowances during each term of Council. This policy may be amended from time to time as deemed necessary, but only by Council adopting an amending by-law.

**Date** February 3, 2023



**Resolution # 63-23**

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

**Moved By:**  
Councillor Huetl

**Seconded By:**  
Councillor Fowler

**Be It Resolved That** Councillor Huetl brings forward a Notice of Motion for Council to consider recording Council meetings to be made available to the public;  
**And That** Council will consider this motion at the next Regular meeting.

**Carried**

Mayor



### 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>
---	--

**Councillor Fred Fowler**

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

**Deputy Mayor John Inglis**

<b>Portfolio:</b> Lake Associations – Ward 3 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>
---	--

The Corporation of the Township of North Frontenac

**By-law #16-23**

**Being a By-law to Amend By-law #80-22 To Appoint a Committee of Adjustment/Planning Advisory Committee Alternate Member**

**Whereas** Section 8 (2) of the *Planning Act* R.S.O. 1991, Chapter 13 (*Planning Act*) 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 R.S.O., 1990, Chapter P. 13, 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 Barb Sproule, Carl Tooley, and Garry Wood as members of the Committee of Adjustment/Planning Advisory Committee;

**Now Therefore** the Council for the Corporation of the Township of North Frontenac appeals By-law #80-22 as follows:

1. **That** Jim Ogilvie be hereby appointed to serve as the Alternate Member on the Committee of Adjustment/Planning Advisory Committee (Committee);
2. **THAT** this appointment shall be for the term of Council and include Committee meetings until December 2026.

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

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

**Read** a first and second time, this 24<sup>th</sup> day of February, 2023.

**Read** a third time and passed, this 24<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of North Frontenac

**By-law # 17-23**

**Confirming By-law**

**Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Regular Council Meeting held February 24, 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 February 24, 2023 Regular Council Meeting, be confirmed and adopted by by-law;

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

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Regular Council Meeting held February 24, 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 February 24, 2023 in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

**Read** a first and second time this 24<sup>th</sup> day of February, 2023

**Read** a third time and passed this 24<sup>th</sup> day of February, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk