



**Regular Council Agenda - Amended  
February 3, 2023 - 9:00 a.m.  
Municipal Office - Council Chambers  
6648 Road 506, Plevna  
[Zoom Meeting Registration](#)**

---

Page

**1. Call to Order**

**2. Approval of Agenda**

a) February 3, 2023

**Be It Resolved That** Council approves the Agenda for the Regular Meeting dated February 3, 2023, as circulated.

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

**4. Business Introductions**

None.

**5. Presentations**

a) County of Frontenac - Planning Department

i. Joe Gallivan, Director of Planning and Economic Development, County of Frontenac: Community Planning Permit System Presentation

**Be It Resolved That** Council receives the presentation from Joe Gallivan, Director of Planning and Economic Development, regarding the Community Planning Permit System (CPPS) Implementation in North Frontenac and the proposal for a joint project with the four Frontenac Townships to implement a CPPS;

**And That** Council supports the proposal for a joint project to implement a CPPS;

**And That** Council will consider the estimated cost of \$25,000 during Budget deliberations in 2023.

ii. Dmitry Kurylovich, Community Planner, Planning And Economic Development: Summary of Legislative Changes from Bill 23

8 - 21

22 - 38

**Be It Resolved That** Council receives for information the presentation and Administrative Report from Dmitry Kurylovich, Community Planner, County of Frontenac, providing a Summary of Legislative Changes from Bill 23 and thanks him for his time spent today.

39 - 66

- b) Sally McIntyre, General Manager, Mississippi Valley Conservation Authority - 2023 Draft Budget for MVCA

**Be It Resolved That** Council receives for information the presentation from Sally McIntyre, General Manager, Mississippi Valley Conservation Authority (MVCA), regarding the 2023 Draft Budget for MVCA; and thanks her for her time spent today.

**6. Delegations**

67 - 78

- a) Deborah Krause, Executive Director, Sharbot Lake Family Health Team: Physician Recruitment in North Frontenac

**Be It Resolved That** Council receives for information the presentation from Deborah Krause, Executive Director, Sharbot Lake Family Health Team and thanks her for her time spent today.

**7. Adoption of Minutes**

79 - 99

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

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

- January 13, 2023 - Public Meeting for Official Plan and Zoning By-law Amendment Applications;
- January 13, 2023 - Regular Meeting.

**8. Business Arising from the Minutes**

100 - 101

- a) Resolution #02/23: Official Plan Amendment #OP01/22 and Zoning By-law Amendment #Z08/22

**Whereas** at their Council meeting on January 13, 2023, Council passed Resolution #02/23 receiving for information the County Planner's report regarding Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22; and the comments from the public regarding the proposed development; and that County Planning Staff will review the comments received and provide a detailed analysis and recommendation in a final report to Council at a future meeting date;

**Therefore Be It Resolved That**, when further details regarding the application have been provided by the applicants to Township staff in response to public comments; agency comments; etc. Council requests the Committee of Adjustment/Planning Advisory Committee review the application and supporting documents at a Committee meeting;

**And That** the Committee will not receive public comments on this application as they are only reviewing material and providing recommendations and all public comments will be provided to Council; **And That** the recommendations of the Committee be provided to Council at a future meeting.

102 - 103

- b) Resolution #407-22: Transfer of a Portion of Arcol Road to the Township

**Whereas** at their meeting on October 14, 2022, Council passed Resolution #402-22 approving accepting the transfer of a portion of the Arcol Road more specifically described as Part 3 on 13R-22538 and instructed the Clerk to prepare a By-law to assume this portion of Arcol Road for Council's consideration once the Transfer was complete; **Therefore Be It Resolved That** Council receives for information an email dated January 25, 2023 from the Clerk/Planning Manager advising this portion of the road is not maintained by the Township; therefore the By-law establishes the land as a road but does not include the assumption of the road as it is not maintained as part of the Township Road network; **And That** Council will consider a By-law later in the meeting to establish Part 3 on Registered Plan 13R-22538 as a portion of Arcol Road.

104

- c) Kaladar Barrie Joint Fire Committee Resolution #09/23: Amendment to Appointing By-law for Kaladar Barrie Fire Chief - Increase in Working Hours

**Whereas** at their meeting on January 12, 2023, the Kaladar Barrie Joint Fire Committee passed Resolution #09-23, the Committee approved an additional five working hours be added to the Kaladar Barrie Fire Chief's working hours (previously approved by both Councils); and the Committee instructed the Addington Highlands CAO/Clerk-Treasurer and the North Frontenac Clerk/Planning Manager to amend the Appointing By-law for the Kaladar Barrie Fire Chief with the increase in approved working hours; **Therefore Be It Resolved That** Council will consider an amending By-law later in the meeting.

105 - 114

- d) Res. #253-21 - Ontario Provincial Police (OPP) Detachment Boards re: Update

**Whereas** on May 28, 2021 Council passed Resolution #253-21 instructing the Mayor to contact Heads of Council within Lennox and Addington OPP Detachment to determine if a single proposal outlining all of our individual needs, or multiple proposals to the Solicitor General makes sense and provide recommendations to Council; **And Whereas** the Township advised the Ministry of the Solicitor General, as the Township receives services from two OPP Detachments, and may be interested in sitting on both the Lennox and Addington Detachment Board and the Frontenac Detachment Board;

**Therefore Be It Resolved That** Council receives for information the email from the CAO advising Marty McConnell Detachment Commander, Staff Sergeant, Frontenac County Ontario Provincial Police on January 31, 2023 confirmed he will be our contact for all three Wards and the boundaries officially changed to Frontenac Detachment policing all three Wards in June, 2022;

**And That** Council instructs the CAO to respond to the the Ministry of the Solicitor General advising that as the Frontenac OPP will now be servicing all three Wards of the Township there is no longer an interest, or need, for North Frontenac to participate on the Lennox & Addington Detachment Board.

**9. Communications**

115 - 116

- 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

117 - 118

- B1. Fernleigh Hall: Donation of Pulpit

**Be It Resolved That** Council receives for information an email dated January 11, 2023 from the Fernleigh Community Hall Committee, advising they would like to donate a pulpit (lecturn) from the Fernleigh Community Hall to the Clar Mill Community Hall in memory of Gerry Martin, long-time resident and former Ward 2 Councillor;

**And That** Council is agreeable to this donation and instructs the Manager of Community Development to arrange for the donation;

**And That** Council would like to express their appreciation to the Fernleigh Community Hall for the thoughtful donation in memory of Gerry Martin.

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

119 - 120

- a) Chief Administrative Officer: Confidential Complaint Files - 2022 Annual Report

**Be It Resolved That** Council receives the Chief Administrative Officer's Administrative Report entitled "Confidential Complaint Files – 2022 Annual Report" for information purposes.

121 - 124

- b) Chief Building Official: Building Department Annual Construction Activity - 2022

**Be It Resolved That** Council receives for information the Chief Building Official's Administrative Report entitled "Building Department Annual Construction Activity 2022".

125 - 128

- c) Clerk/Planning Manager: Follow-up – Barton Road Allowance Closure – Whitton

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Follow-up re: Barton Lot Road Allowance Closure – Whitton”;

**And That** further to the CAO and Clerk’s site visit to the property and the construction of a new driveway to access the neighbouring property directly from Grindstone Lake Road, the closure of this Road Allowance will not deny access to the adjacent property owner;

**And That** Council amends Resolution # 193-21 to no longer require an easement be granted in favour of the Taylor/Cousineau;

**And That** Council instructs the Clerk to provide this information to the Applicant and Taylor/Cousineau.

129 - 131

- d) Director of Emergency Services / Fire Chief: Fire Marshal Public Safety Council Firefighter Certification Grant

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief’s Administrative Report entitled “Fire Marshal Public Fire Safety Council Firefighter Certification Grant”;

**And That** Council instructs the Director of Emergency Services, Fire Chief to make application for the Fire Marshal’s Public Fire Safety Council Certification Grant in year two and three to enhance the Certification of North Frontenac’s Firefighters;

**And That** Council instructs the Director of Emergency Services, Fire Chief to continue to investigate opportunities and grants to enhance the Certification of North Frontenac’s Firefighters.

132 - 133

- e) Manager of Community Development: Potential Donation of Wi-Fi Extender for Barrie Community Hall

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Potential Donation of Wi-Fi Extender for Barrie Community Hall”;

**And That** Council accepts the donation of a Wi-Fi Extender from the Cloyne and District Historical Society (CDHS) and instructs the MCD to have this installed at the Barrie Community Hall;

**And That** Council directs the MCD to send a thank you letter to the CDHS for the donation.

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

134 - 136

- a) Minutes of a Meeting of the Kaladar Barrie Joint Fire Committee October 28, 2022

**Be It Resolved That** Council receives for information the Minutes of the Kaladar Barrie Joint Fire Committee dated October 28, 2022.

137 - 141

- b) Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee dated December 19, 2022

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated December 19, 2022.

142 - 147

- c) Notes of an Economic Development Task Force Meeting dated January 16, 2023

**Be It Resolved That** Council receives for information the Notes of the Economic Development Task Force dated January 16, 2023;

**And That** Council approves the 2023-2026 EDTF Terms of Reference as recommended by the EDTF;

**And That** Council receives the request for \$5,000 from the EDTF for a North Frontenac Summer Event;

**And That** Council will consider the request at the 2023 draft Budget deliberations.

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

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

None.

**14. Council Portfolios**

148 - 149

- 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**

150 - 153

- 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:

- #09-23 - To Establish a Portion of Arcol Road as a Highway;
- #10-23 - To Amend By-law #63-13 - Appointing By-law for KB Fire Chief;
- #11-23 - Interim Tax Rate By-law.

- ii) Third Reading

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

**16. Public Forum**

**17. Closed Session**

- a) Closed Meeting of Council

**Be It Resolved That** Council retires to Closed Session at \_\_\_\_ .m. to:  
Adopt Minutes of a Meeting dated January 13, 2023;

- a. Consider personal matters about an identifiable individual, including municipal or local board employees, more specifically with regards to:
  - i. A confidential complaint regarding structures on Township Property; and
  - ii. The appointment of an Alternate Committee of Adjustment Member.

**Return to Open Session**

**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 #13-23

**Be It Resolved That** By-law #13-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held February 3, 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 February 16, 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.”



# Community Planning Permit System Implementation in Frontenac

2023 BUDGET PROPOSAL  
NORTH FRONTENAC TOWNSHIP



**FRONTENAC**

# What Is a Community Planning Permit System?

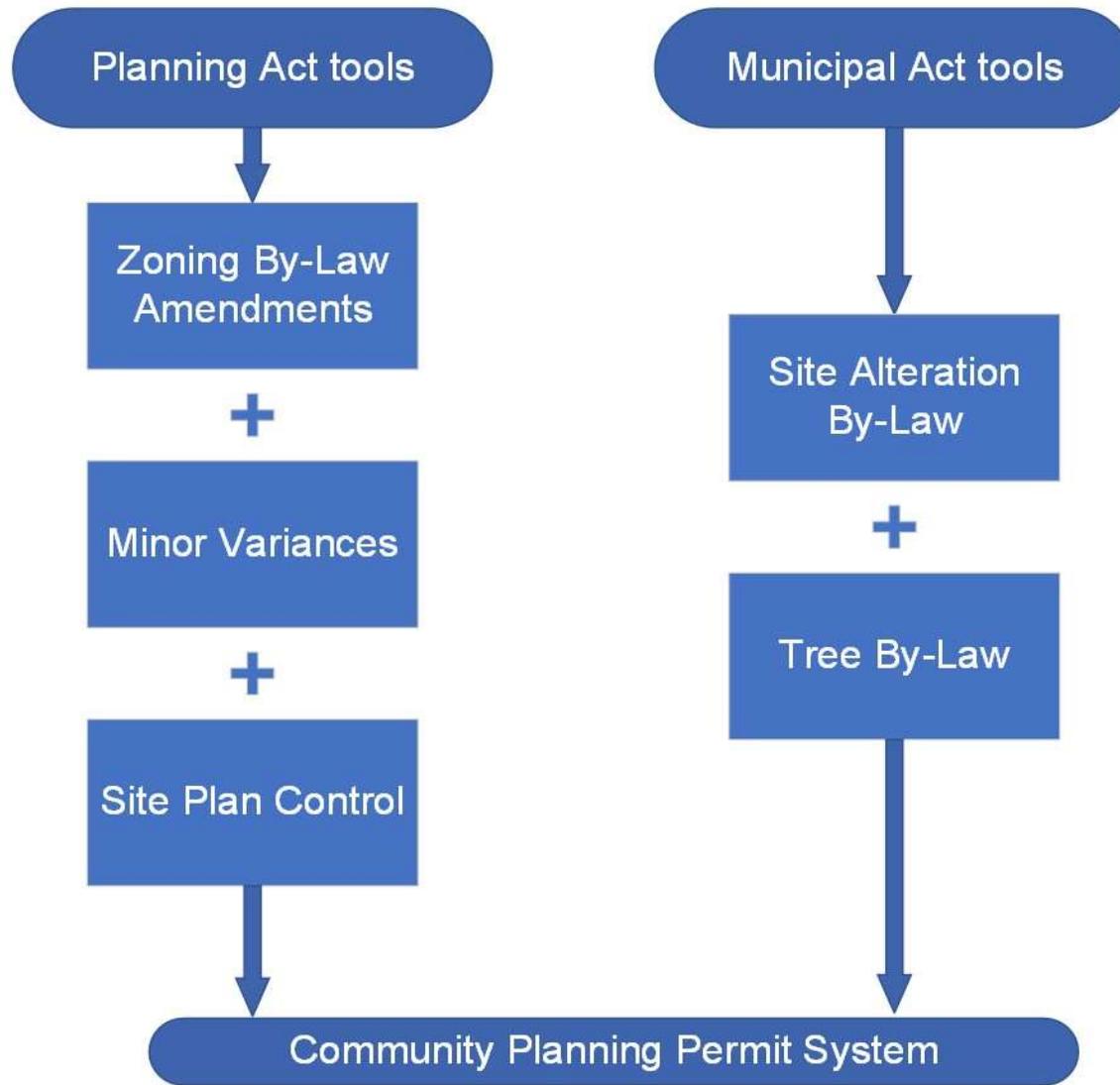
- Relatively new planning tool in Ontario
- Combines and replaces zoning, minor variances, and site plan approvals.
- A better tool for shoreline and lake protection.
- Can be used in entire municipality, or just certain areas.



## Community Planning Permit System

- Allows for variations from the standards (e.g., setbacks, lot coverage) provided criteria are addressed.
- By-law can also regulate removal (or addition) of vegetation, as well as site alteration.





## Community Planning Permit System

- Delegation of some approval authority to staff as deemed appropriate by Council.
- Delegated approvals do not require public notice for these minor variations.
- Streamlined approval process.
- For Council approvals – public notice required as well as public meeting.
- Appeals of Council decision on applications – only applicant can appeal.



# Community Planning Permit System

- Before a CPPS is put into place, Council needs to:
  - » Prepare an Official Plan Amendment that establishes the use and scope of the permit system; and
  - » Prepare a CPPS By-law (somewhat similar to a Zoning By-law).
- Public notice and public meetings are required; public can appeal the implementing OPA and the CPPS by-law.
- Consents are not part of the Community Planning Permit System.



# Community Planning Permit System

- Implementation
  - Issue Permits
  - Multiple Class Levels
  - Shorter Approval Periods
- When applied to waterfront properties, it can provide greater protection for waterbodies and shorelines.







## Final Report

### Frontenac Municipalities – Service Delivery Review

October 9<sup>th</sup>, 2020



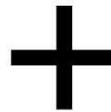
## Development Services

# Current Challenges with Existing Policies & Processes

Inefficiencies in existing policies and processes challenge the effective allocation of dedicated resources to achieving stated policy objectives. As projected population growth drives demand for development, the Frontenac municipalities have an opportunity to ensure they are positioned as effectively as possible to take advantage of this growth.

### Issue Area 1 – Committee of Adjustment Process

- In conversations with staff, across some of the Frontenac municipalities, existing Zoning By-laws and Official Plans are outdated in their approach to waterfront development, with a focus on setbacks rather than lakefront protection.
- As a result, every application for waterfront development that requires a Minor Variance adjustment must go through the Committee of Adjustment process across the Townships, regardless of complexity, structure, or potential impact on the surrounding environment.
- The resulting large volumes of applications for review by Township and County planning staff, as well as the Committee of Adjustment, delays the issuance of building permits, and with the opportunity for appeal, applicants and staff can be stuck in the Committee of Adjustment process for more **than 3 months for one application**.
- Without guarantees for swift planning approvals, and with the potential for an application to be appealed after more than 3 months of circulation, review, and assessment, applicants may be encouraged to consider redevelopment in proximate Townships with more streamlined and efficient policies for Minor Variance approvals.
- These inefficient processes and current focus on development applications challenge planning staff across the Frontenac municipalities in achieving their policy objectives and driving sustainable regional growth.



### Issue Area 2 – Records Management

- Pressures for development and real estate growth, as well as expectations for “on-demand” service by applicants have come at the expense of improving policies and processes to effectively manage sustainable community growth in the long-term.
- This is demonstrated in the varied approaches to records management across the Frontenac municipalities, which adversely impacts the pre-application process as duplication of efforts and wasted staff time delay the application process and cause undue stress for staff.
- Depending on the complexity of the application or the state of the roll files, gathering the required information for pre-application can take staff at the Townships and the County anywhere from **30 minutes, to over 10 hours**.
- Based on the experiences of staff, and made more challenging because of changing working conditions due to COVID-19, particularly disorganized paper-based files that take 10+ hours to review and compile come with a cost of over **\$1,200 in staff time**, which does not take into account travel time between municipalities, for one application.



## Issue Area 1 – Committee of Adjustment Process

- In conversations with staff, across some of the Frontenac municipalities, existing Zoning By-laws and Official Plans are outdated in their approach to waterfront development, with a focus on setbacks rather than lakefront protection.
- As a result, every application for waterfront development that requires a Minor Variance adjustment must go through the Committee of Adjustment process across the Townships, regardless of complexity, structure, or potential impact on the surrounding environment.
- The resulting large volumes of applications for review by Township and County planning staff, as well as the Committee of Adjustment, delays the issuance of building permits, and with the opportunity for appeal, applicants and staff can be stuck in the Committee of Adjustment process for more than 3 months for one application.



Development Services



# Recommendation #1 – Community Planning Permit System

A Community Planning Permit System (CPPS) would reduce the staff time and productivity losses associated with the current Committee of Adjustment process for minor variance approvals by allowing for conditional approvals by staff for minor variance approvals that meet the specified criteria for Exemption or Class I Permits.

Element	Description	Benefits
Planning Permits	<ul style="list-style-type: none"> <li>Frontenac municipalities CPPS would require that all development within the identified area that the By-law applies shall require a Planning Permit.</li> <li>This would initially focus on Waterfront Designation and minor variance approvals.</li> <li>Requires a Community Planning Permit System By-law designating Planning Permit Areas.</li> </ul>	<ul style="list-style-type: none"> <li>Allows for discretionary uses, conditional approvals, and variations to specified provisions within the By-law.</li> <li>Allows Council and the Committee of Adjustment to delegate approval authority, where appropriate, to staff.</li> </ul>
Planning Permit Exemptions	<ul style="list-style-type: none"> <li>Planning Permit exemptions shall be granted by <b>planning staff</b> for the types of development that do not involve significant deviations from the standards in the By-law, including sustainable vegetation removal, or development that does not involve exceeding the yard and setback requirements of the Zone in which the structure is erected.</li> <li>Upon granting the exemption, the applicant is sent to the Building department for building permit review.</li> </ul>	<ul style="list-style-type: none"> <li>The exemptions process removes minor variation applications (little complexity or deviation from the standards as set out in the By-law) from the Committee of Adjustment process, saving significant staff and applicant time.</li> <li>For these applications, notice to neighbours is not required and the process is streamlined.</li> <li>There are no appeals to this decision.</li> </ul>
Planning Permit Classifications	<p><u>Class I: Staff Variations</u> – where the application generally meets the requirements, standards, and provisions of the Planning Permit Area, but requires minor relief. Authority for issuance of Planning Permits is delegated to County Planning staff.</p> <p><u>Class II: Committee of Adjustment Variations</u> – where the application requires more substantial relief from the standards. There is a requirement for notice to be circulated to neighbours.</p>	<ul style="list-style-type: none"> <li>Appeals to the LPAT of a Committee of Adjustment decision may only be made by the applicant.</li> <li>The Committee of Adjustment must make a decision within 45-days of receiving the Class II Planning Permit, but with less applications in circulation at the Committee, this is achievable.</li> </ul>

✓ Staff estimate that they could cut down the amount of time it takes for minor variance approvals using a CPPS by 2/3<sup>rds</sup>, which results in estimated savings of over **\$180,000 in staff time annually** once implemented.

# Community Planning Permit System

- Proposal: Joint project to implement CPPS in all four Townships
  - Focussed on waterfront areas / lake protection
- Timing: start work in 2023
- Budget Implications: each Township budgets \$25,000 (upset limit); to be used to hire a consultant to prepare a draft CPPS by-law template.
- Project Management: County planning with Township staff
- County will provide and oversee mapping and public engagement.





FRONTENAC

## Summary of Legislative Changes from Bill 23

Presented by: Dmitry Kurylovich, Community Planner,  
Planning and Economic Development, Frontenac County

February 03, 2023



### Background

- Bill 23, *More Homes Built Faster Act, 2022* introduced changes to multiple statues and regulations that make up the planning framework in Ontario.
- This report and presentation discusses how Bill 23 impacts North Frontenac.

Summary of Legislative Changes from Bill  
23



### **Conservation Authority (CA) Role in Development Review**

- CAs prohibited from commenting on natural heritage matters. Only permitted to comment on natural hazards and source water protection.
- Change leaves an expertise gap in development review within the Township and County.

### **Appeals of Minor Variance and Consent (Severance) Applications.**

- Third Parties (neighbours, lake associations, etc.) not permitted to appeal minor variance and severance applications.
- Can only be appealed by ‘persons prescribed by the Act’ (the municipality, the applicant, the minister, First Nations, utility energy companies, and railway operators).
- Official Plan and Zoning By-law Amendments can still be appealed by third parties.

### Three Dwelling Units to a Property

- Council cannot pass by-law that prohibits three dwelling units on a property located within 'urban residential land'.
- 'Urban residential land' defined as lands located within settlement area (hamlet, village) and serviced by both municipal sewer and water.
- Unclear if developments on communal services that include both water and sewage that are located within a settlement area meet the definition of urban residential land.

### Site Plan Control

- Developments proposing 10 or fewer residential units exempt from site plan control.
- Exterior design and landscape are exempt from site plan control.
- Can add metric in zoning by-law to mitigate some land use issues historically dealt with through site plan.
- Site Plan By-law needs to be revised.

### **Public Meetings for Draft Plan of Subdivision**

- Municipalities no long required to hold public meetings for draft plan of subdivision.
- Municipalities can still determine criteria for requiring public meetings in their Official Plan.
- County is the approval authority for all plans of subdivisions.
- County planning staff recommend for public meetings to be required for all subdivisions.

Summary of Legislative Changes from Bill  
23



### **Parkland and Cash-in-lieu Dedication Requirements**

- Parkland dedication requirements reduced.
- Applicants can identify lands for parkland dedication, municipality can only appeal decision to OLT.
- No impact - all municipal cash-in-lieu requirements fall below the maximum prescribed by legislation.

Summary of Legislative Changes from Bill  
23



## **Ontario Wetland Evaluation System (OWES)**

- Wetlands can be evaluated or re-evaluated at anytime by anyone that passes the OWES exam and is certified by the province.
- No peer review requirement. Unclear how to dispute OWES assessment.
- Concept of wetland complex eliminated.
- Ranking system modified to discount weight assigned to cultural heritage value (hunting, fishing, etc.)



**Administrative Report**

To: Mayor and Members of Council

From: Dmitry Kurylovich, Community Planner, Planning and Economic Development, County of Frontenac.

Date of Meeting: February 03, 2023

Re: Summary of Legislative Changes from Bill 23

**Background**

Bill 23, More Home Built Faster Act, 2022 has introduced changes to a number of statues and regulations that make up the planning framework in Ontario. This report summarizes the effect of provincial planning legislative changes brought on by Bill 23, More Homes Built Faster Act, 2022 on the Township of North Frontenac.

Appendix 1 of this report provides a more detailed explanation of how the changes impact the current land use planning framework in the Township of North Frontenac. While Bill 23 introduced a number of changes across various legislations, only those that impact the Township are addressed in this report.

**Researched By**

Dmitry Kurylovich, Community Planner, Planning and Economic Development, County of Frontenac.

**Comments**

Topic	Changes	Impact to Frontenac County and Local Municipalities
<p><b>Conservation Authority (CA) involvement in the Planning Process</b></p>	<ul style="list-style-type: none"> <li>• CAs are not permitted to provide expert opinion on development near natural heritage features (lakes, streams, wetlands).</li> <li>• CAs permitted to provide comments on issues related to natural</li> </ul>	<ul style="list-style-type: none"> <li>• The province requires that planning decisions protect natural heritage features.</li> <li>• County and municipal planning staff do not have the expertise to evaluate the impact of development on ecological function. Higher costs for applicant</li> </ul>

County Planner Administrative Report  
 Summary of Legislative Changes from Bill 23  
 February 03, 2023  
 Page 1 of 12

Topic	Changes	Impact to Frontenac County and Local Municipalities
	<p>hazards (unstable soils, flooding) and source protection only.</p> <ul style="list-style-type: none"> <li>• Single regulation is proposed for all 36 CAs in the province.</li> <li>• CA permits not required in regulated areas for development or activity authorized under the Planning Act.</li> </ul>	<p>and/or municipality to fill the expertise gap.</p>
<b>Third Party Appeals on Planning Applications</b>	<ul style="list-style-type: none"> <li>• No third-party appeals are permitted for consent and minor variance applications.</li> <li>• Applications for consent and minor variance can only be appealed by persons specified in the Act.</li> <li>• Persons specified in the Act include the municipality, the applicant, the minister, First Nations, utility and energy companies, and railway operators.</li> </ul>	<ul style="list-style-type: none"> <li>• Affected residents can still contact Township staff throughout the entire application process with concerns.</li> </ul>
<b>Additional Residential Units</b>	<ul style="list-style-type: none"> <li>• Municipalities required to permit up to 3 dwelling units on a parcel of land within 'urban residential land'.</li> <li>• Urban residential lands are defined as lands within a settlement area that are serviced by</li> </ul>	<ul style="list-style-type: none"> <li>• Land not serviced by municipal sewer and water are not required to permit 3 dwelling units on a lot of record.</li> <li>• It is unclear if this requirement will be applied to lands in settlement areas serviced by communal sewer and</li> </ul>

Topic	Changes	Impact to Frontenac County and Local Municipalities
	municipal water and sewer	water. Consultation with the Ministry of Municipal Affairs needed for clarification.
<b>Site Plan Control</b>	<ul style="list-style-type: none"> <li>• Any projects that propose 10 or fewer residential units are exempt from the site plan control process.</li> <li>• Architectural details and landscape design are exempt from site plan control.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of up to 10 dwelling units adjacent to less intensive uses (a single dwelling) may have the potential to result in issues surrounding storage of waste and snow, parking, access, and privacy.</li> <li>• Issues above are typically dealt with through site plan control; however, some of these can also be addressed through the zoning by-law.</li> <li>• The Township's site plan control by-law currently applies to any developments proposing 6 or more dwelling units and waterfront residential development.</li> <li>• Township cannot regulate individual residential development on the waterfront through site plan control.</li> <li>• The Township will need to update their current site plan control by-laws to reflect these changes.</li> <li>• The Township may need to amend their zoning by-laws to ensure that specific</li> </ul>

Topic	Changes	Impact to Frontenac County and Local Municipalities
		land use issues can be addressed.
<b>Parkland Dedication</b>	<ul style="list-style-type: none"> <li>• The changes limit the maximum amount of land that can be conveyed to the Township or paid in lieu to 10% of the land area or value for properties that are under 5 hectares in areas and 15% for properties that are greater than 5 hectares.</li> <li>• Allows landowners / applicants to identify lands they wish convey to the municipality to meet municipal parkland dedication requirement. Municipality can appeal proposal to Ontario Land Tribunal.</li> <li>• Municipalities are required to spend or allocate 60% of their cash-in-lieu reserves at the start of every year.</li> </ul>	<ul style="list-style-type: none"> <li>• An applicant may propose to dedicate only undesirable land that cannot otherwise be developed. This has the potential to put a strain on existing park facilities, and financial pressures on the municipality to develop the undesirable parcel into a usable park space.</li> <li>• No impact is anticipated with respect to the maximum land area or value cap. North Frontenac caps their cash-in-lieu (CIL) dedication requirements to 5% of land value.</li> <li>• The term 'allocate' is not yet defined in the legislation.</li> <li>• CIL account will need to be managed.</li> <li>• A comprehensive parks plan/strategy may be required.</li> </ul>
<b>Applications for Subdivisions</b>	<ul style="list-style-type: none"> <li>• Municipalities are no longer required to hold a public meeting before approving a draft plan of subdivision.</li> <li>• Holding a public meeting/open house for draft plan of subdivision</li> </ul>	<ul style="list-style-type: none"> <li>• The County is the subdivision approval authority for developments proposed within the Township.</li> <li>• Public meetings provide an official channel for nearby residents to provide their input and local knowledge</li> </ul>

Topic	Changes	Impact to Frontenac County and Local Municipalities
	<p>is at the discretion of the municipality.</p>	<p>and identify issues that may not be known by the applicant and/or reviewing staff.</p> <ul style="list-style-type: none"> <li>• County and Township Official Plan will need to be updated to specifically identify if public meetings are required for draft plan of subdivision. (Note: County planning staff recommend continuing to hold public meetings and/or open houses in order to allow for questions or concerns from local residents)</li> </ul>
<p><b>Ontario Wetland Evaluation System (Provincially Significant Wetlands Only)</b></p>	<ul style="list-style-type: none"> <li>• Province will no longer review proposed changes to wetland boundaries and wetland status.</li> <li>• Single wetland units, even if they are part of an overall wetland complex, can be re-evaluated individually to determine if they are provincially significant.</li> <li>• Anyone who completes the Provincial OWES course can undertake a wetland evaluation which can result in redesignation and remapping of provincially significant wetlands (PSW).</li> <li>• Remapping and redesignation of</li> </ul>	<ul style="list-style-type: none"> <li>• Local wetlands and those not deemed to be provincially significant are still regulated by the Township Zoning By-law.</li> <li>• A single wetland unit may not meet the criteria of a PSW itself, however it does not mean that it serves no function within the overall wetland system.</li> <li>• The ability to remove a single wetland unit from PSW designation can have unintended consequences on ecosystem services (flood protection, water filtration, breeding habitat, nutrient banks for aquatic species).</li> <li>• Financial implications for the Township if the OWES assessment is disputed. It seems like the only way to</li> </ul>

County Planner Administrative Report  
Summary of Legislative Changes from Bill 23  
February 03, 2023  
Page 5 of 12

Topic	Changes	Impact to Frontenac County and Local Municipalities
	wetlands are not subject to peer review	dispute assessment is by initiating a separate assessment and/or appealing the matter to the Ontario Land Tribunal

### Financial Implications

No immediate financial implications.

Future financial impact anticipated to address the expertise gap associated with conservation authorities being prohibited from commenting on natural heritage matters.

### Recommendation

**Be It Resolved That** Council receives for information the County Planner’s Administrative Report entitled “Summary of Legislative Changes from Bill 23”;

**Enclosures (1)** – Appendix A: Comprehensive Explanation of Changes

## **Appendix 1: Comprehensive Explanation of Changes**

### **1. Conservation Authority Involvement in the Planning Process:**

One of the most significant changes brought forward by Bill 23 are the changes to the *Conservation Authorities Act* and the level of involvement Conservation Authority staff will have on planning applications and decisions.

The traditional mandate of conservation authorities has been to provide their municipal partners with professional opinions and advice on issues related to natural hazards (e.g., flooding, unstable soils, slopes, etc) and impact on natural heritage (e.g., wetlands, waterbodies, watercourses, groundwater), and to regulate development by requiring development permits within the area and features described by regulations under the *Conservation Authorities Act*.

The changes brought on by Bill 23 will eliminate conservation authorities' involvement in natural heritage review of the planning process. The role of the conservation authority will be strictly limited to providing expert opinions on protection from natural hazards and source water protection.

This means that conservation authority staff, who are made up of a mix of planners, engineers, and biologists, will not have the ability to provide their municipal partners with expert opinions and advice on any matters related to the impact of development on natural heritage, and what can be done to mitigate potential impact so that a development can commence. Municipalities are also prohibited from 'contracting out' these services provided by conservation authorities.

#### **1.1 Implications of Changes to the Conservation Authority Act:**

The Provincial Policy Statement, 2020 (PPS) requires municipal official plans to develop policies for the purpose of protecting natural heritage features. The PPS also requires all planning decisions to be consistent with the PPS and ensure that natural heritage features are protected for the long term.

Currently, County and Township planning staff rely on conservation authority staff to review and provide comments on all developments that may have an impact on wetlands, watercourses, and shorelines of lakes. It is important to note that input received from conservation authority staff on planning applications is a result of a team effort between various professionals such as engineers, environmental planners, and biologists. At the present time, County and Township planning staff do not have the necessary expertise to identify impacts of development on natural heritage features and systems. As a result, the Township and Frontenac County will need to determine how natural heritage review will occur going forward.

Since natural heritage review is mandated by the province through the PPS, these changes are anticipated to have negative financial implications on both the municipality and applicants alike.

## **2. Planning Appeals**

Prior to the changes, the *Planning Act* process permitted third party appeals of decisions made by committees of adjustment or councils on minor variance and consent applications. Third parties typically include neighbours, lake associations, community groups, or anyone that commented on the application before or during a public meeting.

The revised process will eliminate any third party appeals for all minor variance and consent applications. The change to the Act now only permits appeals for specific persons that include the municipality, the applicant, the minister, First Nations, utility and energy companies and railway operations. Third party appeals are still permitted for Official Plan Amendments and Zoning By-law Amendments.

### **2.1 Potential Implications of the Changes to the Appeal Process.**

Neighbours, community groups, or anyone else that may be impacted by developments proposed through minor variance or consent will not have the ability to appeal the decision of the committee or council to the Ontario Land Tribunal. Persons that are not permitted to appeal minor variance and consent applications can still provide comments on an application. This may inadvertently result in more pressure on members of council, committee of adjustment, and staff from various persons throughout the application process.

## **3. Additional residential units.**

Prior to the changes the *Planning Act* already required township official plans and zoning by-laws to permit three dwelling units in a detached, semi-detached, or rowhouse/townhouse dwelling and an additional dwelling unit in an accessory structure. However, there was nothing that prevented council from restricting number of dwelling units through the passing of a by-law. The legislation change now restricts council from passing a by-law that prohibits three residential units on 'urban residential land'. Urban residential lands are defined as lands within a settlement area that are serviced by municipal water and sewer.

### **3.1 Potential Implications of Changes:**

No impacts are anticipated at this time. There are no villages or hamlets that are serviced by municipal water and sewer within the Township.

It is not clear how developments on communal services located within a hamlet or designated growth area will be impacted. County planning staff will be contacting the province for more information on this issue.

#### **4. Parkland Dedication**

The changes limit the maximum amount of land that can be conveyed to the Township or paid in lieu to 10% of the land area or value for properties that are under 5 hectares (12.4 acres) in area and 15% for properties that are greater than 5 hectares (12.4 acres).

The changes will also allow landowners/applicants to identify lands they wish convey to the municipality to meet municipal parkland dedication requirement. If the municipality does not agree with the lands identified for dedication, they have the right to appeal the decision to the Ontario Land Tribunal. Prior to this, municipalities had the authority to identify the location of lands to be dedicated as long as the dedication aligned with the township official plan and/or parks master plan.

Another major change will require municipalities to spend or allocate 60% of their cash-in-lieu reserves at the start of every year.

##### **4.1 Potential Implications to Parkland Changes**

No impact is anticipated with respect to the maximum land area or value cap. North Frontenac caps their cash-in-lieu (CIL) dedication requirements to 5% of land value up to \$1,000.

One major concern with allowing only the applicant to identify lands to be dedicated to the Township for the purposes of parkland is that the applicants may propose to dedicate only undesirable land that cannot otherwise be developed. This has the potential to put a strain on existing park facilities, and financial pressures on the municipality to develop the undesirable parcel into a usable park space.

Council and Township staff will need to closely manage the CIL account and ensure that 60% of the balance is spent/allocated every year. The term 'allocate' has not yet been defined in the legislation so it is unclear how funds can be allocated and for how long.

#### **5. Site Plan Control**

Site plan control exists for the purpose of reducing conflict between proposed uses and nearby properties. Typically, this process exists to ensure that large developments carefully consider issues such as parking location, snow storage, storage of and access to garbage facilities, etc.

Changes brought forward by the Bill now exclude any projects that propose 10 or fewer residential units from the site plan control process except those related to access and public safety. The changes also exclude exterior design and landscape considerations from site plan control.

For mixed use proposals, only non-residential uses are subject to site plan control.

### **5.1 Potential Implications of Changes to Site Plan Control Process**

Site plan control by-laws will need to be revised to be consistent with the legislation. North Frontenac's site plan control by-law currently applies to lands abutting lakes and residential developments consisting of 6 or more dwelling units. The Township rarely utilizes site plan control for the redevelopment of waterfront properties containing single dwellings.

Development of up to 10 dwelling units adjacent to a single dwelling have the potential to result in issues surrounding storage of waste, storage of snow, parking, egress and ingress, privacy, noise etc. Typically, these issues are addressed through a site plan application. The changes do not allow the municipality to review site plan details which may result in unintended impacts on adjacent landowners.

As an alternative, the municipality may consider prescribing the mitigation of these issues through the zoning by-law. It also appears that waterfront development can still be managed through a community planning permit system.

## **6. Subdivision of Land**

The Planning Act has been amended to remove the requirement to hold a public meeting before approving a draft plan of subdivision. However, Municipalities may still choose to adopt policies that outline the criteria for holding public meetings for draft plan of subdivisions and still hold public meetings.

Public meetings are important tools as they provide the necessary medium for information exchange between nearby residents that may have specific local knowledge, planning staff, and Township Council.

### **6.1 Potential Implications of Subdivision of Land Changes**

The Township's Official Plan will need to be reviewed and potentially updated to establish criteria for holding public meetings.

## **7. Changes to Ontario Wetland Evaluation System.**

Wetland protection in Ontario is scaled based on the importance of a wetland from both an ecological and cultural perspective. Wetlands that provide more value receive more protection. Wetlands that are identified to be the most valuable receive special protection and designation from the province, known as Provincially Significant Wetlands (PSW). PSWs are typically wetlands that are larger than 2 hectares (5 acres) in area.

Value of a wetland is determined by a standardized ranking system known as the Ontario Wetland Evaluation System (OWES). The OWES numerically ranks

County Planner Administrative Report  
Summary of Legislative Changes from Bill 23  
February 03, 2023  
Page 10 of 12

wetland functions based four categories that include: Biological, Social, Hydrological, Special Features. Wetlands that have been evaluated under the OWES system are identified by the province as an 'evaluated wetland'. Most of the wetlands in Frontenac County have not been evaluated. It is important to note that the OWES does not evaluate vulnerability from developments and other pressures.

Prior to the changes, all wetland evaluations had to be approved and reviewed by the Province. Based on the updated OWES guideline material, it seems like a wetland can be evaluated or reevaluated at anytime without any form of peer review or oversight from the Province, municipality, or conservation authority. Given that most of the ranking categories are subjective, the wetland evaluation process was historically done in partnership between the applicant and review authority (Conservation Authority or Province). In addition, some criteria that contribute to the evaluation ranking have also been removed from the evaluation process. This includes cultural heritage value (such as hunting, fishing), and presence of threatened species. The 'weight' assigned to each category has also been revised.

It also appears that the concept of 'wetland complexes' have been removed. The changes now allow for single wetland units, even if they are part of an overall wetland complex, to be re-evaluated individually to determine if they are provincially significant. This is problematic because a single wetland unit may not meet the criteria of a PSW itself, however it does not mean that it serves no function within the overall wetland system and adjacent PSWs.

### **7.1 Potential Implications of Changes to Ontario Wetland Evaluation System.**

It is important to note that, in many parts of the County, the wetlands that provide ecosystem services (flood protection, water filtration, breeding habitat, nutrient banks for aquatic species) and cultural heritage value (e.g., hunting, fishing, threatened species) are made up large areas that contain many pockets of smaller wetlands. Not being able to evaluate individual wetlands as part of a larger complex system runs the risk of unintended impacts and consequences of developments on the overall function of the system.

Also, not requiring the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) to review and evaluate changes to mapped wetlands places all the responsibility of wetland evaluation on Township staff, who do not have the necessary expertise to make adequate assessments. Under the Provincial Policy Statement, Township planning staff are ultimately responsible for ensuring that PSWs are protected and accurately represented in their planning analysis. In the past, Township staff relied on CA or MNDMNRF staff to determine whether a wetland was deemed to be provincially significant or not.

The changes may have a negative financial impact on municipalities and applicants should an assessment or reassessment of a wetland be required. The changes to the OWES has no impact on the regulation of local wetlands that are not deemed to be provincially significant.

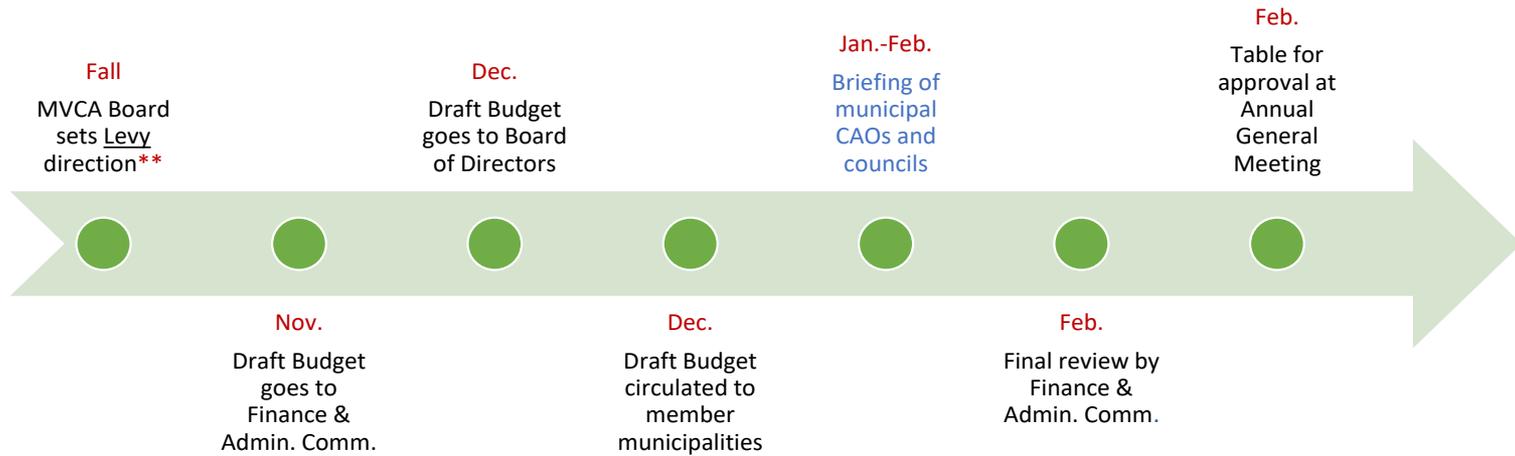


# 2023 Draft Budget

North Frontenac Council

February 3, 2022

# Developing the Budget



**\*\*Fall 2022 Direction:**

- 3% to the operating budget for inflation (actual closer to 10%)
- 4.5% to the capital budget to implement the 10-year Capital Plan
- 1.5% increase to both to provide for assessment growth

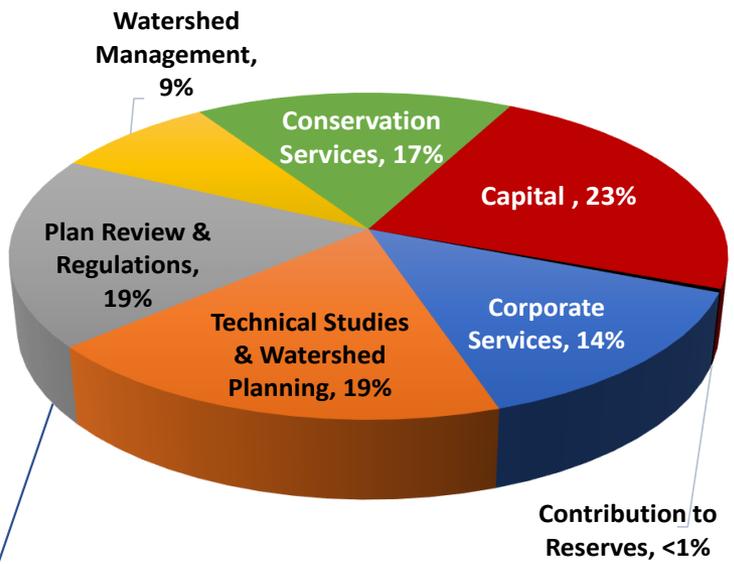
**BASE pressure on levy ~4.7%**

# Navigating the Budget

 <b>Totals</b>	Operating (Expenditures and Revenues) Capital (Expenditures and Revenues) Municipal levies (by municipality)**
 <b>Corporate Services</b>	Administration, Communications Information Technology Vehicles and Equipment
 <b>Technical Studies and Watershed Planning</b>	<i>Supports mix of program and services</i>
 <b>Plan Review and Regulations</b>	<i>Mandatory under CA Act; and per MOUs w municipalities**</i>
 <b>Watershed Management</b>	Flood Forecasting & Warning O&M Flood Control Structures (FCS) Preventative Maintenance FCS
 <b>Conservation Services</b>	Stewardship & Education Services Property Management Visitor Services
 <b>Capital</b>	Water & Erosion Control Infrastructure (WECl) ** Debt Repayment Other Capital
 <b>Reserves</b>	

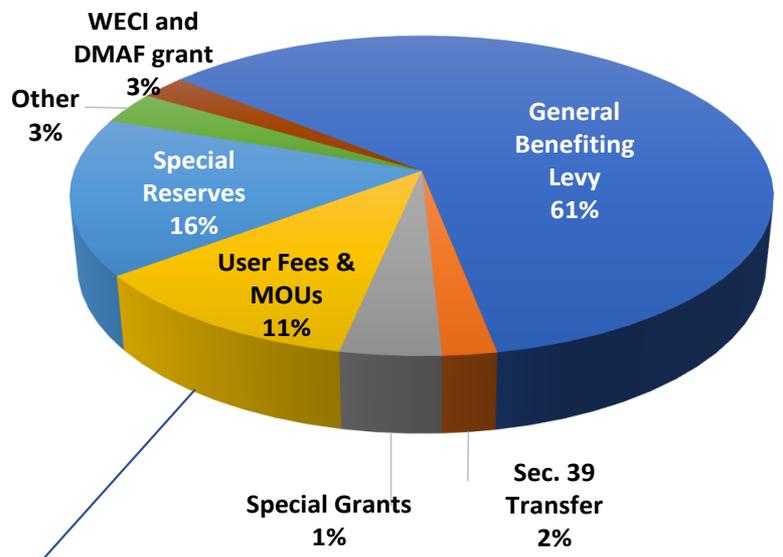
# 2023 Expenditures and Revenues

### Expenditures



Assumes reduction of 0.5 FTE due to regulatory change

### Revenues



Assumes reduction in fees due to regulatory change

# TOTAL BUDGET

	<b>2022</b>	<b>2023</b>
<b>Operating</b>	\$4,571,874	\$4,562,158
<b>Capital</b>	\$827,142	\$1,381,167
<b>Contribution to Reserves</b>	\$196,719	\$20,161
<b>Total</b>	<b>\$5,595,735</b>	<b>\$5,963,486</b>

OPERATING going down due to program changes  
CAPITAL going up due to 2023 capital program  
TOTAL budget increase = 6.6%

# Municipal Levies

	<b>2022</b>	<b>2023</b>
<b>General/Operating Levy</b>	\$2,777,096	\$2,999,647
<b>Capital Levy</b>	\$598,706	\$634,628
<b>Total</b>	<b>\$3,375,802</b>	<b>\$3,634,276</b>
<i>Difference</i>		<i>\$258,474</i>
<b>Special Levy **</b>	\$63,870	\$71,500

\*\* City's Baseline water quality monitoring program

- Includes phase-in of costs for new hires in 2020-2021.
- Municipal levies equal approx. 69% of annual revenue.
- 90% of municipal levy paid by the City of Ottawa.

# North Frontenac

## **2023 Municipal Levy**

- Apportionment <1% of total
- Operating \$27,844
- Capital \$5,891

## **Programs & Services (local highlights)**

- O&M of Shabomeka, Mazinaw, Mississagagon, Kashwakamak and Farm Lake dams
- O&M of 16 water level and/or flow stations
- Online access and notification system regarding water levels
- Monitoring of 53 surface water quality/health sites
- Kashwakamak Lake Dam Environmental Assessment for reconstruction (estm. at \$100k)
- Stewardship support for Lake Associations
- Partnership on Palmerston-Canonto Conservation Area



December 13, 2022

I-02

Tara Mieske, Clerk  
6648 Road 506  
Plevna, ON  
K0H 2M0

Dear Ms. Mieske,

**Re: Draft MVCA 2023 Budget**

Attached for information and comment is the Draft 2023 Budget for the Mississippi Valley Conservation Authority (MVCA). The levy portion of the 2023 budget contains the following increases:

- 3.0% for inflation on the operating budget;
- 4.5% increase on the capital budget; and
- 1.5% for growth on both.

The levy for North Frontenac includes an additional \$905.83 for its share of the costs to deal with the housing boom, meet regulatory processing time requirements, and related resource pressures. These operating costs are largely borne by MVCA's Operating Reserves at present, and are being phased onto the levy over time to mitigate a significant increase in one year. The 2023 budget includes a fee study to identify alternative revenue sources to help mitigate future pressures on the levy.

Municipal levies are apportioned to member municipalities based upon the percentage that each has of the Current Value Assessment (CVA) of all land within the watershed, as provided by the Province and shown on page 4 of the Draft Budget.

The MVCA Board of Directors is scheduled to give final consideration of and approve the Budget at its meeting February 22, 2022. Please let me know of any concerns you have by **January 20, 2023**. To that end, I would be pleased to meet with staff or council early in January to discuss this and any other related matters.

Thank you for your consideration of this matter.

Yours truly,

A handwritten signature in blue ink that reads "Sally McIntyre".

Sally McIntyre  
General Manager

Attach.

10970 Highway 7, Carleton Place ON, K7C 3P1 | (613) 253-0006 | info@mvc.on.ca

**Your partner in hazard management, resource conservation, and stewardship.**



# 2023 Draft Budget

November 21, 2022

Mississippi Valley Conservation Authority  
2023 Draft Budget  
Operating Program

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
<b>Corporate Services</b>				
Administration	\$617,108	\$519,693	84.21%	\$808,267
Communications	\$54,500	\$24,060	44.15%	\$36,000
Vehicles & Equipment	(\$7,886)	\$9,679	-122.74%	(\$17,400)
<b>Sub-total</b>	<b>\$663,722</b>	<b>\$553,432</b>	<b>83.38%</b>	<b>\$826,867</b>
<b>Watershed Management</b>				
Information & Communications Tech.	\$133,839	\$65,072	48.62%	\$80,445
Technical Studies & Watershed Planning	\$1,212,686	\$597,520	49.27%	\$1,023,539
Plan Review & Regulations	\$918,505	\$657,716	71.61%	\$1,124,230
<b>Sub-total</b>	<b>\$2,265,030</b>	<b>\$1,320,308</b>	<b>58.29%</b>	<b>\$2,228,214</b>
<b>Flood and Erosion Control</b>				
Flood Forecasting & Warning	\$311,505	\$185,863	59.67%	\$247,357
O&M Flood Control Structures	\$359,246	\$281,703	78.42%	\$162,996
Prev. Maintenance of FCS	\$141,697	\$91,189	64.35%	\$97,813
<b>Sub-total</b>	<b>\$812,448</b>	<b>\$558,755</b>	<b>68.77%</b>	<b>\$508,167</b>
<b>Conservation Services</b>				
Stewardship & Education	\$236,511	\$76,156	32.20%	\$228,078
Property Management	\$499,375	\$376,852	75.46%	\$649,711
Visitor Services	\$94,789	\$73,658	77.71%	\$121,121
<b>Sub-total</b>	<b>\$830,674</b>	<b>\$526,666</b>	<b>63.40%</b>	<b>\$998,911</b>
<b>Total Operating</b>	<b>\$4,571,874</b>	<b>\$2,959,162</b>	<b>64.73%</b>	<b>\$4,562,158</b>
<b>Revenues</b>				
<b>Municipal Levy</b>				
- General benefiting	\$2,777,096	\$1,899,575	68.40%	\$2,999,647
- Special benefiting	\$63,870	\$63,780	99.86%	\$71,500
<b>Sub-total</b>	<b>\$2,840,966</b>	<b>\$1,963,355</b>	<b>69.11%</b>	<b>\$3,071,147</b>
Provincial Transfer Payment	\$128,436	\$0	0.00%	\$128,436
Special Grants	\$273,544	\$145,852	53.32%	\$275,225
User Fees & Contract Revenue	\$530,590	\$503,790	94.95%	\$605,890
Operating Reserves	\$703,604	\$250,808	35.65%	\$198,121
Special Reserves		\$26,633		\$138,070
Other	\$94,734	\$68,724	72.54%	\$145,269
<b>Total Revenues</b>	<b>\$4,571,874</b>	<b>\$2,959,162</b>	<b>64.73%</b>	<b>\$4,562,158</b>
<b>Surplus/(Deficit)</b>	<b>(\$0)</b>	<b>\$0</b>		<b>(\$0)</b>

Mississippi Valley Conservation Authority  
 2023 Draft Budget  
 Capital Program

Water & Erosion Control Infrastructure				
Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Water & Erosion Control Infrast	\$351,719	\$1,071,667	304.69%	\$270,000
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
WECI Grant	\$100,000	\$372,259	372.26%	\$78,750
Capital Levy	\$176,719	(\$592)	-0.33%	\$11,250
DMAF Grant	\$75,000	\$0	0.00%	\$30,000
Water Control Structure Reserve	\$0	\$0		\$150,000
Special Reserves - Priority Projects (formerly Glen C	\$0	\$0		\$0
Debt Financing	\$0	\$700,000		\$0
<b>Total Revenue</b>	<b>\$351,719</b>	<b>\$1,071,667</b>	<b>304.69%</b>	<b>\$270,000</b>

Administration Office				
Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
HQ Building	\$277,005	\$138,502	50.00%	\$277,005
WCS Annual Financing Charge	\$40,630	\$14,755	36.32%	\$35,412
LIDAR Repayment	\$5,000	\$0	0.00%	\$0
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Transfer Payment	\$0	\$0		\$0
Capital Levy	\$322,635	\$153,257	47.50%	\$277,005
Special Benefiting levy	\$0	\$0		\$0
Special Reserves	\$0	\$0		\$35,412
Other	\$0	\$0		\$0
<b>Total Revenue</b>	<b>\$322,635</b>	<b>\$153,257</b>	<b>47.50%</b>	<b>\$312,417</b>

Other Capital				
Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Other Capital	\$349,507	\$214,544	61.38%	\$798,750
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Capital Levy	\$89,352	\$197,133	220.63%	\$326,213
Special Reserves	\$151,475	\$0	0.00%	\$425,750
Other	\$108,680	\$17,410	16.02%	\$46,787
<b>Total Revenues</b>	<b>\$349,507</b>	<b>\$214,544</b>	<b>61.38%</b>	<b>\$798,750</b>

Mississippi Valley Conservation Authority

2023 DRAFT Budget INCLUDES 1.5% Growth, 3% Operating Levy, 4.5% Capital and \$97,582 of Workforce Plan Impact

**Table 3a – 2022 Operating Levy (General Benefiting)**

Municipality	2022 Apportionment %	2022 Levy	2023 Apportionment %	2023 Levy	Variance
North Frontenac Tp	0.9363	\$26,001.95	0.9283	\$27,844.96	\$1,843
Central Frontenac Tp	0.4390	\$12,191	0.4357	\$13,069.11	\$878
Tay Valley Tp	0.6395	\$17,760	0.6295	\$18,883.16	\$1,124
Beckwith Tp	0.6653	\$18,476	0.6784	\$20,349.71	\$1,874
Carleton Place	2.4563	\$68,214	2.5368	\$76,096.20	\$7,882
Drummond/North Elm Tp	0.4906	\$13,624	0.4880	\$14,638.23	\$1,014
Lanark Highlands Tp	1.1338	\$31,487	1.1218	\$33,650.90	\$2,164
Mississippi Mills	2.7152	\$75,404	2.7352	\$82,045.86	\$6,642
Addington Highlands Tp	0.1592	\$4,421	0.1578	\$4,734.65	\$314
Ottawa	90.3298	\$2,508,545	90.2534	\$2,707,284.54	\$198,739
Greater Madawaska Tp	0.03510	\$975	0.0350	\$1,050.01	\$75
<b>Total</b>	<b>100</b>	<b>\$2,777,096</b>	<b>100</b>	<b>\$2,999,647</b>	<b>\$222,549</b>

**Table 3b – 2022 Capital Project Levy (General Benefiting)**

Municipality	2022 Apportionment %	2022 Levy	2023 Apportionment %	2023 Levy	Variance
North Frontenac Tp	0.9363	\$5,606	0.9283	\$5,891	\$285
Central Frontenac Tp	0.4390	\$2,628	0.4357	\$2,765	\$137
Tay Valley Tp	0.6395	\$3,829	0.6295	\$3,995	\$166
Beckwith Tp	0.6653	\$3,983	0.6784	\$4,305	\$322
Carleton Place	2.4563	\$14,706	2.5368	\$16,099	\$1,393
Drummond/North Elm Tp	0.4906	\$2,937	0.4880	\$3,097	\$160
Priority Projects (Formerl	1.1338	\$6,788	1.1218	\$7,119	\$331
Mississippi Mills	2.7152	\$16,256	2.7352	\$17,358	\$1,102
Addington Highlands Tp	0.1592	\$953	0.1578	\$1,002	\$49
Ottawa	90.3298	\$540,810	90.2534	\$572,774	\$31,964
Greater Madawaska Tp	0.03510	\$210	0.0350	\$222	\$12
<b>Total</b>	<b>100</b>	<b>\$598,706</b>	<b>100</b>	<b>\$634,628</b>	<b>\$35,922</b>

**Table 3c – 2022 Total Municipal Levy (General Benefiting)**

Municipality	2022 Apportionment %	2022 Levy	2023 Apportionment %	2023 Levy	Variance
North Frontenac Tp	0.9363	\$31,608	0.9283	\$33,736	\$2,128
Central Frontenac Tp	0.4390	\$14,820	0.4357	\$15,834	\$1,014
Tay Valley Tp	0.6395	\$21,588	0.6295	\$22,878	\$1,290
Beckwith Tp	0.6653	\$22,459	0.6784	\$24,655	\$2,196
Carleton Place	2.4563	\$82,920	2.5368	\$92,196	\$9,276
Drummond/North Elm Tp	0.4906	\$16,562	0.4880	\$17,735	\$1,174
Lanark Highlands Tp	1.1338	\$38,275	1.1218	\$40,770	\$2,496
Mississippi Mills	2.7152	\$91,660	2.7352	\$99,404	\$7,744
Addington Highlands Tp	0.1592	\$5,374	0.1578	\$5,736	\$362
Ottawa	90.3298	\$3,049,355	90.2534	\$3,280,058	\$230,703
Greater Madawaska Tp	0.03510	\$1,185	0.0350	\$1,272	\$87
<b>Total</b>	<b>100</b>	<b>\$3,375,802</b>	<b>100</b>	<b>\$3,634,276</b>	<b>\$258,470</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Administration**

**Programs and Services per CA Act**

Secretariate services to Board and Committees  
Financial management and accounting  
Human Resources (HR) management  
Workforce Plan Adjustments / Implementation  
Records management  
Inter-government and agency relations  
Corporate compliance management (e.g.MFIPPA)  
Corporate planning, policies, procedures  
Corporate Health and Safety  
Clerical support  
Professional development  
Professional/Membership dues  
Liability insurance

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	436,808	375,792	86.03%	627,926
Staff Mileage/Expenses/Prof Development	8,500	1,931	22.72%	5,000
Member Expenses & Allowances	20,000	9,137	45.69%	18,000
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	36,000	36,972	102.70%	40,000
Insurance/Telephone	35,000	37,841	108.12%	42,700
Professional Services (Legal, Audit etc.)	30,000	25,115	83.72%	20,000
Conservation Ontario Levy	27,000	26,830	99.37%	28,000
OH&S-Other Costs	2,000	951	47.56%	4,000
OH&S Shared Services (SNC)	15,000	0	0.00%	7,500
Human Resources Services	25,000	5,123	20.49%	15,000
Administrative Charges OMFCS	(18,200)	0	0.00%	
Contribution to Operating Reserve				141
<b>Total</b>	<b>617,108</b>	<b>519,693</b>	<b>84.21%</b>	<b>808,267</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				0
Municipal Levy	339,300	221,444	65.27%	525,146
Other - Interest	25,000	36,808	147.23%	73,000
Other - Rental Income	0	0		4,500
Other - Miscellaneous	2,000	4,087	204.36%	5,000
Other - Donations (General)	0	6,546		2,500
Other - Operating Reserve (WFP Implementation)	250,808	250,808	100.00%	198,121
Other - Operating Reserve (General)				
<b>Total</b>	<b>617,108</b>	<b>519,693</b>	<b>84.21%</b>	<b>808,267</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Communications**

**Programs and Services per Sec. 21.1.1 i), ii) of the CA Act**

- Planning and use of multi-media
  - FFW and mandatory notifications
  - Posting of Corporate records
  - Promotion of programs and services
- Public hearings/events coordination
- Media and community relations
- Indigenous engagement / land claims / TRC
- Wayfinding signage
- Design and translation services
- Corporate branded clothing and supplies
- Professional development

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	0	0		0
Mileage/Expenses/Professional Development	1,000	0	0.00%	0
Printing	1,000	0	0.00%	500
Materials/Supplies/Equipment/Gen Expenses	1,000	679	67.91%	500
Advertising/Promotion (core program & services)	5,500	0	0.00%	1,000
Eko-Trekr App Annual Fee/Support	3,500	3,053	87.22%	3,500
Comms Shared Services (RVCA)	41,000	20,168	49.19%	30,000
Website Expenses	1,500	161	10.73%	500
				0
<b>Total</b>	<b>54,500</b>	<b>24,060</b>	<b>44.15%</b>	<b>36,000</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				0
Municipal Levy	51,000	24,060	0	32,500
MVCF - Contribution (Eco-Trekr)	3,500	0	0.00%	3,500
				0
<b>Total</b>	<b>51,000</b>	<b>24,060</b>	<b>47.18%</b>	<b>36,000</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Vehicles & Equipment**

**Programs and Services per Sec. 21.1 1. i) and ii) of the CA Act**

Vehicles and large equipment asset management (AM)

Planning, procurement, disposal

Prev. maintenance and repair

Licensing and insurance

Fuel

Small equipment and consummables

Inventory management

Workshop and Works Yard O&M

Professional development

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	11,514	10,064	87.41%	0
Mileage/Expenses/Prof Development	3,600	272	7.55%	3,600
Equipment Purchase - non-capital	3,000	1,192	39.75%	3,000
Materials/Supplies/Fuel/Maintenance	58,000	51,297	88.44%	61,000
Insurance/Licensing	13,000	14,382	110.63%	15,500
General Expenses	3,000	1,790	59.66%	3,500
Vehicle/Equipment Charges	(100,000)	(69,318)	69.32%	(104,000)
<b>Total</b>	<b>(7,886)</b>	<b>9,679</b>	<b>-122.74%</b>	<b>(17,400)</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				0
Municipal Levy	(7,886)	9,679	-122.74%	(17,400)
<b>Total</b>	<b>(7,886)</b>	<b>9,679</b>	<b>-122.74%</b>	<b>(17,400)</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Information and Communications Technology**

**Programs and Services in support of CA Act**

- ICT asset management (AM)
  - Planning, procurement, disposal
  - Network maintenance and repairs
  - Device maintenance and repairs
  - Peripheral maintenance and repairs
  - Consummables (e.g. inks/paper)
  - Storage management
  - Cyber security and risk management
- Develop standards, policies, procedures
- User training and support
- Software licencing and updates
- Contracted services (e.g. internet)
- Data acquisition and management
- Manage data requests/publication
- Professional development
- GIS Services

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	21,539	16,215	75.28%	0
Mileage/Expenses/Professional Development	2,000	159	7.94%	2,000
Materials/Supplies/Gen Expenses	3,150	3,478	110.41%	3,150
Equipment Purchase, Repair & Mtce	4,000	4,102	102.56%	4,500
Software/Maintenance/IT Support	48,150	34,742	72.15%	39,995
High Speed Internet Access	15,000	6,376	42.51%	7,800
Data Acquisition - General /Transfer to Reserve	15,000	0	0.00%	8,000
Electronic Document Management (CADIMS)	12,000	0	0.00%	10,000
Data Management Automation	13,000	0	0.00%	0
Asset Management Study				5,000
<b>Total</b>	<b>133,839</b>	<b>65,072</b>	<b>48.62%</b>	<b>80,445</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				0
Municipal Levy	133,839	65,072	48.62%	80,445
Other - CA Maps Program/Tech Fee for Info Products	0	0		0
<b>Total</b>	<b>133,839</b>	<b>65,072</b>	<b>48.62%</b>	<b>80,445</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Technical Studies & Watershed Planning**

Programs and Services per 4.7.1 and 4.7.2 of Sec. 39 Policies Manual; and Clean Water Act; and MOUs

Watershed planning

- Data collection and review
- Trends/issues identification
- Priority and policy setting/reviews

Programs development and review

- System monitoring and analysis
- Headwaters and coldwater streams
- Surface water quality (incl. algae)
- Aquatic and riparian habitats
- Aquatic and riparian species

Watershed reporting

- Lake Reports
- Watershed Report Card
- Implementation Progress Reports

Municipal policy and by-law reviews

Community engagement (incl. PAC)

Professional development

City of Ottawa - Baseline Monitoring

MECP - PWQMP

MECP - PGWMP (cancelled by Board effective 2021)

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	825,978	482,643	58.43%	718,169.31
Mileage/Expenses/Professional Development	25,000	7,090	28.36%	16,500.00
Materials/Supplies/Gen Expenses	7,000	2,267	32.38%	3,600.00
Lab Analysis (throughout watershed)	6,000	0	0.00%	6,000.00
City of Ottawa Baseline Monitoring (mileage & lab fees only)	35,208	11,738	33.34%	36,500.00
Poole Creek Subwatershed Study	12,000	30	0.25%	3,000.00
Mississippi River Watershed Plan & Implementation	30,000	0	0.00%	30,000.00
Ice Monitoring Program Setup	3,500	1,575	44.99%	8,500.00
Topo-bathymetric Data Collection Program	5,000	0	0.00%	-
NDMP - Flood Risk Assessment	8,500	16,623	195.56%	-
Lower Mississippi River Floodplain Mapping (2022 staff only shown above)	0	57	-	-
Ottawa Floodplain Mapping Update (Carp)	10,000	1,917	19.17%	5,000.00
Carp Erosion Control	25,000	32,915	131.66%	-
MVCA Watershed Model/FFW	30,000	12,600	42.00%	-
MVCA FPM Projects (Clyde)	100,000	0	0.00%	123,000.00
Wetland Restoration Project (ECCC-CO)	8,000	5,619	70.24%	-
CA Strategy (aka Land Cons/Acquisition) (ECCC-CO)	66,500	22,446	33.75%	30,000.00
Fundraising Campaign	15,000	0	0.00%	10,000.00
FHIMP - Land Cover Update				33,270.00
<b>Total</b>	<b>1,212,686</b>	<b>597,520</b>	<b>49.27%</b>	<b>1,023,539.31</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant - Section 39				128,436.00
Municipal Levy	568,070	412,516	72.62%	462,248.03
Special Levy (Baseline Monitoring City of Ottawa)	63,870	63,780	99.86%	71,500.00
Special Reserves - Priority Projects (formerly Glen Cairn)	204,500	26,633	13.02%	138,070.00
Student Grants	20,400	12,002	58.83%	14,235.28
NDMP - Grant	16,399	39,373	240.09%	-
DMAF Grant - 25%				10,000.00
WECI Grant - 25%				26,250.00
Other Grants	100,000	0	0.00%	-
ECCC-CO Grant - Land Conservation Plan		20,105		30,000.00
ECCC-CO Grant - Wetland Project		6,067		-
MVCF - for fundraising campaign	15,000	0	0.00%	10,000.00
MVCF - funds raised	0	0		20,000.00
Other - City of Ottawa Contribution Carp FP Mapping	0	0		35,000.00
Other - City of Ottawa - Carp Erosion Control	25,000	9,452	37.81%	-
FHIMP - Clyde River FPM				74,800.00
Other - Professional Services / Staff Time	10,000	2,594	25.94%	-
Other - Deferred Revenue (Poole Creek/ Ottawa FP Mapping)	12,000	5,000	41.67%	3,000.00
Operating Reserve	177,447	0	0.00%	-
<b>Total</b>	<b>1,212,686</b>	<b>597,520</b>	<b>49.27%</b>	<b>1,023,539.31</b>



Mississippi Valley Conservation Authority  
2023 Draft Budget

**Flood Forecasting and Warning**

**Programs and Services per 4.4.1 of Sec. 39 Policies Manual; and MOUs**

Monitoring system design and implementation  
     water gauge network  
     meterological sites  
     snow course sites (incl. OPG sites)  
 Water Control System Design/Operations  
     Model development  
     Scenario analysis  
     Evaluation and priority setting  
 WISKI system design and implementation  
 WISKI contracted support services  
 Third-party data collection  
 Field equipment O&M and repair  
 365d/y systems monitoring and analyses  
 Predictive modelling and flood risk assessment  
 Water budget analysis  
 Liaison with other dam owners/operators  
 State of watershed advisories/alerts/warnings  
 Operate Emergency Communications Centre during Class 3 floods  
 Direct and support Low Water Response Team  
 Assist municipalities with emergency preparedness planning  
 Support Ottawa River Regulatory Committee/Secretariate  
 Professional development

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	237,605	157,445	66.26%	206,765
Standby/On Call Pay	2,500	2,484	99.35%	3,000
Mileage/Expenses/Professional Development	23,500	7,018	29.86%	12,000
Equip Rent Pur Repair & Mtce	5,000	2,371	47.42%	5,000
Utilities - Telephone & Hydro	10,500	6,160	58.67%	9,000
Communications - Radios & Pagers	4,700	3,517	74.82%	4,692
Materials/Supplies/General Expenses	3,500	2,999	85.69%	900
Low Water Response	500	0	0.00%	500
WISKI-Soda License and Maintenance Fees	22,200	3,870	17.43%	4,000
Stream Gauges	1,500	0	0.00%	1,500
<b>Total</b>	<b>311,505</b>	<b>185,863</b>	<b>59.67%</b>	<b>247,357</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant (Prov. TP Grant - Section 39)	60,366	0	0.00%	
Municipal Levy	241,139	175,863	72.93%	247,357
CSJ - Wage Subsidy	0	0		-
Other - Shared Contribution (WISKI)	10,000	10,000	100.00%	-
<b>Total</b>	<b>311,505</b>	<b>185,863</b>	<b>59.67%</b>	<b>247,357</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Operation/Maintenance of Flood Control Structures**

**Programs and Services per 4.2.1 and 4.2.2 of Sec. 39 Policies Manual; and MOUs**

Set seasonal, weekly, and daily operating objectives for flow regulation and reservoirs  
Operate and maintain FCS and abutting channels, embankments, roadways  
Routine and seasonal inspection and minor repairs of FCS and safety equipment  
Contracted services for OPG (current contract expires December 31, 2021)  
Contracted services for MNRF (current contract expires March 31, 2021)  
On-call / After-hour services  
Professional development  
Insurance and taxes  
Utilities

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	270,546	201,950	74.65%	63,496.11
Mileage/Expenses/Professional Development	15,000	10,764	71.76%	26,500.00
Administrative Charges	18,200	0	0.00%	-
Taxes/Insurance	44,000	66,140	150.32%	69,000.00
Materials/Supplies/Equipment/General Exp	4,500	1,089	24.20%	2,100.00
Health & Safety Clothing & Equipment	4,000	1,760	44.01%	1,800.00
Safety Inspections	3,000	0	0.00%	-
<b>Total</b>	<b>359,246</b>	<b>281,703</b>	<b>78.42%</b>	<b>162,996.11</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant (Prov. TP Grant - Section 39)	68,070	0	0.00%	
Municipal Levy	239,586	254,653	106.29%	111,406.11
User Fees - OPG Contract	44,000	19,320	43.91%	44,000.00
Other - MNR Bancroft & Kemptville	7,590	7,730	101.84%	7,590.00
<b>Total</b>	<b>359,246</b>	<b>281,703</b>	<b>78.42%</b>	<b>162,996.11</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Preventative Maintenance of Flood Control Structures**

**Programs and Services per 4.2.3 of Sec. 39 Policies Manual**

- Support preparation/update of Water Management Plan
- Prepare/update O&M manuals
- Annual update of Emergency Preparedness and Response Plans
- Develop/update Dam Safety Program
- Conduct and maintain FCS asset inventory
- Conduct annual safety and condition inspections
- Prepare Dam Safety Reviews
- Identify capital needs and priorities
- Conduct structural assessments
- Lifecycle repairs to extend life of assets
- Lifecycle replacement of signs, logs, and other asset components
- Professional development
- On-call / After-hour services

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	121,697	85,274	70.07%	73,663.30
Mileage/Expenses/Professional Development	5,000	4,110	82.20%	9,550.00
Materials/Supplies/Equipment	9,000	1,786	19.84%	9,600.00
Stoplog Replacement	6,000	19	0.32%	5,000.00
				-
<b>Total</b>	<b>141,697</b>	<b>91,189</b>	<b>64.35%</b>	<b>97,813.30</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				-
Municipal Levy	70,849	91,189	128.71%	97,813.30
Priority Projects (Formerly Glen Caim)	70,849	0	0.00%	-
				-
<b>Total</b>	<b>141,697</b>	<b>91,189</b>	<b>64.35%</b>	<b>97,813.30</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Stewardship Services & Education**

**Programs and Services (largely delivered through MOUs and grants)**

Program Communications (planning and use of multi-media)

Stewardship Programs

- Ottawa City Stream Watch (basic water and shoreline conditions by area residents)
- Ottawa Rural Clean Water Program (subsidies to implement site enhancements and restorations)
- ALUS program (subsidies focused on agricultural community for enhancements and restorations)
- Water Rangers: basic water parameter testing by lake associations/stewards (e.g. temp, clarity, pH)
- Lake Monitoring (formerly Watershed Watch): nutrient monitoring by lake associations/stewards
- Ottawa Green Acres Program (tree planting program on marginal land within City of Ottawa)
- Trees Ontario Reforestation Program (Forest Ontario planting program; delivered outside City of Ottawa)
- Lanark County Forest Management
  - 5-year Plans
    - Annual assessment and marking
- Community Projects
  - Shoreline naturalization
  - Erosion control
  - Reforestation
- Support to Lake Associations e.g. Lake Planning

Education & Outreach

- Interpretive signage
- EcoTrekker maintenance and enhancements
- Educational materials and liaison with schools
- Event and program coordination
  - OPG - Spring Water Awareness Program
  - School Programming (suspended)
  - Summer camp (suspended)
  - Enviro-thon (suspended)
  - Children's Water Festival (to resume in 2022)

Fundraising / grant writing

Volunteer management

Professional development

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	87,611	43,900	50.11%	70,983.41
Mileage/Expenses/Prof Development	4,000	2,814	70.35%	4,000.00
Mat&Sup/Equip/GExp/Promotion	3,000	646	21.54%	2,500.00
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	18,233	520.93%	3,500.00
County of Lanark Program	6,000	5,838	97.29%	3,000.00
Shoreline Naturalization & Other Watershed Stewardship	9,000	4,286	47.62%	-
ALUS Project Delivery -ECCC-CO	101,900	0	0.00%	122,595.00
Trees Canada Program (RVCA Partnership)	5,500	440	8.00%	5,500.00
Publicity	1,000	0	0.00%	1,000.00
Review of Education Program	15,000	0	0.00%	15,000.00
<b>Total</b>	<b>236,511</b>	<b>76,156</b>	<b>32.20%</b>	<b>228,078.41</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				-
Municipal Levy	105,111	1,678	1.60%	69,003.41
ALUS Canada Grant (RVCA)	60,000	24,354	40.59%	-
ECCC-CO Grant - ALUS	41,900	31,492	75.16%	144,075.00
User Fees - City of Ottawa RCWP	3,000	11,446	381.53%	3,000.00
User Fees - Lanark County	6,000	6,967	116.12%	7,000.00
User Fees - Trees		218		
Other - Trees/TD Planting Program Grant	5,500	0	0.00%	-
Other - Grant for Review of Education Program	5,000	0	0.00%	5,000.00
MVCF - Grant /In-Kind for Review of Education Program	10,000	0	0.00%	-
<b>Total</b>	<b>236,511</b>	<b>76,156</b>	<b>32.20%</b>	<b>228,078.41</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Property Management**

**Programs and Services per Sec. 21.1 1. ii) of CA Act**

- Property inventories, surveys, legal records
- Acquisitions and disposals
- Property taxes
- Property easements/agreements
- Asset planning
  - Site Master Plans
  - Asset condition assessments
  - Evaluation and priority setting
  - Capital planning
- Major Asset renewal/replacement
  - Project planning and approvals
  - Design and construction
  - Commissioning and warranties
- Operations and maintenance (passive recreational)
  - Roads, parking lots/machines
  - Regulatory signage (wayfinding, by-law related, notices)
  - Trails, boardwalks, bridges, railings
  - Toilets/outhouses/septic systems
  - Drinking water systems / UV
  - Playgrounds / equipment /seating
  - Fire suppression systems
  - HVAC, electrical, and plumbing
  - Structure, roofing, sheathing, glazing
  - Interior finishes and furniture
- Regulatory tests/inspections
  - AODA
  - Hazard trees
  - Play structures
  - Drinking water systems
  - Fire suppression systems
- Professional development
- Insurance and taxes
- Utilities

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	211,375	166,608	78.82%	399,061
Mileage/Expenses/Professional Development	3,500	1,998	57.10%	4,500
Insurance/General Expenses	30,500	36,615	120.05%	45,750
HQ Building	110,000	93,905	85.37%	84,700
Mill of Kintail Conservation Area	63,000	43,745	69.44%	65,500
Palmerston/Canonto Conservation Area	3,000	3,385	112.84%	1,950
Morris Island Conservation Area	16,000	10,643	66.52%	23,900
Purdon Conservation Area	4,000	3,136	78.39%	5,800
K & P Trail Conservation Area	10,000	8,097	80.97%	12,500
CP - Roy Brown Park				
Cedardale Properties	1,000	995	99.50%	1,050
Carp River Conservation Area - Site Enhancements	5,000	0	0.00%	5,000
COVID Response	42,000	7,724	18.39%	0
<b>Total</b>	<b>499,375</b>	<b>376,852</b>	<b>75.46%</b>	<b>649,711</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				0
Municipal Levy	492,641	356,186	72.30%	618,943
MVCF - CRCA Fund	5,000	0	0.00%	5,000
Other - CP Roy Brown Park				0
Other - K&P - Bucc Order \$30,000	0	0		0
Parking Revenue - CAs		16,651		20,000
Donation Boxes - CAs		2,121		4,000
Other - Bell Canada - Annual Easement - K&P	1,734	1,895	109.26%	1,769
<b>Total</b>	<b>499,375</b>	<b>376,852</b>	<b>75.46%</b>	<b>649,711</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Visitor Services**

Visitor Services

**Programs and Services in support of Sec. 21.1 1. ii) of CA Act**

Program Communications (planning and use of multi-media)

Rentals management

Cloister

Picnic Shelter

Gate House

Grounds

Education Centre

Other

Museum Operations

Maintain and catalogue collections

Organize and display collection

Plan and execute special exhibits

Acquire temporary exhibits

Plan, stock, and manage gift shop

Fundraising / grant writing

Volunteer management

Professional development

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Wages/Benefits	86,289	71,521	82.89%	111,871
Mileage/Expenses/Professional Development	500	100	20.00%	600
Utilities - Telephone	5,000	1,753	35.05%	4,400
Admin/Bank Chrgs/Equip/GShop/M&S/SpEvExp	2,000	284	14.22%	3,000
Interior Maintenance	1,000	0	0.00%	1,250
<b>Total</b>	<b>94,789</b>	<b>73,658</b>	<b>77.71%</b>	<b>121,121</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Special Grant - Provincial Grant	13,445	0	0.00%	13,445
Municipal Levy	9,944	27,381	275.37%	12,956
User Fees - MOK	40,000	31,623	79.06%	55,000
Donations Received	0	2,194		7,500
Student Grants	4,000	0	0.00%	10,000
Special Grant - Miss Mills Grant - MOK & Naismith	12,400	12,460	100.48%	12,220
Other Grants	0	0		10,000
Other - Parking Meter - Morris Island CA	15,000	0	0.00%	0
<b>Total</b>	<b>94,789</b>	<b>73,658</b>	<b>77.71%</b>	<b>121,121</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Water & Erosion Control Infrastructure**

Programs and Services related to WECl eligible capital projects

- Major Asset renewal/replacement
- Capital planning
- Project planning and approvals
- Design and construction
- Commissioning and training
- Professional development

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Farm Lake Dam - Safety Assessment				-
<b>Capital Assets:</b>				
Lanark Dam				-
Carleton Place Dam				120,000.00
Shab Lake Dam Final Design	0	0		-
Shab Lake Dam Construction	0	786,645		-
Shab Lake Dam Public Safety Access (WECl/TWP)	50,000	0	0.00%	-
Shab Lake Dam Commissioning & Inspections				50,000.00
Widow Lake Dam (WECl)	0	0		-
Kash Lake Dam (DMAF/WECl)	150,000	37,022	24.68%	100,000.00
Dam Preventative Maintenance	15,000	0	0.00%	-
Contributions to WCS Reserve	136,719	248,000	181.39%	-
<b>Total</b>	<b>351,719</b>	<b>1,071,667</b>	<b>304.69%</b>	<b>270,000.00</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
WECl Grant	100,000	92,640	92.64%	78,750.00
Municipal Levy - Capital	176,719	(592)	-0.33%	11,250.00
DMAF Grant	75,000	0	0.00%	30,000.00
WCS Reserve	0	0		150,000.00
Special Reserves - Glen Cairn Provincial Share		0		-
Deferred Revenue (WECl)		279,619		-
Debt Financing		700,000		-
<b>Total</b>	<b>351,719</b>	<b>1,071,667</b>	<b>304.69%</b>	<b>270,000.00</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Debt Repayment**

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	2023 Budget
<b>Capital Assets:</b>				
HQ Annual Financing Charge	277,005	138,502	50.00%	277,005
WCS Annual Financing Charge	40,630	14,755	36.32%	35,412
LIDAR Repayment	5,000	0	0.00%	
<b>Grand Total</b>	<b>322,635</b>	<b>153,257</b>	<b>47.50%</b>	<b>312,417</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	2023 Budget
Provincial Grant	0	0		0
Municipal Levy - Capital	322,635	153,257	47.50%	277,005
Special Reserves - Operating				
Special Reserve - WCS		14,755		35,412
<b>Grand Total</b>	<b>322,635</b>	<b>168,012</b>	<b>52.08%</b>	<b>312,417</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Other Capital**

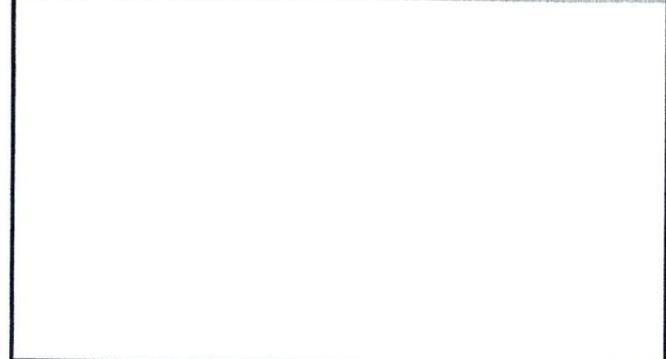
**Facilities Management**

Conservation Areas  
Vehicles  
Equipment  
LIDAR - major data acquisition

Expenditures	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Conservation Area Signs (directional)	5,000	0	0.00%	0
Purdon Boardwalk	18,000	4,930	27.39%	18,000
Vehicles	68,600	0	0.00%	70,000
Equipment		0		12,500
Computer Hardware	24,450	16,634	68.03%	30,000
MOK - Workshop Building	0	0		5,000
MOK Washrooms	0	0		120,000
MOK Roof/Eaves	10,000	2,669	26.69%	83,000
K&P Trail	0	0		0
Morris Island	5,000	4,797	95.94%	5,000
Guage Network	22,500	0	0.00%	24,750
Ice Monitoring Equipment (Drone)				6,000
MVCA FFW System Model		60,000		67,000
HQ - Sewer & Water Connection	0	0		357,500
LIDAR	80,957	70,514	87.10%	0
ADCP (Topo-bathymetric Data Collection)	60,000	0	0.00%	0
Contributions to HQ Building Reserve	55,000	55,000	100.00%	0
	<b>349,507</b>	<b>214,544</b>	<b>61.38%</b>	<b>798,750</b>
Revenues	2022 Budget	YTD Actuals as of September 30 2022	YTD Actual % of Budget - September (75%)	Total 2023
Provincial Grant				-
Municipal Levy - Capital	89,352	197,133	220.63%	326,212.52
Other - Town of CP - Roy Brown Contr.	10,000	0		-
Reserves - Vehicles & Equipment	68,600	0	0.00%	76,000.00
Reserves - Conservation Area	5,500	0	0.00%	23,000.00
Reserves - Information Technology	7,600	0	0.00%	-
Reserves - HQ Building	0	0		235,000.00
Reserves - WCS	22,500	0	0.00%	-
Reserves- Priority Projects				91,750.00
Other - Def. Revenue - Miss Milll & Naismith (roof)	0	0		5,693.00
Other - Def. Revenue -RBC - Signs				15,000.00
Other - Def. Revenue -Enbridge - Purdon	0	0		5,000.00
Reserves - Operating	47,275	0	0.00%	-
Other - Def. Revenue - MOK Washroom	0	0		16,094.48
Other - Partner Contributions LIDAR	33,680	17,410	51.69%	-
Other - Grants	60,000	0	0.00%	-
MVCF - Purdon Donation	5,000	0	0.00%	5,000.00
<b>Total</b>	<b>349,507</b>	<b>214,544</b>	<b>61.38%</b>	<b>798,750.00</b>

Mississippi Valley Conservation Authority  
2023 Draft Budget

**Reserve Investments**



	Dec 31 2021 Balance	2022 Projected Allocations FROM Reserves	2022 Projected Allocations TO Reserves	Revised Projected Dec 31 2022 Balance	2023 Budget Allocations FROM Reserves	2023 Budget Allocations TO Reserves	Projected Dec 31 2023 Balance
<b>Category 1</b>							
Building (HQ) Reserve	368,701		95,000	463,701	235,000		228,701
Conservation Areas Reserve	127,128	0		127,128	23,000		104,128
Information and Communication Technology Reserve	40,158	0	15,000	55,158			55,158
Priority Projects (Formerly Glen Cairn)	438,836	26,633		412,203			412,203
Sick Pay (STD) Reserve	73,843			73,843			73,843
Vehicles & Equipment Reserve	213,537		15,000	228,537	76,000		152,537
Water Control Structure Reserve - MVCA	364,391	0	248,000	612,391	150,000	20,000	482,391
<b>Other Reserves</b>							
Museum Building & Art Reserve	6,760			6,760			6,760
Operating Reserve	1,496,074	250,808		1,245,266	198,121		1,047,145
<b>Total</b>	<b>3,129,428</b>	<b>277,441</b>	<b>373,000</b>	<b>3,224,987</b>	<b>682,121</b>	<b>20,000</b>	<b>2,562,866</b>

**Supplement to Physician Recruitment in Frontenac County Presentation**

**January 18, 2023**

In our presentation we outline the current and anticipated human health resource needs for primary care physicians in South, Central and North Frontenac. The needs expressed are solely to maintain our existing complement of services and do not address the extra physicians needed to care for a growing and aging population or currently unattached patients. Frontenac County has many attributes that make us an attractive place for physicians to work and live but we are recruiting in a competitive environment. As indicated in our presentation we are requesting supports to put our area on a level playing field with surrounding municipalities which are currently offering these types of supports for recruitment. The timing of the investments is somewhat difficult to define as some supports will only become payable upon successful recruitment (eg. Signing bonuses). I have outlined the specific details in the table below.

<b>Budget Item</b>	<b>Amount</b>	<b>Start Date</b>	<b>Duration</b>
Signing Bonus – Verona	\$20 000/year/physician	Immediate need, one vacancy, would start at recruitment	5 years
Signing bonus top-up – Sharbot Lake	\$4000/year/physician	Immediate need, 2 vacancies, would start at recruitment	5 years
Signing Bonus – Sydenham	\$20 000/year/physician	Anticipated in 4-5 years, 2 vacancies, would start at recruitment	5 years
Physician Recruiter  OR  Headhunter	\$ 25-30 000/year for 0.5 FTE (may be less if share with adjacent municipalities)  \$ 22 000 (x number of physicians)	Immediate need  At time of successful recruitment	Until no longer needed  Until no longer needed
Keys Dual Career Program	\$1200 per physician, (up to \$6000 for 5 physicians if needed)	At time of recruitment	Will be spread over many years as we recruit physicians
Assistance with recruitment fairs (fees, items to handout)	\$~ 10 000/year	Immediate	Until no longer needed
Social media support, marketing support	No attached value	Ongoing	Ongoing

Jeanette Dietrich,  
Lead Physician,  
Rural Kingston Family Health Organization  
[d\\_jeanette1@yahoo.ca](mailto:d_jeanette1@yahoo.ca)  
613-376-3327

Deborah Krause,  
Executive Director,  
Sharbot Lake Family Health Team  
[Deborah.krause@kingstonhsc.ca](mailto:Deborah.krause@kingstonhsc.ca)  
613-279-2100

# Physician Recruitment in Frontenac County

Winter 2022/23

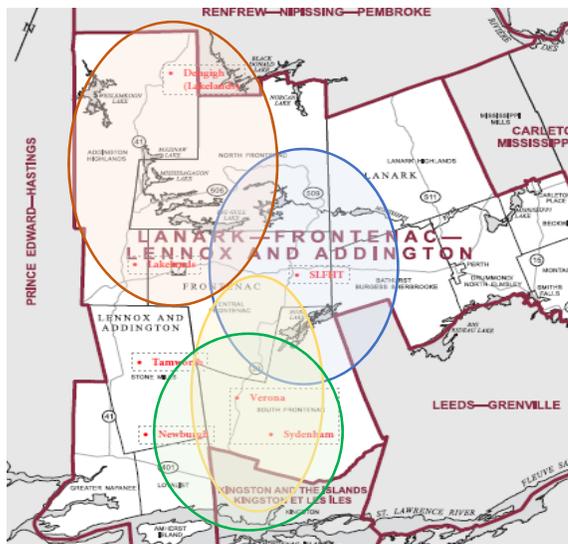
---

## Population Characteristics

Location	2021 Population	Growth since 2016	% > 65 Years (2016)
S. Frontenac	21 188	1542 (8.3%)	17.8
C. Frontenac	4892	519 (11.9%)	26.4
N. Frontenac	2285	382 (20.1%)	36.9
Frontenac Isl.	1930	170 (9.7%)	30.1
Kingston	132 485	8687 (7.0%)	19.3
Province	14 223 942	775 448 (5.8%)	16.3

### Areas Served by Clinic by Area

- Verona
- Sharbot Lake
- Lakelands
- Sydenham
- Tamworth
- Newburgh



### Existing Clinics

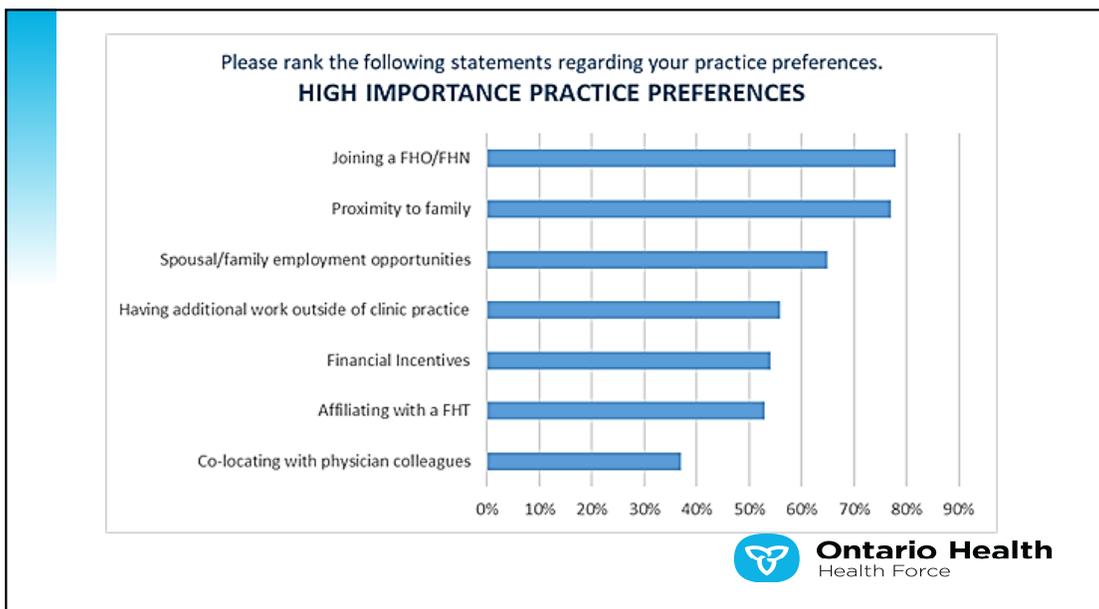
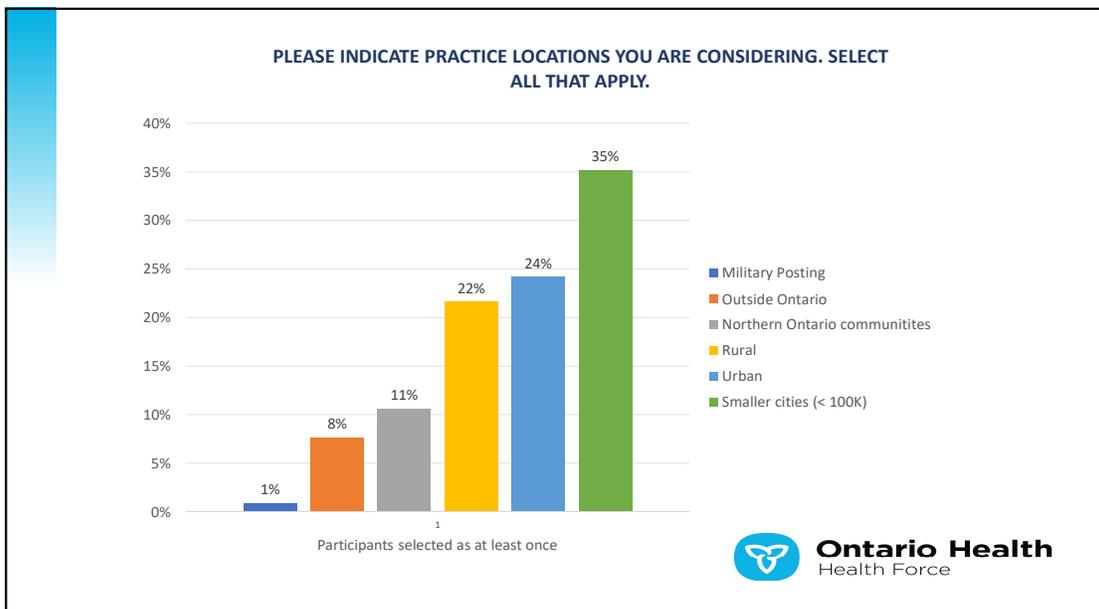
Clinic	Physician Group	Number of Physicians	Total # of Patients	# of Patients from Frontenac	Current Need	Impending Retirement
Sharbot	Rural FHO*	1 signatory 1 FT	3000	2550	1-2 FT	1 in 1 yr.
Verona	Rural FHO*	1 signatory 1 PT	2600	1750	1 FT	
Sydenham	Rural FHO*	3	4000	2400	None	1 in 3-5 yr. 1 in 5 yr.
Inverary	Under development					

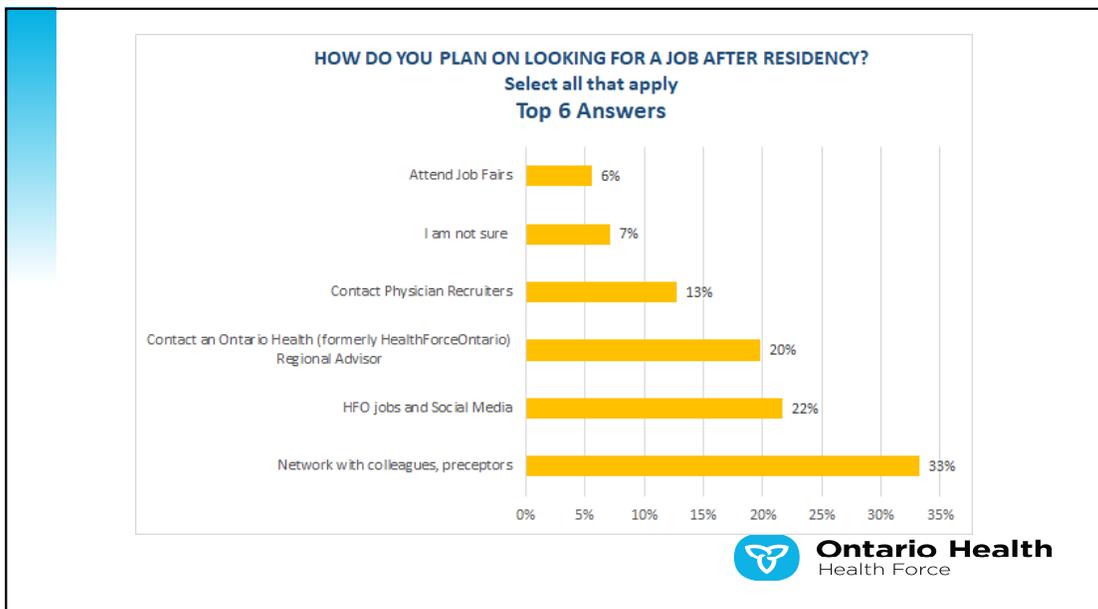
## Key Stats From FLA OHT

- Kingston has 29 000 unattached patients
- ¼ of patients cared for by Kingston doctors live outside Kingston
- 21 Kingston family physicians (FP) plan to retire in 3-5 years, potentially orphaning 25 000 patients (> 6000 of those live outside Kingston)
- 6% of former SELHIN residents are unattached, in rural areas that equalled 1500 people based on 2016 stats
- We have added 2600 people with no increase in medical resources
- 3 out of 11 family physicians in clinics north of the 401 FL&A are > 65 years
- Former SELHIN has 138 FP/100K people vs. 195 FP/100K in Toronto

So What Do  
We Need???







## What Supports are Needed?

- Competitive signing bonus, equivalent to surrounding areas
- Trained recruiting staff: recruiter or head hunter + ambassador, recruitment committee?
- Assistance with recruitment fairs
- Assistance with social media and advertising
- Keys dual career program
- Support for the physical infrastructure
- Consider retention as well



## Signing Bonus

- Kingston offering \$100 000 over 5 years
- Napanee/Hastings offer same bonus
- North Frontenac has MOH bonus of 92 000 + additional incentives from the township
- Sharbot Lake has \$80 800 bonus from MOH
- All areas need to be at a level playing field with a minimum \$100 000 over 5 years
- Important for recruiting physicians, other factors affect retention

## Experienced Recruiting Person

Two main options, done separately or combined: a staff recruiting position and/or using a head hunting company.



- At the Rural Physicians' conference in April, all the recruiting booths but two had a staff person for recruiting. For our role a half time position would work, but would need an organization to assume the role of employer.
- Quoted fee was \$22,000 for a ready to start physician. An organization would be needed to enter into a contract with them.

## Recruitment Fairs



There are recruitment booth opportunities at medical teaching universities and through medical conference events.

- Universities offer career fairs. Virtual booths cost an average of \$350 each, in person \$600 plus cost to attend. There are five universities with Medical schools in south and eastern Ontario.

## Dual Career Program

- Through Keys employment center
- Assist partners of prospective physicians with finding employment and/or education opportunities
- Facilitate connection with schools, volunteer work, recreation, special needs services, elder care
- Provide assistance with visa/immigration process
- Tickets are 5 at \$1000 each to support 5 partners (can roll 2-3 over to next year), or \$1200 for individual contract



## Physical Infrastructure



- In many communities the physical clinic is owned/operated by the municipality and physicians pay rent
- Most new physicians want turn-key operations and do not want hassle of purchasing building space or managing the maintenance
- Sydenham Medical Clinic is owned by a local business and current lease is done in 2027
- Consider co-location of other services if building new facilities that could include a health care office

## Thanks for Help Received

A big thank you for the support already provided :

- Frontenac County for ongoing support of Richard Allen and the Economic Development team including for the physician recruiting video and for a professional booth set up for the April 2022 physicians' conference plus brochures and a video about the County
- To Central Frontenac for ongoing clinic support and funding for the 2022 recruiting fair
- North Frontenac for funding support to Lakelands clinic for the signing bonus
- South Frontenac for support with community vaccination clinics and the clinic building in in Verona.



## Economic Impact

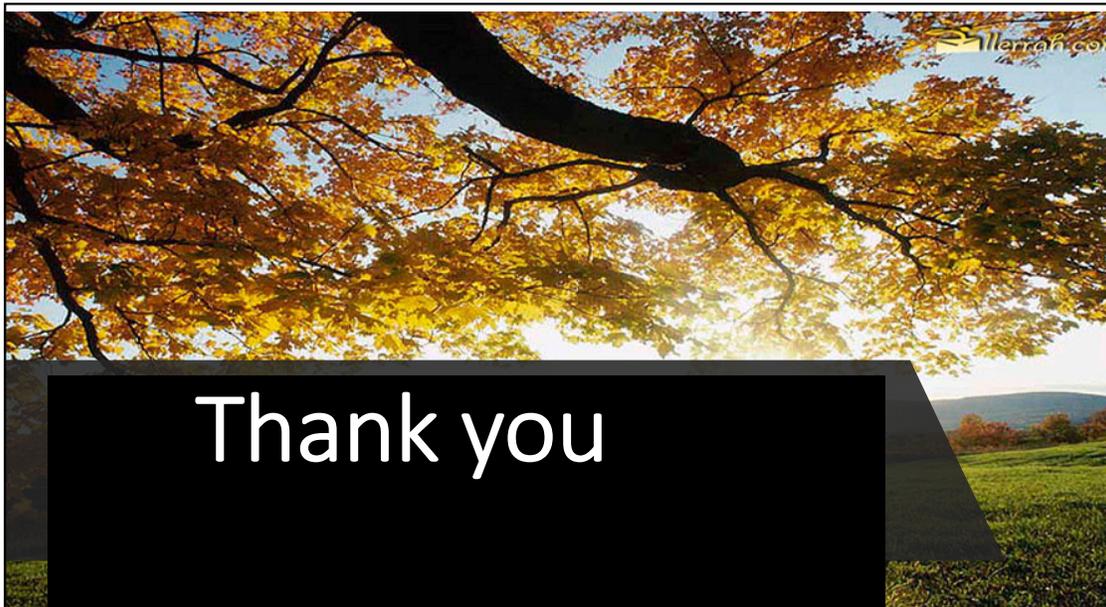
- Physicians create well paying local jobs
- The 2019 College of Family Physicians of Canada pre-budget submission to the House of Commons called for:
  - *Invest(ment) in improving rural health care access to improve rural Canadians' health, enabling them to contribute fully to Canada's economy*
  - *When Canadians are in good health they work better, are more productive, and contribute to the economy. People in rural areas have a higher burden of illness, reduced life expectancy, and are often older, poorer, and sicker than urban populations. Poor health impacts quality of life and economic potential.*
  - *When rural communities are healthy, they can fully contribute to Canada's economy.*

## Summary

- The situation is dire regarding physician recruitment
- We have many of the professional and lifestyle attributes that new physicians are looking for
- Our communities offer wonderful rural living with nearby urban amenities
- We need to collaborate to promote our communities to prospective physicians and provide personalized attention to recruit, settle, and retain physicians including employment support for their partners
- Networking, social media, recruiters, committees, job fairs, incentives, infrastructure and settlement assistance are important for recruitment

## Summary

- The situation is dire regarding physician recruitment and we run the risk of having no rural family physician offices
- We have many of the professional and lifestyle attributes that new physicians are looking for but to be competitive we need help with:
  - Incentives to level the playing field with adjacent jurisdictions
  - Professional recruiters
  - Advertising, networking, job fairs
  - Assistance with partner employment, settling physicians' families
  - Assistance with physical infrastructure



**From:** Krause, Deborah  
**Sent:** January 27, 2023 4:27 PM  
**To:** Corey Klatt; Tara Mieske  
**Cc:** Dietrich, Jeanette(LAC); Kelly Watkins  
**Subject:** Re: Presentation to Council and budget timing

Hi Corey,

Glad to be able to do a bit of a breakdown to help with all the asks you have to juggle for the budget.

We broke down the ask on the supplementary list as the situation varies on need by municipal area.

As North Frontenac is already supporting Lakelands clinic re: signing bonus, (big thank you for that!), the focus for the ask in North Frontenac would be more for help on recruiting booth costs and related costs for (locally based) swag.

We were thinking something like jars local honey or maple syrup with our recruiting contact info on it (something that is unique about our wonderful area and stays with the prospects a while).

There is a national Rural Physicians Conference coming up in April (Niagara Falls this year) and the booth for that is about \$3400 after tax, with hotel room for the 3 day stay, about \$5000 is needed.

Help for the KEYS Dual Career program for partner employment would also be appreciated. \$5000 supports 5 up to partners as a group purchase or it is \$1200 per individual contract.

If the townships can work together or do something through County Council to get a professional recruiter or fund a head-hunter cost is another key area.

This one is likely a broader community effort though, possibly multi county if Frontenac and Lennox Addington want to share hiring a recruiter.

Jeannette and I have been spearheading the recruiting work but it is not where our professional training lies and the other recruiting booths (except one) at the last rural conference had professionals at theirs.

I hope this helps with your planning.

If you need any further information, please let me know.

Hope you have a great weekend and looking forward to meeting you in person next week.

*Deborah Krause*

Deborah Krause, MBA CAE  
Executive Director  
Sharbot Lake Family Health Team



**a) Official Plan Amendment #OP02/22 & Zoning By-law Amendment Z08/22 - Ompah Palmerston Cottage Co-Operative (1099A Lafolia Lane)**

Craig and Amber Hall, Applicants, and Tracy Zander, Agent, attended the meeting electronically.

Sonya Bolton, Manager of Community Planning, County of Frontenac, advised this is a Public Meeting only, including a presentation by the applicants and County Planning staff. She advised members of the public and Council may provide comments and ask questions; however no decision will be made at this meeting.

Tracy Zander, Agent, advised the applicants have been working on the application for the proposed development for two years. She advised the property is located on Palmerston Lake, with 1300 metres of shoreline frontage. She noted the property is currently developed with an existing dwelling and septic system. She advised the peninsula area is well vegetated and the property has access from the east end, off Lafolia Lane.

Ms. Zander advised the proposed development includes seven (7) additional cottages and additional accessory structures. She advised the area of the lot is approximately 34-35 acres. She noted there will be a total of four (4) communal access points to the water (three points with the proposed dwellings and one point with the existing dwelling). Ms. Zander advised the applicants have provided an Environmental Impact Study (EIS), a Slope Stability Study, an Archaeological Report, a Septic Capacity Report and a Planning Justification Report in support of the proposed development.

Ms. Zander advised the framework for a Rural Co-Operative designation was created by past Councils. She noted Section 4.4 of the Township's Official Plan defines a Rural Co-Operative as "a single planned development on property owned in common, such as an incorporated co-operative where the ownership and responsibility for maintenance for all land uses, buildings, and services rest with the members". She noted with the land owned as a co-operative; it will be treated as a single entity, not severed into multiple parcels.

Ms. Zander advised the Township's Zoning By-law defines a Rural Co-Operative as "a use of land, buildings and structures for a single planned development on property which is owned in common through an incorporated co-operative, non-profit organization or land trust, where the ownership and responsibility for the maintenance of all land uses, buildings, structures and services and general management rests with the members". She advised Section 4.10 of the Zoning By-law sets out the permitted uses within a Rural Co-Operative designation; however Township Planning staff drafted a By-law identifying a site specific zone with a short list of appropriate uses for the subject property.

Ms. Zander advised the seven proposed dwellings are located outside the required 30 metre setback from the high water mark; and the three proposed new access points will have a small impact on the lake, based on the EIS findings. She noted there are no anticipated impacts to the lake or natural heritage features located on the property. She noted the recommendations included in the EIS can be used to mitigate any impacts.

Ms. Zander advised the Site Plan Control process will be used to implement these recommendations.

Ms. Zander advised the applicants have worked with the Public Works department and Emergency Services to ensure Lafolia Lane is in satisfactory condition.

Ms. Zander noted the slope stability assessment has been completed and any recommendations can be implemented through the Site Plan Control process.

Ms. Zander noted, as per the provisions in the Zoning By-law regarding development in the Residential Waterfront designation, an owner can create a 2 acre lot. She advised 10 to 15 waterfront lots could be created on the subject property, each with a dwelling and septic system. She advised the proposed development is a low density development.

Craig Hall, Applicant, advised the existing dwelling is not winterized and they are looking for options for additional dwellings for family use. He advised they reviewed the Zoning By-law and felt the Rural Co-Operative was the most appropriate fit for the anticipated use of the property. He noted the co-operative structure has an internal governance with a democratic structure to allow the body to move forward and solve issues. He advised this is not a commercial development and they have set no timeline for construction.

Amber Hall, Applicant, advised they intend to be respectful of neighbours and other owners on the lake. She noted it is important to develop the property in a sustainable manner. It appears the subdivision of the lot would have a greater impact on the lake and environment than the proposal.

### **Public Comments and Questions**

Liz Jackson, Palmerston Lake Association, advised the presentation from the applicants and planners shed light on the proposed development. She advised the Lake Association is not prepared to comment on the applications at this time as they need more time to review the studies. She noted they would like more information regarding the capacity of Palmerston Lake and noted this could be an opportunity to determine what the lake can handle.

David Roberts and Peter Roberts advised they are residents on Lafolia Lane. They advised there is a deeded Right-of-Way crossing their property which provides access to the subject property; and they have not provided, and do not intend to provide, consent for the use of the private lane. They noted they currently pay for the year round maintenance of the lane; have a forest management plan in place, with regular reporting to the Ministry of Natural Resources and Forestry (MNRF); and they are good stewards of the land.

David Roberts and Peter Roberts advised they retained a land use planner to review the planning issues, including the additional docking area, decreased buffering area and the reduction of the shoreline vegetation on a trout sensitive lake. They advised the shoreline of the gravel point supports spawning beds, with trout beds developed with

MNRF and Mississippi Valley Conservation Authority (MVCA). They advised winter fishing in the lake is no longer permitted.

David Roberts and Peter Roberts advised the proposed development of the land will have a negative impact on the spawning beds due to the loss of trees, runoff of soil, etc. They noted the waterfront development will result in shoreline erosion and have an impact on water quality. They noted standards are put into place to ensure proper development of land. They advised the studies provided with the applications are not supported by empirical and scientific facts.

Bert Kent, resident, advised the septic systems should be looked at before development begins, as the engineering set up is from the 1930s and not acceptable for today's use.

Ken Duguay advised he is a Land Use Planner retained by David Roberts and Peter Roberts to review the planning proposal. He advised his staff visited the property and drone photos were taken, showing construction and road upgrades in progress.

Mr. Duguay noted North Frontenac appears to be the first municipality to consider a Rural Co-Operative Zoning designation on a waterfront lot. He advised, after a review of the 2020 Provincial Policy Statement (PPS), the proposed Official Plan Amendment and Zoning By-law Amendment do not appear consistent with the PPS policies. He noted the range and magnitude of the proposed development will have a large impact; and that in other communities, this type of development including four docks, eight cabins, gazebos, etc. would be considered commercial.

Mr. Duguay advised vehicular access to the property relies on the Right-of-Way through private lands, with no permission from the property owners to allow the increase in traffic. Therefore, access to the subject property has not been secured.

Mr. Duguay advised, after reviewing the application in its entirety, the range of requested By-law exemptions is extensive and represents significant development on a property with environmental fragility.

Doug Humphries advised he is a seasonal property owner on Palmerston Lake and part of the Lake Association. He advised he has several concerns regarding the application. His first concern is the proposed capacity of the septic systems. He noted the report indicated the capacity will come in just under 10,000 litres per day; however, if each bunkie is considered an additional bedroom, this could potentially push the daily capacity over the 10,000 litres. He is concerned about the potential run off to the lake and environmental impact.

Mr. Humphries advised his next concern is the potential disruption of habitat areas for trout, loons and other wildlife. He noted wildlife currently enjoys the protection of the shoreline and could be impacted by the diminished shoreline.

His next concern is the level of noise and the potential influence on the lake.

Mr. Humphries noted his concern that the proposed use of a co-op framework in a cottage waterfront environment is an attempt to skirt around the severance process and

could potentially establish a large Air BnB. He advised he has concerns with the proposed cottage placements on the steep gravel hill, as well as the potential run off to the lake during the construction process and the level of noise during construction. He noted he would like to see a report from Emergency Services to determine if access through the private lane is adequate. Mr. Humphries advised this is a unique property, with a wetland area in the middle of the lot, which will be impacted by large development. He suggested Council Members attend the site to see the terrain and condition of the lane.

John Livernois advised he is a seasonal property owner. He noted he supports the idea of a Rural Co-operative but not within the waterfront area. He advised the proposed development will change the density and number of people on a narrow peninsula. He noted he is concerned with the precedent this application may set for development on lakes.

Jenna Khoury-Hanna advised she is an associate lawyer retained by David Roberts and Peter Roberts to review the planning proposal and provide a legal opinion. Ms. Khoury-Hanna advised the subject property is accessed through a private lane, with no indication the applicants have looked for consent for the potential increase in traffic. Ms. Khoury-Hanna noted a similar application was made in 1993 (Tucker v Frontenac Municipal Board) for the construction of four (4) cottages on four (4) lots. At the time, the Board found the use of the Right-of-Way for access was inadequate; and that without safe access, further development was premature and not in the public interest.

Ms. Khoury-Hanna advised four cottages currently use Lafolia Lane for access and the proposed development would increase the amount of traffic; with upgrades potentially required. She noted Mr. Roberts is not prepared to upgrade the lane or increase maintenance of the lane. Ms. Khoury-Hanna noted the laneway is not adequate for emergency services and advised improvements would be difficult as there are a number of septic systems located along the road. Ms. Khoury-Hanna advised Council approval of planning applications on properties accessed by a private lane is not appropriate.

Bruce Moore advised he represents the North Frontenac Lake Association Alliance (NFLAA), which consists of 21 lake associations. He advised Council always needs to consider the impact of decisions on other lakes and that changes to the Official Plan may have implications or set precedent on other lakes. He suggested there should be adequate time to review applications and receive public input. He noted it is important to ensure there is independent evidence regarding the application, for example, MVCA review.

Mr. Moore advised there is a strong commitment in the Official Plan regarding the individual carrying capacity of lakes. He noted Frontenac County, in their planning capacity, has not been able to establish a system to determine the individual capacity of lakes.

Shaun Hinds advised he is a property owner on Palmerston Lake and objects to the application. He advised there are clear policies in the Official Plan and Zoning By-law regarding the creation of 2 acre parcels on a waterfront lot, with one dwelling permitted. He noted the property is approximately 35 acres, with a wetland area and a narrow

peninsula. He advised each cottage will have 2-3 bedrooms and the development also includes bunkies and Recreational Vehicle sites.

Mr. Hinds advised the proposed development is a significant deviation from the Official Plan and Zoning By-law. He noted the applicants could sever the parcel for development; however Mr. Hinds advised the Rural Co-operative is not suitable for the waterfront area. He asked Council to consider the precedent of the development and to deny the application quickly.

Joanne Allen advised she is a property owner on Palmerston Lake. She noted she has similar concerns as the other property owners. She advised she recognizes the applicants have no interest at this point to create a commercial operation; however this could potentially occur.

Amber Hall advised the slope stability study addressed the potential impact of development on Gravel Point, with an additional setback required for any development. She advised they have no intention to have direct water access; the only access will be through the communal areas. She noted there will be mitigation measures in place for erosion and potential impact on spawning beds. Ms. Hall advised the application and septic capacity report was provided to South Frontenac (Septic Approval Authority for North Frontenac) for review and comments. She noted the bunkies may impact the septic capacity; however this can be addressed. Ms. Hall advised there has been no construction on the property other than upgrades to the existing dock and laneway.

Ms. Hall advised deeded access to the private lane was granted at the time of purchase in the name of the corporation, with a shared maintenance agreement. She advised they will work with other property owners on any improvements required. She noted the Co-operative By-law will be in place to prevent negative impacts on neighbouring properties (i.e. increase in noise). Ms. Hall advised there is no intention of establishing an Air BnB on the property.

Ms. Hall advised emergency services were required at Lafolia Lane in December and there were no access issues. She noted they could request written comments, if required.

Jennie Kapusta, County Planner, provided a presentation regarding the Official Plan and Zoning By-law, amendment process; and a summary of next steps (attached).

Liz Jackson advised the Notice of Public Meeting and information regarding the application was difficult to access for seasonal residents. She noted the Township should consider a more inclusive notice for seasonal residents.

Janice Arthur, resident, asked what permitted uses would be included in the site specific draft by-law. Ms. Bolton read the proposed permitted uses under the draft site specific by-law.

Bruce Moore requested a more precise timeline with respect to the application and process. Ms. Bolton advised the February 3, 2023 date for comment submission was included to provide time for the County Planners, agent and applicants to review.





**Procedure for Public Meetings under the Planning Act  
Respecting Proposed Amendments to the  
Township of North Frontenac's Official Plan and Zoning By-law**

**Opening Remarks**

The Council of the Township of North Frontenac is conducting a Public Meeting for two Planning Proposals under the Planning Act to consider the following:

- Firstly, for an Official Plan Amendment to redesignate a property located on Lafolia Lane from Rural Area to Rural Co-Operative Area; and a Zoning By-law Amendment to rezone from Limited Services Waterfront and Limited Services Rural to a site specific Rural Co-Operative zone. Please be advised this meeting is to provide members of the public an opportunity to provide comments in support or in opposition of the proposed development.
- Secondly, for an amendment to the Official Plan to include policies regarding complete planning applications, pre-application consultation for planning applications and delegated authority for planning approvals.

Any person who wishes to receive a copy of the minutes of the public meeting; a copy of the report on the proposed Amendments; or notice of the passing of the proposed Amendments to the Township of North Frontenac's Official Plan, should provide their full name, address, email address and contact numbers to the Clerk following the meeting. If you are attending the meeting in person, please add your name to the sign in sheet.

If a person or public body does not make oral submissions at the public meeting or make written submissions to the Township of North Frontenac before the proposed Amendments to the Township of North Frontenac's Official Plan or Zoning By-law being approved, the person or public body is not entitled to appeal the decision of the Township of North Frontenac to the Ontario Land Tribunal; and may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Procedure for Public Meetings under the Planning Act  
Respecting Proposed Amendments to the  
Township of North Frontenac's Official Plan and Zoning By-law**

**Closing Remarks**

**Once all of the submissions have been heard, announce:**

The public meeting is now concluded. I would remind any persons wishing to receive additional information to provide their full name, address, email address and contact numbers to the Clerk following the meeting.













Seconded By: Councillor 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 – Freel";

**And That**, as required by By-law #22-15,

- **All Those Parts** of the Shore Road Allowance adjacent to Part of Lot 23, Concession 6, geographic Township of Barrie, being Parts 2 and 3 on Registered Plan 13R-10890 (Kashwakamak Lake);

be declared as surplus and sold to the adjoining owner. Appraisals of these properties are not necessary as this is a Shore Road Allowance;

**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**

**e. Clerk/Planning Manager: Planning Department 2022 Year End Report**

Resolution #: 22-23 Moved By: Councillor Regent

Seconded By: Councillor Good

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Planning Department 2022 Year End Report".

**Carried**

**f. Clerk/Planning Manager: General Roads Report**

Resolution #: 23-23 Moved By: Councillor Regent

Seconded By: Councillor Good

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "General Roads Report".

**Carried**

**g. Clerk/Planning Manager: Zoning Change Nicholas Sproule (050-010-85603 – Part of Lot 15, Range B, Part 11 on Plan 13R-142)**

Resolution #: 24-23 Moved By: Councillor Regent

Seconded By: Councillor Good

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Zoning Change Nicholas Sproule";

**And That** Council approves a Township initiated Zoning By-law Amendment at the Township's expense for the property described as Part of Lot 15, Range B, Part 11 on 13R-142;

**And That** Council instructs the Clerk/Planning Manager to initiate the process.

**Carried**

**h. Chief Administrative Officer & Treasurer: Seniors Funding**

Resolution #: 25-23 Moved By: Councillor Regent

Seconded By: Councillor Good









**Date** January 13, 2023



**Resolution # 02-23**

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

**Moved By:**  
Councillor Huetl

**Seconded By:**  
Councillor Fowler

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

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

**Carried**

Mayor

From: Tara Mieske  
Sent: January 25, 2023 2:28 PM  
To: Corey Klatt  
Cc: Roy Huetl; Brooke Drechsler  
Subject: OPA and ZBA - Ompah Palmerston Cottage Co-Operative

Hi Corey,

Councillor Huetl asked if we could include a discussion on the upcoming Council Meeting under Business Arising about providing OP02/22 and Z08/22 – Ompah Palmerston Cottage Co-Operative to the Committee of Adjustment/Planning Advisory Committee for review.

In their Appointing By-law one of their duties include “Review and provide recommendation on Official Plan Amendment Applications, Zoning By-law Amendments and other planning matters when requested by Council.”

Thanks Tara

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

Date October 14, 2022



Resolution # 407-22

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

**Moved By:**  
Councillor Hermer

**Seconded By:**  
Deputy Mayor Martin

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Morey – Request for Reconsideration of Transfer of a portion of Arcol Road being Part 3 on Registered Plan 13R-22538";

**And That** Council amends Resolution #520-21, and approves accepting the transfer of a portion of the Arcol Road more specifically described as Part 3 on 13R-22538 prior to the Road Allowance through Lot 22, Concession 3, being Part 1 on Registered Plan 13R-22589 being transferred;

**And That** once the transfer is completed, Council instructs the Clerk to prepare a By-law to assume this portion of Arcol Road for Council's consideration.

**Carried**

Mayor

From: Tara Mieske  
Sent: January 25, 2023 3:03 PM  
To: Brooke Drechsler  
Cc: Corey Klatt  
Subject: Portion of Arcol Road - Recently Transferred to Township

Business Arising

The Township recently accepted a Transfer of the Arcol Road from the Moreys. This portion of the road is not maintained by the Township. Therefore; the By-law establishes the land as a road but does not include the assumption of the road as it is not maintained as part of the Township Road network.

Thanks Tara

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

**Date** January 12, 2023



**Resolution # 09-23**

**Kaladar/Barrie Joint Fire Committee Resolution**

**Moved By:**  
Helen Yanch

**Seconded By:**  
Roy Huetl

**Be It Resolved That,** in the Closed Session, the Committee approved an additional five working hours be added to the Kaladar Barrie Fire Chief's working hours; and the Committee instructed the Addington Highlands CAO/Clerk-Treasurer and the North Frontenac Clerk/Planning Manager to amend the Appointing By-law for the Kaladar Barrie Fire Chief with the increase in approved working hours.

**Carried**

Chair

Date May 28, 2021

Resolution Number 253-21



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

Moved by:  
John Inglis

Seconded by:  
Vernon Hermer

**Be It Resolved That** Council receives for information the CAO's Administrative Report entitled "Ontario Provincial Police (OPP) Detachment Boards";

**And That** North Frontenac Township has two detachments, with Ward One being serviced by the Lennox & Addington OPP (Napanee) and Wards Two & Three being serviced by the Frontenac OPP (Hartington);

**And That** Council instructs the Mayor to contact the Heads of Council within the Lennox and Addington OPP Detachment to determine if a single proposal outlining all of our individual needs, or multiple proposals to the Solicitor General makes sense and provide Council with his recommendation at the next Council meeting;

**And That** Council recommends to the Solicitor General that the Frontenac OPP Detachment Board composition consist of 9 voting members (+ staff support) as follows:

- 4 Municipal Representatives (South Frontenac (SF) x 2; Central Frontenac (CF) x 1 and North Frontenac (NF) x 1)
- 3 Community Representatives (SF x 1; CF/NF x1 and Shabot Obaadjiwan First Nation x 1) and
- 2 Provincial Appointees (SF x 1 and CF/NF x 1).

**Carried**

Mayor  
Ron Higgins

**From:** [Cheryl Robson](#)  
**To:** [Caldwell, Sarah \(SOLGEN\)](#)  
**Cc:** [Shahzad, Kiran \(SOLGEN\)](#); [Reading, Joanna \(SOLGEN\)](#); [Mayor Ron Higgins \(mayorhiggins@outlook.com\)](#); [Tara Mieske](#)  
**Subject:** RE: OPP Detachment Boards -request for list of municipalities serviced by Lennox & Addington OPP Detachment  
**Date:** June 3, 2021 6:05:46 PM  
**Attachments:** [253-21.pdf](#)  
[10. a\) OPP Detachment Boards.pdf](#)

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Hi Sarah – Please be advised that the Council of the Township of North Frontenac at a meeting held on May 28, 2021 passed the attached Resolution #253-21 with respect to the Ontario Provincial Police (OPP) Detachment Boards.

As previously discussed in the emails below, North Frontenac has two OPP detachments covering our Township. To better explain our situation, I have also attached a copy of my Administrative Report to Council on May 28<sup>th</sup>.

Neil Carbone, CAO South Frontenac has submitted the OPP Detachment Board Proposal form for the Frontenac Detachment (which includes South, Central and North Frontenac Townships).

Mayor Ron Higgins will be in contact with the Heads of Council within the Lennox and Addington OPP Detachment to determine if a single or multiple proposals to the Solicitor General makes sense. The L&A Detachment area is more complex as it covers parts of 3 Counties. We will continue to keep you informed.

Thanks!!!!  
Take care and have a great evening!  
Cheryl

**Cheryl Robson, A.M.C.T.**  
Chief Administrative Officer (CAO)  
**Township of North Frontenac**  
6648 Road 506, Plevna, ON, K0H 2M0  
1-800-234-3953 or 613-479-2231 Ext. 221  
[cao@northfrontenac.ca](mailto:cao@northfrontenac.ca)

---

**From:** Cheryl Robson  
**Sent:** May 5, 2021 2:30 PM  
**To:** 'Caldwell, Sarah (SOLGEN)' <Sarah.Caldwell@ontario.ca>  
**Cc:** Shahzad, Kiran (SOLGEN) <Kiran.Shahzad@ontario.ca>; Reading, Joanna (SOLGEN) <Joanna.Reading@ontario.ca>  
**Subject:** RE: OPP Detachment Boards -request for list of municipalities serviced by Lennox & Addington OPP Detachment

Good afternoon Sarah – thanks so much for your prompt detailed response. I have reached out to the CAOs and Chief Maracle and will let you know if we have any further questions. Thanks again! Have a great day! Cheryl

**Cheryl Robson, A.M.C.T.**

Chief Administrative Officer (CAO)

**Township of North Frontenac**

6648 Road 506, Plevna, ON, K0H 2M0

1-800-234-3953 or 613-479-2231 Ext. 221

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

---

**From:** Caldwell, Sarah (SOLGEN) [<mailto:Sarah.Caldwell@ontario.ca>]

**Sent:** May 4, 2021 6:28 PM

**To:** Cheryl Robson <[CAO@northfrontenac.ca](mailto:CAO@northfrontenac.ca)>

**Cc:** Shahzad, Kiran (SOLGEN) <[Kiran.Shahzad@ontario.ca](mailto:Kiran.Shahzad@ontario.ca)>; Reading, Joanna (SOLGEN) <[Joanna.Reading@ontario.ca](mailto:Joanna.Reading@ontario.ca)>

**Subject:** RE: OPP Detachment Boards -request for list of municipalities serviced by Lennox & Addington OPP Detachment

Hello Cheryl,

Thank you for your email. We're glad that you found the information session helpful. Likewise, we value hearing from municipalities about any concerns or circumstances that the ministry should consider.

It's good to know that discussions are taking place within the Frontenac detachment area and progressing well. As a municipality that receives policing from two OPP detachments, North Frontenac has the right to participate in both boards (so one, both, or neither). To confirm, it is municipal councils and First Nation councils that must develop and submit the proposal. Detachment Commanders may be able to provide some information to help with the process but shouldn't be directly involved in decisions about proposals.

The ministry is requesting hoping for one proposal per detachment in order to ensure that all eligible communities agree and to minimize any confusion and/or required follow up when we review the proposals. However, if there are circumstances that make submitting one proposal difficult, we can certainly work with you to accommodate.

According to the information we have from the OPP, in addition to North Frontenac the municipalities policed by the Lennox and Addington detachment are:

- Addington Highlands Twp
- Deseronto
- Greater Napanee
- Loyalist Twp

- Stone Mills Twp
- Tyendinaga Twp

If you need contact information for any of the CAOs please let us know.

The Mohawks of the Bay of Quinte (Tyendinaga) First Nation is administered by the Lennox & Addington OPP detachment so although it has its own First Nation Constables, it would also be eligible to participate in this detachment board. If it or any other eligible community opts not to, that should be noted in the proposal. The contact we have for the Tyendinaga First Nation is Chief Rodrick Maracle - [rdonm@mbq-tmt.org](mailto:rdonm@mbq-tmt.org)

Please don't hesitate to contact us if you have any questions. We would also be happy to attend a meeting of your councils/CAOs if you think that would be helpful.

Kindly,  
Sarah

---

**From:** Cheryl Robson <[CAO@northfrontenac.ca](mailto:CAO@northfrontenac.ca)>  
**Sent:** May 4, 2021 4:02 PM  
**To:** Caldwell, Sarah (SOLGEN) <[Sarah.Caldwell@ontario.ca](mailto:Sarah.Caldwell@ontario.ca)>  
**Subject:** OPP Detachment Boards -request for list of municipalities serviced by Lennox & Addington OPP Detachment

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Good afternoon Sarah – first of all I would like to thank you for your informative session today with respect to the OPP Detachment Boards; it was a great help.

The North Frontenac Township has 2 detachments – the Lennox and Addington OPP (Napanee) for Ward One and the Frontenac OPP (Hartington) for Wards 2 & 3. It is my understanding that municipalities are to collectively submit one proposal (per Detachment) indicating the proposed composition of their boards.

I have had some discussions with the CAOs from South and Central Frontenac Townships to review a potential structure for the Frontenac Detachment Board and we have a general agreement on a structure and composition that we will be recommending to our Councils for their consideration in May.

I also contacted Christine Reed, CAO Clerk-Treasurer, Addington Highlands, in April to ask if Addington Highlands Township and/or Lennox & Addington OPP had any information on this. Christine's response was: "As of yet, we have not heard anything from the L & A Detachment. In speaking with Henry (*Reeve Hogg*), he felt that the Detachment Commander would be reaching out. I will let you know if I hear anything

from them.” Based on today’s information, the Detachments themselves do not have input into the composition of the Board (i.e. Board will be their oversight) and it is up to Councils to provide the proposals to the Ministry. Therefore, I need to reach out to the other municipalities serviced by Lennox and Addington (L&A) OPP to discuss options for Council’s consideration. Can you please provide me with the list of municipalities serviced by L&A OPP and I will contact their CAOs for an update.

Having two OPP Detachments makes it a little different for us.

Thanks again for today’s useful session!  
Take care and have a great day! Cheryl

**Cheryl Robson, A.M.C.T.**

Chief Administrative Officer (CAO)

**Township of North Frontenac**

6648 Road 506, Plevna, ON, K0H 2M0

1-800-234-3953 or 613-479-2231 Ext. 221

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



## Administrative Report

To: Mayor and Members of Council

From: Cheryl Robson, AMCT, Chief Administrative Officer \_\_\_\_\_

Date of Meeting: May 28, 2021

Re: Ontario Provincial Police (OPP) Detachment Boards

### Background

Council passed Resolution #186-21 on April 16, 2021:

**Be It Resolved That** Council receives for information a letter dated March 18, 2021 from Sylvia Jones, Solicitor General, providing an update on the new Ontario Provincial Police (OPP) detachment boards under the Community Safety and Policing Act, 2019;

**And That** under the CSPA all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment Board; and the OPP Detachment Board framework has been developed setting out base requirements for community representatives and Provincial appointees under this framework;

**And That** the Ministry will only accept one proposal per detachment; and North Frontenac Township has two detachments and we will need to work with the other municipalities serviced by the Frontenac OPP and Lennox & Addington OPP to provide a proposal for the Police Services Board(s);

**And That** Council instructs the CAO to work with the neighbouring municipalities within our two OPP Detachment Board areas and report back to Council in May with recommendations to create board(s) that reflects our community and local needs for Council's consideration, prior to the proposal submissions due to the Province by June 7, 2021. **Carried**

### Researched By

Councillor Fred Fowler  
Cheryl Robson, CAO

### Comments

Further to the Ministry of the Solicitor General's March 18, 2021 letter, their framework has been developed in hopes it will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create board(s) that reflect their community and local needs. They are asking to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board. Proposals must meet base requirements set by the Ministry, which include a minimum number of five members per board and a requirement that each Board should be composed of 20% community representatives and 20% provincial appointees.

Chief Administrative Officer's Administrative Report  
Ontario Provincial Police (OPP) Detachment Boards  
May 28, 2021  
Page 1 of 5

The Ministry will work with us to obtain outstanding information/proposals and support us in submitting a completed proposal. However they advised, if a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the Board then the Ministry will determine the composition of the Detachment Board. OPP Detachments Boards under the CSPA are to be established which will replace Police Services Boards (PSB) and Community Policing Advisory Committees (CPAC).

Councillor Fowler and I attended the Ministry of the Solicitor General – OPP Detachment Boards information session and following the session on May 4<sup>th</sup> I contacted the Ministry. They immediately responded confirming as a municipality that receives policing from two OPP detachments, North Frontenac has the right to participate in both boards (so one, both, or neither). It is Municipal Councils and First Nation Councils that must develop and submit the proposal. Detachment Commanders may be able to provide some information to help with the process but shouldn't be directly involved in decisions about proposals. The Ministry is hoping for one proposal per detachment in order to ensure that all eligible communities agree and to minimize any confusion and/or required follow up when we review the proposals. However, if there are circumstances that make submitting one proposal difficult, they can certainly work with us to accommodate. The Ministry is working to bring the new OPP Detachment Boards into force by early 2022. The Ministry needs to develop several Regulations with respect to the OPP Detachment Boards, OPP Governance Advisory Council and OPP Billing. June 7<sup>th</sup> is their target date for the proposal submissions.

Having two OPP Detachments makes it a little different for North Frontenac.

1. Lennox and Addington OPP Detachment: (Services NF Ward One)

The Ministry advised according to the information they have from the OPP, in addition to North Frontenac the municipalities policed by the Lennox and Addington detachment are: Addington Highlands Twp; Deseronto; Greater Napanee; Loyalist Twp; Stone Mills Twp and Tyendinaga Twp. Also, the Mohawks of the Bay of Quinte (Tyendinaga) First Nation is administered by the Lennox & Addington OPP detachment, so although it has its own First Nation Constables, it would also be eligible to participate in this Detachment Board. If it or any other eligible community opts not to, that should be noted in the proposal.

On May 5<sup>th</sup> I emailed the CAO of the municipalities policed by L&A and the Tyendinaga First Nations to see if everyone would like to have a meeting to discuss the L&A OPP Detachment and a potential structure for their Board(s). Christine Reed, CAO Clerk-Treasurer, Addington Highlands immediately acknowledged receipt of my email advising they just discussed this matter during their County CAO's meeting and Ray Callery, Greater Napanee's CAO has been in discussions with the Detachment Commander and he is looking to set up a meeting with staff to discuss further. On May 19<sup>th</sup> Ray confirmed it is his understanding that the L&A CAOs were recognizing the need for multiple (at least 2) civilian governance boards for L&A Detachment (i.e. recommending that the 4 municipalities in L&A establish a single OPP governance structure).

On May 19<sup>th</sup> I spoke with Scott Semple, Inspector Detachment Commander L&A OPP Detachment and he provided a follow-up email. He advised the four municipalities in L&A County did meet recently on their own to discuss their preferred board structure and had

Chief Administrative Officer's Administrative Report  
Ontario Provincial Police (OPP) Detachment Boards  
May 28, 2021  
Page 2 of 5

decided that they would submit a proposal that would have those four municipalities on a Detachment Police Services Board together. Also, the two municipalities in Hastings County had expressed interest to be together on a board due to the connection they share as well. He had previously discussed the potential of bringing North Frontenac Wards together to be serviced by one detachment with Sharron Brown, Detachment Commander, Frontenac OPP Detachment and their Regional Commander. It might be a good time to plan for this with board proposals being discussed. He assured me that operationally there would be no service delivery issues since OPP have been policing based on closest to the call dispatching now for a couple years. He could only assume that Ward One in North Frontenac was being serviced by L&A for operational reasons that no longer exist. He believes having one detachment responsible for the entire area of North Frontenac would allow for better communication and working relationship with the Detachment Commander. The links that North Frontenac has to Frontenac County are no doubt like those that municipalities have in L&A County and in fairness he is much more familiar with those linkages since he deals with all four of those municipalities and L&A County regularly. This would hold true for the Detachment Commander in Frontenac and the familiarity with the municipalities in that County.

He listed a few other things that should be considered when looking at the challenges of having two detachments serve a municipality in different counties.

- Court jurisdictions both criminal and provincial are based on the county.
- Other partner agencies are very much aligned by county such as Social Services or have supporting offices within a county to support better those municipalities within that county.
- Support for things the County itself provides like roads seems to be better managed by the detachment serving that county.
- Community Safety and Well-being Plans align better by detachment and supported by a situation table that the servicing detachment sits on.

Scott also advised he is always willing to meet with our Council and loop in Frontenac detachment to discuss further and he assured that they value North Frontenac's input to ensure we are best supported by the OPP.

Based on my discussion with Scott, I recommend that Council invite Scott Semple and Sharron Brown (or her replacement once known, as she is retiring), Detachment Commanders to an upcoming Council meeting to discuss the potential of bringing North Frontenac Wards together to be serviced by one Detachment. Scott reassured me that there would be no impact on service or response times (i.e. GPS in each OPP vehicle and dispatch automatically sends whoever is the closest, no matter what Detachment a municipality is in).

In the meantime, our Mayor could reach out to the Heads of Council within the L&A OPP Detachment, to meet to determine if a single proposal outlining all of our individual needs, or multiple proposals to the Solicitor General makes sense.

## 2. Frontenac OPP Detachment: (Services NF Wards 2 & 3)

The CAOs from South (SF) and Central Frontenac (CF) and NF Townships discussed the potential structure for the Frontenac Detachment Board. Location of the detachment offices, population, calls for service, Board member training and other costs, and the need

for an appropriately-sized and manageable Board were identified as considerations in determining its structure and representation, in addition to the requirements set out in the framework. From this discussion, a tentative recommendation from the CAOs was developed for discussion by each Township as follows:

9 voting-member Board + staff support

- 4 Municipal Representatives
  - South Frontenac (2)
  - Central Frontenac (1)
  - North Frontenac (1)
  
- 3 Community Representatives
  - South Frontenac (1)
  - Central Frontenac/North Frontenac (1)
  - Shabot Obaadjiwan First Nation x 1
  
- 2 Provincial Appointees
  - South Frontenac (1)
  - Central Frontenac/North Frontenac (1)

This composition keeps the board size manageable, achieves the minimum requirements in the new Regulation, and apportions the number of seats based loosely on population, with SF retaining 50% of the total seats. It should be noted that the Provincial appointees are not guaranteed to be representatives from the municipalities identified above, but the Solicitor General's office has indicated that the appointment process will be improved and that weight will be given to the recommendation for Provincial appointments put forward by Municipalities. Under the Comprehensive Ontario Police Services Act (CPSA), members of Detachment Boards will be required to obtain training at the expense of the Board and its member municipalities. While training requirements and their costs are unknown at this time, the Board composition being put forward limits the number of representatives that will require training.

#### **Financial Implications**

Under the CPSA, specific training is required for Board Members (probably online); however, these costs are unknown at this time.

Each municipality will be responsible to pay their own Municipal Representatives' expenses and the Community Representatives' expenses are to be paid by the municipality in which they reside.

Provincial Representatives will probably be paid for by the Province.

Board Members honorarium and mileage rate will need to be determined at a later date.

**Recommendation**

**Be It Resolved That** Council receives for information the CAO's Administrative Report entitled "Ontario Provincial Police (OPP) Detachment Boards";

**And That** North Frontenac Township has two detachments, with Ward One being serviced by the Lennox & Addington OPP (Napanee) and Wards Two & Three being serviced by the Frontenac OPP (Hartington);

**And That** Council instructs the Mayor to contact the Heads of Council within the Lennox and Addington OPP Detachment to determine if a single proposal outlining all of our individual needs, or multiple proposals to the Solicitor General makes sense and provide Council with his recommendation at the next Council meeting;

**And That** Council recommends to the Solicitor General that the Frontenac OPP Detachment Board composition consist of 9 voting members (+ staff support) as follows:

- 4 Municipal Representatives (South Frontenac (SF) x 2; Central Frontenac (CF) x 1 and North Frontenac (NF) x 1)
- 3 Community Representatives (SF x 1; CF/NF x1 and Shabot Obaadjiwan First Nation x 1) and
- 2 Provincial Appointees (SF x 1 and CF/NF x 1).



## 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 3, 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. 2023 Communities in Bloom re: Ontario Provincial Edition Invitation;
2. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report – December 7, 2023;
3. Kingston, Frontenac, Lennox and Addington (KFL&A) Public Health re: 2022 Cost of Eating Healthy Report and Infographic;
4. Association of Municipalities (AMO) re: 2023 Registration Opens January 17, 2023;
5. Ontario Human Rights Commission re: Launches New Three-year Strategic Plan for Belonging to Ontario;
6. Municipal Property Assessment Corporation (MPAC) re: Farm Forestry Exemption;
7. Minor Variance Application A01/23 – 1769 South Kash Lake Lane – Murphy;
8. Minor Variance Application A02/23 – 1053B Pine Cove Lane – Shannon;
9. Minor Variance Application A03/23 – 1140 Fosters Lane – Boljanic;
10. Severance Application B01/23 – River Road – McKey;
11. Minister of Municipal Affairs and Housing (MMAH) re: Extension of Deadline for MMP Third Intake Projects;
12. Municipal Property Assessment Corporation (MPAC) re: 2022 Municipal Partnership Report;

---

Clerk/Planning Manager Administrative Report  
Communications  
February 3, 2023  
Page 1 of 2

13. Central Frontenac re: Notice of Passing - Zoning By-Law Amendment - Mapping Update;
14. Independent Electricity System Operator (IESO) re: Regional Electricity Planning in Greater Ottawa – February 14, 2023 Webinar.

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

1. Paul Thiel, Resident re: Donation of Pulpit – Fernleigh Hall.

**From:** Tara Mieske  
**Sent:** January 16, 2023 11:01 AM  
**To:** Stephanie Regent; John Inglis; Fred Fowler; Gerry Lichty; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** RE: Communications - Fernleigh Hall re: Donation of Pulpit

Good Morning,

Moved to B per Deputy Mayor Inglis.

Thanks Tara

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

---

**From:** John Inglis  
**Sent:** January 11, 2023 6:33 PM  
**To:** Tara Mieske; Stephanie Regent; Fred Fowler; Gerry Lichty; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Re: Communications - Fernleigh Hall re: Donation of Pulpit

Hi Tara,

Please bring this to B. I think we should accept this gift for Clar-Mill Hall.

John

---

**From:** Tara Mieske  
**Sent:** January 11, 2023 5:02 PM  
**To:** Tara Mieske; Stephanie Regent; Fred Fowler; Gerry Lichty; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Fernleigh Hall re: Donation of Pulpit

Good Afternoon – For inclusion in the February 3, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

**From:** Paul Thiel  
**Sent:** January 11, 2023 4:15 PM  
**To:** Corey Klatt  
**Subject:** pulpit

Corey,

I have a pulpit (lectern) at the Fernleigh Hall that I would like to donate and know the Clar-Mill Hall is where it needs to be. Back in 2012, shortly after I took over the caretaker's position, I found it in the old storage building underneath a pile of lumber and stuff in really good condition. It cleaned up nicely and have had it in the hall ever since knowing it would eventually get used. Long story short, it hasn't been. I've sent along a photo and a paragraph that will be attached to it in memory of Gerry Martin, I thought it fitting being it was his school.

Regards  
Paul Thiel

“Given to Clar-Mill Community Hall by Fernleigh Community Hall in Memory of Gerry Martin 1945-2022. Raised in Fernleigh, Ontario and educated at Fernleigh School (presently Community Hall)”



## Administrative Report

To: Mayor and Members of Council

From: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: February 3, 2023

Re: Confidential Complaint Files – 2022 Annual Report

### Background

As previously directed by Council, the Chief Administrative Officer (CAO) shall provide an annual Administrative Report advising of the status of all Confidential Complaint Files including the number of confidential complaints received during the annual reporting period; and to include previous active and closed complaint files.

### Researched By

Katelyn Ronfeld, Dipl.M.A, CAO Executive Assistant

### Comments

37 Confidential Complaints were received in 2022. An update of the number of Confidential Complaints (active/closed) from 2016 up to and including December 31, 2022 is as follows:

2016 – 24 total complaints received; 24 closed complaints & 0 active complaints.  
2017 – 31 total complaints received; 31 closed complaints & 0 active complaints.  
2018 – 16 total complaints received; 16 closed complaints & 0 active complaints.  
2019 – 49 total complaints received; 48 closed complaints & 1 active complaints.  
2020 – 53 total complaints received; 51 closed complaints & 2 active complaints.  
2021 – 62 total complaints received; 51 closed complaints & 11 active complaints.  
2022 – 37 total complaints received; 29 closed complaints & 8 active complaints.

Total Complaints received 2016 – 2022 = 272

Total Closed Complaints 2016 – 2022 = 250

Total Active Complaints 2016 – 2022 = 22

Administrative Report – CAO  
Confidential Complaint Files – 2022 Annual Report  
February 3, 2022  
Page 1 of 2

**By-law complaints by category for 2022:**

13 - Zoning/Building	2 - Noise
5 - Recreational Vehicles	3 – Roads
2 - Yards Standards	1 – Waste
10 - Animal Control	1 – Indecent Exposure

**Financial Implications**

Staff time, including the CAO, CAO Executive Assistant, applicable Township Manager(s) and Chief Building Official. Also, if applicable, the By-law Enforcement Officer; and/or the Township Solicitors, when required and approved by the CAO.

The 2022 approved Budget for the By-law Department’s expenditures was \$55,650, which includes staff time for the CAO Executive Assistant, Chief Building Official, contracted services (including mileage), legal fees and Line Fences Act.

By-law Legal fees for 2022 were budgeted at \$10,000 and the year to date is \$31,249.78 pending year-end; however, Council approved Closed Resolutions C#05-21, C#27-21 and C#3-22 which approved expenses for three confidential complaint files to be funded from Contingency Reserve Fund. The estimated costs for the closed Resolutions to date are \$19,949.27 pending year-end.

The remaining \$11,300.51 is general Solicitor’s advice required for By-law Enforcement.

**Recommendation**

**Be It Resolved That** Council receives the Chief Administrative Officer's Administrative Report entitled “Confidential Complaint Files – 2022 Annual Report” for information purposes.



## Administrative Report

To: Mayor and Members of Council

From: H Donald Reed CBCO, Chief Building Official (CBO)

Recommended by: Corey Klatt, AMCT, Chief Administrative Officer \_\_\_\_\_  
CAO's Initials

Date of Meeting: February 03, 2023

Re: Building Department Annual Construction Activity – 2022

### Background

The Council of the Township of North Frontenac passed Resolution #599-19 dated November 22, 2019 wherein Council directed the Chief Building Official to provide an Annual Building Department Activity Administrative Report that includes the number of permits issued, permit fees and construction value reflective of a three (3) year period measured from January to December of the previous two (2) years.

### Research By

Donald Reed, Chief Building Official  
Kelly Watkins, Treasurer

### Comments

On April 27, 2018, Council passed Resolution #199-18:  
“BE IT RESOLVED THAT Council receives for information the Chief Building Official’s Administrative Report entitled “Proposed Amendments to Schedule ‘C’ Building Permit Fees in the Fees and Charges By-law”;  
AND THAT to make it a fairer fee system and reflective of the actual cost of providing the applicable service (i.e. number of inspections required, plan review etc., vary) Council approves-in-principle the following major proposed changes and other changes included in the proposed draft new Schedule ‘C’ to the Building Permit Fees:  
a) Moving from a fee schedule based on price per square foot to a construction cost value (\$14/\$1,000 of Construction value);  
b) That a minimum fee be for all projects be set at \$80 to encourage all residents to apply for permits even on smaller projects to ensure compliance with the Ontario Building Code and Zoning By-law setbacks, etc.;  
c) That an \$80 Administration Fee be added for Application/Plan Review to cover the cost of staff time (above and beyond inspections);  
AND THAT the Clerk give notice of a Public Meeting for Shawn Merriman, Chief

Building Official (CBO) and Dan Halladay, Building Inspector to present the proposed changes to the Building Permit Fees and Building By-laws on June 1, 2018; AND THAT following the Public Meeting, Council will consider a By-law to amend the Building Permit Fees and Charges, Schedule 'C' in the Township's Fees and Charges By-law. **Carried**"

Therefore, effective June 1, 2018, a new fee system was adopted for calculating Building Permit Fees, allowing for a fairer system and reflective of the actual cost of providing the applicable service by reducing the fees for some accessory structures and smaller residential dwellings (yurts, park models, etc.). In 2017, the permit fee was based on price per square foot with a minimum fees of \$1,875 for dwellings and \$180 for Accessory buildings. With these calculation methods smaller projects could potentially have the same fee as a larger project. With 2018 being a split year between the old and new calculation method and 31 permits less being issued than 2017, the fees between 2017 and 2018 remain comparable.

In 2019 there were double the amount of accessory structures and fewer dwellings compared to the two previous years resulting in more permits issued but less fees collected. As the system was put in place to make building fees fairer for all, the type of permit and number of permits issued can have a large impact on yearly building fees collected, as a result lower building fees were collected in 2019.

In 2020 there were fewer permits issued than in 2019 with 4 more Dwelling permits and 20 fewer Accessory permits issued, keeping the Building Fees collected comparable to the previous 2 years.

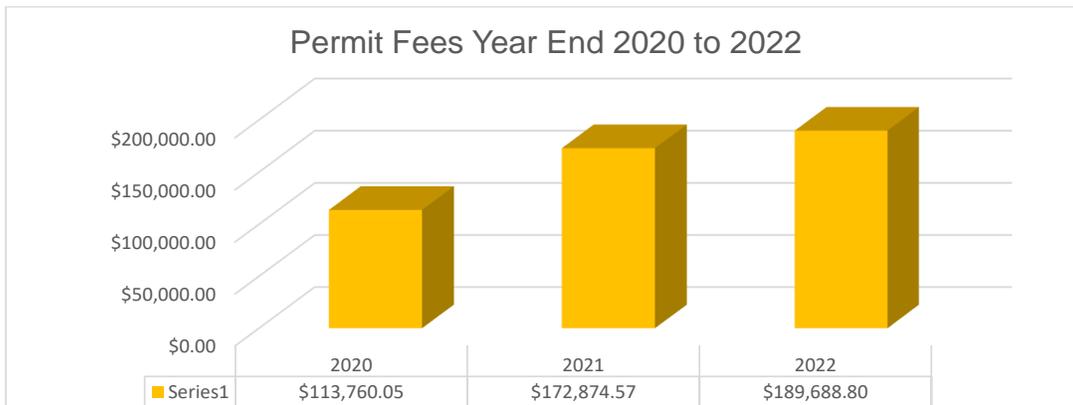
In 2021 construction cost rose due to the rising price of building material and labor, resulting in the average home almost doubling in cost. This year's fees reflect that cost increase as well as the increase in new dwellings allowing for a significant increase in the yearly permit fees.

In 2022 the Building department had a record year in permit numbers and we started the Cloud permit process to assist with enhances customer service, electronic process for all property owners. This electronic process allows people to apply remotely and book inspections remotely on line. The program allows for better tracking of all permits in house and files for Tarion and Stats Canada reporting.

The Ontario Building Code is going through significant changes in 2023. Once received we will work toward amending the Building Bylaw fees for council consideration. There will be new qualification changes for staff in the New Ontario Building Code and the Ontario Building Code will align with the National Building code.

	2020	2021	2022
Total Permits	119	135	148
New Waterfront Residential	21	25	14
New Residential	2	5	16
Accessory Buildings **	61	58	44
Demolition	11	7	10
Residential Additions	15	23	32
Renovations	9	16	26
Change of Use	0	0	2
Denied/Cancelled	1	3	4
Building orders (Active)	6	3	1
Building Orders (Closed)	4	1	2
Permits Pending (Minor Variances)	0	7	3

\*\*Accessory buildings include decks, woodstoves, solar panels, swimming pools, etc.  
**Financial Implications**



**Recommendation**

**Be It Resolved That** Council receives for information the Chief Building Official's Administrative Report entitled "Building Department Annual Construction Activity 2022".



## 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 3, 2023

Re: Follow-up – Barton Road Allowance Closure – Whitton

### Background

An Application was submitted for consideration to close and purchase a portion of the Barton Road Allowance and an Administrative Report was provided to Council on April 16, 2021 and the following Resolution was passed at their meeting on February 5, 2021:

**Moved by Deputy Mayor Martin, Seconded by Councillor Hermer #54-21**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager Administrative Report entitled “Barton Road Allowance Closure Request – Whitton”;

**And That** Council approves in principle the Application to close, stop up and sell the Barton Road Allowance by extending the Whitton lot lines through the Road Allowance as shown in green on Attachment #2 in the Administrative Report;

**And That** the Sale of Land Policy Section 3 provides “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”. However; due to the configuration of the Road Allowance and the Applicant’s lot Council agrees to not follow the Policy and offer the full 66 feet to the Applicant;

**And That**, prior to the Applicant having the survey prepared, Council instructs the Clerk to contact the two adjacent property owners to advise them of Council’s approval in principle and potential deviation from the Policy to ensure they do not have any concerns with the proposal;

**And That**, if there are concerns from either of the two adjacent land owners, the Clerk shall provide a report to Council prior to moving forward with the Application;

**And That**, if there are no concerns, from the two adjacent land owners, then the Clerk shall notify the Applicant he can proceed with the Application by providing the survey to allow for the public notice to be completed.

### Carried

The property owner to the west advised he had no concerns with the proposal.  
The property owners to the east advised they had concerns.

---

Clerk/Planning Manger’s Administrative Report  
Follow-up - Barton Road Allowance Closure – Whitton  
February 3, 2023  
Page 1 of 4

A second Administrative Report was presented to Council on April 16, 2021 in regard to the closing of Barton Road and Council passed the following Resolution:

**Moved by Deputy Mayor Martin, Seconded by Councillor Fowler #193-21**

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

**And That** as the closure of this Road Allowance will deny access to another property owner it is recommended the Application proceed with an easement granted in favour of Mr. Taylor;

**And That** Council instructs the Clerk to provide this information to the Applicant and the neighbours.

**Carried**

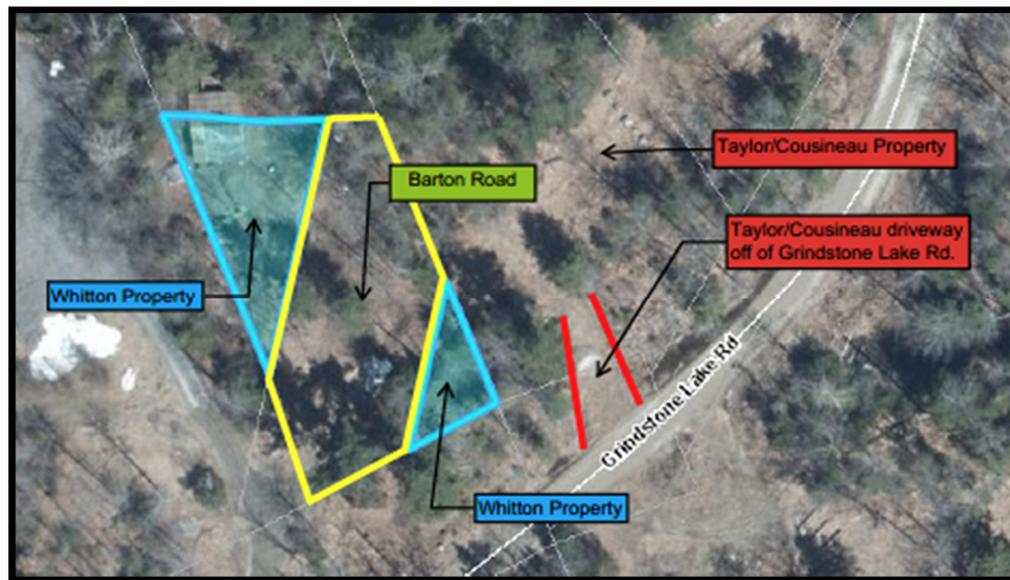
#### Researched By

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Admin Assistant to Clerk/Planning Manager

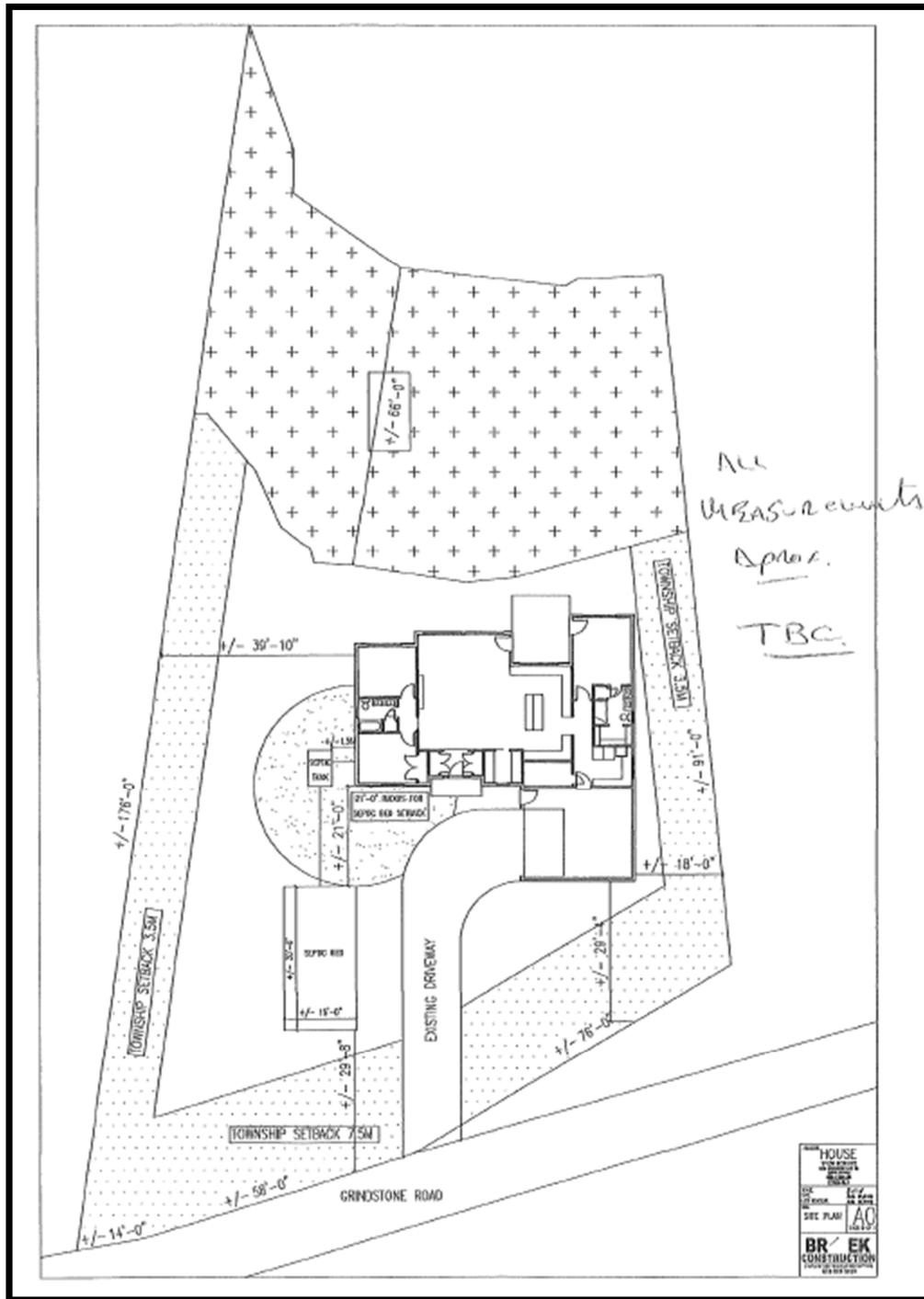
#### Comments

On December 20, 2022, Mr. Whitton, Applicant contacted the Township advising Taylor/Cousineau has installed a driveway off of Grindstone Lake Road to access their property and requesting Council reconsider the requirement to grant an easement to the Taylor/Cousineau property.



The Chief Administrative Officer and Clerk did a site visit and based on the sketch included in the Minor Variance Application which was approved by the Committee and the construction of the new driveway access, via Barton Road would not be required to access this property.

A copy of the sketch provided with the Minor Variance is below:



Clerk/Planning Manger's Administrative Report  
Follow-up - Barton Road Allowance Closure – Whitton  
February 3, 2023  
Page 3 of 4

**Financial Implications**

If the process is continued the administration fee will cover the costs to proceed.  
If the process is discontinued there will be no additional costs.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Follow-up re: Barton Lot Road Allowance Closure – Whitton";

**And That** further to the CAO and Clerk's site visit to the property and the construction of a new driveway to access the neighbouring property directly from Grindstone Lake Road, the closure of this Road Allowance will not deny access to the adjacent property owner;

**And That** Council amends Resolution # 193-21 to no longer require an easement be granted in favour of the Taylor/Cousineau;

**And That** Council instructs the Clerk to provide this information to the Applicant and Taylor/Cousineau.



## Administrative Report

To: Mayor and Members of Council

From: Eric Korhonen, Director of Emergency Services, Fire Chief

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

Date of Meeting: February 3, 2023

Re: Fire Marshal Public Safety Council Firefighter Certification Grant

### Background

On July 1, 2022, per O. Reg. 343/22, mandatory Firefighter Certification came into force in the Province of Ontario. This Certification validates the training that Firefighters receive in accordance with the standard of service they are required to perform as set out in the levels of service as determined by Council and, in turn, will create safer communities

On August 8, 2022 the Fire Marshal Public Fire Safety Council (FMPFSC) announced the creation of a \$750,000 grant to support Firefighter certification in the Province of Ontario. This grant will be provided over three years: year one - \$400,000, year two - \$200,000 and year three - \$150,000. It is open to all Ontario Fire Departments who can demonstrate a need for educational materials to support training and certification for their members required by their municipalities and the level of fire protection services. The grant funding is being supplied solely by the FMPFSC and administered through their Distribution Centre without cost or profit.

In September of 2022 the North Frontenac Fire Department completed the survey provided by the FMPFSC to qualify for funding.

### Researched By

Eric Korhonen, Director of Emergency Services, Fire Chief

### Comments

On December 27, 2022 the North Frontenac Fire Department received confirmation (Attachment) that the Department was selected to receive funding as part of the FMPFSC Certification Grant. This grant provides select Municipal fire departments with funding to support the purchasing of firefighter training and educational materials to assist with the certification requirements as part of O.Reg.343/22 (Firefighter

Director of Emergency Services, Fire Chief Administrative Report  
Fire Marshal Public Safety Council Firefighter Certification Grant  
February 3, 2023  
Page 1 of 2

Certification). As a recipient of this year's grant, the department will receive \$1,246.08 to be used towards the purchase of educational materials offered by both International Fire Service Training Association (IFSTA) and Jones and Bartlett, which are aligned with the certification levels contained in the regulation.

The funds must be used by February 10, 2023 so that the FMPFSC can ensure proper auditing of the grant before the end of its fiscal year. An order was placed in January 2023 for educational materials relevant to the needs of the Department to assist with Certification in the amount in the grant.

### **Financial Implications**

The FMPFSC grant provided the department with \$1,246.08 to be used towards the purchase of educational materials offered by both IFSTA and Jones and Bartlett through the FMPFSC.

### **Recommendation**

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Fire Marshal Public Fire Safety Council Firefighter Certification Grant";

**And That** Council instructs the Director of Emergency Services, Fire Chief to make application for the Fire Marshal's Public Fire Safety Council Certification Grant in year two and three to enhance the Certification of North Frontenac's Firefighters;

**And That** Council instructs the Director of Emergency Services, Fire Chief to continue to investigate opportunities and grants to enhance the Certification of North Frontenac's Firefighters.

### **Enclosures (1)**

1. Certification Grant Award Letter

Director of Emergency Services, Fire Chief Administrative Report  
Fire Marshal Public Safety Council Firefighter Certification Grant  
February 3, 2023  
Page 2 of 2



Dec 27<sup>th</sup>, 2022

Eric Korhonen, Fire Chief  
North Frontenac Township Fire Department

Dear Chief Korhonen,

On behalf of the Fire Marshal's Public Fire Safety Council (FMPFSC), I am pleased to inform you that your department has been selected to receive funding part of the FMPFSC Certification Grant.

This grant provides select provincial fire departments with funding to support the purchasing of firefighter training and educational materials to assist with the certification requirements as part of O.Reg.343/22 (Firefighter Certification). This is the first year of 3 that the grant will be offered in Ontario.

As a recipient of this year's grant, your department will receive \$1246.08 to be used towards the purchase of educational materials offered by both IFSTA and Jones and Bartlett. Attached is an overview of the materials that are available as part of this program which are aligned with the certification levels contained in the regulation. The funds must be used by February 10, 2023 so that the FMPFSC can ensure proper audit of the grant before the end of its fiscal year.

#### What's Next?

Beginning Jan 5<sup>th</sup> contact Emily Folco at [Emily.folco@firesafetycouncil.com](mailto:Emily.folco@firesafetycouncil.com) or 1866-379-6668 ext 100 to place your order or for assistance with selecting your training materials. We ask that all orders be placed by Feb 10<sup>th</sup> 2023.

Supporting the fire service and providing this grant to support certification in Ontario is a priority for the FMPFSC and we are honoured to be able to allocate this funding to your department.

If you have any questions do not hesitate to reach out to me directly.

Sincerely,

Jamie Kovacs  
Executive Director

---

100 Strowger Blvd., Brockville, ON K6V 5J9 • Phone: 1-866-379-6668 • Website: [www.firesafetycouncil.com](http://www.firesafetycouncil.com)



## Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: February 3, 2023

Re: Potential Donation of Wi-Fi Extender for Barrie Community Hall

### Background

The Cloyne and District Historical Society (CDHS) is the owner of the Pioneer Museum located on municipally owned property at the Barrie Community Hall in Cloyne. The CDHS has a current Licence of Occupation Agreement in place with the Township

The CDHS remains a valuable resource and tourist attraction for the Township and its residents showcasing the unique history of this area.

### Researched By

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

### Comments

The CDHS has offered to donate a Wineguard Outdoor Wi-Fi Extender to place at the Barrie Community Hall to extend out the Wi-Fi from the Hall. The Wineguard extender proposed will extend the Wi-Fi out 1,000 feet which will include the Museum and outdoor gazebo area.

The Internet at the Barrie Community Hall is high-speed unlimited package; therefore, the boosted range and use at the Museum will not have a large impact on the internet system.

### Financial Implications

Wineguard Extreme 2.0 Outdoor Wi-Fi Extender - \$519.99 – donated by CDHS.

The Wi-Fi Extender would be installed in-house, by our Facilities/Recreation Supervisor – no additional charge.

Potential Donation of Wi-Fi Extender at Barrie Community Hall  
February 3, 2023  
Page 1 of 2

## **Recommendation**

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Potential Donation of Wi-Fi Extender for Barrie Community Hall";

**And That** Council accepts the donation of a Wi-Fi Extender from the Cloyne and District Historical Society (CDHS) and instructs the MCD to have this installed at the Barrie Community Hall;

**And That** Council directs the MCD to send a thank you letter to the CDHS for the donation.



Seconded By: Gerry Martin

**Be It Resolved That** the Committee receives the Administrative Report entitled "Drone Update".

**Carried**

**7. Member Reports and Staff Administrative Reports**

**a. Kaladar Barrie Fire Chief: Updates - October 2022**

Resolution #: 31-22 Moved By: Wayne Good

Seconded By: Gerry Martin

**Be It Resolved That** the Committee receives the Administrative Report entitled "Updates - October 2022".

**Carried**

**8. Financial Reports**

**a. Treasurer's Reports**

- i. **General Ledger for January 1, 2022 to August 31, 2022;**
- ii. **Budgetary Control Report for January 1, 2022 to August 31, 2022.**

Resolution #: 32-22

**Be It Resolved That** the Committee receives for information the Treasurer's General Ledger for the period January 1, 2022 to August 31, 2022 for the Kaladar/Barrie Fire Department;

**And That** the Committee receives for information the Budgetary Control Report for the period January 1, 2022 to August 31, 2022 for the Kaladar/Barrie Fire Department.

**Carried**

**9. Communications**

None.

**10. Public Forum**

None.

**11. Closed Session**

**a. Closed Meeting of the Joint Fire Committee Kaladar Barrie**

Resolution #: 33-22 Moved By: Kirby Thompson

Seconded By: Henry Hogg

**Be It Resolved That** the Committee shall go into Closed Session at 9:18 a.m. to:

- a. Adopt Minutes of a Closed Meeting dated September 24, 2021; and
- b. Discuss Personal Matters about an Identifiable Individual, more specifically:
  - a. Fire Chief's Performance Evaluation for 2022.

**Carried**

**12. Rise and Report**

The Chair advised that during Closed Session, the Committee:













**Notes of the Inaugural Meeting of The Economic Development Task Force (EDTF) Held on Monday, January 16, 2023 at 9:00 AM at the Municipal Council Chambers.**

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

Absent with Regrets: Dan Vaillancourt.

**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. Opening / Welcoming Remarks From The Chair:**

Councillor John Inglis (Chair) welcomed members to the Inaugural Meeting of the Economic Development Task Force (EDTF). The EDTF participated in an introductory discussion/briefing for the new members of Council.

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

Notes of the October 17, 2022 EDTF Meeting as approved via email and received for information at the November 21, 2022 Inaugural Meeting of Council.

**5. Business Arising:**

None

**6. Communications:**

**a. Mural located at Township Office**

The MCD advised the EDTF that the Mural that was previously located at the Township Office has been removed due to condition/weather damage and the location can be considered for a future mural.

Notes of the Inaugural Meeting of the Economic Development Task Force

January 16, 2023

1 of 3

## **7. New Business:**

### **a. 2023 Meeting Dates for Consideration.**

Members of the EDTF agreed that the meetings will continue to be held every third Monday at 9:00 a.m.; in the North Frontenac Council Chambers; with the exception of February as it falls on Family Day. February's meeting will be held on Tuesday, February 21<sup>st</sup>, 2023.

### **b. Request for Interested Individuals to potentially join EDTF**

As approved by Council, the EDTF has advertised for Individuals to potentially join the EDTF. Councillor Inglis (Chair) and the Manager of Community Development (MCD) will meet to review prospective members after the February 6<sup>th</sup> 2023 application deadline. The Chair will make recommendations to Council regarding potential new member(s) at the February 23, 2023 Council Meeting.

### **c. Review EDTF Terms of Reference and Update for 2022-2026**

- i. 2019 Current Terms of Reference**
- ii. 2023 – 2026 Draft Terms of Reference**

All present reviewed the Current and Draft Terms of Reference which were included with the Agenda package. The group discussed the Mission, Vision and Mandate and agreed to make amendments (Attachment #1). The MCD and EDO will add recommended changes to the 2023 - 2026 Terms of Reference then provide to Council for approval at the February 3, 2023 Council Meeting.

### **d. Economic Development Strategic Plan – 2022 Current**

Members of the EDTF reviewed the 2022 North Frontenac Economic Development Strategic Plan. The Task Force prioritized objectives and will further discuss Initiatives to work on throughout the next year at the next EDTF Meeting prior to making recommendations to Council.

The EDTF has requested that \$5,000 be included in the draft 2023 Budget for Councils consideration for a North Frontenac Summer Event.

### **e) Discussion on Potential New Project Ideas**

Members of the EDTF discussed potential new project ideas to consider and will continue this discussion at the next EDTF meeting when all members are present.

Notes of the Inaugural Meeting of the Economic Development Task Force

January 16, 2023

2 of 3

**8. Adjournment:**

Meeting adjourned at 11:29 a.m.

**Recommendations to Council**

**Be It Resolved That** Council receives for information the January 16, 2023 Notes of the Economic Development Task Force (EDTF).

**And That** Council approves the 2023-2026 EDTF Terms of Reference as recommended by the EDTF;

**And That** Council will consider the request for \$5,000 for a North Frontenac Summer Event during the 2023 draft Budget deliberations.

Received by Council on February 3, 2023.

---

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



## Economic Development Task Force

(Mandated by the Council of the Municipality of North Frontenac)

### Terms of Reference January 2023 – October 2026

**Mission:** To support economic and community vibrancy in North Frontenac.

**Vision:** A local community that encourages year-round sustainable economic activity and community building.

**Mandate:** To provide recommendations to, and carryout initiatives as directed by North Frontenac Council regarding economic and community development opportunities.

#### **Membership:**

As appointed by Council on November 21, 2022, the composition of the Task Force shall include:

- Councillor John Inglis
- Councillor Roy Huetl
- Councillor Stephanie Regent

Councillor John Inglis shall be the Chairperson. Alternate Chairperson (in the absence of the Chairperson) shall be Councillor Stephanie Regent.

Also, as appointed by Council on December 16, 2022, the composition of the Task Force shall include members of the public as follows:

- Betty Hunter
- Paul Thiel
- Daniel Vaillancourt
- Cyndy Bonello

and the following Staff:

- Brooke Hawley, Dipl.M.A., Manager of Community Development (MCD);
- Matt Walker, Economic Development Officer (EDO); and
- Lori Newman, Office Support All Departments, as the Recording Secretary as appointed by the Chief Administrative Officer (CAO).

**Tasks and Milestones:**

1. Recommendation to Council of appointments for Public Representation. (December 16, 2022)
2. Initial Task Force meeting to discuss a Mission, Vision and Mandate for the Economic Development Task Force/Working Group and draft a Terms of Reference for Council consideration. (Meeting was at the call of the Chair and held on January 16, 2023 at 9:00 a.m. at the Township of North Frontenac Municipal Office Council Chambers, in Plevna.)
3. Annual review of these Terms of Reference and Strategic Plan by the Task Force

**Accountability:**

Council members and Township employees (if seconded) are accountable for their participation on the Economic Development Task Force through the normal reporting structure to Council.

**Conflict of Interest Guidelines:**

Councillors and employees (if seconded) are responsible for complying with the Township's guidelines and policies on conflict of interest, outside activities, gifts and hospitality.

The Voluntary Sector Members shall:

- a. Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith.
- b. act with honesty, integrity and openness in advancing the joint process.
- c. not use their position on the Task Force to benefit materially from the process or the outcomes.
- d. not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met.

**Time Frame and Meetings:**

The Economic Development Task Force is constituted for approximately four years, commencing on January 16, 2023 and ending October 31, 2026 with the option of continuing meetings at the discretion of Council. Ongoing reports and recommendations will be provided to Council throughout the four year term of Council. The Task Force will meet once a month or at a frequency to be determined by the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

**Operating Principles for Task Force Meetings:**

- a. Quorum  
Although Task Force membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a

Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

- b. Reaching Agreement  
Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.
- c. Expert Members and Invited Guests  
The Task Force may require experts, academics or other government/voluntary sector representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.
- d. Expenses Incurred by Task Force Members  
Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.
- e. Indemnification of Voluntary Sector Members  
Voluntary Sector Members are extended the same risk management principles as Members of Council/Committees and employees when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

**Note:** This Terms of Reference is worded in accordance with the Township's current Procedural By-law #56-20. The Chair will advise the Task Force of any amendments made by Council to the Township's Procedural By-law in regards to Task Forces.



### 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 #09-23**

**Being a By-law to Establish a Portion of Arcol Road being Part 3 on Registered Plan 13R-22538 as a Highway**

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

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

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

1. **That** a road located in Part of Lot 22, Concession 3, geographic Township of South Canonto, more specifically described as Part 3, Registered Plan 13R-22538 is hereby established as a public highway;
2. **That** this portion of Arcol Road shall not be assumed and shall not be maintained by the Township of North Frontenac;
3. **That** this By-law be registered on title at the Land Registry Office in Kingston, Ontario;
4. **That** this By-law shall come into force and take effect upon registration of this By-law.

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

**Read** a first and second time this 3<sup>rd</sup> day of February, 2023.

**Read** a third time and passed this 3<sup>rd</sup> day of February, 2023.

---

Mayor

---

Clerk

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

**By-Law #10-23**

**Being a By-law to Amend By-law #63-13, Appointing By-law for the Fire Chief of the Kaladar Barrie Fire Department**

**Whereas** the Municipal Act, 2001, S.O. 2001, c.25 provides that a Council may by By-law appoint such officers as may be necessary for the purposes of the Corporation;

**And Whereas** the Council for the Corporation of the Township of North Frontenac has entered into a Joint Operation and Management Agreement with the Township of Addington Highlands for the purpose of jointly operating and managing the Kaladar Barrie Fire Department; and this agreement provides for the appointment of a Fire Chief for the Kaladar Barrie Fire Department;

**And Whereas** Casey Cuddy was appointed as Fire Chief for the Kaladar Barrie Fire Department, effective January 1, 2002 pursuant to By-law #47-01;

**And Whereas**, on July 2, 2013, the Council of North Frontenac adopted By-law #63-13 amending the appointing By-law for the Fire Chief, including Schedule 'A' Kaladar Barrie Fire Department - Fire Chief Job Description;

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

**That** By-law #63-13 – Schedule 'A' Remuneration and Honorariums be amended by removing "Based on a 20 hour work week" and replacing with "Based on a 25 hour work week";

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

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

**Read** a first and second time this 3<sup>rd</sup> day of February, 2023.

**Read** a third time and passed this 3<sup>rd</sup> day of February, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township Of North Frontenac

**By-law # 11-23**

**Being a by-law to provide for an Interim Tax Levy for the year 2023 to be made before the adoption of the estimates for the year and to provide for the payment of taxes, and to provide for penalty and interest charges for non-payment of taxes.**

**Whereas** pursuant to Section 317(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;

**And Whereas** pursuant to Section 317 (3)(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides the amount levied on a property shall not exceed the prescribed percentage, or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

**And Whereas** pursuant to Section 290(1) of the Municipal Act, 2001 S.O. 2001, c.25 and amendments thereto, the Corporation of the Township of North Frontenac shall in each year prepare and adopt estimates of the sums it requires during the year for the purposes of the municipality;

**And Whereas** the Municipal Act, 2001 S.O. 2001, c.25, Section 342, 345, 346, and 347, as amended, authorizes Council to establish due dates, impose late payment charges for the non-payment of taxes or any installments by the due date, payment into bank, and acceptance of part payments and disposition of part payments;

**And Whereas** the Council of The Corporation of the Township of North Frontenac deems it expedient to provide for an Interim Tax Levy before the adoption of the estimates, and to provide for the payment of same in two equal installments, and to provide for penalty and interest charges for non-payment of taxes, and to fix the dates upon which such Interim Tax Levy shall become due and payable, as hereinafter set forth;

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

1. **That** the Interim Tax Levy is hereby imposed and levied at 50% of the total amount of taxes for Municipal, County and Education purposes levied on properties in 2022;
2. **And That** the said Interim Tax Levy shall become due and payable in two installments as follows: 50% of the Interim Tax Levy shall become due and payable on March 29, 2023 and the balance of the interim levy shall become due and payable on May 29, 2023 and non-payment of the amount on the dates stated in accordance with this section shall constitute default;
3. **And That** on all taxes of the levy, which are in default after the due date of any installment thereof, a penalty of 1.25% of the amount due and unpaid on the first day of default shall be imposed and thereafter a penalty of 1.25% per month shall be added on the 1st day of each and every month the default continues, until December 31, 2023;
4. **And That** on all taxes in default on January 1, 2024, interest shall be added at the rate of 1.25% per month for each month in which the default continues;
5. **And That** penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy. All penalties and interest are to be collected first and the principle will be applied to the rates payable as taxes;

6. **And That** monthly tax arrears notices not be sent if the balance outstanding is less than five dollars (\$5.00);
7. **And That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer to send the bill to another address, in which case it shall be sent to that address. The Treasurer may send a tax bill to the taxpayer electronically in the manner specified by the municipality, if the taxpayer has chosen to receive the tax bill in that manner;
8. **And That** taxes shall be payable to the Corporation of the Township of North Frontenac by cheque (mailed or in person); or cash or Debit Card (in person) and paid into the office of the Treasurer, 6648 Road 506, Plevna, Ontario K0H 2M0, or via telebanking or internet banking systems with major specified banks (including online Credit Card Payments for property taxes only);
9. **And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;
10. **And That** all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

**Read** a first and second time this 3<sup>rd</sup> day of February, 2023.

**Read** a third time and passed this 3<sup>rd</sup> day of February, 2023.

---

Mayor

---

Clerk

The Corporation of the Township of North Frontenac

**By-law # 13-23**

**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 3, 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 3, 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 3, 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 3, 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 3<sup>rd</sup> day of February, 2023

**Read** a third time and passed this 3<sup>rd</sup> day of February, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk