



**Regular Council Agenda**  
**January 13, 2023 – 9:00 AM**  
**Municipal Office - Council Chambers**  
**6648 Road 506, Plevna**

---

Page

**1. Call to Order**

**2. Approval of Agenda**

a) January 13, 2023

**Be It Resolved That** Council approves the Agenda for the Regular Meeting of Council dated January 13, 2023, as circulated.

**3. Declaration of Office**

Vernon Hermer - Councillor, Ward 2

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

**5. Presentations**

**11 - 24**

a) Joe Gallivan, Director of Planning and Economic Development; and Sonya Bolton, Manager of Planning and Economic Development, County of Frontenac - Community Planning Permit System

**Be It Resolved That** Council receives the presentation from Joe Gallivan, Director of Planning and Economic Development, and Sonya Bolton, Manager 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 will consider the \$25,000 contribution during Budget deliberations in 2023.

**25 - 52**

b) Staff Sargeant McConnell, Frontenac Detachment Commander, Ontario Provincial Police: Reports for North Frontenac

**Be It Resolved That** Council receives for information the reports from Staff Sargeant McConnell, Frontenac Detachment, OPP; and thanks him for his time spent today;

**And That** Council requests the Clerk schedule Sargeant McConnell to attend future Council Meetings to provide an update until the Police Services Board is established.

**6. Delegations**

53 - 61

- a) Rural Frontenac Community Services (RFCS) re: 2023 Funding Request for RFCS Youth Program

**Be It Resolved That** Council receives for information the presentation from Sarah McCullough, Youth Program Coordinator regarding Rural Frontenac Community Services (RFCS) – Programs for Rural Youth; and thanks her for her time spent today;

**And That** Council defers a decision to provide \$6,000 in funding to the Youth Program until Budget Deliberations in 2023.

**7. Adoption of Minutes**

62 - 75

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

**Be It Resolved That** Council adopts the Minutes of the Regular Meeting of Council dated December 16, 2022 as circulated.

**8. Business Arising from the Minutes**

76 - 78

- a) Resolution #474-22 - Reconsideration Request re: Request for Licence Agreement for Use of a Municipal Road Allowance – Roblin

**Whereas**, at their meeting on December 16, 2022, Council passed Resolution #474-22 receiving for information the Clerk/Planning Manager's Administrative Report entitled "Request for Licence Agreement for Use of a Municipal Road Allowance - Roblin" and Council denied the request for a Licence Agreement;

**Therefore Be It Resolved That** Council receives for information email dated December 16, 2022 from Darren Roblin, Applicant, advising they would like to improve access to their property on the lake; and there are conflicts amongst people leaving boats on the shore and boats are being vandalized; and if a licence agreement is entered into the dock would need to be private for insurance purposes;

**And That** Council receives an additional email from the Applicant dated December 24, 2022 advising the main purpose of the application for a Licence Agreement with the Township is to obtain legal mainland docking for their boat; the applicant is willing to purchase the shore road allowance, as it does not front on private property or other Township property and is not an established access to the lake; and that the

applicants would pay the cost of surveying as well as the cost to purchase the shore road allowance.

79

- b) Kaladar Barrie Joint Fire Committee re: Appointment of Third Member  
**Whereas**, at their meeting held December 16, 2022, Council appointed two Members and one alternate Member to the Joint Fire Committee for the Kaladar Barrie Fire Department ;  
**And Whereas** a third Member is to be appointed at the January 13, 2023 Meeting of Council;  
**Therefore Be It Resolved That** Council appoints the following third Member:

---

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

80 - 81

- c) Change to Shipping Container By-law re: To Licence, Regulate and Govern Shipping Containers  
**Whereas** at their Meeting on December 16, 2022, Council passed By-law #85-22 to amend the Recreational Vehicle By-law to permit a shipping container as an accessory structure to a licenced Recreational Vehicle;  
**And Whereas** at their meeting on December 16, 2022, Council passed By-law #86-22 amending the Shipping Container By-law to permit a Shipping Container on a lot with a principal use and a Recreational Vehicle;  
**Therefore Be It Resolved That** Council receives for information a memo including a proposed amendment to the Shipping Container By-law from the Clerk/Planning Manager;  
**And That** Council will consider a By-law to amend the Shipping Container By-law later in the meeting.

82 - 83

- d) Resolution #411-22: Amendment to Road Naming By-law #07-03  
**Whereas**, at their meeting dated October 14, 2022, Council passed Resolution #411-22 receiving for information the Public Works Manager's Administrative Report entitled "Application to Name a Lane - off Buckshot Lake Road" and Council approved in principle, subject to Public Notice, the name Beech Corners Lane;  
**And Whereas** Public Notice was provided and no public comments were received;  
**Therefore Be It Resolved That** Council will consider a By-law later in the meeting to amend the Naming of Roads By-law #07-03 to include Beech Corner Lane.

**9. Communications**

84 - 85

- 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

86 - 87

B1. Township of South Frontenac re: Part 8 Sewage System Agreement

**Be It Resolved That** Council receives a letter dated December 21, 2022 from Louise Fragnito, Chief Administrative Officer, Township of South Frontenac, providing formal notice of termination of the contract with the Township of North Frontenac for the provision of Part 8 Sewage System Agreement Services;

**And That** the Township of South Frontenac will accept applications for building permits, conduct plan reviews and issue permits up to four (4) months prior to the termination date or until August 31, 2023;

**And That** the Agreement requires 12 month notice, therefore the contract will end on or before December 31, 2023;

**Therefore Be It Resolved That** Council instructs the Chief Administrative Officer to look at options for providing Part 8 Sewage System Inspections for North Frontenac and report back to Council.

88 - 90

B2. Minister Steve Clark, Municipal Affairs and Housing re: Building Inspector Intern Program Consultation

**Be It Resolved That** Council receives for information a letter dated January 4, 2023 from the Minister of Municipal Affairs and Housing (MMAH), advising the capacity of municipal building departments have been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession;

**And That**, effective January 1, 2023, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs and that the Ministry will develop guidance materials to support municipalities interested in launching local programs to recruit new intern building inspectors;

**And That** the Ministry has released a discussion paper and is seeking input from the public including municipalities;

**And That**, due to the challenges in the past of recruiting Building Inspectors and Chief Building Officials, Council instructs the Chief Administrative Officer to look at the potential for creating an intern position for the Building Department and report back to Council.

91 - 94

B3. Ministry of Natural Resources and Forestry re: Legislative and Regulation Changes Affecting Conservation Authorities

**Be It Resolved That** Council receives for information a letter dated December 28, 2022 from the Ministry of Natural Resources and Forestry, advising several changes were made to the Conservation Authorities Act intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline

conservation authority processes and help make land suitable for housing available for development;

**And That** Ontario Regulation 596/22 came into effect on January 1, 2023 which was made to focus conservation authorities' role when reviewing and commenting on proposals, applications or other matters related to development and land use planning;

**And That** conservation authorities are no longer able to provide a program or service related to reviewing and commenting on a proposal, application or other matter made under Acts as set out in Ontario Regulation 596/22;

**And That** the Clerk/Planning Manager will work with the County Planners to complete some research and report back to Council.

95

- b) Ompah Community Library and Hall Users re: Request for Internet at the Ompah Community Hall

**Be It Resolved That** Council receives for information the email from the Ompah Community Library/Ompah Community Hall Committee dated December 23, 2022 requesting internet be set-up at the Ompah Community Hall;

**And That** Council approves internet being installed at the Ompah Community Hall and instructs the Manager of Community Development to have the internet installed;

**And That** Council instructs the Treasurer to add to costs of this service to the draft 2023 budget as an annual expense for Council consideration.

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

96 - 133

- a) Clerk/Planning Manager: Records Retention By-law Update

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Records Retention By-law Update";

**And That** Council will consider a By-law later in the meeting to repeal By-law #42-04 and adopt a Records Retention By-law establishing the retention periods to be as set-out in The Ontario Municipal Records Management System (TOMRMS) retention schedules for documents and records kept by the Township.

134 - 136

- b) Clerk/Planning Manager: Personnel and Audit Committee - Role and Function

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Personnel and Audit Committee – Role and Function";

**And That** Council appoints the following members to the Personnel and Audit Committee:

---

\_\_\_\_\_  
\_\_\_\_\_

**And That** Councillor \_\_\_\_\_ shall be appointed as Chair of the Committee;

**And That** Council sets the first meeting date of the Committee as \_\_\_\_\_;

**And That** Council instructs the Clerk to prepare the draft Terms of Reference to be reviewed by the Committee; and once approved by the Committee, the Clerk shall provide the Terms of Reference to Council for consideration.

137 - 142

- c) Clerk/Planning Manager: Council Portfolios Appointments and Vacancies

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Council Portfolio Appointments and Vacancies”.

**Therefore Be It Resolved That** Council appoints the following Members:

North Frontenac Trails Enhancement:

\_\_\_\_\_  
North Frontenac Historical Society and Archives:

\_\_\_\_\_  
Long Term Care and Social Services:

\_\_\_\_\_  
Education:

\_\_\_\_\_  
Lake Associations:

143 - 145

- d) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law - Freel

**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.

146 - 150

- e) Clerk/Planning Manager: Year-end Planning Report

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

151 - 160

- f) Clerk/Planning Manager: General Roads Report

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

161 - 164

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

**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.

165 - 170

- h) Chief Administrative Officer & Treasurer: Seniors Funding

**Be It Resolved That** Council receives for information the Chief Administrative Officer and Treasurer's Administrative Report entitled "Update re: Seniors Funding";

**And That** the CAO and Treasurer continue to work with Rural Frontenac Community Services and Land O'Lakes Community Services to develop a Pilot Program (and Agreement) for one year for potential funding opportunities for the two agencies to enhance current home maintenance services, to seniors which could assist them in staying in their homes in North Frontenac Township for a longer period of time, for Council's consideration;

**And That** the Township provides each Agency with a maximum of \$10,000 for the first year towards this Program; however each agency will invoice the Township for actual services provided which will assist in assessing the need for the program and potential future costs to ensure the program remains sustainable if needed;

**And That** once Council approves the Pilot Program the Township assist the Agencies with marketing for brokered workers and/or volunteers to assist with the Program, using Township staff and funding for advertising;

**And That** the Township assist with marketing the Program once implemented to help ensure seniors are aware of these opportunities;

**And That** Council directs the Mayor, two members of Council, the Chief Administrative Officer and Treasurer to draft a Business Case regarding the \$337,500 that the County of Frontenac originally allocated towards a Seniors Housing Project in North Frontenac, for Council's consideration prior to Mayor Lichy and Councillor Fowler presenting it to County Council;

**And That** the two members of Council appointed to assist the Mayor, CAO and Treasurer with drafting a Business Case for Council's consideration are \_\_\_\_\_.

171 - 176

- i) Treasurer: 2022 Variance Report as of December 31, 2022

**Be It Resolved That** Council receives the Treasurer's Administrative Report entitled "2022 Variance Report as of December 31, 2022", for information purposes;

**And That** Council instructs the Treasurer to transfer the over budget amount for the Category of Fuel & Lube from the Winter Maintenance Reserve Fund;

**And That** Council instructs the Treasurer to transfer the over budget amount for the Category of Repairs (vehicles & equipment) from the Infrastructure Sustainability Tangible Capital Asset (TCA) Reserve Fund.

177 - 179

- j) Chief Administrative Officer / Treasurer: 2023 Draft Budget Proposed Meeting Dates

**Be It Resolved That** Council receives the Chief Administrative Officer and Manager's Administrative Report entitled "2023 Draft Budget Proposed Meeting Dates" for information purposes;

**And That** Council tentatively sets the 2023 Budget Meeting(s), for the following dates/purposes (subject to change, with advance notice given):

- Following the Regular Council Meeting on February 3, 2023 to review the proposed Tangible Capital Assets (TCA) ten year Replacement Schedules (2023 to 2032 planned spending);
- Special Meeting - Friday, February 17, 2023 at 9:00 am and March 3 (if required)- Operating Budget
- Friday, March 17, 2023 at 9:00 am the 2023 draft final Budget will be presented for Council to consider the proposed Tax Rate By-law later in the meeting. However, Council may wish to defer this if Council feel additional pertinent information is required first.

180 - 188

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

- a) Committee of Adjustment/Planning Advisory Committee

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated November 28, 2022.

**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**

189 - 190

- 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**

191 - 212

- 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:

- #01-23 – Official Plan Amendment (Amend By-law #50-17);
- #02-23 – Borrowing By-law;
- #03-23 – Amendment to Road Naming By-law (Amend By-law #07-03);
- #04-23 – Road Closing By-law – Free!
- #05-23 – Records Retention By-law (Repeal By-law #42-04);
- #06-23 – Shipping Container By-law (Repeal By-law #86-22);
- #07-23 – To Appoint Joint Fire Committee Third Member (Amend By-law #81-22).

- ii) Third Reading

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

**16. Public Forum**

**17. Closed Session**

- a) Closed Meeting of Council

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

- a. Adopt Minutes of a Closed Meeting dated December 16, 2022;
- b. Consider Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose, with respect to Confidential Complaints regarding Roads;
- c. Consider Subject Matter Relating to the Consideration of a Request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

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

**19. Confirmatory By-law**

213

- a) Confirming By-law #08-23

**Be It Resolved That** By-law #08-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held January 13, 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 3, 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?

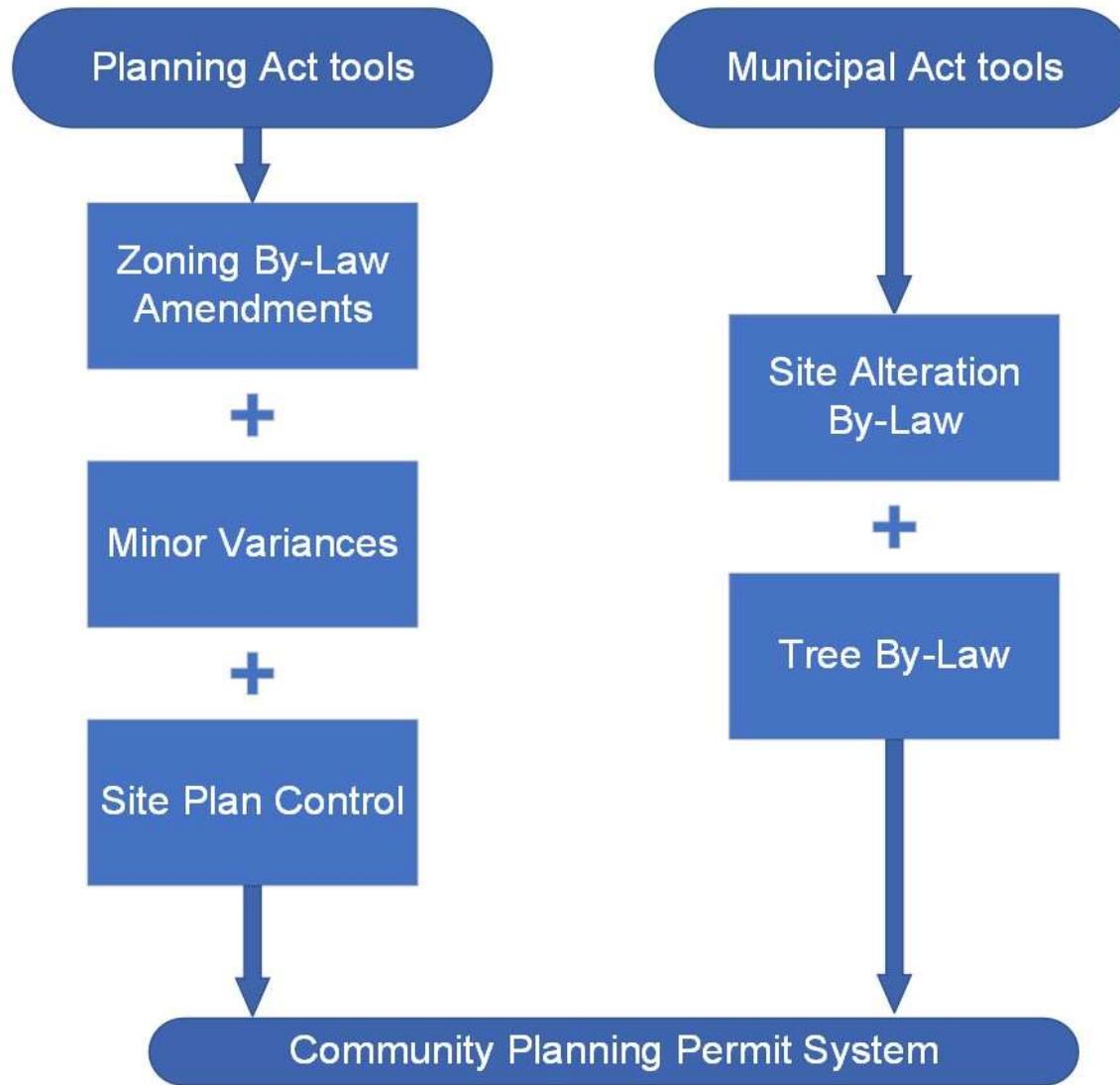
- Relatively new planning tool in Ontario
- Combines and replaces zoning, minor variances, and site plan approvals.
- A better tool for shoreline and lake protection.
- Can be used in entire municipality, or just certain areas.



# 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.



FRONTENAC





## Final Report

### Frontenac Municipalities – Service Delivery Review

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



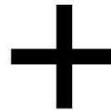
Development Services

# 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>rd</sup>s, 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

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	0

**Date information collected from Professional Standards Bureau Commander Reports:** 2023-01-06

**Data Source**

Ontario Provincial Police, Professional Standards Bureau Commander Reports  
 - Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

**Secondary Employment**

**Staffing Updates**

Transfers:	PC Rob Martell transferred to detachment in September 2022 from L&A County.
------------	---

**Detachment Initiatives**

**Detachment Emergency Planning Activities**

Emergency Planning Activities	Continue to work with CF Chief on Emergency Planning measures
-------------------------------	---



## Township of North Frontenac July to September - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual Assault	0	0		0.0	0	2	15.8	31.6
	Sexual Interference	2	3	15.8	47.4	0	0		0.0
	Non-Consensual Distribution of Intimate Images	0	0		0.0	2	3	15.8	47.4
	Assault With Weapon or Causing Bodily Harm-Level 2	1	2	15.8	31.6	0	1	15.8	15.8
	Assault-Level 1	2	6	15.8	94.8	1	8	15.8	126.4
	Criminal Harassment	0	3	15.8	47.4	0	1	15.8	15.8
	Indecent/Harassing Communications	0	1	15.8	15.8	0	1	15.8	15.8
	Utter Threats -Master code	1	1	15.8	15.8	0	0		0.0
	Utter Threats to Person	3	9	15.8	142.2	3	3	15.8	47.4
	<b>Total</b>	<b>9</b>	<b>25</b>	<b>15.8</b>	<b>395.0</b>	<b>6</b>	<b>19</b>	<b>15.8</b>	<b>300.2</b>
Property Crime Violations	Arson - Building	0	1	6.4	6.4	0	0		0.0
	Break & Enter	7	18	6.4	115.2	4	14	6.4	89.6
	Break & Enter - Firearms	0	1	6.4	6.4	1	1	6.4	6.4
	Theft Over - Persons	0	1	6.4	6.4	0	0		0.0
	Theft Over - Boat (Vessel)	0	1	6.4	6.4	0	0		0.0
	Theft of Motor Vehicle	1	1	6.4	6.4	0	0		0.0
	Theft of - Trucks	0	1	6.4	6.4	0	0		0.0
	Theft of - All Terrain Vehicles	0	2	6.4	12.8	0	0		0.0
	Theft of - Other Motor Vehicles	0	0		0.0	1	1	6.4	6.4
	Theft Under -master code	0	0		0.0	0	1	6.4	6.4
	Theft under - Other Theft	2	5	6.4	32.0	6	7	6.4	44.8
	Theft under - Boat (Vessel)	0	1	6.4	6.4	0	0		0.0
	Theft Under - Gasoline Drive-off	1	1	6.4	6.4	0	0		0.0
	Theft FROM Motor Vehicle Under \$5,000	1	1	6.4	6.4	1	3	6.4	19.2
	Possession of Stolen Goods over \$5,000	1	1	6.4	6.4	0	0		0.0
	Fraud - False Pretence <= \$5,000	1	1	6.4	6.4	0	1	6.4	6.4



## Township of North Frontenac July to September - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Fraud -Money/ property/security > \$5,000	0	0		0.0	0	1	6.4	6.4
	Fraud -Money/ property/security <= \$5,000	1	1	6.4	6.4	0	0		0.0
	Fraud - Other	0	2	6.4	12.8	0	0		0.0
	Personation with Intent (fraud)	0	5	6.4	32.0	0	1	6.4	6.4
	Identity Fraud	0	2	6.4	12.8	0	0		0.0
	Mischief - master code	3	6	6.4	38.4	3	8	6.4	51.2
	Interfere with lawful use, enjoyment of property	0	0		0.0	0	1	6.4	6.4
	<b>Total</b>	<b>18</b>	<b>52</b>	<b>6.4</b>	<b>332.8</b>	<b>16</b>	<b>39</b>	<b>6.4</b>	<b>249.6</b>
Other Criminal Code Violations (Excluding traffic)	Possess Firearm while prohibited	1	1	7.5	7.5	1	1	7.5	7.5
	Offensive Weapons- Other Weapons Offences	0	0		0.0	1	2	7.5	15.0
	Bail Violations - Master code	1	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	1	4	7.5	30.0	0	2	7.5	15.0
	Bail Violations - Others	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Other	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Making or distributing	0	0		0.0	1	1	7.5	7.5
	Obstruct Public Peace Officer	0	0		0.0	1	1	7.5	7.5
	Breach of Probation	0	1	7.5	7.5	2	3	7.5	22.5
	<b>Total</b>	<b>3</b>	<b>9</b>	<b>7.5</b>	<b>67.5</b>	<b>6</b>	<b>10</b>	<b>7.5</b>	<b>75.0</b>
Drug Possession	Possession - Methamphetamine (Crystal Meth)	0	0		0.0	0	1	7.1	7.1
	<b>Total</b>	<b>0</b>	<b>0</b>		<b>0.0</b>	<b>0</b>	<b>1</b>	<b>7.1</b>	<b>7.1</b>
Statutes & Acts	Landlord/Tenant	1	6	3.4	20.4	3	5	3.4	17.0
	Mental Health Act	2	3	3.4	10.2	4	5	3.4	17.0
	Mental Health Act - No contact with Police	1	1	3.4	3.4	0	0		0.0
	Mental Health Act - Attempt Suicide	0	1	3.4	3.4	0	0		0.0
	Mental Health Act - Threat of Suicide	1	2	3.4	6.8	0	2	3.4	6.8



## Township of North Frontenac July to September - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Mental Health Act - Voluntary Transport	0	1	3.4	3.4	0	0		0.0
	Mental Health Act - Apprehension	1	1	3.4	3.4	1	2	3.4	6.8
	Trespass To Property Act	2	6	3.4	20.4	3	8	3.4	27.2
	<b>Total</b>	<b>8</b>	<b>21</b>	<b>3.4</b>	<b>71.4</b>	<b>11</b>	<b>22</b>	<b>3.4</b>	<b>74.8</b>
Operational	Animal - Left in Vehicle	0	0		0.0	1	1	3.8	3.8
	Animal Bite	0	0		0.0	1	1	3.8	3.8
	Animal Stray	3	6	3.8	22.8	0	3	3.8	11.4
	Animal Injured	0	0		0.0	0	1	3.8	3.8
	Animal - Other	0	2	3.8	7.6	0	1	3.8	3.8
	Animal - Dog Owners Liability Act	1	1	3.8	3.8	0	0		0.0
	Domestic Disturbance	7	14	3.8	53.2	8	18	3.8	68.4
	Suspicious Person	7	11	3.8	41.8	1	3	3.8	11.4
	Phone -Nuisance - No Charges Laid	0	0		0.0	1	1	3.8	3.8
	Fire - Building	0	0		0.0	0	1	3.8	3.8
	Fire - Vehicle	1	1	3.8	3.8	0	0		0.0
	Fire - Other	0	1	3.8	3.8	1	2	3.8	7.6
	Insecure Condition - Master code	0	1	3.8	3.8	0	0		0.0
	Missing Person under 12	0	0		0.0	0	1	3.8	3.8
	Missing Person Located Under 12	0	0		0.0	0	1	3.8	3.8
	Missing Person Located 12 & older	0	0		0.0	1	1	3.8	3.8
	Noise Complaint - Master code	5	5	3.8	19.0	2	6	3.8	22.8
	Noise Complaint - Vehicle	1	1	3.8	3.8	0	0		0.0
	Noise Complaint - Residence	0	1	3.8	3.8	0	0		0.0
	Noise Complaint - Animal	0	1	3.8	3.8	0	0		0.0
	Noise Complaint - Others	0	1	3.8	3.8	0	1	3.8	3.8
	Found Property - Master code	1	3	3.8	11.4	3	4	3.8	15.2
	Lost Property - Master code	0	0		0.0	0	1	3.8	3.8
Lost License Plate	1	1	3.8	3.8	0	0		0.0	



## Township of North Frontenac July to September - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Lost-Personal Accessories	0	0		0.0	1	2	3.8	7.6
	Lost-Household Property	0	0		0.0	0	1	3.8	3.8
	Lost-Radio, TV, Sound-Reprod. Equip.	0	0		0.0	0	1	3.8	3.8
	Lost-Others	0	1	3.8	3.8	0	0		0.0
	Sudden Death - Accidental	0	2	3.8	7.6	0	0		0.0
	Sudden Death - Suicide	0	0		0.0	0	1	3.8	3.8
	Sudden Death - Natural Causes	0	5	3.8	19.0	2	2	3.8	7.6
	Sudden Death - Others	0	0		0.0	1	2	3.8	7.6
	Sudden Death - Apparent Overdose-Overdose	0	1	3.8	3.8	0	0		0.0
	Suspicious Vehicle	1	4	3.8	15.2	0	3	3.8	11.4
	Unwanted Persons	1	2	3.8	7.6	6	7	3.8	26.6
	Neighbour Dispute	9	18	3.8	68.4	7	12	3.8	45.6
	Other Municipal By-Laws	0	0		0.0	1	2	3.8	7.6
	Assist Fire Department	0	1	3.8	3.8	0	1	3.8	3.8
	Assist Public	11	34	3.8	129.2	15	31	3.8	117.8
	Distressed/Overdue Motorist	2	3	3.8	11.4	0	1	3.8	3.8
	Family Dispute	5	11	3.8	41.8	11	16	3.8	60.8
	Suspicious Package	0	0		0.0	0	2	3.8	7.6
	<b>Total</b>	<b>56</b>	<b>132</b>	<b>3.8</b>	<b>501.6</b>	<b>63</b>	<b>131</b>	<b>3.8</b>	<b>497.8</b>
	Operational2	False Holdup Alarm-Accidental Trip	1	3	1.4	4.2	0	0	
False Alarm -Others		10	24	1.4	33.6	10	18	1.4	25.2
Keep the Peace		2	13	1.4	18.2	0	5	1.4	7.0
911 call / 911 hang up		9	12	1.4	16.8	4	10	1.4	14.0
911 call - Dropped Cell		0	2	1.4	2.8	3	9	1.4	12.6
<b>Total</b>		<b>22</b>	<b>54</b>	<b>1.4</b>	<b>75.6</b>	<b>17</b>	<b>42</b>	<b>1.4</b>	<b>58.8</b>
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	1	5	3.7	18.5	1	6	3.7	22.2
	MVC - Prop. Dam. Non Reportable	3	5	3.7	18.5	2	5	3.7	18.5



## Township of North Frontenac July to September - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		July to September	Year to Date	Time Standard	Year To Date Weighted Hours	July to September	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	8	23	3.7	85.1	3	13	3.7	48.1
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	2	3	3.7	11.1
	MVC - Fatal (MOTOR VEHICLE COLLISION)	0	0		0.0	0	1	3.7	3.7
	<b>Total</b>	<b>12</b>	<b>33</b>	<b>3.7</b>	<b>122.1</b>	<b>8</b>	<b>28</b>	<b>3.7</b>	<b>103.6</b>
<b>Total</b>		<b>128</b>	<b>326</b>		<b>1,566.0</b>	<b>127</b>	<b>292</b>		<b>1,366.9</b>

### Note to Detachment Commanders:

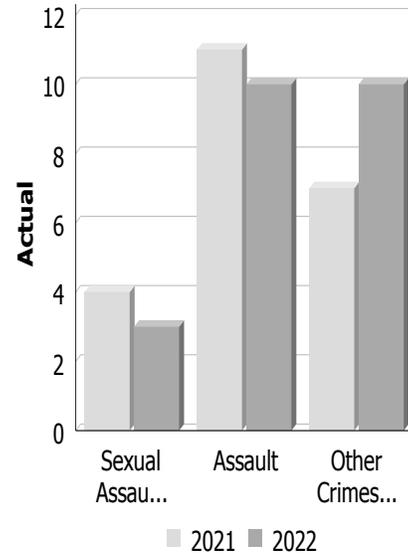
- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2021 billing period.

### Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

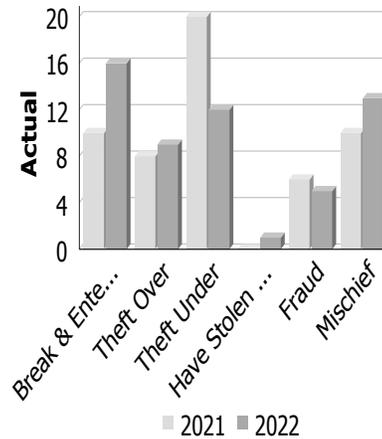
**Violent Crime**

Actual	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	4	3	-25.0%	12	11	-8.3%
Assault	11	10	-9.1%	34	29	-14.7%
Abduction	0	0	--	2	0	-100.0%
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	7	10	42.9%	14	28	100.0%
<b>Total</b>	<b>22</b>	<b>23</b>	<b>4.5%</b>	<b>62</b>	<b>68</b>	<b>9.7%</b>



**Property Crime**

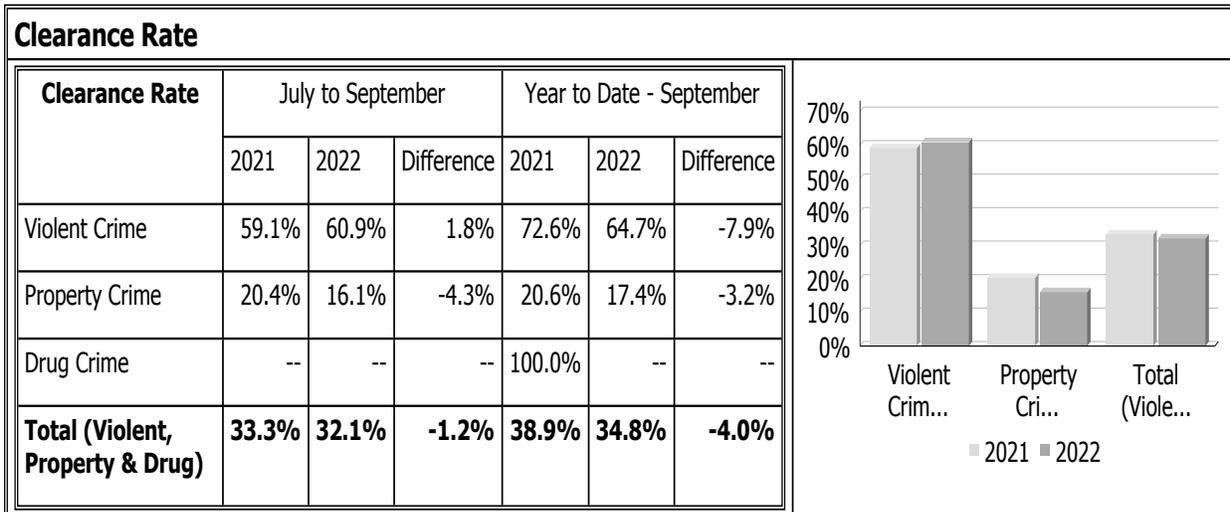
Actual	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Arson	0	0	--	0	0	--
Break & Enter	10	16	60.0%	30	40	33.3%
Theft Over	8	9	12.5%	16	24	50.0%
Theft Under	20	12	-40.0%	46	29	-37.0%
Have Stolen Goods	0	1	--	0	2	--
Fraud	6	5	-16.7%	22	25	13.6%
Mischief	10	13	30.0%	27	24	-11.1%
<b>Total</b>	<b>54</b>	<b>56</b>	<b>3.7%</b>	<b>141</b>	<b>144</b>	<b>2.1%</b>



**Drug Crime**

Actual	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Possession	0	0	--	1	0	-100.0%
Trafficking	0	0	--	0	0	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>0</b>	<b>0</b>	<b>--</b>	<b>1</b>	<b>0</b>	<b>-100.0%</b>





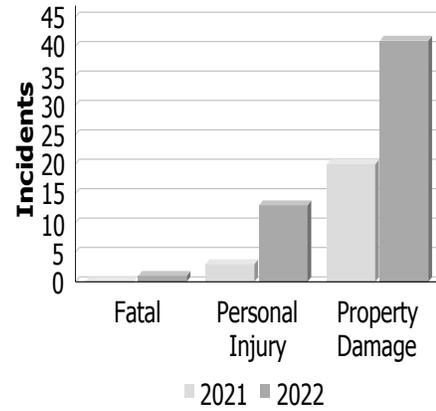
Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Motor Vehicle Collisions by Type**

Incidents	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Fatal	0	1	--	2	4	100.0%
Personal Injury	3	13	333.3%	12	31	158.3%
Property Damage	20	41	105.0%	59	104	76.3%
<b>Total</b>	<b>23</b>	<b>55</b>	<b>139.1%</b>	<b>73</b>	<b>139</b>	<b>90.4%</b>



**Fatalities in Detachment Area**

Incidents		July to September			Year to Date - September		
		2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision	Fatal Incidents	0	0	--	2	2	0.0%
	Alcohol Related	0	0	--	0	0	--
Off-Road Vehicle	Fatal Incidents	0	1	--	0	2	--
	Alcohol Related	0	1	--	0	2	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--

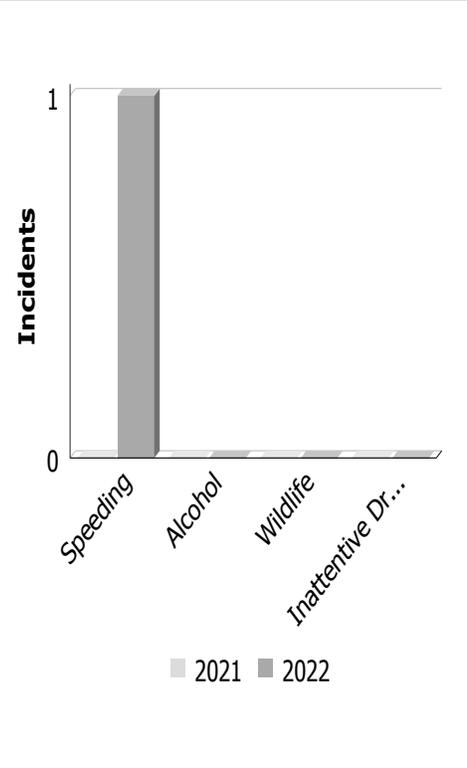
Persons Killed	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision	0	0	--	2	2	0.0%
Off-Road Vehicle	0	1	--	0	2	--
Motorized Snow Vehicle	0	0	--	0	0	--

**Primary Causal Factors in Fatal Motor Vehicle Collisions**

Incidents	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Speeding as a contributing factor	0	1	0	2	1	-50.00%
Where alcohol is involved	0	0	0	0	1	0
Wildlife as a contributing factor	0	0	0	0	0	0
Inattentive driver as a contributing factor	0	0	0	0	0	0

Persons Killed	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Seatbelt as a contributing factor	0	0	0	0	1	0



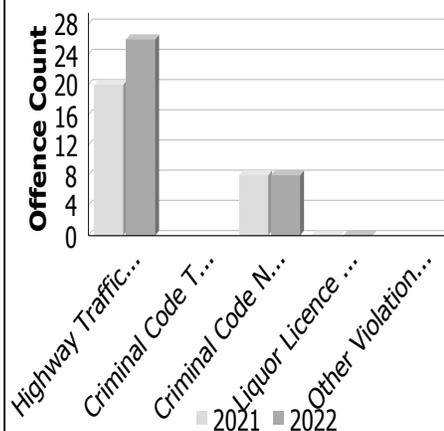
**Data Utilized**

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

**Integrated Court Offence Network  
July to September - 2022**

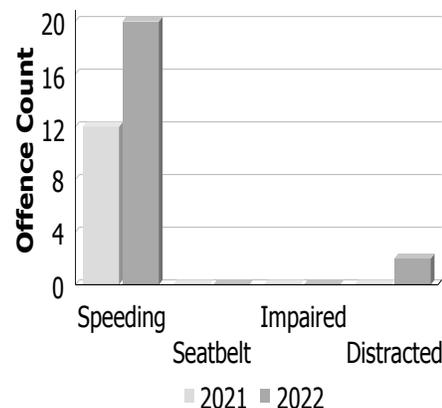
**Criminal Code and Provincial Statute Charges Laid**

Offence Count	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Highway Traffic Act	20	26	30.0%	96	133	38.5%
Criminal Code Traffic	--	--	--	--	--	--
CCC Non-Traffic	--	--	--	--	--	--
Liquor Licence Act	0	0	--	4	0	-100.0%
Other Violations	--	--	--	--	--	--



**Traffic Related Charges**

Offence Count	July to September			Year to Date - September		
	2021	2022	% Change	2021	2022	% Change
Speeding	12	20	66.7%	66	115	74.2%
Seatbelt	0	0	--	1	0	-100.0%
Impaired	0	0	--	0	0	--
Distracted	0	2	--	0	2	--



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

**Data Utilized**

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

Updated : Tuesday, December 13, 2022 - Current Period : 1999/12/31

3R10 - FRONTENAC (Sharbot Lake) 2022 Q 3 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage Types CC\_Provincial Statutes All Offence Act Part Types All Courts All Badges All License Plate Location All Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

Offence Count as values		HTA	CC-Non-Traffic (Revised)	Other	CC_Provincial Statutes
2022/Jul	July	9	8	7	24
	All Offence Months	9	8	7	24
2022/Aug	August	8	0	0	8
	All Offence Months	8	0	0	8
2022/Sep	September	9	0	2	11
	All Offence Months	9	0	2	11
2022 Q 3		26	8	9	43

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow

Updated : Tuesday, December 13, 2022 - Current Period : 1999/12/31

3R10 - FRONTENAC (Sharbot Lake) 2022 Q 3 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage Types Traffic Charges (Big 4) - PSB Report All Offence Act Part Types All Courts All Badges All License Plate Location All Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

Offence Count as values		Speeding	Seatbelt	Impaired	Distraacted	Traffic Charges (Big 4) - PSB Report
2022/Jul	January	0	0	0	0	0
	February	0	0	0	0	0
	March	0	0	0	0	0
	April	0	0	0	0	0
	May	0	0	0	0	0
	June	0	0	0	0	0
	July	7	0	0	2	9
	August	0	0	0	0	0
	September	0	0	0	0	0
	October	0	0	0	0	0
	November	0	0	0	0	0
	December	0	0	0	0	0
	All Offence Months	7	0	0	2	9
2022/Aug	January	0	0	0	0	0
	February	0	0	0	0	0
	March	0	0	0	0	0
	April	0	0	0	0	0
	May	0	0	0	0	0
	June	0	0	0	0	0
	July	0	0	0	0	0
	August	6	0	0	0	6
	September	0	0	0	0	0

Updated : Tuesday, December 13, 2022 - Current Period : 1999/12/31

3R10 - FRONTENAC (Sharbot Lake) 2022 Q 3 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage Types Traffic Charges (Big 4) - PSB Report All Offence Act Part Types All Courts All Badges All License Plate Location All Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

Offence Count as values		Speeding	Seatbelt	Impaired	Distraction	Traffic Charges (Big 4) - PSB Report
2022/Aug	October	0	0	0	0	0
	November	0	0	0	0	0
	December	0	0	0	0	0
	All Offence Months	6	0	0	0	6
2022/Sep	January	0	0	0	0	0
	February	0	0	0	0	0
	March	0	0	0	0	0
	April	0	0	0	0	0
	May	0	0	0	0	0
	June	0	0	0	0	0
	July	0	0	0	0	0
	August	0	0	0	0	0
	September	7	0	0	0	7
	October	0	0	0	0	0
	November	0	0	0	0	0
	December	0	0	0	0	0
	All Offence Months	7	0	0	0	7
2022 Q 3		20	0	0	2	22

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	0

**Date information collected from Professional Standards Bureau Commander Reports:** 2023-01-06

**Data Source**

Ontario Provincial Police, Professional Standards Bureau Commander Reports  
 - Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

<b>Secondary Employment</b>
-----------------------------

**Detachment:** 3R - FRONTENAC

**Location code(s):** 3R10 - FRONTENAC (Sharbot Lake)

**Area code(s):** 001 - North Frontenac

Staff Sergeant McConnell, Frontenac  
 Detachment Commander, Ontario Provincial Police

**Report Generated by:**

McConnell, Marty

**Report Generated on:**

Jan 6, 2023 12:17:49 PM



## Township of North Frontenac October to December - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual Assault	0	0		0.0	0	2	15.8	31.6
	Sexual Interference	0	3	15.8	47.4	0	0		0.0
	Non-Consensual Distribution of Intimate Images	0	0		0.0	0	3	15.8	47.4
	Assault With Weapon or Causing Bodily Harm-Level 2	0	2	15.8	31.6	0	1	15.8	15.8
	Assault-Level 1	1	7	15.8	110.6	5	13	15.8	205.4
	Criminal Harassment	0	3	15.8	47.4	0	1	15.8	15.8
	Indecent/Harassing Communications	0	1	15.8	15.8	0	1	15.8	15.8
	Utter Threats -Master code	0	1	15.8	15.8	0	0		0.0
	Utter Threats to Person	1	10	15.8	158.0	1	4	15.8	63.2
	<b>Total</b>	<b>2</b>	<b>27</b>	<b>15.8</b>	<b>426.6</b>	<b>6</b>	<b>25</b>	<b>15.8</b>	<b>395.0</b>
Property Crime Violations	Arson - Building	0	1	6.4	6.4	0	0		0.0
	Break & Enter	2	20	6.4	128.0	6	20	6.4	128.0
	Break & Enter - Firearms	0	1	6.4	6.4	0	1	6.4	6.4
	Theft Over -master code	1	1	6.4	6.4	0	0		0.0
	Theft Over - Persons	0	1	6.4	6.4	0	0		0.0
	Theft Over - Trailers	0	0		0.0	2	2	6.4	12.8
	Theft Over - Boat (Vessel)	0	1	6.4	6.4	1	1	6.4	6.4
	Theft of - Mail	1	1	6.4	6.4	0	0		0.0
	Theft of Motor Vehicle	1	2	6.4	12.8	0	0		0.0
	Theft of - Trucks	0	1	6.4	6.4	0	0		0.0
	Theft of - All Terrain Vehicles	0	2	6.4	12.8	1	1	6.4	6.4
	Theft of - Other Motor Vehicles	0	0		0.0	0	1	6.4	6.4
	Theft Under -master code	0	0		0.0	0	1	6.4	6.4
	Theft under - Other Theft	0	5	6.4	32.0	0	7	6.4	44.8
	Theft under - Boat (Vessel)	0	1	6.4	6.4	0	0		0.0
	Theft Under - Gasoline Drive-off	0	1	6.4	6.4	0	0		0.0
Theft FROM Motor Vehicle Under \$5,000	1	2	6.4	12.8	1	4	6.4	25.6	



## Township of North Frontenac October to December - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Possession of Stolen Goods over \$5,000	0	1	6.4	6.4	0	0		0.0
	Fraud - False Pretence <= \$5,000	0	1	6.4	6.4	0	1	6.4	6.4
	Fraud -Money/ property/security > \$5,000	0	0		0.0	0	1	6.4	6.4
	Fraud -Money/ property/security <= \$5,000	0	1	6.4	6.4	0	0		0.0
	Fraud - Other	0	2	6.4	12.8	0	0		0.0
	Personation with Intent (fraud)	0	5	6.4	32.0	0	1	6.4	6.4
	Identity Fraud	0	2	6.4	12.8	2	2	6.4	12.8
	Mischief - master code	1	7	6.4	44.8	2	10	6.4	64.0
	Interfere with lawful use, enjoyment of property	0	0		0.0	1	2	6.4	12.8
	Property Damage	0	0		0.0	1	1	6.4	6.4
	<b>Total</b>	<b>7</b>	<b>59</b>	<b>6.4</b>	<b>377.6</b>	<b>17</b>	<b>56</b>	<b>6.4</b>	<b>358.4</b>
Other Criminal Code Violations (Excluding traffic)	Possess Firearm while prohibited	0	1	7.5	7.5	0	1	7.5	7.5
	Offensive Weapons- Other Weapons Offences	0	0		0.0	0	2	7.5	15.0
	Bail Violations - Master code	0	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	0	4	7.5	30.0	0	2	7.5	15.0
	Bail Violations - Others	0	1	7.5	7.5	1	1	7.5	7.5
	Child Pornography - Other	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Making or distributing	0	0		0.0	0	1	7.5	7.5
	Obstruct Public Peace Officer	0	0		0.0	0	1	7.5	7.5
	Breach of Probation	1	2	7.5	15.0	1	4	7.5	30.0
	<b>Total</b>	<b>1</b>	<b>10</b>	<b>7.5</b>	<b>75.0</b>	<b>2</b>	<b>12</b>	<b>7.5</b>	<b>90.0</b>
Drug Possession	Possession - Methamphetamine (Crystal Meth)	0	0		0.0	0	1	7.1	7.1
	<b>Total</b>	<b>0</b>	<b>0</b>		<b>0.0</b>	<b>0</b>	<b>1</b>	<b>7.1</b>	<b>7.1</b>
Statutes & Acts	Landlord/Tenant	3	9	3.4	30.6	1	6	3.4	20.4
	Mental Health Act	4	7	3.4	23.8	0	5	3.4	17.0



## Township of North Frontenac October to December - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Mental Health Act - No contact with Police	0	1	3.4	3.4	0	0		0.0
	Mental Health Act - Attempt Suicide	0	1	3.4	3.4	0	0		0.0
	Mental Health Act - Threat of Suicide	0	2	3.4	6.8	1	3	3.4	10.2
	Mental Health Act - Voluntary Transport	1	2	3.4	6.8	0	0		0.0
	Mental Health Act - Placed on Form	0	0		0.0	1	1	3.4	3.4
	Mental Health Act - Apprehension	0	1	3.4	3.4	1	3	3.4	10.2
	Trespass To Property Act	1	7	3.4	23.8	2	10	3.4	34.0
	<b>Total</b>	<b>9</b>	<b>30</b>	<b>3.4</b>	<b>102.0</b>	<b>6</b>	<b>28</b>	<b>3.4</b>	<b>95.2</b>
Operational	Animal - Left in Vehicle	0	0		0.0	0	1	3.8	3.8
	Animal Bite	0	0		0.0	0	1	3.8	3.8
	Animal Stray	1	7	3.8	26.6	0	3	3.8	11.4
	Animal Injured	0	0		0.0	0	1	3.8	3.8
	Animal - Other	1	3	3.8	11.4	0	1	3.8	3.8
	Animal - Dog Owners Liability Act	0	1	3.8	3.8	1	1	3.8	3.8
	Domestic Disturbance	2	16	3.8	60.8	3	21	3.8	79.8
	Suspicious Person	2	13	3.8	49.4	0	3	3.8	11.4
	Phone -Nuisance - No Charges Laid	0	0		0.0	0	1	3.8	3.8
	Fire - Building	0	0		0.0	0	1	3.8	3.8
	Fire - Vehicle	1	2	3.8	7.6	0	0		0.0
	Fire - Other	0	1	3.8	3.8	1	3	3.8	11.4
	Insecure Condition - Master code	0	1	3.8	3.8	0	0		0.0
	Missing Person under 12	0	0		0.0	0	1	3.8	3.8
	Missing Person 12 & older	2	2	3.8	7.6	0	0		0.0
	Missing Person Located Under 12	0	0		0.0	0	1	3.8	3.8
	Missing Person Located 12 & older	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Master code	0	5	3.8	19.0	1	7	3.8	26.6
	Noise Complaint - Vehicle	0	1	3.8	3.8	0	0		0.0



## Township of North Frontenac October to December - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Noise Complaint - Residence	0	1	3.8	3.8	1	1	3.8	3.8
	Noise Complaint - Animal	0	1	3.8	3.8	1	1	3.8	3.8
	Noise Complaint - Others	0	1	3.8	3.8	0	1	3.8	3.8
	Found Property - Master code	0	3	3.8	11.4	2	6	3.8	22.8
	Lost Property -Master code	1	1	3.8	3.8	0	1	3.8	3.8
	Lost License Plate	0	1	3.8	3.8	0	0		0.0
	Lost-Personal Accessories	0	0		0.0	0	2	3.8	7.6
	Lost-Household Property	0	0		0.0	0	1	3.8	3.8
	Lost-Radio,TV,Sound-Reprod. Equip.	0	0		0.0	0	1	3.8	3.8
	Lost - Gun	1	1	3.8	3.8	0	0		0.0
	Lost-Others	0	1	3.8	3.8	0	0		0.0
	Sudden Death - Accidental	0	2	3.8	7.6	0	0		0.0
	Sudden Death - Suicide	0	0		0.0	1	2	3.8	7.6
	Sudden Death - Natural Causes	1	6	3.8	22.8	2	4	3.8	15.2
	Sudden Death - Others	1	1	3.8	3.8	0	2	3.8	7.6
	Sudden Death - Apparent Overdose-Overdose	0	1	3.8	3.8	0	0		0.0
	Suspicious Vehicle	3	7	3.8	26.6	1	4	3.8	15.2
	Vehicle Recovered - All Terrain Veh	0	0		0.0	1	1	3.8	3.8
	Unwanted Persons	3	5	3.8	19.0	3	10	3.8	38.0
	Neighbour Dispute	7	25	3.8	95.0	3	15	3.8	57.0
	Other Municipal By-Laws	0	0		0.0	1	3	3.8	11.4
	Assist Fire Department	0	1	3.8	3.8	0	1	3.8	3.8
	Assist Public	5	39	3.8	148.2	4	35	3.8	133.0
	Distressed/Overdue Motorist	0	3	3.8	11.4	2	3	3.8	11.4
	Family Dispute	3	14	3.8	53.2	5	21	3.8	79.8
	Suspicious Package	0	0		0.0	0	2	3.8	7.6
	<b>Total</b>	<b>34</b>	<b>166</b>	<b>3.8</b>	<b>630.8</b>	<b>33</b>	<b>164</b>	<b>3.8</b>	<b>623.2</b>



## Township of North Frontenac October to December - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational2	False Holdup Alarm-Accidental Trip	0	3	1.4	4.2	0	0		0.0
	False Alarm -Others	3	27	1.4	37.8	10	28	1.4	39.2
	Keep the Peace	1	14	1.4	19.6	3	8	1.4	11.2
	911 call / 911 hang up	3	15	1.4	21.0	1	11	1.4	15.4
	911 call - Dropped Cell	2	4	1.4	5.6	0	9	1.4	12.6
	<b>Total</b>	<b>9</b>	<b>63</b>	<b>1.4</b>	<b>88.2</b>	<b>14</b>	<b>56</b>	<b>1.4</b>	<b>78.4</b>
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	2	7	3.7	25.9	0	6	3.7	22.2
	MVC - Prop. Dam. Non Reportable	1	6	3.7	22.2	1	6	3.7	22.2
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	10	33	3.7	122.1	5	18	3.7	66.6
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	0	3	3.7	11.1
	MVC - Fatal (MOTOR VEHICLE COLLISION)	0	0		0.0	0	1	3.7	3.7
	MVC - Others (MOTOR VEHICLE COLLISION)	0	0		0.0	2	2	3.7	7.4
	<b>Total</b>	<b>13</b>	<b>46</b>	<b>3.7</b>	<b>170.2</b>	<b>8</b>	<b>36</b>	<b>3.7</b>	<b>133.2</b>
<b>Total</b>	<b>75</b>	<b>401</b>		<b>1,870.4</b>	<b>86</b>	<b>378</b>		<b>1,780.5</b>	

### Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2021 billing period.

### Note to Municipalities:

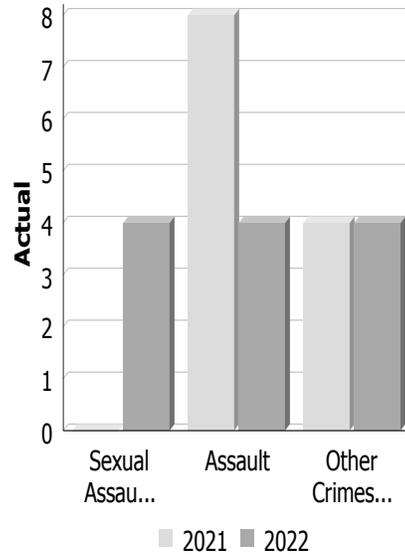
- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services

Board reports or Statistics Canada reporting.

Staff Sargeant McConnell, Frontenac  
Detachment Commander, Ontario Provin...

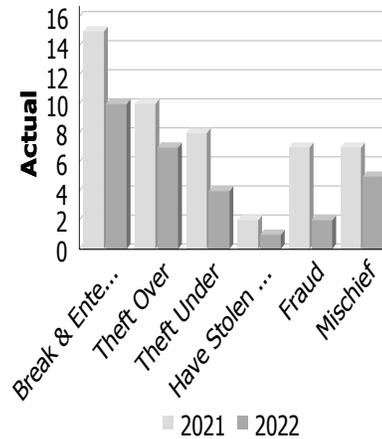
**Violent Crime**

Actual	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	4	--	12	15	25.0%
Assault	8	4	-50.0%	42	33	-21.4%
Abduction	0	0	--	2	0	-100.0%
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	4	4	0.0%	18	32	77.8%
<b>Total</b>	<b>12</b>	<b>12</b>	<b>0.0%</b>	<b>74</b>	<b>80</b>	<b>8.1%</b>



**Property Crime**

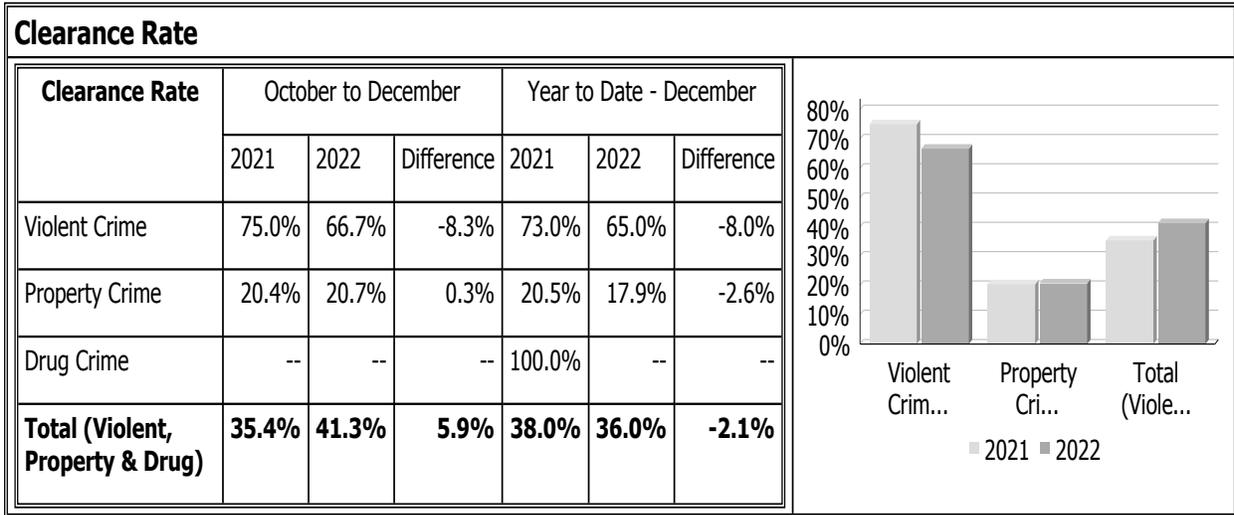
Actual	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Arson	0	0	--	0	0	--
Break & Enter	15	10	-33.3%	45	50	11.1%
Theft Over	10	7	-30.0%	26	31	19.2%
Theft Under	8	4	-50.0%	54	33	-38.9%
Have Stolen Goods	2	1	-50.0%	2	3	50.0%
Fraud	7	2	-71.4%	29	27	-6.9%
Mischief	7	5	-28.6%	34	29	-14.7%
<b>Total</b>	<b>49</b>	<b>29</b>	<b>-40.8%</b>	<b>190</b>	<b>173</b>	<b>-8.9%</b>



**Drug Crime**

Actual	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Possession	0	0	--	1	0	-100.0%
Trafficking	0	0	--	0	0	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>0</b>	<b>0</b>	<b>--</b>	<b>1</b>	<b>0</b>	<b>-100.0%</b>





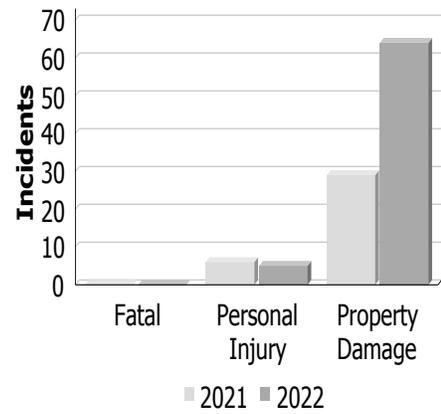
Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Motor Vehicle Collisions by Type**

Incidents	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Fatal	0	0	--	2	4	100.0%
Personal Injury	6	5	-16.7%	18	36	100.0%
Property Damage	29	64	120.7%	88	168	90.9%
<b>Total</b>	<b>35</b>	<b>69</b>	<b>97.1%</b>	<b>108</b>	<b>208</b>	<b>92.6%</b>



**Fatalities in Detachment Area**

Incidents		October to December			Year to Date - December		
		2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision	Fatal Incidents	0	0	--	2	2	0.0%
	Alcohol Related	0	0	--	0	0	--
Off-Road Vehicle	Fatal Incidents	0	0	--	0	2	--
	Alcohol Related	0	0	--	0	2	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--

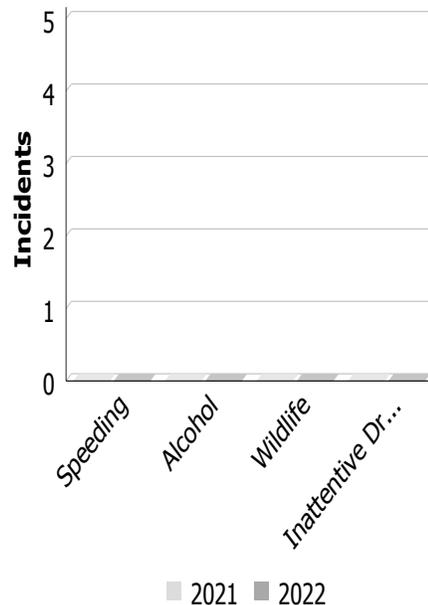
Persons Killed	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision	0	0	--	2	2	0.0%
Off-Road Vehicle	0	0	--	0	2	--
Motorized Snow Vehicle	0	0	--	0	0	--

**Primary Causal Factors in Fatal Motor Vehicle Collisions**

Incidents	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Speeding as a contributing factor	0	0	0	2	1	-50.00%
Where alcohol is involved	0	0	0	0	1	0
Wildlife as a contributing factor	0	0	0	0	0	0
Inattentive driver as a contributing factor	0	0	0	0	0	0

Persons Killed	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Seatbelt as a contributing factor	0	0	0	0	1	0

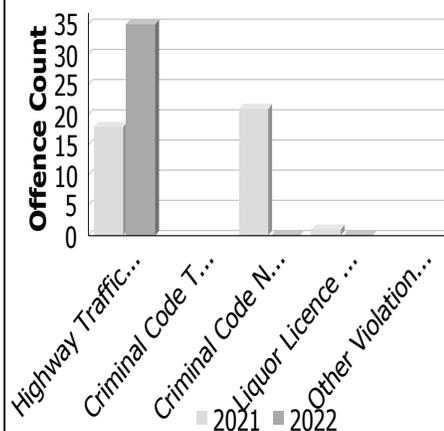


**Data Utilized**

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

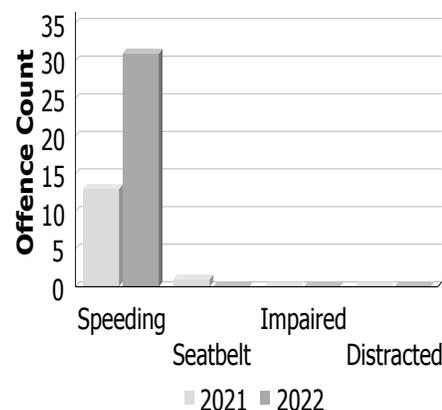
**Criminal Code and Provincial Statute Charges Laid**

Offence Count	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Highway Traffic Act	18	35	94.4%	114	168	47.4%
Criminal Code Traffic	--	--	--	--	--	--
CCC Non-Traffic	--	--	--	--	--	--
Liquor Licence Act	1	0	-100.0%	5	0	-100.0%
Other Violations	--	--	--	--	--	--



**Traffic Related Charges**

Offence Count	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Speeding	13	31	138.5%	79	146	84.8%
Seatbelt	1	0	-100.0%	2	0	-100.0%
Impaired	0	0	--	0	0	--
Distracted	0	0	--	0	2	--



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

**Data Utilized**

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

Updated : Tuesday, December 13, 2022 - Current Period : 1999/12/31

3R10 - FRONTENAC (Sharbot Lake) 2022 Q 4 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage Types Traffic Charges (Big 4) - PSB Report All Offence Act Part Types All Courts All Badges All License Plate Location All Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

Offence Count as values		Speeding	Seatbelt	Impaired	Distraacted	Traffic Charges (Big 4) - PSB Report
2022/Oct	January	0	0	0	0	0
	February	0	0	0	0	0
	March	0	0	0	0	0
	April	0	0	0	0	0
	May	0	0	0	0	0
	June	0	0	0	0	0
	July	0	0	0	0	0
	August	0	0	0	0	0
	September	0	0	0	0	0
	October	21	0	0	0	21
	November	0	0	0	0	0
	December	0	0	0	0	0
	All Offence Months	21	0	0	0	21
2022/Nov	January	0	0	0	0	0
	February	0	0	0	0	0
	March	0	0	0	0	0
	April	0	0	0	0	0
	May	0	0	0	0	0
	June	0	0	0	0	0
	July	0	0	0	0	0
	August	0	0	0	0	0
	September	0	0	0	0	0

Updated : Tuesday, December 13, 2022 - Current Period : 1999/12/31

3R10 - FRONTENAC (Sharbot Lake) 2022 Q 4 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage Types **Traffic Charges (Big 4) - PSB Report** All Offence Act Part Types All Courts All Badges All License Plate Location All Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

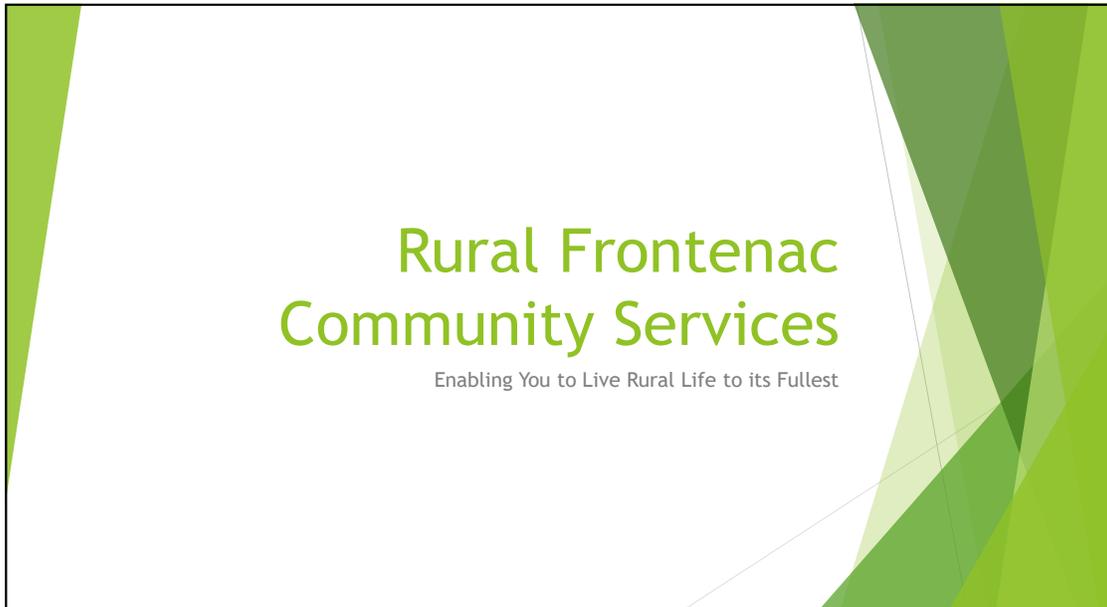
Offence Count as values		Speeding	Seatbelt	Impaired	Distraacted	Traffic Charges (Big 4) - PSB Report
2022/Nov	October	0	0	0	0	0
	November	10	0	0	0	10
	December	0	0	0	0	0
	All Offence Months	10	0	0	0	10
2022 Q 4		31	0	0	0	31

Updated : Tuesday, December 13, 2022 - Current Period : 1999/12/31

3R10 - FRONTENAC (Sharbot Lake) 2022 Q 4 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage Types CC\_Provincial Statutes All Offence Act Part Types All Courts All Badges All License Plate Location All Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

Offence Count as values		HTA	Other	CC_Provincial Statutes
2022/Oct	October	24	1	25
	All Offence Months	24	1	25
2022/Nov	November	11	2	13
	All Offence Months	11	2	13
2022 Q 4		35	3	38

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow



## What We Do

- ▶ Our agency works to provide services and programs that help residents live rural life to the fullest.
- ▶ Our Licensed Daycare is licensed for 24 children. We are a part of the Canada Wide Early Learning and Child Care Program.
- ▶ Our EarlyON team travels all over Frontenac County providing support for caregivers/parents and play based learning for kids ages 0-6
- ▶ Our Seniors program provides Meals-On-Wheels, Home Help, Respite, Foot Care, Community Café, Day Programs, Transportation and more.
- ▶ Our Family Counsellor provides free confidential counselling to residents ages 16+
- ▶ Frontenac Transportation Services provides rides to individuals to get to medical appointments, shopping, social visits, and more.

## Rural Frontenac Community Services Programs for Rural Youth



Youth Program Report 2022

## Our Services and Programs

- ▶ Youth Outreach Worker
- ▶ Summer Day Camp
- ▶ Kids Club
- ▶ Rural Frontenac Youth Hub
- ▶ Parham Youth Group
- ▶ Clothes for Kids/ Warm Feet Project
- ▶ Back to School Backpack Program
- ▶ Youth Advisory Committee
- ▶ Leadership Programs
- ▶ Snowshoe Lending Library



Youth Program Report 2022

## North Frontenac Youth Programs

In 2022 Rural Frontenac Community Services provided:

- Weekly Kids Club
- Leadership Program
- Summer Programming
- Youth Month contests
- Building Resiliency for Rural Youth

North Frontenac provides \$5,400 for Kids Club



Summer Staff enjoying Cupcake Torches for Camp Olympics

Youth Program Report 2022

## Kids Club Overview

- ▶ Runs 1 night a week for 2 hours at the following locations:
  - ▶ Monday Night Granite Ridge Education Centre (grades 4-8)
  - ▶ Tuesday Night Clarendon Central P.S. (grades 1-6)
  - ▶ Wednesday Night Land O'Lake P.S. (grades 4-8)
  - ▶ Thursday Night Prince Charles P.S (grades 2-5)
  - ▶ Friday Night The Child Centre (grades 1-4)
- ▶ Our staff come prepared with games, crafts and sometimes healthy emotions or self-care activities for the youth to participate in.

Youth Program Report 2022

## Kids Club in North Frontenac Township

- ▶ We offered outdoor drop-in programming every Tuesday at the beginning of the year at the Clar-Mill Hall for youth and their parents to attend
- ▶ Once halls re-opened we moved to registered indoor programming at Clar-Mill Hall every Tuesday from 4-5. We had 13 youth registered to this program.
- ▶ Community use of schools re-opened in September and we moved back into Clarendon Central P.S. providing weekly Kids Club on Tuesdays from 3-5pm.
- ▶ We are currently full with 15 youth attending and have kids on the waitlist to join.
- ▶ Kids Club has been running at Clarendon Central P.S. since 2010



Youth Program Report 2022

## Leadership Programs

- ▶ Leadership initiatives are an integral component of the youth program
- ▶ We worked with our Youth Advisory Committee to come up with program ideas and generate opportunities for youth to earn volunteer hours.
- ▶ We offered a babysitters course for youth ages 10+ in June (12) and in October (11).



Youth Advisory member running face painting at Youth Month Celebration

Youth Program Report 2022

## Summer Programming

We offered:

- ▶ A seven week day camp with a max of 20 youth registered for each week. We were full most of the summer.
- ▶ Weekly pop-up events across Frontenac County.
  - ▶ Sand Lake beach Aug 18
  - ▶ Barrie Community Hall Aug 18



Paper Mache bowls for Arts & Crafts week

## Youth Program Report 2022

### Youth Month

- ▶ We had a party on May 28<sup>th</sup> at the Parham ball diamond for youth to have a fun day.
- ▶ We offered weekly photo contests with 7 youth from North Frontenac participating.
- ▶ We hosted Mental Health week activities at GREC for the high school students
- ▶ We gave out 25 youth month activity Kits



Week 1 entry ages 6-12 by Emmitt



Week 2 entry ages 13-18 by Logan

## Youth Program Report 2022

### Building Resiliency for Rural Youth

- ▶ From November 2021 - October 2022 the youth program had a grant from Community Foundation of Kingston and Area to provide programming focused on building youth resiliency through group participation and leadership development.
- ▶ This grant included a once a month youth night in Cloyne for ages 10-18.
- ▶ Due to staff illness and Covid closures we were unable to attend Cloyne as often as planned.
- ▶ We were able to provide 6 youth nights in Cloyne. Unfortunately we were unable to engage the youth in Cloyne the way we had hoped.
- ▶ We continue to work with the Lennox and Addington Youth Hub and North Addington Education Centre to find ways to engage youth in Cloyne.
- ▶ We have plans for a parent education and youth workshop with agency partners in Cloyne in the new year.

Youth Program Report 2022

## Rural Frontenac Youth Hub

- ▶ The Youth Hub is a bi-weekly drop-in at The Centre (across from the bank) in Sharbot Lake for high school aged youth.
- ▶ Youth participate in making food and playing games. Youth can also receive homework help or just hang out.
- ▶ Youth attending can connect with the youth staff to be connected to other services such as counselling.
- ▶ We have joined with a group of youth services to be a part of the KFLA Youth Wellness Hub. This will allow for more services to be accessible to our youth.

Plans to be open early in the new year.

Youth Program Report 2022

## Funding

Rural Frontenac Community Services is grateful for the \$5,400 in funding from North Frontenac Township for our Kids Club programming.

Youth Program Report 2022

## 2022 Budget

Expenses for Kids Club in North Frontenac Township

▶ Supervisor	\$ 1,250
▶ Kids Club staffing (2)	\$ 5,094 (based on 38 Weeks)
▶ Program Supplies	\$ 500 (\$50 a month)
▶ Food Costs	\$ 1,000 (100 a month)
▶ Transportation	<u>\$ 1,634 (86km return)</u>
Total:	\$ 9,477

Request for funding from North Frontenac Township: \$6,000

\*The difference is funded by fundraising and donations

Youth Program Report 2022

## Other Funding

In addition to our municipal funding, we also fundraise to support our youth programs.

- ▶ For the 2023, the following grants have been approved,
  - ▶ Trillium Foundation Resilient Community Fund (continued from 2022 ending April 30<sup>th</sup>)
  - ▶ Renewal of the Bridging the Gap for Rural Youth (BGRY) program through United Way (approved)
  - ▶ Central Frontenac Township

Youth Program Report 2022

## Staff

Youth Program Coordinator  
Sarah McCullough [sarahm@rfcs.ca](mailto:sarahm@rfcs.ca)

Youth Program Assistant  
Jessica Quinn

Executive Director  
Louise Moody [louisem@rfcs.ca](mailto:louisem@rfcs.ca)

Visit us at [www.rfcs.ca](http://www.rfcs.ca) or like our youth program on Facebook at Rural Frontenac Youth Events











Seconded By: Councillor Fowler

**Be It Resolved That** Council receives for information an email dated November 30, 2022, from Hilary Vaillancourt, Lake Steward, Mazinaw Property Owners Association (MPOA), advising there is a very invasive weed in Mazinaw Lake that can have devastating ecological and recreational damages if control measures are not implemented immediately;

**And That** the MPOA is requesting a meeting with each political representative covering the Lake to understand what actions and/or funding are available in order to launch control measures in the spring;

**And That** Council requests Councillor Regent meet with the MPOA to discuss the invasive weed and report back to Council.

**Carried**

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

##### **a. Clerk/Planning Manager: Declaration of Vacant Position - Ward 2 Councillor**

Resolution #: 467-22      Moved By:      Councillor Fowler

Seconded By:      Councillor Huetl

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Declaration of Vacant Position – Ward 2 Councillor";

**And That** Council declares the Ward 2 Councillor position vacant;

**And That** per the Procedural Policy, Council instructs the Clerk to offer the position of Ward 2 Councillor to Vernon Hermer;

**And That** Vernon Hermer shall be invited to the January 13, 2023 Council meeting to take the Oath of Office.

**Carried**

##### **b. Clerk/Planning Manager: Proposed 2023 Council Meeting Dates**

Resolution #: 468-22      Moved By:      Councillor Huetl

Seconded By:      Councillor Fowler

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

**And That** Council approves the following meeting schedule:

- Friday, January 13, 2023 at 9:00 a.m.
- Friday, February 3, 2023 at 9:00 a.m.
- Friday, February 24, 2023 at 9:00 a.m.
- Friday, March 17, 2023 at 9:00 a.m.
- Thursday, April 6, 2023 at 9:00 a.m. (Good Friday being April 7, 2023)
- Friday, April 28, 2023 at 9:00 a.m.
- Friday, May 19, 2023 at 9:00 a.m.

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

**And That** the Clerk shall provide Notice as set out in Section 4.10 of the Procedural Policy;

















**Date** December 16, 2022



**Resolution # 474-22**

**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 Clerk/Planning Manager Administrative Report entitled “Request for Licence Agreement for Use of a Municipal Road Allowance – Roblin”;

**And That** Council instructs the Clerk to advise the Applicant, Council approves in principle the following to be constructed on the Shore Road Allowance around Shabomeka Lake in Lot 20, Concession 12, geographic Township of Barrie in the area shown on the sketch provided:

1. Driveway from Shawenogog Lake Lane to the parking area with the entrance location being approved by the Public Works Manager;
2. Parking area not to exceed 27 feet by 20 feet with signs posted reserved parking;
3. A 4 feet wide cart path from the parking area to the dock; and
4. A floating dock with a ramp not to exceed 269 square feet.

Subject to the following conditions being met prior to entering into the Licence Agreement and any works being completed:

1. Survey of the property to ensure construction is completed on Township property at the expense of the applicant;
2. Permission or permits being granted from Mississippi Valley Conservation Authority (MVCA) for works within the area regulate by MVCA at the expense of the applicant;
3. Civic address being obtained;
4. The Applicants cannot restrict use of the area to the public; and
5. A copy of the certificate of insurance being provided to the Township.

**And That** Council does not permit the marine storage shed or the wheeled boat ramp to be constructed on the Shore Road Allowance;

**And That** once the required information is provided to the Clerk, Council authorizes the Mayor and Clerk to sign the Licence Agreement, including the terms and conditions listed in the sample Agreement provided with this Report.

**Defeated**

**From:** Darren Roblin  
**Sent:** December 16, 2022 11:45 AM  
**To:** Tara Mieske  
**Cc:** Corey Klatt  
**Subject:** Re: Crown Land Lot - Purchase? Lot Addition?

Hi Tara,

Thank you for providing information to council. I am not sure if we can explain anything additionally at this point but if we can we would like to provide the following additional information for council's conversation.

1. We own property on the lake and are looking to improve access to our property, not are not just random people. There is not a marina on the lake and we would like to leave our boat at the shore.
2. There is conflict amongst people leaving boats on the shore and boats are being vandalized with some people being territorial about the use of crown land without licenses. We were applying to use a spot in a legal manner that does not conflict with existing unlicensed usage.
3. For our insurance, the dock would need to be private or "reserved", like the parking pad. I had assumed that the dock could be left on public lands but not for use by the public. People leave private property (boats, cars) on public lands and that does not mean that that they are available for use by the public.

Is there any way to see this information provided and the council decision reconsidered?

Darren

---

**From:** Darren Roblin  
**Sent:** December 24, 2022 12:44 PM  
**To:** Tara Mieske  
**Cc:** Corey Klatt  
**Subject:** Re: Crown Land Lot - Purchase? Lot Addition?

Hi Tara

Thank you for providing the additional information.

Further, I should have added that while parking proximal to mainland docking is desired, the main purpose of our application is to obtain legal mainland docking for our boat. We made the application as we were made aware that this sort of licensing has been granted to property owners on other lakes in the township.

Could you also let Mayor and Council know that we would also be open to (and actually prefer) to purchase the shore road allowance. We believe that as the shore road does not front on private property or other township property and is not an established access to the lake, other property owners or the public would not be adversely affected. Also, adjacent private property owners have purchased the shore road allowance they front on such that the shore road allowance is now discontinuous.

We would be happy to pay the cost of surveying as well as the cost of the purchase of the shore road allowance from the township at the standard rates resulting in a larger direct financial benefit to the township. Our property lawyer had said we could, with township approval, attach the purchased shore road to our existing title.

Thank you  
Darren

**Date** December 16, 2022



**Resolution # 460-22**

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

**Moved By:**  
Councillor Roy Huetl

**Seconded By:**  
Councillor Fowler

**Whereas** Council deferred the appointment of Members to the Joint Fire Committee for the Kaladar Barrie Fire Department at the Inaugural Meeting until the December 16, 2022 Council Meeting;

**Therefore Be It Resolved That** Council appoints the following Members:

- Wayne Good
- Roy Huetl
- Fred Fowler (Alternate)

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

**Carried**

Mayor

## Shipping Container By-law – Proposed Amendment

At the December 16, 2022, Council Meeting an amended Recreational Vehicle By-law was passed. Provision 4d) was amended to include a shipping container in the list of permitted accessory buildings as follows:

4d) One gazebo, viewing platform, storage shed, and/or shipping container with a total area not exceeding 15 square metres and a maximum height of 8 metres are permitted as accessory buildings to a licensed recreational vehicle provided they comply with the Zoning By-law and the Ontario Building Code.

Also, at the December 16, 2022 Council Meeting, Council passed an amended Shipping Container By-law. This was to permit a Shipping Container with a principal use and recreational vehicle rather than just a dwelling. However; the number of shipping containers were not specified for a Recreational Vehicle and it may have been interpreted the number of shipping containers with a recreational vehicle would be the same as a principal use which would contradict the Recreational Vehicle By-law.

Attached is a marked up copy of a proposed amendment to the Shipping Container By-law to ensure the number of shipping containers permitted with a licenced recreational vehicle is in accordance with the Recreational Vehicle By-law.

- a) Shipping Containers licensed under this By-law shall only be used for Storage.
- b) No person shall place a Shipping Container which does not hold a valid Shipping Container Licence issued by the Township's Chief Building Official under the authority of this By-law, within the Township.
- c) A Shipping Container Licence shall not be required for:
  - i) Shipping containers placed on properties zoned in the Zoning By-law. Residential Multiple; Mobile Home Park Residential; Rural, Limited Service Rural; Rural Co-operative; General Commercial; Recreational Commercial; Industrial, Mineral Aggregate Extraction; Mining; Waste Management Facility; and Environmental Protection.
  - ii) Shipping Containers placed for less than 60 days for emergency or natural disaster purposes. The time may be extended under extenuating circumstances at the discretion of the Chief Administrative Officer;
  - iii) A Public Service Use or A Public Utility;
  - iv) Properties where a building permit has been issued for a dwelling, garage or storage building for up to 60 days after the final inspection.
  - v) Properties with a commercial use which has a Business Registration or Harmonized Sales Tax (HST) Number and
  - vi) Infrastructure projects, including road construction, communication tower construction, etc.
- d) Any person may apply for a Shipping Container Licence, granting the holder the right to place a Shipping Container.
- e) The Township shall issue a Shipping Container Licence provided that a complete application is submitted to the Township; if the applicable fee is paid; and the Shipping Container conforms with all other applicable law.

#### 1. Requirements for Licence

- a) The following provisions apply to Shipping Containers placed on properties zoned Hamlet, Waterfront Residential and Limited Service Waterfront:
  - i) Shipping containers shall only be permitted on a lot with a principal use or a Recreational Vehicle Licence.
  - ii) The number of Shipping Containers permitted with a Recreational Vehicle shall be in accordance with the provisions of the Township's Recreational Vehicle By-law.
  - iii) The number of Shipping Containers permitted with a principal use are as follows:
    - Less than 0.8 hectares (2 acres) – 1 Shipping Container
    - Greater than 0.8 hectares (2 acres) and up to 4 hectares (10 acres) – 2 Shipping Containers
    - Greater than 4 hectares (10 acres) and up to 20 hectares (50 acres) – 3 Shipping Containers
    - Greater than 20 hectares (50 acres) – 4 Shipping Containers.
    - The Applicant shall complete a separate application and pay the applicable fee for each Shipping Container.
  - iv) The setbacks for a Shipping Container measured from the property line or natural feature shall be:
    - Waterbody or wetland – 30 metres
    - Front Yard (non-waterfront) – 7 metres
    - Rear Yard – 7 metres
    - Interior Side Yard – 3 metres
    - Exterior Side Yard – 7 metres
    - Setback from Township Road – 7 metres

**Date** October 14, 2022



**Resolution # 411-22**

**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 Public Works Manager's Administrative Report entitled "Application to Name a Lane – off Buckshot Lake Road";  
**And That** Council approves in principle, subject to the Public Notice, the name "Beech Corners Lane";  
**And That** Council instructs the Clerk to prepare a draft By-law amending the Corporation's Naming of Roads By-law #07-03 with the private lane name, and provide the required Public Notice of the Township's intention to pass this By-law.

**Carried**

Mayor



**Corporation of the Township of North Frontenac –  
Public Notice  
Amendment to Road Naming By-law**

**Take Notice That** Pursuant to Section 48 of the Municipal Act, 2001, as amended, the Council of the Corporation of the Township of North Frontenac proposes to pass a By-law amending Schedule “B” of its Road Naming By-law #7-2003, as amended by adding one new private lane name, as noted below.

**Purpose and Effect**

The new private lane is hereby proposed to be named “Beech Corners Lane”. The beginning of the new lane is accessed via Buckshot Lake Road running south across properties in Lot 1 Concession 16, Geographic Township of Barrie, the Township of North Frontenac.

The proposed By-law will come before Council on **January 13, 2023** at 9:00 a.m., and at that time, the Council will hear in person, any person who claims that his land will be prejudicially affected and who applies to be heard.

For further information please contact the undersigned.

Dated this 5<sup>th</sup> day of December, 2022.

Tara Mieske  
Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506  
Plevna, ON K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953  
Fax: (613) 479-2352  
Email: [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)





## Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager

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

Date of Meeting: January 13, 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. Minor Variance Application A01/23 – Notice of Hearing – Murphy;
2. Mississippi Valley Conservation Authority and Quinte Conservation Authority re: Implementation of Bill 23;
3. Ontario Human Rights Commission (OHRC) re: Watch Children and Youth ask us about their rights;
4. Independent Electricity System Operator (IESO) re: Gatineau End-of-Life Bulk Electricity Study Posted;
5. Township of Central Frontenac re: Notice regarding Official Plan Amendment #1;
6. Township of Central Frontenac re: Notice of Public Meeting regarding Zoning By-Law Amendment – Mapping Update;
7. Federation of Ontario Cottagers Association (FOCA) re: Eler Update, December 2022;
8. Municipality of Greenstone – Request for Support re: Bill 3;
9. Severance Application B23/22 – Notice of Decision – Schlegel;
10. Minor Variance Application A24/22 – Notice of Decision – Saer;
11. Minor Variance Application A25/22 – Notice of Decision – Lyons;
12. Lanark County Council Resolution – Request for Support re: Violence Against Women/Renfrew Inquest;

---

Clerk/Planning Manager Administrative Report  
Communications  
January 13, 2023  
Page 1 of 2

13. Kingston Frontenac Lennox & Addington (KFL&A) Public Health re: New Members Welcomed to the KFL&A Board of Health;
14. County of Frontenac re: Notice of Adoption – Official Plan Amendment (OPA) #2 for the County of Frontenac;
15. Minister Steve Clark, Ministry of Municipal Affairs and Housing (MMAH) re: Legislative and Regulatory Changes – Housing;
16. Municipality of Tweed – Request for Support re: Natural Gas Rate Increases;
17. Brooke Hawley, Manager of Community Development (MCD) re: Day of Bulgaria & Romania - January 28, 2023 1pm - 2pm - Clar Mill Hall, Plevna.

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

**Previously Provided B Section:**

1. Louise Fragnito, Chief Administrative Officer (CAO), Township of South Frontenac re: Part 8 Sewage System Agreement;
2. Minister Steve Clark, Ministry of Municipal Affairs and Housing (MMAH) re: Building Inspector Intern Program Consultation;
3. Jennifer Keyes, Director, Resources Planning and Development Policy Branch, Ministry of Natural Resources and Forestry (MNRF) re: Legislative and Regulation Changes Affecting Conservation Authorities;
4. Ompah Community Library and Hall Users re: Request for Internet at the Ompah Community Hall.

**From:** Tara Mieske  
**Sent:** December 22, 2022 10:58 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Wayne Good  
**Cc:** Brooke Drechsler; Sonia McLuckie; Corey Klatt  
**Subject:** Communications - Township of South Frontenac re: Part 8 Sewage System Agreement

Good Morning – For inclusion in the January 13, 2023, Council Agenda, Communications, B Section. Thanks Tara

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

---

**From:** Louise Fragnito  
**Sent:** December 22, 2022 9:13 AM  
**To:** Corey Klatt  
**Subject:** Part 8 services

Hi,

In follow up to our conversation yesterday, here is the formal notice of termination of the agreement for Part 8 services.

Thank you.



**Louise Fragnito, CPA, CGA**  
**Chief Administrative Officer**  
Township of South Frontenac  
p: [+613-376-3027](tel:+613-376-3027) ext. 2328  
e: [lfragnito@southfrontenac.net](mailto:lfragnito@southfrontenac.net)  
a: 4432 George St., Box 100,  
Sydenham, ON  
[www.southfrontenac.net](http://www.southfrontenac.net)





**SOUTH  
FRONTENAC**

**Office of the CAO**  
4432 George St, Box 100  
Sydenham ON, K0H 2T0  
613-376-3027 Ext 2328  
[lfragnito@southfrontenac.net](mailto:lfragnito@southfrontenac.net)

---

December 21, 2022

**Via Email**

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

**Re: Part 8 Sewage System Agreement**

Dear Corey:

In follow up to our web meeting on December 21, 2022, please accept this letter as formal notice from the Township of South Frontenac to terminate the contract for the provision of Part 8 services to the Township of North Frontenac.

The agreement requires 12 month's notice and with the pending holiday, we would end our services as of December 31<sup>st</sup>, 2023 with the understanding as per Clause 19 that we would continue to accept applications for building permits, conduct plan reviews and issue permits up to four (4) months prior to the termination date or until August 31, 2023.

As I mentioned in the meeting, should you wish to transition the services at an earlier date, we are also willing to coordinate this.

Thank you for the opportunity to provide the service to the Township of North Frontenac. I want to ensure a smooth transition of these services and I'm available should you have any questions. Further, we can set up a follow up meeting in the new year once you've had the opportunity to review and inform your Council.

Sincerely,

Louise Fragnito  
Chief Administrative Officer

[www.southfrontenac.net](http://www.southfrontenac.net)

*Natural, Vibrant and Growing – a Progressive Rural Leader.*

**From:** Tara Mieske  
**Sent:** January 5, 2023 10:08 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** FW: Communications - Minister of Municipal Affairs and Housing re: Building Inspector Intern Program Consultation

Good Morning – Moved to B per Councillor Inglis. Thanks Tara

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

---

**From:** John Inglis  
**Sent:** January 5, 2023 9:53 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Re: Communications - Minister of Municipal Affairs and Housing re: Building Inspector Intern Program Consultation

Hi Tara,

Please bring this to B for discussion. We may want to hire an intern, given difficulties in the past finding a CBO.

Thanks, John

---

**From:** Tara Mieske  
**Sent:** January 4, 2023 4:36 PM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Minister of Municipal Affairs and Housing re: Building Inspector Intern Program Consultation

Good Afternoon – For inclusion in the January 13, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at <https://ero.ontario.ca/notice/019-6433>.

.../2

In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (<https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at [BuildingTransformation@ontario.ca](mailto:BuildingTransformation@ontario.ca).

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is fluid and cursive, with the first letters of "Steve" and "Clark" being capitalized and prominent.

Steve Clark  
Minister

c: Municipal Clerks

**From:** Tara Mieske  
**Sent:** January 5, 2023 11:29 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** FW: Communications - Legislative and regulation changes affecting conservation authorities

Good Morning – Moved to B per Councillor Huetl. Tara

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

---

**From:** Roy Huetl  
**Sent:** January 5, 2023 11:03 AM  
**To:** Tara Mieske  
**Subject:** Re: Communications - Legislative and regulation changes affecting conservation authorities

Hi Tara

Could you please add this communication to the B section? I would like to have more information on how this will affect North Frontenac with future development.

Roy

---

**From:** Tara Mieske  
**Sent:** January 3, 2023 1:15 PM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Legislative and regulation changes affecting conservation authorities

Good Afternoon – For inclusion in the January 13, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

**Ministry of Natural Resources and Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et des Forêts**

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**To:** Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

**From:** Jennifer Keyes, Director

**Date:** December 28, 2022

**Subject:** Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

### **Legislative Amendments**

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30<sup>th</sup> on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario](#).

### **New Regulatory Requirements**

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

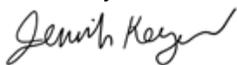
An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

**From:** Tara Mieske  
**Sent:** January 6, 2023 12:58 PM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Ompah Community Library and Hall Users re: Request for Internet at the Ompah Community Hall

Good Afternoon – For inclusion in the January 13, 2023, Council Agenda, Communications, B Section. Thanks Tara

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

---

**Subject:** Ompah WiFi  
**Date:** Thu, 22 Dec 2022 15:11:44 -0500  
**From:** Marily Seitz  
**To:** Brooke Hawley

Hi Brooke;

Thanks for coming to our rescue at the hall today. Little did you know that Jason had responded at the speed of light! The hall is warm now.

You asked me to send you an email about wifi that the Ompah Community Library provides to its patrons and hall users. Donations to the library have paid for internet service. The way the system works now is that people wanting the wifi come to the library and get the password without charge. Wifi is available 24/7. We ask them not to over-use the system and so far it's working with the limited service available. Groups using the hall who want internet connection are given the password also at no charge. In the past Firefighters have used it but I'm not sure they do any more. Firefighters used to pay 1/2 the cost but that has not happened since Covid struck. We pay about \$50 a month which is a discount of \$15 due to our volunteer organizations community service. We have to call every 6 months to renew the discount.

Covid has reduced the number of patrons and donations. This summer we almost ran out of money but several donations made it possible to continue the service, at least for a few more months. We would like the township to provide the service as it does for other Community Centres or pay us and we could then pay Xplornet.

Thanks for your help with this. If you have any questions I'm happy to help out.

Merry Christmas,

Marily



## 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: January 13, 2023

Re: Records Retention By-law Update

### Background

The current Records Retention By-law #42-04 was adopted by Council on December 16, 2004 which established retention periods for certain documents and records being kept by the Township. The By-law sets out direction to the Clerk on when documents need to be retained and when they can be destroyed, including a schedule with detailed timelines for specific documents.

The Municipal Act, 2001, S.O. 2001, S.O. 2001, c.25 (Municipal Act) contains provisions regarding Records Retention. Section 254(1) provides "A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection."

**255 (1)** Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section. 2001, c. 25, s. 255 (1).

(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,

- (a) the retention period has expired; or
- (b) the record is a copy of the original record.

(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254."

**Researched By**

Tara Mieske, Clerk/Planning Manager

**Comments**

It is recommended the Records Retention By-law be updated to establish a records classification system in order to provide for a standardized method of organizing files within the custody and control of the Township.

The Township has an annual subscription for The Ontario Municipal Records Management System (TOMRMS) annual compliance services. This service includes compliance manuals and retention schedules which are updated throughout the year in accordance with legislative changes. The updates include a comprehensive review and audit of all applicable legislation, annotations of the changes that were made, and thoroughly updated retention schedules. As these changes to the retention schedules are based on legislation which the Township is required to follow, it is recommended the By-law reference the retention schedules established by TOMRMS which will be updated at least annually. A copy of the current retention schedules is attached to this report (Attachment #1).

**Financial Implications**

The annual subscription for the TOMRMS annual compliance services is \$350 plus HST per year.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Records Retention By-law Update";

**And That** Council will consider a By-law later in the meeting to repeal By-law #42-04 and adopt a Records Retention By-law establishing the retention periods to be as set-out in The Ontario Municipal Records Management System (TOMRMS) retention schedules for documents and records kept by the Township.

Attachment: 1. TOMRMS Retention Schedules dated December 23, 2022

## 03-01-04 RETENTION SCHEDULE 2022-07 RECORDS RETENTION

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event  
**C** – Current Year; \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified

Tab:	<b>Records Retention</b>	#:	<b>03-01-04</b>
Section:	<b>The Schedule</b>	Page:	1 of 30
Subject:	<b>Records Retention Schedule/Citation Table</b>	Date:	2021 - 07

**OVERVIEW**

The retention guidelines provided in the following retention schedule are based on our research that identified the citations provided in 03-01-05 Legislation Citations. We are not lawyers and cannot provide legal advice. Each Municipality should seek legal advice, as deemed necessary, to ensure that the retention schedule approved by the Municipality meets its legislative and business obligations.

It should also be noted that citation g120 relates to the Limitations Act and indicates that no limitation exists for a variety of proceedings including sexual assault and undiscovered environmental claims. Applying this citation depends on each Municipality’s risk tolerance level and the legal advice received by the Municipality. The citation HAS NOT been applied to any classification category. Your Municipality should seek legal advice to identify which records, if any, should be retained to meet potential claims affected by the Limitations Act.

**PRIMARY HEADING: ADMINISTRATION**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/Citations
A01	Associations and Organizations	Originating	1 year	best practice/business need
A02	Staff Committees and Meetings	Originating	4 years**	best practice/business need
A03	Computer Systems and Architecture	Treasury	Superseded + 6 years	best practice/business need
A04	Conferences and Seminars	Originating	1 year**  archival review if sponsored by the Municipality	best practice/business need
A05	Consultants	Originating	2 years**	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A06	Inventory Control	Originating	6 years	best practice/business need
A07	Office Equipment and Furniture	Originating	disposal of item	best practice/business need
A08	Office Services	Originating	1 year	best practice/business need
A09	Policies and Procedures	Originating	Superseded + 15 years**	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's	Superseded	best practice/business need
A11	Records Disposition	Clerk's	Permanent	best practice/business need (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	Superseded	best practice/business need
A13	Travel and Accommodation	Originating	1 year	best practice/business need
A14	Uniforms and Clothing	Originating	Superseded **	best practice/business need
A15	Vendors and Suppliers	Originating	2 years	best practice/business need
A16	Intergovernmental Relations	Originating	5 years**	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A17	Information Access and Privacy	Clerk's	2 years	g071
A18	Security	Originating	5 years	best practice/business need
A19	Facilities Construction and Renovations	Originating	project finished and no outstanding issues + 2 years**  ** work elevating platforms – keep inspections, tests, repairs, modifications and maintenance performed	g059 g073
A20	Building and Property Maintenance	Originating	5 years Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1 year	best practice/business need
A22	Accessibility of Services	Clerk's	5 years	g010
A23	Information Systems Production Activity & Control	IT	2 years	best practice/business need
A24	Access Control & Passwords	IT	Superseded	best practice/business need
A25	Performance Management/ Quality Assurance	CAO	6 years	g110
A26	Building Structure Systems		Superseded or life of system/ asset	g046 g100

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A27	Drawings		Superseded or life of system/ asset	g073 g141

**PRIMARY HEADING: COUNCIL AND BY-LAWS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C01	By-Laws	Clerk's	Permanent	g090 g131
C02	By-Laws - Other Municipalities	Clerk's	Superseded	best practice/business need
C03	Council Agenda	Clerk's	Superseded + 5 years	best practice/business need
C04	Council Minutes	Clerk's	Permanent working notes = 6 years copies = 2	g131
C05	Council Committee Agenda	Clerk's	Superseded	best practice/business need
C06	Council Committee Minutes	Clerk's	6 years **	g015
C07	Elections	Clerk's	day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 years**	g052 g159

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C09	Motions and Resolutions	Clerk's	Permanent copy = 1 year	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	Superseded	best practice/business need
C11	Reports to Council	Clerk's	Permanent	best practice/business need – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's	Permanent	g131
C13	Accountability Transparency & Governance	Clerk's	2 years	g059

**PRIMARY HEADING: DEVELOPMENT AND PLANNING**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D01	Demographic Studies	Planning	10 years **	best practice/business need
D02	Economic Development	Planning	10 years **	best practice/business need
D03	Environment Planning	Planning	15 years **	g008 g016 g068 g146 g156
D04	Residential Development	Planning	10 years **	best practice/business need
D05	Natural Resources Planning	Planning	5 years **	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
D06	Tourism Development	Planning	10 years **	best practice/business need
D07	Condominium Plans	Planning	Permanent Applications = 2 years after final decision	best practice/business need
D08	Official Plans	Clerk's	Permanent	g090 (15 years) best practice/business need (P)
D09	Official Plan Amendment Applications	Planning	Final decision or reflected in revised official plan + 5 years	
D10	Severances	Planning	land titles registration + 6 years	g133
D11	Site Plan Control	Planning	Permanent Application = 2 years after final decision	best practice/business need
D12	Subdivision Plans	Planning	Permanent Application = 2 years after final decision	best practice/business need
D13	Variance Applications	Planning	Permanent	best practice/business need
D14	Zoning	Planning	Final decision + 2 years	best practice/business need
D15	Easements	Planning	Termination of right + 6 years **	g133

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D16	Encroachments	Planning	Termination of right + 6 years **	g133
D17	Annexation/ Amalgamation	Clerk's	Permanent	best practice/business need
D18	Community Improvement	Planning	Completion of project + 6 years **	best practice/business need
D19	Municipal Addressing	Planning	Superseded + 10 years **	best practice/business need
D20	Reference Plans	Planning	Permanent	best practice/business need
D21	Industrial/ Commercial Development	Planning	10 years **	best practice/business need
D22	Digital Mapping	Planning	Superseded Excludes actual data residing on these systems	best practice/business need
D23	Agricultural Development	Planning	10 years **	best practice/business need
D24	Official Plan Background	Planning	Final Decision + 5 years	best practice/business need
D25	Deeming Process	Planning	Final Decision + 2 years	best practice/business need
D26	Development Charges Study	Planning	10 years **	g128
D27	Part Lot Control	Planning	Final Decision + 5 years	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**PRIMARY HEADING: ENVIRONMENTAL SERVICES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E00	Environmental Services	Originating	1 year	best practice/business need
E01	Sanitary Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073 g089
E02	Storm Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073
E03	Treatment Plants - Wastewater	Works	report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27  Plans = cease to apply + 2 years	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Works	5 years	best practice/business need g089

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E05	Air Quality Monitoring	Engineering	later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5 years **	g008 g089
E06	Utilities	Works	5 years **	best practice/business need
E07	Waste Management	Works	10 years or cease to apply + 10 years **  post landfill site closure documentation = closure + 25 years	g008 g037 g038 g039  g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Works	Superseded + 15 years  Specifications =Permanent as per A27	g073 g082 g089 g108 g111

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E09	Drains	Works	Superseded + 5 years** Specifications =Permanent as per A27	g073 g082
E10	Pits and Quarries	Works	Superseded + 5 years** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Works	Superseded + 5 years** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Works	Superseded + 7 years** Specifications = life of system	g037 g082 g129
E13	Water Monitoring	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g082 g089 g108 g110 g111 g115

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E14	Water Sampling	Engineering Child Care Facility	created, approved or plan no longer in force + 15 years child care facility plumbing flush and water testing = 6 years	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	Superseded + 15 years	g008 g082 g089 g108 g110 g111
E17	Energy Management	Engineering	End of reporting period to which relates + 7 years	best practice/business need
E18	Natural Heritage	Works	end of plan or designated year + 3 years	g057 g072 g089
E19	Renewable Energy	Engineering	created, approved or facility no longer in force + 15 years	g060

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E20	Source Water Protection	Engineering	created, approved or plan no longer in force + 15 years	best practice/business need g016 g060
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 3 years	g038 g089 g115 g144
E22	Private/Small Water Systems	Engineering	E + 15 years  ( as long as equipment in use)	g108 g115 g116
E23	Land Quality Monitoring	Engineering	Superseded + 7 years	g082 g156
E24	Gasoline Storage & Dispensing		use = 7 years  tank install, inspection = system removed + 5 years	g045 g140 g141 g147 g158

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**PRIMARY HEADING: FINANCE AND ACCOUNTING**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F01	Accounts Payable	Treasury	close of fiscal tax year end + 7 years  For welfare & child care payments E = provincial government year end + 7 years	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Treasury	close of fiscal tax year end + 7 years	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Treasury	6 years	g032 g069
F04	Banking	Treasury	close of fiscal tax year end + 7 years	g007 g026 g053 g062
F05	Budgets and Estimates	Treasury	6 years **	best practice/business need
F06	Assets	Treasury	Disposal of asset + 10 years **	g006 g007

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F07	Cheques	Treasury	6 years	g006 g007 g034 g086
F08	Debentures and Bonds	Treasury	Debentures surrendered for exchange/cancellation + 6 years	g007
F09	Employee and Council Expenses	Treasury	close of fiscal tax year + 7 years	g006 g007
F10	Financial Statements	Treasury	Permanent	g069
F11	Grants and Loans	Treasury	repayment of loan + 6 years	g006 g007
F12	Investments	Treasury	Closure of account + 6 years	g006
F13	Journal Vouchers	Treasury	close of fiscal tax year + 6 years	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	close of fiscal tax year + 7 years **	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F15	General Ledgers and Journals	Treasury	Permanent	g001 g006 g007 g032 g034 g055 g131
F16	Payroll	Treasury	Close of fiscal tax year + 6 years	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Treasury	Close of fiscal tax year + 7 years	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Treasury	E+7 years **  Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Treasury	7 years	g006 g007 g032 g097
F20	Reserve Funds	Treasury	6 years	g069

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F21	Revenues	Treasury	7 years Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records	Clerk's	Permanent  tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 best practice/business need (P)
F23	Write Offs	Treasury	6 years Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	fiscal year or last day of residence + 7 years	g047 g051 g062 g097
F25	Security Deposit	Treasury	Closure of account + 6 years	g006 g007
F26	Working Papers - Financial	Treasury	After completion of audit + 1 year	best practice/business need
F27	Regulatory Reporting – Financial		6 years	best practice/business need

**Legend:**  
**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event  
**C** – Current Year; \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified

**PRIMARY HEADING: HUMAN RESOURCES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H01	Attendance and Scheduling	Personnel	5 years  driver’s daily logs = 6 months  public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Personnel	Superseded	best practice/business need

**Legend:**  
**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event  
**C** – Current Year; \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H03	Employee Records	Personnel	date employee ceased to be employed by employer + 5 years  Drinking Water system training record = 5 years  confined space training = cease to perform work and at least 5 years  salt program training = 7 years  Long-term care home staff = termination + 7 years  Firefighter employment terms = 25 years	g035 g045 g065 g103 g139 g148

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H04	Health and Safety	Personnel	3 years  Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning	Personnel	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
H06	Job Descriptions	Personnel	Superseded**	best practice/business need
H07	Labour Relations	Personnel	Expiry of contract period + 10 years **	g013
H08	Organization Design	Originating	Superseded**	best practice/business need
H09	Salary Planning	Personnel	5 years	best practice/business need
H10	Pension and Benefits Records	Personnel	E + 6 years (employee departure)	g001 g088
H11	Recruitment	Personnel	1 year	g071

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H12	Training and Development	Personnel	Date when that particular course ceases to be offered + 2 years **  salt use training materials – 7 years  drinking water training materials– 5 years  Only courses developed and presented by the Municipality are subject to archival selection	g043 g045 g139 g148
H13	Claims	Personnel	Resolution of claim + 3 years  Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances	Personnel	Resolution of claim + 10 years	g013 g054

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H15	Harassment And Violence	Personnel	Resolution of complaint + 3 years	g054 g059 best practice/business need
H16	Criminal Background Checks	Personnel	date employee ceased to be employed by employer + 7 years	best practice/business need
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40 years or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Personnel	When STD/LTD claims are resolved + 3 years	g078 best practice/business need
H19	Disability Management	Personnel	day issued or earlier as may be specified by Commission + 5 years	g010 g054
H20	Confined Spaces	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Personnel	5 years	best practice/business need
H22	Employee Certifications	Personnel	certification expired + 2 years	g059 g077

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**PRIMARY HEADING: JUSTICE**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Court Services	completion + 2 years	g024 MOU
J02	Informations (Part III)/ Accident and Careless Driving Part 1	Court Services	completion + 6 years	g022 g023 MOU
J03	Control Lists/ Justice Reports	Court Services	4 years	MOU
J04	Court Dockets	Court Services	3 years  statement of defence – not set to trial = 5 years	g025 g093 g150 MOU
J05	Transcripts and Records of Court Proceedings	Court Services	6 years **	g029 g093 MOU
J06	Enforcements & Suspensions	Court Services	8 years	MOU
J07	Appeals & Transfers	Court Services	7 years	MOU
J08	Statistics/ Payment Tracking	Court Services	8 years	MOU
J09	Disclosure	Court Services	6 years	MOU
J10	Certificates of Conviction Part 2	Court Services	6 years	MOU

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event  
**C** – Current Year; \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified

**PRIMARY HEADING: LEGAL AFFAIRS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L01	Appeals and Hearings	Clerk's	Permanent  after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) best practice/business need (P)
L02	Claims Against the Municipality	Clerk's	Resolution of claim and all appeals + 2 years  ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's	Resolution of claim and all appeals + 2 years	g056 g057 g072
L04	Contracts and Agreements - Under By-Law	Clerk's	act or omission on which claim is based took place + 15 years **	g060 g068
L05	Insurance Appraisals	Clerk's	After a new appraisal has been done + 15 years	g060
L06	Insurance Policies	Clerk's	Expiry of policy + 15 years	g060

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L07	Land Acquisition and Sale	Clerk's	Property disposition + 10 years  renewable energy projects agreements terms may not be more than 50 years  append abandoned petroleum storage tank to deed	g041 g095 g133 g153
L08	Opinions and Briefs	Clerk's	Superseded**	best practice/business need
L09	Precedents	Clerk's	Superseded**	best practice/business need
L10	Federal Legislation	Originating	Superseded	best practice/business need
L11	Provincial Legislation	Originating	Superseded	best practice/business need
L12	Vital Statistics	Clerk's	Permanent  Marriage licences 2 years	best practice/business need (P)
L13	Prosecutions	Originating	Delivery of judgement + 7 years	g059 (2 year limitation) g060 (15 year limitation) best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L14	Contracts and Agreements – Simple	Clerk's	Expiry of contract + 2 years **  Long term care service providers = expiry + 7 years	g041 g042 g053 g059 g062 g130

**PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M01	Advertising	Originating	1 years**	best practice/business need
M02	Ceremonies and Events	Originating	5 years **	best practice/business need
M03	Charitable Campaigns/Fund Raising	Originating	1 year	best practice/business need
M04	Complaints Commendations and Inquiries	Originating	5 years **	g054 g121 g154 g160
M05	News Clippings	Originating	1 years**	best practice/business need
M06	News Releases	Originating	1 years**	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M07	Publications	Originating	Superseded**  Superseded + 3 years if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3 years **	best practice/business need
M09	Visual Identity and Insignia	Clerk's	Superseded + 5 years **	g134 g136
M10	Website & Social Media Content	Originating	Superseded + 2 years	g059
M11	Public Relations and Public Awareness	Originating	5 years **	best practice/business need
M12	Intellectual Property	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

**PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P01	By-law Enforcement	Originating	6 years **	g059 g089
P02	Daily Occurrence Logs	Originating	5 years **	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	g144
P04	Hazardous Materials	Originating	Superseded + 5 years	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5 years	g011
P06	Building and Structural Inspections	Building	inspections = 2 years initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Public Health	Superseded but, minimum 1 year	g045
P08	Investigations	Originating	10 years **	g059 g089 best practice/business need
P09	Licences	Clerk's	Expiry of licence + 2 years	g017
P10	Building Permits	Building	Permanent	g090 (15 years) best practice/business need (P)

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Court Services By-law Services	Execution of warrant + 2 years  Court services search warrants – 40 years	g028 g059
P13	Criminal Records	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5 years	best practice/business need
P14	Animal Control	Originating	date animal was last in the pound + 2 years	g012
P15	Community Protection Programs	Originating	Superseded + 2 years ** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years	g071 best practice/business need
P16	Emergency Services	Originating	Superseded + 5 years	g011
P17	EMS and Fire Significant Incident & Impact Reports	EMS	Superseded + 5 years	g011

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P18	EMS and Fire Accident Response Reports	EMS	Superseded + 5 years	g011
P19	EMS and Fire Statistics	EMS	Superseded + 2 years	best practice/business need
P20	Prohibition Notices & Orders	Legal	15 years	g016
P21	Facilities Routine Water Use, Monitoring and Testing	Parks & Recreation Child Care Facility	pools and recreational camps = 1 year  child care facility plumbing flush and water testing = 6 years	g049 g109

**PRIMARY HEADING: RECREATION AND CULTURE**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R01	Heritage Preservation	Clerk's	End of plan year or removal of designation + 3 years **	g081
R02	Library Services	Clerk's	5 years	g134
R03	Museum and Archival Services	Clerk's	Superseded + 3 years **	g134

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R04	Parks Management	Parks & Recreation	park maintenance = 5 years ** Playground equipment maintenance = 15	g060 best practice/business need
R05	intentionally left blank			
R06	Recreational Programming	Parks & Recreation	program development & evaluation = 3 years **  program registration = 1 year  attendance fee collection = 6 years	best practice/business need g071 g006

**PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S01	Children's Day Care and Day Nursery Services	Community Services	Superseded (review after 3 years)	g125
S02	Elderly and Supportive Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need
S03	Long Term Care Facility Clients	Community Services	Discharged + 10 years	g061 g097
S04	Community and Social Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S05	Ontario Works Clients	Community Services	date of last entry + 5 years  outstanding overpayment = overpayment resolved + 5 years  Fraud investigation = fraud resolved + 5 years  outstanding family support issues = 10 years	g019 g084 g085
S06	Medical Case Clients	Public Health	discharged as a client + 15 years  Note: reportable diseases may be longer	g060  college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Community Services	Superseded (review after 3 years)	best practice/business need
S08	Public Health	Public Health	Superseded (review after 5 years)	best practice/business need

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S09	Cemetery Interment	Clerk's	Permanent** Transfer to archives if no longer managed  Burial permits = 2 years	g048 g101
S10	Day Care and Day Nursery Clients	Community Services	Last participated date + 3 years	g126
S11	Disabilities Support Clients	Community Services	no longer receiving support + 7 years	g155
S12	Housing Services	Community Services	10 years	g052 g163
S13	Housing Tenant Clients	Community Services	no longer resides + 5 years	g053 g163
S14	Home Child Care Program Administration	Community Services	3 years	g125
S15	Home Child Care Program Clients	Community Services	Last participated date + 3 years	g126
S16	Social and Health Care Planning and Management	Community Services	7 years	best practice/business need
S17	Client Care Coordination	Community Services	no longer receiving support + 10 years	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Community Services	4 years	g003 g064 g163

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S19	Food Preparation and Service	Community Services	1 year	g063
S20	Cemetery Operations	Cemetery	Contract fulfilled or no longer applies + 6 years	g047

**PRIMARY HEADING: TRANSPORTATION**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T01	Illumination	Works	Removal of the equipment + 6 years Specifications = P	best practice/business need
T02	Parking	Works	Closure of lot or space + 6	best practice/business need
T03	Public Transit Operations	Works	Closure of route/ shelter/ stop + 1 year**, 2 year minimum retention	best practice/business need g094
T04	Road Construction	Works	project finished + 1 year** Specifications = P	g073
T05	Road Design and Planning	Works	project finished + 1 year** Specifications = P	g073

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/Citations
T06	Road Maintenance and Salt Usage	Works	project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Works	Removal of sign/signal + 1 year	g073
T08	Traffic	Works	project finished + 1year**  Temporary road closures = 2 years	best practice/business need
T09	Roads and Lanes Openings/ Closures	Works	project finished + 1year**	best practice/business need
T10	Field Survey/Road Survey Books	Works	project finished + 1 year	best practice/business need
T11	Bridges	Works	project finished + 1 year Specifications = P	g073

**Legend:**

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event  
**C** – Current Year; \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified

**PRIMARY HEADING: VEHICLES AND EQUIPMENT**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/Citations
V01	Fleet Management	Originating	termination of lease) + 2 years  public vehicles trip record = 1 year Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V03	Transportable Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V04	Protective Equipment	Originating	Disposal of equipment + 1 year	g074 g075 best practice/business need
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 year Set-up tests = until superseded	g074 g157



## 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: January 13, 2023

Re: Personnel and Audit Committee – Role and Function

### Background

As per the Township's Procedural Policy By-law #21-22 Section 4.7 Committees of Council:

"Within three months of the beginning of the term of Council, Council shall review the Council Committees which were in place during the previous term. Council shall by Resolution either appoint Members to the Committee or disband the Committee."

On November 21, 2022, Council passed Resolution #436-22:

Moved by Councillor Inglis                      Seconded by Councillor Huetl

**Be It Resolved That** Council will review the Personnel and Audit Committee at the first Council meeting in January in more detail and, if determined it should be continued, appoint members at that time.

**Carried**

### Researched By

Tara Mieske, Clerk/Planning Manager

### Comments

The Personnel and Audit Committee consists of three members of Council, with one vote per member. The members, including the Chair, are appointed by Council through Resolution, with the Mayor as an ex-officio member. The Committee meets four times a year, with additional meetings scheduled at the call of the Chair or as required.

The Committee performs the following functions and makes recommendations to Council;

- a. Review and assess the annual/quarterly financial statements before they are brought forward to Council;

Clerk/Planning Manager's Administrative Report  
Personnel and Audit Committee – Role and Function  
January 13, 2023  
Page 1 of 3

- b. Review and assess key financial statement issues and risks; the impact or potential effect on reported financial information; and the processes used by management to address such matters;
- c. Review reports from the external auditors as well as any audit concerns;
- d. Completes the Annual Performance Appraisal for the CAO;
- e. Chair Acts as part of the Hiring Committee for the position of CAO and Managers; and
- f. Receives updates from the CAO when Personnel Policies are amended;
- g. Address Employee issues as requested by the CAO or By-law.

Terms of Reference

It is recommended, if Council chooses to continue the P&A Committee, a Terms of Reference (TOR) be established. The TOR will provide guidelines and clear direction to Committee Members to help manage expectations and to enable the Committee to be accountable for its activities. The TOR will also define the purpose and structure of the Committee.

The Committee receives reports and information to be considered and provides recommendations to Council through motions included in Minutes of the meetings, which must be approved by Council.

**Financial Implications**

Per Resolution #688-15, mileage is paid to Members of Council for all approved Township business and for mileage within the Township limits for Portfolio activities, Committee and Task Force Meetings but not for Council Meetings (Regular and Special).

Some external Agencies and Boards provide a per diem for Meetings and/or pay mileage.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Personnel and Audit Committee – Role and Function";

**And That** Council appoints the following members to the Personnel and Audit Committee:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**And That** Councillor \_\_\_\_\_ shall be appointed as Chair of the Committee;

**And That** Council sets the first meeting date of the Committee as \_\_\_\_\_;

**And That** Council instructs the Clerk to prepare the draft Terms of Reference to be reviewed by the Committee; and once approved by the Committee, the Clerk shall provide the Terms of Reference to Council for consideration.



## 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: January 13, 2023

Re: Council Portfolios Appointments and Vacancies

### Background

Council held their Inaugural Meeting November 21, 2022, and passed the following Resolution:

**Moved By Councillor Inglis, Seconded By Councillor Huetl Resolution #435-22**

**Be It Resolved That** Council appoints the following Council Members to the following positions and portfolios:

- Mississippi Valley Conservation Authority (MVCA) Board Member: Councillor Huetl
- Quinte Conservation Executive Board Member: None Appointed
- Eastern Ontario Trails Alliance Board Member: Councillor Fowler
- Lakelands Family Health Team Representative: Councillor Regent
- Municipal Road Allowance Inspector: Councillor Good

**And That** all discretionary Council Portfolios be reviewed and Members appointed at the first meeting in January of 2023.

As per Council's Procedural By-law #21-22, Section 10.1, Council Portfolios Positions, Council Member appointments are necessary to cover the existing Council Committee Structure and Portfolios. Non-discretionary portfolio positions are recommended by the Mayor and appointed by Resolution of Council; and discretionary portfolio positions are determined by Council and filled accordingly as recommended by the Mayor and appointed by Resolution. A copy of the most recent previous term appointments are attached. (Attachment #1)

Council also appoints Committees and Task Forces. Currently these include:

- Joint Fire Committee for Kaladar Barrie Fire Department:
  - Councillor Good, Councillor Huetl and Councillor Fowler (Alternate)

Note: There is currently one Member position which is outstanding

- Economic Development Task Force:
  - Councillor Inglis (Chair)
  - Councillor Huetl
  - Councilor Regent

Council will also consider a report at today's meeting regarding the Personnel and Audit Committee Meeting.

The Emergency Management Program Committee (EMPC) is appointed through the provisions in the Emergency Plan. In accordance with the Emergency Plan the Mayor and Deputy Mayor are members of the EMPC.

**Researched By**

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to the Clerk/Planning Manager

**Comments**

Council Portfolio positions that are non-discretionary that have been presently filled are as follows:

- Mississippi Valley Conservation Authority (MVCA) Board Member:
  - Councillor Huetl

Note: At the November 21, 2022 Council Meeting, Council decided not to appoint a Member to the Quinte Conservation Authority Board.

- Lakelands Family Health Team:
  - Councillor Regent
- County Council
  - Mayor Lichty
  - Councillor Fowler (Second Member)

Council Portfolio positions that are discretionary that have been presently filled are as follows:

- North Frontenac Trails Enhancement:
  - Eastern Ontario Trails Alliance Board Member:
    - Councillor Fowler
- Committee of Adjustments/Planning Advisory Committee Liaison:
  - Councillor Huetl
- Municipal Road Inspector:
  - Councillor Good

Discretionary Portfolio positions that have not been filled that were present in the past terms of Council, which may need to be reviewed for inclusion or removal are as follows:

- North Frontenac Trails Enhancement
- North Frontenac Historical Society and Archives
- Long Term Care and Social Services
- Education
- Lake Associations

#### **North Frontenac Trails Enhancement**

Previously, one Council Member was appointed as being the Liaison for each of the organizations listed with in the North Frontenac Trails Enhancement such as Trail Organization and Enhancement; Eastern Ontario Trails Alliance Board Member; K&P Trail; Ottawa ATV Club; and the Snow Road Snowmobile Club. Councillor Fowler was appointed to the Eastern Ontario Trails Alliance Board. Council can choose to appoint different Members to the North Frontenac Trails Enhancement portfolio; remove some of the organizations from the portfolio or appoint the entire portfolio to one Member. Organizations may also be removed and/or added as need be.

#### **North Frontenac Historical Society and Archives**

The Council Member appointed as the liaison will provide reports to Council on behalf of the NFHSA and vice versa. This may require attendance at the NFHSA meetings.

#### **Long Term Care and Social Services**

The Member appointed to the Long Term Care and Social Services portfolio acts as Council Liaison for Land O'Lakes Community Services, North Frontenac Community Services and Community Living North Frontenac.

#### **Education**

The appointed Council Member(s) would act as Council Liaison with the Limestone District School Board; Clarendon Miller Public School, North Addington Education Centre (NAEC) and Granite Ridge Educational Centre (GREC). The appointed Member(s) could participate in school events and provide feedback to Council as deemed necessary.

#### **Lake Associations**

Lake Associations are currently divided between Council Members by Ward. Also the Mayor was the liaison with the North Frontenac Lake Association Alliance. Council can determine if they wish to keep it by Ward, or appoint one Council Member to be the liaison for the whole Township.

Council Members may also choose to add portfolios to keep Council apprised of other local initiatives, groups or associations.

#### **Financial Implications**

Per Resolution #688-15, mileage is paid to Members of Council for all approved Township business and for mileage within the Township limits for Portfolio activities, Committee and Task Force Meetings but not for Council Meetings (Regular and Special).

Some external Agencies and Boards provide a per diem for Meetings and/or pay mileage.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Council Portfolio Appointments and Vacancies".

**Therefore Be It Resolved That** Council appoints the following Members:

North Frontenac Trails Enhancement: \_\_\_\_\_

North Frontenac Historical Society and Archives: \_\_\_\_\_

Long Term Care and Social Services: \_\_\_\_\_

Education: \_\_\_\_\_

Lake Associations: \_\_\_\_\_

Attachments:

1. 2022 – Council Portfolios



### Council Portfolios

Note: Per Resolution 510-16, information will be provided by the Council Member with respect to Portfolio/Liaison Positions to Council as a Verbal Report. However, if any action is requested, an Administrative Report shall be provided by the Council Member to Council. Updates from Council Committees/Task Forces will be provided through the applicable Minutes/Notes.

Council Member	Portfolio	Responsibilities
<b>Mayor Higgins</b>	County Business	<ul style="list-style-type: none"> <li>Update Council on County Council decisions/activities</li> <li>County Council Seniors Housing Task Force</li> </ul>
	Education	
	Emergency Control Group (ECG)	<ul style="list-style-type: none"> <li>Update Council on ECG decisions/activities</li> </ul>
<b>Councillor Hermer</b>	Long Term Care and Social Services	<ul style="list-style-type: none"> <li>County of Frontenac's Affordable Seniors Housing Task Force</li> <li>Contact person (liaison) Land O'Lakes Community Services and NF Community Services</li> <li>Contact Person (liaison) Community Living North Frontenac</li> </ul>
<b>Deputy Mayor Martin</b>	County Business – Second Member	<ul style="list-style-type: none"> <li>Update Council on County Council</li> <li>Update Council on Long Term Care (per Resolution #630-19)</li> </ul>
	Health	<ul style="list-style-type: none"> <li>Representative on the Lakelands Family Health Team Committee</li> </ul>
	North Frontenac Historical and Archives Society	<ul style="list-style-type: none"> <li>Provide reports to Council</li> </ul>

		•
		•
	Lake Associations	• Ward 2 – Liaison Only

<b>Councillor Fowler</b>	North Frontenac Trails Enhancement	<ul style="list-style-type: none"> <li>• Trail Organization and Enhancement</li> <li>• Board Member - Eastern Ontario Trails Alliance <ul style="list-style-type: none"> <li>• K&amp;P Trails</li> <li>• Ottawa ATV Club</li> </ul> </li> <li>• Snow Road Snowmobile Club</li> </ul>
	Committee of Adjustments/Planning Advisory Committee	• Council Liaison

<b>Councillor Inglis</b>	Mississippi Valley Conservation Authority (MVCA)	• MVCA Board Member
	Lake Associations	• Ward 3 – Liaison Only



## Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager

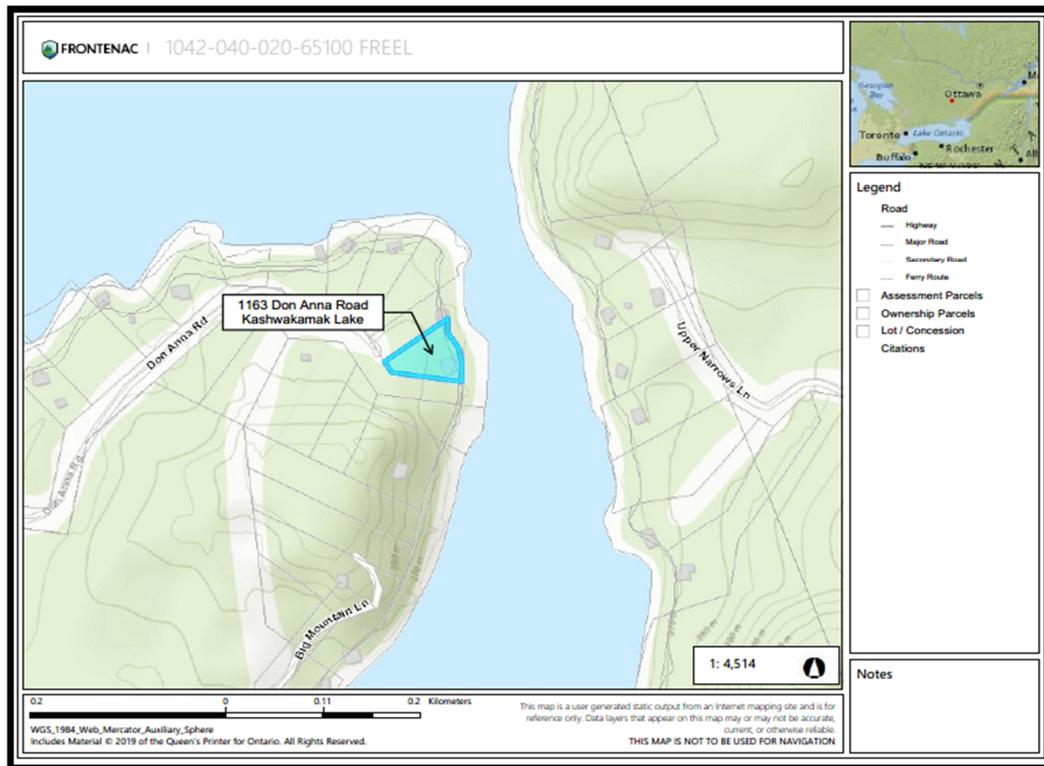
Recommended by: Corey Klatt, Dipl. M.A., Chief Administrative Officer

Date of Meeting: January 13, 2023

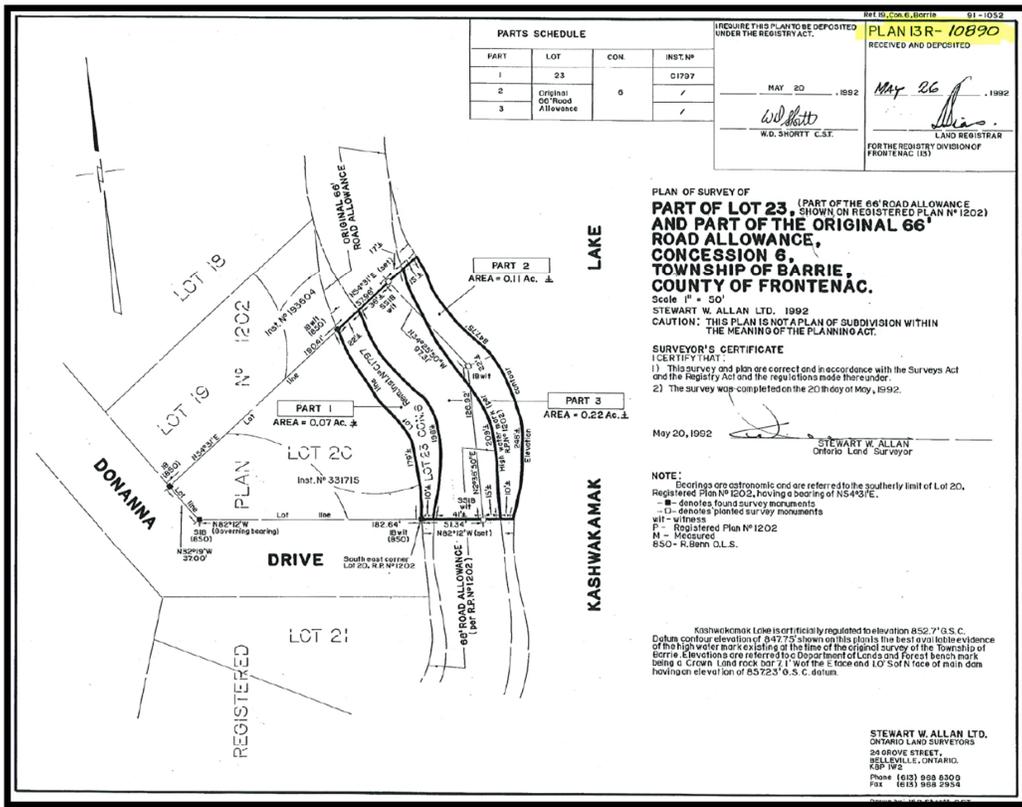
Re: Shore Road Allowance Closure and Sale By-law – Freel

### Background

An Application was submitted by Christopher Freel to purchase the Shore Road Allowance along the shore of Kashwakamak Lake, adjacent to Part of Lot 23, Concession 6, geographic Township of Barrie, being Parts 2 and 3 Registered Plan 13R-10890 (see below map and survey). Council passed Resolution #399-22 on October 14, 2022 approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with the Road Closing Policy.



Clerk/Planning Managers' Administrative Report  
 Shore Road Allowance Closure and Sale By-law – Freel  
 January 13, 2023  
 Page 1 of 3



**Research by**

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

**Comments**

None.

**Financial Implications**

Per the Shore Road Application process, an Administration fee of \$1,000.00 plus \$130.00 HST for a total of \$1,130.00 has been collected from the Applicant.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with By-law #22-15 – the Road Closing Policy.

**Recommendations**

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

**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.



## 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: January 13, 2023

Re: Planning Department 2022 Year End Report

### Background

A summary of the Planning Applications received for 2022 are noted below. The number of Applications considered by Council and the Committee of Adjustment remained fairly consistent over the past two years.

### Researched By

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

### Comments

#### Total Planning Applications

<b>Total Planning Applications</b>	
<b>2022</b>	<b>55</b>
<b>2021</b>	<b>57</b>
<b>2020</b>	<b>40</b>

#### Consents (Severances)

The consent process is required to create a new lot (severance); transfer a portion of land to a neighbouring lot resulting in the benefitting lands increasing and the severed lands decreasing (lot addition); or create a Right-of-Way, which gives one land owner the right to use another person's property (i.e. access).

<b>Severance Applications</b>	
<b>2022</b>	<b>23</b>
<b>2021</b>	<b>33</b>
<b>2020</b>	<b>10</b>

Clerk/Planning Manager's Administrative Report  
 Planning Department 2022 Year End Report  
 January 13, 2023  
 Page 1 of 5

### **Minor Variances/Request for Permission**

As per Section 45 (1) of the Planning Act, a Minor Variance is a small variation from the requirements of the Zoning By-law that can be considered for approval by the Township's Committee of Adjustment. A Minor Variance approval may allow a property owner to construct something or use the property in a way that does not meet the requirements of the Zoning By-law (i.e. reduced setback, oversized structure, reduced lot size, build within an influence/minimum setback area, etc.). In 2022, the Committee considered ten (10) Minor Variance applications. Four of these were submitted with a concurrent severance application, due to deficiencies in waterfrontage or reduced setbacks to lot lines or easements.

The Committee considered five (5) applications including a request for a Minor Variance and a Request for Permission.

As per Section 45(2) of the Planning Act, a property owner can submit a Request for Permission to expand a legal non-conforming/non-complying structure. Under this Section, the Committee can:

- permit an enlargement or extension to an existing legal non-conforming building or structure where the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed.
- permit a use that is similar to the purpose of the existing legal non-conforming use, or that is more compatible with the uses permitted in the By-law.
- where uses are defined in general terms, permit the use of any land, building or structure for any purpose that, in its opinion, conforms with the uses permitted in the By-law.

In 2022, the Committee considered ten (10) Requests for Permission.

<b>Minor Variance/Request for Permission Applications</b>	
<b>2022</b>	<b>25</b>
<b>2021</b>	<b>21</b>
<b>2020</b>	<b>28</b>

### **Site Plan Control**

On June 30, 2022, Council passed By-law #45-22, delegating authority for Site Plan Application Approvals to the Clerk. The Application is received by Township staff and reviewed by the County Planners prior to being deemed complete. The Planners will provide recommendations on proposed conditions using the Official Plan polices, Zoning By-law provisions, Site Plan Control By-law provisions and the Site Plan Control Securities Policy provisions. These conditions will be discussed with the Applicant and the draft Site Plan Agreement will be prepared.

Clerk/Planning Manager's Administrative Report  
Planning Department 2022 Year End Report  
January 13, 2023  
Page 2 of 5

<b>Site Plan Control Applications</b>	
<b>2022</b>	<b>1</b>
<b>2021</b>	<b>0</b>
<b>2020</b>	<b>1</b>

### **Part Lot Control/Deeming By-laws**

The Part Lot Control provisions of the Planning Act permit a municipality to pass By-laws to remove part-lot control from all or any part of a registered plan of subdivision. A Deeming By-law deems an area of land to no longer be a part of a registered subdivision.

<b>Part Lot Control/Deeming By-laws</b>	
<b>2022</b>	<b>0</b>
<b>2021</b>	<b>0</b>
<b>2020</b>	<b>1 (Deeming By-law - Approved by Council)</b>

### **Zoning By-law Amendments**

If a property owner would like to use or development their property in a way that is not permitted under the Zoning By-law, they may submit a Zoning By-law Amendment Application. An amendment may also be included in the condition for a severance, if the parcels do not have the same zoning designation.

<b>Zoning By-law Amendment Applications</b>	
<b>2022</b>	<b>8</b>
<b>2021</b>	<b>3</b>
<b>2020</b>	<b>0</b>

### **Official Plan Amendment**

An Official Plan Amendment is required if a proposed development does not comply with the Official Plan policies. One (1) Official Plan Amendment application has been deemed complete in 2022. We also have a Township initiated Official Plan Amendment which was started in 2022.

### **Appeals of Council and Committee Decisions**

<b>Appeals of Decisions (OLT/LPAT/OMB)</b>	
<b>2022</b>	<b>0</b>
<b>2021</b>	<b>2</b>
<b>2020</b>	<b>1</b>

### **Pre-Application Meetings**

Prior to submitting an application, a pre-application meeting is scheduled with the applicant, Township staff and County of Frontenac planning staff to discuss the application and potential amendments or requirements to deem the application complete. These meetings are typically 45 minutes in length and include one member of Township staff and one Planner from the County of Frontenac. Township staff spend approximately 30 minutes preparing for each meeting (i.e. printing maps, reviewing roll files, consulting with CBO, etc.) followed by approximately 30 minutes after each meeting writing detailed notes for the planning or roll file, as well as providing the property owner with a summary of the meeting and any additional information requested by the applicant (i.e. list of surveyors, contact information for agencies).

<b>Pre-Application Meetings</b>	
<b>2022</b>	<b>60</b>
<b>2021</b>	<b>123</b>
<b>2020</b>	<b>77</b>

### **Zoning Compliance Letters**

A Zoning Compliance letter provides zoning information detailing permitted uses and various yard setback requirements; information on other zoning provisions which may affect the property; details on active building permits and/or work orders; and include official plan and zoning map(s).

The Planning Department receives formal Zoning Compliance Letter requests from solicitors, real estate agents and members of the public. The following table shows the increase in formal requests received by the Planning department:

<b>Zoning Compliance Letter</b>	
<b>2022</b>	<b>32</b>
<b>2021</b>	<b>31</b>
<b>2020</b>	<b>12</b>

The Planning Department receives numerous requests from current property owners requesting information on developing their property (i.e. zoning, permitted uses, setbacks, proposed development review, etc).

### **Financial Implications**

	2021 Actual	2022 Actual
Compliance Letters	\$ 1,275.00	\$ 2,355.00
Planing Application Fees	\$ 43,000.00	\$ 45,810.00
Road Allowance Admin Fees	\$ 14,500.00	\$ 11,000.00
Licence Agreements	\$ 1,075.00	\$ 892.00

Clerk/Planning Manager's Administrative Report  
Planning Department 2022 Year End Report  
January 13, 2023  
Page 4 of 5

**Recommendation**

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

Clerk/Planning Manager's Administrative Report  
Planning Department 2022 Year End Report  
January 13, 2023  
Page 5 of 5



## 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: January 13, 2023

Re: General Roads Report

### Background

This report will provide a general overview of type of roads within the Township, such as forced roads and concession road allowance. This report does not address Township roads which are owned and maintained by the Township.

### Researched By

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

### Comments

The Municipal Act, 2001, S.O. 2001, c.25, defines a highway as “a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway”. With some exceptions (i.e. forced roads) the term “common and public” refers to highways owned by the municipality.

### Original Road Allowances

These are the road allowances laid out on the original Crown surveys of towns, townships and villages, including both road allowances shown on an original township survey and road allowances shown along the water. In some cases, a road allowance is created through a plan of subdivision. Road allowances are generally 66 feet in width.

From time to time, municipalities consider requests to permanently close road allowances, often for purposes of conveying the parcel(s) to abutting landowners. For example, many waterfront properties have over the years, constructed cottages, residences and other structures on the road allowances in front of their properties. In other cases, waterfront property owners have wanted to acquire

Clerk/Planning Manager's Administrative Report  
General Roads Report  
January 13, 2023  
Page 1 of 3

such road allowances for other reasons (e.g. clear title to water's edge). It is Council's decision whether or not to close a road allowance to the public.

The Township has an established policy (Attachment #1) for property owners to request to purchase the road allowance abutting their property.

As per Section 5.2.5 of the Township's Official Plan "Council recognizes that the public may use unopened road allowances for access by vehicles, or for use by snowmobiles or recreational vehicles even though they are not maintained by the Township. Council is under no obligation to maintain such roads, but may require an agreement for their use or maintenance."

Snowmobile clubs, ATV clubs and members of the general public often request the use of the municipal road allowances. The request may include clearing, grading and maintenance of the road. The Township has an established Licence Agreement Policy and Procedure (Attachment #2) and application for members of the public who wish to use Township owned roads for community or personal use.

#### Colonization Roads

Colonization Roads were constructed by settlers in the 1850s – 1900s. Some Colonization Roads have been assumed or opened by municipalities, while others have fallen out of use and now may be "bush roads" that can be travelled by snowmobiles or all-terrain vehicles only. They are often not shown on any maps, including Registry Office Block Maps. Until a Colonization Road is closed through by-law, they are considered highways.

#### Trespass/Forced Roads

A forced road is a publicly used existing roadway on private land, usually to get around an obstacle that prevents a road from being built on the surveyed road allowance.

Historically, while the surveyors map shows neat straight lines laying out the Lots and Concessions, there was uneven ground, wetlands and other natural features that made it difficult to build roads. The roads were often diverted away from the road allowances to find easier ground. These were called "forced roads". While they are legitimate Township roads, they often cut across lot lines to find the easiest path to get around obstacles in a public road allowance, such as a rock outcrop, a steep hill or a swamp.

#### Road Widenings

A municipality can set their own highway widths; however there are risks to accepting a road width of less than 20 metres (66 feet). Roads less than 20 metres become a problem for road maintenance and emergency vehicles. A road widening is the act of making the surface of a road wider.

The Township's Official Plan contains provisions to permit road widenings with Development Applications. This allows the Township to obtain ownership of

Clerk/Planning Manager's Administrative Report  
General Roads Report  
January 13, 2023  
Page 2 of 3

Forced Roads and allow for wider roads over time. It also ensures the Township can undertake future road improvements when required. A request for a road widening is often included as a condition of severance.

The applicant is required to have the identified portion of the existing road surveyed at a 20 metre width. A By-law must be adopted by Council and registered to assume the portions of the road.

A property owner may submit a request to Council regarding the assumption of a road. If Council is agreeable, the property owner shall be responsible for surveying the road with a 20 metre width. In the past, the Township has paid the legal fees for the preparation of the Transfer and the registration of the Transfer and By-law.

**Financial Implications**

None.

**Recommendation**

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

Attachments:

1. Road Closing Policy;
2. Procedure for Application for Licence Agreement for use of Municipal Road Allowance;
3. Licence Agreement Application.

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

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

**1. Definitions**

In this Policy:

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

**2. Purpose**

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

**3. Application**

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

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

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

Note: No Administration Fee is required at this time.

**4. Inspections**

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

**5. Approval in Principle**

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

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

**6. Survey and Administration Fee**

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

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

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

4

## **7. Public Notice**

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

## **8. Approvals**

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

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

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

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

## **9. Land Costs**

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

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

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

## **10. By-law**

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

By-law #22-15

Policy for the Sale and Disposition of Land

5

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

**11. Deed and Consolidating Documents**

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

**12. Policy Review**

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



6648 Road 506, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352

## **Procedure for Application of Licence Agreement to Use Township Road Allowance**

As per the Township Official Plan Section 5.2.5 Unassumed and Unopened Road Allowances, "Council recognizes that the public may use unopened road allowances for access by vehicles, or for use by snowmobiles or recreational vehicles even though they are not maintained by the Township. Council is under no obligation to maintain such roads, but may require an agreement for their use or maintenance."

### **1. Definitions**

In this Procedure:

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

### **2. Purpose**

The "Procedure for Application for Licence Agreement to Use Township Road Allowance" shall apply to the Application for use of Municipal/Concession/Lot Road Allowances owned by The Corporation of the Township of North Frontenac.

### **3. Application**

The property owner(s) shall complete the Licence Agreement Application which must be signed by all owners' listed on the property. The completed Application shall be submitted to the Clerk.

### **4. Administrative Fee**

As per the Township Fees and Charges By-law, an Application Fee of \$130.00 must be provided by the owner(s). An Administration Fee of \$75.00 must be provided on an annual basis.

### **5. Inspection**

The Application will be provided to the Municipal Road Inspector to complete an inspection of the property. This report will be provided to Council.

Procedure for the Application for a Licence Agreement for Use of Municipal Road Allowances

Page 1 of 2

## **6. Consideration by Council**

The Application will be provided to Council in a Council Agenda which is posted on the Township's website. Council will consider the Application and provide approval or denial of the Application. If approved, the owner(s) will enter into a Licence Agreement with the Township.

## **7. Liability Insurance**

The Applicant will provide the Township with a Certificate of Insurance covering public liability and property damage for no less than \$2,000,000, naming the Township of North Frontenac as an additional insured. This Certificate must be provided to the Township on an annual basis.



6648 Road 506, Plevna, Ontario K0H 2M0  
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352

**LICENCE AGREEMENT APPLICATION  
 FOR USE OF MUNICIPAL ROAD ALLOWANCES**

**Applicant Information**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Contact: Telephone \_\_\_ Email \_\_\_ Fax \_\_\_

**Applicant's Property Information (If Applicable)**

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

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ or Subdivision Lot: \_\_\_\_\_ Plan No. \_\_\_\_\_

Geographic Township: Barrie \_\_\_ Clarendon \_\_\_ Miller \_\_\_ Palmerston \_\_\_ N. Canonto \_\_\_  
 S. Canonto \_\_\_

Civic Address of Property \_\_\_\_\_

**Description of the Township Property Application Applies To (Lot, Concession, etc)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Road Allowance Information**

**Sketch of Proposal**

**Description of any works/improvements to be completed on the Road Allowance**

---

---

---

---

---

**Reason for Request**

---

---

---

---

---

**Applicant(s) Signature**

---

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

---

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

---



## 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: January 13, 2023

Re: Zoning Change Nicholas Sproule (050-010-85603 – Part of Lot 15, Range B, Part 11 on Plan 13R-142)

### Background

The Sproule property is zoned H-X1. As per the Zoning By-law, “H-X1 - only an accessory garage shall be permitted.” In November 2021, the property contained a seacan which was in addition to the existing garage which, at the time, was not permitted on the property under the Zoning By-law. When reviewing the site specific zoning Township planning staff were unable to locate a site specific Zoning By-law, planning file or background information setting out the rationale for the zoning designation. As the amendment was included in the 2004 Comprehensive Zoning By-law, Township staff believe the site specific zoning was addressed during the Zoning By-law review and included when the 2004 Zoning By-law was adopted. However; as there aren't any records this cannot be confirmed.

When looking at the planning process to permit the seacan, the property owner expressed an interest in being permitted a dwelling on the property in the future. Township planning staff were advised by the Township Solicitor that in order to remove the site specific zoning, Council could consider a By-law to repeal the site specific zoning. However; because the property owner wanted to be permitted the seacan prior to the dwelling being constructed, they were advised they would need a Zoning By-law Amendment to change the zoning to permit the seacan (as an accessory structure) prior to a principal structure being constructed and to permit a dwelling in the future. When Council passed the Shipping Container By-law on October 14, 2022 to regulate shipping containers the Amendment to permit the seacan was no longer required as it will be regulated under the separate By-law.

The Clerk/Planning Manager advised the property owner on November 28, 2022, the Shipping Container By-law was passed and the seacan would now be regulated under this By-law. Therefore the Zoning By-law Amendment Application would no longer be required. If they wanted to proceed with removing the site specific zoning with the property being designated Hamlet this could be completed by County Planning Staff preparing a Planning Report to Council for consideration to remove

the site specific zoning. The property owner advised they would like to proceed with this process. Township planning staff returned the fee and closed the Zoning By-law Amendment file. As noted below because we were unable to find a By-law or any historical information on the site specific zoning we are unable to proceed with this process.

### **Researched By**

Tara Mieske, Clerk/Planning Manager  
Dmitry Kurylovich, Community Planner, County of Frontenac

### **Comments**

Dmitry Kurylovich, Community Planner provided the following with respect to the proposed changes to the zoning:

*“The subject property is currently zoned as H-X1. The H-X1 zone states that “on lands zoned H-X1, only an accessory garage shall be permitted”. In other words, the H-X1 Zone prohibits all uses typically permitted in the Hamlet (H) Zone except for one accessory garage.*

*Based on information obtained by County planning staff it appears that the subject lands were initially zoned Hamlet (H) and at one point re-zoned to H-X1 by the previous property owner. According to the property owner at the time, the intent of the zoning by-law amendment was not to prohibit all uses permitted within the Hamlet Zone, but rather to allow an accessory use to be established on the property prior to the construction of a dwelling.*

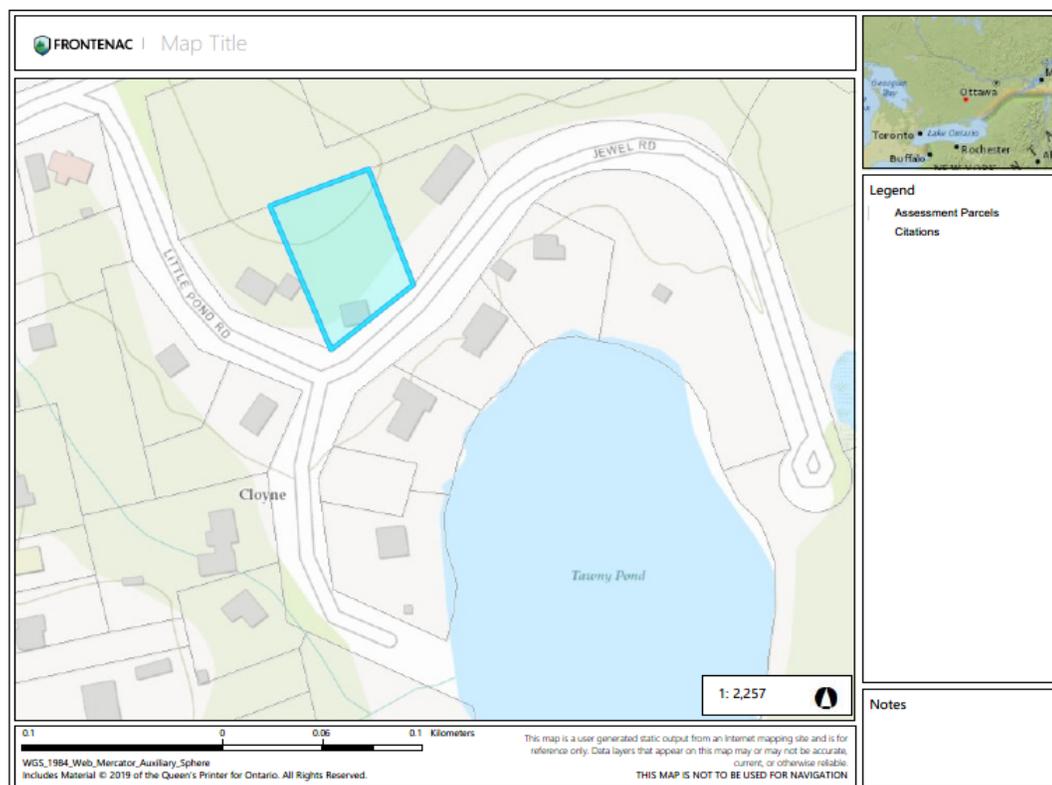
*It should be noted that Zoning By-laws typically only allow accessory uses (garages, sheds) to be constructed on a property after a principal use, such as a dwelling, has been constructed. In other words, unless otherwise permitted in specific zone, the establishment/construction of an accessory use/structure prior to a principal use/structure requires planning approval.*

*County planning staff are of the opinion that restrictive provisions, such as those listed in H-X1, typically reflect significant property constraints that originate from natural heritage features, natural hazards, nearby livestock facilities, aggregate operations, or landfills. Given the lack of property constraints and information received to date it is not clear to County planning staff why the H-X1 zone only permits an accessory structure.*

*To address this issue, the applicant proposed a zoning by-law amendment to revert the zoning of the property back to its original Hamlet Zone. Township staff were advised by legal counsel that the zoning by-law amendment can be dealt with in two ways. The first is the traditional zoning by-law amendment process, the second is by making a request to Council to revoke the by-law that permitted the zoning change in the first place. Township and County planning staff decided that revoking the implementing by-law would be more streamlined and more beneficial for both the applicant and Township staff.*

*Unfortunately, due to the passage of time between the by-law amendment and the subject application, planning staff were unable to obtain any planning reports or meeting minutes related to the by-law that resulted in the re-zoning of the subject parcel from H to H-X1. In addition, the number of the by-law that implemented the zoning change is not referenced in the current zoning by-law or any information obtained to date. Because the by-law number is unknown, there is no legal mechanism to revoke the by-law that changed the zoning of the property from H to H-X1. As such, a zoning by-law amendment is required to rectify the issue.”*

Due to the lack of historical information and the confusion around the process to be used, Township Planning staff are recommending Council consider completing a Township initiated Zoning By-law Amendment to remove the site specific zoning and change the zoning back to Hamlet.



**Financial Implications**

The Township planning fee for a Zoning By-law Amendment is \$1,000. The property does not have any natural hazards therefore the Application will not need to be circulated to the Conservation Authority for comments and therefore no fee will be required. Planning staff have received preliminary comments regarding the suitability of the lot for a septic system so the application will not need to be circulated to South Frontenac for comments and therefore no fee will be required.

Clerk/Planning Manager's Administrative Report  
 Zoning Change Nicholas Sproule  
 January 13, 2023  
 Page 3 of 4

**Recommendation**

**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.



## ADMINISTRATIVE REPORT

To: Mayor and Members of Council

From: Corey Klatt, Dipl. M.A., Chief Administrative Officer  
Kelly Watkins, Dipl.M.A, M.M., Treasurer/CAO Back-Up

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

Date of Meeting: January 13, 2023

Re: Update re: Seniors Funding.

### **Background**

On June 30, 2022 Council passed Resolution #269-22 "Be it Resolved That Council receives for information the Mayor's Administrative Report entitled, Seniors Housing – County Funds;

And That Council instructs the Mayor and Deputy Mayor, as our County representatives, to submit an Administrative Report to County Council to reconsider the May 2018 decision and that we request a reallocation of the \$337,500 to keep seniors at home;

And That Council reallocates the \$100,000 approved in the 2022 budget from the Contingency Reserve Fund for Seniors Housing to be placed in a new Seniors Reserve Fund;

And That Council invite Land O'Lakes Community Services to a Council Meeting to discuss options for providing home maintenance to seniors in North Frontenac, for Council's consideration".

On July 15, 2022 Council passed Resolution # 282-22 "Be it resolved that Council receives for information the presentation from Shelby Rosenblath and Marlene Dacuk, Land O'Lakes Community Services, regarding Home Maintenance for Seniors; and thanks them for their time spent today;

And That Council instructs the CAO to work with Land O'Lakes Community Services on the details of an Agreement for services and report back to Council;

And That Council requests the Mayor contact Rural Frontenac Community Services".

On September 2, 2022 via Council Resolution # 357-22 Council instructed the CAO and Treasurer to meet with both Community Services (Land O'Lakes Community Services (LOLCS) and Rural Frontenac Community Services (RFCS)) and negotiate and review

---

CAO and Treasurer's Administrative Report

Update re: Seniors Funding.

January 13, 2023

Page 1 of 6

services and to report back to Council in regards to potential opportunities for the two services to provide maintenance services, etc... to seniors which could assist them in staying in their homes for a longer period of time.

On October 14, 2022 Council passed Resolution #411-22 "Be It Resolved That Council approves the Mayor and Deputy Mayor requesting the full \$337,500 from the County for Seniors Housing;

At the October 19, 2022 Regular Meeting of Frontenac County Council former Mayor Ron Higgins presented to County Council that "the following are to be voted on as separate motions as required by the result of each vote in the order listed below. We are requesting a recorded vote for each motion.

1. That the County provide the \$337,500 allocated to North Frontenac Seniors to be used to assist seniors to stay in their homes or;
2. That County Council approve North Frontenac's Council requests for \$100,000 of the \$337,500 Senior's Housing money allocated from the County.
3. That the remaining \$237,500 be provided towards other Seniors' Housing projects within the other tree Townships or;
4. That the remaining \$237,500 be left in the County account for future discussion and resolution".

As a result of this discussion Frontenac County Council resolved:

"Motion #: 196- Moved By: Councillor Vandewal  
22 Seconded By: Councillor Revill

Be It Resolved That the North Frontenac allocation of seniors housing funding remain with the County;

And Further That North Frontenac bring back a detailed implementation plan".

Carried

#### **Researched By**

Corey Klatt, Chief Administrative Officer  
Kelly Watkins, Treasurer/CO Back Up.

#### **Comments**

On November 28, 2022 the CAO and Treasurer/CAO Back Up met with Louise Moody, Rural Frontenac Community Services (RFCS) and Susan Andrew-Allen, Marlene Dacuk, and Katie Turl, Land O' Lakes Community Services (LOLCS). Both agencies expressed interest in working with North Frontenac together to assist with enhancing services for seniors in their homes; however felt it would be beneficial for all parties to sit down together to discuss potential opportunities and potential ways of operating.

On January 4, 2023 the CAO and Treasurer were able to meet with staff from both Agencies together. Both Agencies again expressed there would be value in working together towards enhancing home maintenance services in the Township which may assist seniors in staying in their homes for a longer period of time.

The LOLCS currently provides in home maintenance services (indoor and outdoor) for seniors who are over the age of 60 or residents who have accessibility issues. These services include things like assisting with cleaning, sweeping, picking up groceries, grass cutting, piling wood, shoveling walkways, (mostly using the residents equipment) etc... within Ward 1 in North Frontenac Township, but would consider expanding these services throughout the rest of the Township if needed. They do not offer services that may require use of a ladder, etc... They advised they are able to provide limited services at this time as it is very difficult to obtain brokered workers, throughout the area. As a result, moving forward it would be crucial that NF assist with promoting and advertising the need for workers prior to advertising the enhanced services to ensure the program's success. Also, currently the LOLCS requires their brokered workers to have Criminal Police Reference checks completed and encourages them to have liability insurance in place (not mandatory but strongly encouraged). Currently the LOLCS services 8 clients in North Frontenac Township for minor home services (cleaning, etc...).

The RFCS currently provides indoor housekeeping services to residents in Wards 2 and 3 within North Frontenac Township, and are interested in working with the Township to enhance these service, but do not offer outdoor maintenance opportunities. They advised they are willing to look into this option and let us know; however if unable to accommodate would be happy to direct clients requiring outdoor services to the LOLCS for these services throughout the Township. RFCS workers are hired workers (not brokered workers); therefore are covered under RFCS' WSIB, liability insurance, etc.. Also, all RFCS employees have First Aid and CPR.

Note: On January 5, 2023 Louise Moody, Executive Director for RFCS advised they are not able to offer outdoor home maintenance services but would refer these requests to Land O'Lakes Community Services. She also advised that between January and December 2022 RFCS provided 14 clients in North Frontenac with 345 hours of home help services and 18 clients with Meals on Wheels.

It was expressed by RFCS that there is not currently a waiting list in North Frontenac for these services; however it is not clear that seniors are fully aware that these services are available at this time, so very possible that new clients will sign up once a marketing program is introduced.

Both agencies are interested in this model and agree we could make something work. They would like to see a system where they provide the services and invoice North Frontenac to keep things simple and to keep things separate as both agencies operate within various Township's.

Note: Neither of the agencies are able to provide larger home maintenance services such as carpentry work, larger contracted services, etc...

Both agencies expressed concern with attempting to find snow plow operators for seniors as they have had a very difficult time finding interested and dependable snow plow operators to assist.

During our meetings it was identified that the Meals on Wheels Program that is in existence via both agencies is very effective within the Township but could use a boost in funding and transportation continues to be an issue in our rural area; therefore this may also be something to consider.

It was also mentioned that it may be beneficial for the Township to consider a grant program for seniors who need funding for larger renovations in their homes who cannot afford it. There is currently a granting program for home renovations for seniors within Frontenac County; however it was explained that it is very difficult for Senior's to be approved for this funding as they need to have a very limited income to be eligible. This option would require more investigation to ensure it fits within what we are able to do under the Municipal Act.

As a result of our meetings it is recommended that:

- (1) The CAO and Treasurer continue to work with RFCS and LOLCS to develop a Pilot Program (and Agreement) for one year for potential funding opportunities for the two agencies to enhance current maintenance services, to seniors which could assist them in staying in their homes in North Frontenac Township for a longer period of time;
- (2) The Township provides each Agency with a maximum of \$10,000 for the first year towards this Program; however each agency will invoice the Twp for actual services provided which will assist in assessing the need for the program and potential future costs to ensure the program remains sustainable if needed; .
- (3) Once Council approves the Pilot Program the Township assist the Agencies with marketing for brokered workers and/or volunteers to assist with the Program, using Township staff and funding for advertising;
- (4) The Township assist with marketing the Program once implemented to help ensure seniors are aware of these opportunities;

As mentioned above, former Mayor Higgins was directed by County Council to bring back a detailed implementation plan for the County to consider providing the \$337,500 allocated to North Frontenac Seniors to be used to assist seniors to stay in their homes. As former Mayor Higgins is no longer a Member of Council it is recommended that Mayor Lichy, two members of Council and the CAO and Treasurer work together to attempt to develop a Business Case for North Frontenac Council's consideration to be

presented to County Council in the future in regards to the \$337,500 that the County originally allocated towards a Seniors Housing Project in North Frontenac.

### **Financial Implications**

\$100,000 has been set aside in a Seniors Reserve Fund that is intended to be used to assist with keeping seniors in their homes longer which could be used to support a multi-year plan if Council agrees to only provide up to \$10,000 per year for each agency. It would also be important that Council continue to put money away annually to ensure the Program remains sustainable.

It is important to understand that the Seniors Housing Funding from Frontenac County represents a percentage. For example, the funding formula approved by County Council requires the County to pay the Township based upon the percentage of funds for the total project. Given that each member municipality was to be implementing seniors housing in a manner that reflects local needs and circumstances, the disbursement of the funds to each Township is to be based upon receipts paid by the municipality as a percentage of total project costs as paid by the municipality. For example, if the total project cost is \$1,000,000 as approved by the member municipality, the County would pay to the municipality 33.75% as funds were disbursed as certified by the municipality (i.e.,  $\$337,500 \div \$1,000,000 = 33.75\%$ ).

### **Recommendation**

**Be It Resolved** That Council receives for information the Chief Administrative Officer and Treasurer's Administrative Report entitled "Update re: Seniors Funding";

**And That** the CAO and Treasurer continue to work with Rural Frontenac Community Services and Land O'Lakes Community Services to develop a Pilot Program (and Agreement) for one year for potential funding opportunities for the two agencies to enhance current home maintenance services, to seniors which could assist them in staying in their homes in North Frontenac Township for a longer period of time, for Council's consideration;

**And That** the Township provides each Agency with a maximum of \$10,000 for the first year towards this Program; however each agency will invoice the Township for actual services provided which will assist in assessing the need for the program and potential future costs to ensure the program remains sustainable if needed;

**And That** once Council approves the Pilot Program the Township assist the Agencies with marketing for brokered workers and/or volunteers to assist with the Program, using Township staff and funding for advertising;

**And That** the Township assist with marketing the Program once implemented to help ensure seniors are aware of these opportunities;

---

CAO and Treasurer's Administrative Report  
Update re: Seniors Funding.  
January 13, 2023  
Page 5 of 6

**And That** Council directs the Mayor, two members of Council, the Chief Administrative Officer and Treasurer to draft a Business Case regarding the \$337,500 that the County of Frontenac originally allocated towards a Seniors Housing Project in North Frontenac, for Council's consideration prior to Mayor Lichy and Councillor Fowler presenting it to County Council.

**And That** the two members of Council appointed to assist the Mayor, CAO and Treasurer with drafting a Business Case for Council's consideration are

\_\_\_\_\_.



## Administrative Report

To: Mayor and Members of Council

From: Kelly Watkins, Dipl. M.A., M.M., Treasurer

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

Date of Meeting: January 13, 2023

Re: 2022 Variance Report as of December 31, 2022

### Background

The Year End Variance Report provides a summary by Sub Category to the Personnel & Audit Committee (P&A) as to the Municipal Operations in relation to the annual Council approved budget. There are still year end invoices and entries to be made, so this is not a final report. The final year end variance report will be provided to the P&A Committee later in the year. The Managers review their variances (approved budget vs. actual year-to-date amounts) throughout the fiscal year in order to have time to implement any necessary actions to mitigate potential shortfalls.

At the Committee meeting held on October 17, 2016, Res #26-16 instructed the Treasurer not to include the Statement of Revenue and Expenditures in future Variance Administrative Reports. The Statement of Revenue and Expenditures will not be included throughout the year, however, it should be included in the Year End Report for each Fiscal Year.

### Researched By

Kelly Watkins, Dipl.M.A, M.M., Treasurer

Corey Klatt, Dipl.M.A, CAO

Darwyn Sproule, P. Eng., Public Works Manager

### Comments

Due to the timing with the election, we did not have an end of year P & A Committee meeting to review the preliminary year end variance report, and a P&A Committee has not been appointed at this time for 2023 and beyond.

Treasurer Administrative Report  
2022 Variance Report as of December 31, 2022  
January 13, 2023  
Page 1 of 3

Therefore, this report is coming directly to Council as there are a couple of categories that are significantly over budget. The two categories that are significantly over budget, are Fuel & Lube and Repairs. See attached Budget to Actuals – YTD – Categorized to see all Category comparisons.

01-300-0-53316 G14-1 - 2014 - Grader Cat 140M 2 – Repairs (\$14,561 over budget) – replace windows, higher cost for tires and repairs to grader blade.  
01-300-0-53610 T126-1 - 2012 Int. Tandem – Repairs (\$14,813 over budget) – new tires and walking beam repair.  
01-300-0-53612 Repairs - T146-1 2014 Tandem (Roads and Recycling) (\$13,383 over budget) - engine repair, since replaced due to fire  
01-300-0-53614 T15-1 2015 Freightliner Tandem (\$6,624 over budget) – new tires  
01-300-0-53615 T16-1 Freightliner Tandem 114SD (\$5,419 over budget) – due to Insurance deductible for roll over at the beginning of the year.

### **Financial Implications**

Due to the amount of the over budgets, it is recommended that Council approve the money to come from Reserve Funds to ensure we are not in a deficit at year end. To transfer money from Reserve Funds requires approval from Council.

We are requesting Council's approval to transfer the final over budget for Fuel & Lube from the Roads Winter Maintenance Reserve Fund that has a 2022 projected yearend balance of \$733,448.65 per the 2022 Budget (the current over budget is \$80,127 (pending final invoices)), also, to transfer the over budget amounts for the Repairs Category for the vehicles described above from the Infrastructure Sustainability Tangible Capital Asset (TCA) Reserve Fund with a 2022 projected yearend balance of \$1,482,987.35 per the 2022 Budget (the current amount is \$54,800 (pending final invoices)).

If the Township experiences a surplus, pending the completion of year end the excess funds will be transferred into the Contingency Reserve Fund (this Reserve Fund is used for various items as determined by Council not used for Capital items).

### **Recommendation**

**Be It Resolved That** Council receives the Treasurer's Administrative Report entitled "2022 Variance Report as of December 31, 2022", for information purposes.

**And That** Council instructs the Treasurer to transfer the over budget amount for the Category of Fuel & Lube from the Winter Maintenance Reserve Fund;

Treasurer Administrative Report  
2022 Variance Report as of December 31, 2022  
January 13, 2023  
Page 2 of 3

**And That** Council instructs the Treasurer to transfer the over budget amount for the Category of Repairs (vehicles & equipment) from the Infrastructure Sustainability Tangible Capital Asset (TCA) Reserve Fund

Attachment (1)

- 2022 Budget vs Actual (by Sub Category)

<b>Budget to Actuals - YTD - Categorized</b>					
Township of North Frontenac					
Run Date: 04/01/23 8:47 AM					
as of December 31, 2022					
	2022	2022			
	Approved	Actuals	Variance	Variance	
		YTD	(\$)	(%)	
				Explanation of Variances	
<b>Revenues</b>					
Taxation	10,088,511	10,119,862	31,351	(0.3%)	
User Charges	596,755	702,605	105,850	(17.7%)	Increase in Crownland Fees and Building Permit Fees any surplus transferred to applicable Reserve Fund
Contribution from Reserve/Reserve Funds	5,644,860	758,153	(4,886,707)	86.6%	Year End transfers to be completed
OMPF Grant	1,828,400	1,828,400			
Federal Gas Tax	240,580	60,195	(180,385)	75.0%	County of Frontenac transfer for CCBF(formerly FGT) and CIP Program to be received
Government Grants	1,175,628	1,027,213	(148,415)	12.6%	Pending year end setup
Grants/Donations	24,500	22,615	(1,885)	7.7%	
Internal (between departments)	100,375	60,498	(39,877)	39.7%	
Joint Services	34,500	0	(34,500)	100.0%	Billed at year end
Sale of Land/Equipment	11,500	3,053	(8,447)	73.5%	Surplus sale was not completed in 2022, to be completed in 2023
Cemeteries	6,500	9,425	2,925	(45.0%)	
Miscellaneous Operating - includes Tax Certificates/Zoning Letters; US Fund Exchange; Bank Interest; Map Sales; Helipad Maintenance; Microfit Proceeds; etc	33,885	410,361	376,476	(1,111.0%)	Over budget due to Insurance Company Reimbursement of \$317,492 for T14-1 (Res #344-22), WSIB reimbursement of \$28,855 to be transferred to Reserve Fund (Res #08-22), Slight Increase in Reimbursed expenses various departments
Prior Year Surplus	150,000	150,000			
<b>Total Revenues</b>	<b>19,935,994</b>	<b>15,152,380</b>	<b>(4,783,614)</b>	<b>24.0%</b>	

<b>Budget to Actuals - YTD - Categorized</b>					
Township of North Frontenac					
Run Date: 04/01/23 8:47 AM					
as of December 31, 2022					
	2022	2022	Variance	Variance	
	Approved	Actuals	(\$)	(%)	Explanation of Variances
		YTD			
<b>Expenses</b>					
Building Maintenance	(281,423)	(229,063)	52,360	18.6%	
Capital	(4,668,659)	(3,746,552)	922,107	19.8%	Waiting on Final Invoices for Projects
Cemetery trust	(1,500)		1,500	100.0%	
Computers	(228,315)	(201,332)	26,983	11.8%	
Contracted Services	(1,494,432)	(1,163,771)	330,661	22.1%	Waiting on Final Invoices which includes OPP billing
Contribution to Reserve/Reserve Funds	(296,040)	(324,895)	(28,855)	(9.7%)	
Contribution to TCA Reserve Funds	(2,691,390)	(2,681,390)	10,000	0.4%	
Education	(3,317,535)	(3,332,060)	(14,525)	(0.4%)	
Fuel & Lube	(195,700)	(275,827)	(80,127)	(40.9%)	Significant variance due to change in fuel prices in 2022, which were not anticipated at the time budget was completed.
Grants/Donations	(48,255)	(16,925)	31,330	64.9%	
Infrastructure Loan Payment	(47,108)	(23,642)	23,466	49.8%	
Insurance	(186,399)	(167,716)	18,683	10.0%	
Internal (between departments)	(52,250)	(34,148)	18,102	34.6%	
Joint Services - Kalada Barrie Fire Dept	(257,545)	(257,545)			
Miscellaneous expenses - includes Supplies; Postage; Dry Hydrant Program; Water Regulations; Emergency Plan/911/Helipad; Occupational Health & Safety; Signs; Bank Service Charges; Legal; Mileage; Dispatch/Communications; Memberships; Advertising; Protective Clothing; Fire/EFR Equipment; Committee Expense; Waste Site Cover Materials; Recreation; Etc.	(1,292,066)	(536,320)	755,746	58.5%	Will be significantly under budget as it included the anticipated expense for Seniors Housing that did not move forward.
Payroll	(4,126,606)	(3,762,990)	363,616	8.8%	Final payroll accrual to be setup, projected under budget as TSO position not filled.
Repairs (vehicle & equipment)	(216,189)	(271,068)	(54,879)	(25.4%)	Some Accounts are over budget and some under. The significant repairs that created the Category to be over budget is for the vehicles identified in the Administrative Report.

<b>Budget to Actuals - YTD - Categorized</b>					
Township of North Frontenac					
Run Date: 04/01/23 8:47 AM					
as of December 31, 2022					
	2022	2022			
	Approved	Actuals	Variance	Variance	
		YTD	(\$)	(%)	Explanation of Variances
Roads Maintenance	(366,100)	(600,313)	(234,213)	(64.0%)	Over budget due to work completed after wind storm in May 2022, application for funding from the Provincial Municipal Disaster Recovery Assistance Program has been submitted, waiting on response if it will be approved. If funding not received to be paid from Contingency Reserve Fund (Res #343-22)
Taxation	(62,000)	(53,516)	8,484	13.7%	
Telephone	(17,612)	(15,133)	2,479	14.1%	
Training/Conference	(98,100)	(51,040)	47,060	48.0%	
Utilities (Heat & Hydro)	(127,100)	(140,256)	(13,156)	(10.4%)	
<b>Total Expenses</b>	<b>(20,072,324)</b>	<b>(17,885,502)</b>	<b>2,186,822</b>	<b>10.9%</b>	
<b>Total Township of North Frontenac</b>	<b>(136,330)</b>	<b>(2,733,122)</b>	<b>(2,596,792)</b>	<b>(1,904.8%)</b>	



## Administrative Report

To: Mayor and Members of Council

From: CAO and Managers

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

Date of Meeting: January 13, 2023

Re: 2023 Draft Budget Proposed Meeting Dates

### Background

The Treasurer has provided the Managers with copies of their applicable Department(s) 2022 Asset Management Plan Tangible Capital Assets (TCA) ten year Replacement Schedules (as included in the 2022 Budget) for their review; with recommended 2023 changes to be discussed with Council.

The Managers receive their applicable Department(s) unaudited Statement of Revenues and Expenditures throughout the year to review the annual year-to-dates, with respect to their approved 2022 Budgets. The Manager's provide explanations for any variances to the Treasurer and CAO, and the Treasurer's Variance Administrative Reports are included in the Personnel & Audit Committee's Agendas. The Managers will continue to review the line-by-line Statements on a monthly basis and as needed; and the Treasurer will continue to provide the overview details to the Personnel-Audit Committee through the Variance Reports. Also, the Treasurer will provide the Managers with their draft 2023/2024 Budget for the Managers to work on. The Managers will meet with the CAO and Treasurer to review the draft 2023Budget, prior to it being presented to Council.

Please note that Municipal Property Assessment Corporation (MPAC) provides the Municipal Treasurer with the Assessment Roll annually in late December in accordance with legislation. Due to Covid-19 the Province postponed the 4 year assessment update that was to happen during 2020 for 2021-2024; therefore, the only assessment changes that we will see will be growth captured in 2022. This will be the third year that we will not see any market changes.

Typically Council reviews the Township's four year Strategic Plan prior to Operating Budget discussions; however as the 2019-2022 Strategic Goals have been completed and timelines required to effectively complete budget for 2023 it is recommended that we complete a comprehensive review of our Strategic Plan after budget for mid 2023 to mid 2026. It is anticipated that the 2023 Budget will be significantly impacted due to inflation while

Administrative Report – CAO and Managers  
2023 Draft Budget Proposed Meeting Dates  
January 13, 2023  
Page 1 of 3

maintaining our current services. It is also being proposed in the 2023 Budget that the Township hires a third party to assist with developing an effective Strategic Plan that reflects our true needs as a municipality.

### **Researched By**

Corey Klatt, Dipl.M.A, Chief Administrative Officer  
Kelly Watkins, Dipl.M.A, M.M., Treasurer/CAO Back-Up  
Brooke Hawley, Dipl.M.A., Manager of Community Development  
Tara Mieske, Dipl.M.A., M.M., Clerk/Planning Manager  
Darwyn Sproule, P.Eng, Public Works Manager  
Eric Korhonen, Director of Emergency Services/Fire Chief

### **Comments**

Staff are recommending the following preliminary 2023 Budget timelines (meeting dates and proposed steps/scope):

- Friday, February 3, 2023 following the Regular Council Meeting
  - Proposed Tangible Capital Assets (TCA) ten year Replacement Schedules (2023 to 2032 planned spending) to be considered by Council to enable 2023 Tenders to be started (i.e. need to start early to try and attract more competitive bids).
  
- Friday, February 17, 2023 at 9:00 am and March 3<sup>rd</sup> (if required)- Operating Budget
  - To review the proposed 2023/2024 Operating Budget
  - Annual Repayment Limit (ARL)
  - Education Tax Rates County of Frontenac Budget impact on NF
  - NF Tax Rate increase/decrease history
  - An Analysis of the Reserve Funds – financial integrity of the municipality
  - Budget overview (Key impacts)
  - Draft line-by-line budget, including Reserve/Reserve Funds balances; along with draft Operating budgets and Capital vs. Operating summaries (totals/percentages) by Department.
  - Draft Budget Summary and sample calculations (Dollars to be raised, etc.)
  
- At the Regular Council Meeting March 17, 2023 at 9:00 am
  - 2023 draft final Budget to be presented.
  - Council to consider the proposed Tax Rate By-law later at that meeting. However, Council may wish to defer this if Council feel additional pertinent information is required first.

### **Financial Implications**

None at this time – pending Council's direction at the upcoming Meetings.

## **Recommendation**

**Be It Resolved That** Council receives the Chief Administrative Officer and Manager's Administrative Report entitled "2023 Draft Budget Proposed Meeting Dates" for information purposes;

**And That** Council tentatively sets the 2023 Budget Meeting(s), for the following dates/purposes (subject to change, with advance notice given):

- Following the Regular Council Meeting on February 3, 2023 to review the proposed Tangible Capital Assets (TCA) ten year Replacement Schedules (2023 to 2032 planned spending);
- Special Meeting - Friday, February 17, 2023 at 9:00 am and March 3 (if required)- Operating Budget
- Friday, March 17, 2023 at 9:00 am the 2023 draft final Budget will be presented for Council to consider the proposed Tax Rate By-law later in the meeting. However, Council may wish to defer this if Council feel additional pertinent information is required first.



**Be It Resolved That** the Committee adopts the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee dated October 31, 2022, as circulated.

**Carried**

**6. Business Arising from the Minutes**

**a) File #A05/21– 1135 Arcol Road (Low/Williams)**

**i. Minor Variance Application for relief from the following Section(s) of Zoning By-law #55-19:**

- **3.1.1 (c), 3.27(e) and 4.9.3(a) – To Install an Septic System within the 30 metre setback of Palmerston Lake**

**ii. Request for Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure**

Ryan Low, Applicant, attended the meeting, electronically.

Jennie Kapusta, County Planner, provided an overview for the initial proposal considered by the Committee in May 2021. She advised the applicants proposed to:

- Demolish and rebuild the existing deck, including squaring off a corner of the deck, resulting in a total area of 6.6 square metres;
- Install a new septic system a minimum of 15 metres of Palmerston Lake;
- Install a new entrance and parking area; and
- Construct a retaining wall (due to the steep slope of the property).

Kapusta advised the Public Works Manager expressed concerns that the proposed location of the septic system may be encroaching into the road allowance of Arcol Road; the proposed parking area had no defined entrance resulting in safety concerns; and the steep slope may require the retaining wall to be engineered. Kapusta noted Mississippi Valley Conservation Authority (MVCA) were satisfied with the proposed expansion of the deck provided the other shoreline decking was removed and the area revegetated. MVCA also advised a geotechnical study would be required for the septic installation due to the steep slope. Kapusta noted South Frontenac, as septic approval authority, had no concerns with the proposed development.

Kapusta advised comments were received from the neighbours with respect to the encroachment of the driveway on their property and requested the iron bar on the northeast corner of the lot be marked. Due to the numerous concerns raised, the Committee deferred the application, requesting a survey sketch and geotechnical evaluation.

Kapusta advised the applicants submitted a revised proposal including:

- Demolish and rebuild the existing deck, including squaring off a corner of the deck, resulting in a total area of 6.6 square metres;
- Install a new septic system a minimum of 15 metres of Palmerston Lake;
- A revised 20 foot entrance and parking area with an area of 40 feet in response to comments provided by the Public Works Manager, including the removal of a wood shed;
- Removal of a screened building, to be replaced with screened porch attached to the cottage; and
- Construction of retaining wall, compliant with Ontario Building Code regulations.







application meets the required four tests based on the following:

- no extensive vegetation removal is required;
- the applicant relocated the powerlines to increase the setback from the waterbody;
- the area of the dwelling and garage falls below permitted lot coverage; and
- the proposed septic system is outside 30 metres setback and will drain towards the road.

Kurylovich noted the Ministry of Environment, Conservation and Parks (MECP) suggest ecological benefits area is achieved with a minimum vegetative buffer of 15 metres, which results in the protection of the riparian zone. He advised the proposed setback from the waterbody is 20 metres. The proposed setback is greater than most other lots within the area

Kurylovich advised an attached garage in front of a house is generally undesirable from a streetscape perspective; and the best practice is to situate a garage away from the septic system to protect the system from accidental damage.

Kurylovich advised the Minor Variance application meets the required four tests and recommends approval of the application subject to conditions included in planning report, unless issues arise during the meeting that cannot be resolved.

Diane Reid, Environmental Planner, MVCA, noted the Conservation Authority recognize the County and Township have other considerations when reviewing planning applications. She advised MVCA's role is to look at environmental impacts, with their position being to maximize of the waterbody setback.

Reid noted the attached garage could move towards the south east corner of the lot if the proposed septic system is relocated. She noted MVCA are not experts on septic systems, and the applicant would need to consult with a sewage installer and South Frontenac, as the septic approval authority. She advised MVCA's proposed location for the septic system would be 6 metres from the proposed driveway, which is in compliance with the Ontario Building Code. She noted there are merits in exploring potential reductions, as a 6-7 metre reduction is significant.

Sproule advised she attended the site and asked if the proposed relocation of the attached garage brings it closer to the road. Reid advised the garage would have a setback of 7.5 metres from the road. Wood noted this appears to leave room for only one car and asked about overflow parking. Mr. Taylor advised there is not enough width for parking along the side of the Township road. He noted there is also a blind spot, which may be safety hazard if there are cars along the side of the road.

Mr. Taylor advised Grindstone Lake Road used to run through the property; however the road and hydro easement was moved to create a building envelope. He advised the location of the proposed septic system was identified by the septic consultant. He noted the area proposed by MVCA is rock, low lying and flat. He advised if the area is pushed up for a gravity system, the front door will be 3 feet from the ground. Mr. Taylor advised he tried to find the best utilization of the lot by doing his due diligence and changing design. He noted it is not feasible to obtain the 30 metre setback. He advised the building may be moved back slightly but he won't know until the building process starts.





---

Secretary-Treasurer



### 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 decisions and/or activities</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>
--	---

#### 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>
-----------------------------	---

#### Councillor Roy Heutl

<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>
---	---

#### 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> County Business – Second Member	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>• Update Council on County Council</li> </ul>
--	--

**Deputy Mayor John Inglis**

<b>Portfolio:</b>	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
-------------------	---

Note: The portfolios will be amended as portfolios are added through Council Resolution.

The Corporation of the Township of North Frontenac

By-Law #01-23

**A By-Law to Amend the Township of North Frontenac Official Plan (Amendment Number 1, Provincial Bills 13 and 109)**

**Whereas** the Province of Ontario passed *Bill 13, Supporting Businesses and People Act, 2021*, which includes changes to the *Planning Act* regarding the delegation of authority for minor zoning by-law amendments; and,

**Whereas** the Province of Ontario passed *Bill 109, More Homes for Everyone Act, 2022*, which includes changes to the *Planning Act* that require the refunding of fees for certain types of planning applications if a decision is not made within the required provincial timeframes; and,

**Whereas** North Frontenac Council has held a Public Meeting as required by the *Planning Act* on January 13, 2023;

**Now Therefore**, the Council of The Corporation of the Township of North Frontenac, in accordance with the provisions of Section 17 of the *Planning Act, R.S.O. 1990.c.P. 13*, as amended, enacts as follows:

1. The Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 1 to the Township of North Frontenac Official Plan:
  - a. **Amend** the text of Section 6.9, Planning Act, of the Township of North Frontenac Official Plan as follows:
    - 1) Insert a new sub-section 6.9.1., entitled “Complete Applications”.
    - 2) Renumber existing sub-sections 6.9.1 through 6.9.15 to be sub-sections 6.9.2 through 6.9.16.
    - 3) Insert the following text as a new sub-section 6.9.1.a.: “The submission of a complete application may include, but not be limited to, the completion of any applicable municipal forms, the payment of all required fees, the submission of studies, reports and drawings, and technical comments on studies, reports and drawings by all relevant departments, agencies, ministries, or third-party peer reviewers.”
    - 4) The remaining three unnumbered paragraphs in Section 6.9.1 should be numbered as sub-sections “b” through “d”.
    - 5) In Section 6.9.1.b., amend the fourth sentence by deleting the words “for an Official Plan Amendment, a Zoning By-law Amendment, or Subdivision” and replacing them with the words “involving an approval under the Planning Act”.

- 6) In Section 6.9.1.b., amend the bullet point list of items by adding a new final bullet point that reads as follows: “Any other studies required by the Township that are not reflected in the above list.”
  - 7) In Section 6.9.1.c., amend the existing sentence by deleting the first word “These” and replacing it with the words “The above”.
  - 8) In Section 6.9.1.c., amend the existing sentence by deleting the words “Official Plan amendment, a Zoning By-law Amendment, or a Plan of Subdivision” and replace it with the words “application for approval under the Planning Act”.
  - 9) Insert the following new policy as sub-section 6.9.1.d.: “Any additional studies or information that is required as part of a complete application under the Planning Act will be at the discretion of the municipality, to ensure that all the relevant and required information pertaining to a development application is available to enable Council or its designated approval authorities to make informed decisions within the prescribed time periods. It also ensures that the public and other stakeholders have access to all relevant information early in the planning process.”
  - 10) Insert the following new policy as sub-section 6.9.1.e.: “All required reports and technical studies will be carried out by qualified persons retained by and at the expense of the proponent. The Township may require a peer review of any report or study by an appropriate public agency or a professional consultant retained by the Township at the proponent’s expense.”
- b. **Amend** the text of the Township of North Frontenac Official Plan by inserting a new sub-section 6.9.17, Pre-Application Consultation to Section 6.9, Planning Act, as follows:

**6.9.17. Pre-Application Consultation**

- a. Pre-application consultation is required for all planning applications where the Township is the approval authority. The Township may structure the pre-application consultation process to include multiple stages, where warranted, based on the complexity of the proposal and the type of application. Details regarding the process will be included in a pre-application consultation by-law.
- b. The Township may establish pre-application consultation fees to cover staff time to review and assess application information and technical studies prior to declaring an application complete.
- c. The Township may require a proponent to hold a public open house as part of the pre-application consultation process, prior to any statutory public meetings required by the Planning Act. The open houses will be

held for large or complex applications and will be at the discretion of the municipality.

- d. Where applications require the approval of the County of Frontenac (i.e., Official Plan Amendments), the County will be involved in pre-application consultation and will assist the Township in determining the requirements of a complete application. The County will be engaged early in this process to assist in ensuring any concerns or issues the approval authority may have can be addressed early in the application process.
- c. **Amend** the text of the Township of North Frontenac Official Plan by inserting a new sub-section 6.9.18, Delegated Authority to Section 6.9, Planning Act, as follows:

#### **6.9.18 Delegated Authority**

- a. The Township may delegate its authority for various approval or advisory functions in accordance with the provisions of enabling legislation including the Planning Act, the Municipal Act, and the Ontario Heritage Act.
- b. The Township may, by by-law, delegate its authority for various approval or advisory functions to:
  - A committee of council; or
  - An individual who is an officer, employee, or agent of the municipality.
- c. The delegation of applications under the Planning Act does not alter any notice or public meeting requirements or limit appeal rights. It also does not change the requirements under the Planning Act for land use planning decisions to be consistent with the Provincial Policy Statement and to conform or not conflict with provincial plans or the County of Frontenac Official Plan.
- d. In receiving and reviewing a planning application, a committee of Council or an appointed officer, employee, or agent, which has been delegated authority, will provide information to the public and host required public meetings in accordance with the Planning Act. Consultation with the applicable Conservation Authority, the County of Frontenac, Parks Canada, provincial Ministries, Indigenous communities, and other applicable public commenting agencies will be completed.
- e. Under Section 41(2) of the Planning Act, Council has the authority to put a site plan control by-law in effect for certain lands and types of development within the Township. Section 41(4) of the Planning Act delegates the authority to make decisions on site plan control

applications to an officer, employee, or agent of the municipality as an authorized person.

- f. Further to Section 6.9.18.e., the Township may delegate its authority for additional types of planning applications, by by-law, as follows:
  1. Consents (Land Severances), including new lot creation, lot additions, and easements
  2. Validation Certificates
  3. Minor Zoning By-Law Amendments including:
    - A by-law to remove a holding symbol under Section 36 of the Planning Act where the conditions to remove the holding symbol have been met and any required agreements have been executed.
    - A by-law to permit a temporary use under Section 39 of the Planning Act.
    - Zoning By-Law Amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and technical agencies during the required circulation period.
2. The Clerk be authorized and directed to make application to the County of Frontenac for approval of Official Plan Amendment Number 1 for The Corporation of the Township of North Frontenac.
3. This by-law shall come into force and take effect on the date of final passing by the Council of The Corporation of the County of Frontenac, subject to the provisions of the *Planning Act, R.S.O., 1990.c.P.13*, as amended.

Read a first and second time this 13<sup>th</sup> day of January 2023.

Read a third time and finally passed this 13<sup>th</sup> day of January 2023.

---

Mayor

---

Clerk

The Corporation of the Township of North Frontenac

**By-law # 02-23**

**Being a By-law to Authorize Borrowing from Time to Time to Meet Current Expenditures during the Fiscal Year ending December 31, 2023**

**Whereas** pursuant to Section 9 of the Municipal Act, 2001, 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** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that 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** pursuant to Section 407(1) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides a municipality with authority for temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year;

**And Whereas** pursuant to Section 407(2), (3) and (4) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed, (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year. Until the budget is adopted in a year, the limits upon borrowing under subsection (3) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year. Estimated revenues do not include revenues derivable or derived from, (4) (a) arrears of taxes, fees or charges; or (4) (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose;

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

1. **That** the Head of Council and the Treasurer are hereby authorized to temporarily borrow from time to time by way of promissory note or banker's acceptance during the year 2023 (hereby referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto.
2. **That** the lender(s) from whom amounts may be borrowed under authority of this by-law shall be Bank of Montreal and such other lender(s) as may be determined from time to time by resolution of Council.

3. **That** the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed the limits set out in Section 407(2) and 407(3) and 407(4) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto.
4. **That** the Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, a certified copy of the resolution mentioned in Section 2 of this by-law which determines the lender if applicable and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any or all sources under the authority of Section 407 of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto, that have not been repaid, excluding amounts borrowed from the Corporation's reserve(s)/reserve funds.
5. **That** promissory notes or banker's acceptances made under Section 1 of this by-law shall be signed by the Treasurer and the Head of Council.
6. **That** the Treasurer is hereby authorized to temporarily borrow from the reserve(s)/reserve funds of the Corporation sums as may be necessary to meet the current operating expenditures of the Corporation.
7. **That** all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
8. **That** this by-law shall take effect immediately upon the passing hereof.

**Read** a first and second time this 13<sup>th</sup> day of January 2023.

**Read** a third time and passed this 13<sup>th</sup> day of January 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of North Frontenac

**By-law #03-23**

**Being a By-law to amend By-Law #07-2003**

**Whereas** By-law #07-2003, respecting The Naming and/or Renaming of Public Highways and Private Lanes was enacted February 10, 2003;

**And Whereas** By-laws #02-07; #39-07; #50-07; #29-08; #38-08; #43-08; #89-09; #95-09; #119-09; #64-10; #89-10; #137-11; #73-14; 82-14; 75-17; 50-20 and 1-21 amended Schedule "B" of By-law #07-2003;

**Now Therefore** the Council of the Corporation of the Township of North Frontenac deems it necessary to amend Schedule "B" of By-Law #07-2003 by adding a private lane name:

1. "Beech Corners Lane", the new lane is accessed via Buckshot Lake Road running south across properties in Lot 1 Concession 16, Geographic Township of Barrie, the Township of North Frontenac;

**And That** this amendment to the By-Law shall come into full force and effect on the day it was enacted.

**Read** a first and second time this 13<sup>th</sup> day of January, 2023

**Read** a third time and passed this 13<sup>th</sup> day of January 2023

---

Mayor

---

Clerk

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

**By-law #04-23**

**Whereas** it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called 'The Corporation', that part of the 66' original shore road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owner(s) as they may direct;

**And Whereas** notice of this By-law has been published once in the Frontenac News, a newspaper published in the Village of Sharbot Lake, in the County of Frontenac and circulated in the surrounding Townships including the Township of North Frontenac;

**And Whereas** notice of this By-law has been posted up for at least ten days, at the Municipal Office; on the Township Website; and on the said road allowance;

**And Whereas** Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard.

**Now Therefore** the Council of The Corporation enacts as follows:

1. That part of the 66' original shore road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. That part of the said 66' original shore road allowance shall be sold to the adjoining owner(s) as follows:
  - a) **Parts 2 and 3 on Registered Plan 13R-10890** as a lot addition to the lands described as part of Lot 20, Plan 1202, geographic Township of Barrie for the purchase price of \$2,155.43 plus \$280.20 HST for a total of \$2,435.63 (Kashwakamak Lake).
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66' original shore allowance described in Schedule "A".
4. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66' original shore allowance described in Schedule "A".

5. The Clerk or Deputy Clerk shall cause a certified copy of this By-law to be registered on the title to that part of the 66' original shore road allowance hereby permanently closed.

6. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.

**Read** a first and second time this 13<sup>th</sup> day of January, 2023.

**Read** a third time and finally passed this 13<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## SCHEDULE 'A'

**All Those Parts** of the Original Road Allowance adjoining Part of Lot 23, Concession 6, geographic Township of BArrie, Township of North Frontenac, County of Frontenac being Parts 2 and 3 on Registered Plan 13R-10890 (Kashwakamak Lake).

The Corporation of the Township of North Frontenac

**By-law #05-23**

**Being a By-law to Provide Retention Periods for the Records of the Township of North Frontenac and to repeal By-law #42-04**

**Whereas** Section 255 of the *Municipal Act 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

**And Whereas** the Council of the Township of North Frontenac deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law;

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

**1. Definitions**

- a) Classification (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
- b) Destroy means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE: See also the definition for expungement.
- c) Disposition with respect to records – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.
- d) Expungement means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record. NOTE: See also the definition for destruction.
- e) Files has the same meaning as “records” and may be used interchangeably.
- f) Medium/media means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature.

- g) Records Management Coordinator is the Clerk of the Township of North Frontenac.
- h) Official Records means recorded information in any format or medium that documents the company's business activities, rights, obligations or responsibilities or recorded information that was created, received distributed or maintained by the Township in compliance with a legal obligation.
- i) Orphan Data means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.
- j) Records means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records".
- k) Retention Period means the period of time during which records must be kept by the Township before which they may be disposed.
- l) Retention Schedule means a control document that describes the Township's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records Retention Schedules serve as the legal authorization for the disposal of the Township of North Frontenac's records.
- m) Transitory Records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:
  - i. Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
  - ii. Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
  - iii. Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;

- iv. Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- v. Voice-mail messages;
- vi. E-mail messages and other communications that do not relate to Township business;
- vii. Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- viii. Duplicate stocks of obsolete publications, pamphlets or blank forms;
- ix. Unsolicited advertising materials, including brochures, company profiles and price lists.

## **2. Retention Schedule**

- a) The records Retention Schedule shall be in accordance with The Ontario Municipal Records Management System (TOMRMS) Compliance Manual and Retention Schedules, as amended annually to ensure compliance with applicable legislation.
- b) The Records Management Coordinator shall administer this by-law and shall ensure that the Retention Periods comply with all relevant legal requirements for records retention.
- c) In determining the Retention Periods for any records, the Records Management Coordinator shall consider, in consultation with other Township employees where appropriate:
  - i. The operational nature of the records, including the period of time during which the Township uses the records to perform its functions;
  - ii. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;
  - iii. The fiscal nature of the records, including the period to time necessary for audit or tax purposes; and
  - iv. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Township.

## **3. Employee Responsibilities**

All Township employees who create, work with or manage records shall:

- a) Comply with the Retention Periods as set out in the TOMRMS Compliance Manual and Retention Schedules, as amended annually;

- b) Ensure that Official Records in their custody or control are protected from inadvertent destruction or damage; and,
- c) Ensure that Transitory Records in their custody or control are destroyed when they are no longer needed for short-term reference.

#### **4. Records Management Coordinator**

The Records Management Coordinator shall:

- a) Develop and administer policies and establish and administer procedures for the Township's records management program;
- b) Periodically review and make recommendations with respect to this by-law;
- c) Ensure that Official Records are preserved and disposed of in accordance with the TOMRMS Manual and Retention Schedules; and,
- d) Ensure that all Disposition notices prepared pursuant to Subsection (a) of Section 5 of this by-law and all certificates of Disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

#### **5. Disposition of Records**

- a) The Records Management Coordinator shall notify the appropriate Township Manager in writing of the scheduled Disposition of records, including a list of the records eligible for Disposition and the scheduled Disposition date.
- b) The Township Manager shall notify the Records Management Coordinator in writing, before the scheduled Disposition date, whether any of the records included in the Disposition notice need to be retained past the scheduled Disposition date, and the reason why such further retention is necessary.
- c) Prior to destruction of an information database or Orphan Data, the following documents are required:
  - 1. A written description containing, to the extent that such information is available, the following:
    - i. the title of the system;
    - ii. the identification of the business unit responsible for the creation or use of the data;
    - iii. a brief description of the system's purpose;
    - iv. where possible, a contents list of the information being Destroyed; or

- v. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
  - vi. the name of the technical contact person who is responsible for documenting the system;
2. The written approval of the signing authority; and
  3. Where applicable to satisfy the provisions of the *Federal Income Tax Act*, *Excise Tax Act*, *Employment Insurance Act* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
  4. After the destruction of an information database or Orphan Data, the signing authority must provide a destruction certificate to the Records Management Coordinator to provide an audit trail.
- d) Where appropriate and taking into account the principles governing the Disposition of Official Records, the Records Management Coordinator shall re-schedule the Disposition of any Records listed in the notice referred to in Subsection (b) of this Section for up to one year later than the scheduled Disposition date.
  - e) Re-scheduling the Disposition of any Records beyond a one year period requires written notice from the Township department head or manager to the Records Management Coordinator for each additional year.
  - f) If no notice is received under Subsection (b) of Section 5 of this by-law before the scheduled Disposition date, the Records shall be deemed to be authorized for Disposition by the Township Manager.
  - g) When Official Records have been disposed of pursuant to this by-law, the Records Management Coordinator shall obtain written confirmation of such Disposition.

## **6. Principles Governing the Destruction of Official Records**

- a) The following principles govern the Destruction of Official Records:
  - i. When there are no further business or legal reasons for retaining Official Records, they shall be Destroyed or Expunged as appropriate;
  - ii. Official Records pertaining to pending or actual investigation or litigation shall not be Destroyed;
  - iii. Official Records Disposed of at the end of a Retention Period, as well as drafts and copies of Records Disposed of on a regular basis, shall be Destroyed in a way that preserves the confidentiality of any information they contain.

- b) Official Records in the custody or control of the Township shall not be destroyed unless such records are older than the Retention Period set out in the TOMRMS Compliance Manual and Retention Schedules, as amended annually and have been identified in a Disposition notice prepared pursuant to Section 5 of this by-law.
- c) Copies of Official Records may be destroyed at any time if the original Records are being retained in accordance with TOMRMS Compliance Manual and Retention Schedules, as amended annually.

**7. Citing of By-law**

- a) This by-law may be cited as the “Records Retention By-law”.

**8. Repealing Previous By-laws**

- a) **That** the Township of North Frontenac By-law #42-04 and any amending by-laws thereto with respect to records retention shall be hereby repealed.

**Read** a first and second time this 13<sup>th</sup> day of January, 2023

**Read** a third time and passed this 13<sup>th</sup> day of January 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of North Frontenac

**By-law #06-23**

**Being a By-law to Licence, Regulate and Govern Shipping Containers in the Township and Repeal By-law #86-22**

**Whereas** Section 11(2) of the Municipal Act, S.O. 2001, as amended authorizes the Township to pass by-laws with respect to economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

**And Whereas** Council deems it expedient to licence, regulate and govern Shipping Containers to ensure proper use and placement;

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

**1. Title and Application**

- a) This By-law shall be cited as the "Shipping Container Licence" By-law.

**2. Definitions**

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

**Applicant** means the person who applies for a licence under this By-law.

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

**Public Service Use** means a building, structure or lot used for public services by any public authority, any telephone, communications or Railway Company, any company supplying natural gas, Ontario Power Generation, Hydro One Networks Inc., any Conservation Authority, Public Utilities Company or similarly recognized agencies. This definition shall include an ambulance facility, fire station, police station, public boat launch, waste site, and municipal office.

**Public Utility** means a water works or water supply system, sewage works, electrical power or energy generating transmission or distribution system, street lighting system, natural or artificial gas works or supply system, a transportation system or a telephone system, scientific research system, and includes any lands, buildings, or equipment required for the administration or operation of any such system and which is operated by a Public Authority or a publicly governed company

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

**Shipping Container Licence** means a licence issued by the Township in accordance with this By-law.

**Storage** means the placement of items for future use or safekeeping.

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

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

### **3. General Provisions**

- a) This By-law does not apply to a Shipping Container used for habitation which requires a permit under the Ontario Building Code. In this case the Shipping Container would need to comply with all applicable law including the Township's Zoning By-law and Ontario Building Code.
- b) Shipping Containers licensed under this By-law shall only be used for Storage.
- c) No person shall place a Shipping Container which does not hold a valid Shipping Container Licence issued by the Township's Chief Building Official under the authority of this By-law, within the Township.
- d) A Shipping Container Licence shall not be required for:
  - i) Shipping containers placed on properties zoned in the Zoning By-law. Residential Multiple; Mobile Home Park Residential; Rural, Limited Service Rural; Rural Co-operative; General Commercial; Recreational Commercial; Industrial, Mineral Aggregate Extraction; Mining; Waste Management Facility; and Environmental Protection.
  - ii) Shipping Containers placed for less than 60 days for emergency or natural disaster purposes. The time may be extended under extenuating circumstances at the discretion of the Chief Administrative Officer;
  - iii) A Public Service Use or A Public Utility;
  - iv) Properties where a building permit has been issued for a dwelling, garage or storage building for up to 60 days after the final inspection.
  - v) Properties with a commercial use which has a Business Registration or Harmonized Sales Tax (HST) Number and
  - vi) Infrastructure projects, including road construction, communication tower construction, etc.
- e) Any person may apply for a Shipping Container Licence, granting the holder the right to place a Shipping Container.
- f) The Township shall issue a Shipping Container Licence provided that a complete application is submitted to the Township; if the applicable fee is paid; and the Shipping Container conforms with all other applicable law.

### **4. Requirements for Licence**

- a) The following provisions apply to Shipping Containers placed on properties zoned Hamlet, Waterfront Residential and Limited Service Waterfront:

- i) Shipping containers shall only be permitted on a lot with a principal use or a Recreational Vehicle Licence.
- ii) The number of Shipping Containers permitted with a Recreational Vehicle shall be in accordance with the provisions of the Township's Recreational Vehicle By-law.
- iii) The number of Shipping Containers permitted with a principal use are as follows:
  - Less than 0.8 hectares (2 acres) – 1 Shipping Container
  - Greater than 0.8 hectares (2 acres) and up to 4 hectares (10 acres) – 2 Shipping Containers
  - Greater than 4 hectares (10 acres) and up to 20 hectares (50 acres) – 3 Shipping Containers
  - Greater than 20 hectares (50 acres) – 4 Shipping Containers.
  - The Applicant shall complete a separate application and pay the applicable fee for each Shipping Container.
- iv) The setbacks for a Shipping Container measured from the property line or natural feature shall be:
  - Waterbody or wetland – 30 metres
  - Front Yard (non-waterfront) – 7 metres
  - Rear Yard – 7 metres
  - Interior Side Yard – 3 metres
  - Exterior Side Yard – 7 metres
  - Setback from Township Road – 7 metres
- v) The Shipping Container shall not contain any plumbing fixtures, kitchen facilities, or be connected to any water or sanitary services.
- vi) The Shipping Container shall have a system installed to ensure they cannot close with someone inside.
- vii) No expansions, additions, roof-overs, overhangs, decks, or platforms are permitted on or abutting the Shipping Container.

**5. Regulations**

- a) The Licence shall not be transferred, assigned, conveyed or sold to another person.

**6. Licence Fees**

- a) All Applications submitted for consideration shall be subject to an Application Fee (non-refundable deposit) as set out in the Fees and Charges By-law. If the Licence is refused the fee is non-refundable. This fee covers the review of the Application and the location inspection.
- b) The Licence Fees for Shipping Containers to which this By-law applies shall be as set out in the Township's Fees and Charges By-law.

- c) No Licence shall be issued unless the prescribed fee has been paid.

## **7. Penalty**

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

## **8. Notice of Violation**

- a) If the Township is satisfied a contravention of this By-law has occurred, the Township may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the Owner or Occupier of the land on which the contravention occurred to discontinue the contravention.
- b) An order under this section shall identify:
  - i. The location where the contravention occurred;
  - ii. The reasonable particulars of the contravention;
  - iii. The actions necessary to correct the contravention; and
  - iv. The date and time by which there must be compliance with the order.
- c) If a person fails to comply with an order under this By-law the Township may:
  - i. Revoke the license granted under this by-law upon written notice of revocation being served on the owner of the property or such notice being posted conspicuously on the property for which the Licence was issued;
  - ii. Correct the contravention at the person's expense; and
  - iii. Remove the Shipping Container at the person's expense.
- d) All costs incurred by the Township pursuant to section 9(c) may be recovered from the owner and/or Licence holder by action or placed on the tax roll for the property where the contravention occurred and collected in the same manner as municipal property taxes in accordance with Section 446 of the *Municipal Act, 2001*.

## **9. Application**

- a) Any section, subsection or part thereof of this By-law be declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.
- b) This By-law shall come into force and take effect immediately upon the date of passing.
- c) That By-law #86-22 is hereby repealed.
- d) That all resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

**Read** a first and second time this 13<sup>th</sup> of January, 2023.

**Read** a third time and passed this 13<sup>th</sup> of January, 2023.

---

Mayor

---

Clerk

The Corporation of the Township of North Frontenac

**By-law # 07-23**

**Being a By-law to Amend By-law #81-22 to Appoint a Third Member to the Joint Fire Committee for the Kaladar Barrie Fire Department**

**Whereas** Council passed By-law #81-22 appointing two Members and the Alternate Member to the Joint Fire Committee;

**And Whereas** Section 2.5 of the Kaladar/Barrie Fire Department Agreement provides the Joint Fire Committee shall be composed of three elected members from the Council of The Corporation of the Township of Addington Highlands and the Council of the Corporation of the Township of North Frontenac. The Councils shall appoint the members for the term of Council. Each Council shall appoint one alternate member to act when a member is absent or refuses to act, or the office is vacant;

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

1. **That** \_\_\_\_\_  
\_\_\_\_\_ be appointed as the Third Member to the Joint Fire Committee for the Kaladar/Barrie Fire Department for the term of Council.
2. **That** this By-law shall come into force and effect on the day of its final passing.

**Read** a first and second time this 13<sup>th</sup> day of January, 2023.

**Read** a third time and passed this 13<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of North Frontenac

**By-law # 08-23**

**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 January 13, 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 January 13, 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 January 13, 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 January 13, 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 13<sup>th</sup> day of January, 2023

**Read** a third time and passed this 13<sup>th</sup> day of January, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk