



Regular Council Agenda
Friday, March 17, 2023 - 9:00 a.m.
Municipal Office - Council Chambers
6648 Road 506, Plevna
[Zoom Registration](#)

Page

1. Call to Order

2. Approval of Agenda

a) March 17, 2023

Be It Resolved That Council approves the Agenda for the Regular Meeting of Council dated March 17, 2023, as circulated.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Business Introductions

5. Presentations

10 - 24

a) Eric Kohlsmith, Septic Inspector, Mississippi Rideau Septic System Office (MRSSO)

Be It Resolved That Council receives for information the presentation from Eric Kohlsmith, Septic Inspector, Mississippi Rideau Septic System Office regarding the 2022 Septic Re-inspection Results; and thanks Mr. Kohlsmith for his time spent today.

25 - 49

b) David Bucholtz, Director of Environmental Services, and Darlene Moritz, Project Manager, Cambium Inc. - 2022 Waste Site Update

Be It Resolved That Council receives for information the presentation from David Bucholtz, Director of Environmental Services, and Darlene Moritz, regarding the Annual Update for the Waste Disposal Sites; and thanks them for their time spent today.

6. Delegations

None.

7. Adoption of Minutes

50 - 65

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

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

- i) a Public Meeting of Council held February 24, 2023;
- ii) a Regular Meeting of Council held February 24, 2023; and
- iii) a Special Meeting of Council held March 3, 2023.

8. Business Arising from the Minutes

66

- a) By-law #44-18 - Renewal of Agreement with Frontenac Municipal Law Enforcement (FMLE).

Be It Resolved That Council receives for information an email dated March 8, 2023 from the CAO to the Clerk requesting the new Agreement for By-law Enforcement with Frontenac Municipal Law Enforcement Inc. be provided to Council for consideration; with a recommendation of a four year term per past practice;

And That Council will consider a By-law for the Agreement later in the meeting.

9. Communications

67 - 68

- 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

69 - 72

- B1. Town of Grimsby - Request for Support re: Barriers for Women in Politics

Be It Resolved That Council receives for information a Resolution from the Town of Grimsby, expressing the Town's support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal;

And That Council supports the Town of Grimsby in encouraging other municipalities in Ontario and across Canada; and joins them in supporting women in politics and promoting gender equality in all areas of society;

And That Council instructs the Clerk to provide a copy of this resolution to the Town of Grimsby, the Premier, the Minister of Municipal Affairs and Housing and the MPP.

73 - 75

- B2. Township of Ashfield-Colborne-Wawanosh - Request for Support re: Accuracy of Permanent List of Electors

Be It Resolved That Council receives for information a Resolution from the Township of Asfield-Colbourne-Wawanosh with respect to concerns

surrounding the accuracy of the Voters' List which have been highlighted in past elections and inaccuracies continue to plague municipal elections; and an accurate Permanent Register of Electors could increase voter turnout statistics and requesting support;

And That Council supports the request that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer, utilize any resources available to produce the highest quality Permanent Register of Electors;

And That Council instructs the Clerk to provide this resolution to the Township of Asfield-Colbourne-Wawanosh; the Minister of Municipal Affairs and Housing; and the MPP.

76 - 78

B3. Baseball for Dad re: Going GREEN for Mental Health in May

Be It Resolved That Council receives the request from Baseball for Dad regarding their "Go Green for Mental Health Awareness" campaign being held during Mental Health Awareness Week, May 1-7, 2023;

And That Council approves Baseball for Dad to hang green mental health green awareness ribbons on Township property throughout our communities and encourage people to take a selfie and post on social media;

And That Council approves the Manager of Community Development sharing details of the campaign on the Township's Social Media accounts.

79 - 80

B4. Ministry of Natural Resources and Forestry re: Proposed Amendments to O. Reg. 161/17 under the Public Lands Act regarding Floating Accommodations and other changes

Be It Resolved That Council receives for information a letter dated February 24, 2023 from the Ministry of Natural Resources and Forestry (MNRF), advising MNRF is proposing to make amendments to Ontario Regulation 161/17 regarding the use of floating accommodations and camping on water over public lands in Ontario; and will clarify the definition of "camping unit" to allow for liveaboards and houseboats, but will exclude floating accommodations, float homes and barges with residential units or camping facilities;

And That the Ministry is proposing to reduce the number of days a person can camp on water over public land from 21 days to 7 days; increase the distance a person camping on water must move their unit from 100 metres to 1 kilometre; and add a new condition to prohibit camping on water within 300 metres of a developed shoreline;

And That Council supports the proposed amendments as the changes will increase lake protection and water quality and provide protection to waterfront property owners;

And That Council instructs the Clerk to attend the webinar and provide comments regarding the proposed changes to MNRF on or before the closing date of April 11, 2023.

- 81 B5. Fedele Tremmaglia - Request for Road Maintenance re: 1918 Arcol Road/Gordie Lane

Be It Resolved That Council receives for information an email dated March 9, 2023 from Fedele Tremmaglia, Resident, requesting an extension of snow plowing service on Arcol Road from where the maintenance currently ends to Gordie Lane;

And That Council instructs the Public Works Manager to review the request and provide recommendations to Council at an upcoming meeting.

10. Council, CAO, and Managers' Administrative Reports

- 82 - 86 a) Chief Administrative Officer: CAO Attendance at the 2023 Rural Ontario Municipal Association (ROMA) Municipal Conference

Be It Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "CAO Attendance at the 2023 Ontario East Municipal Conference (OEMC)".

- 87 - 88 b) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law - Cronk

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

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

- **All That Part** of the Shore Road Allowance lying in front of Lot 16, Concession 8, geographic Township of Barrie, being Part 7 on Registered Plan 13R-21398 (Mississagagon Lake);

be declared as surplus and sold to the adjoining owner. Appraisal of the property is 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.

- 89 - 97 c) Clerk/Planning Manager: Boundary Road Closing between North Frontenac and Lanark Highlands – Furlong/Brownlee

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Boundary Road Closing between North Frontenac and Lanark Highlands – Furlong/Brownlee";

And That Council authorizes the Mayor and Clerk to sign the Agreement to firstly convey the east half of the Road Allowance to Lanark Highlands and the west half to North Frontenac and secondly for North Frontenac to convey the west half to Furlong/Brownlee;

And That, once the Agreement is signed by all parties, Council instructs the Clerk to work with the Township of Lanark Highlands to have the required documents prepared.

- 98 - 174 d) Clerk/Planning Manager: Proposed Amendments to the Procedural Policy for Council, Committees of Council and Task Forces

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposed Amendments to the Procedural Policy for Council, Committees of Council and Task Forces”;
And That Council approves the draft Policy with the following amendments:

And That Council will consider the By-law to amend the Procedural Policy at a future Council Meeting.

175 - 176

- e) Clerk/Planning Manager: Proposed 2023 Council Meeting Dates – June to December
Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposed 2023 Council Meeting Dates – June to December”;
And That Council approves Option # _____ and instructs the Clerk to prepare and circulate the Meeting schedule;
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.

177 - 181

- f) Manager of Community Development: 2023 Renewal of Township Agreement with the Eastern Ontario Trails Alliance
Be It Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “2023 Renewal of Township Agreement with the Eastern Ontario Trails Alliance”;
And That Council will consider a By-law later in the meeting to sign the 2023 Agreement with the Eastern Ontario Trails Alliance to honour their trail permit on the Crown Roads within the North Frontenac Crown Land Stewardship Program.

182 - 212

- g) Manager of Community Development: 2023 Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) for the North Frontenac Parklands
Be It Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “2023 Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) for the North Frontenac Parklands”.
And That Council approves the 2023 Land Use Permit for operation of the North Frontenac Parklands.

213 - 216

- h) Manager of Community Development: 2023 Renewal of Annual Township Agreement with Ottawa Valley ATV Club (OVATVC)

Be It Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “2023 Renewal of Township Agreement with the Ottawa Valley ATV Club (OVATVC)”;

And That Council will consider a By-law later in the meeting to sign the 2023 Agreement with the OVATVC to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

217 - 218

- i) Manager of Community Development: Heat Pump at Snow Road Community Hall

Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Heat Pump Snow Road Community Hall”;

And That Council approves the MCD proceeding with installation of a new Heat Pump at the Snow Road Community Hall at an approximated cost of \$6,159.77 + HST and instructs the Treasurer to transfer the funds from the Ward 3 Special Parks Reserve Fund.

219 - 226

- j) Economic Development Officer: Economic Development Update

Be It Resolved That Council receives for information the Economic Development Officer’s Administrative Report entitled “Economic Development Update”;

And That Council directs the MCD to establish a Historic Loop;
And That Council directs the MCD to apply to the Ontario Highlands Tourism Organization’s Tourism Recovery & Innovation Partnership Projects program for up to \$5,000 for signage along the Historic Loop;
And That Council directs the MCD to enter into a funding agreement with the Ontario Highlands Tourism Organization upon the Township’s successful application to the Tourism Recovery & Innovation Partnership Projects program for up to \$5,000.

227 - 252

- k) Public Works Manager: 2022 Septic Re-Inspection Program and Proposed Program for 2023

Be It Resolved That Council receives for information the Public Works Managers Administrative Report entitled “2022 Septic Re-Inspection Program and Proposed Program for 2023”;

And That Council approve the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2023 season;

And That Township staff will assist MRSSO arrange presentations regarding septic system operation and maintenance, for Lake Associations participating in the 2023 program;

And That Council approve the Public Works Manager (PWM) signing the 2023 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

And That Council instructs the PWM to place a copy of the 2022 Sewage System Re-inspection Program Report on the Township’s Website.

253 - 261

- l) Public Works Manager: 2022 Waste and Recycling Year-End Report

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “2022 Waste and Recycling Year-End Report”.

262 - 264

- m) Treasurer: 2022 Council/Committee Remuneration & Expenses

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “2022 Council/Committee Remuneration and Expenses”.

265 - 267

- n) Treasurer: Park Levy Funds and Bill 23

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “Park Levy Funds and Bill 23”.

And That Council instructs the Treasurer to transfer \$332,497.45 to the Community Hall Reserve Fund effective December 31, 2022;

And That Council instructs the Treasurer to transfer \$14,000 into one Special Parks Reserve Fund effective December 31, 2022;

And That Council instructs staff to bring back a proposal to Council to spend or allocate the Special Parks Reserve Fund for 2023 to comply with the 60% requirement per O.Reg 23, Section 42(16.1).

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

268 - 270

- a) Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee dated January 23, 2023

Be It Resolved That Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated January 23, 2023.

271 - 274

- b) Minutes of a Meeting of the Kaladar Barrie Joint Fire Committee dated January 12, 2023

Be It Resolved That Council receives for information the Minutes of the Kaladar Barrie Joint Fire Committee dated January 12, 2023.

275 - 277

- c) Notes of a Meeting of the Economic Development Task Force dated February 21, 2023

Be It Resolved That Council receives for information the February 21, 2023 Notes of the Economic Development Task Force (EDTF);

And That Council approves the draft 2023 North Frontenac Economic Development Strategic Plan as recommended by the Economic Development Task Force (EDTF).

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

278 - 279

- 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

280 - 311

- 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:

- #19-23 - Road Closing By-law - Cronk;
- #20-23 - Policy for Sale and Disposition of Land (Repeal By-law #22-15);
- #21-23 -Tax Rates
- #22-23 -To Sign Agreement with Eastern Ontario Trail Alliance
- #23-23 - To Sign Agreement with Frontenac Municipal Law Enforcement Inc.
- #24-23 - To Sign Agreement with Ottawa Valley ATV Club

- ii) Third Reading

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

16. Public Forum

17. Closed Session

- a) Closed Meeting of Council

Be It Resolved That Council retires to Closed Session at ____ . .m. to:

- a. Adopt Minutes of Closed Meetings dated February 24, 2023 and March 3, 2023; and
- b. Discuss personal matters about an identifiable individual, including municipal or local board employees.

Be It Resolved That Council returns to Open Session at _____

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

19. Confirmatory By-law

312

- a) Confirming By-law #25-23

Be It Resolved That By-law #25-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held March 17, 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 April 6, 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 if you have an Accessible accommodation request.”

2022 Re- Inspection Results



Township of
North Frontenac



Participation

Lake	#
Big Gull Lake	9
Sunday Lake	1
Millers Lake	1
Total	11

11 re-inspections were conducted on 3 lakes – Big Gull, Sunday, and Millers Lake.

73% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;

4 systems were identified as having no concern, 4 systems requiring remedial work and 3 systems required replacement.



Classes of Sewage Systems

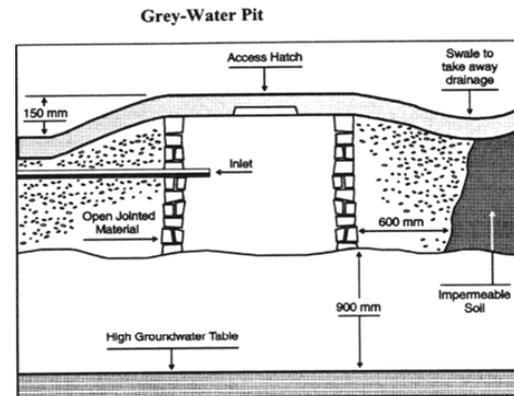
Class 1 – Privies

- Composting toilets are a Class 1
- No permit required for installation
- Construction requirements and SEPARATION distances provided in Ontario Building Code and can be enforced



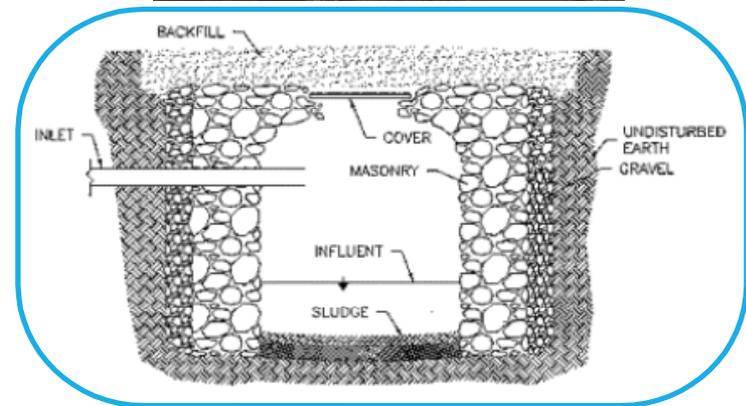
Class 2 – Greywater Pit

- Also known as :
 - French Drain
 - Dry Well...
- Can only accept waste from fixtures – i.e. sinks, showers...
- Permit required prior to construction
- Systems can be very large depending on conditions



Class 3 - Cesspool

- Only accepts waste from a Class 1 system
- Permit required prior to construction
- Not very common





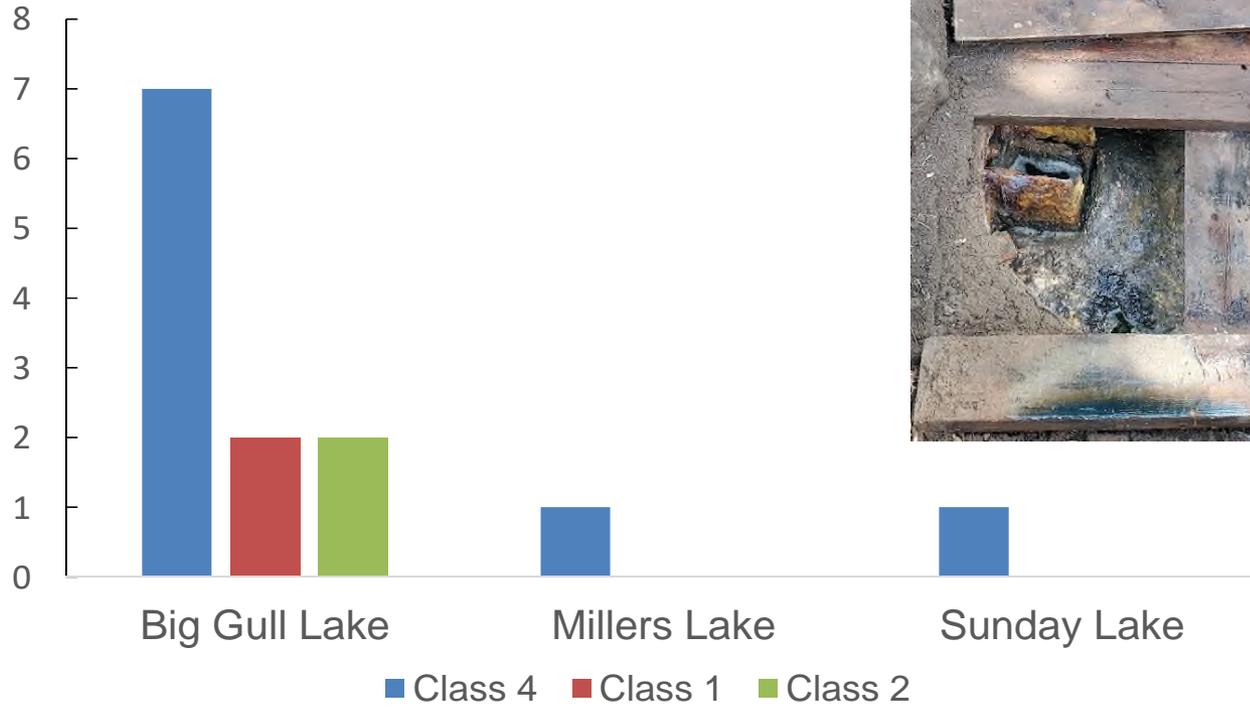
Class 4 – Septic Tank & Distribution Field

- Most common system
- Accepts both black water and greywater
- Different configurations:
 - Conventional –
 - Trench bed & Filter media
 - Level IV Treatment –
 - Type A & B, SBT
 - BMEC approved
- Level IV treatment
 - Higher level of effluent quality
 - better for the environment
 - Overall system size can be smaller
 - less imported fill

Class 5 – Holding Tank

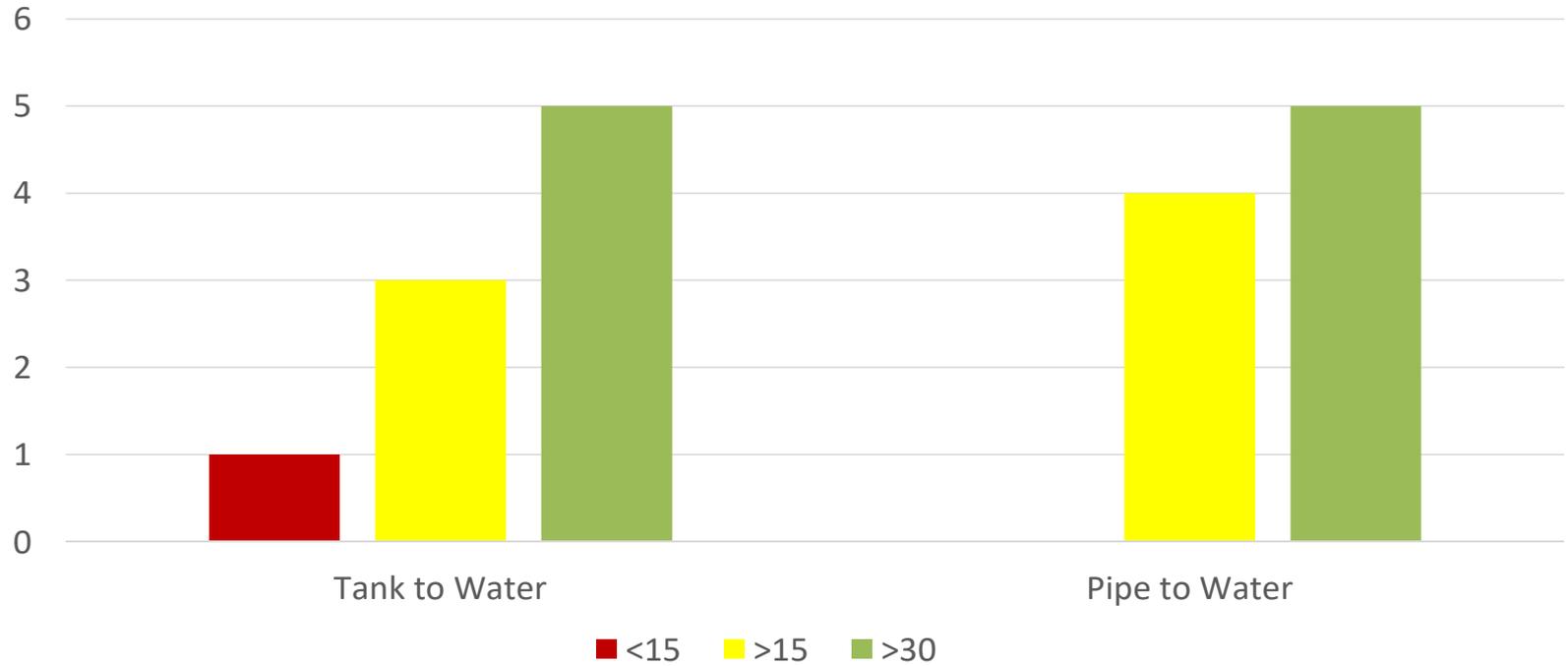
- No on-site treatment or disposal of sewage
- Not very common in recent years – all other avenues exhausted prior to installation
- Signed Agreement required with Licensed Sewage Hauler
- Minimum tank size is 9000L





Types of Systems

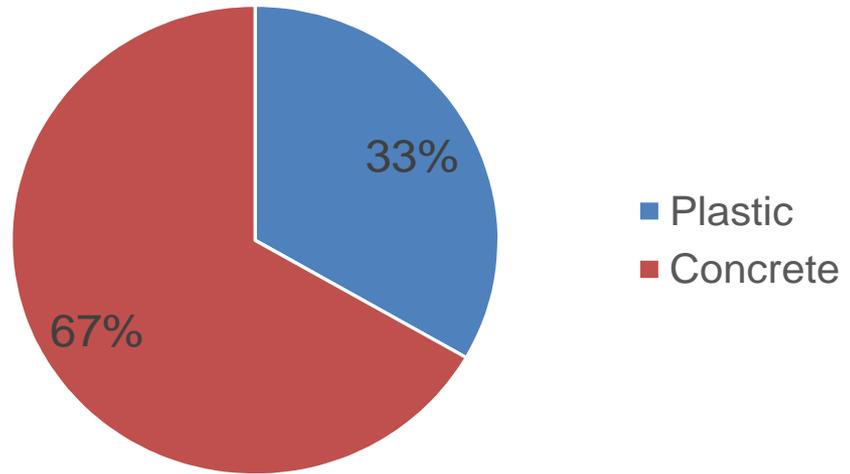




Separation Distance



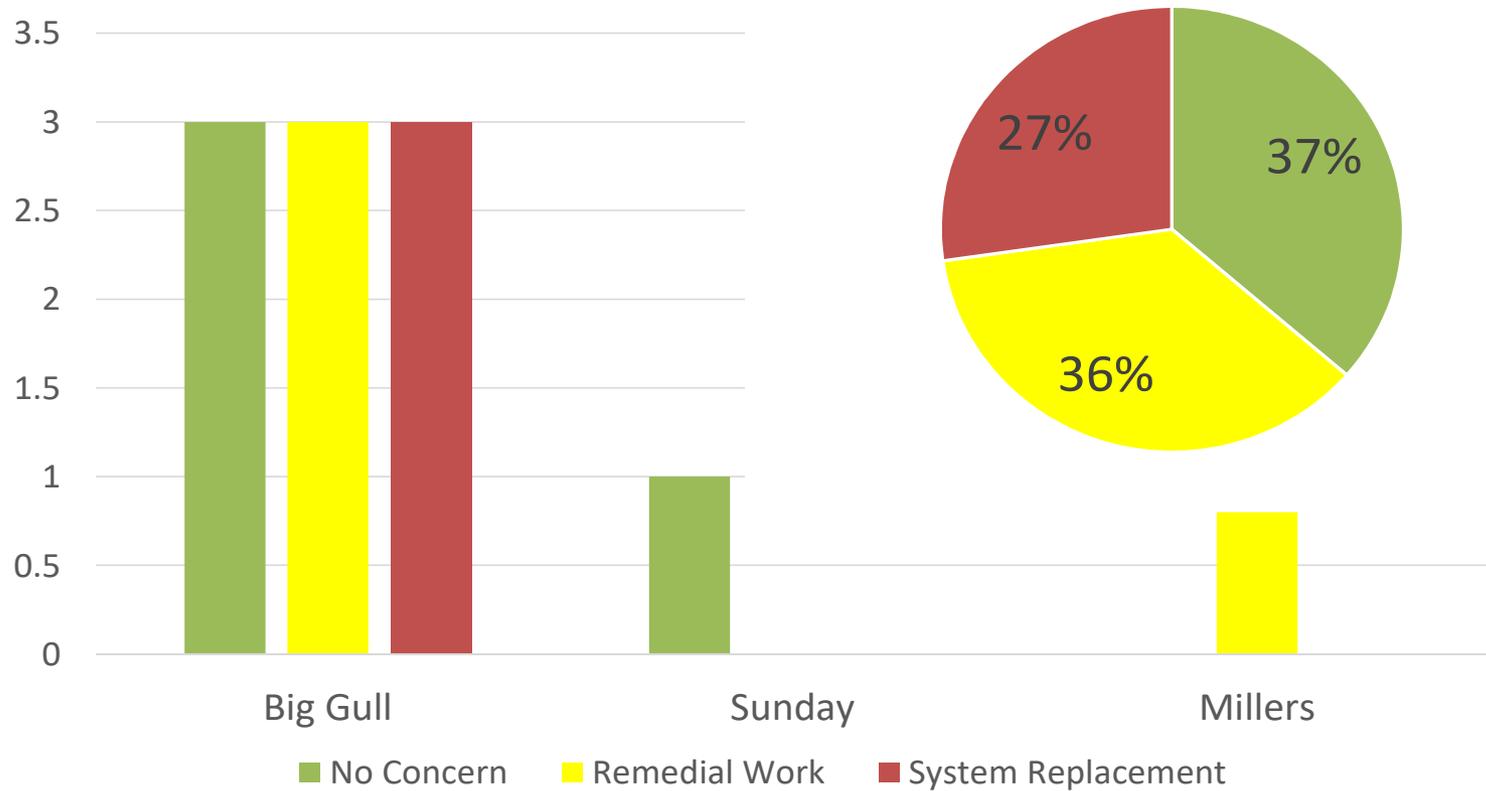
Tank Inspection



System Status – at the time of Inspection

- No Concern**
 - No operational and/or maintenance issues identified.
- Remedial Work**
 - Operational and/or maintenance issues were identified.
- More Information Required**
 - One or more questions arose regarding the system(s)
- System Replacement**
 - On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.





System Status – at the time of Inspection



Item	Number of Systems
Pump Out	3
Baffles required	1
Remove Roots	1
Leaves on Leaching Bed	1
Monitor Effluent Level	1
Total	7
*note, some systems have more than one maintenance issue.	

System Deficiencies

Thank you



c/o Mississippi Valley Conservation
10970 Highway 7, Carleton Place, ON K7C 3P1
tel 613-253-0006 ext. 254 cell 613-913-7570 fax 613-253-0122
ekohlsmith@mvc.on.ca

Eric Kohlsmith
Septic Inspector



Annual Update March 17, 2023

Township of North Frontenac Waste Disposal Sites



Overview

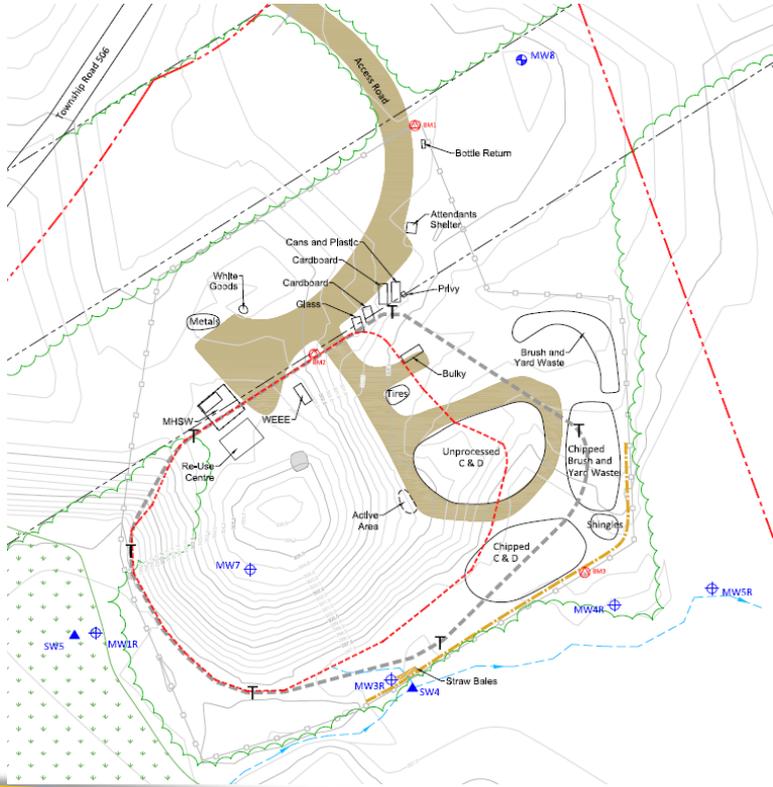
- Annual monitoring
- Completion of updated surveys of active landfills
- Site inspections
- Report
- Summary of operational information
- Recommendations for changes to monitoring/operations
- Required to meet Ministry guidelines



506 Waste Disposal Site

- Transfer station, Landfill
- Monitoring, Survey, Reporting
- No adverse impacts off-site in groundwater or surface water
- Increased surface water protection in 2018; silt fence and straw bales need repair in 2023
- A thorough cleanup of blown refuse should be completed along the southern watercourse and in the treeline north of monitoring well MW5R
- Operated in compliance with ECA

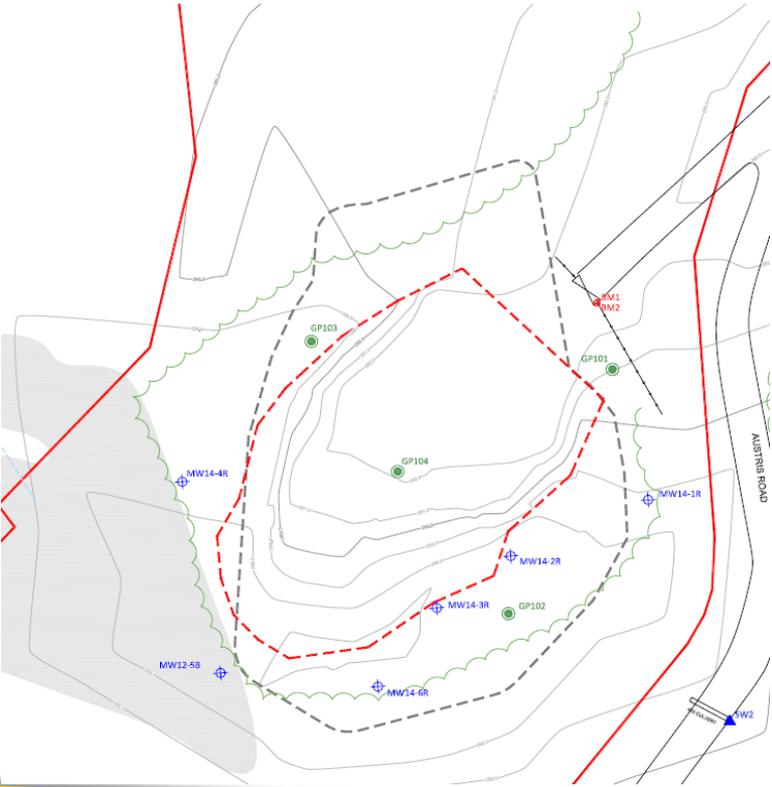




Ardoch Waste Disposal Site

- Temporarily closed (~20,000m³ remain or 38 yrs based on historical fill rates)
- Monitoring, Reporting
- Monitoring and reporting reductions approved in 2022. SW summer event removed, one winter LFG event removed, reporting every three years (next report will be 2022 to 2024 report).
- No adverse impacts off-site in groundwater or surface water; complied with trigger mechanism and ECA requirements
- No measured landfill gas at concentrations of concern
- Operated in compliance with ECA

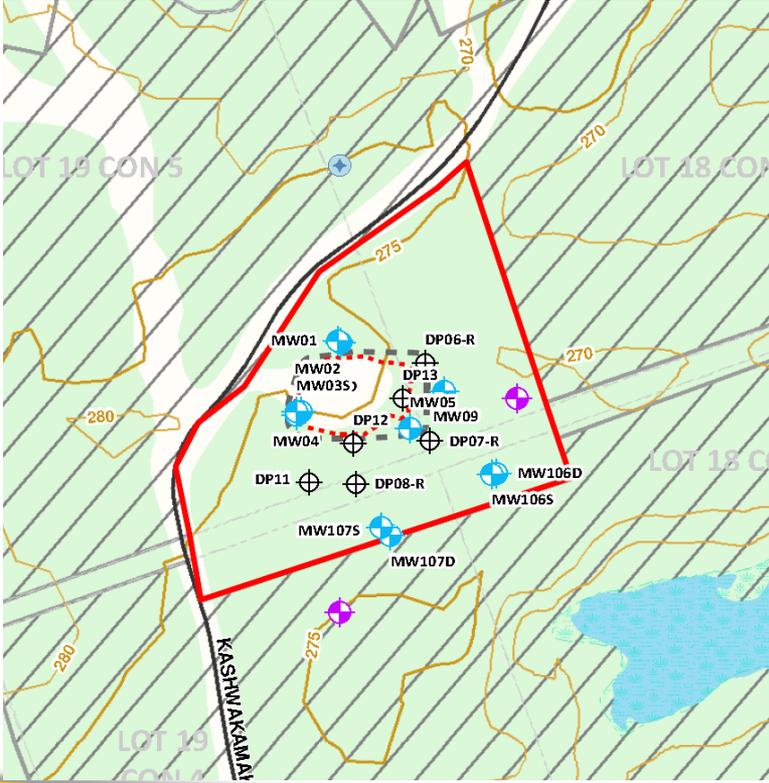




Kashwakamak Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Due to concerns over leachate impacts off-site additional work required by MECP in 2022 (PFAS analysis)
- Supplementary program confirmed preferential flow path to the west-southwest and east; impacts are restricted to the southeast
- Next steps: coordinate drilling south of the site with MNRF, install at least 2 multi-level wells to delineate impacts, sample, prepare contingency plan for Ministry review
- No measured landfill gas at concentrations of concern
- Litter clean-up required in tree line
- Landfill operations in compliance with ECA





Mississippi Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Several reductions were approved and implemented in 2022 (parameters reductions in GW/SW, removal of some sampling points)
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Operated in compliance with PCofA

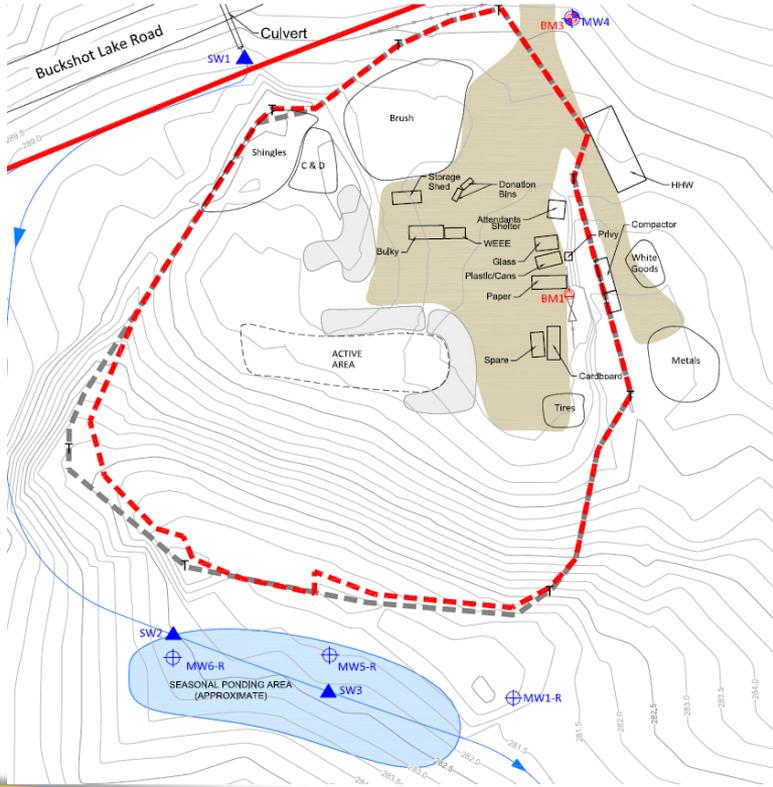




Plevna Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Support received in 2022 from MECP reviewers for changes to compliance triggers; ECA application required to implement
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Township should continue efforts to control bears and litter
- Operated in compliance with ECA

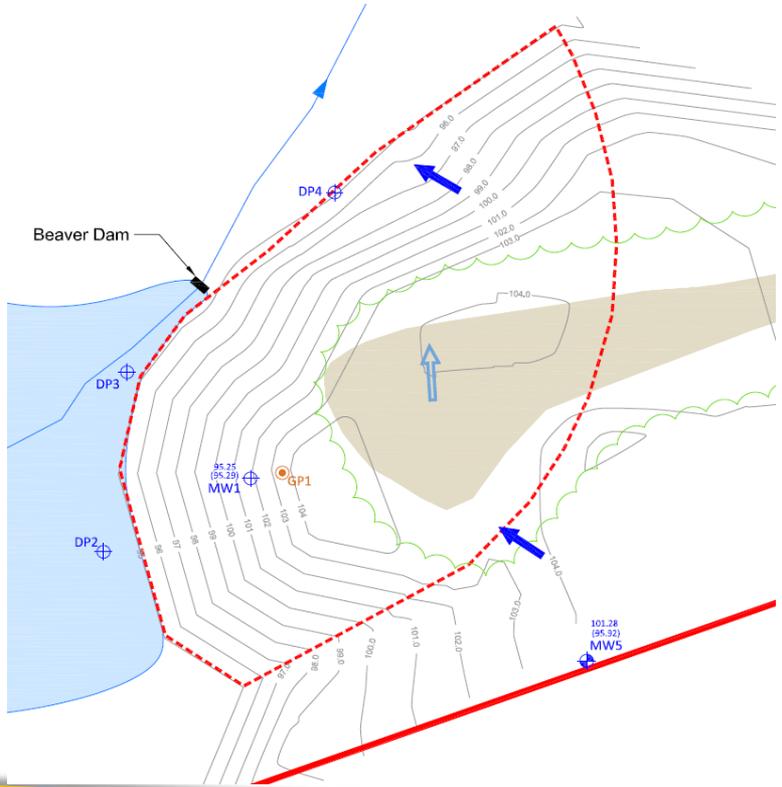




Cloyne Waste Disposal Site

- Transfer station, closed landfill (shared with Addington Highlands)
- Monitoring, Reporting
- Despite intermittent seeps adjacent waste mound, no adverse impacts expected off-site; recommended to be confirmed with toxicity testing
- Tier 1 of the trigger mechanism was activated and a Tier I report should be prepared (consistent with 2021)
- Once results of toxicity testing are received, the need to implement additional studies, remedial efforts along the watercourse, and/or revisions to the trigger mechanism should be reviewed. Until then, Township may consider discontinuing efforts to manage flooding adjacent waste mound.
- Still waiting on comments from the Ministry surface water unit (2016) re: the need for replacement monitors adjacent waste mound
- No measured landfill gas at concentrations of concern
- Operated in compliance with ECA

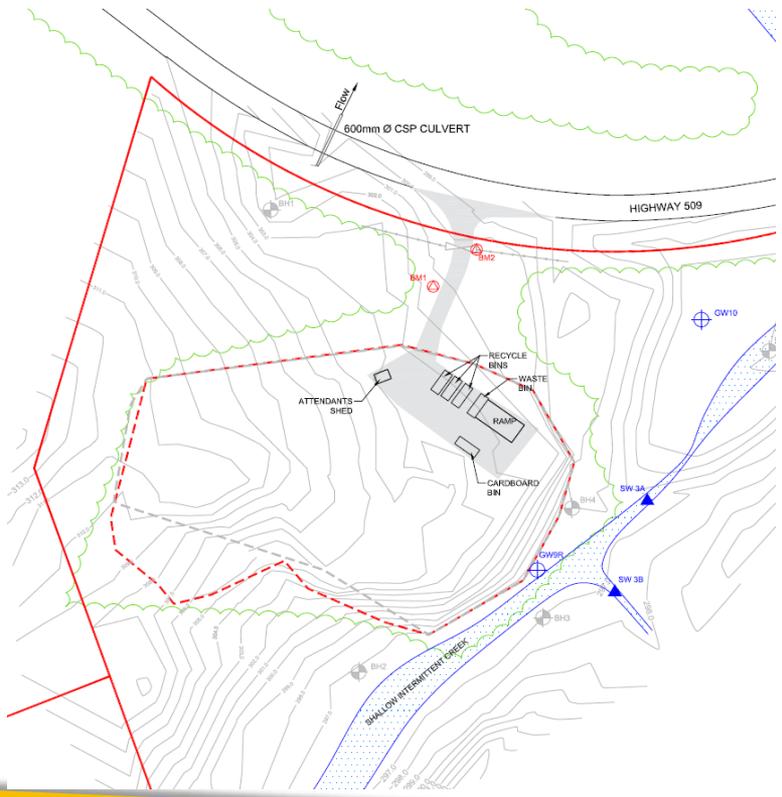




Ompah Waste Disposal Site

- Transfer station, closed landfill
- Monitoring, Reporting – every third year (occurred in 2020)
- No adverse impacts off-site in groundwater or surface water
- Operated in compliance with ECA

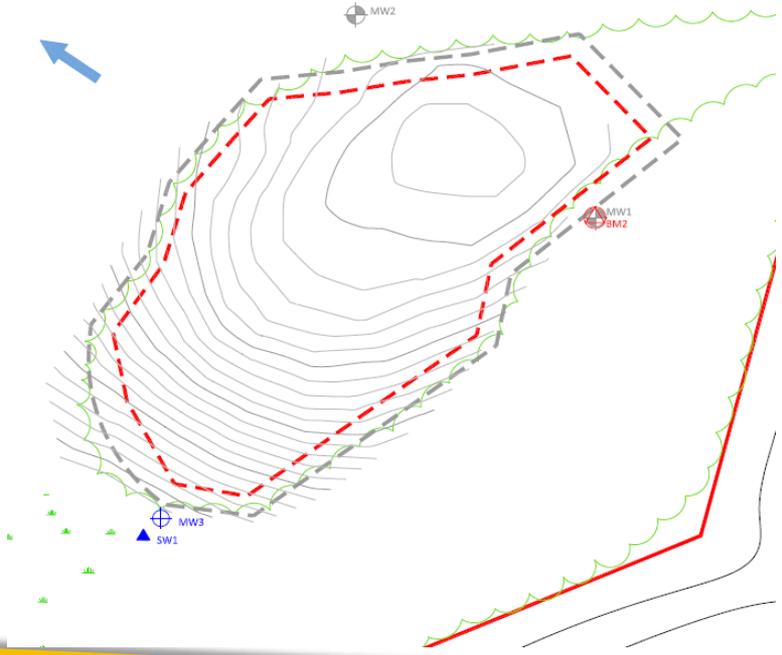




Gull Lake Waste Disposal Site

- Closed landfill (1991)
- Monitoring, Reporting
- No adverse impacts off-site in groundwater or surface water
- Received support for reductions in 2022; new ECA issues July 2022
- Reduction in parameter suite (GW/SW), frequency (once annual sampling), reduction in reporting to biennial
- Operated in compliance with ECA

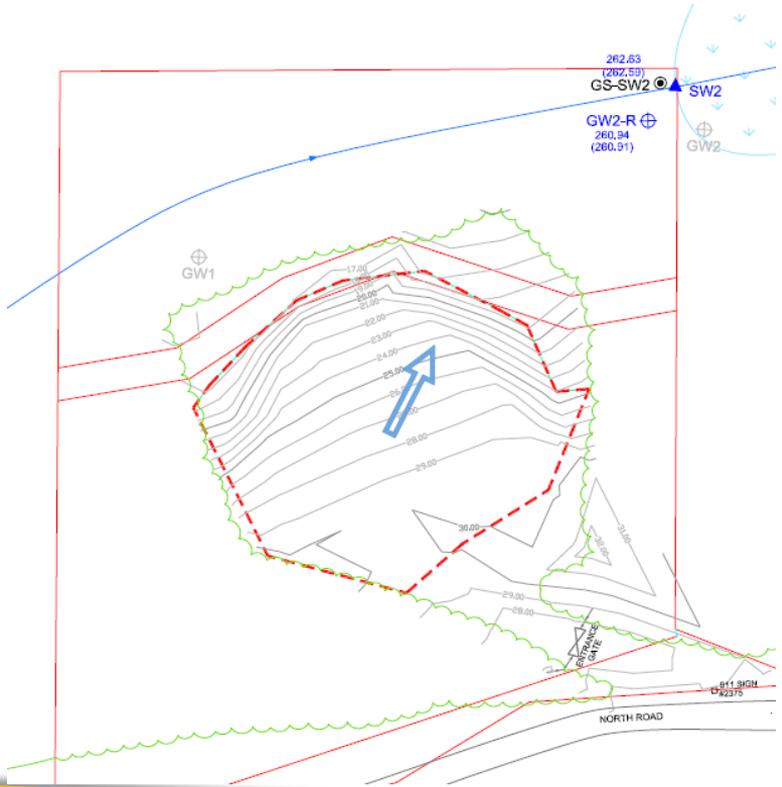




Fernleigh Waste Disposal Site

- Closed landfill (2002)
- Monitoring, Reporting
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Ministry supported changes to the compliance criteria (trigger); new ECA issued February 2023
- Operated in compliance with ECA





Township Summary

- Training completed in May 2022 including H&S training
- Aesthetics – transfer stations and closed sites were well maintained; extra litter clean-up time in 2023 should focus on active waste sites in the peripheral areas (tree lines, watercourses)
- No complaints; minimal incidents, some theft/trespassing
- Monitoring well security/compliance – a couple minor repairs to be completed in 2023 (new cap, locks)



Landfill Capacity Update

	Active				Closed	Municipality
	506	Kashwakamak	Mississippi	Plevna	Ardoch ¹	2022
Approved waste disposal capacity (m ³)	40,000	26,200	28,825	39,500	30,325	164,850
Existing volume of capacity used (m ³)	21,100	9,495	8,725	18,080	11,895	69,295
Annual Volume Used in 2021 (m ³)	300	215	125	1,055	-	1,695
Remaining volume of capacity (m ³)	18,900	16,705	20,100	21,420	18,430	95,555
Average annual waste placement (m ³) ²	500	210	281	732	490	1,724
Remaining site life (years) ⁴	38	79	71	29	38	55 ³
<i>2020 Remaining Site Life</i>	<i>41</i>	<i>87</i>	<i>63</i>	<i>32</i>	<i>38</i>	<i>49</i>

Notes:

1. Ardoch is temporarily closed.
2. Based on the five-year average annual fill rate.
3. Remaining site life reduced to 45 years if Ardoch is not reopened.



Landfill Capacity Update – Annual Comparison

	Municipality			
	2022	2021	2020	2019
Approved waste disposal capacity (m ³)	164,850	164,850	164,850	164,850
Existing volume of capacity used (m ³)	69,295	67,710	66,705	65,265
Annual Volume Used in 2021 (m ³)	1,695	1,205	1,440	1,825
Remaining volume of capacity (m ³)	95,555	97,140	98,145	99,585
Average annual waste placement (m ³) ²	1,724	1,691	2,000	2,025
Remaining site life (years) ⁴	55 ³	57 ³	49	49

Notes:

1. Ardoch is temporarily closed.
2. Based on the five-year average annual fill rate.
3. Remaining site life reduced to 45 years if Ardoch is not reopened.

2022 Diversion

Material	2022 Tonnes	2021 Tonnes	2020 Tonnes
Blue Box Recyclables			
Glass	3.13	2.00	24
Cardboard	25.44	32.45	25.44
Cans and Plastic	67.17	74.77	66.31
Paper/Fibre	30.26	33.10	30.96
Batteries (Single Use)	0.75	0.23	0.28
Bulky Materials/C&D	49.41	91.39	71.36
MHSW	11.94	14.61	10.49
Scrap Metal	40.60	28.25	64.76
Tires	none	857 units	245 units
WEEE	4.08	6.58	7.45
White Goods	2.84	4.09	3.05
TOTAL	235.62	287.47	304.1



QUESTIONS?

Dave Bucholtz, C.Tech., EP

Director of Environmental Services

c: 705.740.3938

e: david.bucholtz@cambium-inc.com

w: cambium-inc.com



an Administrative Report was provided to Council regarding the Zoning By-law Amendment Application. He noted he was unaware of a survey regarding shipping containers, as no information was provided to him by the Township . He advised, in the Clerk's Administrative Report, a shipping container was identified on the subject property in 2021; why wasn't the container removed?

Mr. Maudsley provided an overview of an email he sent to the Township in 2021 regarding the state of the subject property. He noted the Township issued an Order to Remove the shipping container; however the container was not removed. He advised the Township provided no communication or updates regarding the complaints.

Mr. Maudsley noted his comments were not included in the Planning Report. He advised the property continues to be used as a dumping area. He noted if Council is not aware of complaints, how can decisions be made.

Mayor Lichty advised the Zoning By-law Amendment Application and Shipping Container By-law are two separate issues. He noted the complaints process may need to be reviewed to include updates to the complainant throughout the process. He advised Council can only address the planning issues with the Zoning By-law Amendment Application at the Public Meeting.

Mr. Maudsley advised it is obvious why the By-laws were changed, as there appears to be a double standard and favouritism. He noted some property owners must abide by one set of rules, while others have a different set of rules to follow. He noted the issues with the Zoning By-law Amendment Application and Shipping Container are tied together. He advised he has concerns with possible continued contamination.

Mayor Lichty advised the Shipping Container By-law applies to all properties within the Township. Mr. Maudsley noted a mobile home was placed on another property across the pond owned by the same property owners in October 2021. He advised he has concerns with how the owners use and care for their property. Mayor Lichty advised Council can only consider comments with respect to the property the Application applies to. He also noted MECP will be consulted.

Mary Kelly (through Electronic Participation) advised the reason the owners are saying they may develop the property in the future is to have the property rezoned. Ms. Kelly noted the sketch shows the measurements in feet; however the application states the measurements should be in metres. She noted Quinte Conservation Authority had no objections but would like to know if the shipping container is 15 metres from the wetland.

Ms. Kelly noted the Planning Report advises restrictive zoning is in place to acknowledge the wetland area. She asked if the water source was a dug or drilled well. Ms. Kelly advised she is supportive of Mr. Maudsley's comments. She noted there has been no communication from Township staff; and that she was unaware of the survey regarding Recreational Vehicles on vacant lots. She advised she does not use social media and the survey results may be not a true indication of what residents want.

Sarah Sproule (through Electronic Participation), property owner, advised they allowed other residents in the subdivision to dispose of organic matter on the subject property. She noted this property is the only one in the subdivision with a different zoning designation. Ms. Sproule advised they became aware of the zoning designation when they were contacted about the compliance issues. She noted they are grateful Council is considering the application and hopes the community will support development to benefit the Township.

Liz Gilroy advised she disagrees with Council's decision to waive the required application fee of \$1000, with tax payers paying for it. She advised there are possible environmental concerns with the application and possibly contamination of the water table. She noted the site plan provided is not accurate.

Deputy Mayor Inglis advised there seems to be many issues regarding the application. Councillor Fowler advised he is concerned with the potential environmental impacts; however he noted these may be addressed by MECP.

Kurylovich advised he reached out to MECP for advice regarding the claims of contamination. He noted MECP will provide the next steps to move forward. Ms. Sproule advised she finds the comments regarding contamination very concerning, as they are false accusations.

Ms. Gilroy noted she is concerned that if a dwelling is permitted to be built, nothing will be done to resolve the issues.

Nick Sproule, (through Electronic Participation), property owner, noted the property is a lot of record within the subdivision. He asked if it would be considered "grandfathered". Kurylovich advised it is an existing lot with certain development rights. He noted the proximity to the wetland area may present an issue with setback, which may require a Minor Variance for a reduced setback. He advised a more detailed site plan would be required at the time the development is to occur demonstrating the lot could sustain potential development. Kurylovich advised he will be obtaining advice from MECP to provide to Council at a future meeting.

Ms. Kelly advised the subdivision was created in the 1970s; and the sole use of the lot was to dump refuse until 2004 when the garage was built.

Mr. Maudsley advised Council should deal with the critical issues before moving the process forward, regardless of the politics.

7. Council Comments and Questions

a) Council Comments

There were no additional comments from Council at this time.

8. Adjournment

a) Adjournment of Meeting

Resolution #: 94-23 Moved By: Councillor Huetl

Seconded By: Councillor Hermer
Be It Resolved That Council adjourns the Public Meeting at 9:49 a.m.
Carried

Mayor

Clerk

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

Opening Remarks

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

- a Zoning By-law Amendment to rezone a property from Hamlet Exception 1 to a Hamlet designation. Please be advised this meeting is to provide members of the public an opportunity to provide comments in support or in opposition of the proposed development.

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

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

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

Closing Remarks

Once all of the submissions have been heard, announce:

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

From: [Corey Klatt](#)
To: [Tara Mieske](#)
Cc: [Brooke Drechsler](#)
Subject: March 17th Business Arising - Schedule A to By-law #23-23 By-Law Enforcement Agreement.
Date: March 8, 2023 3:10:29 PM

Hi Tara.

Could you please add the new Agreement for By-law Enforcement with Frontenac Municipal Law Enforcement Inc. (Schedule A to By-law # 23-23_ to the March 17th Council Meeting, for Council's consideration?

I am recommending a four year Agreement per past practice, at this time.

Thanks and have a great day.

Corey.

Corey Klatt, Dipl.M.A

Chief Administrative Officer

Township of North Frontenac

6648 Road 506, Plevna, ON, K0H 2M0

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

cao@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: March 17, 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.

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. Lakelands Family Health Team re: Community Health & Wellness Day - March 31, 2023;
2. Severance Application B01/23 – Notice of Decision – McKey;
3. Minor Variance Application A02/23 – Notice of Decision – Shannon;
4. Minor Variance Application A03/23 – Notice of Decision – Boljanic;
5. Town of Grimsby – Request for Support re: Changes to the Municipal Heritage Register;
6. Niagara Region – Request for Support re: Declaration of Emergency for Homelessness, Mental Health and Opioid Addiction;
7. Federation of Ontario Cottagers Associations (FOCA) re: Elerst – February 2023;
8. Municipality of Trent Lakes – Request for Support re: Proposed Oath of Office Amendments;
9. Town of Cobourg – Request for Support re: Homeless and Unsheltered Persons;
10. Kingston Frontenac Lennox & Addington (KFL&A) Public Health re: No Smoking and Vaporizing By-law;
11. Ministry of Environment, Conservation and Parks (MECP) re: Updates to the Municipal Class Environmental Assessment;
12. Township of Perth South – Request for Support re: Review of the Cannabis Act;

Clerk/Planning Manager Administrative Report
Communications
March 17, 2023
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13. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report from Meeting on February 22, 2023;
14. Ministry of Natural Resources - Inspection of 2023-2024 Annual Work Schedule for Mazinaw-Lanark Forest
15. Lions Club of Land O' Lakes and Cloyne and District Historical Society re: Land O'Lakes Speakers' Forum

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

Previously Provided B Section:

1. Town of Grimsby – Request for Support re: Barriers for Women in Politics;
2. Township of Ashfield-Colborne-Wawanosh – Request for Support re: Accuracy of Permanent List of Electors;
3. Louri Snide, Baseball for Dad re: Going GREEN for Mental Health in May;
4. Ministry of Natural Resources and Forestry (MNRF) re: Proposed Amendments to O. Reg. 161/17 under the Public Lands Act Regarding Floating Accommodations and Other Changes;
5. Fedele Tremmaglia re: Request for Road Maintenance re: 1918 Arcol Rd / Gordie Lane

Clerk/Planning Manager Administrative Report
Communications
March 17, 2023
Page 2 of 2

From: Tara Mieske
Sent: March 1, 2023 8:31 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichy; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: FW: Communications - Town of Grimsby re: Request for Support- Barriers for Women in Politics

Good Morning – Moved to B per Mayor Lichy. Thanks Tara

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

From: Gerald Lichy
Sent: February 28, 2023 3:24 PM
To: Tara Mieske
Subject: Fwd: Communications - Town of Grimsby re: Request for Support- Barriers for Women in Politics

Tara
I think that this is an important issue and would like to move this to a resolution.

Gerry

From: Tara Mieske
Sent: February 28, 2023 2:43 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichy; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Town of Grimsby re: Request for Support- Barriers for Women in Politics
Importance: High

Good Afternoon – For inclusion in the March 17, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

From: Katie Viccica
Sent: February 24, 2023 3:04 PM

Subject: Town of Grimsby Resolution - Barriers for Women in Politics
Importance: High

Good afternoon,

Please be guided by the attached correspondence.

Sincerely,

Katie Viccica

(A) Manager of Legislative Services/Deputy Clerk
Town of Grimsby | 160 Livingston Ave | Grimsby, ON | L3M 0J5
(905) 945-9634 x 2037 | www.grimsby.ca





**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: bdunk@grimsby.ca

February 24, 2023

SENT VIA E-MAIL

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Attention: Doug Ford, Premier

Dear Mr. Ford

RE: Barriers for Women in Politics

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on February 21, 2023 passed the following resolution:

C-23-055

Moved by: Councillor DiFlavio; Seconded by: Councillor Freake

WHEREAS, the Town of Grimsby values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS, the Town of Grimsby believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the Town of Grimsby expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the Town of Grimsby commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the Town of Grimsby encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Grimsby's MP and MPP, and the Association of Municipalities of Ontario to express the Town of Grimsby's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

UNANIMOUSLY CARRIED

If you require any additional information, please let me know.

Regards,



Bonnie Nistico-Dunk
Town Clerk

cc.
All Ontario Municipalities
Steve Clark, Minister of Municipal Affairs and Housing
Dean Allison, MP – Niagara West
Sam Oosterhoff, MPP – Niagara West
Association of Municipalities of Ontario

From: Tara Mieske
Sent: March 1, 2023 8:31 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 - Township of Ashfield-Colborne-Wawanosh re: Request for Support- Accuracy of Permanent List of Electors

Good Morning – Moved to B per Mayor Lichty. Thanks Tara

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk /Planning Manager
Township of North Frontenac
6648 Road 506, Plevna, ON, K0H 2M0

From: Gerald Lichty
Sent: February 28, 2023 3:23 PM
To: Tara Mieske
Subject: Re: Communications - Township of Ashfield-Colborne-Wawanosh re: Request for Support- Accuracy of Permanent List of Electors

Tara
I support this issue and would like to see it elevated from the Communications section into a resolution.

Gerry

From: Tara Mieske
Sent: February 28, 2023 3:12 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 - Township of Ashfield-Colborne-Wawanosh re: Request for Support- Accuracy of Permanent List of Electors

Good Afternoon – For inclusion in the March 17, 2023, Council Agenda, Communications, A Section. Thanks Tara

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk /Planning Manager
Township of North Frontenac
6648 Road 506, Plevna, ON, K0H 2M0

From: Florence Witherspoon
Sent: February 22, 2023 9:59 AM
Subject: Resolution - Accuracy of Permanent List of Electors

Good Morning,

Please find attached a resolution from the Council of the Township of Ashfield-Colborne-Wawanosh regarding the future accuracy of the Permanent List of Electors in Ontario.

Thank you,

Florence Witherspoon

Clerk



Township of Ashfield-Colborne-Wawanosh

PHONE: 519-524-4669 ext. 202

FAX: 519-524-1951

acwtownship.ca



82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

The Honourable Steve Clark, Minister of Municipal Affairs and Housing

February 22, 2023

Re: Future Accuracy of the Permanent Register of Electors

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Anita Snobelen
Seconded by Evan Hickey

WHEREAS concerns surrounding the accuracy of the Voters' List has been highlighted in elections past and inaccuracies continue to plague municipal elections;

AND WHEREAS the Chief Electoral Officer for the Province of Ontario now has the responsibility to prepare and maintain a Permanent Register of Electors, under the Elections Act, for future municipal elections;

AND WHEREAS an accurate Permanent Register of Electors is paramount in upholding the integrity of democratic government;

AND WHEREAS an accurate Permanent Register of Electors could increase voter turnout statistics and possibly contribute to positive voter apathy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson and Ontario Municipal Councils for their support.

Carried

Sincerely,

Florence Witherspoon
Municipal Clerk

cc. Greg Essensa, Chief Electoral Officer for Ontario, Huron-Bruce MPP Lisa Thompson, and Ontario Municipal Councils

acwtownship.ca

From: Tara Mieske
Sent: March 3, 2023 8:44 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Going GREEN for Mental Health in May

Good Morning – For inclusion in the March 17, 2023, Council Agenda, Communications, B Section. Thanks Tara

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk /Planning Manager
Township of North Frontenac
6648 Road 506, Plevna, ON, K0H 2M0

From: Louri Snider
Sent: February 28, 2023 9:25 PM
To: Brooke Hawley
Subject: Going GREEN for Mental Health in May

Good Evening,
This year again, we plan to GO GREEN for Mental Health Awareness.

We are GOING GREEN.....

- To promote positive mental health
- To create awareness
- To educate
- To end the stigma
- To send a message that It's Okay Not to be Okay
- To let those struggling and their families know, "YOU'RE NOT ALONE"

We are hoping council will support this by:

Allowing us, for the month of May, to hang green mental health awareness ribbons throughout the community with positive messages.

Families and residents can reflect on these messages and take a selfie and post on social media, to keep the conversation going.

Please see attached other various ways people can get involved with the "GO GREEN" campaign.

Thank you, for your consideration!

Louri Snider
louri@baseballfordad.com

Baseball For Dad
Box 243, Maynooth ON
K0L-2S0
baseballfordad.com

Mental Health Awareness Week May 1-7, 2023.

This year again, we plan to **GO GREEN for Mental Health Awareness.**

Why **GO GREEN?**



- To promote positive mental health
- To create awareness
- To educate
- To end the stigma
- To send a message that It's Okay Not to be Okay
- To let those struggling and their families know, **YOU'RE NOT ALONE**



It's our goal to send a message **"MENTAL HEALTH MATTERS"**, during the month of May.

Want to get involved?

GO GREEN with us the Month of May!



1. Decorate with green material, ribbon, bows etc.
2. Light up your business, community space and home **GREEN** with green light bulbs, Christmas lights and flood lights.
3. Make up awareness signs for your window or front lawn – Mental Health Matters or positive messages
4. Wear **GREEN** and/or a **GREEN** ribbon May 1st-7th.
5. Share on social media – Share your story - Share self-care tips – Share support.
6. Create chalk art messages – Spread the message of HOPE
7. Have conversations about mental health and help end the stigma – Ask family and friends how they're doing and really listen to the answers.
8. Educate yourself about Mental Illness - Take a Mental Health First Aid Course
9. Inspire Kindness
10. Take time for your own Health.



Baseball for Dad will be selling the below items at our cost to help get the message out... "Mental Health Matters". (Deadline to order is April 1st)

You can email your order to louri@baseballfordad.com or order online at <http://baseballfordad.com>

Adult T-shirts \$13 each SM – Adult XXL



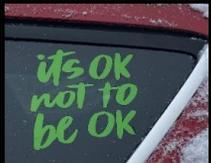
**Youth T-shirts \$10 each (Yth Sm, Med, Lrg)
Kids T-shirts \$10 each (2, 4, 6)**



MARK24 - Mental Health Matters, Awareness, Removing the Stigma, Kindness, 24 hours a day

	<p>Green Ribbon & Positive Message</p> <p>1.25 each</p>
---	---

	<p>GO GREEN sign</p> <p>\$20.00 each</p>
--	--

	<p>Its Ok not to be Ok vehicle decal</p> <p>\$3.00 each</p>
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We look forward to **GOING GREEN** together to show Mental Health Matters this May.

Louri Snider - Baseball for Dad

Ministry of Natural Resources and Forestry

Policy Division

Director's Office
Crown Forests and Lands Policy Branch
70 Foster Drive, 3rd Floor
Sault Ste. Marie, ON P6A 6V5

Ministère des Richesses naturelles et des Forêts

Division de la politique

Bureau du directeur
Direction des politiques relatives aux forêts et aux terres de la Couronne
70, rue Foster, 3^e étage
Sault Sainte Marie, ON P6A 6V5



February 24, 2023

Hello,

We are writing to let you know that the Ministry of Natural Resources and Forestry is proposing to make amendments to [Ontario Regulation 161/17](#) under *the Public Lands Act* regarding the use of floating accommodations and camping on water over public lands in Ontario. In addition, minor changes (listed below) are proposed for added clarity and consistency in the regulation.

The proposed changes are described in a regulation proposal notice that was posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) on February 24, 2023 (ERO number [019-6590](#)).

The proposed changes related to floating accommodations were informed by feedback received by the ministry in response to the March 2022 ERO bulletin titled, "Seeking input about the use of floating accommodations on waterways over Ontario's public lands" (ERO number [019-5119](#)).

We are proposing to amend Ontario Regulation 161/17 to clarify the types of camping units that can be used to camp on water over public land. It is proposed that the definition of 'camping unit' will be clarified to allow for camping on liveaboards and houseboats but will exclude floating accommodations, float homes and barges with residential units or camping facilities.

We are also proposing to change the conditions that must be met when camping on water over public lands in Ontario by:

- reducing the number of days that a person can camp on water over public land (per location, per calendar year) from 21 days to 7 days
- increasing the distance that a person camping on water must move their camping unit to be occupying a different location from 100 metres to 1 kilometre
- adding a new condition to prohibit camping on water within 300 metres of a developed shoreline, including any waterfront structure, dock, boathouse, erosion control structure, altered shoreline, boat launch and/or fill.

In addition, we are proposing to:

- harmonize the conditions for camping on public land so that residents and non-residents are required to follow the same conditions when camping on water over public lands or on public lands
- specify conditions for swim rafts, jumps, ramps for water sports, heat loops and water intake pipes
- clarify that camping on a road, trail, parking lot or boat launch is prohibited
- amend the regulation to add the following to the list of excluded public lands to which section 21.1 of the *Public Lands Act* and Ontario Regulation 161/17 do not apply:
 - lands subject to an agreement authorizing the use of those lands
 - lands subject to an authorization under the *Aggregate Resources Act*.

We encourage you to review the proposal notice (ERO number [019-6590](#)) and provide feedback through the ERO. The comment period for the proposal closes on **April 11, 2023**.

Online Information Sessions

We invite you to attend an online information session during which ministry staff will present an overview of the regulatory proposal and answer questions. Sessions will be held on the following dates:

Session 1 – Wednesday, March 8: 10:00 am to 11:30 am

Session 2 – Monday, March 20: 2:00 pm to 3:30 pm

If you wish to attend an online information session, please register by emailing public.lands@ontario.ca with the subject line “Regulatory Proposal Information Session” and indicate your preferred session date. You will receive a reply to your email with the session start/end times and information on how to join.

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section
Michelle Dano, Senior Program Advisor, Crown Lands Policy Section

From: Fedele Tremmaglia
Sent: March 9, 2023 7:24 AM
To: Brooke Hawley
Subject: 1918 Arcol Rd / Gordie Lane

Hello Corey

I am writing you to formally request an extension of snow plowing service on Arcol rd. from where the snow plow ends now to Gordie Lane, the snow maintenance ends about 150 yards from Gordie lane at my neighbours property who lives in the area 12 months a year (Darwyn knows the situation very well). As I've read in the bylaw these changes can be made provided some planning and construction for a proper turn around for the plow truck.

My family and I are currently in the process of building a 4 season cottage at 1076 Gordie Lane. We did all the development and engineering for Gordie lane to meet all the townships requirements and am wondering what we can do to make the eight properties that inhabit Gordie Lane safer and more usable. Thanks and look forward to talking to you.



Administrative Report

To: Mayor and Members of Council

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

Date of Meeting: March 17, 2023

Re: CAO Attendance at the 2023 Rural Ontario Municipal Association (ROMA) Municipal Conference.

Background

The Chief Administrative Officer (CAO) attended the ROMA Annual General Meeting (AGM) and Annual Conference at the Sheraton Centre Toronto Hotel from January 21 until January 24, 2023, along with Mayor Lichty, Deputy Mayor Inglis and Councillor's Fowler and Huetl.

Researched By

Corey Klatt, Dipl M.A, CAO

Comments

The Conference was kicked off on Sunday January 22nd with a welcome address by opening keynote speaker Jesse Wentz, Broadcaster, Indigenous Advocate, Pop Culture Philosopher. He spoke about his national bestselling book entitled "Unreconciled: Family, Truth, and Indigenous Resistance". Using stories from his life and his family's history Jesse took stock of the current state of truth and reconciliation in Canada, the challenges that exist to achieving both truth and reconciliation and what can be done to further the process. Using his experience advocating for and creating space for First Nation, Inuit and Métis people in the arts sector, Jesse discussed how companies, organizations, institutions and governments can create meaningful change for Indigenous people and themselves. Jesse touched on themes of sovereignty and self-determination, systems change, and decolonization.

I also attended a Workshop entitled Short-Term Accommodations (STA) which explored how municipalities across Ontario are approaching STA regulations, opportunities and challenges of STA's in communities.

This was a very interesting Workshop and I found the following to be of particular interest:

Terry Reese from the Federation of Cottage Associations (FOCA) advised:

Administrative Report – CAO
CAO Attendance at the 2023 ROMA Conference
March 17, 2023
Page 1 of 5

- Several municipalities in Ontario with STA By-laws, and some have strengthened their existing By-laws to deal with issues;
- Jury is still out regarding how effective STA By-laws are.
- Short Term Accommodation rentals are in top 5 of cottagers concerns.
- Less than 1 in 10 long term cottage owners who are members of FOCA rent their cottage and 1 in five new cottage owners who are members of FOCA rent their cottage.

Robert Lamb, Chief Administrative Officer from the Township of Tiny than presented on the Township of Tiny's Short Term Rental Accommodation and Licensing Program. This has dominated their Council Agenda and they have dealt with over 42,000 emails re: STA's.

- They permit a maximum of 300 STA's but have almost 400.
- Prior to implementing their By-law the Township was receiving many complaints about excessive noise, parking, garbage, drinking in public, the constant turnover of guests, party houses, illegal fireworks, non-compliance with Covid rules, etc.
- It was determined there was a need for "regulations significant enough to change the behaviour of people" both the renters and the owners renting their property.
- On some streets in the municipality there are almost as many STA's as there are owner occupied dwellings and the feeling that Township rules and regulations were not being properly communicated to renters by the owners.
- It was recognized that not all STA operators or renters should be painted with the same brush as they also had responsible operators who care about their neighbours and were available to address problems or concerns at their property; however later came to the consensus that there should be one set of rules applied equally to everyone.
- Program put into place for residents who wish to rent their properties for a period of 28 days or less are annually required to obtain a licence; hired staff to run the Program; charge \$1,500 for an annual licence fee (high fees as not fair for tax payers to have to pay for the program); developed a renters code of conduct which must be adhered to; developed demerit point system for infractions; and STA operators can lose their licence if rules not adhered to.
- Township of Tiny threatened with many law suits by STA owners and are now fighting appeals regarding STA's and their Zoning By-law (100 operators banded together and hired lawyers arguing the Township has exceeded their authority and want returned to them what they term as their "historic rights").
- The presenter advised "this story has many chapters to go for the Township of Tiny".

Marcia Wallace, CAO for Prince Edward County advised that Prince Edward County had 832 STA's in 2022 that they are aware of.

- Have many enforcement challenges (largest is STA's operating without a licence).
- Have had to become pro-active in enforcement, rather than reactive as reactive enforcement (complaint driven) was not working.
- Had broad consultation with the public and STA operators.
- Operators banding together and fighting rules and lots of threats to sue the County. As a result it is recommended that municipalities considering Licensing By-laws get legal advice, especially if considering adding anything regarding STA's to Zoning By-law to avoid non-conforming legal use.

- Bumped up fees to ensure program pays for itself as it is felt the owners can afford it (owners charge large fees for accommodation).
- The County could not inspect all operators as too many so did some attestations that properties comply with By-laws.
- If owner not on site only permitted to rent for 45 days per year but if on site allowed to rent as much as they like.

Prior to creating a Licensing By-law it is extremely important to understand the problem and what you are trying to solve (what is the root cause of putting a program in place).

On Monday January 23rd I participated in Plenary Programming which included the ROMA Annual General Meeting and appearances by Doug Ford, Premier of Ontario; Sylvia Jones, Deputy Premier, Minister of Health; Gudie Hutchings, Minister of Rural Economic Development; and Lisa Thompson, Minister of Agriculture, Food and Rural Affairs.

Next I attended a Workshop entitled Innovative Practices to Attract and Retain Talented Staff to Rural Municipalities. It was advised that there are approximately 997,000 vacant jobs in Canada right now and 20% of Canadian workers will leave their jobs in the next year. 50% of municipal workers are eligible to retire in the next five years.

- New expectations from employees include work-life balance; an attractive salary and benefits, a positive workplace culture, job security and the ability for career progression with a huge focus on health, well-being, family and flexibility.
- It was also noted that it is very important to ensure we invest money into our staff (employees like to see employers invest in them) to ensure they have the ability for professional development. It is often difficult to recruit workers for small rural municipalities; therefore it is crucial to be creative in retaining staff. It is not easy to compete with urban municipalities as they can afford to pay much higher wages.
- It is essential to have a good sales pitch for recruiting staff. Need to be able to show what your community has to offer as employees are looking for more than just a job but also a nice community.
- Several municipalities have implemented a four day work week which has proven to be a very attractive tool for recruiting and retaining staff.
- It was also presented that it is a good idea to consider an internship program for the Chief Building Official (CBO) position as they are in high demand and there are currently few opportunities to recruit a qualified CBO in Ontario.
- It is very important to have enough staff to help avoid burn out and to take good care of your staff.
- Need to welcome newcomers and include them in our workforce as they will become part of the community.

I then attended a Workshop entitled Supporting Seniors in Rural Communities. This workshop included a discussion on potential solutions for rural communities in supporting seniors and fostering age friendly communities. Simcoe County developed a Positive Aging Strategy with four predominant themes which included: Transportation; Communication/Information; Affordability; and Accessibility.

Tay Valley Township created an Age Friendly Community as they had 1.64 times the provincial average of people above 55 years of age. Residents 55 years and older made up 54% of Tay Valley's population in 2021, while that age group only represented 33% of the population province-wide. The Township also realized that its population is aging and wanted to plan for the challenges and opportunities that demographic represents.

-In 2015 Tay Valley successfully applied for an Age Friendly Community Grants Program and in 2017 the Township Council adopted the plan. In 2020 they successfully implemented cohousing, communication and inclusion as part of their Age-Friendly Plan.

AdvantAge Ontario is a not-for-profit provincial association representing the full spectrum of the senior care continuum.

-They have over 450 members who are located across the province and they represent all municipal long-term care homes in Ontario except 2.

-They provide advice on how Ontario's government can best meet seniors' needs and they work on behalf of members to help all stakeholders understand what the not-for-profit approach means and what it can do for the future of senior care.

-Developed Campus of Care Services which is an organization of a number of independent health and social services providers that strive to integrate the provision of a broad spectrum of seniors' care and within a defined geographic area. Campuses often offer different levels of care and a shared commitment/coordinated responsibility for wrap-around care. Campuses of Care co-locate a mix of community-based health and social supports, along with housing and Long Term Care beds. These buildings are located in Sturgeon Falls, the County of Simcoe, Stratford, Ottawa, Niagara and Hamilton.

The afternoon consisted of more Plenary Sessions which included Marit Stiles, Leader Elect of the Official Opposition (NDP); Colin Best, AMO; Steve Clark, Minister of Municipal Affairs and Housing and the annual Ministers Forum (Provincial Ministers available to answer questions from the many municipal Politicians in attendance).

On Tuesday January 24th I attended Plenary Programming which included brief messages from John Fraser, Interim Leader, Ontario Liberal Party; Mike Schreiner, Leader, Green Party of Ontario; a discussion regarding Innovative Rural Housing and Homelessness Solutions; the Michael J. Smither Question Box and Closing Keynote Speaker Dr. Thomas Homer Dixon who spoke about economic instability and climate change as well as how people, organizations and societies can solve complex problems while adapting and prospering in a world of ever-increasing complexity.

Financial Implications

Conference:	ROMA Conference 2023
Registration Fee:	\$574.94
Conference Advance:	\$360.21
Accommodations:	\$761.97
Parking:	\$ 56.73
Mileage:	\$398.94
Total:	\$2,152.79
All amounts listed include HST at 1.76% only (being the non-recoverable portion).	

Note: Mileage – Used Township Car; therefore charge back to Property Building Maintenance Department. Also, Deputy Mayor Inglis rode with the CAO to and from the Conference.

Recommendation

Be It Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "CAO Attendance at the 2023 Ontario East Municipal Conference (OEMC)".



Administrative Report

To: Mayor and Members of Council

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

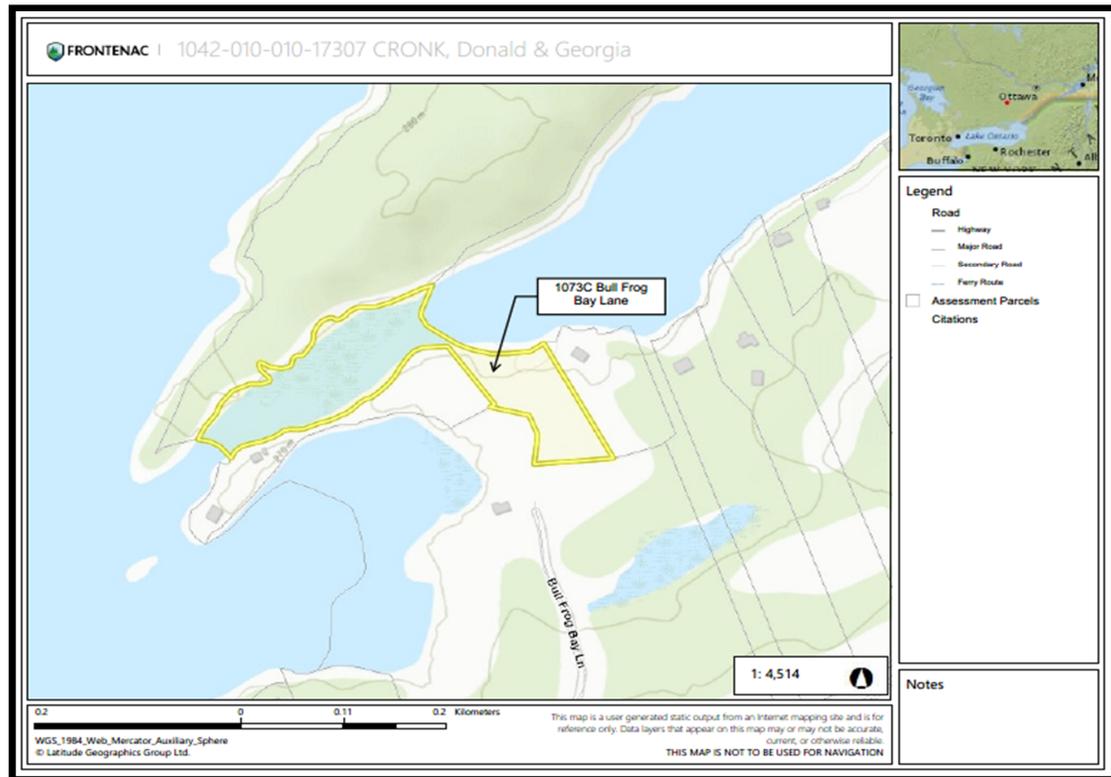
Recommended by: Corey Klatt, Dipl. M.A., Chief Administrative Officer

Date of Meeting: March 17, 2023

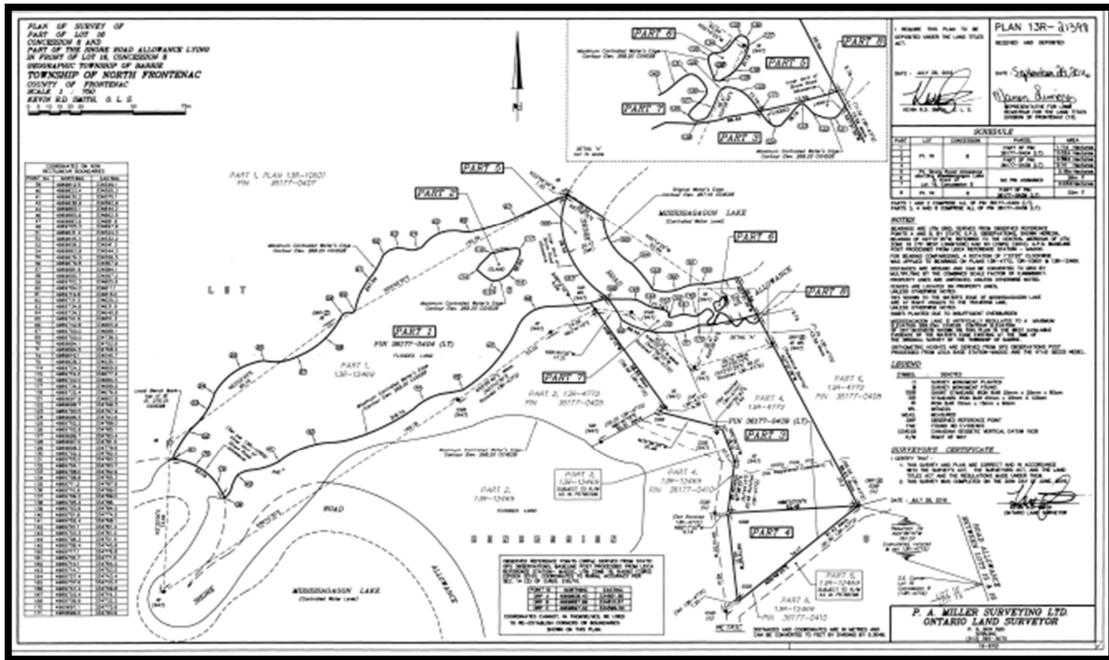
Re: Shore Road Allowance Closure and Sale By-law – Cronk

Background

An Application was submitted by Donald and Georgia Cronk to purchase the Shore Road Allowance along the shore of Mississagagon Lake, lying in front of Lot 16, Concession 8, geographic Township of Barrie, being Part 7 Registered Plan 13R-21398 (see below map and survey). Council passed Resolution #355-19 on June 14, 2019 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 – Cronk
 March 17, 2023
 Page 1 of 2



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 – Cronk";

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

- **All That Part** of the Shore Road Allowance lying in front of Lot 16, Concession 8, geographic Township of Barrie, being Part 7 on Registered Plan 13R-21398 (Mississagagon Lake);

be declared as surplus and sold to the adjoining owner. Appraisal of the property is 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, Dipl.M.A., Dipl.M.M.

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

Date of Meeting: March 17, 2023

Re: Boundary Road Closing between North Frontenac and Lanark Highlands – Furlong/Brownlee

Background

Lawrence Brownlee and Patricia Furlong provided an application to purchase part of the Lot Road Allowance on October 31, 2018 and was approved in principle on February 8, 2019 by the following Resolution:

Moved by Councillor Martin, Seconded by Councillor Hermer #75-19

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Road Allowance Closing Application for Approval in Principle – Between geographic Township of Palmerston and Township of Lanark Highlands -Furlong/Brownlee";

And That Council approves in principle the Application to close, stop up and sell the Road Allowance as described below:

- Part of the Road Allowance between the Township of North Frontenac and the Township of Lanark Highlands adjacent to Lot 9, Concession 11, geographic Township of Palmerston adjacent to the Furlong/Brownlee property.

Carried

An update regarding the Application was provided to Council at their meeting held January 15, 2021. Council was advised the entire 66' Road Allowance is owned jointly by the Township of North Frontenac and the Township of Lanark Highlands. Council was presented two options regarding the closure of this road allowance and the following Resolution was passed:

Moved by Councillor Inglis, Seconded by Deputy Mayor Martin #24-21

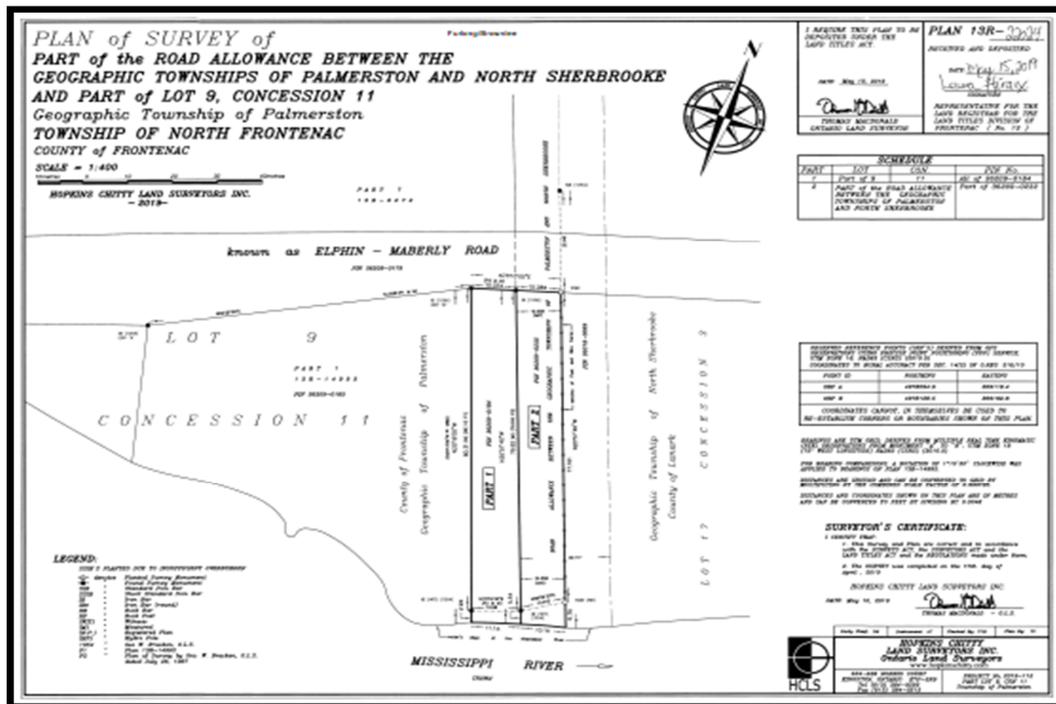
Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Boundary Road Closing between North Frontenac and Lanark Highlands – Furlong/Brownlee";

And That Council chooses option #2, provided it is agreed to by the Council of the Township of Lanark Highlands, to sell the western half of the Road Allowance to the Applicant and the eastern half being transferred to the Township of Lanark Highlands

Clerk/Planning Manger's Administrative Report
Boundary Road Closing between North Frontenac and Lanark Highlands – Furlong/Brownlee
March 17, 2023
Page 1 of 3

provided the Applicant is agreeable to completing the survey of the eastern half of the Road Allowance which is being transferred to Lanark Highlands at the Applicants cost; **And That** the Applicant will cover the costs for the Township's Solicitor to complete the Transfer of the Eastern half of the Road Allowance to the Township Lanark Highlands; **And That** if the Council of the Township of Lanark Highlands is not agreeable to Option #2, the Clerk shall inform the Applicant the Road Allowance will not be closed and transferred.

Carried



Researched By

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

Comments

The Applicants had the other half of the Road Allowance surveyed. On February 27, 2023, The Township of Lanark Highlands provided the Township with a Draft Agreement (Attachment #1). The details of the required steps are set out in the Agreement. A summary of North Frontenac's requirements are as follows:

1. Registration of an Application to change the name on the Road Allowance from Public Authority Having Jurisdiction to the Township of Lanark Highlands and the Township of North Frontenac.
2. North Frontenac declare the east half (Lanark side) surplus and execute a Transfer to Lanark Highlands.

3. Lanark Highlands and North Frontenac declare the west half (Frontenac side) surplus and Lanark Highlands execute a Transfer to North Frontenac.
4. North Frontenac transfer the west half to Bownlee/Furlong.

If the Agreement is signed by all parties, the Clerk will work with the Township of Lanark Highlands to have the required documents prepared and will provide the required By-laws to Council.

Financial Implications

The Applicant has already provided the applicable administration fee which includes costs for legal work. The Applicants have agreed to pay any additional legal fees required.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Boundary Road Closing between North Frontenac and Lanark Highlands – Furlong/Brownlee";

And That Council authorizes the Mayor and Clerk to sign the Agreement to firstly convey the east half of the Road Allowance to Lanark Highlands and the west half to North Frontenac and secondly for North Frontenac to convey the west half to Furlong/Brownlee;

And That, once the Agreement is signed by all parties, Council instructs the Clerk to work with the Township of Lanark Highlands to have the required documents prepared.

AGREEMENT

PARTIES

The parties to this Agreement are:

1. **The Corporation of the Township of Lanark Highlands**
Address: 75 George Street, Lanark, Ontario K0G 1K0
E-Mail: lhclerk@lanarkhighlands.ca
(“**Lanark Highlands**”)
2. **The Corporation of the Township of North Frontenac**
Address: 6648 Road 506, Plevna, Ontario K0H 2M0
E-Mail: clerkplanning@northfrontenac.ca
(“**North Frontenac**”)
3. **Lawrence MacLachlan Brownlee and Patricia Ann Furlong**
Address: 3923 Elphin-Maberly Road, Snow Road Station, Ontario K0H 2C0
E-Mail: elphingoldorganics@gmail.com
(“**Brownlee/Furlong**”)

BACKGROUND

1. Pursuant to section 29(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, and amendments thereto (“*Municipal Act, 2001*”), “... municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highways forming a boundary line”.
2. The Road Allowance between the Townships of Palmerston and North Sherbrooke is a boundary line and, pursuant to s. 29(1) of the *Municipal Act, 2001* Lanark Highlands and North Frontenac have joint jurisdiction over it.
3. Brownlee/Furlong have requested that Lanark Highlands and North Frontenac declare part of the Road Allowance between the Townships of Palmerston and North Sherbrooke surplus and pass a by-law to stop up, close and convey the following lands to them:
 - a. Part of the Road Allowance between the Geographic Townships of Palmerston and North Sherbrooke, Counties of Frontenac and Lanark, designated as Part 2 on Plan 13R-22024 (being part of PIN #36209-0232) [the “**Frontenac Lands**”]
4. Brownlee/Furlong are the registered owners of the lands abutting the Frontenac Lands, being PIN #36209-0184.

5. Lanark Highlands, in consideration of it declaring the Frontenac Lands surplus and passing a by-law to stop up, close and convey the Frontenac Lands has requested that North Frontenac declare the following lands surplus and pass a by-law to stop up, close and convey it to Lanark Highlands:
 - a. Part of the Road Allowance between the Geographic Townships of Palmerston and North Sherbrooke, Counties of Frontenac and Lanark, designated as Part 1 on Plan 27R11946 (being part of PIN #05018-0069) [the “**Lanark Lands**”]
6. Brownlee/Furlong have agreed to be responsible for all costs of Lanark Highlands and North Frontenac associated with the road closing and transfer of the Frontenac Lands and the Lanark Lands (including but not limited to survey, appraisals and advertising). In addition, Brownlee/Furlong have agreed to be responsible for reasonable legal fees, disbursements and HST incurred by Lanark Highlands and North Frontenac in respect to this transaction.
7. The Parties have entered into this Agreement to set out the terms, conditions and obligations relating to the transfer of the Frontenac Lands and the Lanark Highlands Lands.

AGREEMENT

In consideration of the premises and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. Brownlee/Furlong shall be responsible for all costs of Lanark Highlands and North Frontenac associated with the road closing and transfer of the Frontenac Lands and the Lanark Lands (including but not limited to survey, appraisals and advertising). In addition, Brownlee/Furlong shall be responsible for reasonable legal fees, disbursements and HST incurred by Lanark Highlands and North Frontenac in respect to this transaction.
2. Lanark Highlands and North Frontenac shall register an Application to Change Name on the Lanark Lands and Frontenac Lands changing the name from “Public Authority Having Jurisdiction” to Lanark Highlands and North Frontenac.
3. Lanark Highlands shall declare the Frontenac Lands surplus and shall pass a by-law to stop up, close and convey the Frontenac Lands to North Frontenac.
4. North Frontenac shall pass a by-law to stop up, close and convey the Frontenac Lands to North Frontenac.
5. Lanark Highlands and North Frontenac shall execute a Transfer to North Frontenac of the Frontenac Lands.
6. North Frontenac shall be responsible to register the by-laws to stop up and close the Frontenac Lands and the Transfer to North Frontenac of the Frontenac Lands.

7. North Frontenac shall declare the Lanark Lands surplus and shall pass a by-law to stop up, close and convey the Lanark Lands to Lanark Highlands.
8. Lanark Highlands shall pass a by-law to stop up, close and convey the Lanark Lands to Lanark Highlands.
9. Lanark Highlands and North Frontenac shall execute a Transfer to Lanark Highlands of the Lanark Lands.
10. Lanark Highlands shall be responsible to register the by-laws to stop up and close the Lanark Lands and the Transfer to Lanark Highlands of the Lanark Lands.
11. Once the Transfer contemplated in paragraph 10 is registered, North Frontenac hereby confirms that it shall have no further interest in the Lanark Lands and shall execute any further documentation as may be necessary to confirm that Lanark Highlands is the absolute owner of the Lanark Lands. The provisions of this paragraph shall not merge on closing but shall survive closing.
12. North Frontenac shall declare the Frontenac Lands surplus and shall pass a by-law to stop up, close and convey the Frontenac Lands to Brownlee/Furlong.
13. This Agreement is conditional upon Lanark Highlands and North Frontenac registering the Applications to Change Name, declaring the Frontenac Lands and Lanark Lands surplus, passing the by-laws to stop up, close and convey the Lanark Lands and Frontenac Lands, registering the required Transfers all as contemplated in paragraphs 2 to 12 (inclusive) herein. In the event that these matters are unable to be completed within twelve (12) months of the date of this Agreement, then this Agreement shall become null and void.
14. The costs in respect to this Agreement shall be payable by Brownlee/Furlong regardless of whether the transactions contemplated in paragraphs 2 to 12 (inclusive) are successful.
15. This Agreement shall be completed no later than 90 days after the Transfers set out in paragraphs 6 and 10 have been registered. Upon completion, vacant possession of the Lanark Lands and Frontenac Lands shall be given to the Lanark Highlands and/or North Frontenac, as the case may be, unless otherwise contemplated in this Agreement.
16. Brownlee/Furlong acknowledge that both Lanark Highlands and North Frontenac are municipal corporations and are exempt from obtaining severance endorsements on the contemplated Transfers pursuant to section 50(3)(c) of the *Planning Act*, R.S.O. 1990, c. P.13, and amendments thereto.
17. The Parties acknowledge and accept that the Frontenac Lands and Lanark Lands are being sold or transferred “as is” and there is not warranty or other representation with respect to the physical condition of the Frontenac Lands and Lanark Lands or any environmental matters.

18. Lanark Highlands and North Frontenac acknowledge that the Transfers contemplated in paragraphs 6 and 10 are effectively to sever their joint tenancy in the Lanark Lands and the Frontenac Lands and that both the Lanark Lands and the Frontenac Lands have an equal valuation.
19. Brownlee/Furlong represent and warrant that they are not a non-Canadian within the meaning of the *Prohibition on the Purchase of Residential Property by Non-Canadians Act*, S.C. 2022, c. 10, s. 235 and any amendments thereto and the Regulations under it (“**the Act**”), and Brownlee/Furlong acknowledge and agree that they are not permitted to assign this Agreement to a non-Canadian within the meaning of the Act. This representation and warranty shall survive and not merge on the completion of this transaction.
20. The Parties agree that there is no representation or warranty of any kind that the future intended use of either the Lanark Lands or the Frontenac Lands is or will be lawful except as may be specifically provided for in this Agreement.
21. HST - This transaction is subject to Harmonized Sales Tax (H.S.T.), and such tax shall be in addition to the Purchase Price. HST payable on the purchase price shall be charged as an adjustment on closing unless:
 - a. the Purchaser provides satisfactory proof that that the Purchaser is a HST registrant and therefore the sale is subject to an election pursuant to s. 167(1) of the Excise Tax Act. and
 - b. the Purchaser delivers on closing an indemnity agreement in the event any HST is assessed against the Vendor.

MISCELLANEOUS

22. In this Agreement, the number and gender shall be construed as the context may require.
23. The Background recitals are hereby incorporated into and form part of this Agreement, including all defined terms referenced therein.
24. The headings in this Agreement are for convenience only and do not constitute part of the terms of this Agreement.
25. Time shall be of the essence of this Agreement.
26. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable.
27. This Agreement shall not be amended or modified in any respect otherwise than in writing and executed by the parties hereto.
28. The parties agree to execute all reasonably necessary documents in order to give effect to the terms and effect of this agreement.
29. This Agreement shall be governed by the laws of the Province of Ontario.

30. Execution of this Agreement and all subsequent notices, correspondence and documentation may be by way of facsimile transmission directed to the parties at the fax numbers listed on page 1 of this Agreement (if any) or by email to the email addresses listed on page 1 of this Agreement (if any).

Alternatively, any notice to the parties given pursuant to any provision of this Agreement may be given by personal delivery or by prepaid registered post addressed to the parties at their respective addresses on page 1 of this agreement.

If notice is given by prepaid registered post, it shall be deemed given seven days after the date of mailing.

A party may change his fax number, email address or postal address by notice to the other party at any time provided the other party has acknowledged the change or the party giving the notice has confirmation that the notice was received.

31. This Agreement shall **not** be assignable by any party without the written consent of the other parties.
32. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns respectively of each of the Parties hereto.
33. This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which taken together shall constitute the same agreement.
34. The date of this Agreement is the date the last party who signs or initials the last change has delivered the final Agreement to the other parties.

35. Any tender of documents or money hereunder may be made upon the Purchaser or the Vendor or upon the solicitor acting for the Party on whom tender is desired and it shall be sufficient that a cheque certified by a Chartered Bank or Trust Company be tendered instead of cash.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their hands and seals.

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Per: * _____ Date: _____
Peter McLaren, Reeve

Per: * _____ Date: _____
Amanda Noël, Clerk

We have authority to bind the Corporation

**THE CORPORATION OF THE
TOWNSHIP OF NORTH FRONTENAC**

Per: * _____ Date: _____
Gerry Lichty, Mayor

Per: * _____ Date: _____
Tara Mieske, Clerk

We have authority to bind the Corporation

* _____
Witness

* _____ Date: _____
Lawrence MacLachlan Brownlee

* _____
Witness

* _____ Date: _____
Patricia Ann Furlong

Q:\Clients L\Lanark Highlands, Twp. -763, 812, 1265, 4264\19-218 - North Frontenac Road Closing - Part Lot 9, Con 11, Palmerston\Agreement - v1 - Feb 3-23.doc



Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: March 17, 2023

Re: Proposed Amendments to the Procedural Policy for Council, Committees of Council and Task Forces

Background

On March 25, 2022, Council passed By-law #21-22 To Establish a Procedural Policy for Members of Council, Committees and Task Forces. This By-law incorporated several amendments made to the Procedural Policy throughout the COVID-19 pandemic.

At their meeting on February 24, 2023, Council passed the following Resolution:

Moved by: Councillor Hermer Seconded by: Councillor Huetl #104-23

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

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

Carried

The Procedural Policy should be reviewed during each term of Council. A comprehensive review of the current policy has not been completed in some time.

Research By

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

Comments

There were several amendments made throughout the Policy to add clarification and reduce duplication. The order of items were changed to make the Policy easier to follow and place like items in one section.

Clerk/Planning Manager
Proposed Amendments to the Procedural Policy for Council, Committees of Council and Task Forces
March 17, 2023
Page 1 of 3

The Clerk’s Department is recommending amendments to the Policy provide more clarification. Some of the key amendments being proposed are:

- The definition section was updated to remove definitions which are no longer applicable, provide clarification and add definitions to assist with the interpretation of the policies.
- Provisions were added for emergency meetings to allow Council to deal with emergency or extraordinary situations in a timely manner.
- Sections were added throughout the Policy to add specific details on Public Meetings, including a section on Public Meetings for Planning Act Applications, notice requirements, and Agenda items to be included.
- The section for the Inaugural Meeting was updated to amend the date to November 15th as this is the beginning of the term, set-up the process for the meeting to make it more ceremonial, remove regular business from the Agenda except those matters which are required and add for a reception following the meeting.
- A section regarding the recording of meetings was added.
- Administrative reports will be considered under the following headings:
 - Reports requiring Action
 - Reports received for Information Purposes Only
- The Council Portfolio section was updated to allow Council to consider matters at this time.
- A section regarding updated notice from Members regarding absence at meetings or the intention to attend electronically to be provided to the CAO rather than the Clerk has been included.
- The reading of By-laws was changed to allow all three readings through one Motion, unless otherwise required by legislation or procedure.
- The requirement for a Terms of Reference for Committees of Council has been included.
- When a Task Force is continuing from a previous term of Council, wording was added to invite the existing volunteers to continue on the Task Force.

Financial Implications

None.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposed Amendments to the Procedural Policy for Council, Committees of Council and Task Forces”;

And That Council approves the draft Policy with the following amendments:

And That Council will consider the By-law to amend the Procedural Policy at a future Council Meeting;

Enclosures:

1. By-law #21-22
2. Proposed Procedural Policy By-law

Clerk/Planning Manager
Proposed Amendments to the Procedural Policy for Council, Committees of Council and Task Forces
March 17, 2023
Page 3 of 3

The Corporation of the Township of North Frontenac

By-law #21-22

Being a By-law to Establish a Procedural Policy for Members of Council, Committees and Task Forces and repeal By-law #56-20 and #64-21

Whereas Section 8 of the *Municipal Act*, S.O. 2001, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance their ability to respond to municipal issues;

And Whereas Section 9 of the *Municipal Act*, S.O. 2001, 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 Section 238(2) of the *Municipal Act*, S.O. 2001, c.25, as amended (the *Municipal Act*) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

And Whereas Section 238 (2.1) of the *Municipal Act* provides that the procedure by-law shall provide for public notice of Meetings;

Now Therefore Council repeals By-law #56-20 and #64-21 and enacts the attached Schedule "A" which shall be read and form part of this By-law as the Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac;

And That this "Procedural Policy" applies to and binds all Members of Council/Committees of the Township of North Frontenac;

And That any additions to the Procedural Policy shall be authorized by By-law;

And That should any sections of this By-law, including any section or part of any Schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining Sections shall nevertheless remain valid and binding;

And That this By-law shall come into force and take effect on the date of final passing;

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

Read a first and second time this 25th day of March, 2022.

Read a third time and passed this 25th day of March 2022.

Mayor

Clerk

Schedule "A" to By-law #21-22

Council and Committee Procedural Policy

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Section 1.0 – Introduction

These procedures and rules address both basic procedural items and other more complex questions and issues that might arise in Council or Committee Meetings. Well documented procedures and rules result in more productive Meetings and lessen the amount of extraneous debate on unrelated topics.

This Policy will provide the rules of conduct for Members of Council and Committees in order to govern the affairs of the Township of North Frontenac in an accountable and transparent manner, and sets the minimum standard for the behavior of Members in carrying out their functions. It has been developed to assist Members to:

- a. Understand the standards of conduct that are expected of them;
- b. Fulfill their duty to act honestly and exercise reasonable care and diligence;
- c. Act in a way that enhances public confidence in local government; and
- d. Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority.

In all matters and under all circumstances, the Members of Council/Committees shall be guided by and shall have regard to the Municipal Conflict of Interest Act, 1990 c.50, or its successor, and amendments thereto.

Following a regular or new election, the Clerk shall provide each Member of Council/Committees with a copy of this Policy, including any amendments.

Section 2.0 – Definitions

In this by-law:

Accountability means the principle that the Municipality will be responsible to its taxpayers/stakeholders for decisions made and policies implemented, as well as its actions or inactions. Additionally, accountability means how Members and Employees are held to account for their actions; and how actions are explained and justified in terms of appropriate criteria and in sufficient detail (as stated in Accountability and Transparency By-law, as amended).

Agenda means the Orders of the Day. (See Section 5)

Amendment means a change in the form of a Motion. An Amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. It shall propose that certain words be left out; certain words be omitted and replaced by others; or certain words be inserted or added. Every Amendment shall be strictly relevant to the Motion being considered.

CAO means the Chief Administrative Officer of the Corporation of the Township of North Frontenac, being the Senior Official for the Township having the authority to bind the Township; or in the CAO's absence, the Manager appointed by Council as the CAO Back-up.

Censure means a reprimand or the act of condemning sternly the actions of a Member whom the majority of Council believes is not conducting themselves in a manner

consistent with the traditions of integrity, honesty, respect and good faith expected of Members adhering to the Township's rules and procedures.

Clerk means the Clerk of the Corporation of the Township of North Frontenac, appointed by Council who shall perform all duties per Section 223(1) of the Municipal Act, as amended.

Clerk – Delegation in Writing means the Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties under the Municipal Act or any other Act, per Section 228(4) of the Municipal Act.

Closed Session means a Meeting or a part of a Meeting of Council or a Committee, which is closed to the public. All Meetings shall be open to the public except as provided for in the Municipal Act. No such Meeting shall be held without the Clerk present. (See Section 4.6)

Committees of Council means any advisory Committee, appointed by Council of which at least 50 per cent of the Members are also Members of Council per Section 238(1) of the Municipal Act. (See Section 4.7)

Committee – External shall be appointed by Council By-law in accordance with Legislation or an Agreement for a specific function and shall have its own Procedural Policy. External Committees presently include the Committee of Adjustment/Planning Advisory Committee, Emergency Management Program Committee and the Joint Fire Committee for the Kaladar/Barrie Fire Department.

Confidential Information includes information in the possession of the Township that the Township is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation. Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature; information that is subject to solicitor-client privilege and information that is deemed to be personal information, including:

- a. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital and family status of an individual;
- b. Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c. Any identifying number, symbol or other particular assigned to the individual;
- d. The address, telephone number, email address, fingerprints or blood type of the individual;
- e. The personal opinions or views of another individual about an individual;
- f. Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence; and
- g. The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

It also means any information that is of a personal nature to the Employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the Township or could give the person to whom it is disclosed an advantage. Confidential information includes, but is not limited to the following information:

- a. Disclosed or discussed at a Closed Session;
- b. That is circulated to Members and marked "Confidential";
- c. That is given verbally in confidence in preparation of or following a Meeting that is closed to the public and includes, but is not limited to the following types of information:
 - i. Personal matters about an identifiable individual;
 - ii. Information about suppliers provided for evaluation which might be useful to other suppliers;
 - iii. Matters relating to legal affairs of the Township; sources of complaints where the identity of the complainant is given in confidence; items under negotiations; and
 - iv. Matters identified as solicitor-client privilege.

Conflict of Interest Act/Pecuniary Interest means, in accordance with the Municipal Conflict of Interest Act under "Purpose of Act", to prohibit Members of Council and Local Boards/Committees from engaging in the decision making process (that is participation in debate or voting, as well as any attempt before, during or after the meeting to influence the vote) in respect of matters in which they have a personal economic interest.

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

Councillor Portfolios means a Member appointed for action, activities or to provide a connection between Council and agencies or groups (such as, but not limited to, a Council appointed liaison for agencies/groups, Committees, Task Forces). (see section 10.1).

County Council Second Member means a Member appointed at the Inaugural Meeting of Council to serve on County Council along with the Mayor. (see section 10.2)

County Council Alternate Member means a Member appointed at the Inaugural Meeting of Council to act as the County Council Alternate Member appointed under Section 268 of the Municipal Act who will act in place of a County Council Member (Mayor or County Council Second Member) when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy). (see section 10.2)

County Council Temporary Vacancy Alternate Member means a Member appointed as an Alternate Member of County Council under Section 267 of the Municipal Act who will act in place of a County Council Member who is unable to act for a period exceeding one month. (see section 10.2)

Defer means to delay or postpone to a future Meeting of Council and/or Committee.
(See Section 8.3)

Delegation means an address to Council by one or more persons who have requested to address Council and are not Members of Council or Employees.

Deputy Clerk means the Deputy Clerk of the Corporation of the Township of North Frontenac appointed who shall have all the powers and duties of the Clerk per Section 228(2) of the Municipal Act, as amended.

Deputy Mayor means a Member appointed at the Inaugural Meeting of Council to serve as the Deputy Mayor. (see section 10.3)

Ex-Officio shall refer to the Mayor who is permitted to act by virtue of office. The Ex-Officio shall not form part of the quorum or be permitted to vote at a Committee meeting, except in the case where another Member is absent.

Holiday means a Holiday as set out in the Employment Standards Act, 2000, and/or the Township's Personnel and Employment Policies and Procedures Manual, as amended, and currently are identified below:

- New Year's Day
- Family Day (3rd Monday in February)
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Plus the following:

- Easter Monday
- Civic Holiday (first Monday in August)
- Remembrance Day

Manager as defined in the Personnel and Employment Policies and Procedure Manual.

Mayor is the Member of Council who is elected at large by general vote and shall perform the duties of Head of Council, as set out in the Municipal Act or any other Act, as amended. He/she shall preside at all meetings of Council.

Meeting means any Regular, Special or other Meeting of Council, or a Committee of Council, where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of Council or the Committee. No such Meeting shall be held without the Clerk present.
(See Section 4.0)

Member means a Member of Council or a Member of a Committee of Council.

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Minutes means a record, without note or comment, of all Resolutions, By-laws, decisions and other proceedings of Council or a Committee of Council and shall be adopted by Council, and the record shall be made by the Clerk.

Once adopted by Council, the Clerk's handwritten Notes shall be destroyed. (Prior to Council approval, the Clerk's handwritten Notes are a draft document/record, available upon request for inspection only, excluding Closed Session). The Clerk's Notes taken during Closed Sessions shall be used as the Clerk's reference only and they shall not become part of the Minutes for public viewing.

Motion means a formal written proposal for action, drafted by the Clerk and/or CAO, and presented for consideration, discussion and a vote by Council or a Committee of Council. (See Section 8.0)

Municipal Act means the Municipal Act S.O.2001, c.25, as amended.

Point of Order means bringing to the attention of the Presiding Officer that a rule has been broken or an error in procedure has been made as follows: (see Section 8.6)

- a. Breaches of the Rules of Order of Council/Committee.
- b. Difficulty in continuation of the Meeting.
- c. Improper, offensive or abusive language.
- d. Notice that the discussion is outside the scope of the Motion.
- e. Irregularities in the proceedings.

Presentation means at the invitation of Council and/or the CAO a presentation that is given by Township employees; a consultant; or representatives of an organization, agency, board or service partner including status reports concerning projects, initiatives, programs or services.

Presiding Officer means the person chairing the meeting. For Council it is the Mayor and in his/her absence is the Deputy Mayor For Committees, means the Chairperson at Meetings of Committees of Council, recommended by the Mayor and appointed by Council Resolution.

Quorum means greater than fifty per cent (50%) of the Members of Council (4 out of 7) or a Committee of Council. In the case of a Task Force a quorum shall include at least one (1) Member of Council and the CAO or a Manager and careful consideration shall be taken to ensure good representation from the voluntary sector. (See Section 6.0)

Recorded Vote means the recording of the last name and vote of every Member on a Motion, in alphabetical order with the Presiding Officer last, during the Meeting. (See Section 8.7)

Refer means to send an issue or request information from a Committee of Council and/or the CAO by Resolution. (See Section 8.3)

Resolution a written Motion adopted by a majority of Council and shall include the original Motion or an amendment to the original Motion. Committee Motions shall not be carried or become Resolutions until the Minutes are adopted by Council.

Rules of Order means the rules of procedure and order established by this By-law to regulate conduct during a Meeting of Council/Committees. In the event of a question of procedure arising from this By-law, "The Everything Robert's Rules Book, Adams Media, 2004" as amended shall be referenced for clarification.

Sanctions include but are not limited to, censuring, removal from Committee assignments either permanently or for an interim period or demand of an apology. (See Section 11.6)

Task Force means individuals appointed by Resolution for a specific task to be addressed or special purpose. A Task Force shall not be governed by this Procedural By-law; but is governed by the mandate established by Council and the Terms of Reference approved by Council. (See Appendix A)

Town Hall Information Session means Information Sessions that are designed to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's agenda. (See Section 4.9)

Township means the Corporation of the Township of North Frontenac.

Transparency means the principle that the Municipality actively encourages and fosters taxpayers/ stakeholders participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open and clear to the public (as stated in the Accountability and Transparency By-law, as amended).

Website means the official Website of the Corporation of the Township of North Frontenac – www.northfrontenac.com.

Section 3.0 – Council Vacancy Appointment Process

3.1 Vacant Position Declared

Council declares the Council position vacant, and this position is to be filled within sixty (60) days of declaring the vacancy. (Subject to the Municipal Act, as amended). The position will be offered to the candidate from the vacant Ward who had the highest number of votes at the previous election, and if declined, to the candidate with the next highest number of votes, etc., provided the candidate received at least fifteen percent (15%) of the votes at the previous election. If no appropriate Candidate is available, the Clerk shall advertise the vacancy for public interest in filling the position, from the Ward in which the vacancy occurred.

The vacant position of Mayor shall be filled through a Bi-election.

3.2 Advertise Vacancy

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two (2) consecutive weeks, as well as having the advertisement placed on the Township's Website.

3.3 Declaration of Qualifications

All candidates submitting an application/resume to the Clerk shall also sign a Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination.

3.4 Applicants' Resumes

Council shall receive a confidential copy of each Applicant's application/resume in the Closed Council Agenda package prior to the next Council Meeting at which a vote will be taken. Applications/resumes shall remain confidential and once the final decision is made all confidential copies shall be deleted, if electronic, or returned to the Clerk.

3.5 Applicant's Presentation

The Clerk shall invite all Applicants to the next Council Meeting after the application/resume response deadline, at which time each Applicant, at the end of the Council Meeting, in alphabetical order, will be given an opportunity for a five (5) minute presentation to Council.

3.6 Nominations

Following the Applicant presentations, the Mayor shall call on Council for nominations to fill the vacancy. The nominations shall come from the list of qualified Applicants.

3.7 Nomination Consideration by Council

All nomination Motions shall have a Mover and a Secunder to be placed on the table for consideration by Council.

3.8 Nomination Vote by Council

Each nomination Motion will be subject to a vote by Council. The nomination Motion shall receive the majority support of Council.

3.9 No Nominations

The Mayor shall call three (3) times in a row for additional nominations and if he/she receives none, the Mayor will close the nomination process.

3.10 Tally of Votes

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated in. Each Member of Council may only vote for one Nominee. The votes will be tallied by the CAO and the Clerk.

3.11 Majority Vote

The nominees that receive the majority support of Council will continue in the process. If only one (1) nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

3.12

Multiple Majority Vote

In the event that two (2) or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

3.13 Tie Vote

If a tie continues with two (2) or more nominees, the names will be placed in a 'hat' and the CAO will draw one (1) name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

3.14 No Majority Vote

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three (3) rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one (1) name from that hat and the name so drawn will be appointed to fill the vacancy.

3.15 Motion to Appoint Nominee

Council will immediately thereafter, pass a Motion to appoint the successful nominee to the vacant Member of Council position.

3.16 Swearing In of New Member of Council

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

4.0 Convening of Meetings

4.1 Regular Meetings of Council

Council shall determine the Regular Meeting of Council schedule for the subsequent year at a regularly scheduled Meeting in September or October of each year, including:

- i. First Meeting date of the year;
- ii. Day of the Week Meetings will be held (currently Friday);
- iii. Frequency of Meeting (currently every third week);
- iv. Time of Meetings (currently 9:00 a.m.); and
- v. The location of the Meetings.

If the date of a Regular Meeting of Council is a Holiday, the Council shall meet at the same hour on the proceeding or following day which is not a Holiday, as set out in the Regular Meetings of Council schedule.

Upon receipt of a petition of the majority of the Members of Council or a Resolution of Council, the Clerk shall, alter the date, time and/or place or dispense with a Meeting of Council, provided that forty-eight (48) hours' notice of the change is posted, by the Clerk, on the Township's Website and if time permits, published in a local newspaper.

4.2 Inaugural Meeting of Council

The Inaugural Meeting of Council after a regular election shall be held the first Monday of December following the beginning of Councils' term unless otherwise directed by Resolution of Council. Members are not permitted to participate electronically in the

Inaugural Meeting of Council, unless there is a Declared Emergency. Members of the Public will be permitted to attend the Inaugural Meeting electronically.

The Clerk shall act as the Chair until the Mayor has taken the Oath of Office.

Members shall take the Oath of Office in the form prescribed by the Minister and administered by the Clerk.

Council shall set the Meeting dates for the upcoming year at the Inaugural Meeting.

The following shall be appointed at the Inaugural Meeting of Council by a majority of Council for the term of Council:

- a. Deputy Mayor (Resolution – to be followed by an Appointing By-law);
- b. County Council Second Member (Resolution – to be followed by an Appointing By-law);
- c. External Committees by By-law (i.e. Committee of Adjustment/Planning Advisory Committee and Joint Fire Committee for the Kaladar/Barrie Fire Department); and
- d. Outside Agency Appointments (i.e. Mississippi Valley Conservation Authority (MVCA)) (by Resolution).

4.3 Special Meetings or Public Meetings of Council/Committees

A Special Meeting may be called (subject to the Municipal Act requirements) under the following circumstances at least 72 hours' notice before the date of the Meeting:

- a. The Presiding Officer may, at any time, summon a Special Meeting;
- b. Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the time and date mentioned in the petition;
- c. By Resolution of Council;
- d. In the case of an emergency, within the meaning of the Township's Emergency Response Plan, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient, without giving the standard notice that applies to Council Meetings. (Note: also see Emergency Plan – Calling of Meeting for the Community Control Group, which policies are separate from this Procedural By-law).

Upon receipt of the summons or petition the Clerk shall contact Members to ensure a quorum can be established for the Special Meeting. Such meeting shall be held as soon as practicable following receipt of the summons or petition, Notice shall be given to Members and the CAO by email, telephone or personal contact as determined by the Clerk.

A Special Meeting or Public Meeting shall be set by Council to address a specific topic(s) where Public consultation/input is required per legislation and/or policy or requested by Council. Council shall determine, date(s), time(s), location(s) as well as if members of Council, staff or the Public will be permitted to attend the Special Meeting or Public Meeting electronically.

4.4 Joint Councils Meeting

Each Council shall consider an independent Motion at or following the Joint Meeting regarding any recommendation made during the Joint Councils Meeting which may be adopted by a Majority of Council.

Joint Councils Meetings will be permitted to be held electronically.

4.5 Open to the Public – Council and Committee Meetings

All Council; Committee and Task Force Meetings shall be open to the public, unless authorized to be Closed for reasons allowed under the Municipal Act. Members of the Public will be permitted to attend Meetings electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number), Public shall only be permitted to participate in Regular, Inaugural and Special Meetings through electronic participation. The participation of the Public at a Public Meeting during these times shall be determined by Council when the Meeting is scheduled (i.e. in-person and/or electronic). When electronic participation is required/permitted the Clerk will provide the login details with the Agenda on the Township's website.

4.6 Closed Sessions – Council and Committee Meetings

- a. A Meeting or part of a Meeting of Council or a Committee may be closed to the public if the subject matter being considered is:
 - i. The security of the property of the Municipality or local board.
 - ii. Personal matters about an identifiable individual, including Municipal or local board employees.
 - iii. A proposed or pending acquisition or disposition of land by the Municipality or local board.
 - iv. Labour relations or employee negotiations.
 - v. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board.
 - vi. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 - vii. A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an *Act* of Legislature or an *Act* of Parliament.
 - viii. Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
 - ix. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
 - x. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.
 - xi. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- xii. The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of council or local board.
- b. A Meeting shall be closed to the public if the subject matter being considered is:
 - i. A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is the head of an institution for the purposes of the Act.
 - ii. An ongoing investigation respecting the Municipality by the Ombudsman appointed under the Ombudsman Act.
- c. Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee shall state by Resolution the fact that a Closed Session is being held, quoting the section of the Municipal Act authorizing the Closed Session and the general nature of the matter to be considered, providing as much information as possible, without compromising the confidentiality of the matter.
- d. A Meeting or part of a Meeting of Council or a Committee may be closed to the public and a vote may be taken in a Closed Session only if it pertains to a procedural matter or for giving directions or instructions, by Resolution, to the CAO or a Manager.
- e. Where, in accordance with Section 239(6) of the Municipal Act, a vote is held for a “procedural matter or for giving directions or instructions to Officers, Employees or agents of the Municipality, local board or committee of either of them or persons retained by or under contract with the Municipality or local board”, the appropriate Employee may record and retain the direction for their use if necessary.
- f. Sessions which are closed to the public shall be referred to as “Closed” Sessions. All information, including but not limited to Agendas and Minutes received, reviewed or taken in a Closed Session are confidential and once the final decision is made all confidential copies shall be returned to the Clerk or deleted if electronic.
- g. It is recognized that Members and Employees may do basic calculations on paper in the course of a Closed Meeting. Any such calculations shall be collected by the Clerk and destroyed prior to the closing of the Meeting. Any recordings outside of basic calculations shall not be permitted, with the exception of the Clerk or CAO’s confidential notes. Anyone exceeding these limits may be disciplined for improper conduct at a meeting. Repeated offences may be dealt with under the Members Code of Conduct section of this Policy.
- h. Microphones shall not be used during a Closed Session.
- i. The response of Members to inquiries about any matter dealt with by Council or a Committee of Council at a Closed Session, prior to it being reported publicly, shall be “*no comment*”, or words to that effect. No Member shall release or make public any information provided for or considered at a Closed Session or discuss the

content of such a Meeting with any other persons other than an individual Member may obtain clarification from the CAO.

- j. On return to Open Session under the “Rise and Report” Section on the Agenda, the Presiding Officer shall provide an overview of the general nature of the Closed Session, with as much information as possible, without compromising the confidentiality of the matter.
- k. The release of any information about any matters dealt with at a Closed Session shall be by the Presiding Officer only during the Rise and Report section of the Agenda. Once the Presiding Officer has reported on the general nature of the Closed Session Agenda, this information only shall be considered to be public information and a Member may discuss only the information as reported by the Presiding Officer in Open Session without being considered to be in violation of this Policy.
- l. Members shall receive a confidential copy of each draft Closed Session Minutes in the electronic Closed Agenda package prior to the Meeting. All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO only, and shall be password protected. The CAO may share appropriate Closed information and/or Resolutions with Managers at the CAO’s discretion.
- m. Approval of the Closed Session Minutes shall be considered by Council or the Committee at the next Closed Session by Closed Resolution or Motion of a Committee.
- n. The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

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.

Council may from time to time appoint, by Resolution, Committees of Council and the Committee Chair, for a special purpose as set out in the Appointment Resolution. Committees of Council are governed by this Policy with the exception of the Committee of Adjustment/Planning Advisory Committee and the Kaladar/Barrie Joint Fire Committee which shall have their own Procedural By-law.

All Committees of Council shall comply with all applicable legislation and Municipal By-laws and Resolutions.

The Committee Chair shall confidentially report to Council any Committee Member who refuses or neglects to attend a Meeting without just cause. Council may then, by Resolution, remove that Member from the Committee and appoint another Member in his/her place.

Council may discharge from responsibility any Committee which refuses or neglects to give due consideration to any matter before it. Council may then, by Resolution, allot such responsibility to another Committee.

All Committees of Council are subject to the control and direction of Council. The Clerk shall submit for inclusion in an upcoming Council Agenda, reports including Minutes and recommendations on all matters connected with their duties.

Committees of Council shall:

- i. be made up of not more than three (3) Members of Council;
- ii. any public representatives on Committees of Council shall be appointed by Council Resolution; excluding the Personnel and Audit Committee which shall have Council representation only; and
- iii. be open to the public excluding Closed Sessions.

The Chair of the Committee shall:

- i. be recommended by the Mayor and appointed by Council Resolution;
- ii. call the meeting, as long as all Committee Members, Clerk, (to record Minutes and post notice of the meeting on the Township's Website forty-eight (48) hours in advance) and the CAO and applicable Managers as determined by the CAO, are advised well in advance of the meeting; and
- iii. ensure the Committee gives clear direction to the Clerk, by way of a Motion to be recorded in the Committee Minutes and such Motions shall not be carried or become Resolutions, until the Committee Minutes are adopted by Council by Resolution.

Committee Minutes shall be drafted by the Clerk and provided to the Committee Members for approval in principle, this may be done by email to ensure the Committee Minutes are provided to Council in a timely manner. Once the Committee Minutes are approved in principle they shall be provided to the Clerk for inclusion in an upcoming Council Agenda. Once adopted by Council it is understood that Council is approving the Committee's Motions that will now become Resolutions of Council.

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

Members of the Public will be permitted to attend Committee Meetings electronically.

4.8 Local Boards

Council shall from time to time appoint, by Resolution, a Member of Council to represent the Township on Local Boards. The Local Board shall act in accordance with the Local Board's mandate.

4.9 Town Hall Information Session

The Mayor may hold an Information Session in any Ward in accordance with the provisions of this Section.

The purpose of an Information Session is to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda. The purpose of an Information Session is not to materially advance the decision-making of Council, but rather to allow Ward Councillors to become better informed of issues that are important to the public and to disseminate information of interest to the public. The Mayor shall advise Council, the Clerk, and the CAO of each information session at least ten (10) calendar dates in advance. The Clerk shall provide Notice.

The only Members of Council entitled to attend an Information Session are the Mayor and the two Ward Councillors representing the Ward where the Information Session is held. The Mayor shall be present and can hold the Meeting with or without the two Ward Councillors present. No Township Employees are required to be in attendance.

In the event that the number of Councillors attending an Information Session constitutes a quorum of Council, the Mayor shall immediately adjourn the Information Session.

In no circumstance shall any vote be taken at an Information Session, nor shall any debate amongst Council Members occur related to the business of Council.

Prior to commencing any Information Session, the Mayor shall read out a statement to the public advising that the Information Session is not a Meeting of Council and that no new business of Council shall be discussed or debated, nor shall any vote be taken. The Mayor shall advise the public that the purpose of the Information Session is to provide an update to the public on decisions and actions that Council has previously taken and to listen to comments and/or concerns from members of the public. It will be a decision of individual Councillors as to whether any issues raised at the Information Session are brought forward at a regular Council Meeting by way of a Councillor's Administrative Report.

4.10 Notice Requirements for Meetings (Council and Committee)

a. To the Members

All meetings of Council and Committees shall be held at a municipal facility at the Clerk's discretion depending on facility availability.

i. Regular Council Meetings

The Clerk shall provide written notice by email of all Regular Council Meetings to Members of Council and the CAO by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda.

Generally, Members of Council and the CAO shall receive notice at least five (5) calendar days before the day of the Regular Meeting. However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

ii. Special Council Meetings

The Clerk shall provide written notice by email of a Special Meeting(s) to Members of Council and the CAO by means of an electronic Agenda. Any

supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda.

iii. Committee Meetings

The Clerk shall provide written notice by email of all Committee Meetings to Members of the Committee, the CAO and all additional Council members for information purposes only. The notice shall be in the form of an electronic Agenda with all supporting documentation regarding matters to be addressed at the Meeting.

b. To the Public

The Clerk shall give annual Notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates on the Township's Website; at the Community Halls and Municipal Office front lobby, at the beginning of each calendar year. The date and time of the Council Meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

The Clerk shall give Notice to the public of all Regular Committee Meetings by adding the Notice to the Township Website's Council/Committee Meetings calendar. The date and time of the Committee meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

Council/Committee Public Agendas shall be posted on the Website and emailed to the local Newspaper not later than forty-eight (48) hours preceding the date of the Meeting.

The Clerk shall give notice to the public of any changes to Regular Council and Committee Meeting dates by posting a notice of the Township's website.

The Clerk shall give notice to the public of any Special Meetings of Council by posting a notice on the Township's Website as soon as possible after the date of the Special Meeting has been confirmed, but notice shall be no later than forty-eight (48) hours prior to the Meeting date. The date and time of the Special meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

4.11 Curfew

Regular Council and Committee Meetings shall stand adjourned after five (5) consecutive hours, but business may be continued only upon a Council Resolution or Committee Motion passed by a majority vote. Curfew is not applicable to Special or Public Meetings.

4.12 Suspending the Rules of Procedure

Council may decide by Resolution to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

Council may, by Resolution, “waive” or suspend a rule of procedure with a majority vote of the Members present.

Section 5.0 – Agendas

The Clerk will prepare an electronic Agenda for the use of Members at Meetings.

All employee items of new business for the Agenda shall be presented in the form of an Administrative Report. All Member items of new business for the Agenda shall be presented in the form of an Administrative Report or Notice of Motion. A Council/Committee Administrative Report or Notice of Motion shall be received in writing by the Clerk by 4:00 p.m., no later than ten (10) calendar days prior to the Meeting date.

Additions to the Agenda by individuals or groups will not be accepted by the Clerk after 4:00 p.m. ten (10) calendar days preceding a regular Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless Council/Committee decides otherwise through a Council Resolution or Committee Motion to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Regular Meeting.

5.1 Regular Council/Committee Meetings

The Agenda will contain the following:

1. Call to Order.
2. Approval of Agenda.
3. Disclosure of Pecuniary Interest and General Nature Thereof.
4. Business Introductions (Section 5.6)
5. Presentation(s) (Section 5.4).
6. Delegation(s) (Section 5.3).
7. Adoption of Minutes – Council and Committees of Council.
8. Business Arising Out of Minutes.
9. Communications – Clerk’s Administrative Report (Section 5.5).
10. Members, CAO and Managers’ Administrative Reports.
11. External Committee/Local Boards/Task Force Notes and Reports;
(not applicable for Committees).
12. Giving Notice of Motion. (Section 8.1 and 8.8)
13. Motions, Written Notice of Which Have Been Given (Section 8.1 and 8.8).
14. Council Portfolio Verbal Reports (not applicable for Committees).
15. Introduction and Reading of By-Laws (not applicable for Committees).
16. Public Forum (Section 4.12).
17. Closed Session (Section 4.6).
18. Rise and Report – from the Presiding Officer (Section 4.6).
19. Confirming By-law (not applicable for Committees).
20. Adjournment.

Note: The Clerk is required to add a Section at the beginning of the Meeting to include matters which were previously subject to a Public Meeting.

5.2 Special Council/Committee Meetings

The Agenda for a Special Meeting may differ from a Regular Meeting Agenda, in that it shall only require the Sections required to meet the purpose of the Special Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting.
2. Chair's Opening Remarks.
3. Approval of Agenda.
4. Disclosure of Pecuniary Interest and General Nature Thereof.
5. Public Forum (Re: Items on today's Agenda only).
6. Confirming By-law (not applicable for Committees).
7. Adjourn.

5.3 Public Meetings

The following shall be included in a Public Meeting Agenda:

1. Call to Order and Purpose of the Meeting
2. Chair's Opening Remarks
3. Disclosures of Pecuniary Interest and General Nature Thereof
4. Council Input
5. Public Input
6. Adjourn

The matter discussed at a Public Meeting shall be considered at the beginning of the next scheduled Regular Council Meeting.

5.4 Delegations

Persons who wish to appear as delegations must make a request to the Clerk outlining the purpose of their delegation to appear before Council or a Committee, at least fourteen (14) days prior to the meeting. The delegate shall provide the Clerk with a copy of their presentation by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Delegates are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) presentations shall not be held in-person and shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Delegations are limited to ten (10) minutes. The Presiding Officer may extend this time limit as deemed necessary. An addition ten (10) minute Council/Committee question period is permitted following each presentation.

If a delegation is requesting information or a decision from Council this matter shall be deferred until the next Regular meeting to allow Council to obtain the necessary information to make an informed decision. Council may instruct the Chief Administrative Officer to provide additional information at the next Regular meeting.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

Note: No individual(s) marketing their products shall be permitted as a Delegation unless approved by Council in advance.

No person shall be permitted to speak at a Meeting unless the above delegation rules have been followed or permitted leave-to-speak is given by the Presiding Officer or by Resolution.

5.5 Presentations

Presentations are subject to Council or the CAO Invitation. The presenter shall provide the Clerk with a copy of their presentation by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Presenters are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) presentations shall not be held in-person and shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Presentations are limited to thirty (30) minutes for their presentation. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation. Time limits for Presentations do not apply to Presenters at a Special or Public Meeting that are set for that particular matter.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

5.6 Business Introductions

Business owners within the Township of North Frontenac who wish to appear before Council may make a request to the Clerk to be included on an upcoming Agenda. The request must be provided at least fourteen (14) days prior to the meeting. The presenter(s) shall provide the Clerk with a copy of their presentation by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) presentations shall not be held in-person and shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

The presenters are limited to five (5) minutes for their presentation. The Presiding Officer may extend this time limit as deemed necessary. An additional five (5) minute Council question period is permitted following each presentation.

The number of Businesses shall be limited to one (1) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council Meeting as determined by the Clerk in preparing the Meeting Agenda.

5.7 Communications

The Communications package is made up of two Sections one being "A" items which are received for information only, the other being "B" items which require Council's consideration. The Clerk will circulate all communications received for the Communications package to the Members in advance of the Agenda being circulated. All Communications will be include in the "A" Section, excluding communications from residents or agencies which require a response these will be included by the Clerk in the "B" Section for Council's consideration. If a Member wishes to have any item brought forward to the "B" section for action they shall notify the Clerk prior to the Agenda being circulated or by Resolution at the Council Meeting/Motion at the Committee Meeting. In order to assist with the preparation the draft Motion it is recommended a brief explanation and/or direction be provided at the time of the request.

5.8 Giving Notice of Motion

All Member new business shall be brought forward through a Notice of Motion or an Administrative Report.

A Notice of Motion shall be given in writing by a Member to the Clerk not later than 4:00 p.m. at least ten (10) calendar days preceding the next Meeting so the matter shall be included in the Agenda package or presented by a Member at the Meeting.

The Member is not required to be present during the reading of the Notice.

The Notice of Motion shall have a mover and a seconder and be voted on by the Members. If the Motion is passed the matter shall be brought before Council/Committee at the next Regular Council/ Committee Meeting.

5.9 Motion, Written Notice of Which Have Been Given

These include a Notice of Motion which was approved by Council/Committee at a prior Meeting.

5.10 Council Portfolio Positions

No Action shall be taken under Council Portfolios. If a Member would like action on an item with respect to a portfolio it must be presented to Council as an Administrative Report or Notice of Motion.

5.11 Public Forum

The Presiding Officer shall invite questions from the gallery provided the question is pertinent to that Meeting's Agenda items only. These Public comments will not form part of the Council Minutes.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) this shall not be included as an item on the Agenda.

Section 6.0 – Quorum

6.0 Electronic Participation

Members may participate in Meetings electronically and when doing so shall be counted towards quorum and may participate in both Open and Closed Meetings.

6.1 Regular or Special Meetings

As soon as there is a Quorum after the hour fixed for the Meeting, the Presiding Officer will call the Members to order. The Clerk shall then record attendance. If a Member of Council and/or Committee of Council arrives late, or leaves before final adjournment, the Clerk will note the time of arrival or departure in the Minutes.

6.2 Time Limit

The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Council or Committee shall stand adjourned and all business shall be carried forward to the next Meeting. The Clerk shall record the names of the Members present at the expiration of the time limit and append this record to the next Agenda.

6.3 Loss of Quorum During a Meeting

If a Quorum is lost during the Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.

6.4 No Quorum Possible

Should it become known in advance of a regularly scheduled or Special Meeting that a Quorum of Members will not be present, or due to inclement weather, the Mayor/Chair shall cancel the Meeting and all business will be carried forward to the next Meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members, the CAO, the Press and post it on the Township's website.

6.5 Conflict of Interest

Notwithstanding Section 6.3, where the number of Members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a Quorum, then the remaining number of Members shall be deemed to constitute a Quorum.

Section 7.0 –Responsibilities of Members During a Meeting

7.1 Role of the Presiding Officer

The Presiding Officer is responsible for:

- a. The preservation of good order and decorum throughout Council/Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership.
- b. Ruling on Points of Order and privilege.
- c. Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council/Committee from any ruling of the Presiding Officer).
- d. Open the Meeting by taking the Chair and calling the Members to order.
- e. Ensuring all Motions presented by the Members shall be received and submitted in the proper manner and acted upon in the order set out in the Meeting Agenda
- f. Put to a vote all Motions which are Moved and Seconded, or necessarily arise in the course of the proceedings, and to announce the result.
- g. Decline to put to vote Motions which infringe upon the Rules of Procedure.
- h. Authenticate by signature all By-laws, Resolutions and Minutes of Council/Committee.
- i. For Council, the Mayor shall recommend the Chairperson for all Committees for Council's consideration through a Resolution.
- j. Represent and support the Council/Committee, declaring its will and implicitly obeying its decisions in all things.
- k. Ensure the decisions of Council/Committee are in conformity with the laws and By-laws governing the activities of the Township.
- l. Adjourn the Meeting without question in the case of grave disorder arising in the Council Chamber/Meeting Room.
- m. Order any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists.
- n. The Presiding Officer should never allow anyone to publicly criticize identifiable individuals. It is the responsibility of the Presiding Officer to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.

7.2 Absence of Presiding Officer

For a Council Meeting, if the Mayor is not present within fifteen (15) minutes from the arranged time of the opening of the Council Meeting, the Deputy Mayor shall Chair the meeting, as Presiding Officer. If both the Mayor and Deputy Mayor are absent,

Members of Council present will elect another Member of Council, by Resolution, to preside. That Member of Council will discharge the duties of the Presiding Officer for that Meeting, or until the arrival of the Mayor or Deputy Mayor, and while doing so shall have all the rights, authorities and powers of the Mayor.

For a Committee, if the Chair is not present within fifteen (15) minutes from the arranged time of the opening of the Committee Meeting, the Members present shall elect another Member to Chair the meeting.

7.3 Inappropriate Behaviour

Members of Council, Committees, CAO and Managers, and Employees, delegates or visitors shall not:

- a. Speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General or a Lieutenant-Governor.
- b. Use offensive words or unparliamentarily language in or against the Council/ Committee or against any Member, CAO, Manager, Employee and/or a Guest.
- c. Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.
- d. Disobey the rules of the Council/Committee or decision of the Presiding Officer or of Council/Committee on questions of order or practice or upon the interpretation of the Rules of Order. In case a Member persists in any such disobedience, after having been called to order by the Presiding Officer, the Presiding Officer shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or subsequent Meeting.
- e. Leave his/her seat, make any noise or disturbance, or enter the Meeting while a vote is being taken and the result is declared.
- f. Interrupt a Member while speaking, except to raise a Point of Order.
- g. Pass between a Member who is speaking and the Presiding Officer.
- h. Disturb another or the Council, Committee, CAO, Manager, Employee and/or a Guest, by any disorderly conduct disconcerting to the speaker.
- i. Speak on any subject other than the subject in the debate.

7.4 Declarations of Conflict of Interest

Members of Council and/or Committee shall at all times conduct themselves in accordance with the requirements of the *Municipal Conflict of Interest Act*, including any subsequent amendments, revisions and regulations thereto.

At a meeting at which a member discloses a pecuniary interest, the member must file a written statement on the form provided by the Clerk of the member's interest at the meeting, or as soon as possible afterwards.

The Clerk shall establish and maintain a registry in which the following shall be kept:

- i. A copy of each statement filed;
- ii. A copy of each declaration recorded.

The registry shall be available for public inspection on the Township's Website.

7.5 Early Departure and/or Absence from Meetings

A Member who wishes to leave a Council or Committee Meeting prior to the adjournment shall advise the Presiding Officer. The Clerk shall note the Member's time of departure.

Any Member who will be absent from a Council or Committee Meeting shall notify the Clerk prior to the Meeting and the Clerk shall make note of the absenteeism in the Minutes.

Section 8.0 – Motions

8.1 General

Every Motion, once presented to and read by the Clerk, becomes the property of the Township. A Member can withdraw a Motion only upon consent of the majority of the Members present. Motions shall be debated in the order of presentation to the Presiding Officer.

Any Member of Council or a Committee may request that the Clerk read the Motion under discussion at any time during the debate, except when another Member is speaking.

Any Member may request separation of a Motion. Each section of the Motion will be voted on separately.

When a matter is under debate, no Motions shall be in order other than:

- a. To refer/defer.
- b. To vote on the matter.
- c. To amend.

8.2 Refer/Defer

A Motion to Refer or Defer takes precedence over any main Motion or Amendment, except a Motion to Adjourn. A Motion to Refer requires direction as to the body to which it is being referred. A Motion to Defer shall include a reason for deferral and an estimated return date.

8.3 Amendment

A Motion to Amend proposes a formal change to the pending main Motion. The purpose of an Amendment is to make the main Motion more acceptable to Members and shall not introduce a new subject. Any Member may recommend an Amendment to a main Motion. An Amendment shall be written on the main Motion by the Clerk.

This Amendment requires the initials of the Mover and Seconder of the main Motion prior to the Clerk reading the Amended Motion for consideration and discussion.

After a Motion, as amended, is finally put, no Member shall speak to the Motion nor shall any other Motion be made until after the vote is taken and the result is declared.

8.4 Rules of Debate

The following rules of debate shall apply:

- a. Each Member of Council, Committee or an Employee shall be recognized by the Presiding Officer before speaking on any matter or Motion.
- b. Unless otherwise authorized by the Presiding Officer, all Members, the CAO, Managers and Employees and guests shall address Council/Committee through the Chair and only when recognized to do so. When two (2) or more persons seek to address Council/ Committee, the Presiding Officer shall designate the person who shall speak first.
- c. Through the Presiding Officer, a Member may ask for an explanation of any part of the previous speaker's remarks. A Member may also, through the Presiding Officer, ask questions to obtain information relating to the Minutes presented to Council/Committee. However, this shall be done at the commencement of the debate on the Minutes.
- d. The Presiding Officer is permitted to debate.
- e. Debate shall be germane to the issue or subject under debate.
- f. Debate shall be courteous and respectful.
- g. Members having conflicts of interest shall not debate the subject.
- h. Members shall not debate issues with the public, and/or ask questions of the public during a meeting unless leave to speak has been given by the Presiding Officer.

8.5 Point of Order and Privilege

A Member of Council/Committee, CAO and/or Clerk may interrupt a speaker on a Point of Order if they believe the speaker is violating a Rule of Debate and/or is not complying with this Policy.

The Presiding Officer shall preserve order and decide questions of order.

- a. A Member may raise a point of order or privilege at any time, including interrupting another Member who has the floor, to bring Council/Committee's attention to:
 - i. a breach of the Rules;
 - ii. a deviation from the matter under consideration noting that the current discussion is not within the scope of the Motion on the table;

- iii. any other informality or irregularity in the proceedings of Council/Committee;
 - iv. when the integrity of the Council, or a Committee, or the integrity of anyone present at the meeting has been called into question by another Member or by anyone present at the meeting.
- b. When a Member rises on a point of order or privilege, the Member shall ask leave of the Presiding Officer to raise the point of order/privilege, and the Presiding Officer shall grant such leave, following which the Member shall state the point of order/privilege, and the Presiding Officer shall decide on the point of order/privilege and state his/her ruling on the matter.
 - c. Upon raising a point of order/privilege, no further discussion on the main issue shall be conducted until the Presiding Officer has decided and stated his/her ruling on the point of order/privilege.
 - d. Where the Presiding Officer rules that a breach of privilege has taken place, he/she shall order that the offending Member or individual to cease the offending actions. Per Section 241(2) of the Municipal Act the Presiding Officer may expel any person for improper conduct at a Meeting.
 - e. Upon hearing the point of order/privilege, a Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's ruling.
 - f. If no Member appeals, the ruling of the Presiding Officer shall be final.
 - g. If a Member appeals the Presiding Officer's ruling on the point of order/privilege to the Council/Committee, the Member shall have the right to give reasons for the appeal, following which the Presiding Officer shall have the right to reply with reasons, and the Council/Committee shall decide the question: "*Shall the ruling of the Chair be sustained?*" without further debate and the decision of Council/Committee shall be final.

8.6 Voting

Immediately prior to voting on a Motion, the Presiding Officer, or the Clerk if so directed to do so by the Presiding Officer, shall state the Motion in the precise form it is to be recorded in the Minutes, including any amendments to the Motion.

Where Members are participating electronically the Presiding Officer shall ask if there are any objections to the Motion; if any Member indicates an objection the Mayor or Clerk shall poll each of the Members in the same manner as a Recorded Vote and announce the results. The vote will not be recorded in the Minutes, unless a Recorded Vote is requested. If there are no objections to the Motion the Presiding Officer will announce the result.

When a written Motion is read, it shall not be withdrawn without the consent of the majority of the Members.

All Motions shall be in writing and signed by the Mover and Seconder if the Member is present at the meeting or written in by the Clerk if the Member is participating electronically and recorded in the Minutes.

When a Member makes a Motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the Members agrees to put a Motion to a vote, the Motion and any Amendments thereto will be submitted to a vote immediately without further notice.

No Members shall speak or present another Motion once the vote commences on a Motion. A Member choosing not to vote on a matter, for which he/she is entitled to vote, shall be deemed to have voted in the negative. Any Motion on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.

Recorded Vote – If a Member present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members in alphabetical order of surname followed by the Presiding Officer. The Clerk will note the names of those who voted for and against, and will include the results in the Minutes.

On an unrecorded vote, the manner for voting on a Motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing, or otherwise as clearly identified by the Presiding Officer.

No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect.

8.7 New Matter

A Member shall only introduce a new matter by serving a Notice of Motion or by an Administrative Report provided to the Clerk at least ten (10) calendar days prior to the Meeting (*see Section 5.2*), unless Council/Committee, without debate, dispenses with the notice requirement by a majority vote. (See Section 8.1 – Notice of Motion.)

8.8 Reconsideration

- a. A Motion for Reconsideration on a matter is not in order when the Resolution has been implemented, resulting in legally binding commitments that are in place on the date on which the motion to reconsider is to be debated.
- b. The purpose of a Motion for Reconsideration is to allow for fresh debate of a Resolution previously adopted by Council, where new information about a decided matter is has been introduced.
- c. A Motion for Reconsideration applies only to a matter previously decided by the current Council. A new Council may review any matter decided by a previous Council, provided the contractual agreements or obligations have not been completed.
- d. A Motion for Reconsideration may only be introduced by a Member serving a Notice of Motion. The Mover of the Motion to reconsider may provide a concise statement outlining the reasons for proposing the amendment. However no debate on the matter to be reconsidered shall occur.

- e. A Motion to Reconsider a matter may be brought forward only once in a twelve month period from the date the matter was first decided, unless new information is brought forward that might have reasonably affected the debate or the decision.
- f. If a Motion to Reconsider carries, reconsideration of the decided matter will be considered at a subsequent Meeting of Council. Debate on the matter being reconsidered proceeds as though it had never been previously considered.
- g. Any matter decided on by Council, may be reconsidered at the same meeting by a majority vote of the Council through a Notice of Motion.

8.9 Adjournment

A Motion to Adjourn shall be put forward to adjourn all Meetings.

8.10 Resolutions/Motions of Council/Committee

Resolutions which require action by a Member to complete a task and/or project will be provided by the Clerk to the Council Member following the Meeting to assist the Member with completing the action requested.

Section 9.0 – By-laws

All By-laws shall be presented to Council in their Agenda package. By-laws shall be introduced by a Motion specifying the number assigned and the title or nature of the By-laws; and in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.

By-laws shall be given three (3) readings prior to passage. A Motion shall be considered for the first and second reading of the By-laws without amendment or debate. By-laws shall be given three (3) readings on the same day except when requested otherwise by Motion of the majority of the Members present or as otherwise provided in law. Upon passage, By-laws shall be signed by the Presiding Officer and Clerk and embossed with the Corporate Seal of the Township.

Any proposed By-law may be referred by Council to a Committee, the CAO, or the Municipal Solicitor for review and comment.

All By-laws shall be passed in Council Meetings that are open to the public.

Council shall employ a Confirming By-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-law.

Section 10.0 – General

10.1 Council Portfolios Positions

Council Portfolio positions that are not discretionary shall be filled (i.e. Mississippi Valley Conservation Authority Board Member, Lakelands Family Health Team, County Task Forces, etc.) as recommended by the Mayor and appointed by Resolution within three months of taking office or within the timeframe required by the outside agency and/or legislation. Discretionary Council Portfolio positions shall be determined by Council and filled accordingly (i.e. Conservationists of Frontenac Addington, liaison

positions with community groups/organizations, etc.) as recommended by the Mayor and appointed by Resolution.

10.2 Appointment of County Council Member and Alternate Member(s)

The County Council Second Member shall be appointed to serve on County Council along with the Mayor for the term of Council. At the Inaugural meeting of Council any member, excluding the Mayor may present his/her case to be selected as the County Council Second Member and once all presentations are complete Council will vote to select the County Council Second Member. The County Council Second Member shall be appointed by By-law.

The County Council Alternate Member appointed under Section 268 of the Municipal Act to act in place of a County Council Member when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy) shall be appointed at the Inaugural meeting of Council. Any member, excluding the Mayor or the Member appointed as the County Council Second Member may present his/her case to be selected as the County Council Alternate Member and once all presentations are complete Council will vote to select the Alternate Member. The County Council Alternate Member shall be appointed by By-law. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Section 267 of the Municipal Act permits the appointment of a Member for a temporary vacancy. If a County Council Member is unable to act as a Member for a period exceeding one month or the seat becomes vacant and will not be filled for a period exceeding one month, the local Council may appoint one of its Members as an Alternate Member to act in place of the Member until the Member is able to resume acting as member of County Council. Council will consider the appointment of this Member by By-law as required. This Member is not permitted to represent a Member at the Inaugural Meeting of County Council and Council Liaison Meetings. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Per the County Council Procedural By-law the remuneration and/or reimbursement of appropriate costs incurred by the County Council Alternate Member or the County Council Temporary Vacancy Alternate Member while serving in this capacity shall be the responsibility of the Township. The Alternate or Temporary Vacancy Member shall be provided a per diem at the same rate as the County of Frontenac sets for members to attend special board meetings and/or Special Council meetings. It is also the responsibility of the County Council Member whose behalf an alternate will be serving to ensure a copy of the meeting agenda is provided to the alternate in advance of the Meeting.

10.3 Appointment of Deputy Mayor

The Deputy Mayor shall be nominated at the Inaugural Meeting of Council. Any Councillor may be nominated, or nominate themselves, for the position of Deputy Mayor and then present their case for being the Deputy Mayor for a one year term. Once all the presentations have been completed, Council will vote to select the Deputy Mayor. The Deputy Mayor position will be open for nomination on an annual basis

every December. The incumbent is free to run for this position. If no other Councillor wishes to run for the position of Deputy Mayor, the incumbent may remain in the position.

Section 11.0 – Complaints

The role of Council is to forward any complaints to the CAO, in writing. Complaints shall be dealt with in accordance with the Complaint's Standard Operating Procedure (SOP) as established by the CAO.

Section 12.0 – Policy Review

Council shall review the Procedural Policy for Members of Council/Committees 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. No amendment or repeal of this Policy or any part thereof shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal is given at a previous Regular Meeting of Council and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.

Appendix "A" to By-law #21-22

Task Force Procedures

1. General

Within three months of the beginning of the term of Council, Council shall review each Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution either appoint Members to the Task Force or disband the Task Force.

Task Force means individuals appointed by Resolution for a specific task to be addressed or special purpose. A Task Force shall not be governed by this Procedural By-law; but is governed by the mandate established by Council and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Forces and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings.

2. Composition

The Task Force shall be made of:

- a. At least one (1) but not more than three (3) Members of Council;
- b. The CAO and/or at least one (1) Manager;
- c. Voluntary sector members whose knowledge of the Task Force's mandate would be an asset;
- d. A Secretary.

3. Appointment

Council by Resolution shall appoint the Council Member(s) and CAO and/or Manager(s) who will be members of the Task Force. The Presiding Officer shall appoint the Chair of the Task Force from the Council Member(s) appointed. The Chair appointment shall be included in this Resolution.

Prior to the Inaugural Meeting of the Task Force, the Clerk shall advertise for volunteer members in the local newspaper; on the Township's Website; and on the Township's Social Media accounts. In the case of a Task Force continuing from the previous term of Council, the advertisement will also be provided to the volunteer members from the previous term.

The Chair will recommend individuals for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting. Knowledge of the Task Force's mandate would be an asset.

The Clerk will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking the voluntary sector participants and advising them of their appointment.

The CAO shall appoint a Secretary for the Task Force from the Municipal Employees.

4. Procedural Matters

The CAO and/or Manager sitting on the Task Force shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Task Force Members and post notice of the meetings on the Township's Website forty eight (48) hours in advance of the meeting. The date and time of the Task Force meeting shall be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the meeting.

Members may participate in Meetings electronically.

The Task Force shall:

- a. Comply with all applicable legislation and Municipal By-laws and Resolutions.
- b. All Task Force Meetings shall be open to the Public. The Task Force is not permitted to have a Closed Session.
- c. While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) Task Force Meetings shall not be held in-person and shall be held using electronic participation, unless approved by the Chair and Chief Administrative Officer/Manager appointed to the Task Force ensuring compliance with all Provincial and/or Public Health Regulations.
- d. Not make any decisions or expend any monies without Council approval by Resolution over \$500 annually.
- e. Task Force Notes shall, once approved in principle by the Task Force, be provided to the Clerk for inclusion in the next Council Agenda for information purposes. Task Force Notes shall provide written clear recommendations (i.e. identifying options) in the conclusion of the Notes of the meeting, with supporting documentation. These recommendations, once approved in principle by the Task Force, shall be presented as Motions to Council for consideration.
- f. once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Township's Website.
- g. disband in accordance with their Terms of Reference, unless otherwise approved by Council. (For housekeeping purposes only, the Clerk will have Council pass a Resolution to disband all Task Forces).

5. Operating Principles for Task Force Meetings

- a. Quorum
Although Task Force membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.
- b. Reaching Agreement
Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.
- c. Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

Community Policing Advisory Committee (CPAC) Task Force Ontario Provincial Police (OPP) members may be permitted to participate electronically or by teleconference in a meeting.

- d. Expenses Incurred by Task Force Members
Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.
- e. Indemnification of Voluntary Sector Members
Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and Employee(s) when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

6. Voluntary Sector Members

The Voluntary Sector Members shall:

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

7. Sub Committee(s)

Sub Committee may be established to deal with a specific task/matter that is specific to a Task Force and shall:

- a. Be appointed by Council at the recommendation of the Task Force;
- b. Make recommendations to the Task Force.

Appendix "B" to By-law #21-22

Emergency Management Program Committee Procedures

1. General

Council adopted an Emergency Management Program which includes the establishment of the Emergency Management Program Committee.

2. Composition

The composition of the Emergency Management Program Committee (EMPC) shall be as set out in the Emergency Management Program.

3. Appointment

As set out in the Emergency Plan, the Community Emergency Management Coordinator (CEMC) is appointed as Chair of the EMPC. In the absence of the CEMC, the CAO shall assume the role of the Chair. The Clerk shall act as the Secretary of the EMPC.

4. Meetings of EMPC

The date of the next years Meetings will be determined at the last meeting of the calendar year.

5. Operating Principles

i) Agenda

- a) The CEMC shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Committee Members seventy two (72) hours in advance of the meeting.
- b) The Agenda shall contain the following:
 - Call to Order
 - Approval of the Agenda
 - Disclosures of Pecuniary Interest and General Nature Thereof
 - Delegations
 - Adoption of Notes
 - Business Arising Out of Notes
 - Communications
 - Administrative Reports
 - Adjournment.

Notes of the Committee: The Notes of the EMPC shall be confidential. The Chair (CEMC) shall provide an Administrative Report summarizing the Meeting to Council following each Meeting. If any recommendations are required, the recommendations shall be included in the Administrative Report.

ii) Role of the Chair:

The Chair of the EMPC is responsible for:

- a) The preservation of good order and decorum throughout Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership;
- b) Opening the meeting by taking the Chair and calling the members to order;

- c) Ensure the decisions of the Committee are in conformity with all applicable Legislation and Municipal By-laws and Resolutions that govern the activities of the Township.
- d) Provide an Administrative Report to Council following each meeting, including recommendations.

iii) Role of the Committee

- a) The Committee shall review the Emergency Plan and shall advise Council on the development and implementation of the Township's Emergency Management Plan. If amendments are recommended by the Committee these shall be provided to Council for consideration through an Administrative Report prepared by the CEMC.
- b) The EMPC shall meet a minimum of three times annually to review the Program.
- c) The EMPC shall comply with all applicable Legislation and Municipal By-laws and Resolutions.
- d) Members may participate electronically.

iv) Conduct of Committee Members

Member of the Committee, delegates and members of the public shall not:

- a) Use offensive words or language in or against the Committee or against any Member, Employee and/or guest;
- b) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- c) Interrupt a member while speaking, except to raise a point of order;
- d) Speak on any subject other than the subject in the debate.

vi) Quorum

In order to meet quorum, 50% of the Members must be in attendance and at least one of which shall be a Member of Council. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Township's Website.

vii) Advisory Persons

The Committee may require members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

Schedule "A"
To By-law #00-23

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1.0 Introduction

These procedures and rules address both basic procedural items and other more complex questions and issues that might arise in Council or Committee Meetings. Well documented procedures and rules result in more productive Meetings and lessen the amount of extraneous debate on unrelated topics.

This Policy will provide the rules of conduct for Members of Council and Committees in order to govern the affairs of the Township of North Frontenac in an accountable and transparent manner, and sets the minimum standard for the behavior of Members in carrying out their functions. It has been developed to assist Members to:

- a) Understand the standards of conduct that are expected of them;
- b) Fulfill their duty to act honestly and exercise reasonable care and diligence; and
- c) Act in a way that enhances public confidence in local government.

In all matters and under all circumstances, the Members of Council/Committees shall be guided by and shall have regard to the Municipal Conflict of Interest Act, 1990 c.50, or its successor, and amendments thereto and the Code of Conduct for Members of Council.

2.0 Definitions

In this By-law:

Agenda means the Orders of the Day. (See Section 5)

CAO means the Chief Administrative Officer of the Corporation of the Township of North Frontenac appointed by Council in accordance with Section 229 of the Municipal Act. The Manager appointed as the CAO Back-up shall fulfill the duties of the CAO in their absence.

Clerk means the Clerk, Deputy Clerk or Acting Clerk appointed by Council or such person designated in writing by the Clerk in accordance with Section 228 of the Municipal Act.

Closed Session means a Meeting or a part of a Meeting, which is closed to the public when the subject matter being considered complies with Section 239 of the Municipal Act.

Committee of Council means any advisory Committee, appointed by Council of which at least 50 per cent of the Members are also Members of Council per Section 238(1) of the Municipal Act.

Committee – External shall be appointed by Council By-law in accordance with Legislation or an Agreement for a specific function and shall have its own Procedural Policy.

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

Council Chambers means the room in which the proceedings of Council takes place, excluding those areas where members of the public and the media may listen to proceedings.

Defer means to delay or postpone to a future Meeting.

Deputy Mayor means a Member appointed at the Inaugural Meeting of Council to serve as the Deputy Mayor.

Ex-Officio shall refer to the Mayor who is permitted to act by virtue of office.

Holiday means a Holiday as set out in the Employment Standards Act, 2000, and/or the Township's Personnel and Employment Policies and Procedures Manual, as amended.

Manager as defined in the Personnel and Employment Policies and Procedure Manual.

Mayor is the Member of Council who is elected at large by general vote and shall perform the duties of Head of Council, as set out in the Municipal Act or any other Act, as amended.

Member means a Member of Council duly elected or appointed to serve on the Council or a Committee of Council.

Motion means a formal written proposal for action, drafted by staff or a member, and presented for consideration, discussion and a vote by Council or a Committee of Council.

Municipal Act means the Municipal Act S.O.2001, c.25, as amended.

Point of Order means a question affecting an error in procedure or the rights or privileges of the Council or Committee of Council collectively or the position and conduct of Members as elected or appointed representatives where the Chair is asked to immediately consider and take action to remedy a situation which has negative effects, despite other pending business currently before the body.

Presiding Officer means the person chairing the meeting. For Council it is the Mayor and in their absence is the Deputy Mayor. For a Committee of Council, it is the person appointed as the Chair.

Refer means to direct a matter under discussion back to staff, a Committee, agent or organization for further consideration or to obtain additional information.

Resolution a written Motion adopted or defeated by a majority of Council and shall include the original Motion or an amendment to the original Motion.

Rules of Order means the rules of procedure and order established by this By-law to regulate conduct during a Meeting of Council/Committees. In the event of a question of procedure arising from this By-law, "The Everything Robert's Rules Book, Adams Media, 2004" as amended, shall be referenced for clarification.

Time Sensitive means a situation in which the timing to initiate and/or complete a matter is paramount, but the time available to follow normal procedures or processes is insufficient.

Town Hall Information Session means Information Sessions that are designed to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's agenda.

Township means the Corporation of The Township of North Frontenac.

Website means the official Website of the Corporation of the Township of North Frontenac – www.northfrontenac.com.

3.0 Meetings

3.1 Meeting Location

All Meetings shall be held in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna Ontario unless otherwise stipulated in a Resolution of Council.

3.2 Open to the Public

All Council, Committee and Task Force Meetings shall be open to the public, unless authorized to be a Closed Meeting for reasons allowed under the Municipal Act. Members of the public will be permitted to attend open Meetings electronically, provided the venue where the Meeting is held is able to accommodate an electronic meeting.

When electronic participation is permitted, the Clerk will include the login details with the Agenda on the Township's website.

While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number), public shall only be permitted to participate in Regular, Inaugural and Special Meetings through electronic participation. The participation of the public at a Public Meeting during these times shall be determined by Council when the Meeting is scheduled (i.e. in-person and/or electronic).

3.3 Notice Requirements

a) To the Members

i. Regular Council Meetings

The Clerk shall provide notice by email of all Regular Council Meetings to Members of Council by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda. For Public or Regular Council Meetings, Members of Council generally shall receive notice at least five (5) calendar days before the day of the Regular Meeting.

ii. Special Council Meetings

Members of Council shall receive notice at least two (2) calendar days' before the day of the Special Meeting. The Clerk will attempt to provide more notice.

However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

iii. **Public Council Meetings**

The Clerk shall provide notice by email of all Public Council Meetings to Members of Council by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda. For Public Council Meetings, Members of Council generally shall receive notice at least five (5) calendar days before the day of the Public Meeting.

iv. **Emergency Council Meetings**

Notwithstanding any other provision of this By-law, an Emergency Meeting may be held without notice, to deal with a time sensitive or extraordinary situation, provided an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner. No business except business dealing directly with the time sensitive or extraordinary situation shall be transacted at the meeting.

v. **Committee of Council Meetings**

The Clerk shall provide written notice by email of all Committee Meetings to Members of the Committee. The notice shall be in the form of an electronic Agenda with all supporting documentation regarding matters to be addressed at the Meeting. The Agenda will also be provided to other Members of Council for information purposes.

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

b) **To the Public**

i. **Regular Meetings**

The Clerk shall give annual Notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates on the Township's Website; at the Community Halls and Municipal Office front lobby, at the beginning of each calendar year.

The Clerk shall give Notice to the public of all Regular Committee of Council Meetings by adding the Notice to the Township Website's Calendar. The date and time of the Committee meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

Council/Committee Agendas shall be posted on the Township's Website not later than forty-eight (48) hours preceding the date of the Regular Meetings.

The Clerk shall give notice to the public of any changes to Regular Council and Committee Meeting dates by posting a notice on the Township's website.

ii. **Special Meetings**

The Clerk shall give notice to the public of any Special Meetings of Council by posting a notice on the Township's Website as soon as possible after the date of the Special Meeting has been confirmed, but notice shall be no later than forty-eight (48) hours prior to the Meeting date. The date and time of the Special meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

iii. **Public Meetings**

For Public Council Meetings, the Clerk shall provide notice in accordance with the Township's Notice Requirement Policy and/or applicable legislation.

iv. **Emergency Meetings**

The Clerk shall provide notice as soon as possible prior to the meeting. However, in some situations this may not be possible.

3.4 Inaugural Meeting of Council

The Inaugural Meeting of Council shall be held November 15th at 1:00 p.m. in the year of the Municipal Election in the Council Chambers. If November 15th is a Saturday, Sunday or holiday, Council shall meet on the following Monday.

The Clerk shall act as the Chair until the Mayor has taken the Oath of Office.

Members shall take the Oath of Office in the form prescribed by the Minister of Municipal Affairs and administered by the Clerk.

The Clerk shall determine the items to be included in the Inaugural Agenda, such as the playing of the National Anthem, greetings from Dignitaries, Dressing of Chain of Office, and the Mayor's Address.

Council shall set the date for the next Regular Meeting of Council at the Inaugural Meeting.

The following shall be appointed by Resolution at the Inaugural Meeting of Council:

- a) Deputy Mayor (Followed by an Appointing By-law);
- b) County Council Second Member (Followed by an Appointing By-law);
- c) Outside Agency Appointments (i.e. Mississippi Valley Conservation Authority and Quinte Conservation Authority); and
- d) External Committee (i.e. Committee of Adjustment/Planning Advisory Committee and Joint Fire Committee for the Kaladar/Barrie Fire Department).

The Clerk shall arrange for a small reception to follow the Inaugural Meeting.

Members are not permitted to participate electronically in the Inaugural Meeting, unless there is a Declared Emergency. Members of the public may attend the Inaugural Meeting electronically.

3.5 Regular Meetings

At the beginning of the term at the first Regular Meeting of Council and in subsequent years at a regularly scheduled meeting in September or October, Council shall determine the Regular Meeting schedule for the upcoming year including the frequency of meetings, day of the week and time of commencement.

Upon receipt of a petition of the majority of the Members of Council or a Resolution of Council, the Clerk shall alter the date, time and/or place or dispense with a Meeting of Council, provided that forty-eight (48) hours' notice of the new meeting date is posted by the Clerk on the Township's website and social media sites.

3.6 Special Meetings

At least seventy-two (72) hours prior to the proposed date of the Meeting, a Special Meeting may be called under the following circumstances to address a specific topic(s):

- a) The Presiding Officer may, at any time, summon a Special Meeting including the purpose time and date;
- b) Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the time and date mentioned in the petition; or
- c) By Resolution of Council, including the purpose, date and time.

Upon receipt of the summons or petition the Clerk shall contact Members to ensure a quorum can be established for the Special Meeting. Such meeting shall be held as soon as practicable following receipt of the summons or petition. Notice shall be given to Members by email, telephone or in-person as determined by the Clerk.

3.7 Public Meetings

A Public Meeting may be called by Resolution of Council, to seek public consultation/input from the public where required by legislation, policy or at the request of Council on a specific matter and shall include the date and time. Council shall determine if members of Council, staff or the public will be permitted to attend the Public Meeting electronically.

Public Meetings Related to Planning Matters

The date and time of Public Meetings under the Planning Act will be determined by the Clerk and in accordance with the Notice requirements as set out in the Planning Act.

During a statutory Public Meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to ten (10) minutes. They will be encouraged to provide their comments in writing to be put on record and limit their

presentation to information that has not already been provided or addressed by another individual.

Council will be given sufficient time to consider public input prior to making a decision on the matter.

3.8 Joint Councils Meetings

A Joint Councils Meeting may be called at the request of Council or another municipality's Council. The Mayor will work with the Head of Council of the other municipality to determine a date, time and place suitable for the Joint Councils Meeting. Joint Councils Meetings may be permitted to be held electronically.

The Clerk will work with the Clerk of the other municipality to prepare and circulate an Agenda for the Meeting.

Each Council shall consider an independent Motion at or following the Joint Meeting regarding any recommendation made during the Joint Councils Meeting which may be adopted by a majority of Council.

3.9 Closed Sessions

A Meeting or part of a Meeting of Council or a Committee of Council may be closed to the public if the subject matter being considered is:

- a) The security of the property of the Municipality or local board.
- b) Personal matters about an identifiable individual, including Municipal or local board employees.
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an *Act* of Legislature or an *Act* of Parliament.
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- l) The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of council or local board.

A Meeting shall be closed to the public if the subject matter being considered is:

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is the head of an institution for the purposes of the Act.
- b) An ongoing investigation respecting the Municipality by the Ombudsman appointed under the Ombudsman Act.

Members shall receive a confidential copy of the electronic Closed Agenda package prior to the Meeting. All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO only. The CAO may share appropriate confidential information and/or Resolutions with Managers at the CAO's discretion.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee of Council shall state by Resolution the fact that a Closed Session is being held, quoting the section of the Municipal Act authorizing the Closed Session and the general nature of the matter to be considered, providing as much information as possible, without compromising the confidentiality of the matter.

A vote may be taken in a Closed Session only if it pertains to a procedural matter or for giving directions or instructions, by Resolution, to the CAO or a Manager. The CAO and Clerk may take confidential notes during the Closed Session. All other recordings by Members shall be provided to the Clerk for destruction or deleted if electronic prior to the closing of the Meeting.

On return to Open Session under the "Rise and Report" Section on the Agenda, the Presiding Officer shall provide an overview of the general nature of the Closed Session, with as much information as possible, without compromising the confidentiality of the matter. A Motion may be considered under the "Rise and Report" Section on the Agenda where Council's decision is to be made public.

Approval of the Closed Session Minutes shall be considered by Council or the Committee of Council at the next Closed Session by Closed Resolution or Motion of a Committee.

All information, including but not limited to Agendas, Reports and Minutes received, reviewed or taken in a Closed Session are confidential and once the final decision is made all confidential copies shall be returned to the Clerk or deleted if electronic.

The response of Members to inquiries about any matter dealt with at a Closed Session, prior to it being reported publicly, shall be “*no comment*”, or words to that effect. No Member shall release or make public any information provided for or considered at a Closed Session or discuss the content of such a Meeting with any other person excluding the CAO. Once the Presiding Officer has reported on the general nature of the Closed Session Agenda, this information only shall be considered to be public information and a Member may discuss only this information without being considered to be in violation of this Policy.

The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

If there are members participating electronically in the meeting, those members in the Chambers will use the microphones in Chambers to ensure all members will hear the meeting audio over the speakers in Chambers.

3.10 Recording of Meetings

All Meetings of Council, with the exception of Closed Meetings, will be recorded, and published to a Township social media platform within one business day of the meeting for a period of one year as a service to the public. The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof.

Recordings published to any social media platform are part of the public realm and as such are subject to alteration by individuals that access such recordings with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made to published recordings.

4.0 Responsibilities of Members and Conduct during Meetings

4.1 Presiding Officer

In the case of a Council Meeting, the presiding officer shall be the Mayor. In their absence the Deputy Mayor shall preside. The Deputy Mayor shall have all the powers of the Mayor when performing in that capacity. If neither the Mayor nor Deputy Mayor is present, the Council shall elect a presiding officer.

In the case of a Committee Meeting, the Presiding Officer shall be the Member of Council appointed by Council to be the Chair. In their absence the Committee shall elect a Presiding Officer.

The Presiding Officer is responsible for:

- a) The preservation of good order and decorum throughout Council/Committee meetings so that business can be carried out efficiently and effectively.

- b) Providing leadership.
- c) Ruling on Points of Order.
- d) Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council/Committee from any ruling of the Presiding Officer).
- e) Open the Meeting by taking the Chair and calling the Members to order.
- f) Ensuring all Motions presented by the Members shall be received and submitted in the proper manner and acted upon in the order set out in the Meeting Agenda
- g) Put to a vote all Motions which are Moved and Seconded, or necessarily arise in the course of the proceedings, and to announce the result.
- h) Decline to put to vote Motions which infringe upon the Rules of Procedure.
- i) In the case of Council, authenticate by signature all By-laws, Resolutions and Minutes of Council/ Committee. In the case of a Committee, authenticate by signature all Motions.
- j) Represent and support Council/Committee, declaring their will and implicitly obeying its decisions in all things.
- k) Ensure the decisions of Council/Committee are in conformity with the laws and By-laws governing the activities of the Township.
- l) Adjourn the Meeting without question in the case of grave disorder arising in the Council Chamber/Meeting Room.
- m) Order any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists.
- n) The Presiding Officer should never allow anyone to publicly criticize identifiable individuals. It is the responsibility of the Presiding Officer to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.

4.2 Absence of the Presiding Officer

Council Meetings

In the absence of the Mayor, the Deputy Mayor shall be the Presiding Officer and while doing so shall have all the rights, authorities and powers of the Mayor. If both the Mayor and Deputy Mayor are absent, the Members shall elect another Member to be the Presiding Officer. That Member of Council will discharge the duties of the Presiding Officer for that Meeting, or until the arrival of the Mayor or Deputy Mayor, and while doing so shall have all the rights, authorities and powers of the Mayor.

Committee Meetings

In the absence of the Chair, the Members present shall elect another Member to Chair the meeting.

4.3 Inappropriate Behaviour

Members of Council, Committees, staff, delegates or visitors shall not:

- a) Speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General or a Lieutenant-Governor.
- b) Use offensive words or unparliamentarily language in or against the Council/Committee or against any Member, staff and/or a Guest.
- c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.
- d) Disobey the rules of the Council/Committee or decision of the Presiding Officer or of Council/Committee on questions of order or practice or upon the interpretation of the Rules of Order. In the case where a Member persists in any such disobedience, after having been called to order by the Presiding Officer, the Presiding Officer shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or subsequent Meeting.
- e) Leave their seat, make any noise or disturbance, or enter the Meeting while a vote is being taken and the result is declared.
- f) Interrupt a Member while speaking, except to raise a Point of Order.
- g) Pass between a Member who is speaking and the Presiding Officer.
- h) Disturb another Member, staff and/or a Guest, by any disorderly conduct disconcerting to the speaker.
- i) Speak on any subject other than the subject in the debate.

4.4 Declarations of Conflict of Interest/Pecuniary Interest

Members of Council and/or Committees shall at all times conduct themselves in accordance with the requirements of the *Municipal Conflict of Interest Act*, including any subsequent amendments, revisions and regulations thereto and the Council/Committee Code of Conduct.

At a meeting at which a member discloses a pecuniary interest, the member must file a written statement on the form provided by the Clerk of the member's interest at the meeting, or as soon as possible afterwards.

The Clerk shall establish and maintain a registry in which the following shall be kept:

- a) A copy of each statement filed;
- b) A copy of each declaration recorded.

The registry shall be available for public inspection on the Township's Website.

4.5 Curfew

Regular Council and Committee Meetings shall stand adjourned after five (5) consecutive hours, but business may be continued only upon a Council Resolution or Committee Motion passed by a majority vote. Curfew is not applicable to Special or Public Meetings.

4.6 Rules of Debate

The following rules of debate shall apply:

- a) Each Member of Council, Committee or a staff member shall be recognized by the Presiding Officer before speaking on any matter or Motion.
- b) Unless otherwise authorized by the Presiding Officer, all Members, staff and guests shall address Council/Committee through the Presiding Officer and only when recognized to do so. When two (2) or more persons seek to address Council/ Committee, the Presiding Officer shall designate the person who shall speak first.
- c) Through the Presiding Officer, a Member may ask for an explanation of any part of the previous speaker's remarks. A Member may also, through the Presiding Officer, ask questions to obtain information relating to the Minutes presented to Council/Committee. However, this shall be done at the commencement of the debate on the Minutes.
- d) The Presiding Officer is permitted to debate.
- e) Debate shall be germane to the issue or subject under debate.
- f) Debate shall be courteous and respectful.
- g) Members having conflicts of interest shall not debate the subject.
- h) Members shall not debate issues with the public, and/or ask questions of the public during a meeting unless leave to speak has been given by the Presiding Officer.

4.7 Voting

Prior to voting on a Motion, the Presiding Officer, or the Clerk if so directed to do so by the Presiding Officer, shall state the Motion in the precise form it is to be recorded in the Minutes, including any amendments to the Motion.

Where Members are participating electronically the Presiding Officer shall ask if there are any objections to the Motion; if any Member indicates an objection the Presiding Officer or Clerk shall poll each of the Members in the same manner as a Recorded Vote and announce the results. The vote will not be recorded in the Minutes, unless a Recorded Vote is requested. If there are no objections to the Motion the Presiding Officer will announce the result.

When a written Motion is read, it shall not be withdrawn without the consent of the majority of the Members.

All Motions shall be in writing and signed by the Mover and Second, if the Member is present at the meeting. If the Member is participating electronically, their name shall be written in by the Clerk and recorded in the Minutes.

When a Member makes a Motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the Members agree to put a Motion to a vote, the Motion and any amendments thereto will be submitted to a vote immediately without further notice.

No Member shall speak or present another Motion once the vote commences on a Motion. A Member choosing not to vote on a matter, for which he/she is entitled to vote, shall be deemed to have voted in the negative. Any Motion on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.

On an unrecorded vote, the manner for voting on a Motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing, or otherwise as clearly identified by the Presiding Officer.

No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect

Recorded Vote:

If a Member present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members in alphabetical order of surname followed by the Presiding Officer. The Clerk will note the names of those who voted for and against, and will include the results in the Minutes.

4.8 Point of Order

- a) The Presiding Officer shall preserve order and decide questions of order.
- b) A Member, the CAO or Clerk may raise a point of order at any time, including interrupting another Member who has the floor, to bring Council/Committee's attention to:
 - i. violating the rules of debate;
 - ii. a deviation from the matter under consideration noting that the current discussion is not within the scope of the Motion on the table;
 - iii. any other informality or irregularity in the proceedings of Council/Committee;
 - iv. when the integrity of the Council, or a Committee, or the integrity of anyone present at the meeting has been called into question by another Member or by anyone present at the meeting.
 - v. Non-compliance with this Policy.
- c) When a Member rises on a point of order, the Member shall ask leave of the Presiding Officer to raise the point of order, and the Presiding Officer shall grant such leave, following which the Member shall state the point of order, and the Presiding Officer shall decide on the point of order and state their ruling on the matter.
- d) Upon raising a point of order, no further discussion on the main issue shall be conducted until the Presiding Officer has decided and stated their ruling on the point of order.
- e) Where the Presiding Officer rules that a breach of order has taken place, he/she shall order that the offending Member or individual to cease the offending actions. Per Section 241(2) of the Municipal Act the Presiding Officer may expel any person for improper conduct at a Meeting.
- f) Upon hearing the point of order, a Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's ruling.
- g) If no Member appeals, the ruling of the Presiding Officer shall be final.
- h) If a Member appeals the Presiding Officer's ruling on the point of order to the Council/Committee, the Member shall have the right to give reasons for the

appeal, following which the Presiding Officer shall have the right to reply with reasons, and the Council/Committee shall decide the question: “*Shall the ruling of the Chair be sustained?*” without further debate and the decision of Council/Committee shall be final.

4.9 Suspending Rules of Procedure

Council may decide by Resolution to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

Council may, by Resolution, “waive” or suspend a rule of procedure with a majority vote of the Members present.

4.10 Reconsideration

- a) A Motion for Reconsideration on a matter is not in order when the Resolution has been implemented, resulting in legally binding commitments that are in place on the date on which the motion to reconsider is to be debated.
- b) The purpose of a Motion for Reconsideration is to allow for fresh debate of a Resolution previously adopted by Council, where new information about a decided matter is being introduced.
- c) A Motion for Reconsideration applies only to a matter previously decided by the current Council. A new Council may review any matter decided by a previous Council, provided the contractual agreements or obligations have not been completed.
- d) A Motion for Reconsideration may only be introduced by a Member serving a Notice of Motion. The Mover of the Motion to reconsider may provide a concise statement outlining the reasons for proposing the amendment. However no debate on the matter to be reconsidered shall occur.
- e) A Motion to Reconsider a matter may be brought forward only once in a twelve month period from the date the matter was first decided, unless new information is brought forward that might have reasonably affected the debate or the decision.
- f) If a Motion to reconsider passes, reconsideration of the decided matter will be considered at a subsequent Meeting of Council. Debate on the matter being reconsidered proceeds as though it had never been previously considered.
- g) Any matter decided on by Council, may be reconsidered at the same meeting by a majority vote of the Council through a Notice of Motion.

5.0 Agendas

The Clerk will prepare an electronic Agenda for the use of staff Members and the public at Meetings.

All staff items of new business for the Agenda shall be presented in the form of an Administrative Report. All Member items of new business for the Agenda shall be

presented in the form of an Administrative Report or Notice of Motion. A Council/Committee Administrative Report or Notice of Motion shall be received in writing by the Clerk by 4:00 p.m., no later than ten (10) calendar days prior to the Meeting date.

Additions to the Agenda by individuals or groups will not be accepted by the Clerk after 4:00 p.m. ten (10) calendar days preceding a Regular Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless Council/Committee decides otherwise through a Resolution/Motion to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Regular Meeting.

The Agenda may be amended to permit a time sensitive matter to be considered by Council.

5.1 Regular Meetings

The Agenda will contain the following:

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof (Section 4.4)
4. Business Profile (Section 5.4)
5. Presentation(s) (Section 5.5)
6. Delegation(s) (Section 5.6)
7. Adoption of Minutes – Council and Committees of Council (Section 5.8)
8. Business Arising Out of Minutes (Section 5.9)
9. Communications – Clerk’s Administrative Report (Section 5.8)
10. Members, CAO and Managers’ Administrative Reports (Section 5.11)
 - Reports requiring Action
 - Reports received for Information Purposes Only
11. External Committee/Local Boards/Task Force Notes and Reports (Section 5.12)
12. Giving Notice of Motion (Section 5.9)
13. Motions, Written Notice of Which Have Been Given (Section 5.10)
14. Council Portfolio Verbal Reports (Section 5.11) (not applicable for Committees)
15. Introduction and Reading of By-Laws (Section 8.0) (not applicable for Committees)
16. Public Forum (Section 5.7)
17. Closed Session (Section 3.9)
18. Rise and Report – from the Presiding Officer (Section 4.1)
19. Confirming By-law (Section 8.0) (not applicable for Committees)
20. Adjournment (Section 5.12)

Note: The Clerk is required to add a Section at the beginning of the Meeting to include matters which were previously subject to a Public Meeting.

5.2 Special Meetings

The Agenda for a Special Meeting may differ from a Regular Meeting Agenda, in that it shall only require the sections required to meet the purpose of the Special Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof.
4. Public Forum (Re: Items on today's Agenda only)
5. Confirming By-law (not applicable for Committees)
6. Adjourn

5.3 Public Meetings

The Agenda for a Public Meeting may differ from a Regular Meeting Agenda, in that it shall only require the Sections required to meet the purpose of the Public Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Public Comments
5. Adjourn

The matter discussed at a Public Meeting may be considered at the beginning of the next scheduled Regular Council Meeting or an upcoming Council Meeting.

5.4 Business Profile

The Chair and/or member of the Economic Development Task Force (EDTF) may provide a Business Introduction to the Clerk at least ten (10) days prior to the meeting for inclusion in the meeting Agenda.

5.5 Presentations

Presentations are given by Township staff, consultants, representatives of an organization agency, board or service partner including status reports on concerning projects, initiatives, programs or services. Presentations are subject to Council, CAO or Manager invitation.

The Presenter, CAO or Manager shall contact the Clerk to be scheduled for the appropriate Meeting. A copy of the presentation shall be provided to the Clerk by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Presenters are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number). Presentations shall not be held in-person and

shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Presenters are limited to thirty (30) minutes for their Presentation. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation. Time limits for Presentations do not apply to Presenters at a Special or Public Meeting that are set for that particular matter.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting when preparing the Meeting Agenda or the volume of requests being received.

5.6 Delegations

Persons who wish to appear as delegations must make a request to the Clerk outlining the purpose of their delegation to appear before Council or a Committee of Council, at least fourteen (14) days prior to the meeting. The delegate shall provide the Clerk with a copy of their presentation by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Delegates are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) presentations shall not be held in-person and shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Delegations are limited to ten (10) minutes. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation.

If a delegation is requesting information or a decision from Council this matter shall be deferred until the next Regular meeting to allow Council to obtain the necessary information to make an informed decision. Council may instruct the Chief Administrative Officer to provide additional information at the next Regular meeting.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

Note: No individual(s) marketing their products shall be permitted as a Delegation unless approved by Council in advance.

No person shall be permitted to speak at a Meeting unless the above delegation rules have been followed or permitted leave-to-speak is given by the Presiding Officer or by Resolution.

5.7 Public Forum

The Presiding Officer shall invite questions from the gallery provided the question is pertinent to that Meeting's Agenda items only. These Public comments will not form part of the Council Minutes.

5.8 Minutes of Meetings

The minutes of all Meetings of Council and Committees, whether it is open to the public or closed session shall record:

- a) The place, date and time of the meeting
- b) The name of the Chair, Members and staff in attendance
- c) Disclosure of pecuniary interest and the general nature thereof
- d) All other proceedings of the meeting without not or comment, with the exception of Public Meetings held in accordance with the *Municipal Act, Planning Act*, or any other Act.
- e) All motions considered by Council and Committees and the disposition of same including the motion number, whether the motion was carried or lost as well as any amendments or other procedural matters.
- f) In the case of a recorded vote, the names of the individual Members and their vote for and against the said motion.

The minutes of meeting(s) shall be placed on the next available agenda of the appropriate Council or Committee for adoption.

5.9 Business Arising Out of Minutes

Any unfinished business of a previous Meeting or additional information on a matter shall be listed under Business Arising out of a Previous Meeting. Generally the Resolution of Council from the previous meeting will be included with the additional information in the Agenda package.

5.10 Communications

The Communications package is made up of two Sections one being "A" items which are received for information only, the other being "B" items which require Council's consideration. The Clerk will circulate all communications received for the Communications package to the Members in advance of the Agenda being circulated. All Communications will be included in the "A" Section, excluding communications from residents or agencies which require a response these will be included by the Clerk in the "B" Section for Council's consideration.

If a Member wishes to have any item brought forward to the "B" section for action they shall notify the Clerk prior to the Agenda being circulated or by Resolution at the Council Meeting/Motion at the Committee Meeting. In order to assist with the preparation the

draft Motion, a brief explanation and/or direction shall be provided at the time of the request.

5.11 Members, CAO and Managers' Administrative Reports

Any staff report presented to Council for its consideration shall be listed on the agenda.

For Committee Meetings, reports may also include items for discussion without an associated report.

5.12 External Committee/Local Boards/Task Force Notes and Reports

Minutes of External Committees will be included for Council's information.

Recommendations to Council from External Committees requesting consideration of a matter may also be included.

Notes of a Task Force will be included for Council's information. The Notes may contain recommendations which shall be considered by Council.

5.13 Giving Notice of Motion

All Member new business shall be brought forward through a Notice of Motion or an Administrative Report.

A Notice of Motion shall be given in writing by a Member to the Clerk not later than 4:00 p.m. at least ten (10) calendar days preceding the next Meeting so the matter shall be included in the Agenda package or presented by a Member at the Meeting.

The Member is not required to be present during the reading of the Notice.

The Notice of Motion shall have a mover and a seconder and be voted on by the Members. If the Motion is passed the matter shall be brought before Council/Committee at the next Regular Council/ Committee Meeting.

5.14 Motions, Notice of Which Have Been Given

These include a Notice of Motion which was approved by Council/Committee at a prior Meeting.

5.15 Council Portfolio Positions

Generally no action shall be taken under Council Portfolios. If a Member would like action on an item with respect to a portfolio it should be presented to Council as an Administrative Report or Notice of Motion unless Council is agreeable to considering the matter at this time.

5.16 Adjournment

A Motion to Adjourn shall be put forward to adjourn all Meetings.

6.0 Quorum

6.1 Quorum

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

6.2 Early Departure and/or Absence from Meetings

A Member who wishes to leave a Council or Committee Meeting prior to the adjournment shall advise the Presiding Officer. The Clerk shall note the Member's time of departure in the Minutes.

Any Member who will be absent from a Council or Committee Meeting shall notify the CAO prior to the Meeting and the Clerk shall make note of the absenteeism in the Minutes.

6.3 Electronic Participation

Members may participate in Meetings electronically and when doing so shall be counted towards quorum and may participate in both Open and Closed Sessions.

Electronic participation will not be allowed at the following meetings:

- a) Inaugural Session of Council
- b) where a vote of the majority of Council requires it

A Member must give to the CAO a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the CAO as soon as possible.

6.4 Meetings

As soon as there is a Quorum after the hour fixed for the Meeting, the Presiding Officer will call the Members to order. The Clerk shall then record attendance. If a Member of Council or Committee arrives late, or leaves before final adjournment, the Clerk/Secretary will note the time of arrival or departure in the Minutes.

6.5 Time Limit

The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Council or Committee shall stand adjourned and all business shall be carried forward to the next Meeting. The Clerk shall record the names of the Members present at the expiration of the time limit and append this record to the next Agenda.

6.6 Loss of Quorum during a Meeting

If a Quorum is lost during the Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.

6.7 No Quorum Possible

Should it become known in advance of a regularly scheduled or Special Meeting that a Quorum of Members will not be present, or due to inclement weather, the Presiding Officer shall cancel the Meeting and all business will be carried forward to the next

Meeting. The Clerk will provide Notice of cancellation of the Meeting to all Members, the CAO, and the press and post it on the Township's website.

6.8 Conflict of Interest

Notwithstanding Section 6.3, where the number of Members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a Quorum, then the remaining number of Members shall be deemed to constitute a Quorum.

7.0 Motions

7.1 General

Every Motion, once presented to and read by the Clerk, becomes the property of the Township. A Member can withdraw a Motion only upon consent of the majority of the Members present. Motions shall be debated in the order of presentation to the Presiding Officer.

Any Member of Council or a Committee may request that the Clerk read the Motion under discussion at any time during the debate, except when another Member is speaking.

Any Member may request separation of a Motion. Each section of the Motion will be voted on separately.

When a matter is under debate, no Motions shall be in order other than:

- a) To refer/defer.
- b) To vote on the matter.
- c) To amend.

7.2 Refer/Defer

A Motion to Refer or Defer takes precedence over any main Motion or amendment, except a Motion to Adjourn. A Motion to Refer requires direction as to the body to which it is being referred and the additional information required. A Motion to Defer shall include a reason for deferral and an estimated return date.

7.3 Amendment

A Motion to amend proposes a formal change to the pending main Motion. The purpose of an Amendment is to make the main Motion more acceptable to Members and shall not introduce a new subject. An Amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. Any Member may recommend an Amendment to a main Motion. An Amendment shall be written on the main Motion by the Clerk. The Clerk shall read the Amended Motion for consideration and discussion and a vote shall be taken and the results declared.

8.0 By-laws

All By-laws shall be presented to Council in their Agenda package. By-laws shall be introduced by a Motion specifying the number assigned and the title or nature of the By-laws; and in typewritten form and shall contain no blanks except as may be required to conform to accepted procedures or to comply with provisions of any Act.

By-laws shall be given three (3) readings prior to passage. A Motion may be considered for all three readings on the same day except when requested otherwise by Motion of the majority of the Members present or to comply with provisions of any Act. Upon passage, By-laws shall be signed by the Presiding Officer and Clerk and embossed with the Corporate Seal of the Township.

Any proposed By-law may be referred by Council to a Committee, staff, or the Municipal Solicitor for review and comment.

All By-laws shall be passed in Council Meetings that are open to the public.

Council shall employ a Confirming By-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-law.

9.0 External Committees

External Committees shall be appointed by By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently the external Committees include the Committee of Adjustment/Planning Advisory Committee and the Joint Fire Committee for the Kaladar/Barrie Fire Department.

External Committees are governed by their own Procedural Policy.

10.0 Committees of Council

10.1 Establishment

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

Council may from time to time appoint, by Resolution, Committees of Council and the Committee Chair, for a special purpose as set out in the appointing Resolution.

The Committee shall have a Terms of Reference which is to be reviewed by the Committee and approved by Council.

10.2 Composition and Appointment of Members

Committees of Council shall be made up of not more than three (3) Members of Council. In accordance with Section 238 of the Municipal Act, at least 50% of the Members of the Committee shall be Members of Council.

The Chair and Members shall be appointed by Council Resolution.

Any public representatives on Committees of Council shall be appointed by Council Resolution; excluding the Personnel and Audit Committee which shall have Council representation only.

The Clerk shall be the Secretary for Committee Meetings. Other staff including the CAO and Managers may be appointed to the Committee. Staff may be instructed by the Council and/or the CAO to attend Meetings.

10.3 Ex-officio

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

10.4 Roles and Responsibilities

Committees of Council shall comply with all applicable Legislation, By-laws and Resolutions and are governed by this Policy. All Committees of Council are subject to the control and direction of Council and shall have a Terms of Reference approved by Council.

The Committee will be provided an Agenda in accordance with Section 5.0.

The Committee will pass motions at their Meeting which are recommendations to Council. These motions will be included in the Committee's Minutes.

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

10.5 Role of the Chair

Refer to Section 4.1 - Presiding Officer.

10.6 Role of the Secretary

The Secretary shall:

- a) Provide notice of the Meetings.
- b) Prepare the Agendas.
- c) Prepare the draft Minutes and provide them to Council in an upcoming Council Agenda.
- d) Be present at all Meetings to record the decisions of the Committee.

10.7 Participation

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

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

A Committee Member may make a request to Council to be removed from a Committee. A Committee Member may confidentially report to Council any Committee Member who refuses or neglects to attend Meetings without just cause. Council may remove that Member from the Committee and appoint another Member in their place.

10.8 Disbandment

Council may disband a Committee at any time when determined the Committee's mandate has been met; or the Committee is no longer required.

11.0 Local Boards

Local Board Members shall be appointed by Council Resolution or By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently local boards include the Conservation Authorities. The Local Board shall act in accordance with the Local Board's mandate.

12.0 Emergency Management Program Committee

12.1 General

Council adopted an Emergency Management Program which includes the establishment of the Emergency Management Program Committee (EMPC).

12.2 Composition

The composition of the EMPC shall be as set out in the Emergency Management Program.

12.3 Appointment

As set out in the Emergency Management Program, the Community Emergency Management Coordinator (CEMC) is appointed as Chair of the EMPC. In the absence of the CEMC, the CAO shall assume the role of the Chair. The Clerk shall act as the Secretary of the EMPC.

12.4 Meetings of EMPC

The date of the next year's Meetings will be determined at the last meeting of the calendar year, except in the year of the Municipal Election. In the year of the Election, the dates shall be determined at the beginning of the new year.

12.5 Operating Principles

a) Agenda and Notes

- i. The CEMC shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Committee Members seventy two (72) hours in advance of the meeting.

- ii. The Agenda shall contain the following:
 - Call to Order
 - Approval of the Agenda
 - Disclosures of Pecuniary Interest and General Nature Thereof
 - Delegations
 - Adoption of Notes
 - Business Arising Out of Notes
 - Communications
 - Administrative Reports
 - Adjournment.

The Notes of the EMPC shall be confidential. The Chair (CEMC) shall provide an Administrative Report summarizing the EMPC Meeting to be provided to Council following each Meeting. If any recommendations are required, the recommendations shall be included in the Administrative Report.

b) Role of the Chair:

The Chair of the EMPC is responsible for:

- i. The preservation of good order and decorum throughout Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership;
- ii. Opening the Meeting by taking the Chair and calling the Members to order;
- iii. Ensure the decisions of the Committee are in conformity with all applicable Legislation and Municipal By-laws and Resolutions that govern the activities of the Township.
- iv. Provide an Administrative Report to Council following each Meeting, including recommendations.

c) Role of the Committee

- i. The Committee shall review the Emergency Management Program and shall advise Council on the development and implementation of the Township's Emergency Management Program. If amendments are recommended by the Committee these shall be provided to Council for consideration through an Administrative Report prepared by the CEMC.
- ii. The EMPC shall meet a minimum of three times annually to review the Program.
- iii. The EMPC shall comply with all applicable Legislation and Municipal By-laws and Resolutions.
- iv. Members may participate electronically.

d) Conduct of Committee Members

Members of the Committee, delegates and members of the public shall not:

- i. Use offensive words or language in or against the Council or the Committee or against any Member, staff and/or guest;
- ii. Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship,

creed, sex, sexual orientation, age, marital status, family status or disability;

- iii. Interrupt a member while speaking, except to raise a point of order;
- iv. Speak on any subject other than the subject in the debate.

e) **Quorum**

In order to meet quorum, 50% of the Members must be in attendance and at least one of which shall be a Member of Council. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Township's Website.

f) **Advisory Persons**

The Committee may require members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

13.0 Task Forces

13.1 General

Within three (3) months of the beginning of the term of Council, Council shall review each Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution either appoint Members to the Task Force or disband the Task Force.

A Task Force is established for a special purpose or to address a specific task. A Task Force shall not be governed by this section of the Procedural Policy and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Forces and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings.

13.2 Composition

The Task Force shall be made of:

- a) At least one (1) but not more than three (3) Members of Council;
- b) The CAO and/or at least one (1) Manager;
- c) Voluntary sector members whose knowledge of the Task Force's mandate would be an asset;
- d) A Secretary.

13.3 Appointment

Council by Resolution shall appoint the Council Member(s) and CAO and/or Manager(s) who will be members of the Task Force. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed.

Prior to the Inaugural Meeting of a new Task Force, the CAO/Manager appointed to the Task Force shall advertise for volunteer members in the local newspaper; on the Township's Website; and on the Township's Social Media accounts. In the case of a Task Force continuing from the previous term of Council, the volunteer members from the previous term shall be invited to continue as volunteer members and Council shall determine if an advertisement for new volunteer members is required.

The Chair will recommend individuals who responded to the advertisement, for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting. Knowledge of the Task Force's mandate would be an asset.

The Clerk will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking the voluntary sector participants and advising them of their appointment.

The CAO shall appoint a Secretary for the Task Force from staff.

13.4 Procedural Matters

The CAO and/or Manager sitting on the Task Force shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Task Force Members and post notice of the meetings on the Township's Website forty eight (48) hours in advance of the meeting. The date and time of the Task Force meeting shall be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the meeting.

Members may participate in Meetings electronically.

The Task Force shall:

- a) Comply with all applicable legislation and Municipal By-laws and Resolutions.
- b) All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.
- c) While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number) Task Force Meetings shall not be held in-person and shall be held using electronic participation, unless approved by the Chair and Chief Administrative Officer/Manager appointed to the Task Force ensuring compliance with all Provincial and/or Public Health Regulations.
- d) Not make any decisions or expend any monies without Council approval by Resolution over \$500 annually.
- e) Task Force Notes shall, once approved in principle by the Task Force, be provided to the Clerk for inclusion in the next Council Agenda for information purposes. Task Force Notes shall provide written clear recommendations (i.e.

identifying options) in the conclusion of the Notes of the meeting, with supporting documentation. These recommendations, once approved in principle by the Task Force, shall be presented as Motions to Council for consideration.

- f) Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Township's Website.
- g) Disband in accordance with their Terms of Reference, unless otherwise approved by Council. (For housekeeping purposes only, the Clerk will have Council pass a Resolution to disband all Task Forces).

13.5 Operating Principles

a) Quorum

Although Task Force membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

b) Reaching Agreement

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

c) Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

d) Expenses Incurred by Task Force Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

e) Resignation of Task Force Member

If a Voluntary Sector Member resigns the Task Force, Council may appoint a member from the previous recruitment at the beginning of the term. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Meeting.

Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

f) Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

13.6 Voluntary Sector Members

The Voluntary Sector Members shall:

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

13.7 Sub-Committees

Sub Committee may be established to deal with a specific task/matter that is specific to a Task Force and shall:

- a) Be appointed by Council at the recommendation of the Task Force;
- b) Make recommendations to the Task Force.

13.8 Disbandment

Council may disband a Sub-Committee at any time when determined the Committee's mandate has been met; or the Sub-Committee is no longer required.

14.0 General

14.1 Appointment of County Council Members

The County Council Second Member shall be appointed to serve on County Council along with the Mayor for the term of Council. At the Inaugural meeting of Council any member, excluding the Mayor may present their case to be selected as the County Council Second Member and once all presentations are complete Council will vote to select the County Council Second Member. The County Council Second Member shall be appointed by By-law.

The County Council Alternate Member appointed under Section 268 of the Municipal Act to act in place of a County Council Member when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy) shall be appointed at the Inaugural meeting of Council. Any member, excluding the Mayor or the Member appointed as the County Council Second Member may present their case to be selected as the County Council Alternate Member and once all presentations are complete Council will vote to select the Alternate Member. The County Council Alternate Member shall be appointed by By-law. When acting as

the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Section 267 of the Municipal Act permits the appointment of a Member for a temporary vacancy. If a County Council Member is unable to act as a Member for a period exceeding one month or the seat becomes vacant and will not be filled for a period exceeding one month, the local Council may appoint one of its Members as an Alternate Member to act in place of the Member until the Member is able to resume acting as member of County Council. Council will consider the appointment of this Member by By-law as required. This Member is not permitted to represent a Member at the Inaugural Meeting of County Council and Council Liaison Meetings. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Per the County Council Procedural By-law the remuneration and/or reimbursement of appropriate costs incurred by the County Council Alternate Member or the County Council Temporary Vacancy Alternate Member while serving in this capacity shall be the responsibility of the Township. The Alternate or Temporary Vacancy Member shall be provided a per diem at the same rate as the County of Frontenac sets for members to attend special board meetings and/or Special Council meetings. It is also the responsibility of the County Council Member whose behalf an alternate will be serving to ensure a copy of the meeting agenda is provided to the alternate in advance of the Meeting.

14.2 Appointment of Deputy Mayor

The Deputy Mayor shall be nominated at the Inaugural Meeting of Council. Any Councillor may be nominated, or nominate themselves, for the position of Deputy Mayor and then present their case for being the Deputy Mayor for a one year term. Once all the presentations have been completed, Council will vote to select the Deputy Mayor. The Deputy Mayor position will be open for nomination on an annual basis every December. The incumbent is free to run for this position. If no other Councillor wishes to run for the position of Deputy Mayor, the incumbent may remain in the position.

14.3 Council Portfolio Positions

Council Portfolio positions provide a connection between Council and agencies or groups.

Council Portfolio Positions that are not discretionary shall be filled (i.e. Lakelands Family Health Team, County Task Forces, etc.) as recommended by the Mayor and appointed by Resolution within three months of taking office or within the timeframe required by the outside agency and/or legislation. Discretionary Council Portfolio positions shall be determined by Council and filled accordingly (i.e. liaison positions with community groups/organizations, etc.) as recommended by the Mayor and appointed by Resolution.

14.4 Town Hall Information Sessions

The Mayor may hold an Information Session in any Ward in accordance with the provisions of this Section.

The purpose of an Information Session is to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda. The purpose of an Information Session is not to materially advance the decision-making of Council, but rather to allow Ward Councillors to become better informed of issues that are important to the public and to disseminate information of interest to the public. The Mayor shall advise Council, the Clerk, and the CAO of each information session at least ten (10) calendar dates in advance. The Clerk shall provide Notice.

The only Members of Council entitled to attend an Information Session are the Mayor and the two Ward Councillors representing the Ward where the Information Session is held. The Mayor shall be present and can hold the Meeting with or without the two Ward Councillors present. No staff are required to be in attendance.

In the event that the number of Councillors attending an Information Session constitutes a quorum of Council, the Mayor shall immediately adjourn the Information Session.

In no circumstance shall any vote be taken at an Information Session, nor shall any debate amongst Council Members occur related to the business of Council.

Prior to commencing any Information Session, the Mayor shall read out a statement to the public advising that the Information Session is not a Meeting of Council and that no new business of Council shall be discussed or debated, nor shall any vote be taken. The Mayor shall advise the public that the purpose of the Information Session is to provide an update to the public on decisions and actions that Council has previously taken and to listen to comments and/or concerns from members of the public. It will be a decision of individual Councillors as to whether any issues raised at the Information Session are brought forward at a regular Council Meeting by way of a Councillor's Administrative Report.

15.0 Council Vacancies

15.1 Vacant Seat Declared

Council shall declare the Council position vacant, and this position is to be filled within sixty (60) days of declaring the vacancy. (Subject to the Municipal Act, as amended).

15.2 Filling Vacant Position

The Clerk shall provide Council with a report on the process to fill the vacant position based on the policies noted below and in accordance with the Municipal Act.

The vacant position of Mayor shall be filled through a Bi-election.

In the case of a Councillor, The position will be offered to the candidate from the vacant Ward who had the highest number of votes at the previous election, and if declined, to

the candidate with the next highest number of votes, etc., provided the candidate received at least fifteen percent (15%) of the votes at the previous election.

If no appropriate Candidate is available, the Clerk shall advertise the vacancy for public interest in filling the position, from the Ward in which the vacancy occurred.

15.3 Advertise Vacancy

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two (2) consecutive weeks, as well as having the advertisement placed on the Township's Website and social media accounts.

15.4 Submission of Applications and Declaration of Qualifications

All Applicants submitting an application/resume to the Clerk shall also submit a signed Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination.

15.5 Applicants' Resumes

The Clerk shall provide all resumes/applications received to Council in the Closed Council Agenda package. Applications/resumes shall remain confidential and once the final decision is made all confidential copies shall be deleted.

15.6 Applicant's Presentation

The Clerk shall invite all Applicants to a Council Meeting after the application/ resume response deadline. At the end of the Meeting each Applicant, in alphabetical order, will be given an opportunity for a five (5) minute presentation to Council.

15.7 Nominations

Following the Applicant presentations, the Presiding Officer shall call on Council for nominations from the Applicants who presented to fill the vacancy.

15.8 Nomination Consideration and Vote by Council

All nomination Motions shall have a Mover and a Seconder to be placed on the table for consideration by Council. Each nomination Motion will be subject to a vote by Council. All Nominations approved by a majority of Council will be included in the vote.

15.9 No Nominations

The Presiding Officer shall call three (3) times in a row for additional nominations and if they receive none, the Presiding Officer will close the nomination process.

15.10 Tally of Votes

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated. Each Member of Council may only vote for one Nominee. The votes will be tallied by the Clerk.

15.11 Majority Vote

The nominees that receive the majority support of Council will continue in the process. If only one (1) nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

15.12 Multiple Majority Vote

In the event that two (2) or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

15.13 Tie Vote

If a tie continues with two (2) or more nominees, the names will be placed in a 'hat' and the CAO will draw one (1) name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

15.14 No Majority Vote

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three (3) rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one (1) name from that hat and the name so drawn will be appointed to fill the vacancy.

15.15 Motion to Appoint Member

Council will immediately thereafter, consider a Motion to appoint the successful nominee to the vacant Member of Council position.

15.16 Swearing In of New Member of Council

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

16.0 Policy Review

It is recommended Council review the Procedural Policy for Members of Council/Committees during each term of Council or as deemed necessary. No amendment or repeal of this Policy or any part thereof shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal is given at a previous Meeting and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.



Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: March 17, 2023

Re: Proposed 2023 Council Meeting Dates – June to December

Background

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

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;

And That the Clerk shall provide a report at the March meeting of Council, with the meeting dates for the remainder of 2023, including options for evening meetings, for Council's consideration.

Carried

Researched By

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments

Option #1

In the past, Council meetings have been scheduled every three weeks, with the exception of July and August.

If Council would like to continue this schedule, the following dates are proposed:

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

Friday, June 30, 2023 at 9:00 a.m.

Friday, July 21, 2023 at 9:00 a.m.

Friday, August 11, 2023 at 9:00 a.m.

Friday, September 1, 2023 at 9:00 a.m.

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

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

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

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

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

Option #2

If Council would like to consider holding Council Meeting in the evening from June to October, the following dates and times are proposed:

Thursday, June 8, 2023 at 5:00 p.m.

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

Thursday, July 21, 2023 at 5:00 p.m.

Thursday, August 10, 2023 at 5:00 p.m.

Thursday, August 31, 2023 at 5:00 p.m.

Thursday, September 21, 2023 at 5:00 p.m.

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

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

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

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

Financial Implications

None.

Recommendations

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

And That Council approves Option # _____ and instructs the Clerk to prepare and circulate the Meeting schedule;

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.



Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: March 17, 2023

Re: 2023 Renewal of Annual Township Agreement with Eastern Ontario Trails Alliance.

Background

In 2009 the Township of North Frontenac entered into an annual Agreement with the Eastern Ontario Trails Alliance (EOTA). The purpose of the Agreement was to honor the EOTA's Trail Permit on the Crown Roads within the Crown Land Stewardship Program (CLSP) currently maintained by the Township via a yearly Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MDMNR).

In 2009 the EOTA provided a one-time donation of \$14,000 to the Program to assist with the maintenance of Crown Roads within the CLSP. Overall, the EOTA has contributed \$81,588.16 (including \$12,000 to the Township to go towards funding the construction of the Scenic Route Rest Stop in Ompah), since 2009.

The EOTA requires all riders who purchase one of their Permits to sign a Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement and the Township also ensures those purchasing a Road Permit for use of the Crown Roads within the Crown Land Stewardship Program agree to Terms of Use (ie, Township not liable for injury, death, damage, loss, etc...).

Researched By

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

Comments

The partnership between the Township and the EOTA continues to be beneficial for both the CLSP and the EOTA. We meet ATV and dirt bike riders on the Crown Roads within the CLSP on a regular basis who have the EOTA permit. Moreover; the funding contributed to the CLSP for maintenance of the Crown Roads within the CLSP has been instrumental in assisting with much needed

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2023 EOTA Agreement Renewal
March 17, 2023
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repairs, especially to the Arcol Road (Crown portion) in the Ompah area. The Agreement is renewed annually.

The EOTA's Mission is to develop, manage, maintain and market a comprehensive network of year-round shared use trails for their health, economic, tourism and job creation benefits. The EOTA trail network is a regional tourism destination that supports local communities within its service area and their network targets a diverse group of outdoor recreation activities. Furthermore; the EOTA partners with many of the municipalities surrounding North Frontenac.

It is recommended the Township of North Frontenac renews the annual Agreement with the EOTA for the 2023 season (April 1st to November 15th).

Financial Implications

Since 2009 the Township of North Frontenac has received \$81,588.16 from EOTA (including \$12,000 towards the construction of the Scenic Route Rest Stop in Ompah).

In 2022 the EOTA provided the Township with \$20,000 worth of gravel for the Arcol Road Project (not shown as an addition to their financial contribution, as they paid the company directly).

Furthermore; the EOTA applied for Provincial Funding for their Trails and received the dollars and included \$25,000 for the CLSP for gravel for the Arcol Road in 2023. This project is included in the 2023 Draft Budget.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2023 Renewal of Township Agreement with the Eastern Ontario Trails Alliance";

And That Council will consider a By-law later in the meeting to sign the 2023 Agreement with the Eastern Ontario Trails Alliance to honour their trail permit on the Crown Roads within the North Frontenac Crown Land Stewardship Program.

Enclosures (1) - 2023 Agreement with the Eastern Ontario Trails Alliance

Manager of Community Development Administrative Report
2023 EOTA Agreement Renewal
March 17, 2023
Page 2 of 2



This Agreement is Made the 17th Day of March, 2023

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Eastern Ontario Trails Alliance

hereinafter called the "EOTA"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR);

And Whereas the Township agrees to honour the EOTA's Trail Pass for use of these Crown Roads throughout the 2023 season;

And Whereas the EOTA agrees to reimburse the Township for any shortfalls between the 2009 and 2023 Township Crown Road Permit Sales as set out in the original 2010 Agreement (to a maximum of \$5,000);

And Whereas the EOTA agrees that prior to installing any signage, a draft of the proposed signage shall be provided to the Manager of Community Development (MCD) for the Township, to obtain approval from the MNDMNR in accordance with the Township's LUP;

And Whereas the EOTA agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the EOTA's 2023 Trail Pass for use of the Crown Roads in the Township, as reflected in the Township's 2023 LUP with the MNDMNR, throughout the 2023 season. This Agreement shall be effective for 2023 only.
2. The EOTA acknowledges and agrees that the permit sales by the Township for use of Crown Roads in 2009 was \$24,345.06. The EOTA agrees to pay to the Township an amount that, when added to the total amount of permit revenue received by the Township for 2023, shall equal an amount of \$24,345.06; however the amount to be paid is not to exceed \$5,000 unless agreed to by both parties.
3. The EOTA agrees that it shall pay to the Township all outstanding amounts due pursuant to this Agreement, to be billed on or before December 31, 2023 and paid within 30 days.

1 of 3

2023 Agreement between the Township of North Frontenac and the Eastern Ontario Trails Alliance
March 17, 2023

4. The EOTA covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads in the Township of North Frontenac without written approval from the Township. The EOTA shall submit all draft proposed signage to the MCD for the Township, to obtain approval from the MNDMNR in accordance with the Township's LUP prior to posting any signs. The EOTA shall indemnify the Township for any costs related to posting of unauthorized signage.
5. The EOTA will be required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. A Certificate of Insurance shall be provided by the EOTA within fourteen (14) days of the execution of this Agreement.
6. The EOTA shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the EOTA or anyone for whom it is responsible at law; or (b) arising from any breach by the EOTA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the EOTA:
Eastern Ontario Trails Alliance
Postal Bag 1444
Tweed, ON
K0K 3J0

To the Township of North Frontenac:
The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2G0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the EOTA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

9. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

Eastern Ontario Trails Alliance

Per: _____
Chairman

Per: _____
General Manager

I have the authority to bind the corporation



Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: March 17, 2023

Re: 2023 Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) for the North Frontenac Parklands.

Background

On March 2, 2023 the Township received the Annual Land Use Permit (LUP) from the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) which is effective April 1, 2023 until November 30, 2023 (attached).

Researched By

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

Comments

The LUP provided is for all Crown Land Roads, Campsites and Boat Launches within the North Frontenac Parklands that are outside of a Conservation Reserve. This is an annual LUP which is valid from April 1st until November 30th each year and is administered by the MNDMNRF.

Note: The MNDMNRF advised that it is no longer a requirement to sign the LUP for the Parklands as the Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. As a result a Signing By-law for 2023 is not required.

The Township also has an LUP with the Ministry of Environment, Conservation and Parks (MECP) for campsites within North Frontenac Parklands that are within a Conservation Reserve. This additional LUP came into effect in 2020 and is for a five year term which is valid until November 30, 2025.

Manager of Community Development's Administrative Report
2023 Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and
Forestry (MNDMNRF) for the North Frontenac Parklands
March 17, 2023
Page 1 of 2

Financial Implications

The fee for the Land Use Permit in 2023 is \$441.38 including HST and is budgeted for within the Township's MNR Parks Department.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2023 Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) for the North Frontenac Parklands".

And That Council approves the 2023 Land Use Permit for operation of the North Frontenac Parklands.

Enclosure (1) Renewal of Land Use Permit BN2023-PLA-00015-LUP-001

Manager of Community Development's Administrative Report
2023 Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and
Forestry (MNDMNR) for the North Frontenac Parklands
March 17, 2023
Page 2 of 2

From: Smith, Laurie (MNRF) [mailto:Laurie.Sawyer.Smith@ontario.ca]
Sent: March 2, 2023 8:36 AM
To: Brooke Hawley <Recreation@northfrontenac.ca>
Cc: Apostolov, Christine (MNRF) <christine.apostolov@ontario.ca>; Calder, Laurie (MNRF) <Laurie.Calder@ontario.ca>
Subject: New Land Use Permit BN-2023-PLA-00015-LUP-001

The Corporation of the Township of North Frontenac
6648 Road 506 P.O. Box 97
Plevna, ONTARIO
K0H 2M0
CANADA

Dear Permittee

Re: New Land Use Permit BN-2023-PLA-00015-LUP-001

The Ministry Natural Resources and Forestry (the Ministry) is writing to inform you that a review has been completed for the issuance of a new Land Use Permit (LUP) located in North Frontenac.

Attached to this email, you will find the new Land Use Permit (LUP), as well as additional terms and conditions, schedules "A,B,C,D,E,F, and G", and applicable maps (Appendices). The Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. This new process can be done entirely online. However, if you do not want to communicate by email, please reach out to the Ministry using the contact information below and request to communicate through regular mail.

Please carefully review the terms and conditions of the new LUP. Also carefully review the fee chart below which summarizes the amount you will be charged for the issuance of the new LUP. Kindly forward the current fee of \$441.38 (rent + admin fee + HST), payable to Minister of Finance to:

Ministry of Natural Resources and Forestry
Box 500, 106 Monck Street
Bancroft, ON K0L 1C0

Note that the attached permit will not be valid until the Ministry has received and processed your payment.

If you have any questions about the process, or the terms and conditions of your expiring or new LUP, please contact the Bancroft District office at Bancroft.MNRF@ontario.ca. If there are any changes to your personal information (e.g. billing address, name), please notify this District office.

In order for us to serve you better, please call ahead to make an appointment.

Sincerely,

Laurie Smith | Resources Clerk
Ministry of Natural Resources and Forestry
Minden Work Centre

(705) 854-0972 | laurie.sawyer.smith@ontario.ca

Encl.

Summary of Fees:

Fee Type	Fee	HST	Total
Initial Administration Fee	165.60	21.53	187.13
Annual Administration Fee	0.00	0.00	0.00
Lands Fee	225.00	29.25	254.25
Annual Fee (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
Total Amount Due on Issuance (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	390.60	50.78	441.38

Help us make our approval services more convenient, accessible and easier to use by taking our [survey](#). We want to hear from anyone who requests natural resource permits, licences or authorizations from us. Our goal is to bring all our natural resource and forestry approvals online by 2024.

Responses are voluntary and will be analyzed as a group.

This initiative is funded through the [Ontario Onwards Acceleration Fund](#). The Ontario Government is modernizing its services and reducing burdens, making it easier to do business in the province.

This Land Use Permit is issued by Her Majesty the Queen in right of Ontario, as represented by the Minister of Natural Resources and Forestry under the authority of Public Lands Act and its regulations, and is subject to the limitations and provisions thereof, and to the terms and conditions set forth herein.

PERMITTEE

This Land Use Permit is issued to: The Corporation of the Township of North Frontenac

Post Office Address of Permittee:
6648 Road 506 P.O. Box 97
Plevna, ONTARIO
K0H 2M0
CANADA

Phone Number of the Permittee:
613-479-2231

Email Address of Permittee:
recreation@northfrontenac.ca

PURPOSE

This Land Use Permit authorizes the holder for:
Campground
Seasonal

LOCATION OF LAND

This Land Use Permit applies to the following location(s):
Per Schedules A, B, C, D, E, F, and G, Seasonal Campground, Twp. of North Frontenac
Area: HA
ARN:

As per sketch and description which is attached hereto. A copy of this sketch and description is on file with the Ministry and available for inspection at any time during normal business hours. If there is any inconsistency between the two sketches and descriptions, the sketch and description on file with the Ministry shall prevail.

PERMIT EFFECTIVE DATE: April 1, 2023

PERMIT EXPIRY DATE: November 30, 2023

Summary of Fees

Fee Type	Fee	HST	Total
Initial Administration Fee	165.60	21.53	187.13
Annual Administration Fee	0.00	0.00	0.00
Lands Fee	225.00	29.25	254.25
Annual Fee (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
Total Amount Due on Issuance (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	390.60	50.78	441.38

This Land Use Permit is subject to additional restrictions as set out in the conditions attached.

The issuance of this Land Use Permit does not relieve the Permittee from the responsibility of acquiring any other approvals as may be required by law nor does it relieve the Permittee from any other legal requirements, whether under the Public Lands Act and its regulations or otherwise.

This Land Use Permit is not valid until payment of the Total Amount Due on Issuance outlined above has been received by the Ontario Shared Services.

Ministry Approval

Issued by: Adam Worth, District Supervisor	Signature:	Date Signed:
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Conditions Attached: Yes

Number of Schedules: 7

This Land Use Permit is subject to the following conditions:

Standard Conditions

It is agreed by the parties that:

1. This Land Use Permit gives the Permittee the non-exclusive right to occupy the described lands only. The described lands may be used only for the permitted purpose specified in this Land Use Permit and no other purpose.
2. The Permittee shall at all times comply with all applicable laws, regulations, by-laws, government orders and directions in its use of the described lands.
3. The Permittee shall be solely responsible for obtaining any other necessary permits, licenses and approvals relating to the use of the described lands by the Permittee.
4. The Permittee may not affix any building, structure, or works on the described lands (including posting any signs or notices), nor make any alteration, renovation, enlargement, reconstruction or other improvement to the described lands without the written approval of the Ministry, except as otherwise expressly permitted in this Land Use Permit.
5. The Permittee shall maintain the described lands in a clean, sanitary and safe condition, in accordance with any applicable legislation, regulations, by-laws, government orders and directions. Without limiting the generality of the foregoing, the Permittee is an occupier for the purposes of the Occupier's Liability Act and Trespass to Property Act, and shall take such care as in all circumstances is reasonable to see that persons entering on the described lands, and the property brought on the described lands by these persons, are reasonably safe while on the described lands.
6. The Permittee shall not allow waste, garbage or other objectionable material to collect on the described lands.
7. The Permittee shall not bring any hazardous substances or other contaminants onto the described lands without the approval of the Ministry. The Ministry may impose conditions on any such approval. In the event that the described lands are contaminated by any act or omission of the Permittee or its invitees, the Permittee shall undertake all necessary remediation of the described lands to contain and remove such contamination, at its sole cost and expense. If the Permittee fails to undertake such remediation or to diligently complete such remediation, the Ministry may undertake such remediation on the Permittee's behalf, at the expense of the Permittee.
8. The Permittee shall deliver to the Ministry a completed occupier's self-reporting form with accompanying photographs from time to time on request of the Ministry, depicting the then-current state of the described lands.
9. The Ministry may inspect the described lands from time to time for the purpose of ascertaining compliance with Sections 4, 5, 6 and 7 of this Land Use Permit. The Ministry may issue a notice of repair and maintenance to the Permittee. The Permittee shall immediately undertake all repairs and maintenance outlined in such notice. If the Permittee fails to undertake such repairs and maintenance or to diligently complete such repairs and maintenance, the Ministry may undertake such repairs and maintenance on the Permittee's behalf, at the expense of the Permittee.
10. Access to the described lands, and quality of that access, is strictly the responsibility of the Permittee.
11. If the term of this Land Use Permit is longer than one year, the Permittee will pay the fee shown in this Land Use Permit (which is subject to change if so indicated), concurrently with the signing and delivery of this Land Use Permit by the Permittee to the Ministry and thereafter by no later than each anniversary of the commencement of the term. If the fee is indicated as a one-time fee, the Permittee shall pay the fee shown in this Land Use Permit concurrently with signing and delivery of this Land Use Permit by the Permittee to the Ministry.
12. The Permittee shall be responsible for prompt payment of all real property and other taxes that may be levied against the described lands and the Permittee's use thereof (including payments that may be made by the Crown in lieu of such taxes).
13. The Permittee shall be responsible for all utilities consumed by the Permittee on the described lands and shall pay the cost of such utilities to the Ministry or directly to the applicable utility company, as the Ministry may direct.
14. The Permittee shall indemnify, defend, save and keep harmless the Crown, its officers, employees, elected officials, servants and agents from and against any and all claims, demands, suits, actions, damages, losses, costs or expenses arising out of any injury to persons (including death) and loss or damage to property, which may be or be alleged to be caused by or suffered as a result of or in any manner associated with: (a) the exercise of any right or privilege granted to the Permittee by this Land Use Permit; and (b) any act or omission of the Permittee or its invitees while on the described lands.
15. The Permittee shall keep a copy of this permit available at all times while on the described lands and shall produce it on demand to any Ministry official.
16. This Land Use Permit may not be assigned or transferred, mortgaged or pledged. If the Permittee is a corporation, the Permittee may not undergo any change of control. Sublicenses or other sharing of occupancy is prohibited. The Permittee shall notify the Ministry prior to any proposed sale or transfer of the improvements installed or made on or behalf of the Permittee on the described lands and the sale or transfer of such improvements shall not entitle the purchaser or transferee to an assignment of this Land Use Permit or the

issuance of a new land use permit.

17. This Land Use Permit and all rights of the Permittee shall automatically terminate on the earlier of:

- (a) the stated expiry date;
- (b) the death, bankruptcy or insolvency of the Permittee;
- (c) if the Permittee is a corporation, on the winding up or dissolution of the Permittee.

The Permittee shall not be entitled to a refund of any fees paid by the Permittee in such circumstances.

18. Without limiting the Ministry's other rights in the Land Use Permit or at law, the Ministry may terminate the Land Use Permit upon 15 days' notice to the Permittee (or such longer period as may be provided by the Ministry in its sole discretion), where:

- (a) the Permittee has failed to comply with any of the terms and conditions of this Permit and such failure is not rectified within the notice period provided by the Ministry; or
- (b) the Ministry considers it to be in the public interest to do so;

provided that where there are less than 15 days remaining in the term of the Land Use Permit, then the Ministry may terminate the Land Use Permit immediately on notice to the Permittee. The Permittee shall not be entitled to a refund of any fees paid by the Permittee in the circumstances described in Section 18(a), but shall be entitled to a proportionate refund in the circumstances described in Section 18(b).

19. Upon termination of this Land Use Permit or prior to expiry of this Land Use Permit if the Permittee will be granted no further right to occupy the lands in question, the Permittee shall remove all improvements, property or other assets belonging to or installed by or on behalf of the Permittee on the described lands (including any signs or notices posted by the Permittee), at its sole cost and expense. The Permittee shall leave the described lands in a clean and safe condition, restored to its original state prior to the use of the described lands by the Permittee. The Permittee shall also promptly deliver to the Ministry a completed occupier's self-reporting form and accompanying photographs of the described lands evidencing the completion of such obligations. Any improvements, property or assets remaining on the described lands following expiry or termination of the Land Use Permit may be disposed of by the Ministry at the expense of the Permittee or, at the option of the Ministry, may be retained by the Ministry as the property of the Crown without compensation to the Permittee. If the Permittee fails to leave the described lands in a clean and safe condition, restored to its original state, the Ministry may undertake such work as is necessary to restore the lands to the required condition, at the cost and expense of the Permittee.

20. The Permittee acknowledges and agrees that:

- (a) upon expiry or earlier termination of the Land Use Permit, the decision to issue a new permit is at the sole discretion of the Ministry, and the Permittee has no right to, nor reasonable expectation for, the issuance of a new permit based on prior use of the described lands;
- (b) the successive issuance of any permit or permits for the use of the described lands will not create any future rights or interests whatsoever in the land;
- (c) the making of any improvements to or on the described lands (whether or not permitted by the Ministry) will not confer upon the Permittee any right to use the described lands other than within the terms of this permit, nor will it give the Permittee any right to an expectation of future permits;
- (d) there are no other representations, warranties or conditions between the Crown and the Permittee, for the use of the described lands or that the described lands are fit for the Permittee's intended or permitted purpose;
- (e) this Land Use Permit does not convey any right, title or interest in the described lands and is a Land Use Permit only;
- (f) this Land Use Permit does not convey any right, title or interest in any trees standing, growing or being on the described lands, or in any minerals, sand, gravel or similar materials, in, on, or under the described lands. Use of any such materials, unless specifically authorized herein, must have separate written authorization from a Ministry Official.

21. The Permittee's obligations set forth in Sections 4, 5, 6, 7, 9, 11, 12, 13, 14 and 19 shall survive the expiry or earlier termination of the Land Use Permit.

22. This Permit is a record for the purposes of (and is subject to) the provisions of the Freedom of Information and Protection of Privacy Act.

23. See Additional Terms and Conditions

ADDITIONAL TERMS AND CONDITIONS

23. The permittee must maintain boat launching areas in a clean, safe and usable condition and must ensure that the area is kept clear of parked cars, campers, etc.
24. The permittee must remove, on a regular basis, all garbage collected from the campsites to an authorized waste disposal site.
25. The permittee must remove any hazardous trees from the campsites and boat launching area.
26. The permittee must erect and maintain any required signs. Signs required by MNRF will be supplied by MNRF. All other signs will be provided by the permittee but must be approved by MNRF prior to being erected.
27. The permittee may charge fees for use of the roads, camping, for boat launching and parking. Notwithstanding the foregoing, employees of Bell Canada, Hydro One, and provincial and federal government departments are exempt from payment of boat launching and parking fees, but only when using the site for purposes associated with carrying out their respective business activities. All fees collected can only be used towards the Crown Land Stewardship Program.
28. MNRF reserves the right to prohibit overnight camping at any campsite at any time and shall provide the permittee with at least one week's notice of any campsite closures. In such cases, the permittee will provide the required sign(s) and the permittee will be responsible for erecting and maintaining the signs as well as enforcement of the closures.
29. The permittee will set aside a number of existing campsites (in consultation with MNRF staff) which will be designated day use only.
30. No new campsites or the expansion of existing campsites and access points can be undertaken without the written permission from the MNRF Bancroft District office.
31. The Land Use Permit area lies within a Land Claim. If a settlement is negotiated during the term of the permit and involves Crown land within the permit area, the Land Use Permit shall become null and void.
32. Mineral exploration activities may still take place within the permit area subject to the Public Lands Act and the Mining Act.
33. The cutting of trees (excluding condition 16), other than by an authorized harvesting operation, would not be allowed without written authorization from the MNRF Bancroft District office.
34. Forestry operations on Crown land, as authorized in a Forest Management Plan, must be permitted to be conducted uninterrupted.
35. During the term of the LUP, the permittee must carry a minimum of \$2,000,000.00 liability insurance, pertaining specifically to their activities on this site, naming Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Natural Resources and Forestry as an insured party.
36. The permittee must complete and submit an Annual Report (revenues collected & expenditures) at the conclusion of each calendar year.
37. A written summary of problems, complaints and comments to be submitted by year end which have been received by the Township office and field staff patrolling the roads, access points and campsites.
38. Any fee changes will require consultation with the MNRF staff at the Bancroft District office.
39. Commercial use of the Crown land under LUP will only be considered with prior approval of MNRF staff at the Bancroft District office.
40. This permit may, upon sixty (60) days written notice or such further period of time as the MNRF official prescribes, be revoked or cancelled if MNR no longer wishes to participate in the Crown Land Stewardship Program with the Municipality of North Frontenac.

Additional Conditions relating to the Schooner Lake municipal campground (see attached sketch):

41. Only walk-in tent sites are permitted within the "C" zone of the ANSI.
42. The permittee must ensure the grass areas of the campground are mown at least twice per month, or as required and must remove any hazardous trees from the campground.
43. The permittee must maintain the vault privy in a clean, sanitary and safe condition and must maintain a supply of toilet paper. The permittee must also pump out the vault privy as required.

Revised March 2020

Schedule "A"

MNRF ACCESS POINTS - North Frontenac Twp.

Barrie Township	Kashwakamak Lake	L 8 C 8
	Kashwakamak Lake	L 18 C 5
	Marble Lake	L 26 C 7
	Mississagagon Lake	L 5 C 9
Clarendon Township	Big Gull Lake	L 8 SWR
Miller Township	Big Ohlmann Lake	L 21 C 8
	Brule Lake	L 13 C 5
	Dan Lake	L 25 C 7
	Fortune Lake	L 28 C 8
	Grindstone Lake	L 4 C 10
	Lucky Lake	L 21 C 8
	Mackie Lake	L 23 C 11
	Schooner Lake	L 29 C 11
North Canonto Township	Govan Lake	L 30 C 1
Palmerston Township	Crotch Lake	L 18 C 3
	Crotch Lake	L 3 C 1
South Canonto Township	Granite Lake	L 13 C 5
	Mair Lake	L 23 C 9
	Redhorse Lake	L 22 C 6

Schedule "B"

All those parcels or tracts of land in the Townships of MILLER, SOUTH CANONTO, NORTH CANONTO and PALMERSTON, now in the Municipality of North Frontenac, in the County of Frontenac and Province of Ontario, more particularly described as follows --

PARCEL ONE (Schooner Lakes Road)

FIRSTLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the SCHOONER LAKES FOREST ACCESS ROAD within Lots 18, 19, 20, 21, 22, 24, 25, 26, 27 and 28 Concession 8; Lots 28 and 29 Concession 9; Lots 28 and 29 Concession 10; and Lots 28, 29 and 30 Concession 11;

SECONDLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the MACKIE LAKE ROAD within Lots 21 and 22 Concession 10; and Lots 22 and 23 Concession 11.

PARCEL TWO (Mosque Lake Road)

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the MOSQUE LAKE FOREST ACCESS ROAD within Lots 13 and 14 Concession 5; and Lots 14, 15, 16, 17 and 18 Concession 6.

PARCEL THREE (Canonto Road)

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "A" within Lots 21, 22 and 23 Concession 3; Lots 22 and 23 Concession 4; Lots 20, 21, 22 and 23 Concession 5; Lots 18, 19 and 20 Concession 6; Lots 18 and 19 Concession 7; Lots 19, 20, 21, 22 and 23 Concession 8; Lots 23, 24 and 25 Concession 9; and Lots 25, 26, 27 and 28 Concession 10;

...2

SECONDLY:

That part of the said Township of NORTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "A" within Lots 28, 29, 30, 31 and 32 Concession 1; and within the unsubdivided portion of the said Township commencing at the road's intersection with the north limit of Lot 32 Concession 1, thence in a northerly direction to it's intersection with the west limit of the allowance for road between North Canonto and Blithfield Townships;

THIRDLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "C" (Redhorse Lake) within Lots 20, 21 and 22 Concession 6.

PARCEL FOUR (Crotch Lake Road)

That part of the said Township of PALMERSTON composed of all Crown land within 33 feet of the centerline of the existing road known as the CROTCH LAKE FOREST ACCESS ROAD within Lots 19 and 20 Concession 3.

Schedule “C”

Crotch Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	E1/2 6	1	
Clarendon	E1/2 7	1	
Clarendon	10	1	
Clarendon	11	1	
Clarendon	12	1	
Clarendon	13	1	
Clarendon	14	1	
Clarendon	15	1	
Clarendon	16	1	
Clarendon	17	1	
Clarendon	18	1	
Clarendon	19	1	
Clarendon	20	1	
Clarendon	10	2	
Clarendon	11	2	
Clarendon	E1/2 12	2	
Clarendon	E1/2 13	2	
Clarendon	E1/2 14	2	
Clarendon	15	2	
Clarendon	16	2	
Clarendon	E1/2 19	2	
Clarendon	E1/2 20	2	
Palmerston	3	1	<ul style="list-style-type: none"> 3.26 acre parcel of land as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID

			<ul style="list-style-type: none"> • 0.8 acre parcel as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 63754 • Parts 3 & 5, Plan 13R-1743
Palmerston	4	1	
Palmerston	5	1	
Palmerston	6	1	
Palmerston	7	1	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	8	1	<ul style="list-style-type: none"> • Part Lot 8, Con. 1 as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 28319
Palmerston	9	1	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	10	1	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	11	1	
Palmerston	12	1	
Palmerston	13	1	
Palmerston	14	1	
Palmerston	W1/2 3	2	<ul style="list-style-type: none"> • Part 1 & 6, Plan 13R-1743
Palmerston	W1/2 4	2	
Palmerston	5	2	
Palmerston	6	2	
Palmerston	10	2	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	11	2	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	12	2	
Palmerston	13	2	
Palmerston	14	2	
Palmerston	17	2	
Palmerston	E1/2 18	2	
Palmerston	W1/2 5	3	
Palmerston	6	3	<ul style="list-style-type: none"> • a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	7	3	
Palmerston	8	3	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation

			Reserve
Palmerston	9	3	• a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	11	3	• Crown land within Crotch Lake Conservation Reserve
Palmerston	12	3	
Palmerston	13	3	
Palmerston	14	3	
Palmerston	15	3	
Palmerston	16	3	
Palmerston	17	3	
Palmerston	18	3	
Palmerston	19	3	
Palmerston	20	3	
Palmerston	W1/2 6	4	
Palmerston	W1/2 7	4	
Palmerston	W1/2 8	4	
Palmerston	W1/2 9	4	
Palmerston	W1/2 10	4	
Palmerston	W1/2 11	4	
Palmerston	12	4	
Palmerston	13	4	
Palmerston	14	4	
Palmerston	15	4	
Palmerston	16	4	
Palmerston	17	4	
Palmerston	W1/2 18	4	
Palmerston	W1/2 of W1/2 19	4	
Palmerston	W1/2 12	5	

Together with all islands in Crotch Lake not within Crotch Lake Conservation Reserve, Twin Island and Fawn Lakes except Island “C” opposite Lot 5, Con. 2,

Palmerston Township, County of Frontenac as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 62959.

Schedule "D"

FIRSTLY:

All of the islands in Govan Lake, North and South Canonto Township, designated as islands 1 to 22 and the North Half of Lots 30, 31 32 33, 34 and 35, Concession 10, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as outlined on a map attached as Appendix 1.

SECONDLY:

All of the North Half of Lot 23, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

THIRDLY:

All of the South Half of Lot 21, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

FOURTHLY:

All of the islands in Redhorse Lake, South Canonto Township, designated as islands 1 to 4 as shown on a map attached as Appendix 3.

FIFTHLY:

All of Lot 13, Concession 5, South Canonto Township, saving and accepting two private recreational camps, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 4.

SIXTHLY:

The municipal campground area located on Schooner Lake, within Part Lots 29 & 30, Concession 11, in Miller Township, containing 11.0 hectares more or less. The islands in Long Schooner Lake, designated as islands 1 to 8 and the islands in Round Schooner Lake in Miller Township, designated as islands 9 to 16 as shown on a map attached as Appendix 6.

SEVENTHLY:

All those Crown lands being parts of Lots 28 & 29, Concession 9, in Miller Township, known as Proudfoot Bay on Fortune Lake and parts Lots 20 & 21, Concession 8, in Miller Township, on Lucky Lake as shown on a map attached as Appendix 7.

Schedule "E"

Big Gull Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	4	6	<ul style="list-style-type: none"> Reg. Plan 1465 Crown land within Hungry Lake Conservation Reserve
	W1/2 2	7	
	W1/2 3	7	
	4	7	
	3	8	
	5	8	
	6	8	<ul style="list-style-type: none"> Reg. Plan 1564
	5	9	
	5	10	
	4	11	
	5	11	<ul style="list-style-type: none"> 1.18 acres on point
	6	11	
	1	12	<ul style="list-style-type: none"> .18 acres on point
	6	12	<ul style="list-style-type: none"> 1 acre on point
	7	12	
	1	13	
	5	13	
	6	13	
	7	13	
	8	13	
	9	13	
	1	14	
	4	14	
	6	14	
	7	14	
	8	14	
	9	14	
	5	SWR	<ul style="list-style-type: none"> Reg. Plan 1324 Crown land within Hungry Lake Conservation Reserve
	6	SWR	<ul style="list-style-type: none"> Reg. Plan 1232

	7	SWR	<ul style="list-style-type: none"> Reg. Plan 1232 & 1007 + 1 private parcel
		SWR	<ul style="list-style-type: none">
Barrie	1	1	<ul style="list-style-type: none"> Reg. Plan 1099 & 1419
	4	1	<ul style="list-style-type: none"> GR 119136, EW-21, EW-12 & CL8130 (details file with Bancroft District office)
	3	2	
	4	2	
	5	2	
	6	2	
	7	2	
	8	2	<ul style="list-style-type: none"> Reg. Plan 1550
	11	2	<ul style="list-style-type: none"> Reg. Plan 1325
	S1/2 5	3	
	6	3	
	7	3	
	8	3	
	8	4	
	9	4	
	10	4	
	11	4	
	12	4	
	13	4	
Barrie	Islands		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Clarendon	Islands		
	9		
	10 (A)		<ul style="list-style-type: none"> BE. 31 (east side of island)
	11 (S)		

	14 (E)		
	16 (F)		
	21		
	23 (P)		
	24		
	25		• NW side private
	26		
	27 (V)		
	28		
Quebec Lake	29		
Quebec Lake	30		
Quebec Lake	31		

Schedule "F"

Kashwakamak Lake Crown Land Area
(as shown on a map attached as Appendix "8")

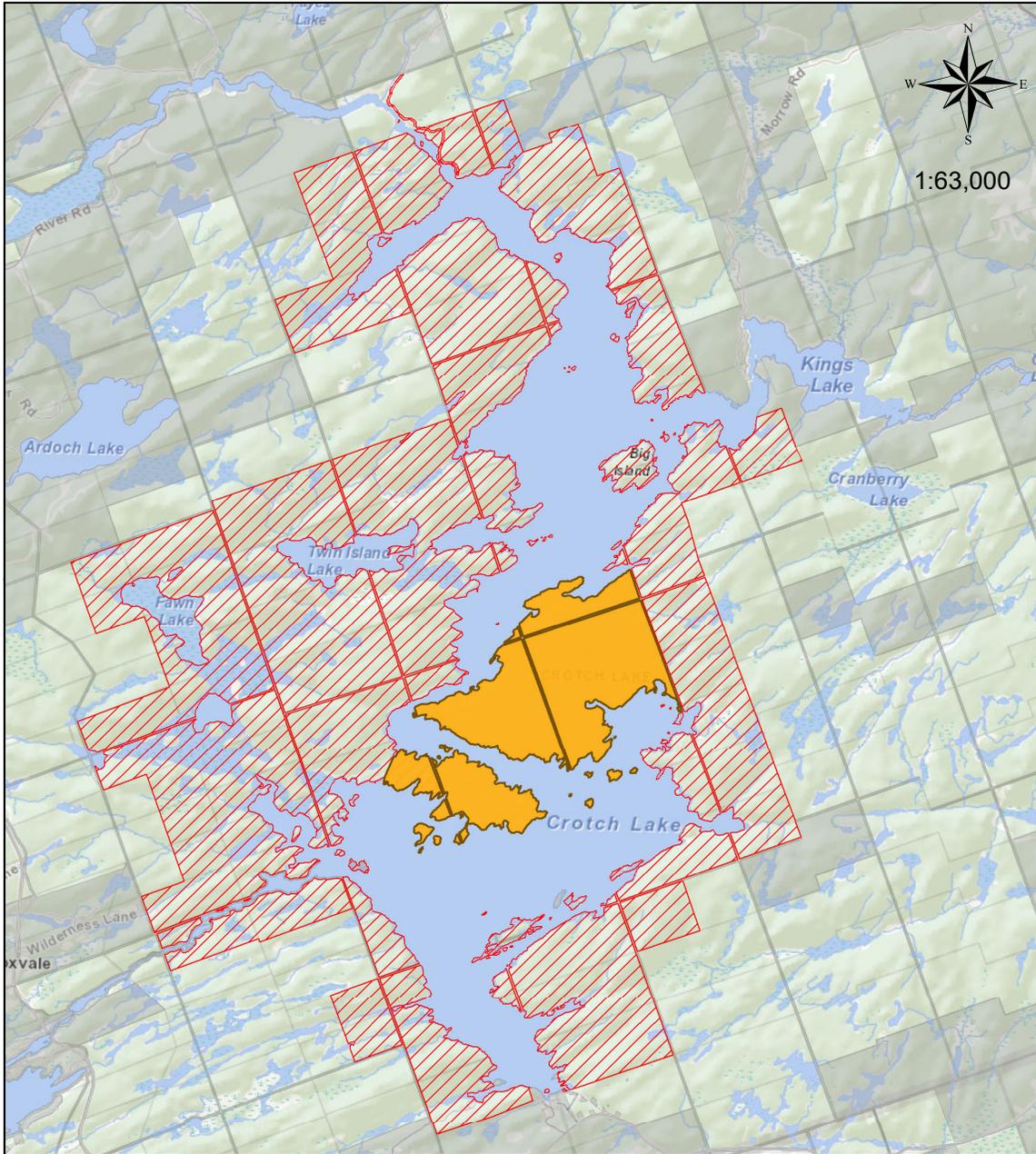
TOWNSHIP	LOT	CON	SAVING AND EXCEPTING
Barrie	20	5	BE 14, .72 ac
	21		SR, BE 13, .75 ac + BE 14 .72 ac + Michell Islanders LUP site
	N1/2 1	6	
	N1/2 2		Reg. Plan 1550
	N1/2 4		Reg. Plan 1550 & 1114
	Block "B"	Plan 1114	
	Block "E"	Plan 1114	
	4	7	Reg. Plan 1125
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	S1/2 5	8	
	S1/2 6		
	7		
	8		
Clarendon	W1/2 of W1/2 16	10	
	16	11	
	17		
	19		2 Small private parcels
	20		
	N1/2 16	12	
	S Part 17, south		

	shore		
	17(south shore)	13	Reg. Plan 1560
	E1/2 16	14	Reg. Plan 1559
Barrie	Islands		
	1		Reg. Plan 1537
	2		
	3		
	4 (C)		
	5		
	6 (E)		
	7 (F)		
	8		
	9 (G)		
	10		
	11		
	12 (H)		
	13		
	14		
	15		
	WP 16		
Clarendon	Islands		
	EP 16		
	17		
	18(C)		
	19		
	20 (D)		
	21 (E)		
	22 (F)		

Schedule “G”

Mississagagon Lake Crown Land Area
(As shown on map attached as Appendix “8”)

TOWNSHIP	LOT	CON	SAVING AND EXCEPTING
Barrie	4	9	
	5		



Ontario  Ministry of Natural Resources and Forestry

Appendix "1"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

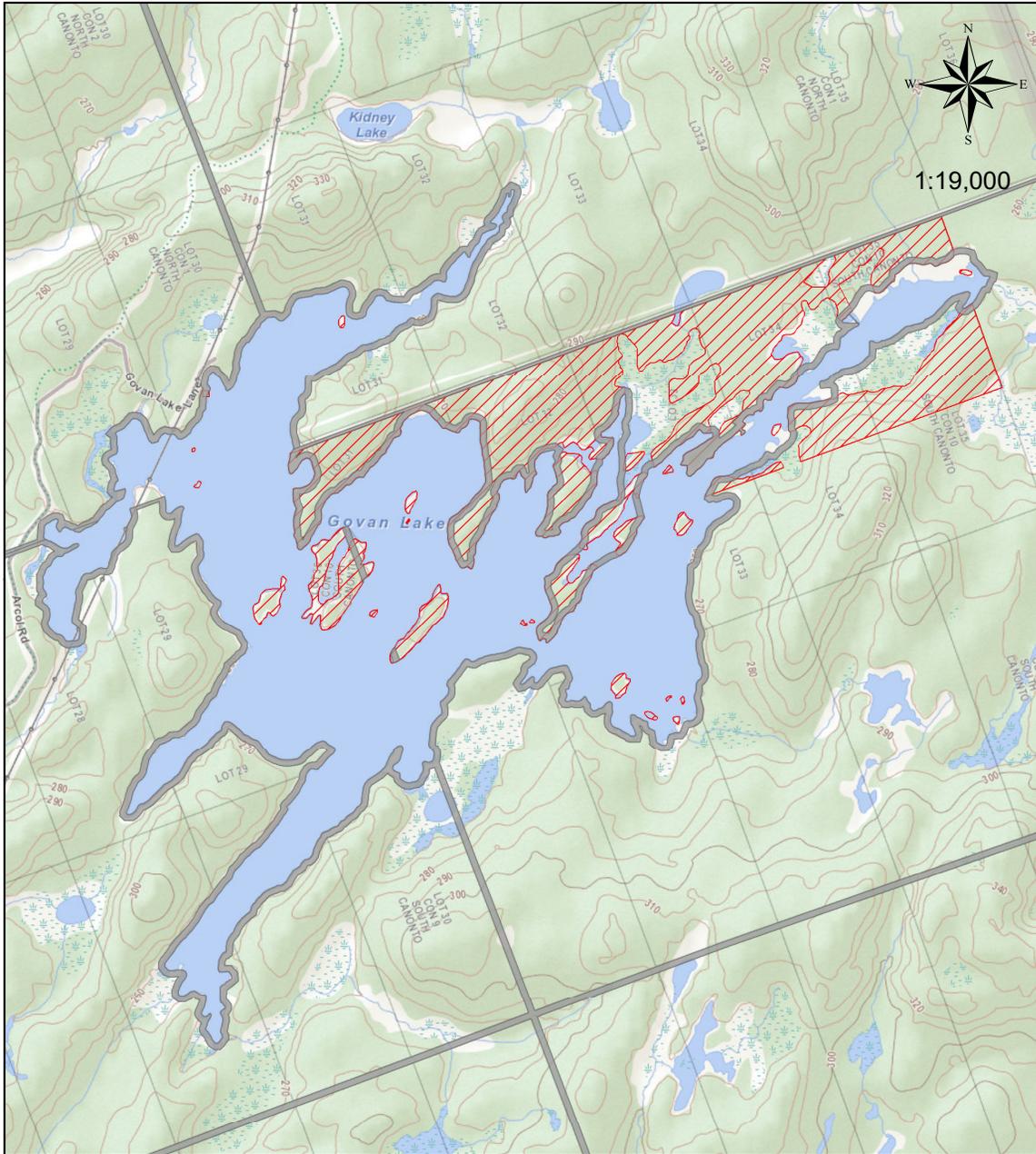
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Ontario  Ministry of Natural Resources and Forestry

Appendix "2"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

-  LUP Tenure Area
-  Patent Land

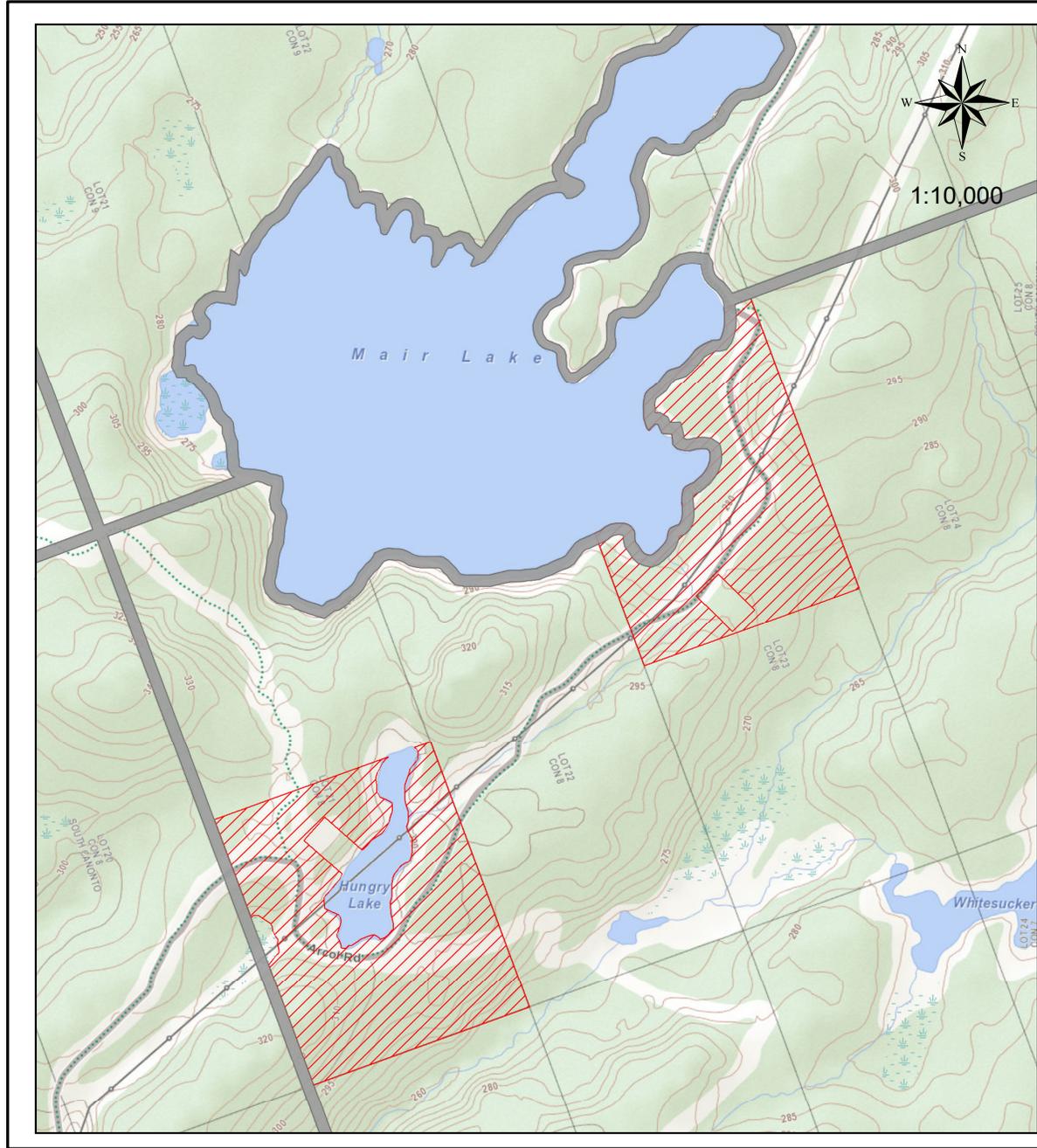
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Appendix "3"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

-  LUP Tenure Area
-  Patent Land

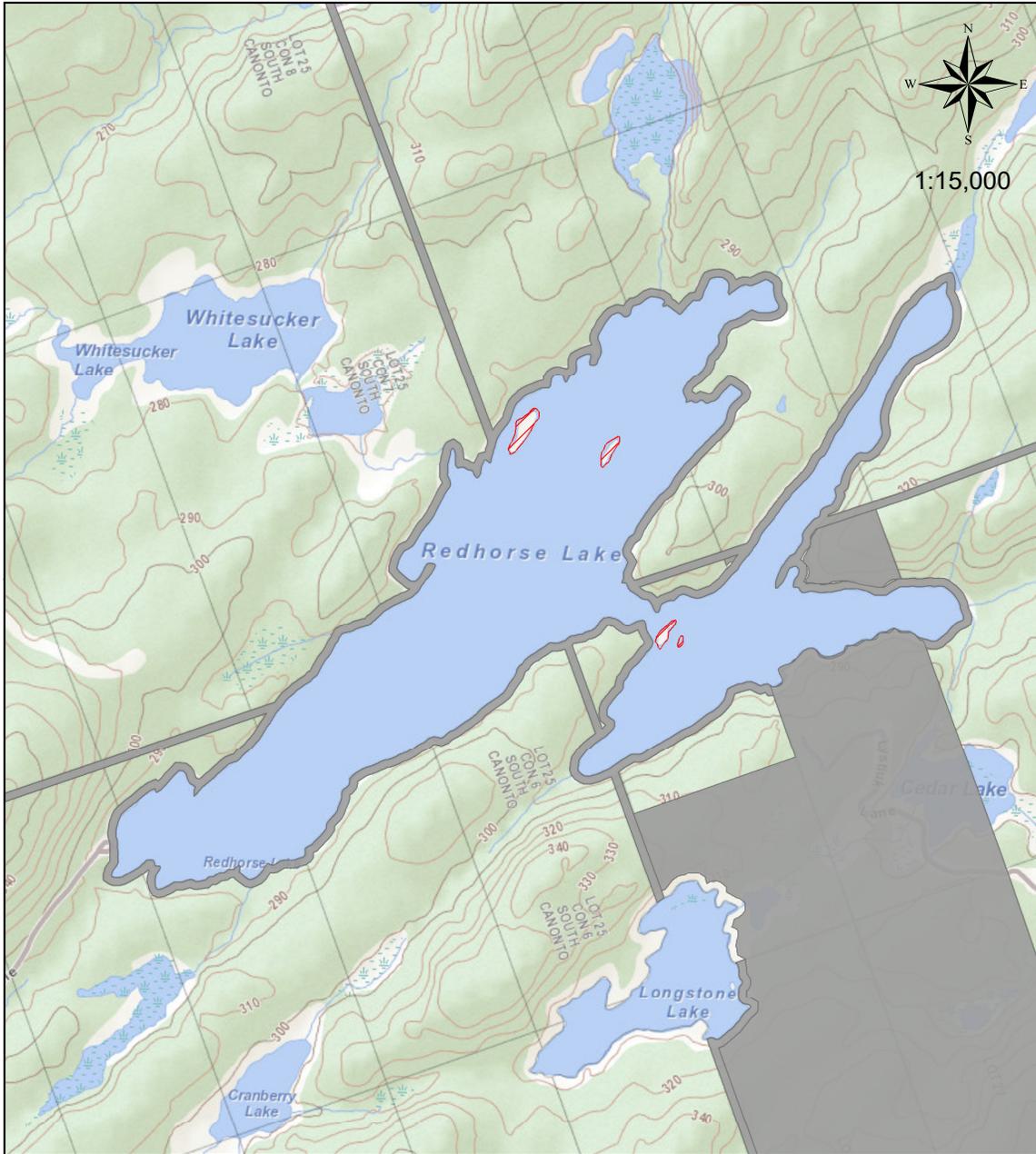
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Appendix "4"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

-  LUP Tenure Area
-  Patent Land

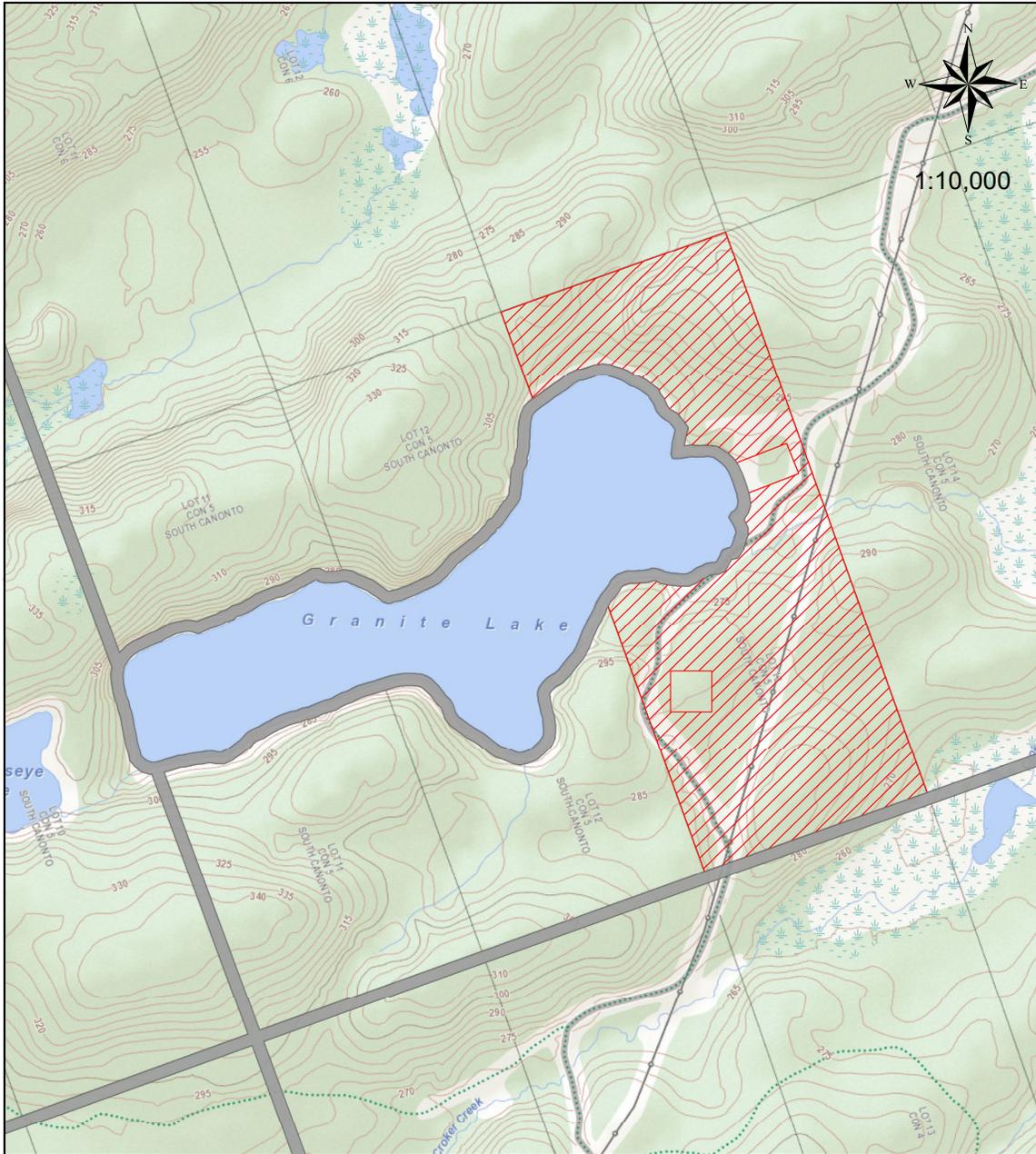
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Appendix "5"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

-  LUP Tenure Area
-  Patent Land

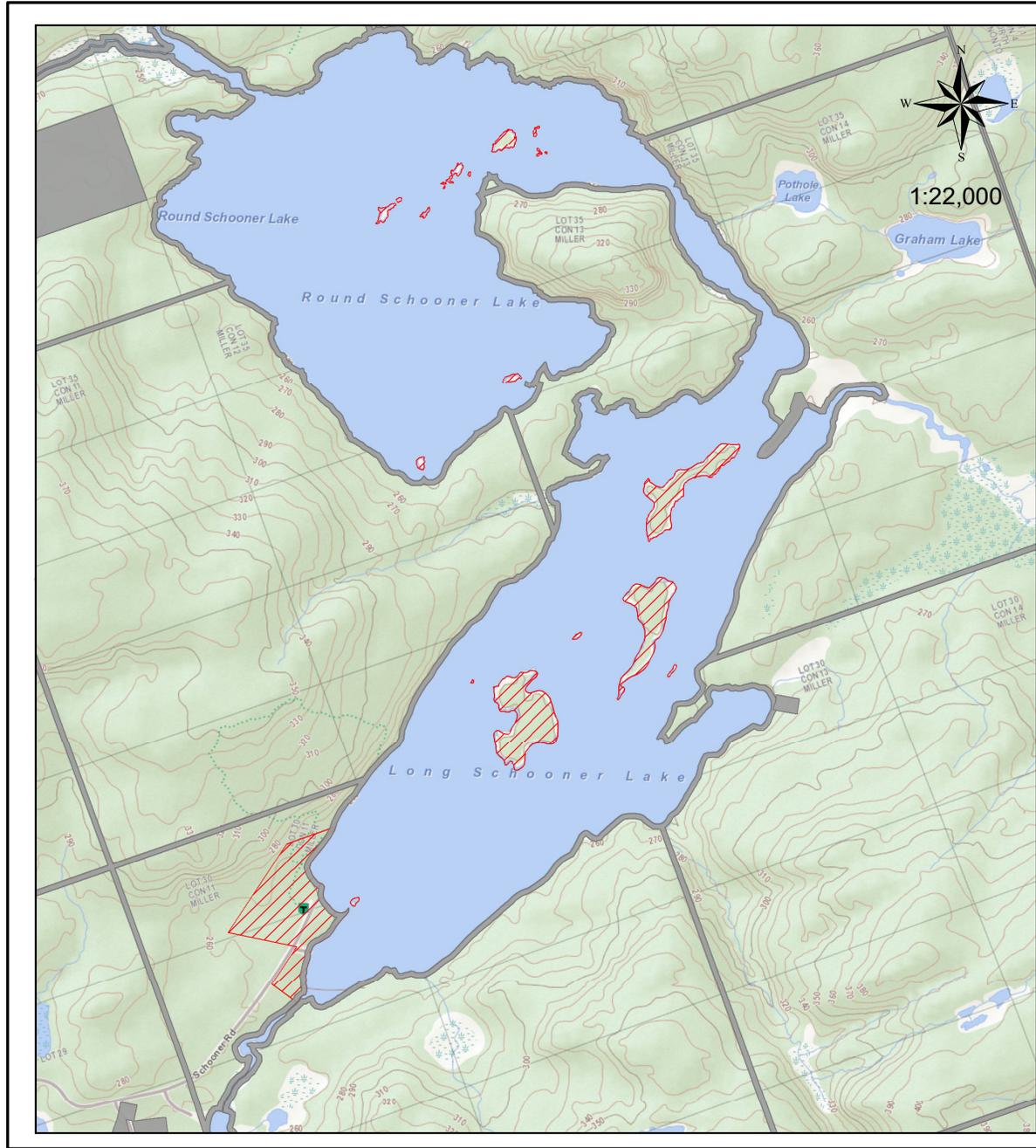
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Appendix "6"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

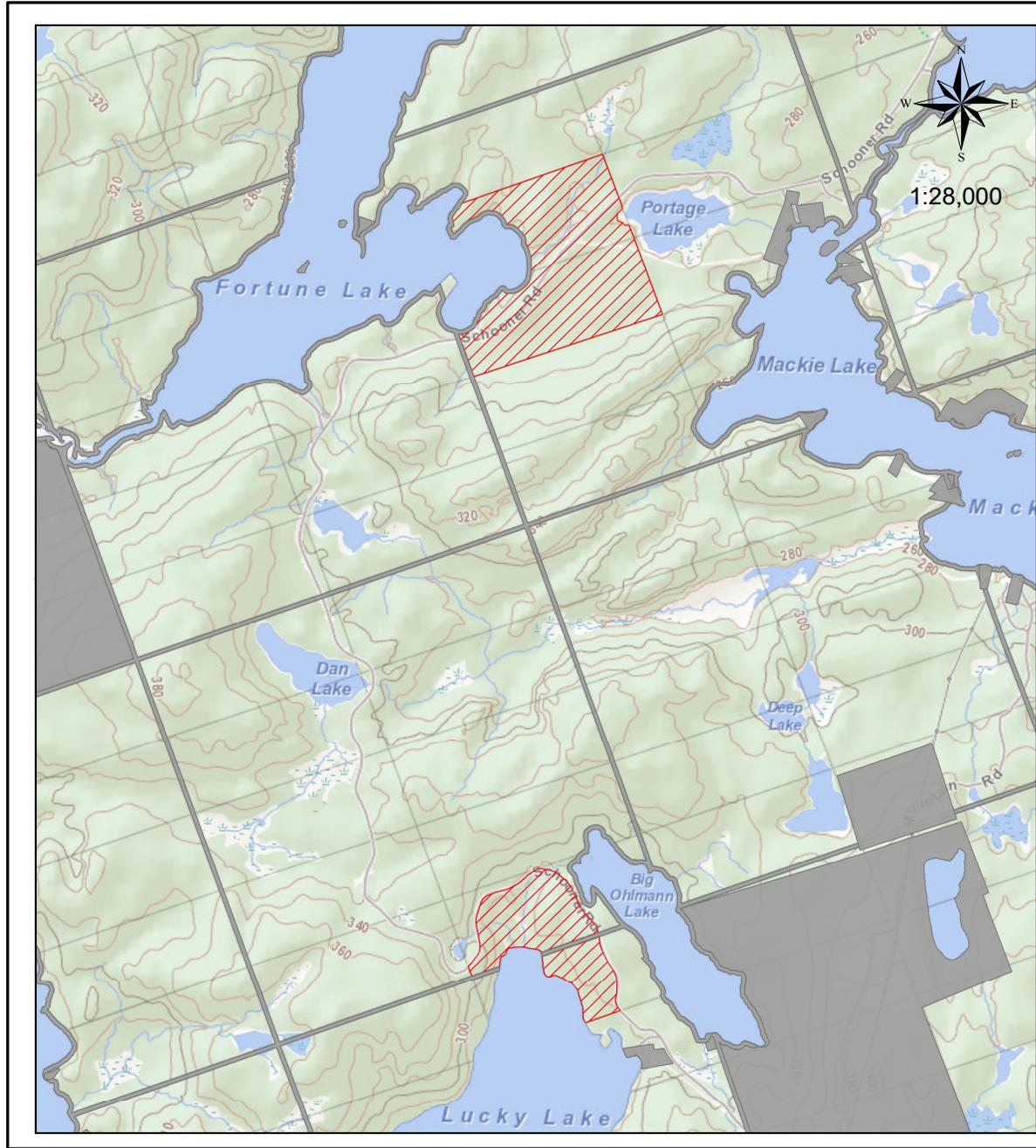
-  LUP Tenure Area
-  Patent Land

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Appendix "7"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Legend

-  LUP Tenure Area
-  Patent Land

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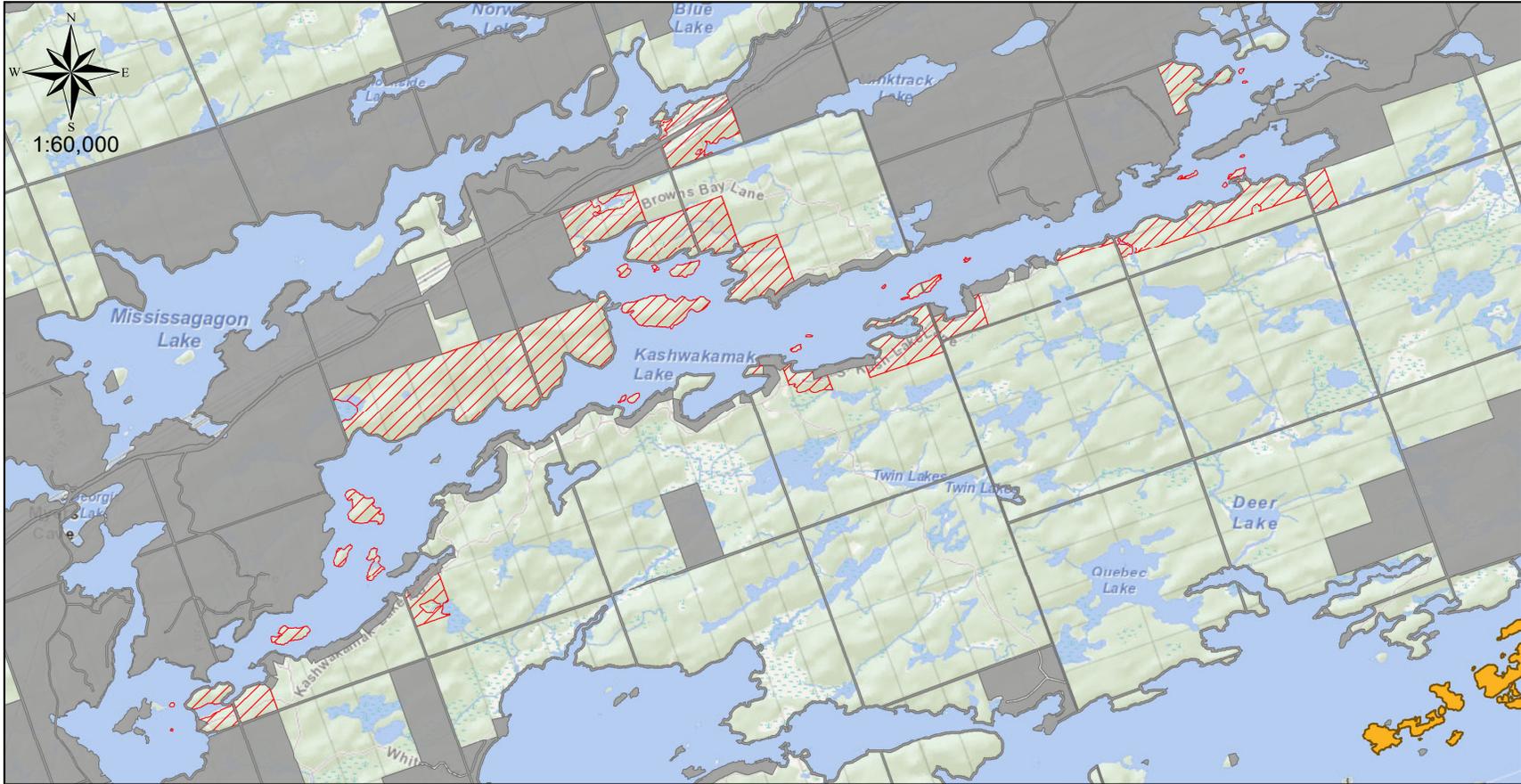


Ministry of Natural Resources and Forestry

Stewardship Land Use Permit

Appendix "8"

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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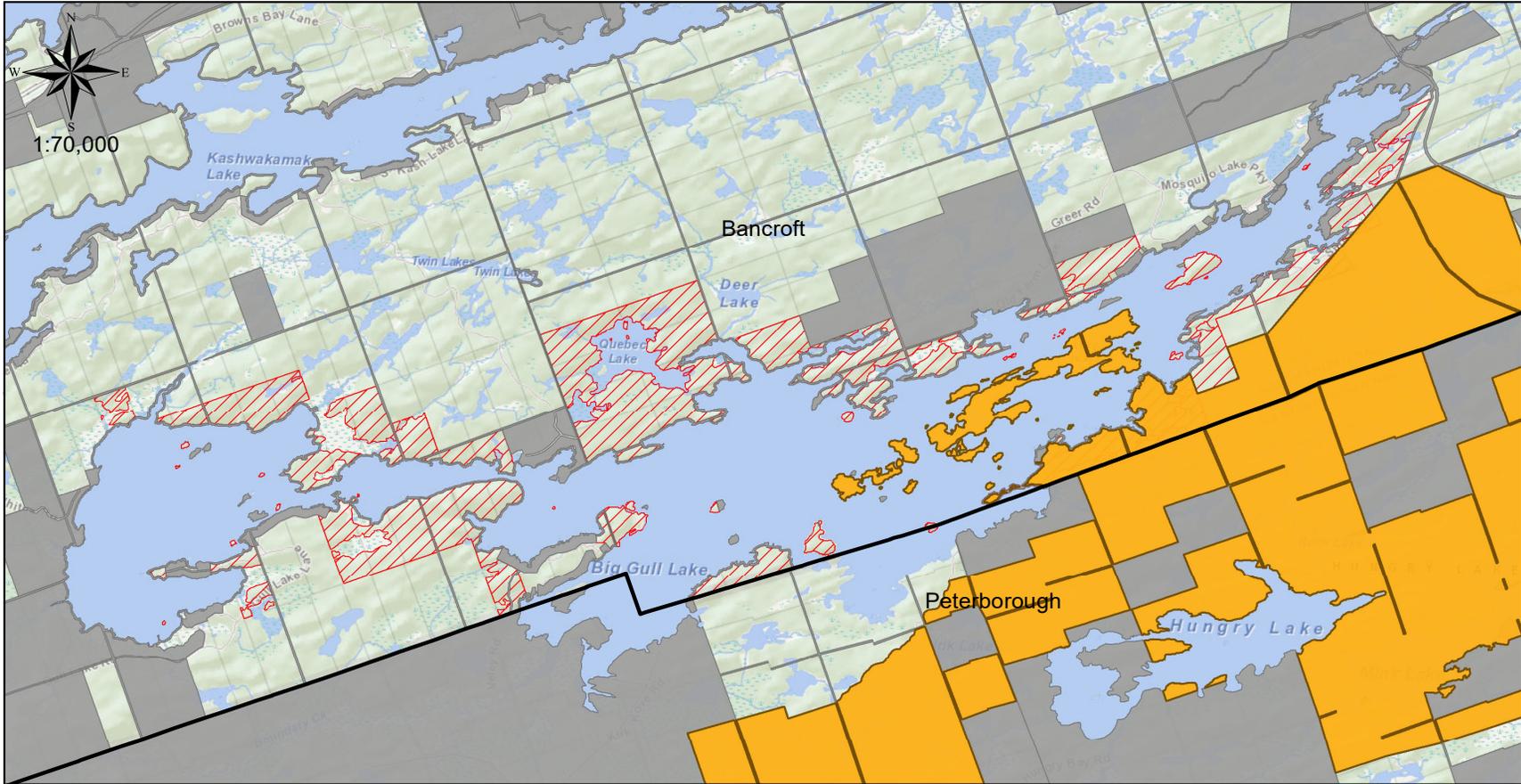


Ministry of Natural Resources and Forestry

Stewardship Land Use Permit

Appendix "9"

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: March 17, 2023

Re: 2023 Renewal of Annual Township Agreement with Ottawa Valley ATV Club (OVATVC)

Background

In 2022 Council approved the first Agreement with OVATVC. The purpose of the Agreement was to honor the Ontario Federation of ATV's (OFATV) (their larger umbrella club) Trail Permit on the Crown Roads within the Crown Land Stewardship Program (CLSP). The Crown Roads are currently maintained by the Township via a yearly Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MDMNR).

In 2022 the OVATVC provided a donation of \$20,000 to the Program to assist with the maintenance of Crown Roads within the CLSP. The Program did not experience a shortfall in Permit sales with this new Agreement in place in 2022.

The OVATVC is required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. The insurance we have on file is currently valid until October 2023.

Comments

The partnership between the Township and the OVATVC in 2022 was beneficial for both the CLSP and the OVATVC. We met ATV and dirt bike riders on the Crown Roads within the CLSP on a regular basis who have the OFATV permit. Moreover; the funding contributed to the CLSP for maintenance of the Crown Roads within the CLSP has been instrumental in assisting with much needed

Manager of Community Development Administrative Report
2023 OVATVC Agreement Renewal
March 17, 2023
Page 1 of 2

repairs, especially to the Arcol Road (Crown portion) in the Ompah area. The Agreement is proposed to be renewed annually.

The OVATVCs objective is to promote safe and responsible, ATV riding in Ontario; to help develop and maintain trails and to help to develop and promote ATVing as a sport. The Core Values are to value our sponsors, have fun, ride safely, be family oriented, maintain a high level of professionalism and manage activities in an organized manner. The OVATVC trail network is a regional tourism destination that supports local communities within its service area and their network targets a diverse group of outdoor recreation activities. Furthermore; the OVATVC partners with many of the municipalities surrounding North Frontenac.

It is recommended the Township of North Frontenac renews the annual Agreement with the OVATVC for the 2023 season (April 1st to November 15th).

Financial Implications

In 2022 the OVATVC provided a donation of \$20,000 to the North Frontenac Parklands to assist with the maintenance of Crown Roads within the CLSP.

In 2023 the OVATVC is again providing \$20,000, which will be used to enhance our gravel project for the Arcol Road in 2023.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2023 Renewal of Township Agreement with the Ottawa Valley ATV Club (OVATVC)";

And That Council will consider a By-law later in the meeting to sign the 2023 Agreement with the OVATVC to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

Enclosures (1) – 2023 Agreement with the Ottawa Valley ATV Club



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 17th Day of March, 2023

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Ottawa Valley ATV Club

hereinafter called the "OVATVC"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR);

And Whereas the Township agrees to honour the Ontario Federation of ATV's (OFATV's) Trail Pass for use of these Crown Roads throughout the 2023 season;

And Whereas the OVATVC agrees to provide the Township a 2023 contribution of \$20,000;

And Whereas the OVATVC agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2023;

And Whereas the OVATVC agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFATV's 2023 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2023 LUP with the MNDMNR, throughout the 2023 season. This Agreement shall be effective for 2023 only.
2. The OVATVC will contribute \$20,000 in 2023 to be paid within fourteen (14) days of signing of this Agreement.
3. The OVATVC covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2023.
4. The OVATVC will be required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. A Certificate of Insurance shall be provided by the OVATVC within fourteen (14) days of the execution of this Agreement.
5. The OVATVC shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property:

1 of 2

2023 Agreement between the Township of North Frontenac and the OVATVC
March 17, 2023

(a) to the extent caused by any negligent act or omission of the OVATVC or anyone for whom it is responsible at law; or (b) arising from any breach by the OVATVC of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.

6. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
7. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the OVATVC:
Ottawa Valley ATV Club
20 Gesner Court
Kanata, ON K2L 3K1

To the Township of North Frontenac:
The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2G0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the OVATVC, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

8. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
9. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

The Corporation of the Township of North Frontenac

Gerry Lichty, Mayor

Tara Mieske, Clerk

I have the authority to bind the corporation

Ottawa Valley ATV Club

(Signature)

(Name and Title)

(Signature)

(Name and Title)

I have the authority to bind the corporation



Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: March 17, 2023

Re: Heat Pump at Snow Road Community Hall

Background

Snow Road Community Hall is currently heated by one singular Heat Pump as well as baseboard heaters. The Air Conditioning is solely provided by the Heat Pump.

The current Heat Pump is not operational and there have been problems with this unit in previous years re: leaks at serve valve (Oct 2019); leak in condenser coil (Nov 2021); leak in condenser coil again (Oct 2022).

Researched By

Brooke Hawley, Dipl.M.A., Manager of Community Development
Jason Lemke, Facilities/Recreation Supervisor

Comments

The Heat Pump replacement was not included in the 2023 Budget.

The Procedural Policy states "A documented (informal) request for 3 written quotations shall be undertaken for Purchases having a Total Acquisition Cost of between \$5,000.01 and \$20,000".

Three (3) quotes and recommendations for work were requested and received. With varying costs, manufacturers and unit make-ups, it was standard across all 3 recommendations that the current unit needs to be replaced.

Manager of Community Development Administrative Report
Heat Pump at Snow Road Community Hall
March 17, 2023
Page 1 of 2

Financial Implications

The lowest price quotation for removal of current unit and installation of new unit was quoted at \$6,159.77 + HST. It is recommended that these funds are transferred from the Special Parks Reserve Fund which has a 2023 estimated year-end balance of \$14,000.

As per the Treasurer's Report included in the Agenda entitled "Park Levy Funds and Bill 23" there is a requirement to spend or allocate 60% of the Park Levy balance; therefore, this project would assist with meeting this obligation.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Heat Pump Snow Road Community Hall";

And That Council approves the MCD proceeding with installation of a new Heat Pump at the Snow Road Community Hall at an approximated cost of \$6,159.77 + HST and instructs the Treasurer to transfer the funds from the Ward 3 Special Parks Reserve Fund.

Manager of Community Development Administrative Report
Heat Pump at Snow Road Community Hall
March 17, 2023
Page 2 of 2



Administrative Report

To: Mayor and Members of Council

From: Matt Walker, Economic Development Officer

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

Date of Meeting: March 17, 2023

Re: Economic Development Update

Background

On February 14, 2020 Council passed Resolution #82-20 with respect to the former Mayor's Administrative Report entitled Business Development and formalizing the Economic Development Task Force (EDTF) 2020 Strategic Plan which included a summer event such as farmers market and ID a unique annual event (try to cover an off-season event such as Pond hockey tournament). The resolution approved up to \$30,000 to be taken from the Contingency Reserve Fund for promotions.

The Township's 2019-2022 Strategic Plan lists the following Goals and Strategic Objectives under the Economic/Community Development category;

- Identify and implement Community Development initiatives (Economic Development Task Force Chair)
- North Frontenac Businesses Collaboration (Mayor)
 - Annual Summer event – Farmers/Craft Market
 - Visitor Activity Packages
 - Identify an Annual Winter Event to start in 2023
 - Reach out to local aboriginal groups for inclusion in this objective

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

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

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

Economic Development Officer's Administrative Report
Economic Development Update
March 17, 2023
Page 1 of 8

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

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

Researched By

Matt Walker, Economic Development Officer (EDO)

Comments

As we approach the second quarter of 2023, we are starting to get a clearer picture of the post-COVID local economy. Tourism remains the Township’s biggest economic driver with opportunities for shoulder-season development at an all-time high.

Local workforce challenges mirror those being experienced across the province. Although wage expectations can often be an issue, other factors such as availability of housing, type of work, future prospects and working conditions can all be contributors.

Current and proposed increases to internet availability/speeds and cellular coverage, along with housing affordability (compared to urban centers) will continue to encourage remote working families and retirees to consider rural communities like North Frontenac for relocation.

Current Initiatives

General Initiatives

The Township Branded Material Program has been well received by local businesses and the community despite a late kickoff this past August. Currently there are two businesses participating in the program along with the Municipal Office. To date, there has been approximately \$1,219.80 in program sales. As we edge closer to the start of the tourism season, products will be distributed to other local businesses for sale to consumers.

As approved by Council (Res. #265-22), the Township submitted a grant application to the Ontario Trillium Foundation for cyclist stations, however, was unsuccessful.

The Township was added to the Ontario By-Bike Network, listing North Frontenac as a bicycle-friendly community and the Municipal Office as a Bicycle-Friendly Location (Resolution #302-22).

Economic Development Officer’s Administrative Report
Economic Development Update
March 17, 2023
Page 2 of 8

On-going Google and Microsoft map edits are performed by staff to ensure resident and visitor online wayfinding is accurate (i.e. update location of businesses, attractions, etc.)

Work continues on the Township's Economic Asset Inventory (EAI). This comprehensive document is useful to reference when implementing established initiatives by identifying existing available resources and may assist in upcoming and future economic planning as well. Each of the Township's assets are categorized as Physical, Economic, Natural, Local Institutions, Local Economy, Culture and History, and Human. When completed, each asset will have the following identified:

- Resource/Strength(s)
- Collaboration Goal(s)
- Township Benefit(s)

The Township's Accommodation Map has been updated ahead of the tourist season. This map advertises contact info for each provider along with amenities and year-round availability. It is generally available online but limited printed copies are also distributed.

Printed Materials

A tri-fold North Frontenac Parklands Brochure was designed in December 2022 which is now used to promote the Parklands and North Frontenac as a tourism destination.

Considerable progress has been made on the development of the North Frontenac Visitor Guide. This document is being designed to engage residents and visitors by offering information about what to do, where to stay, where to eat and where to buy locally. Current projections has this document between 40-50 pages and compliments relevant content with considerable advertising space for North Frontenac's local businesses.

Data Gathering

Two surveys were released to residents and businesses of North Frontenac in the month of January. 17 respondents completed the North Frontenac Business Survey which was open to businesses in North Frontenac and gathered data on a variety of topics such as future plans, relationship with the Township and improving the local economy. The North Frontenac Community Survey was completed by 96 members of the community and gathered data on community buying trends, market gaps and economic focus. It is proposed that the EDO makes a survey data presentation at April's Regular Council Meeting.

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Economic Development Update
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Business Funding Opportunities

The Township's *Community Improvement Plan* continues to be accessed by local businesses and been able to fund a variety of beneficial upgrades throughout the Township. To date, \$76,466.33 in program funding has been committed to projects (completed, approved and pending) leaving just \$6,533.67 of the total program funds of \$83,000.00 left unallocated. Subject to approval by Council, the 2023 Budget adds an additional \$24,000 in funding.

Funding opportunities are constantly evolving with the EDO monitoring the availability and release of funding programs from the provincial and federal governments along with their partner agencies that businesses or the Township may be eligible for. Below are some notable programs currently available.

Offered by the Ontario Highlands Tourism Organization (OHTO) and available to eligible entities such as businesses and municipalities, the *Tourism Recovery & Innovation Partnership Projects* program offers up to \$5,000 for product development, marketing, strategic planning and/or skills development.

The *Canada Digital Adoption Program* is open to small and medium-sized businesses and offers two programs;

- Grow your Business Online gives eligible businesses up to \$2,400 to help with the costs related to adopting e-commerce.
- Boost Your Business Technology Grant gives eligible businesses up to \$15,000 to boost business technology.
Applications can be made until Sept. 30th through the Kingston Economic Development Corporation.

The *Canada Ontario Job Grant* will pay 5/6ths of employee training costs up to \$10,000 for eligible employers. Employers in the private and not-for-profit sectors are eligible to apply but federal, provincial and municipal governments are excluded. Applications are made through the Ontario Ministry of Labour, Immigration, Training and Skills Development.

Events

The EDO attended the Ontario East Municipal Conference (OEMC) Sept. 14-16th, 2022 and provided a report to Council previously regarding the conference.

On Friday Sept. 16, 2022, local contractors and tradespersons were welcomed to the Clar-Mill Hall for a free breakfast in recognition of National Tradesman Day.

A business bus tour occurred on Oct. 6, 2022 with the primary goal being to build business-to-business connections and increase awareness about the products and services available locally. The tour featured nine businesses in the western

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part of the Township including a breakfast at Myers Cave Resort and lunch at Hunter's Creek Golf Course. Over 20 residents, business owners and Township partners participated in the tour. The tour was very well received by attendees and participating tour stop businesses. It is our intention to schedule another bus tour this year with funding in the 2023 Budget pending approval by Council.

An attempt was made to coordinate a Fall weeklong 'prix fixe' dining event in mid-October. Although food providers across North Frontenac and Addington Highlands were generally receptive to the idea, they were unable to participate as it was too late into the year and many had already shut down or intended to in just a few weeks. It is proposed that the EDO attempt to coordinate a spring version in May 2023 and a fall version in mid-September, perhaps in coordination with the Backroads Studio Tour.

On December 12, 2022, Mayor Lichty and Matt Walker, Economic Development Officer officially congratulated Lancaster Resort on their 40th anniversary. Staff continue to monitor significant business operational milestones and make recommendations for recognition as described in the Township's Standard Operating Procedure *ADMIN-0002 – Certificates of Recognition*.

On February 25, 2023, North Frontenac held WinterFest at the Clar-Mill Hall. This family-friendly winter festival featured over 20 different activities and was well attended with estimates of 250-300 attendees. Community reception to the event has been overwhelmingly positive.

With Our Partners

The EDO joined Frontenac County's Tourism Branding Steering Committee. The Committee was established to create a set of tourism branding guidelines to ensure that the Frontenac County brand is identified and consistently used across the County. This Committee was responsible for selecting and working with a consultant team and ensuring the document captures the sentiments of our local and regional economic stakeholders. The Committee is in the process of reviewing a completed copy of the document.

The EDO is in talks with Frontenac County about delivering a workshop on Experience Development. This workshop could identify opportunities for collaboration on Experience Development and also provide the framework for getting started.

Our staff continue to work with Frontenac Business Services (FBS) through providing referrals to their organization and distributing provided information. On Dec. 7th, the EDO attended FBS's Holiday Social. Local businesses were invited to attend a series of FBS workshops in Harrowsmith throughout January.

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On January 27th, the EDO attended a business networking event in Sharbot Lake held by the OHTO and continues to circulate information provided to local businesses.

Proposed Initiatives

EDTF Initiatives

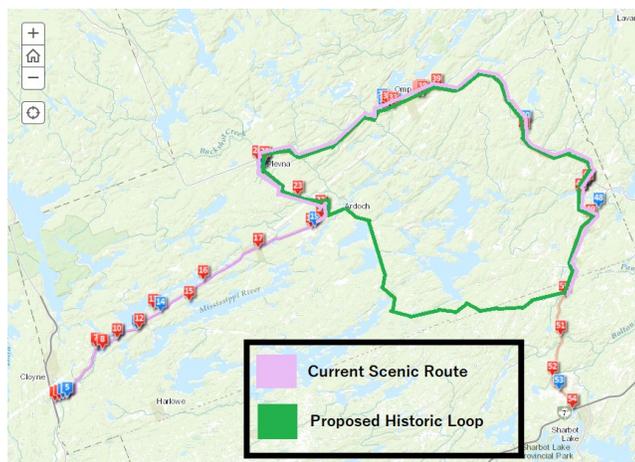
The EDTF's proposed 2023 Strategic Plan has been drafted and will be presented to Council at the March 17, 2023 meeting. It is proposed that the EDO works with the EDTF on a number of initiatives identified in the plan, specifically;

- A summer event
- Determining the feasibility of a municipal campground
- Determining the feasibility of a medical facility.
- Creation of an Information Booth/Kiosk

Scenic Route Expansion

It is proposed that Township Staff establish a 'Historic Loop' to supplement the Four Seasons Scenic Route. It is proposed that the 'Historic Loop' begins at the Fernleigh Schoolhouse, travels the 506/509 corridor through Mississippi Station before turning west on Ardoch Road.

It is proposed that the Scenic Route's focus transition to primarily feature naturally aesthetic stops with the Historic Loop featuring places of historical significance (including indigenous significance). Both routes would continue to support suitable local businesses (ie. restaurants, accommodations and attractions) through their inclusion. It would also be possible for a stop to be both on the Scenic Route and the Historic Loop.



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It is proposed that the Township apply to the OHTO's Tourism Recovery & Innovation Partnership Projects program for \$5,000 in funding to purchase suitable signage for some or all stops along the Scenic Route and Historic Loop as limited by the funding amount. \$1,200.00 is included in the 2023 Draft Budget for generic road route signs.

Financial Implications

Community Improvement Plan (CIP) Financial Overview

2016 Funding	\$ 70,000.00
2022 Funding	\$ 13,000.00
Total Plan Funding	\$ 83,000.00
Funding Paid (completed projects)	\$ 60,772.60
Funding Allocated (projects underway)	\$ 15,693.73
Funding Allocated (projects pending approval)	\$ 0.00
Total Paid and Allocated	\$ 76,466.33
Current Remaining Project Funds	\$ 6,533.67
2023 Budget (DRAFT)	\$ 24,000.00
Total 2023 Proposed Project Funds Available	\$ 30,533.67

Promotions Funding (as approved by Res. #82-20)

Due to the Covid-19 Pandemic, many activities did not move forward from 2020 to 2022.

Res. #82-20 approved funds	\$ 30,000.00
Total Funding	\$ 30,000.00

Songwriting Contest	\$ 1,550.81
Conferences/Workshops (2021)	\$ 326.99
EDTF Welcome Program	\$ 1,875.84
Trade Show Materials	\$ 6,469.25
Contractor's Appreciation Breakfast	\$ 363.14

Total Spent as of December 31, 2022 \$ 10,586.03

Business Owners Meetups and Recognition	\$ 1,000.00
Economic/Community Events	\$ 3,000.00
Business Bus Tour	\$ 1,000.00
Annual Trade Show	\$ 2,500.00

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<i>Total Allocated</i>	\$ 7,500.00
Total Spent and Allocated	\$ 18,086.03
Current Available Funds	\$ 11,913.97

Recommendation

Be It Resolved That Council receives for information the Economic Development Officer’s Administrative Report entitled “Economic Development Update”.

And That Council directs the MCD to establish a Historic Loop;

And That Council directs the MCD to apply to the Ontario Highlands Tourism Organization’s Tourism Recovery & Innovation Partnership Projects program for up to \$5,000 for signage along the Historic Loop;

And That Council directs the MCD to enter into a funding agreement with the Ontario Highlands Tourism Organization upon the Township’s successful application to the Tourism Recovery & Innovation Partnership Projects program for up to \$5,000.



Administrative Report

To: Mayor and Members of Council

From: Darwyn Sproule, P.Eng., Public Works Manager

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

Date of Meeting: March 17, 2023

Re: 2022 Septic Re-Inspection Program and Proposed Program for 2023

Background

Starting in 2005, the Mississippi Rideau Septic System Office (MRSSO) provided a voluntary Septic Re-Inspection Program to North Frontenac Residents. This program provides septic inspections and education to residents residing on or around water bodies in North Frontenac Township.

On April 29, 2022 Council passed Resolution #185-22:

Be It Resolved That Council receives for information the Public Works Managers Administrative Report entitled “2022 Septic Re-Inspection Program”;
And That Council approve the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO), with modifications to increase awareness and participation by property owners;

And That Council approve the Public Works Manager (PWM) signing the 2022 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

And That the PWM will report annually on Septic System Re-Inspection accomplishments;

And That Council instructs the PWM to provide a copy of the Administrative Report and Council Resolution to the North Frontenac Lake Association Alliance.

Carried.

Researched By

Darwyn Sproule, Public Works Manager

Laura Manion, Public Works Administrative Assistant

Public Works Manager's Administrative Report
2022 Septic Re-Inspection Program and Proposed Program for 2023
March 17, 2023
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Comments

Earlier in the meeting, Mr. Eric Kohlsmith from MRSSO presented details regarding the 2022 season and summary of the 2022 Sewage System Re-inspection Program Report (copy attached).

Briefly, during the 2022 septic system re-inspection program, 11 re-inspections were conducted on 3 lakes – Big Gull, Millers, and Sunday Lakes. Three hundred and fifty (350) Property Owner Information packages were mailed. Participants were asked to return the questionnaire included in the information package to the Mississippi Rideau Septic System Office (MRSSO). Eight (8) out of eleven (11) properties owners (73%) were present onsite for the re-inspection appointment.

The table on the right is a breakdown of the number of inspections completed per Lake. As a result of the program four (4) systems were identified as having no concern and four (4) requiring remedial work, and three (3) systems were identified as needing system replacement.

Lake Name	Number of Inspections
Big Gull Lake	9
Sunday Lake	1
Millers Lake	1
Total	11

Three (3) water access inspections were completed. The inspections began on August 10, 2022, and the last inspection was completed on August 18, 2022.

Having 11 participants in 2022 was a significant decrease from the 2021 season with 32 participants.

Recommendations identified during the re-inspection program include:

- Continue with a re-inspection program.
- With the assistance of Township staff – arrange presentations for Lakes involved in the 2023 program as they appear to help increase participation.

Financial Implications

The 2023 approved Budget included \$5,000 for the Septic Re-Inspection Program. The actual cost for 2022 was \$3,855.

Recommendation

Be It Resolved That Council receives for information the Public Works Managers Administrative Report entitled “2022 Septic Re-Inspection Program and Proposed Program for 2023”;

And That Council approve the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2023 season;

And That Township staff will assist MRSSO arrange presentations regarding septic system operation and maintenance, for Lake Associations participating in the 2023 program;

And That Council approve the Public Works Manager (PWM) signing the 2023 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

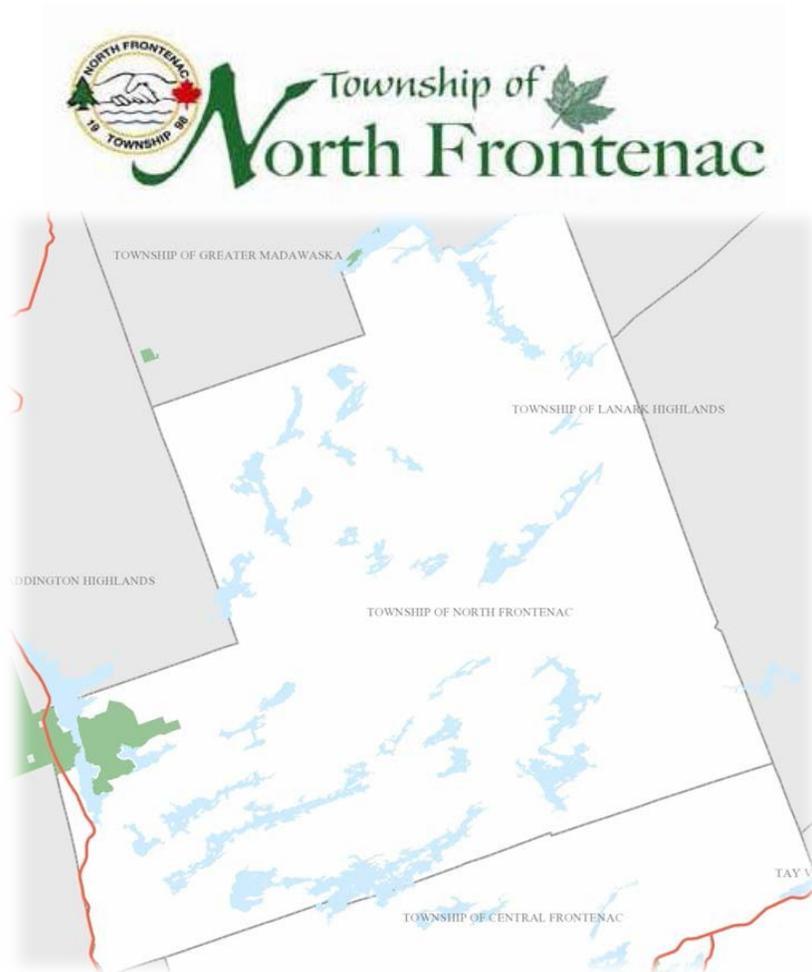
And That Council instructs the PWM to place a copy of the 2022 Sewage System Re-inspection Program Report on the Township's Website.

Enclosures (1)

1. 2022 Sewage System Re-inspection Program Report, Mr. Eric Kohlsmith - Mississippi Rideau Septic System Office.

2022

Sewage System Re-inspection Program Report



Prepared For Township of North Frontenac
Prepared By Eric Kohlsmith
Mississippi Rideau Septic System Office
January 11, 2023



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Executive Summary

During the 2022 sewage system re-inspection program, 11 re-inspections were conducted on 3 lakes – Big Gull, Millers, and Sunday Lake. Three hundred and fifty (350) Property Owner Information packages were mailed.

Participants were asked to return the questionnaire included in the information package to the Mississippi Rideau Septic System Office (MRSSO). Appointments were provided on a first come first served basis. All returned questionnaires, that did not request an appointment, were scheduled an appointment and the property owner notified approximately one week in advance. It was noticed that most property owners were accommodating of this appointment and would be present

Eight (8) out of eleven (11) properties owners (73%) were present onsite for the re-inspection appointment.

The table on the right is a breakdown of the number of inspections completed per Lake. As a result of the program four (4) properties were identified as having no concern, four (4) properties require remedial work, and three (3) properties were identified as needing system replacement for the 2022 season.

Lake	Completed
Big Gull Lake	9
Sunday Lake	1
Millers Lake	1
Total	11

Three water access inspections were completed. The inspections began on August 10, 2022, and the last inspection was completed on August 18, 2022.

1.0 Introduction

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is integral to the continued life of the system. A Sewage System Re-inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system.
2. A proactive approach to identifying risks to human health or the natural environment
3. A database of inspected existing septic systems that can be used as a planning tool for municipalities

Malfunctioning on-site sewage systems can have both human health and environmental impacts beyond the property on which it is located. Nutrient and bacteria rich effluent can travel through soil and rock fractures to surface water bodies, and ground water sources. Contamination of surface water can cause excess aquatic plant growth, depletion of oxygen in lakes, and alteration of the natural habitat of fish. Ground water contamination can cause drinking water to be boiled, sickness and even death. This makes it crucial that property owners be aware of the location and operation of the septic system. Under the Ontario Building Code it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding communities.

The current re-inspection program combines homeowner education about septic system operation and maintenance with an inspection component. An effective follow-up procedure is essential to ensure that the program effectively manages identified sewage system problems.

The authority for the Mississippi Valley Conservation and Rideau Valley Conservation Authority, and other enforcement agencies, to conduct inspections of potentially unsafe sewage systems is provided by BCA s.15.9(1). The program Authority can be found in Appendix D.

The Ministry of Municipal Affairs and Housing amended the Building Code Act and the Ontario Building Code for a Sewage System Maintenance Inspection Program (Appendix E) in 2011. The Maintenance program is developed to help protect drinking water, the natural environment and support the implementation of the Clean Water Act.

In 2022, property owners were contacted in June, requesting their participation in the sewage system re-inspection program. A site visit was made, and a tank inspection and visual inspection of the leaching bed were completed if the property

owner returned correspondence to the MRSSO. If there were situations requiring further attention, South Frontenac Township Building Department is mailed a copy of the sewage system re-inspection to provide enforcement accordingly.

The results for the 11 inspections completed were compiled and this report is the culmination of those efforts.

2.0 Program Initiation

2.1 Criteria for Selection of Properties

North Frontenac Township identified areas to be re-inspected based on historical re-inspection data. Requirements for inclusion in the voluntary sewage system re-inspection program were determined to be waterfront properties with sewage systems that are 10 years and older. North Frontenac Township staff provides the MRSSO with the list of selected properties for participation. As in past years, the list was mailed out to all properties. Properties with systems less than 10 years old are removed from the program. Four property owners notified the MRSSO that their sewage system was less than 10 years old.

2.2 Re-Inspection Protocol

After receiving the participant list, an information package is mailed out to each property owner informing them of the re-inspection program, what their participation would entail, a description of the inspection to take place and a two-sided questionnaire to be completed by the homeowner and returned to our office (Appendix A).

Once a participant has contacted our office, either by returning the questionnaire, calling, faxing, emailing or filling out our online form, the information is recorded in the database under four different categories:

- Questionnaire returned with appointment
- Questionnaire returned without appointment
- No Questionnaire with appointment
- Removed from list (permit number or reason recorded)

As stated in our information package (Appendix A) appointments are first come first served basis. Once the appointments made by property owners are scheduled, returned questionnaires without appointments are scheduled and the property owner notified of the appointment approximately one week in advance. The MRSSO goal is to schedule 10 appointments per day.

The tank inspection was deemed to be an invasive component of the re-inspection program, one which could potentially result in controversy if conducted without the permission of the homeowner. Permission was considered granted by receipt of a

completed questionnaire. If explicit permission had not been granted, then no inspection of the property was conducted. A detailed description of a visual and a tank inspection can be found in Appendix C. If any doubt remained about the location of the sewage system, then more information was requested of the homeowner.

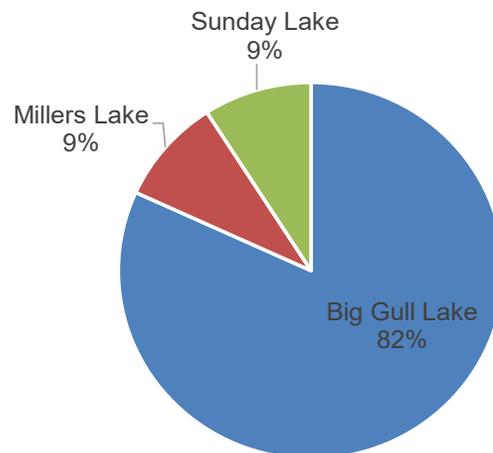
The re-inspection program in North Frontenac Township is a voluntary program. Three hundred and fifty (350) Property Owner Packages (Appendix A) were mailed to perspective participants.

3.0 Results and Discussion

3.1 Distribution of Sewage System Re-Inspections

The sewage system re-inspection program completed 11 re-inspections on 11 properties. The three (3) lakes involved this year were Big Gull Lake, Millers Lake, and Sunday Lake (Figure 1).

Figure 1 - Number of Properties per Lake



3.2 Property use

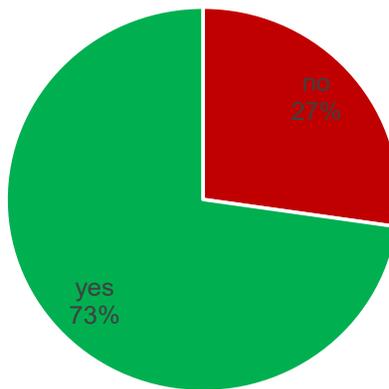
As part of the questionnaire sent to property owners (Appendix A), it is requested that owners classify their property as either Cottage (seasonal), House (residential), Business (commercial) or Farm (Agricultural). All the sewage system re-inspections completed in the 2022 season were Cottage (seasonal) properties.

3.3 Property Owner Present

By interacting with property owners, we can create awareness of the importance of properly functioning on-site wastewater treatment systems. In 2022 we continued to build upon our experience from previous seasons. All returned questionnaires, that did not request an appointment, were scheduled an appointment and the property owner notified approximately one week in advance. It was noticed that most property owners were accommodating of this appointment and would be present.

During the 2022 re-inspections 8 out of 11 property owners were present for the re-inspection of the onsite sewage system.

Figure 2 - Property Owners Present



3.4 Class of Sewage System

There are 5 classes of wastewater treatment systems identified in Part 8 of the OBC as outlined below.

Class 1 - Earth Pit, Vault, Pail and Portable Privies, Composting Toilets

Class 2 - Greywater Systems

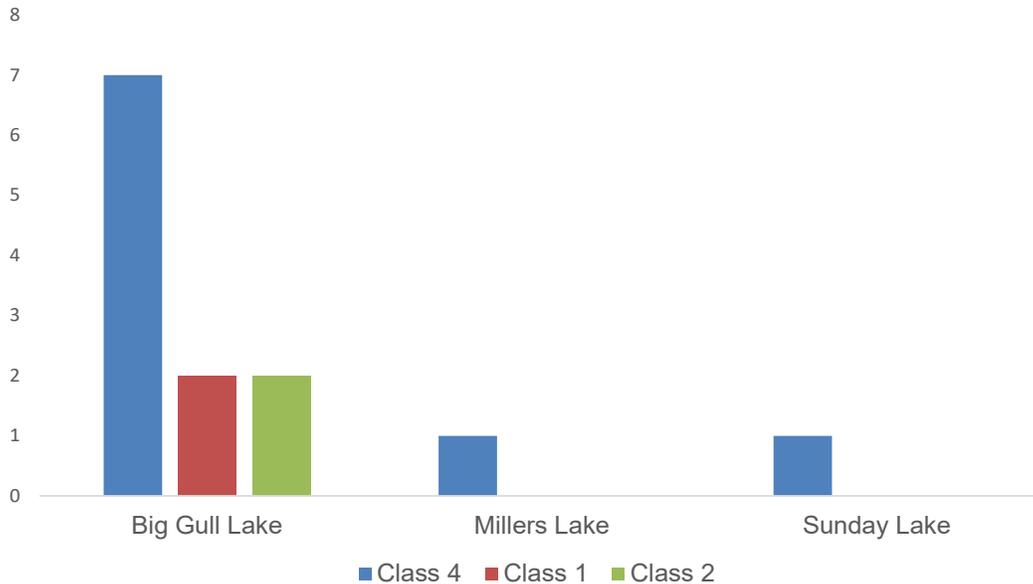
Class 3 - Cesspools

Class 4 - Septic Tank and Leaching bed

Class 5 - Holding Tanks

Figure 2 displays the sewage system class distribution for each property where it was known, either from the visual inspection, or from information provided by the homeowner. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types of Class 4 system.

Figure 3 - Septic System Class



It is not uncommon, and many times necessary, for properties to have more than one class of system present on the property. For instance, if the primary class of system is a privy (Class 1) then generally a greywater pit (Class 2) system is required for greywater treatment (sinks, showers, laundry,...). Two properties had Class 1 and Class 2 systems on site. It is strongly recommended that property owners with a Class 4 or Class 5 system, direct all sources of greywater to that system; unless they have an approved Class 2 system – most are not. All types of systems were analyzed separately; therefore, there was more types of systems than properties.

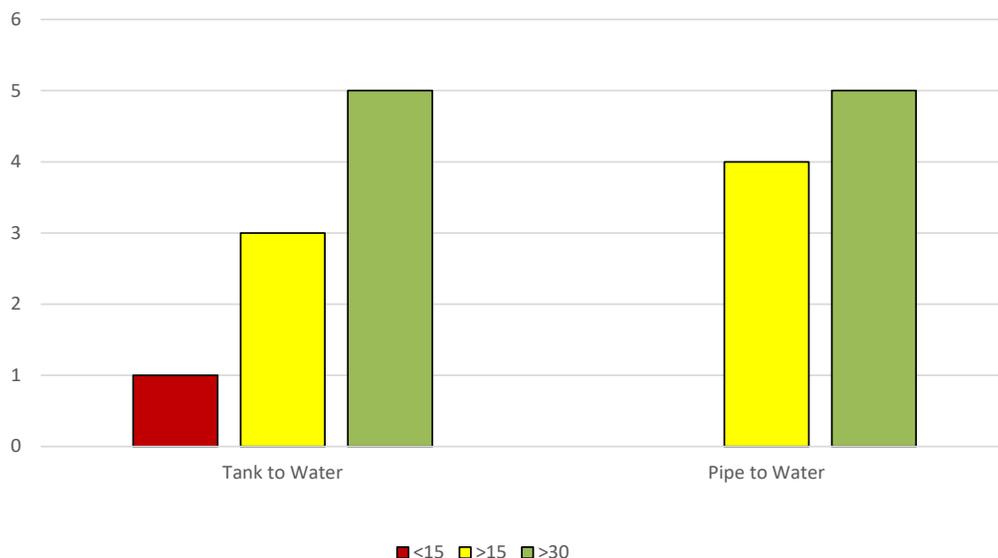
3.5 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 3 represents the separation distance measured from septic/holding tanks and distribution pipe to surface water. The measurements were sorted into three categories:

Private property:

- Less than 15m (<15m) – Does not meet OBC.
- Between 15m – 30m – Meets OBC but does not meet Zoning Bylaw requirements.
- Greater than 30m (>30m) – Meets OBC and Zoning Bylaw requirement

Figure 4 - Separation distance between Sewage Systems and Waterline



3.6 Wells and Drinking Water

Information was also collected during the field inspection on the drinking water source for the property. During the visual inspection, if a pipe pumping water from the water body was visible, and no well was located then the water source was assumed to be the lake (or river) and recorded as such. If no pipe was visible and a well was located, then the water source was recorded as a drilled well. Information provided by the homeowner would be more accurate than that found during the visual inspection and is preferable to identifying the water source on-site.

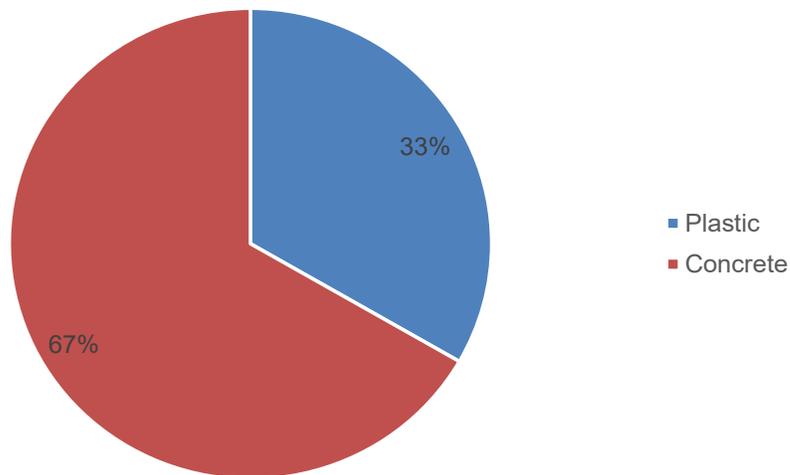
All properties that were inspected in this season had lake water for bathing, cooking, or landscaping while drinking water was imported from another off-property source.

The KFL&A Public Health has free water testing available for residential properties, and water bottles are available for pick up at the satellite office in Cloyne. However, many people continue not to test their drinking water regularly.

3.7 Tank Inspection

The material of the tank was either provided by the property owner, determined when excavated or by using a soil probe to locate the tank and judge the material by the contact with the probe and the sound/feel it created. Tank information was available for the nine (9) properties with tanks. Figure 4 shows the breakdown for the common tank materials found: concrete and plastic.

Figure 5 - Tank Material



Gases in a septic, that are produced by the breakdown of sewage, can react with the concrete causing it to corrode. Although not identified this year, many concrete tanks experience corrosion of the concrete. The corrosion can cause baffles to fall off and/or effluent to escape around the outlet pipe.



Illustration 1 - Concrete Corrosion Around Outlet Baffle

Effluent filters are generally a plastic screen with narrow slots (1.6 mm opening) which allows the effluent to pass through and helps retain solids in the tank. Not only does the effluent filter reduce solids, but it allows bacteria to grow on the surface providing further treatment. The combined effect means low strength effluent enters the leaching bed which can extend the life of the system. The OBC requires an effluent filter in all new systems installed since 2006; septic installers or sewage haulers can install a filter into an existing tank upon request. Although filters function passively, they do require regular maintenance to ensure proper operation. Regular maintenance requires the filter to be removed from its housing and rinsed off into the septic tank. The MRSSO recommends annual cleaning of the filter. As shown in Illustration 2, an unmaintained effluent filter can clog, potentially causing sewage break-out to the surface of the ground or even a back-up in the dwelling. None of the Class 4 systems had an effluent filter installed.



Illustration 2 – Clogged Effluent Filter

3.8 Sewage System Status

When completing an inspection of the existing sewage system the MRSSO has developed the following terms to identify the overall septic system status or condition:

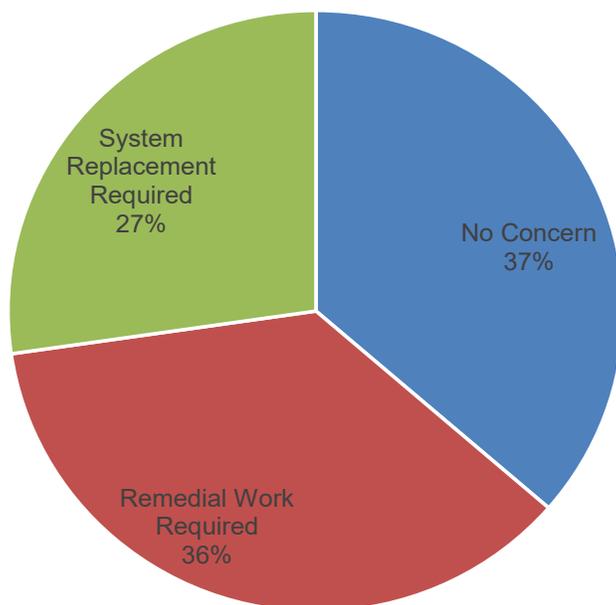
No Concern – At the time of inspection there were no operational and/or maintenance issues identified.

Remedial Work Required – At the time of inspection operational and/or maintenance issues were identified, but generally do not require a permit to remedy.

More Information Required – At the time of inspection one or more questions arose regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system

System Replacement Required – At the time of inspection if it was determined that the onsite system was not being maintained or operated properly and was posing or could pose a risk to human health or the environment

Figure 6 - System Status



Every septic system requires regular maintenance to ensure it is operating efficiently, effectively and safely. Regular maintenance items are generally classified as a remedial work. Table 1 provides the most common remedial work items found during the 2022 re-inspection program.

Table 1– Remedial Work Identified

Item	Number of Systems
Pump Out	3
Baffles required	1
Remove Roots	1
Leaves on Leaching Bed	1
Effluent Level	1
Total	7

*note, some systems have more than one maintenance issue.

3.9 Follow-up and Enforcement

Sewage systems that the MRSSO have identified as a significant threat to the environment and/or public health would be forwarded to the South Frontenac Building Department for enforcement. During the re-inspection season, three (3) properties were identified with system(s) needing replacement. The systems were either too close to a waterbody or not functioning as designed.

Enforcement of violations on the properties identified by the re-inspection program would be at the discretion of South Frontenac Building Department.

4.0 Recommendations

The following recommendations are a result of opportunities identified during the re-inspection program:

- Continue with a re-inspection program.
- With the assistance of Township staff – arrange presentations for Lakes involved in 2023 program.

5.0 Conclusions

Eleven (11) re-inspections were completed in this year's program providing property owners with information to help ensure their system is functioning properly and protecting the environment.

Full inspections were completed on all properties that participated. Approximately 37% of systems inspected had no sewage system concerns. It should be noted that age generally is not a significant factor in the system deficiencies. Of larger impact is the diligence on behalf of the property owner with regards to operation and maintenance of the septic system.

Interaction with property owners during the re-inspection program this year was very positive. 73% of property owners choose to be present during their re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Looking forward to the 2023 season, we will continue to adapt our inspection process and utilizing technology to interact with properties, provide continuing education on the maintenance and operation of sewage systems and identifying those systems that may be a significant threat to the environment or human health.

Appendix A: Re-Inspection Protocol & Property Owner Information Package

10970 Hwy. 7, Carleton Place, ON K7C 3P1
T (613) 253-0006 F (613)253-0122 mrsso@mvc.on.ca



Owner

August 12, 2022

5 Easy Steps to Your Voluntary Sewage System Re-Inspection Program

We are pleased to provide re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

Here are the five steps of the Septic Re-inspection Program — from start to finish.

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Book an appointment

Call MRSSO at 613-253-0006 to book your appointment. If we can drop-in at any time, let us know! If you would like to meet with us, appointments can be made between 9 a.m. and 4 p.m. on a first come, first served basis.

Step 3 — Dig Your Lids

Page | 1

The MRSSO asks that you expose both lids on your **septic** tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$80 (\$40/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank. **Please do not pump the septic tank before the re-inspection.** Holding tanks (Class 5) should be pumped as required.

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump the septic tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A copy of the septic re-inspection report will be left for the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator
613-253-0006 ext. 256
mrssso@mvc.on.ca



NORTH FRONTENAC SUPPORTS A HEALTHY ENVIRONMENT FOR ALL TO ENJOY. THE SEWAGE SYSTEM RE-INSPECTION PROGRAM IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY.

August 12, 2022

A properly functioning sewage system is an integral part of a healthy shoreline environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological contamination into an adjacent water body. The key to proper maintenance and operation of an on-site sewage system is education. The Septic Re-inspection Program is aimed at achieving a better understanding of system function, owner intervention and preventative measures. The costly implications of poor maintenance are significant to the owner and to the community. The success of the re-inspection program so far shows owners are committed to protecting their lake lifestyle, as is the Township. Information and advice has been welcomed, despite the fact that in a few instances remedial action may be required.

The Mississippi Rideau Septic System Office (MRSSO), on behalf of the Township of North Frontenac, will be conducting re-inspections in your area this summer. The MRSSO is a co-operation between the Mississippi Valley and the Rideau Valley Conservation Authorities, contracted to conduct the Sewage System Re-inspection Program. Re-inspections will be more rigorously scheduled to better accommodate property owners wishing to be on-site – please see the 5-Step Letter (enclosed) for more information. If you wish to be present during the re-inspection of your property, appointments will be made on a first come, first served basis. In addition, we are asking that you have your septic tank located and the lids exposed (excavated) prior to the arrival of MRSSO staff. If you require MRSSO staff assistance to locate/excavate the tank a \$40/lid (usually 2 lids) to a maximum of \$80 total will be charged for this service. Invoices will be issued on-site.

Your active involvement in the Septic Re-Inspection Program is encouraged and begins with reading the attached 5-Step Letter. Please fill in the accompanying questionnaire to the best of your ability. After the re-inspection is completed a report stating the status of the system and any deficiencies present will be left on-site. Advice on proper maintenance will be provided both on-site and in writing on the report. The MRSSO will forward reports to the South Frontenac Building Department, the Principal Authority for North Frontenac. The Building Department may initiate a dialogue and define an action plan with owners of systems deemed to be a concern. **If you were previously involved in a re-inspection program or had a new sewage system installed in the last 10 years, since 2012, please accept our apologies. We ask that you contact the MRSSO (phone, email, return mail or fax) and advise us of the new sewage system permit number and date of installation or re-inspection number. We will update our records and remove you from the re-inspection program for 2022.**

Any comments about the Program in general or Council's strategy can be directed to Darwyn Sproule, P. Eng., Public Works Manager at (613) 479-2231 or 1-800-234-3953. Program specifics or questions about your involvement in the Program should be directed to the MRSSO, (613) 253-0006. If you have questions regarding the issuance of sewage system permits or records please call KFL&A Public Health, Cboyne Office (613) 336- 8989.

On behalf of Council, thank you in advance for your co-operation.

Sincerely,

Darwyn Sproule, P. Eng., Public Works Manager.

PROGRAM AUTHORITY

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so was transferred from the Environmental Protection Act to Part 8 of the Ontario Building Code which defines a sewage system as a "building". Implementation of Code requirements is meant to ensure proper installation, operation and maintenance of on-site sewage systems. A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the Code is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the Ontario Building Code.

PERSONAL INFORMATION collected as part of the Septic Re-inspection Program will be used to facilitate communication between the Township, MRSSO and individual owners and will be protected in a confidential manner in accordance with the Municipal Freedom of Information and Protection of Privacy Act. A summary report, containing no owner names, will be prepared for public viewing. Questions about the collection of personal information should be directed to Darwyn Sproule, P. Eng., Public Works Manager.

Questionnaire

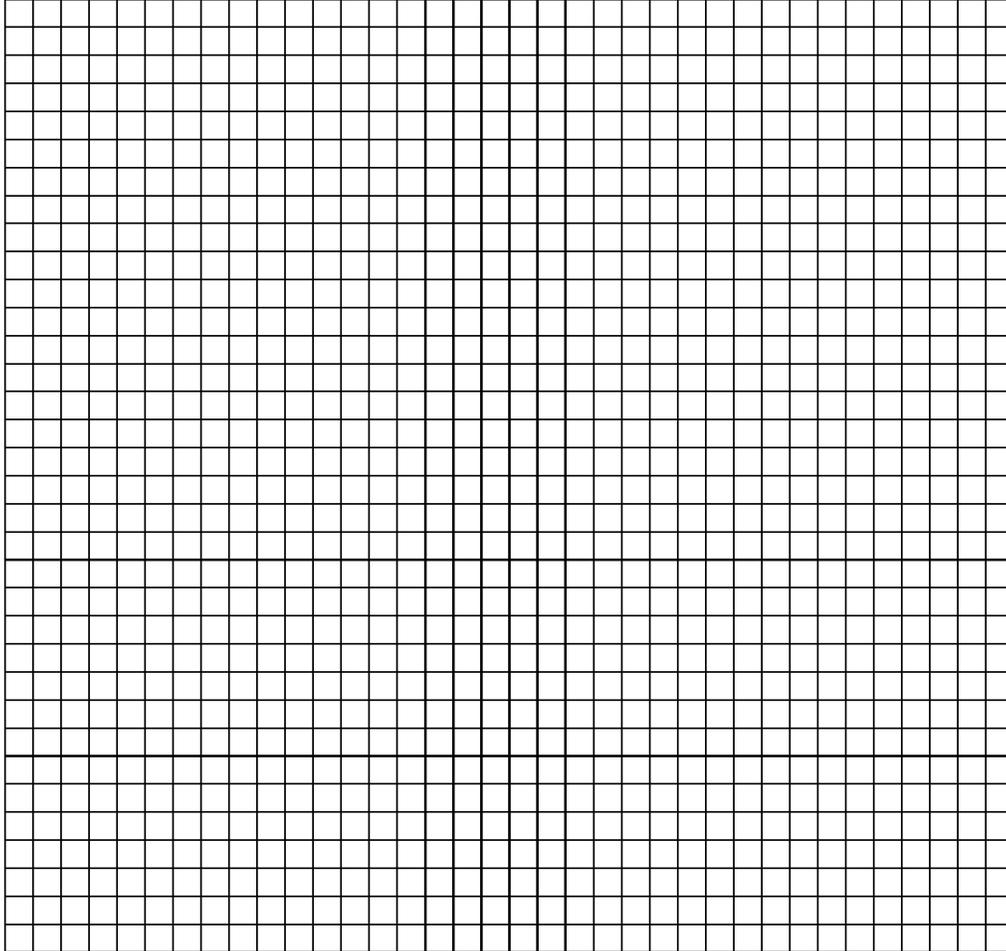
Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as 'Correction' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

Property Owner						<i>Correction – New Property Owner, Spelling of Name...</i>				
Mailing Address						<i>Correction – New Mailing Address...</i>				
Telephone Number () ()	Alternate Number () ()			Email Address						
Re- Inspection Property Location						Length of Ownership		Lake Name		
Roll Number						Property Size	# Bedrooms	Floor Area		
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>					
General Location of Tank						Do you require assistance locating/excavating your tank?*				
						Yes <input type="checkbox"/>		No <input type="checkbox"/>		
						* There is a maximum charge of \$40 for this service				
Sewage System Type	Class 1 <input type="checkbox"/> Outhouse/Composting	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank					
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Advanced Treatment Unit		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of Last Pump out						Pump Out Frequency				
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>		Sewage Pump		Yes <input type="checkbox"/> No <input type="checkbox"/>			
						High Level Alarm		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Outhouse Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>		Composting Toilet		Yes <input type="checkbox"/> No <input type="checkbox"/> Overflow?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Date System(s) Installed					Sewage System Permit #				
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of Treatment		

Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Site Sketch

Please include the **locations** as well as the distances between any **septic components** (tank, bed, privy, greywater pit), **structures** (house, shed, garage), **water bodies** (lakes, rivers, creeks, wetlands), **farming activities, or wells.**



Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Appendix B: Septic Tank Pump-out Frequency Table & OBC Requirements

One of the most frequent questions a homeowner asks is “How often should I pump my tank?” Most government documents and extension publications suggest that a septic tank should be pumped out every 3-5 years.¹ The following table provides the theoretical pumping interval for permanent residential properties, assuming the number of people in the home, and the tank size. For a home with three people and a standard 3600 L (952 US gal) tank, the author recommends a pump out every 3.7 years. This table, however, does not provide direction for seasonal owners, who might only be using their cottage for three months of the year. Another resource is the OBC, which requires that a septic tank be pumped out when the sludge and scum occupy 1/3 of the working capacity of the tank (8.9.3.4.(1)). This will prevent the sewage from traveling too quickly through the septic tank, not allowing the solids and fats to properly separate from the effluent. To give the homeowner, on an individual basis, an estimation of the frequency for pumping out their septic tank, the depth of sludge and scum was measured during the tank inspection.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3,790 (3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Appendix C: Ontario Building Code References

OBC 8.1.2.1. Classification of Systems

- Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting).
- Class 2 – a greywater system
- Class 3 – a cesspool
- Class 4 – a leaching bed system
- Class 5 – a holding tank

OBC Table 8.2.1.5. Clearance Distances for Sewage Systems

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water or well other than a well with watertight casing to a depth less than 6m	Horizontal distance (m) from lake, river, pond, stream, reservoir or spring not used as a source of portable water	Minimum horizontal distance to property line
<i>Earth Pit Privy</i>	15	30	15	3
<i>Privy</i>	10	15	10	3
<i>Vault Pail</i>				
<i>Greywater System</i>	10	15	15	3
<i>Cesspool</i>	30	60	15	3

Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3

Structure	5
Well with a watertight casing to a depth of 6m	15
Any other well	30
Lake	15
Pond	15
Reservoir	15
River	15
A spring not used as a source of potable water	15
Stream	15
Property Line	3

Minimum Clearances for Holding Tanks (m)

Structure	1.5
Well with a watertight casing to a depth of 6m	15
Any other well	15
Spring	15
Property Line	3

Appendix D: Program Authority

The *Building Code Act* (BCA)(1992), and Part 8 of the Ontario Building Code (OBC) regulates the design, construction, operation and maintenance of sewage systems. The OBC however, has powers which only extend to those systems with a design flow of less than 10,000 Litres/day, serving no more than one lot. Systems which do not fall within these parameters are regulated by the Ministry of the Environment, under the *Ontario Water Resources Act*.

This act provides inspectors with the right of entry onto land “to determine whether a building is unsafe”, under part 1 of the OBC an on-site sewage system is treated as a building and BCA s.15.9(3) deems a sewage system to be “unsafe” if it is not maintained or operated in accordance with the BCA and the OBC. BCA s.18 outlines the powers that an inspector may exercise for the purposes of carrying out an inspection. If the inspector finds the system to be “unsafe”, he or she may make an order under BCA s.15.9(4) setting out the steps necessary to render the building safe, and may require that the steps be taken within a certain period of time. This enforcement for North Frontenac will be carried out by the Kingston, Frontenac and Lennox and Addington Public Health (KFL&A).

Further authority will be given with amendments proposed to the BCA under the *Clean Water Act, 2005*. This act was passed on October 18, 2006 and will help protect drinking water sources for all residents of Ontario.

A visual inspection of the sewage system can determine if the system is “unsafe”, defined in OBC 8.9.1.2 as a breakout of effluent onto the surface, contamination of a well or of a surface water source. Clearance distances to the well and surface water from the sewage system can also be verified by a visual inspection. To determine if the system is being maintained and operated in accordance with the OBC and the BCA, an “invasive” inspection of the tank is necessary.



Administrative Report

To: Mayor and Members of Council

From: Darwyn Sproule, P.Eng., Public Works Manager

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

Date of Meeting: March 17, 2023

Re: 2022 Waste and Recycling Year-End Report

Background

Council previously instructed the Public Works Manager (PWM) to provide annual reports regarding Waste Management/Recycling Statistics rather than quarterly reports (November 22, 2019 Resolution #599-19).

Recycling collected and diverted from the Township's landfills is transported either in-house by the Waste Operations (Recycling Hauler) or by service providers (i.e. scrap metal, hazardous materials etc.). Throughout the year material is weighed and weigh tickets are tracked to support applicable rebates and expenses, including the Waste Diversion Ontario (WDO) funding through the Datacall.

Programs for tires, Municipal Hazardous and Special Waste (MHSW) and Waste Electrical and Electronics Equipment (WEEE) have transitioned to Producer Responsibility per the Circular Economy initiative. So far during the transition there has been little impact on the Township's operations.

Transition of the Township's Blue Box program is scheduled for 2025. The Blue Box transition will potentially have significant implications for the Township, and once we have completed our assessment, a report will be presented to Council for consideration.

Researched By

Darwyn Sproule, Public Works Manager

Laura Manion, Public Works Administrative Assistant

Public Works Manager's Administrative Report
2022 Waste and Recycling Year-End Report
March 17, 2023
Page 1 of 3

Comments

Attached are the 2022 Diversion Tonnage Summaries, Monthly/Quarterly/Year-End Totals, and the Municipal Hazardous and Special Waste Report for waste and recycling.

Diversion Tonnage Report

Diverted tonnages are tracked and reported annually through the Datacall to support applicable rebates and expenses. The most significant 2022 tonnages diverted are:

- Blue Box (126 tonnes or 53% of the total), increasing from 48% in 2021.
- Bulky Waste (49 tonnes or 21% of the total), down from 31% in 2021. The decrease is attributed to closer scrutiny of items identified as Bulky Items by the site Attendants, opening of the Re-Use Centre, and waste grinding operations at the 506 site.
- Scrap Metal (41 tonnes or 17% of the total), increasing from 10% in 2021. The increase is likely attributable to the windstorm and significant cleanup efforts.

The Municipal Hazardous Special Waste program diverted 12 tonnes of material or 5% of the total, essentially the same as 2021.

The Re-Use Centre was reopened in 2022 after being closed for two (2) seasons due to Covid-19. We had a very successful season, with considerable interest from the Community, and the program diverted approximately 4 tonnes of reusable items. We anticipate even more activity at the Centre in 2023 with the introduction of promotional efforts on the Township's social media.

Automotive batteries and tires on hand were not picked up in 2022 but will be diverted and recorded in 2023.

In 2023 we are also investigating a program that recycles mattresses and box springs that will not change the tonnage diverted, but will reduce the Bulky Waste tonnage and the associated offsite disposal fees.

Monthly, Quarterly Comparison and Year-End Totals

Recycling rates (bag to bag) for 2022 remained the same as 2021 at 53%.

Interestingly the increase in the total number of Bags (Waste and Recycling) received has increased from 61,193 in 2019 to 77,810 in 2022, reflecting the increased demand on our Waste Sites.

Municipal Hazardous and Special Waste Report (MHSW)

A total of 11.9 tonnes of MHSW was diverted in 2022, including 2.5 tonnes from Addington Highlands collected at the 506 Waste Site. These numbers are slightly

lower than in 2021. We are pleased with this program and the tonnes of hazardous waste diverted each season.

Financial Implications

No Financial Implications at this time.

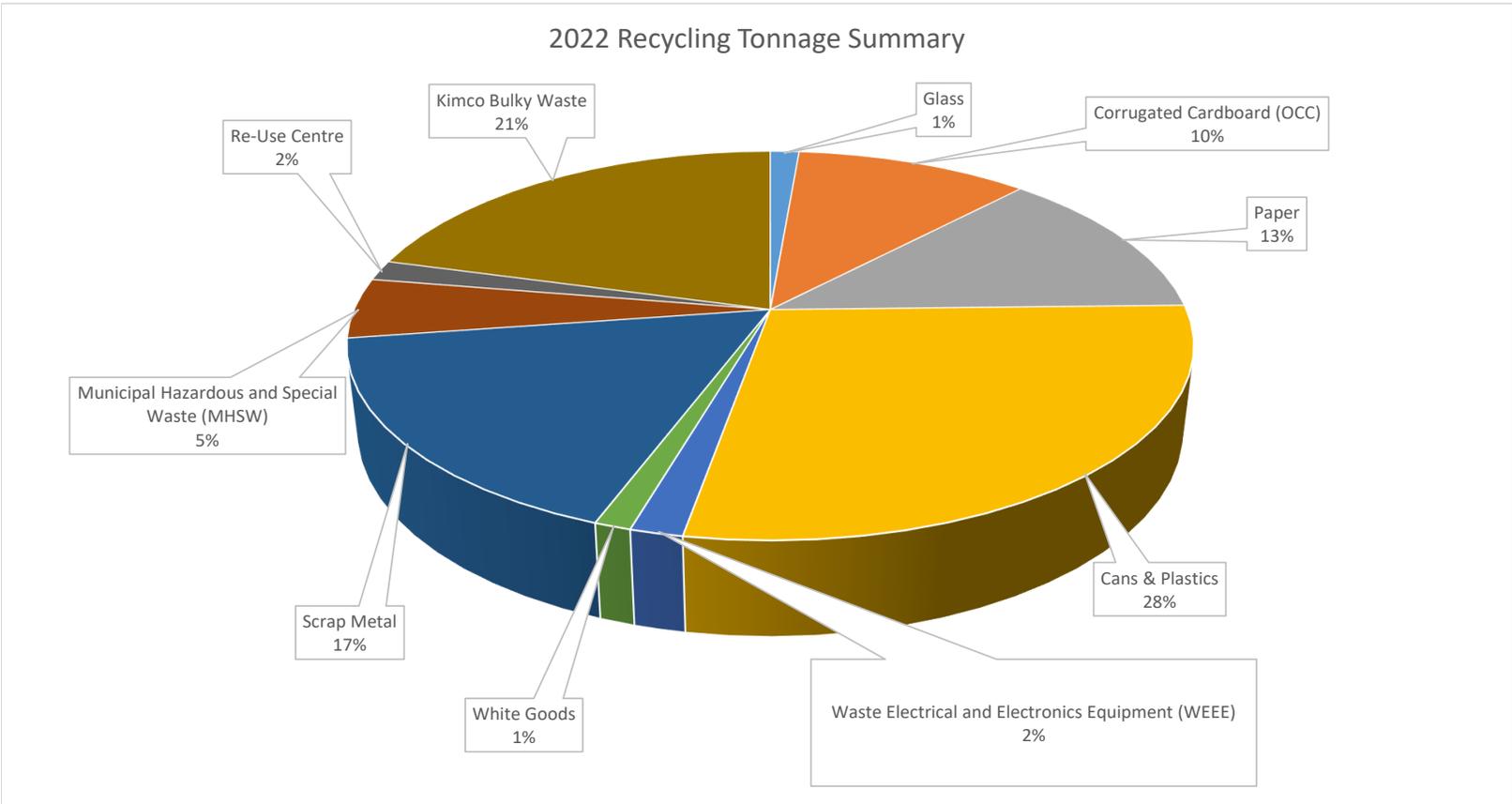
Recommendation

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "2022 Waste and Recycling Year-End Report".

Enclosures (3)

1. 2022 Diversion Tonnage Report
2. 2022 Monthly, Quarterly Comparison and Year-end Totals
3. 2022 Municipal Hazardous and Special Waste Report

2022 RECYCLING TONNAGE SUMMARY					
RECYCLING PRODUCT		KG	TONNES	TOTAL TONNAGE	PERCENTAGE
<u>BLUE BOX</u>					
GLASS	Coloured		0		
	Clear	3130	3.13	3.13	1.30%
Corrugated Cardboard (OCC)		25,440	25.44	25.44	10.60%
PAPER		30,260	30.26	30.26	12.61%
CANS & PLASTICS*		67,170	67.17	67.17	27.99%
		Total Blue Box Tonnes		126	52.50%
Electronics (WEEE)		4080	4.08	4.08	1.70%
WHITE GOODS		2,836	2.84	2.84	1.18%
<u>SCRAP METAL</u>		43440	43.44		
	LESS WHITE GOODS	2836	2.84	40.6	16.92%
<u>MHSW</u>		11938	11.938		
Municipal Hazardous and Special Waste	Addington Highland's Share	2545	2.545	11.94	4.98%
	Single Use Batteries	746	0.746		
	Automotive Batteries		0		
	Propane Tanks	365	0.365	1.111	0.46%
<u>KIMCO BULKY WASTE</u>		49410	49.41	49.41	20.59%
<u>Re-Use Centre</u>		4000	4	4	1.67%
<u>TIRES</u>	No Pick Up				
# Tires (Avg @ 10 kg/tire)					0.00%
			Total Tonnes:	239.98	100%



2022 Monthly / Quarterly Comparison and Year-end Totals
HOUSEHOLD BAGS OF WASTE TO BAGS OF RECYCLING

2022 - 1st QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

JANUARY

Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	652	693	51.52%
Cloyne (AH)	304	286	
Ompah	137	171	55.52%
506	320	383	54.48%
Kash	373	446	54.46%
Plevna	653	875	57.26%
Mississippi	213	246	53.59%
Totals	2348	2814	54.51%

FEBRUARY

Bags Waste	Bags Recycling	Recycling Rate
615	630	50.60%
259	284	
98	110	52.88%
248	295	54.33%
199	242	54.88%
476	657	57.99%
134	127	48.66%
1770	2061	53.80%

MARCH

Bags Waste	Bags Recycling	Recycling Rate
614	588	48.92%
257	251	
125	153	55.04%
299	354	54.21%
302	372	55.19%
696	914	56.77%
102	113	52.56%
2138	2494	53.84%

QUARTER TOTALS

Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
1881	1911	50.40%
820	821	
360	434	54.66%
867	1032	54.34%
874	1060	54.81%
1825	2446	57.27%
449	486	51.98%
6256	7369	54.08%

2022 - 2nd QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

APRIL

Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	643	641	49.92%
Cloyne (AH)	286	274	
Ompah	152	202	57.06%
506	329	414	55.72%
Kash	289	347	54.56%
Plevna	636	715	52.92%
Mississippi	168	167	49.85%
Totals	2217	2486	52.86%

MAY

Bags Waste	Bags Recycling	Recycling Rate
889	890	50.03%
431	420	
219	267	54.94%
459	525	53.35%
426	532	55.53%
833	1013	54.88%
158	162	50.63%
2984	3389	53.18%

JUNE

Bags Waste	Bags Recycling	Recycling Rate
994	1024	50.74%
485	508	
228	297	56.57%
569	610	51.74%
493	620	55.71%
612	762	55.46%
186	210	53.03%
3082	3523	53.34%

QUARTER TOTALS

Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
2526	2555	50.29%
1202	1202	
599	766	56.12%
1357	1549	53.30%
1208	1499	55.37%
2081	2490	54.47%
512	539	51.28%
8283	9398	53.15%

2022 - 3rd QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

<u>JULY</u>			
Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	1932	1953	50.27%
Cloyne (AH)	1086	1090	
Ompah	462	538	53.80%
506	1126	1222	52.04%
Kash	820	1029	55.65%
Plevna	1754	1943	52.56%
Mississippi	285	289	50.35%
Totals	6379	6974	52.23%

<u>AUGUST</u>		
Bags Waste	Bags Recycling	Recycling Rate
1802	1837	50.48%
1030	1039	
420	529	55.74%
1270	1276	50.12%
765	921	54.63%
1549	1748	53.02%
239	271	53.14%
6045	6582	52.13%

<u>SEPTEMBER</u>		
Bags Waste	Bags Recycling	Recycling Rate
1184	1198	50.29%
649	622	
247	278	52.95%
663	691	51.03%
536	656	55.03%
949	1065	52.88%
196	210	51.72%
3775	4098	52.05%

<u>QUARTER TOTALS</u>		
Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
4918	4988	50.35%
2765	2751	
1129	1345	54.37%
3059	3189	51.04%
2121	2606	55.13%
4252	4756	52.80%
720	770	51.68%
16199	17654	52.15%

2022 - 4th QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

<u>OCTOBER</u>			
Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	872	885	50.37%
Cloyne (AH)	402	383	
Ompah	158	195	55.24%
506	426	466	52.24%
Kash	309	409	56.96%
Plevna	800	906	53.11%
Mississippi	165	167	50.30%
Totals	2730	3028	52.59%

<u>NOVEMBER</u>		
Bags Waste	Bags Recycling	Recycling Rate
301	307	50.49%
302	300	
138	172	55.48%
259	253	49.41%
201	272	57.51%
551	668	54.80%
159	173	52.11%
1609	1845	53.42%

<u>DECEMBER</u>		
Bags Waste	Bags Recycling	Recycling Rate
279	293	51.22%
263	223	
106	115	52.04%
325	355	52.21%
205	244	54.34%
553	663	54.52%
150	151	50.17%
1618	1821	52.95%

<u>QUARTER TOTALS</u>		
Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
1452	1485	50.56%
967	906	
402	482	54.52%
1010	1074	51.54%
715	925	56.40%
1904	2237	54.02%
474	491	50.88%
5957	6694	52.91%

Total 2022 Bags of Waste	36695
Total 2022 Bags of Recycling	41115
Total 2022 Bags Received	77810
2022 Recycling Rate	
BAG TO BAG Only	52.84%

Total 2021 Bags of Waste	36028
Total 2021 Bags of Recycling	40836
Total 2021 Bags Received	76864
2021 Recycling Rate	
BAG TO BAG Only	53.13%

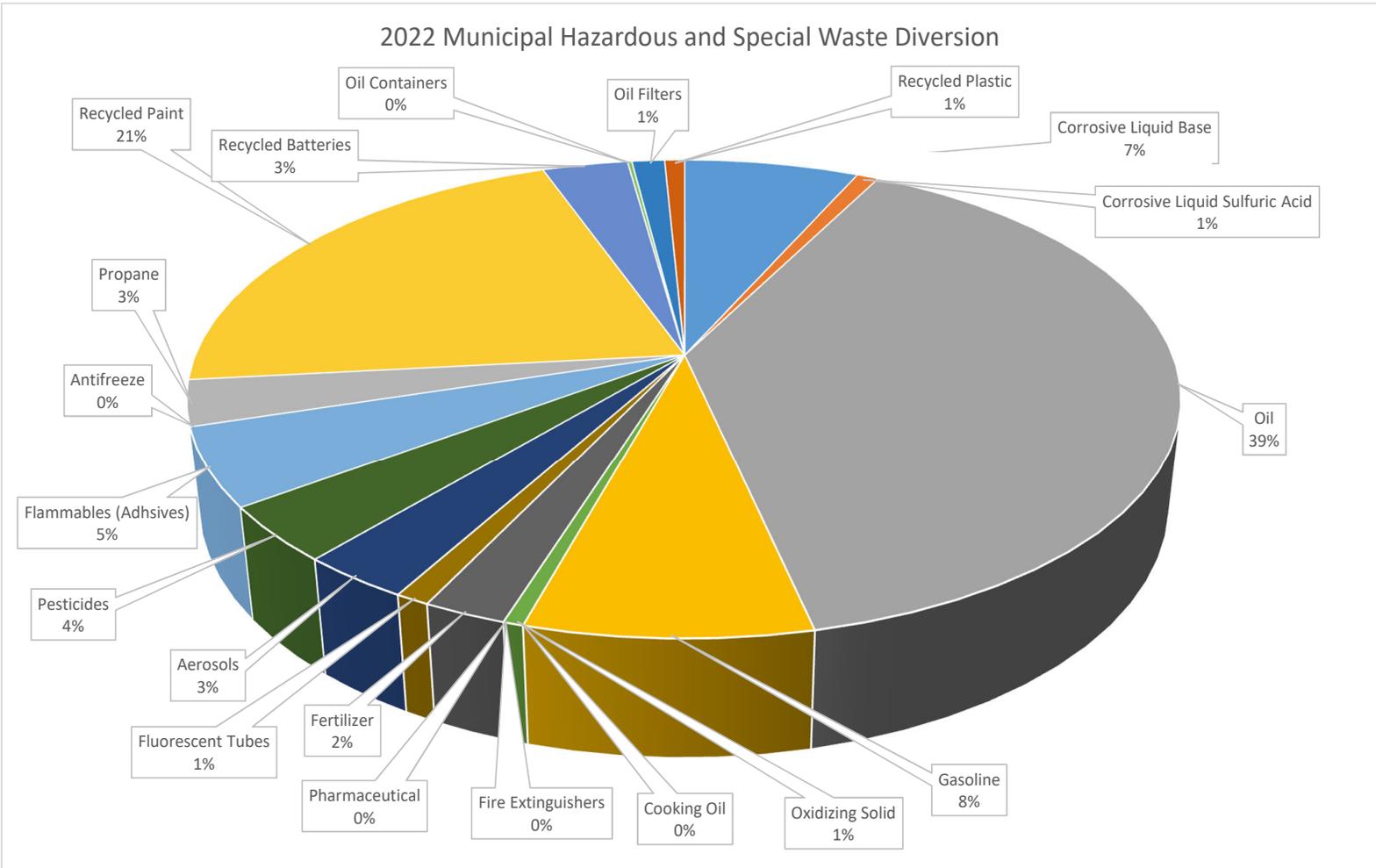
Total 2020 Bags of Waste	31429
Total 2020 Bags of Recycling	35430
Total 2020 Bags Received	66859
2020 Recycling Rate	
BAG TO BAG Only	52.99%

Total 2019 Bags of Waste	27081
Total 2019 Bags of Recycling	34112
Total 2019 Bags Received	61193
2019 Recycling Rate	
BAG TO BAG Only	55.74%

2022 Annual Quantities of MHSW Products Collected

Code	Description	August 2, 2022 (KG)	September 6, 2022 (KG)	October 27, 2022 (KG)	Total
148	Corrosive Liquid Base	300		500	800
148	Corrosive Liquid Sulfuric Acid	0		100	100
252	Oil	1925	885	1835	4645
221	Gasoline	470		460	930
	Cooking Oil	0		0	0
148	Oxidizing Solid	66		0	66
331	Fire Extinguishers	0		0	0
261	Pharmaceutical	0		0	0
147	Fertilizer	0		271	271
146	Fluorescent Tubes	0		112	112
331	Aerosols	155		207	362
242	Pesticides	180		261	441
263	Flammables (Adhsives)	359		267	626
212	Antifreeze	0		0	0
331	Propane	186		179	365
145	Recycled Paint	0		2567	2567
148	Recycled Batteries	0		391	391
252	Oil Containers	0		20	20
252	Oil Filters	113		37	150
	Recycled Plastic			92	92
		3754	885	7299	11938

2022 Tonnes of Hazardous Waste = 11.94 tonnes – 2.54 = Addington Highlands (506 MHSW Total 5.09) = 9.40T
2021 Tonnes of Hazardous Waste = 14.61 tonnes – 4.05 = Addington Highlands (506 MHSW Total 8.10) = 10.56
2020 Tonnes of Hazardous Waste = 13.99 tonnes – 3.50 = Addington Highlands (506 MHSW Total 7.00) = 10.49
2019 Tonnes of Hazardous Waste = 12.82 tonnes – 3.22 = Addington Highlands (506 MHSW Total 6.45) = 9.60
2018 Tonnes of Hazardous Waste = 13.92 tonnes - 3.04 = Addington Highlands (506 MHSW Total 6.70) = 10.88
2017 Tonnes of Hazardous Waste = 15.58 tonnes - 4.45 = Addington Highlands (506 MHSW Total 8.90) = 11.13
2016 Tonnes of Hazardous Waste = 16.75 tonnes - 3.66 = Addington Highlands (506 MHSW Total 7.32) = 13.09
2015 Tonnes of Hazardous Waste = 16.11 tonnes - 3.64 = Addington Highlands (506 MHSW Total 7.28) = 12.47
2014 Tonnes of Hazardous Waste = 15.18 tonnes - 3.08 = Addington Highlands (506 MHSW Total 6.17) = 12.10
2013 Tonnes of Hazardous Waste = 15.84 tonnes - 3.45 = Addington Highlands (506 MHSW Total 6.9) = 12.39 T
2012 Tonnes of Hazardous Waste = 13 tonnes





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: March 17, 2023

Re: 2022 Council/Committee Remuneration & Expenses

Background

Section 284 of the Municipal Act, S.O. 2001, c.25 states:

(1) Statement

The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

(2) Mandatory item

The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.

(3) Statement to be provided to municipality

If, in any year, anybody, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year.

Treasurer's Administrative Report
2022 Council/Committee Remuneration and Expenses
March 17, 2023 – Public Meeting
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(4) Public records

Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.

Researched By

Sandra Lessard, Deputy Treasurer
Kelly Watkins, Dipl.M.A., M.M, Treasurer

Comments

The annual Taxation By-law approves the current year's budget, which includes the amounts paid for remuneration paid to Council and Committee Members. Per Res #689-15, Council and Committee remuneration receives the annual Cost of Living adjustment (COLA) as approved by Council.

Resolution #688-15 approved Council to be paid for mileage within the Township limits for portfolio activities, Committee and Task Force Meetings but not paid for Council Meetings (regular and/or special).

Financial Implications

For details, please see the statement attached.

Recommendation

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "2022 Council/Committee Remuneration and Expenses".

Enclosure (1)

- 2022 Councillors and Committee Members Remuneration and Expenses

2022 Councillors and Committee Members												
						Mississippi Valley Conservation			Planning Advisory Committee			
Name	Remuneration	Mileage	Conference Expense	Councillor Training	Office expenses	Meetings	Mileage	Inspections	Meetings / Training / Conference	Mileage	Office expense	Totals
Fowler, Fred	\$18,375.58	\$1,306.29	\$790.41		\$600.00							\$21,072.28
Good, Wayne	\$18,375.58				\$600.00							\$18,975.58
Higgins, Ron	\$25,473.60	\$236.21	\$931.58		\$600.00							\$27,241.39
Hermer, Vernon	\$16,606.08	\$107.67			\$600.00							\$17,313.75
Inglis, John	\$18,375.58	\$60.43			\$600.00	\$511.84	\$120.00					\$19,667.85
Lichty, Gerald	\$2,714.40							\$440.00	\$1,362.63	\$755.32	\$208.33	\$5,480.68
Martin, Gerry	\$21,721.62	\$405.41			\$600.00							\$22,727.03
Perry, Fred	\$10,084.21				\$600.00							\$10,684.21
Huetl, Roy	\$1,769.50											\$1,769.50
Regent, Stephanie	\$1,769.50											\$1,769.50
Sproule, Barbara								\$520.00	\$1,245.31	\$350.50	\$250.00	\$2,365.81
Tooley, Carl								\$640.00	\$1,132.10	\$1,561.32	\$250.00	\$3,583.42
Wood, Gary								\$360.00	\$1,235.31	\$315.75		\$1,911.06
TOTALS:	\$135,265.65	\$2,116.01	\$1,721.99	\$0.00	\$4,200.00	\$511.84	\$120.00	\$1,960.00	\$4,975.35	\$2,982.89	\$708.33	\$154,562.06
Respectfully submitted to Council on March 17, 2023												
Please see County Treasurer for a separate County of Frontenac Administrative Report regarding 2022 Remuneration and Reimbursement of Expenses to Council Members												



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: March 17, 2023

Re: Park Levy Funds and Bill 23

Background

Under the Planning Act, the Township can request land to be provided during a development to be used for park lands. This is beneficial in a subdivision or other large development as the parcel would be large enough and appropriate to provide a park area for the developed area. In cases where this is not appropriate, for example for smaller developments like a single severance, the parcel of land dedicated would be functionally useless to be used for a park area. Therefore; the Planning Act allows cash-in-lieu of the land to be paid. This is referred to as a park levy. Council has passed By-law #34-19 to establish the requirements for dedication of land for parks and payment of cash-in-lieu (park levy).

The following sections of the Planning Act, R.S.O. 1990, c. P.13 Section 42 (14-15) states:

Park purposes

(14) The council of a municipality may include in its estimates an amount to be used for the acquisition of land to be used for park or other public recreational purposes and may pay into the fund provided for in subsection (15) that amount, and any person may pay any sum into the same fund. 1994, c. 23, s. 25.

Special account

(15) All money received by the municipality under subsections (6), (6.0.1) and (14) and all money received on the sale of land under subsection (5), less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes. 1994, c. 23, s. 25; 2009, c. 33, Sched. 21, s. 10 (10); 2015, c. 26, s. 28 (10).

At the time of Amalgamation, a Special Parks Reserve Fund (Obligatory Reserve Fund) was established for each Ward, which consisted of the Park Levy money

Treasurer Administrative Report
Park Levy funds and Bill 23
March 17, 2023
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brought from the previously established Townships as well as sale of land revenue.

Since Amalgamation we have continued to keep the funds separated by Ward.

Researched By

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

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

Comments

On November 28, 2022 the Ontario government passed the More Homes Built Faster Act, 2022 (Bill 23). As part of the Act there was a change to the requirements regarding the Park Levy Funds.

Section 42(16.1) states; “Beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in the special account at the beginning of the year”.

To date the North Frontenac’s Special Parks Reserve Fund has included funds deposited to the account from Park Levy as well as funds collected from the Sale of Land (shore road allowances). These funds have also been tracked by Ward in order to record the funds at the time of Amalgamation and moving forward.

Based on the changes to the Act, it is recommended that the amount collected for Park Levy should remain in the Special Parks Reserve Fund and the funds collected for the Sale of Land (Shore Road Allowances) be placed into an existing Reserve Fund, as there is no legislative requirements on how the funds are used. It is further recommended to stop tracking by Ward.

To date the funds in the Special Parks Reserve Funds have been used for recreational purposes and therefore, recommend that the funds received for Sale of Land (Shore Road Allowances) be moved to the Community Hall Reserve Fund and that the Special Park Reserve Funds will remain in place for Park Levy Funds only.

Examples of projects over the years are as follows:

Palmerston Canonto Conservation Authority Trails

Cloyne Playground

Ompah Hall kitchen renovation

Snow Road Hall washroom renovation

Shabomeka launch parking lot

Marble Lake Beach Privy

Flood lights at Cloyne Ball Park

Financial Implications

Treasurer Administrative Report
Park Levy funds and Bill 23
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A review was completed of funds collected from 2012-2022, anything prior than that is hard to track.

	Park Levy	Land costs	Projects completed	Current Reserve Fund Balance
Ward 1	\$12,500	\$271,245	\$261,870	\$200,999
Ward 2	\$11,500	\$119,015	\$ 69,502	\$115,373
Ward 3	\$19,000	\$ 7,092	\$ 65,135	\$ 30,126

After a review of funds collected and spent from 2012-2022, it is recommended that the Park Levy funds Collected in 2022 be put into one Special Parks Reserve Fund (Obligatory Reserve Fund) in the amount of \$14,000 not divided by Ward. Per the changes effective January 1, 2023, Section 42(16.1), we will need to spend or allocate 60% (\$8,400) in 2023 for an applicable project.

The Land Costs that have traditionally been put into the Special Parks Reserve Fund are not legislated to be held as an obligatory Reserve Fund. Therefore, recommend transferring the additional funds over and above the \$14,000, to the Community Hall Reserve Fund in the amount of \$332,497.45 effective December 31, 2022.

Recommendation

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “Park Levy Funds and Bill 23”.

And That Council instructs the Treasurer to transfer \$332,497.45 to the Community Hall Reserve Fund effective December 31, 2022;

And That Council instructs the Treasurer to transfer \$14,000 into one Special Parks Reserve Fund effective December 31, 2022;

And That Council instructs staff to bring back a proposal to Council to spend or allocate the Special Parks Reserve Fund for 2023 to comply with the 60% requirement per O.Reg 23, Section 42(16.1).

Notes of the Economic Development Task Force (EDTF) Meeting Held on Tuesday, February 21, 2023 at 9:00 AM at the Municipal Council Chambers.

Present: Deputy Mayor John Inglis (Chair), Councillor Roy Huetl, Paul Thiel, Dan Vaillancourt, Brooke Hawley – Manager of Community Development (MCD), Matt Walker - Economic Development Officer (EDO) and Lori Newman (Secretary).

Absent with Regrets: Councillor Stephanie Regent, Betty Hunter and Cyndy Bonello.

1. Call to Order:

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

2. Disclosures of Pecuniary Interest & General Nature Thereof:

None.

3. Delegations:

None.

4. Economic Development Task Force Notes:

Notes of the January 16, 2023 Inaugural EDTF Meeting as approved via email and received for information at the February 3, 2023 Regular Meeting of Council.

5. Business Arising:

a) EDTF – Request for Interested Individuals – Verbal Update (Inglis)

The Chair and MCD informed the members that applications from interested individuals to join the EDTF have been received and they have met to review the prospective members. Recommendations to Council regarding the potential new member(s) will be made at the February 24, 2023 Closed Council meeting.

b) Star Gazing Pad – Verbal Update (MCD)

The MCD advised the discussions for how future events at the Star Pad will be run and the use of the facility by the Astronomy Club is continuing; however, due to current staff time commitments, will be deferred until the next EDTF meeting.

c) Economic Development Strategic Plan – 2023 (1 Year Plan) – Finalize

The EDTF discussed and finalized the Draft 2023 North Frontenac Economic Development Strategic Plan (Attachment #1).

Notes of a Meeting of the Economic Development Task Force

February 21, 2023

1 of 2

The EDTF discussed the Star Gazing Pad and feel that while the Pad is Township infrastructure; it is recommended that events at the Pad be taken over by the local Astronomy Club. If Council agrees, the MCD and the Astronomy Club will work on a potential process moving forward, for Council's consideration.

The Strategic Plan will be reviewed and updated on an annual basis by the EDTF, for Council's consideration, if changes are proposed.

6. Communications:

7. New Business:

8. Adjournment:

Meeting adjourned at 10:45 a.m.

NOTE : The next meeting of the EDTF will take place on Monday, March 20, 2023 at 9:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

Recommendations to Council

Be It Resolved That Council receives for information the February 21, 2023 Notes of the Economic Development Task Force (EDTF);

And That Council approves the draft 2023 North Frontenac Economic Development Strategic Plan as recommended by the Economic Development Task Force (EDTF).

Received by Council on March 17, 2023.

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

Notes of a Meeting of the Economic Development Task Force
February 21, 2023
2 of 2



Economic Development Task Force

2023 Strategic Plan

DRAFT

Objectives

- 1. To maintain and strengthen North Frontenac as a Tourist Destination**
- 2. Business Development, Retention and Expansion**
- 3. Identify and Implement Community Development Initiatives**

Initiatives

- 1. To maintain and strengthen North Frontenac as a Tourist Destination**
 - a. Research feasibility of a Municipal Campground;
 - b. Continue with the Mural Project and facilitate new additions;
 - c. Creation of a North Frontenac information booth/kiosk.
- 2. Business Development, Retention and Expansion**
 - a. Complete a monthly Business Profile for existing businesses for the Township's Website, Social Media Pages and Council Meeting Agendas;
 - b. Continue with annual bus tour for businesses to attend other businesses throughout the Township;
 - c. Research feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals.
- 3. Identify and Implement Community Development Initiatives**
 - a. Plan and host a summer event.

DRAFT EDTF 2023 Strategic Plan



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	
Portfolio: County Business	Responsibility: <ul style="list-style-type: none"> Update Council on County Council Activities and Decisions
Portfolio: North Frontenac Lake Association Alliance (NFLAA)	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Wayne Good	
Portfolio: Township of North Frontenac	Responsibility: <ul style="list-style-type: none"> Municipal Road Inspector
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Stephanie Regent	
Portfolio: Health	Responsibility: <ul style="list-style-type: none"> Representative on the Lakelands Family Health Team Committee
Portfolio: Long-Term Care and Social Services	Responsibility: <ul style="list-style-type: none"> Council Liaison
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Roy Huetl

Portfolio: Committee of Adjustments/Planning Advisory Committee	Responsibility: <ul style="list-style-type: none">• Council Liaison
Portfolio: Mississippi Valley Conservation Authority (MVCA)	Responsibility: <ul style="list-style-type: none">• Board Member
Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison

Councillor Vernon Hermer

Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison
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Councillor Fred Fowler

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

Deputy Mayor John Inglis

Portfolio: Lake Associations – Ward 3 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison
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**The Corporation of The
Township of North Frontenac**

By-law #19-23

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) **Part 7 on Registered Plan 13R-21398** as a lot addition to the lands described as part of Lot 16, Concession 8, geographic Township of Barrie for the purchase price of \$484.20 plus \$62.95 HST for a total of \$547.15 (Mississagagon 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 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 17th day of March, 2023.

Read a third time and finally passed this 17th day of March, 2023.

Mayor

Clerk

SCHEDULE 'A'

All That Part of the Shore Road Allowance lying in front of Lot 16, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being, Part 7 on Registered Plan 13R-21398 (Mississagagon Lake).

The Corporation of the Township of North Frontenac

By-law #20-23

Being a By-law to Repeal By-law #22-15 and to Establish a Policy for the Sale and Disposition of Land by the Corporation of the Township of North Frontenac

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

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

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

And That By-law #22-15 is hereby repealed in its entirety;

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

And That this By-Law shall come into force and take effect on the date of its passing.

Read a first and second time, this 17th day of March, 2023.

Read a third time and passed, this 17th day of March 2023.

Mayor

Clerk

Schedule 'A'
to By-law # 20-23

Policy for Sale and Disposition of Land

1. Definitions

In this Policy:

Appraisal means a written opinion as the amount the land might be expected to realize if sold in the open market by a willing seller to a willing buyer.

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

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

Crown Land means any unpatented land owned and managed by the Province of Ontario.

Road Allowance means allowances originally laid out for roads by a Crown surveyor, including both Road Allowances shown on an original township survey and Road Allowances shown along the water in a plan of subdivision. Road Allowances are generally 66 feet in width.

Township means the Corporation of the Township of North Frontenac.

2. Purpose

This Policy shall apply to the following:

- a) Sale and disposition of land by the Corporation of the Township of North Frontenac. For the purposes of this policy, "sale" shall include a lease of twenty-one (21) years or longer.
- b) The closure and sale of Road Allowances by the Corporation of the Township of North Frontenac.

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

3. Policy Statement

The Township will dispose of surplus lands in an open and transparent process to ensure consideration for disposal is fair, reasonable and in the best interest of the Township.

4. General Provisions

- a) The sale of land to the following public bodies is exempt from the process:
 - i. A municipality;
 - ii. A local board, including a school board and a conservation authority.
 - iii. The Crown in Right of Ontario or Canada and their agencies.

Council shall determine the disposition process for lands being transferred to these bodies, based on specific circumstances in each case (the lands being conveyed, use of the lands being conveyed, etc.).

- b) The Township shall maintain a public register listing and describing the land owned by or leased by the Township.
- c) The role of the Township Solicitor is to act on behalf of the Township.
- d) Prior to the disposal of land by the Township, Council shall, by Resolution, declare the property to be surplus to the needs of the Township.

5. Process for Sale of Surplus Township Property excluding Road Allowances

- a) Lands to be sold on the open market shall be listed with a real estate brokerage on a multiple listing service basis.
- b) Otherwise the following process shall be followed:

Appraisal

The Clerk shall obtain at least one (1) appraisal of the fair market value of the land. The form of the appraisal shall be on Opinion of Value from a licensed realtor or professional appraiser to determine the value of the land.

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

- Land 0.3 meters or less in width acquired in connection with an approval or decision made under the *Planning Act*.
- Highways, roads and Road Allowances if sold to an owner of land abutting the highway, road and Road Allowances.
- Land formerly used for railway lines if sold to an owner of land abutting the former railway land.
- Land purchase by owner in accordance with Section 42 of the *Expropriations Act*.
- Land sold under Sections 107, 108 and 110 of the Municipal Act.

Public Notice

The Clerk shall provide Notice to the Public of the proposed sale of land by:

- a) Inserting the Notice once in the local newspaper; and posting the Notice on the Township's website
- or:**
- b) Posting the Notice on the property for ten (10) days prior to Council's decision to dispose of Township land; and Providing Notice by personal service or prepaid first class mail to every owner of land within sixty (60) meters of the boundary of the lands proposed to be sold. The owner of land shall be deemed to be the person(s) shown on the last revised assessment roll of the Township.

6. Process for Closing and Sale of Township Road Allowances – Shore Road, Concession, Lot, Reserved or Forced Road

a) General Provisions:

- i. Council is under no obligation to sell a Road Allowance.
- ii. The Township will only convey to the adjacent land owner the portion of the Road Allowance above the controlled or normal high water mark. Flooded land will not be sold.
- iii. The Application will not be approved if the closure and sale results in conflicts with the Township of North Frontenac's Zoning By-law or other applicable Township By-laws.
- iv. In the case of Shore Road Allowances, the portion of land between the Road Allowance and the property owner's lot that is owned by the Crown, if any, must be purchased through the Ministry of Natural Resources and Forestry prior to proceeding with the Township Road Allowance purchase.
- v. Although an Ontario Land Surveyor and Solicitor are not required at the beginning of the process, it is recommended the Applicant contact these professionals to discuss the services required and timelines.
- vi. The Applicant is responsible for preparing and submitting an Application; reference plan (survey); paying all fees associated with the Application process, including but not limited to, the Administration Fee, Applicant(s) legal fees, and the land cost for the purchase of the property even if the process is not completed.
- vii. Applications may not be approved if:
 - It is determined the closure and sale will result in a negative impact on neighbouring owners land.
 - The closure and sale, in the opinion of Council, would impact public waterfront recreational activities, public access, emergency access, public travel, or other Township purposes, unless at the discretion of Council, alternative public access is provided by the Applicant or is available nearby on the same body of water.
 - The Road Allowance is within thirty (30) meters of a dam.
 - The Applicant does not own the property directly abutting the Road Allowance.
 - The Road Allowance must be able to merge with the Applicants property. Therefore, Council may not consider the closure and sale if the Road Allowance is not physically connected to the Applicant's property.
- viii. Applications Approved in Principle will be closed if inactive for a period of two (2) years from the date of the passing of Council's Resolution.
- ix. Applications where the By-law has been passed will be closed if inactive for a period of two (2) years from the date of passing of the By-law.
- x. Applicants wishing to pursue their Application after the original Application is deemed closed in the case of Approval in Principle the property owner will be required to submit a new Application and begin the process again, including providing the Administrative Fee. In the case, where the By-law has been

passed the property owner will need to submit the re-activation fee as set out in the Township's Fees and Charges By-law.

b) Application:

- i. The property owner(s) shall complete the appropriate Application depending on the type of road wishing to be closed and purchased and submit the Application to the Clerk's Department.
- ii. The Application must be signed by all owners' listed on the deed/transfer.
- iii. The Administration Fee must be submitted with the Application in accordance with the Township's Fees and Charges By-law.
- iv. The Administrative Fee for a Road Closing Application is non-refundable.

c) Site Inspections:

- i. The proposed Road Closing will be inspected by the Municipal Road Inspector and if required the Public Works Manager who will provide a report to the Clerk.
- ii. Due to inclement weather and snow cover, Applications for Road Closures received between November 15th and April 30th may be deferred until the site inspection can be completed.
- iii. Site inspections shall be made by the Municipal Inspector within four (4) weeks of being circulated.
- iv. In cases where the Municipal Road Inspector cannot inspect the property, the inspection may be completed by a designate.

d) Approval in Principle:

- i. A report, including the details of the proposal and the Municipal Road Inspection Report, will be provided to Council for consideration in an Agenda which is posted on the Township's website.
- ii. Council may provide Approval in Principle or deny the Application.
- iii. If the application is Approved in Principle, unforeseen circumstances may delay or end the application process.

Concession/Lot/Reserve/Forced Road Application

- i. If the Application pertains to a Concession/Lot/Reserve/Forced Road Application that does not lead to water and is approved in principle, half thirty-three (33 feet) of that portion of the Road Allowance will be offered to the owners of property abutting the opposite side of the subject Road Allowance. If the abutting neighbour decides to purchase the Road Allowance, they must submit an Application and the two (2) Applications will proceed concurrently. If the abutting neighbour decides not to purchase the Road Allowance, the initial Application will proceed for the full width.
- ii. If the decision to close a Concession/Lot/Reserve/Forced Road Allowance would deny public access to a water body, Council will only consider the sale of a portion of the Road Allowance under extenuating circumstances (i.e. Applicant has a building on the Road Allowance). However, Council is under no obligation to sell the Concession/Lot/Reserve/Forced Road Allowance.

e) Registered Reference Plan by Ontario Land Surveyor (Survey):

- i. The Applicant shall arrange to have the subject Road Allowance surveyed by an Ontario Land Surveyor.
- ii. It is the responsibility of the Applicant to advise the Ontario Land Surveyor if the area (square metres/feet) of the Road Allowance is not included on the registered plan a separate report advising of the area is to be provided at the time the registered plan is provided. Failing to do so will delay the circulation process.
- iii. The Registered Reference Plan shall be provided to the Township electronically. Paper copies will no longer be accepted. Applicants can obtain an electronic version of their Reference Plan by visiting the Registry Portal at www.onland.ca.
- iv. Applicants are to inquire with the Ontario Land Surveyor if any Bell Canada and/or Hydro One facilities are located on the Shore Road Allowance. If so, the Applicant shall request the Ontario Land Surveyor create a separate Part on the reference plan for potential easements.
- v. If closure of the Road Allowance results in a property owner not being able to access their property, the Applicant shall request the Ontario Land Surveyor indicate the area on the Registered Survey for potential easement. The Township solicitor will create and register the easement, with the cost to be paid by the Applicant.
- vi. The Shore Road sidelines are normally determined by extending the property line straight to the water. In cases where this will effect 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 line or deny the application.

f) Public Notice:

Shore Road Allowance

- i. Notice will be provided to the abutting owners of the Applicants land by mail, informing them of the Application and notifying them that they have thirty (30) days in which to submit any objection in writing to the Township.
- ii. The Notice will be posted on the Township's Website.
- iii. The Township will provide signs to the Applicant(s), to be posted clearly identifying the subject Road Allowance on the waterfront and at the entrance to the property for a period of ten (10) days minimum. The posting of the signs at the subject property will be the responsibility of the Applicant(s) and notice must remain until the By-law is passed and the application deemed complete.
- iv. Applicants are required to provide an affidavit and submit photos of the posted notice to the Township office.
- v. 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. 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.

Concession/Lot/Reserve/Forced Road Allowance

- i. In the case of a Concession/Lot/Reserve/Forced Road Application, the Notice will be provided by prepaid first class mail to every owner of land within sixty (60) metres of the boundary of the lands proposed to be sold. 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.
- ii. The Notice will be placed in the Frontenac News at least ten (10) days prior to the By-law being passed; and posted on the Township's Website. The Township will provide signs to the Applicant(s), to be posted clearly identifying the subject Road Allowance for a period of fourteen (14) days minimum. The posting of the signs at the subject property will be the responsibility of the Applicant(s) and notice must remain for the required period of time.
- iii. 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. 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.

Public comments received by the Clerk will be provided to Council for consideration.

g) Determination of Land Costs:

Shore Road Allowance

The area used to calculate the Land Costs will be taken from the Registered Reference Plan or as provided by the Ontario Land Surveyor. The cost per square foot to purchase the Shore Road Allowance will be set out in the Township's Fees and Charges By-law.

Note: The Township uses a conversion of 1 square metre equals 10.76 square feet.

Concession/Lot/Reserve/Forced Road

In the case of a Concession/Lot/Reserve/Forced Road Application, the length used to calculate the Land Costs will be taken from the Registered Reference Plan. The land costs to purchase a Concession/Lot/Reserve/Forced Road Allowance will be set out in the Township's Fees and Charges By-law.

Note: The Township uses a conversion of 1 metre equals 3.28 feet.

Land Costs can be paid by money order or cheque made payable to the Township of North Frontenac. Cash payment or debit transactions are accepted at the Township office.

h) Council Approval and Adoption of By-law:

- i. Council will consider all public comments received.
- ii. Prior to the disposal of land by the Township, Council shall, by resolution, declare the property to be surplus to the needs of the Township.
- iii. A By-law will be provided to Council for consideration at a regularly scheduled Council Meeting.
- iv. If the By-law is passed by Council, it will be provided to the Township Solicitor to obtain a Property Identification Number and to be registered. The Township Solicitor's legal costs are covered by the Administration Fee provided by the Applicant.

i) Deed and Consolidating Documents:

- i. The Clerk will prepare a Consolidation Agreement to ensure the Road Allowance merges with the Applicant's lands. Once the Agreement is signed by the Township's signing authorities it will be provided to the Applicant's Solicitor to be signed by the Applicant along with the registered By-law and Property Identification Number.
- ii. The Applicant's Solicitor will be responsible for preparing the Transfer, having the Applicant sign the Consolidation Agreement and registering the Transfer and Agreement.
- iii. All costs for this legal work is the responsibility of the Applicant.
- iv. A copy of the Registered Deed and Consolidation Agreement shall be provided to the Township.

The Corporation of The Township of North Frontenac

By-law # 21-23

Being a By-law to Provide for the Adoption of the Estimates for the Sums required during the year 2023 for the purposes of the Township of North Frontenac and to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2023.

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

And Whereas pursuant to Section 312(2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, and amendments thereto, the Township of North Frontenac shall pass a Bylaw levying a separate Tax Rate, as specified in the By-law, on the assessment in each property class in the Township of North Frontenac rateable for local municipality purposes;

And Whereas all property assessment rolls on which the 2023 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, chapter A.31, and amendments thereto, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

And Whereas the "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment," "Pipeline Assessment", "Farmlands Assessment", and "Managed Forests Assessment" and the applicable subclasses pursuant to Section 7 of the Assessment Act have been determined on the basis of the aforementioned property assessment rolls;

And Whereas the County tax rate, tax ratios and tax rate reductions for prescribed property subclasses are established by the County of Frontenac;

And Whereas the province wide rate for the education portion for property taxes is set annually per O.Reg. 400-98: Tax Matters - Tax rates for School Purposes under Education Act, R.S.O. 1990, c.E.2 as amended;

And Whereas the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 342, 345, 346, and 347, as amended, authorizes Council to establish due dates, penalties for non-payment of taxes, installments, payment into bank, and acceptance of part payments and disposition of part payments.

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

- 1. That**, for the year 2023, the tax rates to be applied to the taxable assessment of North Frontenac Township be set out in Schedule 'A', attached hereto.
- 2. That** the levy for municipal purposes be set at \$6,785,257 for the year 2023.

3. That for payments-in-lieu of taxes due to the Corporation of the Township of North Frontenac, the actual amount due to the Corporation of the Township of North Frontenac shall be based on the assessment roll and the tax rates for the year 2023;

4. That every owner of land within the Residential, Commercial, Industrial, Farmland and Management Forest Class, shall be levied according to the County, Education and Municipal Tax Rates and such tax shall become due and payable in two installments as follows:

- 50% of the final levy shall become due and payable on the 29th day of August 2023;
- The balance of the final levy shall become due and payable on the 27th day of October 2023;
- Non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.

5. That on all taxes that are levied, which are in default after the due date of any installment thereof, a penalty of 1.25% of the amount due and unpaid on the first day of default shall be imposed and thereafter a penalty of 1.25% per month shall be added on the 1st day of each and every month the default continues, until December 31, 2023.

6. That on all taxes in default on January 1st, 2024, interest shall be added at the rate of 1.25% per month for each month in which the default continues.

7. That penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy. All penalties and interest are to be collected first and the principle will be applied to the rates payable as taxes.

8. That monthly Tax Arrears Notices shall not be sent if the balance outstanding is less than five dollars (\$5.00).

9. That the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer to send the bill to another address, in which case it shall be sent to that address. The Treasurer may send a tax bill to the taxpayer electronically in the manner specified by the municipality, if the taxpayer has chosen to receive the tax bill in that manner.

10. That taxes shall be payable to The Corporation of the Township of North Frontenac by cheque (mailed or in person); cash or Debit Card (in person) and paid into the office of the Treasurer, 6648 Road 506, Plevna, Ontario K0H 2M0; or via telebanking or Internet banking systems with major specified banks (including online Credit Card Payments for property taxes only).

11. That payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only.

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

And That this By-law shall come into full force and effect from and after its passing.

Read a first and second time, this 17th day of March, 2023.

Read a third and final time and passed this 17th day of March, 2023.

Mayor _____

Clerk _____

Schedule 'A' to By-law #21-23 Final Tax Rate

Township of North Frontenac 2023 Taxation Year					
TAX RATES					
		BASED ON \$ 6,785,257 TO BE RAISED FOR MUNICIPAL TAXATION			
<u>CLASS</u>	<u>DESCRIPTION</u>	<u>MUNICIPAL</u>	<u>COUNTY</u>	<u>EDUCATION</u>	<u>TOTAL</u>
CT	Commercial	0.00720300	0.00208073	0.00880000	0.01808373
CU	Commercial (Excess Land)	0.00504210	0.00145651	0.00880000	0.01529861
CX	Commercial (Vacant Land)	0.00504210	0.00145651	0.00880000	0.01529861
XT	Commercial New Construction	0.00720300	0.00208073	0.00880000	0.01808373
XU	Commercial New Construction (Excess)	0.00504210	0.00145651	0.00880000	0.01529861
CO	Commercial - On Farm Business 2	0.00720300	0.00208073	0.00880000	0.01808373
FT	Farmlands	0.00180075	0.00052018	0.00038250	0.00270343
IT	Industrial	0.00720300	0.00208073	0.00880000	0.01808373
IX	Industrial (Vacant Land)	0.00468195	0.00135247	0.00880000	0.01483442
JT	Industrial New Construction	0.00720300	0.00208073	0.00880000	0.01808373
J7	Industrial - Small Scale on Farm Business	0.00180075	0.00052018	0.00220000	0.00452093
RT	Residential/Farm	0.00720300	0.00208073	0.00153000	0.01081373
TT	Managed forest	0.00180075	0.00052018	0.00038250	0.00270343
EXAMPLE BASED ON \$100,000 RESIDENTIAL ASSESSMENT					
		<u>MUNICIPAL</u>	<u>COUNTY</u>	<u>EDUCATION</u>	<u>TOTAL</u>
2022-2023	DOLLAR INCREASE/DECREASE	\$20.86	\$14.56	\$0.00	\$35.42
	% INCREASE/DECREASE	2.98%	7.52%	0.00%	3.39%
	2023	\$720.30	\$208.07	\$153.00	\$1,081.37
	2022	\$699.44	\$193.51	\$153.00	\$1,045.95

The Corporation of the Township of North Frontenac

By-law #22-23

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with Eastern Ontario Trails Alliance (EOTA) to Honour the EOTA Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2023 Season

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and the Clerk are authorized to sign the Agreement with EOTA to honour the EOTA Trail Pass for use of Crown Roads included in the Townships Land Use Permit for the 2023 season and that said Agreement shall be attached heretofore as Schedule A;

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

And That this By-law shall come into force and take effect on the date of final passing.

Read a first and second time this 17th day of March, 2023

Read a third time and passed this 17th day of March, 2023

Mayor _____

Clerk _____



This Agreement is Made the 17th Day of March, 2023

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Eastern Ontario Trails Alliance

hereinafter called the "EOTA"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR);

And Whereas the Township agrees to honour the EOTA's Trail Pass for use of these Crown Roads throughout the 2023 season;

And Whereas the EOTA agrees to reimburse the Township for any shortfalls between the 2009 and 2023 Township Crown Road Permit Sales as set out in the original 2010 Agreement (to a maximum of \$5,000);

And Whereas the EOTA agrees that prior to installing any signage, a draft of the proposed signage shall be provided to the Manager of Community Development (MCD) for the Township, to obtain approval from the MNDMNR in accordance with the Township's LUP;

And Whereas the EOTA agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the EOTA's 2023 Trail Pass for use of the Crown Roads in the Township, as reflected in the Township's 2023 LUP with the MNDMNR, throughout the 2023 season. This Agreement shall be effective for 2023 only.
2. The EOTA acknowledges and agrees that the permit sales by the Township for use of Crown Roads in 2009 was \$24,345.06. The EOTA agrees to pay to the Township an amount that, when added to the total amount of permit revenue received by the Township for 2023, shall equal an amount of \$24,345.06; however the amount to be paid is not to exceed \$5,000 unless agreed to by both parties.
3. The EOTA agrees that it shall pay to the Township all outstanding amounts due pursuant to this Agreement, to be billed on or before December 31, 2023 and paid within 30 days.

1 of 3
2023 Agreement between the Township of North Frontenac and the Eastern Ontario Trails Alliance
March 17, 2023

4. The EOTA covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads in the Township of North Frontenac without written approval from the Township. The EOTA shall submit all draft proposed signage to the MCD for the Township, to obtain approval from the MNDMNR in accordance with the Township's LUP prior to posting any signs. The EOTA shall indemnify the Township for any costs related to posting of unauthorized signage.
5. The EOTA will be required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. A Certificate of Insurance shall be provided by the EOTA within fourteen (14) days of the execution of this Agreement.
6. The EOTA shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the EOTA or anyone for whom it is responsible at law; or (b) arising from any breach by the EOTA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the EOTA:
Eastern Ontario Trails Alliance
Postal Bag 1444
Tweed, ON
K0K 3J0

To the Township of North Frontenac:
The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2G0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the EOTA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

9. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

Eastern Ontario Trails Alliance

Per: _____
Chairman

Per: _____
General Manager

I have the authority to bind the corporation

The Corporation of the Township of North Frontenac

By-law #23-23

Being a By-law to authorize the Mayor and Clerk to sign an Agreement between the Corporation of the Township of North Frontenac and Frontenac Municipal Law Enforcement Inc. for Animal Control, By-law Enforcement Services; Livestock Evaluator; and Inspection under the Residential Tenancies Act; and to repeal By-law #44-18

Whereas the Municipality passed By-law #43-18 to appoint the Township's Chief Building Official and qualified officers and employees of Frontenac Municipal Law Enforcement Inc. as inspectors for the purpose of enforcing the prescribed maintenance standards contained in O.Reg 517/10 under the Residential Tenancies Act, S.O. 2006 c. 17;

And Whereas the Municipality passed By-law #48-18 to appoint Municipal Law Enforcement Officer(s) for the purpose of enforcing the By-laws of the Municipality;

And Whereas the Municipality passed By-law #44-18 to sign an Agreement with Frontenac Municipal Law Enforcement Inc. and such Agreement has expired;

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts the following:

1. **That** the Mayor and the Clerk are authorized to sign the new Agreement between the Township of North Frontenac and Frontenac Municipal Law Enforcement Inc. for Animal Control, By-law Enforcement Services, Livestock Evaluator and Inspection under the Residential Tenancies Act on behalf of the Township of North Frontenac and that said Agreement shall be attached heretofore as Schedule A.
2. **And That** this By-law shall come into full force and take effect upon the date of final passing.
3. **And That** all Resolutions, By-laws or parts of By-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

Read a first and second time, this 17th day of March, 2023.

Read a third time and passed this 17th day of March, 2023

Mayor

Clerk

Schedule “A” to By-law # 23-23

The Corporation of the Township of North Frontenac Animal Control, By-law Enforcement, various duties under Dog Owners Liability Act and Inspections under the Residential Tenancies Act Services Agreement

Made this 17th day of March, 2023

Between:

The Corporation of the Township of North Frontenac
hereinafter referred to as the “Township”

Party of the first part

- and –

Frontenac Municipal Law Enforcement Inc.

hereinafter referred to as the “Contractor”

Party of the second part

Whereas the Township requires the services of a qualified Contractor that will provide By-law Enforcement, Animal Control Services and Inspections under the Residential Tenancies Act to the Township of North Frontenac;

And Whereas the Township and the Contractor (hereinafter referred to as “the Parties”) deem it desirable to put the terms of this Agreement for services in writing;

And Whereas the Contractor has advised that, subject to the terms and conditions outlined in this Agreement, it is prepared to offer these services to the Township;

Now This Agreement Witnesseth that in consideration of the mutual covenants contained herein, the Parties hereto agree as follows:

1. Terms of Agreement

- 1.1. The Contractor is hereby engaged to perform various duties of a By-law Enforcement Officer, Animal Control Officer, under the Dog Owners Liability Act (DOLA), Inspector under the Residential Tenancies Act and act as the Township’s Livestock Evaluator as required by the Township in the conduct of its business and on the terms and conditions detailed in this Agreement.

- 1.2. The Contractor shall not, without the prior written approval of the Township, retain any other individuals, firms or corporations on behalf of the Township or as consultants or agents of the Contractor for the purpose of providing any services beyond those services to be provided by the Contractor in accordance with the Agreement.
- 1.3. The Township hereby covenants and agrees to and with the Contractor that it shall and will, in consideration of the covenants and agreements being strictly performed by the Contractor as specified under Item 1.1 above, make payments or cause payments to be made to the Contractor for services in accordance with the fees and payment terms and conditions set out in the Agreement.
- 1.4. It is understood that this Agreement is an Agreement for services and not a contract of services and that the Contractor is an independent Contractor and not an employee of the Township. Further, the payment detailed 3.2 below is the sole obligation of the Township, to the Contractor and that the Contractor is not entitled to receive any of the Township benefits received by the employees of the Township, including, but not limited to R.R.S.P., C.P.P. or E.I. contributions, vacation or holiday pay, life insurance or other employee benefits. The Contractor shall assume full responsibility and liability for the payment of any monies received from the Township and shall indemnify and hold the Township harmless from and against all claims and demands under the Income Tax Act of Canada and related legislation passed by the Province of Ontario, for or in respect of withholding tax and any interests or penalties thereto, or similarly with respect to the Occupational Health and Safety Act, Workplace Safety and Insurance Act, Unemployment Act, Employment Insurance Act, or the Canada Pension Plan Act and any costs or expenses incurred in defending such claims or demands.
- 1.5. The Contractor understands and agrees to the term of the Agreement which shall commence on April 2, 2023 and the term of this Agreement shall expire on April 2, 2027.

2. Termination of Agreement

- 2.1. This Agreement may be terminated in one of the following ways:
 - 2.2.1 Upon either party giving the other sixty (60) days written notice of the intention to terminate this Agreement.
 - 2.2.2 Upon the failure of the Contractor to perform the services as herein specified (without the approval of the Township).
 - 2.2.3 In the event of acts of willful negligence or disobedience by the Contractor resulting in injury or damages to the Township.
 - 2.2.4 Failure to execute and fulfill this Agreement and to file all documentation, as required herein, within the specified time period shall be just cause for the cancellation of this Agreement.

- 2.2. The Township's right to terminate this Agreement shall not be affected by its failure to take action with respect to any previous default.

3. Remuneration

- 3.1. The Contractor shall submit itemized invoices at the end of each calendar month and allow for payment to be made under the terms "Net 30 (thirty) days" from the date of submission.

- 3.2. The Contractor shall be paid on a monthly basis for services rendered to the Township upon the receipt of an invoice itemizing what payment type for service(s) on the following basis:

- 3.2.1 Monthly Stand-by Rate: \$477.43 plus H.S.T. per month, payable on the first business day of each month.

The monthly stand-by rate to be automatically adjusted annually on January 1st, commencing January 1, 2024, based on Consumer Price Index (CPI) at August of the previous year.

- 3.2.2 Mileage: \$0.68 per kilometer, plus H.S.T. (CPI not applicable), being the same mileage rate as set at the Canada Revenue Agency mileage rate effective January 1st of the current year.

- 3.2.3 Hourly Rate: \$29.85 per hour plus H.S.T., for services as the Animal Control Officer and DOLA; and for By-law Enforcement and Inspections under the Residential Tenancies Act as directed by the Chief Administrative Officer (CAO) (i.e. attendance at Municipal meetings, attendance at court, inspections, etc.).

The hourly rate to be automatically adjusted annually on January 1st, commencing January 1, 2024, based on Consumer Price Index (CPI) at August of the previous year.

- 3.3 The Township shall notify the Contractor of funds being sent via Electronic Funds Transfer (EFT) by notification email.

4 Services

- 4.1 The Contractor shall provide the services outlined in 4.2 below as a duly qualified Animal Control Officer, By-law Enforcement Officer and/or Inspector under the Residential Tenancies Act. The Contractor shall provide said services in a professional and fully competent manner in accordance with the provisions of this Agreement and shall provide the Township with copies of its Officers/Inspectors qualifications to keep on file. In the event any of the Contractor's

Officers/Inspectors ceased to be qualified to provide the services in this Agreement, the Contractor shall advise the Township forthwith.

4.2 The services the Contractor shall provide:

- 4.2.1 Emergency Response 24 hours a day, 7 days a week for all Animal Control and Dog Owners Liability Act (DOLA) issues. The By-law Enforcement Officer shall attempt to contact the Owner of the dog by using the Dog Tag list with contact information that is provided regularly by the CAO Executive Assistant (CEA) before impounding the dog.
- 4.2.2 Enforcement of all Township By-laws 24 hours a day, 7 days a week, upon request from the CAO.
- 4.2.3 Respond to general inquiries from residents of the Municipality with respect to Animal Control and DOLA.
- 4.2.4 The Contractor shall contact the CAO prior to responding to public inquiries (excluding 4.2.3), as there could be pertinent information in the Township's Property Roll File or Confidential Complaint File which could influence the response. The Contractor shall provide a copy of all responses, verbal and/or written with respect to the inquiries about a specific property to the CAO for inclusion in the applicable Property Roll File or Confidential Complaint File.
- 4.2.5 The Contractor shall provide the services and duties as defined in the Residential Tenancies Act for the purposes of enforcing the prescribed maintenance standards contained in Ontario Regulation 517/06. These services and duties shall be directed by the CAO.
- 4.2.6 Respond to all Ontario Provincial Police (O.P.P.) emergencies, upon request from the Township or Ontario Provincial Police (O.P.P.), covered by this Agreement.
- 4.2.7 Detailed confidential By-law Enforcement and Residential Tenancies Act reports of all calls/issues/inspections (including pictures, measurements of buildings and distances for required setbacks and other information needed to ensure informed decisions can be made) to the CAO and CEA only, within 24 hours. Emails are acceptable; however, shall contain all the details.
- 4.2.8 Detailed monthly reports of all Animal Control and DOLA issues emailed to the CAO only.
- 4.2.9 Preparation of files for prosecution and appearances in Court related to the enforcement of the by-laws with respect to complaints issues that the Township has requested the Contractor be involved in.
- 4.2.10 The Contractor shall conduct Crown Land inspections, upon request from the Township Manager of Community Development and/or CAO.
- 4.2.11 The Contractor shall, when in the area for other Township matters, inspect the Township Public Beach areas and report any infractions (along with pictures, if applicable) to the CAO for review.
- 4.2.12 The Contractor shall act as the Township's Livestock Evaluator when required throughout the term of this Agreement.

4.3 Level of Service expectations:

- 4.3.1 Non-emergency matters will typically be responded to Monday to Friday 8:30 am – 4:30 pm and within 24-48 hours from receiving notice of the complaint.
- 4.3.2 A level of service at least equal to the current level of service as agreed upon within this Agreement, for the duration of this Agreement.
- 4.3.3 The Contractor shall ensure no By-law Enforcement Officer shall enter any room or place used as a dwelling without first obtaining a warrant or upon first receiving the occupier's consent to entry.

4.4 The Contractor while acting on behalf of the Township shall abide by the Township's By-laws, and written Policies and Procedures.

4.5 The Contractor understands that while working on behalf of the Township the Contractor is considered a Representative of the Township and shall identify themselves as such, and act professionally, respectfully and politely in all matters

4.6 The Contractor shall work in compliance with all health and safety regulations to include, but not be limited to, the utilization of proper protective clothing/equipment and to ensure that all equipment is kept up to safe operating standards at all times. The Contractor acknowledges its obligations under the *Occupational Health and Safety Act*, and the Township's Health and Safety Policy. The Contractor must provide proof of Fall Arrest Certification, if applicable. The Contractor shall have Worker's Safety and Insurance Board (W.S.I.B.) coverage and shall provide the municipality with a "Clearance Certificate" furnished by W.S.I.B. in advance of undertaking any of the work required by the Agreement and additional Clearance Certificates to cover the duration of the Agreement. The Clearance Certificate provided by W.S.I.B. certifies that the Contractor is in good standing with W.S.I.B., and confirms that their account is active and up to date.

4.7 The Contractor shall provide a copy to the Township of the company's Health and Safety Policy, at the start of Agreement and throughout the term if amended.

4.8 The Contractor shall provide at its own expense:

- i. A telephone answering service (paging system) 24 hours a day, 7 days a week.
- ii. Marked vehicles equipped with working communication equipment, facsimile, other relevant equipment and the ability to use all equipment (i.e. caging, nooses, etc.).
- iii. Uniformed inspections, upon request of the Township, throughout the municipality and each By-law Enforcement Officer to wear appropriate identification badges.

5 Confidentiality of Information

- 5.1 The Contractor shall ensure all correspondence (i.e. emails, Solicitor's advice, etc.) and all conversations (i.e. meetings, telephone calls, etc.) are kept confidential.
- 5.2 The Contractor, its Agents and Employees shall not disclose to anyone outside of the Township CAO or CEA, without prior written permission from the Township, any aspect of the Township's business, except as required in the course of exercising their duties and responsibilities with the Township. This non-disclosure requirement will survive the termination of this Agreement. This Agreement will continue to restrict the Contractor's disclosure of such information after the termination of this Agreement, until such information has been made public through no fault of the Contractor.

6 Records

- 6.1 At all times during the term of this Agreement the files and records of the Contractor kept in the course of providing services under this Agreement are the sole property of the Township and as such management of said records and reports shall be kept secure, be available to the Township upon request, and not destroyed. Furthermore, the Contractor shall communicate information using the Township's Access E11 Software Program as required.
- 6.2 After the termination of this Agreement, the Contractor shall promptly return, without request from the Township, to the Township any of the Township's information, materials and other property, which may subsequently be in the Contractor's possession.

7 Insurance

- 7.1 The Contractor, at the Contractor's expense, shall furnish the Township with a "Certificate(s) of Insurance" of a liability insurance policy covering public liability and property damage for no less than the minimum amounts stated below to the satisfaction of the Township, naming The Corporation of the Township of North Frontenac as additional insured and keep in force and to supply prior to the Agreement commencement date and for the entire Agreement period. The Insurance must be underwritten by an insurer licensed to conduct business in the Province of Ontario.
- 7.2 The standard insurance minimums are as follows and as applicable to the specific Agreement:
- \$5 million - general liability policy
 - \$2 million – automobile liability policy

- Products and completed operations coverage
- Broad Form Property Damage
- Contractual Liability
- Owners and Contractors Protective
- The policy shall provide 30 days prior notice of cancellation
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured

8 Severability

- 8.1 If any provision or portion of any provision in this Agreement should be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and shall be deemed to be completed and the remaining provisions or portions shall remain valid and binding.

9 Dispute Resolution

- 9.1 Dispute between the two parties with respect to the Agreement, which they are unable to resolve through negotiations, at the request of a party, shall be submitted to arbitration pursuant to the *Arbitration Act, 1991* and the decision of the arbitrator or, if more than one, the decision of the majority shall be final and binding on the parties. The arbitrator(s) will not have any power to alter or change any provisions of this Agreement or to substitute any new provisions for any existing provisions or to give any decision inconsistent with the terms and provisions of the Agreement. Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator(s).

10 Laws Governing this Agreement

- 10.1 The Contractor, as a condition of this Agreement, will be required to comply with the applicable laws of the Province of Ontario and Canada, including but not limited to the:

- *Occupational Health and Safety Act (Ontario);*
- *Ontario Human Rights Code;*
- *Pay Equity Act (Ontario);* and
- any and all other legislation.

- 10.2 This Agreement shall be construed and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.

11 Successors and Assigns

- 11.1 The Township and the Contractor, respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party to the Agreement

and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of the Agreement. Except as otherwise provided herein, neither the Township nor the Contractor shall assign, sublet or transfer an interest in the Agreement without the written consent of the other.

12 Indemnity

12.1 The Contractor hereby indemnifies and saves harmless the Township from any suit, action, cause of action, claim, or damages whatsoever of any nature and kind arising from the breach by the Contractor or any terms of this Agreement or the negligence of the Contractor in conducting its, its agents' or its employees' services.

13 Extent of Agreement

13.1 This Agreement represents the entire and integrated Agreement between the Township and the Contractor and supersedes all prior negotiations, representations, or agreements either written or oral. This Agreement may be amended only in writing, signed by both the CAO of the Township and the Contractor.

14 Amendments

14.1 No provision of this Agreement shall be amended, altered or waived except by a further written Agreement between parties. No waiver of a provision of this Agreement shall operate as a waiver of any other provision or of the same provision on a future occasion.

15 Notice

15.1 All notices, requests, or other communications to be given by a party hereto shall be in writing and any notice to be given under this Agreement may be given personally, by e-mail or by prepaid Registered mail and shall be given at such other addresses or emails as such party may hereafter specify by notice to the other party. Each such notice, request, or other communication shall be effective:

- 15.1.1 if given by email, when such email is transmitted to the specified email address and the appropriate answer back is received;
- 15.1.2 if given by Registered mail, receipt shall be deemed to have occurred seven (7) clear days after the mailing thereof; or
- 15.1.3 if given by any other means, when delivered at the specified address.

Notice to the parties may be delivered to the following addresses:

To the Township at:
Chief Administrative Officer
Township of North Frontenac

6648 Road 506
Plevna, ON K0H 2M0
Fax: (613) 479-2352
Email: cao@northfrontenac.ca

To the Contractor at:
Frontenac Municipal Law Enforcement Inc.
1382671 Ontario Inc.
4022 C/P Boundary Road
RR#1
Harrowsmith ON K0H 1V0
Attention: Leanne Ruttan
Email: bylaw3@kos.net

16 Time is of the Essence

16.1 Time shall be of the essence in the performance of obligations pursuant to this Agreement.

17 Acknowledgement

17.1 The Contractor hereby acknowledges having read and understood the within Agreement.

In Witness Whereof the Parties hereto agree to the terms of this Agreement and have duly executed this Agreement on the 17th day of March 2023.

Frontenac Municipal Law Enforcement Inc.
1382671 Ontario Inc.
4022 C/P Boundary Road
RR#1
Harrowsmith ON K0H 1V0

Per: _____
Signature Print Name

I have the authority to bind the Corporation.

Date Title

Signature of Witness Print Name

Date

Title

Township of North Frontenac

Mayor

Date

Clerk

Date

The Corporation of the Township of North Frontenac

By-law #24-23

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with Ottawa Valley ATV Club (OVATVC) to Honour the OVATVC Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2023 Season

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and the Clerk are authorized to sign the Agreement with OVATVC to honour the OVATVC Trail Pass for use of Crown Roads included in the Townships Land Use Permit for the 2023 season and that said Agreement shall be attached heretofore as Schedule A;

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

And That this By-law shall come into force and take effect on the date of final passing.

Read a first and second time this 17th day of March, 2023.

Read a third time and passed this 17th day of March, 2023.

Mayor

Clerk



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 17th Day of March, 2023

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Ottawa Valley ATV Club

hereinafter called the "OVATVC"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR);

And Whereas the Township agrees to honour the Ontario Federation of ATV's (OFATV's) Trail Pass for use of these Crown Roads throughout the 2023 season;

And Whereas the OVATVC agrees to provide the Township a 2023 contribution of \$20,000;

And Whereas the OVATVC agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2023;

And Whereas the OVATVC agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFATV's 2023 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2023 LUP with the MNDMNR, throughout the 2023 season. This Agreement shall be effective for 2023 only.
2. The OVATVC will contribute \$20,000 in 2023 to be paid within fourteen (14) days of signing of this Agreement.
3. The OVATVC covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2023.
4. The OVATVC will be required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. A Certificate of Insurance shall be provided by the OVATVC within fourteen (14) days of the execution of this Agreement.
5. The OVATVC shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property:

1 of 2

2023 Agreement between the Township of North Frontenac and the OVATVC
March 17, 2023

(a) to the extent caused by any negligent act or omission of the OVATVC or anyone for whom it is responsible at law; or (b) arising from any breach by the OVATVC of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.

6. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
7. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the OVATVC:
Ottawa Valley ATV Club
20 Gesner Court
Kanata, ON K2L 3K1

To the Township of North Frontenac:
The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2G0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the OVATVC, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

8. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
9. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

The Corporation of the Township of North Frontenac

Gerry Lichty, Mayor

Tara Mieske, Clerk

I have the authority to bind the corporation

Ottawa Valley ATV Club

(Signature)

(Name and Title)

(Signature)

(Name and Title)

I have the authority to bind the corporation

The Corporation of the Township of North Frontenac

By-law #25-23

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 March 17, 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 March 17, 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 March 17, 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 March 17, 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 17th day of March, 2023

Read a third time and passed this 17th day of March, 2023

Mayor

Clerk