



**Regular Council Agenda**  
**May 19, 2023 - 9:00 a.m.**  
**Municipal Office - Council Chambers**  
**6648 Road 506, Plevna**  
[Zoom Meeting Registration](#)

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Page

**1. Call to Order**

**2. Approval of Agenda**

a) May 19, 2023

**Be It Resolved That** Council approves the Agenda for the Regular Meeting dated May 19, 2023, as circulated.

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

**4. Business Profile**

None.

**5. Presentations**

11 - 19

a) Frontenac County OPP Detachment: Rural Mobile Crisis Response Team

**Be It Resolved That** Council receives for information the presentation from Acting Staff Sargeant Jamie Davis, Frontenac OPP Detachment, Skyla Barr and Tiffany Martin regarding the Rural Mobile Crisis Response Team; and thanks them for their time spent today.

**6. Delegations**

20

a) North Frontenac Lake Association Alliance(NFLAA): NFLAA - A Township Partner

**Be It Resolved That** Council receives for information the presentation from Bruce Moore, President, North Frontenac Lake Alliance Association (NFLAA) and Pat McCarron, NFLAA Executive member, entitled "NFLAA - A Township Partner"; and thanks them for their time spent today.

**7. Adoption of Minutes**

21 - 29

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

**Be It Resolved That** Council adopts the Minutes of a Meeting dated April 28, 2023 as circulated.

**8. Business Arising Out of Minutes**

30 - 33

- a) Resolution #203-23: Agreement with By-Town Motorcycle Association (BMA) for 2023

**Whereas**, at their meeting on April 28, 2023, Council passed Resolution #203-23 receiving for information the Manager of Community Development's (MCD) Administrative Report entitled "By-Town Motorcycle Association Agreement (BMA) request"; and that Council directed the MCD to bring back a signed Agreement to a Regular meeting of Council for signature;

**Therefore Be It Resolved That** Council will consider a By-law later in the meeting to sign the Agreement.

34 - 35

- b) Resolution #20-23: Lake Association Representation

**Whereas**, at their meeting on January 13, 2023, Council passed Resolution #20-23 receiving for information the Clerk/Planning Manager's Administrative Report entitled "Council Portfolio Appointments and Vacancies"; and that Council appointed both Councillors from each Ward as representatives for the Lake Associations;

**Therefore Be It Resolved That**, Council receives for information the email from Mayor Lichty dated May 8, 2023 advising the Malcolm and Ardoch Lake Association feels having one representative is better than two to ensure continuity of actions, answers, etc.;

**And That** the Mayor has requested this matter be discussed by Council;  
**And That** \_\_\_\_\_

**9. Communications**

36 - 37

- 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

38 - 45

- B1. Federation of Ontario Cottagers' Association re: April Elert - Short Term Rental By-law Update

**Be It Resolved That** Council receives for information the Federation of Cottagers' Association (FOCA) Elert for April 2023, including information regarding the adoption of a Short Term Rental (STR) By-law

by the City of Kawartha Lakes and the rejection of an STR By-law by Seguin Township;

**And That**, at their meeting on February 4, 2022 , Council approved in principle STR Rental Guidelines to be mailed to all North Frontenac residents and businesses;

**And That**, at their meeting on September 2, 2022, Council directed the CAOs discuss STRs and the CAO prepare a report for the next term of Council;

**And That** Council will discuss STRs at their Strategic Planning Sessions in 2023 to determine priority of this topic.

46 - 50

- B2. Township of Central Frontenac re: Request for Support - Tax Sale Surplus

**Be It Resolved That** Council receives for information a letter dated March 31, 2023 from the CAO of Central Frontenac and a letter dated March 22, 2023, from the Acting Clerk of the Towns of Essex to Steve Clark, Minister of Municipal Affairs, requesting the reinstatement of previous legislation permitting a municipality to apply for and retain surplus proceeds from a tax sale within their jurisdiction ;

**And That** Council supports this request and directs the Clerk to forward this Resolution to the Ministry of Municipal Affairs and Housing, the Ministry of Finance and MPP John Jordan.

51 - 52

- B3. Deputy Mayor Inglis: Update Report on the Restoration of Waites Beach

**Be It Resolved That** Council receives for information an email dated May 6, 2023 from Janice Arthur providing an update on the restoration of Waites Beach, as a result of the Derecho in May 2022;

**And That** Council receives the email from the Manager of Community Development advising the accessibility path has been repaired and providing some further information on the repairs and clean-up;

**And That** Council would like to extend their gratitude to all the volunteers for their hard work restoring this beautiful site; and also would like to thank Township staff and staff from Mississippi Valley Conservation Authority (MVCA) for their assistance.

53 - 55

- B4. Cloyne Recreation Club re: Meet the Machine Invite and Request for Township Participation

**Be It Resolved That** Council receives for information an email dated May 9, 2023 the Cloyne Rec Club requesting the Township's participation in the "Meet the Machine" Event to be held June 10, 2023 from 10am to 12pm at the Cloyne Community Hall and North Addington Education Centre;

**And That** Council approves the Township's participation provided staff are available from the Public Works and/or North Frontenac Fire Department to participate in the event.

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

**Reports Requiring Action**

**56 - 61**

- a) Clerk/Planning Manager: Proposed Pre-Application Consultation By-law and Amendments to the Requirements for the Processing of Planning Applications By-law

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Pre-Application Consultation By-law and Amendments to the Requirements for the Processing of Planning Applications By-law";

**And That** Council will consider the Pre-Application Consultation By-law and the amended Requirements for Processing Planning Applications later in the meeting.

**62 - 64**

- b) Clerk/Planning Manager: Two (2) Shore Road Allowance Applications for Approval in Principle – Ward and Whitton

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Two (2) Shore Road Allowance Applications for Approval in Principle – Ward and Whitton";

**And That** Council approves in principle the Application(s) to close, stop up and sell the Shore Road Allowance(s) as describes below:

- Part of the Shore Road Allowance lying adjacent to Part Lot 29, Concessions 3 and 4, geographic Township of South Canonto (Canonto Lake);
- Part of the Shore Road Allowance lying adjacent to Part Lot 8 and Lot 8A, Plan 417, geographic Township of Miller (Grindstone Lake).

**65 - 66**

- c) Clerk/Planning Manager: Road Allowance Closure for Approval in Principle – Jackson & Stroobach and Witteveen & McClure

**Be It Resolved That** Council receives for information the Clerk/Planning Manager Administrative Report entitled "Road Allowance Closure for Approval in Principle – Jackson & Stroobach and Witteveen & McClure";

**And That** Council approves the Application to close, stop up and sell a portion of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto to the two (2) adjacent property owners in accordance with the Road Closing Policy.

**67 - 70**

- d) Clerk/Planning Manager: Road Allowance between Lots and Shore Road Allowance Closure for Approval in Principle – Kosziwka

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

**And That** based on the Road Closing Policy not to sell Concession Road Allowances which lead to water or have potential future use by the Township; and the recommendations from the Municipal Road Inspector

and the Public Works Manager, Council denies the Application to close, stop up and sell a portion of the Road Allowance between Lots 15 and 16, Concession 2, geographic Township of Barrie;

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

- Part of the Shore Road Allowance lying in front of Lot 16, Concession 2, geographic Township of Barrie (Big Gull Lake).

71 - 81

- e) Clerk/Planning Manager: Encroachment Agreement for a Structure Located on Township Road Allowance – Heather Glen Properties Inc.

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Encroachment Agreement for a Structure Located on Township Road Allowance – Heather Glen Properties Inc.”;

**And That** Council instructs the Clerk to advise Heather Glen Properties Inc. that Council approves of their request to permit the encroachment of the structure on a portion of the Gull Lake Road, provided an Encroachment Agreement is entered into;

**And That** Council authorizes the Mayor and Clerk to sign the Encroachment Agreement once signed by Heather Glen Properties Inc. and a Certificate of Insurance is provided.

82 - 88

- f) Clerk/Planning Manager: Licence Agreement Application for Use of Township Shoreline Road Allowance – Eggleton

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Licence Agreement Application for Use of Township Shoreline Road Allowance – Eggleton”;

**And That** Council instructs the Clerk to advise Mr. and Mrs. Eggleton that Council approves of their request to have the dock on the Shoreline Road Allowance on Marble Lake, provided a Licence Agreement is entered into before the dock is re-installed;

**And That** Council authorizes the Mayor and Clerk to sign the Licence Agreement once Mr. and Mrs. Eggleton sign the Agreement and provide a Certificate of Insurance.

89 - 94

- g) Director of Emergency Services/Fire Chief: Fire Department Roster Update

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief’s Administrative Report entitled “Fire Department Roster Update”;

**And That** Council instructs the Director of Emergency Services, Fire Chief to continue to provide updates via an Administrative Report, to the Personnel and Audit Committee when the Roster is revised.

95 - 152

- h) Manager of Community Development: 2023 North Frontenac Community Grants Proposals

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “2023 North Frontenac Community Grants Proposals”;

**And That** Council approves \$1,000 for The North Frontenac Amateur Astronomy Club to help fund the construction of a second observatory and additional eyepieces for the telescopes;

**And That** Council approves \$1,000 for the Lions Club of Land O’ Lakes to assist with the cost of the 2023 Santa Claus Parade;

**And That** Council approves \$1,000 for the Clarendon Central Public School Parent Council for student transportation to excursions;

**And That** Council instructs the MCD to include \$1,500 in the draft 2024 Budget for consideration at that time, in regards to Clarendon Central Public School Parent Council’s request to have \$1,500 included in the annual budget to assist with school transportation for excursions;

**And That** Council approves \$1,000 for the North Frontenac Historical Society and Archives (NFHSA) to assist with Preservation Projects they are completing in 2023 as described in their Application for funding;

**And That** Council approves of the request from the NFHSA to install signs at the Dempsey, Ompah and Plevna/Ardoch Cemeteries and Council directs the Public Works Department to have them installed this year;

**And That** Council approves \$1,000 for the Back Roads Studio Tour to advertise and promote their 2023 Studio Tour;

**And That** Council approves \$987.39 for the North Frontenac Fitness Group for the purchase of exercise equipment.

153 - 154

- i) Manager of Community Development: Clar/Mill Community Hall Committee

**Be It Resolved That** Council receives for information the Manager of Community Developments (MCD) Administrative Report entitled “Clar/Mill Community Hall Committee”.

**And That** Council instructs the MCD to advertise for a new Clar/Mill Community Hall Committee and assist the current and new group with the transition when the time comes.

155 - 160

- j) Manager of Community Development: Prospective North Frontenac Astronomy Park Logos

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Prospective North Frontenac Astronomy Park Logos”;

**And That** Council selects Logo \_\_\_\_\_ as the official logo of the North Frontenac Astronomy Park.

161 - 162

- k) Public Works Manager: Update Regarding RFP 2023-04 4WD Backhoe Loader 2023 Model Year

**Be It Resolved That** Council receives for information the Public Works Manager’s Administrative Report entitled “Update Regarding RFP 2023-04 4WD Backhoe Loader 2023 Model Year ”;

**And That** Council approves awarding the tender at a maximum price of \$203,540.35 including non-recoverable HST;

**And That** Council instructs the Treasurer to take the additional cost from the Roads Sustainability TCA Reserve Fund.

163 - 164

- l) Public Works Manager: Mattress Recycling Trial

**Be It Resolved That** Council receives for information the Public Works Manager’s Administrative Report entitled “Mattress Recycling Trial”;

**And That** Council approves conducting a mattress recycling trial at the 506 Waste Site for the 2023 season;

**And That** the Public Works Manager will report the findings from the trial to Council at a future meeting.

165 - 172

- m) Treasurer: EOS Positioning Systems: RTK Base Station Hosting Agreement

**Be It Resolved That** Council receives for information the Treasurer’s Administrative Report entitled “EOS Positioning Systems: RTK Base Station Hosting Agreement”.

**And That** Council authorizes the Treasurer to sign the Agreement with EOS Positioning Systems to place an antenna at 6648 Road 506.

173 - 179

- n) Dmitry Kurylovich, Community Planner, County of Frontenac: Summary of Proposed Changes to the Provincial Policy Statement and Planning Act

**Be It Resolved That** Council receives for information the County Planner’s Administrative Report entitled “Summary of Proposed Changes to the Provincial Policy Statement and Planning Act”;

**That** Council direct the Clerk/Planning Manager to submit comments about the proposed changes as outlined in Appendix A of this report to the Province through the Environmental Registry of Ontario.

**Reports Received for Information Purposes Only**

180 - 184

- o) Director of Emergency Services/Fire Chief: Emergency Response Plan Annual Compliance Report - 2022

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief’s Administrative Report entitled “Emergency Response Plan Annual Compliance Report - 2022”.

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

185 - 189

- a) Committee of Adjustment/Planning Advisory Committee

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee dated February 27, 2023.

190 - 193

- b) Kaladar Barrie Joint Fire Committee

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Kaladar Barrie Joint Fire Committee dated February 17, 2023.

194 - 202

- c) Joint Health and Safety Committee

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Joint Health and Safety Committee dated May 9, 2023.

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

203 - 204

- a) Councillor Fowler: Reconsideration of Resolution #182-23 - Request to Assume a Section of Arcol Road and Extend the Maintenance Limits

**Be It Resolved That** Council receives the Notice of Motion from Councillor Fowler requesting Council reconsider Resolution #182-13 to assume a 420 metre section of the Arcol Road and extend the maintenance limits to Gordie Lane and advising Fedele Tremmaglia is willing to pay to have the turnaround constructed;

**And That** Council approves the assumption of the additional 420 metres of the Arcol Road and extends the maintenance limits to Gordie Lane, including snow plowing;

**And That** Council approves Mr. Tremmaglia having the turnaround constructed at his costs subject to entering into a Licence Agreement, which shall include the requirements for the construction of the turnaround established by the Public Works Manager and that the contractor is to provide liability insurance and WSIB;

**And That** the Public Works Manager will provide the required amendment to By-law #89-13 (Schedule B) to the Clerk Planning Manager;

**And That** Council instructs the Clerk Planning Manager to prepare the By-law to assume the road for a future Council Meeting.

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

205

- a) Resolution #210-23: Councillor Hermer - Request for Dedication to the late Gerry Martin, former Councillor and Deputy Mayor, for his public service

**Be It Resolved That** Council approves of a dedication for the late Gerry Martin, former Councillor and Deputy Mayor for his public service;

**And That** Council instructs the CAO to

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**14. Council Portfolio Verbal Reports**

206 - 207

- 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**

208 - 252

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

**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:

- #32-23 Pre-Application Consultation By-law;
- #33-23 Requirements for Processing Planning Applications;
- #34-23 Part Lot Control - Finch
- #35-23 To Sign Agreement with By-town Motorcycle Association;
- #36-23 Fees and Charges By-law;

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

**16. Public Forum**

**17. Closed Session**

- a) Closed Meeting of Council

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

- a. Adopt Minutes of a Meeting dated April 28, 2023;
- b. Consider Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose, with respect to Confidential Complaints; and
- c. To Discuss a Proposed or Pending Acquisition of land by the Municipality, specifically with regards to Seniors Housing.

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

**19. Confirmatory By-law**

253

- a) Confirming By-law #37-23

**Be It Resolved That** By-law #37-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held May 19, 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 June 9, 2023 or at the call of the Chair.

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

## Rural Mobile Crisis Response Team



## Our Goal....

The goals of police partnerships with mental health services are to support reductions in the number of mental health apprehensions and reduce the number of police hours spent in the emergency department as well as diverting individuals from emergency services and connecting them to community-based supports.

## Program Description

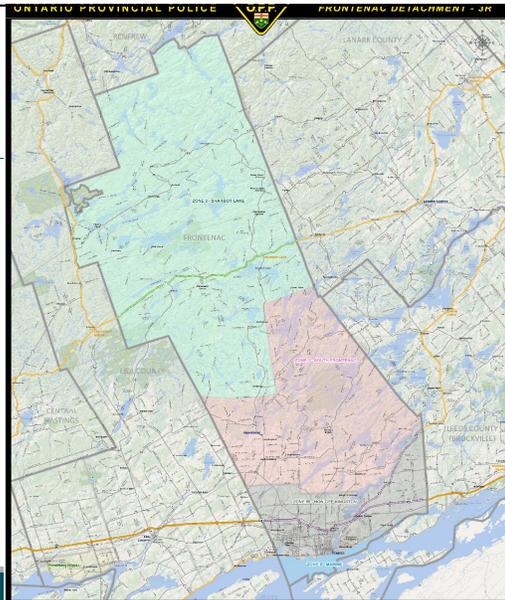
Program started March of 2020. It has grown and currently has 2 Crisis Workers, running out of both Hartington and Sharbot Lake detachments.

The MCRT Crisis Worker rides with a member on shift.

With two Crisis Workers, it allows a more robust rural program in remote areas in Frontenac County. Referrals are made 24/7, whether a worker is in the office or not. When not working, referrals are made via email.

### Frontenac County

Frontenac area is approximately 2,000 square kms and 40 kms of the 401 Hwy.



## Our Response

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The success of this program is that it provides a two-tier response;

1. Responding with an officer to those that are in imminent crisis.
2. Providing follow up after the incident and connecting to the appropriate services.

## Imminent Crisis

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Initial response with an officer, together they complete;

- De-escalation
- Risk Assessments/ mental health assessments
- Crisis plans
- Book Follow ups
- Connect with their support people/services
- Give added information to the situation if available

## Post Crisis/Follow up

- Follow up on referrals from Frontline officers when MCRT was not able to attend.
- Connecting with those following a crisis response.
- MCRT will identify what supports are already in place.
- Will identify what is required for support.

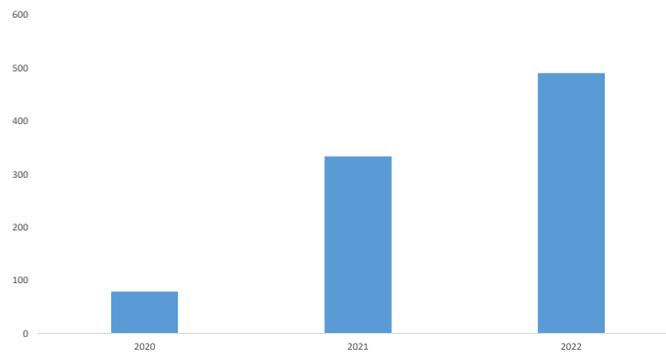
## Services Through AMHS-KFLA Include:

- Assertive Community Treatment Teams (ACTT Services)
- Intensive Case Management Services
- Transitional Case Managers (Short term – up to 12 weeks support)
- Addiction Counselling Services & Stabilization Beds
- Motherwise – Addiction counselling for Parents who are pregnant or have children 5 years and under
- Gambling support – online gaming addictions and online porn addiction (process addiction) for as young as 12 years old.
- Treatment and counselling services
- Safe Bed
- 24/7 mental health crisis line
- Court Support Services – court diversion programs and support
- Criminal and Justice Support Case Management & Release from Custody Case Management
- Family Resource Center – Resources and support for family members dealing with family suffering from mental health or addictions
- Housing – Rent subs/Comprehensive Integrated housing model living
- Psychiatry Services – For medication consults and diagnosis clarifications

## Calls for Service MCRT supports

- There is Known Mental Health issues – Depression, anxiety, schizophrenia, bipolar, personality disorders, etc.
- Suicide attempts/threats
- Domestic disputes, child custody issues, neighbor disputes
- Addictions issues/ known drug use
- Trauma – Fire, Sudden death, Missing persons, Collisions, Traffic Stops, Break and Enter
- Homelessness – Wandering person- Mysterious person in the area
- Hoarding issues
- Wellness Checks

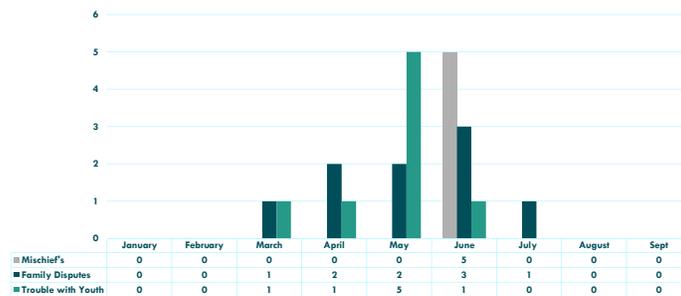
## MCRT Response



## Benefits – Case Study

- Spring time of 2022 officers responded to numerous calls for services to a residence in South Frontenac.
- The family was struggling with a number of social issues.
- There was a noticeable sudden spike in calls.
- MCRT engaged with officers
- A supportive plan was put in place

## Family Supported



## Case Study – Rural Support

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In June 2021, officers responded to a Neighbor Dispute – Complainant concerned that Neighbor is poisoning their water.

Officers and Rural MCRT Crisis Worker attended and spoke with complainant. At initial contact it was evident that there were numerous supports required, including for mental health.

Further to mental health concerns,

- Poor living conditions
- No hydro, no running water
- No transportation
- Minimal family and Community supports

## Case Study – Rural Support

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Action Items,

- Connected with their family doctor (NOTE: Had not been seen in 10 years)
- Case Management with KFLA AMHS connected
- Family member contacted
- Frontenac Transportation engaged

Results - Case Management,

- Mental Health supports
- Stabilization services
- Solar Panels
- Cell phone/services

## Process for Apprehension

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...grounds for apprehension exist, next steps;

- Page the social worker at KGH
- Provide information and assessment
- Upon arrival, she meets us there or dispatches another MH Navigator
- Social worker speaks with patient and then consults with Psychiatry Unit.
- Once Form 1 is issued, police are released by security.

Sharing examples....

## Recent Activities

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Presented to Schools

Ontario Federation of Agriculture AGM

OPP Specialty Services (Child Exploitation Unit)

SALT (South Frontenac & Central/North Frontenac)

## Contact Information and Hours:

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Skyla Barr: 613-329-7483

Tiffany Martin: 613-217-7464

We work Monday to Friday 8am to 4pm and two Saturday's a month  
10am to 6pm.

**From:** Bruce Moore  
**Sent:** May 8, 2023 11:01 AM  
**To:** Tara Mieske  
**Cc:** Brooke Drechsler; Corey Klatt; Gerry Lichty; Pat McCarron  
**Subject:** Re: Delegation to Council - May 19, 2023

Hi Tara,

Further to your information and request, I am copying into this email the correspondence I had with the Mayor regarding the presentation by NFLAA on May 19. The NFLAA will be represented by Pat McCarron and myself from our Executive.

As exchanged with Mayor Lichty.

"My topic will be titled "NFLAA a Township Partner". I do not intend to provide a slide deck. I will use not more than 10 minutes for my presentation, leaving 5 for questions and discussion. My messages and take always will be:

1. Understanding NFLAA: focus, history, actions to date, representation and decision making processes
2. An issues based, evidence driven approach - what this means and what is expected of our partners
3. NFLAA's priorities and why - septic safety, short term rentals, lake carrying capacity "

Pat and I look forward to addressing the Council. We will prepare on the basis of this understanding.

Ciao for no

Bruce

Bruce Moore  
President  
North Frontenac Lake Association Alliance  
[info@nflaa.ca](mailto:info@nflaa.ca)















Seconded By: Councillor Huetl

**Be It Resolved That** Council receives the Notice of Motion from Councillor Hermer requesting a dedication to the late Gerry Martin, former Councillor and Deputy Mayor for his public service;

**And That** Council approves of discussing this matter at the next Council Meeting.

**Carried**

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

None.

**14. Council Portfolio Verbal Reports**

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

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

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

Resolution #: 211-23 Moved By: Councillor Hermer

Seconded By: Councillor Huetl

**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:

- #30-23 - To Establish portion of Cruise Road, River Road and Struthadam Road as Highway

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

**Carried**

**16. Public Forum**

Note: The MCD; the DESFC and County Planning Staff left the meeting at this time.

**17. Closed Session**

- a. Closed Meeting of Council

Resolution #: 212-23 Moved By: Councillor Huetl

Seconded By: Councillor Hermer

**Be It Resolved That** Council retires to Closed Session at 10:39 a.m. to:

- Adopt Minutes of Closed Meeting dated April 6, 2023; and
- To Discuss a Proposed or Pending Acquisition of land by the Municipality, specifically with regards to Seniors Housing.

**Carried**

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

The Mayor advised that there is no report out of Closed Session.



Date April 28, 2023



Resolution # 203-23

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

**Moved By:**  
Councillor Hermer

**Seconded By:**  
Councillor Fowler

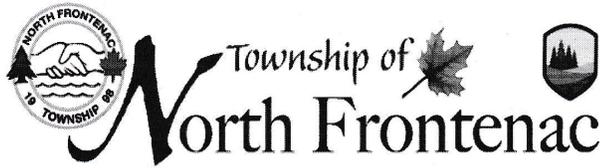
**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "By-Town Motorcycle Association Agreement (BMA) Request;

**And That** Council approves in principle a draft Agreement prepared by the MCD with a proposed 2023 contribution of \$6,500 as presented by the MCD;

**And That** Council directs the MCD to provide the draft Agreement to the BMA for consideration and the MCD will bring back the signed Agreement if agreeable by BMA to an upcoming Regular meeting of Council for signature.

**Carried**

Mayor



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 19<sup>th</sup> Day of May, 2023

Between:

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

hereinafter called the "Township"  
OF THE FIRST PART

and –

**By-Town Motorcycle Association**

hereinafter called the "BMA"  
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 Trail Riders (OFTR) Trail Pass for use of these Crown Roads throughout the 2023 season;

And Whereas the BMA agrees to provide the Township a 2023 contribution of \$6,500;

And Whereas the BMA agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2023;

And Whereas the BMA 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 of 3  
2023 Agreement between the Township of North Frontenac and the BMA  
May 19, 2023

1. The Township shall honour the OFTRs 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 BMA will contribute \$6,500 in 2023 to be paid within fourteen (14) days of signing this Agreement.
3. The BMA 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 BMA 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 BMA within fourteen (14) days of the execution of this Agreement.
5. The BMA 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 BMA or anyone for whom it is responsible at law; or (b) arising from any breach by the BMA 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 BMA:

By-Town Motorcycle Association  
c/o Ryan Lariviere  
5951 Pineglade Crescent  
Orleans, ON K1W 1G9

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 BMA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

2 of 3

2023 Agreement between the Township of North Frontenac and the BMA  
May 19, 2023

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

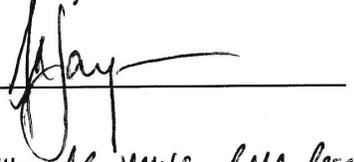
\_\_\_\_\_  
Tara Mieske, Clerk

I have the authority to bind the corporation

**By-Town Motorcycle Association**

Signature: 

Name & Title Ryan Laiviere, Land Use Committee Chair

Per: 

Name & Title AR. JAMNE, BMA PRESIDENT.

I have the authority to bind the corporation

**Date** January 13, 2023



**Resolution # 20-23**

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

**Moved By:**  
Councillor Fowler

**Seconded By:**  
Councillor Huetl

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

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

- North Frontenac Trails Enhancement: Councillor Fowler
- Long Term Care and Social Services: Councillor Regent
- North Frontenac Lake Association: Mayor Lichty
- Lake Associations: Both Councillors - For each Ward

**And That** the Manager of Community Development will advise the Lake Associations of Council's decision with respect to Lake Associations.

**Carried**

Mayor

**From:** Gerald Lichty  
**Sent:** May 8, 2023 8:05 PM  
**To:** Tara Mieske  
**Cc:** Corey Klatt  
**Subject:** Lake Association Representation

Tara

In talking with Cathy Potts of the Malcolm and Ardoch Lake Association, it became evident that while having the councillors as their primary point of contact is a good idea, one representative is better than two to ensure continuity of actions, answers, etc. Would you add this to the Council Agenda for discussion?

Gerry

Gerry Lichty  
Mayor, Township of North Frontenac



## 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: May 19, 2023

### Re: Communications of Interest to Council

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

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

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

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

1. Minor Variance Application A04/23 – Notice of Decision – Hunt;
2. Minor Variance Application A06/23 – Notice of Decision – Brant;
3. Township of The Archipelago – Request for Support re: Road Management Action on Invasive Phragmites;
4. Rural Frontenac Community Services re: Enabling You to Live Rural Life to its Fullest;
5. Severance Applications B05/23, B06/23, B07/23 and B08/23 – Notice of Hearing – Perry;
6. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report from Meeting on April 17, 2023;
7. The Federation of Northern Ontario Municipalities (FONOM) re: Bail Reform Resolution;
8. Ministry of Infrastructure re: Ontario Launches New Interactive High-Speed Internet Map;
9. Township of Puslinch – Request for Support re: Road Side Litter on Highway 401;
10. Township of Alnwick/Haldimand – Request for Support re: A Call to the Provincial Government to End Homelessness in Ontario;
11. Environment and Climate Change Canada re: Recovery Planning Document on the Species at Risk Public Registry;
12. Region of Waterloo re: Protecting the Privacy of Candidates and Donors;

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Clerk/Planning Manager Administrative Report  
Communications  
May 19, 2023  
Page 1 of 2

13. City of Stratford re: Use of Long-Term Care Funding to Support Community Care Services;
14. Association of Municipalities of Ontario (AMO) re: Events – Request Your Delegation Meetings at AMO 2023 Today;
15. National Chronic Pain Society re: Opioid Crisis in our Communities and Municipalities.

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

1. Federation of Ontario Cottagers' Association (FOCA) re: April Elert – Short Term Rental Developments;
2. Township of Central Frontenac – Request for Support re: Tax Sale Surplus;
3. Deputy Mayor Inglis re: Report on Waites' Beach;
4. Cloyne Recreation Club re: Meet the Machine Invite and Request for Township Participation.

**From:** Tara Mieske  
**Sent:** May 1, 2023 8:47 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Federation of Ontario Cottagers' Association re: April Elert

Good Morning – For inclusion in the May 19, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

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**From:** Roy Huetl  
**Sent:** May 1, 2023 1:27 PM  
**To:** Tara Mieske  
**Subject:** Re: Communications - Federation of Ontario Cottagers' Association re: April Elert

Hi Tara

Can you please add this to section B as I would like to discuss short term rentals and what North Frontenac's next steps are.

Roy

## FOCA Elert ~ April 2023

[Having trouble viewing this email? Click to view as a webpage instead](#)



**Make sure you see all the updates -**  
you're at the end when you see this image again.

### FOCA Event - register now!

#### **webinar: Cardiac Safe Communities & Your Association**

**Wednesday, May 10, 2023** at 12:00pm - is your cottage community prepared for cardiac emergencies? Join FOCA and the experts from **Action First Aid** for a "lunch and learn" **webinar** about the importance of **automated external defibrillators (AED)** and how to create a cardiac safe cottage community.

#### **Highlights of this webinar session:**

- hear real cardiac arrest save stories
- find out more about AEDs - when they are needed and why they are important
- watch a quick AED demo, and learn how to take care of your AED
- learn about 24/7 outdoor AED access options for a cottage community.



**Registration is required** for this one-hour event, but it is free to attend. Please share this webinar information with your cottage community.

### Get your cottage ready with reliable and fast internet

#### **Spring is here!**

**Stay connected at the cottage with powerful WiFi coverage and reliable Ignite Internet, powered by wireless home internet technology.**

Visit [rogers.com/WHI](https://rogers.com/WHI) to view packages and check availability at your address, or visit the Rogers booth at your nearest cottage show. See you there!



Bay of Quinte Home Show: Apr 28th - 30th  
Trenton Arena, 240 RCAF Road, Trenton, ON K0K 3W0

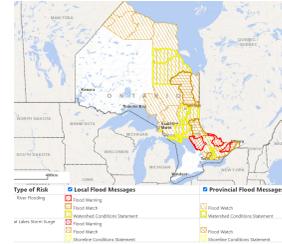


### FOCA Champions Safe & Affordable Rural Living

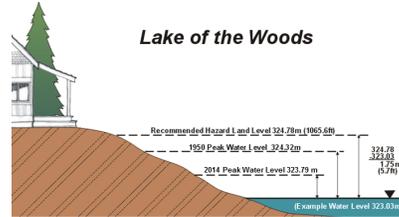
#### **Water Levels: Monitoring Conditions**

An early melt plus recent wet conditions mean water levels have been high across many parts of Ontario, and several regions are under **Flood Watches or Warnings**.

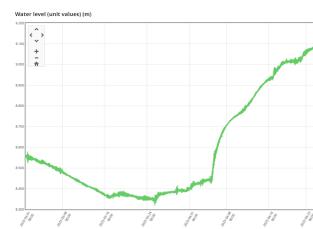
Pictured at the side: a screen capture of the [Ontario Flood Map](#) at April 24, 2023.



Meanwhile, **Lake of the Woods water levels** are rising but at moderate levels, still near the 50th percentile as snow continues to melt and warmer weather arrives in northwestern Ontario. This should be welcome news after last year's flooding, where the region saw over 300% more precipitation in April and May of 2022 compared to the previous year (2021 was the driest year on record since 1938). Read more from the [Lake of the Woods Control Board](#) (LWCB) about current conditions. (image: LWCB 'Before you Build' webpage)



Pictured at the side: the real-time hydrometric data for **Lake Rosseau** at Port Carling, to April 23, 2023. Source: [Government of Canada Water Office](#).



For anyone located in the **District of Muskoka**, part of their Integrated Watershed Management Project includes new floodplain mapping, designed to better identify areas at risk of seasonal flooding. [Learn more here.](#)



Visit [Conservation Ontario](#) (source of the image at the side) for more about floodplain mapping, and how it can ensure public safety and prevent the costly impacts of flooding and erosion.

Finally, learn about being prepared, and get links to current flood messaging, on FOCA's [Water Levels webpage](#).

**related news: Wake Awareness**

Higher spring water levels also mean potentially more severe damage from **boat wake**, which can cause damage to docks, swamp out nesting shore birds, and cause shoreline erosion among other impacts. Be aware of the size of your boat wake during displacement, transition and planing speeds. Learn more about how to [Be #WakeAware](#).



**Spring Burning**

Despite the cooler temperatures, we need to be aware that **spring burning** (especially before the leaves are on the trees) can be particularly hazardous. Composting your leaves and brush is a safer alternative to burning them. Learn more and watch a spring burning video from FOCA on our webpage: <https://foca.on.ca/fire-safety/>



**upcoming events: FOCA Cottage Succession Seminars**

FOCA is thrilled to be on the road again with estate lawyer Peter Lillico, helping families plan for the intergenerational transfer of the cottage! We hope you'll join us at one of our 2023 events, or speak with us about becoming a host for an event for your member Association (a few 2023 spots remain). Here's the event calendar, so far:



- **Sat., June 3rd** in-person for Hastings Highlands FOCA member groups including the **Baptiste Lake Association, Diamond Lake Cottage Owners Association, Kamanisseg Area Property Owners, Lake St. Peter Property Owners'**

- Association, Mink Lake Property Owners Association, Papineau Lake Cottagers Association, and the Salmon Trout Property Owners Association
- **Wed., June 7th** by webinar for the **Bennett & Fagan Lakes Association**
  - **Wed., June 14th** by webinar for the **Severn River Association of Property Owners**
  - **Wed., June 21st** by webinar for the **Farlain Lake Community Association**

Learn more about the topic, get registration details, or purchase access to a digital recording of a previous session, here: <https://foca.on.ca/cottage-succession/>

## FOCA's Gold Level Sponsors

Sponsors support our work, please support them.



## FOCA Advocates for Responsive Government

### Short Term Rental developments

In March, **Seguin Township Council** rejected a proposed recommendation to introduce a short-term rental (STR) by-law and licensing program. Meanwhile, the **City of Kawartha Lakes Council** voted on April 18th to move ahead with their STR by-law, implementing a soft start to the program for 2023 that includes a yearly license, insurance requirements, and an annual fee of \$1,200 for an un-hosted accommodation. Get links to these and related updates from FOCA's STR webpage: <https://foca.on.ca/rental/>



### Boat Noise Consultation Results Released

In early 2022 **Transport Canada (TC)** launched a "Let's Talk" web portal to collect public comments about possible changes to **small vessel (boat) noise emissions**. This month (April 2023) TC has released, "**What we heard: Small vessel noise emissions**" outlining which of the options proposed was most popular with public respondents. Get a link to this and related materials on [FOCA's Noise Pollution webpage](#). (image above from [letstalktransportation.ca](http://letstalktransportation.ca))



## FOCA Serves Lake & Road Associations

### Virtual Meetings: Ongoing Flexibility

Our partners at **Nonprofit Law Ontario** reported earlier this month that the Ontario government introduced a bill on April 3, 2023 that includes amendments to several business law statutes intended to eliminate barriers and enhance flexibility for corporations and businesses to implement certain virtual processes. If passed, the proposed changes would **replace the temporary legislative framework for virtual processes** (which was enacted in response to the COVID-19 pandemic, and is intended to expire on September 30, 2023). Member Associations that are incorporated in Ontario should note that the bill proposes that certain corporations may continue to hold virtual or hybrid meetings, and that voting (elections) may be conducted virtually or in hybrid form, unless the corporation's governing documents provide otherwise. [Learn more here.](#)



(image: a FOCA virtual Board Committee meeting from 2022)

## FOCA Promotes Healthy Lands, Lakes & Rivers

### **last call: Green Shovels - Invasive Phragmites Projects**

Following successful projects by FOCA member Associations undertaken in 2022 with **Green Shovels Collaborative** funding, FOCA is pleased to issue a **new call for funding proposals** from our member Associations for on-the-ground projects focused on invasive Phragmites, to start this summer and be completed by February 2024. **Apply by May 1st for up to \$4,000** in funding. Access the application form on our webpage: <https://foca.on.ca/phragmites/>



### **upcoming event: Water Canada Summit**

**June 7-9, 2023** - Ottawa. FOCA's Executive Director Terry Rees will be a featured speaker at the **2023 Water Canada Summit**, themed "Water Connects". [Learn more](#) about the lineup of influential water voices scheduled to speak.



### **ASHMuskoka Reports Released**

The **Friends of the Muskoka Watershed** have released their research reports related to the **ASHMuskoka** project that has been exploring the use of wood ash from residential wood stoves to restore damage that declining calcium levels have caused in Muskoka's forests as a long-term result of acid rain. [Access the final reports](#) and find out in a [quick video message](#) how much ash you would need to add to your own forest to help restore calcium levels.



How much ash should I add to my forest?  
2023-05-18  
Friends of the Muskoka Watershed

## Celebrating 60 Years of FOCA

### **Our Shared History**

On January 7th, **1963**, 125 people representing 40 cottage associations met and decided the time was right to form a provincial association. By the spring of 1963, the organization was called The Federation of Ontario Cottagers' Associations. Today, FOCA represents 50,000 families in more than 525 lake, road, river, camp, and residents' associations.

### **Were you involved with FOCA in the 1960s, 1970s or 1980s?**

**We are looking for photographs from that era of our organizational history.** If you have images of past FOCA events or directors, historic pictures of your own lake Association in action through the decades, or images that capture the essence of cottage country, please share them with FOCA this year!



**YOUR ROLE:** Upload your images to our community photo project: "**Ontario Cottaging through the Decades.**" Please use this link and share it with other cottage country enthusiasts: <https://www.surveymonkey.com/r/FOCAimages2023>

Each month throughout 2023, we'll share some of the submitted photos in the Elert.

### **Here's another amazing submission:**

This image comes from a May 1985 article with the following caption:

**"Begin self-help program" - The Manitowabing Lake Community Association [MLCA] has formed a Pollution and Water Quality Committee. With the assistance of the Ontario Ministry of the Environment, the committee began a 5-year self-help water quality monitoring program on Tuesday, May 28th. The committee is shown at the Smith Pine Dock. (standing – from left): Wyn Ashwood, Jim Boyd, Boyce Jones, Committee Chairman Charles Scriver, (kneeling – from left): Association President Shirley Faryna and Clarence Hardie. At right, Environmental Officer Frank Driscoll demonstrates how members**

involved in the program should take samples. (Committee members absent from the photo are Barbara Booth, Linda Schofield, Sheila Hardie, Al Wright, Pat Wright and Len Pawlett.)

**Yes, that's a secchi disk Frank is holding!** Thanks to Jennifer Ghent-Fuller of MLCA for forwarding this image and others, from scrap books kept by Shirley Faryna, the founding President of MLCA.



There are many ways **YOU** can contribute to FOCA's **60th anniversary** celebrations:

1. submit pictures to our archival [photo project](#)
2. hold the date & plan to join us for our **60th anniversary** celebration event on **Saturday, September 23rd** in Peterborough, Ontario
3. [make a donation today](#) to support the future of FOCA's work on behalf of waterfront Ontario
4. **PSSST! Pass it on.** [Be part of our campaign](#) to refer a friend or an association to become a new FOCA Member, and you could win a prize this year.



Thank you for your ongoing support. Volunteers like you make this organization strong.

## FOCA's Silver Level Sponsors

Sponsors support our work, please support them.



## Partner Updates & Regional Notices

### Funding for Environmental Projects

The Ministry of the Environment, Conservation and Parks is accepting applications from incorporated organizations for the **2023 Ontario Community Environment Fund** for community-based projects like shoreline cleanups, habitat restoration and tree planting in the Southwest, West-Central, and Northern Regions of the province. [Learn more](#) about eligibility and apply by **May 30th, 2023**.



### Lakehead Region Birding Festival

**May 27-28, 2023** - the Lakehead Region Conservation Authority (LRCA) has announced that registration is open for the **2023 Dorion Birding Festival**.

Join LRCA and expert birders for a two-day birding experience. [Information and registration is here.](#)



## Eastern Ontario Cell & High Speed Internet

FOCA's colleagues at the **Eastern Ontario Regional Network (EORN)** are progressing on their efforts to improve cell coverage and high speed internet across Eastern Ontario. [Read more in this recent update](#) from EORN, as reported in the Kingston Whig Standard.



## FOCA's Bronze level sponsors

Sponsors support our work, please support them.



## FOCA is Building Capacity & Growing the Network

### Welcome, Adam!

Please join us in welcoming **Adam Edwards**, FOCA's new **Membership Coordinator**. Adam is a graduate of Trent University with a degree in Sociology/Philosophy, and a graduate of Fleming College in Business Administration. He is passionate about fitness and outdoor activities.



Learn more about Adam and the whole FOCA team, on our website: <https://foca.on.ca/team/>

## FOCA Serves Lake & Road Associations

### TIP: Have you consulted these FOCA member resources?

**FOCA wants volunteer associations to thrive!** FOCA is the hub of a network of 525 member Associations with critical first-hand information about governance practices, engagement, success stories, and shared experiences. There is no need to “reinvent the wheel” when there are handy resources to be shared among FOCA members.

First, login on the FOCA [Association Governance & Best Practices](#) webpage for access to these materials and more:

- digital download: **Starting & Building an Effective Waterfront/Lake Association**, or **Starting & Building an Effective Road Association**
- webinar recording: how incorporated associations can comply with the **Ontario Not-for-profit Corporations Act** by the deadline in 2024
- templates for creating a full **Association Welcome Binder**, or a handy **one-page visitor etiquette and information sheet**.

The following is members-only content!



Download FOCA's exclusive TIPS for starting and building a successful volunteer association:

[Waterfront/Lake Association](#) (PDF, 13 pages)

[Road Association](#) (PDF, 11 pages)

Note: FOCA has many additional *rural road resources* for members.

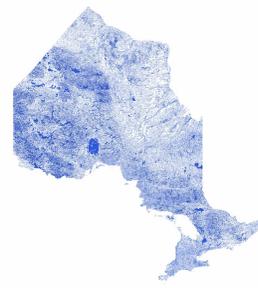
If you need assistance with the member login, [contact us](#) for help during business hours.

## Final Thoughts

### Earth Day Reflections

**Earth Day was celebrated on Saturday, April 22, 2023.**

As we reflect on another Earth Day come and gone, let's all remember that fresh water systems are among the most threatened ecosystems in the world. We all have a role to play to keep them healthy and resilient for all the benefits they provide – to our health, to nature, to our economy.



In other news: **How big are Ontario's largest lakes?** [Check this out.](#) According to the **World Atlas**, these are the 16 biggest lakes in the province. **Did yours make the list?**

**Of note:** among the many notable Canadian authors of this important paper about [Emerging threats and persistent conservation challenges for freshwater biodiversity](#) is **Dr. John Smol** of Queen's University, a longtime friend of FOCA. Dr. Smol recently received the esteemed [Vega Medal](#), a Nobel Prize-equivalent in geography, where he was lauded as: "unquestionably one of the most prolific scientists in paleolimnology, and certainly the most prolific regarding northern lake systems." (image: His Majesty King Carl XVI Gustaf of Sweden, at left, bestows the 2023 Vega Medal to Dr. John Smol, at centre) Congratulations, Dr. Smol!



FOCA is the Federation of Ontario Cottagers' Associations,  
the voice of the waterfront for the past 60 years.

Connect with our channels:



Find out more about **YOUR ROLE**, today.

[info@foca.on.ca](mailto:info@foca.on.ca) | 705-749-3622 | <https://foca.on.ca>



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**Click here to get FOCA Elerts** delivered to your inbox, monthly.

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**From:** Tara Mieske  
**Sent:** May 5, 2023 11:36 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie; Kelly Watkins  
**Subject:** Communications - Township of Central Frontenac re: Request for Support - Tax Sale Surplus

Good Afternoon – For inclusion in the May 19, 2023, Council Agenda, Communications, B Section. Kelly Watkins, Treasurer is recommending Council support this Resolution to reinstate previous legislation to allow a municipality to retain the surplus from tax sales. Thanks Tara

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

---

**From:** Michael McGovern  
**Sent:** April 27, 2023 12:43 PM  
**To:** Shelley Stedall  
**Cc:** Shelley Stedall; Kelly Watkins  
**Subject:** Tax Sale Surplus

Hi Kelly,

As per our conversation, please find attached the letter we sent supporting the Town of Essex, re the tax sale surplus that we used to get, and their original letter cc'd to us.

Thank you!

Have a good day!

J. Michael McGovern, CPA, CGA  
Treasurer  
Township of Central Frontenac  
1084 Elizabeth St,  
P.O. Box 89  
Sharbot Lake, ON K0H 2P0  
[treasury@centralfrontenac.com](mailto:treasury@centralfrontenac.com)  
613-279-2935 ext. 224  
613-279-2422  
[www.centralfrontenac.com](http://www.centralfrontenac.com)



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 22, 2023

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

---

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

**R23-03-081**

Moved by: Mayor Bondy

Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

**Shelley Brown**

Acting Clerk  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

*Where you belong*



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**c.c.** Honourable Peter Bethlenfalvy, Minister of Finance  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

Mary Birch, Interim Chief Administrative Officer  
[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP  
[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Association of Municipalities of Ontario ("AMO")  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All other municipalities in Ontario



# Township of Central Frontenac

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0

Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422

[www.centralfrontenac.com](http://www.centralfrontenac.com)



March 31, 2023

**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17th Floor, 777 Bay Street  
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

---

Dear Honourable Steve Clark,

Please be advised that the Council of The Township of Central Frontenac, at a Regular Council Meeting held March 28, 2023, reviewed the correspondence from the Corporation of the Town of Essex regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution in support of the Town of Essex's resolution **R23-03-081**:

**#17**

**Corporation of The Township of Central Frontenac- March 28, 2023**

**CORRESPONDENCE REQUIRING ACTION-**

**Resolution # 155-2023**

Moved By: Councillor C. Lynn Klages

Seconded By: Councillor Cindy Kelsey

**Whereas** the Treasurer for the Township of Central Frontenac estimates that approximately \$652,000 of tax sale surplus proceeds has been paid into the Courts since 2017;

Page 1 of 2



# Township of Central Frontenac

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0

Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422

[www.centralfrontenac.com](http://www.centralfrontenac.com)



**And Whereas** of that money, the township may have been entitled to apply for approximately \$253,000 to be paid out of court prior to the legislation change;

**Now therefore be it resolved that** the Council of the Township of Central Frontenac support the resolution from the Town of Essex calling for the reinstatement of legislation permitting a municipality to retain surplus proceeds from tax sales,

**And further that** this resolution be forward to the Ministry of Municipal Affairs and Housing, the Ministry of Finance, MPP John Jordan, and Association of Municipalities of Ontario.

If you have any questions or concerns, please contact me at 613-279-2935 ext. 227 or via email at [cmacmunn@centralfrontenac.com](mailto:cmacmunn@centralfrontenac.com).

Sincerely,

Cathy MacMunn AMCT ACST  
Chief Administrative Officer/Clerk  
Township of Central Frontenac  
Email: [cmacmunn@centralfrontenac.com](mailto:cmacmunn@centralfrontenac.com)  
Phone: 613-279-2935 ext. 227

cc: Honourable Peter Bethlenfalvy, Minister of Finance  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

John Jordan, MPP  
[John.jordan@pc.ola.org](mailto:John.jordan@pc.ola.org)

Association of Municipalities of Ontario ("AMO")  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

Page 2 of 2

**From:** John Inglis  
**Sent:** May 7, 2023 8:16 AM  
**To:** Tara Mieske  
**Subject:** Fwd: report on Waites' Beach

Hi Tara,

could you put this in communications B? I want to acknowledge the work done by volunteers and the MVCA to restore this beautiful site after wind damage.

Thanks, John

---

**From:** Tara Mieske  
**Sent:** May 8, 2023 8:10 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Brooke Drechsler; Sonia McLuckie; Corey Klatt  
**Subject:** Communications - Deputy Mayor Inglis re: Report on Waites' Beach

Good Afternoon – For inclusion in the May 19, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

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**Date:** Sat, 6 May 2023 19:35:36 +0000 (UTC)  
**From:** Janice Arthur  
**To:** Brooke Hawley, Darwyn Sproule, Marissa Okum, Liz Jackson, Sandy & Betty Stewart, Steve & Jan Sunderland, Marily Seitz, Amanda Hale, Rick & Debbie Morey, Wayne and Catherine Murkar, John Inglis, Fred Fowler  
**Subject:** Report on Waites' Beach

Report about Waites Beach

Almost everything looks wonderful at the beach. All the many plantings that Liz Jackson and I oversaw last fall are thriving. Many thanks to Marissa and her MVCA crew.

I think more people than ever are appreciating what a treasure we worked on. The only drawback is the bad erosion that makes the accessibility path not too accessible. Perhaps, Brooke and Darwyn, you could help with that problem.

Otherwise, the parking area, the sand beach, the signs and split rail fence, our beautiful mural, the swale, and the two park benches and the picnic benches are all looking great. The derecho did awful damage to trees and crushed a bench, but Township took care of it all.

We can all be proud of that project. Thanks to you all.

Janice

---

**From:** Brooke Hawley  
**Sent:** May 9, 2023 12:06 PM  
**To:** Corey Klatt; Tara Mieske  
**Cc:** Darwyn Sproule  
**Subject:** RE: report on Waites' Beach

Good afternoon – I went and checked out the beach yesterday, there was a minor washout on the pathway and CLSP staff have fixed it up.

Just for information – the Township hired out the clean-up of the trees for the beach after the 2022 storm and then MVCA and Volunteers organized a re-planting day and have planted several different trees/shrubs along the shoreline. The beach is looking awesome!

Thank you, have a great day!

**Brooke Hawley, Dipl.M.A.**  
Manager of Community Development  
Township of North Frontenac

**From:** Tara Mieske  
**Sent:** May 10, 2023 12:21 PM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Brooke Drechsler; Sonia McLuckie; Corey Klatt  
**Subject:** Communications - Cloyne Recreation Club re: Meet the Machine Invite and Request for Township Participation

Good Afternoon – For inclusion in the May 19, 2023, Council Agenda, Communications, B Section. Thanks Tara

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

---

**From:** Teri Woods  
**Sent:** May 9, 2023 9:34 AM  
**To:** Corey Klatt; Sonia McLuckie; Darwyn Sproule  
**Subject:** Meet the Machine Invite

Good Morning,

Attached please find a letter of request in participation of NF departments in an upcoming community event.

Thank You  
Teri Woods

---

Good Morning North Frontenac Staff.

I am writing you this letter today to ask for the participation of the township in the newly named “Meet the Machine” Event that the Cloyne Rec Club will be hosting June 10 from 10am to 12pm at the Cloyne Community Hall as well as the parking lot of North Addington Education Centre.

Meet the Machine is similar to a Touch the Truck event. Kids of all ages come to the event and get the opportunity to explore various vehicles that they only see driving through our communities.

I am requesting participation from the Public Works department with a Dump Truck is possible. I have also sent this email to Chief Cuddy in hopes both departments can attend or both could potentially partner with the put on a great display for the kids attending. I recall a couple years ago at the NF Essentials Fair there was a combined effort.

We normally see hundreds of kids at these events, several community members as well as tourists that are travelling through. It will be a great addition back into our community after many years of it not taking place. I am excited to bring Meet the Machine into the Cloyne area this year.

Any question please email [tlwoods0@hotmail.com](mailto:tlwoods0@hotmail.com) or give me a call 613-336-9100

Thanks  
Teri Woods  
Cloyne Rec Club

Cloyne Rec Club  
Brings you

# MEET THE MACHINE



SATURDAY  
JUNE 10, 2023  
10:00 A.M. TO 12:00 P.M.

**Barrie Community Hall**

📍 14225 HIGHWAY 41, CLOYNE, ON

**AND**

**North Addington Education Centre  
Parking Lot**

📍 14196 HIGHWAY 41, CLOYNE, ON



## Comments

In order to implement the Official Plan policy, a draft Pre-Consultation By-law has been provided for consideration, which includes requirements such as:

- Pre-Consultation Process
- Township staff will provide a Record of Consultation to the applicant within 30 days of the meeting;
- Identifying what is required for a complete application (i.e. technical reports, studies, drawings, or other information required for a complete planning application).

The By-law for Processing of Planning Applications (Attachment #1) required amendments and has been provided for consideration. The By-law establishes requirements for the processing of planning applications and appeals to the Ontario Land Tribunal (OLT), including application fees; indemnification of external costs; and requirement of a deposit from applicant for additional external costs for decisions appealed to the OLT (if deemed necessary).

## Financial Implications

Subject to the Public Meeting to adopt a new Fees and Charges By-law, Council approved in principle the following fees for pre-application consultation:

- \$100.00 for all Committee of Adjustment applications (e.g. minor variances and consents); and
- \$300.00 for all other planning applications (e.g., zoning by-law amendments and site plan control agreements).

Some types of planning applications will require a deposit to be submitted, as per the proposed Fees & Charges By-law approved in principle by Council.

## Recommendation

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Pre-Application Consultation By-law and Amendments to the Requirements for the Processing of Planning Applications By-law";

**And That** Council will consider the Pre-Application Consultation By-law and the amended Requirements for Processing Planning Applications later in the meeting.

## Enclosures

1. Current Requirements for Processing of Planning Applications By-law

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Clerk/Planning Manager  
Proposed Pre-Application Consultation By-law and  
Amendments to the Requirements for the  
Processing of Planning Applications By-law  
May 19, 2023  
Page 2 of 2

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

**BY-LAW NO. #07-16**

**BEING A BY-LAW TO ESTABLISH THE REQUIREMENTS FOR THE PROCESSING OF APPLICATIONS MADE IN RESPECT OF PLANNING MATTERS WITHIN THE TOWNSHIP OF NORTH FRONTENAC AND FOR DEFENDING ONTARIO MUNICIPAL BOARD APPEALS AND TO REPEAL BY-LAW #48-13**

**WHEREAS** Section 69(1) of the Planning Act provides that the Council of a municipality may, by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters;

**AND WHEREAS** Section 69(1) of the Planning Act provides that such tariff shall be designed to meet only the anticipated costs to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality in respect of the processing of each type of application provided for in the tariff;

**AND WHEREAS** the cost to the municipality may include both internal administrative costs and disbursements paid to external agencies and service suppliers;

**AND WHEREAS** section 391 of the *Municipal Act* provides that a municipality may impose fees or charges on persons for costs payable by the municipality for services or activities provided on behalf of said persons;

**AND WHEREAS** the Township of North Frontenac may incur costs to defend approvals granted under the *Planning Act* which benefit the applicant;

**AND WHEREAS** the cost to the Township of North Frontenac in connection with proceedings before the Ontario Municipal Board constitutes a benefit to the applicant that should not be borne by all taxpayers;

**AND WHEREAS** the Council of the Corporation of the Township of North Frontenac deems it expedient to enact a by-law to establish the requirements for the processing of planning applications and to ensure costs to defend Ontario Municipal Board hearings are reimbursed by the benefiting party.

**NOW THEREFORE** the Council of The Corporation of the Township of North Frontenac enacts as follows:

**1. DEFINITIONS**

In this By-Law:

- a) "Applicant" means a person who submits a Planning Application and, in the case of an application submitted by the authorized agent of the property owner, it shall include both the property owner and the authorized agent;
- b) "Application Fee" means a fee payable for a Planning Application in accordance with the Tariff of Fees;
- c) "CAO" means the Chief Administrative Officer for The Corporation of the Township of North Frontenac;
- d) "Clerk/Planning Manager" means the Clerk/Planning Manager for The Corporation of the Township of North Frontenac;
- e) "Council" shall mean the Council of The Corporation of the Township of North Frontenac and includes the Committee of Adjustments for the Municipality in respect of those Planning Applications where the authority of Council has been delegated to it;
- f) "External Costs" shall mean all costs and expenses paid by or on behalf of the Municipality to an external agency or service provider, including but not limited to legal, engineering, planning, surveying, advertising and consulting costs and expenses incurred in connection with a Planning Application.
- g) "Municipality" shall mean The Corporation of the Township of North Frontenac ;
- h) "Planning Application" means any application for approval made pursuant to the *Planning Act, RSO 1990, c. P.13*, as amended;
- i) "Related Board Appeal" means an appeal to the Ontario Municipal Board in

- circumstances where the Municipality is required to appear before the Ontario Municipal Board in support of a decision by Council to approve a Planning Application for the benefit of the Applicant;
- j) "Tariff of Fees" means the tariff of Application Fees to be charged by the Municipality in respect of Planning Applications as set out in the Township's Fees and Charges By-law, as amended.

## **2. TARIFF OF FEES**

The Municipality shall charge a non-refundable Application Fee in accordance with the Fees and Charges By-law, as amended.

## **3. FEE PAYABLE UPON APPLICATION**

The Applicant shall pay the required Application Fee in full to the Municipality at the time of submitting the Planning Application and the Municipality shall not be required to process or otherwise consider or review the application until the fee has been paid.

## **4. EXTERNAL COSTS**

In addition to the Application Fee, the Applicant shall pay all external costs incurred by the Municipality in respect of the Planning Application.

## **5. AGREEMENT TO INDEMNIFY**

Every Planning Application shall include an Agreement to Indemnify as set out in Schedule "A" to this by-law that the Applicant shall execute and deliver to the Municipality.

## **6. DEPOSIT ON ACCOUNT OF EXTERNAL COSTS**

Despite anything to the contrary in this By-law, if the Municipality determines at any time or times that it will be required to incur external costs in respect of a Planning Application, the Municipality may require as a condition of its processing or continuing to process the Planning Application that the Applicant deposit with the Municipality such amount or amounts on account of the anticipated external costs in accordance with Schedule "A" Indemnity Agreement.

All applications for Site Plan Approval, Plan of Subdivision and Plan of Condominium shall include a Pre-Development Deposit of in addition to the applicable processing fee as set out in the Fees and Charges By-law, as amended. The Pre-Development Deposit represents the reasonably anticipated additional costs to process. Any unused portion of the Pre-Development Deposit shall be reimbursed to the Applicant upon completion of the project.

## **7. FAILURE TO COMPLY WITH REQUEST FOR FUNDS**

If an Applicant fails or refuses to comply with a request by the Municipality to deposit funds as security for external costs as required by section 6 of this by-law, the Municipality shall be entitled to cease all work in connection with the processing of the Planning Application until the required deposit has been paid.

## **8. PARTICIPATION IN ONTARIO MUNICIPAL BOARD PROCEEDINGS**

If a decision of Council approving a Planning Application is appealed to the Ontario Municipal Board and the Municipality is required, or requested by the Applicant, to appear as a party at the hearing of the appeal in support of its decision, the Applicant shall pay the actual fees paid by the Municipality for legal services and consulting services necessary to defend the *Planning Act* approval granted by the Municipality and the provisions of sections 6 and 7 shall apply with necessary modification.

## **9. ENFORCEABILITY OF AGREEMENT TO INDEMNIFY**

If an Applicant fails to reimburse the Municipality for its external costs when due, the Applicant shall be deemed to be in default of the Agreement to Indemnify and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing by action.

**10. SEVERABILITY**

If any section, clause, sub-clause, provision or part of this By-Law should be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole, nor any part thereof, other than the part declared invalid.

**11. EFFECTIVE DATE**

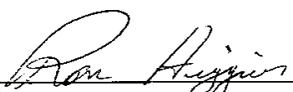
This By-Law shall come into force and take effect on the date of its passing.

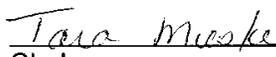
**12. FORMER BY-LAWS**

By-law #48-13 is hereby repealed. All resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

**READ A FIRST AND SECOND TIME, THIS 18<sup>TH</sup> DAY OF JANUARY, 2016.**

**READ A THIRD TIME AND FINALLY PASSED THIS 18<sup>TH</sup> DAY OF JANUARY, 2016.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

**SCHEDULE 'A'**  
**TO**  
**BY-LAW NUMBER 07-16**  
**AGREEMENT TO INDEMNIFY**

THIS AGREEMENT MADE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_ 2016

BETWEEN:

Hereinafter referred to as the "Applicant"

AND

Hereinafter referred to as "the Municipality"

In consideration for the processing of its *Planning Act* application and/or services that may be provided by the Municipality to defend the Ontario Municipal Board appeal, and for other good and valuable consideration (the sufficiency of which is hereby acknowledged), the applicant agrees as follows:

The applicant hereby agrees to indemnify and save harmless the Corporation of the Township of North Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the *Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application. In addition, the applicant shall reimburse the Municipality for all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant's application. The costs and expenses incurred in connection with an Ontario Municipal Board appeal shall include all legal costs and consulting costs incurred by the Municipality.

The applicant acknowledges and agrees that if any amount owing to the Municipality in accordance with this agreement is not paid when due, the Municipality will not appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

IN WITNESS WHEREOF THE PARTIES HERETO have hereunto set their hands and seals as of the day and year first written above.

**SIGNED, SEALED AND DELIVERED** )

In the presence of )

\_\_\_\_\_  
 Witness – Commissioner of Oaths )

\_\_\_\_\_  
 Witness – Commissioner of Oaths )

) THE CORPORATION OF THE  
 ) TOWNSHIP OF NORTH FRONTENAC

) \_\_\_\_\_  
 ) Mayor

) \_\_\_\_\_  
 ) Clerk



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: May 19, 2023

Re: Two (2) Shore Road Allowance Applications for Approval in Principle – Ward and Whitton

### **Background**

The Township received two (2) Shore Road Allowance Applications to close and purchase the Shore Road Allowance abutting the Applicants' property.

The following is a summary of the Application's received:

- Application #1 – T3/537/22 – Ward – 1160 Parsons Lane, Canonto Lake. The Applicant indicates that this Road Allowance has never been used as a public road; the road closure will not prohibit access to any other property; and there are no easements or restrictive covenants affecting the closure of this Road Allowance.
- Application #2 – T2/545/23 – Whitton – 1875B Grindstone Lake Road, Grindstone Lake. The Applicant indicates that this Road Allowance has never been used as a public road; the road closure will not prohibit access to any other property; and there are no easements or restrictive covenants affecting the closure of this Road Allowance.

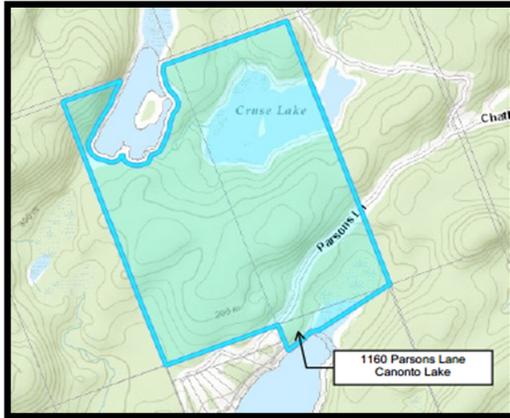
### **Researched By**

Tara Mieske, Clerk/Planning Manager

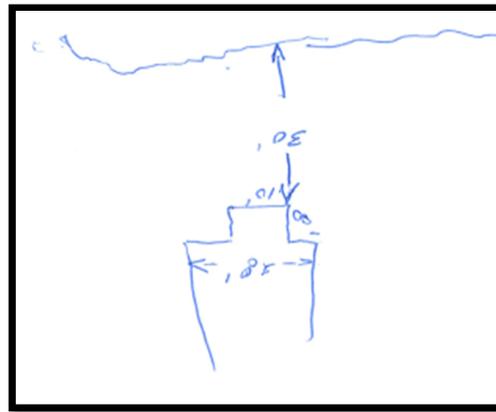
Sonia McLuckie, Administrative Assistant to the Clerk/Planning Manager

### **Comments**

The Municipal Road Allowance Inspector's Inspection Form for Application #1 (Ward) was completed on April 28, 2023 with no objections. He advised there were no natural features; neighbouring properties; or Township Roads affected by the Application. He noted the shoreline is natural and well treed. Below is the Key Map and sketch provided by the Municipal Road Inspector:



The Municipal Road Allowance Inspector's Inspection Form for Application #2 (Whitton) was completed on April 28, 2023 with no objections. He advised there were no natural features or neighbouring properties; or Township Roads affected by the Application. He noted the shoreline is rocky and natural. Below is the Key Map and sketch provided by the Municipal Road Inspector:



### Financial Implications

As this Application was submitted prior to the amendments to the Road Closing Policy and the amendments to the Schedule for the Disposition of Land in the Fees and Charges By-law, the fees would be collected at the time of Approval in Principle and the Fees will be in accordance with Fees and Charges By-law #10-22.

Mr. Whitton chose to provide his Administrative Fee at the time he submitted the Application on April 5, 2023.

### Recommendation

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Two (2) Shore Road Allowance Applications for Approval in Principle – Ward and Whitton";

**And That** Council approves in principle the Application(s) to close, stop up and sell the Shore Road Allowance(s) as describes below:

- Part of the Shore Road Allowance lying adjacent to Part Lot 29, Concessions 3 and 4, geographic Township of South Canonto (Canonto Lake);
- Part of the Shore Road Allowance lying adjacent to Part Lot 8 and Lot 8A, Plan 417, geographic Township of Miller (Grindstone Lake).



## 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

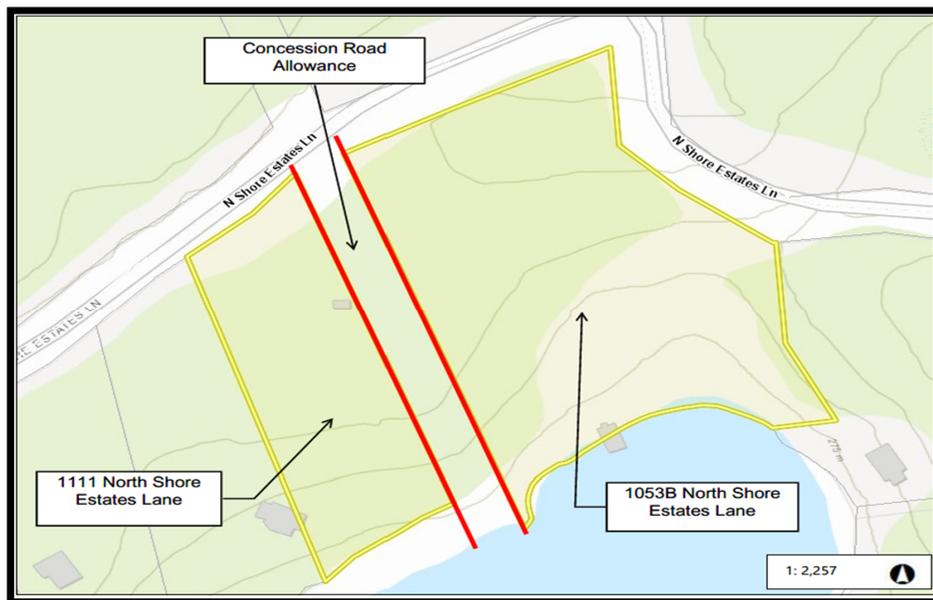
Date of Meeting: May 19, 2023

Re: Road Allowance Closure for Approval in Principle – Jackson & Stroobach and Witteveen & McClure

### Background

Elizabeth Jackson and Jeroen Stroobach submitted an Application for Council's consideration to purchase a portion of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto.

The neighbours, Susan Witteveen and Daniel McClure also submitted an Application for Council's consideration to purchase a portion of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto.



Clerk/Planning Manager's Administrative Report – Road Allowance Closure for Approval in Principle –  
Jackson & Stroobach and Witteveen & McClure  
May 19, 2023  
Page 1 of 2

**Research By**

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Assistant to the Clerk/Planning Manager

**Comments**

The Municipal Road Inspector advised the Road Allowance leads to water; however it is a steep rock slope to the lake which would not be appropriate for an access. He also noted that the Road Allowance is not in close proximity to a Township Road and the closure would not impact any neighbouring properties.

As this Road Allowance is not appropriate to provide an access to the water due to terrain, it is recommended the Road Allowance be closed and sold to the adjoining neighbours. The Road Closing Policy provides “half (33 feet) 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 Applications will proceed concurrently.” As both abutting property owners have applied, it is recommended Council Approve in Principle the sale of half of the Road Allowance to each of the abutting property owners.

**Financial Implications**

As this Application was submitted prior to the amendments to the Road Closing Policy and the amendments to the Schedule for the Disposition of Land in the Fees and Charges By-law, the fees will be collected at the time of Approval in Principle and the Fees will be in accordance with Fees and Charges By-law #10-22.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager Administrative Report entitled “Road Allowance Closure for Approval in Principle – Jackson & Stroobach and Witteveen & McClure”;

**And That** Council approves the Application to close, stop up and sell a portion of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto to the two (2) adjacent property owners in accordance with the Road Closing Policy.



## 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

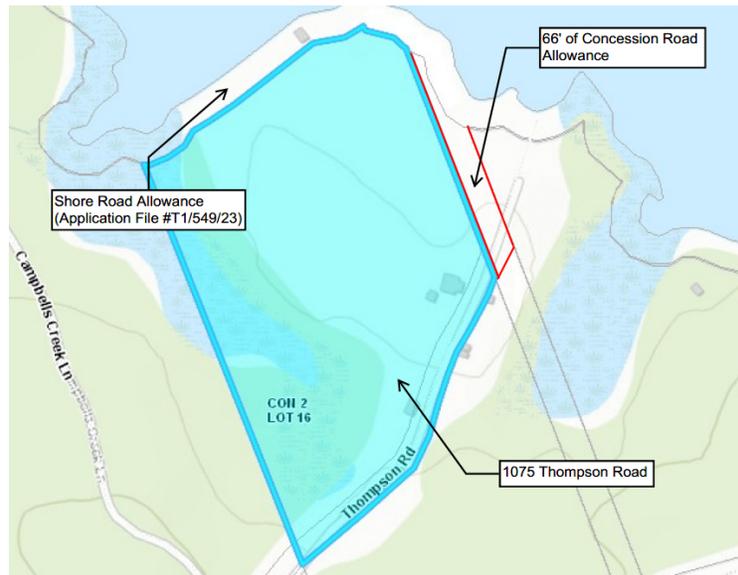
Date of Meeting: May 19, 2023

Re: Road Allowance between Lots and Shore Road Allowance Closure for Approval in Principle – Kosziwka

### Road Allowance between Lots

#### **Background**

George Kosziwka, et al who owns 1075 Thompson Road submitted an Application to purchase the Road Allowance between Lots 15 and 16, Concession 2, geographic Township of Barrie adjacent to their property. They also submitted an Application to purchase the Shore Road Allowance between their property and Big Gull Lake. A key map and survey of the property are below:



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Clerk/Planning Manager's Administrative Report – Road Allowance between Lots and Shore Road Allowance Closure for Approval in Principle – Kosziwka

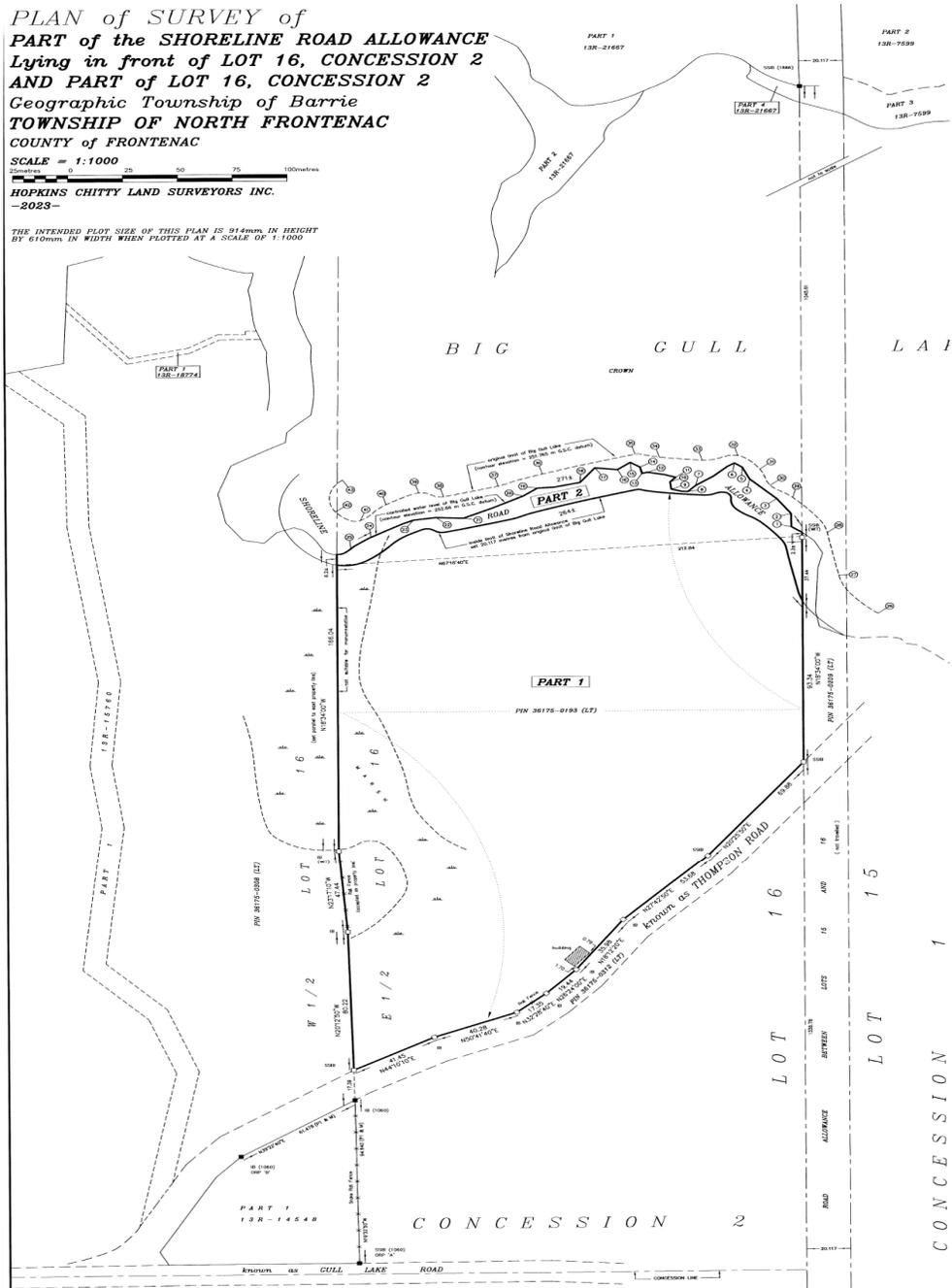
May 19, 2023

Page 1 of 4

PLAN of SURVEY of  
**PART of the SHORELINE ROAD ALLOWANCE**  
**Lying in front of LOT 16, CONCESSION 2**  
**AND PART of LOT 16, CONCESSION 2**  
 Geographic Township of Barrie  
**TOWNSHIP OF NORTH FRONTENAC**  
 COUNTY of FRONTENAC

SCALE = 1:1000  
 0 25 50 75 100metres  
 HOPKINS CHITTY LAND SURVEYORS INC.  
 -2023-

THE INTENDED PLOT SIZE OF THIS PLAN IS 914mm IN HEIGHT  
 BY 610mm IN WIDTH WHEN PLOTTED AT A SCALE OF 1:1000



Clerk/Planning Manager's Administrative Report – Road Allowance between Lots and Shore Road Allowance Closure for Approval in Principle – Kosziwka  
 May 19, 2023  
 Page 2 of 4

## **Comments**

The Municipal Road Inspector advised the road allowance can be accessed via a Township Road which leads to water, therefore does not recommend closing the Road Allowance.

The Public Works Manager advised the Township maintains Thompson Road on a year round basis and provides a boat launch area at the lake. The popularity of the boat launch and demand for parking continues to increase annually. There are challenges in this area with respect to parking, access to the lake and the Township plow turnaround area. Improvements will be required to address these challenges and are unknown at this time, which may require the use of this Road Allowance in the future.

As this Road Allowance may deny public access to a waterbody, and the Township may require use of this Road Allowance in the future, it is recommended Council deny the Application.

## **Shore Road Allowance** **Background**

The Township received a Shore Road Allowance Application to close and purchase the Shore Road Allowance abutting the Applicants' property.

The following is a summary of the Application received:

- T1/549/23 – Kosziwka – 1075 Thompson Road, Big Gull Lake: The applicant indicates that this Road Allowance has never been used a public road; the road closure will not prohibit access to any other property; and there are no easements or restrictive covenants affecting the closure of this Road Allowance.

The Municipal Road Allowance Inspector's Inspection Form was completed on April 28, 2023 with no objections. He advised there were no natural features; neighbouring properties; or Township Roads affected by the Application. He noted the shoreline is natural and well treed.

There are no concerns with the sale of the Shore Road Allowance, it is recommended Council approve the Application

## **Research By**

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

## **Financial Implications**

The property owner paid the \$1,200 plus HST Application Fee for each file when the Applications were submitted.

## **Recommendation**

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

**And That** based on the Road Closing Policy not to sell Concession Road Allowances which lead to water or have potential future use by the Township; and the recommendations from the Municipal Road Inspector and the Public Works Manager, Council denies the Application to close, stop up and sell a portion of the Road Allowance between Lots 15 and 16, Concession 2, geographic Township of Barrie;

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

- Part of the Shore Road Allowance lying in front of Lot 16, Concession 2, geographic Township of Barrie (Big Gull Lake).



## Administrative Report

To: Mayor and Members of Council

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

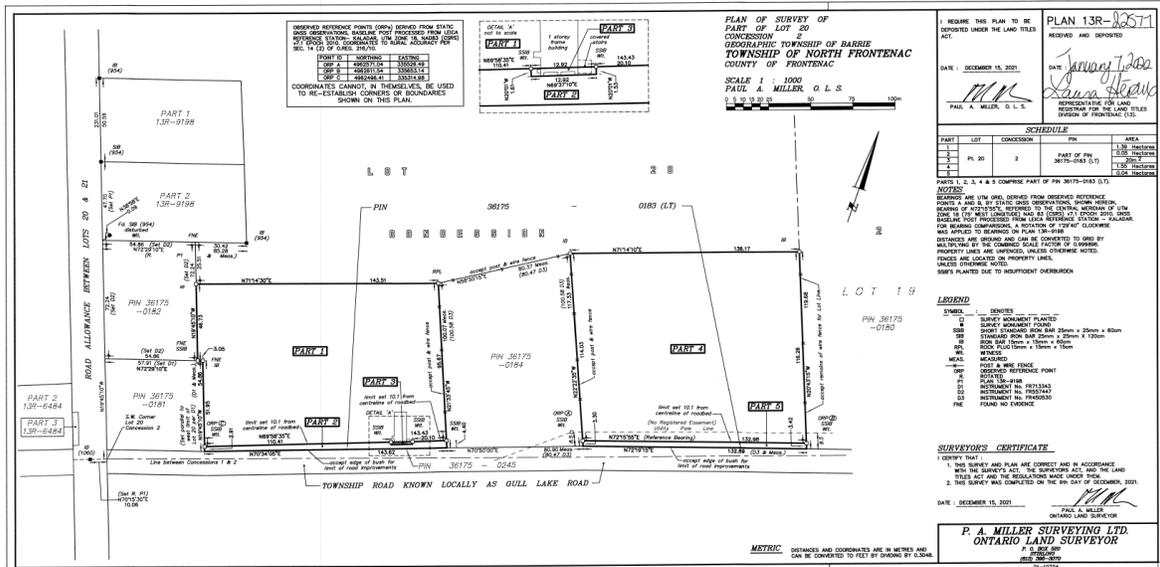
Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: May 19, 2023

Re: Encroachment Agreement for a Structure Located on Township Road Allowance – Heather Glen Properties Inc.

### Background

Heather Glen Properties Inc. owns the property described as Part of Lot 20, Concession 2, geographic Township of Barrie, being Part 1 on Registered Plan 13R-22577. The property is municipally known as 1037 Gull Lake Road. The property has a structure (formerly the old Orange Lodge) constructed on it. A small portion of the old lodge encroaches onto a portion of the Gull Lake Road, shown as Part 3 on Registered Plan 13R-22577.



Clerk/Planning Manger's Administrative Report  
Encroachment Agreement for a Structure Located on Township Road Allowance – Heather Glen Properties  
May 19, 2023  
Page 1 of 2



**Researched By**

Tara Mieske, Clerk/Planning Manager

**Comments**

By requiring the property owner to enter into an Encroachment Agreement this would permit the structure to remain on the road allowance and would protect the Township as insurance would be required as a condition of the Agreement. Attached is a draft Encroachment Agreement for the structure (Attachment #1).

**Financial Implications**

As the Encroachment Agreement is similar to a Licence Agreement it is recommended if the Agreement is entered into, an annual fee of \$75.00 will be required which has been included in the attached draft Agreement.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Encroachment Agreement for a Structure Located on Township Road Allowance – Heather Glen Properties Inc.";

**And That** Council instructs the Clerk to advise Heather Glen Properties Inc. that Council approves of their request to permit the encroachment of the structure on a portion of the Gull Lake Road, provided an Encroachment Agreement is entered into;

**And That** Council authorizes the Mayor and Clerk to sign the Encroachment Agreement once signed by Heather Glen Properties Inc. and a Certificate of Insurance is provided.

Attachment:

- Draft Encroachment Agreement

THIS ENCROACHMENT AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2023.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

(the "Municipality")

OF THE FIRST PART

-and-

HEATHER GLEN PROPERTIES INC.

(the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the owner of those lands more particularly described in Schedule "A" to this Agreement (the "Owner's Land");

AND WHEREAS a portion of an existing structure located on the Owner's land encroaches onto a portion of the Public Highway known as Gull Lake Road (the "Road") which is described in Schedule "A" of this Agreement as Parts on the survey attached hereto as Schedule "B" (hereinafter referred to as the "Encroachment");

AND WHEREAS the Road is owned by and under the jurisdiction of The Corporation of the Township of North Frontenac pursuant to sections 26 and 28 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended;

AND WHEREAS the Owner has applied to the Municipality so that it may be permitted to retain the structure and maintain and use the Encroachment for an indefinite period, provided that in the event the structure is demolished and rebuilt the Owner shall be required to rebuild the structure entirely on the Owner's Land;

AND WHEREAS the Owner has applied to the Municipality so that it may be permitted to maintain and use the Encroachment for an indefinite period;

AND WHEREAS the Township of North Frontenac has agreed to enter into this Encroachment agreement to permit the Owner to use the Encroachment in accordance with the terms of this Agreement;

AND WHEREAS the Owner has agreed that the Municipality shall not be liable for the maintenance, improvement or use of the portion of the Road upon which the Encroachment exists;

AND WHEREAS the Owner has agreed that the Municipality may enforce the terms of this Agreement pursuant to sections 445 and 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, including the authority to order remedial work to be completed at the Owner's sole cost;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree with each other as follows:

1. The Parties hereby acknowledge and agree that:
  - a. The Encroachment is the sole responsibility of the Owner;
  - b. The Owner acknowledges that no representation has been made by the Municipality of any authority to grant the privilege to use and maintain the Encroachment and such use and maintenance by the Owner shall at all times be at the Owner's risk.
  - c. Notwithstanding the existence of the Encroachment, the public shall continue to enjoy an unfettered right to access the Road without restriction, save for the area of the Road which the structure is located upon, described as Part 3 on the survey attached to this Agreement as Schedule "B", which access shall be exclusive to the Owner;
  - d. The Owner shall not request that the Encroachment or such portion of the Road be maintained or operated by the Municipality;
  - e. This Agreement does not confer any rights, title or interest in the Road other than as provided in this Agreement;
  - f. The Municipality is not responsible for obtaining any approvals necessary at law to permit any construction relating to the Encroachment, said obligation being that solely of the Owner; and



- g. To undertake all measures necessary to ensure to the Municipality's satisfaction that use of the Road will not damage, impair, destroy or result in the loss of any municipal or other services or utilities that are now or may in future be located on, under or adjacent to the Road;
- h. To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Road, other than motor vehicle fuel while contained in normal fuel tanks;
- i. To not register this Agreement or a notice of this Agreement or any other notice of the Owner' interest in the Road against title to the Road;
- j. To indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions, regulatory orders and prosecutions and other proceedings made or brought against, suffered by or imposed on the Municipality in respect of any loss, damage or injury to any person or land or breach of any legal requirement directly or indirectly arising out of, resulting from or sustained as a result of the Owner's use of the Encroachment or the use of the Encroachment by any member of the public, whether said use is as invitee, guest or trespasser;
- k. Without limiting the generality of the foregoing, to indemnify and save harmless the Municipality from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Act* in connection with construction of any other work done by or at the request of the Owner on the Road, and to promptly attend at the Owner's expense to the removal of every claim for lien or certificate of action having to do with such work within 14 days of being notified in writing by the Municipality, failing which the Municipality may attend to such removal and recover the expense and all attendant legal and other costs from the Owner;
- l. To take out and maintain in force at all times, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality, that provides insurance coverage in respect of any one occurrence to a limit of not less than two million dollars (\$2,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, and that names the Municipality on the policy as an additional insured;
- m. To ensure the Municipality is provided with a Certificate of Insurance in a form satisfactory to the Municipality together with such proof as the Municipality may require that all premiums on the policies of insurance have been paid and that they are in full force and effect. If the Owner fails to pay premiums or

otherwise keep the policies in force, the Municipality may pay the premiums or take out additional policies as it considers necessary and the Owner shall pay all costs; and

- n. To comply with any direction, instruction or order of the Municipality issued pursuant to this Agreement.
5. The Owner further acknowledges and agrees that:
- a. This Agreement does not give the Owner any right to obtain a building permit or otherwise develop the Owner's Land without first complying with the requirements of the Municipality's Official Plan, zoning by-law and any other applicable law;
  - b. Notwithstanding the improvements to the Road, the Municipality will have no obligation to provide any services whatsoever to the Owner's Land including, without limiting the foregoing, garbage collection, water, sewer, storm drainage or any other public utility, unless such services are also provided to all residents' properties located along the Road;
  - c. It shall pay the Municipality annual licence fee of \$75.00 on each anniversary of this Agreement;
6. The Owner shall be in default of this Agreement where any of the following occur:
- a. Construction or existence of the structure on the Encroachment creates or may create a danger to users of the Road, in the sole discretion of the Municipal Engineer;
  - b. Construction on the Encroachment occurs without the Owner first having obtained all necessary approvals from any agency having jurisdiction;
  - c. Construction on the Encroachment is not in accordance with the terms and conditions of any approval or permit issued to permit such construction;
  - d. The Owner fails to comply with any direction, instruction or order from the Municipality;
  - e. The existence of the structure on the Encroachment or the condition of the Encroachment causes or contributes to flooding of adjacent properties; or
  - f. The Owner fails to comply with any obligation under this Agreement.

7. If the Owner is in default of any obligation under this Agreement and such default is not remedied to the satisfaction of the Municipality within 14 days of notice of the default delivered to the Owner, the Municipality shall have the right in addition to any other remedies available to it and without further notice to the Owner to enter on the Encroachment and to perform all such work as is deemed necessary by the Municipality to remedy any default or safety concern. The Owner shall remain liable to the Municipality for all amounts owing pursuant to any acts undertaken pursuant to this clause.
8. This Agreement shall not be assigned by the Owner without the prior written consent of the Municipality, which consent may be unreasonably withheld.
9. Notwithstanding anything else to the contrary in this Agreement, the Municipality may terminate this Agreement upon providing twelve (12) months' notice in writing to the Owner. Upon termination the Owner hereby irrevocably waives any rights to claim damages or loss as against the Municipality.
10. Upon receipt of notice of termination of this Agreement, the Owner shall remove the Encroachment, or any parts thereof, and return the Road to a condition where it may be used safely by the public prior to termination of this Agreement.
11. The Owner shall reimburse the Municipality for its costs in connection with the preparation, execution or enforcement of this Agreement, and such costs may be recoverable by action against the Licensee together with interest calculated at the rate of 1.25% per month (15% per annum) being the same rate of interest payable on account of tax arrears from the due date to the date of payment.

[THIS SECTION INTENTIONALLY LEFT BLANK]

12. This Agreement shall be binding upon and enure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement as at the date first set out above.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

THE CORPORATION OF THE TOWNSHIP OF  
NORTH FRONTENAC

Per:

\_\_\_\_\_  
Gerry Lichty, Mayor

\_\_\_\_\_  
Tara Mieske, Clerk

We have authority to bind the Corporation

HEATHER GLEN PROPERTIES INC.

Per

\_\_\_\_\_  
Name:

I have authority to bind the Corporation

**SCHEDULE "A"****OWNER'S LAND**

Part of Lot 20, Concession 2, geographic Township of Barrie, Township of North Frontenac being Part 1 on Registered Plan 13R-22577 – 1037 Gull Lake Road

**ENCROACHMENT**

Part of Lot 20, Concession 2, geographic Township of Barrie, Township of North Frontenac being Part 3 on Registered Plan 13R-22577





## 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: May 19, 2023

Re: Licence Agreement Application for Use of Township Shoreline Road Allowance – Eggleton

### Background

Douglas and Mida Eggleton submitted an Application for a Licence Agreement requesting the use of a Township Shoreline Road Allowance located on Marble Lake Road for the placement of a dock.

As per the Township Official Plan Section 5.2.5 Unassumed and Unopened Road Allowances, “Council recognizes that the public may use unopened road allowances for access by vehicles, or for use by snowmobiles or recreational vehicles even though they are not maintained by the Township. Council is under no obligation to maintain such roads, but may require an Agreement for their use or maintenance.” The “Procedure for Application for Licence Agreement to Use Township Road Allowance” shall apply to the Application for use of Municipal/Concession/Lot Road Allowances owned by the Corporation of the Township of North Frontenac.

### Researched By

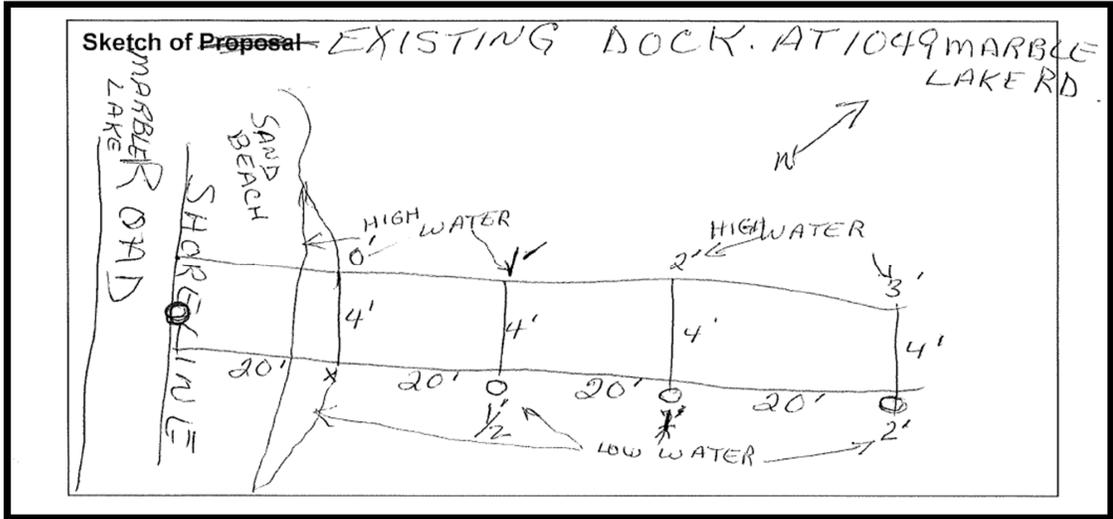
Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Assistant to the Clerk/Planning Manager

### Comments

The Applicant owns property located at 1049 Marble Lake Road within Lot 26, Concession 7, geographic Township of Barrie, on Marble Lake. Marble Lake Road runs between the property and the Shoreline Road Allowance. The Applicants are requesting to re-install a steel framed dock with wood-pressure treated top. The Township Shoreline Road Allowance, as stated in Schedule B Section 3. c.) to By-law #65-19 – Policy for Docks on Township Property, states that, “*The dock must be a floating dock with posts/legs to attach the dock to the shoreline. Cantilever and/or crib docks are not permitted*”. The dock has been in place for 20 years. The dock is 4 feet wide and 80 feet long. A portion of the dock is above the high water mark. The additional length is required due to the depth of the water. The property noted the water is half to one feet deep at 40 feet and 2-3 feet deep at the end of the dock. This depth is required to dock their boat.

The Municipal Inspector attended the site on April 28, 2023 and advised that he had no concerns with the placement of the dock; and that the dock has been in place for several years and the property owners are required to enter into the Agreement.



Entering into a Licence Agreement for these property owners would permit the dock being placed on the Shoreline Road Allowance. It is recommend Council approve the request for a Licence Agreement to install one dock on the Township Shoreline Road Allowance.

**Financial Implications**

As per the Township Fees and Charges By-law #28-23, Schedule P, Tariff of Fees for Licence Agreements, the Applicant paid the Application Fee of \$130.00 and if an Agreement is entered into, an annual fee of \$75.00 will be required, in 2024 and beyond.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Licence Agreement Application for Use of Township Shoreline Road Allowance – Eggleton";

**And That** Council instructs the Clerk to advise Mr. and Mrs. Eggleton that Council approves of their request to have the dock on the Shoreline Road Allowance on Marble Lake, provided a Licence Agreement is entered into before the dock is re-installed;

**And That** Council authorizes the Mayor and Clerk to sign the Licence Agreement once Mr. and Mrs. Eggleton sign the Agreement and provide a Certificate of Insurance.

Attachment:

- Draft Licence Agreement

This Licence Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2023.

Between:

**The Corporation of the Township Of North Frontenac**  
(the "Municipality")

Of the first part

-and-

**G. Douglas Eggleton and Mida L. Eggleton**  
(the "Licensee")

Of the second part

**Whereas** the Licensee is requesting to use a portion of the Shoreline Road Allowance in the geographic Township of Barrie, within the Township of North Frontenac;

**And Whereas** the Licensee has requested to use a portion of the Shoreline Road Allowance for the placement of a dock along the municipal Shoreline Road Allowance lying in front of Marble Lake;

**And Whereas** the Licensee has requested and the Municipality has agreed to grant a non-exclusive License Agreement to use a portion of the Shoreline Road Allowance in accordance with the terms of this Agreement;

**Now Therefore Witnesseth** that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the parties agree with each other as follows:

1. In this Agreement,
  - a) "Dock" means an accessory used for the mooring of marine vessels which is designed to float freely on the surface of the water body and which may be secured to the shoreline
  - b) "Shoreline Road Allowance" means part of the original 66' shore road allowance as set out in Schedule A;
  - c) "Works" means the affixing of Dock Structures to the Shoreline Road Allowance, as set out in Schedule B.
2. The Municipality grants to the Licensee a non-exclusive license to use a portion of the Shoreline Road Allowance abutting Marble Lake in accordance with the terms of this Agreement for the purpose of installing a dock. The dock must be floating dock with posts/legs to attach the dock to the shoreline. Cantilever and/or crib docks are not permitted.
3. Only one dock is permitted.
4. The Licensee covenants and agrees with the Municipality:
  - a) To accept the Shoreline Road Allowance in an "as is" condition and not to require the Municipality to pay for or do any work or supply any equipment or services in connection with the Licensee's use or improvement of the Shoreline Allowance and/or dock;
  - b) Approvals may be required by law prior to undertake any work on the dock structure and to provide copies of these to the Municipality;
  - c) Upon entering this Agreement, the Licensee shall pay the Municipality the further sum of \$75.00 per year during the term of this Licence.
  - d) To use the Shoreline Road Allowance only for the purpose of temporarily affixing a floating dock structure to the Shoreline Road Allowance and of providing pedestrian access to the Licensee's dock structure;
  - e) To not interfere with, obstruct or impede in any way the use of the Shoreline Road Allowance by the Municipality or any other member of the public;
  - f) To not erect any signs, fences, buildings, structures or fixtures on the Shoreline Road Allowance without the prior written consent of the Municipality;

- g) To keep the Shoreline Road Allowance in a clean and orderly condition, and not to permit any rubbish, refuse, debris or other objectionable material to be stored, or to accumulate on it;
  - h) To not carry on any activity, or do or keep anything on the Shoreline Road Allowance which are or may be a nuisance, or that causes or is likely to cause damage to the Shoreline Road Allowance or any abutting land;
  - i) To undertake all measures necessary to ensure to the Municipality's satisfaction that maintenance of the dock and use of the Shoreline Road Allowance will not damage, impair, destroy or result in the loss of any municipal or other services or utilities that are now or may in future be located on, under or adjacent to the Shoreline Road Allowance;
  - j) To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Shoreline Road Allowance, other than motor fuel while contained in an approved fuel container;
  - k) To NOT register this Agreement or a notice of this Agreement or any other notice of the Licensee's interest in the Shoreline Road Allowance against title to the Shoreline Road Allowance;
  - l) To indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed on the Municipality in respect of any loss, damage or injury to any person or land directly or indirectly arising out of, resulting from or sustained as a result of the Licensee's use and maintenance of the Shoreline Road Allowance;
  - m) Without limiting the generality of the foregoing, to indemnify and save harmless the Municipality from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Lien Act* in connection with construction and/or maintenance of the dock structure or any other work done by or at the request of the Licensee on the Shoreline Road Allowance and to promptly attend at the Licensee's expense to the removal of every claim for lien or certificate of action having to do with such work within fourteen (14) days of being notified in writing by the Municipality, failing which the Municipality may attend to such removal and recover the expense and all attendant legal and other costs from the Licensee;
  - n) To take out and maintain in force at all times during the term of this Agreement, at the Licensee's expense, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality, that provides insurance coverage in respect of any one occurrence to the limit of at least two million dollars (\$2,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, and that names the Municipality as an additional insured; and
  - o) To annually provide the Municipality with a Certificate of Insurance in a form satisfactory to the Municipality together with such proof as the Municipality may require that all premiums on the policies of insurance have been paid and that they are in full force and effect. If the Licensee fails to provide the Municipality with a Certificate of Insurance within 30 days of the due date this Agreement shall be terminated immediately, and the dock structure shall be removed, at the expense of the Licensee, and the Licensee will be considered in default.
4. The Licensee further acknowledges and agrees that:
- a) The Licensee has no rights, title or interest in the Shoreline Road Allowance other than as provided in this Agreement; and
  - b) Nothing in this Agreement fetters the Municipality's discretion as approval authority under any applicable legislation and nothing in this Agreement shall be construed as granting approval to the Licensee to construct any structure on the Shoreline Road Allowance, other than specifically provided for herein.
  - c) The Municipality has no obligation during or upon expiration of the term of this Licence to compensate or reimburse the Licensee for any other costs or expenses incurred by the Licensee to improve or maintain the Municipal Shoreline Road Allowance, all of which will be done for the benefit of the Licensee and not the Municipality;

5. This Agreement shall terminate immediately if the Municipality should at any time pass a by-law to assume and be responsible for the maintenance of the Shoreline Road Allowance.
6. The term of this License shall be from the date of this Agreement to the earlier of:
  - a) The date on which the parties mutually agree to dissolve said Agreement; or
  - b) The date on which this Agreement is terminated in accordance with its terms; or
  - c) The date which the Licensee ceases to maintain ownership of the property described as 1005 Marble Lake Road, Lot 26, Concession 7, geographic Township Barrie.
7. If the Licensee is in default of any obligation under this Agreement and such default is not remedied to the satisfaction of the Municipality within fourteen (14) days of notice of the default delivered to the Licensee, the Municipality shall have the right to terminate this Agreement upon a further ten (10) days' notice to the Licensee, such notices to be given by pre-paid first class mail to the Licensee at their last known address as it appears on the assessment roll of the Municipality. The Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
8. Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and one quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
9. The Licensee shall reimburse the Municipality for its costs in connection with the preparation, execution or enforcement of this Agreement, and may be recoverable by action against the Licensee together with interest calculated at the rate of 1.25% per month (15% per annum) being the same rate of interest payable on account of tax arrears.

The parties hereto have set their hands and seals to this Agreement as at the date first set out above.

**Signed, Sealed and Delivered**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
G. Douglas Eggleton

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mida L. Eggleton

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

\_\_\_\_\_  
Gerry Lichty, Mayor

\_\_\_\_\_  
Tara Mieske, Clerk

We have authority to bind the Corporation





## Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: May 19, 2023

Re: Fire Department Roster Update

### Background

Previously North Frontenac Council received a copy of the North Frontenac Fire Department (NFFD) Roster each time it was revised. In 2015 Council recommended the Fire Chief provide these updates to the Master Fire Plan Task Force; however, it has been dissolved. Based on discussions with the previous Personnel and Audit (P&A) Committee Chair Gerry Martin, the CAO requested Eric Korhonen, Director of Emergency Services/Fire Chief (DESFC) continue to provide an annual Roster and each time the Roster is changed (i.e. resignations, new hires, etc.) to the Personnel and Audit Committee via an Administrative Report.

The P&A Committee requested the Fire Chief provide an update on the Fire Department Roster after the first attendance review for 2023 had been completed at the Regular meeting of Council following May 6, 2023.

### Researched By

Eric Korhonen, Director of Emergency Services, Fire Chief

### Comments

The Roster for the NFFD is experiencing change, due to recent resignations and an annual review of attendance at training, as identified in the Personnel and Employment Policies and Procedures By-Law #76-13, Schedule P, as amended, and at emergency response.

The DESFC commenced an attendance review in February of 2023 of all Firefighters who had not attended training or emergency response since the onset of Covid-19 (2 years). Twenty (20) letters were sent to Firefighters requesting that the Firefighter attend an interview with the DESFC to discuss their attendance as they have not been active for two years. Of the Twenty (20)

Director of Emergency Services, Fire Chief Administrative Report  
Fire Department Roster Update  
May 19, 2023  
Page 1 of 2

Firefighter's sent attendance letters, five (5) have resigned as they are unable to meet the required commitments; two (2) have requested leaves of absence; ten (10) have re-committed to attending training and emergency response as required; one has requested to become Station Support only; and the remaining two (2) have been removed from Roster as they did not respond.

Additionally the Department recently lost five Firefighters due to resignation for other reasons.

The current 2023 Roster, dated May 6, 2023 (Attachment #1) has been amended to reflect the changes above. The new Roster includes twenty eight (28 Firefighters) which includes station support and the DESFC.

The Roster breakdown by station as of May 6, 2023 is:

<u>Clarendon Miller Station</u>	10 Firefighters on Roster,
<u>Ompah Station</u>	10 Firefighters on Roster.
<u>Snow Road Station</u>	5 Firefighters on Roster.
<u>Station Support</u>	2 Station Support on Roster.

The Department remains focused on the Firefighters active involvement in training and response. A spring recruitment drive is currently underway to provide for growth and continues to be our long term goal

At this time we have three (3) Firefighter Applications in progress.

### **Financial Implications**

There will be additional expenses to have these Firefighters trained to a level of Certification, as required by the Fire Protection and Prevention Act, over a two year period. The costs to provide the training externally is \$800 - \$1,200 per Firefighter, excluding wages. Training cost will be charged to the approved 2023 budget.

### **Recommendation**

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Fire Department Roster Update";

**And That** Council instructs the Director of Emergency Services, Fire Chief to continue to provide updates via an Administrative Report, to the Personnel and Audit Committee when the Roster is revised.

### **Enclosures (1)**

Director of Emergency Services, Fire Chief Administrative Report  
Fire Department Roster Update  
May 19, 2023  
Page 2 of 2

**North Frontenac Fire Department  
Volunter Firefighter Roster**

<b>Fire Stations:</b>	<b># on Roster</b>
Eric Korhonen, Director Emergency Service/Fire Chief	1
Station Support	
1. Patricia Bradbury	1
2. Laurie LaBrash	0 (VFF/EFR Also)
3. Gary Fleming	1
Clarendon-Miller Station	10
Ompah Station	10
Snow Road Station	5
<b>Total Number on Fire Department</b>	<b>28</b>
<p>The pie chart illustrates the distribution of the 28 firefighters across three stations. Clarendon-Miller Station and Ompah Station each have 10 firefighters, representing 40% of the total roster. Snow Road Station has 5 firefighters, representing 20% of the total roster. The chart uses a blue slice for Clarendon-Miller, an orange slice for Ompah, and a grey slice for Snow Road.</p>	

**North Frontenac Fire Department (NFFD)  
Clarendon Miller**

#	Name	Position	Year Hired
1	Boles, Dillon	Volunteer EFR/Firefighter + Fire Captain	2009
2	Culp, Geoff	Volunteer EFR/Firefighter	2018
3	Kirchgaessner, Guido	Volunteer Firefighter	2018
4	Lemke, Jason	Volunteer EFR/Firefighter/Communication Support	2016
5	Schonauer, Donna	Volunteer EFR/Firefighter	2008
6	Schonauer, Randy	Volunteer Firefighter	1992
7	Seniuk, Travis	Volunteer EFR/Firefighter	2021
8	Walker, Matt	Volunteer EFR	2021
9	Hawley, Brooke	Volunteer EFR/Firefighter	2021
10	Ross, Nicholas	Volunteer EFR/Firefighter	2015

North Frontenac Fire Department  
Ompah Station

#	Name	Position	Year Hired
1	LaBrash, Laurie	Volunter EFR/Station Support	2020
2	Leach, Jackie	Volunteer EFR/Firefighter + Fire & Life Safety Educator	2018
3	Morton, Don	Volunteer Firefighter	2019
4	Ross, George	Fire Captain + Volunteer EFR/Firefighter	2007
5	Ross, Michelle	Senior EFR Officer (All Stations) + EFR Captain + Volunteer EFR/Firefighter	2008
6	Searle, Riley	Volunteer EFR/Firefighter	2021
7	Seitz, Stan	Volunteer EFR/Firefighter	1980
8	Sroule, Darwyn	Volunteer EFR/Firefighter	2015
9	Surra, Alex	Volunteer EFR/Firefighter/Station Support	2021
10	Widmeyer, Michael	Volunteer EFR/Firefighter	2015

North Fronenacn Fire Department  
Snow Road Station

#	Name	Position	Year Hired
1	Guilbault, Marc	Volunteer EFR/Firefighter	2020
2	Rutherford, Robert	Volunteer EFR/Firefighter	2018
3	Wheeler, Kevin	Volunteer EFR/Firefighter	1993
4	Wheeler, Matt	Volunteer EFR/Firefighter	2011
5	Cuomo, Richard	Volunteer EFR/Firefighter	2018



## 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: May 19, 2023

Re: 2023 North Frontenac Community Grants Proposals

### Background

In 2020 Council passed By-Law #17-20 the Community Grants Policy (Attachment #1).

Community Grant funding demonstrates Council's commitment to working with Community Organizations. The purpose of this Policy is to establish a procedure for all proposed grants to Community Organizations.

The goal of the Community Grants program is to assist in the development and operation of not-for-profit community organizations who provide programs, services or events that promote and/or enhance the overall wellbeing of the community.

The Policy states "Council commits a maximum of \$10,000 to the annual budget and the maximum Grant Application permitted for a Community Organization is \$1,000". The 2023 Budget approved \$6,000 for Community Grants. The annual deadline for Organizations to submit an Application for Funding is April 30<sup>th</sup>.

### Researched By

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

### Comments

In 2023, prior to April 30<sup>th</sup>, the deadline for applications, the Township received six (6) Applications for Funding from Community Groups.

(1) The North Frontenac Amateur Astronomy Club (Attachment #2) – The Application for Funding is for \$1,000 to help fund the placement of a second Observatory to house a second 16" telescope (Building donation was previously approved by Council). Also, to purchase quality eyepieces for both telescopes.

Manager of Community Development Administrative Report  
2023 North Frontenac Community Grants Proposals  
May 19, 2023  
Page 1 of 4

This Application fits within the parameters of the Community Grants Policy;

(2) Lions Club of Land O'Lakes (Attachment #3) – The Application for Funding is for \$1,000 to assist with the cost of the 2023 Santa Claus Parade, Santa's Workshop, and Holly Shoppe.

This Application fits within the parameters of the Community Grants Policy.

The LCLO also receives \$400 which is included in the 2023 budget for their Santa Claus Parade.

(3) Clarendon Central Public School Parent Council (Attachment #4) – The Application for Funding is for \$1,000 to assist with the cost for transportation to 10 different excursions.

This Application and \$1,000 request fits within the parameters of the Community Grants Policy.

CCPSPC is also proposing the Council consider approving annual funding of \$1,500.00 to Parent Council, designated for student transportation.

This does not fit within the parameters of the Community Grants Policy; however, the MCD will add this request to the Draft 2024 Budget for Council consideration.

(4) The North Frontenac Historical Society and Archives (NFHSA) (Attachment #5) – The Application for Funding is for \$1,000 to assist with Preservation Projects they are completing in 2023. These projects include: The purchase of a screen slide and negative converter/adaptor and three (3) historical cemetery signs with church, cemetery and unmarked grave information at Dempsey, Ompah and Plevna/Ardoch cemeteries.

This Application fits within the parameters of the Community Grants Policy.

(5) North Frontenac Back Roads Studio Tour (Attachment #6) – The Application for Funding is for \$1,000 to assist with the cost of advertising, signage and promotional materials for the 2023 Back Roads Studio Tour (showcasing the diversity of talent found in our local artists and artisans) which is planned for September 23 and 24, 2023.

This Application fits within the parameters of the Community Grants Policy.

(6) North Frontenac Fitness Group (Attachment #7) – The Application for Funding is for \$987.39 to assist with the purchase of exercise equipment.

This Application fits within the parameters of the Community Grants Policy.

**Financial Implications**

Should Council approve all six (6) Applications for Funding the cost to the Township will be \$5,987.39.

As mentioned above Council approved \$6,000 for the Community Grants Program via the Annual Budget in 2023. The amount applied for by each Community Organization is not to exceed \$1,000 per the Policy.

**Recommendation**

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2023 North Frontenac Community Grants Proposals";

**And That** Council approves \$1,000 for The North Frontenac Amateur Astronomy Club to help fund the construction of a second observatory and additional eyepieces for the telescopes;

**And That** Council approves \$1,000 for the Lions Club of Land O' Lakes to assist with the cost of the 2023 Santa Claus Parade;

**And That** Council approves \$1,000 for the Clarendon Central Public School Parent Council for student transportation to excursions;

**And That** Council instructs the MCD to include \$1,500 in the draft 2024 Budget for consideration at that time, in regards to Clarendon Central Public School Parent Council's request to have \$1,500 included in the annual budget to assist with school transportation for excursions;

**And That** Council approves \$1,000 for the North Frontenac Historical Society and Archives (NFHSA) to assist with Preservation Projects they are completing in 2023 as described in their Application for funding;

**And That** Council approves of the request from the NFHSA to install signs at the Dempsey, Ompah and Plevna/Ardoch Cemeteries and Council directs the Public Works Department to have them installed this year;

**And That** Council approves \$1,000 for the Back Roads Studio Tour to advertise and promote their 2023 Studio Tour;

**And That** Council approves \$987.39 for the North Frontenac Fitness Group for the purchase of exercise equipment.

Enclosures (7):

#1 - By-law # 17-20 – Policy for Community Grants

#2 - Application for Funding from the North Frontenac Amateur Astronomy Club

#3 - Application for Funding from the Lions Club of Land O' Lakes

#4 - Application for Funding from the Clarendon Central Public School Parent Council

#5 - Application for Funding from North Frontenac Historical Society & Archives.

#6 - North Frontenac Back Roads Studio Tour

#7 - North Frontenac Fitness Group

**Community Grants Policy**

**1. Definitions**

In this Policy:

- a) "Community Organization" means not-for-profit unincorporated groups or registered charitable organizations who operate a business or provide a service within the geographic boundaries of the Township and have been in existence for a period of a minimum of two (2) years.
- b) "Council" means the Council of The Corporation of the Township of North Frontenac.
- c) "Township" means The Corporation of the Township of North Frontenac.

**2. Purpose**

Community Grant funding demonstrates Council's commitment to working with Community Organizations. The purpose of this Policy is to establish a procedure for all proposed grants to Community Organizations.

The goal of the Community Grants program is to assist in the development and operation of not-for-profit community organizations who provide programs, services or events that promote and/or enhance the overall wellbeing of the community.

**3. Guidelines**

- a) To help ensure projects are prioritized based on the needs of the community and to provide financial guidelines, when Council is considering Applications Council commits a maximum of \$10,000 to the annual budget effective 2020 (over and above the existing approved expenditures).
- b) Criteria for Community Grant Recipients
  - Projects must have a well-defined purpose and take place within the calendar year of receiving the Community Grant.
  - The request could provide a new or improved community service or an economic and/or social benefit.
  - To ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000.
  - Council will only consider future requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year).
- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.

- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township Asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Manager of Community Development will publish an annual Notice regarding the application process on the Township's website and Social Media accounts and in the local paper
- g) The Treasurer will publish annually on the Township's website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline will not be considered.
- i) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- j) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.
- k) Some Community Organizations are provided funding through the annual budget; however if these Community Organizations require additional funding for special projects they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.
- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well).

**4. Application Submission** (see Schedule "B")

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the Community Organization only has one person appointed to have signing authority).
- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested

project(s) or proposal(s) including a list and description of actual and pending costs.

- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
  - Address: 6648 Road 506, Plevna, ON K0H 2M0.
  - Fax: 613-479-2352
  - Email: recreation@northfrontenac.ca
- e) Applications must be received and date stamped prior to the annual deadline of April 30<sup>th</sup> in order to be considered for a Community Grant under this Policy .
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

## **5. Application Evaluation**

- a) Community Grant Applications shall be evaluated by Council who will review them and rate them on their impact to the community and the ability to support and improve the quality of life for residents.
- b) Should multiple Applicants meet the Application requirements and goals of the funding, a fixed amount will be granted to each Community Organization based on Council's evaluation and within budget constraints and the amount applied for by each Community Organization (not to exceed \$1,000).
- c) Council may refuse an Application that:
  - does not meet the criteria set out in this Policy for funding;
  - Council believes, with reasonable grounds, has made false statements on the Application;
  - has breached Conditions of this Policy in the past;
  - Council believes the Community Organizations goals or projects are not in the public's interest or that the Community Organization may not carry on business with honesty or integrity; or
  - Council believes has a financial situation that indicates the Community Organization will not be conducted in a financially feasible manner.
- d) All Applicants shall be notified by the Manager of Community Development, in writing of Council's decision made during the annual budget deliberations on the Community Grant Application. If the Community Grant is approved the Letter of Award shall include any terms and conditions that apply to the Community Grant.

## **6. Reporting** (see Schedule "C")

- a) Within sixty (60) days of the end of the project or by December 31<sup>st</sup> of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development. The Final Report is intended to help the Community Organization evaluate the initiative and help

Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

## **7. Effective Date**

- a) This Community Grants Policy came into effect on February 28, 2020 (see Section 4e) re: April 30<sup>th</sup> deadline).

## **8. Exemptions**

- a) Some Community Organizations are provided funding through the annual budget. These include:
  - i. Clarendon Central Public School - \$50
  - ii. Cloyne and District Historical Society - \$500
  - iii. Conservationists of Frontenac Addington (COFA) - \$200
  - iv. Land O' Lakes Community Services - \$1.25 per household in Ward 1 per Resolution #103-15
  - v. Land O' Lakes Emergency Food Bank - \$2,000
  - vi. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$500
  - vii. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
  - viii. Mazinaw Lake Swim Program - \$1500 per Resolution #59-18
  - ix. North Frontenac Community Services – Northern Rural Youth Program - \$5400 per Resolution #103-15
  - x. Ompah Community Volunteers Association – ATV Fundraiser (posters/laminating/printing) - \$400 – Per Resolution #77-10
  - xi. Ompah Community Volunteers Associations – Fireworks - \$600
  - xii. Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
  - xiii. Sand Lake Swim Program - \$1500 per Resolution #59-18
  - xiv. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
  - xv. Land O'Lakes Traditional Music Hall of Fame - \$200
- b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

Schedule 'B' to By-law #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**Community Grant Application Form**

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	
Committee or Organization Name:	
<b>Organization</b>	
Address	
Phone Number	
Email Address	
Website	
<b>Contact Person</b>	
Name	
Phone Number	
Email Address	
<b>Alternate Contact Person</b>	
Name	
Phone Number	
E-mail Address	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Project or Proposal**

By-law #17-20  
 Community Grants Policy  
 Page 5 of 10

**Project Overview Description: (750 words maximum) and Desired Outcomes**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

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Amount requested:	\$
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Has your organization received a grant previously from this Township program?

Yes  No

Amount (cumulative)	\$	Year(s)	

**Other Information:**

**The following are to be included with this Application. Please check to indicate attached.**

- A statement of the Community Organization's constitution and a mission or statement of purpose**
- Description of services and programs offered and geographical area served by your organization**
- Description of clientele participating or utilizing services/program**
- Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)**

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a "Final Report" and disclose all relevant information to the Township.  
The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

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

**Principal Officer:**

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

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

Schedule 'C' to By-law #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**Community Grant Final Report**

**Within sixty (60 days of the end of the project or by December 31<sup>st</sup> of the year the Community Grant was provided) the Community Organization shall submit a final Report to the Manager of Community Development. Please answer the following questions.**

Date:	
Committee or Organization Name:	
<b>Organization</b>	
Name	
Phone Number	
Email Address	
Website	
<b>Contact Person</b>	
Name	
Phone Number	
<b>Alternate Contact Person</b>	
Name	
Phone Number	

A statement of Budget versus actual on how the grant funding was used for the project(s) must be included with the Final Report.

Please check to indicate attached

**Summary of the Project or Proposal Outcome**

Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc.  
(200 words maximum)

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of my knowledge. And have disclosed all relevant information.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

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

**Principal Officer:**

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

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

**Privacy and Accessibility**

The information contained within this Application Form and any applicable attachments is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an Open, Public meeting of Council, and therefore will become Public information.

Schedule 'B' to By-law #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**Community Grant Application Form**

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	April 23, 2023	
Committee or Organization Name:	The North Frontenac Amateur Astronomy Club	
<b>Organization</b>		
Address	6648 Road 506, Plevna, ON K0H 2M0	
Phone Number	647 273 4193	
Email Address	supergiant2003@hotmail.com	
Website	<a href="https://www.northfrontenac.com/en/open-for-business/dark-sky-">https://www.northfrontenac.com/en/open-for-business/dark-sky-</a>	
<b>Contact Person</b>		
Name	Gary Colwell	
Phone Number	647-273-4193	
Email Address	supergiant2003@hotmail.com	
<b>Alternate Contact Person</b>		
Name	Betty Hunter	
Phone Number	613-483-3297	
E-mail Address	bhunter5105@gmail.com	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**Project or Proposal**

By-law #17-20  
 Community Grants Policy  
 Page 5 of 10

**Project Overview Description: (750 words maximum) and Desired Outcomes**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

In 2013, the township was designated as a Dark Sky Preserve so that people could enjoy the pristine dark skies all year round. In the spring of 2021 we constructed an observatory housing a 16" reflecting telescope to provide a permanent telescope for the public to view the heavens. Also in 2021, we began the North Frontenac Amateur Astronomy Club to promote astronomy and gather people together to observe and learn more about the heavens. The purpose of the group is to not only promote the dark skies in North Frontenac, but to bring in people from all over Ontario and Quebec to promote tourism.

Our main project now is to construct a second Observatory to house a second 16" telescope. The funds will be used to fund the construction of this second Observatory. In addition to purchase quality eyepieces for both telescopes. People from as far away as Goderich, Toronto, Hamilton, Ottawa, and Montreal to mention a few have made the journey to see some of the last remaining dark sky site in the Province. For list of Public activities please see below.

Amount requested:	\$ 1000.00
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Has your organization received a grant previously from this Township program?

Yes  No

Amount (cumulative)	\$	Year(s)	
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## **Description of clientele participating or utilizing services/program**

- All members of the public young and old can participate in any of the Public Observing Nights and activities of the North Frontenac Amateur Astronomy Club at the Clar-Mil Community Center
- There is no fee charged for any of the events that are sponsored by the North Frontenac Amateur Astronomy Club

# North Frontenac Amateur Astronomy Club

## Mission Statement

To promote Astronomy & the Night Sky to members of the Community and the General Public and to preserve the dark skies in the Township of North Frontenac for future generations to enjoy. To provide learning and teaching programs to those interested in pursuing their love of the night skies.

**Statement of the Community Organizations budget breakdown  
on how the funds will used for the requested project(s) or  
proposal(s)**

The North Frontenac Amateur Astronomy Club has graciously been donated 2 world class 16” telescopes, both of which have been refurbished to like new condition...Neither telescope were furnished with any eyepieces. Members have offered some of their personal eyepieces to use with the telescopes.

We propose to use the funds to purchase 3 eyepieces for each telescope – one low power, one intermediate power and one high power. The price for eyepieces is \$150.00 each for a total expenditure of \$900.00.

In addition we have been donated a second observatory, the cost for moving and installation will be approx. \$500.00.

We will again be having the festival of stars on September 15-17 with an approx. cost for advertising, promotions etc. at \$1500.00.

SCHEDULE "B" TO  
BY-LAW #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**COMMUNITY GRANT APPLICATION FORM**

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	April 2, 2023	
Committee or Organization Name:	Lions Club of Land O'Lakes	
<b>Organization</b>		
Address	12328 Highway 41, Northbrook Ontario K0H 2G0	
Phone Number		
Email Address		
Website		
<b>Contact Person</b>		
Name	Gary Shortt	
Phone Number	647-963-4058	
Email Address	shorttga@gmail.com	
<b>Alternate Contact Person</b>		
Name		
Phone Number		
E-mail Address		
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input type="radio"/> No <input checked="" type="radio"/>	

By-law #17-20  
Amended Community Grants Policy – February 28, 2020  
Page 5 of 10

**Project or Proposal**

**Project Overview Description: (750 words maximum) and Desired Outcomes**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

The Lions Club of Land O'Lakes organizes and manages a Santa Claus Parade each year for the community and their children. The parade was postponed in 2020 due to the COVID pandemic. The parade was reinstated in 2021 in accordance with Public Health protocols with 18 local businesses participating. The parade route includes the Pine Meadow Nursing Home bringing many smiles to the residents. Lions Club Volunteers hand out activity bags, hot chocolate and donuts to one and all after the parade. A meet and greet with Santa Claus after the parade is a big hit with the local children.

The Santa Claus Parade expanded in 2022 to include a marching band, Town Crier, live reindeer display and a Holly Shoppe inside the Lions Club Hall. The Holly Shoppe provided the children with an opportunity to select and buy small gifts for their parents for a token fee. They would then take their gift to a gift wrapping station operated by Lions Club Volunteers.

The Lions Club also introduced a Santa's Workshop for the local children, parents and grandparents at no cost on another weekend. The children made their own gifts such as popsicle stick trees, paintings and decorated cookies. They participated in games and activities such as ring toss and science experiments. Of course, Santa Claus was in attendance helping the children enjoy themselves.

Lions Club Volunteers are already planning the Santa Claus Parade, Holly Shoppe and Santa's Workshop for 2023. Based on the performance of last year's events, a higher attendance by the community is expected. Instead of a token price for purchases at the Holly Shoppe, the Lions Club will be requesting a donation for the Land O'Lakes Emergency Food Bank.

The Lions Club receives \$400.00 per year through the annual North Frontenac Township budget to help defray the cost of the Santa Claus Parade.

The total cost for the Santa Claus Parade, Holly Shoppe and Santa's Workshop in 2023 is estimated at \$4,800.00. A grant in the amount of \$1,000.00 is requested to help defray the cost of these events run by Lions Club Volunteers.

Amount requested:	\$ 1,000.00
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Has your organization received a grant previously from this Township program?

Yes  No

Amount (cumulative)	\$ 1,000.00	Year(s)	2022
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**Other Information:**

**The following are to be included with this Application. Please check to indicate attached.**

- A statement of the Community Organization's constitution and a mission or statement of purpose**
- Description of services and programs offered and geographical area served by your organization**
- Description of clientele participating or utilizing services/program**
- Statement of the Community Organizations budget breakdown on how the funds will be used for the requested project(s) or proposal(s)**

*Photos of 2022 Events*

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge.  
We agree to complete a "Final Report" and disclose all relevant information to the Township.  
The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: \_\_\_\_\_

*Gary Skott*

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

*April 9, 2023*

**Principal Officer:**

Signature: \_\_\_\_\_

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

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.



Lions Club of Land O'Lakes  
12328 Highway 41  
Northbrook, ON  
K0H 2G0

**OUR MISSION:**

To empower volunteers to serve their community, meet humanitarian needs and encourage peace.

**OUR MOTTO:**

“WE SERVE”

**OUR OBJECTIVES:**

1. To encourage service minded people to serve their community without personal financial reward and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavour.
2. To unite its members in the bonds of friendship, good fellowship and mutual understanding.
3. To promote the principals of good government and good citizenship.
4. To take an active interest in the civic, cultural, social and moral welfare of the community.
5. To provide a forum for the open discussion of all matters of public interest: provided, however, that partisan politics and sectarian religion shall not be debated by Club members.

**NORTH FRONTENAC TOWNSHIP**

**COMMUNITY GRANT PROGRAM 2023 APPLICATION**

**LIONS CLUB OF LAND O'LAKES - HOW WE SERVE OUR COMMUNITY**

**Lions Club of Land O'Lakes Community Hall**

- Ongoing Hall space for community organizations such as Lennox & Addington Resources for Children, Land O'Lakes Community Services, Exercise Classes and Yoga Classes.
- Short Term Hall space for community organizations such as Flu & COVID vaccine clinics, Federal & Provincial Elections, Celebrations of Life, Meals on Wheels and Land O'Lakes Garden Club.
- Weekly community events organized by the Lions Club Volunteers such as Euchre, Bingo and Dart Nights
- Events organized by the Lions Club Volunteers for the community such as Essential Services Appreciation BBQ, Holiday & Spring Extravaganza with Local Vendors, Farmers Market, Fish Fry's, Yard Sales, Remembrance Day Ceremony and Holiday Fence Displays.
- Meeting & work space for Dr. Mitch Broser, Chiropractor.

**Lions Club Volunteer Services for their Community**

- Food Bank deliveries
- Food Drives
- Peace Poster Contest at Clarendon Public School
- Community Dances
- Spring yard clean ups for those unable to do so
- Peace Poster Contest for children at North Addington Education Centre
- Flinton Halloween Trunk & Treat
- Santa Claus Parade & Holly Shoppe
- Santa's Workshop
- Guide Dog Walk to Raise Awareness and Funds
- Yard Sales
- Golf Tournament
- BBQ's at community events
- Alcohol bottle and can collection and removal from North Frontenac Waste Transfer Sites

### **2023 Donations made by Lions Club of Land O'Lakes to Organizations Serving the Community**

- Lennox & Addington Resources for Children
- Land O'Lakes Community Services Drop In
- North Addington Education Centre Bursaries
- Alzheimer Society
- Land O'Lakes Community Services Christmas Hamper
- Lions Foundation of Canada Dog Guides
- Leader Dogs for the Blind
- Baseball for Dad (Mental Health Awareness)
- Pine Meadow Nursing Home
- Ontario Women's Native Association – Napanee
- Heart of Hastings Hospice
- University Hospitals Kingston Foundation
- Lennox & Addington County General Hospital Foundation – Diabetes Clinic
- Daughter Project Canada
- Lions Quest Canada – Centre for Positive Youth Development
- Camp Huronda – Diabetes Camp for Children
- Land O'Lakes Foodbank
- North Addington Education Centre – Breakfast Program & Hospitality Training Program
- Community Foundation for Lennox & Addington – Environmental Action 180 Degree Fund
- Camp OCH & Camp Trillium – Childhood Cancer
- Sunshine Foundation of Canada
- Special Olympics
- Campfire Circle

### **Geographical Area Covered by Lions Club of Land O'Lakes**

- North Frontenac Township and Township of Addington Highlands

**NORTH FRONTENAC TOWNSHIP**

**COMMUNITY GRANT PROGRAM 2023 APPLICATION**

**LIONS CLUB OF LAND O'LAKES**

**DESCRIPTION OF CLIENTELE PARTICIPATING OR UTILIZING SERVICES/PROGRAMS**

- Communities of North Frontenac Township and Township of Addington Highlands
- Low density population, isolated community members, small Hamlets/Towns
- Seniors, families, singles and children
- Members of all cultures in the area
- Moderate and low income community members





LION CAROL  
(HOLLY SHOPPE LADIES)

always smiling always serving





Schedule 'B' to By-law #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**Community Grant Application Form**

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	April 27, 2023	
Committee or Organization Name:	Clarendon Central Public School Parent Council	
<b>Organization</b>		
Address	7356 Road 506, Plevna ON K0H 2M0	
Phone Number	(613)479-2264	
Email Address		
Website	<a href="http://clarendon.limestone.on.ca">http://clarendon.limestone.on.ca</a>	
<b>Contact Person</b>		
Name	Jilene England	
Phone Number	(613)812-2111	
Email Address	jileneengland@gmail.com	
<b>Alternate Contact Person</b>		
Name	Angela Tooley	
Phone Number	(613)479-2241	
E-mail Address	angela.tooley@ontario.ca	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### Project or Proposal

**Project Overview Description: (750 words maximum) and Desired Outcomes**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

Clarendon Central Public School's Parent Council is instrumental in providing financial supports to the students, staff and building needs. Each year, Parent Council works hard to fundraise dollars for classroom and yard equipment, in school and after school events, once a month free pizza lunches, field trip expenses and transportation to sporting events, activities and trips.

Clarendon Central Public School is the most northern school in the Limestone District School Board and because of the distance to events; we face larger busing fees than other schools. In the past year, April 2022-April 2023, it has cost CCPS \$4,708.71 to have students bused to 10 different excursions including events at neighbouring schools, field trips, and sport tournaments

We propose North Frontenac Township Council grant Parent Council \$1000.00 for the next year to alleviate some of the transportation costs for students. Parent Council would further like to propose that Council consider approving annualized funding of \$1,500.00 to Parent Council, designated for student transportation, in their next annual budget meeting.

**CCPS Parent Council invites North Frontenac Township Council to work with us to ensure our rural students have as many opportunities and experiences as other schools in the Limestone Board.**

Amount requested:	\$1000.00
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Has your organization received a grant previously from this Township program?

Yes X       No

Amount (cumulative)	\$4685.00	Year 2017	Grant towards storage shed
	\$50.00	Year 2018-23	Yearly purchase of turkey for Student Christmas Dinner (annualized funding)

## **Clarendon Central Public School Parent Council**

### **Mission Statement**

To enhance student learning through cooperative efforts of parents, staff members and others in the community. The Parent Council is an advisory body of volunteers who work together to provide ideas and opinions to help the principle, and at times the school district, to make the school a better place of learning.

### **Services Offered**

Parent Council organizes a number of fundraising events including a spring sale, community lunches, chocolate bar & pepperette sales. This council provides a wide range of opportunities for the students – free pizza lunches, the purchases of classroom and outdoor equipment, providing transportation dollars to activities, sport jerseys and special interests groups. Parent Council also provides community activities including dinners, vendor sales, and events.

### **Clientele Participating**

Clarendon Central Public School has students from age 3 to 14. Students live in North Frontenac - Fernleigh, Ardoch, Ompah, and Plevna.

### **Budget Breakdown**

Clarendon Central Public School Parent Council will allocate funds approved by the Community Grant directly to the costs associated with student transportation.

**Other Information:**

**The following are to be included with this Application. Please check to indicate attached.**

- X A statement of the Community Organization's constitution and a mission or statement of purpose**
- X Description of services and programs offered and geographical area served by your organization**
- X Description of clientele participating or utilizing services/program**
- X Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)**

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a "Final Report" and disclose all relevant information to the Township.  
The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**  
Signature: *A Tooley - cochair* Date: April 27, 2023

**Principal Officer:**  
Signature: *Shawn Roullet - cochair* Date: April 27, 2023

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

SCHEDULE "B" TO  
BY-LAW #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**COMMUNITY GRANT APPLICATION FORM**

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	March 27, 2023	
Committee or Organization Name:	North Frontenac Historical Society & Archives	
<b>Organization</b>		
Address	c/o Treasurer, Kathy Smith, 1029 White Birch Court, Ardoch	
Phone Number	(613) 479-5583	
Email Address	nfhsarchives@gmail.com	
Website	www.nfhistorical.com	
<b>Contact Person</b>		
Name	Brenda Martin, President	
Phone Number	(613) 479-0586	
Email Address	fromthefiled23@gmail.com	
<b>Alternate Contact Person</b>		
Name	Heather White, Curator	
Phone Number	(613) 479-5549	
E-mail Address	whiteheatherann@hotmail.com	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

By-law #17-20  
Amended Community Grants Policy – February 28, 2020  
Page 5 of 10

### Project or Proposal

**Project Overview Description: (750 words maximum) and Desired Outcomes**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

NFHSAs invites Township Council to sponsor any portion of these Preservation projects for 2023. This includes the following: 1) The purchase of a screen slide and negative converter/adaptor capable of transferring negatives of 110/126/135 films and 135 mm slides to a digital format. This equipment would allow NFHSA to have access to many archival photos that the community has provided in negative and slide form. We anticipate that the converter will be useful for the upcoming historic schools' project as well as allowing us to convert material from previous topics such as hamlets, businesses, and family photos.

2) The second preservation request addresses the final three historical cemetery signs with church, cemetery and unmarked grave information: a) Ompah b) Plevna/Ardoch Community Cemetery and c) Dempsey.

Research for each cemetery has continued since 2019, with a concentrated effort to identify unmarked graves. Plaques to honour those who do not have graves/markers/or proper identification have been identified as a priority in the preservation of local history. Previous signage has shared our research about the church and cemetery as well as noted the unmarked graves. As Township Cemeteries we request permission to have these signs installed by Township staff such that it does not interfere with ground maintenance. Estimates for the production of three signs has been provided by BMR-Signs such that the signs will be similar throughout the Township to the ones placed. In addition, NFHSA will hire a Graphic artist to design each sign. That estimate has been provided in the budget as well

\*\*\*A request to Public Works will be made to install the three signs in the fall of 2023 or spring of 2024 depending on production timeline and ground conditions. This will ensure that installation meets guidelines for safety and location does not interfere with ground maintenance or cemetery plans.

Amount requested:	\$ 1000.00
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Has your organization received a grant previously from this Township program?

Yes  No

Amount (cumulative)	\$ 8535	Year(s)	2016-\$2035; 2017-\$2000; 2018- \$1500; 2022-\$1000 2020-\$1000; 2021- \$1000
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By-law #17-20  
Amended Community Grants Policy – February 28, 2020  
Page 6 of 10

**Other Information:**

**The following are to be included with this Application. Please check to indicate attached.**

- A statement of the Community Organization's constitution and a mission or statement of purpose**
- Description of services and programs offered and geographical area served by your organization**
- Description of clientele participating or utilizing services/program**
- Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)**

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge.  
We agree to complete a "Final Report" and disclose all relevant information to the Township.  
The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: Brenda Martin *Brenda Martin* Date: March 28, 2023

**Principal Officer:**

Signature: Kathy Smith *Kathy Smith* Date: March 28, 2023

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

## COMMUNITY GRANT APPLICATION 2023

### BUDGET BREAKDOWN

- Slide/negative converter with adapter and SD card \$425.00
- Graphic design work for 3 signs \$375.00
- Three cemetery signs @\$ 200 each \$600.00

Total estimate \$1425.00

## NORTH FRONTENAC HISTORICAL SOCIETY & ARCHIVES

### CONSTITUTION AND BY-LAWS

#### ARTICLE I

##### I: NAME

The name of this public, non-profit corporation shall be "North Frontenac Historical Society & Archives", Inc. hereinafter called the ("Corporation").

The Board of Directors may provide a corporate seal which shall have inscribed thereon the name of the corporation, "North Frontenac Historical Society & Archives" and the words "Corporate Seal".

##### II: HEAD OFFICE

The Head Office of the Society shall be at the Lavant Building, 11586 Road 509, Snow Road Station Road, ON.

##### III: STATUS

The Society is a non-profit organization incorporated in the Province of Ontario by affiliation with the Ontario Historical Society. The Society shall maintain membership in the Ontario Historical Society and will pursue Charitable Designation per Revenue Canada Agency procedures. The Society will operate without purpose of gain for its members and any profits or additions to the Society shall be used in the promotion of its charitable, educational objectives as set out in Article IV.

##### IV: OBJECTIVES

The Corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the Corporation shall be used in furtherance of its purposes. The aims and objectives of the Corporation shall be as follows:

- 1) To conserve local history materials that commemorate the history of North Frontenac Township
- 2) To advance education by improving the public's understanding and awareness of the history of North Frontenac through educational presentations, exhibitions, meetings, displaying signs at historical sites, and producing historical books and other material.
- 3) To encourage community pride and interest in local history through education and increased awareness
- 4) To do all such proper things as are necessary, incidental and conducive to the attainment of the aims and objects of the Corporation.

##### V: MEMBERSHIP

i) There will be one category of Membership in the Corporation. There will be an annual fee for Membership. The amount shall be established from time to time by the Board of Directors.

ii) Membership fees shall be due and payable to the Treasurer at the beginning of the fiscal year, which will run January 1<sup>st</sup> to December 31<sup>st</sup> each year.

iii) All members are entitled to voting privileges.

A) Any person(s) interested in promoting the purposes of the Corporation may become a member. Every member in good standing shall have the right to vote and to take part in the activities of the Corporation. All members shall be entitled to one vote. The Directors of the Corporation shall establish a membership fee due and payable yearly at the beginning of each fiscal year. Membership may be terminated for failure to pay the annual fee and/or for not meeting the objectives of the Corporation. A member may resign at any time by submitting a resignation in writing to the Board of Directors, but no refund of fees shall be made. The Corporation shall be carried without the purpose of gain for its members and profits or any other accretions to the Corporation shall be used in promoting its objectives.

B) The governance of this organization is vested in its members with powers delegated to officers and directors. The officers and directors must be members of the Corporation. All powers not specifically delegated by the members are retained by the membership.

#### VI: MEETINGS

The following meetings are required to be held:

- a) an Annual General Meeting;
- b) Board of Directors Meetings.

#### VII: BOARD OF DIRECTORS

The Corporation shall have a Board of Directors of not less than five (5) Directors, including a President, Vice-President, Treasurer and Secretary who are members of the Corporation in good standing and elected by the Membership.

#### VIII: REMUNERATION

The directors/trustees shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their position as such, provided that the directors may be paid reasonable expenses incurred by them in the performance of their duties.

#### IX: BY-LAWS

By-laws shall be established and set forth as may be required. They may be introduced, revised, altered, or amended only upon due notice to the Membership at least (30) days prior to the Annual General Meeting, or Special meeting as may be called to deal with the matter. A vote of (2/3) of the Membership present and voting shall be required to establish, revise or amend any By-law, providing the number of

members present and voting constitutes a quorum. All proposed amendments shall be submitted in writing.

#### X: FISCAL YEAR

The fiscal year shall be twelve (12) months commencing January 1<sup>st</sup> to December 31<sup>st</sup> annually.

#### XI: AMENDMENT OF THE CONSTITUTION

The Constitution may be amended by two-thirds (2/3) majority of the Corporation membership present at a meeting of the general membership. Not less than (30) calendar days prior to the meeting, written notice shall be given to the general membership of the intention to adopt any amendments. All proposed amendments must be submitted in writing.

#### XII: DISSOLUTION

Any distribution of income of the Corporation during its lifetime, or of earned surplus in the event of winding up of the Corporation, to any member or for the personal benefit of any member is prohibited.

Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining surplus or property shall be distributed or disposed of to any charitable organizations, that are registered under the Income Tax Act and with purposes that are beneficial to the region of North Frontenac.

### BY-LAWS

#### I: MEMBERSHIP

i) Any person(s) interested in promoting the purposes of the Corporation may become a member. Every member in good standing shall have the right to vote and to take part in the activities of the Corporation. All members shall be entitled to one vote. At meetings of the general membership including the Annual General Meeting, proxy voting shall be accepted. Rules for the collection of proxy votes will be determined by the Board of Directors.

ii) The Directors of the Corporation shall establish a membership fee due and payable yearly at the beginning of each fiscal year. Membership may be terminated for failure to pay the annual fee and/or for not meeting the objectives of the Corporation. A member may resign at any time by submitting a resignation in writing to the Board of Directors, but no refund of fees shall be made.

iii) The governance of this organization is vested in its members with powers delegated to officers and directors. The officers and directors must be members of the Corporation. All powers not specifically delegated by the members are retained by the membership.

## II: DUTIES OF OFFICERS

- i) The Officers of the Corporation shall be President, Vice-President, Secretary, Treasurer and Past president. The board of Directors may elect or appoint other officers as is deemed necessary. Such appointees shall be called Directors at Large and shall accept duties determined by the Board of Directors.
  - ii) The officers of the Board shall be elected annually by the Membership at the Annual General Meeting.
  - iii) Any officer may be removed by a majority vote of the Board of Directors then in office whenever, in their judgment, it is deemed to be in the best interest of the Corporation.
  - iv) A vacancy on the Board of Directors shall be filled by the Board of Directors for the unexpired term. At the following annual meeting, this new Director(s) may begin a regular three (3) year term if nominated by the Nominating Committee voted upon by a majority of the membership at the Annual General Meeting.
  - v) Each Director shall serve a term of three years. There shall be no term limit, but in order to serve additional terms, the Directors shall be nominated by the Nominating Committee and voted upon by the majority at the annual General Meeting.
  - vi) The Board of Directors may elect or appoint other officers as is deemed necessary. Such appointees shall be called Directors at Large and shall accept duties determined by the Board of Directors
  - vii) To remove a Board of Director, three Members in good standing shall request, in writing, to the Board of Directors, that the Board member be removed. Within 30 days of receipt of the request, the Board shall arrange a General Meeting, at which a motion may be made to remove the Board member. If the motion is passed with 2/3 vote of the membership present, a candidate for the office may be nominated by the Board of Directors and an election held at the next meeting of the Corporation.
- vii) SPECIFIC RESPONSIBILITIES:
- a) The President is responsible for conducting business at the Board meetings, preparing agendas for such meetings and sees to all pertinent business of the Corporation. The President does not vote on motions except to break a tie. The President is ex-officio of all committees.
  - b) The Vice-president shall assist the President and shall conduct the Corporation's meetings in the absence of the President. The Vice President shall also complete the term of the President in the event that the President's resignation, inability to act, or removal from office.
  - c) The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors, shall see that all notices are duly given in accordance with the provisions of the Constitution or as required by law; shall be custodian of the Corporation's non financial records and documents, the execution of which is authorized in accordance with the Constitution; and shall perform all duties incident to the Office of Secretary.
  - d) The Treasurer shall have charge and custody of all funds of the Corporation. In general, the treasurer shall be custodian of the Corporation's financial records and other documents and shall perform all duties normally associated with a treasurer of such an entity. Monies shall be paid out by numbered cheques signed by two of the officers having signing power. The Treasurer shall obtain approval of the

Board of directors for all disbursements in excess of two hundred dollars (\$200). The Corporation's financial records shall be audited at the end of each fiscal year and a report rendered at the Annual General Meeting.

### III: COMMITTEES

i) The Corporation shall have such Committees as deemed necessary by the Board of Directors. The following committees shall become operational at the discretion of the Board of Directors. Each Committee, other than the Executive Committee, shall consist of a Chairperson selected annually by the Executive Committee. The Chairperson of each committee may select other members to serve on the committee. Each committee shall meet on a regular basis and submit a copy of its minutes to the Executive Committee prior to the next meeting of the Board of Directors. All committee action shall be approved by the Executive Committee. The chairperson of each Committee shall report regularly at the Board of Directors meetings.

ii) Executive Committee shall consist of officers of the Corporation, (President, Vice-President, Treasurer, Secretary) plus the immediate Past President (Honorary President in the initial year). The functions of the Executive Committee are to conduct and oversee the day-to-day business of the Corporation.

iii) The Finance Committee shall oversee the Corporation's financial matters.

iv) The Membership Committee shall institute and maintain programs which will enhance Corporation membership and attract new members.

v) The Program Committee shall recommend and direct the planning of events and activities which promote the purposes of the Corporation.

vi) Nominating Committee shall continuously solicit nominations of potential directors and maintain a list of candidates to fill vacancies on the Board. The committee members will serve as community liaisons promoting the Corporation's objectives. The nominating committee shall consist of a minimum of three (3) members.

vii) Ad Hoc Committees shall be created by the Board as the need arises.

### IV: MEETINGS

i) General meetings of the Corporation of which there shall be no fewer than one in any calendar year, shall be held on dates and in places to be determined by the Board of Directors.

ii) The Annual General Meeting shall be held in the month of May unless otherwise designated by the Board of Directors.

iii) The Board of Directors shall meet as regularly as required.

iv) Special Meetings of the General membership may be called by the Board of Directors or upon written request to the Secretary by five members in good standing of the Corporation. Notification of Special Meetings must be provided no later than eight (8) days in advance of the meeting.

v) Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

vi) At any such meeting of the General Membership, five (5) members must be present to constitute a quorum for conducting Corporation business.

vii) The General Membership may vote by ballot at any meeting called to transact business.

#### V: EXECUTIVE INDEMNITY

As volunteers for the Township of North Frontenac, Township liability insurance is deemed to cover all Corporation officers and directors in the completion of their duties.

The Corporation may indemnify any Board of Director, including former Board of Directors, against all costs, claims, charges, and expenses, including any amount paid to settle an action or satisfy a judgement, reasonably incurred by such Board member, in respect of any civil or administrative action or proceeding, to which he/she is made party of, by reason of being, or having been a Board of Director of the corporation, if:

- a) he/she acted in good faith with a view to the best interest of the Corporation,
- b) in the case of a civil or administrative action or proceeding, he/she had reasonable grounds for believing that his/her conduct was lawful.

#### VI: FINANCES

i) The Board of Directors shall authorize any officer or officers, to enter into any contract, or execute and deliver a legal document in the name of and on behalf of the Corporation

ii) All cheques, drafts, or orders for the payment of money shall be signed by two officers, both of whom shall be authorized signers. When signing, officers shall have available to them supporting invoices or other documentary evidence. All notes or other indebtedness issued in the name of the Corporation shall be signed by two officers.

iii) All funds of the Corporation shall be deposited in the credit of the Corporation in financial institutions as the board may select.

iv) The Board of Directors may accept on behalf of the Corporation any contributions, gifts or bequests that will support the Corporation's objectives.

v) The fiscal year of the Corporation shall be the calendar year terminating on December 31<sup>st</sup>.

#### VII: BOOKS AND RECORDS

i) The Corporation shall keep, correct and complete records of account. It shall also keep minutes of the proceedings of its Board of Directors, General membership, annual meeting, special meetings and

Committee having authority from the Board of Directors. It shall keep a record of the names and addresses of the members entitled to vote.

ii) All books and records of the Corporation may be inspected by members for any proper purposes at any reasonable time.

iii) The Secretary shall be the custodian of all non-financial records.

iv) The Treasurer shall be the custodian of all financial records.

#### VIII: CONDUCT OF MEETINGS

i) The most current edition of Robert's Rules of Order shall serve as a guide in the conduct of the Corporation's business when they are inconsistent with its Constitution.

ii) At each Annual General Meeting of the Membership, the following shall be included:

a) minutes of the previous Annual general Meeting,

b) Treasurer's Report,

c) reading or summary of correspondence pertinent to the AGM.

iii) All decisions involving policy (other than amending the Constitution or By-laws) or finances shall be made by a majority vote of the Membership present and voting at the meeting. All other decisions may be made by consensus, unless a vote is requested.

## PUBLICATIONS

(Available through NFHSA):

- **Away Back in Clarendon & Miller** by C.A. Armstrong (1976)
- **Recollections of Clarendon & Miller** (Andrew Armstrong, 2021)
- **Memories of General Stores** (CMCA, 2016)
- **Lodges: Past & Present in North Frontenac** (CMCA, 2017)
- **Historic Tours of North Frontenac** (CMCA, 2017)
- **Camp Kasawakmak** (CMCA, 2018)
- **Memories of Farms** (NFHSA, 2019)



## MEMBERSHIP

Following the incorporation on November 23, 2019 a membership drive began. Any persons interested in promoting the purposes of the Society may become a member with an annual fee of (\$5.) The membership registration allows the Society to communicate directly with the members. The membership receives: advance announcements about upcoming projects, events and activities; requests for volunteers; and the bi-annual newsletter with local history highlights. New volunteers and Committee members are most welcome.



## PROJECTS

- Veterans of North Frontenac
- Cemeteries Updates
- History of the local Lands & Forest Dept.
- History of North Frontenac Schools
- Local Businesses
- Family Photos and History

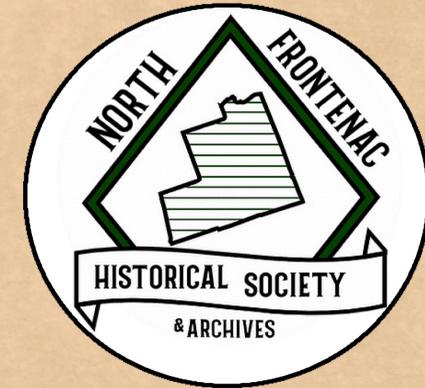


## CONTACT US

**Website:** [www.nfhistorical.com](http://www.nfhistorical.com)

**E-mail:** [nfhsarchives@gmail.com](mailto:nfhsarchives@gmail.com)

**Phone:** (613) 479-5549 for appointments  
NFHSA Board of Directors and Committee Members you know



## Conserving Local History for Future Generations

Archives located at  
11586 Road 509  
Snow Station Road





### BACKGROUND

North Frontenac Historical Society & Archives is a non-profit organization incorporated on November 23, 2019 in the Province of Ontario by affiliation with the Ontario Historical Society. The Society became a Charitable Designation per Revenue Canada Agency procedures. The Society will continue the work of the former Clarendon & Miller Community Archives while representing the geographic area of the Township of North Frontenac. The motto “conserving local history for future generations” will guide the activities undertaken by the Society.

### AIMS AND OBJECTIVES:

**The aims and objectives of the Corporation shall be:**

- 1) To conserve local history materials that commemorate the history of North Frontenac Township;
- 2) To advance education by improving the public’s understanding and awareness of the history of North Frontenac through educational presentations, exhibitions, meetings, displaying signs at historical sites and producing historical books and other material;
- 3) To carry out activities ancillary and incidental to the attainment of the above charitable purposes;
- 4) To do all proper things as are necessary, incidental and conducive to the attainment of the aims and objectives of the Corporation.



### THE ARCHIVE COLLECTION

All accepted items are subject to space and technical limitations. Once accepted, all items become the property of NFHS Archives. Tax receipts are not possible for donations of items to the collection. However, tax receipts are available for monetary donations of \$10 or more upon request. NFHSA is looking for photos of local history for businesses and families.

The public may view items and information by phoning (613) 479-5549 for an appointment. Arrangements can be made if photocopies are requested. Items are not available for loan BUT NFHSA will endeavour to supervise visual exhibits as requested for community or family events.



### ACTIVITIES

Sharing of research happens with displays and published books. Each year new themes are added based upon community input. NFHSA has materials for displays of: General Stores, Lodges, Cemeteries, Veterans, Churches, Schools, Lands & Forest (Plevna Branch) and Pioneer Life. The Veteran display is requested annually for the Remembrance Day event hosted by the Township.

In previous years, NFHSA organized very successful bus tours which highlighted the local history sites described in their publication: Historic Tours of North Frontenac. The cemetery research is ongoing; a search has begun to identify other unrecorded burial sites. The public’s assistance is encouraged.

In 2020 the new upgraded website was launched to be more interactive and digitally share the volumes of researched material. On the Home Page of the website [www.nfhistorical.com](http://www.nfhistorical.com) provides forms to (1) renew membership (2) purchase NFHSA books (3) make charitable donations and (4) contact us with additional information.

Schedule 'B' to By-law #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

**Community Grant Application Form**

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	APR 26 / 23.
Committee or Organization Name:	NORTH FRONTENAC BACK ROADS STUDIO TOUR
<b>Organization</b>	
Address	C/O TRINA GORR. 1044 Kerr Lane Plevna.
Phone Number	613 794-8263
Email Address	northfrontenacstudiotour@gmail.com
Website	http://www.northfrontenacstudiotour.com
<b>Contact Person</b>	
Name	TRINA GORR.
Phone Number	613-794-8263
Email Address	grindstone.pettus@gmail.com
<b>Alternate Contact Person</b>	
Name	Betty Hunter
Phone Number	613 483 3297
E-mail Address	hunterbettydon@gmail.com
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Project or Proposal**

By-law #17-20  
 Community Grants Policy  
 Page 5 of 10

**Project Overview Description: (750 words maximum) and Desired Outcomes**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

The North Frontenac Back Roads Studio Tour occurs annually on the last weekend of September and draws visitors from Kingston, Perth, Ottawa etc. For 2023 it will be Sept 23-24 while showcasing the diversity of local talented artisans; we truly see this as an opportunity to see North Frontenac in the fall splendor and hope people will stay locally to see all the studios. We are currently confirming our list of artisans + studios but expect to add more artisans to the tour. The growth of the tour has continued year over year. We continue to promote local businesses, particularly gas food + accommodations. In 2022 we promoted a local fundraiser on our website + facebook page. Hopefully these type of collaborations will continue to grow to make this even a larger event to help more in the community

Amount requested: \$ 1000

Has your organization received a grant previously from this Township program?

Yes  No

Amount (cumulative)	\$ 3000	Year(s) 4	
---------------------	---------	-----------	--

We are requesting funding to help offset the costs of signage, advertising + promotional materials. In 2022 we spent in excess of \$2806. We are always trying to reach other areas to come and visit us.

**Other Information:**

**The following are to be included with this Application. Please check to indicate attached.**

- A statement of the Community Organization's constitution and a mission or statement of purpose**
- Description of services and programs offered and geographical area served by your organization**
- Description of clientele participating or utilizing services/program**
- Statement of the Community Organizations budget breakdown on how the funds will be used for the requested project(s) or proposal(s)**

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a "Final Report" and disclose all relevant information to the Township.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

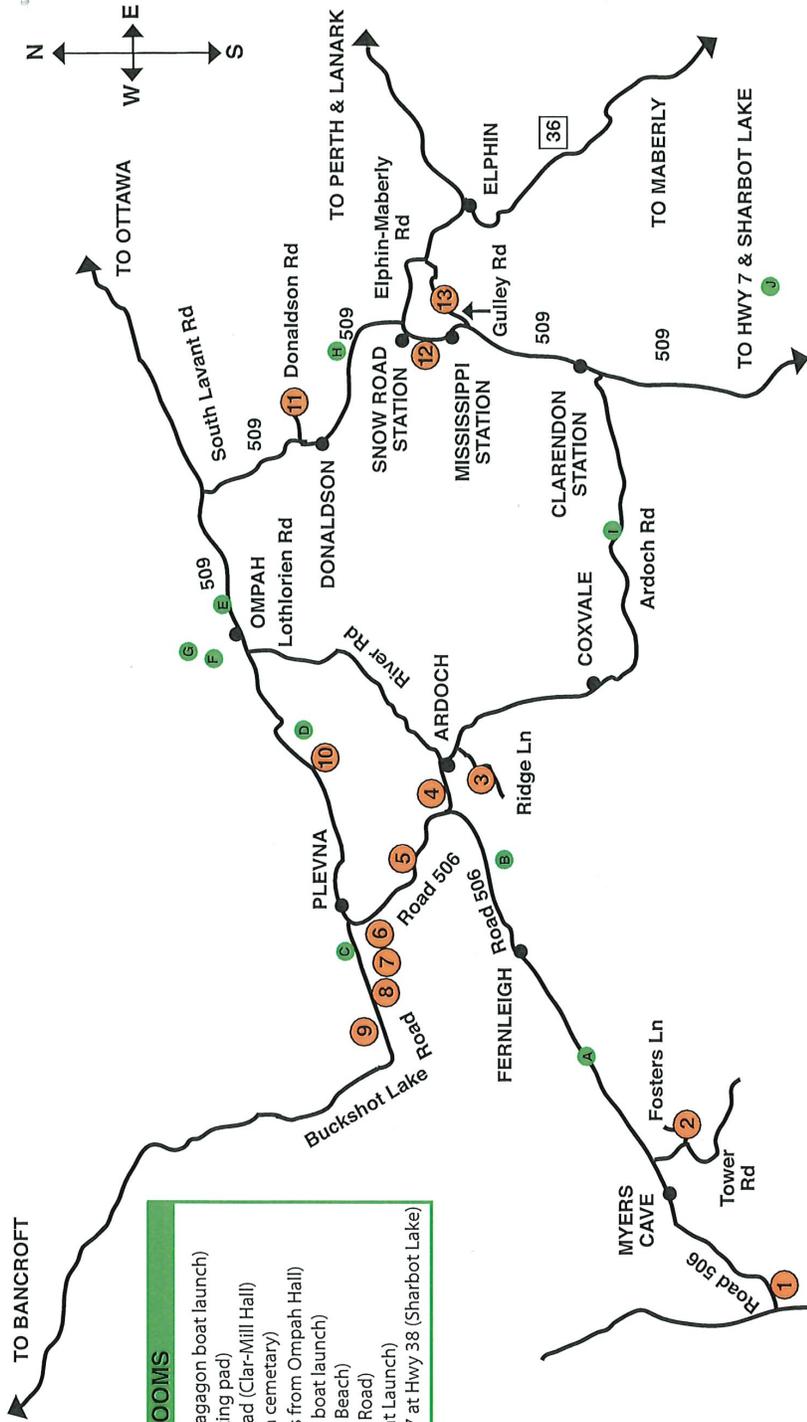
Signature: FRINA GORR Date: Apr 25/23

**Principal Officer:**

Signature: Betty Neta Date: Apr 25/23

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.



- WASHROOMS**
- A 4041 Road 506 (Mississagagon boat launch)
  - B 5816 Road 506 (stargazing pad)
  - C 6598 Buckshot Lake Road (Clar-Mill Hall)
  - D 9676 Road 509 (Ompah cemetery)
  - E 10175 Road 509 (across from Ompah Hall)
  - F 1045 Arcol Road (PCCA boat launch)
  - G 1193 Arcol Road (PCCA Beach)
  - H 14270 Road 509 (Snow Road)
  - I 5195 Ardoch Road (Boat Launch)
  - J PetroCan Station Hwy 7 at Hwy 38 (Sharbot Lake)

- 1 Studio 1 - 506 Tailgate Creations & Bobby Morrison  
1444 Hwy 506, Cloyne
- 2 Studio 2 - Barnova Studios -  
Gaile Bethell & Trevor Bethell  
1004 Fosters Lane, Cloyne
- 3 Studio 3 - Red Dragon Gallery and Gift Shop &  
Wendy Clement  
1091 Ridge Lane, Ardoch
- 4 Studio 4 - L8dybug Acres Studio  
5948 Ardoch Road, Ardoch
- 5 Studio 5 - Stone Ridge Art Studio  
6672 Hwy 506, Plevna
- 6 Studio 6 - Free Spirit Creations, Original Photography  
by Michelle Ross & Tuscan Concrete by Design  
7325 Road 506, Plevna
- 7 Studio 7 - Grindstone Pottery, Art by the Baileys &  
Mar-zee-dotes Designs  
ClarMill Hall 6598 Buckshot Lake Road, Plevna
- 8 Studio 8 - Debbie Emery Quilts, Forest Frames -  
Richard Emery  
6144 Buckshot Lake Road, Plevna
- 9 Studio 9 - Studio K  
5815 Buckshot Lake Road, Plevna
- 10 Studio 10 - Betty Hunter - EJH  
Creations, Linda Rush & Liz Jackson  
9268 Road 509, Ompah
- 11 Studio 11 - Silent Valley Alpaca &  
Heather Sheratt Handweaving  
1120 Donaldson Road, Ompah
- 12 Studio 12 - Mariclaro Studio  
14259 Hwy 509, Snow Road Station
- 13 Studio 13 - Back Forty Artisan  
Cheese, Jenna Rose Textile Studio &  
Carol Kavish  
1406 Guiley Rd, Mississippi Station

RECEIVED

APR 25 2023

Twp. of North Frontenac  
Per.....

Schedule 'B' to By-law #17-20



6648 Road 506, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

### Community Grant Application Form

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	04/20/2023
Committee or Organization Name:	NORTH FRONTENAC FITNESS GROUP
<b>Organization</b>	
Address	
Phone Number	
Email Address	NorthfrontenacFitness@yahoo.ca
Website	
<b>Contact Person</b>	
Name	MELISSA PHILLIPS
Phone Number	613 438 5690 / 613 479 5566
Email Address	fernleigh.ledge@aol.com
<b>Alternate Contact Person</b>	
Name	Jeanne Klatt
Phone Number	613-479-0070
E-mail Address	jeannek3791@gmail.com
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### Project or Proposal

By-law #17-20  
Community Grants Policy  
Page 5 of 10

**Other Information:**

**The following are to be included with this Application. Please check to indicate attached.**

- A statement of the Community Organization's constitution and a mission or statement of purpose**
- Description of services and programs offered and geographical area served by your organization**
- Description of clientele participating or utilizing services/program**
- Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)**

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a "Final Report" and disclose all relevant information to the Township.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: Michelle Phillips Date: 04/21/2023

**Principal Officer:**

Signature: Jeanne Klatt Date: 04/22/2023

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

## **North Frontenac Fitness Group Community Grant Application**

**April 2023**

**Submitted by: Melissa Phillips and Jeanne Klatt**

### **Project Overview Description**

North Frontenac Fitness Group has been a valued addition to our community, since it was initiated in 2017 by Holly Labow. She had the vision of a community fitness group that brought together people of all ages and fitness levels. Holly will be moving away from our community. The participants wish to coordinate a way to continue running the group fitness classes.

For the past 6 years, a group of dedicated fitness enthusiasts have been gathering at the Clar-Mill Community Hall to exercise 2 times per week. In the summer months, enrollment increases as seasonal residents also attend the classes. This fitness group is an opportunity for anyone, from any area, to attend. There are no other fitness classes in our area that offer a higher level of exercise with dedicated fitness routines. All of the equipment is provided for each workout. Participants have access to a wide range of equipment to accommodate their personal fitness levels. This fitness group offers members of our community the opportunity to stay healthy and motivated throughout all seasons, no matter the weather, in both indoor and outdoor locations at the Clar-Mill Community Hall site.

### **Desired Outcomes**

We will become a not-for-profit group, charging participants only the cost required to cover the hall rental fee and any monies above the hall fee will go towards more equipment, allowing a better experience for the participants. Our goal is to carry on the success of the North Frontenac Fitness Group that Holly Labow started, by continuing to offer the same fitness classes, using the necessary equipment. To run the program successfully, we would need to purchase equipment similar to what we currently have. Items such as weights, mats, exercise balls, a speaker and access to interval music are just some of the items used throughout our workouts. Holly has offered us a very fair price to purchase all of the equipment she has been providing for our fitness classes. We are seeking \$97,39 from the Community Grant Program, in order to purchase this necessary equipment. By purchasing this equipment, it would provide us with everything we require, and also allow us a smooth continuation of the program. Ultimately, we wish to continue offering an opportunity for community members to enhance their overall well-being through this fitness and social gathering opportunity.

**Statement of Purpose:** Enhancing community members' health & social well-being, through regularly scheduled fitness classes

**Program Description & Geographical Area Served:** 2x week, fitness classes with instruction, using various equipment, including weights; servicing anyone who wishes to attend; attendance cost to cover Hall rental fee and betterment of equipment.

**Program Clientele:** anyone wishing to attend & paying attendance cost

**Budget Breakdown & How funds will be spent:** Funds to be spent on cost of equipment as offered for sale by Holly Labow (at a discounted rate), traditionally weights are sold at a price per pound of weight; Funding request amount: \$987.39.

**Final Report Submission:** We are aware that by December 31, 2023, we are required to submit a Final Report outlining how the funds were used and the success that it has brought to running our community program/ fitness group.

Type of Equipment	Quantity	Total Price
5 lb kettle bell	2	\$15.00
10 lb kettle bell	3	\$45.00
15 lb kettle bell	2	\$45.00
20 lb kettle bell	1	\$30.00
3 lb dumbbell	2	\$9.00
5 lb dumbbell	12	\$90.00
8 lb dumbbell	2	\$24.00
9 lb dumbbell	2	\$27.00
10 lb dumbbell	4	\$60.00
12 lb dumbbell	2	\$36.00
15 lb dumbbell	2	\$45.00
20 lb dumbbell	2	\$60.00
5lb weighted ball	2	\$15.00
8 lb weighted ball	3	\$36.00
10 lb weighted ball	2	\$30.00
Stability Ball	2	\$20.00
Slider Disc	6	\$25.00
Heavy Band	2	\$15.00
Tube with handles	2	\$15.00
Agility Ladder	1	\$15.00
Ab Roller	3	\$20.00
Skipping Rope	4	\$20.00
Everlast Pully	2	\$20.00
1/2 Bosu ball	6	\$20.00
Yoga Mat	10	\$0.00
Dry Erase Board	1	\$30.00
Dry Erase Marker	4	\$0.00
<b>Holly Equipment Total</b>		<b>\$767.00</b>
Speaker	1	\$141.39
Tabata Music	6	\$70.00
<b>Total for Community Grant Application</b>		<b>\$978.39</b>



## 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: May 19, 2023

Re: Clar/Mill Community Hall Committee

### Background

In 2008 the Community Facilities Needs Analysis Task Force submitted a Report to Council with recommendations as to future operations of the Community Halls within the Township. At that time (in order to assist in the creation of cost savings) the Task Force recommended that each Community Hall develop a Committee to look after bookings, collect fees and submit monthly remittance forms to the Township; ensure Rental Agreements/Contracts are handed in by renters; and ensure all information is received (ie: liquor license, insurance policy, etc.). Each Committee is in charge of the keys and to ensure that users of our Community Halls pick up and return keys. It was also strongly felt that it is important for Community members to take pride in each Community Hall and develop a role in the maintenance and ownership of same.

All Community Halls currently have Hall Committees.

### Researched By

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

### Comments

On May 9, 2023 the MCD met with a few current members of the Clar/Mill Community Hall Committee. The MCD was advised at the meeting that the Clar/Mill Community Hall Committee met on Sunday May 7, 2023 and decided that it is time for the current group to retire and have asked the Township for assistance in advertising for a new Hall Committee.

Since the passing of the President of the Hall Committee, the MCD has temporarily taken over the bookings, keys and payments for the hall until new arrangements can be made.

Clar/Mill Community Hall Committee  
May 19, 2023  
Page 1 of 2

Having a Clar/Mill Community Hall Committee is vital to the effective operation of the hall. We thank the current Committee for their years of dedicated service as volunteers and the many great events held at the Hall throughout the past.

**Financial Implications**

Advertising in the Frontenac News – approximately \$150.

**Recommendation**

**Be It Resolved That** Council receives for information the Manager of Community Developments (MCD) Administrative Report entitled “Clar/Mill Community Hall Committee”.

**And That** Council instructs the MCD to advertise for a new Clar/Mill Community Hall Committee and assist the current and new group with the transition when the time comes.

Clar/Mill Community Hall Committee  
May 19, 2023  
Page 2 of 2



## 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: May 19, 2023

Re: Prospective North Frontenac Astronomy Park Logos

### Background

On April 28, 2023, Council passed Resolution #201-23; renaming the Star Gazing Pad to the 'North Frontenac Astronomy Park'; approving 'A Dark Sky Experience' as the official slogan of the North Frontenac Astronomy Park; authorizing up to \$300 to design three proposed logos for the North Frontenac Astronomy Park; and approving new signage at a cost of up to \$1,700 pending selection of a new logo.

### Researched By

Matt Walker, Economic Development Officer (EDO)

### Comments

Three prospective logos (see below) were designed in-house by the EDO. Each logo was designed to be professional, uniquely eye-catching and versatile across a variety of practical applications.

Logos 2 and 3 incorporate the official slogan 'A Dark Sky Experience' with the slogan absent in Logo 1 as it is a more simplified approach.

There is significant design flexibility in each of these prospective logos. Colours and other details are easily modified if Council wishes.

### Financial Implications

Signage – up to \$1,700 (as previously approved by Resolution #201-23)

### Recommendation

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Prospective North Frontenac Astronomy Park Logos";

Prospective North Frontenac Astronomy Park Logos  
May 19, 2023  
Page 1 of 2

**And That** Council selects Logo \_\_\_\_ as the official logo of the North Frontenac Astronomy Park.

Prospective North Frontenac Astronomy Park Logos  
May 19, 2023  
Page 2 of 2



# NORTH FRONTENAC ASTRONOMY PARK

## Logo 1



## Logo 2a



## Logo 2b



# Logo 3



## 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: May 19, 2023

Re: Update Regarding RFP 2023-04 4WD Backhoe Loader 2023 Model Year

### Background

As approved in the 2023 Budget the Township issued a Request for Proposal (2023-04) for a 4WD Backhoe Loader 2023 Model Year on March 23, 2023 and proposals were due on April 13, 2023. The tender used the same specification as our last backhoe loader purchase in 2021, with minor updates to the list of optional items identified.

The approved 10 Year Capital Plan for 2023 includes \$180,000 for the backhoe loader.

### Researched By

Darwyn Sproule, P.Eng., Public Works Manager

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

### Comments

Two bids were received and both prices are over the approved budget. Scoring of the Request for Proposals (RFP) identified Toromont Cat Kingston as the preferred proponent. The preferred proponent has committed to the delivery date specified in the RFP (July 31, 2023).

The price of the base unit is \$189,243.07 including non-recoverable HST. In addition, the options recommended based on the pricing submitted include:

- extended warranty (extends 12 months to 5 years) – cost \$3,052.80 including non-recoverable HST.
- hydraulic thumb – cost \$7,447.81 including non-recoverable HST.
- 48" pallet forks – cost \$3,796.67 including non-recoverable HST.

Total cost of options is \$14,297.28 including non-recoverable HST.

Public Works Manager's Administrative Report  
Update Regarding RFP 2023-04 4WD Backhoe Loader 2023 Model Year  
May 19, 2023  
Page 1 of 2

The Backhoe Loader can be purchased without the options (over budget of \$9,243.07). However, it is recommended to purchase the Unit including the options at a total price of \$203,540.35 including non-recoverable HST. Purchasing or adding the needed options afterwards would be more costly.

Pricing for heavy equipment remains volatile year to year, but previous supply chain issues appear to be less severe than the last few years.

### **Financial Implications**

The bid price of the Base Unit with identified options is 203,540.35 including non-recoverable HST. This is \$23,540.35 over the approved Capital Budget of \$180,000. If approved by Council, it is recommended the additional cost is to be transferred from the Roads Sustainability TCA Reserve Fund.

The estimated year-end balance of the Roads Sustainability TCA Reserve Fund is \$469,916.68 per the approved 2023 Budget (not including interest earned).

### **Recommendation**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Update Regarding RFP 2023-04 4WD Backhoe Loader 2023 Model Year";

**And That** Council approves awarding the tender at a maximum price of \$203,540.35 including non-recoverable HST;

**And That** Council instructs the Treasurer to take the additional cost from the Roads Sustainability TCA Reserve Fund.



## 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: May 19, 2023

Re: Mattress Recycling Trial

### Background

The Township currently accepts mattresses at the 506, Plevna and Mississippi Waste Sites. In accordance with the Fees and Charges By-Law the tipping fee for a mattress is \$20.

Mattresses are considered bulky items and placed in the bulky item bin to be transported off site. Currently we pay \$230 for the bin pickup and then \$127.42 / ton (plus tax) for the disposal. Mattresses are managed offsite in this manner to limit the quantity of material placed in our landfills and extend the service life of our Waste Sites.

### Researched By

Darwyn Sproule, Public Works Manager

### Comments

We receive a significant number of mattresses and have been investigating an effective way to manage these items. Often the mattresses received can fill the bulky item bin in a short time and require additional pickups by the service provider. Mattresses are bulky and difficult to handle.

We recently found a company in Quebec - Recyc-Mattress Inc. (RM) with a recycling program for mattresses and they have a facility in Ontario as well (Woodbridge).

Public Works Manager's Administrative Report  
Mattress Recycling Trial  
May 19, 2023  
Page 1 of 2

We are proposing a trial at the 506 Waste Site to collect and recycle mattresses. The results can be assessed to determine if we continue and expand the program to other sites or end the trial. Guidelines provided by RM specify:

- Mattresses have to be kept dry and stored flat / in an orderly manner.
- RM will arrange pickup at our cost or we can deliver to their facility.
- RM will pay the Township \$11 per mattress or box spring or futon.

We will use one of our 20 foot Sea Containers that has been retrofit for the hook-truck to store the mattresses. To minimize the handling by staff we will have customers place the mattresses in the Sea Container when delivered. This will not eliminate handling but should minimize it. Mattresses that are wet or otherwise unacceptable will continue to be placed in the bulky item bin.

I am recommending that we deliver to RM because I anticipate the proposed trial will only involve one or two trips a season, and we have the new hook-truck that we purchased in 2022 that can haul the Sea Container. The trip from Cloyne to Woodbridge is approximately 300km (3 hours) one way.

### **Financial Implications**

Per the Township's Fees and Charges By-law we charge \$20 per mattress / box spring / futon. RM will pay \$11 per each. So we take in \$31 per mattress. We also reduce the bulky waste received and the associated cost of the service provider (hauling and tipping fees).

We have the Sea Container and the trial will involve staff time at the WS but this should be minimal with customers placing the items directly in the container. With the income and savings.

It is estimated that we will be able to send about thirty (30) mattresses per load. A return trip to Woodbridge will take approximately 8 hours. The revenue from the mattresses is approximately \$900 and the direct cost for the Township delivering with the hook-truck is approximately \$1,000. Then we have the savings related to the reduced bulky item bin service. I anticipate the trial will be revenue neutral or better. Costs will be assessed during the season.

### **Recommendation**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Mattress Recycling Trial";

**And That** Council approves conducting a mattress recycling trial at the 506 Waste Site for the 2023 season;

**And That** the Public Works Manager will report the findings from the trial to Council at a future meeting.

Public Works Manager's Administrative Report  
Mattress Recycling Trial  
May 19, 2023  
Page 2 of 2



## **CONFIDENTIAL 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: May 19, 2023

Re: EOS Positioning Systems: RTK Base Station Hosting Agreement

### **Background**

Late in 2022 we were contacted by EOS Positioning Systems (EOS), as they were looking for a location to put a base station antenna. This antenna will facilitate Real-time Kinematic positioning (RTK) which is technology for more accurate GPS surveying.

### **Researched By**

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

### **Comments**

EOS is looking for a location to install a RTK Antenna and two options were considered:

- NF Township Office: 6648 Road 506 (Plevna)
- NF Township Garage: 1272 Road 506 (Cloyne)

They determined that the Township Office at 6648 Road 506 (Plevna) would be a great location for them. By letting them install the Antenna at this location, the Township and the County will have access to use the subscription service at no charge.

Examples of some industries that are using this technology include Surveyors and Conservation Authorities. The Mississippi Valley Conservation Authority is currently hosting an RTK base station at one of their locations but will benefit from additional coverage in the region. The Cataraqui Region Conservation Authority is also planning to host an RTK base station at their location in Glenburnie.

### **Financial Implications**

Treasurer Administrative Report  
EOS Positioning Systems: RTK Base Station Hosting Agreement  
May 19, 2023  
Page 1 of 2

The cost to the Township is minimal. The cost will be just for the Hydro required to run the unit.

In return the Township and the County of Frontenac will receive a free subscription for the next 5 years for this service. The subscription service is around \$3,100/year. At the Township we do not currently have a device to use with this system, but the County has recently acquired a new EOS device. They use the device for data collection and mapping and will explore future options once RTK is available in the region.

**Recommendation**

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "EOS Positioning Systems: **RTK Base Station Hosting Agreement**".

**And That** Council authorizes the Treasurer to sign the Agreement with EOS Positioning Systems to place an antenna at 6648 Road 506.

Attachment (1) – Agreement

Attachment (2) – Photo of an RTK Antenna



## **EOS RTK Base Station Agreement**

A hosting AGREEMENT is offered to The Township of North Frontenac on this day of \_\_\_\_\_ and accepted on \_\_\_\_\_. This agreement is between The Township of North Frontenac located at 6648 Road 506, Plevna Ontario K0H 2M0 and Eos Positions Systems located at 1181 rue de l'Express, Terrebonne, QC J6W 0A2.

### **Eos and The Township of North Frontenac agree as follows:**

1. Eos will provide a base station, required components, cellular data plan, maintenance, and software for the full operation and life of the agreement.
2. Eos will maintain ownership of the base station and will be responsible for any and all costs related to the operation of the base station and associated equipment. Purposeful damage to the system will be addressed accordingly.
3. The Township of North Frontenac will provide electricity for the base station.
4. The Township of North Frontenac will provide a location (Plevna Office) for the installation of the GNSS Antenna and the GNSS Receiver that ensures safety and security for the successful operation of the Base Station.
5. Eos will manage the station remotely through the onboard cell modem. This modem will broadcast the base data through the internet to the users with valid subscriptions. NRCan Geographical Coordinates will be output.
6. Eos will provide The Township of North Frontenac and the County of Frontenac unrestricted access to RTK subscriptions, in exchange for access to the base station data.
7. Initial term is 5 years from date of agreement execution, term renewals will be for 5-year intervals going forward.

### **Installation and Access**

1. It is suggested that only the Antenna be mounted on or outside the agreed building thereby reducing the requirement to access the installation area and amount of changes to the building. The receiver and the modem are to be installed inside the building in a suitable location.
2. Access to Antenna should only be required in the event of physical damage causing the system to no longer operate properly. If Eos or its contractors require access to The Township of North Frontenac facilities, EOS will acquire permission from The Township of North Frontenac facilities staff prior to entry.
3. Physical access to the receiver and modem will only be required to perform replacement or repairs to the contained components. All other access can be accomplished remotely through the cell modem.
4. Installation will be determined by the building owner and or the maintenance staff of the building. In the event that a contractor needs to be used for installation, Eos will be responsible for these cost as deemed reasonable. If costs are not reasonable then a second location will need to be considered.

### **Termination**

1. This Agreement may be terminated by either party at any time by giving ninety days (90) written notice to the other party.
2. All equipment owned by Eos Positioning must be removed with the site left in good repair at the end of the agreement.

3. The parties specifically agree that the notice and consideration set forth in this paragraph constitutes reasonable, fair and equitable notice.

4. If not sooner terminated, this Agreement shall renew at the end of the initial term and shall thereafter continue for successive 5 year periods until terminated by either party upon not less than ninety (90) days' written notice.

### **Indemnification**

1. Eos shall, both during the following the term of this agreement, save harmless and fully indemnify The Township of North Frontenac, its directors, officers, employees and professional advisors (hereafter referred to as " The Township of North Frontenac personnel"), from and against any and all losses, claims, lien claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury, damage to property or any other loss, damage or injury whatsoever arising from or out of this agreement or the occupancy or use of The Township of North Frontenac property or any part thereof by Eos or by those for whom Eos is in law responsible. If The Township of North Frontenac and/or The Township of North Frontenac personnel shall be made party to any litigation commenced by or against Eos or by those for whom Eos is by law responsible, then Eos shall protect, indemnify and hold The Township of North Frontenac and The Township of North Frontenac personnel harmless and shall pay all costs, expenses and legal fees incurred or paid by The Township of North Frontenac and The Township of North Frontenac personnel in connection with such litigation.

2. No Liability shall be assumed by either party for non-functioning port streams or data inaccuracies and all reasonable effort should be provided to maintain reliable port connections for use by either party. Eos does not assume any responsibility for users applying the correction data and having inaccurate results.

### Compliance with Laws

1. Eos covenants with The Township of North Frontenac that Eos shall comply with all federal, provincial, municipal laws, statues, regulations, bylaws, rules, declarations, ordinances, orders, directions, directives, orders, requirements of all federal, provincial, municipal, local and other governmental and quasigovernmental authorities, departments, commissions and boards having jurisdiction and Eos shall hold The Township of North Frontenac harmless from the consequences of any failure to do so.

### Governing Law

1.This agreement shall be governed by, and construed and enforced in accordance with, the laws of the Province of Ontario and the federal laws of Canada applicable therein. Each party hereby irrevocably and unconditionally submits to the nonexclusive jurisdiction of the courts of such province and all courts competent to hear appeals therefrom.

### No Partnership

1.Nothing in this agreement shall be construed as creating an agency, employment relationship, partnership, principal agent or other form of joint venture between the parties.

### Sub-Contractors

1. In the event that Eos retains sub-contractors for the performance of any work on The Township of North Frontenac property, Eos shall ensure that any such sub-contractor agrees to be bound by the same terms and conditions hereof. No sub-contract shall relieve Eos from the obligations under this agreement or impose any liability upon The Township of North Frontenac to any sub-contractor of Eos.

2. Without limiting the foregoing, Eos shall be solely responsible for the payment of any sub-contractors retained for the performance of any work and Eos shall not make any claim or demand to The Township of North Frontenac for any work done or improvement to The Township of North Frontenac property by Eos or Eos' sub-contractors.



**Eos Representative  
Representative**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Township of North Frontenac**

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**Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_





## Administrative Report

To: Mayor and Members of Council

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

Date of Meeting: May 19, 2023

Re: Summary of Proposed Changes to the Provincial Policy Statement and Planning Act

### Background

On April 6, 2023, the Province of Ontario announced its latest policy and legislative initiatives as part of its Housing Supply Action Plan intended to support the provincial housing mandate. The Province is seeking comments on these changes through two Environmental Registry of Ontario postings.

The two initiatives include a proposal to replace the Provincial Policy Statement (PPS) and the Growth Plan with a new document titled the Provincial Planning Statement, and to amend the Planning Act through Bill 97, Helping Home Buyers, Protecting Tenants Act.

The Provincial Policy Statement, 2020 (PPS 2020) is a comprehensive land use planning policy that sets out policies that all municipalities must consider for any planning-related matter. Every land use planning decision made by a municipality must be consistent with the policies of the PPS.

The policies of PPS address the following:

- Growth management, housing and economic development;
- Infrastructure planning, including sewage, water and stormwater management services, transportation, transit, energy supply and corridor protection;
- Protection and management of resources, including prime agricultural areas, aggregates, natural heritage, water, and cultural heritage; and
- Protection of public health and safety, such as mitigating potential risks due to natural and human-made hazards.

The changes propose to replace the PPS with a new document titled the 'Provincial Planning Statement' (PPS 2023). PPS 2023 will follow the general

County Planner Administrative Report  
Summary of Proposed Changes to the Provincial Policy Statement and Planning Act  
May 19, 2023  
Page 1 of 7

format of PPS 2020, with modifications to certain sections. It is anticipated that PPS 2023 will come into effect in early fall of 2023.

Bill 97 proposes changes to a number of sections of the Planning Act.

While there are a number of changes proposed to PPS 2020 and the Planning Act, a majority of them appear to be geared more toward urban municipalities and will therefore have limited impact on the Township of North Frontenac. Only those changes that are relevant to the Township are discussed in this report.

### **Researched By**

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

### **Comments**

#### **Changes to the Provincial Policy Statement**

##### **1. Settlement Area Expansions:**

##### **Changes:**

Settlement Area expansions will be permitted to take place outside of a Municipal Comprehensive Review (MCR) as long as relevant policy tests are met.

The MCR concept has been in place since PPS 2005 and has been a key requirement of settlement area boundary expansion, employment land conversion, and removal of prime agricultural lands. The MCR was important in consideration of these matters as it was intended to ensure that population and employment projects, intensifications, infrastructure improvements, and other factors associated to growth planning were considered prior to expansion of a settlement area.

The removal of the MCR concept will allow the expansion of settlement area boundaries, employment land conversions, and removal of prime agricultural lands to take place through an official plan amendment at any time.

The policies that need to be considered for settlement area expansion include:

- whether there is sufficient capacity in infrastructure and public service facilities to support the expansion or new settlement area, and
- avoiding or minimizing impacts on agricultural land and operations.

It is important to note that the policies that need to be considered are 'should' not 'shall' policies.

**Staff Comment:**

Presently, any settlement area boundary expansion requires an amendment to the Township OP. All OP amendments must conform to The County's OP. The County's OP requires a settlement area compatibility study (comprehensive review) for any expansion of a settlement boundary to determine:

- a. that the Settlement Area can adequately accommodate new development without having a negative impact on groundwater used for drinking purposes and/or the ability of the soils in the area to assimilate effluent;
- b. the potential impacts of new development on the road network and other municipal infrastructure such as community facilities;
- c. justification for the need to expand the settlement area;
- d. an analysis of alternatives that may be considered to settlement expansion, including redevelopment and infill; and
- e. a review to determine compliance with the Minimum Distance Separation (MDS) formulae.

While this change signals a significant shift from the status quo, planning staff are of the opinion that the MCR concept is more relevant to large urban municipalities where urban boundary expansion is generally limited for the purpose of encouraging infill development and intensification, while at the same time optimizing existing urban infrastructure and ultimately reducing the direct and indirect impacts of sprawl.

With respect to the County's Official Plan, it appears that criteria (c) and (d) listed above may not be possible to implement. In any case, any official plan amendments that propose the expansion of the settlement area will still need to ensure that agricultural land and operations are protected and will still be subject to public consultation and input. Overall, these changes may provide more flexibility for settlement area expansions in the Township.

**2. Housing and Residential Development:****Changes:**

PPS 2023 removes references to 'affordable housing' and 'housing that is affordable to low- and moderate-income households'. Instead, it appears that the PPS will now be more in-line with other regulations that speak to market value of a unit rather than income of occupant.

### **3. Natural Heritage:**

#### **Changes:**

No natural heritage policies were proposed by PPS 2023. The entire natural heritage section of the PPS remains under consideration. It is unclear what natural heritage policies will look like in the future.

#### **Staff Comment:**

It has been indicated that natural heritage policies are still under review and will be addressed in a separate Environmental Registry of Ontario posting. Staff will prepare a report to Council once the posting and natural heritage policies are available for review.

#### **Changes to *Planning Act* Proposed by Bill 97.**

##### **1. Reinstating Site Plan Control for Residential Developments of 10 or Fewer Units Within Prescribed Area. (ERO Posting 019-6822)**

Bill 23 removed site plan control from all residential developments that contain 10 or fewer units. Bill 97 proposes a regulation change that will reinstate these changes to prescribed areas. The current ERO posting is seeking input to permit site plan control on parcels of land for any residential developments located within 120 metres (394 feet) of a waterbody. County planning staff are in support of this change as site plan control is an effective tool for managing larger waterfront developments.

This change is proposed to come into effect immediately on filing of the regulation, however the anticipated date of filing is unknown.

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

##### **2. Appeal Rights to OP Policies and Zoning By-laws that Authorize a Detached Accessory Structure.**

#### **Change:**

Bill 97 amends the *Planning Act*, to limit rights of appeal to official plan policies and zoning by-laws that authorize the use of one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a 'parcel of land' that contains no more than two residential units. Currently, these sections of the *Planning Act* do not allow for such appeals in the case of a 'parcel of urban residential land'.

This change will allow a township or applicants/property owners to amend the official plan policies or zoning by-law provisions to permit detached residential units on all rural lands. It is unclear if the changes noted above apply to waterfront lots or if the intention to reinstate site plan control in waterfront areas is intended to manage accessory dwelling units on waterfront lots.

It should be noted that Section 16(3) of the *Planning Act* still permits a municipality to enact official plan policies that prohibit additional dwelling units on lands outside of 'urban residential lands'.

**Staff Comment:**

Presently the Township OPs and Zoning By-laws permit detached accessory dwelling units in most zones outside of the Waterfront Area. The Township OP generally defines Waterfront Areas as all lands extending inland 150 metres (500 feet) from the ordinary high-water mark of any lake, river, or waterway. This is a general boundary intended to recognize that development within this area may have an impact on water quality and those impacts may need to be considered for any development within the boundary. The purpose of these provisions is to ensure that the quality of waterbodies and character of the waterfront is protected for the long term.

Township and County staff have worked with Ministry of Environment Conservation and Parks staff over the years to develop OP policies that prioritize water quality protection and lake health as the overarching priority for all of the lakes in the region. Staff continue to support policies that will ensure that waterfront lots have an appropriate density and that there is not a cumulative increase in density over the long term.

**3. Application Timeline and Fee Refund**

Bill 97 amends the *Planning Act* to provide that the effective date for planning application fee refunds, as originally required by Bill 109, will be July 1, 2023. Accordingly, municipalities are required to provide application fee refunds for any applications that are received on or after July 1, 2023, and that are not processed within the statutory timeframes from the date they are 'received' by the municipality (rather than the previous wording of 'submitted' to the municipality).

**4. Ministerial Powers**

Bill 97 proposes to prohibit municipalities from enacting policies that are more restrictive than certain policies of the proposed PPS 2023 and establishes a greater role for Ministerial Zoning Orders (MZO).

The change allows the minister to make regulations and other orders related to planning functions that would have been previously directed by local municipalities. These may include:

- imposing restrictions, limits, and conditions on the powers of municipalities to regulate the demolition and conversion of residential rental properties,
- prescribe requirements to be contained in by-laws,
- prescribe conditions that must be included as requirements for obtaining a permit; and
- prescribe requirements the municipality must impose on owners of land.

A new section of the *Planning Act* gives the minister the power to, as part of an MZO, exempt development from policy statements, provincial plans and official plans. The existing wording of PPS 2020 requires MZOs to be consistent with the PPS. In other words, the Minister can exempt developments related to an MZO from provincial or municipal policy to obtain other land use planning approvals.

## **5. Parking**

Bill 97 amends relevant sections of the *Planning Act* to clarify that, other than with respect to the primary residential unit, an official plan or zoning by-law may not require the provision of more than one parking spot for each residential unit.

### **Financial Implications**

No immediate financial implications.

### **Recommendation**

**Be It Resolved That** Council receives for information the County Planner's Administrative Report entitled "Summary of Proposed Changes to the Provincial Policy Statement and Planning Act";

**That** Council direct the Clerk/Planning Manager to submit comments about the proposed changes as outlined in Appendix A of this report to the Province through the Environmental Registry of Ontario.

**Enclosures (1)** – Appendix A: Response to Environmental Registry of Ontario Postings.

## **Appendix 1: Responses to ERO Postings.**

### **Response to Reinstating Site Plan Control (ERO Posting 019-6822)**

The Township of North Frontenac is characterized by a landscape of many lakes and rivers that form the backbone of the Township's economy, identity, and culture. It is the intent of Township's Official Plan to ensure conservation, protection and enhancement of these important water resources. The Township of North Frontenac is in support of reinstating site plan control provisions to waterfront areas.

While the Township of North Frontenac supports the ability to utilize additional residential units to support additional housing, the inclusion of such units in the rural area, particularly on waterfront properties, needs to ensure appropriate on-site servicing for private water and sewage services. Increased density on waterfront properties has the potential to negatively impact the quality of waterbodies and therefore needs to be carefully monitored and managed.

The Township of North Frontenac is characterized by a landscape of many lakes and rivers that form the backbone of the Township's economy, identity and culture. It is the intent of Township's Official Plan to ensure conservation, protection and enhancement of these important water resources.

The Township's Official Plan generally defines Waterfront Areas as all lands extending inland 150 metres (500 feet) from the ordinary high-water mark of any lake, river, or waterway. This is a general boundary intended to recognize that development within this area may have an impact on lake quality and those impacts may need to be considered for any development within the boundary.

The purpose of these provisions is to ensure that the quality of waterbodies and character of the waterfront is protected for the long term. County and Township staff have worked with Ministry of Environment staff over the years to develop policies in local Official Plans that prioritize water quality protection and lake health as the overarching priority for all of the lakes in the region. The Township continues to support policies that will ensure that waterfront lots have an appropriate density and that there is not a cumulative increase in density over the long term.



## Administrative Report

To: Mayor and Members of Council

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

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

Date of Meeting: May 19, 2023

Re: Emergency Response Plan Annual Compliance Report - 2022

### Background

The Township of North Frontenac has an Emergency Response Plan as required by the “*Emergency Management and Civil Protection Act, Ontario Regulation 380/04 Standards 2004*” (O. Reg. 380/04). A legislated component of the Plan is to provide the Office of the Fire Marshal and Emergency Management (OFMEM) with an Annual Compliance Report. The Annual Compliance Report provides detailed information concerning the Township’s compliance with the legislation.

On December 16, 2022 Council adopted By-Law #84-22 being a By-Law to adopt an Emergency Management Program for the Township of North Frontenac, and to repeal By-Law #34-21.

### Researched By

Eric Korhonen, Director of Emergency Services, Fire Chief (DES/FC)/Community Emergency Management Coordinator (CEMC)

### Comments

The Annual Compliance Report is comprised of several components, made up of questions which refer to various sections of O. Reg. 380/04.

- Contact Information: CEMC designation and training – the Township is compliant with the requirements of this section. The DESFC has obtained the following training: Introduction to Incident Management System (IMS100), Basic Emergency Management (BEM200), Note Taking (EM240), Community Emergency Management Coordinator (EM300) and Basic Incident Management System (IMS200).
- Emergency Management Program Committee (EMPC) – the list of the EMPC Members is available and the required meetings have been held.

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Director of Emergency Services, Fire Chief Administrative Report  
Emergency Response Plan Annual Compliance Report – 2022  
May 19, 2023  
Page 1 of 3

- Hazard Identification and Risk Assessment (HIRA) – the EMPC has reviewed the HIRA as required in 2022. The HIRA was provided with the Annual Compliance Report.
- Critical Infrastructure (CI) List – the list was reviewed by the EMPC in 2022. The list was provided with the Annual Compliance Report.
- Program By-Law – Municipal By-law #84-22 being a By-Law to adopt an Emergency Response Program, is in place for North Frontenac.
- Emergency Response Plan – the Emergency Plan was reviewed by the EMPC in 2022.
- Emergency Operations Center (EOC) – the Township has selected a location, with appropriate communication equipment, as well as an alternate location for the EOC.
  - Primary EOC Location: Municipal Complex,
  - Alternate EOC Location: Barrie Community Hall, 14225 Highway 41, Cloyne, Ontario.
- Annual Training – annual training was provided in 2022, as required.
- Annual Exercise – an Annual Exercise was held in North Frontenac on October 11, 2022.
- Emergency Information Officer – the Township has an Emergency Information Officer as required.
- Public Education – North Frontenac provided public education as required in 2022 using the Frontenac News and the Township’s website.
- Emergency Response Plan Annual Compliance Report – the Report was completed by the DESFC/CEMC and submitted for 2022.

The Mayor and CEMC received the 2022 Township of North Frontenac Compliance Results from Teepu Khawja, Assistant Deputy Minister and Chief, Emergency Management confirming successful compliance with the Emergency Management Civil Protection Act for 2022. (see attached)

**Financial Implications**

None.

**Recommendation**

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief’s Administrative Report entitled “Emergency Response Plan Annual Compliance Report - 2022”.

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Director of Emergency Services, Fire Chief Administrative Report  
 Emergency Response Plan Annual Compliance Report – 2022  
 May 19, 2023  
 Page 2 of 3

## **Enclosures**

1. Ministry of the Solicitor General, Emergency Management and Civil Protection Act letter of compliance.

**Treasury Board Secretariat**

Emergency Management Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

**Secrétariat du Conseil du Trésor**

de la gestion des situations d'urgence  
Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1200



May 04, 2023

Township of North Frontenac

Dear Eric Korhonen - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2023.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 398 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2022, of which 393 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
  - Not conducting an annual exercise as prescribed;
  - CEMC did not complete training;
  - Not completing the annual MECG training; and/or
  - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Teresa Alonzi  
Email: [teresa.alonzi2@ontario.ca](mailto:teresa.alonzi2@ontario.ca)  
Phone: 613-246-5749

Sincerely,

Teepu Khawja  
Assistant Deputy Minister and Chief, Emergency Management  
Treasury Board Secretariat

cc: Mayor Gerry Lichty









**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer





Seconded By: Henry Hogg

**Be It Resolved That** the Committee receives for information the 2023 Draft Budget for the Kaladar Barrie Fire Department;

**And That** the Committee approves the budget as presented with a decrease to \$140,000 going into the capital reserves;

**And That** the Committee recommends \$25,000 come from reserves to offset the operating expenses.

**Carried**

**e. Fire Index/Weather Sign at Bon Echo Park**

Resolution #: 18-23 Moved By: Kirby Thompson

Seconded By: Henry Hogg

**Be It Resolved That** the Committee instructs the Secretary to draft a letter to the Bon Echo Park Superintendent requesting they keep the Fire Index/Weather Sign up to date, to be signed by Mayor Lichty, Reeve Henry Hogg and Fire Chief Cuddy.

**Carried**

**8. Financial Reports**

None.

**9. Communications**

None.

**10. Public Forum**

None.

**11. Closed Session**

None.

**12. Rise and Report**

None.

**13. Adjournment**

**a. Adjournment of Meeting**

Resolution #: 19-23 Moved By: Henry Hogg

Seconded By: Kirby Thompson

**Be It Resolved That** the Committee adjourns the Meeting at 10:19 a.m. until May 5, 2023 or at the call of the Chair.

**Carried**

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Chair

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Secretary

Minutes of a Meeting of the Joint Health and Safety Committee (JHSC) of the Township of North Frontenac, held Tuesday May 9, 2023, in the Municipal Office, 6648 Road 506, Plevna, Ontario.

**Present:** Eric Korhonen, Occupational Health & Safety Coordinator (OH&SC)/Co-Chair; Katelyn Ronfeld, Chief Executive Assistant; Co-Chair; Gary Thompson, Waste & Recycling Lead Hand; Geoff Culp, Volunteer Firefighter; Alex Surra, Volunteer Firefighter and Sonia McLuckie, Administrative Assistant/Secretary.

**1. Call to Order**

Ronfeld called the meeting to order at 8:58 a.m. as presiding Chair Person.

**2. Adoption of Minutes**

**a) Minutes of the JHSC Meeting dated February 21, 2023**

The JHSC Meeting Minutes dated February 21, 2023 were previously approved by the two (2) Co-Chairs, and were received for information by the JHSC. Minutes were received by Council at their Regular Meeting April 6, 2023 (Resolution #183-23).

**3. Business Arising From Minutes**

**a) Recommendations brought forward to CAO update re:**

- i) The JHSC recommended that that the CAO amend the Municipal Health and Safety Program, Workplace Violence and Harassment Policy, Section #006, Responsibility, paragraph (1) one as follows: The Workplace Violence and Harassment Policy applies to all Township Employees including Council members, Chief Administrative Officer (CAO), Committee members, Managers, Supervisors, Lead hands, Full Time Employees, Part Time Employees, Temporary Employees, Casual Employees, Seasonal Employees, Firefighters, Volunteers, Students, Contractors, Sub-contractors and members of the Public.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and we will be updating the policy per the recommendations. We will have this completed in the next couple of weeks.”*

**Note:** This has been completed as of April 12, 2023.

- ii) The JHSC recommended that the CAO amend the Municipal Health and Safety Program, Workplace Violence and Harassment Policy, Section #006.2, paragraph (1) one as follows: The Workplace Violence and Harassment Policy applies to all Township Employees including Council members, Chief Administrative Officer (CAO), Committee members, Managers, Supervisors, Lead hands, Full Time Employees, Part Time Employees, Temporary Employees, Casual Employees, Seasonal Employees, Firefighters, Volunteers, Students, Contractors, Sub-contractors and members of the Public.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and we will be updating the policy per the recommendations. We will have this completed in the next couple of weeks.”*

**Note:** This has been completed as of April 12, 2023.

- iii) The JHSC recommended that the CAO amend the Municipal Health and Safety Program, to change reference to he/she to he/she/him/her//they/them.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and we will be updating the policy per the recommendations. All references to he/she will be changed to they/them/their or referenced as the employee, depending on the structure of the sentence.”*

**Note:** This has been completed as of April 12, 2023.

- iv) The JHSC recommended to the CAO, that the Managers are instructed to develop Standard Operating Guidelines (SOG), specific to their Departments, regarding Working Alone to provide procedures and direction specific to the workplace. The Employees should receive workplace specific training regarding the implementation of the SOG's and protocols.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and we will be updating the policy per the recommendations. Darwyn Sproule, P. Eng., Public Works Manager will draft a policy for the waste site employees within the next couple of weeks; however it is felt that the existing policy covers the other departments well.”*

*An Employer Representative identified that a cell phone has been provided to the Waste Site Attendant at the Mississippi Waste Site to ensure continued communication while working as radio communications are not available at this time; therefore the Standard Operating Guideline (SOG) will not be updated at this time.*

- v) The JHSC recommends to the CAO, that the attached Section #030 and #30.1 be added to the Municipal Health and Safety Program.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and we will be updating the policy per the recommendations. We will have this completed in the next couple of weeks.”*

**Note:** This has been completed as of April 12, 2023.

- vi) The JHSC recommended to the CAO that the annual Health and Safety Training be provided in late April, to accommodate all Departments and as many Employees and returning Employees as possible, relative to hiring and scheduling.

The JHSC received for information the email response from the CAO stating:

*“The managers met to discuss this today and we will be moving the annual training to the end of May to ensure we are able to include as many of the seasonal staff as possible.”*

- vii) The JHSC recommended to the CAO, that the Monthly/Annual Workplace Inspection Reports identifying a Safety or Health Hazard, be provided to the JHS Committee for review and recommendations, and that the OH&S Coordinator shall summarize the Monthly/Annual Workplace Inspection Reports and provide the Summary to the CAO and the JHS Committee for review. The Committee shall consider all identified hazards in a reasonable period of time.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and agree that inspection reports identifying a health or safety hazard will be provided to the JHSC for review and recommendations. The OH&S Coordinator shall summarize the monthly/annual workplace inspection reports and provide a summary to the CAO and the JHS Committee for review. The Committee shall identify all identified hazards in a reasonable period of time.*

*The Co-Chairs will provide a draft Terms of Reference for the JHS Committee’s review at an upcoming meeting.*

- viii) The JHSC recommended to the CAO that the main entrance of the Municipal Complex has an identified Safety Hazard, and that measures to control and deflect the subsequent runoff be considered.

The JHSC received for information the email response from the CAO stating:

*“The Managers met today and we will complete extra sanding, salting, attempt to keep the bank at the side of the building down, etc... to help avoid this issue in the short term. We will look into options throughout the spring/summer to have this corrected (ie, redirect the water from the roof, etc...) prior to next winter (this winter is almost over).*

*We will also be advising staff at the next staff meeting that there is a bucket of salt at the entrance way and it is the responsibility of all*

*employees to place salt if icy from the bucket and to notify their manager if the salt appears to be getting low in the bucket.”*

#### 4. New Business

- a) A Worker Representative asked if the Monthly Inspection forms could be amended to include more items that are currently not defined on the current Monthly Inspection form.

OH&SC commented that the form will be amended when time permits, as amendments are identified. In the meantime the ‘Notes’ section of the form can be used for items not listed on the current Monthly Inspection form.

#### 5. Communications

- a) **Workplace General Monthly Inspection Discrepancies from February 1, 2023 – April 30, 2023.**

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

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##### **Municipal Office**

First Aid Kit needs to be restocked:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *“Restocking has been completed.”*

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##### **Fire Stations**

###### **Clarendon Miller:**

First Aid Kit needs to be restocked:

Email dated February 22, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“The First Aid Kit has been replaced with a new fully stocked kit.”*

###### **Barrie Fire Station:**

Exit from Boat Bay obstructed:

Email dated February 22, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Chief Cuddy has replied.”*

Email dated February 15, 2023 from Casey Cuddy, Fire Chief Kaladar Barrie stating, *“Visited the Cloyne Fire Station last night. Not sure what “exit” referred to but assume it is the back man door that never gets used. Yes there is snow off the roof blocking it and will have fire fighters dig it out again. All other doors are cleared out.*

Several lights in vehicle bay not working:

Email dated February 22, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Chief Cuddy has replied.”*

Email dated February 15, 2023 from Casey Cuddy, Fire Chief Kaladar Barrie stating, *“Tested all the lights and only found 2 overhead lights in the back office that did not work. All the lights in the truck bay are working including the emergency lights.”*

**Snow Road Fire Station:**Back Fire Exit needs snow shovelled

Email dated February 22, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"Back exit has been cleared of snow."*

**Ompah Fire Station:**Pumper bay door not shovelled:

Email dated February 22, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"Pumper bay door has been cleared of snow."*

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**Public Works Facilities**

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**Ward 1 Garage:**Diesel Fuel vacuum gauge outside of operating range:

Email dated February 14, 2023 from Darwyn Sproule, Public Works Manager stating, *"Stinson have been informed and they are sending a technician to re-vacuum the tanks. They will forward confirmation when the work is completed."*

Email dated March 31, 2023 from Darwyn Sproule, Public Works Manager stating, *"an update from Stinson:*

*We were by on 15 Feb 2023 and corrected the vacuum gauges. Just to confirm we went by 11586 Road 509, Ompah and 1272 Road 506, Cloyne. If there is still issues let me know.*

**Ward 3 Garage:**Back door to fuel pumps is blocked by snow:

Email dated February 14, 2023 from Darwyn Sproule, Public Works Manager stating, *"staff are clearing the door today"*

Gasoline tanks vacuum gauge is in red zone:

Email dated February 14, 2023 from Darwyn Sproule, Public Works Manager stating, *"Stinson have been informed and they are sending a technician to re-vacuum the tanks. They will forward confirmation when the work is completed."*

Email dated March 31, 2023 from Darwyn Sproule, Public Works Manager stating, *"an update from Stinson:*

*We were by on 15 Feb 2023 and corrected the vacuum gauges. Just to confirm we went by 11586 Road 509, Ompah and 1272 Road 506, Cloyne. If there is still issues let me know.*

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**Community Halls**

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**Barrie:**Rear Fire Exit needs snow shovelled:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"cleared snow that had fallen off roof and applied ice melt."*

Lights not working near stage:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"light works – advised last time switches are by piano. Replaced ballast, working now (light by forestry office door)"*

Ice buildup at front ramp:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"cleared when arrived (melted off)."*

**Harlowe:**

Back door needs snow shovelled:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"applied ice melt to icy steps."*

Smoke alarm in main hall - Self-test failed:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"checked both smoke alarms, testing appears both in good condition – can we get more clarification?"*

**Clarendon Miller:**

First Aid Kit needs to be restocked:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"kit has everything as listed (appears low in stock, but they are small kits)."*

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**MNR Buildings**

**Office:**

Lights burnt out boat bay:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"bulb replaced."*

**Garage:**

Broken window behind boat:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"repaired window with tape for the crack to ensure no pieces could potentially fall. It is cracked in one pane only."*

Lights above tractor and truck bay burnt out:

Email dated February 14, 2023 from Brooke Hawley, Manager of Community Development stating, *"bulb replaced."*

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

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**Community Halls**

**Barrie:**

Barrie Community Hall AED missing gloves:

Email dated March 22, 2023 from Brooke Hawley, Manager of Community Development stating, *"There were gloves in the black zip up case with the breather however I put two additional pairs of gloves in the cabinet."*

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**Fire Stations**

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**Snow Road:**

Garbage piled in hallway in front of dryer:

Email dated March 24, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"All of the garbage bags have been removed from the Snow Road Fire Station and disposed of at the Mississippi Waste Facility effective March 23, 2023."*

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

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**Municipal Office**

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First Aid kit requires restocking:

Email dated April 28, 2023 from Brooke Hawley, Manager of Community Development stating, *"It is not possible to add anymore supplies to the first aid kit as it will not close. I am ordering a new first aid kit to replace this kit. However, in the meantime there is plenty of supplies to cover any first aid requirements."*

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**Public Works Facilities**

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**Ward 1 Garage:**

Clear Diesel Fuel tank vacuum gauge not in working range:

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *"reported to Stinson, no response yet, will follow up."*

**Ward 2 Garage:**

Colored Diesel Fuel tank vacuum gauge not in working range:

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *"to Stinson, no response yet, will follow up."*

Mig Welder damaged power cord:

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *"tagged out of service until repaired."*

Email dated May 3, 2023 from Darwyn Sproule, Public Works Manager stating, *"The mig welder power cord has been repaired/replaced as well."*

Tool rest to far from grinder wheel on bench grinder (OHSA):

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *"tagged out of service until adjusted per the Act."*

Email dated May 3, 2023 from Darwyn Sproule, Public Works Manager stating, *"bench grinder repairs have been completed."*

**Ward 3 Garage:**

Lights in hallway to ambulance base not working:

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *"under review."*

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**Community Halls**

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**Barrie:**Bags of mulch near generator exhaust:

Email dated April 28, 2023 from Brooke Hawley, Manager of Community Development stating, *“removed today by Garden Club.”*

Blades of fan inside door damaged (bent):

Email dated April 28, 2023 from Brooke Hawley, Manager of Community Development stating, *“will try to bend these in, there was a meeting going on today – fan does not appear to be dangerous or a hazard at this time but will fix ASAP.”*

Email dated May 5, 2023 from Brooke Hawley, Manager of Community Development stating, *“these have been bent back into place. Repaired.”*

**Harlowe Hall:**Fire Extinguisher out of range needs recharged:

Email dated April 28, 2023 from Brooke Hawley, Manager of Community Development stating, *“replaced with charged fire extinguisher.”*

Main hall smoke alarm does not activate with other alarms:

Email dated April 28, 2023 from Brooke Hawley, Manager of Community Development stating, *“replaced with new smoke alarm (was connected to other alarms; however alarm was faint) in good working order now.”*

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**MNR Buildings**

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**Office:**CO Alarm inside main door not working:

Email dated April 27, 2023 from Brooke Hawley, Manager of Community Development stating, *“we can’t find one that is not working, can we get further clarification?”*

Email dated April 28, 2023 from JHSC member stating, *“When I tested it, it did not work, it must be functioning now. I am not sure what happened. Thank you for correcting these Brooke.”*

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**Pending for Follow-Up:**

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**Ward 1 and 2 Garage:**Colored Diesel Fuel tank vacuum gauge not in working range:

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *“to Stinson, no response yet, will follow up.”*

**Ward 3 Garage:**Lights in hallway to ambulance base not working:

Email dated May 2, 2023 from Darwyn Sproule, Public Works Manager stating, *“under review.”*

**Municipal Office:**

First Aid kit requires restocking:

Email dated April 28, 2023 from Brooke Hawley, Manager of Community Development stating, "It is not possible to add anymore supplies to the first aid kit as it will not close. I am ordering a new first aid kit to replace this kit. However, in the meantime there is plenty of supplies to cover any first aid requirements."

**6. Other Business / Round Table**

- a) JHSC Co-Chairs are to work together on the Terms of Reference for the Committee to bring to the next JHSC meeting for review. The Secretary forwarded a copy of the Terms of Reference previously used by the former Committee Members for reference.
- b) Health and Safety Conference – Look at the date of the meeting. Two Members are interested in attending if the show is going to be hosted.

*Note: Secretary to look into the Conference. If it is going to be held prior to the next meeting, members interested will be contacted and registered.*

- c) JHSC Certification Part 1 – DESFC requested that one (1) of the JHSC Worker Representatives be enrolled in the JHSC Certification Part 1. This is already in the 2023 budget, therefore the member can be registered when convenient for them.

*Note: Secretary to look into the JHSC Certification Part 1. Worker Representative interested can be registered at their convenience as this has already been included in the JHSC 2023 budget.*

**7. Next JHSC Meeting Date**

August 14, 2023

**8. Adjournment**

The Meeting was adjourned by Katelyn Ronfeld, Co-Chair at 9:21 a.m. until Tuesday August 14, 2023 at 9:00 a.m.; to be chaired by Eric Korhonen, Co-Chair, or at the call of the Co-Chairs.

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Eric Korhonen  
Co-Chair

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Katelyn Ronfeld  
Co-Chair

Approved Minutes received by Council for information purposes on: May 19, 2023

Date April 6, 2023



Resolution # 182-23

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

**Moved By:**  
Councillor Huetl

**Seconded By:**  
Councillor Hermer

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to Assume a Section of Arcol Road and Extend the Maintenance Limits";

**And That** Council approves the request to assume an additional 420m section of Arcol Road for year round maintenance, beyond the existing maintenance limits to Gordie Lane;

**And That** the Township will construct the required turnaround at Arcol Road and Gordie Lane;

**And That** the Public Works Manager will provide the required amendment to By-law #89-13 (Schedule B) to the Clerk Planning Manager;

**And That** Council instructs the Clerk Planning Manager to prepare the By-law required to assume the road for a future meeting.

**Defeated**

Mayor

**From:** Fred Fowler  
**Sent:** May 9, 2023 3:21 PM  
**To:** Tara Mieske  
**Subject:** Reconsideration of Resolution #182-23

Hi Tara,

At the next council meeting on May 19, 2023, I will be making a motion regarding resolution #182-23 which was defeated by Council at the April 6, 2023 Council meeting.

According to By-law #26-23. The Procedural Policy for Members of Council states in the Reconsideration section 4.10 - item b), "The purpose of a Motion for Reconsideration is to allow fresh debate of a Resolution previously adopted by Council, where new information about a decided matter is being introduced."

My motion is based on new information that Mr. Fedele Termmaglia, one of the landowners on Gordie Lane, is willing to pay out of his own pocket for the construction of the snow plow turnaround at Arcol Road & Gordie Lane according to North Frontenac specifications. The estimated costs from the Public Works Manager, Dawyn Sproule is approximately \$3500.00 if the Township does the work. If this is not possible, Mr. Termmaglia is willing to pay for the construction of the turnaround by another contractor.

Thank you,  
Fred Fowler

Date April 28, 2023



Resolution # 210-23

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

**Moved By:**  
Councillor Hermer

**Seconded By:**  
Councillor Huetl

**Be It Resolved That** Council receives the Notice of Motion from Councillor Hermer requesting a dedication to the late Gerry Martin, former Councillor and Deputy Mayor for his public service;  
**And That** Council approves of discussing this matter at the next Council Meeting.

**Carried**

Mayor



### Council Portfolios

Council Members have been appointed to various Portfolio/Liaison positions. Council Members will provide a verbal update to Council on their positions during the Council Portfolio section of the Agenda. If any action is requested, an Administrative Report or Notice of Motion shall be provided by the Council Member. Updates and recommendations from Council Committees/Task Forces will be provided through the applicable Minutes/Notes.

Mayor Gerry Lichty	
<b>Portfolio:</b> County Business	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Update Council on County Council Activities and Decisions</li> </ul>
<b>Portfolio:</b> North Frontenac Lake Association Alliance (NFLAA)	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Liaison</li> </ul>

Councillor Wayne Good	
<b>Portfolio:</b> Township of North Frontenac	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Municipal Road Inspector</li> </ul>
<b>Portfolio:</b> Lake Associations – Ward 1 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Liaison</li> </ul>

Councillor Stephanie Regent	
<b>Portfolio:</b> Health	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Representative on the Lakelands Family Health Team Committee</li> </ul>
<b>Portfolio:</b> Long-Term Care and Social Services	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Liaison</li> </ul>
<b>Portfolio:</b> Lake Associations – Ward 1 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Liaison</li> </ul>

**Councillor Roy Huetl**

<b>Portfolio:</b> Committee of Adjustments/Planning Advisory Committee	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>
<b>Portfolio:</b> Mississippi Valley Conservation Authority (MVCA)	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Board Member</li></ul>
<b>Portfolio:</b> Lake Associations – Ward 2 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>

**Councillor Vernon Hermer**

<b>Portfolio:</b> Lake Associations – Ward 2 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>
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**Councillor Fred Fowler**

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

**Deputy Mayor John Inglis**

<b>Portfolio:</b> Lake Associations – Ward 3 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>
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## The Corporation of the Township of North Frontenac

### By-Law #32-23

#### Being a By-Law to Require Applicants to Consult with the Township Prior to the Submission of Planning Applications

**Whereas** Subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorize municipalities to pass by-laws to require applicants to consult with the municipality prior to submitting applications for any Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval and Plan of Subdivision or Condominium; and,

**Whereas** the Township of North Frontenac's Official Plan, as amended, contains policies requiring consultation with the Township prior to the submission of an application for any planning application where the Township is the approval authority; and,

**Whereas** the Township of North Frontenac's Official Plan, as amended, contains policies requiring pre-application consultation and identifies the types of information and materials that may be required to assist in the review of an application before the application is deemed complete;

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

#### 1. Title

This By-Law #32-23 may be cited as the "Pre-Application Consultation By-Law".

#### 2. Geographic Location

This By-Law shall apply to all lands lying within the geographic boundary of the Township of North Frontenac, being within the County of Frontenac.

#### 3. Definitions

In this By-Law, unless the context requires otherwise, the following definitions and interpretations shall apply:

**Applicant** means the Owner of the property that is the subject of the Planning Act application or the person who is authorized by the Owner to make the Planning Act application.

**Approval Authority** means Council or the person or body to which Council has delegated their authority by By-law or as set out in legislation.

**Owner** means a person(s) or corporation(s), who is the Registered Owner of the relevant property, as recorded in the local registry office.

**Pre-Application Consultation** means the process of outlining the requirements for a complete planning application and the requirements set out in the Planning Act and this By-Law.

**Record of Consultation** means a written record issued by the Township to the Applicant acknowledging the date of any meeting and/or site visit held, a summary of the development proposal and staff comments, and the identification of the requirements for submitting a complete application.

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

#### **4. Pre-Application Consultation Requirements**

- (1) Applicants shall consult with the Township prior to the submission of the following types of planning applications:
  - (a) Official Plan Amendment
  - (b) Zoning By-Law Amendment
  - (c) Draft Plan of Subdivision or Condominium
  - (d) Final Plan of Subdivision or Condominium
  - (e) Part Lot Control
  - (f) Deeming By-law
  - (g) Site Plan Control
  - (h) Consent
  - (i) Minor Variance
  - (j) Permission to Expand a Legal Non-Conforming Use/Non-Complying Structure
  - (k) Validation of Title
- (2) The Township shall not accept any application where the applicant has not consulted with the Township as required under Section 4(1) above. In the absence of the required pre-application consultation, Township staff are authorized to deem the planning application incomplete and refuse to accept the planning application until such time as the pre-application consultation is completed in accordance with this By-Law.
- (3) Pre-application consultation with Township staff and/or the Township's contract planner may include face-to-face meetings, virtual meetings, phone calls, or e-mail correspondence. The type of consultation will be determined based on the complexity of the development proposal, at the discretion of the Township Clerk or their designate.
- (4) Prior to scheduling the pre-application consultation, an applicant may be required to fill out and submit a pre-application form in its entirety, along with a site plan drawing and description of the proposal, to the satisfaction of Township staff, and pay any required fee.

- (5) Large or complex development proposals may require a site visit as part of the pre-application consultation process. The determination of whether a site visit is required will be at the discretion of the Township Clerk or their designate.

## **5. Record of Consultation**

- (1) Within 30 days of the pre-application consultation meeting, including any required site visit, Township staff shall provide the applicant with a Record of Consultation.
- (2) The Record of Consultation shall outline the requirements for the submission of a complete application, which shall include:
  - (a) The appropriate planning application form, filled out in its entirety.
  - (b) Any required fees, pursuant to the Township's Fees and Charges By-Law.
  - (c) Any technical reports, studies, drawings, or other information deemed necessary by the Township for the Approval Authority to make an informed decision on an application, as outlined by the Township's Official Plan.
- (3) Where technical reports, studies, drawings, or other information is required as part of a complete application, the Record of Consultation may also address the following:
  - (a) The circumstances requiring the report, study, or drawing, depending on the nature and complexity of the development proposal.
  - (b) The required details to be included in the report, study, or drawing, including, but not limited to, the content, methodology, or scope.
  - (c) The type of qualified professional required to complete the report, study, or drawing.
- (4) The Township may prepare terms of reference for common types of reports and studies to guide applicants on the expectations associated with the preparation of those documents.
- (5) The Record of Consultation may be amended by the Township if there are minor changes proposed to the development proposal. What constitutes a minor change shall be at the discretion of the Township Clerk or their designate.

- (6) Lapsing of Record of Consultation
- (a) A Record of Consultation shall be valid for one year from the date that it is provided to the applicant. If the planning application for the proposal that was the subject of the pre-application consultation is not submitted within one year from the date of the Record of Consultation, the Township shall consider the proposal to be abandoned and the Record of Consultation shall be closed.
  - (b) A Record of Consultation shall be valid for the subject property and the proposal as submitted. If the applicant significantly modifies the proposal or chooses an alternate location, the Township shall consider the proposal to be abandoned and the Record of Consultation shall be closed.
  - (c) The Record of Consultation may be closed by the Township, if any of the following occur that have an impact on the evaluation of the development proposal:
    - 1. The Province of Ontario enacts legislative changes to the Planning Act that establish new provisions.
    - 2. The Province of Ontario has issued a new Provincial Policy Statement that establishes new provincial policy directions.
    - 3. The County of Frontenac has adopted a County Official Plan, or an Official Plan Amendment, that establishes new land use policy directions.
    - 4. The Township has adopted an Official Plan, or Official Plan Amendment, that establishes new land use policy directions.
    - 5. The Township has enacted a Zoning By-Law, or Zoning By-Law Amendment, that established changes to land use regulations.
    - 6. The Township has enacted a licensing by-law or similar statute or regulation that addresses the matter proposed by the application.
  - (d) The Record of Consultation may be amended by the Township if there are minor changes proposed to the development proposal. What constitutes a minor change shall be at the discretion of the Township Clerk or their designate.
- (7) Upon Section 5(5) (a), (b), or (c) occurring, a new pre-application consultation, pursuant to Section 3 of this By-Law, will be required for future consideration of a Planning Application.

## **6. Exemptions**

Despite Section 4(2), the Township Clerk or their designate may waive the requirements for pre-application consultation on a planning application, if they determine it is not necessary for a pre-application consultation prior to the planning application being submitted.

## **7. Administration**

### **(1) Fees**

Pre-application consultation may be subject to a fee, as set out in the Township's Fees and Charges By-Law.

### **(2) Validity**

If any section, clause, or provision of this By-Law is, for any reason, declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole or any part hereof other than the section, clause or provision so declared to be invalid. It is the intention that the remaining sections, clauses and provisions of this By-Law shall remain in full force and effect until repealed, despite those one or more provisions that have been declared to be invalid.

### **(3) Interpretation**

For the purposes of this By-Law, words used in the present tense also include the future; words in the singular also include the plural and words in the plural include the singular; words in the neuter gender include the masculine and the feminine; and the word "shall" is mandatory.

### **(4) By-Law Administrator**

This By-Law shall be administered by the Township Clerk or their designate.

### **(5) Previous By-Laws**

All Resolutions, By-laws or parts of By-laws which are contrary to or inconsistent with this By-law are hereby repealed.

## **8. Enactment**

This By-Law shall come into force and take effect on the final passing thereof.

Read a first and second time this 19<sup>th</sup> day of May, 2023

Read a third time and finally passed this 19<sup>th</sup> day of May, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

**By-Law # 33-23**

**Being a By-law to establish requirements for the Processing of Planning Applications and for Ontario Land Tribunal Appeals and Repeal By-law #07-16**

**Whereas** Section 69(1) of the Planning Act provides that the Council of a Township may, by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** the Council of the Corporation of the Township of North Frontenac deems it expedient to enact a by-law to establish the requirements for the processing of planning applications and to ensure costs associated with processing a planning application or to defend the Township at the Ontario Land Tribunal hearings are reimbursed by the benefiting party.

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

**1. Definition**

In this By-Law:

- a) **Applicant** means the Owner of the property that is the subject of the Planning Act application or the person who is authorized by the Owner to make the Planning Act application.
- b) **Application Fee** means a fee payable for a Planning Application in accordance with the Township's Fees and Charges By-law.
- c) **External Costs** means all costs and expenses paid by or on behalf of the Township to an external agency or service provider, including but not limited to legal, engineering, planning, surveying, advertising and consulting costs and expenses incurred in connection with a Planning Application.
- d) **Township** means The Corporation of the Township of North Frontenac.
- e) **Planning Application** means any application for approval made pursuant to the *Planning Act, RSO 1990, c. P.13*, as amended.
- f) **Ontario Land Tribunal Appeal** means an appeal to the Ontario Land Tribunal in circumstances where the Township is required to appear before the Ontario Land Tribunal in support of a decision by the Township to approve a Planning Application for the benefit of the Applicant.

**2. Application Fee**

The Township shall charge a non-refundable Application Fee in accordance with the Fees and Charges By-law, as amended.

**3. Fees Payable Upon Application**

The Applicant shall pay the required Application Fee in full to the Township at the time of submitting the Planning Application and the Township shall not be required to process or otherwise consider or review the application until the fee has been paid.

**4. External Costs**

In addition to the Application Fee, the Applicant shall pay all external costs incurred by the Township in respect of the Planning Application.

The following hours for review by the Planning Consultant are included in the Application Fee:

- Official Plan Amendment – 20 hours
- Zoning By-law Amendment – 15 hours
- Plan of Subdivision/Condominium – 1 to 20 lots/units – 25 hours  
Greater than 20 lots/units – 35 hours
- Site Plan Control – Minor – 15 hours  
Major – 25 hours

Any hours for review by the Planning Consultant exceeding the above allotted hours shall be considered external costs.

**5. Agreement to Indemnify**

Every Planning Application shall include an Agreement to Indemnify that the Applicant shall execute and deliver to the Township.

**6. Deposit on Account for External Costs**

Despite anything to the contrary in this By-law, if the Township determines at any time or times that it will be required to incur external costs in respect of a Planning Application, the Township may require as a condition of it processing or continuing to process the Planning Application that the Applicant deposit with the Township such amount or amounts on account of the anticipated external costs in accordance with the Indemnity Agreement.

All applications for Site Plan Approval, Plan of Subdivision, Plan of Condominium, Official Plan Amendments, and Zoning By-law Amendments shall include a Deposit in addition to the Application Fee as set out in the Fees and Charges By-law, as amended. The Deposit will be held by the Township in trust until the final decision on the Application has been made or the Application is withdrawn. Applicants will receive invoices for External Costs incurred by the Township for processing the Application. The Township will deduct outstanding costs from the Applicant's deposit. The Applicant shall submit further money if the Deposit is depleted prior to the Township proceeding with further review of the Application. Any unused portion of the Pre-Development Deposit shall be reimbursed to the Applicant upon completion of the project.

**7. Failure to Comply with Request for Funds**

If an Applicant fails or refuses to comply with a request by the Township to deposit funds as security for External Costs as required by section 6 of this by-law, the Township shall be entitled to cease all work in connection with the processing of the Planning Application until the required deposit has been paid.

**8. Participation in Ontario Land Tribunal Proceedings**

If a decision of Council approving a Planning Application is appealed to the Ontario Land Tribunal and the Township is required, or requested by the Applicant, to appear as a party at the hearing of the appeal in support of its decision, the Applicant shall pay the actual fees paid by the Township for legal services, planning services and consulting services necessary to defend the *Planning Act* approval granted by the Township and the provisions of sections 6 and 7 shall apply with necessary modification.

**9. Enforceability of Agreement to Indemnify**

If an Applicant fails to reimburse the Township for its external costs when due, the Applicant shall be deemed to be in default of the Agreement to Indemnify and the Township may, in addition to any other remedies available to it at law, recover the amount owing by action.

**10. Severability**

If any section, clause, sub-clause, provision or part of this By-Law should be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole, nor any part thereof, other than the part declared invalid.

**11. Enactment**

This By-Law shall come into force and take effect on the date of its passing.

**12. Previous By-laws**

By-law #7-16 is hereby repealed. All resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

Read a first and second time, this 19<sup>th</sup> day of May, 2023

Read a third time and finally passed this 19<sup>th</sup> day of May, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

**By-law #34-23**

**Being a By-law to Provide That the Planning Act R.S.O. 1990, c. P.13 S. 50 (5), as Amended, does not Apply to Lot 9 and Lot 10 on Registered Plan 1232**

**Whereas** the *Planning Act, R.S.O. 1990, c. P.13 S. 50 (5)*, as amended, provides that all lands within a plan of subdivision are subject to part lot control;

**And Whereas** the *Planning Act, R.S.O. 1990, c. P.13 S. 50 (7)*, as amended, authorizes the Council of the Township of North Frontenac to enact by-laws which provide that the *Planning Act, R.S.O. 1990, c. P.13 S. 50 (5)*, as amended, does not apply to lands that are within a registered plan of subdivision as are designated in the by-law;

**And Whereas** the Council of the Township of North Frontenac deems it advisable to provide that Subsection 5 of Section 50 should not apply to certain lands within Plan 1232 for the purpose of enabling those lands to be developed in the manner hereinafter described;

**And Whereas** the matters herein set out are in conformity with the Official Plans of the Township of North Frontenac and County of Frontenac approved and in force at this time;

**Now Therefore Be It Resolved That** the Council of the Corporation of North Frontenac hereby enacts as follows:

1. **That** Subject to Section 2 hereof, the *Planning Act, R.S.O. 1990, c. P.13 S. 50 (5)*, as amended, shall not apply to Lots 9 and 10 on Plan 1232 Big Gull Lake, in the Township of North Frontenac, in the County of Frontenac on the condition that no person shall convey a part of any such Lot by way of a deed, or transfer, or grant, assign or exercise a power of appointment in respect of a part of any such Lot, or mortgage or charge a part of any such Lot, or enter into an agreement of sale and purchase of a part of any such Lot, or enter into any agreement that has the effect of granting the use of or right in a part of any such Lot directly or by entitlement to renewal for a period of twenty-one years or more unless the description of the lands that includes such part in the conveyance, transfer, grant, assignment or exercise of power of appointment is the same as one of the approved descriptions, being Parcel "A" and Parcel "B", as set out in Schedule "A" to this by-law and which forms a part hereof.
2. **That** this by-law shall take effect upon approval thereof by the Corporation of the County of Frontenac and in compliance with the requirements of the *Planning Act, R.S.O. 1990, c. P.13 S. 50 (5)*, as amended.
3. **That** further subdivision or severance of the aforementioned Parcels A and B beyond that permitted by Paragraph 1 is prohibited.

Read a first and second time this 19<sup>th</sup> day of May, 2023.

Read a third time and passed this 19<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

SCHEDULE "A"

TO BY-LAW NO. 34-23

APPROVED DESCRIPTION

Lot 9 on Plan 1232, Big Gull Lake and Part 9 on Plan 13R-5670, identified as Parcel "A" for the purpose of this by-law; and

Lot 10 on Plan 1232, Big Gull Lake and Part 10 on Plan 13R-5670, identified as Parcel "B" for the purpose of this by-law;

All in the Township of North Frontenac, in the County of Frontenac and registered in the Land Titles Division of Frontenac;

The Corporation of the Township of North Frontenac

**By-law #35-23**

**Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with By-Town Motorcycle Association (BMA) to Honour the OFTR 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 BMA to honour the OFTR 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 19<sup>th</sup> day of May, 2023

**Read** a third time and passed this 19<sup>th</sup> day of May, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



This Agreement is made the 19<sup>th</sup> Day of May, 2023

Between:

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

hereinafter called the "Township"  
OF THE FIRST PART

and –

**By-Town Motorcycle Association**

hereinafter called the "BMA"  
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 Trail Riders (OFTR) Trail Pass for use of these Crown Roads throughout the 2023 season;

And Whereas the BMA agrees to provide the Township a 2023 contribution of \$6,500;

And Whereas the BMA agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2023;

And Whereas the BMA 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 of 3  
2023 Agreement between the Township of North Frontenac and the BMA  
May 19, 2023

1. The Township shall honour the OFTRs 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 BMA will contribute \$6,500 in 2023 to be paid within fourteen (14) days of signing this Agreement.
3. The BMA 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 BMA 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 BMA within fourteen (14) days of the execution of this Agreement.
5. The BMA 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 BMA or anyone for whom it is responsible at law; or (b) arising from any breach by the BMA 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 BMA:

By-Town Motorcycle Association  
c/o Ryan Lariviere  
5951 Pineglade Crescent  
Orleans, ON K1W 1G9

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 BMA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

2 of 3

2023 Agreement between the Township of North Frontenac and the BMA  
May 19, 2023

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

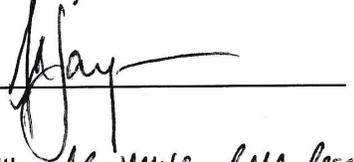
\_\_\_\_\_  
Tara Mieske, Clerk

I have the authority to bind the corporation

**By-Town Motorcycle Association**

Signature: 

Name & Title Ryan Laiviere, Land Use Committee Chair

Per: 

Name & Title AR. JAMNE, BMA PRESIDENT.

I have the authority to bind the corporation

3 of 3  
2023 Agreement between the Township of North Frontenac and the BMA  
May 19, 2023

**The Corporation of the Township of North Frontenac  
By-Law #36-23**

**Being a By-law to Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac and Provide for the Recovery of Applicable Costs, and to Repeal By-law #28-23**

**Whereas** Section 391 (1) and (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a Municipality to impose fees or charges including costs incurred by the Municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control;

**And Whereas** Section 398 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the Treasurer of a Municipality to add fees and charges imposed by the Municipality to the tax roll for the following property in the Municipality and collect them in the same manner as Municipal taxes: 1) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; 2) In all other cases, any property for which all of the owners are responsible for paying the fees and charges;

**And Whereas** Section 444 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**And Whereas** Section 445 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

**And Whereas** Section 446 (1) (3) and (5) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality who has the authority to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the Municipality or if the Municipality is required to do it, the matter or thing shall be done at the person's expense; the Municipality may recover the costs of doing a matter or thing by adding the costs to the tax roll and collecting them in the same manner as property taxes; and the costs include interest calculated at a rate of 15 per cent or such lesser rate as may be determined by the Municipality, calculated for the period commencing on the day the Municipality incurs the costs and ending on the day the costs, including the interest, are paid in full;

**And Whereas** Section 69 of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the Council of a Municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 7 (1) of the Building Code Act S.O, 1992, Chapter 23, authorizes the Council of a Municipality to pass by-laws requiring the payment of fees and prescribing the amount of fees for applications and issuance of permits;

**Now Therefore** Council of the Corporation of the Township of North Frontenac enacts this "Fees and Charges By-law" as follows:

**That** the fees and charges for various Municipal services as shown in the Schedules attached hereto and forming part of this By-law were previously adopted by Council and shall remain in effect unless Council adopts a By-law amending and/or repealing same:

Schedule 'A' – Administration and Finance  
Schedule 'B' – Dog Tags, Licence and Animal Control  
Schedule 'C' – Building  
Schedule 'D' – Crown Land Stewardship Program  
Schedule 'E' – Planning  
Schedule 'F' – Waste Management – Landfill Tipping Fees  
Schedule 'G' – Cemeteries  
Schedule 'H' – Fire Department  
Schedule 'I' – Roadside Ditch Alteration  
Schedule 'J' – Civic Addressing  
Schedule 'K' – Construction of Entrances  
Schedule 'L' – Community Hall Rentals  
Schedule 'M' – Recreational Vehicle License  
Schedule 'N' – Disposition of Land  
Schedule 'O' – Line Fence Viewings  
Schedule 'P' – Licence Agreements  
Schedule 'Q' – Part 8 – On Site Sewage Systems  
Schedule 'R' – Refreshment Vehicle Licence  
Schedule 'S' – Licence for Shipping Container  
Schedule 'T' – Use of Township Equipment

**And That** all fees and charges will be subject to applicable taxes unless otherwise noted;

**And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;

**And That** all fees and charges set out in this By-law shall be payable prior to the provision of the service unless an Agreement in writing is made to the contrary and approved by the Chief Administrative Officer (CAO);

**And That** any request for a reduction or waive of fees shall be in writing to the Clerk for Council's consideration, and include a staff report if required and be approved by Council Resolution;

**And That** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, after a period of 30 days, such fees or charges may be added to the Tax Roll for any real property in the Township of North Frontenac, the property owner(s) of which is responsible for paying the fee or charge and shall be collected in like manner as Municipal Taxes;

**And That** Council does hereby delegate the Treasurer of the Township, in consultation with the CAO, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges;

**And That** the fees set out in the Fees and Charges in this By-law shall be reviewed on an annual basis by each applicable Manager and the Manager shall advise the CAO of any recommended changes to ensure the Township's Fees/Charges are fair, reasonable and are not greater than the actual cost to provide the service;

**And That** if there is a discrepancy in fee prices, the fees set out herein supersedes any fees listed in other By-laws;

**And That** any additions/amendments to the "Fees and Charges By-law" shall be authorized by By-law;

**And That** Notice of proposed additions/amendments shall be provided in accordance with the Notice By-law and/or applicable legislation;

**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 its passing;

**And That** By-law #28-23 is hereby repealed;

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

**Read** a first and second time this 19<sup>th</sup> day of May, 2023.

**Read** a third time and passed this 19<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Township of North Frontenac  
By-law #36-23**

**Schedule 'A' – Administration and Finance – Page 1 of 2**

**Photocopies – Black and White (per page)**

- Letter \$0.25
- Legal \$0.30
- Ledger \$0.50
- Waterproof Paper \$1.00

**Photocopies – Coloured (per page)**

- Letter \$0.50
- Legal \$0.60
- Ledger \$1.00
- Waterproof Paper \$2.00

**Fax (per page)**

- Incoming (per page copy fee only) \$0.25
- Outgoing (local area or toll free - where no long distance charge apply) \$1.00
- Outgoing (Ontario/Canada - where long distance charges apply - \$0.50 per page after first page) \$1.75
- Outgoing (USA/ Overseas/ International - \$0.50 per page after first page) \$2.00

**Mapping (per page)**

- Small Maps - 8.5" x 11" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$1.00
- Medium Maps - 11" x 17" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$2.00
- Township Street Atlas (North Frontenac Portion of County Atlas) - printed and bound in a duo-tang, colour (requires advance notice) is \$12.00
- The Township will work with outside agencies (Bell 911, Public Health Unit, MNR etc.) by referring them to [www.frontenacmaps.ca](http://www.frontenacmaps.ca) and providing any necessary mapping materials free of charge.

**Commissioner of Oaths (Certified Copy)**

- Residents of North Frontenac No Charge
- Non-Residents of North Frontenac \$10.00

**Records Searches and Enquires**

- Archived File Retrieval (minor searches lasting less than one hour) is no charge
- Archived File Retrieval (complex searches lasting longer than one hour, then charged per hour after the first hour) is \$30.00 per hour.

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**Treasury / Misc.**

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- Dishonoured Cheques \$25.00
- Tax Certificate \$25.00
- Tax Certificate (if required with less than 48 hours' notice provided) \$50.00
- Tax Sale Packages no charge
- Copy of Audited Financial Statements, Approved Budget and or Agendas and or Approved Minutes (electronic version available on Township website) no charge
- Zoning Compliance Letters \$80.00
- Zoning Compliance Letters if required within 2 business days \$120.00
- Building Report Letters \$25.00
- Building Report Letters (if required with less than 48 hours' notice provided) \$50.00
- Other Misc. Letter Preparation as requested by Property Owner \$25.00
- Laminating (per page) \$3.00

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**Merchandise**

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- Township of North Frontenac Hats \$8.85

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**Township Branded Merchandise**

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- All Products will be sold at Cost + Consignment as determined by the CAO, in consultation with the Treasurer

**Note**

For Lottery Licenses and Municipal Freedom of Information and Protection Act Requests – refer to applicable legislation for fees

**Township of North Frontenac  
By-law #36-23**

**Schedule 'B' – Dog Tags, Licence and Animal Control Fees**

**Kennels**

- Kennel License (for persons owning 4 or more dogs; plus dog tag fee for each dog) \$30.00

**Dog Tags**

- Dog Tags – between January 1<sup>st</sup> and March 31<sup>st</sup> \$15.00
- Dog Tags – after March 31<sup>st</sup> \$25.00
- Lifetime Dog Tag \$100.00
- Replacement Tag \$7.50
- Pound Fee for impounded dog (Levied to the owner of any animal picked up and taken to the Humane Society by the Animal Control Officer. These fees are payable at the Humane Society upon the owner claiming such animal and made payable to the Township of North Frontenac) \$100.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'C' – Building Permit Fees**

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

**Permit Fee Schedule**

- Class of Permit – Non- Refundable Deposit (Application/Plan Review)
  - Permit Fee \$80.00.
  - Additional Fee for water access and remote properties Not Applicable.
- Class of Permit – Building Permit (All Structures) Groups A, B, C, D, E or F.
  - Permit Fee \$14.00 to \$1,000.00 Construction Value – Construction Value based on Construction Index of Eastern Ontario. Note: There is a minimum fee of \$80.00 for all structure.
  - Additional Fee for water access and remote properties \$300.00 (Builds more than \$30,000.00 and \$150.00 (Builds \$30,000.00 or less)
- Class of Permit – Other:
  - Change of Use, Renewal, Moving \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Wood Stoves and or Fuel burning appliances \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Pool \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Retaining Wall \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - All signs (per sign basis) \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Change of ownership and or transfer of permit \$180.00
    - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Non Refundable Deposit (Application and or Plan Review)
  - Permit Fee \$80.00
  - Additional Fee for water access and remote properties is not applicable.
- Class of Permit – Building Without a Permit Penalty Surcharge. The Chief Building Official is authorized to act on behalf of the Township of North Frontenac to charge a Building without a Permit Fee. This fee will be payable by person starting a construction project, which require a Building Permit, without first obtaining a Building Permit.
  - Permit Fee – 100% of the Building Permit Fee, with a maximum charge of \$5,000 plus cost if exceeds the maximum.
  - Additional Fee for water access and remote properties is not applicable.
- Class of Permit – Group “C” Residential Demolitions – All or Part of a building
  - Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building.
  - Permit Fee \$108.00
  - Additional Fee for water access and remote properties \$150.00

- Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building
  - Permit Fee \$600.00
  - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Additional Inspection Fee per the Building By-law
  - Permit Fee \$100.00 per inspection
  - Additional Fee for water access and remote properties \$60.00 per inspection.

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### Occupancy Classes

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Group A Occupancy – Assembly Occupancy  
 Group B Occupancy – Care or Detention Occupancy  
 Group C Occupancy – Residential Occupancy  
 Group D Occupancy – Business and Personal Services Occupancy  
 Group E Occupancy – Mercantile Occupancy  
 Group F Occupancy – Industrial Occupancy

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### Discounts

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All Registered Charities in the Township of North Frontenac shall receive a 25% discount on all applicable building permit fees effective as of the date of passage of the Building By-law.

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### Classes of Permits

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The following classification of permits shall apply in the Township of North Frontenac:

1. Construction (Building) Permit: this permit applies to most forms of construction including new construction, repairs, renovation, under Parts 2, 3, 4, 7, 8, 9 and 11, respectively of the Building Code for Group A-F Occupancies and includes plumbing and farm buildings, moving buildings and signs governed under Section 3.14 of the Building Code.
2. Demolition Permit: this permit applies to govern the type and method of demolition under the Building Code. The applicant for a demolition permit is required to retain a professional engineer to undertake a general review of the project during demolition if the building meets certain criteria as outlined in Article 2.3.2.3 of the building Code.
3. Conditional Permit: this permit may be issued in the discretion of the chief building official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirements of clauses 8(3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
4. Change of Use Permit: this class of permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2(1) of the Building Code) even though no construction may be proposed.

5. Partial Permit: this class of permit may be issued to expedite construction because of weather conditions, financing or other legitimate reasons.

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### Refunds

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1. Where a permit has been issued pursuant to this By-law and the applicable fees have been paid, fees may be refunded based on the following formula and to Section 6.1 of this By-law:
- 80% where the application is withdrawn or only administrative functions have been performed;
  - 60% where plan review and applicable law compliance has been completed or the permit has been issued and the application is withdrawn or construction does not commence;
  - 0% for permits or inspections valued at \$100 or less.

**Township of North Frontenac  
By-law #36-23**

**Schedule 'D' – Crown Land Stewardship Program**

**Campsite**

- Campsite per night \$22.50
- Non-Profit Group Camping per night \$17.50

**Road Pass**

- Daily \$9.50
- Weekly Road Pass \$22.50
- Resident – Seasonal Road Pass \$22.50
- Non-Resident – Seasonal Road Pass \$45.00
- Not for Profit Organization Daily Road Pass \$8.75
- Fundraising and or Organized Events Daily Road Pass \$8.75
  
- Plus \$3.00 Booking-Administrative Fee

Eligibility of these Not for Profit groups to be determined by the Manager of Community Development in consultation with Chief Administrative Officer.

**Township of North Frontenac  
By-law #36-23**

**Schedule 'E' – Planning**

**Pre-Application Consultation**

Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium - \$300.00

All other types of Planning Applications - \$100.00

**Official Plan**

Official Plan Amendment (OPA) - \$2,000.00

- Deposit for OPA Application - \$2,000.00

**Zoning Amendment**

Zoning By-law Amendment (ZBA) - \$1,500.00

- Deposit for ZBA Application - \$1,000.00

ZBA Application as a condition of a consent - \$750.00

Removal of Holding (H) Symbol - \$700.00

Temporary Use By-law - \$1,200.00

**Minor Variance/Request for Permission**

Standard Applications (Minor Variance/Request for Permission) - \$1,200.00

Accessory uses to a principal use on non-waterfront properties - \$700.00

Minor variance application in combination with a consent application - \$700.00

**Consents**

Severance to Create a New Lot - \$1,200.00

Lot Addition or Easement - \$750.00

Amendments to Conditions - \$300.00

Cancellation of Consent - \$350.00

Validation of Title - \$700.00

**Plan of Subdivision**

1 to 20 units - \$2,500.00

- Deposit to Township - \$3,000.00

Greater than 20 units - \$3,500.00

- Deposit to Township - \$5,000.00

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$500.00

Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,000.00

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

Deeming By-law (Application Fee) - \$400.00

Registration of Deeming By-law – Legal Fees to be charged to Applicant

Part Lot Control By-law - \$700.00

### **Site Plan Control**

Minor Application (developments equal to or less than 200 square metres in area) - \$1,500.00

- Deposit - \$1,000.00

Major Application (developments greater than 200 square metres in area) - \$2,500.00

- Deposit - \$2,000.00

Modification: Amending agreement not required - \$1,000.00

Request for Security Reduction/Release - \$400.00

### **Other Planning and Administrative Items**

Public Notices

- Notice to Cancel a Public Meeting - \$100.00
- Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00

Development Agreement (includes registration) - \$700.00

Minimum Distance Separation (MDS)

- Calculation - \$200.00
- Re-calculation - \$100.00

Zoning Compliance Review

- Formal Letter (3-5 Business Days) \$120.00
- Formal Letter (2 Business Days or less) \$240.00

Review by Planner (outside a formal application) - \$120.00/hour

Radio Communications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to Township) - \$750.00

Archive/File Search Fee - As per Schedule A of the Fees and Charges By-Law

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**Site Inspections**

Chief Building Official - As per Schedule C of the Fees and Charges By-Law

Public Works - \$60.00 per visit

Director of Emergency Services/Fire Chief - As per Schedule H of the Fees and Charges By-Law

**Township of North Frontenac  
By-law #36-23**

**Schedule 'F' – Waste Management – Landfill Tipping Fees**

**Landfill Tipping Fees**

- **Single Bag Tag** **\$2.00 each**
- **Waste Volume Fee** **\$20.00 / cubic yard**  
Includes household and commercial construction/demolition waste and shingles. Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- **Brush and Yard Waste** **\$10.00 / cubic yard**  
Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- **Box Spring or Mattress** **\$20.00 each**
- **Chair** **\$10.00 each**
- **Sofa** **\$20.00 each**
- **Sofa Bed** **\$30.00 each**
- **Carpet**
  - **small = up to 50 square feet** **\$5.00**
  - **medium = 51 to 144 sq ft** **\$15.00**
  - **large = over 144 square feet** **\$25.00**
- **Carpet Tile** **\$0.25 each**
- **Tent** **\$4.00 each**
- **Plastic Lawn Chair/ Misc. Plastic** **\$4.00 each**
- **Insulated Cooler** **\$6.00 each**
- **Miscellaneous Waste per Bag (Bulky Item Bin)** **\$4.00 each**
- **Rigid Plastic** **\$4.00 each**
- **Boat Tarp / Shrink Wrap** **\$10.00 each**
- **Artificial Christmas Tree** **\$10.00 each**
- **White Goods (Appliances containing "Freon" or any Ozone depleting refrigerant – Refrigerators, Freezers, Air Conditioners etc).**  
Fee Exempt if Freon has been removed by a Qualified Person.  
Unit must be properly tagged to qualify. **\$30.00 each**

**Bag Tag Fees**

- Bag or other acceptable container of waste equivalent to one standard 26"X36" garbage bag
- Oversized bags or other acceptable equivalent container of waste shall require additional tags or fee as may be determined by the Waste Site Attendant or Official based on the volume.

**Township of North Frontenac  
By-law #36-23**

**Schedule 'G' – Cemeteries**

**Tariff of Fees – Plots**

- **Lot**
  - Interment Rights \$175.00
  - Care and Maintenance \$290.00
  - Fee \$465.00 plus HST \$60.45, Total \$525.45
- **Cremation Lot**
  - Interment Rights \$84.00
  - Care and Maintenance \$175.00
  - Fee \$259.00 plus HST \$33.67, Total \$292.67
- **Lot (non-Resident)**
  - Interment Rights \$240.00
  - Care and Maintenance \$290.00
  - Fee \$530.00 plus HST \$68.90, Total \$598.90
- **Cremation Lot (non-Resident)**
  - Interment Rights \$147.00
  - Care and Maintenance \$175.00
  - Fee \$322.00 plus HST \$41.86, Total \$363.86
- **Repurchase Plot**
  - Administration Fee \$50.00, HST \$6.50, Total \$56.50
- **Transfer (no sales allowed)**
  - Administration Fee \$50.00, HST \$6.50, Total \$56.50

**Marker and or Monument**

- **Flat Marker** Less than 173 square inches
  - Care and Maintenance is \$0.00
- **Flat Marker** Greater than 173 square inches
  - Care and Maintenance is \$100.00, HST \$13.00, Total \$113.00
- **Upright Monument** Less than 4 feet in height or length
  - Care and Maintenance is \$200.00, HST \$26.00, Total \$226.00
- **Upright Monument** Greater than 4 feet in height or length
  - Care and Maintenance is \$400.00, HST \$52.00, Total \$452.00

**Fees for Interment and or Disinterment**

As Set out in the Contract for Interments, as amended from time to time.

**Note:** In order to sell a lot/plot back to the municipality the Interment Rights Holder must have an Interment Rights Certificate or another form of proof of purchase.

**Note:** In Accordance with the *Funeral, Burial and Cremation Services Act, 2002* which came into effect on July 1, 2012.

**Note:** All fees are subject to any applicable Taxes

**Township of North Frontenac**  
**By-law #36-23**  
**Schedule 'H' – Fire Department**

**Fees for Services**

- Providing inspection reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- Providing fire reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)
  - Fee for Service – \$60.00 per hour
- Inspection of private Home Day Care facilities or Group Homes with 3 or fewer residents
  - Fee for Service – No Charge
- Inspection of Group Homes with more than 3 residents
  - Fee for Service – No Charge
- Requested inspections for premises or buildings not mentioned elsewhere
  - Single occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
  - Multiple occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
- Two unit residential inspection for compliance with Section 9.8 of the Fire Code,
  - Fee for Service – \$60.00 per hour
- Institutional inspection
  - Fee for Service – \$60.00 per hour
- Residential inspection for compliance with Section 9.5 of the Fire Code
  - Fee for Service – \$60.00 per hour
- Liquor Licensing requests for:
  - Patios:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
  - Special Occasions:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
  - Premises:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
- Motor Vehicle Incidents – Responding to and providing vehicle fire extinguishment and extrication services to owners and or drivers (Provincial Highways)
  - Fee for Service – Processed through the Ministry of Transportation Fire Response Criteria
- Motor Vehicle Incidents – For emergency response, collision, or motor vehicle fire on any property owned by or within the Municipality of North Frontenac,

including Secondary Roads and Private Lanes, and provides firefighting, emergency service or other essential equipment

- Fee for Service – Based on the Ministry of Transportation, Fire Response Criteria, for non-resident and/or residents of the Municipality
- Fire Services for extinguishing fires set by persons for the purposes of burning grass, brush, rubbish or other such material or burning in barrels, drums, or wild land/forest fires etc.
  - Fee for Service – Per North Frontenac’s Current Burning By-law
- Specialized equipment and/or resources to control or minimize loss (not provided by fire department)
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- Clean-up of spills as defined in the Environmental Protection Act, Part X, as amended
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- Demolish, clean-up and make safe after a fire (if not completed by property owner)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- Where there has been more than 3 false fire alarms and or faulty equipment or more than 2 nuisance calls in a twelve month period to the same address
  - Fee for Service – \$100.00 per truck per response
- Administration Fee
  - Fee for Service – \$50.00

**Note:** Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response.

#### **Criteria for Exemption or Reduction of Fees for Services**

Non-Profit Organizations and Non-Profit Events

- Fee – No Charge

#### **Respecting fees associated with Fire Department responses for Outdoor Fires**

- Pumper
  - Rate per hour – \$300.00
- Tanker
  - Rate per hour – \$300.00
- Wild Land (Pickup Truck)
  - Rate per hour – \$250.00
- Squad
  - Rate per hour – \$250.00
- Off Road Vehicles (ATV, Boat, etc.)
  - Rate per hour – \$100.00
- Fire Fighter
  - Rate per Firefighter per hour – \$25.00

- Site Inspection
  - Rate – \$30.00
- Investigation
  - Rate per hour – \$30.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'I' – Roadside Ditch Alteration**

**Roadside Ditch Alteration**

Permit

- Fee – \$100.00 plus Security Deposit of \$500.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'J' – Civic Addressing**

**Civic Address Signs**

- Purchase and installation of civic address number sign
  - Fee – \$100.00
- Purchase of civic address number sign and post only (water access and island properties – installation is the responsibility of the owner)
  - Fee – \$75.00
- Additional special civic sign installation charge (in the event drilling of rock is required to facilitate the installation of the sign as determined by the Public Works Manager)
  - Fee – \$100.00
- Purchase of replacement civic address number sign and post
  - Fee – \$40.00

**Private Lane Name Signs**

- Purchase and installation of Private Lane Name sign and post installed (new or amended lane names, or replacement sign)
  - Fee – \$400.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'K' – Construction of Entrances**

**Construction of Entrances**

Entrance Permit

- Fee – \$70.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'L' – Community Hall and Council Chambers Rentals**

**Community Hall**

- Full Day
  - Fee – \$70.00
- Half Day (6 hours or less)
  - Fee – \$35.00
- Rental with Liquor (Plus \$50.00 refundable deposit – mandatory)
  - Fee – \$150.00
- Community Groups (4 hours or less)
  - Fee – \$15.00
- Funeral Receptions and or Lunches
  - Fee – Donation
- Church Groups
  - Fee – Donation

**Council Chambers**

- Community Groups Half Day (4 to 6 hours)
  - Fee – \$35.00
- Community Groups (4 hours or less)
  - Fee – \$15.00
- Church Groups
  - Fee – Donation
- Civic Marriage Ceremony
  - Fee – No Charge

**Note:** All fees include taxes.

Additional Security Deposits at any or all events may be required at the discretion of the Township Representative (i.e. Community Hall Volunteers appointed by Council and in charge of the Community Hall Rentals)

**Township of North Frontenac  
By-law #36-23**

**Schedule 'M' – Recreational Vehicle(s)**

**Recreational Vehicle(s)**

Annual License Fee as per provisions set out the Recreational Vehicle By-law

- Fee – \$300.00 (\$25.00 per month)

Application Fee (non-refundable deposit) – Review Application, Initial Location Inspection and Placement Inspection

- Fee – \$80.00

Removal Inspection

- Fee – \$40.00

Administrative Fee for Recreational Vehicle Placed without a Licence

- Fee – \$300.00

Stored Recreational Vehicle (as defined in the Recreational Vehicle Licence By-law)

- Fee – No Charge

**Township of North Frontenac  
By-law #36-23**

**Schedule 'N' – Disposition of Land**

**Disposition of Land**

Administrative Fee (Non-Refundable)

- Fee – \$1,200 + applicable taxes

Application Re-activation (after the passing of the By-law)

- Fee – \$250 + applicable taxes

Land Costs for Shore Road Allowance

- Fee – \$0.55 per square foot

Land Costs for Concession, Lot, Reserve, Forced Road Application (not leading to water)

- Fee – \$500.00 flat fee for first linear 500 feet (or less) + \$5.00 per linear foot thereafter (based on 33 foot width)

Land Costs for Concession, Lot, Reserve, Forced Road Application (leading to water)

- Fee – \$0.55 per square foot for 66 feet abutting water + \$500.00 flat fee for first linear 500 feet (or less) + \$5.00 per linear foot thereafter (based on 33 foot width)

**Note:** The Applicant is entirely responsible for any expenditure incurred such as survey costs and legal fees, whether the process is completed or not.

**Township of North Frontenac  
By-law #36-23**

**Schedule 'O' – Tariff of Fees for Fence-Viewings under the Line Fences Act**

**Fence-Viewing**

Request for a Fence-viewers Site Visit (3 Fence-viewers plus Administrative Services)

- Fee – \$500.00

This fee shall be submitted to the Township Office with the completed Request for Fence-viewers (Form 1). These fees will cover the initial notice; inspection; and the preparation and notice of the award.

**Additional Charges**

- Additional Fence-viewing (per visit)
  - Fee – \$300.00
- Additional Administrative Fees (Clerk's and or Fence-viewers time per hour)
  - Fee – \$75.00
- Additional Photocopies (per page)
  - Fee – As set out in the Fees and Charges By-law
- Additional Registered Mail
  - Fee – At the Current Rate
- Ontario Land Surveyor Deposit
  - Fee – As set out in the estimate from the Ontario Land Surveyor
- Ontario Land Surveyor Fee
  - Fee – As set out in the invoice from the Ontario Land Surveyor
  - If the Fence-viewers determine an Ontario Land Surveyor should be hired to describe the location of a fence in metes and bounds then the costs of the surveyor shall be paid by the property owner(s) involved at the same apportionment as set out in the Fence-viewers Award for the costs of the fence.
- Legal Fees
  - Fee – As set out in the invoice from the Solicitor
  - If the Fence-viewers and/or the Clerk require a legal opinion with respect to a Request for Fence-viewers these fees shall be paid by the property owner(s) involved at the same apportionment as set out in the Fence-viewers' Award.
- Appeal to Referee
  - Fee – As established by the Line Fences Act

**Township of North Frontenac  
By-law #36-23**

**Schedule 'P' – Tariff of Fees for Licence Agreements**

**Tariff of Fees for Licence Agreements**

Application

- Fee – \$130.00

Annual Administration

- Fee – \$75.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'Q' – Part 8 - On-site Sewage Systems**

**Part 8 - On-site Sewage Systems**

- Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system
  - Fee – \$978.00 per sewage system
- Construction or alteration of a Class A sewage system. \*(Class A system represents flows greater than 4500 litres)
  - Fee – \$1080.00 per sewage system
- Installation or replacement of septic tank only
  - Fee – \$772.00 per sewage system
- Plans Review to confirm location only of existing sewage system
  - Fee – \$103.00 per sewage system
- On-Site Review to confirm location only of existing sewage system
  - Fee – \$257.00 per sewage system
- Review of Performance Level of Existing On-Site Sewage System
  - Fee – \$515.00 per sewage system
- Certificate of Approval renewal
  - Fee – \$154.00 per sewage system
- Review for new lots in a subdivision, condominium, severance or lot addition
  - Fee – \$515.00 per lot
- Review for Minor Variance application or Zoning By-Law amendment
  - Fee – \$463.00 per sewage system
- Review for Minor Variance in combination with a Review of Performance Level
  - Fee – \$720.00 per sewage system
- Review for Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A sewage system
  - Fee – \$1183.00 per sewage system
- Additional Inspections
  - Fee – \$94.00 per repeat inspection of same stage of construction, at the Chief Building Official's Discretion
- Renewal of Permit
  - Fee – \$71.00 per deferral of revocation of permit that may be revoked in accordance with the Building Code
- Review of Revised Permit Documents
  - Fee – \$71.00 per hour
- Transfer of Permit to New Property Owner
  - Fee – \$71.00 per permit
- Third Party Review or Consultation
  - Fee – Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required, the Applicant or Permit Holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule.

### **Payment of Fees**

1. All fees set out in Schedule "Q" are payable to the Township of South Frontenac.

### **Annual Adjustment of Fees**

1. The Fees set out in Schedule 'Q' shall be adjusted annually on and effective the 1<sup>st</sup> of February based upon the 3<sup>rd</sup> quarter Statistics Canada Non-Residential Cost Index: Ottawa; where such index indicates negative growth, the fees shall remain at the level established for the prior year. The Treasurer shall update Schedule 'Q' as of February each year, rounding the fees up to the next dollar, however no amendment to the by-law shall be required to give effect to the fee changes.

### **Refund of Permit Fees**

1. General Provisions
  - (1) Refunds of fees collected under Schedule "Q" shall be provided in accordance with provisions of this Part, where the:
    - Permits have been issued, but no construction has commenced;
    - Permits have not been revoked; and
    - Permits have not expired.
2. Refund Provisions for Permit Fees found in Schedule "Q":
  - (1) Requests for refunds must be submitted to the Township of South Frontenac's Chief Building Official in writing who will determine the amount of Permit Fees, who will determine the amount of Permit Fees, if any, that may be refunded.
  - (2) Except as provided in sentence (3) , the amount of fees refundable shall be calculated based on the total of all permit fees collected under the authority of Schedule "Q" as follows:
    - 75 percent refundable if applicant cancels application prior to release of permit for issuance;
    - 50 percent refundable if the Chief Building Official has released the permit for issuance.
  - (3) Notwithstanding sentence (2), no refund shall be made of an amount less than \$35.50.

**Township of North Frontenac  
By-law #36-23**

**Schedule 'R' – Tariff of Fees for Refreshment Vehicle Licence**

**Tariff of Fees for Refreshment Vehicle Licence**

Application

- Fee – \$150.00 (Non-refundable)

Annual Administration

- Fee – \$150.00

Removal of Refreshment Vehicle

- Fee – \$40.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'S' – Tariff of Fees for Licence for a Shipping Container**

**Tariff of Fees for Licence for a Shipping Container**

Administrative/Licence for a Shipping Container 15 square metres or less

- No Fee

Administrative/ Licence for a Shipping Container exceeding 15 square metres

- Fee – \$150.00

Administrative/ Licence for a Shipping Container placed without a Licence

- Fee – \$300.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'T' – Tariff of Fees for Use of Township Equipment**

**Fees for Use of Township Equipment**

- Township Equipment and Vehicles – In Accordance with Ministry of Transportation Rates
- Township Employees – \$35.00 per hour

The Corporation of the Township of North Frontenac

**By-law #37-23**

**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 May 19, 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 May 19, 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 May 19, 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 May 19, 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 19<sup>th</sup> day of May, 2023

**Read** a third time and passed this 19<sup>th</sup> day of May, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk