

Regular Council Agenda

9:00 AM - Friday, November 24, 2023
Council Chambers
[Zoom Registration](#)

	Page
1. Call to Order	
a) Public Notice regarding Recording of Meetings Recorded Meetings - Notice to Public	10
2. Approval of Agenda	
a) November 24, 2023	
Be It Resolved That Council approves the Agenda dated November 24, 2023, as circulated.	
3. Disclosure of Pecuniary Interest and General Nature Thereof	
4. Business Profile	
None.	
5. Presentations	
None.	
6. Delegations	
a) Bruce Rigby, MRI Committee Chair, Perth and Smiths Falls District Hospital Foundation: Managing Care Close to Home Campaign	11 - 27
Be It Resolved That Council receives the presentation from Bruce Rigby, Chair regarding Perth & Smiths Falls District Hospital Foundation's MRI Campaign; and thanks him for his time spent today; And That Council will consider the \$5,000 multi-year commitment for 2024, 2025 and 2026 for a total of \$15,000 towards the Care Close to Home campaign during Budget deliberations in 2024. Perth & Smiths Falls District Hospital Foundation's - MRI Campaign	
7. Adoption of Minutes	
a) Minutes of the Meeting(s) to be adopted by Council	28 - 37
Be It Resolved That Council adopts the Minutes as circulated, of:	
1. A Special Meeting held October 27, 2023; and	
2. A Regular Meeting held November 3, 2023.	
October 27, 2023 - Special Council Minutes - Strategic Plan November 3, 2023 - Regular Council Minutes	
8. Business Arising Out of Minutes	

None.

9. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 38

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

[Communications of Interest - Pdf](#)

- b) Communications 'B' Section - Action Items

- B1. Municipality of Wawa: Request for Support - Bill C-310 39 - 42

Be It Resolved That Council receives for information a Resolution from the Municipality of Wawa calling upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000;

And That Council supports this request; and instructs the Clerk to provide a copy of this resolution to Gord Johns, MP; Federal Minister of Finance; Scott Reid, MP; Association of Fire Chiefs of Ontario and the Association of Municipalities of Ontario.

[B1](#)

- B2. Town of Huntsville re: Request for Support - Floating Accommodations 43 - 47

Be It Resolved That Council receives for information the Town of Huntsville's Resolution #222-23 supporting the Township of Lake of Bays Resolution #B(a)/04-12-22 and and the motions from the Township of Georgian Bay (C-2022-164 and C-2023-157) regarding Floating Accommodations;

And That the Township of North Frontenac supports the request for Transport Canada to address the issue of floating accommodations including growing concerns about the effect of floating accommodations on the environment, character, tranquility and overall enjoyment of local waterbodies;

And That Council instructs the Clerk to forward this Resolution to the Federal Minister of Transportation; the Premier of Ontario; Scott Reid, MP; John Jordan, MPP; and the Association of Municipalities of Ontario (AMO).

[B2](#)

10. Council, CAO, and Managers' Administrative Reports

- a) Planning Report: Update on Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22 – Ompah Palmerston Cottage Co-Operative Ltd. 48 - 54

Be It Resolved That Council receives for information purposes the Planning Report from Jennie Kapusta, Community Planner, entitled “Update on Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22 – Ompah Palmerston Cottage Co-Operative Ltd.”

[Update: Lafolia Lane](#)

- b) Clerk/Planning Manager: Planning Application - Proposed Site Visit Policy 55 - 56

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Planning Application - Proposed Site Visit Policy".

And That the Clerk's Department will prepare a Site Visit Policy for Council and the Committee of Adjustment for consideration at a future meeting.

[Planning Application - Proposed Site Visit Policy - Pdf](#)

- c) Clerk/Planning Manager: Agreement for Natural Heritage Consultants 57 - 58

Be It Resolved That Council receives for information an Administrative Report from the Clerk/Planning Manager entitled "Agreement for Natural Heritage Consultants - Envision Consulting";

And That Council instructs the CAO to sign the Agreement with Envision Consulting to complete natural heritage reviews.

[Agreement for Natural Heritage Consultants - Pdf](#)

- d) Clerk/Planning Manager: Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure 59 - 61

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled “Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure”;

And That, as required by By-law #20-23,

- **All Those Parts** of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto, being Parts 1 and 2 on Registered Plan 13R-23001;

be declared as surplus and sold to the applicable adjoining property owners. Appraisal of the properties are not necessary as these are Road Allowances;

And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Road Allowance.

[Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure - Pdf](#)

- e) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law - Hamilton and Jackson-Stroobach 62 - 67

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

And That, as required by By-law #20-23,

- All That Part of the Shoreline Road Allowance around Kashwakamak Lake, lying in front of Part of Lot 9, Concession 6, geographic Township of Barrie, being Part 1 on Registered Plan 13R-22996 (Kashwakamak Lake);
- All That Part of the Shoreline Road Allowance lying in front of Part of Lot 15, Concession 1, geographic Township of Palmerston, being Part 1 on Registered Plan 13R-23001 (Palmerston Lake);

be declared as surplus and sold to the adjoining owner. Appraisal of the properties are not necessary as these are Shore Road Allowances;

And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

[Shore Road Allowance Closure and Sale By-law - Hamilton and Jackson-Stroobach - Pdf](#)

- f) Clerk/Planning Manager: Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023) 68 - 71

Be it Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)".

[Attendance at the 2023 OEMC Conference \(Sept. 6-8, 2023\) - Pdf](#)

- g) Deputy Clerk/Assistant to the Planning Manager: 2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar 72 - 74

Be It Resolved That Council receives for information an Administrative Report from the Deputy Clerk/Assistant to the Planning Manager entitled "2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar".

[2023 Ontario Association of Committee of Adjustment & Consent Authorities \(OACA\) Seminar - Pdf](#)

- h) Deputy Mayor Inglis: AMO/LAS Municipal Energy Symposium November 2-3, 2023 75 - 78

Be It Resolved That Council receives for information the Deputy Mayor's Administrative Report entitled "AMO/LAS Municipal Energy Symposium November 2-3, 2023".

[AMO/LAS Municipal Energy Symposium November 2-3, 2023 - Pdf](#)

- i) Director of Emergency Services/Fire Chief: Community Emergency Preparedness Grant (CEPG) 2023-2024 79 - 80

Be It Resolved That Council receives the Director of Emergency Services/Fire Chiefs (DESFC) Administrative Report entitled "Community Emergency Preparedness Grant (CEPG) 2023-2024" for information purposes;

And That Council directs the DESFC to proceed with the application for

the Community Emergency Preparedness Grant for generators, a sand bagging machine/sandbags and Emergency Control Group training;
And That Council directs the CAO to sign the Application and enter into a funding Agreement upon the Township's successful Application.

[Community Emergency Preparedness Grant \(CEPG\) 2023-2024 - Pdf](#)

j) Manager of Community Development: Electric Vehicle Charging Stations

81 - 85

Resolution #1

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs".

And That Council instructs the MCD to apply for the following funding opportunity in early 2024:

Charged for Change funded by Earth Day Canada (partnership with Aviva Canada Inc) for 100% funding for four (4) level two charging stations at the following locations:

- Snow Road Community Hall
- Ompah Community Hall
- Clar Mill Community Hall
- Barrie Community Hall

And That Council wishes to have the level 2 chargers free for public use;

And That Council directs the CAO to sign the Application and enter into a funding agreement with the Charged for Change funding program upon the Township's successful application;

And That Council directs the MCD to install the Electric Vehicle Charging Stations at the above locations if the Township is successful with its applications for funding.

Resolution #2

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs".

And That Council instructs the MCD to apply for the following funding opportunities in early 2024: Electric Vehicle ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) for two (2) level three charging stations at the Municipal Office with the Township paying for the remaining 10% of \$28,000 coming from the Infrastructure Sustainability Reserve Fund;

And That Council wishes to have the level 3 chargers pay for use at a cost determined by the MCD in consultation with the CAO and Treasurer;

And That Council directs the CAO to sign and enter into a funding agreement with the ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) upon the Township's successful application;

And That Council directs the MCD to install the Electric Vehicle Charging Stations at the Municipal Office if the Township is successful

with its applications for funding.

[Electric Vehicle Charging Stations - Pdf](#)

- k) Manager of Community Development: Crown Land Stewardship Program (CLSP) Camping Fees 86 - 87

Be It Resolved That Council receives for information the Administrative Report from the Manager of Community Development entitled "Crown Land Stewardship Program (CLSP) Camping Fees;"

And That Council approves in principle the amendments to the Fees & Charges By-law Section 'D' , with the following:

- Change the campsite per night fee from \$22.50 to \$25.00 (plus \$3.00 Administrative Fee) effective January 1, 2024;

And That Council instructs the Clerk to schedule a Public Meeting to amend the Fees & Charges By-law at an upcoming meeting and remove Schedule A of By-law #114-13.

[Crown Land Stewardship Program \(CLSP\) Camping Fees - Pdf](#)

- l) Public Works Manager: Kashwakamak Waste Site - Update Regarding Permits (Res #410-23) 88 - 90

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Kashwakamak Waste Site - Update Regarding Permits (Res #410-23)";

And That Council authorizes the Chief Administrative Office to sign the required Land Use Applications and Site Plans;

And That the Public Works Manager will report to Council regarding the status of approvals and proposed schedule for site work at a future meeting;

And That details regarding the additional funding required to complete the work will be brought forward for Council's consideration in 2024.

[Kashwakamak Waste Site - Update Regarding Permits \(Res #410-23\) - Pdf](#)

- m) Treasurer: 2024 WSIB Rate for Fire Volunteers 91 - 92

Be It Resolved That the Council of the Corporation of Township of North Frontenac receives the Treasurer's Administrative Report entitled "2024 WSIB Rate for Fire Volunteers" for information purposes;

And That Council of the Township of North Frontenac set Workplace Safety and Insurance Board (WSIB) at the maximum coverage for 2024, being \$112,500 for Volunteer Firefighter personnel in Wards 2 & 3;

And That the maximum number of members of the brigade shall not exceed 30 members per station, plus the Director of Emergency Services/Fire Chief and Assistant Fire Chief.

[2024 WSIB Rate for Fire Volunteers - Pdf](#)

- n) Treasurer: Cost of Living Adjustment (COLA) for 2024 93 - 95

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Cost of Living Adjustment (COLA) for

2024”;

And That Council maintains the current Policy to determine the percentage for 2024 (i.e. use the Ontario August Consumer Price Index (CPI) for the COLA increase at each step on the grid) which is 3.8%.

[Cost of Living Adjustment \(COLA\) for 2024 - Pdf](#)

o) Treasurer: 2024 Draft Budget Proposed Meeting Dates

96 - 97

Be It Resolved That Council receives the Chief Administrative Officer and Managers' Administrative Report entitled “2024 Draft Budget Proposed Meeting Dates” for information purposes;

And That Council tentatively sets the 2024 Budget Meeting(s), for the following dates/purposes (subject to change, with advance notice given):

- Special Meeting - Friday, January 26, 2024 at 9:00 a.m. - Operating & Capital Budget
- Friday, February 23, 2024 at 9:00 a.m. - The 2024 draft final Budget will be presented for Council to consider the proposed Tax Rate By-law later in the meeting.

[2024 Draft Budget Proposed Meeting Dates - Pdf](#)

p) CAO and Clerk Planning Manager - North Frontenac Township Agreement with Canadian Radiocommunications Information and Notification Services (CRINS-SINRC).

98 - 122

Be It Resolved That Council receives for information the Chief Administrative Officer and Clerk Planning Manager's Administrative Report entitled “North Frontenac Township Agreement with Canadian RadioCommunications Information and Notification Services (CRINS-SINRC)”;

And That Council directs staff to provide notice to CRINS-SINRC that if the Township has not received the Land Use Authority Recommendation Reports prior to the end of day on November 29, 2023 that the Township is rescinding their authority to act on behalf of North Frontenac Township as the Land Use Authority effective November 30, 2023 and to stop work on all current applications within the jurisdiction of the municipality, and return said back to the municipality;

And That if CRINS-SINRC does not fulfill their obligation Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022 as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals.

[North Frontenac Township Agreement with Canadian Radiocommunications Information and Notification Services \(CRINS-SINRC\). - Pdf](#)

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

None.

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

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

None.

14. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. 123 - 124
The Councillor may provide a verbal report for information purposes.

[Council Portfolios 2022-2026](#)

15. Introduction and Reading of By-laws

- a) By-laws for Consideration 125 - 129

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:

- By-law #2023-75 - Shore Road Closing - Hamilton and Stroobach-Jackson;
- By-law #2023-76 - Road Closing - Stroobach-Jackson and Witteveen-McClure

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

[2023-75 - Shore Road Closing - Hamilton and Stroobach-Jackson - Pdf 2023-76](#)

16. Public Forum

17. Closed Session

- a) Closed Meeting of Council

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

- a. Adopt Minutes of a Closed Meeting dated November 3, 2023;
- b. To consider a proposed or pending acquisition or disposition of land by the municipality or local board; and
- c. To discuss personal matters about an identifiable individual, including municipal or local board employees.

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

19. Confirmatory By-law

- a) Confirming By-law 130

Be It Resolved That By-law #2023-77, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held November 24, 2023 be read a first, second, and third time and finally passed.

[2023-77 - Confirming By-law - Pdf](#)

20. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until December 15, 2023 or at the call of the Chair.



Please be advised North Frontenac Council Meetings are recorded. By attending a public meeting of Council, you are consenting to your image, voice and comments being recorded.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of the recording. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. It should be noted that no protection is afforded to Council Members, Employees or the public for comments made during Meetings which are subsequently challenged in a court of law and/or determined to be defamatory.

Notice is hereby provided that under the authority of the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Privacy Act (MFIPPA), that all information provided for at a public meeting or other public process are considered a public record.

Members of Council, Staff, Delegates and attendees should be mindful of using names of individuals or entities when discussing matters in public. Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour or comments.

Bruce Rigby, MRI Committee Chair, Perth and Smiths Falls District Hospital...

Perth & Smiths Falls District Hospital Foundation's MRI Campaign

Presenter: Bruce Rigby, Chair, MRI Cabinet
Prepared for: Township of North Frontenac
Date: Tuesday, November 28, 2023



About PSFDH Foundation

- The PSFDH Foundation is the fundraising arm for our hospital.
- We are a not-for-profit organization that works with our community to raise and steward funds for projects and services for health care at our hospital.
- Provincial government funding models **do not** cover equipment costs. These funds need to be raised within our community.

OUR MISSION

In partnership with our communities, raise and steward funds for our hospital's projects and services for health care.

OUR VISION

To raise funds for equipment and services for high-quality care close to home.

OUR VALUES

Stewardship, Transparency and Accountability, Respect, Dignity and Trust, Inclusion and Diversity, Collaboration and Partnership.



The MRI is officially here at the Smiths Falls site of the Perth and Smiths Falls District Hospital.



HOWEVER it has not been paid for, and we need your help more than ever to fund this vital diagnostic equipment.



“The Diagnostic Imaging team at PSFDH is very excited to be able to offer state of the art MRI services to our patients we serve. This MRI enhances diagnosis and allows your treating physician to provide faster and better care.”

**-Dr. Nimish Parikh,
Clinical Chief, Radiology**

What is an MRI?

MRI (Magnetic Resonance Imaging) is a specialized imaging test that uses a strong magnetic field and radio waves to produce detailed 3D images of organs and structures inside your body.



X-RAY



MRI

Why is an MRI Used?

Healthcare providers use MRI to evaluate, diagnose and monitor several different medical conditions not visualized well with other imaging tests.

- Internal Organs
- Heart and Blood Vessels
- Brain and Spinal Cord
- Bones and Joints
- Breast Imaging



Why Does PSFDH Need an MRI?

- Care closer to home for the patients and their support families you serve
- MRI is becoming the clinical standard for newly trained Physicians in patient diagnosis
- Recruitment and retention of our Physicians and other healthcare professionals
- Pressure on ED wait times, length of stay and impact to vulnerable and elderly community has driven the need for MRI installs
- Support our regional role in accepting patients as well as supporting regional MRI hospital patient backlogs
- Increase costs sending patients from PSFDH and care delays

WHY DO WE NEED YOUR SUPPORT?

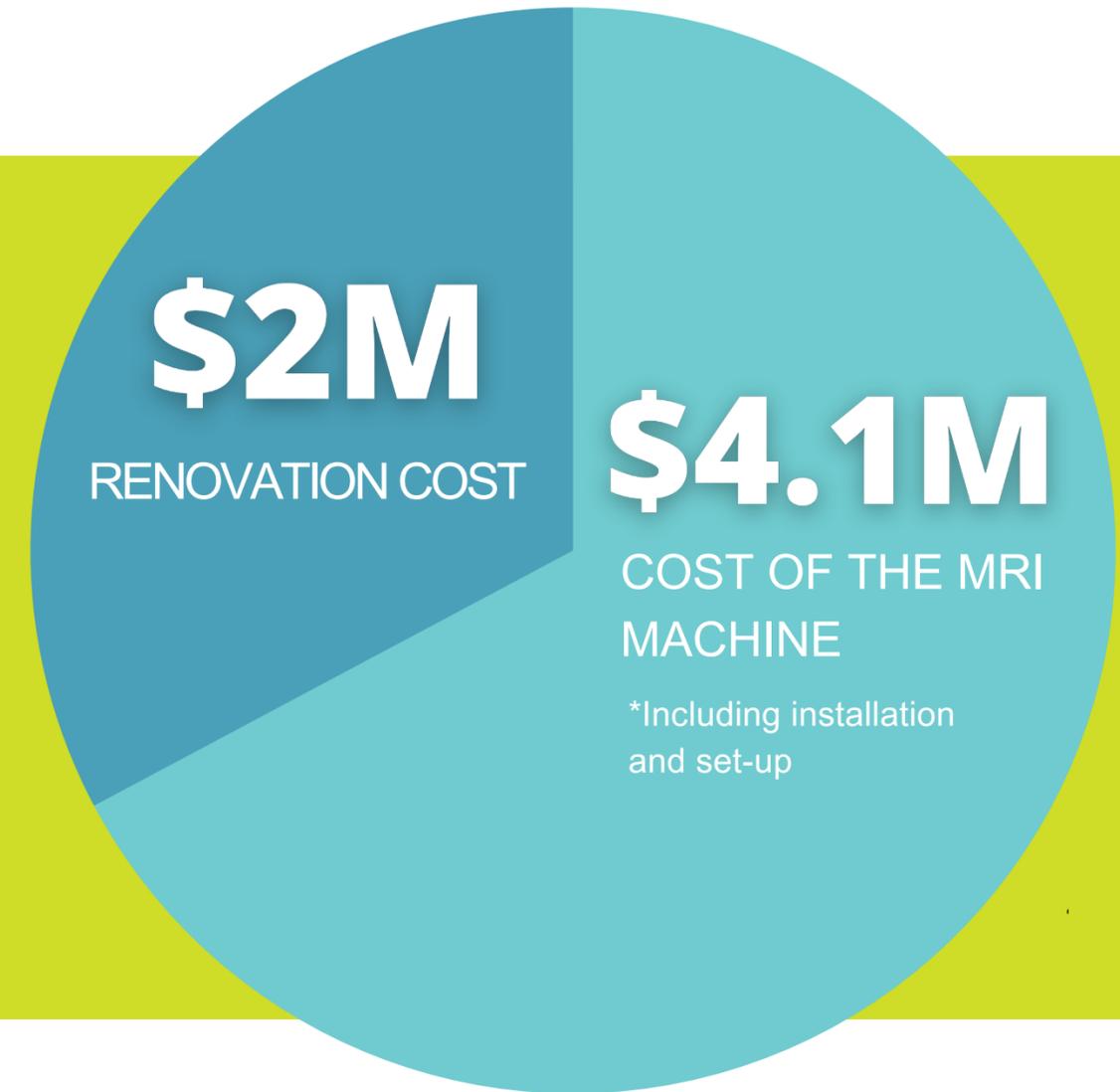
The MRI is a major project for both the Hospital and the Foundation, which will have an immense positive impact on our ability to provide quality care, close to home.

however, it comes with a significant price....

Cost Breakdown

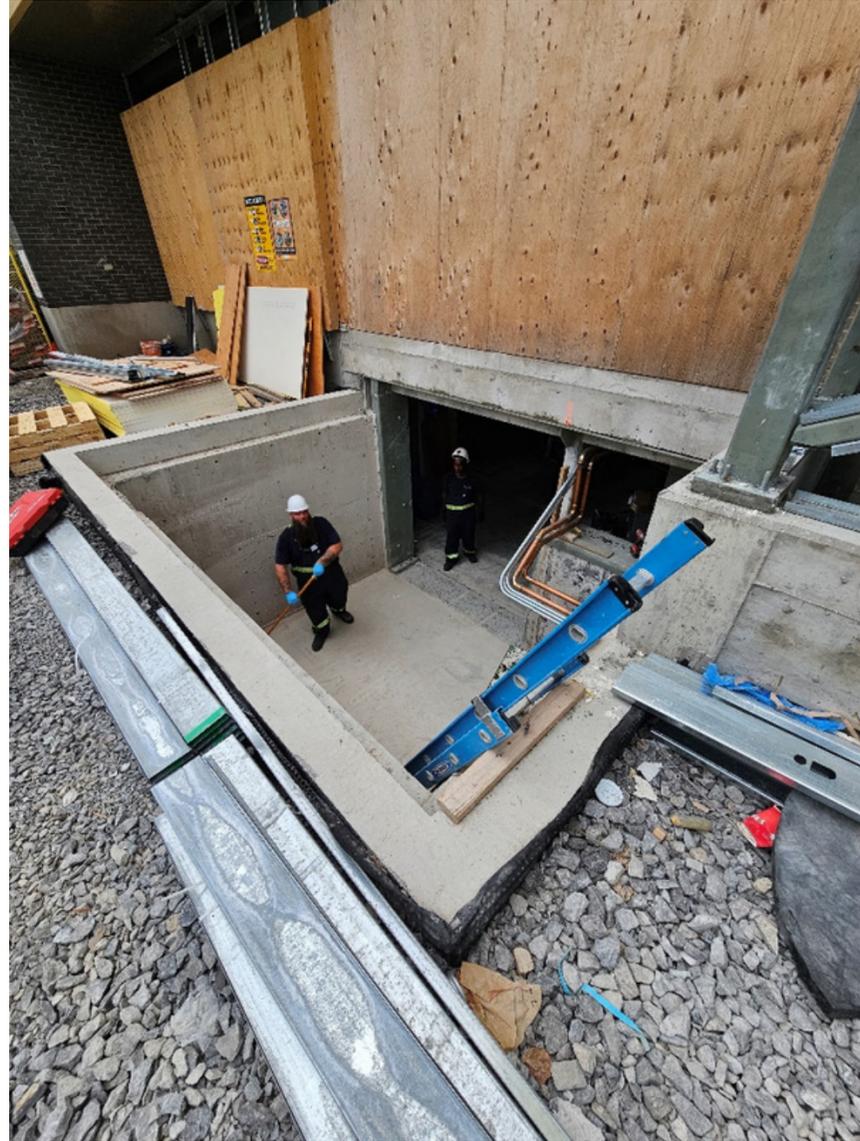
\$6.1 MILLION

TOTAL OVER THREE YEARS
COMMUNITY INVESTMENT IS
REQUIRED TO BRING MRI
TECHNOLOGY TO PSFDH



MRI Key Milestones

- MRI RFP Complete July 2022
- MRI design and build complete January 2022
- Recruitment of MRI-trained team complete February 2023
- Relocation of displaced clinical services complete March 2023
- Construction commenced March 2023
- Construction completion October 2023
- First patient scanned November 2023
- Foundation \$6M successful campaign completion over three (3) years.





MRI Ground Breaking Ceremony
June 23, 2023



MRI Magnet Delivery
September 7, 2023

Where are we Today?

We have raised **\$1.8 Million** to date.

We still have a long way to go but
a little + a little = a lot!

MAGNIFYING
care close to home

PERTH & SMITHS FALLS DISTRICT HOSPITAL *Foundation*

MRI CAMPAIGN
3 Year Campaign Goal \$6.1M

90%
80%
70%
60%
50%
40%
30%
20%
10%

Thank You
for Keeping
Care
Close
to Home

LEARN *more!*

343-881-4483

WWW.CARECLOSETOHOME.CA

MRI Campaign Request

On behalf of your North Frontenac Residents, we ask you to consider an investment in your local hospital and healthcare with a \$5,000 multi-year commitment for 24/25/26 (total \$15,000) towards the Care Close to Home MRI Campaign.

The Township of Central Frontenac has roughly a population of 2,285 as per the 2021 census.

That breaks down the \$15,000 multi-year ask to:

\$6.56 per person over three years

Or \$2.18 per person per year

Questions?

Margot Hallam, PSFDHF CEO

Phone: 343.881.GIVE (4483) Ext: 227

Email: margot.hallam@psfdhfoundation.com

Website: www.careclosetohome.ca

Perth Site

33 Drummond Street West, Perth, ON K7H 2K1

Smiths Falls Site

60 Cornelia Street West, Smiths Falls, ON K7A 2H9





Thank You!

Be It Resolved That Council adjourns the Meeting at 1:02 p.m. until November 3, 2023 or at the call of the Chair.

Carried

Mayor

Clerk

And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

Carried

b. Manager of Community Development: Mobile Dental Clinic - Use of Ompah Community Hall

Resolution #: 458-23 Moved By: Councillor Hermer

Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the Manager of Community Developments Administrative Report entitled "Mobile Dental Clinic - Use of Ompah Community Hall";

And That Council approves free use of the Community Hall for KFL&A Public Health's Mobile Dental Clinic.

Carried

c. Manager of Community Development: Economic Development Task Force (EDTF) – Member Appointment - Lancaster

Resolution #: 459-23 Moved By: Councillor Huetl

Seconded By: Councillor Hermer

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Economic Development Task Force (EDTF) – Member Appointment - Lancaster";

And That Council approves Derrick Lancaster to be appointed as a member of the EDTF;

And That the MCD will prepare a letter to Derrick Lancaster to be signed by Deputy Mayor John Inglis, Chair of the EDTF advising him of his appointment.

Carried

d. Manager of Community Development: Request for Contractor to Extract Aggregate from Township Licensed Pit

Resolution #: 460-23 Moved By: Councillor Hermer

Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Request for Contractor to Extract Aggregate from Township Licensed Pit";

And That Council approves the MCD working with the contractor for extraction of aggregate from the Township Licensed Pit at a price of \$2/yard for enhancements to the Crown Road leading from Arcol Road to Norcan Lake Lane;

And That Council approves the MCD entering into an Agreement with the contractor to ensure all requirements of the Aggregate Resources Act are met, including rehabilitation of the Pit, upon project completion;

And That Council approves paying The Ontario Aggregate Resources Corporation (TOARC) fees from the MNR Parks Reserve Fund and instructs the Treasurer to allocate any potential revenues from the sale of aggregate into the MNR Parks Reserve Fund.

Carried

e. Manager of Community Development and Economic Development Officer: Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)

Resolution #: 461-23 Moved By: Councillor Huetl
 Seconded By: Councillor Hermer

Be it Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)”.

Carried

f. Public Works Manager: Mosque Lake Road - Proposed Improvement

Resolution #: 462-23 Moved By: Councillor Hermer
 Seconded By: Councillor Fowler

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Mosque Lake Road - Proposed Improvement";

And That the Public Works Manager estimates the cost to level off the top of the hill on the Mosque Lake Road per the recent request at \$70,000;

And That if the hill is levelled off, an adjacent curve should also be addressed at an additional estimated cost of \$10,000;

And That Council does not approve the proposed improvements of Mosque Lake Road; and instructs the PWM to install signage advising of limited visibility.

Carried

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

a. Economic Development Task Force

Resolution #: 463-23 Moved By: Councillor Hermer
 Seconded By: Councillor Fowler

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

And That Council approves removing “Research feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals” from the EDTF Strategic Plan;

And That Council approves \$6,000 for the 2024 Summer Fest, coming from the Economic Development Reserve Fund and will consider replacing the \$6,000 in the Reserve Fund during the 2024 Budget deliberations from taxation, and any revenues generated from the event be placed back into the Economic Development Reserve Fund.

Member of Council	Yes	No
Councillor Fowler	X	
Councillor Good		X
Councillor Hermer	X	
Councillor Huetl	X	
Deputy Mayor Inglis	A	A

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Communications of Interest

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

1. Minor Variance Application A15/23 - Notice of Hearing - Free;
2. Ontario Ombudsman re: October Newsletter and Annual Report 2022-2023;
3. Town of Aurora re: Cannabis Retail Applications;
4. Ontario Human Rights Commission (OHRC) re: New web tool to help Ontarians meet their Human Rights Obligations;
5. Federation of Ontario Cottagers' Association (FOCA)re: Elert - Late October 2023;
6. Greater Napanee - Request for Support re: Resolution - Catch and Release Justice;
7. Municipality of North Perth - Request for Support re: Social and Economic Prosperity Review;
8. Municipality of North Perth - Request for Support re: Till Death Do Us Part Act;
9. Monique Armstrong, Manager Ontario Honours and Awards Secretariat Ministry of Citizenship and Multiculturalism re: Nominations for the 2024 Ontario Volunteer Service Awards.

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

1. Town of Huntsville - Request for Support re: Floating Accommodations;
2. Municipality of Wawa - Request for Support re: Bill C-310.

From: Tara Mieske
Sent: November 14, 2023 2:09 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Municipality of Wawa re: Request for Support - Bill C-310

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

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

From: Gerald Lichty
Sent: November 14, 2023 2:01 PM
To: Tara Mieske; Corey Klatt; Eric Korhonen
Subject: Fwd: Communications - Municipality of Wawa re: Request for Support - Bill C-310

Corey and Tara

Please move this into Section B with the intent of asking Council to support this resolution thereby increasing available tax credit benefit for our firefighters.

Gerry
Gerry Lichty
Mayor, Township of North Frontenac

From: Tara Mieske
Sent: November 9, 2023 4:21 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Municipality of Wawa re: Request for Support - Bill C-310

Good Afternoon – For inclusion in the November 24, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

From: Suzanne Lord
Sent: November 9, 2023 4:03 PM
Subject: Resolution of Support of Bill C-310

Good afternoon,

At the Regular Meeting of Council of November 7, 2023, Council of the Municipality of Wawa passed Resolution No. RC23265 to call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000.

See resolution attached.

Regards,

Sue Lord

Administrative Assistant

Municipality of Wawa

40 Broadway Avenue

P.O. Box 500

Wawa, ON P0S 1K0

Phone: (705) 856-2244 Ext. 221

Fax: (705) 856-2120

E-mail: slord@wawa.cc

Website: www.wawa.cc



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23265	Meeting Order: 10
Moved by: <i>Cathy Fannon</i>	Seconded by: <i>J. Mal</i>

WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

WHEREAS many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and;

WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and;

WHEREAS in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and;

WHEREAS volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;

p.2...

This document is available in alternate formats.



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- It would also help retain these volunteers in a time when volunteerism is decreasing.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and;

FURTHERMORE THAT a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Algoma Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

RESOLUTION RESULT		RECORDED VOTE	
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield	
<input type="checkbox"/>	TABLED	Cathy Cannon	
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon	
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann	
<input type="checkbox"/>	WITHDRAWN	Joseph Opato	

Disclosure of Pecuniary Interest and the general nature thereof.

- Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

This document is available in alternate formats.

From: Tara Mieske
Sent: November 6, 2023 9:38 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: FW: Communications - Town of Huntsville re: Request for Support - Floating Accommodations

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

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

From: Gerald Lichty
Sent: November 3, 2023 3:53 PM
To: Tara Mieske
Cc: Corey Klatt
Subject: Re: Communications - Town of Huntsville re: Request for Support - Floating Accommodations

Tara, I would like to ask Council to support this resolution. To this end, please move this into Section B
Thank you.

Gerry
Gerry Lichty
Mayor, Township of North Frontenac

From: Tara Mieske
Sent: November 1, 2023 3:17 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Town of Huntsville re: Request for Support - Floating Accommodations

Good Afternoon – For inclusion in the November 24, 2023, Council Agenda, Communications, A Section. Thanks Tara

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

From: Jessica Boyes

Sent: October 31, 2023 3:18 PM

Subject: Town of Huntsville Council Resolution - Floating Accommodations

Good afternoon,

Please find attached correspondence further to the Town of Huntsville Council meeting of October 23, 2023 resolution regarding floating accommodations.

Thank you,

Jessica Boyes | Deputy Clerk

(705) 789-1751 ext 2408

www.huntsville.ca



October 27, 2023

Via email: TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

Minister of Transport Canada
5th Floor 777 Bay St.
Toronto, ON M7A 1Z8

Dear Hon. Pablo Rodriguez,

Re: Floating Accommodations

At the meeting of October 23, 2023, the Council of the Town of Huntsville adopted the following resolution in support of the Township of Lake of Bays Resolution #B(a)/04-12-22 and Township of Georgian Bay Motion C-2022-164 and C-2023-157 on Floating Accommodations:

Motion 222-23

Moved by Monty Clouthier, seconded by Helena Renwick

WHEREAS: the Township of Georgian Bay and the Township of Lake of Bays has identified concerns with Floating Accommodations.

AND WHEREAS: the Township of Georgian Bay and the Township of Lake of Bays has requested that Transport Canada address the issue;

NOW THEREFORE, BE IT RESOLVED THAT: the Town of Huntsville supports Township of Lake of Bays Resolution #B(a)/04-12-22 and Township of Georgian Bay Motion C-2022-164 and C-2023-157;

AND FURTHER THAT: Council hereby directs staff to forward this Resolution to the Minister of Transport, the Premier of Ontario, Scott Aitchison - MP, Graydon Smith - MPP, Associations of Municipalities of Ontario (AMO) and all municipalities in Ontario (Township of Lake of Bays Resolution to be included in this correspondence).

In accordance with Council's direction, I am forwarding you a copy of the Lake of Bays resolution for your reference as well.

Yours truly,

Jessica Boyes
Deputy Clerk

Copy to: Premier of Ontario
Scott Aitchison – MP
Graydon Smith – MPP
Association of Municipalities of Ontario (AMO)
All Municipalities in Ontario

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
Council Meeting

RESOLUTION #8(a)/04/12/22
NO.:

MOVED
BY:



DATE: April 12, 2022

SECONDED
BY:



WHEREAS floating accommodations have become a growing concern in that they will affect the environment, character, tranquillity and the overall enjoyment of Lake of Bays and regulating these floating accommodations is a top priority for the Township of Lake of Bays;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby requests that Transport Canada amend the Canada Shipping Act 2001 by adding the following to the Act:

- All vessel greywater be discharged into a holding tank and disposed of as per Provincial regulations for new vessels; and
- All floating accommodations are required to conform to all Provincial and municipal regulations and by-laws.

AND FURTHER THAT the Council of the Corporation of the Township of Lake of Bays hereby requests that Northern Development, Mines, Natural Resources and Forestry (NDMNR) amend Ontario Regulation 161/17 to include the following:

- Post signs to restrict floating accommodation/camping on the water in southern Ontario (Muskoka ~~south~~) and that a permit from the NDMNR is required and a permit will not be granted without the consent of the local municipality;
- Camping is reduced from 21 days to 7 days;
- Not permit any camping on the water within 300m of a developed lot or within a narrow water body of 150m; and
- Should a municipality have more restrictive by-laws related to camping, these by-laws would apply.

AND FURTHER, THAT Council hereby directs the Clerk to forward this resolution to the Minister of Transport Canada, the Premier of Ontario, Scott Aitchison, MP, Norm Miller, MPP, Minister of Northern Development, Mines, Natural Resources and Forestry (NDMNR), Association of Municipalities of Ontario and all municipalities in Ontario.

RECORDED VOTE	Yeas	Nays
Councillor Mike Peppard		
Councillor Robert Lacroix		
Councillor Nancy Tapley		
Councillor Rick Brooks		
Councillor George Anderson		
Councillor Jacqueline Godard		
Mayor Terry Glover		

Carried

Defeated

Postponed to:

Lost

MAYOR _____



Terry Glover



Planning Information Report

To: Mayor and Members of Council

Prepared By: Jennie Kapusta, Community Planner, County of Frontenac

Reviewed By: Sonya Bolton, Manager of Community Planning, County of Frontenac

Re: **Update on Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22 – Ompah Palmerston Cottage Co-Operative Ltd.**

Date of Council Meeting: November 24, 2023

Recommendation

Be It Resolved That Council receives for information purposes the Planning Report from Jennie Kapusta, Community Planner, entitled “Update on Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22 – Ompah Palmerston Cottage Co-Operative Ltd.”

Purpose

The purpose of this information report is to provide an update on the status of the Official Plan Amendment and Zoning By-Law Amendment applications for the subject property and to outline the next steps in the application review process. This report contains no staff recommendations and Council is not being asked to make any decisions about the applications at this time.

Background

On September 18, 2022, the Township received applications for an Official Plan Amendment and Zoning By-Law Amendment for the subject property to permit the development of a residential cottage development to be owned and managed as a rural cooperative. The applications were deemed complete in December 2022.

Subject Property & Existing Development

The subject property is described as Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston, PIN #36205-0177 (municipally known as 1099B Lafolia Lane). The property is a peninsula that extends into Palmerston Lake, located at the northeast corner of the Hamlet of Ompah. This property is accessed via Lafolia Lane, a private road. It should be

noted the property is incorrectly identified on Frontenac Maps as 1099A Lafolia Lane. Township staff are working to resolve this issue.

The property is 14.38 hectares (35.52 acres) in area and has 1,208 metres (3,963 feet) of frontage on Palmerston Lake, a lake trout lake (not at capacity).

At this time, planning staff would like to address a comment that has been expressed regarding the size of the property being developed compared to the number of proposed dwellings. As noted above, the subject property has a total area of 14.38 hectares (35.52 acres). Several comments submitted have noted a lot area of far less. The subject property was originally two smaller parcels that have merged into one larger lot that will include the entire proposed development.

The Environmental Impact Study (EIS) submitted by the applicant noted in the introduction that the two parcels that made up the total property had a total area of approximately 14.5 hectares, which is in keeping with the measurements from Frontenac Maps. However, later in the document the EIS states that the property area is only 3.13 hectares, which is the size of one of the smaller original parcels. Despite this error, planning staff have confirmed that the EIS did review the entire 14.38 hectare property.

This property has an existing permitted residential use which the owners are permitted to use and expand provided the appropriate permits are issued. There are existing structures on the site, including a cottage, sleep cabin, wash house, shed, and dock on the northeast portion of the property. Some concerns have been expressed that development on the property is proceeding before a decision has been made by Council on the submitted Official Plan Amendment and Zoning By-law Amendment applications. The property owners applied for and were issued a building permit by the Township Building Department for the construction of a carport and a garage. This construction is permitted under the current zoning of the property and does not require approval of the submitted applications to occur.

The subject property contains coniferous and deciduous woodlands, wetlands, and shoreline along Palmerston Lake. Surrounding land uses include developed waterfront residential lots along the shoreline of Palmerston Lake, large naturally vegetated rural parcels inland, and some Crown land along the north shore of Palmerston Lake.

Proposal

The above-noted applications have been submitted to permit the establishment of a family based rural cooperative known as the Ompah Palmerston Cottages Rural Cooperative on the subject property. The Official Plan Amendment application proposes to redesignate the subject property from Rural Area to Rural Cooperative Area, while the Zoning By-Law Amendment application proposes to rezone the subject property from Limited Service Waterfront (LSW) and Limited Service Rural (LSR) to a site-specific Rural Co-operative Exception Zone (CO-X1).

The submission from the applicant included plans for the following:

- The existing cottage and accessory structures
- Seven new cottages, each with their own septic system
- A workshop

- A studio
- Two additional sleep cabins
- A communal building
- A storage building
- Three gazebos
- A boat house
- A trailer site
- Three communal docks and water access points

Submitted Studies

As part of the applications submitted to the Township, several studies/reports were also submitted and included the following:

- Slope Stability Assessment, prepared by GEMTEC
- Sanitary Servicing Brief, prepared by Kollaard Associates
- Environmental Impact Statement, prepared by GEMTEC
- Archaeological Assessment, prepared by Matrix Heritage
- Clearance Letter from the Ministry of Citizenship and Multiculturalism indicating that no further archaeological study is required for the subject property.
- Planning Justification Report, prepared by ZanderPlan Inc.

The complete application is available on the Township's website at the following link: [Ompah Palmerston Cottages Rural Cooperative Application Package](#).

Public meeting

A statutory public meeting, as required by the Ontario Planning Act, was held on January 13, 2023. Council and staff received comments from numerous members of the community at the public meeting. The Township has also received written comments from the public prior to the public meeting and since that time as well.

All comments will be reviewed and will be addressed in the final staff report from the planner at a future meeting of Council. Anyone that has provided comments about the applications will receive notice of when this report will be presented to Council.

Technical Review Process

The submission from the applicant has been reviewed by staff and various technical agencies and comments have been provided to the applicant. All technical issues will be outlined in detail in the final staff report that will be presented to Council. The following is a summary of the technical review being undertaken.

Access to Subject Property

The use of Lafolia Lane, specifically the legal right to increase the use of the private lane, is a civil matter to be resolved between the applicant and the owner of the property over which the private lane crosses. Each of the interested parties has provided an opinion from a lawyer regarding the existing and proposed use of Lafolia Lane to access the subject property considering the proposed development. These have been reviewed by the Township solicitor and will be considered by staff and addressed in the final report that will be presented to Council at a future date.

A site visit was conducted jointly by Township staff, planning staff and the Township Fire Chief to review the access to the property from the perspective of emergency services access. The Township's Public Works manager also visited the site to aid in the review of the condition of Lafolia Lane. Several comments were provided to the applicant about fire suppression, including on-site water storage and dry hydrants, and about suggestions to improve the existing condition of the road. The applicant is required to address these comments as part of the second submission of their application.

Review of Natural Heritage Features

Due to the requirements of provincial Bill 23, More Homes Built Faster Act, 2022, the Mississippi Valley Conservation Authority (MVCA) can no longer provide comments regarding the natural heritage features on the subject property.

The Environmental Impact Study (EIS) included in the application package has been peer reviewed by McIntosh Perry Consulting at the expense of the applicants. This peer review had some questions that required a response from GEMTEC. The applicants are working with GEMTEC to complete this additional review. Both the peer review report and the response from GEMTEC will be made public once the Township has received the second submission of the application package.

The Township, through partnership with the County and other three townships, have retained the services of EnVision Consulting for the review of natural heritage issues related to development applications. However, the contract for this service wasn't in place until recently, so other arrangements had to be made when the applicant's EIS was submitted. The standard procedure of Township staff obtaining three quotes and providing the quotes to the applicant was used. McIntosh Perry Consulting was selected to do the peer review and will continue to provide any further review and comments on these applications for consistency and continuity. Although the applicant is required to pay for the cost of this peer review, McIntosh Perry is working on behalf of the Township and reporting directly to Township staff.

Review of Natural Hazards

Mississippi Valley Conservation Authority (MVCA) reviewed the EIS included in the application package from a natural hazard perspective. MVCA also reviewed the Slope Stability Study (completed by GEMTEC) that was included in the application package. In addition to the studies submitted to date, the applicants are working on completing a stormwater management plan which will be provided with the second submission of the application and will be reviewed by MVCA.

Lake Capacity and Water Quality

The application package has been provided to the Ministry of Environment, Conservation and Parks (MECP) for review of lake capacity and water quality. Palmerston Lake is designated as a lake trout lake, not at capacity, which means additional development is permitted along the shoreline provided appropriate consideration is given to the potential impact on fish habitat.

Fish Spawning Beds

The application package has been provided to the Ministry of Natural Resources and Forestry for comments regarding the fish spawning area off the western peninsula known as “Gravel Point”.

Septic Capacity

The original application package was provided to South Frontenac, who was the Septic Approval Authority at the time of submission. As of September 1, 2023, the Township of North Frontenac is now conducting reviews of septic capacity in-house by the Township Chief Building Official. The Township will be responsible for the review of all future septic proposals, permit applications and installations. The application package has also been provided to MECP for review, as any development that reaches the potential of 10,000 litres per day would require approval from the province.

Process and Next Steps

Official Plans, Zoning By-Laws, and Rural Cooperatives

The Official Plan describes Township Council's policies on how land in the Township should be used. It is prepared with input from the community and helps to ensure that future planning and development will meet the specific needs of the community. An official plan deals mainly with issues such as: where new housing, industry, offices and shops will be located; what services like roads, watermains, sewers, parks and schools will be needed; and when, and in what order, parts of your community will grow. The current Township Official Plan was approved in 2017.

The Zoning By-Law implements the Official Plan and provides for its day-to-day administration. It contains specific requirements that are legally enforceable. A zoning by-law controls the use of land in your community. It states exactly how land may be used; where buildings and other structures can be located; the types of buildings that are permitted and how they may be used; the lot sizes and dimensions, parking requirements, building heights and densities (the number of people, jobs and building floor area per hectare), and setbacks from the street and waterbodies. Construction or new development that doesn't comply with the zoning by-law is not allowed, and the municipality will refuse to issue a building permit. The current Township Zoning By-Law was approved in 2019.

“Rural Cooperative” is identified as a distinct land use designation in the Township's Official Plan (Section 4.4), with a corresponding Rural Cooperative Zone in the Zoning By-Law (Section 4.10). A cooperative is owned and controlled by its members. Cooperatives can be used for residential or business purposes, depending on their legal structure and depending on what the Official Plan and Zoning By-Law permit. The Rural Cooperative designation and zone for the Township were created to specifically recognize the existing Lothlorien Cooperative.

By virtue of having the Rural Cooperative designation and zone in the Township planning documents, other property owners are eligible to apply to amend the designation and zoning of their property to Rural Cooperative. They must follow the process outlined in the Ontario Planning Act and provide the studies and drawings the Township deems necessary for Council to make a decision. The process includes a public meeting and receiving input from the community, and a review by staff and technical agencies. For larger or more complex applications, it is not uncommon for there to be multiple submissions, as applicants revise documents and plans in response to comments received.

In the case of the current proposal, the applicants are proposing to redesignate their lands from Rural Area to Rural Cooperative in the Official Plan. They are also proposing to change the zoning of the subject property from a split Limited Service Waterfront (LSW) and Limited Service Rural (LSR) zone to a site-specific Rural Co-operative Exception (CO-X1) zone. The site-specific zone does not exist yet. It is being created specifically for this proposal to address site specific issues and to limit the types of uses that would be permitted. The existing Rural Co-operative Zone includes some uses that would not be appropriate in a waterfront area (e.g., commercial greenhouse, contractor's yard, etc.), so these uses will not be included in the site-specific zone for the subject property.

Concerns regarding the subject property being used as short-term rental establishments have been expressed. The applicants have indicated it is not their intention to use the property as a short term rental opportunity. Planning staff would like to note that the province does not permit municipalities to use the zoning by-law or the planning process as a means to control short-term accommodations. The Township currently has no provisions or regulations regarding short-term accommodations.

Site Plan Control

Site Plan Control is a tool that is used to make sure that the development of land is designed appropriately, that it is safe and functional for the users of the site, and that the development minimizes potential impacts on neighbouring properties. It also makes sure that the municipality's standards for developing land are respected.

The site plan control process includes a legal agreement between the landowner and the municipality that is registered on title to the property. This provides certainty to both parties about how the land will be developed, used and maintained, and is something that continues with the property even if it is sold to a new owner. The agreements usually contain all applicable technical drawings and the recommendations of technical studies.

In a previous planning information report dated April 6, 2023, planning staff had noted that under provincial Bill 23, More Homes Built Faster Act, 2022, developments of 10 or fewer residential units were no longer subject to Site Plan Control. This decision has since been amended by the province to allow for site plan control for residential development of fewer than 10 units within 120 metres of a body of water or wetland.

As such, this development will be subject to the Site Plan Control process, once a decision has been made by Council about the Official Plan Amendment and Zoning By-Law Amendment, and the approval and appeal processes outlined in the Planning Act have been completed. In accordance with provincial legislation, the authority to approve a site plan control application is

delegated to senior Township staff, so it will be the Township's Clerk/Planning Manager that will make the final decision on Site Plan Control and authorize the agreement to be signed, when or if that time comes.

Current Status

The applicants will continue to work on satisfying all the technical requirements necessary for planning staff to appropriately evaluate the submitted applications and prepare a recommendation to Council. This includes completing peer reviews of submitted studies and addressing any concerns that are raised. When the applicant makes their second submission, the information will be made available to the public to review and comment on as well.

Next Steps

Once planning staff are satisfied that they have the information they need, they will prepare a detailed report to Township Council with their recommendation about both the Official Plan Amendment and Zoning By-Law Amendment. If both applications are approved by Township Council, the Official Plan Amendment must be forwarded to the County of Frontenac for final approval. The Zoning By-Law Amendment would not come into effect until the Official Plan Amendment is approved by County Council. At that point, the County must issue a Notice of Decision and there is a 20-day appeal period in which the decision can be appealed. Anyone may appeal the decision to the Ontario Land Tribunal, if they provided comments about the application before the decision was made.

If Township Council denies the applications, then the Township must issue a Notice of Refusal, and the Official Plan Amendment application is not forwarded to the County. There is also a 20-day appeal period associated with the refusal of the Official Plan Amendment application, but the only people or groups eligible to appeal the decision to the Ontario Land Tribunal are the applicant, the County, and the provincial Minister of Municipal Affairs and Housing.

Planning staff would like to note that under the Planning Act, municipalities are supposed to make a decision on an Official Plan Amendment within 120 days of the application being deemed complete and within 90 days for Zoning By-Law Amendments, at which time the applicant is eligible to appeal to the Ontario Land Tribunal for a non-decision. Planning Act timelines do not often reflect the time needed to work through complex applications. In the case of the subject applications, the process is past the 120 days but the applicant continues to work with staff and the technical agencies on providing the required information and making adjustments to the proposal.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: Planning Application - Proposed Site Visit Policy

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Planning Application - Proposed Site Visit Policy".

And That the Clerk's Department will prepare a Site Visit Policy for Council and the Committee of Adjustment for consideration at a future meeting.

Background:

As per the Planning Act R.S.O. 1990, c. P.13, the Council of North Frontenac is the approval authority for all Official Plan Amendment Applications and Zoning By-law Amendment Applications. At their meeting on November 21, 2022, Council passed By-law #80-22 appointing the Committee of Adjustment/Planning Advisory Committee as the approval authority for Minor Variances and Consents.

Researched By:

Tara Mieske, Clerk/Planning Manager
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

Council and Committee of Adjustment decisions on Planning Applications should meet the following criteria:

- Be made in accordance with the requirements of the Planning Act
- Be consistent with the Provincial Policy Statement
- Conform with the policies of the Official Plan
- Comply with applicable criteria set out in the Planning Act
- Be based on principles of good land use planning
- Be based on a procedure that is fair, open, accessible, timely and efficient

In order to participate in the decision making process, Council and Committee members must have heard all the evidence and considered all the arguments on both sides. A majority of the members who heard all of the evidence may render a decision. Any member of quorum who did not hear all of the evidence cannot participate in the decision. The decision must rely solely on the evidence presented at the meetings/hearing.

Parties to a planning application include the Applicant, agencies, members of public including neighbours and community groups, etc. A party must receive prior notice of the facts on which the decision will be based in order to properly present their side. Failure to give proper notice is a denial of natural justice. The party should have access to all of the information upon which the administrative authority makes its decision.

Decision making bodies are expected to provide their decision untainted by bias. For example, "attitudinal bias" may occur if the attitude of a member of Council or the Committee is perceived to be favourable or negative towards a particular party involved in the application process. Another example is an assumption of bias based on private communication between a member of Council or the Committee and the parties involved in the application process.

It is acceptable for Members of Council or the Committee of Adjustment to visit the subject property with the applicant or other party; however this should not be viewed as an opportunity applicant or other party to "convince" members to support or not support an application. If the "host" of the visit cannot agree not to talk about the application a member of Council or the Committee or staff should decline.

Members should avoid engaging in discussion or debate on the merits of the application while on the site visit. Members should be clear they cannot make decisions based on information that they are provided that other members are not privy to; and that doing so could jeopardize the decision.

Currently for applications heard by the Committee of Adjustment, one Committee member is assigned to each file and is responsible for completing a site visit. This member reports the details of the site (i.e. steep slope, trees and vegetation, access, etc.) to the Committee at the hearing. Although we have a process for the Committee and training is provided, it would be beneficial to have a written policy so all parties are aware of the requirements when completing a site visit. Although Council considers fewer planning applications than the Committee it is recommended staff prepare a site visit policy for Council and Committee members for consideration at an upcoming meeting.

Financial Impact:

None at this time.



To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: Agreement for Natural Heritage Consultants

Recommendation:

Be It Resolved That Council receives for information an Administrative Report from the Clerk/Planning Manager entitled "Agreement for Natural Heritage Consultants - Envision Consulting";
And That Council instructs the CAO to sign the Agreement with Envision Consulting to complete natural heritage reviews.

Background:

At their meeting on January 13, 2023, Council passed the following Resolution:

Resolution #208-23 Moved by Councillor Huetl Seconded by Councillor Fowler

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

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

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

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

Carried

The Clerk/Planning Manager provided a report to Council at the April 28, 2023 meeting advising County Planning Staff were working with the four Townships within the County to review options for a long term solution to address the requirement for natural heritage reviews as they can no longer be completed by the Conservation Authorities.

Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

A Request for Proposal (RFP) was issued by the County of Frontenac (including consulting for the 4 Townships and the County) on June 19, 2023 requesting submissions from qualified consultants to retain services on an as needed basis to conduct peer reviews of technical studies associated with natural heritage and environmental planning. Examples of natural heritage review for development proposals include:

- Reduction in the existing or required natural heritage setback;
- Additional vegetation removal within 30 metres of the natural heritage feature
- Enlargement of structures or intensification of use on a property with a cleared and altered shoreline

The deadline for submission was July 12, 2023. A total of nine (9) submissions were received for consideration. Three firms were selected for an interview with Joe Gallivan, Director of Planning and Economic Development, County of Frontenac; Dmitry Kurylovich, Community Planner, County of Frontenac; and Christine Woods, Senior Planner, Township of South Frontenac. The consulting firm chosen was Envision Consulting.

If a planning application requires a review of natural heritage features, it will be provided to Envision Consulting for review and comments. The fee for this service will be the responsibility of the applicant. There may be occasions where Township projects may require a Natural Heritage Study (i.e. roads, buildings, park areas, etc.). The Township can use this company for these types of reviews as well under the contract.

The Township is required to enter into an Agreement (based on the RFP submission) with Envision Consulting for their services.

Financial Impact:

None. The cost for the natural heritage reviews for a planning application is the responsibility of the applicant. Reviews completed for the Township for a specific project would be part of the projects budget.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure";

And That, as required by By-law #20-23,

- **All Those Parts** of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto, being Parts 1 and 2 on Registered Plan 13R-23001; be declared as surplus and sold to the applicable adjoining property owners. Appraisal of the properties are not necessary as these are Road Allowances;

And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Road Allowance.

Background:

Two Applications were submitted for consideration to close and purchase a portion of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto and an Administrative Report was provided to Council on May 19, 2023, where the following Resolution was passed:

Moved By Councillor Fowler, Seconded By Councillor Hermer Resolution #231-23

Be It Resolved That Council receives for information the Clerk/Planning Manager's 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.

Carried

Researched By:

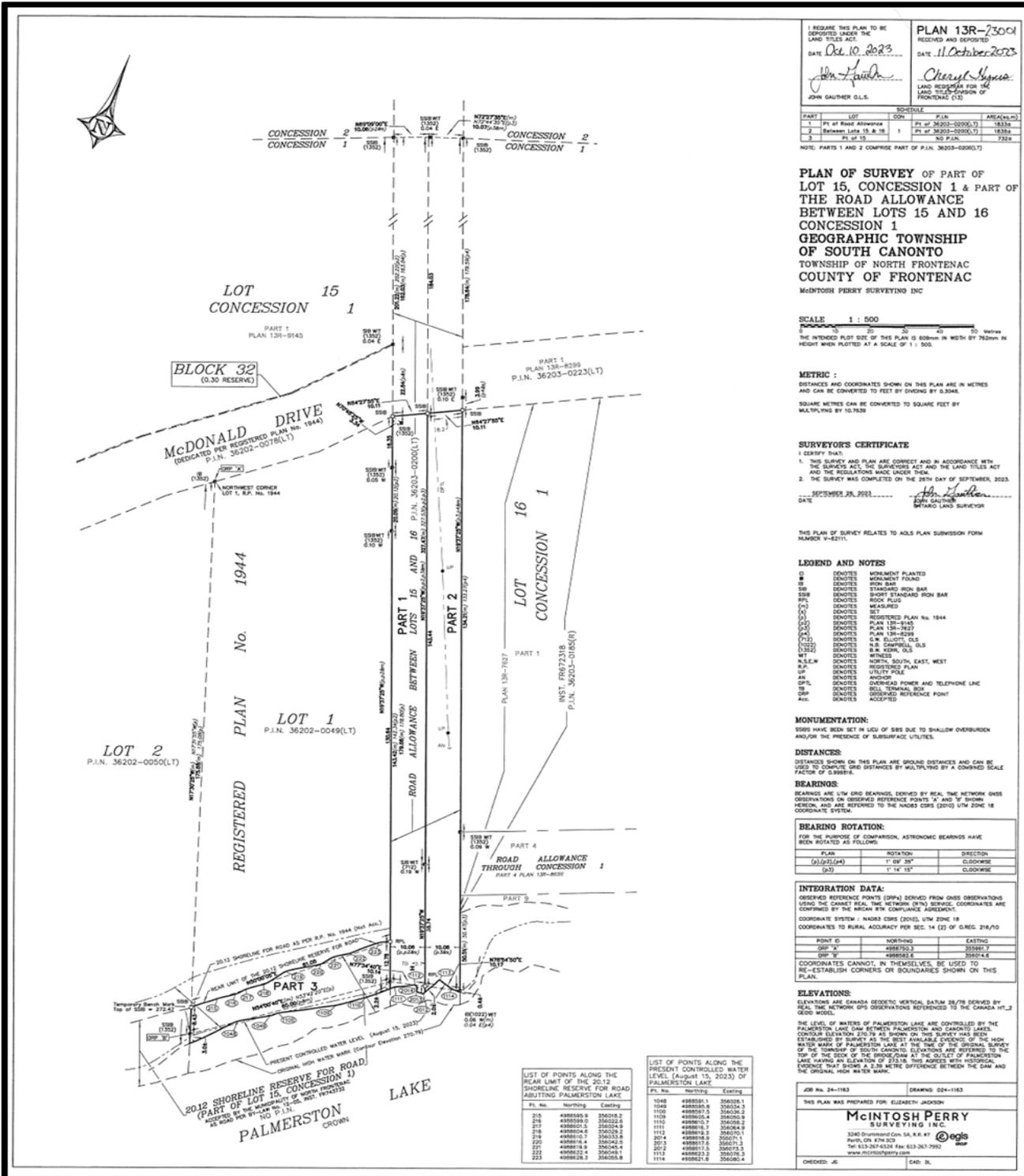
Tara Mieske, Clerk/Planning Manager
Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

Comments:

One of the applicant's, Stroobach-Jackson have also applied to purchase the Shore Road Allowance which has been included in a separate report on the Agenda.

The Applicants provided a survey of the Road Allowance being Parts 1 and 2, on registered Plan 13R-23001 (see below survey).

The applications were circulated in accordance with the Sale and Disposition of Land Policy (By-law #20-23). No written comments were received.



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TILES ACT.
 DATE: Oct. 10, 2023
 RECEIVED AND DEPOSITED:
 DATE: 11 October 2023
 JOHN GAUTHER O.L.S.
 CHARLES YEMAS
 LAND REGISTER FOR THE FRONTENAC (13)

PLAN	LOT	CON	P.L.N.	AREA (sq.m)
1	Part of Road Allowance	1	Pl. of 36202-0050(L)	18334
2	Between Lots 15 & 16	1	Pl. of 36202-0050(L)	18334
3	Pl. of 15	1	NO P.L.N.	7282

PLAN OF SURVEY OF PART OF LOT 15, CONCESSION 1 & PART OF THE ROAD ALLOWANCE BETWEEN LOTS 15 AND 16 CONCESSION 1
 GEOGRAPHIC TOWNSHIP OF SOUTH CANONTO
 TOWNSHIP OF NORTH FRONTENAC
 COUNTY OF FRONTENAC
 MCINTOSH PERRY SURVEYING INC

SCALE: 1 : 500
 THE INTENDED PLOT SIZE OF THIS PLAN IS 600mm in width by 900mm in height when PLOTTED AT A SCALE OF 1 : 500.

METRIC :
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 3.048.
 SQUARE METRES CAN BE CONVERTED TO SQUARE FEET BY MULTIPLYING BY 10.7639

SURVEYORS CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON THE 25th DAY OF SEPTEMBER, 2023.
 DATE: SEPTEMBER 28, 2023
 JOHN GAUTHER
 SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 478258

LEGEND AND NOTES
 G DENOTES MONUMENT PLANTED
 M DENOTES MONUMENT FOUND
 SB DENOTES IRON BAR
 SDB DENOTES STANDARD IRON BAR
 SDBS DENOTES SHORT STANDARD IRON BAR
 RPS DENOTES ROCK PILE
 M DENOTES METEORIC
 (S) DENOTES SET
 (C) DENOTES REGISTERED PLAN NO. 1944
 (L) DENOTES PLAN 13R-8145
 (R) DENOTES PLAN 13R-827
 (A) DENOTES PLAN 13R-829
 (C2) DENOTES M. ELIOTT, O.L.S.
 (C3) DENOTES M. ELIOTT, O.L.S.
 (132) DENOTES B.M. KEPL, O.L.S.
 (M) DENOTES METERS
 N.E.L.W DENOTES NORTH, SOUTH, EAST, WEST
 R.P. DENOTES REGISTERED PLAN
 U.P. DENOTES UTILITY POLE
 ANDOR DENOTES AND/OR
 O.P.T. DENOTES OVERHEAD POWER AND TELEPHONE LINE
 S.B. DENOTES BOLL TERMINAL BOX
 REF. DENOTES REFERENCE POINT
 Acc. DENOTES ACCEPTED

MONUMENTATION:
 BEARS HAVE BEEN SET IN LIEU OF BEARS DUE TO SHALLOW OVERBURDEN AND/OR THE PRESENCE OF SUBSURFACE UTILITIES.

DISTANCES:
 DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A CORRECTED SCALE FACTOR OF 0.999816.

BEARINGS:
 BEARINGS ARE UTM GRID BEARINGS DERIVED BY REAL TIME NETWORK GNSS OBSERVATIONS ON OBSERVED REFERENCE POINTS 'A' AND 'B' SHOWN HEREON, AND ARE REFERRED TO THE NAD83 CSRS (2011) UTM ZONE 18 COORDINATE SYSTEM.

BEARING ROTATION:
 FOR THE PURPOSE OF COMPARISON, ASTROMONIC BEARINGS HAVE BEEN ROTATED AS FOLLOWS:

PLAN	ROTATION	DIRECTION
(6) (2) (4)	1° 09' 38"	CLOCKWISE
(6) 3	1° 14' 15"	CLOCKWISE

INTEGRATION DATA:
 OBSERVED REFERENCE POINTS (ORP) DERIVED FROM GNSS OBSERVATIONS USING THE CANMET REAL TIME NETWORK (RTN) SERVICE. COORDINATES ARE CONFIRMED BY THE NRCAN RTN COMPLIANCE AGREEMENT.

COORDINATE SYSTEM: NAD83 CSRS (2011), UTM ZONE 18
 COORDINATES TO NAD83 ACCURACY PER SEC. 14 (2) OF O.R.G. 216/0

POINT ID	NORTHING	EASTING
ORP 'A'	4888508.1	356026.1
ORP 'B'	4888508.8	356026.3

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ELEVATIONS:
 ELEVATIONS ARE CANADA GEODETIC VERTICAL DATUM 28/78 DERIVED BY REAL TIME NETWORK GPS OBSERVATIONS REFERENCED TO THE CANADA HT-1 GEOD MODEL.

THE LEVEL OF WATERS OF PALMERSTON LAKE ARE CONTROLLED BY THE PALMERSTON LAKE DAM BETWEEN PALMERSTON AND CANADIAN LAKE. CONTROL ELEVATION 273.16 AS SHOWN ON THIS SURVEY HAS BEEN ESTABLISHED BY SURVEY AS THE BEST AVAILABLE EVIDENCE OF THE HIGH WATER MARK OF PALMERSTON LAKE AT THE TIME OF THE ORIGINAL SURVEY OF THE TOWNSHIP OF SOUTH CANONTO. ELEVATIONS ARE REFERRED TO THE TOP OF THE BOOK OF THE PRODUCE AT THE OUTLET OF PALMERSTON LAKE HAVING AN ELEVATION OF 273.16 THIS AGREES WITH HISTORICAL EVIDENCE THAT SHOWS A 2.26 METRE DIFFERENCE BETWEEN THE DAM AND THE ORIGINAL HIGH WATER MARK.

LIST OF POINTS ALONG THE NEAR LIMIT OF THE 2012 SHORELINE RESERVE FOR ROAD ADJUTING PALMERSTON LAKE.

Pt. No.	Northing	Eastng
203	4888508.8	356026.2
204	4888509.0	356026.2
205	4888509.2	356026.2
206	4888509.4	356026.2
207	4888509.6	356026.2
208	4888509.8	356026.2
209	4888510.0	356026.2
210	4888510.2	356026.2
211	4888510.4	356026.2
212	4888510.6	356026.2
213	4888510.8	356026.2
214	4888511.0	356026.2
215	4888511.2	356026.2
216	4888511.4	356026.2
217	4888511.6	356026.2
218	4888511.8	356026.2
219	4888512.0	356026.2
220	4888512.2	356026.2
221	4888512.4	356026.2
222	4888512.6	356026.2
223	4888512.8	356026.2

JOB No. 24-1163 DRAWING 024-1163
 THIS PLAN WAS PREPARED FOR: ELIZABETH JACKSON
MCINTOSH PERRY SURVEYING INC.
 3340 Palmerston Blvd. S.A. R.R. #7
 Paris, ON N7W 3Z3
 TEL: 519-367-4223 FAX: 519-367-7992
 www.mcintoshperry.com
 CHECKED: JG CAD: RL

Financial Impact:

Both applications were submitted prior to the new Fees and Charges By-law being enacted.

Per, Fees and Charges By-law #75-22 the administration fee for the road allowance was 1,000.00 plus \$130.00 HST for a total of \$1,130.00. This fee has been collected from both Applicants.

The Township will receive Land Costs for the sale of the road allowances in accordance with the Fees and Charges By-law #75-22.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Shore Road Allowance Closure and Sale By-law - Hamilton and Jackson-Stroobach

Recommendation:

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

And That, as required by By-law #20-23,

- All That Part of the Shoreline Road Allowance around Kashwakamak Lake, lying in front of Part of Lot 9, Concession 6, geographic Township of Barrie, being Part 1 on Registered Plan 13R-22996 (Kashwakamak Lake);
- All That Part of the Shoreline Road Allowance lying in front of Part of Lot 15, Concession 1, geographic Township of Palmerston, being Part 1 on Registered Plan 13R-23001 (Palmerston Lake);

be declared as surplus and sold to the adjoining owner. Appraisal of the properties are not necessary as these are Shore Road Allowances;

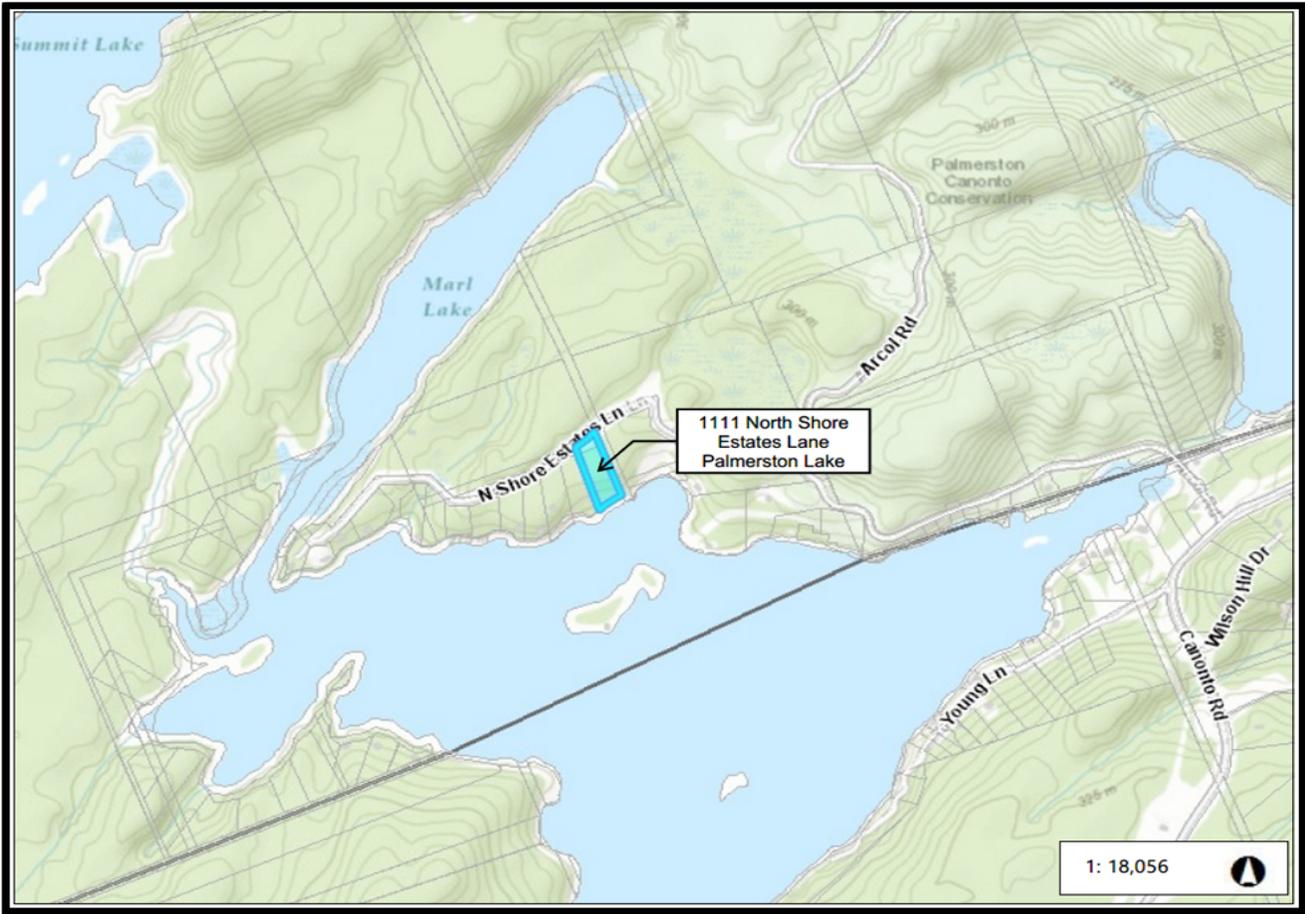
And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

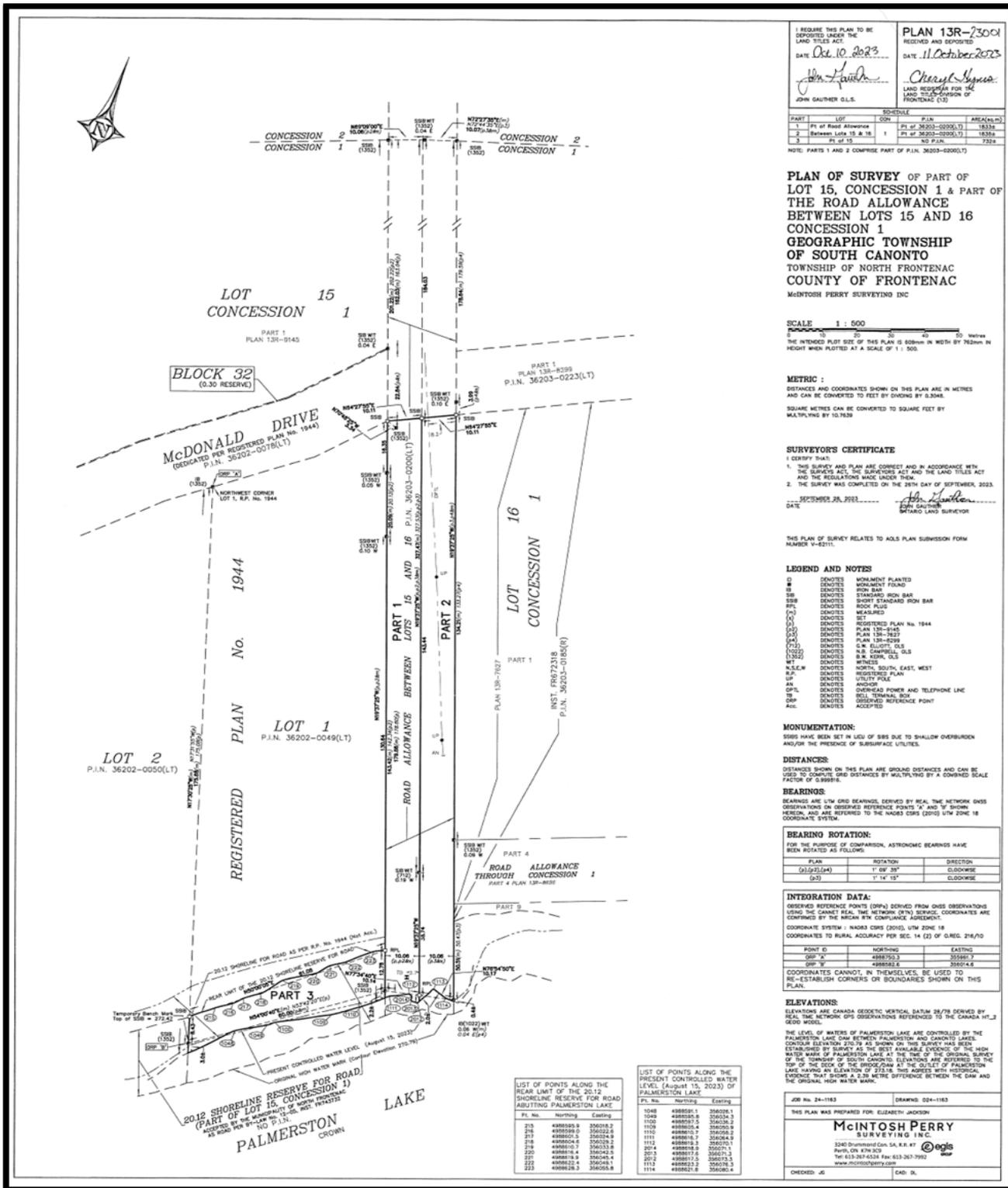
Background:

Application #1

An Application was submitted by Peter and Stella Hamilton to purchase the Shore Road Allowance along the shore of Kashwakamak Lake, lying in front of Lot 9, Concession 6, geographic Township of Barrie, being Part 1 on Registered Plan 13R-22996 (see below map and survey). Council passed Resolution #425-21 on October 1, 2022 approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Road Closing Policy #20-23.







Financial Impact:

Application #1 was submitted prior to the new Fees and Charges By-law being enacted.

Per By-law #75-22, the Shore Road Application process required an Administration fee of \$1,000 plus \$130 HST for a total of \$1,130. This fee has been collected from the Applicant.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with the Fees and Charges By-law #75-22.

Application #2 was submitted under the current Fees and Charges By-law.

Per By-law #20-23, the Shore Road Application process required the Administration fee of \$1,200 plus \$156 HST for total of \$1,356 be collected at the time of submitting. This fee has been collected.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with Fees and Charges By-law #36-23.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)

Recommendation:

Be it Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)".

Background:

The Clerk/Planning Manager attended the Ontario East Municipal Conference (OEMC) at the Ottawa Conference and Event Centre from September 6 - 8, 2023.

Researched By:

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

Comments:

The conference began with Keynote Speaker Judy Croon, Canada's Keynote Humourist, A TEDx Speaker, comedian, motivational speaker, Second City stand-up coach, radio host and author.

I attended the following sessions:

Mayor and Members' Roles in Economic Development

This session intended for Council Members. The session focused on how to attract investors to your municipality. They advised investors do 75% of their research on line ahead of time. Therefore it is important to ensure your municipality is well promoted on-line by adding accomplishments and show casing the municipality's mission statement and values. You need to ensure your website is unique and easy to navigate. They also suggested a "google search" and review of "wikipedia information" is checked on a regular basis and updated as appropriate.

Permissions Prohibitions and Purgatory - Small Town Planning in Eastern Ontario Cottage Country

This presentation focused on the benefits of having a contract with a planning firm to assist the internal planning department. Many municipalities had an increase in planning applications from 2020-2022. In many cases existing staff were unable to handle the increased volume and municipalities needed to look at options to address the increased workload. Municipalities were experiencing challenges with dealing with conflicting priorities between developers, neighbours, community groups, etc.

The Township of Havelock-Belmont-Methuen entered into a contract with Fotenn Planning and Design to assist with the additional volume of applications and complex applications. This contract

allowed a consulting firm to be used when necessary based on the needs of the Township. When additional resources were not needed the Township could rely on their internal planning department.

The additional resources from the planning consultant also allowed the Township to update policies when required.

Municipality-initiated Development: Case Study - Highway 417 Industrial Park in Township of Russell

This session focused on the development of a Township owned industrial park. There was an existing industrial park on the subject property with good exposure, visibility and access and sufficient room for expansion. They looked at the existing conditions and future trends and decided to further the study of potentially expanding the industrial park. A comprehensive review was completed to assist with the Official Plan Amendment required for the property. Once this study was completed a business plan was created to support the proposal.

The Township looked at the advantages of owning and developing the land compared to a private developer. Some of the advantages included faster planning process (severance versus R-plan); promote faster development, affordable prices, control the timing of the construction, etc. By developing the industrial park they were able to create more jobs generate additional tax revenue, provide investment ready land and sell only what was needed, etc.

The key takeaways from this session are:

- Forward thinking - should be a constant
- Communications between land use planning and economic development is important
- Planning documents like the Official Plan should have a good policy foundation for potential future plans
- Make investment-ready land available
- Think outside the box

Although the Township may not want to be project ready for an industrial park there may be more small scale developments they would like to consider and plan for these.

Municipal Law Update

Kosicki v. City of Toronto - A piece of parkland owned by the City was fenced by a homeowner since 1971 and they paid taxes on the parcel. Kosicki applied to purchase the property and the City refused to sell so the owners sued claiming adverse possession. The test for adverse possession includes land must be openly and notoriously possessed, possession must exist for a minimum of 10 years and possession must be intentional and deprive the owner of the use of the lands. The Real Property Limitations Act exempts vacant land of the Crown and road allowances but does not address other municipally owned lands. In order to adversely possess public land the municipality must waive its title in some manner. The knowledge of possession and failing to take any active steps to assert ownership may also be sufficient. However; in this case the court found that it was not necessary for the City to have a program in place to inspect and detect any incident of encroachment and that its failure to detect the encroachment was not an act of waiving its title to the lands. The takeaway from this case is that a municipality is not required to be aware of all encroachments. However; if they become aware they need to take action by either removing the encroachment or providing notice and request an Agreement needs to be entered into.

Residents' Association v. City of Cambridge - The City refused a site plan application which was appealed by the developer. After the appeal was filed, Council reconsidered the decision and approved the application. The resident association alleged bad faith, illegality and lack of procedural fairness because Council did not follow their Procedural By-law and a member moved a motion without notice to reconsider; passed a resolution waiving the Procedural By-law and to reconsider

and voted in favour of a motion to approve the site plan. This particular Procedural By-law did not allow Council to waive the rules around the reconsideration motion. It was found that the breach of the Procedural By-law might have led to quashing of the By-law if the matter had created greater prejudice to the public or if the ultimate Council decision had been based on unreasonable factors. The courts found there wasn't any duty of procedural fairness to the resident group as there isn't any requirement to provide notice or consult under the Planning Act for site plan.

Mann v. Saugeen Shores - A resident objected to a development and made 9 delegations, placed 4 letters on the agenda and was refused a delegation 11 times for various reasons. During this time the resident communicated with Council and there were several issues including making defamatory statements, in appropriate and accusatory language, etc. Council stopped communicating with the resident. The resident felt not being permitted to be a delegation and the discontinuation of communications infringed on his Charter of Rights and Freedoms. Section 2(b) of the Charter protects the right to communicate with Council. It was determined the municipality met its obligations by holding open meetings and allowing delegations. Because the Procedural By-law places limits on when and how residents can communicate in the form of a delegation the by-law breaches the Charter. However, freedom of expression is not an absolute right and is subject to reasonable limits. It was found one of the limitations is the importance of ensuring meetings are effective and efficient and organized. Without limits on delegations the ability of Council to conduct business would be impaired. The rules are not overly restrictive as the resident was allowed to speak to Council 9 times. It was a balance between allowing people to speak and allowing Council to conduct business efficiently and is proportionate to the objective. The right to freedom of expression does not obligate a municipality or members to respond to any communications to the public.

Eastern Ontario Wardens' Caucus Regional Housing Plan and the Rural Housing Information System

There is a housing shortage across Ontario; however most plans to address the housing concerns are urban focused. The Eastern Ontario Wardens' Caucus (EOWC) is working on a plan to address housing shortages in rural areas. The shortage of housing options is strongly linked to labour force shortages as well. The challenges were focused on the lack of data. Without the data it is difficult for municipalities to invest in affordable housing projects, developers to apply for grant applications and to have them consider projects in rural areas, etc.

The EOWC received a grant from CMHC and entered into an agreement with Rural Ontario Institute (ROI) to develop a data solution to support affordable housing in rural communities called the Rural Housing Information System (RHIS) which provides local, reliable, salient and current rural data to assist proponents and municipalities in the planning and construction of new affordable housing. The RHIS includes data a demographics, economics, housing market, housing supply and zoning. This information is available to municipalities, developers and non-profit housing providers.

The EOWC also created a regional housing plan "7 in 7". It was determined 12,000 to 14,000 affordable community housing rental units are needed to clear wait lists across the region and the average wait time for community housing is almost 5 years and can be as much as 10 years. The plan includes building 7,000 new affordable community rental units over 7 years. With a \$3.1 billion investment for the estimated 7,000 units it would generate an estimated \$9 billion in economic development. The Eastern Ontario Regional Network will be used to implement the project including the procurement process. The EOWC is encouraging the federal and provincial governments to commit to be part of the plan.

The Future of Seniors Housing: The Abbeyfield Shared Accommodation Model and the Provincial Urgency to Build More Homes: Managing Growth while achieving Community Vision

Abbeyfield is a model of affordable housing for moderate/low income seniors using shared accommodations. They are not for profit volunteer operated. The house includes en-suite rooms with

a shared kitchen and common spaces. There is a full time house manager/housekeeper and a cook. A new Abbeyfield shared accommodation is being constructed in Lakefield. The details of developing the corporation and board, the purchasing of land, costs, planning, designing and construction was discussed in detail.

I haven't attended the Ontario East Municipal Conference in several years and found it very interesting and informative. Although more focused on economic development there were several sessions which focused on municipal government projects or interests and land use planning.

Financial Impact:

All amounts listed include HST at 1.76% only (being the non-recoverable portion).

2023 OEMC Conference	Fees
Registration Fee	\$808.99
Conference Advance	\$270.16
Accommodations	\$650.87
Mileage *	\$112.88
Total	\$1,842.90

*Mileage - Township car, car pooled with Matt Walker

To: Mayor and Members of Council
From: Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: 2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar

Recommendation:

Be It Resolved That Council receives for information an Administrative Report from the Deputy Clerk/Assistant to the Planning Manager entitled "2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar".

Background:

The 2023 OACA Seminar was held in Toronto on October 13, 2023.

Researched By:

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

I attended the following four sessions:

Easements - An Overview

An easement is the right of the owner of a benefit (dominant tenement) over another's land (servient). This provides the right to use, which is greater than a licence.

The four characteristics of an easement are:

1. must be a dominant and servient tenement;
2. must accommodate the dominant tenement;
3. dominant and servient owners must be different persons;
4. right over land cannot amount to an easement unless it can form the subject matter of a grant.

Easements can be "positive" (allowing intrusion) or "negative" (refraining from intrusion).

An Easement can be established by:

- An express grant - written and registered on title; formally documented
- An implied grant - not documented; allows certain easements to be created on the assumption that one should have been created
- Prescription - use of an easement in "an open, notorious and continuous manner for a period of 20 years"; only for the purpose connected to the benefiting property at the time of creation
- Statute - Land Titles Act and Real Property Limitations Act

There are two methods available to provide remedies for disputes over easements. Abatement is a "self help" remedy where the dominant owner removes the obstruction on the easement using reasonable and minimal actions. Action (preferred remedy) is relief through a court order.

Easements can be extinguished through a release (explicitly or implied); release based on abandonment; unity of ownership; statute; and duration. Issues with easements are not straight forward and require a full title search and history of use prior to coming to any conclusion.

Ask a Secretary-Treasurer

This interactive forum was moderated by Christine Vigneault, Secretary-Treasurer, City of Vaughan, and Trista Di Lullo, Secretary -Treasurer, City of Guelph. The focus was on the administration of Committees, standard practices, updates regarding legislative changes and process enhancements.

Prior to the seminar, attendees were asked to provide questions for the panel. The topics included:

1. Requirement for site visits - As Committee members are adjudicators, they rely on information provided by Planning staff and outside agencies to make informed decisions. While a site visit can be helpful, consideration should be given to the liability of the municipality and the expense to complete the visits. Persons attending the site should be given identification badges and educated on appropriate interaction with the public, specifically with discussions regarding the merits of the application.
2. Request for deferral of application at the meeting by the applicant - The applicant has the right to request a deferral at the beginning of the hearing. Public notice is not required when the application is brought back for consideration, but may be best practice depending on the level of public involvement. When the applicant has requested a deferral of the application and the Committee has agreed, the Committee cannot discuss the merits of the application at the meeting, as the process must be fair to all parties participating.
3. Recirculation of amended application - It may be in the best interest of the public to recirculate an amended application, especially if the impact of the change is substantial.
4. Electronic signatures on Notice of Decision - The pandemic changed the signing practice for most municipalities, as members attended meetings electronically. The ability to sign a decision electronically can be built in the municipal policy; however it may be advisable to confirm with the solicitor. A motion could be passed at the beginning of the Committee's term to allow staff to affix signatures electronically.
5. Consent Agendas - The City of Vaughan places all consent applications under one heading at the beginning of the meeting. If there are no public comments received opposing the consents, a "bulk" approval is given to all consent applications. However, if there is a comment, the subject application will be moved in the agenda to allow the Committee to review and discuss the application. The City has a By-law setting out the policy and procedure for this process,

Proposed Changes to the Provincial Policy Statement (PPS)

This workshop discussed the proposed changes to the PPS which, if approved, will have significant impact on planning decisions. The purpose of the proposed changes is to speed up government approval process for housing and remove "perceived barriers". The new document reflects a single, province wide, housing-focused land use planning document.

The draft PPS proposes new policies that apply to the 29 Ontario municipalities identified as the largest and fastest-growing municipalities with the greatest need for housing. Under Section 2.1.4 "healthy, livable and safe communities" are no longer promoted. Existing tests, such as "avoiding development and land use patterns which may cause environmental or public health and safety concerns" are proposed to be removed. This will make it more difficult to place requirements on developers to address these concerns; or deny applications on these grounds.

There are proposed policies to permit the conversion of existing commercial and industrial buildings for residential use; development and introduction of new housing options within previously developed areas; and redevelopment which results in an increase of residential units. With the creation of mixed

use and industrial use in closer proximity to residential use, some consideration should be given to the impact on all the uses.

The Vision portion of the 2023 PPS will include the requirement of planning authorities to engage with Indigenous Communities early in the process to ensure their interests are considered in respect to archaeological resources, built heritage resources and cultural heritage landscapes. There will also be a requirement for a municipal plan for climate change.

Public Participation and Best Practices - Citizens Perspective

The Federation of North Toronto Residents' Association examined the Committee of Adjustment process and provided their findings to the City of Toronto. This resulted in the City engaging a consultant to review the Committee's operations in 2022.

This seminar was a reminder of the human element in the planning process. Applicants are unfamiliar with the process and terminology we use on a daily basis. The process can seem overwhelming and intimidating. Application forms can seem lengthy and repetitive. It's important for staff to explain the process at the pre-consultation meeting and to provide a guide to the applicant, clearly defining everyone's role in the process. Any required studies and/or fees should be identified as soon as possible to avoid "blindsiding" the applicant. Committee members should strive to remain impartial and not show any perceived bias (i.e. being overly "friendly" with an applicant or commenting member of the public).

Financial Impact:

Conference	OACA Seminar 2023
Registration Fee	\$200.00
Accommodations	\$183.79
Parking	Included with Room Cost
Food Expense	\$30.42
Mileage	Use of Township Vehicle
Total	\$447.74



To: Mayor and Members of Council
From: John Inglis, Deputy Mayor
Approved by:
Date of Meeting: 24 Nov 2023
Re: AMO/LAS Municipal Energy Symposium November 2-3, 2023

Recommendation:

Be It Resolved That Council receives for information the Deputy Mayor's Administrative Report entitled "AMO/LAS Municipal Energy Symposium November 2-3, 2023".

Background:

I last attended an energy symposium put on by AMO in November 2016. Six years later AMO has hosted a second one. The issue of taking action to mitigate climate change is the same but is now more urgent. In those six years many municipalities have developed "climate action plans" and have hired expert staff to carry out the plans. The province appears to be co-operating fully with the goal of reaching 'net zero' in the overall energy sector by 2050. The background understanding at this symposium, without exception, is that even if we are able to de-carbonize to that extent in that short a time, the goal of less than 1.5 degrees Celcius of global warming may not be achievable.

Researched By:

Deputy Mayor John Inglis

Comments:

There were approximately 70 people at this event, held at the Novotel Hotel in downtown Toronto. Most appeared to be municipal staff rather than politicians, with a few consultants and industry representatives as well. I was possibly the oldest attendee, from the smallest municipality. Overall, I was very impressed with the dedication, knowledge and intelligence of presenters, and I appreciate the opportunity to be exposed to world-leading current thinking on the subject. The symposium was sponsored by IESO (Independent Electricity System Operator) and Enbridge Gas.

The question of what value there might be in a politician from a very small rural municipality learning about current initiatives, is hard to answer precisely. We have always spoken in North Frontenac about being leaders in municipal government. I believe there is value in us being aware of what the larger world around us is thinking and doing. There are also opportunities for economic development and participation in the 'green economy'.

Rather than describe all 12 sessions with 24 presenters which I attended, I will comment on a few themes that were discussed, and identify a couple of possible opportunities for North Frontenac. The report is appended with a complete list of presenters and topics. I note that in my 2016 Energy Symposium report I identified 5 opportunities, none of which were followed up. A symposium differs from a conference in that attendees generally go to all presentations- there are no multiple events held at the same time.

Indigenous Activity

James Jenkins from the Walpole Island First Nation near Windsor heads a national organization promoting renewable energy projects with indigenous ownership. Currently over \$350 million per year is flowing to first nations from wind, solar and bioenergy installations. This is Canada's third largest clean energy owner, after government and utilities. Driven by the need to power remote communities, and often with government financial support, diesel generators are being replaced by cheaper, quieter and more ecologically friendly electrical sources. Also, private contractors are now legislated with a "duty to consult" local indigenous residents before building a project, resulting in joint ownership. If past ventures into casino revenues is seen as a first generation move to financial independence, clean energy can be seen as a next step for Canada's first nations.

Transportation

The transportation sector can be thought of as two different parts- light duty and heavy duty (trucks, buses, equipment, trains). Electrification of light vehicles is underway now and is expected to hit about 50% uptake by 2035. Heavy equipment currently uses mainly diesel power, which produces the usual CO2 but is also bad for particulates and oxides of nitrogen. The largest change-over beginning in this sector is to natural gas, but a company like Hitachi is already selling rapid charging stations for buses. One of the design considerations is a union contract- it's easier to build a remote overhead charging arm system than to negotiate a new contract requiring an operator to leave the vehicle and plug in a cable. Apparently it is also feasible to build a transport truck which is battery powered, though none are yet in operation.

One of the two sponsors of this symposium was Enbridge Gas, whose 'clean energy' offer is RNG- so-called 'renewable natural gas' created from biological sources. Burning this gas creates exactly the same amount of CO2 as burning natural gas extracted from the ground, but the argument is that producing RNG diverts methane from entering the atmosphere.

A number of mid-sized municipalities (e.g. Vaughn, Cambridge) are converting their whole light-vehicle fleet to battery powered vehicles over the next few years. They are also considering options for heavy trucks and equipment. I was interested to speak with a senior staff member from Amherstburg (where 1% on the tax bill is \$350,000) that they are avoiding Level 3 car chargers because of the high cost and the expectation that they will be obsolete in 10 years due to new battery technology.

Grid Capacity

The theme of the symposium was that rapid electrification of everything will save us from climate disaster. This imperative puts IESO in the spotlight, as the planner of an electrical supply network that must deliver two to three times the current amount of energy by 2050. This will happen in 4 ways- small nuclear reactors, much more generation from wind, solar and biomass, utility scale battery storage, and small-scale distributed energy resources. It will also require almost 100% more transmission capacity. Electric vehicles is just one aspect of the expected growth in demand. Both mining and industry are expected to require significant new electrical supply. For example, Algoma Steel in Sault Ste. Marie is converting its furnaces from coal to electric arc. The electricity needed is 50% more than the city uses.

A large part of the IESO strategy is to use a 'smart grid', which simply means that load and supply can be manipulated from a central control system. Battery storage is seen as 4 or 5 hour source for peak demand periods, and can extend the value of intermittent wind and solar generation. Technology is available now which can pull the energy from plugged-in cars to feed the grid. Considering that the average car has a 60 kWhr battery, a million plugged-in cars is a huge load but also a huge resource when needed. The other form of electric energy storage for later use is pumped water between two reservoirs at different elevations. Projects are underway at Collingwood and Madoc- this allows extended storage in the order of days or longer.

A heads up: Minister Smith mentioned in passing a new planned transmission line following Highway 7 from Ottawa.

Opportunities for North Frontenac

1- The new provincial "EV Charge-on Program" pays small municipalities up to 40% of the cost of installing car chargers. Combined with the federal 50% funding, this covers up to 90% of the cost of an installation. Applications are time limited to about 90 days from currently.

2- North Frontenac could advocate for a utility-scale battery storage installation. We have access to transmission lines, we are located between major load centres in Ottawa and Toronto. A site would be clean, quiet, low-profile, and would provide local employment and revenue to the township.

3- Create a climate change mitigation Task Force to advise Council on possible actions. There are many examples of staff-led and community groups in Ontario municipalities of all sizes Federal funds are available for home energy retrofits, but applicants must be community-based groups or municipalities.

List of presenters and topics:

Thursday

1- Opening keynote on indigenous green energy projects
James Jenkins, ED of Indigenous Clean Energy

2- Powering Ontario's Growth
Honorable Todd Smith, Ontario Minister of Energy

3- Unlocking the Electricity Potential in Your Community
Denise Jamal, IESO Director of Stakeholder and Community Engagement
Brennan Louw, IESO Senior Manager, System and Sector Development
Matthew Day, Director with WR Community Energy

4- Decarbonizing Through Fleet Conversion
Daniel Bungay, Cummins Diesel
Rob Dysiewicz, GHD Energy
James Ro, President of ComTech Energy
Eme Torlai, Director with Clean Energy Solutions
Bruce Winchester, ED of Canadian Natural Gas Vehicles Assoc.

5- Northern Community Perspectives

Iain Angus, Chair of Common Voice Northwest Energy Task Force

6- Smarter Home Campaign; Supporting the Adoption of New Heating Technologies

Gil Amdurski: Sustainable Technologies Evaluation, Toronto Conservation Auth.

7- Energy Storage in Ontario- Opportunities for Municipalities

Justin Rangooni, ED of Energy Storage Canada

8- Energy Retrofits and Design Standards: How Some Municipalities Are Leading the Way

Hemant Grover, Office of Climate Change and Energy Management, Peel

Nayel Halim, Policy Advisor, Durham

Jacek Sochacki, Project Manager, Asset Management, Durham

Friday

9- keynote presentation

David Collie, Chair, provincial Electrification and Energy Transition Panel

10- Electrical Distributors Association update- The Collaborative Future of Energy

Theresa Sarkesian, President and CEO of EDA

11- Energy Conservation- Powering Middlesex Centre

Michael Di Lullo, CAO of Middlesex Centre

12- Electric Vehicle Charging Infrastructure- Will We be Ready?

Alexandre Lalonde, Head of eMobility, Hitachi North America

Jacob Irving, President and CEO, Energy Council of Canada

Kush Obhrai, Ivy Charging network

Flavio Volpe, President of Auto Parts Manufacturers Association

Daniel Carr, Head, Smart Cities, Alectra Utilities

Financial Impact:

Conference	AMO/LAS Municipal Energy Symposium
Registration Fee:	\$559.68
Conference Advance:	\$360.21
Accommodations:	\$785.27
Parking:	\$40.70
Total:	\$1,745.86

All amounts include HST at 1.76% only (being the non-recoverable portion).



To: Mayor and Members of Council
From: Eric Korhonen, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: Community Emergency Preparedness Grant (CEPG) 2023-2024

Recommendation:

Be It Resolved That Council receives the Director of Emergency Services/Fire Chiefs (DESFC) Administrative Report entitled "Community Emergency Preparedness Grant (CEPG) 2023-2024." for information purposes;

And that Council directs the DESFC to proceed with the application for the Community Emergency Preparedness Grant for generators, a sand bagging machine/sandbags and Emergency Control Group training;

And that Council directs the CAO to sign the Application and enter into a funding Agreement upon the Township's successful Application.

Background:

On October 27, 2023 the Ontario Government informed Municipalities, Non-Governmental Agencies (NGO's), First Nations, Local Service Boards, and Incorporated Not-for-Profit Corporations that have an emergency preparedness and response mandate that the Province is investing five million dollars to ensure communities across the Province have the resources and equipment they need to prepare for natural disasters and emergencies.

Researched By:

Eric Korhonen, Director of Emergency Services, Fire Chief

Comments:

North Frontenac is eligible to apply as a listed Municipality with a population under 100,000, per the Application Guidelines. The new CEPG will help communities and organizations purchase critical supplies, equipment, and deliver training and services to improve local emergency preparation and response.

The eligibility requirements permit each organization only one application for a merit based grant of \$5,000 to \$50,000 (100% Funding), targeted at small and medium communities. Successful applicants must demonstrate need, (emergency occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives. Grants awarded under the CEPG are governed by an agreement between the Municipality and the Province.

The Assessment criteria includes:

- Community collaborations are encouraged,
- Demonstrate how the activity or purchase will increase emergency preparedness and resiliency for the organization or community,
- Demonstrate how the Municipality will sustain, maintain and operate the activity or purchase without additional funding,
- Demonstrate the activity or purchase (procurement, training, plan) by July 31, 2024,
- Provide a report two weeks after the project completion date.

The grant can be used for :

- Capital Equipment, (generators)
- Operating Equipment, (chain saws, water pumps, radios, drones, etc.)
- Operating Categories
 - Supplies,
 - Training,
 - Services,
 - Administration,

Ineligible costs not covered by the grant are vehicles of any type, vehicle upgrades, new construction, or facility upgrades other than power, equipment not directly in response to an emergency, and major capital expenditures.

The Township could use the grant to purchase generators for the Clarendon Miller Community Hall and the Snow Road Community Hall. A manual sand bagging machine which would be usable during the spring freshet(runoff) on the Mississippi in the villages of Snow Road and Ardoch. It would also provide an opportunity to enhance the training of the Emergency Control Group on Emergency Management.

Financial Impact:

A grant application of fifty Thousand dollars (\$50,000)(100% funding) would be appropriate to cover the purchase of two generators of sufficient power to operate the Clarendon Miller and Snow Road Community Halls as cooling and warming centers and evacuation shelters in the event of an emergency. The grant would also provide for the purchase of a manual sand bagging machine to enhance our response capabilities to those areas of the Municipality affected during the spring freshet (runoff) and subsequent flooding providing a 400 bag per hour capability. The grant would also provide for training, and educational opportunities or the Emergency Control Group to further their understanding of the Emergency Management processes as outlined in EM100 and Basic Emergency Management (BEM) programs.



To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Electric Vehicle Charging Stations

Recommendation:

Resolution #1

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs".

And That Council instructs the MCD to apply for the following funding opportunity in early 2024:

Charged for Change funded by Earth Day Canada (partnership with Aviva Canada Inc) for 100% funding for four (4) level two charging stations at the following locations:

- Snow Road Community Hall
- Ompah Community Hall
- Clar Mill Community Hall
- Barrie Community Hall

And That Council wishes to have the level 2 chargers free for public use;

And That Council directs the CAO to sign the Application and enter into a funding agreement with the Charged for Change funding program upon the Township's successful application;

And That Council directs the MCD to install the Electric Vehicle Charging Stations at the above locations if the Township is successful with its applications for funding.

AND/OR

Resolution #2

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs".

And That Council instructs the MCD to apply for the following funding opportunities in early 2024:

Electric Vehicle ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) for two (2) level three charging stations at the Municipal Office with the Township paying for the remaining 10% of \$28,000 coming from the Infrastructure Sustainability Reserve Fund;

And That Council wishes to have the level 3 chargers pay for use at a cost determined by the MCD in consultation with the CAO and Treasurer;

And That Council directs the CAO to sign and enter into a funding agreement with the ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) upon the Township's successful application;

And That Council directs the MCD to install the Electric Vehicle Charging Stations at the Municipal Office if the Township is successful with its applications for funding.

Background:

Council passed Resolution #434-21 at the October 1, 2021 Council Meeting:

Be It Resolved That Council received for information Councillor Inglis' Administrative Report entitled "Electric Vehicle Charging Station for North Frontenac"

And That Council defers this discussion, to be included in 2022 Strategic Plan and Budget discussions. **Carried**

Council passed Resolution #52-22 at the February 18, 2022 Council Meeting:

Whereas Council passed Resolution #434-21 at their meeting on October 1, 2021 receiving for information an administrative report from Councillor Inglis entitled "Electric Vehicle Charging Stations"; and deferred a decision until Budget Deliberations in 2022;

Therefore Be It Resolved That Council instructs the Manager of Community Development to monitor for upcoming funding opportunities for electric vehicle charging stations and bring back feasible opportunities to Council at the time. **Carried**

Council **DEFEATED** Resolution #409-23 on September 22, 2023:

Be It Resolved That Council received for information Deputy Mayor Inglis' Administrative Report entitled 'Possible Purchase of a Township Electric Vehicle';

And That the purchase of an electric truck will not be considered until 2025 or later, and not before there are two or more competing brands available;

And That the Public Works Manager will consider purchasing a battery/electric sedan or SUV-type vehicle when a replacement is warranted. **DEFEATED** (4-2 recorded vote)

Researched By:

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

Matt Walker, Economic Development Officer

Comments:

Since 2018, the sales of new Electric Vehicles in Canada have tripled to over 120,000 vehicles annually. This market is expected to grow by approximately 15% annually within Canada. In 2021, about 5% (551,654) of all registered light-duty vehicles in Canada were hybrid, battery or plug-in electric vehicles.

North Frontenac does not have charging stations in the Township. The closest Level 2 Charging Stations are located at Sharbot Lake Provincial Park and at Bence Motors in Kaladar. The closest Level 3 Charging Stations are in Bancroft, Madoc and Perth.

Charging Types:

Level 1 (primarily used for households only)

- Plug into a typical household 120V outlet.
- 1kW-1.8kW power
- Approximately 4-11 kms of driving per charging hour
- Does not require 3-phase hydro

Level 2 (primarily used for places where people will stay for a few hours)

- 240V, operates at 3-4 times the amperage of a Level 1
- Up to 19.2kW power
- Approximately 16-120 kms of driving per hour of charging depending on charger model.
- Same electrical requirements as a large household appliance (i.e. stove or dryer)
- Does not require 3-phase hydro

Level 3 (primarily used for public placed for fast charging)

- 400-900V
- 30-360kW
- Approximately 193-2250+ kms of driving per hour of charging depending on charger model.
- Will not charge a hybrid vehicle
- Requires 3-phase power and typically a separate electrical service and transformer

Funding Programs

[Zero Emission Vehicle Infrastructure Program \(ZEVIP\) Owner/Operator](#)

Funded By: *Ministry of Energy and Natural Resources Canada*

Intake: Closed, annual intake planned for Spring 2024

Funding: 50% of total project costs ranging from \$5,000-\$100,000 per connector.

Minimum Project Infrastructure:

- One (1) charger of 200 kW and above; or
- Two (2) fast chargers of 50 kW and above; or
- Twenty (20) chargers of all charging levels

Notes:

- 25% or more of the connector types installed at the same project site must be universal charging, other proprietary connector types may represent the remaining 75%.

[Electric vehicle \(EV\) ChargeON Program](#)

Funded By: *Ontario Ministry of Transportation*

Intake: Open, deadline for applications is January 31, 2024.

Funding: 75% of total project costs ranging from \$7,500-\$150,000 per port.

Minimum Project Infrastructure:

- Each site is considered one project;
- Other government funding programs can stack for up to 90% of project costs (a municipality must pay no less than 10% of the project costs);
- 25%+ of the connector types installed at the same project site must be universal, other proprietary connector types (ie. Tesla) may represent the remaining 75%;
- Chargers must be new, purchased and hardwired;
- The charging station(s) must offer at least one method of payment that does not require a charging network account, membership or app;
- Each charger must have a dedicated parking space.

[Charged For Change](#)

Funded By: *Earth Day Canada (through partnership with Aviva Canada Inc.)*

Intake: Open, deadline for applications is February 22, 2024.

Funding: 100% of costs up to \$125,000 per community.

Minimum Project Infrastructure:

- Four (4) Level 2 ports; or
- One (1) Level 3 port and one (1) Level 2 port; or
- Two (2) Level 3 ports.
- Notes: Four charging heads (Level 2 chargers only)

Notes:

- This program has a total budget of just \$750,000 per year and is very competitive.
- The charger must be able to communicate status, usage and other capabilities through wireless signal.
- The project site must include Aviva Canada and Earth Day Canada branding.

Prospective Sites

Most funding programs require that sites are public with some specifying that a site must be publicly accessible 24/7. A suitable location requires access to Wi-Fi and/or cell reception (for data collection and payment processing).

In addition to placement in high-traffic areas, lighting, safety, security, accessibility and centralization are all important considerations in site selection. Consideration may also be taken with regards to locations that may support the potential future transition of municipal vehicles to EVs.

The current municipal properties which meet most or all of the requirements are listed below:

3-phase hydro sites:

- Municipal Office
- Clar-Mill Community Hall
- Barrie Community Hall
- North Frontenac Astronomy Park (no Wi-Fi and lighting would be difficult)

2-phase hydro sites:

- Ompah Community Hall
- Snow Road Community Hall
- Harlowe Community Hall (no Wi-Fi and cell reception is not strong and/or available)

Financial Impact:

Infrastructure and Equipment Cost:

Level 2- est. \$13,000 per charger (total of \$26,000 including installation)

- apply for the "Charged for Change", 100% funded Grant. It is proposed to apply for four (4) Level 2 charging stations (4 locations) with a total project cost of \$104,000.

Level 3 – est. \$70,000 per charger (total of \$140,000 including installation)

- apply for the "Electric Vehicle ChargeON Program", 75% funded Grant stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) 15% (if possible, when the grant details are released). It is proposed to apply for two (2) Level 3 charging stations (Township Office) with an estimated total

project cost of \$280,000 (\$252,000 funded from Grant(s) + \$28,000 municipal dollars to be funded from the Infrastructure Sustainability Reserve Fund.

The installation and equipment costs are approximate only, as official quotes have not been obtained and consultation with Hydro One has not been completed for layouts and project costs.

Charging Rates:

Each charging station owner has the ability to offer charging for free or to charge rates they set.

Examples of fees are:

- Petro Canada's Level 3 chargers cost \$.50/minute with no connection or idle fees.
- Due to the small amount of fees collected, the administrative work and billing software costs, many public Level 2 charging stations are free to use. Some that are pay-per-use charge about \$1.00/hr.
- At the current on-peak hydro rate (\$0.182/kWh), a 7.5kW Level 2 charger would cost approximately \$1.36/hr and a 100kW Level 3 charger would cost approximately \$18.20 for 1hr charging.

Other Costs:

Management Services (software updates, billing etc.) can be approximately \$200-\$900 per charger annually.

Maintenance Costs are estimated to be \$100 to \$1000 per year.

10-year life expectancy (possibility to be included in 10-year replacement schedules)

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Crown Land Stewardship Program (CLSP) Camping Fees

Recommendation:

Be It Resolved That Council receives for information the Administrative Report from the Manager of Community Development entitled "Crown Land Stewardship Program (CLSP) Camping Fees;"

And That Council approves in principle the amendments to the Fees & Charges By-law Section 'D' , with the following: change the campsite per night fee from \$22.50 to \$25.00 (plus \$3.00 Administrative Fee) effective January 1, 2024;

And That Council instructs the Clerk to schedule a Public Meeting to amend the Fees & Charges By-law at an upcoming meeting and remove Schedule A of By-law #114-13.

Background:

On October 30, 2013, Council passed By-law #114-13 authorizing the operation of municipal campgrounds and charging of fees for the use of campsites and recreational roads.

Researched By:

Brooke Ross, Dipl.M.A., Manager of Community Development
Mandy Mitchell, CLSP Administrative Assistant

Comments:

It has been ten (10) years since the Crown Land Stewardship Program (CLSP) camping fees have been increased. It is important to ensure that the CLSP is revenue neutral, as well as has enough funds for maintenance, staffing, and potential large projects (i.e. Derecho (wind storms), bridges, etc.).

The nights booked over the course of the camping season increased significantly in recent years. The biggest increase was from 7,210 nights booked in 2019 to 11,297 nights booked in 2020. The increase volume of people requires increase in parking spaces, staffing and increase in general upkeep of sites, launches, and crownland roads within the Parklands.

Expenditures have increased significantly in this time due to both increase needs and increase overall costs of road materials, permit fees, labour, etc. The 2018 to 2022 operating expenditures are as follows:

- 2018: \$164,750
- 2019: \$202,500

- 2020: \$218,650
- 2021: \$263,950 (additional position added for the season)
- 2022: \$321,850 (Derecho storm and significant clean up required)

These numbers do not include funds put into Reserve Funds or money taken from Reserve Funds for capital purchases such as vehicles, boats, etc.

To date revenue has increased due to increased volume of people using the program; however, the cost of doing business is increasing every year. The Parklands is nearing capacity during peak periods and considerations for expansion will need to be investigated.

With nights booked becoming relatively stable since 2020, averaging 11,854 nights booked per year. Weekends are almost completely booked during July, and August, with the most popular sites booked almost completely from May until the end of October.

Financial Impact:

It is recommended that Council consider increasing the campsite per night fee from \$22.50 to \$25.00 (plus \$3.00 Administrative Fee), effective January 1, 2024.

According to the Ontario Parks Website, the Backcountry camping prices in 2023, for an 18+ individual without disabilities, ranges from \$10.17 to \$21.47 per person or \$36.73 to \$46.05. The increase in price remains competitive with surrounding parks.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 24 Nov 2023
Re: Kashwakamak Waste Site - Update Regarding Permits (Res #410-23)

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Kashwakamak Waste Site - Update Regarding Permits (Res #410-23)";
And That Council authorizes the Chief Administrative Office to sign the required Land Use Applications and Site Plans;
And That the Public Works Manager will report to Council regarding the status of approvals and proposed schedule for site work at a future meeting;
And That details regarding the additional funding required to complete the work will be brought forward for Council's consideration in 2024.

Background:

At the Council Meeting held on September 22, 2023, Council passed Resolution #310-23:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Action Plan Kashwakamak Waste Site Update";
And That Council approves proceeding with the required site meetings and Ministry of Natural Resources and Forestry permit applications;
And That Council approves staff contacting the Ministry of Environment Conservation and Parks (MECP) to negotiate revising the schedule for Phase 2;
And That details regarding the additional funding required to complete the work will be brought forward for Council's consideration during the 2024 budget process;
And That the Public Works Manager will report to Council regarding the outcome of the discussions with the MECP and the status of permits at a future meeting.

Carried

Researched By:

Darwyn Sproule, P.Eng., Public Works Manager

Comments:

We had originally planned on completing the drilling / new well installations in 2023. Acquiring the required approvals has taken some time. We now have approval from the Ministry of Environment Conservation and Parks (MECP) for the wells and also to defer the drilling until the 2024 season.

Given site access limitations, Cambium have reviewed available equipment and identified a smaller track mounted drill rig with air hammer technology that will limit the scope of access road construction.

Two of the three new wells require construction of access roads on crown land (see attachment) . We met with the Ministry of Natural Resources and Forestry (MNR) on site to review the location of the access roads, impacted timber etc. Based on MNR's subsequent comments, Cambium are preparing the Land Use Applications for the access roads and wells. We plan on securing MNR approvals over the winter in preparation for drilling early next season.

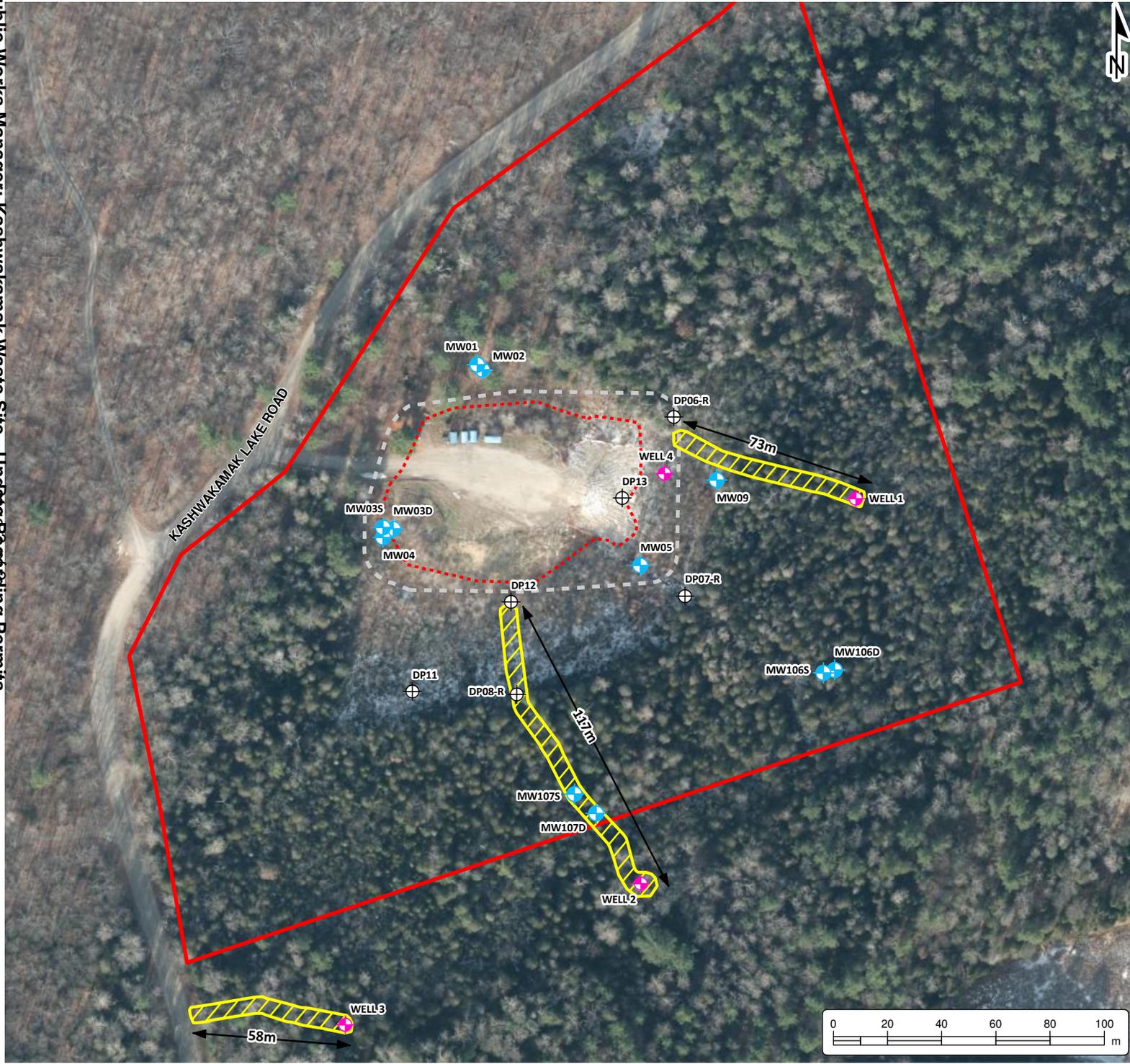
As the owner, the Township will have to sign the Applications and Site Plans.

Financial Impact:

Details regarding the additional funding required to complete the work will be brought forward for Council's consideration in 2024.

Attachments:

[2023-11-02 FIG 1- Proposed Well and Tree Clearing Areas](#)



**KASHWAKAMAK
WASTE DISPOSAL SITE**
1749 KASHWAKAMAK LAKE ROAD
North Frontenac, Ontario
Township of North Frontenac

LEGEND

- ◆ Proposed Well Location
- ⊕ Monitoring Well
- ⊕ Drivepoint
- Proposed Tree Clearing
- Limit of Existing Waste (0.5 ha.)
- Approved Waste Disposal Area (0.8 ha.)
- Site (6.6 ha.)

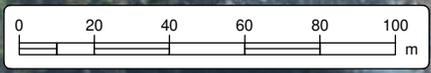
Notes:
 - Base mapping features are © Queen's Printer of Ontario, 2019 (this does not constitute an endorsement by the Ministry of Natural Resources or the Ontario Government).
 - Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.
 - Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.



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**PROPOSED WELLS AND
TREE CLEARING AREAS**

Project No.:	10530-004	Date:	November 2023
Scale:	1:2,000	Projection:	NAD 1983 UTM Zone 18N
Created by:	TLC	Checked by:	SNR
			1



To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: 2024 WSIB Rate for Fire Volunteers

Recommendation:

Be It Resolved That, the Council of the Corporation of Township of North Frontenac receives the Treasurer's Administrative Report entitled "2024 WSIB Rate for Fire Volunteers" for information purposes;

And That, Council of the Township of North Frontenac set Workplace Safety and Insurance Board (WSIB) at the maximum coverage for 2024, being \$112,500 for Volunteer Firefighter personnel in Wards 2 & 3;

And That the maximum number of members of the brigade shall not exceed 30 members per station, plus the Director of Emergency Services/Fire Chief and Assistant Fire Chief.

Background:

Workplace Safety & Insurance Board (WSIB):

"Worker" includes a member of a municipal Volunteer Fire Brigade whose membership has been approved by the Chief of the Fire Department or by a person authorized to do so by the entity responsible for the Brigade.

"Employer" is the municipal corporation.

Members of the Fire Brigade are workers under the WSIB Act, and the WSIB considers the municipality to be the employer of these volunteer workers.

The employer must set out the number of members of the Brigade and the amount of their earnings, fixed by the deemed employer, to be attributed to each member for the purposes of the insurance plan.

The Chief of the Fire Department, or a person authorized to do so by the entity responsible for the Brigade, must approve a volunteer's membership in a Volunteer Fire Brigade.

If a volunteer is injured, the deemed employer submits the accident report form to the WSIB.

The employer shall each year, record, in writing, the amount of earnings it has selected for each volunteer force.

The selected amount set by the deemed employer is used to calculate the volunteer's net average earnings in case of injury. The amount selected cannot be greater than the maximum earnings ceiling set annually by the WSIB.

While a municipality may change the level of coverage for volunteers at any time by writing to WSIB, the premiums are calculated for annual coverage at the higher amount requested during the year.

On July 8, 2002 the Township of North Frontenac passed the following resolution:

MOVED AND SECONDED:

“THAT WSIB coverage be increased to maximum coverage effective June 1, 2002 for volunteer firefighter personnel in Wards 2 & 3.”

Carried.

Similar Resolutions were passed for 2003 to 2023.

Researched By:

Sandra Lessard, Deputy Treasurer/Administrative Financial Coordinator

Comments:

Annually, Council as the employer sets out the number of members of the Brigade and the amount of their WSIB earnings. The Treasurer will pay WSIB based on the maximum number of members and earnings set by Council.

Note: The WSIB maximum insurable earnings ceiling for 2024 is \$112,500. This is an increase of 2.27 per cent from \$110,000 in 2023. Changes are directly linked to changes in average earnings in Ontario as measured by Statistics Canada, and provisions under the Workplace Safety and Insurance Act.

In 2023, Natalie Tryon, Deputy Treasurer/Office Supervisor of Addington Highlands Township, confirmed that the Kaladar Barrie Joint Fire Department VFFs are also presenting the same information to Addington Highlands Council to cover Firefighters (which includes Ward 1) at the maximum WSIB annual rate.

Financial Impact:

Per WSIB, if a volunteer Roster size changes throughout the year we do not change the number of volunteers we are paying monthly. (For example, use the highest number of volunteers permitted on the Roster, as interest is charged on the year-end WSIB report if you have paid for less volunteers than you have reported and paid for monthly.)

The North Frontenac Fire Department average Roster was 30-40 members for the last 5 years. The Roster for 2023 is 31 members as of November 3, 2023 (not including the Fire Chief). The total remittance will be paid monthly based on a total of 50 VFFs and adjusted to actual with the year-end reconciliation. This will be maintained and reviewed annually by the Treasurer for possible increases.

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: Cost of Living Adjustment (COLA) for 2024

Recommendation:

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Cost of Living Adjustment (COLA) for 2024";

And That Council maintains the current Policy to determine the percentage for 2024 (i.e. use the Ontario August Consumer Price Index (CPI) for the COLA increase at each step on the grid) which is 3.8%.

Background:

On December 14, 2015 Council passed Resolution #689-15: "Be It Resolved That Council receives the Treasurer's Administrative Report entitled "2016 Proposed Cost of Living Increase" for information; And That Council instructs the CAO to use 1%, being the October 2015 overall Consumer Price Index for Canada, for a cost of living increment based on the average salary (full time and permanent part time) between the highest and lowest present salaries to increase the 2016 individual salary grid figures. And for Council Remuneration (using the average between Mayor and Councillor salaries); while the Committee of Adjustment rates for Meetings / Inspections and annual Fire Officer Positions are increased by the CPI percentage; And That Council amends the policy for future years to use the August Consumer Price Index (being the timing the County use) to allow for earlier budgeting projections." Carried

On September 6, 2019 Council adopted the Minutes of the August 20, 2019 Personnel & Audit Committee Meeting which included Resolution #31-19: "Be it Resolved That Personnel and Audit Committee receives for information the Treasurer's Administrative Report entitled "Consumer Price Index (CPI)"; And That the Personnel and Audit Committee recommends that Council amends the Policy for future years to use the Ontario August CPI for cost of living increments based on the average salary (full time and permanent part time) between the highest and lowest present salaries to increase the individual salary grid figures. And for Council Remuneration (using the average between Mayor and Councillor salaries); while the Committee of adjustment rates for Meetings/Inspections and annual Fire Positions are increased by the CPI percentage." Carried

On December 10, 2021 Council passed Resolution #546-21; "Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Cost of Living Adjustment (COLA) comparison"; And That Council stay with the current Policy to determine the percentage for 2022 (i.e. use the Ontario August Consumer Price Index (CPI) for the COLA increase at each step on the grid); And That Council instructs the Treasurer to provide other options to the Personnel & Audit Committee

for their review and for the Committee to make recommendations to Council for their consideration prior to 2023." Carried

Researched By:

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

Comments:

The Personnel and Employment Policies and Procedures Manual, Section 15.4 states; "Compensation for staff shall be reviewed by Council by November 30th each year and at any time as deemed necessary and Council shall make changes by December 30th each year. This is in relation to any cost of living increases and does not play a part in the Pay Equity Plan."

On December 16, 2022 Council passed Resolution #462-22; "Whereas the Personnel and Audit Committee passed Resolution #18-22 at their meeting on September 27, 2022 receiving for information the Treasurer's Administrative Report entitled "Cost of Living Adjustment (COLA) methodology"; and the Committee recommended the Treasurer continue to monitor what our comparator municipalities are considering for COLA in 2023 and bring a report back to Council for the last meeting of 2022; Therefore Be It Resolved That Council receives for information an email from the Treasurer dated September 27, 2022 advising neighbouring Municipalities (Addington Highlands, South Frontenac, Frontenac Islands and the County of Frontenac) are providing a 2% Cost of Living Increase (COLA); And That, to remain comparable to the market, Council approves North Frontenac Employees/Council/Committee/Volunteer Fire Fighters receiving a 2.5% COLA increase for 2023; And That Council revisit COLA for 2024 in late 2023." Carried

In 2021 the Township of North Frontenac completed a Pay Equity and Compensation Review. As a result of the review the grid was adjusted to bring salary rates to fall within the 50 percentile of the Comparator group. This would mean the Townships pay rates were adjusted to not be the highest and not the lowest rates based on the comparator group.

In October 2023 the Treasurer from Carleton Place reached out to the Eastern Ontario Treasurers to compare Cost of Living Adjustments (COLA) rates proposed/approved for 2024. The information compiled included rates from 2022 - 2023 actuals, 2024 proposed/approved and 2025-2026 if known. 36 non-union Townships responded.

For 2023 the non-union average was 3.79% and the median was 3.00%. Via Resolution #462-22 Council approved a 2.5% increase for Employees/Council/Committee/Volunteer Fire Fighters.

Based on the survey mentioned above the proposed/approved 2024 average for non union is 3.31% and median is 3.00%. The proposed average for union is 2.91% and median is 2.73%. 70% of the unionized respondents are in negotiations or negotiations are scheduled for 2024/2025.

The Municipalities that are non-union use different methodologies to calculate COLA. The following is a list of methodologies noted in the survey.

- CPI as of September (3.80 %)
- Based on unionized employees in the same Municipality (varies depending on union contracts)
- CPI as of October (3.80%)
- Follow what neighboring Municipalities are approving

Financial Impact:

A 3.8% COLA increase would be an estimated increase of \$53,500 or approximately .83% increase to the Tax Levy. However, there are other changes affecting the overall budget for Payroll which includes OMERS, changes in Government deductions (CPP, EI, EHT, WSIB), Employee Benefits (health, dentist, disability, etc.) (estimated increase at a maximum of 15%, waiting on renewal documents). The overall Taxation impact of payroll at this time with a 3.8% COLA increase would be approximately 1.49%.



To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: 2024 Draft Budget Proposed Meeting Dates

Recommendation:

Be It Resolved That that Council receives the Chief Administrative Officer and Manager's Administrative Report entitled "2024 Draft Budget Proposed Meeting Dates" for information purposes;

And That Council tentatively sets the 2024 Budget Meeting(s), for the following dates/purposes (subject to change, with advance notice given):

- Special Meeting - Friday, January 26, 2024 at 9:00 am - Operating & Capital Budget
- Friday, February 23, 2024 at 9:00 am the 2024 draft final Budget will be presented for Council to consider the proposed Tax Rate By-law later in the meeting.

Background:

The Treasurer has provided the Managers with copies of their applicable Department(s) 2023 Asset Management Plan Tangible Capital Assets (TCA) ten year Replacement Schedules (as included in the 2023 Budget) for their review; with recommended 2024 changes to be discussed with Council.

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

Please note that Municipal Property Assessment Corporation (MPAC) provides the Municipal Treasurer with the Assessment Roll annually in December in accordance with legislation. Therefore, we will not know the actual assessment impact for 2024 until that time. Due to Covid-19 the Province postponed the 4 year assessment update that was to happen during 2020 for 2021-2024; therefore, the only assessment changes that we will see will be growth captured in 2023. This will be the fourth year that we will not see any market changes.

Researched By:

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

Comments:

During the 2023 Budget deliberations it was requested to try and present the budget prior to January 1st. However, as we are waiting for the final Strategic Plan, we will not have the budgets ready prior to year end as we want to incorporate the Strategic Plan into the Budget discussions.

Staff are recommending the following preliminary 2024 Budget timelines (meeting dates and proposed steps/scope):

January 26, 2024 at 9:00 am - Operating and Capital Budget

- Proposed Tangible Capital Assets (TCA) ten year Replacement Schedules (2024 to 2033 planned spending) to be consider by Council to enable 2022 Tenders to be started (i.e. need to start early to try and attract more competitive bids).
- To review the proposed 2024 Operating Budget
- Annual Repayment Limit (ARL)
- Education Tax Rates – as available
- County of Frontenac Budget impact on NF
- NF Tax Rate increase/decrease history
- An Analysis of the Reserve Funds – financial integrity of the municipality
- Budget overview (Key impacts)
- Draft line-by-line budget, including Reserve/Reserve Funds balances; along with draft Operating budgets and Capital vs. Operating summaries (totals/percentages) by Department.
- Draft Budget Summary and sample calculations (Dollars to be raised, etc.)

At the Regular Council Meeting February 23, 2024 at 9:00 am

- 2024 draft final Budget to be presented.
- Council to consider the proposed Tax Rate By-law later at that meeting. However, Council may wish to defer this if Council feel additional pertinent information is required first.

Financial Impact:

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

To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 24 Nov 2023
Re: North Frontenac Township Agreement with Canadian
Radiocommunications Information and Notification Services (CRINS-
SINRC).

Recommendation:

Be It Resolved That Council receives for information the Chief Administrative Officer and Clerk Planning Manager's Administrative Report entitled "North Frontenac Township Agreement with Canadian RadioCommunications Information and Notification Services (CRINS-SINRC)";

And That Council directs staff to provide notice to CRINS-SINRC that if the Township has not received the Land Use Authority Recommendation Reports prior to the end of day on November 29, 2023 that the Township is rescinding their authority to act on behalf of North Frontenac Township as the Land Use Authority effective November 30, 2023 and to stop work on all current applications within the jurisdiction of the municipality, and return said back to the municipality;

And That if CRINS-SINRC does not fulfill their obligation Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022 as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals.

Background:

In 2015 Council Passed By-law #35-15 to enter into an Agreement with Canadian Radiocommunications Information and Notification Services (CRINS-SINRC) to receive and process applications for radio communications facilities on behalf of the Township of North Frontenac, in our capacity as the Land Use Authority, as recognized by Industry Canada (attached).

The fee for radio communication review was set at \$2,350 to be collected by CRINS-SINRC; with the Township portion being \$750 to be reimbursed by CRINS-SINRC.

Researched By:

Corey Klatt, Dipl M.A, CAO
Tara Mieske, Dipl.M.A., M.M., Clerk/Planning Manager

Comments:

On September 8, 2023 the Clerk/Planning Manager (CPM) received an email from Saja Elshaikh, Spectra Point advising they have been trying contact CRINS-SINRC in regards to consultations that

should have been completed for two cellular towers being located in North Frontenac by Rogers. They advised they are seeing significant delays for applications that Rogers had submitted to CRINS-SINRC. The guideline for consultation is 120 days and it was approaching 120 days for the recommended consultation period to be completed. The CPM contacted CRINS for an update but did not receive a response.

On September 26, 2023 Lisa Severson - Eastern Ontario Regional Network (EORN) contacted the CAO and advised that Rogers still has not received a response from CRINS-SINRC regarding two cell tower sites being proposed in North Frontenac and that these delays are putting the sites at risk to not be completed by 2025.

The CAO sent several emails, and left several voice mails for CRINS-SINRC and set up a meeting with Tara Mieske (CPM), Lisa Severson, Jason St. Pierre and Paula Preston (EORN). At this meeting it was explained by EORN staff that CRINS-SINRC's lack of response has been a major concern for several municipalities who signed an Agreement with them and as a result some of the municipalities that have signed on with CRINS-SINRC have rescinded their involvement with them.

At the meeting we agreed to provide CRINS-SINRC with a time frame to respond and if no response the CAO and CPM would prepare a report to Council proposing that Council directs staff to provide notice to CRINS-SINRC to rescind their authority to act on behalf of North Frontenac Township as the Land Use Authority effective immediately and to stop work on all current applications within the jurisdiction of the municipality, and return said back to the municipality.

EORN staff advised that if Council chooses to rescind their Agreement with CRINS-SINRC they (and Rogers) will assist the Township with processing the Applications for this project and EORN will also assist the Township with setting up a framework for future applications.

It was also proposed that Council adopt Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022 as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals. Within this protocol the Proponent does most of the work needed within the approval process.

On October 5th the CAO received an email from Todd White (CRINS-SINRC) advising he will update me on these files shortly. Staff from CRINS-SINRC continued to advise the CAO that the Land Use Authority Recommendation Reports were being completed and we would receive them in the very near future. Unfortunately communication from CRINS to the Township appears to have again stopped in the past week.

We are very concerned with the lack of response from CRINS-SINRC and feel it is crucial we swiftly move on without their involvement to ensure these towers achieve completion to offer the many benefits of cellular service to our residents and visitors.

Financial Impact:

The Townships role in the Application Process will require staff time (amount of time unknown at this time as this is a new process to us). Should we find this to be too exhausting on Township resources we will look into other options for future Applications and bring them back to Council for consideration at a future Council meeting.

The Township will charge a fee of \$750 plus cost recovery to each Proponent throughout the future, per our current Fees and Charges By-law.

Attachments:

[35-15 Attachment 1 By-law #35-15](#)

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #35-15

BEING A BY-LAW TO APPOINT THE CANADIAN RADIOCOMMUNICATIONS INFORMATION AND NOTIFICATION SERVICE (CRINS-SINRC) AS THE DESIGNATED REPRESENTATIVE TO RECEIVE AND PROCESS APPLICATIONS AND TO ADOPT A PROTOCOL FOR RADIOCOMMUNICATIONS FACILITIES

WHEREAS Council passed Resolution #214-15 receiving the Clerk/Planning Manager's Administrative Report on CRINS-SINRC and approving in principle CRINS-SINRC as the designated representative to receive and process applications for radiocommunications facilities on behalf of the Township of North Frontenac subject to approval by By-law;

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

THAT CRINS-SINRC be appointed as the designated representative to receive and process applications for radiocommunications facilities on behalf of the Township of North Frontenac, in our capacity as the Land Use Authority, as recognized by Industry Canada;

AND THAT Council adopts the CRINS-SINRC Reference Protocol Issue 3, and subsequent amendments as may be approved from time to time, as the Township's protocol in force for all applications and attached hereto as Schedule "A"

AND THAT the CAO and/or Clerk are hereby appointed as the contact persons for the Municipality for receiving reports from CRINS-SINRC and are the signing authority for Letters of Concurrence on behalf of the Municipality, in consultation with the Contract Planner;

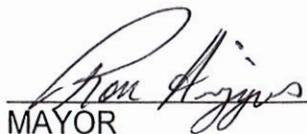
AND THAT the total fee for radiocommunication facility review be set at twenty three hundred and fifty dollars (\$2,350) to be collected by CRINS-SINRC; with the Township portion being seven hundred and fifty dollars (\$750.00) to be reimbursed by CRINS-SINRC;

AND THAT all Resolutions, By-laws or parts of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed;

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

READ A FIRST AND SECOND TIME, THIS 27TH DAY OF APRIL, 2015.

READ A THIRD AND FINAL TIME AND PASSED THIS 27TH DAY OF APRIL, 2015.


MAYOR


CLERK

Schedule "A"
to By-law #35-15



Antenna System Siting Review
and Consultation Protocol,

Reference Issue 3

July 15, 2014

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Introduction

The purpose of the *Antenna System Siting Review and Consultation Protocol, Reference Issue 3*¹ is to detail the review process for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This protocol applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.

¹ [Short Title: *CRINS-SINRC Reference Protocol, Issue 3 (2014)*]

1 Objectives

The goal of this protocol is to provide a framework which sets out the LUA's expectations for appropriate design and satisfactory public consultation for proposed radiocommunications facilities. The objectives that implement this goal are:

- 1.1 Having regard for Industry Canada's legislative authority in a protocol which also respects the context for development, and land-use mandate of the LUA;
- 1.2 Setting out a transparent, consistent, and predictable process for the evaluation of all radiocommunications facility proposals that:
 - a) Establishes objective criteria and guidelines for evaluating and processing applications seeking LUA concurrence;
 - b) Specifies the LUA's expectations as to how new radiocommunications facilities are to be sited and designed in a manner that compliments the surrounding landscape and public realm;
 - c) Defines a clear consultation process administered through CRINS-SINRC that requires proponents to engage and inform stakeholders about radiocommunications facilities; and,
 - d) Develops a predictable timeline for issuing of LUA recommendations that incorporates early consultation to identify potential issues with applications in order to meet Industry Canada's timeline requirements.
- 1.3 Detailing the roles and responsibilities of the various parties in the radiocommunications facility consultation process;
- 1.4 Ensuring that the LUA's residents and businesses are made adequately aware of radiocommunications facility proposals through education and public consultation; and,
- 1.5 Establishing an appropriate conclusion to the LUA consultation process, including specific outcomes and deliverables.

2 Jurisdiction and Interpretation

- 2.1 Wireless communications and broadcast operators in Canada are licensed by the Department of Industry (Industry Canada) in accordance with the exclusively federal jurisdiction vested in the *Radiocommunications Act Section 5(1) (a) (i.1)*. Additionally, the broadcasting communication operator's activities are licensed separately by the *Canadian Radio-television and Telecommunications Commission (CRTC)*.
- 2.2 As a federal undertaking, radiocommunications sites must adhere to all applicable federal regulations and guidelines, including but not limited to:
- The National Building Code and National Fire Code;
 - Canadian Environmental Assessment Act;
 - Industry Canada's CPC-2-0-17 - *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*;
 - Health Canada's Safety Code 6; and,
 - Industry Canada's CPC-2-0-03.
- 2.3 Radiocommunications sites are not subject to either municipal or provincial land-use legislation including the Planning Act and /or Municipal Governance Act of a province or territory. No formal development or planning agreements can be executed and registered on title with respect to radiocommunications facilities.
- 2.4 For the purposes of this protocol, the Land Use Authority (LUA) shall be the municipal government, or in the case of land administered by the Crown, the relevant provincial government or federal government agency.
- 2.5 For radiocommunications facilities not excluded under Section 4 of this protocol, proponents are expected to satisfy the public consultation requirements of the applicable LUA. The role of the LUA is to provide input and comments to Industry Canada as part of that process.
- 2.6 This protocol is to be read in its entirety as a comprehensive and integrated policy framework to establish the site criteria and process leading to the issuing of a Notice of Completion or Notice of Facility Exemption, and a LUA Recommendations Report for a proposed facility.
- 2.7 For the purposes of this protocol, the only member of LUA staff having the authority to manage and exercise responsibilities under this protocol shall be the Director of Planning or his or her designate. No powers or privileges under this protocol shall at any time be interpreted to extend to any other member of staff.

3 Radiocommunications Development Plan

3.1 Annual Review

- 3.1.1 Proponents shall be invited to submit within 90 days of the adoption of this protocol and by September 30th of each subsequent year, a written Radiocommunications Development Plan (RDP) which outlines the proponent's expected areas of infrastructure development for the coming year.
- 3.1.2 The LUA shall review each proponent's plan and identify areas of common interest between proponents. The LUA shall host a meeting with all Proponents who submitted an RDP to identify opportunities for joint build and co-location pursuant to Industry Canada's CPC 2-0-03 and CPC 2-0-17.
- 3.1.3 The LUA shall identify, as part of the meeting, areas of development and development applications within its jurisdiction where Proponents may have an interest in expanding their services. The LUA may facilitate discussion with land developers, and other interested parties, to allow the Proponents to consider infrastructure options during the planning stage.
- 3.1.4 Where feasible, the LUA may offer the Proponents an option for pre-approval on proposed facilities where a joint build option exists.

4 Excluded Antenna Systems

4.1 Basic Exclusions

Industry Canada excludes a number of proposals from any consultation whatsoever with the land-use authority, its residents and businesses. The exclusions are as follows:

- a) The maintenance of existing radio apparatus including the antenna system, transmission line, mast, power, or other antenna-supporting structure;
- b) Addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure, or other radio apparatus to existing infrastructure, building, or other structure, provided the addition or modification does not result in an overall height increase above the existing structure of no greater than 25% of the height of the original structure. For greater clarity, Industry Canada extends this exclusion to radiocommunications facilities proposed to be attached or affixed to any building or structure, including a rooftop or support pillar;
- c) Maintenance of a radiocommunications facility's painting or lighting in order to comply with the requirements of Transport Canada;
- d) Installation of a radiocommunications facility used for a limited duration for a special event or to support local, provincial, or national emergency operations during that emergency, and is removed

within three months after the special event or emergency; and,

- e) All radiocommunications facilities less than 15 metres (50 feet) in height.

4.2 Additional Exclusions

The LUA additionally excludes the following radiocommunications facilities from public consultation:

- a) Any facility which has been pre-approved as part of a proponent's annual Radiocommunications Development Plan; and,
- b) Additional equipment shelters associated with a new co-located facility.

4.3 Confirmation of Exclusion

- 4.3.1 The proponent is required to confirm with the LUA that the proposed facility meets the exclusion criteria by submitting proposal information in accordance with Section 5.1 of this protocol.
- 4.3.2 Where a proponent demonstrates that their proposal meets one or more of the exclusion criteria of Sections 4.1 or Section 4.2, the LUA shall issue a Notice of Facility Exemption to the proponent and Industry Canada.
- 4.3.3 Proponents are asked to incorporate the design recommendations provided in Section 7.2 of this protocol (as applicable), even if a Notice of Facility Exemption has been issued.

4.4 Community Sensitive Locations

- 4.4.1 Notwithstanding the exclusions outlined in Section 4.1 and Section 4.2 of this protocol, Industry Canada states in Section 6 of CPC-2-0-03 that exclusion criteria should be applied with consideration for local surroundings. To that end, proponents are expected to engage in a pre-consultation review with the LUA, even where a proposed radiocommunications facility is excluded, to allow the LUA an opportunity to determine if the proposed facility falls within a Community Sensitive Location.
- 4.4.2 A Community Sensitive Location shall be defined as any property, which under the relevant LUA regulations:
 - is currently designated as a Heritage Property;
 - is an area of designated architectural significance;
 - contains a site of archeological significance; or,
 - is an natural conservation area.
- 4.4.3 A proposed facility will not be eligible for an exemption from consultation, and the LUA will request that Industry Canada override their policy on radiocommunications facilities excluded from consultation, where a facility is proposed within a Community Sensitive Location.

5 Application Requirements

5.1 Pre-consultation Review

Proponents shall request a pre-consultation review through the CRINS-SINRC system. Requests for pre-consultation will be accepted once the proponent has submitted the following information to the CRINS-SINRC online system:

- The location of the proposed radiocommunications facility, including its address and location on the lot or structure (CRINS-SINRC Site Information Abstract);
- A short summary of the proposed radiocommunications facility and, if applicable, how it meets one of the exclusion criteria under Section 4 of this protocol (CRINS-SINRC Facility Type Abstract);
- Set of drawings illustrating the proposal, including a conceptual site plan, elevation drawings, and context plan showing the development within the existing neighborhood (which can be supplied using an aerial photograph base) according to the drawing guidelines outlined in Section 5.2 (c) and (d).

Such a request shall not be deemed by the LUA as the official commencement of the 120-day consultation process, in accordance with Section 5.3 of this protocol.

5.2 Non-Excluded Radiocommunications Facilities

Any proposals for non-excluded radiocommunications facilities will require the submission of a complete application through the CRINS-SINRC online system. This includes completing the online application information, payment of fees, and uploading electronic versions of supporting documentation as follows:

- a) CRINS-SINRC online data entry of the following information :
 - The location of the proposed radiocommunications facility, including its geographic coordinates, its address and location on the lot or structure (CRINS-SINRC Site Information Abstract);
 - A description of the proposed structure type, shelter type, height, access, and utility sources (CRINS-SINRC Facility Type Abstract);
- b) Upload a written justification on the CRINS-SINRC Facility Type Abstract containing:
 - The rationale for the selection of the proposed site (indication of whether the site provides coverage and/or capacity, what communities / areas will benefit from the new facility);
 - Description of co-location alternatives considered within a 3 km radius of the proposed site;
 - A statement indicating the justification for the height of the proposed radiocommunications facility (towers only);
 - A statement on future co-location possibilities for the support structure, if applicable (CPC-2-0-17);
 - A statement on how the radiocommunications facility, if located in an area designated for future urban development, shall complement and become a part of the future community without unduly limiting the potential for future urban development; and,
 - A statement indicating the justification for not complying with any of the LUA's preferred design criteria in Section 7.3 of this protocol, as applicable.

- c) Upload to the CRINS-SINRC system a set of colour photographs of the subject lot, oriented toward the proposed radiocommunications facility from at least three landmarks or important locations in the vicinity of the proposed site:
- One set showing the current site conditions (minimum 3 photos); and,
 - One set including superimposed images of the proposed radiocommunications facility (minimum 3 photos).
 - A topographical map or satellite image showing the location from which the pictures were taken (1 image).
- d) Upload to the CRINS-SINRC system a site plan, elevations, and survey drawings prepared to appropriate metric scale showing:
- The subject lot and lease area (a key plan can be used for properties having an area of 2.0 hectares or greater);
 - General site grading;
 - The location of existing lot lines, and setbacks from those for the proposed radiocommunications facility;
 - Setbacks from existing and proposed buildings and structures for the proposed radiocommunications facility;
 - Setbacks from the nearest building not on the subject property, measured from the nearest point of the building, structure, or feature;
 - The staked limits of significant natural heritage features and other sensitive lands and setbacks from those for the proposed radiocommunications facility within 3 times the height of the proposed structure (if applicable);
 - Existing and proposed landscaping, including an inventory of existing vegetation and any plantings proposed to screen the base of the tower and any structures on the ground where applicable;
 - Access proposed to the radiocommunications facility, including any motor vehicle parking spaces including dimensions; and,
 - The structure type and height of the proposed radiocommunications facility.
- e) Upload to the CRINS-SINRC system mapping prepared to appropriate metric scale showing:
- The location of the proposed radiocommunications facility within the community; and,
 - Network coverage mapping showing the applicant's current coverage and anticipated coverage (including signal strengths in dBm) with the installation of the proposed radiocommunications facility including the nearest existing antenna systems belonging to the proponent.
- f) Upload approvals from Transport Canada's and NAV Canada outlining aeronautical obstruction marking requirements (whether painting, lighting, or both) if available. If unavailable, the proponents can provide their applications to Transport Canada and NAV Canada together with an undertaking to provide those requirements once they become available;
- g) Upload a written attestation that the proposed radiocommunications facility will comply with Safety Code 6, including combined effects within the local radio environment at all times, signed by the Professional Engineer taking responsibility for the site's compliance;

- h) Upload a statement on the potential effects that the proposal may have on nearby electronic equipment (both existing and proposed) in accordance with CPC-2-0-03 and EMCAB-2, as well as measures proposed to mitigate those effects; and,
- i) Upload a written attestation that the proposed radiocommunications facility will comply with the National Building Code and National Fire Code in accordance with the proponent's responsibilities under enabling federal legislation, signed by the Professional Engineer taking responsibility for the site's compliance.

5.3 Complete Application

To clarify Industry Canada's requirements of Section 4 of CPC-2-0-03, the LUA shall consider the date a Complete Application was received as the official commencement of the 120-day consultation process. Such a process is consistent with and required for other development applications in the LUA. A determination on the completeness of an application or request for additional information will be provided within five days of receipt of the application by the LUA.

5.4 Additional Information

If a request is made to the proponent for additional information prior to the LUA deeming the application to be complete and no additional information is supplied within 90 days, the LUA shall advise Industry Canada of the incomplete nature of the application and will deem the application abandoned.

6 Siting on LUA-owned Properties

Any request to install a radiocommunications facility on lands owned by the LUA shall be made to the Manager of Realty Services, in accordance with LUA policy. Independently, an application shall be required by the proponent in accordance with Section 5.2 of this protocol.

7 LUA Recommendations Report

The LUA acknowledges that proponents can install radiocommunications facilities in almost any location. It is the LUA's position to work with proponents to achieve the best possible design of a radiocommunications facility for constituents. Such design strikes an appropriate balance between technological and network coverage requirements, and unobtrusive development that compliments or improves the surrounding landscape and public realm.

As part of the input provided to proponents and Industry Canada, an LUA Recommendations Report will be provided for all proposed installations and shall be a required deliverable for non-excluded applications prior to a Notice of Completion being issued. The LUA Recommendation report shall consist minimally of the following elements:

7.1 Statement on Land Use

The LUA shall provide a statement on the Proponent's choice of site relative to the following criteria:

- Community Sensitive Locations
- Fire routing and access.
- Zoning and compatibility with existing Strategic Plans.
- Environmental Concerns

7.2 Antenna Siting Design Framework Criteria

7.2.1 The LUA shall provide Antenna Siting Design Framework (ASDF) criteria for the proposed site to the proponent through the CRINS-SINRC system. The ASDF criteria shall outline design goals for the proposed site based on the location chosen by the proponent. The LUA shall inform its recommendations based on how well the proponent's design meets the ASDF design criteria.

7.2.2 The ASDF provides an overall classification of the proposed design through a concept known as "Degree of Visual Change" which is characterized as "Low", "Medium" or "High".

7.2.3 The level of public consultation required for a proposed site shall be dictated by the ASDF "Degree of Visual Change" classification as follows:

- "Low" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. No road signage is required. No public meeting is required. LUA Staff shall issue a LUA Recommendation Report within 30 days. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the LUA Recommendation Report and approval by the LUA Designated Representative.
- "Medium" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. A Public Notice shall be placed in local media outlets requesting comments or questions over a 30 day period. Road signage shall be erected prior to the mailout to adjacent landowners and publication of the Public Notice. No public meeting is required. Staff shall issue an LUA Recommendation report within 30 days and such report shall be accompanied by a summary of public comments received from adjacent landowners and members of the public. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the LUA Recommendation Report and approval by the LUA Designated Representative.
- "High" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. Road signage shall be erected prior to the mailout to adjacent landowners. A Public Information Meeting shall be held no later than 14 days after the closing date for submissions from adjacent landowners. LUA staff shall prepare an LUA Recommendations Report within 60 days, including a summary of public comments received during the public information meeting, and shall present the report to the LUA's Planning Committee and/or Council for review. A Notice of Completion shall be issued by CRINS-

SINRC on the date the LUA Recommendation Report is presented to Council. However, a statement of concurrence from the LUA will only occur with the approval of Council.

7.3 Statement on Compliance with General Design Recommendations

The following general design guidelines shall apply for all radiocommunications facilities in the LUA and proponents are asked to follow these guidelines, as applicable, for all proposed facilities:

- 7.3.1 Colors used for all components of the radiocommunications facility shall be compatible with the surrounding landscape and public realm:
- a) Color matching shall be the first preference for the LUA, with the exact color(s) determined on a case-by-case basis to enhance the surrounding landscape and public realm;
 - b) Neutral colors shall be the second preference; and,
 - c) Non-reflective surfaces and paints shall be used.
- 7.3.2 Designs requiring no illumination are expected except where Transport Canada and NAV Canada requirements for illumination of the radiocommunications facility are identified.
- 7.3.3 Where a proposed radiocommunications facility requires an equipment shelter:
- a) The first preference is to locate such structures within a main or accessory building used for other uses on the same lot;
 - b) A new, above-ground equipment shelter at the base of the structure or abutting the penthouse of a building is the next preference of the LUA; and,
 - c) Any new equipment shelter shall require architectural treatments sensitive to the surrounding landscape and public realm and in the case of a building, consistent with the architectural style of the building.
- 7.3.4 Where a proposed radiocommunications facility requires screening and access restriction:
- a) Existing vegetation shall be preserved wherever possible, with new plantings provided to enhance the surrounding landscape and public realm;
 - b) Where fencing is proposed, design details including the materials proposed and elevation drawings showing details and gate locations shall be provided in the drawings uploaded with the application;
 - c) Fencing shall use materials sensitive to the surrounding landscape and public realm; and,
 - d) The use of razor wire requires analysis in the justification report, including how its use will not compromise the surrounding landscape and public realm.

- 7.3.5 Vehicular access to the proposed radiocommunications facility should be provided as follows:
- a) Access needs to be suitably provided to a public street or across a private right-of-way; and,
 - b) Any parking space provided shall not be within a road allowance.
- 7.3.6 Where a proposed radiocommunications facility is located on the roof of a building or structure:
- a) Support structures and equipment shelters should be color-matched or designed with architectural treatments and/or shrouding to compliment or blend in with the existing building; and,
 - b) Antennas should be flush-mounted wherever possible.
- 7.3.7 New radiocommunications facilities shall avoid obscuring significant views and vistas.
- 7.3.8 Where a proposed radiocommunications facility is located on the roof of a building or structure:
- a) Any signage required by Industry Canada shall be permitted to be posted on the radiocommunications facility;
 - b) The LUA shall require the posting of a small plaque at the base of the radiocommunications facility, identifying its owner/operator and contact information for that party; and,
 - c) No third-party signage, flags, or graphics are permitted on a telecommunication facility except where such signage is part of the shrouding scheme for the site and the signage is compliant with the LUAs existing signage requirements.

7.4 Siting of Facility Relative to Existing Use

The LUA acknowledges that radiocommunications facilities are not subject to the requirements of a Zoning By-law. Notwithstanding this, the following requirements apply to radiocommunications facilities:

- 7.4.1 The placement of any parking space or any component of a radiocommunications facility shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the same lot.

7.5 Statement of Concurrence

The LUA shall provide a statement of concurrence or non-concurrence with the proposed facility, signed by the Director of Planning.

- 7.5.1 If the LUA concurs with the proposed facility subject to conditions, the Statement of Concurrence shall state any conditions to be satisfied by the proponent, and the Proponent shall be asked to provide a Letter of Undertaking on their letterhead agreeing to satisfy the conditions.
- 7.5.2 If the LUA does not concur with proposed facility, then the Statement of Non-Concurrence shall detail the reasons that the proposed facility is deemed unacceptable, and any remedies available to the Proponent to satisfy the LUA and bring their proposal into an acceptable state.
- 7.5.3 In the case that non-concurrence is due to the Proponent not being prepared to satisfy the conditions provided under a conditional Statement of Concurrence, then the LUA shall request that Industry Canada not provide a license to the Proponent for the proposed site.

8 Public Consultation

In completing a public consultation process for a new, non-excluded radiocommunications facility, it is expected that CRINS-SINRC and LUA staff shall facilitate the process with support from the proponent as required. A Public Consultation shall be required only for facilities that do not meet the exclusion criteria of Section 4 of this protocol, and shall be conducted according to the following process:

8.1 Notification Package

- a) The LUA will provide CRINS-SINRC staff with a list of landowners and tenants, where applicable, within a radius of the greater of 120 metres or three times the height of the proposed radiocommunications facility. This distance shall be measured outward from the furthest point of the radiocommunications facility's supporting mechanism (i.e. outermost guy line, building edge, or tower face). All properties within this distance shall be included on the mailing list.
- b) CRINS-SINRC will prepare and distribute the notification package to the following recipients:
 - To the landowners within a radius the greater of 3 times the tower height or 120 metres from the proposed radiocommunications facility, addressed to the name on the list and "or the occupant";
 - The Director of Planning or his or her designate;
 - The CAO of the LUA;
 - If an adjacent municipality is located within 120 metres or three times the tower height of the proposed radiocommunications facility, the CAO of that municipality; and,
 - The local councilor(s).
- c) The package shall include the following items submitted under Section 5.2 of this protocol:
 - Description of and rationale for the proposed structure including structure type and design, dimensions, height, color, lighting, and site access (including measures to control public access);
 - Superimposed images of the proposed radiocommunications facility;
 - Attestation that the general public will be protected in compliance with Safety Code 6, including combined effects within the local radio environment at all times;
 - The project's status under the Canadian Environmental Assessment Act;
 - A description of Transport Canada's and NAV Canada's aeronautical obstruction marking requirements (whether painting, lighting, or both) if available. If unavailable, the proponents can provide their expectation of Transport Canada's requirements together with an undertaking to provide those requirements once they become available;
 - A statement on the potential effects, measures that the proposal may have on nearby electronic equipment (both existing and proposed) in accordance with CPC-2-0-03 and EMCAB-2, as well as measures proposed to mitigate those effects;
 - Attestation that the proposed facility shall comply with all structural codes and regulations;
 - Notice that general information relating to antenna systems is available on the CRINS-SINRC website;

- Contact information for CRINS-SINRC, a representative of the proponent, the Director of Planning Services or his or her designate, and a representative from Industry Canada; and,
- Information on how to submit comments and the closing date for submission of written public comments (which shall be not less than 30 days from the date of transmission of the notification).

8.2 Notice Sign

- a) The proponent shall erect, when required under this protocol, one notice sign along each lot line abutting a public street or roadway.
- b) Where a public meeting is required, the sign shall be posted at least 21 days before the public information meeting. Where no public information meeting is required, the sign shall be posted for three weeks at any point during the consultation process.
- c) All notice signs shall be erected on the lot so that it is clearly visible and legible from all public streets or roadways abutting the subject lot. The signs shall be provided by CRINS-SINRC and conform to the following format:

<p>Canadian Radiocommunications Information and Notification Service</p>  <p>Service d'information et de notification en radiocommunications canadiennes</p> <p>Public Notice [Name of Proponent]</p> <p>Has submitted an application to construct a</p> <p>Radiocommunications Facility [Civic Address]</p> <p>For Further Information visit</p> <p><u>www.crins-sinrc.ca</u></p> <p>or call</p> <p>1-855-502-7467</p> <p>Refer to</p> <p>Case Number: [XXXX-XXX-XXXX]</p>

- d) Photographs illustrating all notice signs posted and the date on which they were installed on the subject lot shall be uploaded to the CRINS-SINRC online system by the proponent as soon as possible after installation.
- e) All notice signs must be removed no later than 21 days after an issuance of a Notice of Completion.

8.3 Public Information Meeting

- a) The Public Information Meeting shall be required for all non-excluded facilities classified as “High” under ASDF criteria, and shall be open and accessible to all members of the public and local stakeholders.
- b) The convener shall make it clear at the beginning of the public meeting that the LUA is a commenting agency only, and that all decisions relating to the proposal are to be made by Industry Canada at a later date.
- c) The public information meeting will be convened and facilitated by the LUA or CRINS-SINRC at the LUA’s request. A representative from the LUA may attend to assist in answering questions.
- d) The proponent shall provide, at a minimum, two sets of display panels containing a site plan drawing and colour photographs of the subject lot, oriented toward the proposed radiocommunications facility from at least three landmarks or important locations in the vicinity of the proposed site:
 - One set showing the current site conditions; and,
 - One set including superimposed images of the proposed radiocommunications facility.
 - The convener shall record all names, addresses, and contact information for attendees.
- e) All Public Information Meetings convened by CRINS-SINRC shall be video recorded and made available on the CRINS-SINRC website for viewing.

8.4 Local Media Notice

Where a Notice in the local media is required under this protocol, CRINS-SINRC shall additionally place a notice in the outlets identified by the LUA. Publication of this notice shall be synchronized with the distribution of the public notification package. The notice shall be consistent with the following format:



CRINS-SINRC

Public Notice

In accordance with the *Radiocommunications Act* and Industry Canada procedure CPC-2-0-03, Issue 5 (2014), be advised that

[Name of Proponent]

has submitted an application and notified **[Name of LUA]** of its intentions to develop a Radiocommunications Site located at

[LOCATION OF PROPOSED SITE]

For further information on the above proposal visit the CRINS-SINRC website:

<http://www.crins-sinrc.ca/>

or call

1-855-502-7467

Please reference the following Case Number:

XXXX-XXXX-XXXX

ANY PERSON may make a written submission by **[DATE]** with respect to this matter addressed to:

Canadian Radiocommunications Information and Notification Service

501-1500 Bank Street,
Ottawa, Ontario
K1H 7Z2

Fax: 613-482-2299

Email: submissions@crins-sinrc.ca

9.3 Time Frames

- 9.3.1 If, in the mutual opinion of the Director of Planning Services and the proponent, outstanding issues are close to being resolved approaching the end of the 120-day period but more time is required to finalize, the LUA shall advise Industry Canada of the situation and provide an estimated date for delivery of a Municipal Concurrence. The LUA will also request Industry Canada not issue a radio license prior to the LUA issuing a Municipal Concurrence.

10 Definitions

Co-location (and co-located)

Means the placement of antenna systems on an existing building or structure, or the placement of additional antenna systems on an existing support structure, by one or more proponents.

Complete application

Means an application for Letter of Municipal Concurrence where all of the items listed in Section 4.1 of this protocol have been provided to the LUA.

CPC 2-0-03

Means Industry Canada's Client Procedures Circular, "Radiocommunication and Broadcasting Antenna Systems," Issue 5, effective July 15, 2014.

EMCAB-2

Means "Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters," Issue 1, June 1994.

Equipment shelter

Means a structure containing equipment such as radios, electronic, and other apparatus necessary to support the operation of the radiocommunications facility to receive or transmit signals, and which is not staffed on a permanent basis.

Height

Means the vertical distance measured from the established grade of a building or structure to the highest point of the building or structure, including any components attached to the building or structure.

Land Use Authority (LUA)

Means the municipal government, provincial government (Crown land), or federal agency (i.e. Indian and Northern Affairs Canada) responsible for land use and planning and development within a jurisdiction.

LUA

Same as "Land Use Authority" above.

Landlord

Means the owner of a lot, building, or structure who permits occupancy of that lot, building, or structure by a radiocommunications facility.

Municipal Concurrence

Means satisfaction by the LUA that the proponent has given adequate regard to this protocol in the siting and

design of a proposed radiocommunications facility, and satisfaction with the completeness of the public consultation process undertaken by the proponent. Such satisfaction shall only be expressed through a statement issued by the Director of Planning Services or his or her designate as part of the LUA Recommendations Report.

Proponent

Means a company, organization, or person which offers, provides, or operates a radiocommunications facility for personal use or the general public.

Public Authority

Means the LUA, Government of Canada, Provincial Government, or a Conservation Authority.

Public Realm

Means, in an area of suburban or urban development, the appearance, form, and function of buildings, structures, landscape, linkages, places, and activities occurring or planned on the subject lot and within the immediate vicinity, regardless of ownership.

Radio License

Means the approval of sites to be used for radiocommunications facilities, issued only by Industry Canada.

Safety Code 6

Means Health Canada's Safety Code 6, "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz," 2009.

Surrounding Landscape

Means, in a rural or undeveloped area, the geography of and appearance of the land and associated features including buildings and vegetation.

Support Structure

Means a structure permanently affixed to the ground or onto an existing building or other existing structure used to support one or more antenna systems or other platforms for the primary purpose of radiocommunications.

Radiocommunications Facility

Means the components, either individually or in combination, required to operate a wireless communications network including cell sites, transmitters, receivers, antennae, and signaling and control equipment, and may include an accessory equipment shelter and support structure.



Council Portfolios

Council Members have been appointed to various Portfolio/Liaison positions. Council Members will provide a verbal update to Council on their positions during the Council Portfolio section of the Agenda. If any action is requested, an Administrative Report or Notice of Motion shall be provided by the Council Member. Updates and recommendations from Council Committees/Task Forces will be provided through the applicable Minutes/Notes.

Mayor Gerry Lichty

Portfolio: County Business	Responsibility: <ul style="list-style-type: none"> Update Council on County Council Activities and Decisions
Portfolio: North Frontenac Lake Association Alliance (NFLAA)	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Wayne Good

Portfolio: Township of North Frontenac	Responsibility: <ul style="list-style-type: none"> Municipal Road Inspector
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Stephanie Regent

Portfolio: Health	Responsibility: <ul style="list-style-type: none"> Representative on the Lakelands Family Health Team Committee
Portfolio: Long-Term Care and Social Services	Responsibility: <ul style="list-style-type: none"> Council Liaison
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Roy Huetl

Portfolio: Committee of Adjustments/Planning Advisory Committee	Responsibility: <ul style="list-style-type: none">• Council Liaison
Portfolio: Mississippi Valley Conservation Authority (MVCA)	Responsibility: <ul style="list-style-type: none">• Board Member
Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison

Councillor Vernon Hermer

Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison
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Councillor Fred Fowler

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

Deputy Mayor John Inglis

Portfolio: Lake Associations – Ward 3 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison
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The Corporation of the Township of North Frontenac

By-law # 2023-75

To Close, Stop up and Sell a Part of the 66' Original Shore Road Allowance

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

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

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

Now Therefore the Council of The Corporation enacts as follows:

1. Those parts of the 66' original shore road allowance described in Addendum "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original shore road allowances shall be sold to the adjoining owner(s) as follows:
 - a. **Part 1 on Registered Plan 13R-22996** as a lot addition to the lands described as PIN 36179-0091(LT) for the purchase price of \$2,098.20 plus \$272.76 HST for a total of \$2,370.96 (Kashwakamak Lake);
 - b. **Part 3 on Registered Plan 13R-23001** as a lot addition to the lands described as PIN 36202-0049(LT) for the purchase price of \$1,181.45 plus \$153.59 HST for a total of \$1,335.04 (Palmerston Lake).
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66' original shore allowance described in Addendum "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that part of the 66' original shore road allowance hereby permanently closed.
5. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.

Read a first and second time **November 24, 2023**.

Read a third time and finally passed this **November 24, 2023**.

Original Signed By

Gerry Lichty, Mayor

Original Signed By

Addendum “A”

All That Part of the Shoreline Road Allowance around Kashwakamak Lake lying in front of Lot 9, Concession 6, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-22996 (Kashwakamak Lake);

All That Part of the Road Allowance being Part of Lot 15, Concession 1, geographic Township of South Canonto, County of Frontenac being Part 3 on Registered Plan 13R-23001 (Palmerston Lake).

The Corporation of the Township of North Frontenac

By-law # 2023-76

To Close, Stop up and Sell a Part of the 66' Original Road Allowance

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

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

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

Now Therefore the Council of The Corporation enacts as follows:

1. Those parts of the 66' original road allowance described in Addendum "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowances shall be sold to the adjoining owner(s) as follows:
 - a. **Part 1 on Registered Plan 13R-23001** as a lot addition to the lands described as PIN 36202-0049(LT) for the purchase price of \$576.70 (Palmerston Lake);
 - b. **Part 2 on Registered Plan 13R-23001** as a lot addition to the lands described as PIN 36203-0185(R) for the purchase price of \$576.70 (Palmerston Lake).
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66' original road allowance described in Addendum "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that part of the 66' original road allowance hereby permanently closed.
5. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.

Read a first and second time **November 24, 2023**.

Read a third time and finally passed this **November 24, 2023**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Addendum "A"

All Those Parts of the Original Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Parts 1 and 2 on Registered Plan 13R-23001 (Palmerston Lake).

The Corporation of the Township of North Frontenac

By-law # 2023-77

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 November 24, 2023

Whereas Section 9 of the Municipal Act, S.O.2001, c.25 and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Subsection 2 of Section 11 of the Municipal Act, S.O. 2001, c.25 and amendments thereto provides that a lower-tier and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2, subject to certain provisions;

And Whereas Section 5(3) of the Municipal Act S.O. 2001, c.25 – A Municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the November 24, 2023 Regular Council Meeting, be confirmed and adopted by by-law;

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

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

Read a first and second time November 24, 2023.

Read a third time and finally passed this November 24, 2023.

Gerry Lichty, Mayor

Tara Mieske, Clerk