

Regular Council Agenda

5:00 p.m. - Thursday, August 22, 2024

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

- a) Public Notice regarding Recording of Meetings 8
[Recorded Meetings - Notice to Public](#)

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

- a) August 22, 2024

Be It Resolved That Council approves the Agenda dated August 22, 2024, as circulated.

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Business Profile

- a) Glen Haven Resort 9

Be It Resolved That Council receives for information the Business Profile of Glen Haven Resort provided by the Economic Development Task Force (EDTF).

[Glen Haven Resort](#)

6. Presentations

- a) Emergency Management Ontario - Senior and Elected Officials Workshop 10 - 26

Be It Resolved That Council receives for information the presentation from Mackenzie Henry, Field Officer (Loyalist Sector), Emergency Management Ontario; and thanks her for her time spent today.

[EMO Presentation](#)

7. Delegations

None.

8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 27 - 34

Be It Resolved That Council adopts the Minutes of a Regular Meeting of Council dated July 25, 2024 as circulated.

[July 25, 2024 - Regular Council Minutes - Pdf](#)

9. Business Arising Out of Minutes

- a) Resolution #503-23 - Official Signing of Physician Recruitment Agreement 35

Whereas at their meeting on December 15, 2023, Council passed Resolution #503-23 approving \$15,000 per year for five years being provided as an incentive to a new physician at the Lakelands Family Health Team; and that upon recruitment of a physician, a Medical Service Agreement will be provided to Council for consideration;

Now Therefore Be It Resolved That Council receives for information an email dated July 30, 2024 from the CAO advising Lakelands Family Health Team would like to have an official signing of the Agreement by the Mayor on September 16th, 2024 at the Medical Center; and Janice Powell, Executive Director, would like to invite members of Council to attend the ceremony;

And That Council will consider the Signing By-law later in the meeting.

[Resolution #503-23 - Physician Recruitment](#)

- b) Resolution #265-24: Closure of Ardoch Post Office 36 - 37

Whereas at their meeting on July 25, 2024 Council passed Resolution #265-24 receiving for information the presentation from Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association regarding the closure of the Ardoch Post Office;

And Whereas the Postmaster for the Ardoch Post Office has retired;

And Whereas the Postmaster's retirement has resulted in the loss of the Ardoch postal facility and the closing of the Ardoch Post Office;

And Whereas Canada Post is continuing to search for a replacement Postmaster and Post Office venue;

And Whereas the Township of North Frontenac is supporting Canada Post in their endeavor through social media advertising, contacting potential businesses, offering an interview location, and so forth;

And Whereas Canada Post's search has yet to be successful with the potential for the Ardoch Post Office to close permanently requiring North Frontenac residents to travel to outside North Frontenac for mail services;

Therefore Be It Resolved That the Township of North Frontenac continues to support Canada Post in this search;

And That Council instructs Manager of Community Development investigate and provide a report back to Council regarding the following options:

- converting an existing Township facility, or portion thereof,

- suitable for use as a Post Office, at the Township's expense; or
- acquiring a specific facility such as a “portable” or a “trailer” suitable for use as a post office, to be located on Township property, and charge Canada Post their going lease rate for use of this facility.

[Resolution #265-24 Canada Post](#)

10. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 38 - 39

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. Resident - Request to Remove Fees for Brush Disposal 40

Be it Resolved that Council receives the request from a resident to waive the fee for disposal of brush at the Waste Sites;

And That the fees were waived for two full summer seasons after the Derecho in 2022;

And That the volume of brush and construction demolition waste has increased significantly since COVID and the 2022 Derecho;

And That the management and grinding of waste represents a significant cost to the Township;

And That Council denies the request to waive the fee to dispose of brush and yard waste at Waste Sites.

[B1](#)

11. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road 41 - 42

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road";

And That Council waives the requirement for the property owners to submit a Road Closing Application for consideration and the requirement for public notice; and approves in principle the transfer of Part 11 on Reference Plan 13R-3568 from the Township to the property owner;

And That Council waives the Land Cost fee of \$500; with the property owners being responsible for the preparation of the transfer and registration of the By-law.

[Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road - Pdf](#)

- b) Clerk/Planning Manager: Proposal to Update the Township Official Plan 43 - 44

and Zoning By-law to Permit Additional Residential Units

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Residential Units";

And That Council instructs County Planning Staff to initiate the process of amending the Township Official Plan and Zoning By-Law to address the issue of additional residential units in accordance with direction from the Province;

And That County Planning Staff consult with the Township's Economic Development Task Force prior to drafting Official Plan policies and Zoning By-Law provisions about additional residential units;

And That the Township's Committee of Adjustment be requested to participate in the consultation on the draft Official Plan policies and Zoning By-Law provisions for additional residential units;

And That prior to a Public Meeting the Draft Policy be provided to Council for discussion.

[Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Residential Units - Pdf](#)

- c) Clerk/Planning Manager: Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle - Clayton 45 - 47

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle – Clayton";

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

- Part of the Shore Road Allowance lying adjacent to Part of Lot 13, Concession 8, and Part of Lot 12, Concession 9, geographic Township of Barrie (Mississagagon Lake);
- Part of the Concession Road Allowance between Concessions 8 and 9, Lot 12, geographic Township of Barrie;

And That Council authorizes the Treasurer to reimburse \$600 to the Applicants if the Township's legal fees for the two applications is less than \$1,200.

[Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle - Clayton - Pdf](#)

- d) Director of Emergency Services/Fire Chief: Proposed Ontario Fire Protection Grant Application 48 - 50

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Proposed Ontario Fire Protection Grant Application";

And That Council instructs the DESFC to make application for the Ontario Fire Prevention Grant for an estimated \$30,000.00 for:

- (1) PPE washer/extractor, soft mounted (plug and play) with required equipment for cleaning
- (1) Field decontamination kit and required solution/cleaning equipment
- Firewipes
- (2) MSA G1 SCBA and (2) spare cylinders

And That Council authorizes the DESFC to sign the Agreement for Funding if the Application is successful.

[Proposed Ontario Fire Protection Grant Application - Pdf](#)

- e) Treasurer: 2025 Draft Budget Proposed Meeting Dates 51 - 52

Be It Resolved That Council receives the Treasurer's Administrative Report entitled "2025 Draft Budget Proposed Meeting Dates" for information purposes;

And That Council tentatively sets the 2025 Budget Meeting(s), for the following date(s) (subject to change, with advance notice given):

- Thursday, November 28, 2024 at 9:00 am - Special all day meeting
- Friday, December 13, 2024 at 9:00 am - Regular Council Meeting - 2025 Tax Rate By-law to be considered; Council may wish to defer if additional pertinent information is required first.

[2025 Draft Budget Proposed Meeting Dates - Pdf](#)

- f) Public Works Manager: Heat Pump Proposal - Ward 2 Shop 53 - 54

Be It Resolved That Council receives the Public Works Manager's (PWM) Administrative Report entitled "Heat Pump Proposal - Ward 2 Shop" for information purposes;

And That Council approves installation of the Cold Climate Heat Pump as a sole source procurement, with the additional cost to be taken from the Infrastructure Sustainability Reserve Fund.

[Heat Pump Proposal - Ward 2 Shop - Pdf](#)

- g) Public Works Manager: Hard Surfaced Roads for 2024 - Additional Projects 55 - 56

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Hard Surfaced Roads for 2024 - Additional Projects";

And That Council approves surface treating a portion of Head Road and pulverizing a portion of South Lavant Road in preparation for the 2025 season;

And That the resulting project shall not exceed the approved 2024 budget for Hard Surfaced Roads;

And That the PWM is directed to provide messaging on the Township's Website and Social Media advising the granular surface on South Lavant Road is temporary.

[Hard Surfaced Roads for 2024 - Additional Projects - Pdf](#)

Be It Resolved That Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated June 24, 2024.

[Committee of Adjustment - 24 Jun 2024 - Minutes - Pdf](#)

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

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

Whereas at their meeting on June 6, 2024, Council received a Notice of Motion requesting Council discuss the implementation of a Wellness Check;

And Whereas the Province of Ontario encourages seniors to remain in their own residence as long as possible;

And Whereas organizations such as Rural Frontenac Community Services and Land O'Lakes Community Services provide general assistance to seniors;

And Whereas the County of Frontenac Paramedics operate an in-home support program to help seniors with non-chronic medical issues;

And Whereas the Ontario Provincial Police only provide support to seniors in distress on an emergency basis;

And Whereas the Township of North Frontenac has a substantial number of seniors who live independently and typically do not require assistance from outside services;

And Whereas an emergency may significantly impact a senior's ability to live independently for a short period of time;

And Whereas there is no existing program that provides support to seniors dealing with extensive emergency situations;

And Whereas the Township of North Frontenac Fire Department along with the Emergency Management Program Committee and Township staff are best positioned to identify emergency situations including their severity, extent, and duration;

Therefore Be It Resolved That the Council of the Township of North Frontenac direct the Township of North Frontenac Fire Department, the North Frontenac Emergency Management Program Committee and the Township Administration to develop a seniors' wellness check program to be used in times of significant emergencies such as high wind events, extended high heat or deep cold events, extended power outages, wild fires, floods, pandemics, and so forth in order to verify the safety and health of seniors and to direct emergency services to assist those in need.

[Resolution #218-24 Wellness Checks](#)

15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. 66 - 67
The Councillor may provide a verbal report for information purposes.
[Council Portfolios 2022-2026](#)

16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 68 - 72
- #2024-55 To Sign Medical Service Agreement with Dr. Richard Weldon

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 #2024-55 To Sign Medical Service Agreement with Dr. Richard Weldon

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

[2024-55 To Sign Medical Service Agreement](#)

17. Public Forum

18. Closed Session

- a) Closed Meeting of Council

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

- a. Adopt Closed Minutes of a Meeting held July 25, 2024; and
- b. To Consider Advice that is Subject to Solicitor-Client Privilege.

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

20. Confirmatory By-law

- a) Confirming By-law #2024-56 73

Be It Resolved That By-law #2024-56, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held August 22, 2024 be read a first, second, and third time and finally passed.

[2024-56 Confirming By-law July 25, 2024](#)

21. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until September 12, 2024, 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.

GLEN HAVEN RESORT

1694 Gull Lake Rd

Arden, ON

K0H1B0

(613)336-2325

website: www.glenhavenresort.ca

owners: Cyndy Bonello, Glyn Jenkins

In the mid-late 1940's Glen Haven Resort was established as seasonal cottages and campground situated on Big Gull Lake. In 2020, Cyndy & Glyn were looking for an investment and once they had toured the resort, they purchased it with a vision to update the resort and have a place for retirement in the future. Cyndy and Glyn also both have other employment that keeps them busy and two daughters still in the educational system. Today the resort has 5 cottages and seasonal campsites with room for transient campers and 2 part-time, seasonal employees. Their primary customer base is from all over Ontario, Quebec and the USA. They also have great partnerships with other businesses in the area.

The lake, and other lakes in the area provide the draw for clients wanting peace and quiet and outdoor activities whether it's for a short or long term stay. If you're looking for family fun and relaxation on the shores of Big Gull Lake look no further than Glen Haven Resort. Bring your family and friends to spend time relaxing, enjoying the sun and clean water on their beach, fishing, boating, hiking, or enjoying a peaceful campfire at their community campfire. Cyndy and Glyn see a great future for the resort and other types of businesses in North Frontenac Township.



Treasury Board Secretariat

Senior & Elected Officials Workshop

Municipality of North Frontenac
August 22, 2024



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Land Acknowledgement



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Welcome



Congratulations on your recent (re)-election or acclamation. We wish to recognize and appreciate your dedication to the community.



Thank you for hosting, and for making Emergency Management a priority in your community.

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Introductions

Instructor Introductions

Participant Introductions

- Name
- Municipality & Position
- Comfort level with emergency management



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Housekeeping: Safety and Logistics



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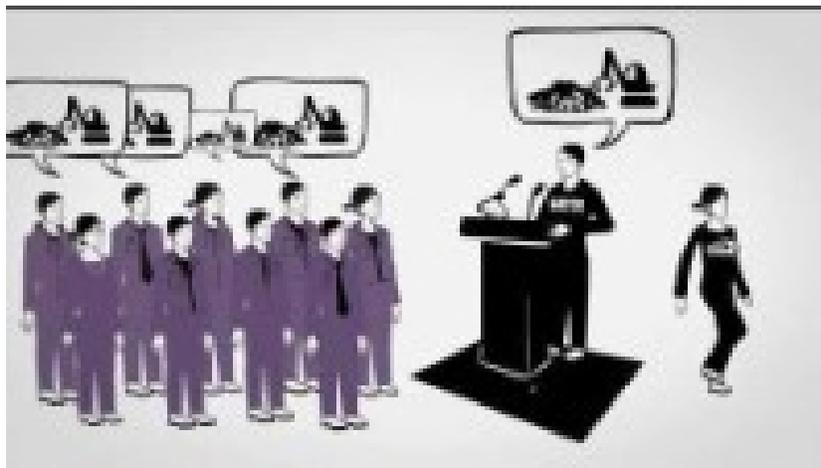
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Video – The Essential Emergency Manager



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Objectives of the Workshop

The goals of today's workshop are to accomplish the following:

01

Understand roles and responsibilities and the five concepts of comprehensive emergency management

02

Understand at a basic level, the municipal requirements of the Emergency Management Civil Protection Act (EMCPA)

03

Clarify the role of elected officials within the context of local emergency management

04

Understand the role that Emergency Management Ontario (EMO) has in supporting communities during emergencies

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The Basics



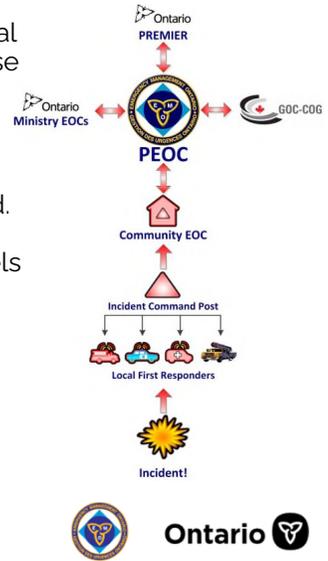
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Role of Emergency Management Ontario

The Provincial Emergency Operations Centre (PEOC) maintains situational awareness of provincial threats/risks and coordinates provincial response to significant and emergency events that impact Ontario's citizens and communities.

- Staffed 24 hours a day, 7 days a week
- Supports the escalation of response
 - Most incidents start at the local level and then move up as needed.
 - Some might start directly at the federal or provincial levels.
 - Incidents can be complex and require coordination among all levels of government.
- EMO Field Officers are also located across the province to support communities in planning for and responding to emergencies.
- When deployed to emergencies Field Officers Liaise with officials in affected communities to provide support, advice and assistance.



Role of Emergency Management Ontario con't

EMO Partnerships

- EMO is formalizing relationships with the following NGOs to assist in emergency Response:
 1. Feed Ontario
 2. GlobalMedic
 3. Independent First Nations Alliance
 4. Mennonite Disaster Services
 5. Ontario 211
 6. Ontario Search and Rescue Volunteer Association
 7. Radio Amateurs Canada
 8. Salvation Army
 9. Samaritan's Purse
 10. Team Rubicon
- EMO Field Officers and the PEOC conduct needs assessment to find best solution for community requirements.
- NGOs could deploy and integrate into your operations and command structure.
- EMO is working with NGOs to track resources and capabilities to better advise communities what our partners can provide.

Example Functions/Capabilities
Accommodation/Shelter
Communications (satellite comms, radios, call centre)
Construction/Repairs
Debris Management (chainsaw operators, trucks, clean up equipment)
Donations Management
Drone Program/Water Sanitation Hygiene Management (WASH)/Clean up
First Aid/ Medical Assistance
Food Services (food truck / food service)
Incident Management (IMS/ICS training and trained volunteers)
Personal Services (social service supports)
Reception/Registration
Search and Rescue (drone, trucks)
Site and Damage Assessments
Specialized Equipment (deployable shelters, water purification units, laundry trailer, etc.)
Training (specialized, IMS/ICS)
Unmet Needs/Recovery
Volunteer Management (within 24 hrs, access to trained, skilled volunteers across Ontario)

The Five Components of Comprehensive Emergency Management

- Actions taken to stop an emergency or disaster from occurring.
- Actions taken to reduce the adverse impacts of an emergency or disaster.
- Actions taken prior to an emergency or disaster to ensure an effective response.
- Actions taken during or after an incident to protect people, property, the environment, the economy and/or services.
- The process of restoring a stricken community to a pre-disaster level of functioning.

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Municipal Emergency Management Program

The Emergency Management Civil Protection Act (EMCPA) requires each municipality to have an Emergency Management Program (EMP). The EMP includes:

- Municipal hazard and identification risk assessment;
- An Emergency Operations Center
- Municipal critical infrastructure list;
- A Community Emergency Management Coordinator;
- Municipal emergency plan;
- An Emergency Management Program Committee;
- Program By-law;
- A Municipal Emergency Control Group and;
- Annual Review;
- An Emergency Information Officer.
- Annual training;
- Annual exercise;
- Public education program;

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Prevention, Mitigation & Preparedness



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Emergency Management Program By-Law

"Every municipality shall **develop and implement an emergency management program** and the council of the municipality shall by by-law adopt the emergency management program."

EMCPA, R.S.O. 2002, c. 14, s. 4



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Community Emergency Management Coordinator (CEMC)

Administrative Role

- CEMC is responsible for coordinating the development and implementation of the municipality's emergency management program within the municipality.
- Responsible for submitting **annual compliance** reporting to EMO.
- Develop agreements with neighbouring municipalities and other organizations

During Emergencies

- Liaises with other organizations and neighbouring CEMC's during emergencies.
- May set up and operation of the emergency operations centre.
- The CEMC does not automatically become 'in command' of the emergency.

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Emergency Management Program Committee (EMPC)

Committee Composition

- Required members include the CEMC and a Senior Municipal Official and a chair of the committee, appointed by council. Other members and guests can be included as necessary.

Committee Responsibilities

- Sets the **objectives and strategy** of the EM program for the year
- Generally responsible for the Emergency Management **Public Education program**
- Identifies **resource capability gaps** and recommends approaches to fill gaps
- Submits proposed **amendments to the program** for Council approval
- Conducts an **annual review** of the municipality's emergency management program

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Hazard Identification and Risk Assessment & Critical Infrastructure Planning

“Every municipality shall **identify and assess the various hazards and risks to public safety that could give rise to emergencies** and **identify the facilities and other elements of the infrastructure that are at risk** of being affected by emergencies.”

EMCPA, R.S.O. 2002, c. 14, s. 4



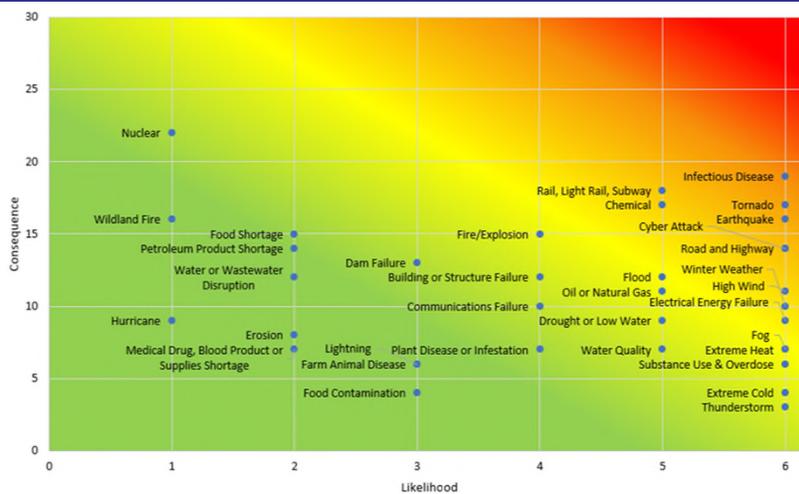
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Hazard Identification and Risk Assessment Example



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Critical Infrastructure Planning Example

Critical Infrastructure Municipality of ...?							
Sector	Type of Critical Infrastructure	Component	Location	Owner / Operator	Priority	Relevant Hazards	Strategies
Water & Food	Water Treatment	Water Treatment Plant		Municipality of	1		
	Water Storage	Water Tower		Municipality of	1		
		Water Reservoir		Municipality of	1		
	Waste Water & Sewage Treatment	Water Pollution Control Plant		Municipality of	1		
	Waste Water Transfer	Waste Water Pumping Stations		Municipality of	1		
		Metro		Loeb Canada	2		
	Food Distribution	Walmart		Walmart	2		
	Food Basics		A&P Food Stores	2			
		Real Canadian Superstore		Loeb Canada	2		
Communications	9-1-1-Communication	Fire Department, Fire Dispatch & Alarm Monitoring		Municipality of	1	Severe weather Cyber Attacks	Severe weather strategies include backup generators at all fire stations, and police dept Cyber attack strategies include maintaining contact list of agencies to call, acquired cyberattack insurance in 2019, and a mutual aid agreement with the county to borrow IT staff in short term emergency situations.
		Police Service Dispatch		Municipality of	1		
		Bell Canada Main Switching Gear		Bell Canada	1		
	Mail Delivery	Main Post Office		Canada Post	3		
	Television Stations	Cable Service and Television Station		Cogeco	3		
	Radio Stations	FM Stations		Chum Group	3		
		Internet	Internet Service Provider		Bell Canada		

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Council Member's Role in Emergency Management

Council is expected to:

- Understand that there are annual requirements under the Emergency Management Civil Protection Act.
- Know your local EM experts:
 - Community Emergency Management Coordinator (CEMC)
 - Emergency Management Program Committee (EMPC)



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Council's Role in Prevention and Mitigation

Consider the recommendations made by your Emergency Management Program Committee (EMPC) as they pertain to prevention and mitigation efforts.

The EMPC will report on development and maintenance of the HIRA and Critical Infrastructure planning. This information can support Council's decision-making role:

- Consider making investments in prevention and mitigation projects and policies
- Consider the Return on Investment (ROI)

Every dollar spent on proactive emergency management strategies to adapt to climate change can produce a return on investment of between \$13 and \$15¹.

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Council's Role in Preparedness

Awareness

- Become familiar with your Emergency Plans
 - Emergency Response Plans
 - HIRA + CI
 - Continuity of Operations Plans
 - Where your EOC is located

Funding

- Fund improvements to the Emergency Operations Centre (EOC)
- Budget for Training

Support and Promote

- Encourage and support annual exercise(s)
- Promote Public Education (including Public Awareness)

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Response & Recovery



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Framework of Emergency Management

Individual	Municipal	Provincial	Federal
72-hour kit; evacuation plan; and monitoring news	Site response with first responders; support from municipal Emergency Operations Centre	Support Communities Continuity of government operations Coordination of provincial resources; access to federal resources	Support provincial requests for resources Responds To emergency In Federal Jurisdiction

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Role of MECG

EOC Staff coordinate with on-scene Incident Commanders and other organizations to:

- Provide **strategic direction and priorities** for incident management objectives
- Acquire, allocate, and track **resources**
- Manage and share **information** internally and with the public
- Provide **legal and financial support**

MECG supports the continuation of regular municipal operations

- Consider the implications of **continuity of operations** of government services through emergency life cycle

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Declaration of Emergency

Who may make a municipal declaration of emergency?

- Head of Council
- Designated member(s) of council

Who may terminate a municipal declaration?

- Head of Council
- Council
- The Premier*

Member of council will be appointed in the place of and assume all powers and duties of the Head of Council in their absence.

The Provincial Emergency Operations Center will acknowledge receipt of the declaration however plays no role in accepting or denying such declarations.

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Upper tier Declaration of Emergency

When a County, District or Region Declares an Emergency:

The local municipality maintains overall responsibility of incident. An emergency declaration does not mean that the County or Region assumes responsibility for the local municipality's emergency.

Generally a County or Region declares in consultation with member municipalities to coordinate limited resources.

County or Regional resources may include:

- Emergency Social Services (ESS)
- Public Health
- EMS
- Police
- Roads/Transportation/ Public Works

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Implications of Declaring an Emergency

- Internal municipal implications:
 - A declaration of emergency may provide exceptional means to deal with emergency events through provisions under the municipal EM plan, by-laws or other EM related legislation.
- Declarations and provincial support:
 - Provincial resources can be accessed during an emergency event without a declaration of emergency.
 - A declaration of emergency does not guarantee a community will receive provincial resources or funding.
- Implications for volunteers
 - A declaration of emergency can simplify WSIB entitlement for registered volunteers.

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Preparing for a Declaration of Emergency

1. Decide	2. Authorize	3. Inform
Consult with the CEMC and/or MECCG	Have a pre-populated declaration form in Emergency Response Plan	Inform the Provincial Emergency Operations Center (PEOC) immediately
Make the decision + include triggers	Sign the form	Inform staff, council, other municipalities

Trigger points can be built into the Municipal Emergency Plan to signal the need to declare an emergency, and when to terminate the declaration.

These benchmarks could include:

- Hospital capacities
- Roads and bridges impassable due to flooding (number and importance)
- Evacuations lifted, residents returning to homes, etc.

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Council's Role in Response

Council's responsibilities during an emergency response include:

- Maintaining public confidence in the municipality with the efforts being undertaken
- Providing feedback to MECCG through appropriate channel
- Attending public forums including those hosted by Ministries or other agencies
- Helping to dispel rumors and false information
- Approving policy and expenditures

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What is Recovery?



A process to return a community to a state of functionality after an emergency

Recovery includes:

- Physical infrastructure
- Restoration of emotional, social, economic and physical well-being
- Financial Recovery

Recovery is a time for "building back better"

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Council's Role in Recovery

Short term

- Disseminate approved messaging regarding disaster relief funding
 - Working with your Emergency Information Officer
- Attend community events pertaining to the disaster
- Provide a resolution of council requesting the activation of the Municipal Disaster Recovery Assistance Program

Long term

- Consider the recommendations that may arise from an After-Action Report
 - Mitigation projects, 'build back better'
 - Amendments to your HIRA, CI list, ERP, etc.
- Consider maintaining insurance coverage and/or a reserve to address disasters

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Treasury Board Secretariat

Questions?



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Regular Council Minutes

5:00 p.m. - Thursday, July 25, 2024

Council Chambers

Present: Mayor Gerry Lichty (Electronic Participation), Deputy Mayor John Inglis, Councillor Stephanie Regent, Councillor Wayne Good, Councillor Roy Huetl, Councillor Vernon Hermer, and Councillor Fred Fowler

Also Present: Kelly Watkins, CAO Back up/Treasurer, Dipl. M.A., M.M., Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M., Darwyn Sproule, Public Works Manager, P. Eng., Adam Robinson, Director of Emergency Management / Fire Chief, and Brooke Ross, Manager of Community Development, Dipl.M.A.

1. Call to Order

Deputy Mayor Inglis chaired the meeting and called the meeting to order at 5:00 p.m.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *July 25, 2024*

263-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council approves the Agenda dated July 25, 2024, as circulated.
Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Business Profile

a) *nos Tree Service*

264-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne

Good

Be It Resolved That Council receives for information the Business Profile of nos Tree Service provided by Paul Thiel, Member of the Economic Development Task Force (EDTF).

Carried

6. Presentations

7. Delegations

- a) ***Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association: Closure of the Ardoch Post Office (Presentation to follow)***

265-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the presentation from Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association, regarding the Closure of the Ardoch Post Office; and thanks Mr. Carson for his time spent today.

Carried

Note: DESFC left the meeting during the Delegation.

8. Adoption of Minutes

- a) ***Minutes of the Meeting(s) to be adopted by Council***

266-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

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

1. A Regular Meeting of Council held June 27, 2024; and
2. A Meeting of the Personnel and Audit Committee held July 3, 2024.

Carried

9. Business Arising Out of Minutes

- a) ***Council Resolution #486-23: Land Use Permit - Kashwwakamak Waste Site***

267-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Whereas at their meeting on November 24, 2023, Council passed Resolution #486-23 receiving for information the Public Works Manager's Administrative Report entitled "Kashwakamak Waste Site - Update regarding Permits"; and that Council authorized the Chief Administrative Officer (CAO) to sign the required Land Use Applications for the use of Crown Land;

Therefore Be It Resolved That Council receives for information an email dated July 3, 2024 from the Public Works Manager advising the Ministry of Natural Resources and Forestry (MNRF) provided the Land Use Permit for two new monitoring wells and access roads adjacent to the Kashwakamak Waste Site;

And That Council will consider a By-law later in the meeting authorizing the CAO to validate and sign the Land Use Permit;

And That Council instructs the Treasurer to take the initial fee of \$2,066.82 from the Operating Contingency Reserve.

Carried

b) ***Personnel and Audit Committee Resolution #16-24: Update from Treasurer regarding Current Rates for Potential Investment of GIC***

268-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Whereas at their meeting on July 3, 2024 Personnel and Audit Committee received the Treasurer's Administrative Report entitled "Investment Report", for Information Purposes; and instructed the Treasurer to provide a verbal update on the Market at the July 25th Council Meeting, with proposed investment breakdown;

Therefore Be It Resolved That Council receives for information a verbal update from the Treasurer on the current rates for potential investment of the GIC that is maturing in August;

And That Council instructs the Treasurer to invest \$817,180 as follows:

- \$253,436 Corporate Bond
- \$253,436 Government Bond
- \$263,794 GIC

Carried

10. Communications

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

269-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

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

Carried

b) ***Communications 'B' Section - Action Items***

B1. ***Township of Otonabee-South Monaghan re: Request for Support - Regulations for Importation and Safe Use of Lithium-ion Batteries***

270-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information a letter dated June 28, 2024 from the Township of Otonabee-South Monaghan to the Minister of Labour, Immigration, Training and Skills Development regarding the importation and safe use of lithium-ion batteries;

And That the Otonabee-South Monaghan Fire Chief advised Council that the increased importation and use of non-Original Equipment Manufacturer (OEM) aftermarket batteries are presenting a significant increase in fires and explosions; and that these aftermarket batteries are not Underwriter Laboratories of Canada (ULC) certified but can be imported into Canada without any regulations; unlicensed persons and locations can store and modify lithium-ion batteries without regulations; which is providing dangerous conditions within a community;

And That the Township of North Frontenac supports the Ontario Fire Marshal's program to educate citizens on the danger associated with lithium-ion batteries; and encourages every municipality to actively promote safe practices for the use of lithium-ion batteries;

And That the Township of North Frontenac calls upon all levels of government to enact regulations for the importation, sale, storage and use of non-OEM or ULC lithium-ion batteries;

And That Council instructs the Clerk to provide this Resolution to the Minister of Labour, Immigration, Training and Skills Development; Scott Reid, MP; and the Township of Otonabee-South Monaghan.

Carried

B2. *Eastern Ontario Regional Network re: Request for Support for Communal Decentralized Water and Wastewater Solutions*

271-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information an email dated July 5, 2024 from Jannette Amini, Manager of Legislative Services/Clerk, County of Frontenac, advising Eastern Ontario Regional Network and 2B Developments are requesting the assistance of all Eastern Ontario Warden Caucus members in endorsing their Localizing Communal Servicing Project Canadian Mortgage Housing Corporation Housing Supply Challenge initiative; and a letter of support/interest was provided for the adoption of communal servicing to unlock both housing and land;

And That the Council of North Frontenac supports this initiative and authorizes the Mayor to sign the letter of support.

Carried

11. Council, CAO, and Managers' Administrative Reports

a) *Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Petherick and Williams*

272-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

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

Administrative Report entitled "Shore Road Allowance Closure and Sale By-law – Petherick and Williams";

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

- **All That Part** of the Shore Road Allowance adjoining Part of Lot 9, Southwest Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 4 on Registered Plan 13R-20840 (Big Gull Lake)
- **All That Part** of the Shore Road Allowance adjacent to Part of Lot 27, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-3301 (Marble Lake)

be declared as surplus and sold to the adjoining owners. Appraisals 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 portions of the Shore Road Allowance.

Carried

b) ***Manager of Community Development: Plevna Playground - Required Repairs due to Car Incident***

273-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Plevna Playground - Required Repairs due to Car Incident";

And That Council directs the Treasurer to transfer the \$15,000 deductible from the Operating Contingency Reserve and if funds are recouped from the drivers insurance company, they will be put back into the Operating Contingency Reserve.

Carried

c) ***Public Works Manager: Emergency Culvert Replacements - Road 506 & 509***

274-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Emergency Culvert Replacements - Roads 506 & 509";

And That Council approves the two culvert replacements on Road 509 at a estimated cost of approximately \$30,000 and funding for the third emergency replacement recently completed on Road 506 at a cost of \$35,000; for a total of \$65,000 to be taken from the Infrastructure Sustainability Reserve Fund.

Carried

d) ***Treasurer: Offering Credit Card as a payment method (online and in-person)***

275-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Offering Credit Card as a payment method (online and in-person)".

And That Council approves the following Fees & Fines to be paid by Credit Card with the

third party processing fees to be paid by the individual;

- Schedule C - Building
- Schedule D - Crown Land Stewardship Program
- Schedule E - Planning
- Schedule G - Cemeteries
- Schedule H - Fire Department
- Schedule I - Roadside Ditch Alteration
- Schedule J - Civic Addressing
- Schedule K - Construction of Entrances
- Schedule M - Recreational Vehicle License
- Schedule N - Disposition of Land
- Schedule O - Line Fence Viewings
- Schedule P - Licence Agreements
- Schedule Q - Refreshment Vehicle Licence
- Schedule R - Licence for Shipping Containers
- Schedule S - Use of Township Equipment
- Parking By-Law Fines
- MFIPPA Fees

And That Council approves the option to pay the following Fees by credit card where the fees for using the credit card payment is paid by the Township;

- Schedule A - Administration and Finance
- Schedule B - Dog Tags, Licence and Animal Control
- Schedule F - Waste Management - Landfill Tipping Fees
- Schedule L - Community Hall Rentals - Community Hall bookings

Carried

- e) ***Deputy Clerk: 2024 Ontario Association of Committee of Adjustment (OACA) Conference***

276-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That the Committee receives for information the Deputy Clerk/Assistant to the Planning Manager's Administrative Report entitled "2024 Ontario Association of Committee of Adjustment (OACA) Conference"

Carried

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

- a) ***Economic Development Task Force***

277-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Notes of the Economic Development Task Force dated July 15, 2024;

And That Council approves the Festival of Stars exemption from By-law #66-17 to Prohibit Camping on Municipal Property to permit tent camping only at the Astronomy

Park September 6-8, 2024; and that the event will be covered under the Township insurance policy as a facility user; and the fee of \$250 shall be covered by the Astronomy Club; and that alcohol is not permitted ; and security for the duration of camping and layout of sites to be approved by the Manager of Community Development prior to the event.

Carried

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

None.

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

None.

15. Council Portfolio Verbal Reports

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

16. Introduction and Reading of By-laws

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

278-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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:

- #2024-52 To Close, Stop Up and Sell Shore Road Allowances;
- #2024-53 To Sign Land Use Permit with Ministry of Natural Resources and Forestry - Kashwakamak Waste Site Monitoring;

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

Carried

Note: The DESFC returned to the meeting at this time.

17. Public Forum

None.

Note: PWM, MCD, DESFC left the meeting at this time.

18. Closed Session

- a) *Closed Meeting of Council*

279-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council retires to Closed Session at 6:28 p.m. to:

- a. Adopt the following Closed Minutes of a Council Meeting held June 27, 2024 and a Meeting of the Personnel and Audit Committee held on July 3, 2024 :
- b. Discuss Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, specifically appointments to a Task Force;
- c. Review Requests under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, Board, Commission or other body is the Head of an Institution for the purposes of that Act.

Carried

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

The Deputy Mayor advised that, during Closed Session, Council did the following:

- a. Adopted Closed Minutes of a Council Meeting held June 27, 2024 and a Meeting of the Personnel and Audit Committee held on July 3, 2024:
- b. Approved appointments to a Task Force;
- c. Reviewed Requests under the Municipal Freedom of Information and Protection of Privacy Act.

20. Confirmatory By-law

- a) ***Confirming By-law #2024-54***

280-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That By-law #2024-54, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held July 25, 2024 be read a first, second, and third time and finally passed.

Carried

21. Adjournment

- a) ***Adjournment of the Council Meeting***

281-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council adjourns the Meeting at 6:49 p.m. until August 22, 2024 or at the call of the Chair.

Carried

Mayor

Clerk

From: Corey Klatt
Sent: Tuesday, July 30, 2024
To: Tara Mieske
Subject: FW: Physician Recruitment Agreement

Hi Tara.

Resolution # 503-23 passed on December 15, 2023, advises:

Be It Resolved That Council receives for information an email dated December 3, 2023, from Lakelands Family Health Team requesting the Township of Addington Highlands and the Township of North Frontenac provide \$30,000 per year for five years as an incentive to future doctors with the first installment being paid the day the physician commences with the Lakelands Family Health Team;
And That Council previously entered into similar Agreements on two other occasions under By-law #123-10 and By-law #03-15;
And That Council approves \$15,000 per year for five years being provided as an incentive to a new physician at the Lakelands Family Health Team;
And That Council instructs the Treasurer to include the expense in the 2024 budget with partial funding from Medical Services (Doctor Recruitment) Reserve Fund;
And That upon recruitment of a physician, a Medical Service Agreement will be provided to Council for consideration.

Roy Huetl (Moved By)

]

Carried

Janice Powell called this afternoon. They would like to have an official signing on September 16th at the Medical Centre, and she would like to have Council to attend the ceremony at 11:30 for the signing and to stay for a luncheon. I called the Mayor and he is available to attend.

Thanks, and have a great day,

Corey Klatt, Dipl.M.A
Chief Administrative Officer



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

Date: July 25, 2024

Resolution # 265-24

Moved By:
Councillor Stephanie Regent

Seconded By:
Councillor Wayne Good

Be It Resolved That Council receives for information the presentation from Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association, regarding the Closure of the Ardoch Post Office; and thanks Mr. Carson for his time spent today.

Carried

Mayor

From: Gerald Lichty
Sent: Monday, August 12, 2024 6:54 PM
To: Corey Klatt; Tara Mieske
Subject: Ardoch Post Office - Notice of Motion

Corey/Tara,

Attached is my proposed motion re a potential venue solution for the Ardoch Post Office.

Gerry Lichty
Mayor, Township of North Frontenac

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
 Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Communications of Interest

Recommendation:

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "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. County of Frontenac re: Request for the Provincial Government to Recognize the Physician Shortage in Frontenac County;
2. File #B08/24 - Creation of New Lot and A04/24 Reduced Frontage - Gull Lake Road - Thompson;
3. File #A07/24 - Minor Variance - 1076 Goudge Drive (Leo) - Notice of Decision;
4. Town of Bradford West Gwillimbury re: Request for Support - Ontario Long Service Medals;
5. Scott Reid MP re: King Charles III Coronation Medal;
6. File #B09/24 & #B10/24 - Creation of ROW - Victoria Park Lane - Notice of Decision;
7. OPP re: New OPP Association Agreements;
8. Township of Schreiber re: Request for Support - Wastewater Dechlorination;
9. Municipality of Wawa re : Request for Support - Ontario's Forest Sector;
10. MPAC re: New Temporary Subclass - Gravel Pits;
11. File #B11/24 - Creation of One New Lot - 1184 Kashwakamak Lake Road ;
12. County of Frontenac re: Frontenac Economic Development Update;
13. Ombudsman Ontario re: July Newsletter;
14. File #A10/24 - Request for Permission - 1122 Shoepack Lane
15. Perth and Smiths Falls District Hospital Foundation re: Invitation - Private Tour;
16. File #A09/24 - Minor Variance - Millar - Part of Lot 33, Concession 10, North Canonto;
17. MVCA re: Board Summary Report July 2024;
18. Frontenac County re: Updates from Frontenac Economic Development;
19. Ministry of Infrastructure re: Housing-Enabling Water Systems Fund;
20. Information and Privacy Commissioner of Ontario re: Updated code of procedure takes effect September 9, 2024;
21. Rural Frontenac Community Services re: Newsletter;
22. Eastern Ontario Regional Network re: Monthly Update - July 2024

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

1. Resident - Request to Remove Fees for Brush Disposal

From: C Vaida
Sent: Thursday, July 18, 2024 4:57 PM
To: Tara Mieske
Subject: Removal of Dump Fees

Hi Tara, I am emailing you as a follow up request discussed with Stephanie regarding brush and allowance for removal of dump fees for a period of time to allow property owners to clear brush without incurring significant cost, particularly for seniors and others on limited fixed income.

Requesting this be brought forward at next council meeting.
Please confirm receipt of this email.

Thankyou,
Carl Vajda

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road"; **And That** Council waives the requirement for the property owners to submit a Road Closing Application for consideration and the requirement for public notice; and approves in principle the transfer of Part 11 on Reference Plan 13R-3568 from the Township to the property owner; **And That** Council waives the Land Cost fee of \$500; with the property owners being responsible for the preparation of the transfer and registration of the By-law.

Background:

As per By-law #2024-10 Delegated Approval for Consents, Township Planning staff considered and approved the creation of one new lot with frontage along Buckshot Lake Road. A condition of the severance for a road widening was included as follows:

"The owner shall dedicate to the Township of North Frontenac Part 12 on reference plan 13R-3568, in the following manner:

- a. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the name of "The Corporation of the Township of North Frontenac", and shall include the following attached to the Transfer/Deed as a Schedule:

"The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended."

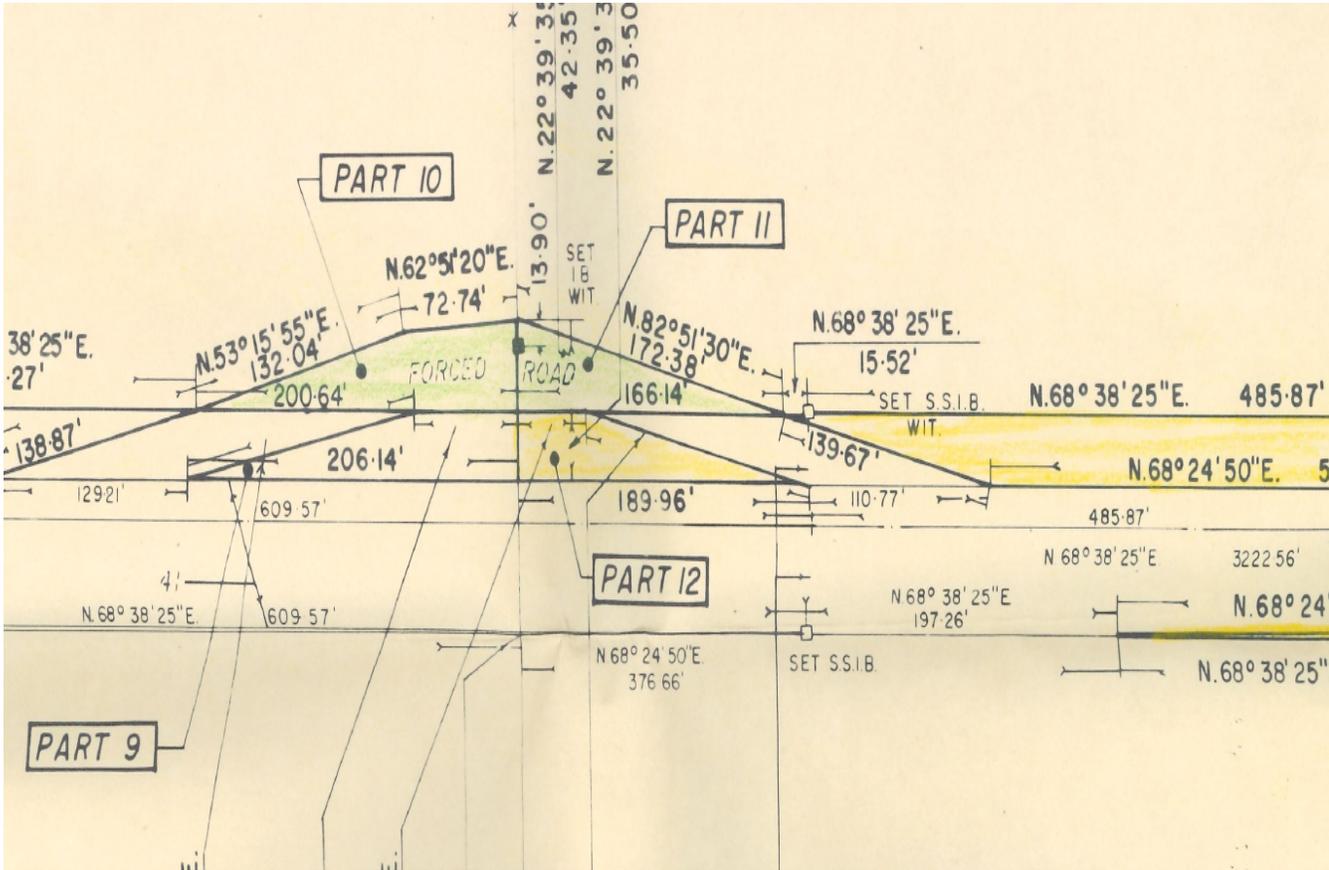
Council will consider a By-law to dedicate the portion of Buckshot Lake Road described as the East Half of Lot 41, Concession 13, Part 12 on Registered Plan 13R-3568, Township of Clarendon, as a road once transferred to the Township at a future Council meeting.

Researched By:

Tara Mieske, Clerk/Planning Manager
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Darwyn Sproule, Public Works Manager

Comments:

During the pre-consultation stage of the severance process, Planning staff noted the frontage of the subject parcel fronts on the former Buckshot Lake Road which was a forced road at the time (Part 11 on Reference Plan 13R 3568). The area of the forced road is 0.081 acres (3528 square feet or 59 linear feet). This left an orphaned parcel owned by the applicant (Part 12 on Reference Plan 13R-3568). Part 12 will be transferred to the Township as a condition of severance. The applicants are requesting Council consider transferring the forced road to them in lieu of Part 12. Part 11 will merge with the Shugart's property.



The closure of the road will not have any impact on emergency access, public travel or will not be required for other Township purposes. There is no other property owners impacted by the closure and transfer.

Financial Impact:

As per the Township's Fees and Charges By-law, the land cost fee for a forced road is \$500 for the first linear 500 feet. Due to the relatively small area of Part 11 and the transfer of Part 12 to the Township as a road widening, the owners are requesting Council consider waiving the land cost fee. As the property is surveyed and a PIN has been created, the applicants would assume the legal costs to transfer Part 11.



To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Residential Units

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Residential Units”;

And That Council instructs County Planning Staff to initiate the process of amending the Township Official Plan and Zoning By-Law to address the issue of additional residential units in accordance with direction from the Province;

And That County Planning Staff consult with the Township’s Economic Development Task Force prior to drafting Official Plan policies and Zoning By-Law provisions about additional residential units;

And That the Township’s Committee of Adjustment be requested to participate in the consultation on the draft Official Plan policies and Zoning By-Law provisions for additional residential units;

And That prior to a Public Meeting the Draft Policy be provided to Council for discussion.

Background:

Planning staff are proposing to update the Township of North Frontenac’s Official Plan and Zoning By-law to allow for up to three residential units on each property to address affordability and to align the Township’s planning framework with provincial direction of increasing the supply of housing.

Presently, the Official Plan and the Zoning By-law permit one ‘secondary dwelling unit/secondary suite’ on non-waterfront lots. Since 2020, several changes have been made to the Planning Act that effectively allow municipalities to allow for up to three residential units (one attached or within a principal dwelling, and one located in a detached building) on lands within the Township.

Researched By:

Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac
Sonya Bolton, Manager of Community Planning, County of Frontenac

Comments:

The purpose of the proposed Official Plan and Zoning By-law amendments is to review and update the policies, regulations, and procedures associated with additional residential units (ARUs). The intent of this process is to allow for more residential units on each property than currently permitted and to ensure that the increased housing stock does not have an impact on adjacent properties.

Proposed scope of work:

1. Consult with the Township's Economic Development Task Force.
2. Consult with a hydrogeologist to come up with regulations to ensure that additional residential units can be adequately serviced and will not impact adjacent properties.
3. Consult with the Ministry of Environment, Conservation and Parks
4. Set up an online information page to collect feedback and provide status updates.
5. Prepare draft Official Plan policies.
6. Conduct a public meeting to collect feedback from residents.
7. Prepare draft Zoning By-law provisions, and other implementation tools (e.g., servicing standards).
8. Conduct a public meeting to collect feedback from residents (to be held concurrently with the public meeting for the draft Official Plan policies).
9. Present public feedback and draft policies and procedures to the Township Council and invite the Township's Planning Advisory Committee to participate.
10. Bring forward an Official Plan Amendment and Zoning By-law Amendment for Council consideration.
11. Prepare public guidance material that will communicate the process of applying for an ARU in an easy-to-understand manner.

Financial Impact:

The County will not be billing the Township for any work that will benefit all other Townships. This includes background research and preparation of general use templates. To date the County has completed approximately 22 hours of work which include conducting best practice research by reviewing ARU implementation policies and procedures from other rural Townships, corresponding with planners from other jurisdictions, discussing servicing issues with the County's Environmental Geoscientist, and internal team discussions.

For all other work that will directly benefit the Township, County planning staff will track their hours for this project and these hours will be included in the annual planning hours for North Frontenac. The billing is done on a three-year rolling average. The hours for the previous year are calculated at the beginning of the new calendar year and incorporated into the average, with payment being billed quarterly.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle - Clayton

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle – Clayton”;

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

- Part of the Shore Road Allowance lying adjacent to Part of Lot 13, Concession 8, and Part of Lot 12, Concession 9, geographic Township of Barrie (Mississagagon Lake);
- Part of the Concession Road Allowance between Concessions 8 and 9, Lot 12, geographic Township of Barrie;

And That Council authorizes the Treasurer to reimburse \$600 to the Applicants if the Township's legal fees for the two applications is less than \$1,200.

Background:

Portions of the Shore Road Allowance and Concession Road Allowance are included in the legal description of the subject property. When a title search was completed it was determined there were errors with the title. In order to correct the title, the property owner submitted a Shore Road Allowance application on July 23, 2024.

Since this Application was submitted, the Applicants' solicitor advised there is also a Concession Road Allowance impacting the title of the property. The Concession Road Allowance Application was submitted on August 14, 2024.

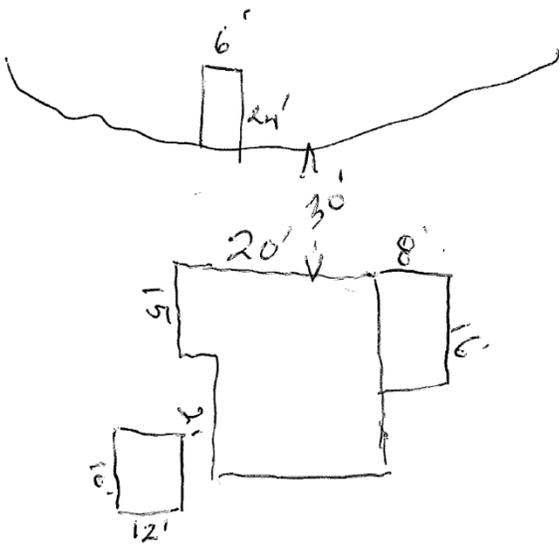
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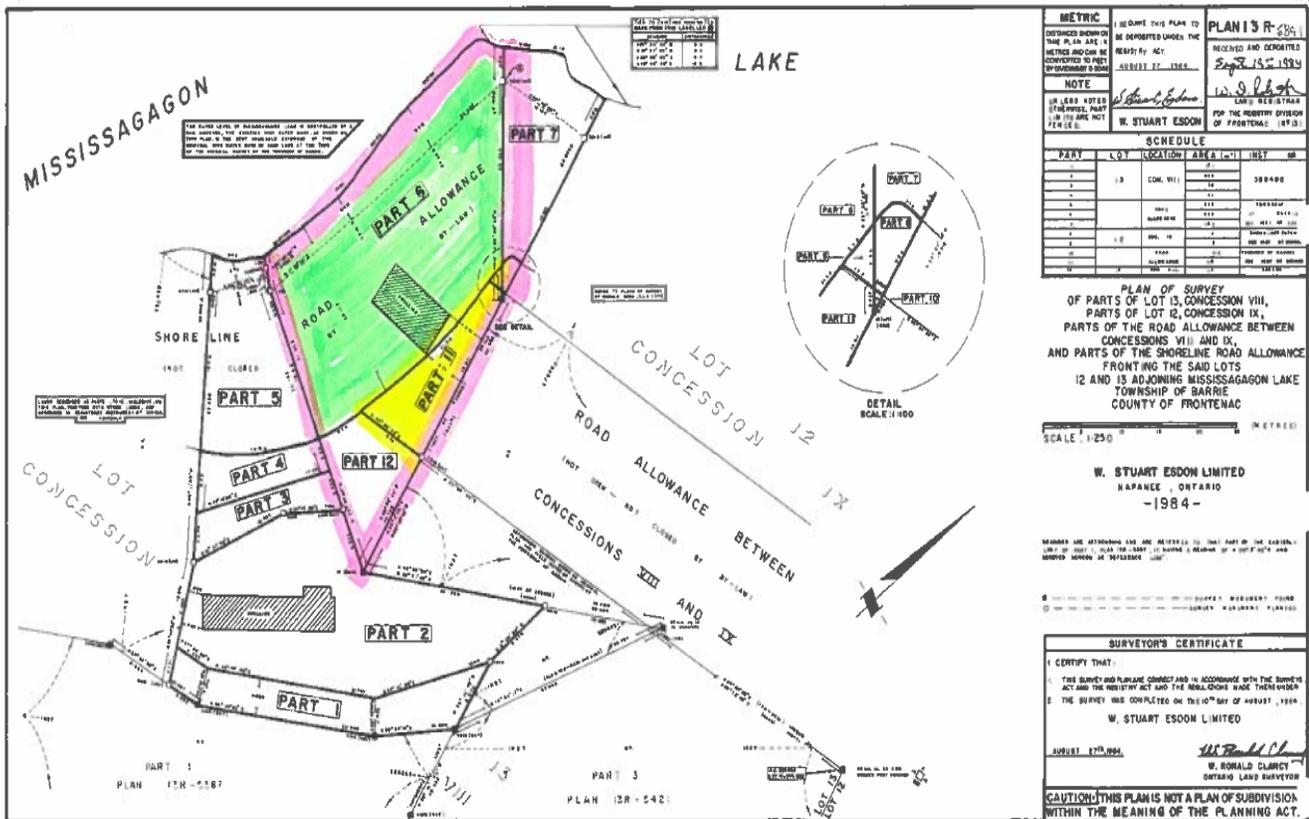
Tara Mieske, Clerk/Planning Manager
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

The Municipal Road Allowance Inspector’s Inspection Form for Application #T1/564/24 (Clayton) was completed on July 26, 2024 with no objections.

He advised there were no natural features; neighbouring properties; or Township Roads affected by the Application. He noted the shoreline is rocky and cleared. Below is the Key Map and sketch provided by the Municipal Road Inspector; and the Reference Plan for the property.





The property owners own both sides of the Concession Road Allowance. The road allowances were included on the deed from the prior owner to the Claytons in 2000. The existing dwelling is located on the Road Allowance and, according to MPAC data, was constructed in 1963. Therefore even though the Road Allowances lead to water, due to the extenuating circumstances, it is recommended the Road Allowances be closed and sold to the adjoining owners.

Financial Impact:

The Applicants provided an Administrative Fee of \$1,200 + \$156 HST for a total of \$1,356 per Application, at the time of submitting the Applications.

The property owners have requested a reduction in the fees/costs because they have been paying taxes on the parcel for many years. It is not recommended the land costs be reduced because this fee is to cover the cost of acquiring land. They have had the use of the property during this time so the taxes collected would have been used to provide Township services to the property owners.

Council may want to consider the reimbursement of some of the application fees because the two applications are being submitted and processed at the same time. The majority of the application fees are used to cover the legal work to register the By-law, complete the required searches, obtain property identification numbers, etc. Therefore; it is recommended a portion of the administration fees be reimbursed to the applicants if the legal fees are significantly reduced as the two road closings are being dealt with simultaneously. As the costs to complete the legal work are unknown at this the amount to be reimbursed would be an estimate.

To: Mayor and Members of Council
From: Adam Robinson, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Proposed Ontario Fire Protection Grant Application

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Proposed Ontario Fire Protection Grant Application";

And That Council instructs the DESFC to make application for the Ontario Fire Prevention Grant for an estimated \$30,000.00 for:

- (1) PPE washer/extractor, soft mounted (plug and play) with required equipment for cleaning
- (1) Field decontamination kit and required solution/cleaning equipment
- Firewipes
- (2) MSA G1 SCBA and (2) spare cylinders

And That Council authorizes the DESFC to sign the Agreement for Funding if the Application is successful.

Background:

The Ontario Fire Protection (FP) Grant program was announced in the Ontario Government's 2024 Budget and is designed to support cancer prevention efforts by Municipal Fire Departments across Ontario. The FP Grant will assist Fire Departments in acquiring critical equipment to enhance firefighter health and safety, and minor infrastructure at the local level.

The FP Grant is offering \$30M to be awarded over three years, with \$10M available each year. The types of projects eligible for funding will be revisited annually to ensure that the FP Grant continues to meet local and provincial priorities. As such, calls for Applications will take place annually. Each Application cycle will require Fire Departments to complete outlined projects and demonstrate the success of the initiatives.

For Fire Departments to be considered for this funding, completed Applications must be received by 5:00 p.m. (Eastern Standard Time) on September 5, 2024.

Researched By:

Adam Robinson, Director of Emergency Services / Fire Chief (DESFC)

Comments:

Examples of initiatives eligible for funding include (but are not limited to):

Cancer Prevention – PPE:

- Bunker gear extractors
- Personal Protective Equipment
 - o Bunker gear (second set or increasing spare supply)
 - o Additional self-contained breathing apparatus (SCBA)
 - o Personal SCBA facepieces
 - o Gloves or flash hoods (second set or increasing spare supply)
- Testing and inspection programs for PPE (including third party contracting)

Cancer Prevention – Equipment and Supplies

- o Field decontamination kits (hoses, nozzles, brushes, buckets, decontamination wipes)
- o Respiratory protection programs (e.g., fit test equipment)

Cancer Prevention – Minor Infrastructure

- Shower/decontamination facilities
- Diesel exhaust extractors
- Bunker gear storage areas

Minor Infrastructure Modernization

- Broadband or Wifi enhancements

Contaminated Personal Protective Equipment (PPE) may expose firefighters to hazardous biological and chemical contaminants and reduce the effectiveness of the protection it is intended to provide. The FP Grant is designed to provide funding to support firefighter cancer prevention programs. Firefighters die of cancer at a rate up to four times higher than the general population. On average, 50 to 60 firefighters die of cancer yearly in Canada, and half of those are from Ontario.

Currently the Department uses a third party to clean, inspect, and repair the Gear after each emergency response, where required. In order to reduce the impact to responders and to ensure sufficient geared Firefighters are able to respond to emergencies only two sets of Gear are sent out at a time. The processing and turnaround time for cleaning, inspection and repair can take upwards of five business days.

The DESFC will include the following items (listed per station) in the FP Grant Application to strengthen the Department's cancer reduction efforts by improving its PPE decontamination and respiratory protection program:

Clarendon-Miller Station:

- 1 PPE washer/extractor, soft mounted (plug and play) with required equipment for cleaning
- 1 Field decontamination kit and required solution/cleaning equipment
- Firewipes

Ompah Station:

- 1 MSA G1 SCBA and spare cylinder

Snow Road Station:

- 1 MSA G1 SCBA and spare cylinder

The Application if approved, would cover 100% of the costs for the items listed.

Financial Impact:

All Applicants are required to report their (approved) operating and capital budgets for the past three fiscal years. While all Applications will be considered, assessment of the application will weigh the approved operating and capital budgets for the fire department over the past three years. In the FP Grant application, fire chiefs are encouraged to identify if they have requested funding for the initiatives being applied for and what level of funding they received (full, partial or none) or not approved.

It is anticipated that the total Application for funding will be approximately \$30,000.00 plus HST; however as mentioned above the Application will be for 100% of the costs; therefore other than staff time to apply and report back to the Province no money is required from the Township.

The washer/extractor will be incorporated into our 10 Year plan for future replacement.

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: 2025 Draft Budget Proposed Meeting Dates

Recommendation:

Be It Resolved That that Council receives the Treasurer's Administrative Report entitled "2025 Draft Budget Proposed Meeting Dates" for information purposes;

And That Council tentatively sets the 2025 Budget Meeting(s), for the following date(s) (subject to change, with advance notice given):

- Thursday, November 28, 2024 at 9:00 am - Special all day meeting
- Friday, December 13, 2024 at 9:00 am - Regular Council Meeting - 2025 Tax Rate By-law to be considered. Council may wish to defer if additional pertinent information is required first.

Background:

By the first week of September the Treasurer will provide the Managers with copies of their applicable Department(s) 2025-2035 Asset Management Plan Tangible Capital Assets (TCA) ten year Replacement Schedules for their review; as well as access to FMW budgeting software to begin inputting their proposed budget changes. Each Managers draft will be reviewed with the applicable Manager, CAO and Treasurer in October. A final review by the CAO & Management Team will occur November 13th prior to the Treasurer finalizing the information to be circulated to 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 2024 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 their year to dates on a monthly basis and/or as needed; the Treasurer will continue to provide the overview details to the Personnel-Audit Committee through the Variance Reports.

The Municipal Property Assessment Corporation (MPAC) provides the Municipal Treasurer with the Assessment Roll annually in November/December in accordance with legislation. Due to Covid-19 the Province postponed the 4 year assessment update that was to happen during 2020 for 2021-2024; therefore, the only assessment changes that we have seen since 2020 is in relation to growth. The current property assessment values are based on 2016 values.

With the new proposed budget timeline to prepare and present the 2025 budget to Council, we may not have County, Education, Conservation Authorities and/or Kaladar Barrie Fire Department Budget numbers to include in the draft, therefore, assumptions will be calculated in. If County and Education are not established our analysis of the total effect on the ratepayer will not be available.

Researched By:

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

Comments:

Staff is recommending the following preliminary 2025 Budget timelines:

Thursday, November 28, 2024 - Special Council Meeting

- Proposed Tangible Capital Assets (TCA) ten year Replacement Schedules (2025 to 2034 planned spending) to be considered .
- To review the proposed 2025 Operating Budget
- An analysis of the Reserve/Reserve Funds
- 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.)

December 13, 2024 at 9:00 am - Regular Council Meeting

- Council to consider the proposed Tax Rate By-law later at the regular meeting. However, Council may wish to defer this if Council feel additional pertinent information is required first before setting the tax rates for 2025.

Financial Impact:

None at this time – pending Council’s direction at the Budget meetings.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Heat Pump Proposal - Ward 2 Shop

Recommendation:

Be It Resolved That Council receives the Public Works Manager's (PWM) Administrative Report entitled "Heat Pump Proposal - Ward 2 Shop" for information purposes;

And That Council approves installation of the Cold Climate Heat Pump as a sole source procurement, with the additional cost to be taken from the Infrastructure Sustainability Reserve Fund.

Background:

The air conditioner at the Ward 2 Shop was identified for replacement in the most recent Building Condition Assessment report. The 2024 budget included \$7,000 for this work. A quote was received for \$6,495 (plus tax) to complete the replacement.

In addition to providing the quote, the Contractor suggested that we consider the installation of a Cold Climate Heat Pump rather than an air conditioner. The heat pump will address the heating function as well as air conditioning.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

The quote for the Cold Climate Heat Pump is \$7,490 (plus tax) or \$995 more than the air conditioner. The heat pump provides air conditioning and also heating, at 100% capacity to -20c and 69% capacity at -30c. The heating function will switch over to our existing propane backup when required due to low temperatures.

Benefits of the heat pump installation, include:

- the air conditioner is scheduled for replacement now,
- dual function (heating / cooling) with minimal extra cost,
- reduced use of or dependence on fossil fuel (propane in our case),
- significant savings associated with reduction in propane use, and
- a 'greener' option.

The existing condenser for the air conditioner is ground mounted. The heat pump will be wall mounted to reduce the risk of damage from traffic, snow plowing etc.

The experience with this installation, could result in the use of heat pumps at other Township facilities when replacements are warranted.

If Council approves this installation and the potential expanded use of heat pumps, this will be included in the Township's 5 year Energy Conservation and Demand Management Plan (currently being drafted) as one of our key strategies.

We are not aware of any grant programs available for business / commercial heat pump installations.

The quote and technical support to date have been provided by True Comfort Heating and Cooling Ltd and, given our experience with their work, I recommend sole sourcing this installation to True Comfort.

Financial Impact:

The cost of the heat pump \$7,490 (plus tax). It is estimated that the project will be \$625 over the approved budget for this work. It is recommended to take the additional cost from the Infrastructure Sustainability Reserve Fund (Purpose per the Reserve Fund Policy: to be used for for the purchase, repair, and expansion of capital assets (ex. roads, bridges, vehicles, equipment and facilities) with a yearend balance of \$1,874,988 per the 2024 budget.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 22 Aug 2024
Re: Hard Surfaced Roads for 2024 - Additional Projects

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Hard Surfaced Roads for 2024 - Additional Projects";

And That Council approves surface treating a portion of Head Road and pulverizing a portion of South Lavant Road in preparation for the 2025 season;

And That the resulting project shall not exceed the approved 2024 budget for Hard Surfaced Roads;

And That the PWM is directed to provide messaging on the Township's Website and Social Media advising the granular surface on South Lavant Road is temporary.

Background:

The proposed 2024 budget for hard surfaced roads was \$719,000. With our infrastructure deficit and the considerable need, Council approved an additional \$300,000, resulting in an approved 2024 budget of \$1,019,000. Surface treatment of the roads identified in the budget was tendered and awarded at a price of \$807,898.02, being under budget by \$211,000.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

Within the remaining budget of \$211k for this season, we are recommending surface treating a portion of Head Road (given the poor condition and extensive/ongoing patching and we are already doing work on an adjacent road) and commencing work on South Lavant Road. South Lavant Road was identified in the 2024 budget as a priority for 2025 at a cost of \$438,000.

The portion of Head Road is beyond the Shabomeka Lake Road intersection (860m).

We are proposing a staged approach to get work started on South Lavant Road given the very poor condition. The proposed work includes pulverizing a portion (5 km +/-) of South Lavant Road and adding granular in preparation for the 2025 season. The surface will be graded and stabilized for the winter, with the balance of the pulverizing and the surface treatment completed early in 2025.

The section of South Lavant Road that is currently in the poorest condition will be pulverized first. The length will be adjusted depending on the available budget after the scheduled surface treatment is completed.

Pulverizing is appropriate in the fall, but surface treatment is not recommended as late season work. Hence the recommendation to only pulverize this year.

We are not concerned about providing winter operations on the granular surface. We do this on our regular gravel roads.

Messaging will be important, to advise the travelling public that this work and the gravel surface is temporary, being Part 1 of the follow up 2025 project, and not permanent.

The temporary granular surface is likely to commit Council to proceeding with the balance of the project being completed on South Lavant Road in 2025.

We responded to a considerable number of concerns this season regarding the condition of South Lavant Road. It is anticipated the travelling public will welcome this work knowing the entire road surface / condition will be addressed next season in 2025.

Financial Impact:

The approved 2024 budget for hard surfaced roads will not be impacted by the approval of the extra work on Head Road and South Lavant Road this season.



Committee of Adjustment Minutes

1:00 PM - Monday, June 24, 2024
Council Chambers

Present: Carl Tooley (Chair), Garry Wood (Electronic Participation), Jim Ogilvie, and Brent Smith (Electronic Participation)

Also Present: Tara Mieske, Secretary/Treasurer; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Sonya Bolton, Manager of Community Planning, County of Frontenac (Electronic Participation); Jennie Kapusta, Community Planner, County of Frontenac; and Mike Kelly, Community Planner, County of Frontenac

1. Call to Order

The Chair called the meeting to order at 1:00 p.m. The Secretary read the Opening Remarks.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *June 24, 2024*

14-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That the Committee approves the Agenda for June 24, 2024, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Delegations

None.

6. Adoption of Minutes

North Frontenac Committee of Adjustment Minutes

June 24, 2024

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- a) **Minutes of Meeting held May 27, 2024**
15-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That the Committee adopts the Minutes of a Meeting held on May 27, 2024 as circulated.
Carried

7. Business Arising Out of Minutes

None.

8. Zoning By-law Amendment Application (Recommendation to Council)

None.

9. Consent Application with Minor Variance

- a) **File #B08/24 - Creation of One New Lot**
File #A04/24 - Minor Variance for Reduced Water Frontage
Part of Lot 15, Concession 1, Geographic Township of Barrie (Big Gull Lake)

Ben Thompson, applicant, was present at the hearing.

Jennie Kapusta, Community Planner, provided an overview of the Consent application to create one lot and the Minor Variance application to permit a reduced waterfrontage of 61 metres on the proposed new lot. She advised the property is currently zoned Residential Waterfront (RW) and Rural (RU), with an area of regulated wetland on the retained parcel.

Kapusta advised North Frontenac Council recently passed a Resolution approving a transfer of land in exchange for Thompson Road between the property owners and the Township. She noted the transfer will result in the natural severance of a parcel (shown as Part 4 on site plan) that does not meet the requirements of the Zoning By-law; however the proposed land transfer will not have an impact on the Consent and Minor Variance applications.

Kapusta advised the existing structures will be removed prior to the creation of the proposed lot to reduce density on the waterfront. She noted the septic review provided with the Consent application confirmed the retained and severed lots are suitable for septic installation. Kapusta advised Mississippi Valley Conservation Authority (MVCA) were formally circulated and had no objections to the creation of the new lot with the reduced frontage. She advised MVCA recommended a 15 metre buffer around the wetland area on the retained parcel.

Kapusta advised planning staff typically wouldn't be supportive of a reduced waterfrontage; however the proposed reduction will permit the retained parcel to use the existing cleared area to access the waterbody and limit the impact on the existing

wetland. She noted comments were received from the neighbouring property owners regarding the exchange of land and the Minor Variance application, which may require a deferral of the applications for further review.

Public Comments

Steven Follett, solicitor representing the Kosziwka family (neighbouring property owner), provided a presentation to the Committee addressing Kosziwka's concerns with the applications.

Mr. Follett noted the land exchange between the Township and the Thompson family is not part of the planning applications; however he advised the Consent and Minor Variance applications should not be approved as they do not conform to the Township's Official Plan and Zoning

By-law. He noted the Township already owns Part 3 (parcel proposed to be conveyed to the Township); therefore if the applications are approved, Part 3 should be conveyed with no consideration. Also, further/future variances should not be permitted on Parts 1,2 and 4 on the provided site plan to limit future development.

Mr. Follett advised the Minor Variance application only addresses variances on Part 1; the application does not address the proposed oversized buildings within the 30 metre setback from the high water mark shown on the sketch. He noted the Committee should be shown the overall intent of the proposed development.

Mr. Follett noted the retained parcel is not adequately described in the Consent application. He advised the applicants are requesting a 21% reduction in waterfrontage, which should not be considered minor in nature, but is a significant variance. He noted Section 4.10.3 (d) of the Township's Official Plan shows the importance of limiting density to maintain character. He advised if the Committee approves the reduced frontage, they could be opening the door to other applications proposing the creation of waterfront lots with significant reduced frontage.

Mr. Follett advised that by law the Township owns Part 3, being a forced road that has existed and been maintained for decades. He noted the Committee should deny the applications; however, if the applications are approved, additional conditions should include the conveyance of Part 3 to the Township for no consideration and no additional minor variances be permitted. He advised there are concerns with setting precedent if the request for reduced water frontage is approved.

George Kosziwka

Mr. Kosziwka advised he provided written comments to the Committee for consideration. He noted if the applications are approved, many other similar requests for reduced frontage will be submitted. He advised the applicants are asking the Township to change the By-law to permit the reduction.

Mr. Kosziwka advised the Township passed the Resolution approving the land exchange

with the Thompsons on June 6, 2024; however he was not notified of the decision until June 19, 2024. He advised the land exchange goes against their rights as abutting land owners as they are not being offered a portion of the road allowance as per the Township's policy and asked if the Township has ever done this before. Mr. Kosziwka advised he has put the Township on notice they, as abutting land owners, are entitled to half the Concession Road Allowance; and that legal action will be pursued if the land exchange moves forward.

Mr. Kosziwka noted Part 4 will require a Minor Variance as it is 1/4 of the area required to meet the Zoning By-law and is not developable. He advised the applicants will continue to request minor variances to develop the parcels; and requests the Committee defer the applications until all future Minor Variances are identified.

Kapusta advised any condition included in a Notice of Decision must be completed within two years and that conditions cannot be imposed on the retained lot unless the applicant is in agreement. She noted all planning applications are considered on a case-by-case basis and decisions by the Committee will not set a precedent. Sonya Bolton, Manager of Community Planning noted the Planners had received additional details and information which requires review; and they recommend a deferral of the applications to allow time to review the comments and provide recommendations to the Committee.

Committee Comments

Garry Wood noted the Committee and Planners had received information that needs to be reviewed and agreed with the recommendation to defer the applications.

Jim Ogilvie asked if the 15 metre setback is required around the entire wetland area. Kapusta advised the wetland area is located on the retained parcel. She noted the Zoning By-law provides for a 30 metre setback for structures from a wetland and a 15 metre natural vegetative buffer.

Mr. Follett advised he provided a letter to the Committee identifying case law regarding precedent and the idea to "maintain the intent of the By-law". He noted decisions of the Committee could have consequences that need to be considered.

Applicant Comments

Mr. Thompson advised both properties have water frontage; however the reduced frontage will protect the wetland area. He advised there is 16 metres of usable waterfront on the retained and there will be no impact on the density. He noted there is no intent to further sever the lots.

Mr Thompson advised the Minor Variance application is only to create usable waterfront and they intend to respect the 30 metre setback from the high water mark, with no further variances requested. He noted when Part 3 is transferred to the Township, a natural severance will occur. He advised enlarging Part 3 will allow for a proper parking area and provide public access to the water.

Jen Thompson asked if the road could be changed to where the road allowance should be and move the forced road off the Thompson property. Carl Tooley advised that is a question for the Public Works Manager to answer.

Mr. Kosziwka advised if the road allowance was divided between the property owners, he would have no objections to the proposed development. Mr. Kosziwka noted they have a legal right to 50% of the road and are prepared to take legal action.

Jim Ogilvie asked about the impact if the Committee makes a decision about the Consent and Minor Variance application. Kapusta advised the land exchange has no impact on the applications; however Planning staff would like time to review the additional information provided.

Garry Wood advised he is not clear about the road allowance issue, as well as the potential Minor Variances on the property. Woods noted concerns were received late in the process. Bolton advised the Committee is the approval authority but she recommends a deferral.

16-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That Severance Application File #B08/24 – Ben Thompson and Greg Thompson, Thompson Road (Big Gull Lake) - shall be deferred until the comments provided today can be addressed by Township, Council or the solicitor.

Carried

17-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That Planning Application File #A04/24 – Application for Minor Variance – Ben Thompson and Greg Thompson, Thompson Road (Big Gull Lake) - shall be deferred until the comments provided today can be addressed by Township staff, Council or the solicitor.

Carried

10. Minor Variance Applications

- a) ***File #A03/24 - Request for Permission to Expand Legal Non-Complying Structure - Plan 1944, Lots 26 and 33, Geographic Township of South Canonto (4103 Palmerston Lake)***

Mary Rothfels, applicant, was present for the hearing.

Jennie Kapusta, Community Planner, provided an overview of the application requesting permission to expand a legal non-complying structure by enclosing the existing deck to create additional living space and adding an unenclosed deck.

Kapusta advised there is limited vegetation where the proposed addition will be located. She noted Mississippi Valley Conservation Authority (MVCA) advised there is a steep slope on the property which may be an erosion hazard; however they noted the proposed addition is minor and unlikely to cause slope stability issues in the future. Kapusta advised no public comments were received and recommended approval of the application.

Jim Ogilvie advised he attended the site, located on a north facing peninsula. He advised the lot is fairly steep on the east side and well treed on the west side. He noted the marking cards were posted during the required timeline. He advised the change in footprint is quite small and consistent with development within the area. Ogilvie recommended approval of the application subject to the conditions in the planning report.

Drechsler advised there were no comments from the public.

18-24 Moved by Garry Wood, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A03/24 – Request for Permission to Expand Legal Non-Complying Structure – Mary Rothfels, 4103 Palmerston Lake - shall be approved subject to the conditions noted in the planning report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by July 4, 2024.

Carried

- b) ***File #A05/24 - Application for Minor Variance: Reduced Setback from High Water Mark - Plan 699, Lot 8, Concession 11, Geographic Township of Barrie (1149 Rekrview Lane)***

William Campbell, applicant, was present for the hearing.

Jennie Kapusta, Community Planner, provided an overview of the application to construct a 35 square metre covered, unenclosed outdoor kitchen with a sitting area within the 30 metre setback of the high water mark. She noted the property is well treed, naturally vegetated and fairly level.

Kapusta advised the application was screened out of Mississippi Valley Conservation Authority's (MVCA) review process as no natural hazards were identified. She noted permits would be required from MVCA for any future shoreline work. Kapusta advised a septic review was not required as there is no proposed increase in fixtures or interior living space. Kapusta recommended approval of the application.

Tooley advised he attended the site on June 12, 2024 and the required marking cards were posted. He noted no vegetation will be removed during construction. Tooley advised the structure cannot move back further due to the embankment and existing driveway. He recommended approval subject to the conditions included in the planning report.

Drechsler advised there were no public comments.

19-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That Planning Application File #A05/24 – Application for Minor Variance – William Campbell, 1149 Rekrview Lane - shall be approved subject to the conditions noted in the planning report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by July 4, 2024.

Carried

- c) ***File #A06/24 - Application for Minor Variance: Reduced Setback from High Water Mark - Part of Lot 19, Concession 10, Geographic Township of Clarendon (1112 Elizabella Lane)***

Heather and Robert Laliberte, applicants, were present for the hearing.

Mike Kelly, Community Planner, provided an overview of the application to construct a 121 square metre dwelling with a 26 square metre uncovered and unenclosed deck to be located on the north side of the dwelling. The proposed setback of the dwelling is 22.8 metres from the high water mark of Kashwakamak Lake. Kelly advised there is a retaining wall, storage trailer and septic system on the lot.

Kelly advised Mississippi Valley Conservation Authority (MVCA) had no objections to the proposed development but recommended a slope stability assessment due to the proximity to the retaining wall. Kelly noted the Township's Chief Building Official advised a compaction test would be required prior to the issuance of a building permit. Kelly recommended approval subject to conditions included in the planning report.

Wood advised he attended the site on June 6, 2024. He noted the property contained a cleared flat area, existing well and septic system, as well as a set of stairs to a dock on the water. He noted the proposed development seems reasonable and recommended approval.

Drechsler advised there were no public comments.

20-24 Moved by Garry Wood, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A06/24 – Application for Minor Variance – Robert and Heather Laliberte - shall be approved subject to the conditions noted in the planning report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by July 4, 2024.

Carried

11. Other Business

None.

12. Adjournment

a) ***Adjournment of the Committee Meeting***

21-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That the meeting adjourns at 2:41 p.m. until July 22, 2024 at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary/Treasurer



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

Date: June 6, 2024

Resolution # 218-24

Moved By:
Mayor Gerry Lichty

Seconded By:
Councillor Roy Huetl

Be It Resolved That Council receives a Notice of Motion requesting Council discuss the implementation of a Wellness Check.

Carried

Mayor



Council Portfolios

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

Mayor Gerry Lichty

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
Portfolio: Municipal Services Corporation	Responsibility: <ul style="list-style-type: none"> Provide Updates from the Board of Directors

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
Portfolio: Frontenac Ontario Provincial Police (OPP)	Responsibility: <ul style="list-style-type: none"> Council Representative on the Frontenac OPP Detachment Board

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 #2024-55

Being a By-law to Authorize the Mayor and the Clerk to Sign the Medical Service Agreement with Dr. Richard Weldon

Whereas at their meeting on December 15, 2023, Council passed Resolution #503-23 Council approved providing an incentive of \$15,000 per year for five years for a new physician at the Lakelands Family Health Team upon entering into a Medical Service Agreement;

Now Therefore the Council of the Corporation of the Township of North Frontenac deems it expedient to authorize the Mayor and Clerk to sign the Medical Service Agreement with the Dr. Richard Weldon; and that said Agreement shall be attached heretofore as Schedule A;

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

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

Read a first and second time on **August 22, 2024**.

Read a third time and finally passed on **August 22, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

THIS MEDICAL AGREEMENT made this _____ day of September, 2024

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
(the "Township")

OF THE FIRST PART

-and-

DR. RICHARD WELDON

(the "Doctor")

OF THE SECOND PART

Whereas the Township lacks a sufficient number of family physicians to provide medical services to the Township and the Township desires to ensure that its residents have access to high-quality medical services; and

And Whereas the Doctor is a licensed and qualified medical practitioner in the Province of Ontario who is willing to provide such services to the residents of the Township;

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

In this Agreement:

1. Scope of Services

- A. The Doctor agrees to provide the following full-time medical services ("Services") to the residents of the Township:
 - a. General medical consultations and treatments.
 - b. Preventative health services.
 - c. Health education and promotion activities.
 - d. Complete all necessary documentation, including insurance forms and other administrative tasks.
 - e. Maintain accurate and complete patient records.
 - f. Follow all relevant professional and ethical standards.
 - g. Any other medical services as mutually agreed upon by the Parties
 - h. The Services shall be provided at the Northbrook Medical Centre located at 12357 Hwy 41, Northbrook, ON K0H 2G0, and 31 Central Street, Denbigh, ON, K0H 1L0, and, if necessary, at other locations within the Township as agreed upon by the Parties.

2. The Term

- A. This Agreement shall commence on September 16th, 2024 and continue for a period of five (5) years of full time services, unless terminated earlier in accordance with the provisions of this Agreement.

3. Compensation

- A. In consideration of the Services provided by the Doctor, the Township agrees to pay the Doctor a fee of fifteen thousand (\$15,000.00 CAD) dollars per year for the term of this agreement. Payments occurring on the 16th of September of each year for a total of seventy-five thousand (\$75,000.00 CAD) dollars. With the first payment being made on the commencement date of September 16th, 2024, and the last payment being made on September 16th, 2028.

4. Duties and Obligations

- A. The Doctor shall perform the Services in accordance with the highest standards of medical practice and in compliance with all applicable laws, regulations, and professional standards.
- B. The Doctor shall have access to the premises of the Northbrook Medical Centre located at 12357 Hwy 41, Northbrook, ON K0H 2G0 and 31 Central Street, Denbigh, ON, K0H 1L0, where he practices and to the books and records related to his practice.

5. Termination

- A. Termination With Cause - The Township may terminate this agreement at any time for cause without notice or payment in lieu of notice. In such a case, the Township shall have no further obligation to the Doctor, other than the Doctor shall be entitled payment on a per day basis for the days of the current year worked on a full-time basis at an amount of \$41.10 dollars a day. All other amounts prepaid by the Township to the Doctor under this agreement for the year of termination shall be refunded to the Township and due and payable forthwith upon demand by the Township together with interest from the date of demand at the rate of 15 per cent per annum calculated annually. Conduct which constitutes just cause includes, but is not limited to:
 - a. a material breach of this Agreement (including but not limited to the failure of the Doctor to practice medicine in the Township of Addington Highlands or failing to complete the term of service required in this agreement);
 - b. the laws of Canada, including but not limited to the Human Rights Code, R.S.O. 1990, c. H.19);
 - c. the Township's policies;
 - d. theft, dishonesty, or falsifying records;
 - e. intentional destruction, improper use, or abuse of the Township's property; and
 - f. any other serious misconduct that puts the Township or its staff or personnel, including its reputation, at risk.
- B. Termination Without Cause - The Township may terminate this Agreement at its sole discretion for any reason upon providing the Doctor with reasonable notice, both Parties agree that reasonable and sufficient notice of termination of this Agreement by the Township is one (1) month. In such a case, the Township shall have no further obligation to the Doctor, other than the Doctor shall be entitled payment on a per day basis for the days of the current year worked on a full-time basis at an amount of \$41.10 dollars a day. All other amounts prepaid by the Township to the Doctor under this agreement for the year of termination shall be refunded to the Township and due and payable forthwith upon demand by the Township together with interest from the date of demand at the rate of 15 per cent per annum calculated annually.
- C. Notwithstanding paragraph no 5. (a) & (b) of this agreement, the Township, in its sole and absolute discretion, may reduce any refund required to be paid by the Doctor or may agree on reasonable repayment terms of such refund in the event that the Doctor commences to practice medicine in the Township of Addington Highlands and does not complete the full term of service as provided in this agreement for reasons not within the control of the Doctor or otherwise on compassionate grounds to be determined by the Township.

6. Insurance

- A. The Doctor shall maintain professional liability insurance in an amount satisfactory to the Township in their absolute discretion.

- B. The Doctor shall provide the Township with a certificate of insurance evidencing such coverage upon request.
- C. The Doctor shall promptly notify Township of any claims or potential claims arising out of or related to its provision of services under this agreement and shall cooperate fully with Township in the defense of any such claims.

7. Confidentiality

- A. The Doctor agrees to maintain the confidentiality of all patient information and records in accordance with applicable laws and regulations.
- B. The Township agrees to maintain the confidentiality of any proprietary information provided by the Doctor.

8. Independent Contractor

- A. The Doctor is an independent contractor and not an employee of the Township. Nothing in this Agreement shall be construed to create an employer-employee relationship between the Parties.
- B. The Doctor acknowledges that they are an independent contractor and that this agreement does not create an employment, partnership, or agency relationship with the Township. The Doctor shall be solely responsible for the payment of all taxes, fees, deductions required by law and expenses related to their services.

9. Indemnification

- A. The Doctor agrees to indemnify, defend, and hold harmless the Township and its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses, including reasonable lawyer fees, arising out of or in any way connected with the performance of the Services by the Doctor.
- B. The Doctor agrees to indemnify and hold Township harmless from any claims or liabilities arising out of Doctor's failure to comply with any applicable tax laws.

10. Miscellaneous

- A. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and representations.
- B. This Agreement may be amended only by a written instrument signed by both Parties.
- C. This Agreement may be executed in counterparts. Electronic signatures are binding and are considered to be original signatures.
- D. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- E. Any notices required or permitted under this Agreement shall be in writing and shall be deemed given when delivered in person, sent by certified mail, or sent by recognized courier service to the addresses of the Parties set forth above.
- F. The Doctor acknowledges that he has been given an opportunity to seek independent legal advice, or such other advice as he may desire, prior to entering into this agreement. The Doctor acknowledges that he has entered into this Agreement freely, voluntarily and without duress.

In Witness Whereof the parties have affixed their seals and executed this Agreement as at the date first set out above.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

THE CORPORATION OF THE
TOWNSHIP OF NORTH FRONTENAC

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have authority to bind the Corporation

The undersigned accepts the terms hereof and certifies that he is a qualified Doctor:

Witness Signature

Dr. Richard Weldon

The Corporation of the Township of North Frontenac

By-law #2024-56

Confirming By-law

Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Regular Council Meeting held July 25, 2024

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 July 25, 2024 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 July 25, 2024 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 July 25, 2024 in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

Read a first and second time this **25th of July, 2024**.

Read a third time and finally passed this **25th of July, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk