

Regular Council Agenda

9:00 AM - Friday, February 2, 2024
Council Chambers

	Page
1. Call to Order	
a) Public Notice regarding Recording of Meetings Recorded Meetings - Notice to Public	8
2. Approval of Agenda	
a) February 2, 2024 Be It Resolved That Council approves the Agenda dated February 2, 2024 as amended.	
3. Disclosure of Pecuniary Interest and General Nature Thereof	
4. Business Profile	
None.	
5. Presentations	
None.	
6. Delegations	
None.	
7. Adoption of Minutes	
a) Minutes of the Meeting(s) to be adopted by Council Be It Resolved That Council adopts the Minutes as circulated, of: 1. A Special Meeting of Council held January 8, 2024; and 2. A Regular Meeting of Council held January 12, 2024. January 8, 2024 - Special Council Minutes January 12, 2024 - Regular Council Minutes	9 - 18
8. Business Arising Out of Minutes	
None.	
9. Communications	
a) Clerk's Administrative Report - Communications 'A' Section Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "Communications of Interest." Communications A	19
b) Communications 'B' Section - Action Items	

B1. Association of Ontario Road Supervisors re: Potential Municipal Equipment Operator Course

20 - 23

Whereas municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

And Whereas, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

And Whereas municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

And Whereas, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

Therefore Be It Resolved That the Council of the Township of North Frontenac supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

And That the Township calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

And That a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini; John Jordan, MPP for Lanark-Frontenac-Kingston; and the Association of Ontario Road Supervisors.

[B1](#)

B2. Township of Georgian Bluffs re: Request for Support - Provincial Cemetery Management Support

24 - 27

Be It Resolved That Council receives for information a Resolution from Tay Township advising that under the Funeral, Burial and Cremation Services Act, 2002 (the Act), a local municipality becomes the owner of a cemetery declared abandoned with all the right and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it;

And That there has been an increase in the number of churches and local cemetery boards initiating the process to transfer ownership or abandon their cemeteries to the local municipality due to high operating costs; inaccuracy of records; lack of financial and human resources; and increased regulatory processes;

And That municipalities experience the same issues and pressures as

churches and local boards with the operation and maintenance of cemeteries within its jurisdiction; and that the cost for internments rights, burials, monument foundations, corner stones and administration does not support the general operation;

And That the Township of North Frontenac supports Tay Township's request to the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) to consider the following to assist municipalities:

- Amending the Act to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at a reasonable cost.

And That this Resolution be circulated to the Minister of Public and Business Service Delivery; Jim Cassimatis, BAO Interim CEO/Registrar; John Jordan, MPP; and Tay Township.

[B2](#)

10. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Draft Site Visit Policy for Members of Council and Committee of Adjustment/Planning Advisory Committee with respect to Planning Applications 28 - 29

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Draft Site Visit Policy for Members of Council and Committee of Adjustment/Planning Advisory Committee with respect to Planning Applications";

And That Council will consider a By-law later in the meeting to adopt the Site Visit Policy.

[Draft Site Visit Policy for Members of Council and Committee of Adjustment/Planning Advisory Committee with respect to Planning Applications - Pdf](#)

- b) Clerk/Planning Manager: Delegated Authority for Undisputed Consents - Site Inspection by Committee of Adjustment/Planning Advisory Committee Member (Committee Member) 30 - 33

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Delegated Authority for Undisputed Consents - Site Inspection by Committee of Adjustment/Planning Advisory Committee Member";

And That Council will consider a By-law to Delegate Authority for Undisputed Consents later in the meeting.

[Delegated Authority for Undisputed Consents - Site Inspection by](#)

[Committee of Adjustment/Planning Advisory Committee Member \(Committee Member\) - Pdf](#)

- c) Clerk/Planning Manager: Senior of the Year Award - 2024 Nominations 34 - 35

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2024 Nominations";

And That this award gives the Municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;

And That Council nominates _____ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2024 deadline.

[Senior of the Year Award - 2024 Nominations - Pdf](#)

- d) Director of Emergency Services/Fire Chief: Emergency Response Plan Annual Compliance Report - 2023 36 - 37

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chiefs Administrative Report entitled "Emergency Response Plan Annual Compliance Report - 2023".

[Emergency Response Plan Annual Compliance Report - 2023 - Pdf](#)

- e) Manager of Community Development: North Frontenac Township Song with Picture Slide Show Included 38

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "North Frontenac Township Song with Picture Slide Show Added".

[Township Song with Picture Slide Show Added - Pdf](#)

- f) Manager of Community Development: Hydro One 2024 Energizing Life Community Fund - Outdoor Fitness Zone 39 - 40

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Hydro One 2024 Energizing Life Community Fund - Outdoor Fitness Zone";

And That Council supports the MCDs Application to the 2024 Hydro One Energizing Life Community Fund for 100% project funding;

And That Council directs the CAO to enter into a funding agreement with Hydro One upon the Township's successful application to the Energizing Life Community Fund for 100% project funding;

And That Council directs the MCD to install an 'Outdoor Fitness Zone' at the Clarendon Miller Community Hall if the Township is successful with its application to the Energizing Life Community Fund for 100% project funding.

[Hydro One 2024 Energizing Life Community Fund - Outdoor Fitness Zone - Pdf](#)

- g) Manager of Community Development: 2024 Renewal of Annual 41 - 45

Township Agreement with Ottawa Valley ATV Club (OVATVC)

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2024 Renewal of Township Agreement with the Ottawa Valley ATV Club (OVATVC)";

And That Council will consider a By-law later in the meeting to sign the 2024 Agreement with the OVATVC to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

[2024 Renewal of Annual Township Agreement with Ottawa Valley ATV Club \(OVATVC\) - Pdf](#)

- h) Public Works Manager: 2023 Annual Waste Management/Recycling Statistics and Year-End 46 - 53

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "2023 Annual Waste Management/Recycling Statistics and Year-End".

[2023 Annual Waste Management/Recycling Statistics and Year-End - Pdf](#)

- i) Treasurer - Reserve and Reserve Fund Draft Policy 54 - 97

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Reserve and Reserve Fund Draft Policy";

And That Council approves in principle the draft Reserve and Reserve Fund Policy and instructs the Treasurer to bring a Bylaw to the next regular scheduled Council Meeting for the Reserve and Reserve Fund Policy, for consideration.

[Reserve and Reserve Fund Draft Policy - Pdf Presentation](#)

- j) Manager of Community Development: Partnership Opportunity for the Rural Economic Development (RED) Program 98 - 109

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Partnership Opportunity for the Rural Economic Development (RED) Program";

And That Council approves the Township of North Frontenac being a Co-Applicant on the County of Frontenac's Application for Funding to the RED Program for Rehabilitation of 8 km of the Frontenac K&P Trail between Clarendon Station and the Mississippi River to meet the established standard of development on 90 kilometres of existing trail and instructs the MCD to submit the Co-Applicant Form to the County of Frontenac;

And That Council instructs the Treasurer to provide a \$5,000 contribution towards this project payable to the County of Frontenac funded from the Special Parks Reserve Fund, should the Application be

successful;

And That Council directs the CAO to enter into a funding agreement with the RED Program as a Co-Applicant, if successful in receiving funding.

[Partnership Opportunity for the Rural Economic Development \(RED\) Program - Pdf](#)

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

None.

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

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

None.

14. Council Portfolio Verbal Reports

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

110 - 111

[Council Portfolios 2022-2026 \(May 2023\)](#)

15. Introduction and Reading of By-laws

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

112 - 129

Be It Resolved That leave be given the Mover to introduce the following By-law(s) that have been circulated to all members of Council:

- By-law #2024-04 - Speed Limit By-law;
- By-law #2024-10 - Delegated Authority for Site Plan and Consents;
- By-law #2024-11 - Site Visit Policy;
- By-law #2024-12 - Interim Tax Rate By-law;
- By-law #2024-13 - To Sign Agreement with OVATVC.

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

[#2024-04](#)

[#2024-10](#)

[#2024-11](#)

[#2024-12](#)

[#2024-13](#)

16. Public Forum

17. Closed Session

None.

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

None.

19. Confirmatory By-law

- a) Confirming By-law #2024-14

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Be It Resolved That By-law #2024-14, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held February 2, 2024 be read a first, second, and third time and finally passed.

[2024-14 - Confirming By-law - Pdf](#)

20. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until February 6, 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.



Special Council Minutes

9:00 AM - Monday, January 8, 2024
Council Chambers

Present: Mayor Gerry Lichty; Councillor Stephanie Regent - Ward 1; Councillor Roy Huetl and Councillor Vernon Hermer - Ward 2; Deputy Mayor John Inglis and Councillor Fred Fowler - Ward 3

Absent with Regret: Councillor Wayne Good, Ward 1

Also Present: Corey Klatt, Chief Administrative Officer (CAO); Kelly Watkins, Treasurer (CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM); Eric Korhonen, Director of Emergency Services/Fire Chief (DESFC); and Steve Lichty, Capital Park Consulting Inc.

1. Call to Order; Purpose of Meeting; and Chair's Opening Remarks

The Mayor called the meeting to order at 9:00 a.m. The purpose of the meeting was for Council to review and provide comments on the draft Strategic Plan for North Frontenac.

2. Approval of Agenda

a) **January 8, 2024**

1-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the Agenda dated January 8, 2024, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Presentations

a) **Steve Lichty, Capital Park Consulting Inc.: North Frontenac Strategic Plan**

2-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the presentation by Steve Lichty, Capital Park Consulting Inc., and the draft Strategic Plan for North Frontenac and thanks him for his time spent today;

And That Council requests Capital Park Consulting Inc. to make the changes as discussed today and provide another draft to Council for consideration at the February 23, 2024 meeting.

Carried

5. Public Forum

6. Confirmatory By-law

a) ***Confirming By-law***

3-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That By-law #2024-01, being a By-law to confirm all actions and proceedings of Council for its Special Meeting held January 8, 2024 be read a first, second, and third time and finally passed.

Carried

7. Adjournment

a) ***Adjournment of Meeting***

4-24 Moved by Councillor Stephanie Regent, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council adjourns the Meeting at 12:17 p.m. until January 12, 2024 or at the call of the Chair.

Carried

Mayor

Clerk



Regular Council Minutes

9:00 AM - Friday, January 12, 2024
Council Chambers

Present: Mayor Gerry Lichty; Councillor Wayne Good (Electronic Participation) and Councillor Stephanie Regent - Ward 1; Councillor Roy Huetl and Councillor Vernon Hermer - Ward 2; Deputy Mayor John Inglis and Councillor Fred Fowler - Ward 3

Also Present: Corey Klatt, Chief Administrative Officer (CAO); Kelly Watkins, Treasurer (CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM) (Electronic Participation); Eric Korhonen, Director of Emergency Services/Fire Chief (DESFC); and Don Reed, Chief Building Official

1. Call to Order

a) *The Mayor called the meeting to order at 9:00 a.m.*

2. Approval of Agenda

a) *January 12, 2024*

5-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves the Agenda for the Regular Meeting of Council dated January 12, 2024, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Business Profile

None.

5. Presentations

a) *2023 Septic Re-Inspection Program and Proposed Program for 2024*

6-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Public Works Managers Administrative Report entitled “2023 Septic Re-Inspection Program and Proposed Program for 2024”;

And That Council approves the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2024 season;

And That Township staff will assist MRSSO to arrange presentations regarding septic system operation and maintenance, for Lake Associations participating in the 2024 program;

And That Council approves the Public Works Manager (PWM) signing the 2024 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

And That Council instructs the PWM to place a copy of the 2023 Sewage System Re-inspection Program Report on the Township’s Website.

And That if an Environmental Task Force is created in accordance with the proposed Strategic Plan, the mandate will include reviewing the feasibility of a potential limited mandatory inspection program for consideration by Council.

Carried

6. Delegations

- a) ***Rural Frontenac Community Services: Enabling Youth to Live Rural Life to its Fullest***

7-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler

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

And That Council defers a decision to provide \$6,000 in funding to the Youth Program until 2024 budget deliberations.

Carried

7. Adoption of Minutes

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

8-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler

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

1. A Public Meeting of Council held December 15, 2023;
2. A Regular Meeting of Council held December 15, 2023; and
3. A Meeting of the Personnel and Audit Committee held December 12, 2023.

Carried

8. Business Arising Out of Minutes

None.

9. Communications

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

9-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler

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***

None.

10. Council, CAO, and Managers' Administrative Reports

a) ***Chief Administrative Officer: Confidential Complaint Files - 2023 Annual Report***

10-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives the Chief Administrative Officer's Administrative Report entitled "Confidential Complaint Files - 2023 Annual Report" for information purposes.

Carried

b) ***Chief Building Official: Building Department Annual Activity - 2023***

11-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Chief Building Official's Administrative Report entitled "Building Department Annual Construction Activity 2023".

Carried

Note: The CBO left the meeting at this time.

c) ***Clerk/Planning Manager: Amendment to the Sale of Land Policy - Road Closings***

12-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

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

Manager's Administrative Report entitled "Amendments to the Sale of Land Policy - Road Closings";

And That Council will consider a By-law to amend the Sale of Land Policy later in the Meeting.

Carried

d) ***Clerk/Planning Manager: Planning Department Year End Report***

13-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

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

Carried

e) ***Clerk/Planning Manager: Boundary Road Closing between North Frontenac and Lanark Highlands - Road Closing By-law***

14-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

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

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

- All Those Parts of the Road Allowance between the geographic Township of North Sherbrooke and the geographic Township of Palmerston designated as Part 2 on Plan 13R-22024 and Part 1 on 27R-11946 be declared as surplus and conveyed to the adjoining owner and the Township of Lanark Highlands respectively;

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

Carried

f) ***Clerk/Planning Manager: Proposed Amendments to the Notice Requirement Policy***

15-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Amendments to the Notice Requirement Policy";

And That Council will consider a By-law later in the meeting adopting the updated Notice Requirement Policy.

Carried

Note: Matt Walker, Economics Development Officer (EDO) joined the

meeting at this time.

g) *Economic Development Task Force Proposed Potential Municipal Campground*

16-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That as recommended by the Economic Development Task Force (EDTF) Council receives for information the Manager of Community Development's Administrative Report entitled "Economic Development Task Force Proposed Municipal Campground";

And That Council instructs the MCD to draft a business plan for a potential municipal campground in North Frontenac to be presented at a future meeting date for Council's consideration.

For: Mayor Gerry Lichty, Councillor Stephanie Regent, Councillor Roy Huetl, Deputy Mayor John Inglis, and Councillor Fred Fowler

Against: Councillor Wayne Good and Councillor Vernon Hermer

Carried 5-2 on a recorded vote

Note: The EDO left the meeting at this time.

h) *Manager of Community Development: Community Grants Policy*

17-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Community Grants Policy";

And That as per Community Grants Policy Clarendon Central School will be provided funding annually for \$1,000 and directs the MCD to respond;

And That Council agrees with the proposed amendments to the Community Grants Policy By-law and will consider an amended By-law later in the meeting;

And That Council will review the amount provided for grants at the budget meeting and potentially reduce the amount to \$9000.

Carried

i) *Manager of Community Development: 2024 Renewal of Annual Township Agreement with By-Town Motorcycle Association (BMA)*

18-24 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 "2024 Renewal of Township Agreement with the By-Town Motorcycle Association (BMA)";

And That Council instructs the Manager of Community Development to renegotiate with By-Town Motorcycle Association for a fee of \$6500 and report

back to Council.

Carried

j) *Public Works Manager: Speed Limit By-law Update*

19-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Speed Limit By-law Update";

And That Council approves the proposed updated Speed Limits, including:

- North Shore Road (revise existing 60 km/hr to 40 km/hr).
- Head Road (revise existing 60 km/hr to 40 km/hr).
- Smith Road (revise existing 60 km/hr to 40 km/hr, commencing 4.7 km from the intersection with Ardoch Road to the end).

And That Council will consider a By-law at the next Meeting to adopt an updated Speed By-law.

Carried

k) *Public Works Manager: Road Needs Study Report - 2022 / 2023*

20-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report dated January 12, 2024 entitled "Road Needs Study Report - 2022 / 2023";

And That the financial requirements and proposed constrained 5 (five) year capital plan from the Road Needs Study will be reviewed during 2024 budget discussions;

And That once approved by Council the Road Needs Study Report - 2022 will be placed on the Township's website.

Carried

l) *Public Works Manager: Rebuild of Hammer Used on the Excavator*

21-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Rebuild of Hammer Used on the Excavator";

And That Council instructs the Treasurer to transfer the proposed \$28,500 cost of the rebuild from the Infrastructure Sustainability Reserve Fund.

Carried

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

a) *Committee of Adjustment/Planning Advisory Committee*

22-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

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

Carried

b) ***Economic Development Task Force***

23-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Notes of the Economic Development Task Force dated December 18, 2023.

Carried

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

None.

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

None.

14. Council Portfolio Verbal Reports

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

15. Introduction and Reading of By-laws

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

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

Be It Resolved That leave be given the Mover to introduce the following By-law(s) that have been circulated to all members of Council:

- By-law #2024-03 Community Grants Policy
- By-law #2024-05 Borrowing By-law
- By-law #2024-06 Public Notice Policy
- By-law #2024-07 Amendment to Sale of Land Policy
- By-law #2024-08 Road Closing

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

Carried

16. Public Forum

17. Closed Session

None.

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

None.

19. Confirmatory By-law

a) ***Confirming By-law #2024-09***

25-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That By-law #2024-09, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held January 12, 2024 be read a first, second, and third time and finally passed.

Carried

20. Adjournment

a) ***Adjournment of Meeting***

26-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council adjourns the Meeting at 11:20 a.m. until February 2, 2024 or at the call of the Chair.

Carried

Mayor

Clerk

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: 12 Jan 2024
Re: Communications of Interest

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

1. Township of Clearview - Request for Support re: Cemetery Administration Management Support;
2. Jacob Hanlon, Environmental Sustainability re: Foodcycler Municipal Solutions;
3. Mississippi-Rideau Source Protection Region re: Source Protection Committee Reappointment or Appointment;
4. Mississippi Valley Conservation Authority (MVCA) re: Draft 2024 Budget;
5. Minor Variance Application A14/23 - Hendriks - Notice of Decision;
6. City of Stratford - Request for Support re: Canada Emergency Business Account (CEBA) Loans for Businesses;
7. The Women of Ontario Say No re: Legislation for Elected Official;
8. Ombudsman Ontario re: December 2023 Newsletter;
9. John Jordan, MPP re: Standing Committee on Finance and Economic Affairs pre Budget Consultations;
10. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report - December 2023;
11. Ainley Group - Ministry of Transportation (MTO) re: Culvert Replacement/Rehabilitation Highway 41.

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

1. None.

From: Tara Mieske
Sent: January 22, 2024 11:39 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: RE: Communications - Association of Ontario Road Supervisors re: Potential Municipal Equipment Operator Course

Good Morning – Moved to B for Council to consider supporting the course per Darwyn Sproule, P.Eng, Public Works Manager. Thanks Tara

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

From: Tara Mieske
Sent: January 17, 2024 11:15 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Association of Ontario Road Supervisors re: Potential Municipal Equipment Operator Course

Good Afternoon – For inclusion in the February 2, 2024, Council Agenda, Communications, A Section. Thanks Tara

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

From: Kelly Elliott
Sent: January 11, 2024 1:20 PM
To: Kelly Elliott
Subject: Letter to Council - Potential Municipal Equipment Operator Course

Good afternoon!

Please find attached a letter that we would like to request can be included on your next Council agenda.

For greater ease for you, please find attached a Word document of the recommended Notice of Motion included within the body of the letter.

Furthermore, the Notice of Motion does include a copy of the resolution being sent to provincial representatives. To make your life simpler, here is the contact information for those included:

- David Piccini, Minister of Labour, Immigration, Training and Skilled Trades:
David.Piccini@pc.ola.org and Minister.MLITSD@ontario.ca
- Your local Member of Provincial Parliament -
<https://www.ola.org/en/members/current/contact-information>
- Association of Ontario Road Supervisors – kellyelliott@aors.on.ca

If you have any questions or concerns, please do not hesitate to contact me directly.

Have a great day!

Kelly Elliott | *Marketing and Communications Specialist*

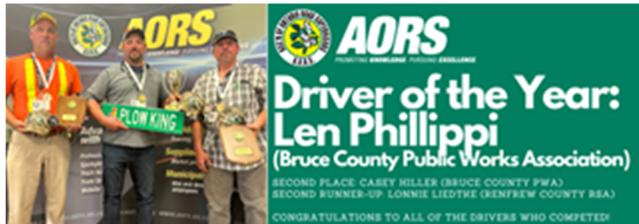
Association of Ontario Road Supervisors (AORS)

268 Maiden Lane, Suite 206, PO Box 2669, St. Marys, ON N4X 1A4

Cell: 519-873-0374

kellyelliott@aors.on.ca | www.aors.on.ca

Promoting Knowledge. Pursuing Excellence.





January 8, 2024

Dear Head of Council, Deputy Head of Council and Councillors,

Your local Public Works department provides invaluable services within your community. Without the dedicated public works employees that you are fortunate to have, many basic functions in your community would not be able to happen. Without maintained roads, your emergency services (police, fire, and ambulance) would not be able to respond to calls, school buses could not run to get children to school, and your residents would not be able to leave to work, school, appointments, children's extra-curriculars and any other activity important to them. Additionally, as you work with the provincial government to tackle the housing crisis, your communities require more core infrastructure to handle the growth. For the health and safety of our communities it is important we keep our Public Works department staff complement full, and well trained.

Public Works departments across the province have already begun to feel the impacts of labour shortages, and as we will begin to see many retirements across the province, the shortage will become even more exasperated. From a recent survey that AORS completed with public works departments from across Ontario, we know that 91.5% of respondents will be hiring entry level positions in the next three to five years. However, we are already seeing the start of the labour shortage. From our survey, we found that 70% of respondents already reported getting less than five applications for entry level positions when posted, and the top three challenges municipalities are currently facing is a lack of applicants, applicants that do apply not meeting the required qualifications and municipalities having to compete with private sector positions.

Over the last year, AORS has been dedicating much of our advocacy to encouraging youth to consider careers in public works through career fairs, local government presentations to students, developing printed resources for guidance counsellors and much more. AORS has also been working closely with Fanshawe College Corporate Training Solutions to develop a Municipal Operator Course that would train potential municipal equipment operators to come to your municipality with the basic knowledge they need to begin maintaining your core infrastructure. This would be the first course of its kind that would attract potential students from across the Province of Ontario. To fund this endeavor, AORS has applied for a Skills Development Fund through the Province's Ministry of Labour, Training, Immigration and Skilled Trades. We are reaching out to you for your support in our application and your advocacy to the province on why having more – and qualified – applicants to our public works departments are so imperative.

We would ask that you consider passing the following motion:

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as

emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that (INSERT MUNICIPALITY NAME) supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, (INSERT MUNICIPALITY NAME) calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, (INSERT MUNICIPALITY'S NAME)'s Member of Provincial Parliament (INSERT LOCAL MPP NAME) and the Association of Ontario Road Supervisors.

We appreciate your on-going support and should you have any questions or concerns, please do not hesitate to contact AORS for all things municipal public works!

Best regards,



John Maheu
AORS Executive Director



Dennis O'Neil
AORS Member Services Coordinator



Christie Little
AORS Training and Programming Coordinator



Kelly Elliott
AORS Marketing and Communications Specialist

From: Tara Mieske
Sent: January 23, 2024 8:12 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Township of Georgian Bluffs re: Request for Support - Provincial Cemetery Management Support

Good Morning – For inclusion in the February 2, 2024, Council Agenda, Communications, B Section. I would like to request Council consider supporting this Resolution as it would assist the Township with costs and management of cemeteries. Thanks Tara

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

From: Rayburn Murray
Sent: January 18, 2024 12:17 PM
Subject: Township of Georgian Bluffs - Letter in Support - Provincial Cemetery Management Support Request

Good afternoon,

Please see the attached letter in support on behalf of Council for the Township of Georgian Bluffs.

Thank you,

Rayburn Murray
Deputy Clerk
Township of Georgian Bluffs
177964 Grey Road 18, Owen Sound, Ontario, N4K 5N5
P: 519-376-2729 x. 603 | murray@georgianbluffs.ca



The Corporation of the Township of Georgian Bluffs

January 18, 2024

Re: Letter in Support - Provincial Cemetery Management Support Request – Tay Township

To whom I may concern,

Please be advised that Council for the Township of Georgian Bluffs considered the above-noted matter and passed resolution RES2024-005 at the January 17, 2024, meeting of Council:

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Rick Winters

That staff be directed to forward a letter in support of the resolution passed by Tay Township.

The resolution passed by Tay Township is included below.

Thank you,

Rayburn Murray
Deputy Clerk
Township of Georgian Bluffs
519-376-2729 x. 603 | rmurray@georgianbluffs.ca

TAY TOWNSHIP

450 Park Street
PO Box 100
Victoria Harbour, Ontario
L0K 2A0



December 21, 2023

Hon. Todd McCarthy
Minister of Public and Business Service Delivery
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

sent via email Todd.McCarthy@pc.ola.org

Dear Hon. Todd McCarthy,

Re: Provincial Cemetery Management Support Request – Tay Township

Tay Township Council passed the following resolution during the December 20, 2023 Council Meeting regarding the Provincial Cemetery Management Support Request:

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

TAY TOWNSHIP

450 Park Street
PO Box 100
Victoria Harbour, Ontario
L0K 2A0



And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Tay requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop and all Ontario municipalities.

Sent on behalf of Tay Township Council.

Yours truly,

A handwritten signature in black ink, appearing to read 'Katelyn Johns'.

Katelyn Johns, MPPA
Municipal Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar, Hon. Jill Dunlop, Minister of Colleges and Universities/MPP, and all Ontario municipalities.

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: 02 Feb 2024
Re: Draft Site Visit Policy for Members of Council and Committee of Adjustment/Planning Advisory Committee with respect to Planning Applications

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Draft Site Visit Policy for Members of Council and Committee of Adjustment/Planning Advisory Committee with respect to Planning Applications";
And That Council will consider a By-law later in the meeting to adopt the Site Visit Policy.

Background:

At their meeting on November 24, 2023, Council passed the following resolution:
Resolution #475-23 Moved by Councillor Fowler, Seconded by Councillor Huetl

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

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

Carried

Researched By:

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

Comments:

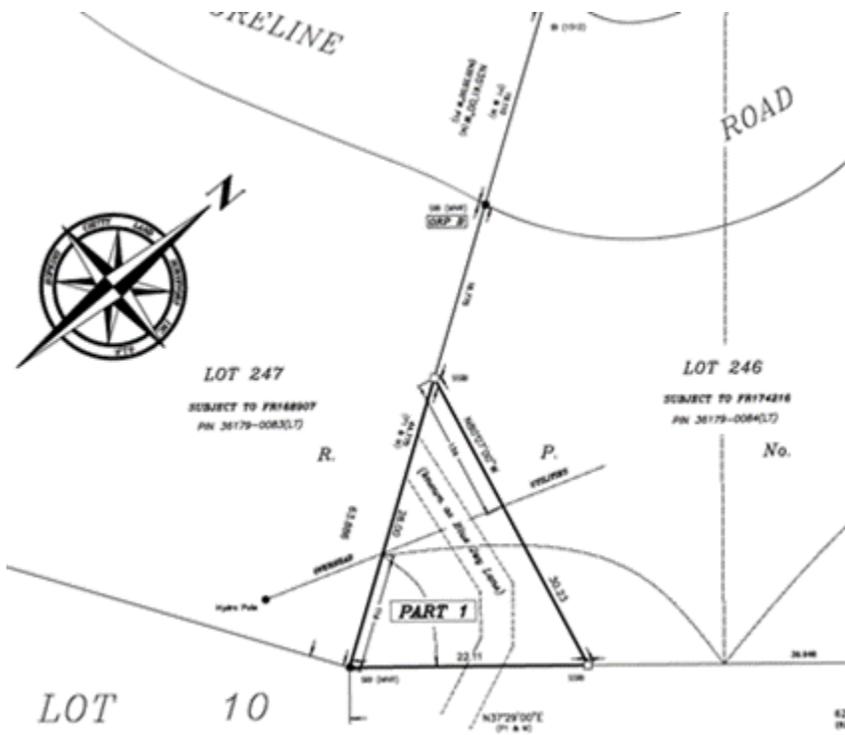
A site visit is an important part of the planning process as it provides an "on the ground" assessment of the implications of the application. The site visit should be planned so the member attending is aware of particular aspects of the site that need to be examined. They should also be planned during times and conditions when it is considered best to assess the potential impact of the proposed development.

Currently Township staff assign a Committee Member to each application at the time of circulation on a rotational basis. It is recommended the Council Member assigned the Municipal Inspector for Road Allowance as part of their portfolio be the Council Member who attends sites for planning applications where Council is the approval authority. This recommendation is based on this being a similar task as inspecting road allowances.

A Site Visit Policy has been drafted (Attachment #1) setting out a process for Council and Committee of Adjustment/Planning Advisory Committee members to ensure site visits are conducted in an open, transparent, and unbiased manner.

While site visits are an important component of the planning process, they are not mandatory under the Planning Act. An application may be submitted that does not warrant a site visit, such as a simple right-of-way providing a property owner with legal deeded access to an abutting property they also own (see Figure 1). In this situation, it is recommended Township staff discuss the matter with the assigned Committee Member to determine if the site visit is necessary.

Figure 1: Lot 246 and 247 are owned by the same person. Part 1 provides access over Lot 246 to Lot 247.



Financial Impact:

The Site Visit Policy will not have a significant financial impact. Committee Members are currently paid a per diem and mileage to complete site visits and there aren't any proposed changes to this. It is recommended the Councillor appointed to complete site visits be paid mileage but no per diem similar to the inspections completed for road closures.

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: 02 Feb 2024
Re: Delegated Authority for Undisputed Consents - Site Inspection by
Committee of Adjustment/Planning Advisory Committee Member
(Committee Member)

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Delegated Authority for Undisputed Consents - Site Inspection by Committee of Adjustment/Planning Advisory Committee Member";
And That Council will consider a By-law to Delegate Authority for Undisputed Consents later in the meeting.

Background:

At the meeting held on December 15, 2023, the Clerk/Planning Manager provided an Administrative Report regarding Delegated Authority for Consent Applications for Council's consideration. The following Resolution was passed:

Resolution #507-23 Moved By Stephanie Regent Seconded by Vernon Hermer

Be It Resolved That Council instructs the Clerk to look at an option to include an inspection completed by a Committee of Adjustment Member for each severance; and provide a report for Township staff for consideration for the Delegated Authority By-law.

Carried

Researched By:

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

Comments:

Township staff provided Tony Fleming, Township Solicitor, with a brief overview of the proposed By-law and asked if there would be any concerns with a Committee Member completing a site visit under a Delegation of Authority By-law. His comments are as follows:

"There is no reason that a member of the Committee could not attend the site visit. If it went to a full process before the Committee they would be entitled to a site visit at that time, so there is no legal reason to preclude them as part of the delegated process".

Based on this information; the Delegated Authority Checklist (Attachment #1) has been amended to include a site visit by a Committee Member in accordance with the Site Visit Policy. Township Planning staff will assign a Committee Member to attend the site. The Committee Member will

provide a report to the Clerk/Planning Manager to assist with the decision on the application. (i.e. escalate application to Committee, add a condition to the approval, etc.). This will be done on a rotating basis similar to applications being considered by the Committee. If the application is escalated, the Committee member can provide details of the site visit to other members during the hearing.

Financial Impact:

The 2024 costs for a site visit by a Committee Member is \$42.44 per site visit plus \$0.70 per kilometer.

Attachments:

[Attachment #1 Checklist for Delegated Approval](#)



Delegated Approval Checklist

Name(s) of All Registered Property Owner(s)

File #: _____

Assessment Roll Number: 1042 _____

Civic Address: _____

Legal Description: _____

Submission	Yes	No	Not Required
Complete site plan reviewed by planning staff			
Septic review comments received			
Conservation Authority comments received			
Other agency comments received			
Are all supporting technical studies submitted and peer reviewed?			
Are there any outstanding issues identified by the peer reviewers?			
Has a site visit been completed by a member of the Committee of Adjustment/Planning Advisory Committee?			
Has a site visit been completed by County Planning Staff?			

Submission	Yes	No	Not Required
Has a site visit been completed by Township Staff?			
Are there any issues associated with access to the lot?			
Does the application meet all Zoning provisions?			
Are there any agency objections, concerns, or outstanding issues?			
Are there any outstanding concerns from neighbours?			
Does the planning analysis/memo identify any outstanding issues?			
Are any non-standard conditions required to support the application that the applicant has not agreed to? (e.g., major re-zoning, development agreements, etc.)			
Can this application proceed under the Delegated Approval By-law? If no, please explain reasons in the notes section below			

Notes:

Reviewed by: _____

Date: _____

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: 02 Feb 2024
Re: Senior of the Year Award - 2024 Nominations

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Senior of the Year Award – 2024 Nominations”;

And That this award gives the Municipality the opportunity to honour one of our outstanding local seniors for the contributions they’ve made to enrich the social, cultural and civic life of our community;

And That Council nominates _____ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2024 deadline.

Background:

The Minister of Seniors and Accessibility invites the Township to submit a nomination for the Senior of the Year Award on an annual basis. This award is given by the Municipality, through nomination, and resolution, to recognize an outstanding senior who, after the age of sixty-five (65), enriches the social cultural or civic life of the community.

The Township of North Frontenac has been honoring seniors in our community since 2013. Previous Award recipients were:

- 2023 – Marily Seitz
- 2022 – Brenda Martin
- 2019 – No Nominee
- 2018 – Terry Good
- 2017 – Barbara Sproule
- 2016 – Eileen Flieler
- 2015 – No Nominee
- 2014 – Marie White
- 2013 – Edith Beaulieu

Researched By:

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

Comments:

Nominations are now open for the 2024 senior of the Year Award and will close on April 30, 2024.

Council is to consider those in our community who would fall into this category (see eligibility requirement below) and provide nominations to the Clerk. The Clerk's Department will submit an Application to the Minister of Seniors and Accessibility on behalf of Council. Upon receiving the submission, the Minister of Seniors and Accessibility will contact us regarding our submission and provide, by email, a certificate. The Certificate is to be presented to the nominated individual at a Public Meeting of Council.

Eligibility requirements for nominations are as follows:

The person you nominate (the nominee) must be:

- at least 65 years of age;
- a resident of Ontario;
- a living person who has made their community a better place to live;
- nominated by a Municipality in Ontario.

You cannot nominate:

- yourself;
- someone who has passed away;
- elected federal, provincial, municipal representatives or political appointees.

Financial Impact:

There is no cost to submit a nomination. There is usually refreshments provided at this meeting with an approximate cost of one-hundred (\$100) dollars. Also, the Township provides flowers and/or a gift basket to the recipient with an approximate cost of thirty (\$30) dollars which is included in the Sundry Budget.

To: Mayor and Members of Council
From: Eric Korhonen, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: Emergency Response Plan Annual Compliance Report - 2023

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chiefs Administrative Report entitled "Emergency Response Plan Annual Compliance Report - 2023".

Background:

The Township of North Frontenac has an Emergency Response Program as required by the Emergency Management and Civil Protection Act (EMPCA), Ontario Regulation Standards 2004 (O. Reg. 380/04). A legislated component of the Program is to provide the Office of the Fire Marshal and Emergency Management (OFMEM) with an Annual Compliance Report. The Annual Compliance Report provides detailed information concerning the Municipalities compliance with the legislation.

On December 16, 2022 Council adopted By-Law #84-22 a By-Law to adopt an Emergency Management Program for the Township of North Frontenac, and to repeal By-Law #34-21. The adopted Program included an Emergency Plan.

Researched By:

Eric Korhonen, Director of Emergency Services, Fire Chief (DESFC), Community Emergency Management Coordinator (CEMC).

Comments:

The Annual Compliance Report is comprised of several mandatory components which refer to various sections of O.Reg. 380/04.

- Contact information: CEMC designation and training - the Township is compliant with the requirements of this section. The CEMC has obtained the required training.
- Emergency Management Program Committee (EMPC) - the list of members of the EMPC has been approved by Council and is available. The required number of meetings have been held.
- The Hazard Identification and Risk Assessment (HIRA) review - the EMPC has reviewed and updated the HIRA as required in 2023. The HIRA was provided with the Annual Compliance Report.
- The Critical Infrastructure (CI) review - the EMPC reviewed the CI in 2023. The list was provided with the Annual Report.
- The Program By-Law- Municipal By-Law #84-22 being a By-Law to adopt an Emergency Management Program , is in place for North Frontenac.
- Emergency Response Plan review - the Emergency Plan was reviewed by the EMPC in 2023.

- Emergency Operations center (EOC) - the Township has selected a location with appropriate communication equipment, as well as an alternate location for the EOC.
- Annual Training - annual training was provided in 2023, as required.
- Annual Exercise - an Annual Exercise was held in North Frontenac on November 28, 2023.
- Emergency Information Officer (EIO), the Township has an Emergency Information Officer as required.
- Public Education - North Frontenac provided public education as required in 2023 throughout the year and during Emergency Preparedness week.
- Emergency Response Plan Annual Compliance Report - the Report was completed and submitted by the DESFC/CEMC for 2023.

The CEMC received the Emergency Management and Civil Protection Act Compliance Submission Results for 2023 from Mackenzie Henry, Field Officer, Loyalist Sector, Office of Emergency Management. The Township of North Frontenac is compliant with the EMPCA and received recognition for a very detailed and complete submission for 2023.

Financial Impact:

none



To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: North Frontenac Township Song with Picture Slide Show Included

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "North Frontenac Township Song with Picture Slide Show Added".

Background:

In 2021 via the Economic Development Task Force, the Township conducted a song writing contest. The winner was Tom Bishop who wrote the song "I Can't Wait To Get Back".

Researched By:

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

Comments:

The Economic Development Officer created a slide show set to the winning song to help display some of the beauty and many offerings that North Frontenac Township has.

We will continue to use the Township song, along with the slide show for promoting the Township on our website, social media and the Township's YouTube channel.

Please see the link below for your enjoyment:

<https://www.youtube.com/watch?v=k4c8Rfk9L0U>

Financial Impact:

None.

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: Hydro One 2024 Energizing Life Community Fund - Outdoor Fitness Zone

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Hydro One 2024 Energizing Life Community Fund - Outdoor Fitness Zone”;

And That Council supports the MCDs Application to the 2024 Hydro One Energizing Life Community Fund for 100% project funding;

And That Council directs the CAO to enter into a funding agreement with Hydro One upon the Township’s successful application to the Energizing Life Community Fund for 100% project funding;

And That Council directs the MCD to install an ‘Outdoor Fitness Zone’ at the Clarendon Miller Community Hall if the Township is successful with its application to the Energizing Life Community Fund for 100% project funding.

Background:

On December 16, 2022 Council passed Resolution #479-22

Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Proposed Outdoor Fitness Zone – Hydro One 2023 Energizing Life Community Fund”;

And That Council directs the MCD to apply to the 2023 Hydro One Energizing Life Community Fund for 100% project funding;

And That Council directs the CAO to enter into a funding agreement with Hydro One upon the Township’s successful application to the Energizing Life Community Fund for 100% project funding;

And That Council directs the MCD to install an ‘Outdoor Fitness Zone’ at the Clarendon Miller Community Hall if the Township is successful with its application to the Energizing Life Community Fund for 100% project funding. **Carried**

Researched By:

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

Comments:

The Township of North Frontenac has a great opportunity to motivate and provide our community with a place for outdoor fitness and promoting active and healthy lifestyles, right next door to our beautiful playground at the Clar Mill Hall grounds in Plevna. This would allow children to play while their parents exercise. Also, this would allow our community exercise groups a chance to take their

exercise classes outside for fresh air while using this space for extra physical distancing, etc., as well as being in a central location for use by the general public at any time.

The Township previously submitted an Application for this project in the 2023 Hydro One Fund; however, was not successful. Submissions for the 2024 round close on January 31, 2024; therefore, with a very short time frame to submit an Application and no scheduled Council Meeting until February 2nd (after the deadline to submit the Application) we did not have an opportunity to bring a report to Council ahead of time for approval. As a result the MCD re-submitted an Application for the Outdoor Fitness Zone to the 2024 fund (previously approved by Council for 2023), in hopes of success in 2024.

Financial Impact:

It is estimated that the value of this project would be approximately \$25,000.

If the Township is a successful applicant, the Hydro One Energizing Life Community Fund will cover 100% of the project's cost.

On-going costs would include:

- Annual Budget Dollars for repairs and/or annual inspection (if required)
- Requirement to replace in 25 years.
- Liability insurance would fall under the same Policy as the playground; therefore, no additional costs at this time. Minimal cost to insure for replacement.

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: 2024 Renewal of Annual Township Agreement with Ottawa Valley ATV Club (OVATVC)

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2024 Renewal of Township Agreement with the Ottawa Valley ATV Club (OVATVC)";

And That Council will consider a By-law later in the meeting to sign the 2024 Agreement with the OVATVC to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

Background:

The OVATVC's objective is to promote safe and responsible, ATV riding in Ontario; to help develop and maintain trails and to help to develop and promote ATVing as a sport. Their Core Values are to value sponsors, have fun, ride safely, be family oriented, maintain a high level of professionalism and manage activities in an organized manner. The OVATVC trail network is a regional tourism destination that supports local communities within its service area and their network targets a diverse group of outdoor recreation activities. Furthermore; the OVATVC partners with many of the municipalities surrounding North Frontenac.

In 2022 Council approved the first Agreement with OVATVC. The purpose of the Agreement was to honor the Ontario Federation of ATV's (OFATV) (their larger umbrella club) Trail Permit on the Crown Roads within the Crown Land Stewardship Program (CLSP). The Crown Roads are currently maintained by the Township via a yearly Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MDMNR).

The OVATVC is required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands.

Researched By:

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

Comments:

The partnership between the Township and the OVATVC in 2022 and 2023 has been beneficial for both the CLSP and the OVATVC. We meet ATV and dirt bike riders on the Crown Roads within the

CLSP on a regular basis who have the OFATV permit. Moreover; the funding contributed to the CLSP has been instrumental in assisting our Program.

It is recommended the Township of North Frontenac renews the annual Agreement with the OVATVC for the 2024 season (April 1st to November 15th).

Financial Impact:

In 2022 and 2023 the OVATVC provided a donation of \$20,000 each year to the North Frontenac Parklands to assist with our Program.

In 2024 the OVATVC is again providing \$20,000.

Attachments:

[2024 Agreement with OVATVC - acc](#)



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 2nd Day of February, 2024

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Ottawa Valley ATV Club

hereinafter called the "OVATVC"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR);

And Whereas the Township agrees to honour the Ontario Federation of ATV's (OFATV's) Trail Pass for use of these Crown Roads throughout the 2024 season;

And Whereas the OVATVC agrees to provide the Township a 2024 contribution of \$20,000;

And Whereas the OVATVC agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2024;

And Whereas the OVATVC agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFATVs 2024 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2024 LUP with the MNMNR, throughout the 2024 season.
2. The term of this Agreement shall be from April 1, 2024 – November 15, 2024.
3. Within fourteen (14) days of entering into the Agreement, the OVATVC shall pay the Township \$20,000.00.
4. The OVATVC covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2024.
5. The OVATVC shall maintain in force at all times during the term of this Licence, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than five million dollars, and to provide the Municipality with proof of such insurance upon entering into the Agreement.
6. The OVATVC shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the OVATVC or anyone for whom it is responsible at law; or (b) arising from any breach by the OVATVC of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the OVATVC:

Ottawa Valley ATV Club
20 Gesner Court
Kanata, ON K2L 3K1

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2G0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the OVATVC, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

2 of 3
2024 Agreement between the Township of North Frontenac and the OVATVC
February 2, 2024

9. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

Ottawa Valley ATV Club

Signature: _____

Name & Title _____

Signature: _____

Name & Title _____

We have the authority to bind the corporation.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: 2023 Annual Waste Management/Recycling Statistics and Year-End

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "2023 Annual Waste Management/Recycling Statistics and Year-End".

Background:

Council previously instructed the Public Works Manager (PWM) to provide annual rather than quarterly reports regarding Waste Management/Recycling Statistics (November 22, 2019 Resolution #599-19).

Recycling collected and diverted from the Township's landfills is transported either in-house by the Waste / Recycling Hauler or by service providers (i.e. scrap metal, hazardous materials etc.). Throughout the year material is weighed and weigh tickets are tracked to support applicable rebates and expenses, including the Waste Diversion Ontario (WDO) funding through the Datacall.

Programs for Tires, Municipal Hazardous and Special Waste (MHSW) and Waste Electrical and Electronics Equipment (WEEE) have transitioned to Producer Responsibility per the Circular Economy initiative.

Transition of the Township's Blue Box program is scheduled for 2025. This year (2023) will be the last year reported using Datacall given the pending Blue Box transition. The transition will have significant implications for the Township's recycling program and operations. Once we have completed our assessment and examined the options available, a report will be presented to Council for consideration.

Researched By:

Darwyn Sproule, Public Works Manager
Laura Manion, Public Works Administrative Assistant

Comments:

Attached are the 2023 Diversion Tonnage Summaries, Monthly/Quarterly/Year-End Totals, and the Municipal Hazardous and Special Waste Report for waste and recycling.

Diversion Tonnage Report

Diverted tonnages are tracked and reported annually through the Datacall . The most significant 2023 tonnages diverted are:

- Blue Box (140 tonnes or 52% of the total), staying steady with 53% in 2022.
- Bulky Waste (66 tonnes or 24% of the total), increasing from 21% in 2022.
- Scrap Metal (28 tonnes or 10% of the total), decreasing from 17% in 2022.

The Re-Use Centre had another successful season in 2023, diverting approximately 4 tonnes of reusable items, similar to the 2022 season.

A portion of our tires (2.5 tonnes) were picked up in the fall of 2023. The remaining amount has been diverted to spring 2024.

On October 1, 2023 the Township transitioned from a 4 stream recycling system with HGC Management to a 2 stream recycling system with E360 Solutions Ltd. (Manco), which has been well received by staff and residents in our Township.

Monthly, Quarterly Comparison and Year-End Totals

Recycling rates (bag to bag) for 2023 remained basically the same as 2022 at 54%.

Interestingly, the increase in the total number of Bags (Waste and Recycling) received has increased from 66,859 in 2020 to 83,646 in 2023, reflecting the increased demand on our Waste Sites.

Municipal Hazardous and Special Waste Report (MHSW)

A total of 17 tonnes of MHSW was diverted in 2023, including 4.8 tonnes from Addington Highlands collected at the 506 Waste Site. These numbers are significantly higher from the 12 tonnes diverted in 2022. We are pleased with this program and the tonnes of hazardous waste diverted each season.

Enclosures (3)

1. 2023 Diversion Tonnage Report - Attachment #1
2. 2023 Monthly, Quarterly Comparison and Year-end Totals - Attachment #2
3. 2023 Municipal Hazardous and Special Waste Report - Attachment #3

Financial Impact:

Staffing levels at the Waste Sites have increased since 2020 levels given the increased demand, as demonstrated by tracking the waste and recycling quantities.

Attachments:

[2023 Diversion Tonnage Report - Attachment #1](#)

[2023 Monthly, Quarterly Comparison and Year-end Totals - Attachment #2](#)

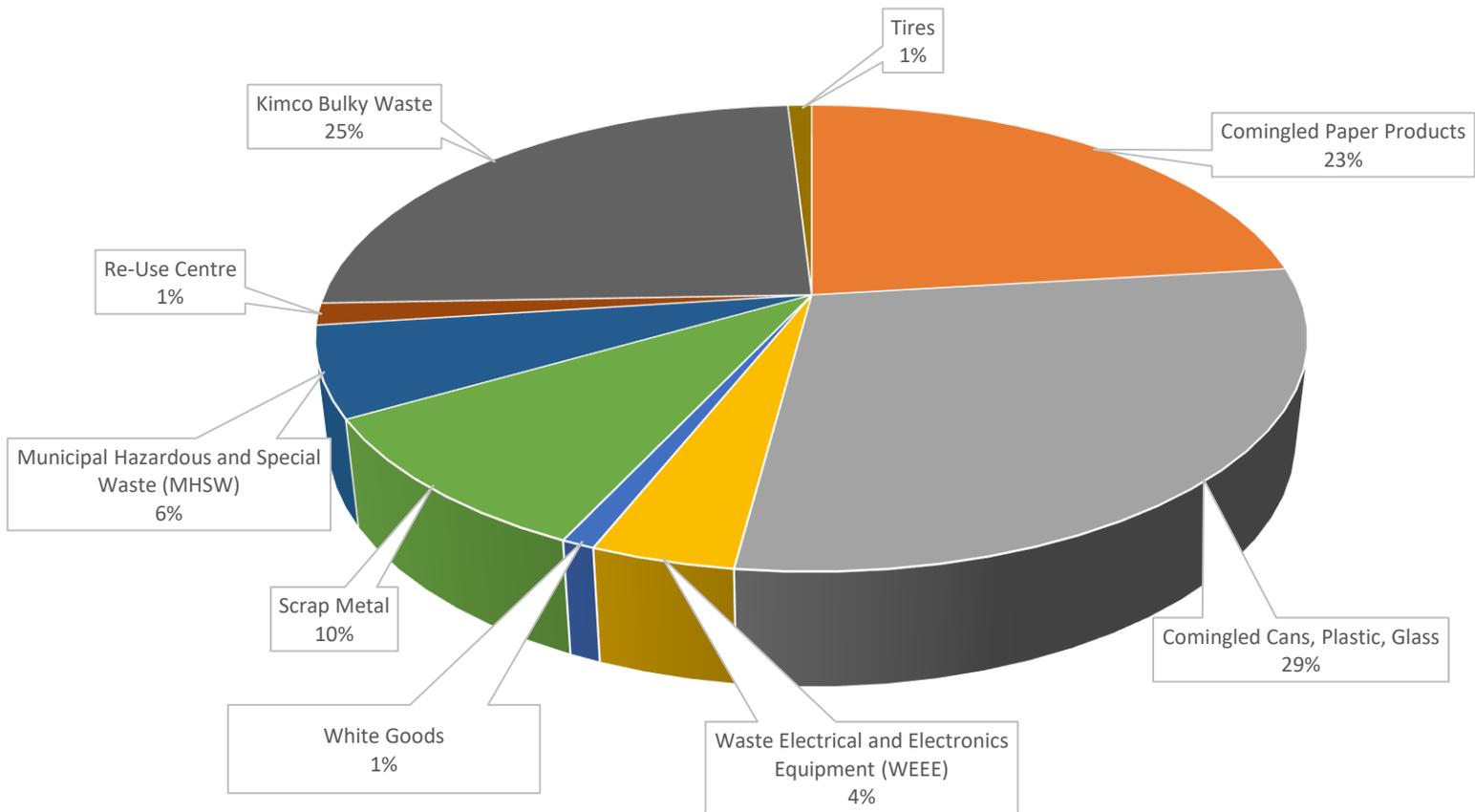
[2023 Municipal Hazardous and Special Waste Report - Attachment #3](#)

2023 RECYCLING TONNAGE SUMMARY

<u>RECYCLING PRODUCT</u>		<u>KG</u>	<u>TONNES</u>	<u>TOTAL TONNAGE</u>	<u>PERCENTAGE OF DIVERTED TONNAGE</u>
<u>BLUE BOX</u>					
Comingled Paper Products		62,390	62.39	62.39	23.02%
Comingled Cans, Plastic, Glass		78,230	78.23	78.23	28.86%
		Total Blue Box Tonnes		140.62	51.88%
Electronics (WEEE)		10700	10.7	10.7	3.95%
WHITE GOODS		2,503	2.5	2.5	0.92%
<u>SCRAP METAL</u>		28640	28.64		
	LESS WHITE GOODS	2502.5	2.5	26.14	9.64%
<u>MHSW</u>		16925	16.925		
Municipal Hazardous and Special Waste	Addington Highland's Share	4767	4.767	16.92	6.24%
	Single Use Batteries	729	0.729		
	Automotive Batteries		0		
	Propane Tanks	287	0.287	1.016	0.37%
<u>KIMCO BULKY WASTE</u>		6656	66.56	66.56	24.56%
<u>Re-Use Centre</u>		4100	4.1	4.1	1.51%
<u>TIRES</u>		2500	2.5	2.5	
# Tires (Avg @ 10 kg/tire)				2.5	0.92%
			Total Tonnes:	271.06	100%

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2023 PERCENTAGE OF DIVERTED TONNAGE



2023 Monthly / Quarterly Comparison and Year-end Totals
HOUSEHOLD BAGS OF WASTE TO BAGS OF RECYCLING

2023 - 1st QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

JANUARY

Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	574	702	55%
Cloyne (AH)	265	308	
Ompah	137	220	62%
506	258	434	63%
Kash	177	222	56%
Plevna	547	717	57%
Mississippi	114	142	55%
Totals	1807	2437	57%

FEBRUARY

Bags Waste	Bags Recycling	Recycling Rate
533	594	53%
253	261	
122	160	57%
219	280	56%
193	256	57%
556	762	58%
130	181	58%
1753	2233	56%

MARCH

Bags Waste	Bags Recycling	Recycling Rate
582	640	52%
247	259	
104	139	57%
248	358	59%
188	226	55%
650	874	57%
111	155	58%
1883	2392	56%

QUARTER TOTALS

Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
1689	1936	53%
765	828	
363	519	59%
725	1072	60%
558	704	56%
1753	2353	57%
355	478	57%
5443	7062	56%

2023 - 2nd QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

APRIL

Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	568	659	54%
Cloyne (AH)	258	298	
Ompah	183	277	60%
506	346	446	56%
Kash	220	279	56%
Plevna	758	915	55%
Mississippi	175	209	54%
Totals	2250	2785	55%

MAY

Bags Waste	Bags Recycling	Recycling Rate
742	843	53%
354	382	
157	184	54%
568	696	55%
327	419	56%
855	1035	55%
178	211	54%
2827	3388	55%

JUNE

Bags Waste	Bags Recycling	Recycling Rate
970	1048	52%
507	521	
194	271	58%
649	907	58%
460	602	57%
955	1189	55%
172	213	55%
3400	4230	55%

QUARTER TOTALS

Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
2280	2550	53%
1119	1201	
534	732	58%
1563	2049	57%
1007	1300	56%
2568	3139	55%
525	633	55%
8477	10403	55%

2023 - 3rd QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

JULY

Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	1907	2082	52%
Cloyne (AH)	1076	1148	
Ompah	445	528	54%
506	1242	1529	55%
Kash	860	1088	56%
Plevna	1779	2037	53%
Mississippi	227	276	55%
Totals	6460	7540	54%

AUGUST

Bags Waste	Bags Recycling	Recycling Rate
1779	1854	51%
1017	1054	
367	429	54%
1208	1471	55%
856	1051	55%
1881	2130	53%
228	290	56%
6319	7225	53%

SEPTEMBER

Bags Waste	Bags Recycling	Recycling Rate
1218	1394	53%
595	690	
294	340	54%
845	1044	55%
526	658	56%
1131	1314	54%
241	306	56%
4255	5056	54%

QUARTER TOTALS

Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
4904	5330	52%
2688	2892	
1106	1297	54%
3295	4044	55%
2242	2797	56%
4791	5481	53%
696	872	56%
17034	19821	54%

2023 - 4th QUARTER - BAGS OF WASTE TO BAGS OF RECYCLING

OCTOBER

Site	Bags Waste	Bags Recycling	Recycling Rate
Cloyne	852	1012	54%
Cloyne (AH)	393	466	
Ompah	200	233	54%
506	506	597	54%
Kash	427	550	56%
Plevna	938	1044	53%
Mississippi	161	183	53%
Totals	3084	3619	54%

NOVEMBER

Bags Waste	Bags Recycling	Recycling Rate
561	631	53%
281	303	
154	179	54%
315	411	57%
234	286	55%
572	546	49%
124	153	55%
1960	2206	53%

DECEMBER

Bags Waste	Bags Recycling	Recycling Rate
582	712	55%
250	300	
124	139	53%
291	309	52%
256	303	54%
668	754	53%
171	228	57%
2092	2445	54%

QUARTER TOTALS

Total Bags Waste	Total Bags Recycling	Quarter Recycling Rate
1995	2355	54%
924	1069	
478	551	54%
1112	1317	54%
917	1139	55%
2178	2344	52%
456	564	55%
7136	8270	54%

Total 2023 Bags of Waste	38090
Total 2023 Bags of Recyc	45556
Total 2023 Bags Receiver	83646
2023 Recycling Rate	
BAG TO BAG Only	54%

Total 2022 Bags of Waste	36695
Total 2022 Bags of Recyc	41115
Total 2022 Bags Receiver	77810
2022 Recycling Rate	
BAG TO BAG Only	53%

Total 2021 Bags of Waste	36028
Total 2021 Bags of Recyc	40836
Total 2021 Bags Receiver	76864
2021 Recycling Rate	
BAG TO BAG Only	53%

Total 2020 Bags of Waste	31429
Total 2020 Bags of Recyc	35430
Total 2020 Bags Receiver	66859
2020 Recycling Rate	
BAG TO BAG Only	53%

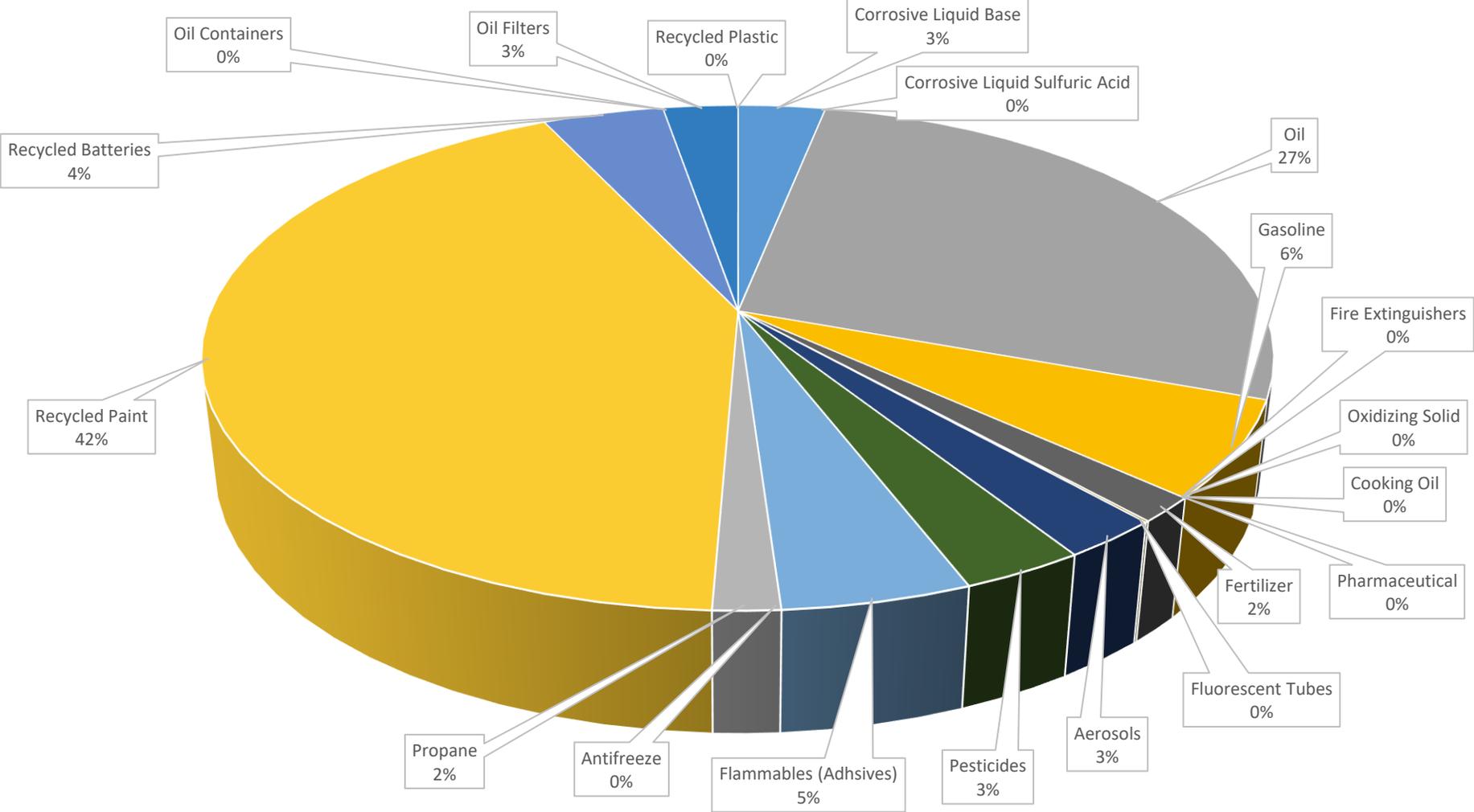
2023 Annual Quantities of MHSW Products Collected

Code	Description	July 24, 2023 (kg)	November 2, 2023 (kg)	Total
148	Corrosive Liquid Base	290	237	527
148	Corrosive Liquid Sulfuric Acid	0	0	0
252	Oil	2108	2585	4693
221	Gasoline	370	665	1035
	Cooking Oil	0	0	0
148	Oxidizing Solid	0	0	0
331	Fire Extinguishers	0	0	0
261	Pharmaceutical	0	0	0
147	Fertilizer	98	171	269
146	Fluorescent Tubes	16	0	16
331	Aerosols	148	279	427
242	Pesticides	180	348	528
263	Flammables (Adhsives)	353	457	810
212	Antifreeze	0	0	0
331	Propane	181	106	287
145	Recycled Paint	3324	3826	7150
148	Recycled Batteries	289	440	729
252	Oil Containers	0	0	0
252	Oil Filters	203	251	454
	Recycled Plastic			0
		7560	9365	16925

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2023 Tonnes of Hazardous Waste = 16.92 - 4.77 = Addington Highlands (506 MHSW Total 9.53) = 12.15T
 2022 Tonnes of Hazardous Waste = 11.94 tonnes – 2.54 = Addington Highlands (506 MHSW Total 5.09) = 9.40T
 2021 Tonnes of Hazardous Waste = 14.61 tonnes – 4.05 = Addington Highlands (506 MHSW Total 8.10) = 10.56T
 2020 Tonnes of Hazardous Waste = 13.99 tonnes – 3.50 = Addington Highlands (506 MHSW Total 7.00) = 10.49T

2023 Municipal Hazardous and Special Waste Diversion



To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Sandra Lessard, Deputy Treasurer
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: Reserve and Reserve Fund Draft Policy

Recommendation:

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Reserve and Reserve Fund Draft Policy";

And That Council approves in principle the draft Reserve and Reserve Fund Policy and instructs the Clerk to bring a Bylaw to the next Regular Council Meeting to adopt the Reserve and Reserve Fund Policy.

Background:

The Municipal Act, 2001, Section 290(2) provides that a Municipality's budget shall set out amounts to be paid into and out of the Reserve/Reserve Funds.

Council has passed Resolutions over the years to create new Reserve and Reserve Funds as well as set the following Policy that was included in the 2013 Asset Management Plan; "The discretionary Reserve Funds shall be maintained to within plus/minus 10% of the total Municipal Expenditures or at a target value, as directed by Council during the annual Budget. Also, when discretionary Reserve Funds are used Council should consider replenishing those funds back to their original state." This Policy is no longer relevant from 2013 and the Policy proposes a 10 - 12% of the Operating Contingency Reserve.

Annually the Reserve/Reserve Fund balances are reviewed during budget deliberations. However, a detailed Policy will help guide the use of the Reserve/Reserve Funds for Council and Managers. As this Policy is a public document it will also provide transparency to the Public with the Purpose, Source of Funds, Use of Funds and Target balance.

Reserve/Reserve Funds provide the Township with options to respond to emergencies and provide a buffer against forms of risk. A "risk" is defined as the probability and magnitude of a loss, disaster, or other undesirable event. Reserves help the Township manage risks by making resources available for unplanned, unavoidable expenditures and revenue.

The Deputy Treasurer and myself attended online training sessions specifically for developing Reserve/Reserve Fund Policies and upon review of some other policies, we have drafted the attached Policy.

Researched By:

Comments:

During the creation of this Policy, we reviewed the Reserve/Reserve Funds that have been established to determine if they are still active and required. As a result we are proposing the following changes to the Reserve/Reserve Funds .

Emergency Services Reserve Fund

It is recommended to combine the following four Reserve Funds, into one Emergency Services Reserve Fund. The recommendation to combine these Reserve Funds is because they have a similar purpose, therefore, there is not value in tracking separately.

- Fire Salaries
- Wildfires
- Wildfires Ward 1
- Emergency Services

Economic Development Reserve Fund

It is recommended to combine the following two Reserve Funds, into one Reserve Fund. The recommendation to combine these Reserve Funds is due to the fact that they have similar purposes.

- Promotion/Marketing Reserve Fund
- Economic Development Reserve Fund

Operating Contingency Reserve

It is recommended to combine the following four Reserve Funds, into one Reserve. This recommendation will place these funds into a Reserve rather than a Reserve Fund. Upon review it is felt that combining these will be better for tracking. As well by changing to a Reserve from a Reserve Fund it keeps cash flow in our general account and takes it out of our Separate Reserve Fund Account.

- Working Capital Reserve
- Contingency Reserve Fund
- Integrity Commissioner Reserve Fund
- Accessibility Reserve Fund

Recreational Land Reserve Fund

- Renamed to align with the Planning Act - previously called the Special Parks-Park Levy Reserve Fund

North Frontenac Parklands

- Renamed to reflect the current name of the program - previously called the MNR Parks (Crown Land Stewardship Program)

The remaining Reserve Funds will remain as previously established (see attached excel for summary).

The policy provides a purpose of the Reserve/Reserve Fund.

- Why was the Reserve/Reserve Fund established

The policy provides source of Funds

- How will the funds be replenished

The policy provides Use of Funds

- What will the Reserve Fund be used for

The policy includes a target balance

- When applicable we incorporated measurable numbers to use to determine if we are within the target of the balance that has been set by Council

Financial Impact:

There are no direct financial implications to setting the Policy for the Reserve and Reserve Funds; however, there are some Target balances that have not been met and there will need to be discussions during budget deliberations to determine how to bring the accounts within the target values.

Attachments:

[Reserve and Reserve Fund Policy - Final](#)
[Reserve Fund Summary and Target Review](#)



Reserve and Reserve Fund Policy

RESERVE AND RESERVE FUND POLICY

1.0 POLICY STATEMENT

This Policy governs the management and administration of Reserves and Reserve Funds. The Municipal Act, 2001, Section 290(2) provides that a municipality's budget shall set out amounts to be paid into and out of Reserve/Reserve Funds. A municipality may establish Reserve/Reserve Funds for any purpose for which it has authority to spend money. Council approval is required for any transactions outside of the approved budget or Reserve and Reserve Fund Policies that impact a Reserve or Reserve Fund.

2.0 PURPOSE & OBJECTIVES

The purpose of this policy is to provide guiding principles, internal controls, management and administrative responsibilities for Reserves and Reserve Funds managed by the Township of North Frontenac.

Reserves and Reserve Funds are important long-term financial planning tools and are used to set aside Funds for a future purpose. Reserve and Reserve Funds are established for a variety of purposes, including:

- to promote financial stability and flexibility;
- to stabilize the cost for the replacement and rehabilitation of Township Assets;
- to assist in Funding temporary or one time revenue shortfalls or expenses not included in the operating budget;
- to provide a source of internal financing; and
- adhere to statutory requirements.

3.0 DEFINITIONS

Reserve – monies set aside by approval of Council and not restricted by legislation. Reserves can be related to projects that are of a nature described and managed by approval of Council. Reserves will be used for stabilization purposes. Reserves do not receive an annual interest allocation.

Reserve Fund – monies set aside for a specific purpose as required by legislation, a municipal by-law or agreement. North Frontenac has two (2) categories of Reserve Funds, Obligatory and Discretionary. Reserve Funds receive interest allocation during the year.

Discretionary Reserve Fund – monies set aside for a specific purpose by Council and/or by municipal by-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new by-law must be passed under section 417(4) of the Municipal Act.

Obligatory Reserve Fund – means a Reserve Fund created whenever a statute or legislation requires that Funds received be segregated from the general Funds of the Township through financial agreement or legislative direction. Obligatory Reserve Funds are created solely for

the purpose prescribed for them. The Funds are raised for a specific purpose and Council cannot redirect the Funds to be used for any other purpose than the intended purpose of the Reserve Fund.

Tangible Capital Asset Reserve Fund – monies set aside to stabilize the Funding of the 10 year Tangible Capital Asset Planned Spending approved by Council. If Council should decide to spend the money for purposes other than what it was originally intended for, then a Resolution is required to reallocate the Funds.

Deferred Revenue – means revenue that is considered a liability on the Municipalities financial statements for something that has not yet been provided. Deferred revenue is set aside in an obligatory Reserve Fund for a specific purpose by legislation, regulation or agreement. Canada Community Building Fund is an example.

The Reserve and Reserve Fund Policy applies to all Reserves and Reserve Funds established by the Township of North Frontenac.

4.0 ESTABLISHMENT AND MODIFICATION

Council Resolution is required for the creation or dissolution of any Reserve or Reserve Fund. The Treasurer will review any proposed new Reserve or Reserve Fund prior to seeking council approval to ensure the policy is in line with current financial strategies, policies and procedures. Reserves and Reserve Funds shall be established through the following processes:

- Inclusion in the annual operating or capital budget which is approved by Council; or
- Through Resolution of Council;

Prior to the establishment of a new Reserve and/or Reserve Fund Council must approve the purpose, source of Funds, use of Funds and target balance.

5.0 CONTRIBUTIONS TO / DRAWS FROM

All contributions to and/or withdrawals from Reserves and Reserve Funds shall be approved by Council, normally as part of the annual budget approval process or specifically by resolution with the following exceptions:

- Transfers that are the direct result of Council approved by-laws or resolutions
- Use of “revolving” Reserves and Reserve Funds for the purpose approved by Council (lending the money internally and then pay back)
- Transfer of Funds between Reserve cost centres for Reserve restructure which in the opinion of the Treasurer have not changed the purpose for which the Funds were intended
- Transfer of Funds between asset replacement Reserves based upon Reserve adequacy analysis or other related information, at the discretion of the Treasurer
- Final Reserve and Reserve Fund transfers will be based on actual expenditure costs rather than budgeted amounts
- Transfers should not place the Fund in a negative position
- The Treasurer is hereby authorized to transfer the annual surplus over \$150,000 (if applicable) to the North Frontenac Contingency Reserve.

6.0 LENDING / TEMPORARY BORROWING

Temporary inter fund borrowing between Reserve and Reserve Funds shall be permitted, with the exception of the Obligatory Reserve Funds, to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs. However, the following conditions must be met in order to allow borrowing from Reserve Funds:

- Borrowing must not adversely affect the intended purpose of the Reserve
- A plan to repay the Reserve within a reasonable timeframe is required and must be documented
- Interest, equivalent to the Township's interest on Reserve Fund bank accounts, will be applied to the outstanding amount borrowed
- Deemed appropriate by the Treasurer

Excludes borrowing from any Obligatory Reserve Fund.

7.0 CONSOLIDATION / CLOSURE

A Reserve or Reserve Fund shall be closed or consolidated, on the recommendation of the Treasurer, when the program or project it supports meets any of the following criteria:

- No longer in the scope of the Municipalities strategic plan;
- Program commitments have been met and no future commitments are expected; and
- The Treasurer is confident that balances in other areas can mitigate the need to hold any remaining Reserve or Reserve Fund balance

Reserves and Reserve Funds identified for consolidation/closure shall be reported to Council for review and approval. Reports to Council shall include recommendations regarding the timing of wind down, closure and the allocation of Fund balances. The Schedule A to be amended in order to close a Reserve Fund.

8.0 STANDARD OF CARE / RESPONSIBILITIES

The Treasurer shall:

- Develop and update this policy as necessary and present changes to Council;
- Ensure that the principles and requirements contained in this policy are applied consistently across all departments;
- Determine need for Reserves and Reserve Funds for operating and capital budgets;
- Perform the transfers to and from Reserves and Reserve Funds as authorized by Council;
- Recommend establishing, closing and consolidating Reserves and Reserve Funds;
- Recommend strategies for the adequacy of Reserve levels; and
- Report to Council the Reserve balances and forecast as part of the annual budget approval process.

Municipal Council shall:

- In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- Approve transactions to and from Reserves and Reserve Funds through the budget process or by specific Resolution.

The Chief Administrative Officer shall:

- Support the Treasurer in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all departments.

Department Managers shall:

- Provide the Treasurer with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle Reserves;
- Inform (in writing) the Treasurer when a Reserve or Reserve Fund transfer are required; and
- Inform (in writing) with the Treasurer when Reserve Funds are required for unbudgeted transactions prior to seeking Council approval.

9.0 INVESTMENT INCOME EARNED ON RESERVE FUNDS

Reserve Funds may be invested and done so in a manner that is in accordance with the Municipalities approved Investment Policy. Investment income earned on the total cash and investment portfolio shall be credited to each separate Fund in proportion to the amount invested from it.

10.0 REPORTING

The Treasurer shall communicate the following reports to Council, the public and the Ministry of Municipal Affairs and Housing through the following reports:

- **Annual Audited Financial Statements** – the annual audited financial statements shall include a statement of financial position, financial activities, and changes in Fund balances for Reserves and Reserve Funds;
- **Reserve and Reserve Fund Report** – a financial plan forecasting Reserve and Reserve Fund balances and a comparison to target objectives shall be prepared annually at budget based on the most current information available;
- **Budget Reports** – Reserve and Reserve Fund balances, projected contributions and planned drawdowns shall be presented in each multi-year budget. Annual changes to Reserve and Reserve Fund balances shall be presented with each annual budget update, or specifically by resolution if required.

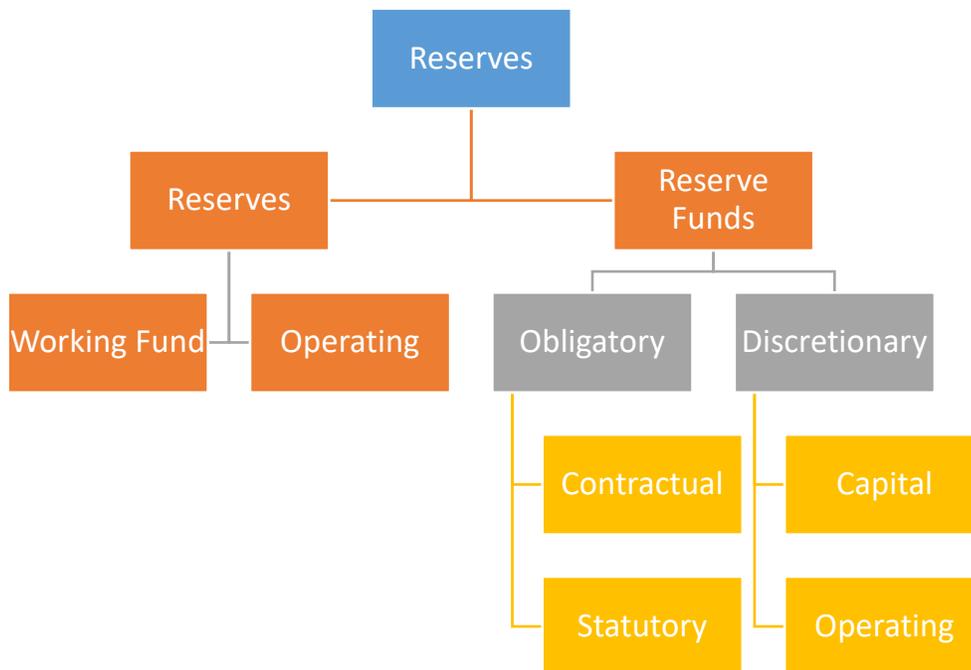
11.0 REVIEW

This Policy shall be presented to Council for review and update, if applicable, every four years, in the third (3rd) year of each Council term, or as deemed necessary by Council or the Treasurer.

The Treasurer has the authority to administratively amend Appendix A: Reserve and Reserve Fund Policy Schedule when deemed necessary. Administrative amendments authorized are:

- Updating Appendix A for council approved changes, additions or deletions of individual Reserve and Reserve Fund policies
- Updating Appendix A for refinement of the Reserve and Reserve Fund targets as new and improved information becomes available through the Asset Management or other initiatives.

12.0 CLASSIFICATION/CATEGORIES AND LIST OF RESERVES AND RESERVE FUNDS



APPENDIX “A”

The following individual Reserves and Reserve Funds have been established with Council’s approval:

Reserves

Operating Contingency Reserve

- Purpose:** To provide for expenses that are not part of the approved budget and in-year revenue deficits.
- Source of Funds:** Allocation from the annual operating budget as needed to hit target and/or surplus from annual year-end. The Treasurer is hereby authorized to transfer the annual surplus to the Operating Contingency Reserve.
- Use of Funds:** To provide Funding for unforeseen events or extraordinary expenditures that may occur during the year (ex. Legal, insurance deductible, integrity commissioner, employment matters, accessibility, and municipal services corporation etc. (excluding capital)).
- Target Balance:** 10 – 12% of expenses based on the last Audited Consolidated Statement of Operations.

Reserve Funds (Obligatory and Discretionary)

Obligatory Reserve Funds

Recreational Land (Planning Act) (previously Special Parks – Park Levy)

- Purpose:** Created in accordance with subsection 42 (14) and (15) of the Planning Act for the purpose of cash-in-lieu of conveyance of land for a park or other public recreation purpose, including the erection, improvement or repair of buildings, and the acquisition of machinery for park or other public recreation purposes.
- Source of Funds:** Funds transferred in as collected through Park Levy.
- Use of Funds:** Funds transferred out for park or public recreation purposes, as per the Planning Act sec 42 (15).
- Target Balance:** Beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60% of the monies at the beginning of each year.

Building Department

- Purpose:** Building Code Statute Law Amendment Act, 2002, imposes specific restrictions on the use of building code revenues. The purpose of the Reserve is to accumulate annual building code surpluses, the Reserve Fund is intended to ensure that, even if building activity in a municipality slows down, there are sufficient Funds to maintain building department services for a time without affecting the municipality's finances.
- Source of Funds:** From annual building code revenue surplus.
- Use of Funds:** Municipalities are required to segregate fees generated through building code permits and restrict them for building code related purposes. Based on this, uses are limited to:
- Offset unfavourable revenue variances due to severe economic conditions;
 - Subsidize any negative year-end position.
- Target Balance:** One (1) year operating expenditures of last Audited Statements. Once achieved a detailed review of Permit Fees and expenses will be conducted.

Canada Community Building Fund (CCBF)

- Purpose:** The Canada Community-Building Reserve Fund provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.
- Source of Funds:** A semi-annual allocation of funds from the AMO on behalf of the Federal Government per the Agreement for the Transfer of Federal Gasoline Tax Revenues. Funds must be held in an interest bearing account. Annual allocation from the County of Frontenac.
- Use of Funds:** Funds must be used for the construction, renewal or enhancement of capital assets within categories established by the Government of Canada.
- Target Balance:** Reserve balance must not drop below \$0. Funds can only be held up to a maximum of 5 years from the year received.

Waste Closure Costs

- Purpose:** To ensure Funds are available for future costs to close Waste Sites once required
- Source of Funds:** Allocation from the annual Operating Budget.
- Use of Funds:** Funds are used annually for any post closure costs as indicated in the operating budget. This can include consulting and/or remedial work.
- Target Balance:** Based on Consultant report for Waste Disposal Closure and Post-Closure Cost Projections, report received annually. Reserve Fund Contribution is total closure costs less current Reserve Fund Balance divided by estimated years to closure. Maximum would be full Funding for Closure Costs.

Ontario Community Infrastructure Fund (OCIF)

- Purpose:** To provide Funding for projects approved as eligible under the Ontario Community Infrastructure Fund Agreement. OCIF was established by the Government of Ontario to assist small communities in addressing road, bridges, water and wastewater core infrastructure needs.
- Source of Funds:** Annual transfer from the Government of Ontario as outlined in the Agreement. The current agreement provides Funding until 2027.
- Use of Funds:** Funds are to be used for capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets. The Agreement sets out the eligible projects/categories as well as the terms & conditions in further detail. Funds are not to be used for growth-related expansion projects. To be used if funds were not fully used in the year received and carried over to the following year.
- Target Balance:** No established maximum limit, Reserve balance must be in a positive position.

Discretionary Reserve Funds

Tangible Capital Asset (TCA)

Purpose:	Established to Fund specific replacement, renewal or acquisition of capital assets.
Included:	Fire Sustainability – TCA Road Sustainability – TCA Waste Sustainability – TCA Recycling Sustainability – TCA Infrastructure Sustainability – TCA Ward 1 – TCA Electronics/Software Sustainability – TCA Streetlights Sustainability – TCA Building Department Sustainability – TCA Community Hall Sustainability – TCA Recreation Sustainability – TCA CLSP (MNR Parks) Sustainability – TCA Property/Building Maintenance Sustainability - TCA
Source of Funds:	Allocations from annual operating budget based on the Capital Plan; surplus asset sales; annual allocations in operating budget.
Use of Funds:	Funds are to be used for the purchase, repair, and expansion of capital assets (ex. roads, bridges, vehicles, equipment and facilities).
Target Balance:	The balance of each Reserve Fund should be sufficient to fund average annual replacement for capital purchases based on the ten year unconstrained capital forecast with an annual 2% inflation incorporated. The balance should be +/- 15% of the target.

Discretionary Reserve Fund (Operating)

Cannabis

Purpose:	To help with the implementation costs of recreational cannabis legalization.
Source of Funds:	Government of Ontario through the OCLIF (Ontario Cannabis Legalization Implementation Fund)
Use of Funds:	May be used for any expenses that meets the program criteria.
Target Balance:	No established maximum limit, Reserve balance must be positive. Reserve Fund to be removed once it reaches zero

Safe Restart – Covid 19

- Purpose: Funding was received to provide Municipalities with operating pressures during Covid-19
- Source of Funds: Funds received from Federal-Provincial Governments as a one time during Covid-19
- Use of Funds: Funds are to be used for operating pressures as the result of Covid-19. The Funds have been used for enhancements to electronics, internet, staffing, protective measures, etc.
- Target Balance: Reserve Fund to be removed once it reaches zero

Seniors Initiatives

- Purpose: To provide funds to assist with stay at home initiatives for seniors
- Source of Funds: Allocation from annual operating budget, if required.
- Use of Funds: To be allocated for programs that assist to keep seniors in their own homes longer.
- Target Balance: Minimum \$25,000 and maximum \$50,000

Election

- Purpose: To spread out the cost to Fund expenses related to elections every four (4) years.
- Source of Funds: Allocation from the annual operating budget. Projected cost divided by 4 to create an annual contribution.
- Use of Funds: To cover all cost for election related expenses (training, election services, mailings, etc.) that occurs every four (4) years. Any balance is carried forward in the Reserve.
- Target Balance: The balance of this Reserve in the year of the election should be sufficient to Fund the election.

Economic Development

- Purpose: Development and execution of business initiatives, Strategic Plan and Tourism
- Source of Funds: Allocation from the annual operating budget and revenue from sale of branded materials, maps, etc.
- Use of Funds: Events to promote business, community awareness, branded materials
- Target Balance: No established maximum limit, Reserve balance must be positive.

Medical Services (Doctor Recruitment)

- Purpose: Assistance to recruit Doctors to the area.
- Source of Funds: Allocation from the annual operating budget.
- Use of Funds: Incentive to recruit a doctor to the area
- Target Balance: The balance of this Reserve should be sufficient to assist in funding the most recent recruitment efforts and anticipated future recruitment needs.

Emergency Services (i.e. Extreme Weather events, Wildfires, Salaries etc.)

- Purpose: To Fund unexpected costs due to wildfires, unforeseen weather events and salary – fire suppression over budget at year end.
- Source of Funds: Allocation from annual operating budget and year end salaries – fire suppression surplus
- Use of Funds: Extreme weather occurrences, wildfire calls and salaries – fire suppression over budget.
- Target Balance: Minimum \$300,000 and Maximum \$500,000. At year end if the Reserve Fund is in excess of the maximum target any additional funds will be placed in the Fire Sustainability Reserve Fund.

Roads – Winter Maintenance

- Purpose:** To cover costs in the event of a shortfall in the Winter Control Operating Budget. The Reserve funds will assist in minimizing the financial implications resulting from additional winter operations due to weather.
- Source of Funds:** Allocation from the surplus from the annual operating budget for winter control, if any. An annual contribution will be added to the Reserve Fund until the minimum has been achieved. Budget versus actual for accounting object codes 55505 to 55512.
- Use of Funds:** Additional funding for winter maintenance expenditures on Township Roads in the event of a deficiency in the Operating Budget amount for winter control. Budget versus actual for objects 55505 to 55512.
- Target Balance:** The balance is recommended to have a minimum of \$200,000 and to a maximum of 50% of the five (5) year average actual for winter control. At yearend if the Reserve Fund is in excess of the 50% any additional Funds will be placed in the Roads Sustainability Reserve Fund – TCA.

Cemetery

- Purpose:** For cemetery care and any future expansion.
- Source of Funds:** A portion of plot sales, care and maintenance Fund interest and cemetery fees.
- Use of Funds:** General maintenance.
- Target Balance:** No established maximum, Reserve Fund must be in a positive position

Community Halls

- Purpose:** Operations and non-capital projects for Community Halls
- Source of Funds:** Fees from the annual sale of land (Shore Road Allowances).
- Use of Funds:** To be used for non-capital projects to enhance the Community Halls.
- Target Balance:** The balance is recommended to be a minimum of \$50,000 and maximum of \$100,000 . At yearend if the Reserve Fund is in excess of the maximum any additional Funds will be placed in the Community Halls Sustainability Reserve Fund – TCA.

North Frontenac Parklands

Purpose: Management, operations and maintenance of the North Frontenac Parklands.

Source of Funds: Allocation of surplus Funds from annual operating budget.

Use of Funds: To maintain/enhance the Crown Roads, Boat Launches and Campsites within the Land Use Permit through MNR. Funds cannot be allocated to other municipal services. May be used in any given year if there is a shortfall in the operating budget. Funds may be transferred to the MNR TCA Reserve Fund if drops below zero.

Target Balance: To be reviewed once balance exceeds the prior years budgeted expenses.

Planning

Purpose: To cover the expense of unexpected planning updates, planning document reviews, etc.

Source of Funds: Allocation from the annual operating budget.

Use of Funds: To Fund the cost of additional planning expenses.

Target Balance: Sufficient to Fund the document review per legislative requirements.

Township of North Frontenac Reserves / Reserve Funds				as of Jan. 18/24 (pending year end adjustments)				
Proposed Reserve and Reserve Funds	Reserve Account #	Previous Reserve and Reserve Fund	Category	Proposed Target	calculations	Current Balance	Action	
Operating Contingency Reserve	01-000-0-24100	Contingency	Reserve	10 - 12% of expenses based on the last Audited Consolidated Statement of Operations	\$10,278,547.00	\$1,218,524.41	No action required	
	01-000-0-24010	Working Capital			10% = \$1,027,855			
	01-100-0-24016	Integrity Commissioner			12% = \$1,233,425			
	01-260-0-24065	Accessibility						
Recreational Land (Planning Act)	01-900-0-24002	Special Parks Reserve Fund - Park Levy Only	Obligatory Reserve Fund	Allocate 60% of actual beginning balance		\$23,692.10	Need to allocate 60% during buget deliberations	
Building Dept Surplus	01-250-0-24025			One (1) year operating expenditures of last audited statements	2022 expenditures = \$192,694	\$39,532.72	Below target, fees adjusted late 2023, to be reviewed again in 2025 or as needed.	
Canada Community Building Fund (CCBF) formerly Federal Gas Tax (Obligatory Reserve Fund)	01-000-0-24030			Must be a positive balance		\$1,079,517.24	Can be held for up to 5 years from receipt of funds. No obligation to spend in 2024.	
Waste (Obligatory) for Closure Costs	01-400-0-24000			Total closure costs less current balance / by est. yrs. to closure		\$783,362.08	Continue to contribute based on Consultant report.	
OCIF - Formula based Funding	01-000-0-24035			Must be a positive balance		\$43,437.27	To be brought forward in 2024 budget	
Infrastructure Sustainability TCA - All Departments as required	01-000-0-24800		Discretionary Reserve Fund - Capital	To fund annual requirements based on Replacement Schedules, calculated with a annual 2% inflation increase.	\$6,000,000 plus / minus 15% Min \$5,100,000 / Max \$6,900,000	\$1,676,866.68	To meet the proposed target, will require additional annual contributions	
Fire Sustainability - TCA	01-200-0-24800					\$186,628.40		
Protection - Equipment TCA (Communication Tower)	01-260-0-24800					\$20,913.62		
Road Sustainability TCA	01-300-0-24800					\$1,009,810.60		
Waste Sustainability TCA	01-400-0-24800					\$225.71		
Recycling Sustainability TCA	01-450-0-24800					\$81.25		
Capital Acquisition - Ward 1 - TCA	01-000-1-24801					\$34,025.16		
Electronics/Software Sustainability TCA - All Depts.	01-110-0-24860					\$370,657.86		
Streetlights Sustainability TCA	01-280-0-24800					\$69,152.83		
Building Dept. Sustainability TCA	01-250-0-24800					\$47,420.68		
Community Hall - Sustainability TCA	01-610-0-24800					\$226,407.90		
Recreation - Sustainability TCA	01-615-0-24800					\$84,814.74		
CLSP (MNR Parks) - Sustainability TCA	01-620-0-24800					\$38,594.25		
Prop/Bldg Maintenance - Sustainability TCA	01-750-0-24800					\$5,455.74		
			TCA Total		\$3,771,055.42			
Cannabis	01-000-0-24014		Discretionary Reserve Fund - Operating	Must be a positive balance		\$14,115.58	No projects identified in 2024	
Safe Restart - COVID 19	01-000-0-24017			Remove when zero balance		\$66,920.92	To allocate remaining funds in 2024	
Seniors Initiatives	01-000-0-24018			Minimum of \$25,000 and maximum \$50,000		\$104,001.31	Review of initiatives to come to Council March 2024	
Election - Council	01-100-0-24000			Sufficient to fund year of election		\$16,397.37	No action required	
Economic Development	01-170-0-24000	Promotion/Marketing Reserve Fund		Must be a positive balance		\$23,148.44	Considertion for future events/projects	
Medical Services (Doctor Recruitment)	01-190-0-24090			Sufficient to fund the project		\$31,065.12	Consideration of contributions for futture recruitment	
Emergency Services (i.e. Extreme Weather, Wildfires, Salaries etc.)	01-260-0-24060	Wildfires, Fire Salaries, Wildfires - Ward 1		Minimum of \$300,000 and maximum \$500,000		\$338,349.16	No action required, within target	
Community Halls	01-610-0-24000			Minimum of \$50,000 and maximum \$100,000		\$531,969.05	Transfer amount over maximum to Community Hall TCA Reserve Fund	
Roads - Winter Maintenance	01-300-0-24000			Minimum of \$200,000 and maximum of 50% of five (5) yr. average actual	\$462,349.58	\$572,616.66	No action required, within target	
Cemetery - North Frontenac	01-500-0-24000					\$66,735.53	No action required	
North Frontenac Parklands	01-620-0-24000	MNR Parks		Review once exceeds prior years budgeted expenses		\$361,270.20	No action required, within target	
Planning - Update/Reviews/LPAT appeals, etc.	01-700-0-24000					\$39,171.07	No action required	
GRAND TOTAL RESERVES AND RESERVE FUNDS:						\$9,124,881.65		



RESERVE

AND

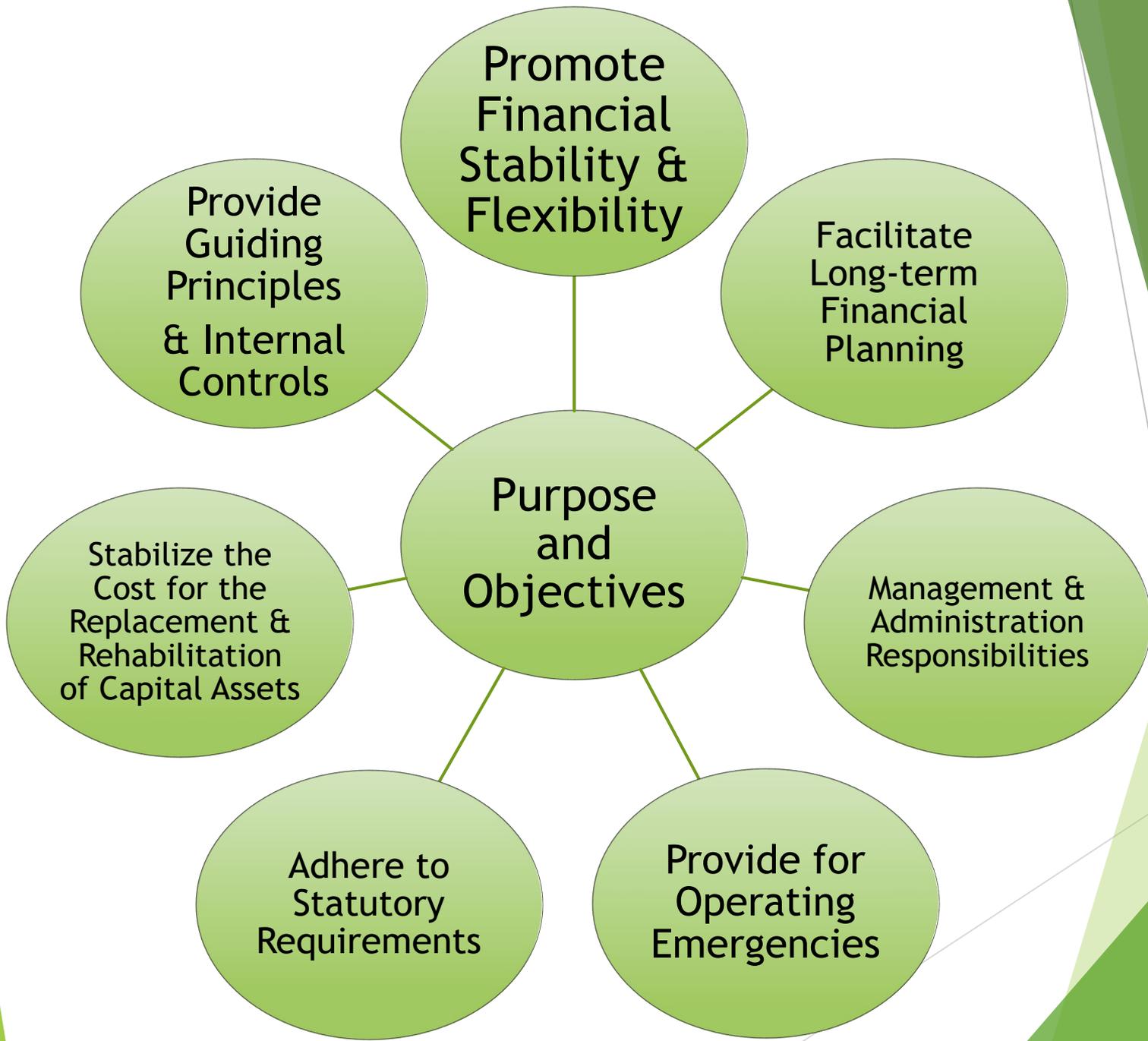


RESERVE FUND

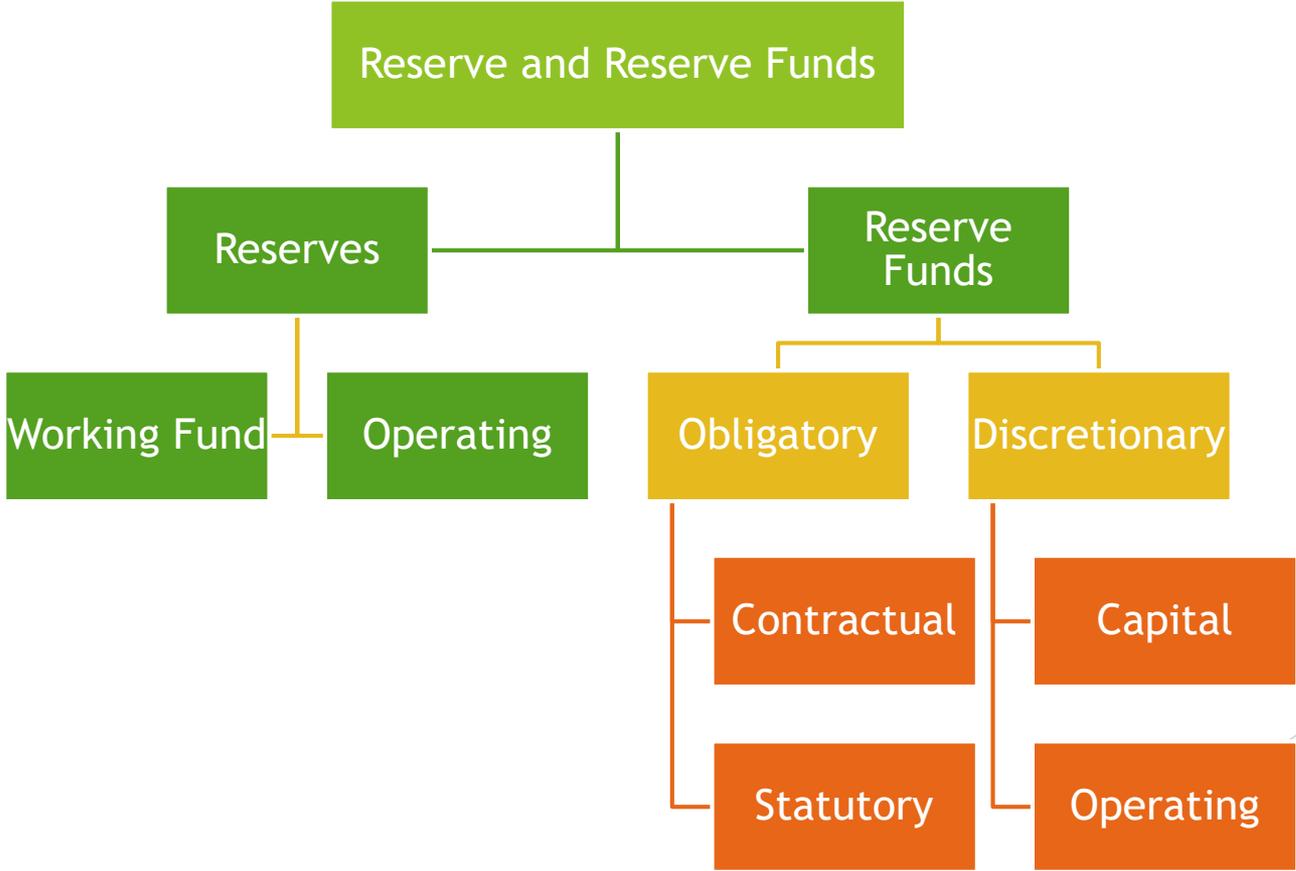
POLICY

Reserve / Reserve Funds

- ▶ Reserve Funds provide a mechanism for saving to finance the Tangible Capital Asset Program.
- ▶ Reserve Funds should be established with a clear intent or plan regarding the future purpose, use and, when appropriate, replenishment of funds.
- ▶ The Funds are intended to accomplish two goals; achieve tax stability and/or contribute to provision of services.
- ▶ Reserves also help the Township manage risks by making resources available for unplanned, unavoidable expenditures and to respond to emergencies.



Reserve / Reserve Fund Categories



Definitions

▶ **Reserve**

- ▶ Set aside by approval of Council and not restricted by legislation
- ▶ Funds are maintained in general bank account and interest not applied specifically to account

▶ **Reserve Fund**

- ▶ Monies set aside for a specific purpose
- ▶ Maintained in a separate bank account
- ▶ North Frontenac has two (2) categories of Reserve Funds, Discretionary and Obligatory.

▶ **Discretionary Reserve Fund**

- ▶ Monies set aside for a specific purpose by Council
- ▶ If Council should decide to spend the money for purposes other than what it was originally intended for, then a new by-law must be passed under section 417(4) of the Municipal Act.

Definitions Cont'd

▶ **Obligatory Reserve Fund**

- ▶ Created whenever a statute or legislation requires that funds received be segregated.
- ▶ Obligatory reserve funds are created solely for the purpose prescribed for them.
- ▶ Council cannot redirect the funds to be used for any other purpose than the intended purpose of the Reserve Fund.

▶ **Tangible Capital Asset Reserve Fund**

- ▶ Monies set aside to stabilize the funding of the Tangible Capital Asset Planned Spending approved by Council.
- ▶ Council can redirect the funds for purposes other than what it was originally intended for by Resolution.

Reserve / Reserve Fund Breakdown

Operating Contingency Reserve

(Incl. Working, Integrity & Accessibility)

13%

of Total Reserve/Reserve Fund Balance

Obligatory Reserve Fund

(Legislative Requirement)

22%

of Total Reserve/Reserve Fund Balance

Estimated 2023 Year End Balance

\$9,124,882

Discretionary Reserve Fund Capital

41%

of Total Reserve/Reserve Fund Balance

Discretionary Reserve Fund Operating

24%

of Total Reserve/Reserve Fund Balance

Operating Contingency Reserve

Operating Contingency Reserve

Purpose	Source & Use of Funds	Proposed Target
<p>To provide for unforeseen events or extraordinary expenditures that may occur during the year (ex. Legal, insurance deductible, integrity commissioner, accessibility, employment matters, etc. excluding capital).</p>	<p>Allocation from the annual operating budget as needed to hit target and/or transfer of surplus from annual year-end.</p>	<p>10 – 12% of expenses based on the last Audited Consolidated Statement of Operations.</p> <p>Last Audited Statement Balance : \$10,278,547</p> <p>10% - \$1,027,855 12% - \$1,233,425</p> <p>Current Balance: \$1,218,524</p>

Obligatory Reserve Funds

Created whenever a statute or legislation requires that funds received be segregated. The Township currently has 5 Obligatory Reserve Funds.

Recreational Land (Planning Act)

Purpose	Source & Use of Funds	Proposed Target
Created in accordance with the Planning Act for the purpose of cash-in-lieu of conveyance of land for a park or other public recreation purpose.	Allocation from collection of Park Levy. Funds transferred out for park or public recreation purposes, as per the Planning Act sec 42 (15).	A municipality shall spend/allocate at least 60% of the monies at the beginning of each year per the Planning Act.

Obligatory Reserve Funds Cont'd

Building Department

Purpose	Source & Use of Funds	Proposed Target
<p>The purpose of the Reserve is to accumulate annual building code surpluses to ensure sufficient funds to maintain building department services for a time without affecting the municipality's finances.</p>	<p>Allocated from annual building department surplus, or to fund any deficits.</p>	<p>One (1) year operating expenditures based on the last Audited Statements. Once achieved a review of Permit Fees and expenses will be conducted.</p> <p>2022 Expenditures = \$192,694</p> <p>Current balance = \$39,533</p>

Obligatory Reserve Funds Cont'd

Canada Community Building Fund (CCBF)

Purpose	Source & Use of Funds	Proposed Target
<p>Provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.</p>	<p>A semi-annual allocation of funds from AMO on behalf of the Federal Government as well as a portion of the County of Frontenac's allocation.</p> <p>Funds must be used for the construction, renewal or enhancement of capital assets</p>	<p>Reserve balance must not drop below \$0. Funds can only be held up to a maximum of 5 years from the year received.</p>

Obligatory Reserve Funds Cont'd

Waste Closure Costs

Purpose	Source & Use of Funds	Proposed Target
<p>To ensure funds are available for future costs to close Waste Sites once required.</p>	<p>Allocation from the annual Operating budget.</p> <p>Funds are used annually for any post closure costs as indicated in the operating budget.</p>	<p>Contribution is total closure costs less current Reserve Fund Balance divided by estimated years to closure. Maximum would be full Funding for Closure Costs.</p>

Obligatory Reserve Funds Cont'd

Ontario Community Infrastructure Fund (OCIF)

Purpose	Source & Use of Funds	Proposed Target
<p>To provide funding for projects approved per the Fund Agreement. Established to address road, bridges, core infrastructure needs.</p>	<p>Annual transfer from Government of Ontario per Agreement (currently until 2027).</p> <p>Funds are to be used for capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets.</p>	<p>No established maximum limit, Reserve balance must be in a positive position.</p> <p>Generally used in the year received, only used if all funds not used in the year as required by the Agreement to track separately.</p>

Discretionary Reserve Funds

Tangible Capital Asset (TCA)

Purpose	Source & Use of Funds	Proposed Target
To fund specific replacement, renewal or acquisition of capital assets.	<p>Allocations from annual operating budget based on the Capital Plan; surplus asset sales; annual allocations in operating budget.</p> <p>Funds are to be used for the purchase, repair, and expansion of capital assets (ex. roads, bridges, vehicles, equipment and facilities).</p>	<p>The balance of each Reserve Fund should be sufficient to fund average annual replacement for capital purchases based on the ten year unconstrained capital forecast with an annual 2% inflation incorporated. The balance target would be +/- 15% of the target.</p> <p>Current - \$6,000,000</p> <p>Min. - \$5,100,000</p> <p>Max. - \$6,900,000</p>

Discretionary Reserve Funds (Operating)

Cannabis

Purpose	Source & Use of Funds	Proposed Target
<p>To help with the implementation costs of recreational cannabis legalization.</p>	<p>Government of Ontario through the OCLIF (Ontario Cannabis Legalization Implementation Fund).</p> <p>May be used for any expenses that meets the program criteria.</p>	<p>No established maximum limit, Reserve balance must be positive. Reserve Fund to be removed once it reaches zero.</p>

Discretionary Reserve Funds Cont'd (Operating)

Safe Restart – Covid 19

Purpose	Source & Use of Funds	Proposed Target
<p>Funding was received to provide Municipalities with operating pressures during Covid-19.</p>	<p>Funds received from Federal-Provincial Governments as a one time.</p> <p>Funds to be used for pressures as the result of Covid-19 and have been used for enhancements to electronics, internet, staffing, protective measures, etc.</p>	<p>Reserve Fund to be removed once it reaches zero.</p>

Discretionary Reserve Funds Cont'd (Operating)

Seniors Initiatives

Purpose	Source & Use of Funds	Proposed Target
Funding to assist with stay at home initiatives for seniors.	Allocation from annual operating budget, if required, to assist to keep seniors in their own homes longer.	Minimum \$25,000 and maximum \$50,000

Discretionary Reserve Funds Cont'd (Operating)

Election

Purpose	Source & Use of Funds	Proposed Target
<p>To spread out the cost to fund expenses related to elections every four (4) years.</p>	<p>Allocation from annual operating budget.</p> <p>To cover all cost for election related expenses (training, election services, mailings, etc.) that occurs every four (4) years.</p>	<p>The balance of this reserve in the year of the election should be sufficient to fund the election.</p>

Discretionary Reserve Funds Cont'd (Operating)

Economic Development

Purpose	Source & Use of Funds	Proposed Target
Development and execution of business initiatives, Strategic Plan and Tourism.	Allocation from annual operating budget and sale of branded materials, maps, etc. Events to promote business, community awareness, branded materials.	No established maximum limit. Reserve balance must be positive.

Discretionary Reserve Funds Cont'd (Operating)

Medical Services

Purpose	Source & Use of Funds	Proposed Target
Assistance to recruit Doctors to the area.	Allocation from annual operating budget Incentive to recruit a doctor to the area.	The balance of this Reserve should be sufficient to assist in funding recruitment efforts.

Discretionary Reserve Funds Cont'd (Operating)

Emergency Services (i.e. Extreme Weather events, Wildfires, Salaries, etc.)

Purpose	Source & Use of Funds	Proposed Target
To Fund unexpected costs due to wildfires, unforeseen weather events and salary – fire suppression over budget at year end.	Allocation from annual operating budget and year end salaries – fire suppression surplus. Extreme weather occurrences, wildfire calls and salaries – fire suppression over budget.	Minimum \$300,000 and Maximum \$500,000. At year end if the Reserve Fund is in excess of the maximum target any additional funds will be placed in the Fire Sustainability Reserve Fund.

Discretionary Reserve Funds Cont'd (Operating)

Roads – Winter Maintenance

Purpose	Source & Use of Funds	Proposed Target
<p>To cover costs in the event of a shortfall in the Winter Control Operating Budget due to additional winter operations due to weather.</p>	<p>Allocation from the surplus from the annual operating budget for winter control, if any. An annual contribution will be added to the Reserve Fund until the minimum has been achieved. Budget versus actual for accounting object codes 55505 to 55512.</p>	<p>A minimum of \$200,000 and to a maximum of 50% of the five (5) year average actual for winter control. At yearend if the Reserve Fund is in excess of the maximum additional Funds will be placed in the Roads TCA Fund.</p> <p>5 year average @ 50% = \$462,349</p> <p>Current balance = \$572,617</p>

Discretionary Reserve Funds Cont'd (Operating)

Cemetery

Purpose	Source & Use of Funds	Proposed Target
For cemetery care and any future expansion.	A portion of plot sales, care and maintenance fund interest and cemetery fees. General maintenance.	No established maximum, Reserve Fund must be in a positive position.

Discretionary Reserve Funds Cont'd (Operating)

Community Halls

Purpose	Source & Use of Funds	Proposed Target
Operations and non-capital projects.	Fees from the annual sale of land (Shore Road Allowances). To be used for non-capital projects to enhance the halls.	A minimum of \$50,000 and maximum of \$100,000 . At yearend if the Reserve Fund is in excess of the maximum any additional Funds will be placed in the Community Halls Sustainability Reserve Fund – TCA.

Discretionary Reserve Funds Cont'd (Operating)

North Frontenac Parklands

Purpose	Source & Use of Funds	Proposed Target
Management, operations and maintenance of the North Frontenac Parklands.	Allocation of surplus funds from annual operating budget. To maintain/enhance the Crown Roads, Boat Launches and Campsites within the Land Use Permit through MNRF. Funds cannot be allocated to other municipal services.	To be reviewed once balance exceeds the prior years budgeted expenses.

Discretionary Reserve Funds Cont'd (Operating)

Planning

Purpose	Source & Use of Funds	Proposed Target
To cover the expense of unexpected planning updates, planning document reviews, etc.	Allocation from annual operating budget. To fund the cost of additional planning expenses.	Sufficient to fund the document review per legislative requirements.



To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 02 Feb 2024
Re: Partnership Opportunity for the Rural Economic Development (RED) Program

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Partnership Opportunity for the Rural Economic Development (RED) Program";

And That Council approves the Township of North Frontenac being a Co-Applicant on the County of Frontenac's Application for Funding to the RED Program for Rehabilitation of 8 km of the Frontenac K&P Trail between Clarendon Station and the Mississippi River to meet the established standard of development on 90 kilometres of existing trail and instructs the MCD to submit the Co-Applicant Form to the County of Frontenac;

And That Council instructs the Treasurer to provide a \$5,000 contribution towards this project payable to the County of Frontenac funded from the Special Parks Reserve Fund, should the Application be successful;

And That Council directs the CAO to enter into a funding agreement with the RED Program as a Co-Applicant, if successful in receiving funding.

Background:

The County of Frontenac Phase 6 of the Frontenac K&P Trail is from Clarendon Station to Snow Road Station. The County has successfully acquired or established permanent easements from private landowners along the 8-kilometre stretch of the former K&P railway from Clarendon Station to the Mississippi River. This project will include the Rehabilitation of 8 km of the Frontenac K&P Trail to meet the established standard of development on 90 kilometres of existing trail.

This trail route has been identified by Frontenac County as a critical spine of the trail network in the Regional Active Transportation Plan (2019). This corridor connects the economies of our small rural communities to other regional destinations. In addition, the provincial cycling network has identified this trail as a key north-south off-road connection in Eastern Ontario. This project will elevate the infrastructure to support bicycle and pedestrian traffic, while improving safety for off-road recreational vehicles.

Researched By:

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

Comments:

To fully leverage the Rural Economic Development Program, Frontenac County proposes that the Township of North Frontenac join as a Co-Applicant for the RED grant. This collaboration, augmented by a financial contribution from the Township, would significantly enhance the strength of the Application for Funding. Such a partnership will assist in ensuring the timely and effective development of the K&P Trail in North Frontenac. (See attached request from Frontenac County).

The purpose of the Request for Funding is:

- To rehabilitate trail infrastructure to a level consistent with 90 km of existing K&P Trail.
- To improve accessibility and wayfinding along this section of K&P Trail.
- To support the goal of establishing the K&P Trail as a world-class tourism destination.

The project would involve the following:

- Strengthening the base infrastructure with additional aggregates.
- Finishing surface of trail with stone dust
- Design, production and installation of wayfinding signs and kilometre markers
- Installation of an electronic trail counter

Financial Impact:

It is recommended that the Township contribute \$5,000 towards this project to be funded from the Special Parks Reserve Fund as this project would fit within the intent for Use of these Funds. The opening balance of this account in 2024 is \$23,692.10. The Township is required to spend/allocate 60% of the balance at the beginning of the year. The Draft Budget has allocated 52.76% of the balance. This would ensure we meet the 60% requirement.

Attachments:

[20240129 - Request to NF RE K&P RED Grant Application RA](#)
[KPTRAIL6 -Summary of Project](#)
[K&P Trail Development - Overview - January 2024](#)
[red-coapp](#)

January 29, 2024

Mayor Lichty and Honorable Members of the Council of the Township of North Frontenac,

RE: Partnership Opportunity for the Rural Economic Development Program

I am reaching out to discuss a significant development opportunity under the Rural Economic Development (RED) Program. The Province of Ontario is currently inviting applications, with the intake period concluding on February 21, 2024. Frontenac County is preparing to submit a proposal for the “Strategic Economic Infrastructure Stream” to secure up to \$250,000 for the expansion of the K&P Trail from Clarendon Station to the Mississippi River in North Frontenac.

The County has successfully acquired or established permanent easements from private landowners along this 8-kilometre stretch of the former K&P railway. Notably, this stretch also includes three parcels owned by the Township of North Frontenac and a section of the trail within the Township Road 509 allowance. The County is immensely grateful for the Township of North Frontenac's ongoing support and cooperation, particularly regarding the sale of these parcels and the establishment of a partnership for trail management within the road allowance. We are optimistic about the prompt completion of these transactions and agreements.

To fully leverage the Rural Economic Development Program, Frontenac County proposes that the Township of North Frontenac join as a co-applicant for the RED grant. This collaboration, augmented by a financial contribution from the Township, would significantly enhance our application's strength. Such a partnership will ensure the timely and effective development of the K&P Trail in North Frontenac.

Frontenac County deeply values the established partnership with North Frontenac, which has been instrumental in past initiatives to enhance trail infrastructure and tourism in our region.



Enclosed, please find a sample co-applicant form for your review. Should your Council agree to participate, I am prepared to coordinate closely with Township staff to facilitate the completion of this process.

Your partnership in this effort will be pivotal in realizing the full potential of the K&P Trail in North Frontenac, and across Frontenac County. I look forward to the possibility of furthering our collaborative efforts and await your response.

Sincerely,



Richard Allen
Manager of Economic Development
County of Frontenac
(613) 548-9400 ext. 330





Project:

Frontenac K&P Trail: Phase 6 – Clarendon Station to Snow Road Station

Rehabilitation of 8 km of the Frontenac K&P Trail to meet the established standard of development on 90 kilometres of existing trail. This project is an important step in establishing a world-class recreational trail that travels from the City of Kingston to the Ottawa Valley.

Purpose:

- To rehabilitate trail infrastructure to a level consistent with 90 km of existing K&P Trail
- To improve accessibility and wayfinding along this section of K&P Trail
- To support the goal of establishing the K&P Trail as a world-class tourism destination.

Description:

In partnership with the Township of North Frontenac, Frontenac County is seeking to rehabilitate the Clarendon Station to Snow Road Station section of the Frontenac K&P Trail to a standard attractive to all trail user groups. This is an important step in completing the development of the 180 km corridor of the former Kingston & Pembroke railway into a world class trail destination.

This trail route has been identified by Frontenac County as a critical spine of our trail network in and Regional Active Transportation Plan (2019). This corridor connects the economies of our small rural communities to other regional destinations. In addition, the provincial cycling network has identified this trail as a key north-south off-road connection in eastern Ontario. This project will elevate the infrastructure to support bicycle and pedestrian traffic, while improving safety for off-road recreational vehicles.

Frontenac County has pursued a strategy of community development through the development of trail infrastructure since 2008, including the development of 70 km of the Frontenac K&P Trail between the Township of North Frontenac and the City of Kingston, where the trail intersects with the Great Lakes Waterfront Trail.

The project would involve the following:

- Strengthening the base infrastructure with additional aggregates.
- Finishing surface of trail with stone dust
- Design, production and installation of wayfinding signs and kilometre markers
- Installation of an electronic trail counter

Measurable Outcomes (targets to be established for each):

- # of km rehabilitated
- Increased use of trail in all seasons
- Increased patronage to local businesses from Trail user groups.



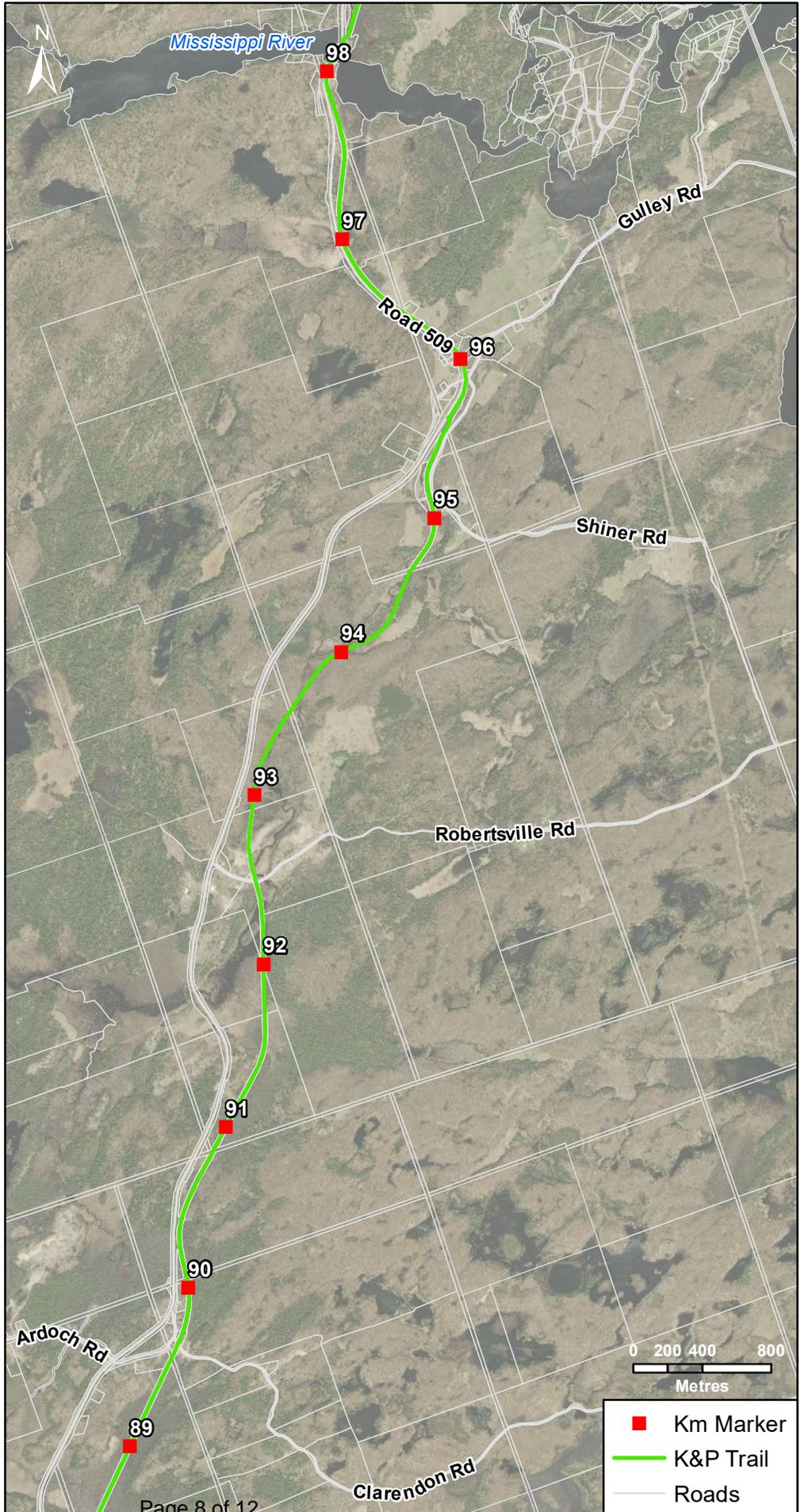
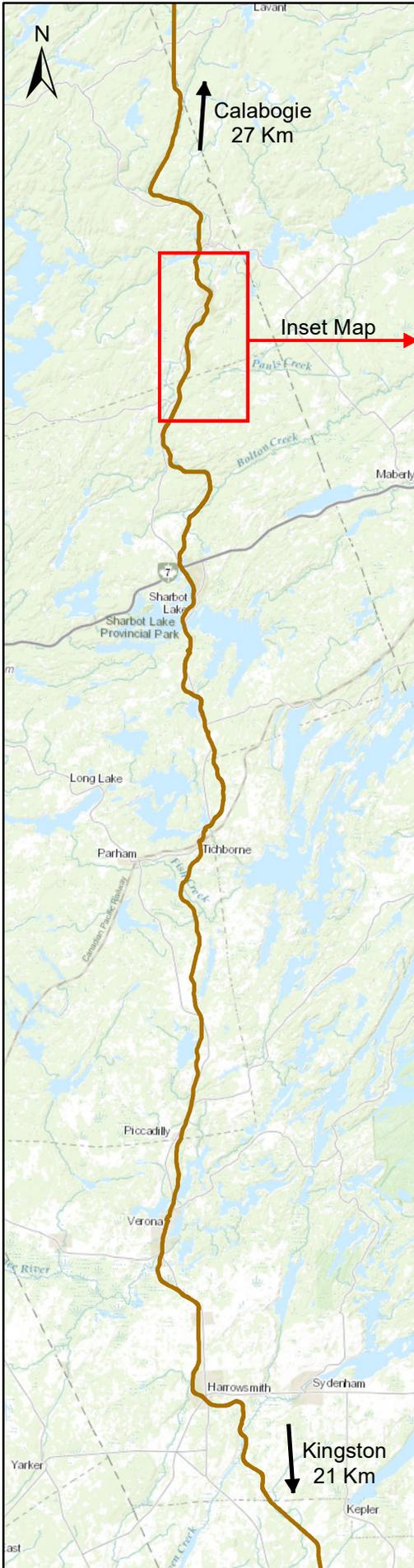
Figure 1: Example of undeveloped K&P Trail infrastructure between Clarendon Station and the Mississippi River

The trail in this location has an uneven surface with large gauge gravel and stones, making it difficult to walk or ride bicycles. These areas are also prone to washout and flooding. The trail base needs to be raised and the surface graded and compacted. Much of this section of trail has similar requirements.



Figure 2: Example of K&P Trail after development is completed.

This photo was taken on the K&P Trail between Godfrey and Tichborne at KM marker 52. The surface is a stone dust that has been graded and compacted.



Business Number - Canada Revenue Agency Client Number

The Business Number is a 9-digit business identifier used in Canada to which clients can register program accounts with the Canada Revenue Agency (CRA). The program account number consists of three parts: business number, two letter program identifier, and a four-digit reference number.

[Canada Revenue Agency \(CRA\)](#)

RC	0	0	0	
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OR

I confirm the co-applicant does not have a CRA Number

Please describe your organization: Include a brief history, strategic overview, services offered, clients served. (Maximum 200 words)

Please describe your organization's role in the project.

Application Requirements

By submitting an application, the Co-Applicant confirms, acknowledges, accepts and agrees or represents that:

1. The Co-Applicant has read the Rural Economic Development (RED) Program Guidelines and is aware of the provisions and requirements of the RED program.
2. The RED program is a discretionary non-entitlement program and that even if the application meets all of the RED Program Guidelines, there is no guarantee that such application will be approved under the RED program, or that the total amount of funds requested will be approved.
3. The primary project contact and the primary contact for any co-applicants, if applicable, have obtained all necessary permits and approvals to proceed with this application.
4. The Government of Ontario has a right to obtain, use and disclose information for the purposes of assessing, evaluating, verifying, auditing and enforcing the RED program.
5. The Minister of Agriculture, Food and Rural Affairs has exclusive discretion to select or reject any application. Applicants, jointly or severally, shall not be eligible for funding under the RED program solely by reason of making an application or have any claim or demand or action against His Majesty the King in Right of Ontario, his ministers, directors, officers, employees, servants, appointees or agents in this regard.

6. The applicant(s) shall provide in a timely manner any additional information that the Province or its authorized agent(s) may reasonably require for the purposes of assessing the application and administering the RED program in a timely manner.
7. Applicant(s) authorize His Majesty the King in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs and the ministry's employees and agents (the "Province") to contact bankers, accountants, solicitors and insurance agents of the applicant(s); law enforcement agencies; credit bureaus; and other government ministries and agencies to verify the information concerning the affairs of the applicant(s) as described in the application, to obtain such credit and other reports as the Province and/or its authorized agent(s) consider necessary to assess the application. This may include, but is not limited to, the Office of the Superintendent of Financial Institutions and the Financial Transactions and Reports Analysis Centre of Canada.
8. The information provided in the application including, but not limited to, any documentation submitted herewith and any and all information associated with reviews conducted by the Province and its authorized agent(s) may be shared with other ministries of the Ontario government, experts and/or authorized agent(s) for the purposes of assessing the application and administering the program and satisfying any and all Government of Ontario accountability and reporting obligations.
9. Application information and any supporting documentation is true and correct to the best of the applicant's/co-applicant(s)' knowledge, information and belief. If a material misrepresentation or change in the circumstance of the application is discovered, the application will be immediately considered withdrawn by the applicant(s).

Disclosures and Confidentiality

By submitting an application, the Applicant (and the Co-Applicant(s), if any), further confirms, acknowledges, accepts and agrees or represents that:

1. Applicant(s) must remain in compliance with all Requirements of Law for the term of their Contribution Agreement with the Province of Ontario. "Requirements of Law" is defined in the RED Program Guidelines
2. The ministry may contact the applicant(s) during or after the term of the Contribution Agreement to request information about the outcomes of the project for purposes of evaluation.
3. Take notice that application forms and supporting material submitted to the Province of Ontario are subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Any information submitted in confidence should be clearly and prominently marked "CONFIDENTIAL". Nevertheless, information supplied to the RED program may be disclosed by OMAFRA where it is obligated to do so under FIPPA or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in an application to the RED program may also be disclosed by OMAFRA to verify compliance with other provincial and federal funding initiatives administered by OMAFRA, other provincial ministries, federal ministries, or a third-party delivery agent, to ensure that there is no duplication of funding. Inquiries about confidentiality should be directed to the RED program.

Consent and Certification

The Co-Applicant further confirms that they:

- are in compliance with all Requirements of Law and will remain in compliance within the term of the Contribution Agreement for the project, should the ministry select the project for funding.
- have not received funding for this project in whole or in part from a provincial funding source to date.
- will not receive funding for this project in whole or in part from a provincial source other than as results from this application, should the ministry select the project for funding.
- have disclosed any qualified opinions received on their audited financial statements within the last three years (as required).

By submitting this application, I am attesting that I am authorized to do so on behalf of the Co-Applicant and to bind the Co-Applicant to the terms of conditions of the RED program, as well as the above.

Insert your name, title and date below. Please note that by doing so, you are attesting that all applicant(s) have read and acknowledged the information above.

Legal Name of Co-Applicant

Signatory Name (First Name and Last Name)

Title

Email

Date (YYYY/MM/DD)



Council Portfolios

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

Mayor Gerry Lichty

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

Councillor Wayne Good

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

Councillor Stephanie Regent

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

Councillor Roy Huetl

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

Councillor Vernon Hermer

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

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

Deputy Mayor John Inglis

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

By-law # 2024-04

Being a By-law to Set the Maximum Rates of Speed for Motor Vehicles Driven on Highways and Gravel Roads in the Township of North Frontenac and to Repeal By-law #02-21

Whereas Section 128 Subsections (2) and (3), of the Highway Traffic Act, R.S.O. 1990, Chapter H.8 authorizes the Council of a municipality, by By-law, to prescribe a rate of speed for motor vehicles driven on a highway/road or portion of highway/road under its jurisdiction;

And Whereas it is deemed necessary and expedient that the maximum rates of speed for motor vehicles driven on certain highways/roads in the Township of North Frontenac, be prescribed by By-law;

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

1. When any highway or portion of a highway set out in Schedule "A" appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in the Schedule "A".
2. When any Municipal road set out in Schedule "B" appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in Schedule "B".
3. The penalties provided in Subsections (14) and (15) of Section 128 of the Highway Traffic Act and any amendments thereto, shall apply to offences against this By-law.
4. That By-law #02-21 is hereby repealed.
5. This By-law shall come into full force and effect February 2, 2024.

Read a first and second time **February 2, 2024**.

Read a third time and finally passed this **February 2, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Speed Limits Reduced to 60 Kilometres per Hour

Coxvale

Ardoch Road commencing 1.0 km north of Helen Lane southerly 1.3 km

Mississippi Station

Road 509 commencing 0.6 km north of Gulley Road southerly 1.2 km

Fernleigh

Road 506 commencing 0.6 km east of North Road westerly 1.1 km

Speed Limits Reduced to 50 Kilometres per Hour

Ardoch

Ardoch Road commencing 1.0 km north of River Road southerly for 1.3 km

Harlowe

Harlowe Road commencing at the intersection with the Henderson Road westerly 0.6 km

Henderson Road commencing at the intersection with the Harlowe Road southerly 0.9 km

Gull Lake Road commencing at the intersection with the Henderson Road easterly 1.3 km

Kashwakamak Road commencing at intersection with the Harlowe Road northerly 0.2 km

Myers Cave

Road 506 commencing 0.4 km east of Myers Cave Road westerly for 0.8 km

Ompah

Road 509 commencing 0.4 km west of Canonto Road westerly for 1.7 km

Snow Road

Road 509 commencing 0.35 km west of the Elphin-Maberly Road easterly then southerly 0.95 km

Elphin-Maberly Road from the intersection with Road 509 easterly 2.0 km to the boundary with Lanark County

Speed Limits Reduced to 40 Kilometres per Hour

Plevna

Road 509 commencing at the Buckshot Lake Road easterly 1.25 km

Road 506 commencing at Buckshot Lake Road southerly 1.2 km

Buckshot Lake Road commencing at Road 509 / 506 westerly 0.85 km

Ompah

Road 509 commencing 0.3 km west of West Palmerston Drive easterly for 1.0 km

Schedule “B”

Speed Limits Reduced to 60 Kilometres per Hour

Road Name	Speed Zone Starting Point	Speed Zone Ending Point	Length (km)	Comment
Arcol Road	Canonto Road	For 4.2 km	4.20	
Cruise Road	Canonto Road	South Lavant Road	5.06	
Folger Road	Cruise Road	Lanark Highland Township Boundary	3.71	
Gemmill Road	Elphin Maberly Road	Lanark Highland Township Boundary	1.24	
Grindstone Lake Road	Mountain Road	End	4.30	
Gull Lake Road	1.3 km east of Kashawakamak Road	End	2.10	
Kashwakamak Lake Road	0.2 km north of Harlowe Road	End		
Marble Lake Road	Head Road	For 3.0 km	4.40	
Mosque Lake Road	Road 509	Hydro Lane	2.4	
Mountain Road	Brule Lake Road	End	8.00	Seasonal on last 4.0 km
North Road	Road 506	Road 506	7.30	
Quackenbush Road	Matawatchan Road	End	4.60	Seasonal
River Road	5.2 km southwest from Road 509	1.3 km east of Ardoch Road	4.70	
Robertsville Road	Road 509	Lanark Highland Township Boundary	5.10	
Russ Brown Road	Buckshot Lake Road	End	2.70	Seasonal
Schooner Road	Mountain Road	End	1.14	
Shiner Road	Gulley Road	End	3.70	Seasonal on last 1.2 km
Smith Road	1.1 km west of Ardoch Road	For 3.6 km	4.70	
South Road	Twin Oaks Road	1.4 km south of Twin Oaks Road	1.40	
Struthadam Road	Road 506	River Road	8.22	Seasonal on 6.2 km
Twin Oaks Road	South Road	End	1.45	
Whites Road	Kashawakamak Road	End	2.00	
Wilbur Road	South Lavant Road	End	4.33	
Wintergreen Road	Highway 41	Myers Cave Road	5.60	

Speed Limits Reduced to 50 Kilometres per Hour

Road Name	Speed Zone Starting Point	Speed Zone Ending Point	Length (km)	Comment
Austris Road	Ardoch Road	End	2.50	
Brule Lake Road	Mountain Road	End	4.63	
Black Road	Whites Road	End	0.50	
Greer Road	Ardoch Road	End	5.00	
Hills Lake Road	Buckshot Lake Road	End	2.40	
Martin Road	Road 506	End	0.54	
Morrow Road	Road 509	End	3.74	Seasonal
Myers Cave Road	Starting at a point 2.35 km south of Road 506 on the northerly end	To a point 4.55 km south of Road 506 on the southerly end		
Norcan Lake Lane	Mountain Chute Road	End	3.80	
North Mazinaw Heights Road	North Frontenac Portion			
Ragged Chutes Road	Road509	End	1.30	
Skootamatta Lake Road	Highway 41 (South)	Highway 41 (North)		
South Road	1.4 km from Twin Oaks Road	End	0.70	
Sunday Lake Drive	Cruise Road	End	3.40	
Thompson Road	Gull Lake Road	End	0.51	

Speed Limits Reduced to 40 Kilometres per Hour

Road Name	Speed Zone Starting Point	Speed Zone Ending Point	Length (km)	Comment
Beach Road	Sand Lake Road	For 0.85 km	0.85	
Brown's Bay Road	Road 506	For 0.65 km	0.65	Seasonal on last 0.55 km
Chatham Road	Canonto Road	End	2.10	Seasonal
Crotch Lake Access Road	Ardoch Road	End	1.09	Seasonal on last 1.0 km
Delyea Road	Myers Cave Road	End	0.47	
Don Anna Road	Myers Cave Road	End	0.70	
Donaldson Road	Road 509	End	0.60	
East Bay Road	Buckshot Lake Road	End	1.38	
Gutheinz Road	Road 506	End	2.00	Seasonal
Head Road	Highway 41	End	2.90	
James Road	Road 509	End	0.80	Seasonal on last 0.5 km
Ladyslipper Road	Myers Cave Road	End	0.30	Seasonal
Lake Road	Road 509	End	0.65	
Levere Road	Highway 41	End	0.30	
Lothlorien Road	River Road	End	0.30	
MacDonald Road	Canonto Road	End	0.71	
Marble Lake Road	From Road 506 to the North Side of 1177 Marble Lake Road			
Martelock Road	Road 509	End	0.10	
Mississagagon Lake Road	Road 506	End	0.40	
North Shore Road	0.35 km east of Buckshot Lake Road	End	1.64	
Nowell Road	Wintergreen Road	End	0.15	
Oak Road	Myers Cave Road	End	0.85	
Perry Road	Road 506	End	0.37	
Schonauer Road	River Road	End	0.80	
Shabomeka Lake Road	Head Road	End		
Smarts Road	Highway 41	Levere Road	0.25	
Smith Road	4.7 km west of Ardoch Road	End	2.50	
South Bush Road	Road 509	End	6.40	Seasonal on last 4.4 km
Spencer Road	Highway 41	End	0.94	
St. Pierres Road	Road 509	End	0.20	
Station Road	Road 509	End	0.18	
Swauger Lake Road	Road 506	End	0.50	
Veley Road	2.0 km from Henderson Road	End	0.68	
Wellman Road	Head Road	End	0.28	

The Corporation of the Township of North Frontenac

By-law # 2024-10

Being a By-Law to Delegate Various Planning Approvals to the Clerk and Adopt Procedures for the Processing of these Applications Subject to Delegated Authority

Whereas Section 23.1 of the *Municipal Act, 2001, S.O. 2001, c. 25*, authorizes Council to delegate its powers and duties under any Act, subject to certain restrictions;

And Whereas Section 41(4.0.1) of the *Planning Act, R.S.O. 1990, c. P. 13* ('the Planning Act') requires that where Council has passed a Site Plan Control By-law, Council shall appoint an officer, employee, or agent of the Municipality as an authorized person for the purpose of approving Site Plan applications;

And Whereas the Council of The Corporation of the Township of North Frontenac passed By-law #45-22 to delegate to Staff Council's power under Section 41 of the Planning Act;

And Whereas Section 54(2) of the Planning Act empowers the Council of a municipality to delegate the authority to grant consents to a Committee of Council or to an appointed officer identified in the by-law by name or position occupied;

And Whereas the Council of The Corporation of the Township of North Frontenac deems it appropriate to extend the approval authority to staff for routine and minor types of development applications, specifically undisputed consents; as well as other matters of an Administrative nature in order to streamline the overall development approval process;

And Whereas the Council of The Corporation of the Township of North Frontenac deems it necessary to consolidate all delegate authority respecting planning application into a single By-law;

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

1. Definitions

In this By-Law:

"Clerk" means the person appointed by Council as the Clerk of the Township of North Frontenac.

"Designate" means the person appointed by Council as the Deputy Clerk of the Township of North Frontenac.

2. General Provisions

2.1 The Clerk or, in the absence of the Clerk, their Designate, has in lieu of the Council of The Corporation of the Township of North Frontenac, all powers and rights in respect of the authority hereby delegated, and the Clerk or, in the absence of the Clerk, their Designate, shall be responsible for all matters pertaining thereto, subject always to the terms and limitations of any applicable Act or By-Law.

2.2 That the Clerk or, in the absence of the Clerk, their Designate, is authorized to do all acts necessary to carry out the authority vested in the Clerk, or their Designate, pursuant to this By-Law, including affixing his/her signature as required to all documents and plans.

3. Site Plan Control

3.1 The power and authority with respect to all matters provided for by Section 41 of the Planning Act, R.S.O. 1990, c. P. 13 as amended, except the authority to

define the class or classes of development that may be undertaken without the approval of plans and drawings otherwise required, is hereby delegated to the Clerk or their Designate.

3.2 The authority under Section 41(7)(c) of the *Planning Act* to require a property owner to enter into an Agreement with The Corporation of the Township of North Frontenac and the authority to approve the form of the Agreement is hereby delegated to the Clerk, and they are hereby authorized to recommend the execution of any Agreement or amendments thereto that may be required pursuant to the provisions of this By-Law.

3.3 The Mayor and the Clerk are hereby authorized to execute on behalf of The Corporation of the Township of North Frontenac under corporate seal an Agreement that may be required pursuant to the provisions of this By-Law upon the written recommendation of the Clerk.

3.4 Any Agreement or amendment thereto entered into in accordance with this By-Law shall be registered against the title of the land to which it applies.

4. Consent Application

4.1 The authority to grant undisputed consents as defined under this By-law, under Section 53 of the Planning Act, R.S.O. 1990, c. P. 13 as amended, is hereby delegated to the Clerk or their designate, along with the authority to:

- a) Refuse to accept or further consider an application for consent until the prescribed information and material and the required fees are received pursuant to Section 53(4) of the Planning Act.
- b) Grant a provisional consent, in accordance with the Planning Act and regulations thereof, where the application is not in dispute or where any dispute is resolved without a hearing.
- c) Refer the matter to the Committee of Adjustment where a disputed application cannot be resolved without a hearing.
- d) Refer an application for consent that is submitted concurrently with an application for minor variance to the Committee of Adjustment which shall consider both applications.
- e) Change the conditions of a staff approved provisional consent as per Subsection 53(23) of the Planning Act at any time before a consent is given, and to determine if a change to conditions is minor or not as per Subsection 53(26) of the Planning Act, for the purpose of giving notice.
- f) Refuse an application which has remained inactive for more than one year, but only after the applicant has been given written notification that the Application will be refused, and given 60 days to respond.
- g) Enter into negotiations/dispute resolution with the parties involved in an objection to a Consent.

4.2 For the purposes of this Section, a "Consent" means:

- An application for the creation of a new lot;
- An application to create or extend a Right-of-Way or easement;
- An application to adjust a lot boundary or facilitate a lot addition;
- An application along a common party wall of an existing building provided no minor variances are required;
- An application for consent to a power of sale or mortgage;
- An application for consent to a lease in excess of 21 years;
- An application for validation of title.

4.3 An "undisputed consent" is a consent application that satisfies the following:

- Is consistent with the Provincial Policy Statement (Section 3(5) of the Planning Act)
- Does not require a Plan of Subdivision for proper and orderly development (Section 53(1) of the Planning Act)
- Conforms with criteria set out under Section 51(24) of the Planning Act
- Conforms with the County of Frontenac's Official Plan
- Conforms with the Township of North Frontenac's Official Plan

- Complies with the Township of North Frontenac’s Comprehensive Zoning By-law; or will comply subject to a standard condition of rezoning
- Has no unresolved objections/concerns received from any department or technical agency or a member of the public
- Has not been elevated to the Committee of Adjustments in accordance with the Policy for Elevating Undisputed Consents as set out Addendum A attached hereto and forming part of this By-law

4.4 The authority to change the conditions of undisputed consents as per subsection 53(23) of the Planning Act at any time before a consent is given and to determine if a change to conditions is minor or not as per subsection 53(26) of the Planning Act for the purpose of giving notice is hereby delegated to the Clerk.

5. Application

5.1 That this by-law shall come into force and take effect as of February 2, 2024.

5.2 That By-law #45-22 is hereby repealed.

5.3 That all resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

Read a first and second time February 2, 2024.

Read a third time and finally passed this February 2, 2024.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Policy for Elevating Undisputed Consents to the Committee of Adjustment

The purpose of this document is to serve as instructions and procedure for elevating disputed consents to the Committee of Adjustment for decision.

Consent applications may be elevated to the Committee of Adjustment prior to the date of decision listed on the public notice for the following reasons:

1. If there are outstanding land-use issues identified by members of the public that cannot be rectified by planning staff.
2. If the application appears to conflict with the provisions of the Township Zoning By-law, Township Official Plan, or other applicable policies and statutes.
3. If the application requires a minor variance.
4. If there is a disagreement between staff, the applicant, and/or a third party about applicable provisions or policies that need to be interpreted by the Committee of Adjustment.
5. If the application requires a non-standard condition to be supported that the applicant does not agree to.
6. If there is a disagreement regarding the standard conditions imposed on the application that cannot be resolved by staff.

Consent applications can be elevated by the following individuals:

- The property owner, applicant, and their agent(s).
- Members of Township Council.
- Members of the Township Committee of Adjustment.
- Township CAO, Clerk, and Planning staff and their designates.
- Members of the public.
- Technical review agencies whose policies or provisions conflict with the proposal.

The property owner, applicant, and their agent(s):

The property owner, applicant, or their agents can request to elevate the application to the Committee of Adjustment for any reason by contacting the Clerk/Planning Manager.

Members of Township Council and Committee of Adjustment:

Members of Council or Committee of Adjustment shall contact the Township Clerk/Planning Manager and inform them of their intention. A reason shall be provided for elevating the application in writing to the Clerk/Planning Manager prior to the deadline listed on the public notice.

Neighbours or other interested parties:

The application shall be elevated to the Committee of Adjustment for decision if there are any objections or unresolved issues that have been identified by neighbours or other interested parties prior to the deadline listed on the public notice. Objections or concerns with the application shall be provided to the Clerk/Planning Manager.

The Corporation of the Township of North Frontenac

By-law # 2024-11

To Establish a Site Visit Policy with respect to Planning Applications for Members of Council and Committee of Adjustment/Planning Advisory Committee

Whereas a decision maker has a duty of procedural fairness when making a decision that is not legislative in nature that affects the rights, privileges or interests of an individual;

And Whereas the duty of procedural fairness concerns the processes that must be followed before, during and after a decision is made;

And Whereas Council deems it expedient to establish a Site Visit Policy with respect to Planning Applications for Members of Council and the Committee of Adjustment/Planning Advisory Committee;

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

1. That this By-law shall be entitled "Site Visit Policy with respect to Planning Applications for Members of Council and Committee of Adjustment/Planning Advisory Committee";
2. That the Site Visit Policy as set out in Schedule 'A' attached hereto forms part of this By-law and is hereby adopted;
3. That this By-law shall take effect upon the final date of passing.

Read a first and second time **February 2, 2024**.

Read a third time and finally passed this **February 2, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Site Visit Policy for Members of Council and Committee of Adjustment/Planning Advisory Committee

The purpose of the Site Visit Policy is to establish a consistent process for site visits by Council and the Committee of Adjustment/Planning Advisory Committee members prior to consideration of a planning application. Site visits will be completed according to these procedures.

Purpose of Site Visits:

The main purposes of a site visit are to provide an opportunity for Council and Committee members to:

- View a site and its surroundings to better appreciate facts that are important in the consideration of an application;
- Assist in the appraisal of any constraints and opportunities afforded by the proposed development and its impact upon surrounding land;
- Have a better understanding of any issues raised by interested parties.
- Provide an overview of the subject property (i.e. topography, existing development) to Council and Committee members.

Site visits are not formally constituted meetings of Council or the Committee. It is important, therefore, that no decisions appear to be made on the application during the site visit.

Council/Committee Members to attend Site Visit:

One (1) Council or Committee member will be assigned to attend the site; and will be considered the "Inspector" for the application. For applications considered by Council, only the Inspector appointed by Council to complete site visits may attend the site. For applications considered by the Committee of Adjustment, the role of Inspector will be assigned to the members on a rotating basis. Where there is a benefit for other Council or Committee members to visit the site based on a recommendation from the Inspector, individual members may attend the site.

While site visits are an important component of the planning process, they are not mandatory under the Planning Act. An application may be submitted that does not warrant a site visit, such as a simple right-of-way providing a property owner with legal deeded access to an abutting property they also own. In this situation, Township staff will discuss the matter with the Inspector to determine if a site visit is necessary.

Staff Involvement:

Township staff will arrange site visits for planning applications. Requests for additional site visits should be discussed with Township Planning staff prior to any additional site visit being conducted.

Duties of the Inspector:

Prior to the site visit, the Inspector assigned to the site visit should study thoroughly the application, supporting documents, and other information received from the Township and/or County Planning staff. If the Inspector requires clarification regarding an application and/or site visit, they should contact Township Planning staff.

The Site Visit:

The purpose of the site visit is to collect information needed to evaluate the application. However, an applicant's impression of the site visit is also important. While Inspectors are responsible on site visits for obtaining information necessary to the application process, they must avoid wording questions or statements that might be construed as demonstrating preconceived opinions or bias.

Procedure at Site Visit:

Site visits should be conducted with an open common sense approach and without prejudice. If the applicant/agent are present, the Inspector should politely advise them the merits of the application cannot be discussed. All the facts of the application should

be included in the application, site plan, and other supporting documents, which is provided to the Inspector prior to the site visit.

Any questions resulting from the site visit should be directed to Township Planning staff who will contact the appropriate person(s) or agency. Inspectors must not give the applicant their views concerning the application. Inspectors should also refrain from discussing the application with neighbouring property owners, concerned third parties, etc.

When conducting site visits Inspectors must have due regard to health and safety of themselves and others; and follow any given safety instructions on site. Appropriate clothing and footwear must be worn. Inspectors must comply with the appropriate Code of Conduct policy during site visits. The fact that a site visit was completed prior to the discussion of an application at a Council or Committee Meeting will be recorded in the Meeting's Minutes.

Reporting:

The Inspector will provide a report to the Clerk/Planning Manager to be considered during the technical review of the application. Photos taken by the Inspector may be included in the report, if necessary.

The Corporation of the Township of North Frontenac

By-law # 2024-12

Being a by-law to provide for an Interim Tax Levy for the year 2024 to be made before the adoption of the estimates for the year and to provide for the payment of taxes, and to provide for penalty and interest charges for non-payment of taxes.

Whereas pursuant to Section 317(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;

And Whereas pursuant to Section 317 (3)(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides the amount levied on a property shall not exceed the prescribed percentage, or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

And Whereas pursuant to Section 290(1) of the Municipal Act, 2001 S.O. 2001, c.25 and amendments thereto, the Corporation of the Township of North Frontenac shall in each year prepare and adopt estimates of the sums it requires during the year for the purposes of the municipality;

And Whereas the Municipal Act, 2001 S.O. 2001, c.25, Section 342, 345, 346, and 347, as amended, authorizes Council to establish due dates, impose late payment charges for the non-payment of taxes or any installments by the due date, payment into bank, and acceptance of part payments and disposition of part payments;

And Whereas the Council of The Corporation of the Township of North Frontenac deems it expedient to provide for an Interim Tax Levy before the adoption of the estimates, and to provide for the payment of same in two equal installments, and to provide for penalty and interest charges for non-payment of taxes, and to fix the dates upon which such Interim Tax Levy shall become due and payable, as hereinafter set forth;

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

1. **That** the Interim Tax Levy is hereby imposed and levied at 50% of the total amount of taxes for Municipal, County and Education purposes levied on properties in 2023;
2. **And That** the said Interim Tax Levy shall become due and payable in two installments as follows: 50% of the Interim Tax Levy shall become due and payable on March 29, 2024 and the balance of the interim levy shall become due and payable on May 29, 2024 and non-payment of the amount on the dates stated in accordance with this section shall constitute default;
3. **And That** on all taxes of the levy, which are in default after the due date of any installment thereof, a penalty of 1.25% of the amount due and unpaid on the first day of default shall be imposed and thereafter a penalty of 1.25% per month shall be added on the 1st day of each and every month the default continues, until December 31, 2024;
4. **And That** on all taxes in default on January 1, 2025, interest shall be added at the rate of 1.25% per month for each month in which the default continues;
5. **And That** penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy. All penalties and interest are to be collected first and the principle will be applied to the rates payable as taxes;
6. **And That** monthly tax arrears notices not be sent if the balance outstanding is less than five dollars (\$5.00);
7. **And That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer to send the bill to another address, in which

case it shall be sent to that address. The Treasurer may send a tax bill to the taxpayer electronically in the manner specified by the municipality, if the taxpayer has chosen to receive the tax bill in that manner;

8. **And That** taxes shall be payable to the Corporation of the Township of North Frontenac by cheque (mailed or in person); or cash or Debit Card (in person) and paid into the office of the Treasurer, 6648 Road 506, Plevna, Ontario K0H 2M0, or via telebanking or internet banking systems with major specified banks (including online Credit Card Payments for property taxes only);
9. **And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;
10. **And That** all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

Read a first and second time February 2, 2024.

Read a third time and finally passed this February 2, 2024.

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law # 2024-13

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with Ottawa Valley ATV Club (OVATVC) to Honour the OVATVC Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2024 Season

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and the Clerk are authorized to sign the Agreement with OVATVC to honour the OVATVC Trail Pass for use of Crown Roads included in the Townships Land Use Permit for the 2024 season and that said Agreement shall be attached heretofore as Schedule A;

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

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

Read a first and second time **February 2, 2024**.

Read a third time and finally passed this **February 2, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 2nd Day of February, 2024

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Ottawa Valley ATV Club

hereinafter called the "OVATVC"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR);

And Whereas the Township agrees to honour the Ontario Federation of ATV's (OFATV's) Trail Pass for use of these Crown Roads throughout the 2024 season;

And Whereas the OVATVC agrees to provide the Township a 2024 contribution of \$20,000;

And Whereas the OVATVC agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2024;

And Whereas the OVATVC agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFATVs 2024 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2024 LUP with the MNDMNR, throughout the 2024 season.
2. The term of this Agreement shall be from April 1, 2024 – November 15, 2024.
3. Within fourteen (14) days of entering into the Agreement, the OVATVC shall pay the Township \$20,000.00.
4. The OVATVC covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2024.
5. The OVATVC shall maintain in force at all times during the term of this Licence, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than five million dollars, and to provide the Municipality with proof of such insurance upon entering into the Agreement.
6. The OVATVC shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the OVATVC or anyone for whom it is responsible at law; or (b) arising from any breach by the OVATVC of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the OVATVC:

Ottawa Valley ATV Club
20 Gesner Court
Kanata, ON K2L 3K1

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2G0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the OVATVC, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

2 of 3
2024 Agreement between the Township of North Frontenac and the OVATVC
February 2, 2024

9. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

Ottawa Valley ATV Club

Signature: _____

Name & Title _____

Signature: _____

Name & Title _____

We have the authority to bind the corporation.

The Corporation of the Township of North Frontenac

By-law # 2024-14

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 February 2, 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 February 2, 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 February 2, 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 February 2, 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 February 2, 2024.

Read a third time and finally passed this February 2, 2024.

Gerry Lichty, Mayor

Tara Mieske, Clerk