

## Regular Council Agenda

9:00 AM - Friday, February 23, 2024

Council Chambers

[Zoom Meeting Registration](#)

	Page
<b>1. Call to Order</b>	
a) Public Notice regarding Recording of Meetings <a href="#">Recorded Meetings - Notice to Public</a>	8
<b>2. Approval of Agenda</b>	
a) February 23, 2024	
<b>Be It Resolved That</b> Council approves the Agenda dated February 23, 2024, as circulated.	
<b>3. Disclosure of Pecuniary Interest and General Nature Thereof</b>	
<b>4. Business Profile</b>	
a) Ross Ranch	9 - 10
<b>Be It Resolved That</b> Council receives for information the Business Profile of Ross Ranch Contracting provided by the Economic Development Task Force (EDTF). <a href="#">Ross Ranch Contracting</a>	
<b>5. Presentations</b>	
None.	
<b>6. Delegations</b>	
a) Staff Sargeant Scott Underhill, Detachment Commander, Ontario Provincial Police: Summary Reports	11 - 25
<b>Be It Resolved That</b> Council receives for information the presentation from Staff Sargeant Scott Underhill, Detachment Commander, OPP, regarding the 2023-2025 Strategic Plan and the Billing Summary for North Frontenac; and thanks him for his time spent today. <a href="#">2023-2025 Strategic Plan</a> <a href="#">Billing Summary</a>	
<b>7. Adoption of Minutes</b>	
a) Minutes of the Meeting(s) to be adopted by Council	26 - 33
<b>Be It Resolved That</b> Council adopts the Minutes dated February 2, 2024, as circulated.	

## 8. Business Arising Out of Minutes

- a) Strategic Plan 34 - 127

**Whereas** at the meeting held on January 8, 2024 Council passed Resolution #02-24 receiving for information the presentation by Steve Lichty, Capital Park Consulting Inc. regarding the Draft Strategic Plan; and Council requested Capital Park Consulting Inc. make changes to the Strategic Plan and provide another draft at the February 23, 2024 meeting;

**Therefore Be It Resolved That** Council receives for information the updated Strategic Plan from Capital Park Consulting Inc.

[Resolution #02-24](#)

[North Frontenac Strat Plan - Final Report](#)

[North Frontenac Strategic Plan](#)

## 9. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 128

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

[Communications 'A'](#)

- b) Communications 'B' Section - Action Items

- B1. Mississippi-Rideau Source Protection Region re: Source Protection Committee Reappointment or Appointment 129 - 131

**Be It Resolved That** Council receives for information a letter dated December 13, 2023 from Mississippi-Rideau Source Protection Region, advising the appointments to the Mississippi-Rideau Source Protection Committee (SPC) in 2018 and 2019 were for a maximum term of 5 years, per Ontario Regulation 288/07;

**And That** the term for the SPC member, Elaine Renaud, representing municipalities with no drinking water systems expires in 2024; and Ms. Renaud has expressed interest in renewing her term on the SPC;

**And That** Council supports the appointment of Ms. Renaud to the SPC; and instructs the Clerk to provide a copy of this Resolution to the Mississippi-Rideau Source Protection Region.

[B1](#)

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

- a) CAO: Update re: Frontenac O.P.P. Detachment Board and Proposed Appointment of Representatives. 132 - 135

**Be it Resolved That** Council receives for Information the Chief Administrative Officer's (CAO) Administrative Report entitled "Update re: Frontenac O.P.P. Detachment Board and Proposed Appointment of

Representatives";

**And That** Council appoints Councillor \_\_\_\_\_ to the Frontenac O.P.P. Detachment Board;

**And That** the CAO is directed to work with the Township of Central Frontenac's CAO to advertise and interview for the Shared Community Representative position (North and Central Frontenac) on the Board and is directed to bring back recommendations at a future Council Meeting;

**And That** the CAO will provide an update once known regarding potential costs to the municipality for participation of members on the Board.

[Update re: Frontenac O.P.P. Detachment Board and Proposed Appointment of Representatives](#)

- b) CAO: Update re: North Frontenac Township Agreement with Canadian Radiocommunications Information and Notifications Services (CRINS-SINRC). 136 - 182

**Be it Resolved That** Council receives for information the Chief Administrative Officer's (CAO) Administrative Report entitled "Update re: North Frontenac Township Agreement with Canadian Radiocommunications Information and Notifications Services (CRINS-SINRC)";

**And That** Council rescinds By-law #35-19 appointing Canadian Radiocommunications Information and Notification Services (CRINS-SINRC) to receive and process Applications for Communication facilities on behalf of the Township of North Frontenac in their capacity as the Land Use Authority, effective February 26, 2024;

**And That** CRINS is to stop work on all current Applications within the jurisdiction of the municipality and is to return said back to the municipality;

**And That** Council instructs the CAO to notify CRINS that the appointment has been rescinded;

**And That** Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022, as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals;

**And That** Council instructs the Clerk to amend Schedule E of the Fees and Charges By-law to remove the wording under Radio Communications Facility "fee collected by CRINS and transferred to the Township".

[Update re: North Frontenac Township Agreement with Canadian Radiocommunications Information and Notifications Services \(CRINS-SINRC\)](#)  
[Attachment 1](#)

- c) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law – Indagate Engineering Corporation 183 - 184

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance

Closure and Sale By-law –Indagate Engineering Corporation";

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

- All That Part of the Shore Road Allowance in front of Part of Lot 10, Northeasterly Range geographic Township of Miller, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23059 (Shaws Lake) be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances;
- **And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

[Shore Road Allowance Closure and Sale By-law – Indagate Engineering Corporation](#)

- d) Clerk/Planning Manager: Traditional Land Acknowledgement 185 - 186

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Traditional Land Acknowledgement";

**And That** Council adopts the following Land Acknowledgment:

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

**And That** the Land Acknowledgement shall be read at the beginning of Council, Committee and Task Force Meetings and may be used at Township events/gatherings.

[Traditional Land Acknowledgement](#)

- e) Clerk/Planning Manager: Assumption of a Portion of Roads - River Road and Addington Road 187 - 189

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Assumption of a Portion of Roads – River Road and Addington Road";

**And That** Council will consider a By-law later in the meeting to dedicate and assume a portion of the Roads as noted in the report;

**And That** Council instructs the Clerk to have the Municipal Solicitor register the By-law against each of the properties.

[Assumption of a Portion of Roads - River Road and Addington Road](#)

- f) Clerk/Planning Manager: Amendment to Shore Road Allowance Closure By-law #2023-81 190

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendment to Shore Road Allowance Closure By-law #2023-81";

**And That** Council will consider a By-law to amend Shore Road Allowance Closure By-law #2023-81 later in the meeting.

[Amendment to Shore Road Allowance Closure By-law #2023-81](#)

- g) Manager of Community Development: North Frontenac Parklands - 25 Years of Operation. 191

**Be It Resolved That** Council receives for information the Manager of Community Developments Administrative Report entitled "North Frontenac Parklands - 25 Years of Operation".

[North Frontenac Parklands - 25 Years March 22, 2024](#)

- h) Manager of Community Development: Ontario Trillium Capital Grant - Snow Road Community Hall - Commercial Dishwasher & Stove 192 - 193

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Ontario Trillium Capital Grant - Snow Road Community Hall - Commercial Dishwasher & Stove";

**And That** Council approves the MCD's Application to the 2024 Ontario Trillium Capital Grant for 100% project funding;

**And That** Council directs the CAO to enter into a Funding Agreement with Ontario Trillium Capital Grant upon the Township's successful Application for 100% project funding;

**And That** Council directs the MCD to have the dishwasher and stove installed at the Snow Road Community Hall if the Application for Funding is successful.

[Ontario Trillium Capital Grant - Snow Road Community Hall - Commercial Dishwasher & Stove](#)

- i) Manager of Community Development: Crown Land Stewardship Program Annual Report 2023 194 - 214

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report and Presentation entitled "Crown Land Stewardship Program Annual Report 2023".

[Crown Land Stewardship Program Annual Report 2023](#)

- j) Public Works Manager: Blue Box Transition to Full Producer Responsibility Update 215 - 218

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Blue Box Transition to Full Producer Responsibility Update";

**And That** Council approves the Public Works Manager or designate contacting local businesses and sources of blue box materials that are considered non-eligible, to assess the need for service and report to Council regarding options at a future meeting;

**And That** the Public Works Manager will pursue negotiations with Circular Materials as the Producer Responsible Organization or their agents, summarize options available considering level of service

implications and costing, and report back to Council for direction.

[Blue Box Transition to Full Producer Responsibility Update](#)

- k) Treasurer: Tax Sale – Proposed Advertising of Lands for Public Sale March 2024 219 - 220

**Be it Resolved That** Council receives the Treasurer's Administrative Report regarding Tax Sale – Advertising of Lands for Public Sale March 2024 for information purposes;

**And That** Council instructs the Deputy Treasurer / Administrative – Financial Coordinator (Tax Collector) to advertise for sale the one (1) property ready for Tax Sale as of February 2024.

[Tax Sale – Proposed Advertising of Lands for Public Sale March 2024](#)

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

- a) Joint Health and Safety Committee 221 - 230

**Be It Resolved That** Council receives the Minutes of the Joint Health and Safety Committee dated February 7, 2024 for information purposes.

[February 7, 2024 - JHSC Minutes](#)

## 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. 231 - 232

[Council Portfolios 2022-2026](#)

## 15. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 233 - 239

**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 #2024-17 To Close, Stop up and Sell Shore Road Allowance
- By-law #2024-18 To Assume Portion of River Road and Addington Road
- By-law #2024-19 To Close, Stop up and Sell Shore Road Allowance

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

[Road Closing - Indagate Engineering Corporation #2024-17 - Pdf](#)  
[To Assume Portion of River Road and Addington Road #2024-18](#)  
[Road Closing - Rothfels, Eustace, Sosnovsky #2024-19](#)

## 16. Public Forum

## 17. Closed Session

- a) Closed Meeting of Council

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

- a. Adopt Minutes of a Closed Meeting dated November 24, 2023;
- b. Review Requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- c. Discuss Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, specifically appointment of a Committee Member; and
- d. Discuss Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose, specifically a Confidential Complaint.

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

## 19. Confirmatory By-law

- a) Confirming By-law #2024-20

240

**Be It Resolved That** By-law #2024-20 Regular Meeting held February 23, 2024 be read a first, second, and third time and finally passed.

[Confirming By-law #2024-20](#)

## 20. Adjournment

- a) Adjournment of the Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until March 15, 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.

# Ross Ranch & Contracting

When upgrading a home or dwelling in North Frontenac, a contractor with heavy equipment, a strong work ethic, and integrity is crucial for any home or business owner. Ross Ranch & Contracting provides many services including land clearing, site preparation, trenching, retaining walls, driveways, as well as other landscape services. Owner, Nick Ross is more than able to meet the needs of his customers.

Nick has operated Ross Ranch & Contracting since 2021 with full time staff, hiring extra help during the busier months. The majority of Nick's work is within North Frontenac where he has lived his entire life, and recently built his own home. Nick is very community minded, and demonstrates this by volunteering on the local fire department.

For many years, Nick has gathered expertise through various work experiences. Even during his high school years, he opened his own business selling firewood.

Nick continues to have an entrepreneurial mind set, and has obtained his septic systems license, which allows for both design and installation. This helps Ross Ranch & Contracting fulfill the needs of customers.

If you are planning a project or wanting your septic system upgraded, you can contact Nick by email: [rossranchrr@outlook.com](mailto:rossranchrr@outlook.com)

Additionally, you can follow Ross Ranch & Contracting on Facebook to view recent projects with before and after pictures.





 Ontario Provincial Police

To the residents North Frontenac,

It is my sincere pleasure to present to you the 2023-2025 Strategic Plan for the Ontario Provincial Police.

The strength of our previous plan proved we could adapt to unforeseen challenges. The Pandemic impacted everyone and changed the way we do business. The Freedom Convoy was an unprecedented movement that challenged our very democracy. Our new plan will continue to focus on the ever-evolving nature of crime with a priority on safety and wellbeing. This plan will continue to use three pillars as its foundation **Our People, Our Work and our Communities.**

I am keenly aware that none of our successes could have been achieved without the combined efforts of our officers, civilians and auxiliaries, all in partnership with our community.

As the Detachment Commander for Frontenac Detachment, I remain committed to ensuring that the Community remains a safe, inclusive and vibrant community for all who reside here.

Staff Sergeant Scott Underhill  
Detachment Commander  
Frontenac OPP



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**2023-2025 STRATEGIC PLAN**  
**Priorities and Commitments**

**PEOPLE**  
**A healthy and resilient OPP**  
We will strive to support all members in achieving their professional and personal best.

**WORK**  
**A responsive and evolving OPP**  
We will empower our members to ensure the best possible policing services are delivered to Ontarians.

**COMMUNITIES**  
**A collaborative and progressive OPP**  
We will partner and build relationships with a shared vision for safety and well-being.

 Ontario Provincial Police

# Our People

The collage illustrates various aspects of the Ontario Provincial Police, from community engagement with children to front-line patrol duties and mascot representation.

## PRIORITY AREAS

**People – An empowered, respectful and responsible workforce connected to its vision, mission and values**



**We will be responsible for advancing a culture of belonging that is characterized by leadership, inclusion and well-being.**

<b>PRIMARY AREAS OF STRATEGIC FOCUS:</b>	<ol style="list-style-type: none"> <li>1. People-centred and effective processes</li> <li>2. Resiliency, physical and mental health, and well-being</li> <li>3. Member engagement</li> </ol>
<b>KEY STRATEGIC CHANGE INITIATIVES:</b>	<ol style="list-style-type: none"> <li>1. Deliver a modernized, equitable and merit-based talent management and development framework.</li> <li>2. Integrate the 13 factors of psychological health and safety in the workplace.</li> <li>3. Engage employees across all ranks and levels to participate in innovation seeking, decision-making and problem-solving.</li> </ol>
<b>LONG-TERM OUTCOMES:</b>	<ol style="list-style-type: none"> <li>1. People processes are free from systemic obstacles resulting in the OPP being a progressive employer of choice.</li> <li>2. Physical and psychological well-being and safety of employees are prioritized to promote resiliency.</li> <li>3. Values-driven leadership that is responsible, innovative and collaborative fosters an engaged workforce that participates in positive change.</li> </ol>

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Ontario Provincial Police

## Our People – Wellness



 Ontario Provincial Police

## Our People – A healthy and resilient OPP

- Actively promoting resiliency and a healthy workplace to mitigate daily challenges

1. Please remember to access the wellness resources we have available if ever in need (link to wellness unit below) or contact OPP Psychologist Dr. Fusco via email directly.  
<https://intranet.opp.gov.on.ca/modules/pages/index.php?id=3635>

healthy workplace team  
ONTARIO PROVINCIAL POLICE

- OPP Psychologists
- Mental Health Clinicians
- Care Navigators
- Peer Support
- Chaplaincy Program
- External Agencies – Wounded Warriors, Boots on the Ground

 **PRIORITY AREAS**

**Work – An enabled organization equipped to meet its policing responsibilities**



We will be responsible for enhancing investigative and policing excellence and augmenting decision-making.



 Ontario Provincial Police

## Our Work – Ensuring the best possible policing services




**FROM/DE:** Frontenac Detachment      **DATE:** 15<sup>th</sup> December 2023

### SEARCH WARRANT LEADS TO CHARGES FOR FIREARMS POSSESSION

**(North Frontenac Township, ON)** On the 15<sup>th</sup> December, 2023 members of the East Region - Community Street Crime Unit (CSCU) of the Ontario Provincial Police (OPP) executed a Search Warrant on a residence in North Frontenac Township. As a result, Brady MacArthur age 31, of North Frontenac Township was arrested and charged with:

- Unauthorized possession of a Firearm, five counts.
- Possession of a Firearm or Ammunition contrary to Prohibition Order, one count.
- Unauthorized possession of a Prohibited or Restricted Firearm, one count
- Failing to comply with probation order, one count.

The officers seized several firearms and ammunition from the residence as part of the Ontario Provincial Police (OPP) commitment to public safety.

The accused was released on an undertaking and is to appear before the Ontario Court of Justice in Kingston on February 6, 2024.



**OPP investigating homicide near Bishop Lake in North Frontenac**

 Ontario Provincial Police

## Our Work – Billable Calls for Service



**Calls For Service (CFS) Billing Summary Report**

**Township of North Frontenac**  
June to December - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>	2023				2022			
	June to December	Year to Date	Time Standard	Year To Date Weighted Hours	June to December	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	14	21	15.4	323.4	14	28	15.4	431.2
Property Crime Violations	35	52	6.3	327.6	35	64	6.3	403.2
Other Criminal Code Violations (Excluding traffic)	5	9	7.3	65.7	7	11	7.3	80.3
Statutes & Acts	25	36	3.5	126.0	18	30	3.5	105.0
Operational	83	123	3.8	467.4	116	169	3.8	642.2
Operational2	23	43	1.5	64.5	37	63	1.5	94.5
Traffic	20	29	3.8	110.2	31	46	3.8	174.8
<b>Total</b>	<b>205</b>	<b>313</b>		<b>1,484.8</b>	<b>258</b>	<b>411</b>		<b>1,931.2</b>

## Our Work – MCRT Program



- Meet Laney Johnson
- Laney received 149 after hours referrals/ follow up requests for things that came in when she was not working.
- She attended 202 calls for service from May – Dec 2023.
- She endlessly follows up with members in the community to ensure that she is providing necessary support.

## Our Communities

### PRIORITY AREAS

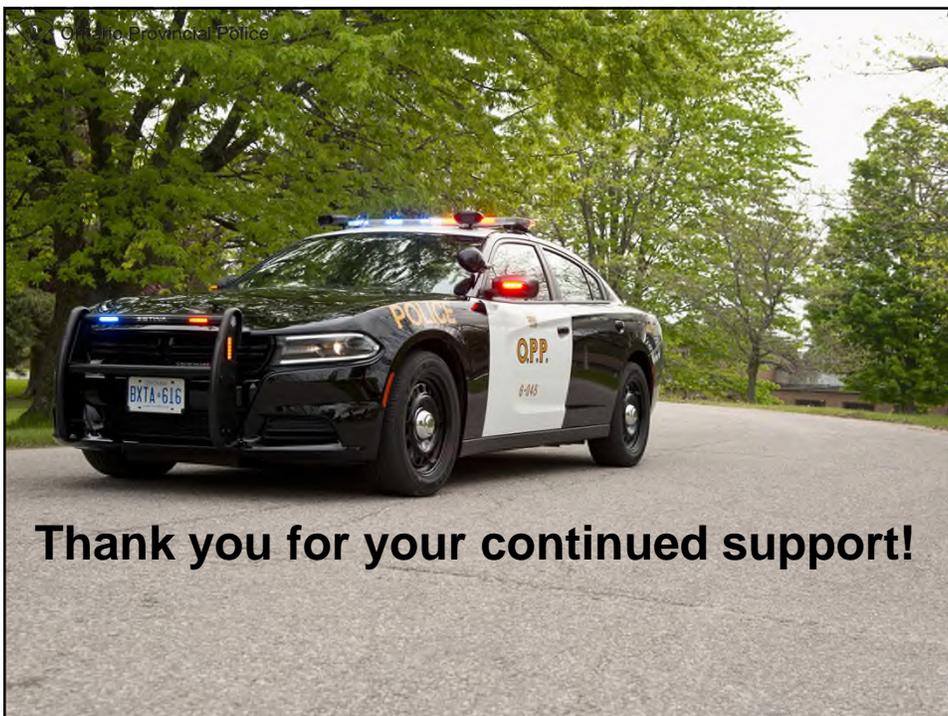
**Communities – An engaged organization positioned to co-create meaningful public safety solutions for Ontarians**



**We will be responsible for building and enriching trusted relationships and partnerships.**



# Our Communities



**Thank you for your continued support!**



# Calls For Service (CFS) Billing Summary Report

## Township of North Frontenac June to December - 2023

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### Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

### Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



## Calls For Service (CFS) Billing Summary Report

### Township of North Frontenac June to December - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June to December	Year to Date	Time Standard	Year To Date Weighted Hours	June to December	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Murder 2nd Degree	1	1	15.4	15.4	0	0		0.0
	Sexual Assault	1	3	15.4	46.2	1	1	15.4	15.4
	Sexual Interference	0	0		0.0	2	3	15.4	46.2
	Assault With Weapon or Causing Bodily Harm-Level 2	2	3	15.4	46.2	1	2	15.4	30.8
	Assault-Level 1	5	6	15.4	92.4	4	7	15.4	107.8
	Criminal Harassment	3	4	15.4	61.6	1	3	15.4	46.2
	Indecent/Harassing Communications	0	0		0.0	0	1	15.4	15.4
	Utter Threats -Master code	0	0		0.0	1	1	15.4	15.4
	Utter Threats to Person	2	4	15.4	61.6	4	10	15.4	154.0
	<b>Total</b>	<b>14</b>	<b>21</b>	<b>15.4</b>	<b>323.4</b>	<b>14</b>	<b>28</b>	<b>15.4</b>	<b>431.2</b>
Property Crime Violations	Arson - Building	0	0		0.0	0	1	6.3	6.3
	Break & Enter	11	16	6.3	100.8	12	21	6.3	132.3
	Theft Over -master code	0	0		0.0	1	1	6.3	6.3
	Theft Over - Persons	0	0		0.0	0	1	6.3	6.3
	Theft Over - Boat (Vessel)	0	0		0.0	0	1	6.3	6.3
	Theft of - Mail	0	0		0.0	1	1	6.3	6.3
	Theft of Motor Vehicle	1	1	6.3	6.3	2	2	6.3	12.6
	Theft of - Trucks	0	0		0.0	0	1	6.3	6.3
	Theft of - All Terrain Vehicles	1	3	6.3	18.9	1	2	6.3	12.6
	Theft Under -master code	4	4	6.3	25.2	0	0		0.0
	Theft under - Trailers	1	1	6.3	6.3	0	0		0.0
	Theft under - Other Theft	2	3	6.3	18.9	3	7	6.3	44.1
	Theft under - Boat (Vessel)	0	0		0.0	0	1	6.3	6.3
	Theft Under - Gasoline Drive-off	0	0		0.0	1	1	6.3	6.3
	Theft FROM Motor Vehicle Under \$5,000	0	1	6.3	6.3	2	2	6.3	12.6
	Possession of Stolen Goods over \$5,000	0	0		0.0	1	1	6.3	6.3
	Possession of Stolen Goods under \$5,000	0	1	6.3	6.3	0	0		0.0
	Fraud -Master code	1	1	6.3	6.3	1	1	6.3	6.3
	Fraud - Steal/Forge/Poss./ Use Credit Card	1	1	6.3	6.3	0	0		0.0



# Calls For Service (CFS) Billing Summary Report

## Township of North Frontenac June to December - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June to December	Year to Date	Time Standard	Year To Date Weighted Hours	June to December	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Fraud - False Pretence <= \$5,000	0	0		0.0	1	1	6.3	6.3
	Fraud -Money/property/security > \$5,000	2	2	6.3	12.6	0	0		0.0
	Fraud -Money/property/security <= \$5,000	3	5	6.3	31.5	2	2	6.3	12.6
	Fraud - Other	1	2	6.3	12.6	0	2	6.3	12.6
	Personation with Intent (fraud)	1	1	6.3	6.3	1	5	6.3	31.5
	Fraud - False Pretence > \$5,000	0	1	6.3	6.3	0	0		0.0
	Identity Fraud	0	1	6.3	6.3	1	2	6.3	12.6
	Mischief - master code	6	8	6.3	50.4	4	7	6.3	44.1
	Property Damage	0	0		0.0	1	1	6.3	6.3
	<b>Total</b>	<b>35</b>	<b>52</b>	<b>6.3</b>	<b>327.6</b>	<b>35</b>	<b>64</b>	<b>6.3</b>	<b>403.2</b>
Other Criminal Code Violations (Excluding traffic)	Possess Firearm while prohibited	0	0		0.0	1	1	7.3	7.3
	Offensive Weapons-In Vehicle	0	1	7.3	7.3	0	0		0.0
	Offensive Weapons-Restricted	1	1	7.3	7.3	0	0		0.0
	Offensive Weapons-Other Weapons Offences	0	1	7.3	7.3	0	0		0.0
	Bail Violations - Master code	0	0		0.0	1	1	7.3	7.3
	Bail Violations - Fail To Comply	0	0		0.0	2	4	7.3	29.2
	Bail Violations - Others	1	1	7.3	7.3	0	1	7.3	7.3
	Child Pornography - Other	0	0		0.0	0	1	7.3	7.3
	Breach of Probation	2	2	7.3	14.6	3	3	7.3	21.9
	Bribery/Perjury - master code	0	1	7.3	7.3	0	0		0.0
	Contraband Tobacco	1	2	7.3	14.6	0	0		0.0
	<b>Total</b>	<b>5</b>	<b>9</b>	<b>7.3</b>	<b>65.7</b>	<b>7</b>	<b>11</b>	<b>7.3</b>	<b>80.3</b>
	Statutes & Acts	Landlord/Tenant	7	10	3.5	35.0	4	9	3.5
Mental Health Act		8	12	3.5	42.0	7	7	3.5	24.5
Mental Health Act - No contact with Police		0	0		0.0	1	1	3.5	3.5
Mental Health Act - Attempt Suicide		0	0		0.0	0	1	3.5	3.5

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## Calls For Service (CFS) Billing Summary Report

### Township of North Frontenac June to December - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June to December	Year to Date	Time Standard	Year To Date Weighted Hours	June to December	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Mental Health Act - Threat of Suicide	1	1	3.5	3.5	1	2	3.5	7.0
	Mental Health Act - Voluntary Transport	0	0		0.0	1	2	3.5	7.0
	Mental Health Act - Apprehension	0	0		0.0	1	1	3.5	3.5
	Trespass To Property Act	9	13	3.5	45.5	3	7	3.5	24.5
	<b>Total</b>	<b>25</b>	<b>36</b>	<b>3.5</b>	<b>126.0</b>	<b>18</b>	<b>30</b>	<b>3.5</b>	<b>105.0</b>
Operational	Animal Stray	1	1	3.8	3.8	6	7	3.8	26.6
	Animal Injured	1	1	3.8	3.8	0	0		0.0
	Animal - Other	3	4	3.8	15.2	1	3	3.8	11.4
	Animal - Dog Owners Liability Act	1	1	3.8	3.8	1	1	3.8	3.8
	Domestic Disturbance	12	22	3.8	83.6	9	15	3.8	57.0
	Suspicious Person	4	5	3.8	19.0	12	13	3.8	49.4
	Text- related Incident (Texting)	1	1	3.8	3.8	0	0		0.0
	Fire - Building	0	1	3.8	3.8	0	0		0.0
	Fire - Vehicle	1	1	3.8	3.8	2	2	3.8	7.6
	Fire - Other	0	0		0.0	1	1	3.8	3.8
	Insecure Condition - Master code	0	0		0.0	0	1	3.8	3.8
	Missing Person under 12	1	1	3.8	3.8	0	0		0.0
	Missing Person 12 & older	0	0		0.0	2	2	3.8	7.6
	Missing Person Located 12 & older	3	3	3.8	11.4	2	3	3.8	11.4
	Noise Complaint - Master code	3	4	3.8	15.2	5	5	3.8	19.0
	Noise Complaint - Vehicle	1	1	3.8	3.8	1	1	3.8	3.8
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Animal	0	0		0.0	1	1	3.8	3.8
	Noise Complaint - Others	1	1	3.8	3.8	1	1	3.8	3.8
	Found Property - Master code	3	3	3.8	11.4	2	3	3.8	11.4
	Found-Personal Accessories	1	1	3.8	3.8	0	0		0.0
	Found-Others	1	2	3.8	7.6	0	0		0.0
Lost Property -Master code	0	1	3.8	3.8	1	1	3.8	3.8	



## Calls For Service (CFS) Billing Summary Report

### Township of North Frontenac June to December - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June to December	Year to Date	Time Standard	Year To Date Weighted Hours	June to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Lost License Plate	0	0		0.0	1	1	3.8	3.8
	Lost - Gun	0	0		0.0	1	1	3.8	3.8
	Lost-Others	1	1	3.8	3.8	1	1	3.8	3.8
	Sudden Death - Accidental	0	0		0.0	3	3	3.8	11.4
	Sudden Death - Natural Causes	1	1	3.8	3.8	2	6	3.8	22.8
	Sudden Death - Others	0	2	3.8	7.6	0	0		0.0
	Sudden Death - Apparent Overdose-Overdose	0	0		0.0	0	1	3.8	3.8
	Suspicious Vehicle	5	6	3.8	22.8	4	7	3.8	26.6
	Trouble with Youth	1	1	3.8	3.8	0	0		0.0
	Vehicle Recovered - Automobile	2	2	3.8	7.6	0	0		0.0
	Unwanted Persons	1	4	3.8	15.2	6	6	3.8	22.8
	Neighbour Dispute	12	16	3.8	60.8	21	25	3.8	95.0
	Assist Fire Department	0	1	3.8	3.8	0	1	3.8	3.8
	Assist Public	20	28	3.8	106.4	20	39	3.8	148.2
	Distressed/Overdue Motorist	1	2	3.8	7.6	2	3	3.8	11.4
	Family Dispute	1	5	3.8	19.0	8	14	3.8	53.2
	<b>Total</b>	<b>83</b>	<b>123</b>	<b>3.8</b>	<b>467.4</b>	<b>116</b>	<b>169</b>	<b>3.8</b>	<b>642.2</b>
Operational2	False Holdup Alarm-Accidental Trip	0	0		0.0	1	3	1.5	4.5
	False Alarm -Others	9	18	1.5	27.0	17	27	1.5	40.5
	Keep the Peace	6	12	1.5	18.0	5	14	1.5	21.0
	911 call / 911 hang up	6	10	1.5	15.0	12	15	1.5	22.5
	911 call - Dropped Cell	2	3	1.5	4.5	2	4	1.5	6.0
	<b>Total</b>	<b>23</b>	<b>43</b>	<b>1.5</b>	<b>64.5</b>	<b>37</b>	<b>63</b>	<b>1.5</b>	<b>94.5</b>
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	6	7	3.8	26.6	4	6	3.8	22.8
	MVC - Prop. Dam. Non Reportable	2	2	3.8	7.6	4	6	3.8	22.8
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	11	18	3.8	68.4	23	34	3.8	129.2
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	1	2	3.8	7.6	0	0		0.0



# Calls For Service (CFS) Billing Summary Report

## Township of North Frontenac June to December - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June to December	Year to Date	Time Standard	Year To Date Weighted Hours	June to December	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	Total	20	29	3.8	110.2	31	46	3.8	174.8
<b>Total</b>		<b>205</b>	<b>313</b>		<b>1,484.8</b>	<b>258</b>	<b>411</b>		<b>1,931.2</b>

### Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

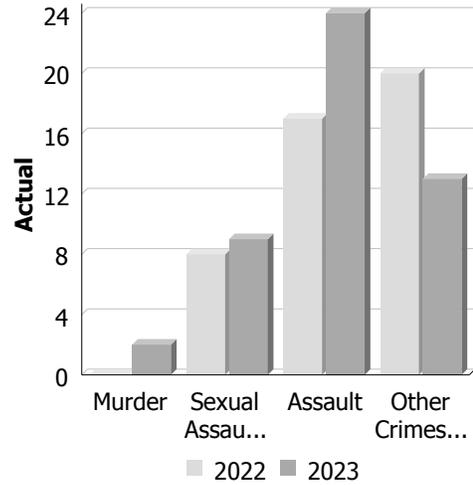
### Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

**Police Services Board Report for North Frontenac  
Records Management System  
June to December - 2023**

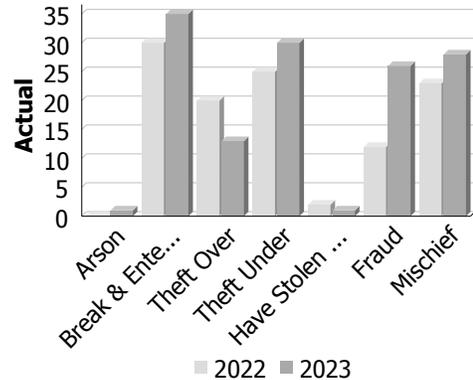
**Violent Crime**

Actual	June to December			Year to Date - December		
	2022	2023	% Change	2022	2023	% Change
Murder	0	2	--	0	2	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	8	9	12.5%	16	14	-12.5%
Assault	17	24	41.2%	37	36	-2.7%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	20	13	-35.0%	37	20	-45.9%
<b>Total</b>	<b>45</b>	<b>48</b>	<b>6.7%</b>	<b>90</b>	<b>72</b>	<b>-20.0%</b>



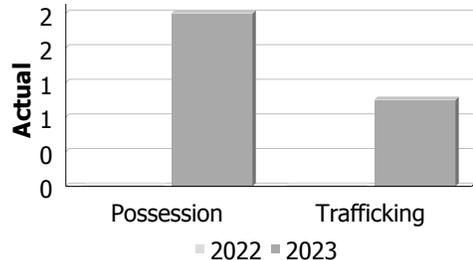
**Property Crime**

Actual	June to December			Year to Date - December		
	2022	2023	% Change	2022	2023	% Change
Arson	0	1	--	0	1	--
Break & Enter	30	35	16.7%	52	43	-17.3%
Theft Over	20	13	-35.0%	33	19	-42.4%
Theft Under	25	30	20.0%	38	37	-2.6%
Have Stolen Goods	2	1	-50.0%	3	8	166.7%
Fraud	12	26	116.7%	28	42	50.0%
Mischief	23	28	21.7%	32	37	15.6%
<b>Total</b>	<b>112</b>	<b>134</b>	<b>19.6%</b>	<b>186</b>	<b>187</b>	<b>0.5%</b>



**Drug Crime**

Actual	June to December			Year to Date - December		
	2022	2023	% Change	2022	2023	% Change
Possession	0	2	--	0	2	--
Trafficking	0	1	--	0	1	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>0</b>	<b>3</b>	<b>--</b>	<b>0</b>	<b>3</b>	<b>--</b>



**Detachment:** 3R - FRONTENAC

**Location code(s):** 3R10 - FRONTENAC (Sharbot Lake)

**Data source date:** 2024/02/10

**Report Generated by:**  
Underhill, Scott

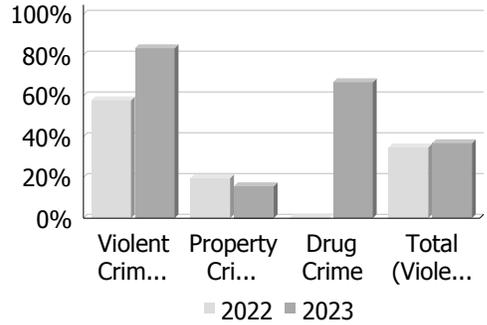
**Report Generated on:**

Feb 14, 2024 7:50:30 PM

PP-CSC-Operational Planning-4300

**Police Services Board Report for North Frontenac  
Records Management System  
June to December - 2023**

<b>Clearance Rate</b>						
<b>Clearance Rate</b>	June to December			Year to Date - December		
	2022	2023	Difference	2022	2023	Difference
Violent Crime	57.8%	83.3%	25.6%	65.6%	83.3%	17.8%
Property Crime	19.6%	15.7%	-4.0%	22.0%	19.8%	-2.2%
Drug Crime	--	66.7%	--	--	66.7%	--
<b>Total (Violent, Property &amp; Drug)</b>	<b>34.7%</b>	<b>36.8%</b>	<b>2.1%</b>	<b>39.5%</b>	<b>40.3%</b>	<b>0.8%</b>



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube



# Regular Council Minutes

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

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**Present:** Mayor Gerry Lichty, Councillor Wayne Good, Councillor Stephanie Regent, Councillor Vernon Hermer, Deputy Mayor John Inglis, and Councillor Fred Fowler

**Absent with Regret:** Councillor Roy Huetl

**Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A., Kelly Watkins, Treasurer, Dipl. M.A., M.M., Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M., Darwyn Sproule, Public Works Manager, P. Eng., Eric Korhonen, Director of Emergency Management / Fire Chief, Brooke Ross, Manager of Community Development, Dipl.M.A., and Sandra Lessard, Deputy Treasurer

## 1. Call to Order

a) ***Public Notice regarding Recording of Meetings***

## 2. Approval of Agenda

a) ***February 2, 2024***

**27-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council approves the Agenda dated February 2, 2024 as amended.

**Carried**

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

None declared.

## 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***

**28-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

## 8. Business Arising Out of Minutes

None.

## 9. Communications

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

**29-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**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***

c) ***Association of Ontario Road Supervisors re: Potential Municipal Equipment Operator Course***

**30-24 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**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.

**Carried**

d) ***Township of Georgian Bluffs re: Request for Support - Provincial Cemetery Management Support***

**31-24 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**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.

**Carried**

## 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***

**32-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

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

**33-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

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

**34-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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 Harriet Riddell as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2024 deadline.

**Carried**

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

**35-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "Emergency Response Plan Annual Compliance Report - 2023".

**Carried**

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

**36-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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".

**Carried**

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

**37-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

- g) ***Manager of Community Development: 2024 Renewal of Annual Township Agreement with Ottawa Valley ATV Club (OVATVC)***

**38-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred**

**Fowler**

**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.

**Carried**

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

**39-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**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".

**Carried**

- i) ***Treasurer - Reserve and Reserve Fund Draft Policy***

**40-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**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 By-law to the next regular scheduled Council Meeting for the Reserve and Reserve Fund Policy, for consideration.

**Carried**

***Sandra Lessard, Deputy Treasurer left the meeting at this time.***

- i) ***Manager of Community Development: Partnership Opportunity for the Rural Economic Development (RED) Program***

**41-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**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.

**Defeated**

#### 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)

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. The Councillor may provide a verbal report for information purposes.*

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

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

**42-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**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.  
**Carried**

#### 16. Public Forum

None.

#### 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***

**43-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**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.

**Carried**

**20. Adjournment**

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

**44-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council adjourns the Meeting at 10:33 a.m. until February 6, 2024 or at the call of the Chair.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



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

**Date:** January 8, 2024

**Resolution # 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**

Mayor



**Township of North Frontenac  
Strategic Plan 2024-2028  
Final Report**



**Capital Park Consulting Inc.  
13 Craftsman Private  
Ottawa, ON, K1Y 4W9**

**Date: February 2024**

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# INTRODUCTION

## BACKGROUND

The Township of North Frontenac wished to develop a new Strategic Plan that would clearly articulate a vision for the municipality and be used to define the priorities of Council for the remainder of the current term of Council, as well as setting longer term goals.

Through an RFP process, the Township selected Capital Park Consulting Inc. to assist in the development of the new plan by:

- Assisting Council and staff in implementing a process to gather robust input from the community and other stakeholders to inform the development of the new strategic plan including services, vision for the future, values, mission, etc.
- Ensuring that Council is aware of municipal sector strategic plan precedents and “best practices” in the various components of a municipal strategic plan so that these can be considered when North Frontenac is drafting its new strategic plan
- Helping to identify and review possible indicators that can be used to measure the Township’s success in achieving the goals it established in the new strategic plan
- Soliciting input from staff and ensure that the new strategic plan makes sense and is clearly understood from the staff perspective
- Ensuring meaningful participation and engagement of the public throughout the project
- Ensuring that the plan developed strikes an appropriate balance between being flexible enough to ensure that it is relevant if circumstances change, while also specific enough that it can be implemented decisively and measured clearly
- Ensuring that the new strategic plan builds on the municipality’s current initiatives and existing services

## METHODOLOGY

Capital Park’s work plan includes the following components:

1. Kick-off meeting
2. Review background materials and research Strategic Plan precedents
3. Planning workshop with Councillors and Senior Staff
4. Survey, focus groups and interviews with key stakeholders
5. Follow-up on workshop with Councillors and Senior Staff
6. Development of the contents of the Strategic Plan
7. Review of draft Strategic Plan by Council and Senior Staff, amendment as required, and issuance of final version

## APPROACH

The approach that was taken is summarized in this graphic.



## PURPOSE OF THIS FINAL REPORT

The purpose of this report is to:

- Consolidate all of the information from the interim reports into one document
- Provide a full description of the project for residents, business owners and other stakeholders
- Serve as resource material in the future for Councillors, Senior Staff and other interested parties

## SUMMARY OF DOCUMENT REVIEW AND RESEARCH FINDINGS

### PESTEL ANALYSIS

A PESTEL analysis was used to summarize the external factors affecting the Township. PESTEL is an acronym for Political, Economic, Social, Technological, Environmental and Legal factors. It is a strategic planning tool that focuses on these six influences to gather information about various external factors affecting an organization.



The advantages of a PESTEL Analysis include:

- It's a simple framework
- It is comprehensive and facilitates an understanding of the wider environment
- It encourages the development of strategic thinking
- It can enable an organisation to anticipate future threats and take action to avoid or minimize their impact
- It can enable an organisation to spot opportunities and exploit them fully

A PESTEL Analysis is often used in conjunction with other planning tools, such as a SWOT Analysis, which looks at Strengths, Weaknesses, Opportunities and Threats. During the first planning session the participants used the results of the PESTEL Analysis to conduct a SWOT analysis for North Frontenac.

## **POLITICAL FACTORS**

Municipal governments are affected a great deal by decisions made and policies implemented by higher levels of government, i.e. provincial and federal. It can be difficult to predict what changes will take place, particularly if there should happen to be a change in leadership of a governing party or an election that results in a different party coming into power. Here are some of the recent predictions that have been made:

### **Federal Outlook**

*“The Parliamentary Budget Office has trimmed its forecast for Canada’s economic growth this year.*

*The PBO’s latest economic and fiscal outlook predicts the economy will grow by 1.0 per cent this year followed by 1.6 per cent in 2024. The outlook compares with the agency’s October forecast for growth of 1.2 per cent for 2023 and 2.3 per cent in 2024.*

*It expects a decline in residential investment and weakness in consumer spending in the first half of the year, while businesses reduce their inventory investment over the course of 2023 as the growth in sales slows. The PBO also predicts the Bank of Canada will keep its key interest rate target on hold at 4.5 per cent for the rest of 2023 before starting to cut in 2024.*

<https://globalnews.ca/news/9523302/pbo-economic-forecast-2023-interest-rates/>

This prediction turned out to be inaccurate, as the Bank of Canada raised the prime rate to 5% on July 12<sup>th</sup>. On July 24<sup>th</sup>, 2023, the Globe and Mail reported:

*“Since COVID-19, the economy has stagnated. Canada’s per-person GDP (adjusted for inflation) stood at \$56,206 in 2019, declined sharply in 2020 before recouping some of the losses in 2021. However, despite economic recovery from COVID, by the third quarter of 2022, GDP per person remained below prepandemic levels.”*

*“A 2021 study by the Organization for Economic Co-operation and Development (OECD) found that Canada will record the lowest level of per-person GDP growth among 32 advanced economies during the periods of 2020 to 2030 and 2030 to 2060. Countries such as Czechia, Estonia, Israel, South Korea, New Zealand, Slovenia and Turkey, which currently have lower levels of average per-person GDP, are expected to vault past Canada and achieve higher living standards by 2060.”*

<https://www.theglobeandmail.com/business/commentary/article-canada-economy-trudeau-freeland>

What impact will high interest rates and sluggish growth have on North Frontenac? Will it affect long-term debt, maintenance of infrastructure, etc.?

## **Provincial Outlook**

The March 2023 provincial budget projects a small deficit for the current fiscal year and surpluses in future years.

*“Overall, Budget 2023 is fiscally prudent and sets the Ontario government on a course for surplus next year, well ahead of schedule. Spending is limited to targeted areas for maximum impact and savings have been generated from a balanced pool of revenue streams.”*

*“While health care is getting the lion’s share of new spending, the government is planning to invest more in education, social services and “other programs.”* <https://www.conferenceboard.ca/insights/sprinting-to-surplus-ontario-budget-2023>

It is noteworthy that that new provincial spending will focus on services that are not the responsibility of lower tier municipalities. (The one possible exception is additional funding for “infrastructure”, which will likely include municipal projects.)

*“This provincial budget will be a challenge for municipal finances. There was no mention of replacing municipal revenues lost as a result of Bill 23. The City of Toronto and municipalities generally did not receive any funds to address pressures resulting from COVID. A failure to support municipalities will result in reduced services and higher property taxes locally. At the same time, there were no obvious cuts or signs of austerity from the Ford government as many had predicted.”* <https://omssa.com/blog-report-on-2023-ontario-budget-march-2023.php>

## **Housing Affordability**

Housing affordability has become one of the most dominant issues at the federal, provincial and municipal levels. There is a consensus emerging that the primary challenge at all levels of government is to increase the supply.

The province of Ontario recently passed Bill 23, which has made fundamental changes to the land use planning system in Ontario through changes to the Development Charges Act, Planning Act, Municipal Act, and others. Although this legislation does not apply to all municipalities, it indicates the policy direction of the provincial government.

There is also a movement to have “complete communities”, i.e. the optimal mix of people, activities, and transport modes in each neighborhood. Should North Frontenac adapt this policy for future residential and economic development? What will need to be done?

On June 16<sup>th</sup>, 2023, the Canada Mortgage and Housing Corporation issued a report warning that we are moving in the wrong direction on housing affordability.

*“Canada's federal housing agency is worried affordability will deteriorate unless the country acts on supply challenges and other housing measures soon.*

*The Canada Mortgage and Housing Corporation rang alarm bells last summer when it estimated the country needs to build 3.5 million more homes by 2030 than it is on track for, to reach some semblance of affordability.*

*While 271,000 homes were built two years ago and roughly 260,000 last year, chief economist Bob Dugan is now forecasting between 210,000 and 220,000 will be constructed this year.*

*Dugan believes this is a sign that the country is moving in the wrong direction and he is not optimistic that the country is on track to double the pace of housing starts.*

*Construction efforts have been constrained by labour shortages, higher interest rates and costs for materials, along with zoning issues and NIMBYism.*

*Dugan admits his outlook is not rosy but on the positive side, says moments of crisis can lead to innovation, which could positively alter the current housing forecast.”*

<https://www.cp24.com/news/housing-affordability-will-deteriorate-unless-we-act-soon-cmhc-chief-economist-1.6444323>

## **ECONOMIC FACTORS**

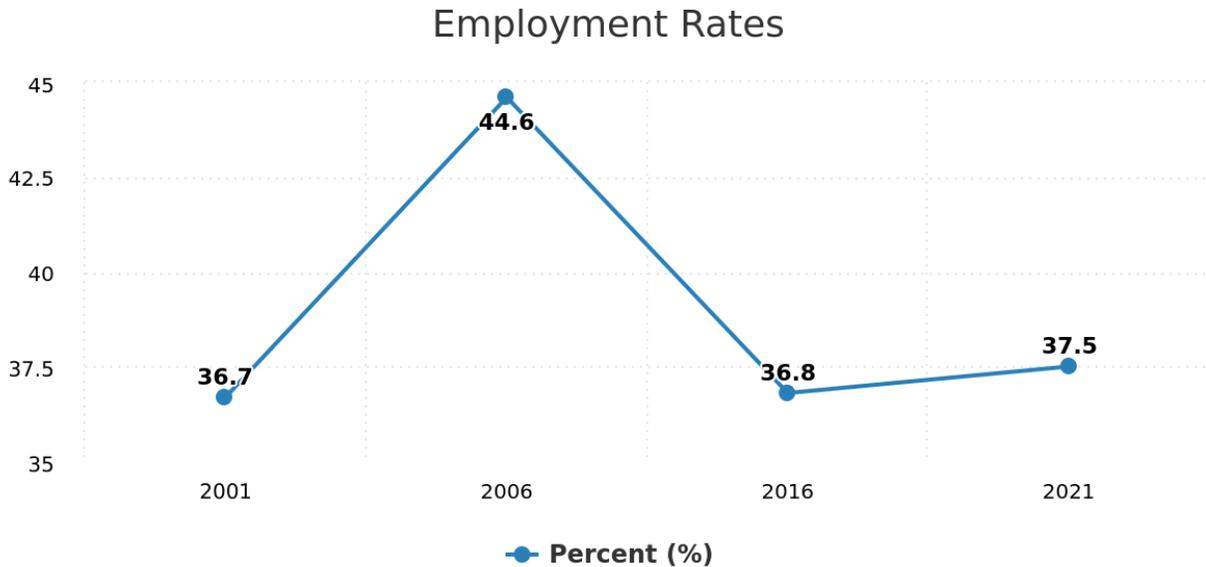
Most statistics in this section relate to the 2021 Statistics Canada Census. Much of the analysis comes from <https://townfolio.co/on/central-frontenac/summary>.

Please note the following:

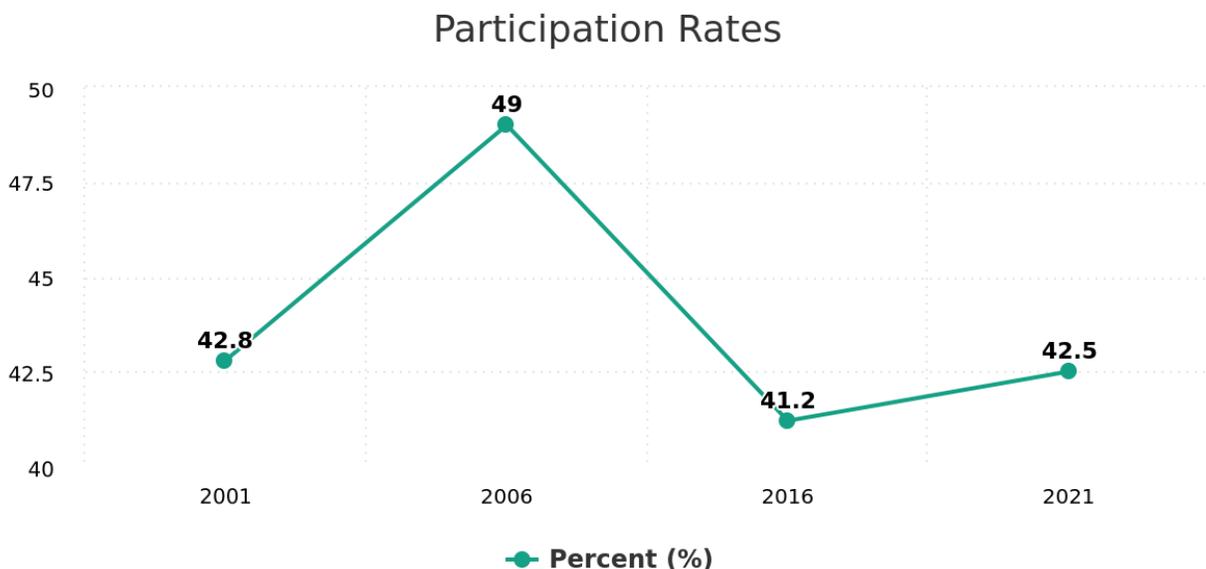
- StatsCan and Townfolio often round figures to the closest number divisible by five.
- The employment data from the 2021 Census should be read with caution, as they appear to be overly negative. This data, although reported in 2021, was the average for the three years from 2018 to 2021. Since this time period included the COVID lockdowns, the numbers are likely not representative of the situation in 2021. This information has been included because the data from 2001, 2006, 2011 and 2016 may be of some interest in identifying trends.

## EMPLOYMENT

The employment rates chart shows the percentage of people of working age who were employed for each of the past three census years in North Frontenac.

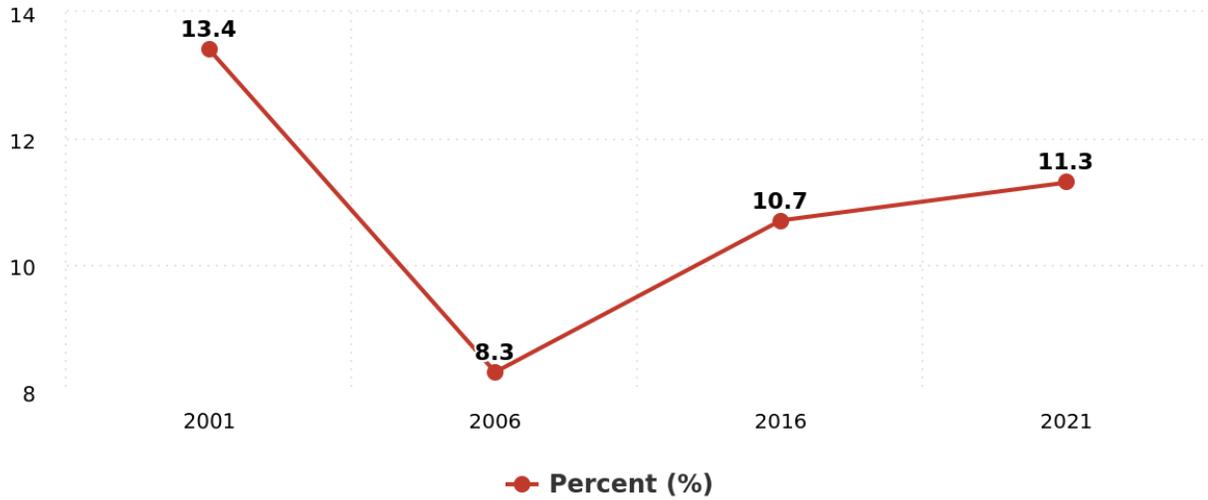


The participation rates chart shows the percentage of people who were either employed or are actively looking for work in North Frontenac. A growing participation rate signals more people coming into the labour force whether younger people looking for first jobs, people of working age switching careers or jobs, or people re-entering the job market after job disruptions. Migration can significantly affect this economic metric.



The unemployment rate chart shows the number of unemployed workers and people searching for a paid job expressed as a percentage of the labour force. An increasing unemployment rate signals an “employer’s market” where there are more job seekers compared to the number of jobs available. People receiving the Canada Emergency Response Benefit (CERB) during Covid would appear as unemployed.

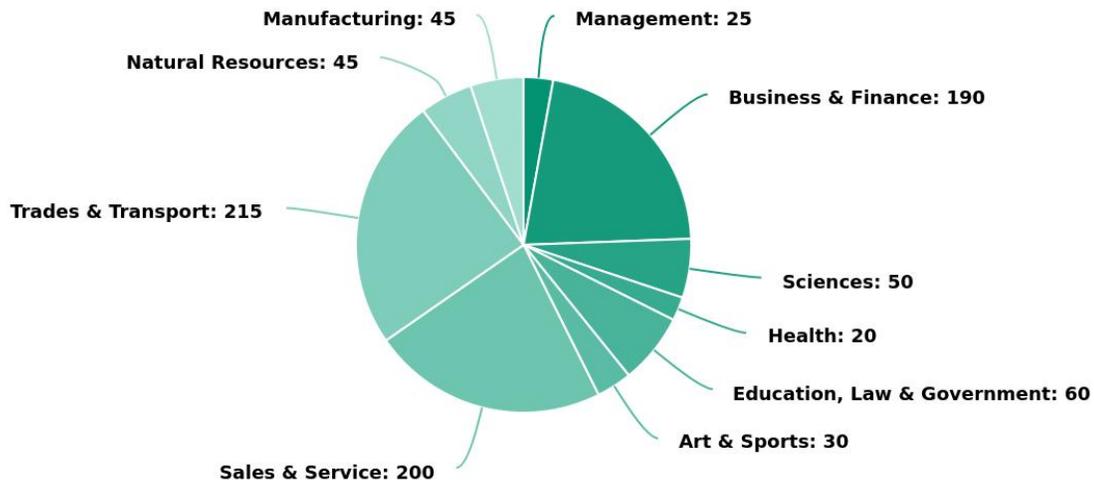
### Unemployment Rates



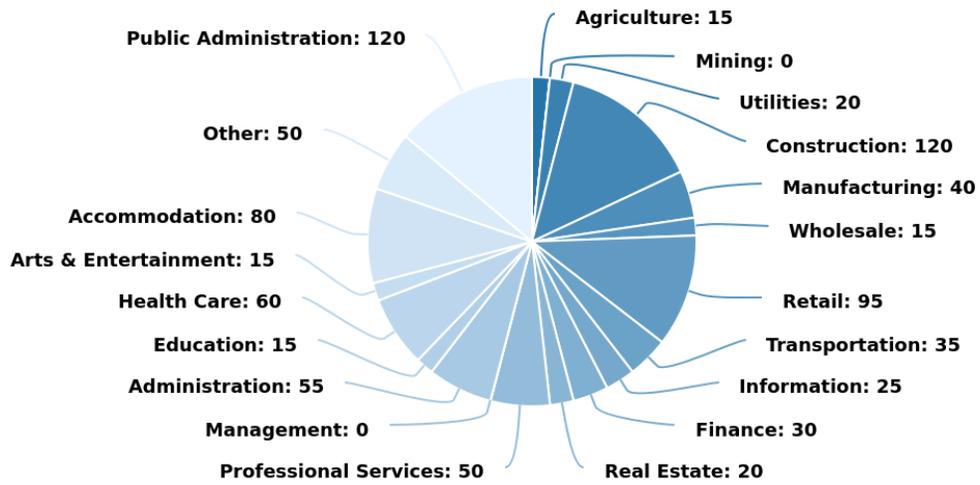
### LABOUR FORCE BY OCCUPATION AND INDUSTRY

Almost half of North Frontenac’s labour force are employed in the Trades and Transport and the Sales and Service sectors. Two-thirds of the labour force are employees.

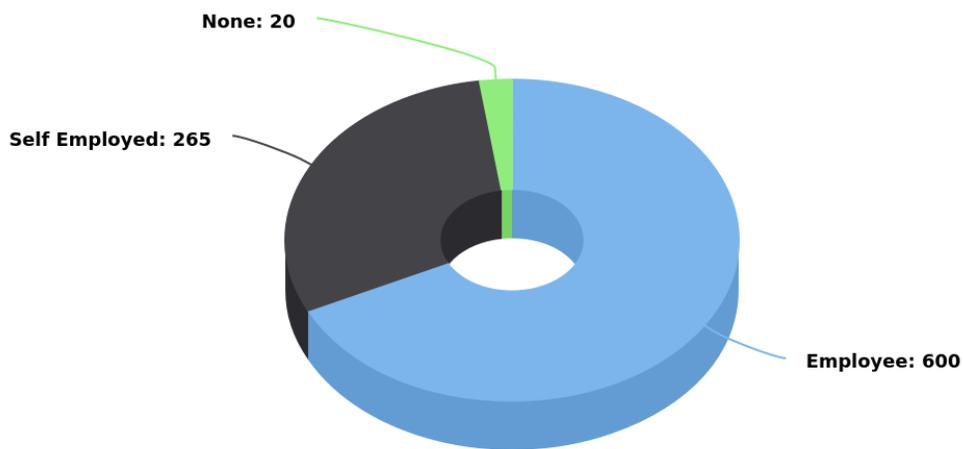
### Labour Force by Occupation



## Labour Force by Industry



## Worker Classes



## SOCIAL FACTORS

Social factors include demographics. Is the population growing, shrinking, or remaining constant? Is the age distribution of residents changing? What are the socio-economic indicators?

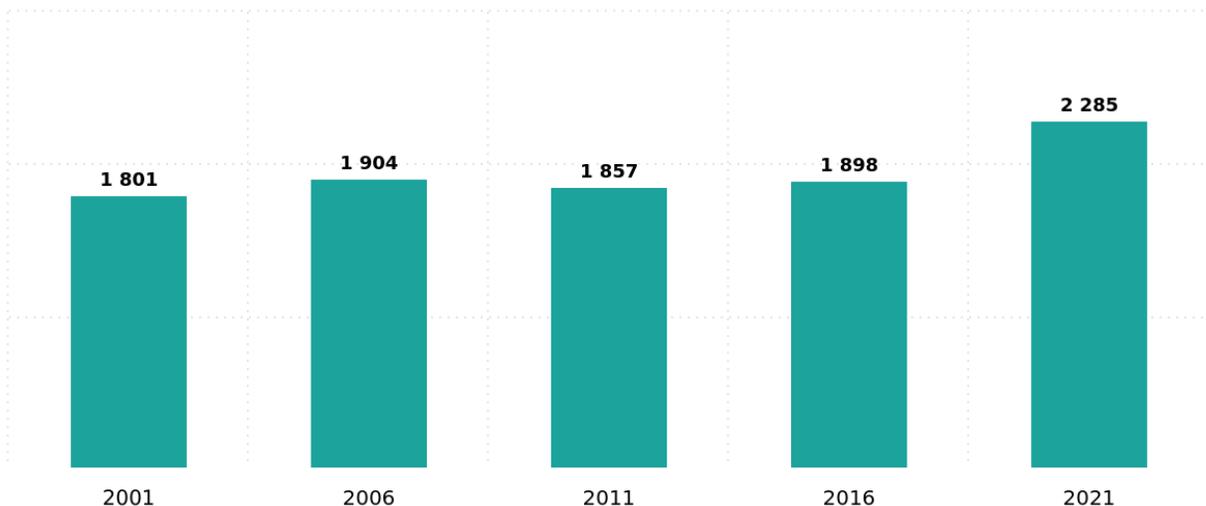
Most statistics in this section relate to the 2021 Statistics Canada Census. Much of the analysis comes from <https://townfolio.co/on/central-frontenac/summary>.

Please note that StatsCan and Townfolio often round figures to the closest number divisible by five. Thus some totals, e.g. Ages and Gender, will not match the total for Population because of rounding.

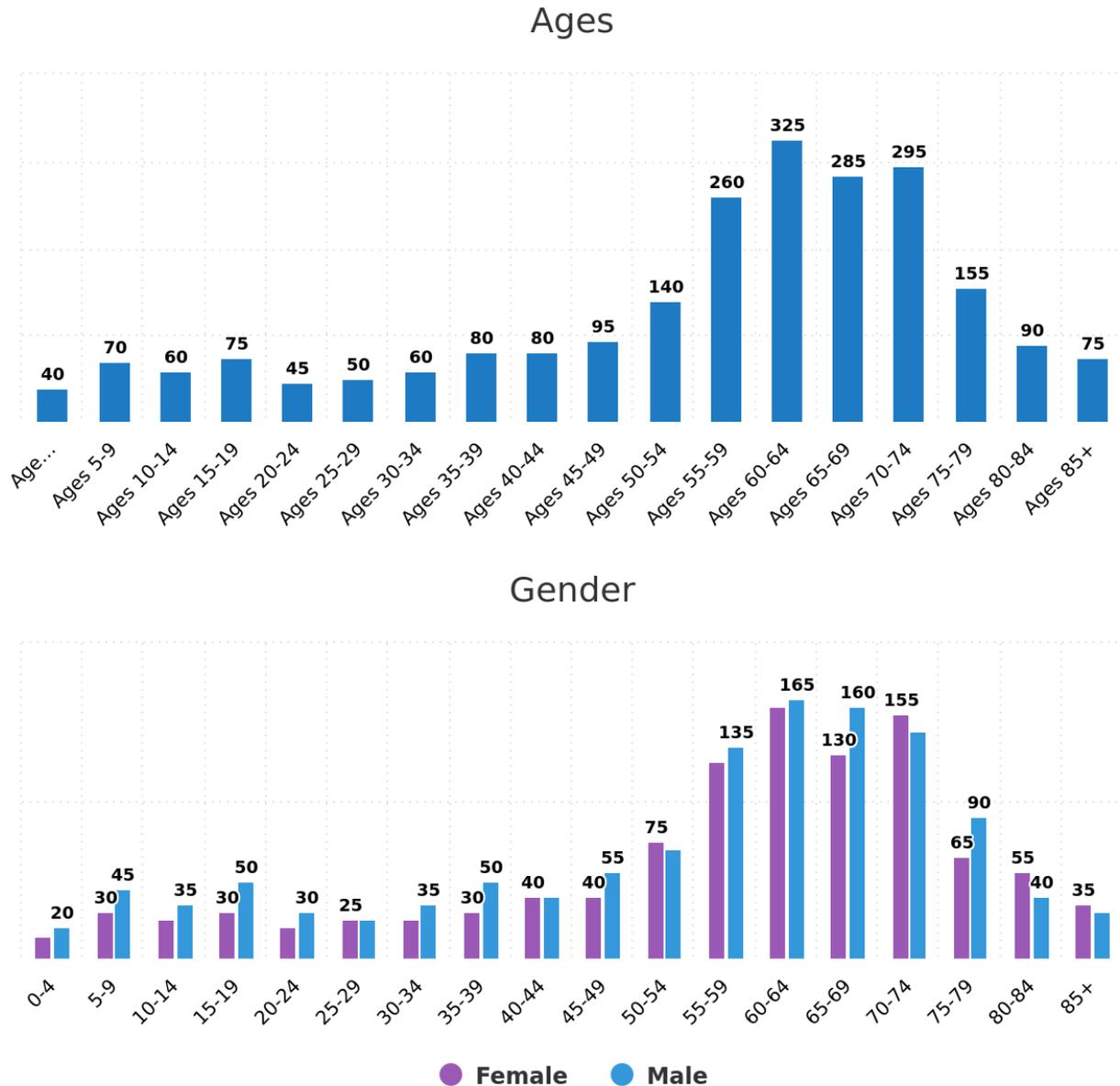
### POPULATION

The “Population, Housing and Employment Projections Study” for the County of Frontenac, published January 20<sup>th</sup>, 2020, predicted that North Frontenac’s population would reach approximately 2,100 permanent residents by 2046. However, the Canadian Census showed that the Township’s population had surpassed this projection with 2,285 residents by June 2021. It is assumed that the primary reason for the increase is that more people started working from home during Covid and preferred to live in a smaller community. Many seasonal residents made the Township their permanent home. Will this migration from other centres to North Frontenac continue?

### Population



## AGES AND GENDER



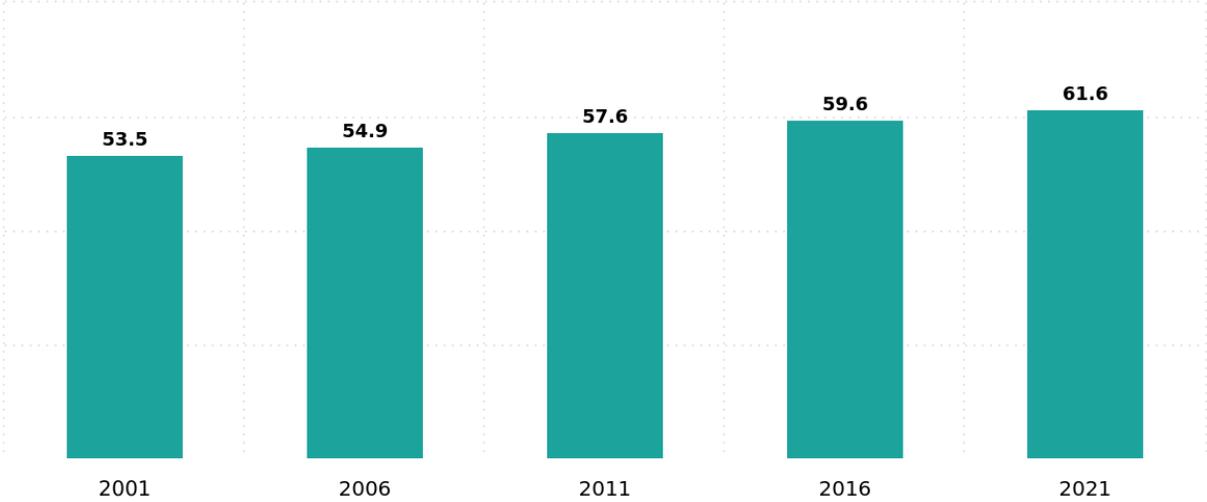
The population graph is unusual in that so much of the population, (nearly two-thirds), is 55 years of age and older. This is also assumed to be an affect of Covid in that it was primarily older people who migrated from larger centres to more rural communities.

If the “bulge” in the graph moves 20 years to the right, what will be the impact to the Township in 2043?

It is also noteworthy that North Frontenac has more males than females. This is particularly surprising for seniors, since women tend to live longer than men.

Age Cohort (2021)	Males	Females	Total	Percentage		
0 to 4	20	15	35	1.52%	35.50%	
5 to 9	45	30	75	3.25%		
10 to 14	35	25	60	2.60%		
15 to 19	50	30	80	3.46%		
20 to 24	30	20	50	2.16%		
25 to 29	25	25	50	2.16%		
30 to 34	35	25	60	2.60%		
35 to 39	50	30	80	3.46%		
40 to 44	40	40	80	3.46%		
45 to 49	55	40	95	4.11%		
50 to 44	70	75	145	6.28%		
55 to 59	135	125	260	11.26%		64.50%
60 to 64	165	160	325	14.07%		
65 to 69	160	130	290	12.55%		
70 to 74	145	155	300	12.99%		
75 to 79	90	65	155	6.71%		
80 to 84	40	55	95	4.11%		
85 and older	30	35	65	2.81%		
<b>Total</b>	1,220	1,080	2,300			
<b>Percentage</b>	53.04%	46.96%				

### Median Age

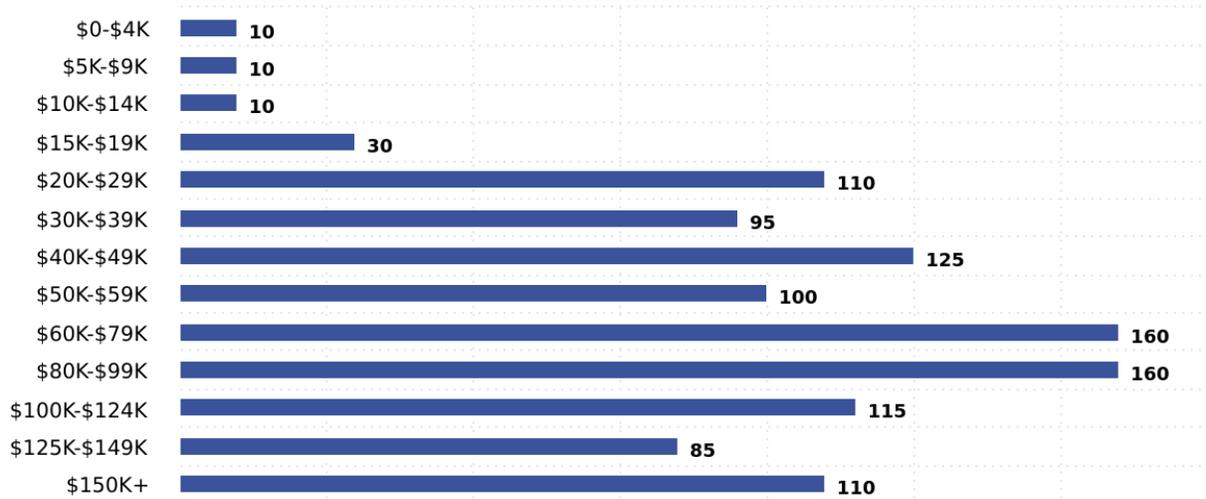


The median age indicates the age separating the population group into two halves of equal size. It is clear that the median age has increased significantly over the last twenty years.

## HOUSEHOLD INCOME

The household incomes chart shows how many households fall in each of the income brackets specified by Statistics Canada.

Household Income

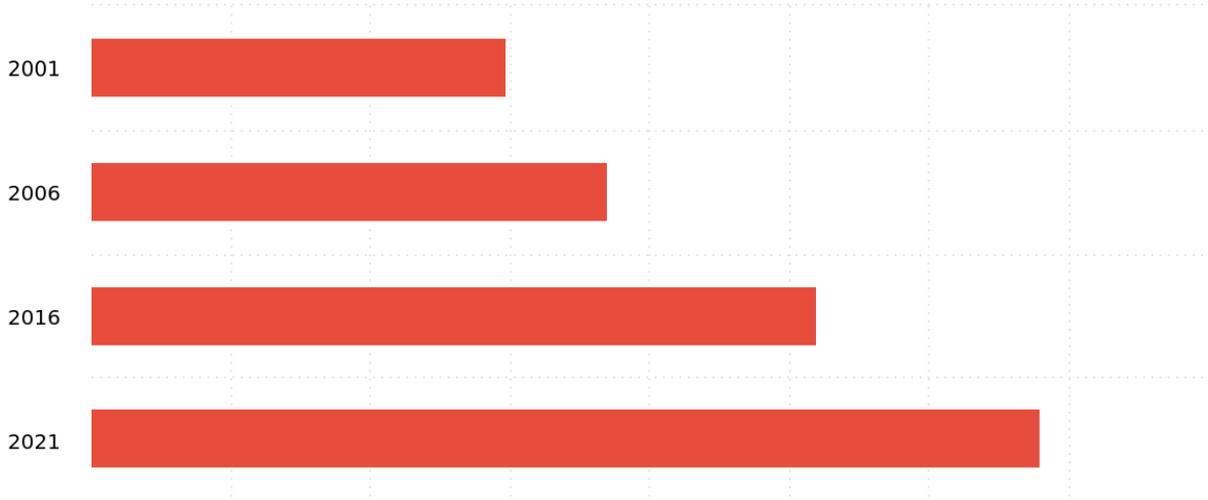


The median income indicates the income bracket separating the income earners into two halves of equal size. This table shows the median household income by province and territory in 2021.

Census Year 2021	Median Household Income Before Taxes
Canada	\$92,764
Newfoundland and Labrador	\$87,392
Prince Edward Island	\$74,210
Nova Scotia	\$76,797
New Brunswick	\$72,786
Quebec	\$77,306
Ontario	\$97,856
Manitoba	\$85,373
Saskatchewan	\$93,942
Alberta	\$125,522
British Columbia	\$90,354
Yukon Territories	\$98,739
Northwest Territories	\$134,794
Nunavut	\$115,823

The following table and chart show the increases in the median household income for North Frontenac since 2001.

### Median Household Income



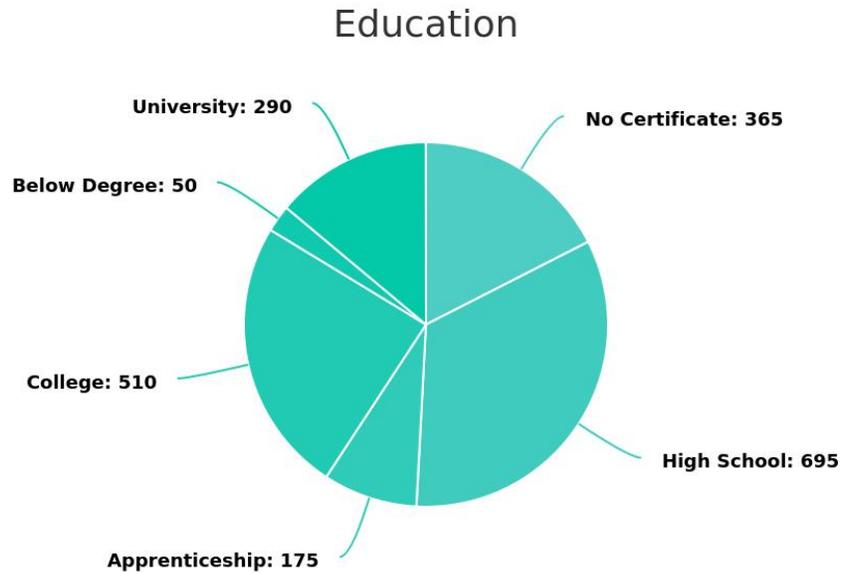
Census Year	Median Household Income (North Frontenac)	Percentage Increase since 2001
2001	\$29,773	
2006	\$37,035	24.39%
2016	\$51,942	74.46%
2021	\$68,000	128.39%

### CHILDCARE

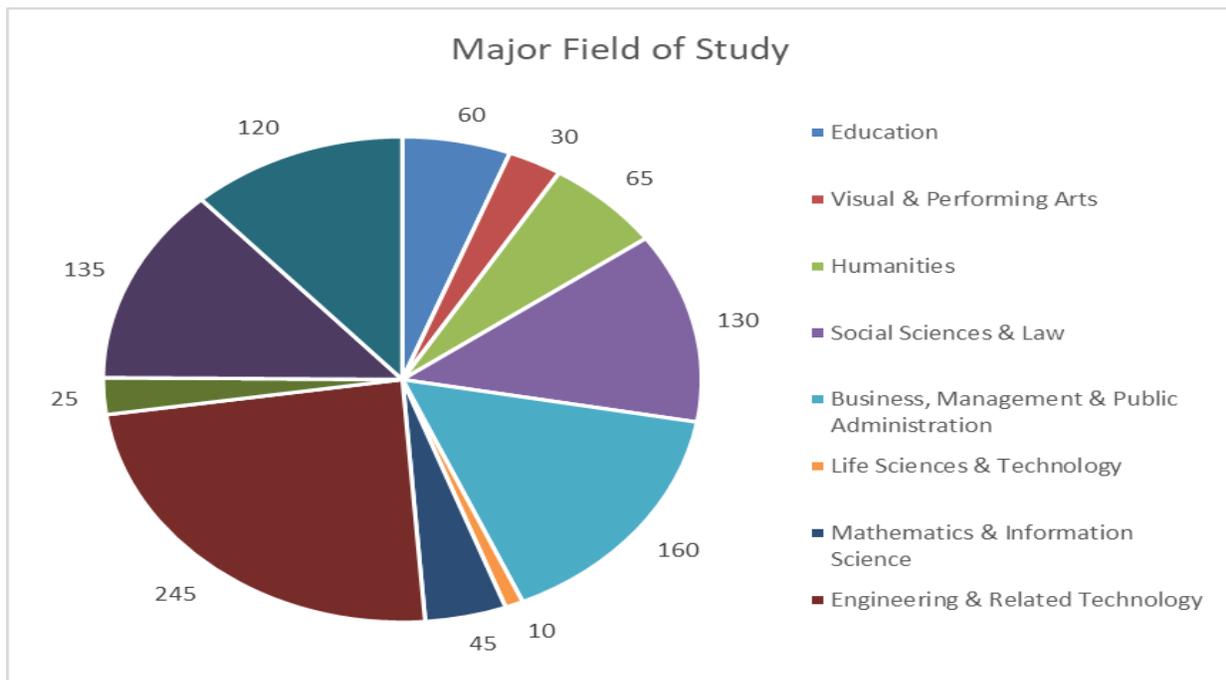
Childcare is a major challenge for municipalities across Canada. Lack of childcare options inhibits residential growth, limits the employment choices of parents, and causes a great deal of stress. A municipality that can resolve this challenge will have significant advantages over other municipalities.

## EDUCATIONAL ATTAINMENT

Educational attainment refers to the highest degree of education an individual has completed, and this chart shows the number of residents for each level of education.



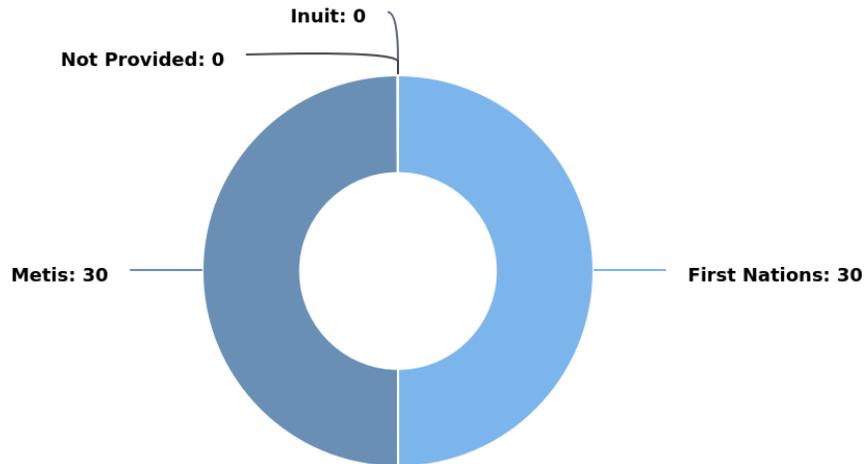
The major field of study chart shows the predominant disciplines or areas of learning or training of a person's highest completed postsecondary certificate, diploma or degree classified by Statistics Canada.



## ETHNICITY OF RESIDENTS

The Census data shows that 60 residents, or 2.63% of all residents identify as Indigenous.

### Indigenous Identification

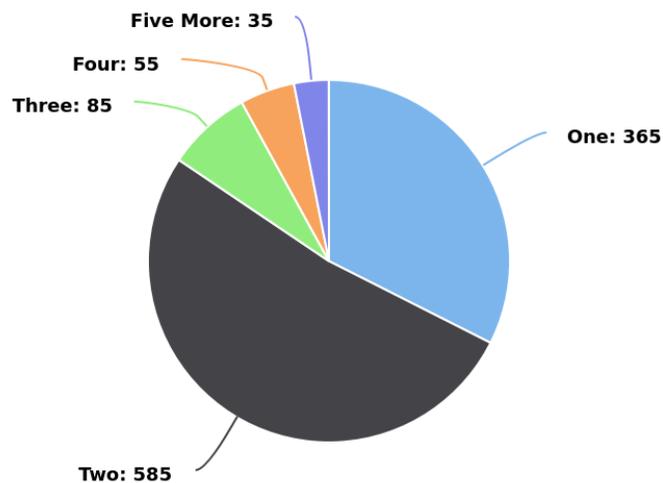


Thirty residents, 1.32% of the population, were identified as belonging to a visible minority group, as defined by the Employment Equity Act. The Employment Equity Act defines visible minorities as 'persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.'

## HOUSEHOLDS BY SIZE

Almost 85% of the North Frontenac households consist of one or two people. This is consistent with a lack of young families.

### Household By Size



## TECHNOLOGICAL FACTORS

From one year to the next, technological change proves constant—and new technology brings both challenges and opportunities. Automation trends and innovations can make it challenging to meet the evolving expectations of ratepayers, provide training to help municipal staff adjust to new roles, and juggle the human impact of eliminating jobs to pay for automation.

- The technology boom of the early 21st century increased the quality of life for millions of people, making it easier than ever to access critical goods and services with a few taps on a phone. As a result, citizens have come to expect quick, efficient, and highly-responsive services — which local governments don't always have the resources to provide.
- A technologically connected world has increased cybersecurity threats, including the number of ransomware and malware attacks that public organizations experience. Many local governments invest in cybersecurity and other IT technology solutions to counter these attacks. Cloud-based infrastructure helps governments get up and running more quickly after a cyber attack — and with less data loss — than those that rely on physical servers alone.
- Paper-based workflows slow down government processes, making it challenging for municipal employees to do their jobs efficiently and effectively.
- Many parts of Canada do not have access to high-speed internet, reliable cell service, or the technology to have virtual meetings as more people work from home. Do all parts of North Frontenac have sufficient capacity for high-speed connectivity?

## ENVIRONMENTAL FACTORS

In an era of ecological crises and climate change concerns, it's more important than ever for municipalities to pay attention to environmental issues as they arise.

There is growing public concern about the impact of climate change. *“Municipalities have influence over roughly 50% of greenhouse gas (GHG) emissions in Canada. By adopting practices that reduce, remove or avoid GHG emissions and pursuing meaningful ways to adapt to changing climate realities, municipalities can improve their residents' quality of life while saving money in operating costs.”*

<https://fcm.ca/en/programs/municipalities-climate-innovation-program>

The Association of Municipalities of Ontario has published numerous reports on environmental stewardship. *“There are many municipal roles related to environmental stewardship. To illustrate, listed below are a few examples of AMO's environmental policy files.*

## **Municipal Water Stewardship**

*Municipal governments across Ontario have a longstanding responsibility for protecting public health and the environment through water stewardship:*

- *Municipal governments are responsible for delivering safe drinking water that meets exacting quality.*
- *Municipal wastewater treatment is also subject to high quality standards for treatment and effluent.*
- *Stormwater systems are built, operated, and maintained to contain and treat runoff to lakes and rivers.*
- *Source water protection regulations also assign municipalities responsibility for ensuring the protection of drinking water sources and municipalities work with their communities to ensure these sources are protected.*

## **Waste Diversion**

*Municipal waste diversion programs reduce the amount of garbage dumped in landfills and waste disposal sites. Municipal governments play a crucial role in ensuring that residential waste is properly managed to safeguard the health of our communities and our environment. This means ensuring that waste is managed safely, including litter clean up, managing residual waste in our wastewater treatment facilities, and through recycling and disposal programs. While significant progress has been made in developing integrated waste management systems that divert about half of Ontario's residential waste stream, household recycling has stalled, the amount of waste keeps increasing along with costs to manage it while municipalities have little control over the waste that is produced.*

*Extended producer responsibility (EPR) refers to a policy that places financial and operational responsibility for the end-of-life management of a product or packaging to those who produce it – such as manufacturers, packagers, or retailers. Municipal governments have been strongly supportive of EPR as it creates economic opportunities, incentivizes innovation, improves our environment, and reduces the burden on Ontario's taxpayers.*

## **Climate Change**

*Climate change is a growing global concern, and its effects are being experienced on a local level, including across Ontario. When dangerous heat waves, flooding and storms occur, municipal services are often the first to respond. Combatting climate change has been a longstanding advocacy issue for AMO because municipal governments across Ontario are at the forefront of climate change adaptation and mitigation efforts. Over the years, municipal councils have declared climate change emergencies and developed climate change action plans to complement the municipal energy plans they are required to complete and help address the local impacts of climate change.*

## **Environmental Assessment**

*Federal and provincial legislation on Environmental Assessment (EA) lays out the framework and process for evaluating the potential environmental effects of a project. AMO and municipal staff associations, including the Municipal Engineers Association (MEA), have long called for changes to streamline the EA process to make it easier and faster to undertake projects that communities need to increase prosperity while protecting important ecosystems and natural capital.”*

<https://www.amo.on.ca/advocacy/energy-climate-change/municipal-environmental-stewardship> (abridged to shorten the length of the article)

## **Septic Systems**

The Township relies solely on septic systems as there are no municipal sewers in North Frontenac. Aging septic systems can be problematic, particularly near lakes and rivers. The Federation of Ontario Cottagers Associations (FOCA) has been advocating for mandatory re-inspection programs.

*“In Ontario, on-site sewage systems are regulated by the Building Code Act, 1992 and the Ontario Building Code (O. Reg. 332/12). Enforcement is carried out by designated Principal Authorities (Municipalities, Conservation Authorities or Health Units). Municipalities may, through an agreement, delegate the responsibility for oversight of septic systems to Conservation Authorities, Health Units or upper-tier municipalities. Ontario’s Building Code was amended by Ontario Regulation 315/10 to provide the legislative authority for on-site sewage system maintenance inspections. Mandatory inspections occur along the shorelines of Lake Simcoe and all provincial source water protection areas, as defined in the Clean Water Act (that is, areas that directly influence municipal water systems, wells or surface water intakes). For these systems, re-inspections are mandated every 5 years, with 3rd-party certificates of compliance being permitted by the principal authority, in some cases. According to provincial data released in 2018, of the 5,048 sewage systems that fit this classification, 95% received mandatory inspections. Less than 2% were found to require major maintenance, while 9% required minor maintenance.”*

- *“Education is key to a successful municipal re-inspection program.*
- *Volunteer programs are unlikely to reach the systems most in need of re-inspection!*
- *Residents may fear the cost of needed repair will be overwhelming.*
- *Many older systems are not itemized in municipal records.*
- *There will always be some residents in favour of re-inspection programs, and other residents opposed.*
- *Septic re-inspection programs only find failures or deficiencies that already exist.*
- *Municipalities considering a re-inspection program do not need to reinvent the wheel.”*

<https://foca.on.ca/wp-content/uploads/2014/02/FOCA-Septic-Reinspection-Project-Report-FULL-DOCUMENT-2019-1.pdf>

## LEGAL FACTORS

This PESTEL factor differs from its political counterpart because it focuses on current laws rather than potential ones. In order to maintain both integrity and sustainability, a municipality must observe evolving intellectual property, antidiscrimination, and privacy laws as well as numerous more traditional legal issues.

Municipalities face unique legal challenges as creatures of statute having to adapt to quickly changing provincial, national and even international regulatory contexts and market forces. Recent court cases in Canada have included cases related to the following issues:

- land acquisition, assembly and expropriation projects
- urban renewal and other projects combining land acquisition and land use planning
- brownfield redevelopment
- infrastructure and environmental assessment matters
- conservation authority matters
- cultural heritage designations and disputes
- development charges and other fees and charges
- other revenue tools and cost-sharing agreements
- municipal governance matters
- code of conduct and integrity matters
- opinions on municipal powers
- preparation of bylaws
- bylaw challenges
- cannabis retail, production and related matters
- emerging sectors such as autonomous vehicles, cutting-edge service delivery technologies, etc.

The Township of North Frontenac is now dealing with the relatively new issue of Short-Term Rentals such as Airbnb. A short, non-exclusive list of issues includes:

- taxes
- neighbourhood relations/quality of life
- land use/zoning
- safety
- garbage
- parking
- fire and building safety
- neighbourhood character.

## FIRST PLANNING SESSION

A full day planning session with all members of Council and Senior Administrators was conducted on Tuesday September 26<sup>th</sup>, facilitated by Steve Lichty and Suzanne Harrison of Capital Park Consulting Inc. The agenda for the session was:

Start	Duration	Description	Notes
9:00 AM	15 minutes	Introductions	Around the table
9:15 AM	15 minutes	Overview of the Project	Presentation
9:30 AM	30 minutes	Notes from Research and Document Review	Presentation and discussion
10:00 AM	20 minutes	SWOT Analysis	Breakout groups
10:20 AM	20 minutes	SWOT Analysis	Plenary presentations & discussion
<b>10:40 AM</b>	<b>10 minutes</b>	<b>COFFEE BREAK</b>	
10:50 AM	20 minutes	What makes a great Strategic Plan?	Presentation
11:10 AM	50 minutes	Review of exemplar municipal strategic plans	Breakout groups & plenary presentations
<b>Noon</b>	<b>30 minutes</b>	<b>LUNCH</b>	
12:30 PM	15 minutes	Discussion of Strategic Plan contents for North Frontenac	Group discussion
12:45 PM	15 minutes	Vision & Mission, - best practices	Presentation
1:00 PM	30 minutes	Validating and/or modifying Mission & Vision Statements	Working in pairs and plenary presentations
1:30 PM	10 minutes	Values Statements - best practices	Presentation (Steve)
1:40 PM	10 minutes	Validating and/or modifying Values Statement	Working in pairs and plenary presentations
1:50 PM	10 minutes	Developing strategic priorities	Presentation
<b>2:00 pm</b>	<b>10 minutes</b>	<b>COFFEE BREAK</b>	
2:10 PM	50 minutes	Group development of strategic priorities	Breakout groups
3:00 PM	45 minutes	Strategic priorities presentations	Plenary presentations and discussion
3:45 PM	10 minutes	Expectations from Stakeholder Engagement Activities	Discussion
3:55 PM	5 minutes	Wrap-up and next steps	
<b>4:00 pm</b>		<b>ADJOURNMENT</b>	

## SWOT ANALYSIS

SWOT is an acronym for **strengths, weaknesses, opportunities and threats**.

- Strengths are the things that an organization does particularly well, or resources and assets that it has, that distinguish it from others.
- Weaknesses are internal attributes and resources that an organization lack.
- Opportunities are a set of external circumstances that, with the right decisions, can grow an organization or put it in a favourable strategic position.
- Threats are external forces that constitute a risk to an organization.

The PESTEL analysis provided in the first interim report was a useful starting point to conduct the SWOT analysis for North Frontenac. The results of the SWOT analysis, completed by the workshop participants, are shown below. It should be noted that an element, e.g. roads, depending on location in the township, can be viewed as both a strength and a weakness and that a threat can often be turned into an opportunity.

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Environment; clean water, fresh air</li> <li>• Quality of life</li> <li>• Road conditions</li> <li>• Emergency services</li> <li>• Recreational opportunities</li> <li>• Natural beauty</li> <li>• Abundance of Crown land (70%)</li> <li>• Pristine</li> <li>• Professional, knowledgeable and approachable municipal staff</li> <li>• Strong, self-sufficient, resilient community</li> <li>• Growth opportunities</li> <li>• Community groups and other volunteers</li> <li>• Accommodations, including Airbnb</li> <li>• Geographical location</li> <li>• Artisan shops – new and different</li> </ul>	<ul style="list-style-type: none"> <li>• Terrible cell/internet service</li> <li>• Lack of affordable housing</li> <li>• Lack of rental accommodation (particularly for single nights)</li> <li>• Lack of shopping and amenities</li> <li>• Major access roads coming from the east are in poor shape</li> <li>• Road conditions affect everything in the township</li> <li>• Lack of physicians and other healthcare professionals</li> <li>• Lack of appropriate employment opportunities for partners of healthcare professionals</li> <li>• No value-added to resources</li> <li>• Over reliance on outside contractors</li> <li>• Employment is often seasonal</li> <li>• Too far from 401 corridor</li> <li>• Lack of young adults/families</li> <li>• Lack of amenities</li> <li>• Loss of residents due to distance to amenities, health care, etc.</li> <li>• Winter isolation and lack of activity</li> <li>• Insufficient services for seniors</li> </ul>

<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• Tourism</li> <li>• Recreational opportunities</li> <li>• Campgrounds; 4-season camping on Crown land</li> <li>• Eco-tourism</li> <li>• Increased health care</li> <li>• Connectivity; as connectivity improves, economic development will increase; more people will work from home</li> <li>• Incentive to reacquire young people who have left</li> <li>• Younger generation's appreciation for work/life balance</li> <li>• Township owns community halls; potential to lease space to small businesses</li> <li>• Hamlet hubs</li> <li>• Development opportunities</li> <li>• Short-term rentals</li> </ul>	<ul style="list-style-type: none"> <li>• Aging population</li> <li>• Not ready for growth (in population, tourism, etc.)</li> <li>• NIMBYism</li> <li>• New types of accommodation</li> <li>• Lack of employees; too much seasonal work</li> <li>• Climate change</li> <li>• Succession planning for the municipality and for businesses</li> <li>• Shortage of contractors</li> <li>• Shortage of volunteers for emergency services</li> <li>• Distance to OPP detachment</li> <li>• Invasive species</li> <li>• Interest rates</li> <li>• Cost of living</li> <li>• Mental health</li> <li>• Homelessness</li> <li>• Lack of services</li> <li>• Short-term rentals</li> </ul>

## REVIEW OF EXEMPLAR STRATEGIC PLANS

The participants reviewed the Strategic Plans of seven municipalities and identified the features that they liked and want to emulate, as well as the features to be avoided.

These plans were selected for a variety of reasons, including:

- Some were from townships similar to North Frontenac.
- Others had interesting formats or design features.
- And others had intriguing content or wording for some aspects.

Likes	Dislikes
<i>Cornwall</i>	
<ul style="list-style-type: none"> <li>• Mission and Vision were prominently placed for people to find easily</li> <li>• Easy to read</li> </ul>	<ul style="list-style-type: none"> <li>• Too short and vague</li> <li>• No timeline</li> <li>• Too basic for the size of the city</li> <li>• Morphed into a workplan</li> <li>• No message from mayor or CAO</li> <li>• May be too restrictive for staff</li> </ul>
<i>Centre Wellington</i>	
<ul style="list-style-type: none"> <li>• Goals and objectives on one page</li> <li>• Visually appealing</li> <li>• No work plan</li> <li>• Well crafted and easy to read</li> <li>• Good use of language – “encourage”, “foster”</li> <li>• Enabled staff to interpret when choosing projects</li> <li>• Acknowledged participants</li> </ul>	<ul style="list-style-type: none"> <li>• Too long</li> <li>• Unnecessary blank pages with no content</li> </ul>
<i>Frontenac County</i>	
	<ul style="list-style-type: none"> <li>• Too wordy</li> <li>• Uninteresting to read</li> </ul>
<i>North Glengarry</i>	
	<ul style="list-style-type: none"> <li>• Convoluted beginning</li> <li>• Included the work plan</li> <li>• Welcome letter is too long</li> <li>• Too operational; does not allow flexibility for staff</li> </ul>
<i>Port Moody</i>	
<ul style="list-style-type: none"> <li>• Clear priorities</li> <li>• Differentiation between staff and Council</li> <li>• Great layout</li> <li>• Awesome photos</li> <li>• Purpose of plan well written</li> <li>• Proper length</li> </ul>	<ul style="list-style-type: none"> <li>• Would like message from CAO</li> </ul>
<i>Quinte West</i>	
<ul style="list-style-type: none"> <li>• Good graphics</li> <li>• Good Mission and Vision Statements</li> <li>• Actions were direct</li> </ul>	
<i>Whitewater Township</i>	
<ul style="list-style-type: none"> <li>• Focus on a ten-year plan</li> </ul>	<ul style="list-style-type: none"> <li>• No messages</li> <li>• Poor graphics</li> </ul>

At the conclusion of the review of the exemplar Strategic Plans, the participants articulated the features to avoid:

- Too wordy
- Too vague
- Too ambitious
- Creates a work plan rather than a strategic plan
- Non-inclusive
- Lacking vision
- Lacking inspirations
- No visuals

## VISION, MISSION AND VALUES STATEMENTS

The participants:

- reviewed best practices for Vision, Mission and Value Statements
- examined examples of strong statements
- evaluated the current statements in North Frontenac’s most recent strategic plan

### VISION STATEMENTS

What makes a great Vision Statement?	Sample Vision Statements
<ul style="list-style-type: none"> <li>• Articulates the ideal future position, dream, grand purpose</li> <li>• Succinct and easily understood, remembered</li> <li>• Broad – covers all perspectives</li> <li>• Inspiring and uplifting</li> <li>• Requires “big thinking” – beyond what we can easily achieve</li> </ul>	<ul style="list-style-type: none"> <li>• A just world without poverty (Oxfam)</li> <li>• A computer on every desk and in every home (Microsoft, 1980)</li> <li>• Best training. Healthy residents. Unparalleled care. (RDoC)</li> <li>• A better everyday life for the many people (IKEA)</li> <li>• Transportation that makes Canada safe, healthy and prosperous (TAC)</li> </ul>

### North Frontenac’s Current Vision Statement

*The Township of North Frontenac will preserve our unique and pristine natural environment to promote a strong, resilient rural community.*

The participants generally felt positive about the current Vision Statement but agreed that it could be modified to make it shorter and easier to remember, without losing the message it conveys. One possibility that was suggested was “*Preserving our pristine natural environment to promote a strong rural/unique/vibrant community.*”

It was agreed the consultants would work with senior staff to develop some alternatives. There was also a desire to investigate the feasibility of incorporating the words “Four Seasons; More Reasons” into the new Vision Statement.

## MISSION STATEMENTS

<p><b>What makes a great Mission Statement?</b></p> <ul style="list-style-type: none"> <li>• Describes what the organization wants to do and why</li> <li>• Outcome oriented</li> <li>• Inclusive and broad enough to be relevant to all constituents</li> <li>• Inspiring and uplifting message from Cobourg’s decision makers to all stakeholders</li> <li>• As succinct as possible (fit it on a t-shirt?) – not always possible</li> </ul>	<p><b>Sample Mission Statements</b></p> <ul style="list-style-type: none"> <li>• Celebrating animals, confronting cruelty (Humane Society)</li> <li>• To empower every person and every organization on the planet to achieve more (Microsoft)</li> <li>• To inspire lifelong learning, advance knowledge, and strengthen our communities (New York Library)</li> <li>• To spread the power of optimism (Life is Good)</li> <li>• Making every day matter (Tri-County Mennonite Homes)</li> </ul>
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### North Frontenac’s Current Mission Statement

*The Township of North Frontenac’s mission is the effective, efficient and sustainable delivery of services to its citizens.*

Similar to the Vision Statement, the participants generally felt positive about the current Mission Statement but expressed a desire for a modified statement that would be more inspiring and uplifting. The consultants will work with senior staff to develop some alternatives.

## VALUES STATEMENTS

<p><b>What makes a great Values Statement?</b></p> <ul style="list-style-type: none"> <li>• Highlights an organization’s core principles and philosophical ideals</li> <li>• Is used to both inform and guide the decisions and behaviors of the people inside the organization</li> <li>• Signals to external stakeholders what’s important to the organization</li> <li>• Should be memorable, actionable and timeless</li> <li>• Short phrases are better than long paragraphs</li> </ul>	<p><b>Sample Values Statement - Kellogg’s</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Accountability</li> <li>• Passion</li> <li>• Humility</li> <li>• Simplicity</li> <li>• Results</li> </ul>
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<p><b>Sample Values Statements – Google</b></p> <ul style="list-style-type: none"> <li>• Focus on the user and all else will follow.</li> <li>• It’s best to do one thing really, really well.</li> <li>• Fast is better than slow.</li> <li>• Democracy on the web works.</li> <li>• You don’t need to be at your desk to need an answer.</li> <li>• You can make money without doing evil.</li> <li>• There’s always more information out there.</li> <li>• The need for information crosses all borders.</li> <li>• You can be serious without a suit.</li> <li>• Great just isn’t good enough.</li> </ul>	<p><b>Sample Values Statement - Cox Automotive</b></p> <p><i>The Why:</i> Empower People Today to Build a Better Future for the Next Generation</p> <p><i>The How’s:</i></p> <ul style="list-style-type: none"> <li>• Do the right thing. Always.</li> <li>• Lead by example</li> <li>• Bring out the best in everyone</li> <li>• Make a little music</li> <li>• Do it all in the spirit of Cox</li> </ul> <p><i>The What’s:</i></p> <ul style="list-style-type: none"> <li>• Identify &amp; invest in growth &amp; diversification</li> <li>• Delight our customers</li> <li>• Honor our commitments</li> <li>• Develop &amp; incorporate new technology</li> <li>• Improve financial security</li> </ul>
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**North Frontenac’s Current Values Statement**

To maintain and achieve our vision we value:

- Honesty – truthfulness, sincerity and frankness.
- Strong Ethics – openness and transparency
- Positive Attitude – being pleasant, rational.
- Respect – equality, open mindedness, courtesy.
- Teamwork – operations, volunteers, businesses.

The participants were generally pleased with the current Values Statement but requested some “tweaks”. For example, “being pleasant” could be changed to “approachable”.

**STRATEGIC PRIORITIES**

The best practices in developing strategic priorities include:

- They are action-oriented “baskets” into which organizational actions (projects, initiatives, plans) can be grouped
- Typically it is best to describe three to six of them; more than this and there tends to be priorities that are “on the cusp”

- Some organizations mix actions with concepts at this level of strategy in their strategic plan
- Other strategic plans add a separate level called “areas of focus” or “theme areas” to categorize their main paradigms; see the example below from the Transport Association of Canada)

The participants worked in small groups to develop a set of Strategic Priorities for the next five years for the Township of North Frontenac. When the participants met in plenary session, a consensus emerged for Strategic Priorities as well as a list of topics/issues to be addressed for each priority.

**A. Economic Prosperity (or Vibrant and Prosperous Community)**

- Support economic and business growth
- Affordable housing
- Enhance four-season tourism vibrancy.

**B. Sustainable Core Services (or Sustainable Infrastructure)**

- Explore funding sources and invest wisely in critical infrastructure
- Roads and bridges
- Boat launches, municipal buildings, cemeteries
- Sustainable infrastructure for the community

**C. Vibrant, Prosperous Community (or Healthy, Vibrant, Progressive Community)**

- Emergency services
- Cost effective housing
- Monitor, encourage and support local health services
- Recreation, parks and facilities
- Services for seniors

**D. Resilient, Natural Environment**

- Advance climate change mitigation and adaptation
- Invasive species
- Lake protection
- Natural resources protection

**E. Sustainable Governance**

- Sustainable revenue for future needs
- Employer of choice
- Knowledgeable staff
- Trained councillors and staff
- Innovative and efficient service delivery

## EXTERNAL STAKEHOLDER ENGAGEMENT

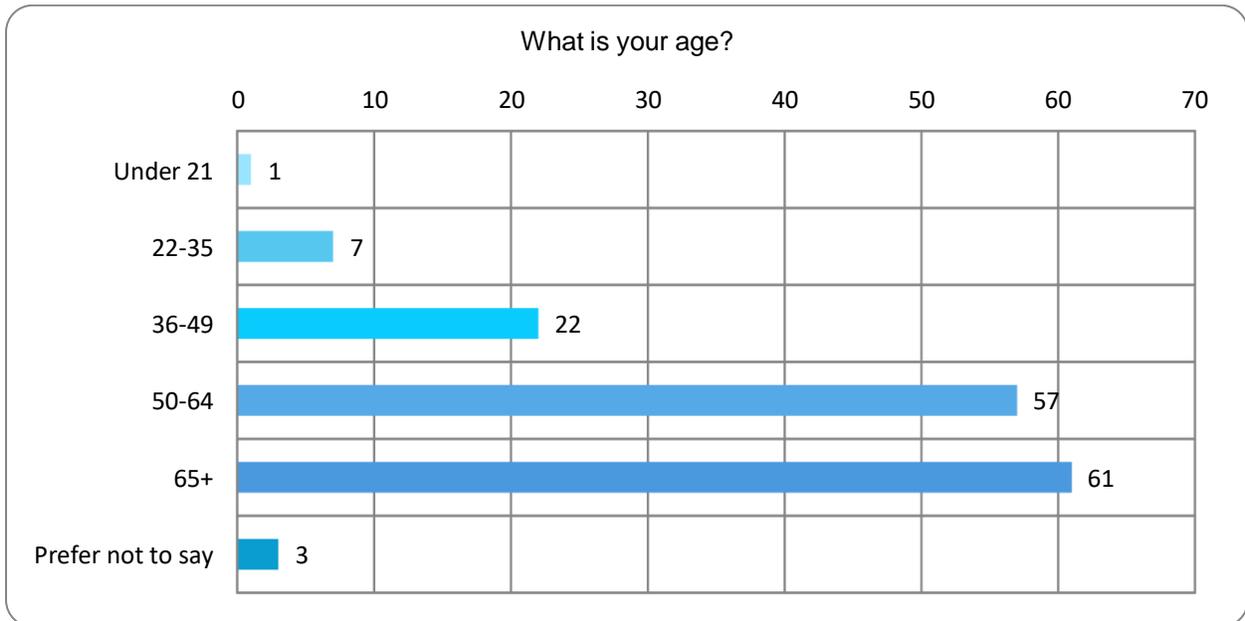
### ONLINE SURVEY

An online survey was open from September 14 to October 10, 2023, to solicit input from residents and other stakeholders in the Township of North Frontenac.

There were 152 responses to the online survey. (Please note that respondents could skip questions, so the total number of responses to a question is sometimes fewer than 152.) The analysis of the survey includes:

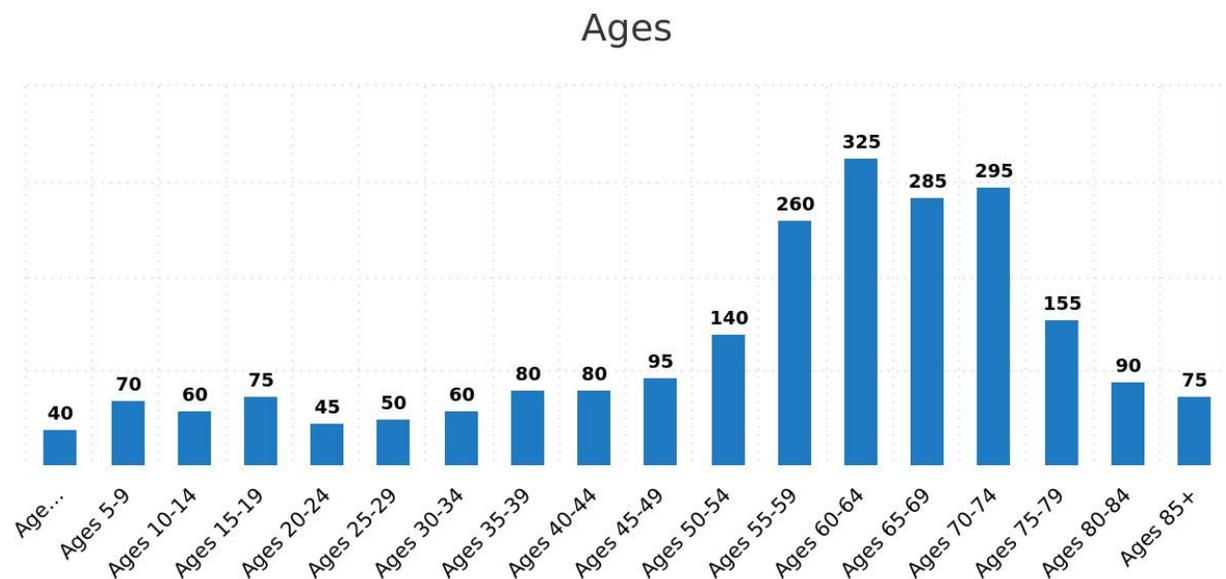
- A bar chart to show graphically the responses to questions
- An “Observations” section is provided for some questions. The observations do not repeat information that is readily discernible from the bar charts but provides more in-depth analysis if available and useful.
- For multiple questions on the same topic, e.g. resident satisfaction with a list of various Township services, there is a summary of response together with some additional analysis.

## QUESTION 1: AGE OF RESPONDENTS

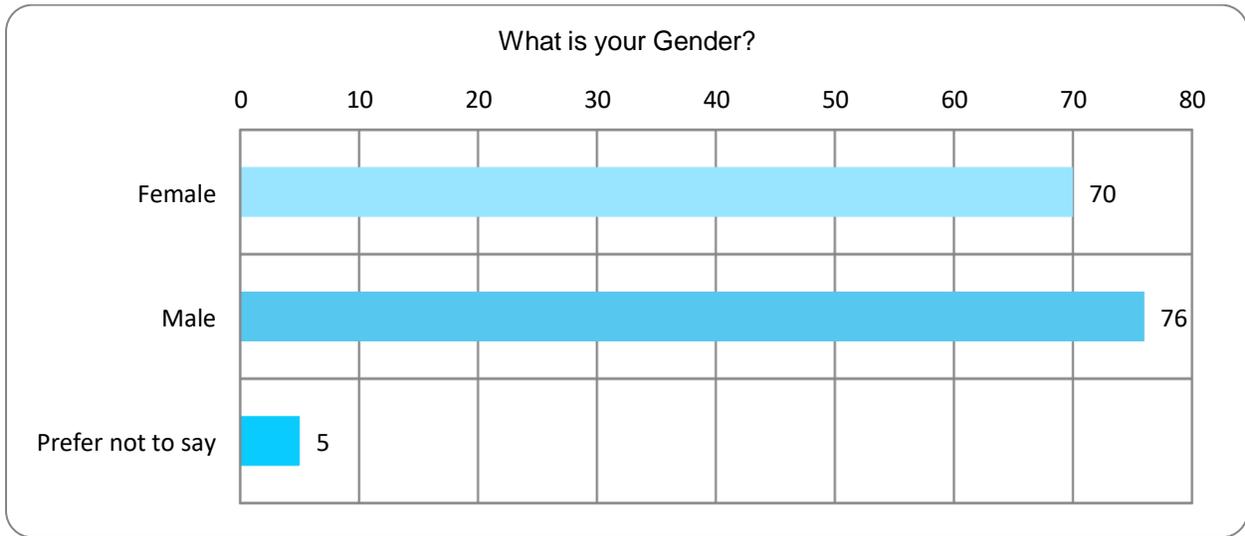


### Observations

- The number of responses by age cohort appear to be reasonably close to the actual population by age cohort. The chart below has the StatsCan data from the June 2021 census. It was assumed that the Under 21 age cohort would be unlikely to respond. Thus the survey does not appear to have been skewed by any one age group.



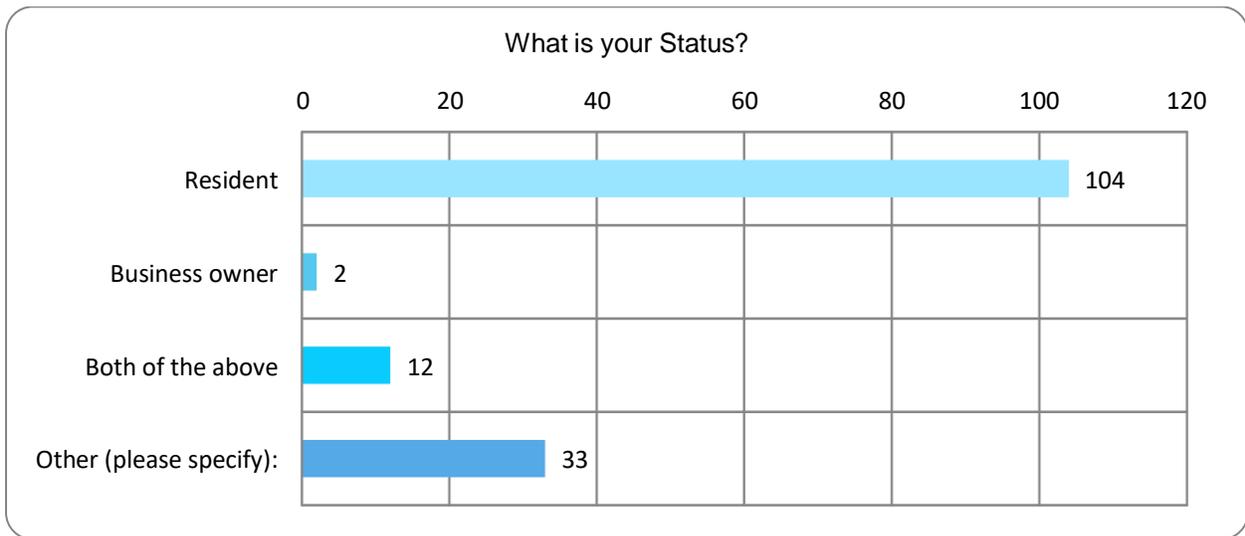
**QUESTION 2: GENDER OF THE RESPONDENTS**



**Observations**

- Since the actual population is approximately 52% male and 48% female, the distribution of respondents by gender is appropriate.

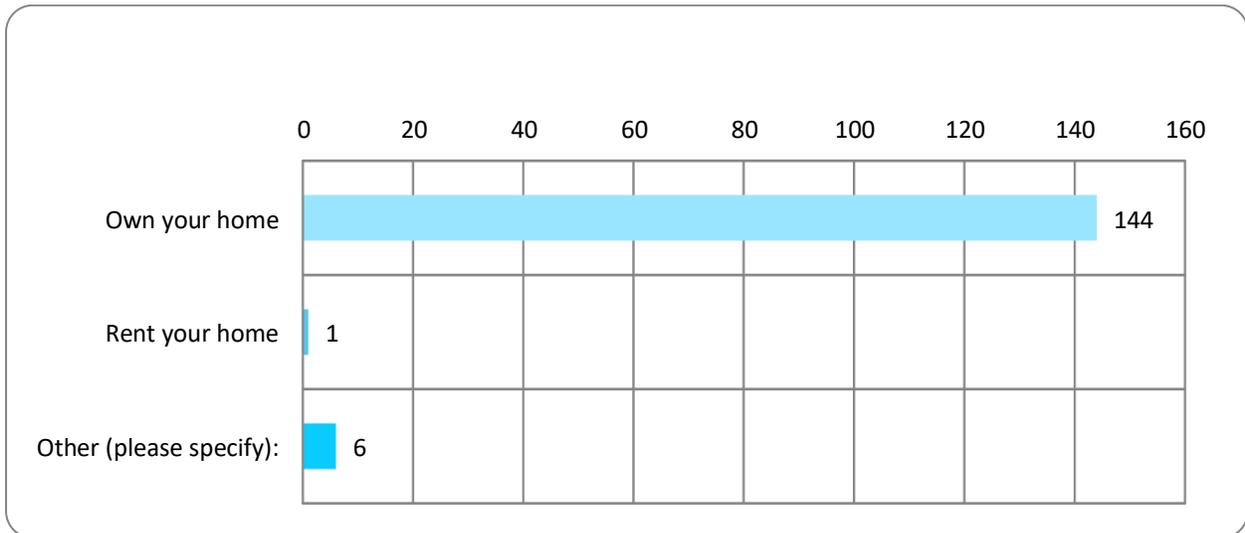
**QUESTION 3: STATUS OF RESPONDENTS**



**Observations**

The respondents who selected “Other” specified that they were “seasonal residents” or “cottagers”.

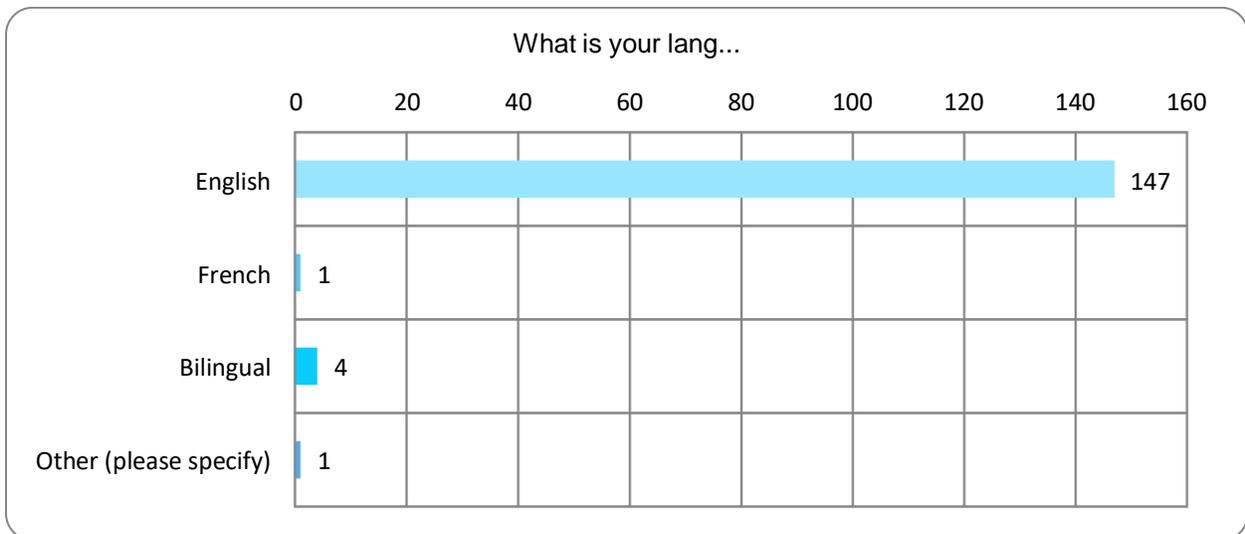
#### QUESTION 4: HOMEOWNERS AND RENTERS



#### Observations

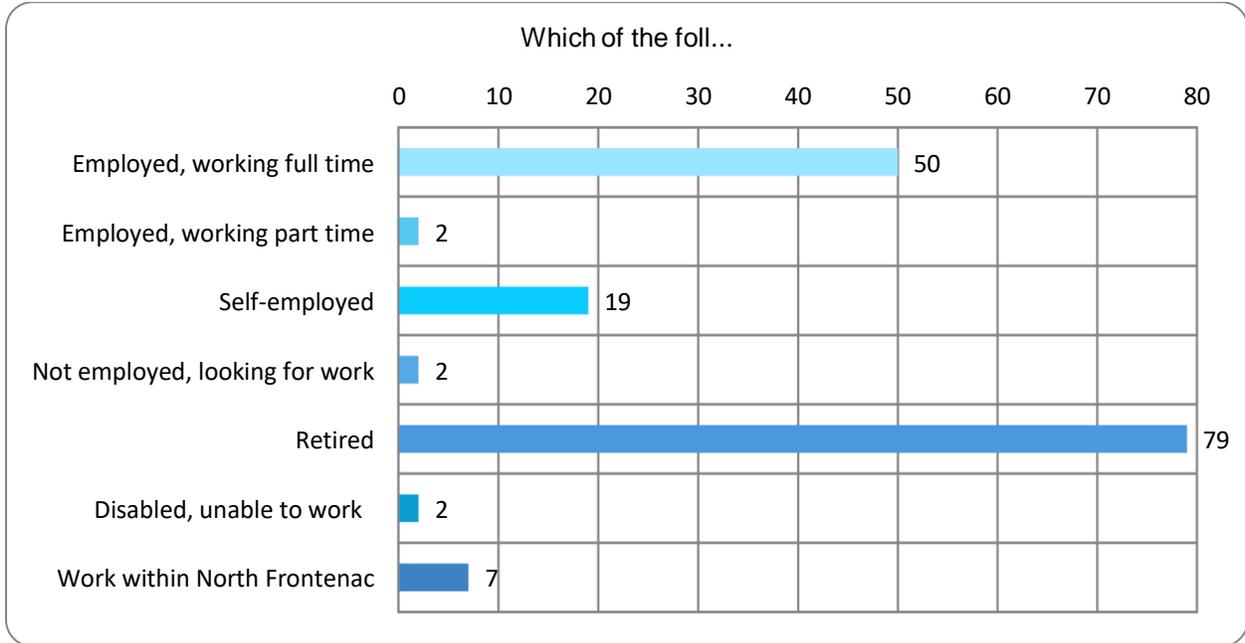
- Although it is expected that the vast majority of North Frontenac residents own their own home, it is likely that the renters are underrepresented in the survey.
- This factor will affect some responses to other questions, such as the relatively low priority given to Affordable Housing later in the survey

#### QUESTION 5: LANGUAGE OF RESPONDENTS



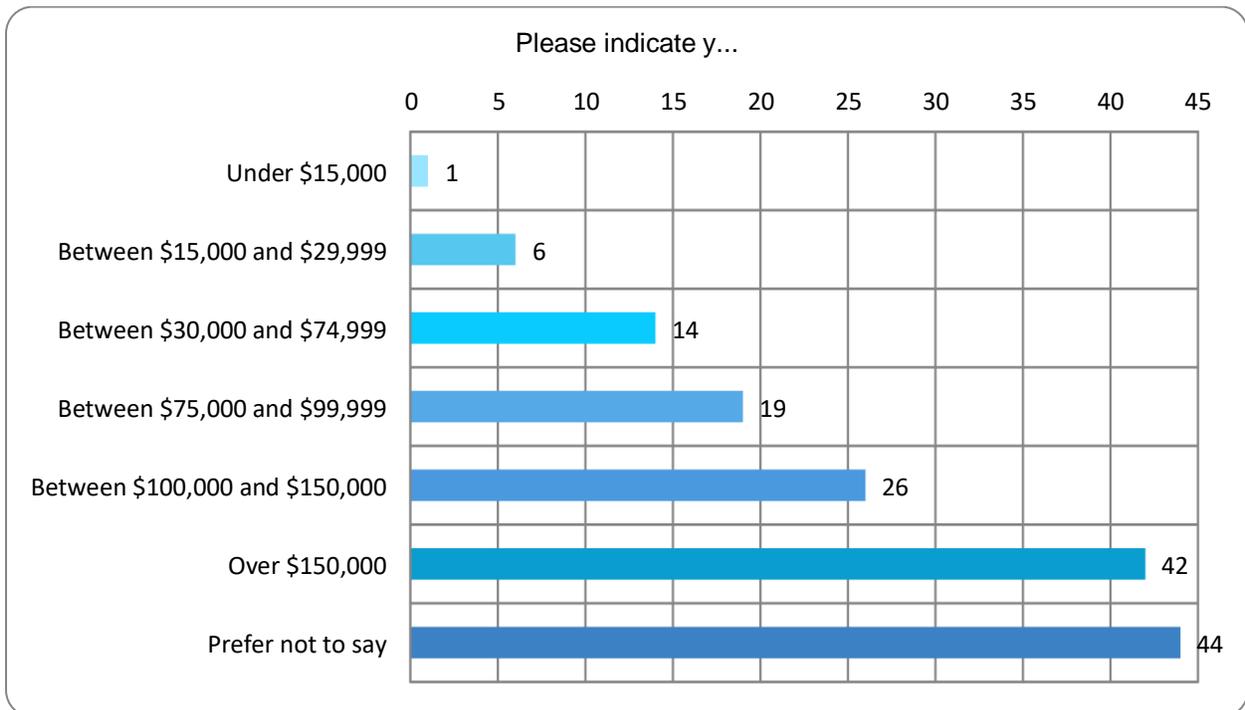
**QUESTION 6: EMPLOYMENT STATUS**

Which of the following categories best describes your employment status? (Check all that apply)



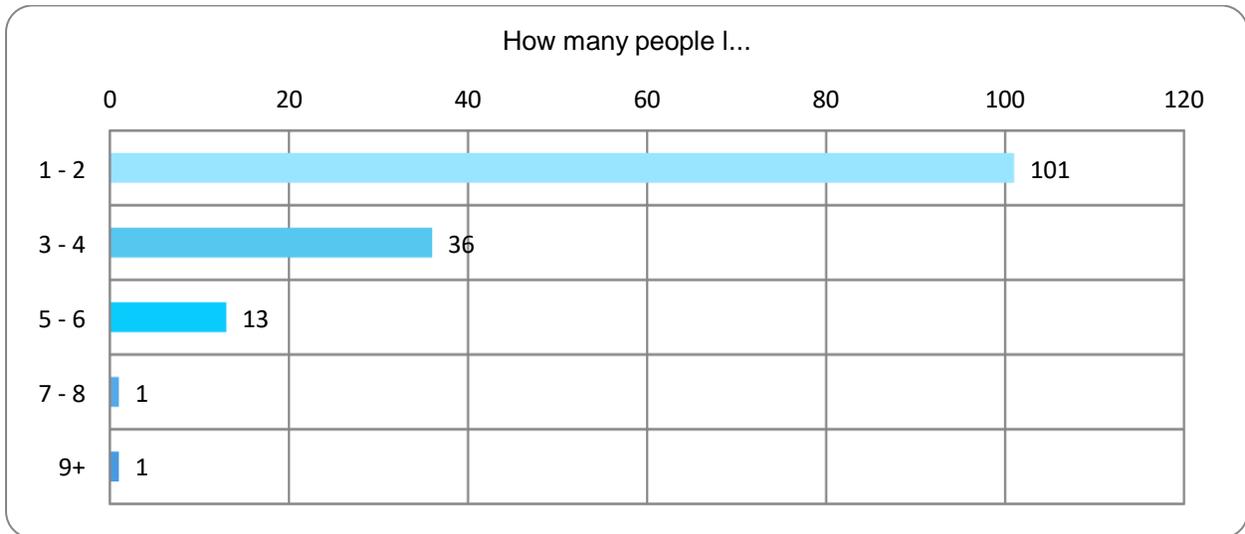
**QUESTION 7: HOUSEHOLD INCOME**

Please indicate your annual household income.



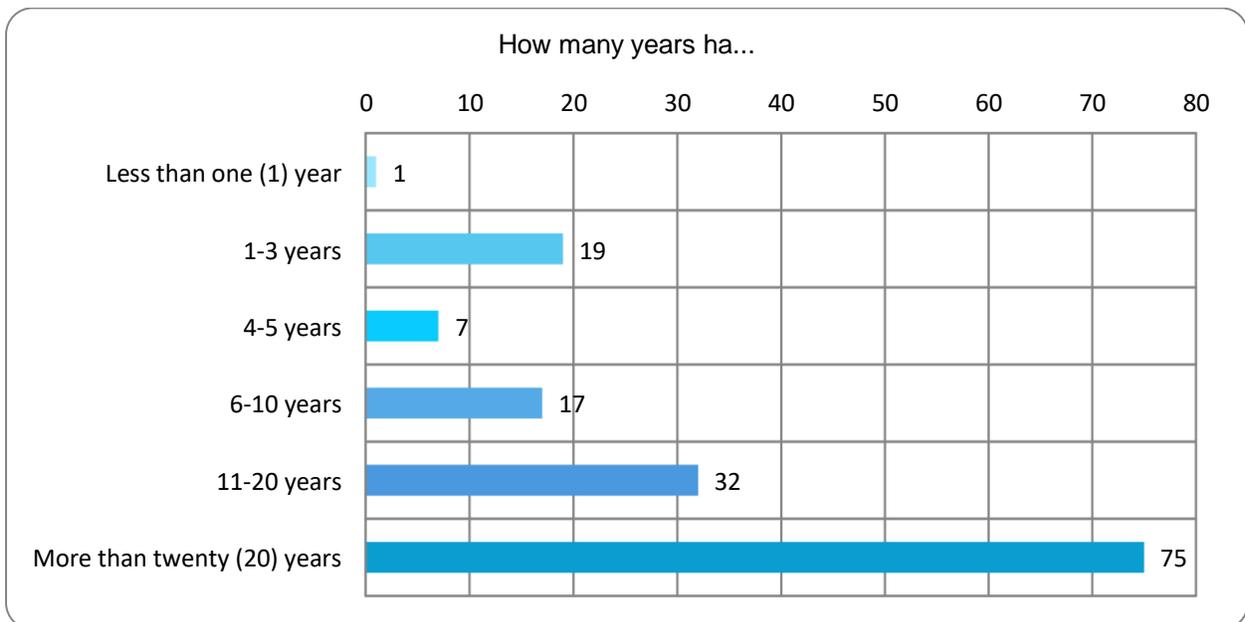
### QUESTION 8: HOUSEHOLD SIZE

How many people live in your household?



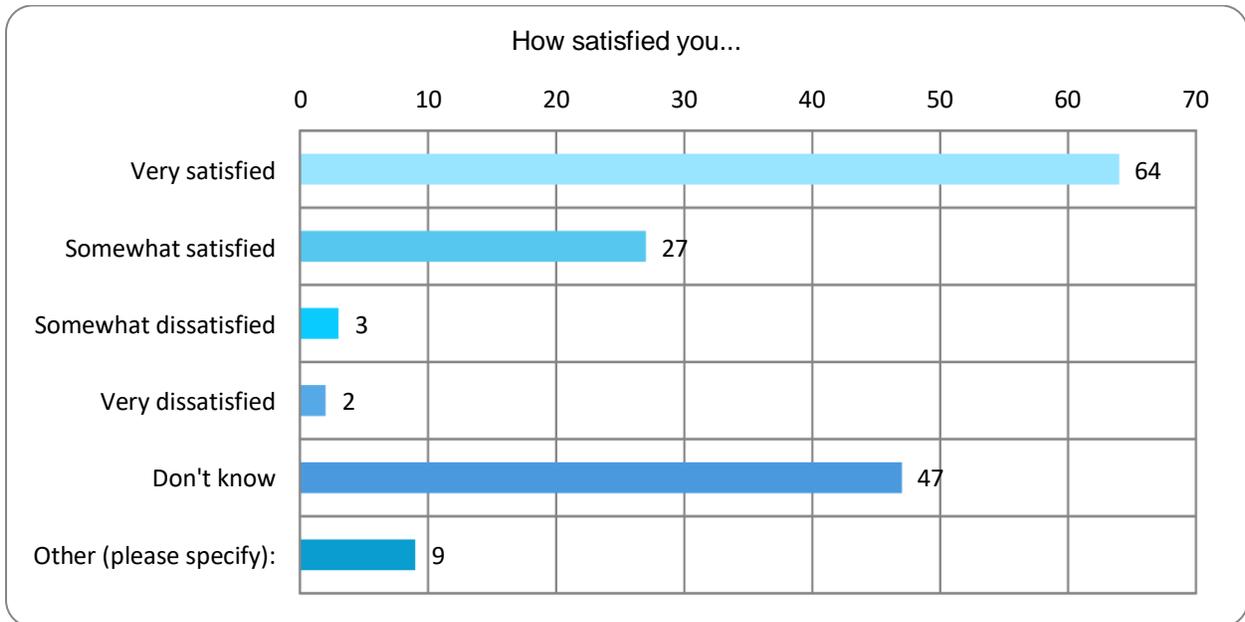
### QUESTION 9: YEARS OF RESIDENCY

How many years have you lived/owned property in the Township of North Frontenac?



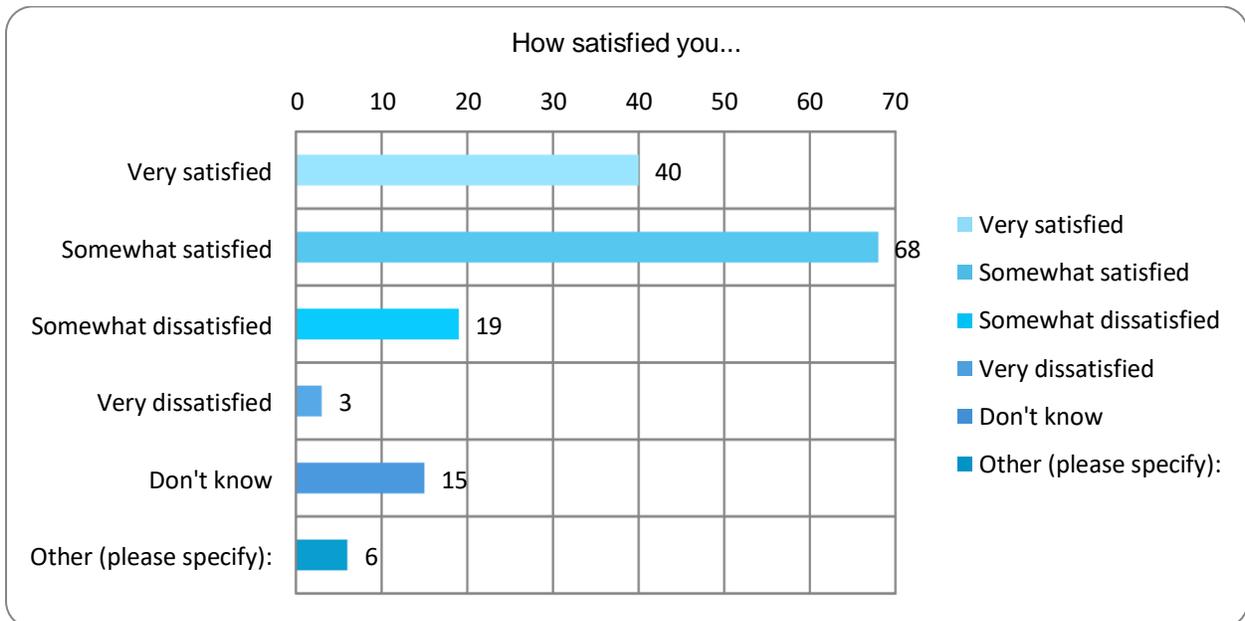
### QUESTION 10: FIRE AND RESCUE SERVICES

How satisfied you are with Fire and Rescue Services?



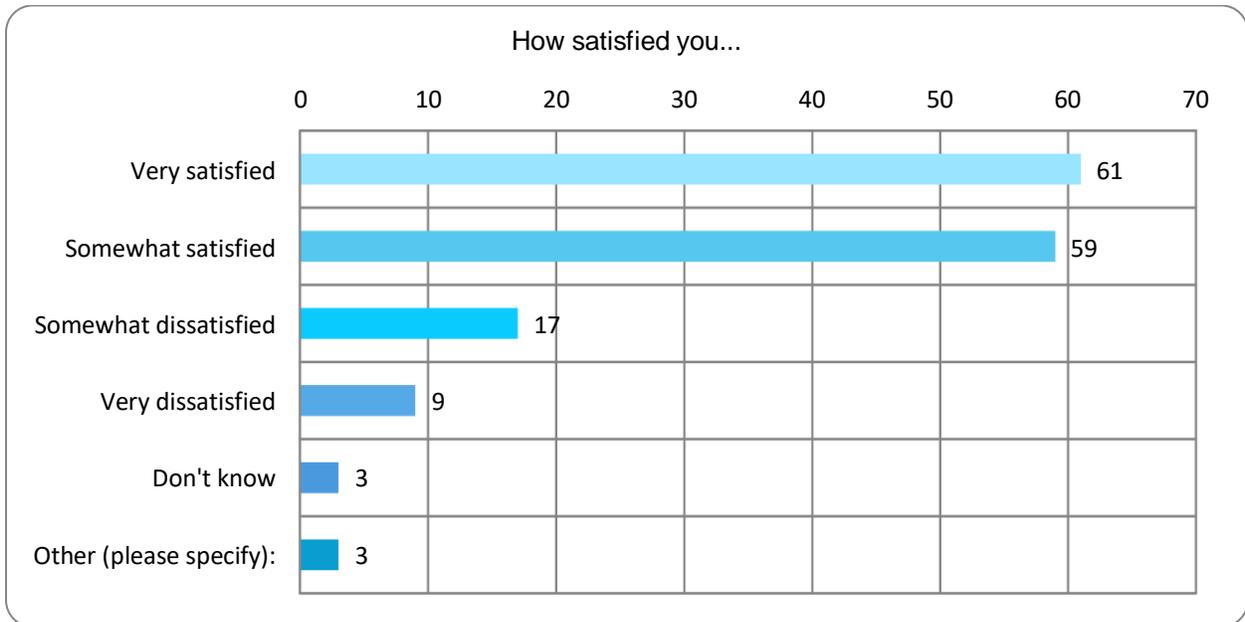
### QUESTION 11: RECREATIONAL FACILITIES

How satisfied you are with Recreational Facilities?



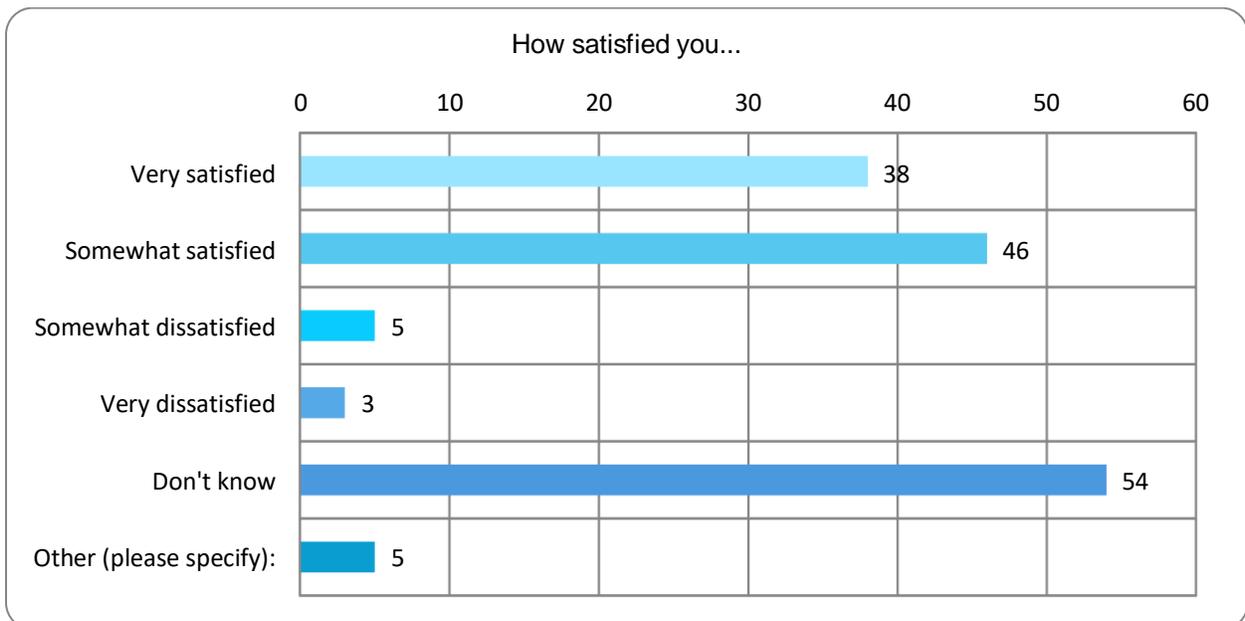
## QUESTION 12: RECYCLING AND WASTE

How satisfied you are with Recycling and Waster services?



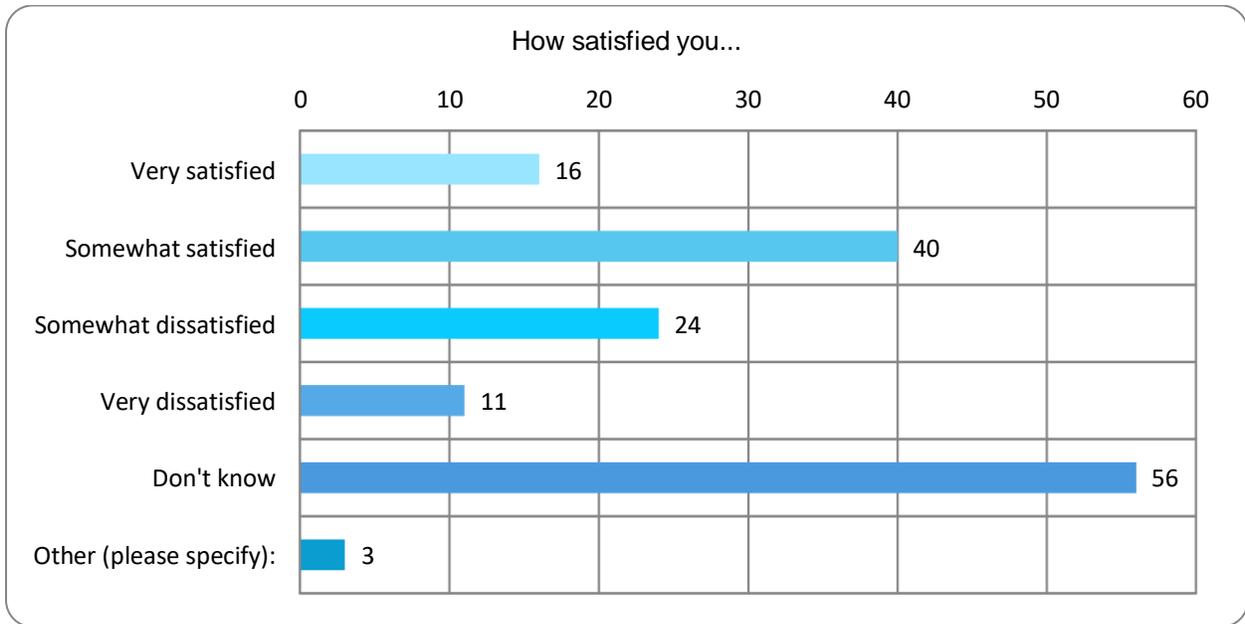
## QUESTION 13: COMMUNITY HALLS

How satisfied you are with the Community Halls?



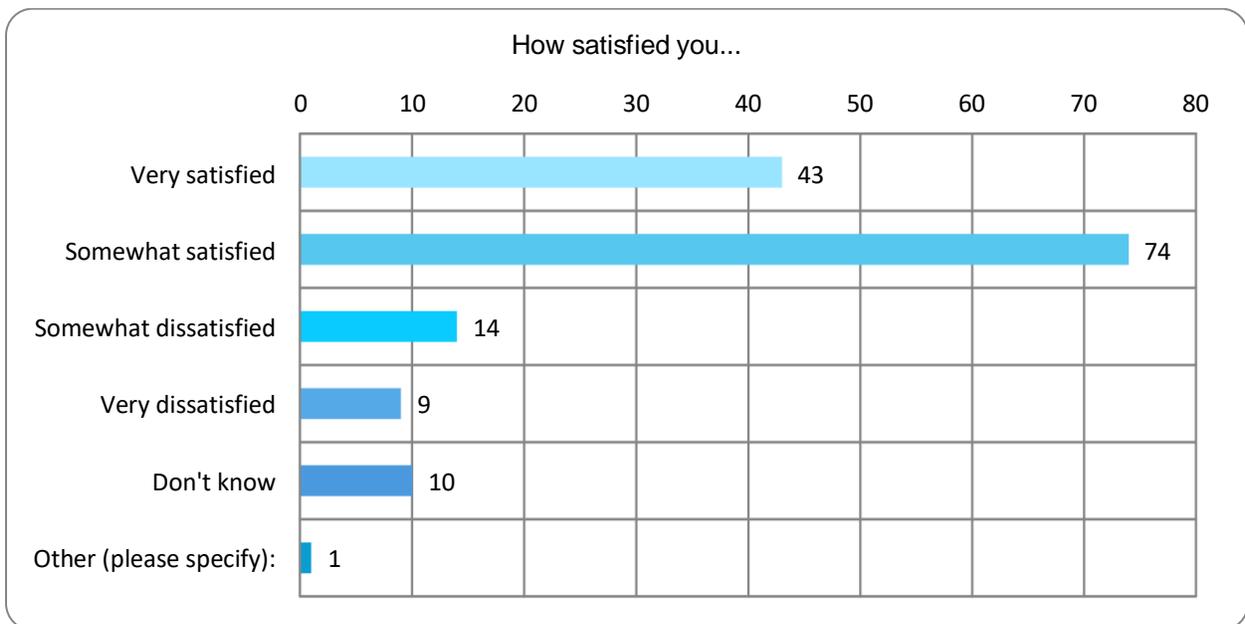
### QUESTION 14: COMMUNITY DEVELOPMENT

How satisfied you are with Community Development?



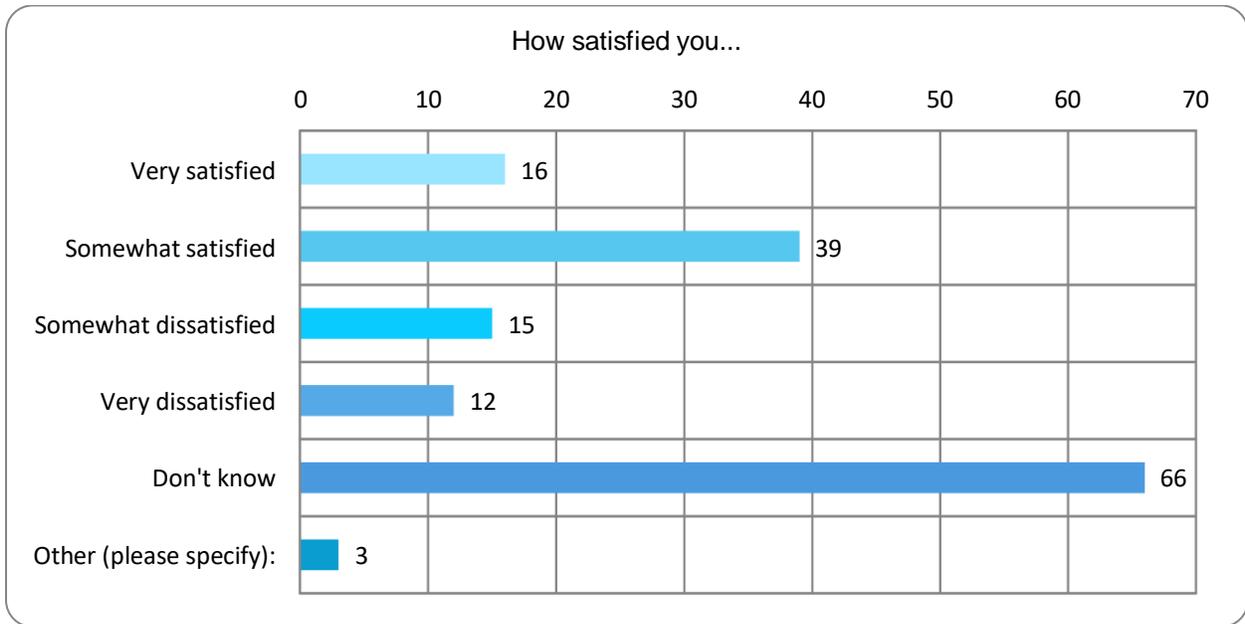
### QUESTION 15: COMMUNICATIONS

How satisfied you are with Township Communications?



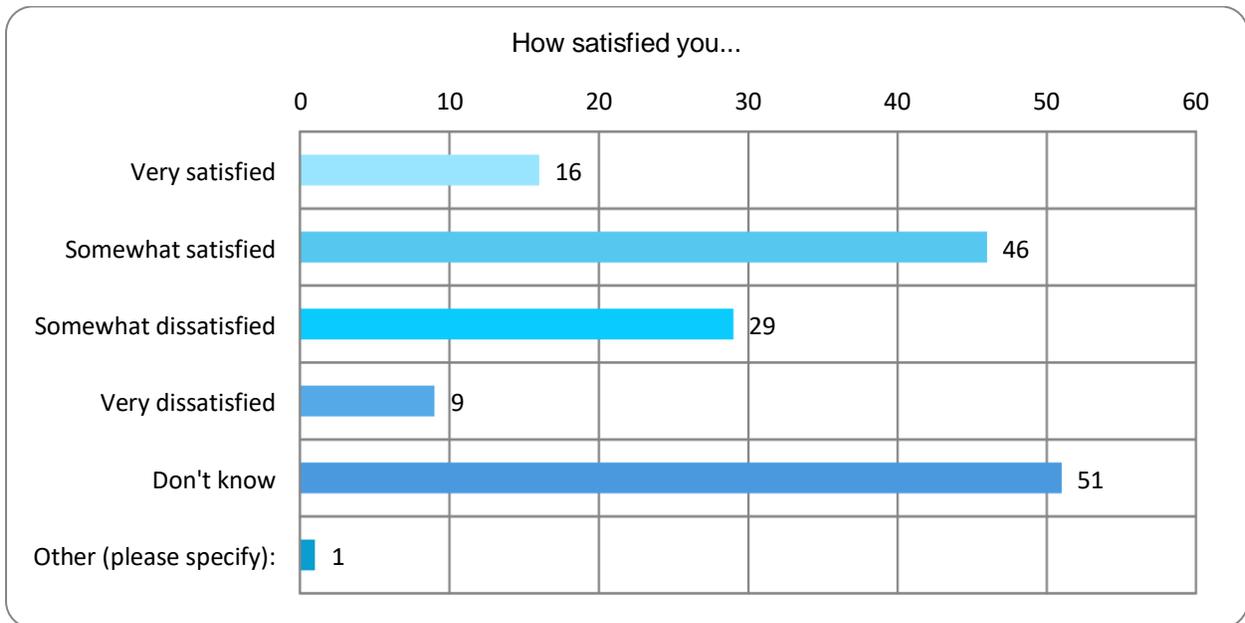
**QUESTION 16: BYLAW ENFORCEMENT**

How satisfied you are with Bylaw Enforcement?



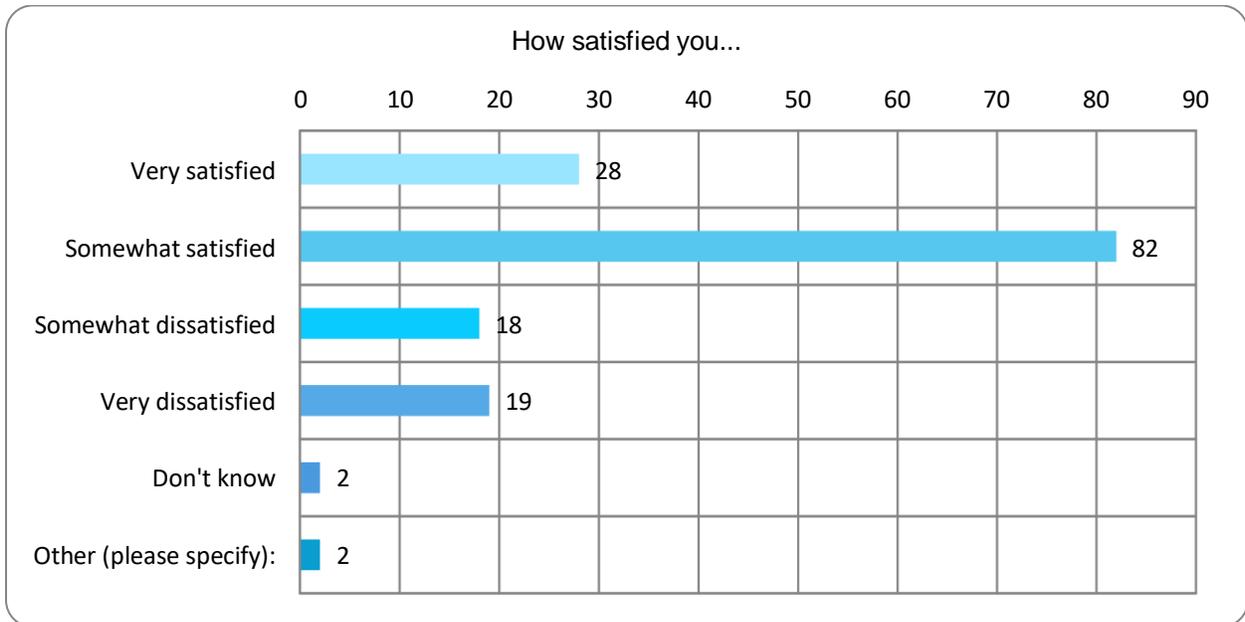
**QUESTION 17: LAND USE AND DEVELOPMENT PLANNING**

How satisfied you are with Land Use and Development Planning?



## QUESTION 18: ROAD INFRASTRUCTURE

How satisfied you are with the Road Infrastructure?



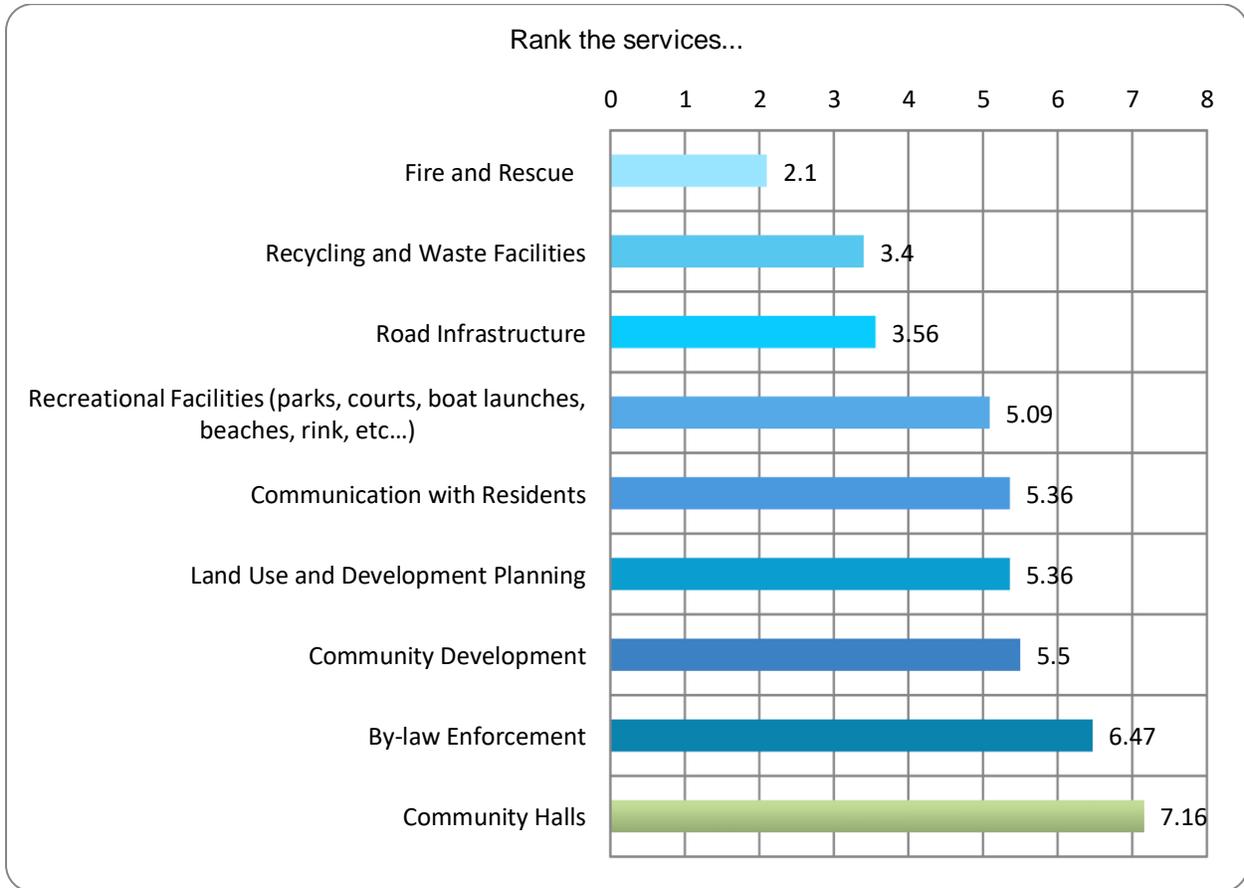
### Summary of Resident Satisfaction with Township Services

The following table is provided to make it easier to compare the level of satisfaction with all significant Township services.

	Fire and Rescue	Recreation Facilities	Recycling and Waste	Community Halls	Community Development	Communications	Bylaw Enforcement	Land Use Planning	Road Infrastructure
Very satisfied	64	40	61	38	16	43	16	16	28
Somewhat satisfied	27	68	59	46	40	74	39	46	82
Somewhat dissatisfied	3	19	17	5	24	14	15	29	18
Very dissatisfied	2	3	9	3	11	9	12	9	19
Don't know	47	15	3	54	56	10	66	51	2
Other (please specify):	9	6	3	5	3	1	3	1	2

**QUESTION 19: RANKING OF SERVICES IN ORDER OF IMPORTANCE**

Rank the services provided by North Frontenac that are most important to you (1 being the highest):

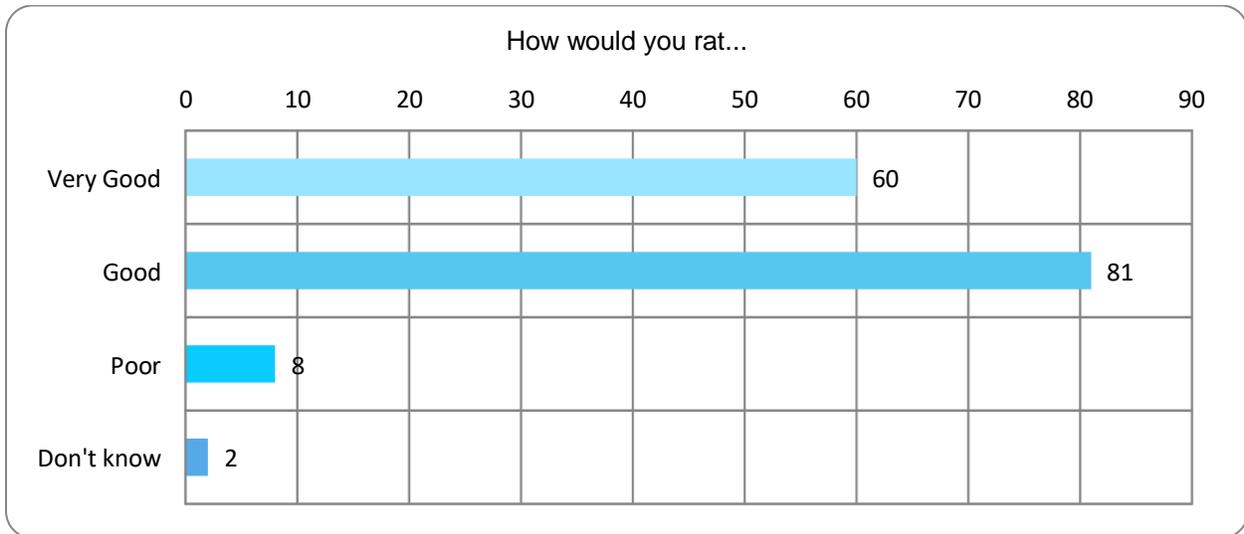


**Observations**

- Please note that the higher the ranking, the lower the number.
- In similar surveys in other municipalities, respondents usually rank Fire Services at the top of the list.
- It is also common to see Waste Management and Roads near the top since residents make use of these services regularly.
- The services near the bottom of the list may never be used by some respondents.

**QUESTION 20: OVERALL SATISFACTION WITH QUALITY OF LIFE**

How would you rate the overall quality of life in the Township of North Frontenac?

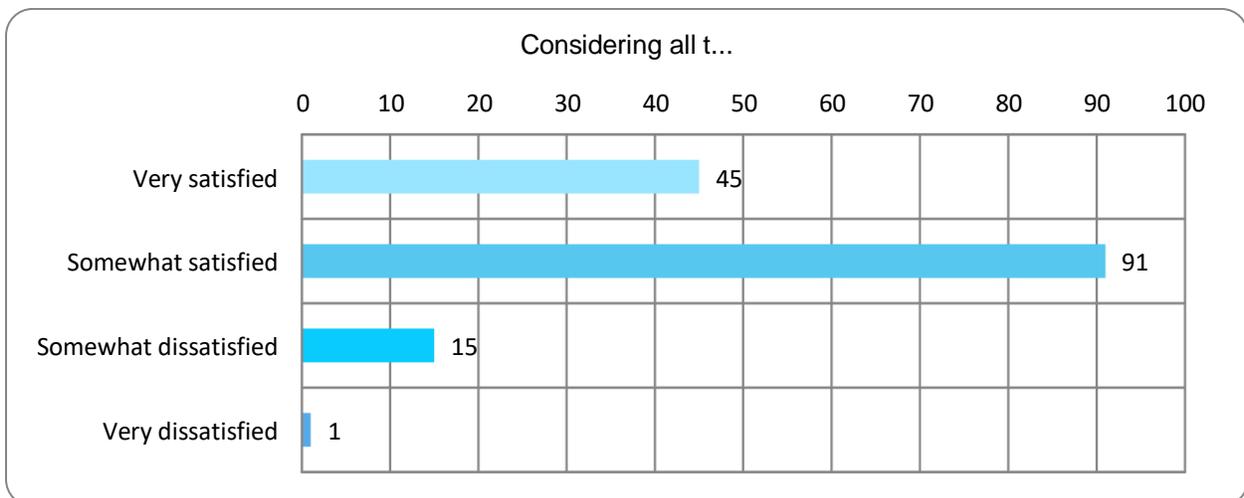


**Observations**

- Approximately 95% of respondents believe that the overall quality of life in the Township is “Very Good” or “Good”. This is exceptionally high.

**QUESTION 21: OVERALL SATISFACTION WITH TOWNSHIP SERVICES**

Considering all the programs and services the Township of North Frontenac provides, please rate your overall satisfaction.

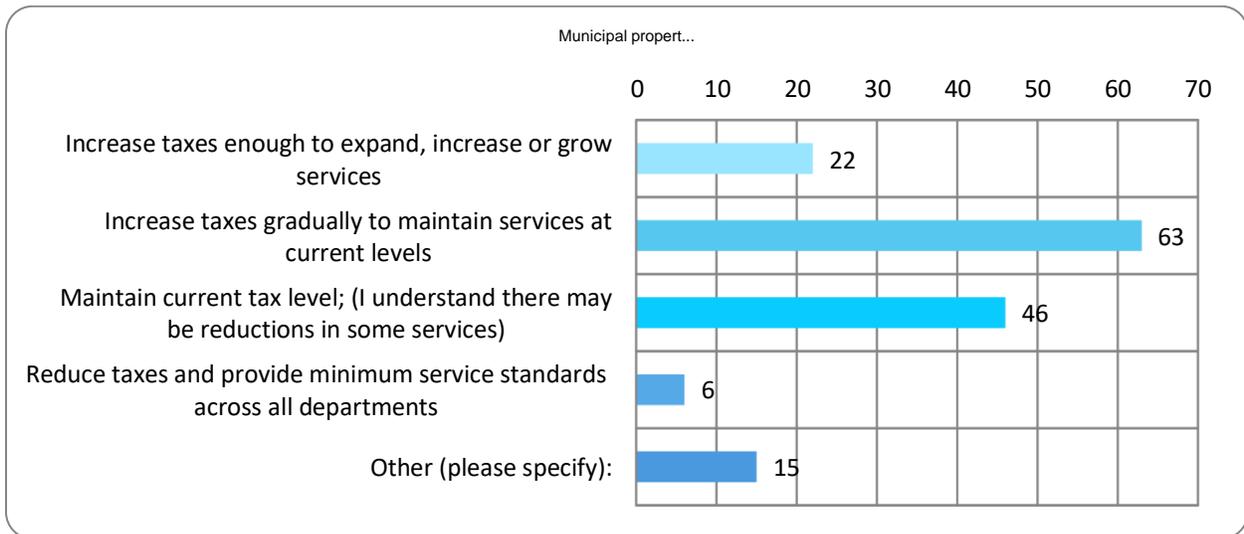


**Observations**

- Approximately 89% of respondents are “Very Satisfied” or “Somewhat Satisfied” with the programs and services provided by the Township. This is also exceptionally high.

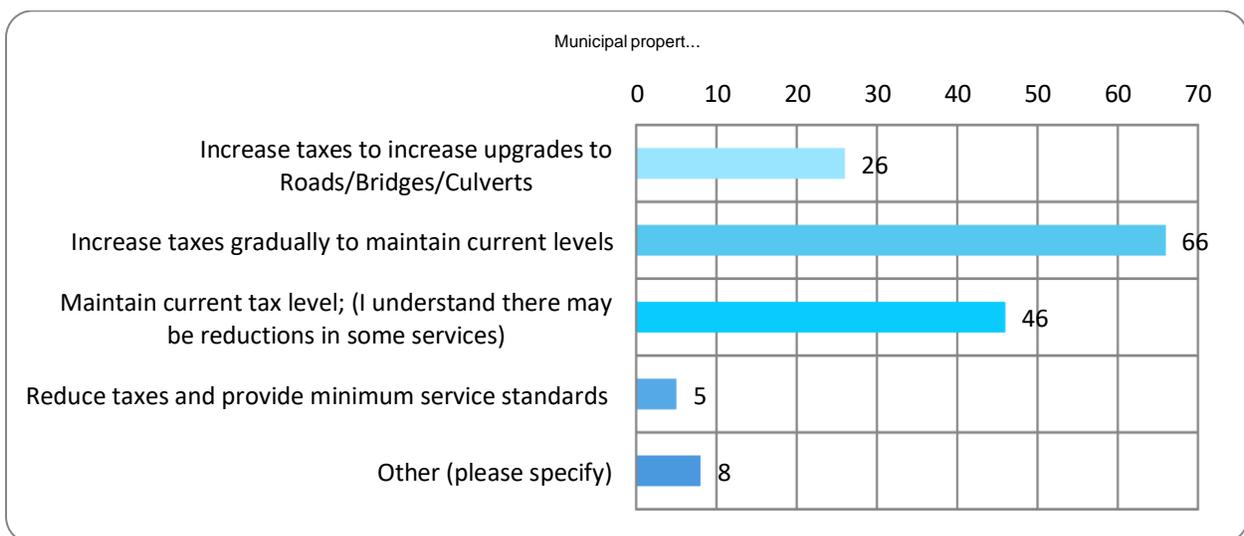
**QUESTION 22: LEVEL OF TAXATION - GENERAL**

Municipal property taxes are the primary source of funds used to provide services in North Frontenac. We must balance taxation and service delivery levels to deal with rising costs associated with maintaining current service levels. Which option would you most like the Township of North Frontenac to pursue to deal with this?



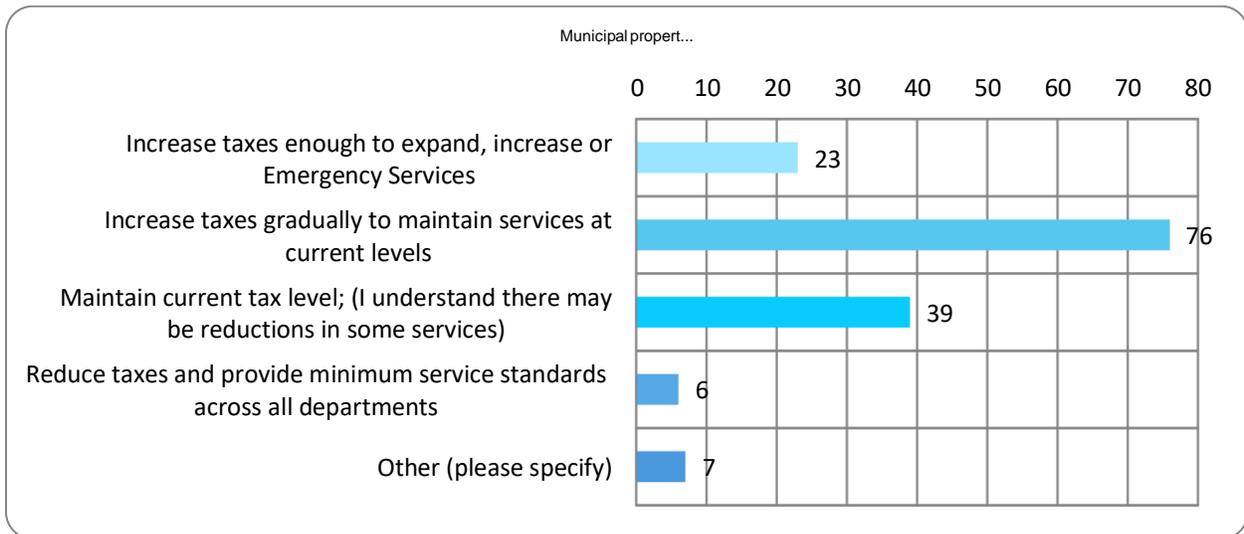
**QUESTION 23: LEVEL OF TAXATION – ROADS AND BRIDGES**

Municipal property taxes are the primary source of funds used to provide services in North Frontenac. We must balance taxation and service delivery levels to deal with rising costs. Specific to Roads/Bridges/Culverts, which option would you most like the Township of North Frontenac to pursue to deal with this?



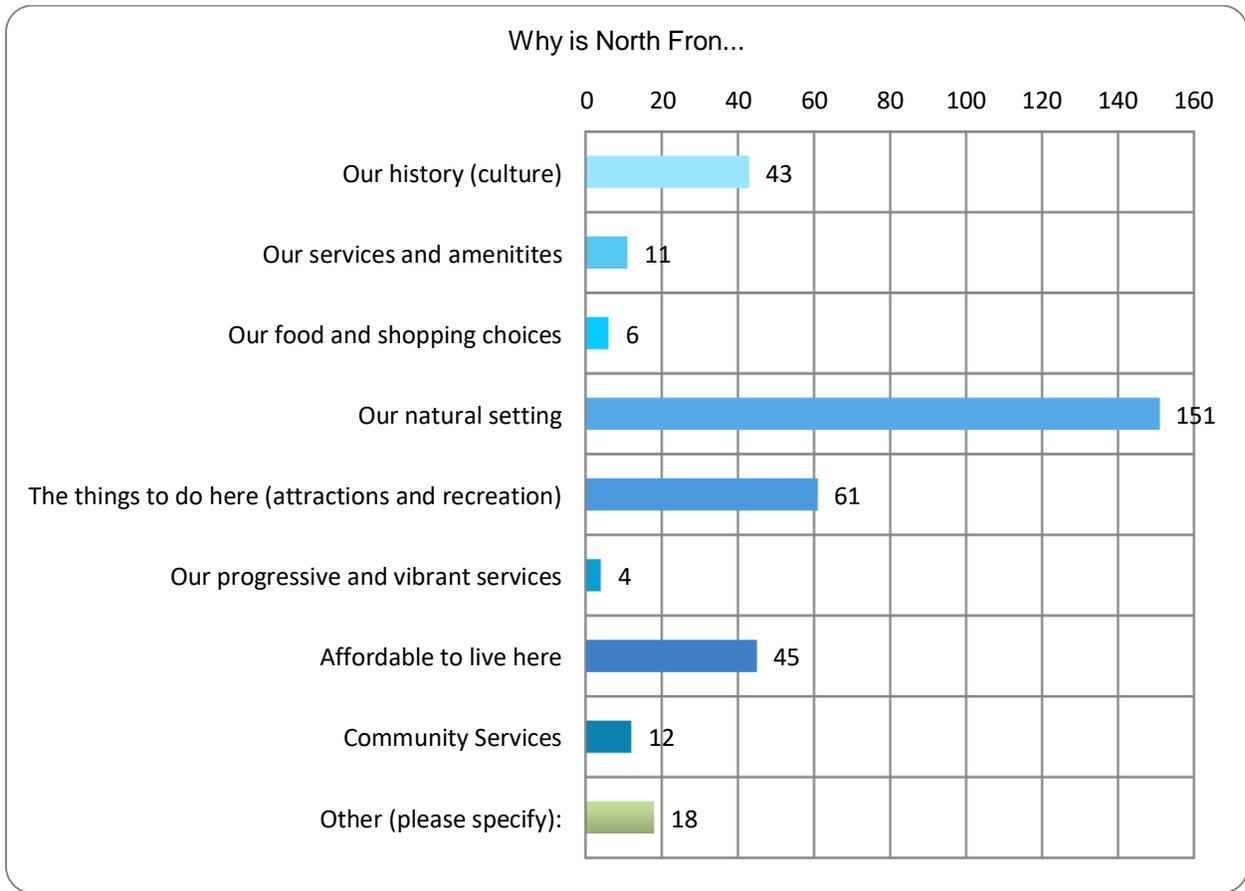
**QUESTION 24: LEVEL OF TAXATION – EMERGENCY SERVICES**

Municipal property taxes are the primary source of funds used to provide services in North Frontenac. We must balance taxation and service delivery levels to deal with rising costs. Specific to Emergency Services (Fire Response/First Response), which option would you most like the Township of North Frontenac to pursue to deal with this?



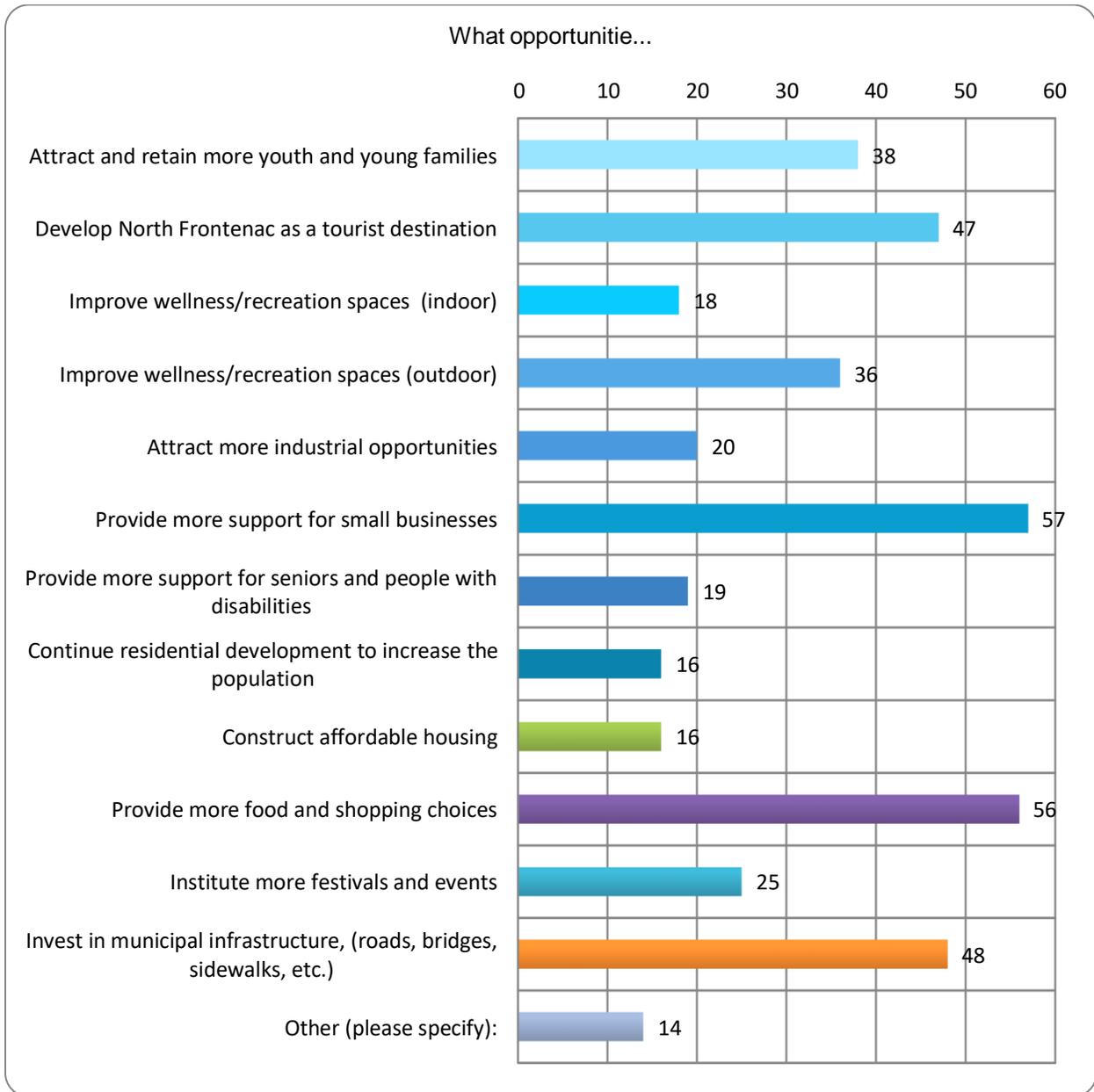
**QUESTION 25: STRENGTHS**

Why is North Frontenac a great place to live? (select 3)



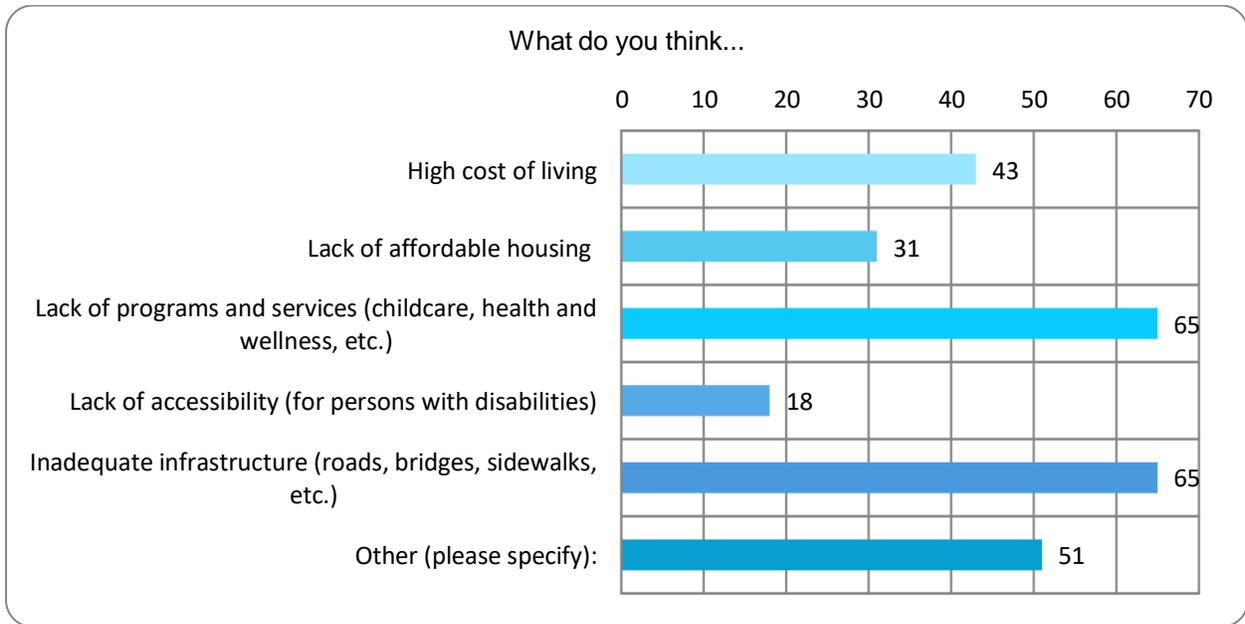
**QUESTION 26: OPPORTUNITIES**

What opportunities would make North Frontenac a better place to live? (select 3)



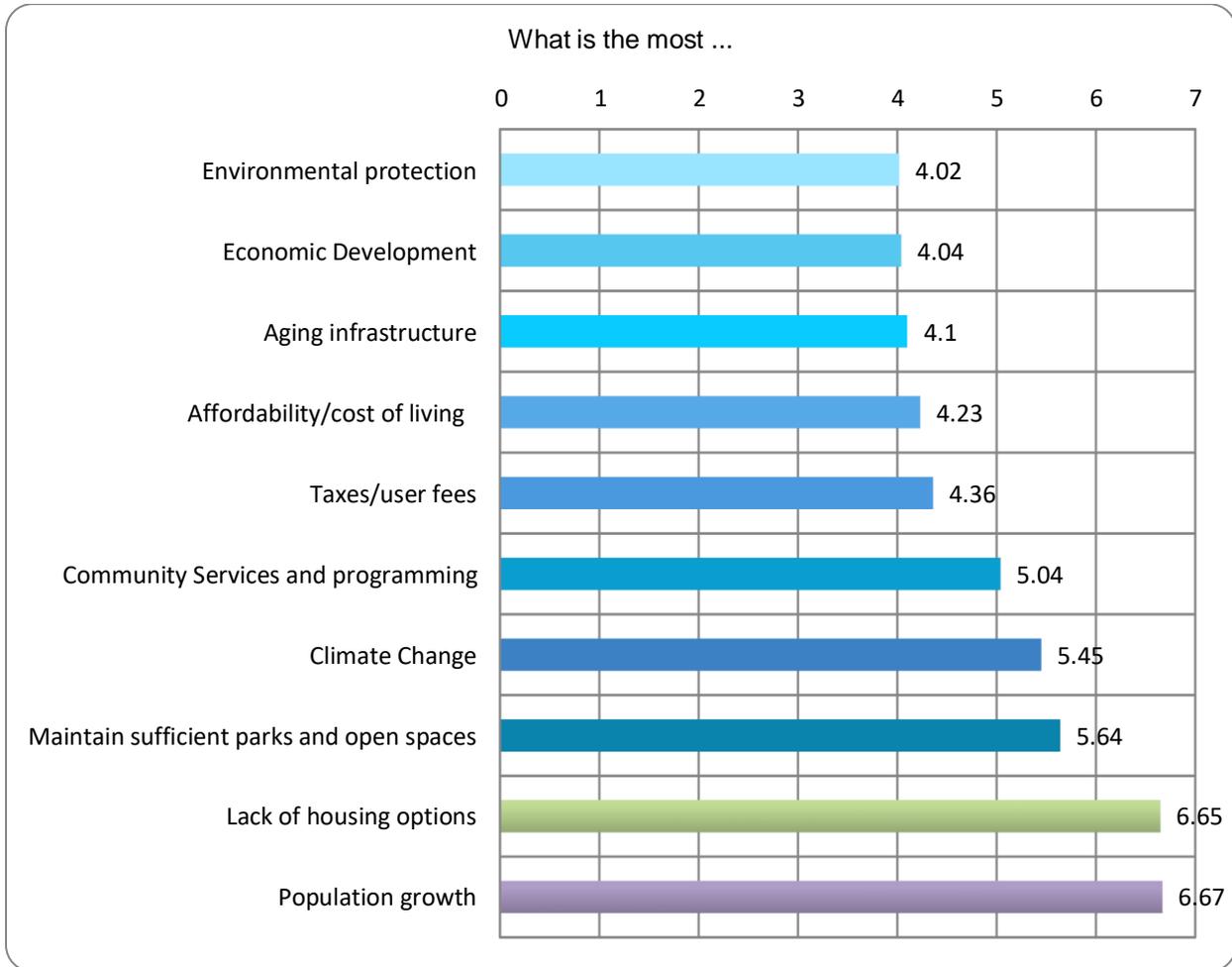
**QUESTION 27: POTENTIAL IMPROVEMENTS**

What do you think could be improved in North Frontenac? (select 3)



**QUESTION 28: MOST IMPORTANT ISSUES – NEXT FOUR YEARS**

What are the most important issues the Township should address in the next 4 years?  
(1 being the most important)

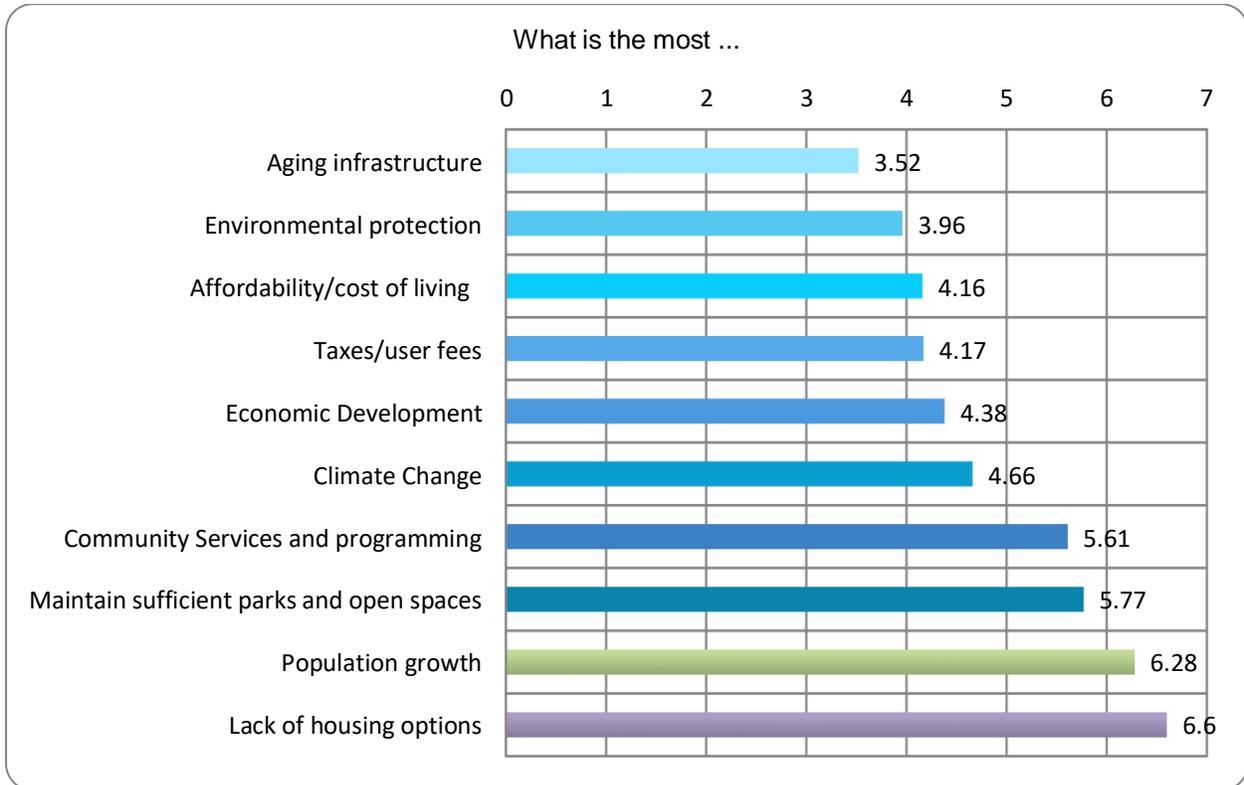


**Observations**

- There is a statistical tie between Environmental Protection, Economic Development and Aging Infrastructure. This is consistent with most of the input received during the focus group sessions, although in one of the sessions participants rated Environmental Protection much higher than any other issue.
- As noted earlier, there was only one survey response from a renter. Since nearly all respondents were homeowners, it is not surprising that lack of housing options was not seen as a high priority.

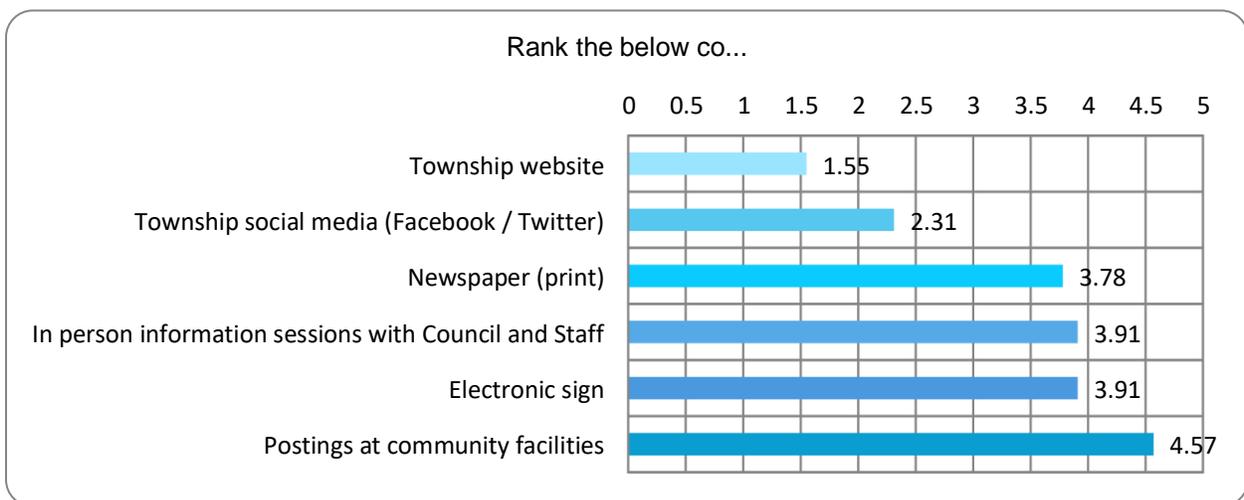
**QUESTION 29: MOST IMPORTANT ISSUES – NEXT TWENTY-FIVE YEARS**

What are the most important issues the Township will need to address in the next 25 years? (1 being the most important)



**QUESTION 30: COMMUNICATION METHODS**

Rank the below communication methods based on how you would prefer to learn about Township issues/events/initiatives. (1 being the most preferred)



## FOCUS GROUPS

There were six focus group sessions conducted from September 27<sup>th</sup> to 30<sup>th</sup>. The discussions are summarized below.

### BUSINESS FOCUS GROUP

The insights from the Business focus group highlight the importance of striking a balance between growth and maintaining the local community's well-being. Participants emphasized the need for streamlined processes, resource development, improved infrastructure, and a more business-friendly environment.

#### Managing Change and Growth

*Steering Change:* Participants acknowledged the inevitability of change and emphasized the importance of proactive management, while also advocating for depoliticizing the process.

*Impact of Growth:* Concerns were raised about the potential impact of growth on the community, with examples from Prince Edward County and Muskoka serving as cautionary tales.

*Business Needs:* Participants expressed a desire for increased amenities, such as more restaurants, a movie theatre, and a pharmacy. While encouraging businesses to establish themselves in the area, there was a consensus against nightclubs.

*Business-Friendly Environment:* The group highlighted the need to streamline the process for prospective businesses, citing the existence of too many bureaucratic obstacles.

#### Support and Resources

*Skills Development:* The discussion encouraged skill development among local entrepreneurs, with specific reference to available resources like Excel and Quickbooks training provided by St. Lawrence College.

*Volunteer Appreciation:* Participants stressed the value of the work contributed by volunteers, emphasizing the necessity of showing more support and appreciation for their efforts.

*Red Tape and Permits:* Opinions on the ease or difficulty of navigating permits and red tape varied, but there was a shared desire for more public education and straightforward guidelines provided by the township.

*Business Approach:* The focus group suggested running the township like a business, with the mayor serving as the CEO, council as the board, and residents as customers.

## **Infrastructure and Community Services**

*Road Maintenance:* Concerns were voiced about road maintenance, including the need for better cleaning, sanding both sides of lanes, and preventing salt and sand from accumulating in ditches.

*Public Information:* Participants recommended improving the accessibility of information for tourists and transients, such as waste disposal practices, by making information available on the township's website.

*Accommodation Needs:* There was a call for more accommodation options in the area and concerns raised about the high costs associated with researching potential hotel development.

*Signage and Grants:* Signage for businesses was considered beneficial, and participants noted the time-consuming nature of grant applications for relatively small amounts of money.

*Economic Development and Infrastructure:* Participants welcomed the beginning of economic development initiatives in North Frontenac and expressed the need for improved parks and recreation, better infrastructure, and a more vibrant community for young families.

*Tourism and Services:* The group proposed business-oriented fairs, suggested the establishment of a conference center, and called for improved boat launches. There was a desire to reduce reliance on Airbnb in favor of more traditional hotels, supported by safety regulations and fees.

## **COMMUNITY HALL GROUPS**

The focus group session with representatives from Community Hall Groups in North Frontenac provided valuable insights into community engagement, volunteer opportunities, township communication, and overall community development.

*Promoting Township Activities:* Participants emphasized the need for better promotion of township activities to increase community involvement and awareness of events and initiatives.

*Volunteer Opportunities:* Newcomers interested in volunteering found it challenging to identify available opportunities. This highlights the importance of improving accessibility and communication regarding volunteer roles.

*Township Website Issues:* Concerns were raised about the difficulty of navigating the township website, which was also perceived as outdated. Participants suggested that it should be more user-friendly and up to date.

*Links to Community Groups:* Attendees recommended including links to all community groups on the township website to facilitate access to information about various organizations.

*Informal Town Hall Meetings:* The idea of holding informal town hall meetings with no fixed agenda for open discussions was proposed. Participants expressed a desire for increased appreciation and recognition of volunteers during such gatherings.

*Connectivity Challenges:* Connectivity issues, particularly in remote areas, were identified as a significant problem that hinders effective communication and access to online resources.

*Mental Health and Wellness:* The group expressed concerns about mental health and wellness, especially for isolated individuals. There was a call for initiatives to reach out and provide support.

*Community Halls as Economic Drivers:* Community hall representatives believe that these spaces can serve as effective economic drivers by organizing diverse activities for all age groups and forming partnerships with other local organizations.

*Strong Partnerships:* A desire to establish strong partnerships with the township and avoid duplication of efforts among different community groups was expressed. Collaboration and mutual support were emphasized.

*Healthcare and Amenities:* Participants would like to see more healthcare facilities, including a walk-in clinic, in the community. Additionally, they expressed the need for more stores, shops, amenities, and outdoor activities and facilities to enhance the quality of life in the township.

## **INDIGENOUS FOCUS GROUP**

The Indigenous representatives shared their perspectives on various aspects of land conservation, cultural preservation, economic development, and community well-being. The participants emphasized the importance of safeguarding the environment, preserving Indigenous traditions, and fostering sustainable growth in their communities.

### **Environmental Conservation**

*Lands Need Guardians:* The focus group expressed support for the "Lands Need Guardians" program, a government-funded initiative aimed at conserving natural resources. The group suggested exploring the involvement of rangers, conservation groups, and townships in the program, possibly collaborating with organizations like "Earth Rangers" to further their conservation efforts.

*Conservation Education:* Participants considered it essential for schools to incorporate conservation education, highlighting the need to teach future generations about responsible land and resource management.

*Sustainable Tourism:* The group expressed interest in tapping into the tourism industry through activities like portaging, outfitting, and guided tours while maintaining a commitment to conservation. Collaborating with townships for shared services, particularly in areas like fire and emergency services, was also suggested.

## **Community and Culture**

*Seniors Housing:* The focus group identified a need for seniors housing within the community, including a potential home for the chief, to address the growing aging population.

*Cultural Exchange:* Participants recognized the opportunity to teach others about Indigenous ways and the importance of conservation. Powwows and Indigenous crafts sales were mentioned as potential ways to engage and educate the broader community.

*Language Preservation:* Preserving the Indigenous language was considered important but challenging. Participants proposed exploring ways to incorporate language education into school curricula.

*Community Gardens:* The idea of community gardens in schools to teach children about food cultivation and starting seed banks was discussed, drawing attention to Tyendinega's successful seed bank model.

*Chamber of Commerce:* The focus group recommended establishing a chamber of commerce to enhance community development, promote local businesses, and foster collaboration among like-minded individuals.

## **Infrastructure and Development**

*High-Speed Rail:* The group sought clarity on the impact of high-speed rail projects on Indigenous lands and communities.

*Whiteduck Provincial Park:* Indigenous oversight and partnerships for Whiteduck Provincial Park were encouraged to ensure authenticity, promote natural attractions, and provide information to visitors about the park's offerings.

*Tourism Management:* Recognizing the 230,000 annual visitors to Bon Echo Park, the focus group urged managing Airbnbs and other accommodations to preserve the natural environment and educate tourists about local attractions.

## **PARENTS' COUNCIL**

The Parents' Council focus group discussions revealed deep concerns about the local educational system, community vitality, and the retention of young families. This report underscores the need for collaboration between the township, educational institutions, and community members to address these concerns and create a thriving environment for residents of all ages.

### **Education and Local School**

*School Kitchen Rehabilitation:* The focus group shared their disappointment regarding the township's denial of the request for \$1,000 to rehabilitate the school kitchen. The community had previously constructed the kitchen without funding from the school board. The participants questioned why the township provided financial support to North Addington school and sponsored yearbooks but did not allocate funds to the local school. They highlighted the importance of being proactive in securing necessary resources.

*Loss of Pioneer Club:* Participants noted the discontinuation of the Pioneer Club, once run by volunteers within the community. Families now must travel outside the township for such activities.

*School's Viability:* Concerns were raised about the school's uncertain future, as it has been considered for closure three times in recent years. Clarenton Central Public School, with only 32 students across two classrooms, is cherished for its strong sense of community and enhanced support for students with disabilities.

*Transportation Costs:* Parents cited the high bussing costs for children traveling outside the township for various activities, which can amount to \$700. Even short distances to the township office incur additional expenses of \$100.

*Financial Constraints:* The school's budget is limited, placing an extra financial burden on parents. The shortage of bus drivers further complicates the transportation issue.

### **Community and Employment**

*Lack of Employment Opportunities:* The focus group members emphasized the scarcity of job opportunities within the area unless individuals have their own businesses. The township lacks the necessary amenities to attract young families, contributing to their departure.

*Childcare Shortage:* The absence of childcare facilities in the area was identified as a significant stressor for young families, with no options available for children under 18 months.

*Inaccessible Community Events:* Parents find it challenging to attend community events held during the day due to work commitments, expressing a desire for more accessible scheduling.

*Desire for Face-to-Face Engagement:* Participants emphasized the importance of in-person engagement with council members and requested their presence at Parent Council meetings to better understand parental concerns.

## **Community Initiatives**

*Retaining Youth:* Parents expressed a desire to make the area more appealing for young adults, offering evening programming, summer activities, and accessible transportation for high school students participating in extracurricular activities.

*Community Spirit:* The township is recognized for its strong community spirit, highlighted by events such as Summerfest and Winterfest, which have recently resumed. The participants would like to see more community events and festivals.

## **NORTH FRONTENAC LAKE ASSOCIATIONS FOCUS GROUP**

This focus group was comprised of representatives from the Malcolm Ardoch Lake Land Owners Association (MALLA) and the Palmerston Lake Association. The participants encouraged municipal representatives to safeguard North Frontenac's rural character, lifestyle, and valuable natural resources while aligning with environmental protection principles.

### *Environmental Protection and Rural Lifestyle*

**Issue:** The participants emphasized the importance of adhering to and exceeding all environmental laws, regulations, and protections in place prior to the introduction of Bill 23. They urged North Frontenac to take a leadership role in environmental protection while maintaining the township's rural lifestyle and quality of life.

**Recommendation:** Existing and future by-laws and policies must be in alignment with the principles of environmental protection. The township should prioritize the preservation of its rural lifestyle and seek to exceed environmental standards.

### *Environmental Leadership*

**Issue:** To achieve and sustain a "best in class" environmental protection framework, the participants suggested establishing an Environmental Stewardship Working Group. This group would offer strategic and day-to-day advice to the Mayor and Town Council.

**Recommendation:** North Frontenac commits to forming, funding, and maintaining an Environmental Stewardship Working Group. This group would provide guidance to ensure the township's environmental protection goals are met.

### *Lake Carrying Capacity*

Issue: The Lake Carrying Capacity Working Group has a mandate to redefine "lake carrying capacity." The members of the lake association believe this definition should prioritize the protection of lakes, the rural quality of life, and the surrounding wildlife.

Recommendation: The Lake Carrying Capacity Working Group must conduct research that safeguards environmental protection while allowing for responsible growth. The revised "Lake Carrying Capacity" definition should shape the township's existing and future by-laws, regulations, and municipal policies in an environmentally responsible manner.

### *Funding for Road Associations*

Issue: The participants highlighted the importance of non-municipally maintained road associations to the township and suggested that the Strategic Plan should prioritize funding for their development and maintenance.

Recommendation: North Frontenac's Strategic Plan should allocate ongoing annual funding for the development and maintenance of non-municipally maintained road associations, recognizing their value to cottagers and landowners in the area.

## **NORTH FRONTENAC LAKE ASSOCIATION ALLIANCE FOCUS GROUP**

The North Frontenac Lake Association Alliance (NFLAA) requested an additional focus group separate from the general one for the North Frontenac lake associations which was summarized previously in this report. The information below is a summary of the input from NFLAA.

NFLAA wished to underscore the importance of environmental preservation and responsible development. North Frontenac is home to over 2,285 permanent residents and an additional 7,000 seasonal residents who appreciate the pristine, unspoiled ambiance of the area. The local economy heavily relies on part-time residents and, to a lesser extent, on tourism, to prosper and enrich the tax base.

North Frontenac faces the imperative to strengthen its local economy, broaden the tax base, and enhance services to encourage seasonal residents to become permanent residents and attract more visitors. As the township experiences growing popularity due to its scenic environment, preserving the quality of the lakes and waterways becomes paramount.

## **Key Strategic Issues**

### *Septic Re-inspection Programs*

Issue: The existing voluntary septic re-inspection program has a limited uptake, leading to concerns about aging and leaky septic systems causing water quality issues and the proliferation of invasive species.

Recommendations: NFLAA recommends a step-by-step approach to transition from a voluntary system to a mandatory septic re-inspection program. Collaboration with NFLAA is essential to achieve the necessary inspection levels for protecting waterways.

#### *Management of Short-term Rentals (STRs)*

Issue: The rapid growth of short-term rentals, particularly since the COVID-19 pandemic, has raised concerns about their impact on lake usage, shoreline erosion, water quality, invasive species, and other issues.

Recommendation: NFLAA suggests that discussions take place among the township CAOs to develop and implement a multi-county STR strategy, building upon research conducted by a joint working group.

#### *Protection of our “Land of Lakes”*

Issue: Challenges in accurately measuring water quality, outdated methods of assessing phosphorus levels, shoreline erosion due to clear cutting and large wakes, proliferation of illegal docks, and septic system issues contribute to environmental concerns.

Recommendations: Recommendations include a focus on promoting shoreline health, growth of native species, and inspection of aging septic systems to preserve the pristine environment. Methods for measuring Lake Carrying Capacity should be improved, and a comprehensive approach with multiple indicators is needed. The Ministry of Environment and/or Natural Resources should play a leading role.

### **Secondary Operational Issues**

#### *Road Maintenance of Public Roads Deemed 'Private Lanes' by the Township*

Issue: Budget constraints have resulted in public access roads being designated as 'private' lanes, leading to increased capital costs for associations for road upgrades and maintenance.

*Recommendation:* It is essential to ensure emergency vehicle access while addressing budget constraints to maintain the public roads effectively.

#### *Upgrade of Public Boat Launches*

Issue: Public boat launches require improved maintenance and oversight to prevent the entrance of invasive species into the MV watershed.

Recommendation: A plan for enhanced maintenance and the introduction of waterless wash stations at high-usage boat launches should be developed to address these concerns.

## COMMUNITY PARTNERS SURVEY

There was one response received from a community partner.

**Name and Title:** Louise Moody  
**Organization:** Rural Frontenac Community Services  
**Website:** [www.rfcs.ca](http://www.rfcs.ca)  
**Date Submitted:** Oct 3

**1) What are North Frontenac's greatest and most important strengths (things the Township should keep doing) from the perspective of the organization and its constituents? Is there anything North Frontenac can/should do to enhance these strengths further?**

- The natural beauty of the area.
- The residents' commitment to their township.
- Free use of community space to facilitate programs in the township.
- Residents support for local programs and willingness to get involved and be the lead.
- Dedication of the township and local lake associations to protect the lakes and natural environment.
- Collaboration between the residents and villages to support the township – the festivals and events hosted and supported by the community.
- The townships long standing investment in the arts – murals.
- The Plevna and Cloyne libraries with KFPL system.
- Excellent roads and winter snow removal.
- Great signage

**What to keep doing?**

- Stay focused on the natural beauty of the area. Promote, maintain and ensure access.
- Invest in the residents – seniors, adults, youth, children
- Support the local library to ensure NF residents continue to receive excellent library programs. Encourage local people to be hired and work in the township libraries. They are strong advocates for the library and the community.
- Maintain the roads and fire services.
- Invest in public access points and infrastructure to support visitors and tourism
- Continue to be active participants in county initiatives – NF brings value to the County's future direction. NF residents need to be heard.
- Stay an engaged township – Rural Frontenac community services is well supported by NF council through youth funding, SALT, Local events. Thank you.

**2) What are the Townships key weaknesses, and what can/should it do to address these?**

- Distance to go anywhere. It is expensive to travel, it relies on a car, fuel and a license.
- Maintain the roads. Support alternative options for public transportation – carpooling, volunteer driving, etc.
- It is also costly for organizations to deliver programs in NF. Advocate for residents to have services many southern townships take for granted. Services serving KFLA need to come to NF.
- Seniors aging in place. It is a challenge to age in a rural area. Many families want their family members to move closer to urban areas and health care. Continue to find ways to support seniors stay in their home.
- The low population density can create isolation. Sustain and support programs for residents to be engaged and connected.
- Aging population. As seniors age it is essential that young families join the community. Sustaining the public school, providing employment and offering a rural lifestyle.
- Poverty and lack of suitable affordable housing. Be aware of residents living in marginal conditions. Advocate with the CMSM – Kingston to support individuals who need assistance. It is easy to leave them invisible. Be a caring community.

**3) Many municipal strategic plans prioritize enhancing the “quality of life” of residents. What can/should North Frontenac do to improve the standard of living for residents?**

- Assist residents living in marginal conditions. Address food insecurity for low-income residents. Advocate with the CMSM – Kingston to support individuals who need assistance for housing, transportation etc. Be aware and create a caring community. See above Q2 #6
- Invest in the community centers and support them to thrive – Snow Road is a great example. Continue to offer spaces for free to community groups.
- Support seniors to age in place. Advocate and support services to come into the township to serve residents. Healthcare, transportation, food access, Example – Meals on Wheels program only delivered meals one day a week into NF. Post covid Meals on Wheels comes three times a week. Residents needed it. Encourage services to come north. Northern hospitality.
- Host events and activities to get residents engaged and active. E.g. Essential services Fair.
- Support programs for children and youth to appeal to young families – help cover additional costs to deliver in the township. It takes more time and travel costs to get to NF.
- Recruit and retain employment opportunities.
- Encourage small business, shop local/hire local.

**4) What internal or external threats should North Frontenac be worrying about as it develops its strategic priorities for the next 4 years (and beyond)?**

- Environmental changes – severe weather, wildfires etc.
- Access to emergency services – Delays in ambulance service, Fire services
- Growing poverty – growing divide between those who have and have not. Separation between cottagers and permanent residents.
- Closure of the public school by school board due to lack of children
- Geographic isolation and potential impact on mental of health of residents.
- Declining population / Aging population – increases needs of residents
- Lack of public transportation.
- 

**5) What are the most important issues and challenges that North Frontenac needs to address?**

- Maintaining services with rising inflation
- Environmental changes – costs to address wildfires, severe weather
- Ensuring residents have access to services – healthcare, emergency services
- Hiring and retaining qualified personnel

**6) What would you (your organization) like to see the Township look like in 25 years from now?**

- Local communities are thriving – there are young and old residents, active use of community spaces by all residents, there are new homes being built and people are choosing to move to and live in NF
- A range of services are available to support residents to meet their needs (healthcare, social services, there is local access to food/commercial businesses.
- The environment is celebrated – available to visitors to access, expressed through the arts, it is promoted to attract tourism and it is protected

## OTHER PUBLIC INPUT

The following email was received from a resident suggesting some action to mitigate the risk of potential forest fires in the Township.

*Dear Mayor and Councillors;*

*North Frontenac has been the site of several tornadoes, blowdowns and a derecho leaving a significant amount of downed wood in our forests. This wood provides fuel for very hot and potentially fast-moving fires.*

*As we haven't had forest fires for almost 100 years and there has been limited logging, I encourage Council to include in North Frontenac's strategic priorities, a coordinated effort with the Ministry of Natural Resources and Forestry, an accelerated program of logging to include fire guards around our homes and cottages, accompanied by a Fire Smart program encouraging property owners to take actions on their lands.*

*Certainly this summer of fires highlights the importance of such programs. Most likely such a program can be made on or near a fully cost recovered basis with the sale of wood.*

*Thanks for considering this matter.*

It may also be relevant that a participant in a focus group for an adjacent township suggested a similar program to encourage residents to clean out their boathouses and storage sheds, which often contain used oil, partially empty paint cans, old batteries and other hazardous materials, that are highly flammable and would produce noxious fumes in the event of a fire.

## INTERNAL STAKEHOLDER ENGAGEMENT

### INTERVIEWS WITH TOWNSHIP OF NORTH FRONTENAC MUNICIPAL MANAGERS

Each of the Township managers was interviewed to obtain their input into the new strategic plan. The interviews focused on the following questions:

- 1) What is your long-term vision, (approximately 20 years), for North Frontenac?
- 2) What is your long-term vision for your department?
- 3) In your opinion, what will be required for North Frontenac and your department to achieve your vision? Please consider:
  - Facilities
  - Equipment
  - Human resources
  - Training
  - Technology
  - Etc.
- 4) For the next five years, what are your top three priorities for YOUR DEPARTMENT, ranked in order of priority?
- 5) For the next five years, what is your top priority for an initiative NOT IN YOUR DEPARTMENT?
- 6) Is there anything else that you would like to tell us?

The responses have been amalgamated as shown below.

#### LONG-TERM VISION

*Sustainable Growth and Development:* A core emphasis on promoting sustainable growth, both in population and infrastructure, while preserving the township's unique character.

*Economic Prosperity:* Prioritizing business retention and attraction, economic development, and enhancing the local economy.

*Community Enhancement:* Implementing community improvement plans, maintaining infrastructure, and ensuring a high quality of life for residents.

*Effective Governance:* Effective governance through strategic planning, asset management, and strong bylaws, with a commitment to public input.

*Recreation and Quality of Life:* Enhancing recreation facilities and programs, including popular festivals, to enrich the overall quality of life.

*Resource Acquisition and Grant Application:* Preparing and applying for grants, in conjunction with developing robust business cases to secure resources for development.

*Staff Development and Succession Planning:* Attracting, hiring, and retaining exceptional staff while planning for future stability and continuity.

*Natural Beauty and Environmental Preservation:* Preserving the natural beauty and environment of North Frontenac is a shared goal.

*Tourism and Economic Diversification:* Attracting tourists, encouraging weekend visitation, and supporting local businesses to boost the economy.

*Improved Connectivity and Infrastructure:* Addressing communication challenges, promoting more paved roads, and enhancing accessibility.

## **REQUIREMENTS**

*Better Roads:* Improving the quality and condition of roads is a recurring theme. This is crucial for the safety and accessibility of the community, as well as for the attractiveness of the township to residents and visitors.

*Increased Funding for Roads:* Recognizing the need for more funding to support road maintenance and upgrades indicates an awareness of the financial resources required to achieve better road conditions.

*Staff Training:* The acknowledgment of the importance of providing more training for municipal staff reflects a commitment to enhancing the skills and capabilities of the workforce. Well-trained staff can contribute more effectively to the township's growth and development.

*Strategic and Asset Management Plans:* The emphasis on having strong strategic and asset management plans in place, along with diligent monitoring and execution, demonstrates an understanding of the importance of organized and well-informed decision making.

*Infrastructure Maintenance:* Maintenance of infrastructure, including facilities and services, is essential to ensure the community remains vibrant and healthy. This supports community engagement and well-being.

*Business Promotion and Attraction:* The focus on promoting existing businesses and attracting new ones is aligned with economic development goals.

## HIGHEST PRIORITIES

*Preparation for Growth:* This priority underscores the need for effective planning, including practical and enforceable bylaws, to manage future growth.

*Staff Growth and Succession Planning:* Ensuring staff development and succession planning is critical to maintain a skilled workforce. Training and staff conferences are key components of this priority.

*Firefighter Training:* Securing a reliable and ongoing resource for firefighter training is essential for public safety.

*Becoming a Visitor Destination:* Becoming a preferred destination for visitors requires infrastructure improvements like bike lanes, rest stops, and accommodations to attract tourists.

*Recreational Facilities:* Meeting the demand for more recreational facilities, such as boat launches and sports fields, is essential to provide recreational opportunities for residents and visitors.

*Modern Technology:* Updating the municipal office with modern technology is overdue, aiming for efficient and streamlined administrative processes.

*Expansion of Parklands:* Expanding parklands is essential for providing green spaces and recreational areas within the community.

*Business Growth and New Development:* Prioritizing business growth and new development is crucial for boosting the local economy and creating job opportunities.

*Financial Planning and Reserves:* This priority emphasizes the importance of sound financial planning and investment in reserves for the township's long-term financial stability.

*Road Investment:* Investing in road infrastructure is vital for maintaining and enhancing transportation networks.

## **SURVEY OF MUNICIPAL STAFF**

Municipal staff, including fire fighters, were encouraged to complete a survey to provide their input on the new strategic plan. The 15 responses are summarized below.

### **For the next five years, what do you see as the top priorities for the Township?**

#### *Technological Advancements*

- Building permit applications through the cloud.
- Reducing paper files.
- Remote internet access.
- Maintaining accessible phone support.
- Enhancing employee training.

#### *Human Resources*

- Revisiting the township's organizational structure.
- Implementing a dedicated HR department.
- Appointing an internal bylaw enforcement officer.
- Recruiting new fire fighters, particularly younger individuals.
- Providing advanced medical training.
- Developing in-house firefighter training.

#### *Public Engagement and Communication*

- Ensuring prompt response to public inquiries and complaints.
- Proactive public awareness of meetings and events.
- Improving customer service, especially for visitors.

#### *Waste Management*

- Evaluating waste and recycling facility usage to extend the life of landfill site.
- Ensuring regular coverage of dump sites.

#### *Business Support and Development*

- Developing solutions for managing short-term rentals/addressing issues related to Airbnb rentals.
- Encouraging year-round businesses.
- Addressing hydro capacity needs.

#### *Infrastructure*

- Upgrading roads with asphalt.
- Replacing outdated equipment.
- Prioritizing pothole repair and driveway grading.

#### *Community Development and Recreation*

- Increasing community and economic development initiatives.
- Expanding recreation spaces, parks, and outdoor amenities.

- Extending the Parklands program.
- Enhancing site cleanliness.

#### *Other Priorities*

- Ensuring availability of medical services.
- Identifying opportunities for cost reduction and increased efficiency.
- Reinforcing the focus on local residents.
- Enhancing cooperation between different township departments.

### **What are the most important issues that the Township needs to address in the next four years?**

#### *Communications and Technology*

- Address the need for improved communications infrastructure, focusing on connectivity to enhance access to municipal services.
- Upgrade technology to streamline accounting and payroll systems for greater efficiency.
- Develop a more user-friendly and simplified website.

#### *Staffing and Wages*

- Address concerns related to wages for staff.
- Streamline operations to reduce duplication of tasks.
- Hire full-time fire and emergency services personnel.
- Attract volunteers to support township initiatives.
- Enhance communication between office, management, and ground staff.
- Improve phone service for front staff.
- Ensure employees are not required to work on statutory holidays.

#### *Public Services*

- Enhance transparency in township operations.
- Address the lack of access to medical and social services.
- Send tax bills out sooner to improve financial planning for residents.
- Ensure fairness in services for waterfront property owners who pay significant taxes.
- Implement an official community board for township events and notices.

#### *Infrastructure and Services*

- Invest in road improvements and better maintenance.
- Provide better access to lakes and fix boat launches.
- Focus on the safety and maintenance of sideroads.
- Enhance recreational opportunities.
- Upgrade recreational boat launches.
- Address overgrown trees on sideroads.

### *Housing*

- Address the shortage of rental housing, low-cost housing, and seniors housing.
- Improve senior residents' living arrangements.

### *Economic and Community Development*

- Encourage tourism to create more jobs and stimulate economic growth.
- Manage rapid population growth effectively.
- Control increasing costs to run the township.
- Encourage local residents to explore the area's potential for job creation and tax base expansion.

### **If you were empowered to implement one change to improve Township services, what would you change?**

*Road Infrastructure Improvement:* Prioritizing road infrastructure improvements, including paving all main roads and regularly grading sideroads to ensure safer and more accessible transportation for residents.

*Enhanced Connectivity and Cell Service:* Focusing on improving cell service and connectivity within the Township to ensure better access to communication and online services.

*Modern Technology Implementation:* Leveraging modern technology to enhance service delivery, streamline administrative processes, and improve communication within the Township.

*Networking with Neighboring Municipalities:* Promoting collaboration and partnerships with neighboring municipalities to share resources and knowledge, thereby improving services for residents.

*Comprehensive Community Complex:* Establishing a large complex that offers diverse living units, medical clinics, churches, pharmacies, and other essential facilities, creating a centralized hub for residents.

*Improved Intra-Township Communication:* Enhancing communication between all Township employees to facilitate efficient operations and better service coordination.

*Multi-Use Recreational Facility:* Developing a multi-use recreational facility, both indoors and outdoors, including fairgrounds, to provide recreational opportunities and community gathering spaces.

*Waste Site Adjustments:* Modifying waste site operations, such as closing sites on statutory holidays and adjusting hours to accommodate population changes, to improve waste management services.

**Are you inspired by North Frontenac’s vision, goals, values, etc.?**

<b>Option</b>	<b>Number of Responses</b>
Yes, very much so	2
Somewhat	6
Neutral	3
Not very much	1
Not at all	0
Don’t know	3
<i>Total</i>	<i>15</i>

**PUBLIC MEETINGS**

Public meetings were scheduled to enable the general public to learn about the strategic planning project and to provide their input. The meetings were scheduled as follows:

- The afternoon of September 28<sup>th</sup> (in person at the municipal office)
- The evening of September 28<sup>th</sup> (virtually)
- The afternoon of September 30<sup>th</sup> (in person at a community hall).

The input from these meeting is summarized below.

*Medical Services Priority:* Strong view that providing medical services should be a high priority for the township, highlighting the need for accessible healthcare facilities.

*Local Artisans and Artists:* Acknowledgment of the presence of numerous local artisans and artists, indicating a potential opportunity to support and showcase local talent.

*Lakes and Rivers as Assets:* Recognition of the lakes and rivers as the township's most valuable assets, emphasizing the importance of preserving and maintaining these natural resources.

*Environmental Preservation:* A commitment to preserving the environment, emphasizing the significance of sustainable practices and conservation efforts.

*Popular Outdoor Activities:* Acknowledgment of hunting and fishing as popular recreational activities, underscoring the importance of maintaining these activities and natural areas.

*Road Infrastructure:* Strong emphasis on the critical role of road infrastructure, with a call for a County road system to improve road conditions and transportation within the township.

*Improved Communication:* A desire for enhanced communication within the community, addressing concerns that residents do not always receive timely information about local activities and events.

*Effective Waste Management:* Acknowledgment of the overall effectiveness of waste management services, indicating a generally positive assessment of current waste disposal practices.

*General Cleanup:* Suggestion for a general cleanup initiative to enhance the overall appearance and cleanliness of the township.

## SECOND PLANNING SESSION

A second planning session with members of Council and senior administrative staff was held on October 27<sup>th</sup>, 2023.

The agenda for the workshop is shown below.

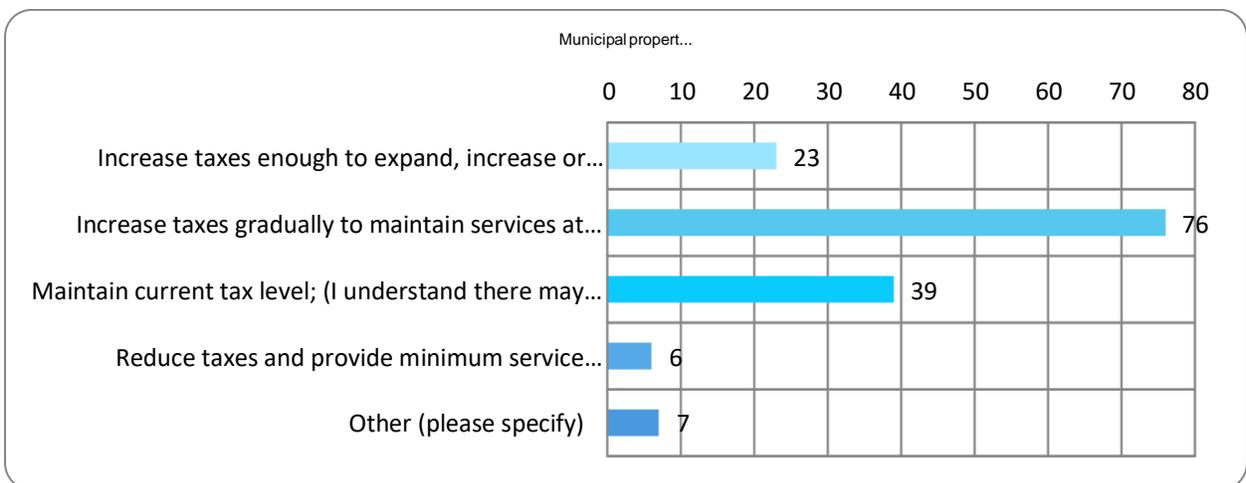
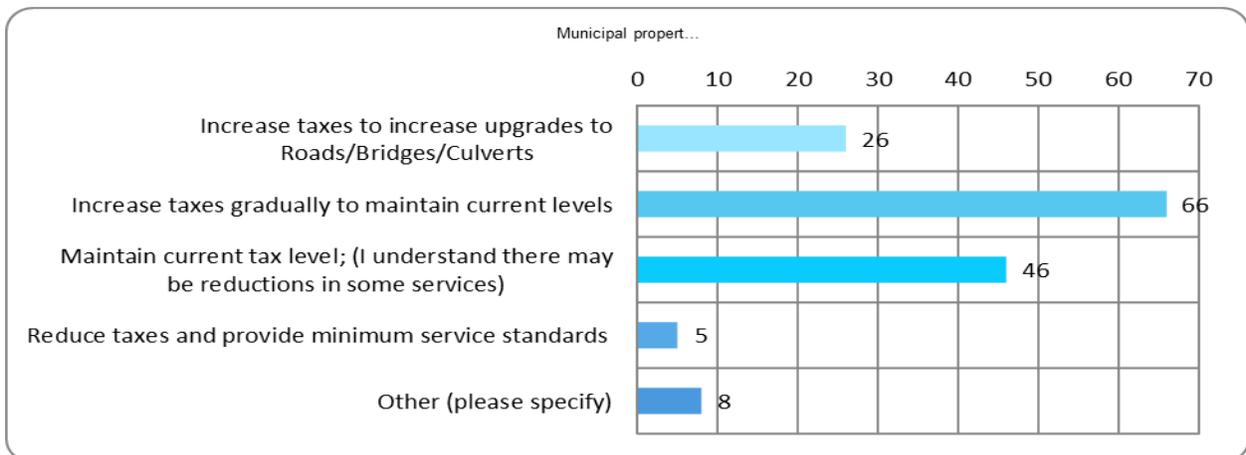
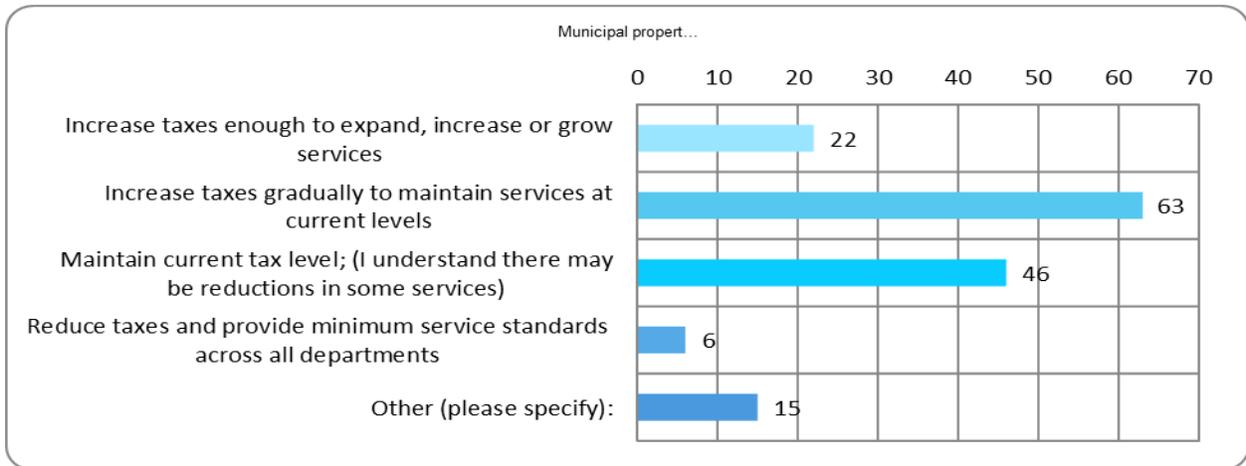
Start	Duration	Description	Notes
9:00 AM	10 minutes	Welcome and Icebreaker	
9:10 AM	20 minutes	Key Findings from Stakeholder Engagement Activities	Presentation and discussion
9:30 AM	20 minutes	SOAR Analysis	Breakout groups and discussion
9:50 AM	15 minutes	Vision Statement Revisited	Discussion
10:05 AM	15 minutes	Mission Statement Revisited	Discussion
10:20 AM	15 minutes	Strategic Priorities Revisited	Discussion
10:35 AM	10 minutes	Break	
10:45 AM	30 minutes	Strategic Actions	Breakout Groups
11:15 AM	25 minutes	Strategic Actions	Presentations and discussion
11:40 AM	30 minutes	Desired Outcomes and Targets	Breakout groups and presentations
Noon	30 minutes	Lunch	
12:30 PM	30 minutes	Capacity to Deliver/Resources Required	Discussion
1:00 PM	60 minutes	Contingency Time for Unfinished Work	
2:00 PM	10 minutes	Next Steps	Discussion

## KEY FINDINGS FROM STAKEHOLDER ENGAGEMENT ACTIVITIES

The results of the Stakeholder Engagement activities were provided in detail in the second interim report, but the following highlights were noted at the start of the planning session:

- Approximately 95% of respondents rated the quality of life as Very Good or Good. This is exceptionally high.
- Approximately 89% of respondents are Very Satisfied or Somewhat Satisfied with Township Services. This is also very high.
- Survey respondents were very clear in agreeing that the township's natural beauty is the township's greatest strength.
- When survey respondents were asked to select the three most important township services, the services that received the highest number of mentions were:
  - Fire and Rescue
  - Recycling and Waste Facilities
  - Road Infrastructure
- There was a three-way statistical tie when respondents identified the most important issues for the next four years.
  - Environmental protection
  - Economic development
  - Aging infrastructure
- In response to the question of where there is the greatest need for improvement, there was a tie between lack of programs and services, (childcare, health and wellness, etc.), and inadequate infrastructure, (roads, bridges, sidewalks, etc.).
- When survey respondents were asked to identify the opportunities to make North Frontenac a better place to live, they chose the following:
  - Provide more support for small business: (57 mentions)
  - Provide more food and shopping choices: (56 mentions)
  - Invest in municipal Infrastructure: (48 mentions)
  - Develop North Frontenac as a tourist destination: (47 mentions)

- On the preferred level of taxation:
  - the most popular choice was to increase taxes gradually to maintain services at current levels.
  - When asked specifically about Road Infrastructure and about Emergency Services, there was slightly more support for higher taxes



## SOAR ANALYSIS

Using the SWOT, (Strengths, Weaknesses, Opportunities and Threats), analysis completed during the first planning session, the participants completed a SOAR, (Strengths, Opportunities, Aspirations and Results), analysis. The distinctions between the two processes are:

- SWOT analysis takes a look at where an organization is
- SOAR strives to be forward-thinking to address the potential of the organization
- By eliminating weaknesses and threats, SOAR focuses on positive elements more likely to be influenced by the municipality
- Aspirations address what the organization wants to be doing, who the organization wants to serve, and where the organization will operate.
- Results define the methods of identifying and tracking progress to ensure progress is being made and the overall plan of the organization is being followed

### Aspirations

- Younger families
- More recreational opportunities, especially for children
- Use tourism to attract people to live in North Frontenac year round
- More diversity of ages in permanent residents
- Prioritize protection of the environment; the environment is “the draw” to the township; the environment is the economy of the township
- High quality of life, including:
  - Interesting things to do
  - Good roads
  - Availability of 24/7 service when feasible
- More tourism and eco-tourism, including camping and outdoor recreation
- More non-motorized activities
- Establishment of a “community hub”, funded by private investors
- Repurposed underutilized community halls

### Results

- Skate parks, tree-top trekking, etc., to provide more opportunities for children
- Developments that enhance and protect the environment
- Innovative residential developments
- Retaining young adults and families
- Affordable housing, particularly for young families
- Good jobs for young people, (recognizing that entrepreneurs are increasingly likely to locate in areas with a high quality of life)

## VISION STATEMENT

The participants reviewed the attributes of a great Vision Statement:

- Articulates the ideal future position, dream, grand purpose
- Succinct and easily understood, remembered
- Broad – covers all perspectives
- Inspiring and uplifting
- Requires “big thinking” – beyond what we can easily achieve

After discussion, the following new Vision Statement was formulated:

*“Four seasons, more reasons: Empowering our community, protecting our environment.”*

It was agreed that Capital Park and Township staff would refine this statement and bring a recommendation to Council in the draft strategic plan.

## MISSION STATEMENT

The participants reviewed the attributes of a great Mission Statement:

- Describes what the organization wants to do and why
- Outcome oriented
- Inclusive and broad enough to be relevant to all constituents
- Inspiring and uplifting message from Cobourg’s decision makers to all stakeholders
- As succinct as possible (fit it on a t-shirt?) – not always possible

After discussion, two alternatives were formulated:

*“Delivering services, enriching lives, protecting the environment.”*

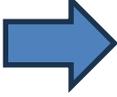
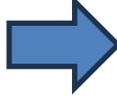
*“Committed to our community by enriching lives with efficient, sustainable and inclusive services.”*

It was agreed that Capital Park and Township staff would refine the alternatives and bring a recommendation to Council in the draft strategic plan.

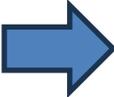
## STRATEGIC PRIORITIES AND DESIRED OUTCOMES

The four Strategic Priorities identified in the first planning session were reviewed and validated. The participants then developed Strategic Actions and Desired Outcomes for each priority for Capital Park and senior staff to refine, as shown on the following pages.

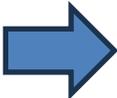
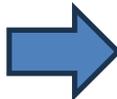
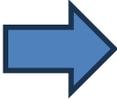
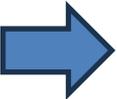
## Vibrant and Prosperous Community

Strategic Actions		Desired Outcomes
1. Investigate opportunities for efficiencies		<ul style="list-style-type: none"> <li>✓ Additional cost-saving partnerships and/or shared services for efficiencies</li> </ul>
2. Provide support to community partners for healthcare, senior and youth services		<ul style="list-style-type: none"> <li>✓ Increase the number of doctors, nurse practitioners and other healthcare professionals</li> <li>✓ Affordable accommodations (including opportunities for seniors)</li> <li>✓ Increased collaboration with community services agencies</li> </ul>
3. Promote a healthy lifestyle		<ul style="list-style-type: none"> <li>✓ Increased engagement by residents and visitors</li> <li>✓ Engaging the community through events</li> <li>✓ Increase 4-season tourism/recreational opportunities</li> <li>✓ Provide safe, efficient and enhanced recreational facilities, trails and parks</li> </ul>

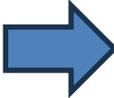
## Economic Prosperity

Strategic Actions		Desired Outcomes
1. Enhance and support the local economy		<ul style="list-style-type: none"> <li>✓ Increase number of business startups and expansions</li> <li>✓ Stable funding provided for Economic Development</li> <li>✓ Continuing/enhancing the Community Improvement Plan (CIP)</li> <li>✓ Solidify the role of the Economic Development Task Force (EDTF)</li> <li>✓ Sufficient staff and resources to support economic development</li> </ul>
2. Prepare for potential development opportunities		<ul style="list-style-type: none"> <li>✓ Create completed connected communities through balanced growth</li> <li>✓ Increase tourism</li> <li>✓ Encourage a range of housing options to provide affordable housing including Public-Private Partnerships (PPPs)</li> </ul>

## Sustainable Core Services

Strategic Actions		Desired Outcomes
1. Continue to invest in municipal infrastructure		<ul style="list-style-type: none"> <li>✓ Maintain compliance and enhance standards for roads and other core and non-core infrastructure</li> <li>✓ Maintain and enhance municipal buildings relative to safety, functionality and affordability</li> <li>✓ Continue to support asset management planning through studies and funding</li> <li>✓ Enhance modernization tracking and reporting</li> </ul>
2. Enhance Township services		<ul style="list-style-type: none"> <li>✓ Continued compliance with road maintenance standards</li> <li>✓ Enhance Township roads, parking and boat launches</li> <li>✓ Review the governance and use of community halls</li> <li>✓ Modernize access to services and consider new technologies and demonstrated demand for extended services</li> </ul>
3. Be prepared with “shovel ready” projects when funding becomes available		<ul style="list-style-type: none"> <li>✓ Regular contact with provincial and federal authorities for early notice of potential programs</li> <li>✓ Pre-planning in all departments for shovel ready opportunities</li> </ul>
4. Optimize waste management practices through diversion, recycling and repurposing		<ul style="list-style-type: none"> <li>✓ Reduce use of landfill</li> <li>✓ Increased volume of recyclables</li> <li>✓ Enhancement of repurposing programs</li> </ul>
5. Establish the Township as an employer of choice		<ul style="list-style-type: none"> <li>✓ Organizational review and compensation review completed every five years</li> </ul>

## Resilient Environment

Strategic Actions		Desired Outcomes
1. Establish an Environmental Task Force comprised of councilors, staff and community stakeholders to develop and promote programs to protect the environment		<ul style="list-style-type: none"> <li>✓ Development of policies and programs to protect the environment</li> <li>✓ Develop and action plan to manage/mitigate climate change impacts</li> </ul>
2. Communicate directly with the province whenever available and keep lines of communication open at all times		<ul style="list-style-type: none"> <li>✓ Record of delegations attending conferences and contacts made</li> <li>✓ Follow-up with contacts throughout the year</li> <li>✓ Support municipal organizations and other municipalities to advocate for desired change</li> </ul>

## FINAL STEPS

Following the second planning session, Capital Park consultants worked with senior administrative staff to develop the new strategic plan. After several drafts, the content was provided to a graphic artist who enhanced the format.

The final draft plan was reviewed with Council in a special meeting on January 8<sup>th</sup>, 2024. Based on the input received, the draft plan was revised to present to Council for final approval at a regular meeting on February 23<sup>rd</sup>, 2024.

Township of North Frontenac

# STRATEGIC PLAN

2024-2028



Township of  
**North Frontenac**  
Four Seasons, More Reasons

# A message from the Mayor:



**T**HIS STRATEGIC PLAN STANDS AS THE fundamental roadmap for the Township of North Frontenac, outlining our strategic priorities and collective direction for the years 2024 through to 2028. It is structured to ensure that we continue to emphasize our commitment to sustainability, underscoring the importance of balancing environmental conservation with strategic growth initiatives that enhance our community's well-being and foster a high quality of life for residents.

We appreciate the invaluable contributions of over 200 residents, business proprietors, and invested stakeholders. Their thoughtful insights, conveyed through surveys, active participation in focus groups, attendance

at public meetings, and submitted documentation, were instrumental in creating this Plan. This collaborative effort has not only resulted in the identification of Strategic Priorities and Action Items but also new Vision and Mission Statements.

It is important to acknowledge that while we have delineated our Strategic Priorities for the upcoming five years, the realization of all objectives may extend beyond this defined planning period. Our commitment to these goals demonstrates their significance and recognizes our ongoing efforts to achieve them.

A handwritten signature in blue ink, appearing to read "Gerry Lichty". The signature is fluid and cursive.

GERRY LICHTY  
MAYOR, TOWNSHIP OF NORTH FRONTENAC

# A message from the Chief Administrative Officer (CAO):

**W**E ARE PLEASED TO PROVIDE the 2024–2028 Strategic Plan, a collaborative effort representing our dedication to serving the Township of North Frontenac.

This plan is our commitment as an inclusive, forward-thinking, and financially prudent local government. It symbolizes our dedication to service excellence and emphasizes our desire to build a community that resonates with pride for all.

We are devoted to exceptional governance and a commitment to our core values, serving as the guiding framework as we endeavor to enhance the lives of all residents. We are genuinely committed to ensuring that North Frontenac continues to thrive.

We firmly believe that through collaboration and unity, we can achieve our shared goals to sustain North Frontenac as an extraordinary place to live, work and play.



A handwritten signature in blue ink that reads "Corey Klatt".

COREY KLATT  
CHIEF ADMINISTRATIVE OFFICER (CAO)  
TOWNSHIP OF NORTH FRONTENAC

# VISION, MISSION AND CORE VALUES

## VISION

*Empowering our community,  
protecting our environment.*

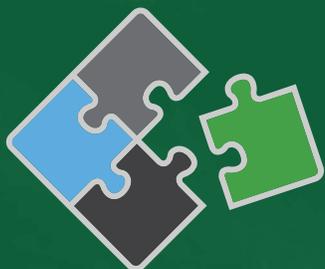
## MISSION

*Committed to our community's well-being by delivering  
efficient, sustainable, and inclusive services that enrich  
lives while protecting the environment.*

## VALUES

- ⇒ *Progressive*
- ⇒ *Inclusive*
- ⇒ *Transparent*
- ⇒ *Accountable*
- ⇒ *Sustainable*

# OUR STRATEGIC PRIORITIES



To achieve our Vision and our Mission, we have identified these four strategic priorities for the Township of North Frontenac:

VIBRANT AND INCLUSIVE COMMUNITY

ECONOMIC PROSPERITY

SUSTAINABLE CORE SERVICES

ENVIRONMENTAL STEWARDSHIP

# VIBRANT AND INCLUSIVE COMMUNITY

## STRATEGIC ACTION

## DESIRED OUTCOMES

*Promote a healthy lifestyle*

- ⇒ Increased community engagement
- ⇒ Increased 4-season tourism/recreational opportunities
- ⇒ Continued provision of safe, efficient and enhanced recreational facilities, trails and parks

*Provide support to community partners for healthcare, senior and youth services*

- ⇒ Increased numbers of doctors, nurse practitioners and other health care professionals
- ⇒ Affordable accommodations (including opportunities for seniors)
- ⇒ Increased collaboration with community service agencies

*Support Inclusivity*

- ⇒ Raised awareness of income and lifestyle disparities throughout the Township
- ⇒ Enhanced support for community organizations and agencies that provide assistance to the least advantaged members of our community
- ⇒ Continued support for local schools



# ECONOMIC PROSPERITY

## STRATEGIC ACTION

## DESIRED OUTCOMES

*Enhance and support the local economy*

- ⇒ Increased number of business startups and expansions
- ⇒ Stable funding provided for Economic Development
- ⇒ Enhancement of the Community Improvement Plan (CIP)
- ⇒ Continued support for the Economic Development Task Force (EDTF)
- ⇒ Sufficient staff and resources to support economic development

*Prepare for potential development opportunities*

- ⇒ Implementation of development policies that encourage the provision of a wide range of housing options, amenities and services within a convenient distance
- ⇒ Increased Tourism
- ⇒ Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPPs)

*Identify opportunities for efficiencies*

- ⇒ Additional cost-saving partnerships and/or shared services for efficiencies

# SUSTAINABLE CORE SERVICES

## STRATEGIC ACTION

## DESIRED OUTCOMES

*Continue to invest in municipal infrastructure*

- => Enhanced standards for roads and other core and non-core infrastructure
- => Long-term plans for municipal buildings relative to safety, functionality and affordability
- => Integration of the Asset Management Plan into Township capital and operational planning

*Enhance Township Services*

- => Enhancement of Township roads, parking areas and boat launches
- => Improved governance and use of community halls
- => Streamlined access to Township services through new technologies
- => Asset Management Plan embedded in Township operations

# SUSTAINABLE CORE SERVICES

(CONTINUED)

## STRATEGIC ACTION

## DESIRED OUTCOMES

*Be prepared for “shovel-ready” projects when funding becomes available*

- ⇒ Establishment of protocols for regular contact with provincial and federal authorities for early notice of potential programs
- ⇒ Pre-planning in all departments for shovel-ready opportunities

*Optimize waste management practices through diversion, recycling and repurposing*

- ⇒ Reduced use of landfill
- ⇒ Increased volume of recyclables
- ⇒ Enhancement of repurposing programs

*Establish the Township as an employer of choice*

- ⇒ Organizational review and compensation review completed every five years
- ⇒ Enhanced training opportunities for all staff and members of the Fire Department



# ENVIRONMENTAL STEWARDSHIP

## STRATEGIC ACTION

*Establish an environmental task force comprised of councillors, staff and community stakeholders to develop and promote programs to protect the environment*

## DESIRED OUTCOMES

- ⇒ Development of policies and programs to protect the environment
- ⇒ Development of an action plan to manage/mitigate climate change impacts

*Communicate directly with the province whenever available and keep lines of communication open at all times*

- ⇒ Follow-up with contacts throughout the year
- ⇒ Collaboration with municipal organizations and other municipalities to advocate for desired change
- ⇒ Regular communication with provincial authorities
- ⇒ Collaboration with County staff to modernize the process for calculation of lake capacity

# HOW WE WILL IMPLEMENT THIS PLAN

This Strategic Plan is a living document and will provide a framework for decision-making.

It will be integrated into all Township activities and revisited regularly through the development of annual operational plans that will identify projects and initiatives align with and support the Strategic Plan.

North Frontenac's senior management team will be responsible for developing the operational plan each year. The operational plan will be brought to Council for approval at budget time and will form the basis for regular reports to Council, and the public, on the progress that is being achieved.

## CONTACT US

Phone: 613-479-2231

E-mail: [info@northfrontenac.ca](mailto:info@northfrontenac.ca)

Township of North Frontenac  
6648 Road 506, Plevna ON K0H 2M0  
[www.northfrontenac.com](http://www.northfrontenac.com)



**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:** 23 Feb 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. Federation of Ontario Cottage Associations re: Elert - January 2024;
2. Municipality of Calvin re: Request for Support - Provincial and National Fire Fighting Strategy;
3. Ontario Provincial Police re: Community Safety and Policing Act (CSPA) Coming into Effect April 1, 2024;
4. Town of Hanover re: Request for Support - Social and Economic Prosperity Review;
5. Ministry of Natural Resources and Forestry re: 2024 Ontario Fishing Regulations Summary;
6. City of Brantford re: Request for Support - Reliable and Accessible Public Rail Transit - CN Rail;
7. Ombudsman Ontario re: January Newsletter;
8. KFL&A Public Health re: Avian influenza confirmed in wild birds in Kingston.;
9. County of Renfrew re: Request for Support - Affordability of Water and Wastewater Rates;
10. Township of Lanark Highlands re: Request for Support - Conservation Officer Reclassification.

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

1. Mississippi-Rideau Source Protection Region re: Source Protection Committee Reappointment or Appointment.

**From:** Tara Mieske  
**Sent:** February 2, 2024 2:54 PM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Mississippi-Rideau Source Protection Region re: Source Protection Committee Reappointment or Appointment

Good Afternoon – For inclusion in the February 23, 2024, Council Agenda, Communications, B Section. Thanks Tara

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

---

**From:** Marika Livingston  
**Sent:** December 13, 2023 11:22 AM  
**To:** Tara Mieske  
**Subject:** North Frontenac Notice for SPC Reappointment or Appointment

Hello Tara,

Please be advised that the Source Protection Committee member representing municipalities with no drinking water systems term expires in 2024. Her name is Eleanor Renaud and she was jointly selected by your Municipality and others (see below) in 2007. Eleanor is a long-standing councillor for Elizabethtown-Kitley. Eleanor has expressed interest in renewing her term on our Committee. Eleanor has been an active member for the past 16 years; it would be very beneficial to our Committee to have her continued presence on our Committee. We are now required to either re-appoint Eleanor or select a new member to represent the Municipal-no drinking water systems seat. Please see the attached letter for specifics.

Under the Regulation, we must appoint a municipal group's SPC member(s) from a list of names jointly submitted by the municipal councils within that group. The Clerks in your group will be contacted today. We encourage municipalities to consider their current SPC representative if they are interested in re-appointment. If the list exceeds the number of SPC members assigned to that group, names must be ranked in order of preference. **Municipal councils must submit their jointly approved names to us by March 22, 2024.**

If any municipality or group has questions, concerns or would like assistance with facilitating the selection of names please contact Marika Livingston at 613-692-3571 or 1-800-267-3504 ext. 1148 or [marika.livingston@mrsourcewater.ca](mailto:marika.livingston@mrsourcewater.ca).

Thank you. Have a wonderful week!

Kind regards,

Marika Livingston (she/her)  
Project Manager  
Drinking Water Source Protection, Mississippi-Rideau Source Protection Region  
[Marika.livingston@mrsourcewater.ca](mailto:marika.livingston@mrsourcewater.ca) ext. 1148  
[www.mrsourcewater.ca](http://www.mrsourcewater.ca)

North Frontenac  
Attention: Tara Mieske  
6648 Road 506  
Plevna, Ontario, K0H 2M0

December 13, 2023

Re: Selection of Municipal SPC Members

Dear Tara Mieske,

The Mississippi-Rideau Source Protection Committee (SPC) includes members who represent municipal interests, economic interests and public interests. The SPC membership underwent a renewal and reduction in size in 2018 and 2019. The appointments in 2018 and 2019 were for a maximum 5-year term, per Ontario Regulation 288/07.

This letter contains information provided under section 3(4) of Ontario Regulation 288/07. This section of the Source Protection Committee (SPC) regulation requires source protection authorities to send a notice to all municipal clerks containing the following information:

**Summary of SPC Functions:**

- Oversee a science-based planning process to protect municipal drinking water sources in the Mississippi-Rideau Source Protection Region
- Guide the implementation of the Mississippi-Rideau source protection plan, amendments to the plan and assessment reports, and other source protection work in accordance with the *Clean Water Act* and its regulations.

**SPC Member Obligations:**

The following requirements are set out in the regulation:

- Members must reside in, own or rent property in, be employed or operate a business in, or be employed by a municipality that is located within the boundaries of the Mississippi-Rideau Source Protection Region
- Members cannot be a current board or staff member of the Mississippi Valley Conservation Authority or the Rideau Valley Conservation Authority
- Once appointed, members must regularly attend SPC meetings and comply with the committee's code of conduct

**SPC members should be willing and able to:**

- Contribute positively to the development of amendments to the technical assessment report and the source protection plans, and oversee their implementation
- Attend meetings, normally 2-3 meetings annually
- Make a long-term time commitment to participate (ideally five years)
- Review and understand scientific and technical reports
- Prepare for meetings by reviewing agendas and reports in advance of the meeting
- Attend training sessions, participate at public meetings and open houses on occasion
- Act as a liaison for the interest(s) you are representing (bring commonly held opinions

- to the committee table and communicate back to the committee's work)
- Work with others collaboratively to solve problems and make decisions at the committee table
- Respect confidential information and abide by the process in place to safeguard confidential information

**Selection of Municipal SPC Members:**

Under the regulation, SPAs must appoint a municipal group's SPC member(s) from a list of names jointly submitted by the municipal councils within that group. If municipalities do not jointly submit a list of names, or submit too few names, source protection authorities must select municipal members.

Group	Municipalities	# of SPC Members
No Municipal Drinking Water System	Addington Highlands, Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland, Drummond/North Elmsley, Elizabethtown-Kitley, Greater Madawaska, Lanark Highlands, Montague, North Dundas, North Frontenac, Rideau Lakes, South Frontenac, Tay Valley	1

We ask that councils within the no system group jointly submit a short list of names for each group to the source protection authorities. If the list exceeds the number of SPC members assigned to that group, that the names be ranked in order of preference. Municipal councils must submit their jointly approved names to the source protection authorities by **March 22, 2024**.

If any municipality or group has questions, concerns or would like assistance with facilitating the selection of names please contact Marika Livingston at 613-692-3571 or 1-800-267-3504 ext. 1148 or [marika.livingston@mrsourcewater.ca](mailto:marika.livingston@mrsourcewater.ca).

Best regards,



Marika Livingston  
 Project Manager, Drinking Water Source Protection  
 Mississippi-Rideau Source Protection Region  
 Box 599, 3889 Rideau Valley Drive, Manotick ON, K4M 1A5  
 613-692-3571 x 1148 [marika.livingston@mrsourcewater.ca](mailto:marika.livingston@mrsourcewater.ca)

**To:** Mayor and Members of Council  
**From:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.  
**Approved by:**  
**Date of Meeting:** 23 Feb 2024  
**Re:** Update re: Frontenac O.P.P. Detachment Board and Proposed Appointment of Representatives.

### Recommendation:

Be it Resolved that Council receives for Information the Chief Administrative Officer's (CAO) Administrative Report entitled "Update re: Frontenac O.P.P. Detachment Board and Proposed Appointment of Representatives";

And That Council appoints Councillor \_\_\_\_\_ to the Frontenac O.P.P. Detachment Board;

And That the CAO is directed to work with the Township of Central Frontenac's CAO to advertise and interview for the Shared Community Representative position (North and Central Frontenac) on the Board and is directed to bring back recommendations at a future Council Meeting;

And That the CAO will provide an update once known regarding potential costs to the municipality for participation of members on the Board.

### Background:

On May 28, 2021 Council passed Resolution #253-21:

"Be it Resolved that Council receives for information the CAO's Administrative Report entitled "Ontario Provincial Police (OPP) Detachment Boards";

And That North Frontenac Township has two detachments, with Ward One being serviced by the Lennox and Addington OPP (Napanee) and Wards Two and Three being serviced by the Frontenac OPP (Hartington);

And That Council instructs the Mayor to contact Heads of Council within the Lennox and Addington OPP Detachment to determine if a single proposal outlining all of our individual needs, or multiple proposals to the Solicitor General makes sense and provide Council with his recommendation at the next Council meeting;

And That Council recommends to the Solicitor General that the Frontenac OPP Detachment Board composition consist of 9 voting members (+ staff support) as follows:

- 4 Municipal Representatives (South Frontenac (SF) X2; Central Frontenac (CF) X1 and North Frontenac (NF) X1)
- 3 Community Representatives (SF X1; CF/NF X1 and Shabot Obaadjiwan First Nation X1) and
- 2 Provincial Appointees (SF X1 and CF/NF X1)".

On February 3, 2023 Council passed Resolution # 52-23:

"Whereas on May 28, 2021 Council passed Resolution #253-21 instructing the Mayor to contact Heads of Council within Lennox and Addington OPP Detachment to determine if a single proposal outlining all of our individual needs, or multiple proposals to the Solicitor General makes sense and provide recommendations to Council;

And Whereas the Township advised the Ministry of the Solicitor General, as the Township receives services from two OPP Detachments, and may be interested in sitting on both the Lennox and Addington Detachment Board and the Frontenac Detachment Board;

Therefore be it resolved That Council receives for information the email from the CAO advising Marty McConnell Detachment Commander, Staff Sergeant, Frontenac County Ontario Provincial Police on January 31, 2023 confirmed he will be our contact for all three Wards and the boundaries officially changed to the Frontenac Detachment policing all three Wards in June, 2022;

And That Council instructs the CAO to respond to the Ministry of the Solicitor General advising that as the Frontenac OPP will now be servicing all three Wards of the Township there is no longer an interest, or need, for North Frontenac to participate on the Lennox and Addington Detachment Board".

### Researched By:

Corey Klatt

### Comments:

As mentioned above the OPP Detachment Board will be composed of representatives from the following municipalities: South Frontenac, Central Frontenac and North Frontenac. The Solicitor General has approved the following as the composition of the Frontenac OPP Detachment Board:

Council Appointments - Four (4) Representatives allocated as follows:

South Frontenac - 2 Representatives

Central Frontenac - 1 Representative

North Frontenac - 1 Representative

Community Representative Appointments - Three (3) Representatives allocated as follows:

South Frontenac - 1 Representative

Central and North Frontenac - 1 Shared Representative

Shabot Obaadjiwan First Nation - 1 Representative

Provincial Appointments

South Frontenac - 1 Representative

Central and North Frontenac - 1 Shared Representative

(People can apply to be Provincial Representatives via the Public Appointments Secretariat website.

The Application can be found at <https://www.ontario.ca/page/police-services-boards>).

The Board needs to consider administrative and procedural aspects of their function.

For example administrative assistance, matters related to finance and banking and the adoption of their rules of procedure/policy, among others. The Frontenac CAO's (SF, CF and NF) met and the Township of South Frontenac has agreed to provide Administrative and Legislative Support to the Frontenac OPP Detachment Board on behalf of all three Townships. Anticipated costs to the Township for members to participate on the Board have not yet been determined. Once known the CAO will provide Council with an update.

On January 26th we were advised that individual members of the OPP Detachment Board will be required to complete mandated Roles and Responsibilities training prior to April 1, 2024 (training has not been released yet). The course will be an online, self-directed e-learning course delivered through a dedicated online portal managed by the ministry, where board and committee members will be able to access this training. It is anticipated that most learners will be able to complete the roles and responsibilities training in under 3 hours. Moreover, members will also be required to complete Thematic Training (human rights; systemic racism; the diverse, multicultural, multicultural nature of Ontario society; and rights and cultures of First Nation, Metis, Inuit Peoples) online and it is anticipated that the Thematic Training will be able to be completed in under 8 hours for most learners. Thematic Training is required to be completed prior to September 30, 2024.

A summary (high level) of the mandate of the OPP Detachment Board (per the Community Safety and Policing Act, 2019) is as follows:

**68 (1)** The O.P.P detachment board shall,

(a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations, in the selection of the detachment commander;

(b) determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;

(c) advise the detachment commander with respect to policing provided by the detachment;

(d) monitor the performance of the detachment commander;

(e) review the reports from the detachment commander regarding policing provided by the detachment; and

(f) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves.  
2019, c. 1, Sched. 1, s.68 (1).

**69 (1)** An O.P.P. detachment board may establish local policies, after consultation with the detachment commander or his or her designate, with respect to policing in the area receiving policing from the detachment.

Local policy requirements

(2) A local policy established under subsection (1) must meet the following requirements:

1. The local policy must not be inconsistent with,
  - i. the strategic plan prepared by the Minister,
  - ii. any policies established by the Minister under section 60,
  - iii. any procedures established by the Commissioner, or

iv. the local action plan prepared by the detachment commander.

2. The local policy must not relate to specific investigations, the conduct of specific operations, the management or discipline of specific police officers or other prescribed matters.

3. The local policy must not require a member of the Ontario Provincial Police to do something or refrain from doing something where this would be inconsistent with his or her duties under this Act or the regulations.

4. The local policy must not prohibit a member of the Ontario Provincial Police from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of the offence.

5. The local policy must not require a member of the Ontario Provincial Police to provide policing that is not required as a component of adequate and effective policing.

6. The local policy must comply with an prescribed requirements.

On February 7th the CAO met with Cathy MacMunn, CAO, Township of Central Frontenac to discuss the appointment of a shared community member to represent both Central and North Frontenac. It is proposed that the CAO work with Central Frontenac's CAO to advertise and interview for the Shared Community Representative position and to bring back recommendations at a future Council Meeting.

Qualifications to be a member of the Board include:

- be a resident of the municipal area served by the board (if there are no other qualified applicants in a municipal area, applicants who live outside of the municipal area served by the board may be considered);
- pass a comprehensive police records check;
- understand the role of a police services board;
- be involved in your local community; and
- have good written and verbal communications skills.

Board members are expected to:

- complete training that may be provided by the ministry;
- participate in the election of a chair at the first meeting in each year, which may also include electing a vice-chair;
- attend meetings as determined by the board, with no fewer than four meetings each year.

Members (including community members) must be appointed via Resolution by the municipality and will be appointed for the Term of Council (until 2026).

It has also been requested that the CAO for each municipality attend the meetings to provide context and clarity as a resource (non-voting member).

### **Financial Impact:**

Unknown at this time.

**To:** Mayor and Members of Council  
**From:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.  
**Approved by:**  
**Date of Meeting:** 23 Feb 2024  
**Re:** Update re: North Frontenac Township Agreement with Canadian Radiocommunications Information and Notifications Services (CRINS-SINRC).

### Recommendation:

Be it Resolved that Council receives for information the Chief Administrative Officer's (CAO) Administrative Report entitled "Update re: North Frontenac Township Agreement with Canadian Radiocommunications Information and Notifications Services (CRINS-SINRC)";  
And That Council rescinds By-law #35-19 appointing Canadian Radiocommunications Information and Notification Services (CRINS-SINRC) to receive and process Applications for Communication facilities on behalf of the Township of North Frontenac in their capacity as the Land Use Authority, effective February 26, 2024;  
And That CRINS is to stop work on all current Applications within the jurisdiction of the municipality and is to return said back to the municipality;  
And That Council instructs the CAO to notify CRINS that the appointment has been rescinded;  
And That Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022, as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals;  
And That Council instructs the Clerk to amend Schedule E of the Fees and Charges By-law to remove the wording under Radio Communications Facility "fee collected by CRINS and transferred to the Township".

### Background:

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

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

On November 24, 2023, the CAO advised Council that CRINS had not been responding to Rogers Communications or the Township regarding two projects Rogers had been trying to get approvals for in the Township. We required Land Use Authority Recommendation Reports for the project to be able to proceed. As a result Council passed Resolution #490-23 directing the CAO to provide notice to CRINS-SINRC that if the Township has not received the Land Use Authority Recommendation Reports prior to the end of day on November 29, 2023 that the Township is

rescinding their authority to act on behalf of North Frontenac Township effective November 30, 2023, to stop work on all current Applications within the jurisdiction of the municipality and to return said back to the municipality. It was also decided that if CRINS-SINRC does not fulfill their obligation Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03), updated effective July 2022 as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals.

### Researched By:

Corey Klatt, Dipl.M.A., Chief Administrative Officer,  
Tara Mieske, Dipl.M.A., Dipl.M.M. Clerk/Planning Manager  
Katelyn Ronfeld, Dipl.M.A., CAO Executive Assistant

### Comments:

CRINS-SINRC provided the Township with the Land Use Authority Recommendation Reports prior to the deadline of November 29, 2023 and Council approved the reports on December 15, 2023.

Council passed Resolution #51-23 directing CRINS to include in Section 9 LUA Confirmation of Report and Conditions of the need to obtain an Entrance Permit, Civic Address and provide assurance that the Tower is accessible for emergency services. Moreover, Council directed the CAO to sign the Notice of Completion and Land Use Authority Recommendation Report for the radiocommunication facilities C8660 and C8661 and forward the documents to CRINS to be provided to the proponent an Innovation, Science and Economic Development Canada".

The documentation was provided to CRINS; however they have again not responded to the Township. As a result the CAO and Clerk/Planning Manager provided Innovation, Science and Economic Development Canada (ISED) with a letter advising of Council's decision (per Resolution #51-23) and that as we have not had a response from CRINS-SINRC we are submitting these reports directly to them and advising concurrence was granted subject to the additional conditions listed above. The CAO also provided a copy of the letter to Rogers Communications and staff from the Eastern Ontario Regional Network (EORN).

It is recommended as CRINS-SINRC has stopped responding to the Township that the CAO advise CRINS-SINRC that effective immediately the Township is rescinding their authority to act on behalf of North Frontenac Township; to stop work on all current Applications within the jurisdiction of the municipality; to return said back to the municipality; and that Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022 as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals".

### Financial Impact:

The Township's role in the Application Process will require staff time by the Clerk's Department to receive and process Applications. The amount of time is unknown at this time as this is a new process for us. Should we find this to be too exhausting on Township resources we will look into other options for future Applications and provide these options to Council for consideration.

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

### Attachments:

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



THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #35-15

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

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

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

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

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

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

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

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

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

**READ A FIRST AND SECOND TIME, THIS 27<sup>TH</sup> DAY OF APRIL, 2015.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 27<sup>TH</sup> DAY OF APRIL, 2015.**

  
MAYOR

  
CLERK

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



Antenna System Siting Review  
and Consultation Protocol,

Reference Issue 3

July 15, 2014

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## Introduction

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

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

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

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

---

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

# 1 Objectives

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

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

## 2 Jurisdiction and Interpretation

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

### 3 Radiocommunications Development Plan

#### 3.1 Annual Review

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

### 4 Excluded Antenna Systems

#### 4.1 Basic Exclusions

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

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

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

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

## 4.2 Additional Exclusions

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

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

## 4.3 Confirmation of Exclusion

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

## 4.4 Community Sensitive Locations

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

## 5 Application Requirements

### 5.1 Pre-consultation Review

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

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

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

### 5.2 Non-Excluded Radiocommunications Facilities

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

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

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

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

### **5.3 Complete Application**

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

### **5.4 Additional Information**

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

## **6 Siting on LUA-owned Properties**

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

## **7 LUA Recommendations Report**

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

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

## 7.1 Statement on Land Use

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

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

## 7.2 Antenna Siting Design Framework Criteria

- 7.2.1 The LUA shall provide Antenna Siting Design Framework (ASDF) criteria for the proposed site to the proponent through the CRINS-SINRC system. The ASDF criteria shall outline design goals for the proposed site based on the location chosen by the proponent. The LUA shall inform its recommendations based on how well the proponent's design meets the ASDF design criteria.
- 7.2.2 The ASDF provides an overall classification of the proposed design through a concept known as "Degree of Visual Change" which is characterized as "Low", "Medium" or "High".
- 7.2.3 The level of public consultation required for a proposed site shall be dictated by the ASDF "Degree of Visual Change" classification as follows:
- "Low" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. No road signage is required. No public meeting is required. LUA Staff shall issue a LUA Recommendation Report within 30 days. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the LUA Recommendation Report and approval by the LUA Designated Representative.
  - "Medium" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. A Public Notice shall be placed in local media outlets requesting comments or questions over a 30 day period. Road signage shall be erected prior to the mailout to adjacent landowners and publication of the Public Notice. No public meeting is required. Staff shall issue an LUA Recommendation report within 30 days and such report shall be accompanied by a summary of public comments received from adjacent landowners and members of the public. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the LUA Recommendation Report and approval by the LUA Designated Representative.
  - "High" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. Road signage shall be erected prior to the mailout to adjacent landowners. A Public Information Meeting shall be held no later than 14 days after the closing date for submissions from adjacent landowners. LUA staff shall prepare an LUA Recommendations Report within 60 days, including a summary of public comments received during the public information meeting, and shall present the report to the LUA's Planning Committee and/or Council for review. A Notice of Completion shall be issued by CRINS-

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

### 7.3 Statement on Compliance with General Design Recommendations

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

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

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

## 7.4 Siting of Facility Relative to Existing Use

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

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

## 7.5 Statement of Concurrence

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

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

## 8 Public Consultation

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

### 8.1 Notification Package

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

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

## 8.2 Notice Sign

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

<p>Canadian Radiocommunications Information and Notification Service</p>  <p>Service d'information et de notification en radiocommunications canadiennes</p> <p><b>Public Notice</b> <b><i>[Name of Proponent]</i></b></p> <p>Has submitted an application to construct a</p> <p><b>Radiocommunications Facility</b> <b><i>[Civic Address]</i></b></p> <p>For Further Information visit</p> <p><b><u><a href="http://www.crins-sinrc.ca">www.crins-sinrc.ca</a></u></b></p> <p>or call</p> <p><b>1-855-502-7467</b></p> <p>Refer to</p> <p><b>Case Number:</b> <b><i>[XXXX-XXX-XXXX]</i></b></p>
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- d) Photographs illustrating all notice signs posted and the date on which they were installed on the subject lot shall be uploaded to the CRINS-SINRC online system by the proponent as soon as possible after installation.
- e) All notice signs must be removed no later than 21 days after an issuance of a Notice of Completion.

### 8.3 Public Information Meeting

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

## 8.4 Local Media Notice

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



CRINS-SINRC

### Public Notice

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

**[Name of Proponent]**

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

**[LOCATION OF PROPOSED SITE]**

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

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

or call

**1-855-502-7467**

Please reference the following Case Number:

**XXXX-XXXX-XXXX**

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

**Canadian Radiocommunications Information and Notification Service**

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

Fax: 613-482-2299

Email: [submissions@crins-sinrc.ca](mailto:submissions@crins-sinrc.ca)

## 9.3 Time Frames

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

## 10 Definitions

### **Co-location (and co-located)**

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

### **Complete application**

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

### **CPC 2-0-03**

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

### **EMCAB-2**

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

### **Equipment shelter**

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

### **Height**

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

### **Land Use Authority (LUA)**

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

### **LUA**

*Same as "Land Use Authority" above.*

### **Landlord**

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

### **Municipal Concurrence**

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

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

**Proponent**

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

**Public Authority**

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

**Public Realm**

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

**Radio License**

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

**Safety Code 6**

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

**Surrounding Landscape**

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

**Support Structure**

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

**Radiocommunications Facility**

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

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #35-15

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

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

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

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

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

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

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

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

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

**READ A FIRST AND SECOND TIME, THIS 27<sup>TH</sup> DAY OF APRIL, 2015.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 27<sup>TH</sup> DAY OF APRIL, 2015.**

  
MAYOR

  
CLERK

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



Antenna System Siting Review  
and Consultation Protocol,

Reference Issue 3

July 15, 2014

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## Introduction

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

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

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

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

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

# 1 Objectives

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

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

## 2 Jurisdiction and Interpretation

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

### 3 Radiocommunications Development Plan

#### 3.1 Annual Review

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

### 4 Excluded Antenna Systems

#### 4.1 Basic Exclusions

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

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

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

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

## 4.2 Additional Exclusions

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

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

## 4.3 Confirmation of Exclusion

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

## 4.4 Community Sensitive Locations

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

## 5 Application Requirements

### 5.1 Pre-consultation Review

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

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

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

### 5.2 Non-Excluded Radiocommunications Facilities

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

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

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

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

### **5.3 Complete Application**

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

### **5.4 Additional Information**

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

## **6 Siting on LUA-owned Properties**

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

## **7 LUA Recommendations Report**

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

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

## 7.1 Statement on Land Use

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

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

## 7.2 Antenna Siting Design Framework Criteria

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

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

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

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



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

### 7.3 Statement on Compliance with General Design Recommendations

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

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

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

## 7.4 Siting of Facility Relative to Existing Use

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

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

## 7.5 Statement of Concurrence

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

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

## 8 Public Consultation

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

### 8.1 Notification Package

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

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

## 8.2 Notice Sign

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

<p>Canadian Radiocommunications Information and Notification Service</p>  <p>Service d'information et de notification en radiocommunications canadiennes</p> <p><b>Public Notice</b> <b>[Name of Proponent]</b></p> <p>Has submitted an application to construct a</p> <p><b>Radiocommunications Facility</b> <b>[Civic Address]</b></p> <p>For Further Information visit</p> <p><b><u>www.crins-sinrc.ca</u></b></p> <p>or call</p> <p><b>1-855-502-7467</b></p> <p>Refer to</p> <p><b>Case Number:</b> <b>[XXXX-XXX-XXXX]</b></p>
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- d) Photographs illustrating all notice signs posted and the date on which they were installed on the subject lot shall be uploaded to the CRINS-SINRC online system by the proponent as soon as possible after installation.
- e) All notice signs must be removed no later than 21 days after an issuance of a Notice of Completion.

### 8.3 Public Information Meeting

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

## 8.4 Local Media Notice

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



CRINS-SINRC

### Public Notice

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

**[Name of Proponent]**

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

**[LOCATION OF PROPOSED SITE]**

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

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

or call

**1-855-502-7467**

Please reference the following Case Number:

**XXXX-XXXX-XXXX**

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

**Canadian Radiocommunications Information and Notification Service**

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

Fax: 613-482-2299

Email: [submissions@crins-sinrc.ca](mailto:submissions@crins-sinrc.ca)

## 9.3 Time Frames

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

## 10 Definitions

### **Co-location (and co-located)**

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

### **Complete application**

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

### **CPC 2-0-03**

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

### **EMCAB-2**

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

### **Equipment shelter**

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

### **Height**

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

### **Land Use Authority (LUA)**

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

### **LUA**

*Same as "Land Use Authority" above.*

### **Landlord**

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

### **Municipal Concurrence**

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

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

**Proponent**

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

**Public Authority**

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

**Public Realm**

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

**Radio License**

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

**Safety Code 6**

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

**Surrounding Landscape**

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

**Support Structure**

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

**Radiocommunications Facility**

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

**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:** 23 Feb 2024  
**Re:** Shore Road Allowance Closure and Sale By-law – Indagate Engineering Corporation

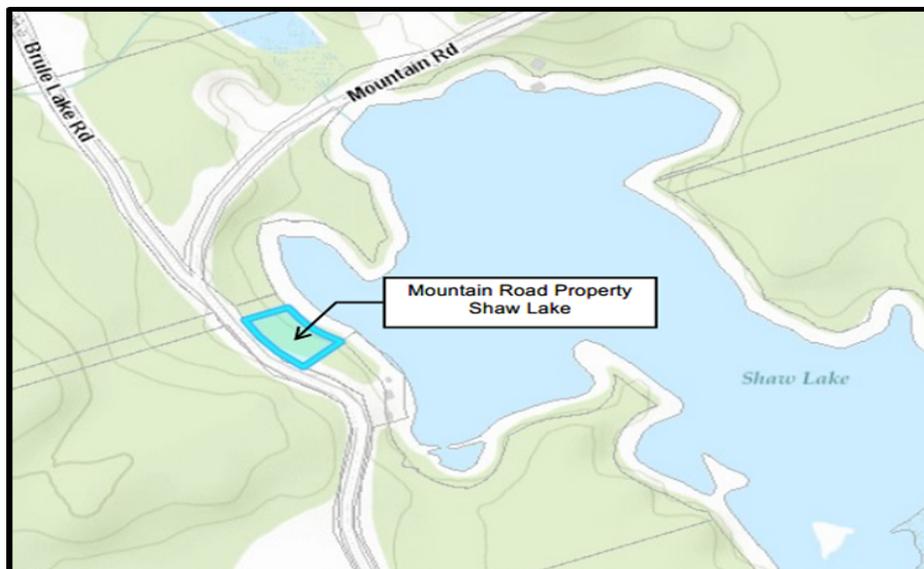
### Recommendation:

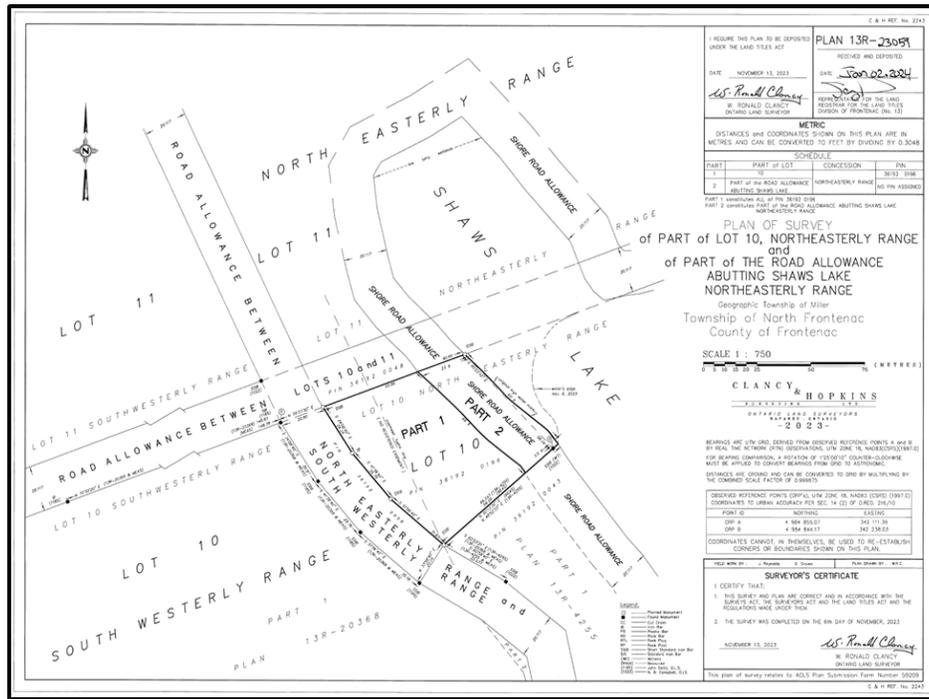
**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road Allowance Closure and Sale By-law –Indagate Engineering Corporation”; **And That**, as required by By-law #20-23,

- **All That** Part of the Shore Road Allowance in front of Part of Lot 10, Northeasterly Range geographic Township of Miller, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23059 (Shaws Lake) be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances;
- **And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

### Background:

An Application was submitted by Indagate Engineering Corporation to purchase the Shore Road Allowance along the shore of Shaws Lake, adjacent to Part of Lot 10, Northeasterly Range, geographic Township of Miller, being Part 2 on Registered Plan 13R-23059 (see below map and survey). Council passed Resolution #320-23 on July 20, 2023 approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #20-23).





**Researched By:**

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

**Comments:**

None.

**Financial Impact:**

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

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

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 23 Feb 2024  
**Re:** Traditional Land Acknowledgement

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Traditional Land Acknowledgement";

**And That** Council adopts the following Land Acknowledgment:

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

**And That** the Land Acknowledgement shall be read at the beginning of Council, Committee and Task Force Meetings and may be used at Township events/gatherings.

### Background:

Traditional Land Acknowledgement statements are a reminder that we all must continue to strengthen the relationships and understanding between non-Indigenous and Indigenous peoples. They are often used by governments, schools and other organizations to recognize traditional or treaty Territories of Indigenous peoples.

At their meeting on August 12, 2022, Council received an administrative report report from the Clerk/Planning Manager and passed the following Resolution:

Resolution #317-22 Moved by: Councillor Fowler Seconded by: Councillor Hermer

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Traditional Land Acknowledgement";

**And That** Council approves the Clerk completing research and preparing a draft Traditional Land Acknowledgement for Council's consideration.

**Carried**

At their meeting on August 17, 2023, Council received an administrative report report from the Clerk/Planning Manager and deferred the following Resolution:

**Resolution #340-23 Moved by Councillor Hermer Seconded by**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Traditional Land Acknowledgement";

**And That** Council adopts the following Land Acknowledgment:

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with

us through this world. Today, the Township of North Frontenac is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation;

**And That** the Land Acknowledgement shall be read at the beginning of Council, Committee and Task Force Meetings and may be used at Township events/gatherings.

**Deferred**

### Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

### Comments:

On September 29, 2023, the draft Land Acknowledgement was provided to one of the Heads of Council the Ardoch Algonquin First Nation for consultation. At a meeting on November 21, 2023, the following suggestions were provided on the wording and they advised the proposed Land Acknowledgment would be discussed with Ardoch Algonquin First Nation Heads of Council.

The draft was amended based on suggested amendments discussed at the meeting:

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

If the proposed Land Acknowledgement is approved, it will be read at the beginning of each Council meeting. It is proposed the current remarks being read by the Mayor regarding the recording of meetings be shortened to:

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. Members of Council, staff, delegates and attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour or comments.

With the full statement included on the Agenda cover and as a slide at the beginning of the Zoom meeting so participants are aware they are being recorded.

### Financial Impact:

None.

**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:** 23 Feb 2024  
**Re:** Assumption of a Portion of Roads - River Road and Addington Road

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Assumption of a Portion of Roads – River Road and Addington Road”;

**And That** Council will consider a By-law later in the meeting to dedicate and assume a portion of the Roads as noted in the report;

**And That** Council instructs the Clerk to have the Municipal Solicitor register the By-law against each of the properties.

### Background:

As per Section 31 (2) of the Municipal Act:

“After January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money.”

As per Section 26 of the Municipal Act, 2001, all highways that existed on December 31, 2002 are highways unless they have been closed. Therefore any road where the Municipality has expended money on the creation and maintenance of the road prior to 2003 is considered a Municipal Road. In order for any road which is not identified (given a PIN number) to be recognized it must be surveyed. Once surveyed, the road may be transferred from the property owner to the Municipality.

### Researched By:

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

### Comments:

#### River Road

At their meeting on February 27, 2023, the Committee of Adjustment considered and approved the creation of one new lot with frontage along River Road. A condition requiring a road widening was included which stated:

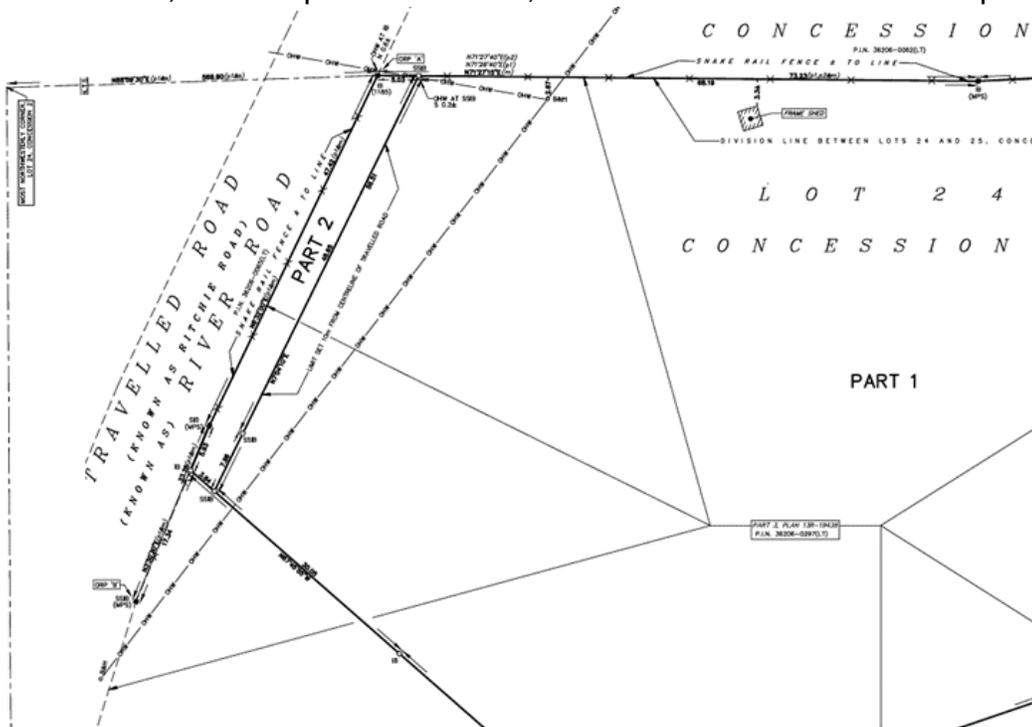
“The surveyor who prepares the reference plan referred to in Condition Number 4 shall also determine by survey a widening of River Road along the entire frontage of the proposed severed parcel. This right-of-way widening shall be measured 10 metres (33 feet) from the centreline of the

existing travelled road (River Road). The owner shall dedicate to the Township land along the frontage of the severed lands, to the satisfaction of the Township, in the following manner:

- a. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner's expense and filed with the Secretary-Treasurer prior to the stamping of the deeds;
- b. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the name of "The Corporation of the Township of North Frontenac", and shall include the following attached to the Transfer/Deed as a Schedule:

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

The portion of River Road described as Part 2 on Registered Plan 13R-22953, Part of Lot 24, Concession 2, Township of Palmerston, was transferred to the Township on December 12, 2023.



### **Addington Road**

At their meeting on May 29, 2023, the Committee of Adjustment considered and approved the creation of two new lots with frontage along Addington Road. A condition for both lots requiring a road widening was included which stated:

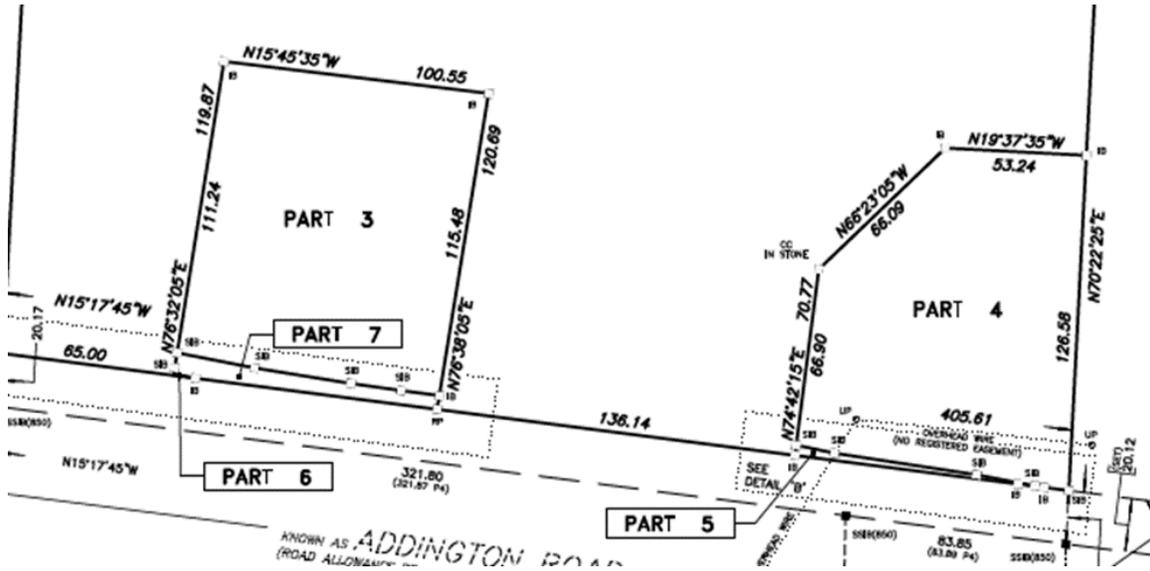
"The surveyor who prepares the reference plan referred to in Condition Number 4 shall also determine by survey the dedication Addington Road 4 along the entire frontage of the proposed severed parcel. This right-of-way widening shall be measured 10 metres (33 feet) from the centreline of the existing travelled road (Addington Road 4) to the east and west limit of the road. The owner shall dedicate to the Township land along the frontage of the severed lands, to the satisfaction of the Township, in the following manner:

- a. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner's expense and filed with the Secretary-Treasurer prior to the stamping of the deeds;

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

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

The portion of Addington Road described as Parts 5, 6 and 7 on Registered Plan 13R-23025, Part of Lot 29, Range B, Township of Barrie, was transferred to the Township on February 9, 2024.



It is recommended that a By-law be passed and registered to dedicate and assume the properties identified as roads.

**Financial Impact:**

The cost for the Municipal Solicitor to register the By-law against each of the properties is estimated at \$500. The cost for the road widenings will be taken from the Road – Legal Budget.

**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:** 23 Feb 2024  
**Re:** Amendment to Shore Road Allowance Closure By-law #2023-81

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendment to Shore Road Allowance Closure By-law #2023-81";

**And That** Council will consider a By-law to amend Shore Road Allowance Closure By-law #2023-81 later in the meeting.

### Background:

Council passed By-law #2023-81 at their meeting on December 15, 2023, closing and selling four Shore Road Allowances. In Section 2 of the By-law, we identified the parcels the Shore Road Allowances are to be added to using a Property Identification Number (PIN). Once the By-law is passed it is provided to the Solicitor to be registered on each of the parcels.

### Researched By:

Tara Mieske, Clerk/Planning Manager

### Comments:

On February 5, 2024, we received an email from the Township's Solicitor's office advising there was an error on By-law #2023-81 "Section 2d. says that Part 1, 13R23032 is to be a lot addition to 36188-0108. The property the lands should be added to is 36188-0106 according to the reference plan."

The Solicitor advised we would need to amend the By-law to fix the PIN. An amending By-law has been drafted for Council's consideration.

### Financial Impact:

There will be an estimated cost of \$150 to re-register this section of the By-law, including registration and disbursements. These costs will be taken from the Planning - Sale of Road Allowance Expense (700-0-50292).

**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:** 23 Feb 2024  
**Re:** North Frontenac Parklands - 25 Years of Operation.

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Developments Administrative Report entitled "North Frontenac Parklands - 25 Years of Operation".

### Background:

On March 22, 1999 the first By-law was passed to authorize the establishment and operation of a Municipal Campground and the charging of fees for their use the North Frontenac Parkland's. The Ministry of Natural Resources (MNR) issued a Land Use Permit to the Municipality for the use of certain Crown lands pursuant to the Public Lands Act.

### Researched By:

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

### Comments:

March 22, 2024 marks 25 years of the operation of North Frontenac Parklands. Management of the Parklands is governed by the Township and continues to be an innovative collaboration between the Township, the MNR, and the Ministry of Environment, Conservation and Parks (MECP)

The Mission of the Parklands is to provide resource stewardship and maintenance of the Crown Lands within the Program and to provide a model of influence and public awareness for the necessity to conserve and preserve our natural resources.

To celebrate 25 years of North Frontenac Parklands staff is planning to implement the following initiatives:

- Invite past and present campers and visitors to share stories and memories of their times in North Frontenac Parklands. All submissions will be entered to receive a free weekend camping and a Parklands prize pack;
- The MCD will write an article on the history of North Frontenac Parklands and submit to the Frontenac News and post on our website;
- Share the news with our residents, visitors, Council and staff.

### 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:** 23 Feb 2024  
**Re:** Ontario Trillium Capital Grant - Snow Road Community Hall - Commercial Dishwasher & Stove

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Ontario Trillium Capital Grant - Snow Road Community Hall - Commercial Dishwasher & Stove";

**And That** Council approves the MCD's Application to the 2024 Ontario Trillium Capital Grant for 100% project funding;

**And That** Council directs the CAO to enter into a Funding Agreement with Ontario Trillium Capital Grant upon the Township's successful Application for 100% project funding;

**And That** Council directs the MCD to have the dishwasher and stove installed at the Snow Road Community Hall if the Application for Funding is successful.

### Background:

The Ontario Trillium Foundation (OTF) is an agency of the Government of Ontario and one of Canada's leading granting foundations.

The OTF Capital Grant funds improvement to community facilities and spaces. Capital grants provide funding over one year to help organizations respond to the capital needs of Ontario's communities. OTF Capital grants are a good fit for projects that update buildings, enhance spaces, and purchase fixed and non-fixed equipment

### Researched By:

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

### Comments:

The Snow Road Community Association (SRCA) has requested the Township, in partnership with the SRCA apply for the OTF Capital Grant for a Commercial Dishwasher and Stove with upgraded electrical to service these units. The SRCC sponsors many social events at the hall which include providing refreshments and or food preparation at the hall. The proposed appliances will enhance those activities, help their volunteers use time more efficiently, and lessen the burden put upon our volunteers to provide for guests.

The SRCA will assist the MCD with the Application to the OTF Capital Grant.

### **Financial Impact:**

It is estimated that the project will cost \$10,720 including the Township's portion of HST for the dishwasher, stove & electrical contractor.

If the Application for Funding is successful, the Ontario Trillium Capital Grant will cover 100% of the project's cost.

**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:** 23 Feb 2024  
**Re:** Crown Land Stewardship Program Annual Report 2023

**Recommendation:**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report and Presentation entitled "Crown Land Stewardship Program Annual Report 2023".

**Background:**

Management, operations and maintenance of the North Frontenac Parklands (NFPL) is governed by the Township of North Frontenac. The NFPL is an innovative collaboration between the Township of North Frontenac, the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) and the Ministry of Environment, Conservation and Parks (MECP).

**Researched By:**

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

**Comments:**

The 2023 Annual Report and Presentation are attached.

**Financial Impact:**

The 2023 Annual Report and Presentation are attached.

**Attachments:**

[2023 NFPL annual report - ACC](#)  
[2023 MNR PARKs GL StatementOfRevenueAndExpenditures](#)  
[2023 CLSP Annual Report- slideshow for council- ACC](#)



**North Frontenac  
Park Lands**

*Eastern Ontario's Backcountry Experience*

**North Frontenac Township  
Crown Land Stewardship Program**

**2023 Annual Report**

## The Program

Management, operations and maintenance of the North Frontenac Parklands (NFPL) is governed by the Township of North Frontenac. The NFPL is an innovative collaboration between the Township of North Frontenac, the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) and the Ministry of Environment, Conservation and Parks (MECP).

The mission of the NFPL is to “provide resource stewardship and maintenance of the Crown Lands and provide a model of influence and public awareness for the necessity to conserve and preserve our natural resources.”

Under the NFPL/MNDMNR/MECP partnership the Township of North Frontenac assumes management and operating maintenance responsibilities for approximately 160 active campsites on 11 lakes, 58 km of Crown Road, access points and 1 hiking trail located within the Township boundaries. Over 70% of the total geographic area of the Township is Crown Land.

Under the program the Township obtains funds from the sale of Camping and Road Access Permits which are reinvested into stewardship and maintaining the North Frontenac Parklands.

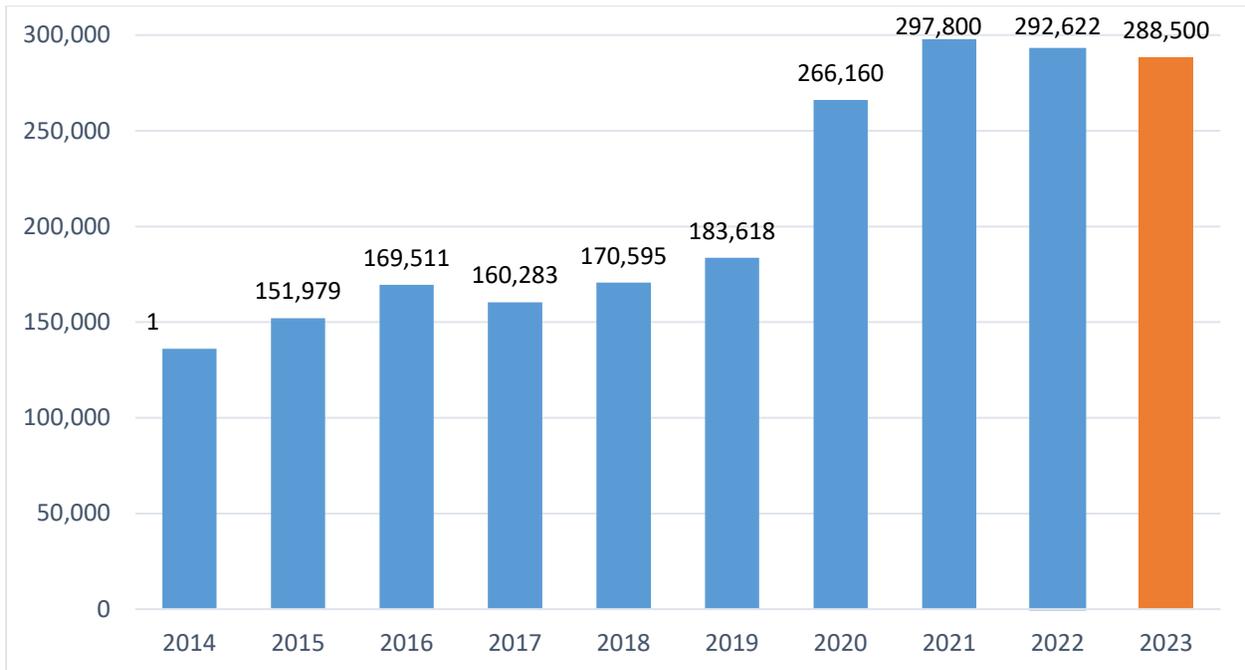
## Campsite Bookings

The total number of campsite bookings for 2023 = 5,054 compared to 2022 = 5,014.

## Revenue

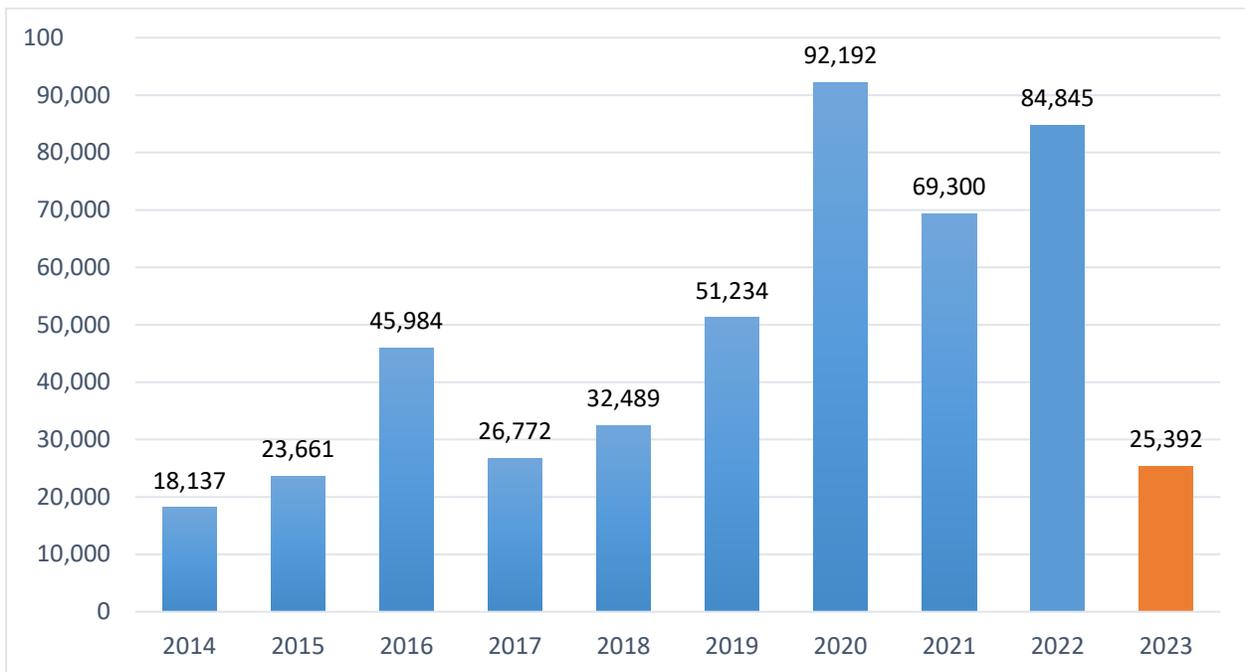
Permit Type	Revenue Collected	Revenue Collected
	2023	2022
Camping	\$243,156	\$246,220
Daily Road Permits	\$19,362	\$17,910
Weekly Road Permits	\$8,681	\$9,378
Seasonal Road Permits	\$9,875	\$10,234
Resident Seasonal Road Permits	\$7,426	\$8,880
Total Permit Sales	\$288,500	\$292,622

## All Permit Sales Summary 2010-2023 (Camping & Crown Road Access Permits)



Therefore, the 2023 CLSP sale were at a 1.41% decrease or \$4,122 less than 2022 totals.

## Excess of Revenues over Expenditures



The excess dollars of revenue over expenditures is placed into our Parklands Reserve Fund and shall only be used on future Parklands expenses, per the Agreement.

## Summary

The Crown Land Stewardship Program (CLSP) continues to enhance tourism opportunities in North Frontenac Township and assists in keeping the Crown Roads, Boat Launches and Campsites within the Program maintained. The Township continues to fund the program via the sale of Camping and Road Access Permits, which are required to be reinvested into the program, per our Agreement with MNDMNRF. The Program also receives funding on occasion from MNDMNRF.

In 2023 a new Partnership was formed between North Frontenac and the By-Town Motorcycle Association (BMA) similar to the ongoing Partnerships with Eastern Ontario Trails Alliance (EOTA) and Ottawa Valley ATV Club (OVATVC) to honour their trail permits on Crown Roads within the Parklands. In return they provide financial opportunities for the Program. In 2023 we received approximately \$25,000 worth of gravel and grading by EOTA for the Arcol Road, \$20,000 from OVATVC and \$6,500 from BMA as part of our first year Agreement with them.

Although there was a decrease in sales in 2023 compared to 2022, the difference is minor and the numbers seem to be stabilizing since the large surge in sales seen at the beginning of the Covid-19 pandemic. There were more bookings overall, however, the average trip was marginally shorter, resulting in less overall revenue.

There are two main contributing factors to the decline in excess of revenue over expenditures. There was the large expansion of the parking lot at the Crotch Lake Access Road boat launch. The second factor is personnel: as of 2023 OMERS is now available to all employees. There was also the creation of a new Clerical and Crown Land Stewardship Program Assistant position (CCLSPA), which is funded 50% through the Parklands (previously only 25%).

In 2023, along with maintenance, gravel, ditching and culvert replacements, we were able to purchase more equipment, expand the Crotch Lake Access Road (South End) Parking area and resurface several kilometers of the Arcol Road, within the Parklands.

Also, in 2023 the Township received a grant from the MNRF for debris clean-up to prevent flood and fire on Crown and non-Crown Land as well to support forest regeneration efforts. We hired a contractor to re-open several campsites and trails that were still in disrepair from the Derecho that staff could not complete in-house.

The CLSP continues to offer employment opportunities. All staff take pride in their work and take on a sense of ownership within the Program. In 2023 the Program employed three (3) full time seasonal positions (40 hours/week) and one part time seasonal position (32 hours/week) in the field as well as two (2) students for approximately 9 weeks (students continue to be teamed up with Employees and are taught valuable work and safety skills which they can take with them throughout the careers they choose). Also, the CLSP pays for a CCLSPA position year round. The employee dedicates half of their time (18.75 hours/week) dedicated to the Crown Land Stewardship Program assisting with enquiries from new and returning outdoor

enthusiasts, maintaining and updating the website and booking system, and performing other office tasks related to the program. The position continues to immensely benefit the Program and response time to enquiries. We continue to receive many positive comments from campers as to our efforts to provide excellent customer service at all times and take pride in the services we provide.

Employees continue to spend time educating campers in regards to campfire safety, stewardship of the land and rules and regulations regarding the CLSP. Campers continue to frequently comment that they are very pleased with the efforts of the municipality in providing an amazing recreational experience. The CLSP continues to maintain an outstanding reputation regarding the recreational opportunities and features provided via the Program and will continue to be a destination for outdoor enthusiasts throughout the future as efforts and enhancements to the Program continue.

The program welcomed campers in 2023 from Canada - Ontario, Quebec, Saskatchewan, Alberta, British Columbia, New Brunswick, Newfoundland, Nunavut, Nova Scotia, and Manitoba; United States – Pennsylvania, New York, Ohio, New Jersey, Maine, Florida, Maryland, North Carolina, Illinois, and Louisiana; and Bosnia and Herzegovina.

In 2023 campers and visitors continued to be responsible overall with the removal of their own garbage and left very little sign of usage on the campsites and boat launches within the Program. Most visitors continue to show pride in keeping our campsites and lakes clean.

## **Compliments Received in 2023 from Campers**

As mentioned above we continue to receive many positive compliments from campers regarding the CLSP. Some of the comments in 2023 include:

*“You folks are amazing.”*

*“Thank you for the wonderful service.”*

*“We had an amazing quiet and serene time and truly love the camping.”*

*“I just wanted to express how absolutely amazing the site was for this weekend camp site. I was a bit nervous going out the first time, not knowing how well maintained the sites would be. But I was happy to learn that they are topnotch. Thank-you for doing such an amazing job.”*

*“Thank you for keeping our sites so amazing year after year. I greatly appreciate it.”*

*“I appreciate the work the staff put into the park. The sites are always well maintained. The staff are always friendly and accommodating upon checking on the sites.”*

## **Complaints Received in 2023 from Campers**

- Noise/disruptive behavior (6)
- Fires not extinguished (3)
- Insects (2)

- ATV trail proximity to site (1)
- Post storm cleanup/tree issue (3)
- Fire Pit (1)
- Privy (2)
- Garbage/toilet contents left behind (4)
- Site not empty at check-out time (1)

## Future

We have proposed to increase staffing hours in 2024 by changing the part-time seasonal position to a full-time seasonal position (32 hours/week to 40 hours/week).

We are looking into potential expansion for road-side sites. Will be working with the MNRF and bring a proposal to Council in the future should this be practical.

Parking has been an on-going concern and we continue to work with the MNDMNRF to expand parking at Helen Lane Boat Launch on Big Gull Lake. Parking continues to be monitored in all other areas of the Program as well. We continue to await approval from MNDMNRF to expand the parking area at Helen Lane, previously approved by Council.

Roadway enhancements continue on the Crown Roads within the Program. Each year we add gravel to these roads to enhance them as much as possible. This remains a large priority within the programs.

It is hoped the MNDMNRF will be able to contribute some financial assistance to the CLSP in 2024 and beyond to help ensure continued safety, revenue, and sustainability of the Crown Roads, trails, boat launches and campsites throughout the Program.

Staff are excited about the upcoming 2024 camping season. It is always great to see many returning customers and we sincerely look forward to meeting new campers who will have the chance to enjoy our beautiful area for camping and recreational opportunities.

*Enclosure (1) Township of North Frontenac Statement of Revenue and Expenditures.*



## Township of North Frontenac Statement of Revenue and Expenditures

2/14/2024 12:57pm

Page 1

*Revised Budget  
For General Fund (01)  
For the Fiscal Period 2023-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
01-620-0-31035	Aggregate Revenue for Licence #1 \$	\$	\$	0.00 \$	736.00 0.00%
01-620-0-31620	Grant - E. Ont Trails Alliance	20,000.00	0.00	25,000.00	0.00 100.00%
01-620-0-31621	OVATV Club	0.00	20,000.00	0.00	20,000.00 0.00%
01-620-0-31622	BMA Association Contribution	0.00	0.00	0.00	6,500.00 0.00%
01-620-0-40000	User Fees	10,000.00	13,158.84	10,000.00	10,372.92 (3.73%)
01-620-0-40005	CLSP-OnRes MNR Permits Pd Onli	239,695.00	279,463.27	284,409.00	278,128.04 2.21%
01-620-0-40006	CLSP-OnRes Transaction Fees Col	20,000.00	24,963.00	20,000.00	26,229.00 (31.15%)
01-620-0-40200	Sale of Land/Equipment	0.00	0.00	0.00	3,250.00 0.00%
01-620-0-44400	Labour Charged to another Dept (i.	2,000.00	0.00	3,300.00	500.00 84.85%
01-620-0-44401	Mileage-1/2 Ton-Charged Back to	3,500.00	7,077.22	3,500.00	8,704.68 (148.71%)
01-620-0-45000	Contributions from Reserves/Reser	133,500.00	92,688.80	105,000.00	79,299.52 24.48%
<b>Total General Fund Revenues</b>		<b>\$ 428,695.00</b>	<b>\$ 437,351.13</b>	<b>\$ 451,209.00</b>	<b>\$ 433,720.16 3.88%</b>

**Expenditures**

01-620-0-50100	Salaries	\$ 150,000.00	\$ 141,943.93	\$ 146,450.00	\$ 161,947.18 (10.58%)
01-620-0-50105	Income Protection Year End Payout	0.00	0.00	1,285.00	0.00 100.00%
01-620-0-50108	Mechanic/Shop Rate Charged Back			15,000.00	11,925.00 20.50%
01-620-0-50110	Benefits - Health/Dental/Life	0.00	0.00	4,511.00	4,109.06 8.91%
01-620-0-50115	Boot Allowance	1,000.00	720.43	1,000.00	302.97 69.70%
01-620-0-50120	Mileage	100.00	268.40	100.00	478.04 (378.04%)
01-620-0-50130	Benefits - E.H.T. (Ministry of Financ	1,450.00	1,393.37	2,880.00	3,157.93 (9.65%)
01-620-0-50140	Benefits - W.S.I.B.	2,150.00	2,046.65	3,440.00	5,233.63 (52.14%)
01-620-0-50150	Benefits-Rec Gen(CPP & EI)Emplo	4,650.00	4,656.40	10,105.00	14,331.48 (41.83%)
01-620-0-50160	Benefits - OMERS	2,850.00	2,358.55	13,500.00	11,543.46 14.49%
01-620-0-50175	Contracted Services	0.00	0.00	0.00	248.04 0.00%
01-620-0-50200	Office Supplies and Stationery	2,150.00	1,909.73	3,100.00	2,684.13 13.42%
01-620-0-50205	Other Materials (Includes Shop Sup	1,000.00	693.74	1,000.00	1,347.78 (34.78%)
01-620-0-50207	Protective Clothing	900.00	725.96	900.00	856.03 4.89%
01-620-0-50230	Building Maintenance	3,550.00	1,863.44	4,050.00	4,699.65 (16.04%)
01-620-0-50260	Advertising	575.00	145.92	500.00	187.85 62.43%
01-620-0-50265	Promotions (Special Events)	0.00	0.00	0.00	129.44 0.00%
01-620-0-50270	Telephone (Includes Fax)	750.00	974.14	675.00	1,148.53 (70.15%)
01-620-0-50290	Legal Services	200.00	0.00	200.00	0.00 100.00%
01-620-0-50299	Other Services/Miscellaneous	4,500.00	0.00	4,500.00	1,611.41 64.19%
01-620-0-50330	Insurance	5,820.00	5,820.00	11,660.00	11,590.34 0.60%
01-620-0-50340	Computers	18,500.00	16,830.16	15,000.00	16,869.72 (12.46%)
01-620-0-50350	Training/Seminars	1,300.00	0.00	4,000.00	4,602.80 (15.07%)
01-620-0-50390	Dispatch/Communications	900.00	1,186.11	1,550.00	825.19 46.76%
01-620-0-50500	Bank Service Charges and Interest	15,000.00	19,454.46	20,000.00	20,207.49 (1.04%)
01-620-0-52360	Medicals/Drivers Abstract/CPIC	50.00	53.00	60.00	0.00 100.00%
01-620-0-52640	MNR Parks - Land Use Permits	900.00	391.83	900.00	397.47 55.84%
01-620-0-52641	MNR Aggregate Permit Fee	370.00	370.00	400.00	686.05 (71.51%)
01-620-0-52645	Consignment Paid to Permit Sellers	400.00	326.00	400.00	115.50 71.13%
01-620-0-52800	Access Points - Materials	83,000.00	4,080.58	83,000.00	36,620.99 55.88%
01-620-0-53009	P10-1 - 2010 Ford F150 - PWM - R	3,400.00	2,292.82	1,900.00	537.81 71.69%
01-620-0-53702	Repairs - 2019 Dump Trailer	250.00	56.23	250.00	122.50 51.00%

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2023-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
01-620-0-53808 P21-1 Repairs shared Roads/CLSP	900.00	1,142.13	1,300.00	1,355.16	(4.24%)
01-620-0-53908 Repairs - 2011 Jon Boat	500.00	0.00	500.00	0.00	100.00%
01-620-0-53909 Repairs - 2011 Boat Trailer (Jon Bo	400.00	244.48	400.00	0.00	100.00%
01-620-0-53912 Repairs - 2019 - 1/2 ton Truck	1,300.00	1,704.95	1,000.00	644.70	35.53%
01-620-0-53914 Repairs - 2019 - Boat	200.00	0.00	500.00	345.98	30.80%
01-620-0-53915 Repairs - 2019 - Boat Trailer	400.00	244.48	400.00	65.60	83.60%
01-620-0-53916 Repairs - 2018 - 15 HP Evinrude M	400.00	163.73	400.00	0.00	100.00%
01-620-0-53918 Repairs 25 HP Evinrude - 2019	400.00	1,907.36	400.00	533.23	(33.31%)
01-620-0-53919 MB21 - Repairs 16' Lund Jon Boat	200.00	702.14	500.00	658.90	(31.78%)
01-620-0-53920 MBT21 - Repairs Ezload trailer for 5	400.00	244.48	400.00	424.72	(6.18%)
01-620-0-53921 M21 - Repairs 25 HP Mercury Moto	600.00	294.34	400.00	562.77	(40.69%)
01-620-0-53922 M21-2 - Repairs 15 HP Mercury Mo	100.00	0.00	100.00	0.00	100.00%
01-620-0-53925 M22 - Repairs 25HP Mercury Motor	0.00	302.43	400.00	868.87	(117.22%)
01-620-0-54000 Equipment Replacement/Repairs	2,700.00	2,400.00	1,400.00	1,730.37	(23.60%)
01-620-0-54001 New Equipment for Health & Safety	600.00	616.07	600.00	656.33	(9.39%)
01-620-0-54100 Equipment Rentals	400.00	0.00	400.00	0.00	100.00%
01-620-0-54200 Fuel and Lube (Oil)	9,500.00	16,828.96	18,513.00	14,815.29	19.97%
01-620-0-54300 Vehicle/Equipment Licenses	700.00	695.25	700.00	265.25	62.11%
01-620-0-55501 Bridges and Culverts	500.00	0.00	500.00	0.00	100.00%
01-620-0-55502 Roadside Maintenance (Includes Br	10,600.00	56,082.62	600.00	0.00	100.00%
01-620-0-55504 Loosetop Maintenance	60,000.00	26,166.45	50,000.00	45,353.87	9.29%
01-620-0-55550 Safety Devices (Signs)	2,200.00	1,528.56	3,000.00	1,799.26	40.02%
01-620-0-58050 Capital Fund Expenditures	13,500.00	14,195.52	0.00	0.00	0.00%
01-620-0-58500 Contributions to Reserves/Reserve	0.00	84,845.33	0.00	25,392.39	0.00%
01-620-0-58600 Contributions to TCA Reserve Fund	16,480.00	16,480.00	16,480.00	19,730.00	(19.72%)
<b>Total General Fund Expenditures</b>	<b>\$ 428,695.00</b>	<b>\$ 437,351.13</b>	<b>\$ 451,209.00</b>	<b>\$ 433,720.16</b>	<b>3.88%</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

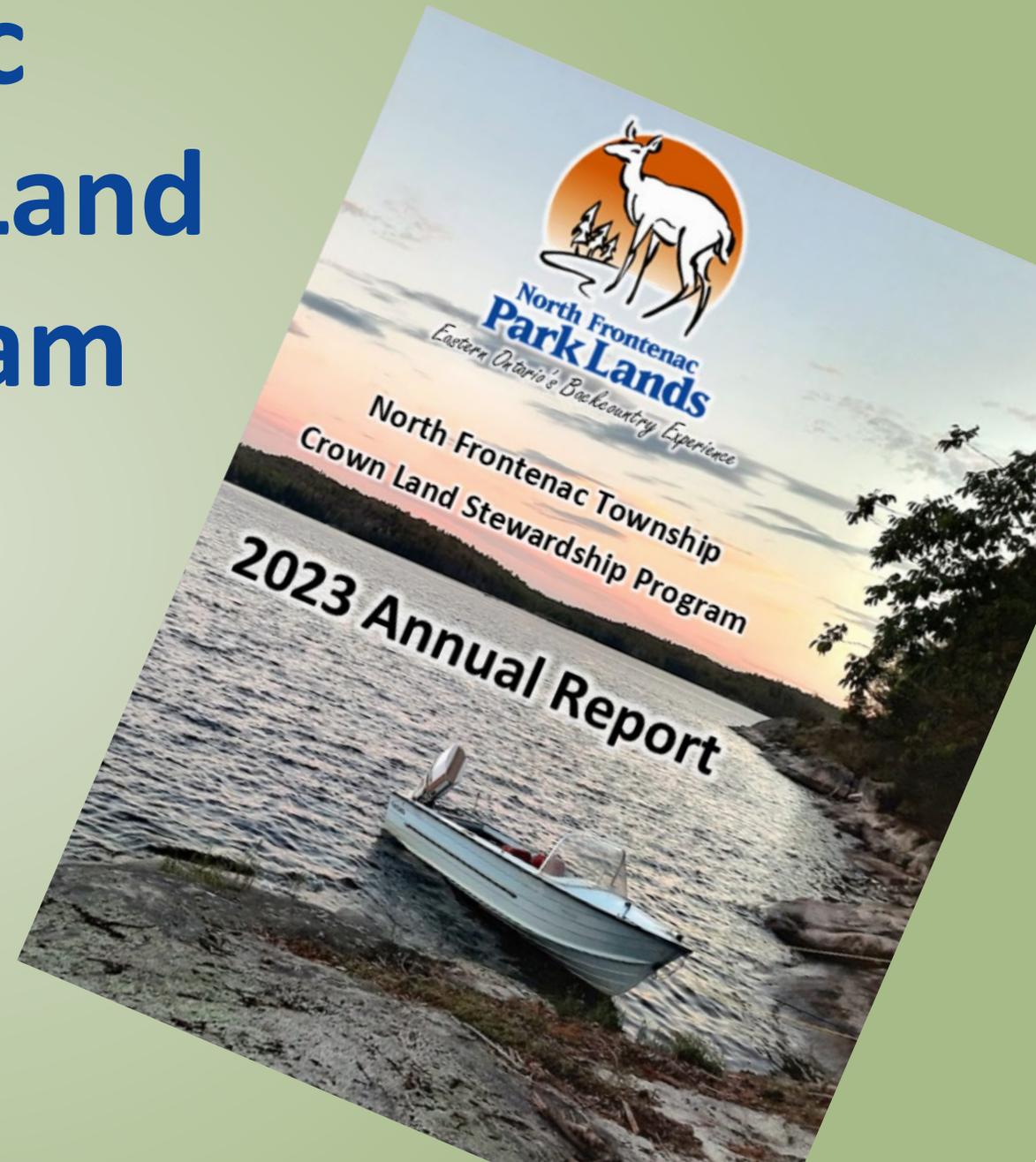
*For the Fiscal Period 2023-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 428,695.00	\$ 437,351.13	\$ 451,209.00	\$ 433,720.16	3.88%
Total Expenditures	\$ 428,695.00	\$ 437,351.13	\$ 451,209.00	\$ 433,720.16	3.88%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%

# North Frontenac Township's Crown Land Stewardship Program 2023 Annual Report



*Eastern Ontario's Backcountry Experience*





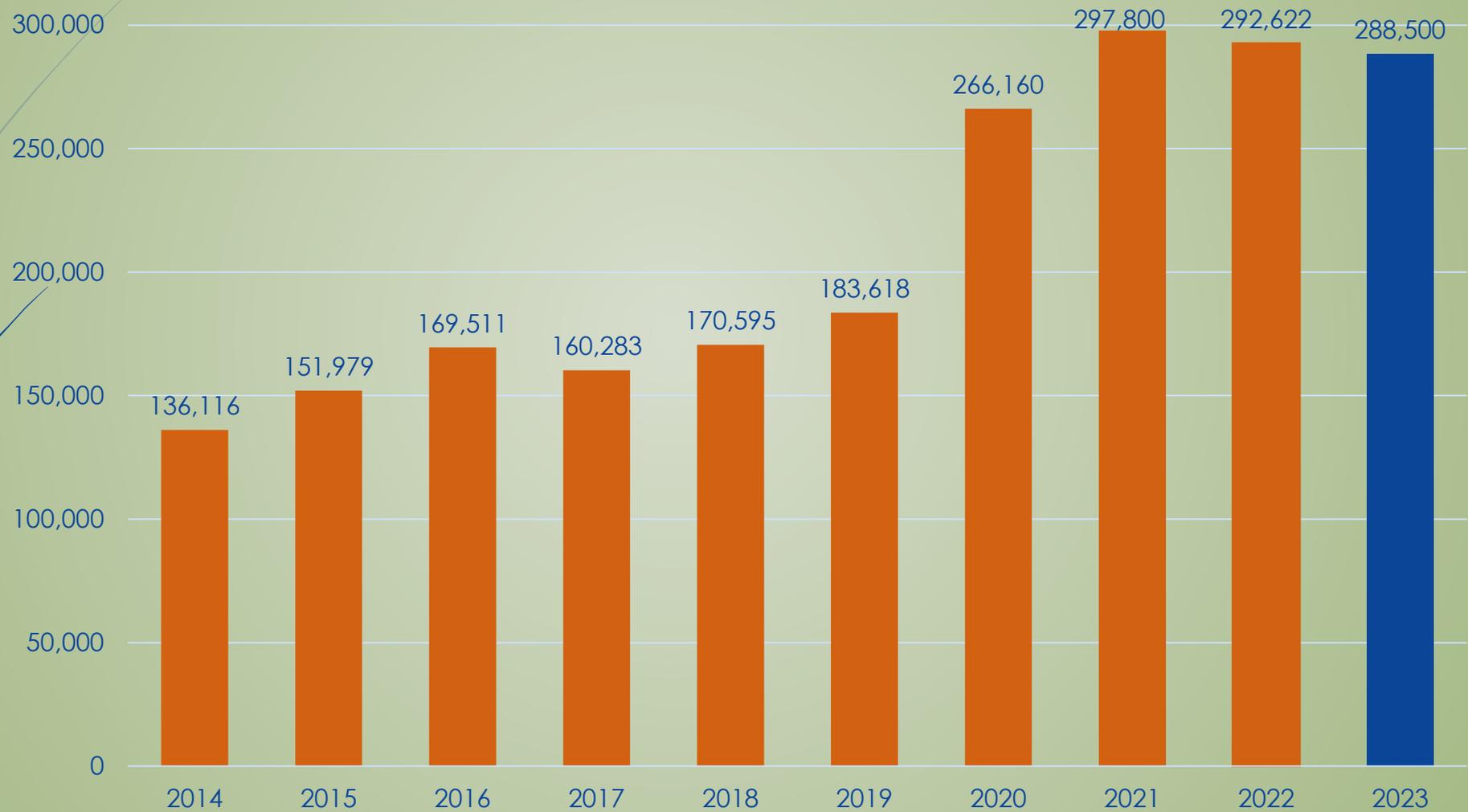
# The Program

- Governed by North Frontenac
- Collaboration with the MNDMNRF and MECP
- Mission: To provide resource stewardship and maintenance of the Crown Lands and provide a model of influence and public awareness for the necessity to conserve and preserve our natural resources
- 160 active campsites
- 11 lakes
- 58 km of Crown Road
- 1 hiking trail
- All funds from sales are reinvested into stewardship and maintaining North Frontenac Parklands

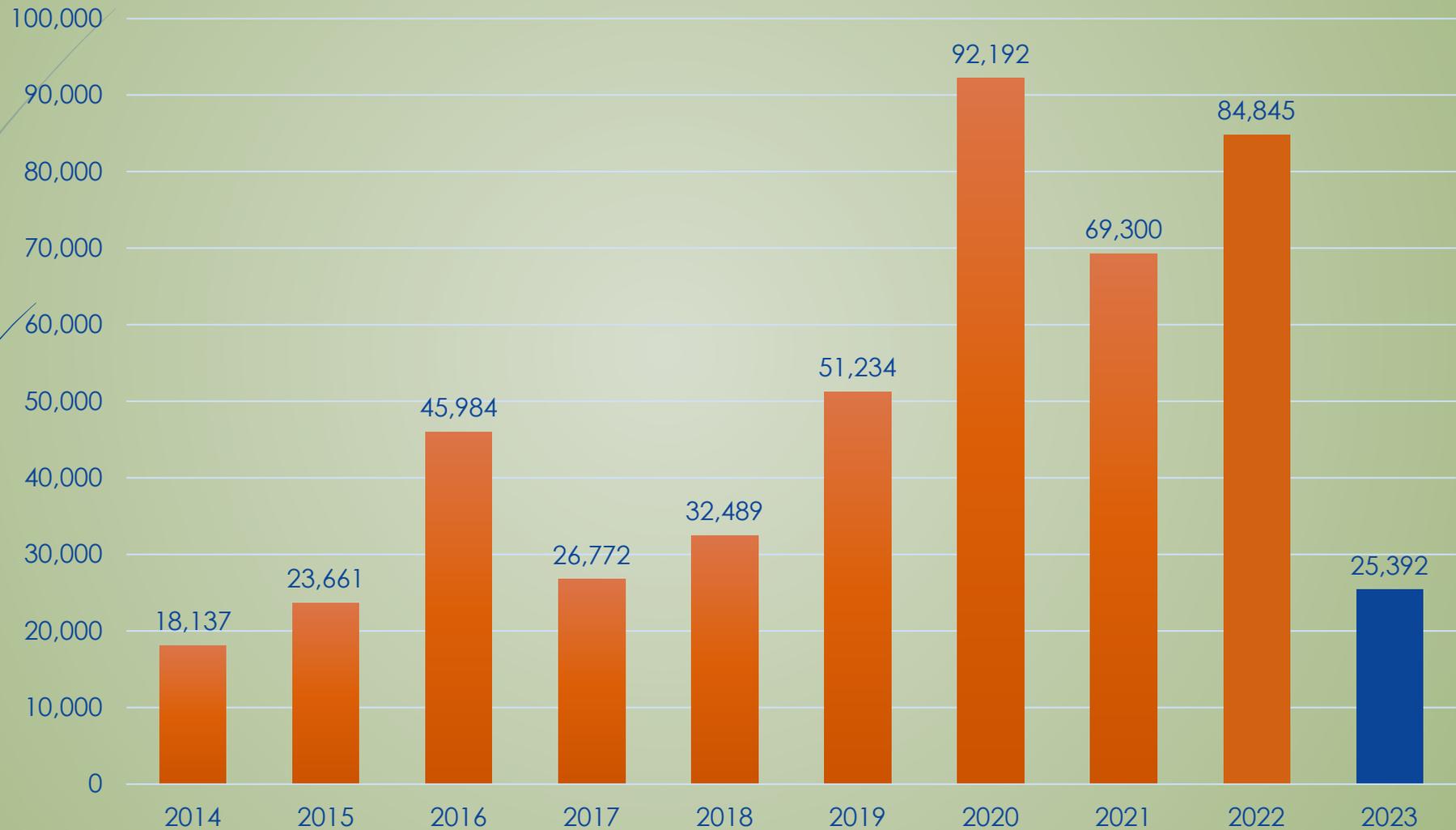
# 2023 Comparisons

Permit Type	Revenue Collected 2023	Revenue Collected 2022
Camping	\$243,156	\$246,220
Daily Road Access Permits	\$19,362	\$17,910
Weekly Road Access Permits	\$8,681	\$9,378
Seasonal Road Access Permits	\$9,875	\$10,234
Resident Seasonal Road Access Permits	\$7,426	\$8,880
Total Sales	\$288,500	\$292,622

# Permit Revenue Summary



# Excess of Revenues Over Expenditures





# Program Benefits

- ▶ Enhances tourism
- ▶ Visitors from:
  - ▶ Across Canada
  - ▶ 10 different states
  - ▶ Bosnia and Herzegovina
- ▶ Keeps Crown Roads and boat launches maintained
- ▶ Partnerships
  - ▶ Eastern Ontario Trails Alliance - \$25,000 worth of gravel and grading
  - ▶ Ottawa Valley ATV Club - \$20,000
  - ▶ By-Town Motorcycle Association (NEW) - \$6,500



# Program Benefits Continued

## ▶ Employment Opportunities

- ▶ 3 full time seasonal positions – 40 hours per week
- ▶ 1 part time seasonal position – 32 hours per week
- ▶ 2 student positions – 9 weeks
- ▶ 1/2 office position – 1 year round full time employee splits time with the administration department
- ▶ Camper education from staff
- ▶ A destination for outdoor enthusiasts



# Compliments

- ▶ *“You folks are amazing.”*
- ▶ *“Thank you for the wonderful service.”*
- ▶ *“We had an amazing quiet and serene time and truly love the camping.”*
- ▶ *“I just wanted to express how absolutely amazing the site was for this weekend camp site. I was a bit nervous going out the first time, not knowing how well maintained the sites would be. But I was happy to learn that they are topnotch. Thank-you for doing such an amazing job.”*
- ▶ *“Thank you for keeping our sites so amazing year after year. I greatly appreciate it.”*
- ▶ *“I appreciate the work the staff put into the park. The sites are always well maintained. The staff are always friendly and accommodating upon checking on the sites.”*



# Complaints

- Noise/disruptive behavior (6)
- Fires not extinguished (3)
- Insects (2)
- ATV trail proximity to site (1)
- Post storm cleanup/tree issue (3)
- Fire Pit (1)
- Privy (2)
- Garbage/toilet contents left behind (4)
- Site not empty at check-out time (1)



# The Future

- ▶ Proposed changes:
  - ▶ One part-time seasonal position to full-time seasonal
  - ▶ Expansion for road-side sites
  - ▶ Expanding parking
- ▶ Roadway enhancements
- ▶ Funding and Financial Assistance
- ▶ Continue to welcome campers to experience the beauty of North Frontenac Parklands

# Thank you Questions?



*Eastern Ontario's Backcountry Experience*



**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 23 Feb 2024  
**Re:** Blue Box Transition to Full Producer Responsibility Update

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Blue Box Transition to Full Producer Responsibility Update";  
**And That** Council approves the Public Works Manager or designate contacting local businesses and sources of blue box materials that are considered non-eligible, to assess the need for service and report to Council regarding options at a future meeting;  
**And That** the Public Works Manager will pursue negotiations with Circular Materials as the Producer Responsible Organization or their agents, summarize options available considering level of service implications and costing, and report back to Council for direction.

### Background:

The purpose of this report is to provide an update regarding the transition of the provincial Blue Box Program to full producer responsibility and describe the options and key decisions required during both the transition period and post-transition.

Council passed Resolution #325-23 on July 20, 2023:

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Blue Box Transition Update";  
**And That** Council approve Public Works Manager to initiate negotiations with the Producer Responsibility Organization (PRO) for an agreement(s) addressing blue box recycling services during the transition period and post-transition;  
**And That** Council approves the Public Works Manager to consult with Cambium to assist with forecasting and provide details for the negotiations;  
**And That** the Public Works Manager will report the status of the negotiations and provide a recommendation regarding an agreement(s) with the PRO to Council for consideration at a future meeting.

### Blue Box Regulation

On June 3, 2021, the Ontario Minister of Environment, Conservation and Parks approved [Ontario Regulation 391/21 Blue Box](#) under the [Resource Recovery and Circular Economy Act, 2016](#). The regulation shifts the responsibility for collection, hauling, processing and marketing of blue box materials, including related promotion and education activity, from communities to producers of paper products, packaging, and packaging-like products.

The regulation expands the residential Blue Box Program to all Ontario communities and most First Nation communities, standardizes the list of blue box materials collected across the province, mandates minimum service levels, and establishes diversion targets for blue box material.

The regulation is being implemented in two phases:

1. Transition (July 1, 2023 to December 31, 2025) this transition phase enables the producers to transition eligible communities and First Nation communities over a period of two and a half years.
2. Post transition (starting January 1, 2026) – the full producer responsibility program comes into effect including targets and standardization of blue box materials.

The Township of North Frontenac will transition on July 1st, 2025.

The regulation states what entities must be serviced by producers during the transition period and post transition. These entities are referred to as eligible sources. Eligible sources include:

- residential homes (permanent or seasonal)
- residential units in mixed use buildings
- multi-residential buildings (apartments and condominiums)
- schools (public and private, elementary to secondary, but not post-secondary)
- non-profit long-term care facilities and retirement homes
- public spaces (e.g., community parks, sidewalks)
- permanent or seasonal households within campgrounds and trailer-parks

Under the regulation, producers have no legal obligation to collect blue box material from non-eligible sources during or after transition as these sources are not captured in the Blue Box Regulation. Therefore, costs associated with providing collection to this sector (and related promotion and education (P&E), administration, and processing) will be the responsibility of the Township.

Non-eligible sources include:

- industrial or commercial properties (not including residential units on the property),
- not-for-profit organizations,
- municipal buildings or facilities,
- daycares,
- places of worship (not including a residential home on the property)
- campgrounds and trailer-parks for temporary stay, and
- commercial farms (not including a residential home on the farm property).

#### **Current Blue Box Service:**

The following provides a high-level description of the Township's current blue box services.

- The Township has six (6) blue box depots, with four (4) at landfills and two (2) at transfer stations.

- Currently there are no restrictions on residential and or commercial/institutional users accessing the blue box depots (other than being in North Frontenac).
- We have new larger bins for depot collection at each site, and the two stream process recently introduced (cans / plastic containers / glass and paper / corrugated card board). The bins are hauled to a facility in Napanee with in-house resources.

Currently, the Township pays the costs to collect, haul and process blue box materials. The Township's costs are submitted to the provincial Datacall each year. Under the current Blue Box Program, producers are required to pay approximately 50% of net blue box operating costs through quarterly payments from Stewardship Ontario.

### Researched By:

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

### Comments:

#### Producer Responsibilities and Community Options:

The PRO administering the new residential Blue Box Common Collection System (CCS) in Ontario is [Circular Materials](#) (CM), which represents most producers of blue box materials. CM has assumed responsibility for overseeing and managing procurement for the collection, promotion and education, and receiving/consolidating of blue box materials. Individual PROs are responsible for processing and marketing blue box materials. All Ontario communities must engage with CM to establish their new blue box system which starts on their transition date.

#### Transition Period

The Township of North Frontenac will need to decide between a number of potential options that are applicable to the transition period (until December 31, 2025):

- Option 1: Opt-in and continue to operate the blue box program on behalf of CM,
- Option 2: Opt-in and continue to operate the depot collection, but hand over responsibility for transportation and processing to CM,
- Option 3: Opt-out and hand over full operational responsibility of the blue box program to CM. CM will procure a service provider to ensure residents continue to receive blue box service.

All communities have access to agreements on CM's website to provide collection and P&E services as a contractor for CM during the transition period. Service to non-eligible sources may continue during the transition period with the full cost being paid by the Township.

Staff will be reviewing the applicable agreements and seeking clarification from CM on financial information to determine whether it is in the Township's best interest to pursue an opt-in or opt-out agreement.

#### Post Transition

Options 1 and 2 are potentially available post transition but terms and conditions would have to be negotiated. Option 3 represents the blue box service obligations for CM per the Regulation.

In accordance with the Regulation, we understand that CM must "operate at least as many depot collection sites for blue box material as there are depot collection sites for household garbage" and "have operating hours that are at least as accessible as the hours for depot collection sites for household garbage" in the eligible community where the residence is situated. In our case this would be six sites with the locations to be determined. There may be an opportunity to allow a CM or a subcontractor to access our depot location(s), but this will require negotiating a site access agreement or lease.

## **Eligible and Non-eligible Sources**

Our review of the Municipal Property Assessment Corporation (MPAC) property codes for the Township indicates there are 3,437 eligible sources and 84 non-eligible sources, or the non-eligible source usage rate is 2.39%. During the transition we understand there is an opportunity to negotiate with CM at the 2.39% rate to manage blue box materials from the non-eligible sources. Post-transition CM have indicated they are not interested in managing materials from non-eligible sources. Options for the Township include - providing a stand-alone blue box program for non-eligible sources, at how many sites, free or charge or with a user fee or not at all.

## **Next Steps**

CM has requested that all transitioning communities decide whether they wish to opt-in or opt-out of providing blue box services well in advance of their transition date. Therefore, staff will be reviewing the applicable agreements and seeking clarity from CM on financial information to determine whether it is in the Township's best interest to pursue an agreement or hand over operations of the blue box program to CM. Staff will pursue discussions with CM and report back to Council with recommendations considering anticipated level of service and financial implications through the transition period and beyond.

There are also other considerations to address as the Blue Box transition proceeds, including:

- Will the free bag tag per bag of blue box recyclables continue?
- Do we have surplus capital assets(ie bins) to dispose of?
- What is the impact on waste operations, site locations, hours etc?
- Updating the Waste and Recycling by-law?
- What services will be provided for non-eligible sources going forward?
- How will the Cloyne Site be managed given shared use with Addington Highlands?
- How will Waste Site access cards and CM's process be integrated?

## **Financial Impact:**

Financial implications and associated costs are unknown at this time. Level of service, costing and associated risk will be presented for the recommended options for Council's consideration.

**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:** 23 Feb 2024  
**Re:** Tax Sale – Proposed Advertising of Lands for Public Sale March 2024

### Recommendation:

**Be it Resolved That** Council receives the Treasurer's Administrative Report regarding Tax Sale – Advertising of Lands for Public Sale March 2024 for information purposes;

**And That** Council instructs the Deputy Treasurer / Administrative – Financial Coordinator (Tax Collector) to advertise for sale the one (1) property ready for Tax Sale as of February 2024.

### Background:

Under the provisions of the Municipal Act, 2001 when a property has two (2) years tax arrears owing, the municipality is entitled to sell the property. A warning letter is sent annually in November to ensure that the taxpayer is aware of the status of their property taxes.

These warning letters are sent in November of each year stating that if the two (2) years arrears and penalty are not paid, or satisfactory arrangements for payments made, by January 1st of each year that the municipality would instruct our Third Party Service (RealTax) to commence proceedings to sell the property for the tax arrears. A registered letter was sent to the property owner to advise that their property has been forwarded to RealTax to register a Tax Arrears Certificate as part of the Tax sale process. RealTax then sent Notices of Registration of Tax Arrears Certificate to the property owners along with anyone who holds / or previously held an interest in the property to explain that this property has begun the Tax Sale process. If the arrears are still not paid a Statutory Notice is then sent to the owner and all interested parties as a confirmation that the registration of the Tax Arrears Certificate was delivered to all interested parties as per legislation. A Final Notice is sent 280 days following to acknowledge that the one year period would be coming to an end and thus the time is drawing near to be able to arrange an Extension Agreement or pay the cancellation price to stop the process. This notice is sent to the owners within 30 days after 280 days have passed from the registration of the Tax Arrears Certificate and this serves as a last warning. This notice warns that the land will be advertised for public sale unless the cancellation price is paid or a satisfactory Extension Agreement is arranged before the expiry date between the municipality and the owner of the land.

RealTax has advised that we are prepared to proceed with the advertisement of one (1) property in February 2024.

### Researched By:

Sandra Lessard, Deputy Treasurer / Administrative – Financial Coordinator  
Kelly Watkins, Treasurer

### Comments:

The property owners have not made any effort to make arrangements with our office since the onset of this process nor have they responded to any correspondence from RealTax regarding the tax sale proceedings against their property. (i.e. Minimum of three years )

Therefore, one (1) property is being advertised for tax sale starting in February 2024.

### Financial Impact:

The estimated total Cancellation Price as of February 13, 2024 for the property to be advertised is \$9,634.92.

During the actual sale of the property if there are any excess funds collected over the cancellation price, these funds are forwarded to the Court per the Municipal Act, 2001 Section 380 (8) Forfeiture "If no person makes an application under subsection (4) within 10 years after the payment into court under subsection (2), the amount paid into court, together with accrued interest, is deemed to be forfeited to the Crown in right of Ontario, and the Public Guardian and Trustee may be paid that amount in the name of the Crown on filing a written request for payment out of court with the Accountant of the Superior Court of Justice in the form provided by the Accountant. 2017, c. 10, Sched. 1, s. 63 (6)".

Minutes of a Meeting of the Joint Health and Safety Committee (JHSC) of the Township of North Frontenac, held Wednesday February 7, 2024, in the Municipal Office, 6648 Road 506, Plevna, Ontario.

**Present:** Eric Korhonen, Occupational Health & Safety Coordinator (OH&SC)/Co-Chair, Katelyn Ronfeld, Chief Administrative Officer Executive Assistant; Co-Chair; Geoff Culp, Volunteer Firefighter and Sonia McLuckie, Administrative Assistant/Secretary.

**Regrets:** Gary Thompson, Waste & Recycling Lead Hand and Alex Surra, Volunteer Firefighter

**1. Call to Order**

Korhonen called the meeting to order at 9:05 a.m. as presiding Chair Person.

**2. Adoption of Minutes**

**a) Minutes of the JHSC Meeting dated November 16, 2023**

The JHSC Meeting Minutes dated November 16, 2023 were previously approved by the two (2) Co-Chairs, and were received for information by the JHSC. Minutes were received by Council at their Regular Meeting December 15, 2023 (Resolution #513-23).

**3. Business Arising From Minutes**

**a) Draft JHSC Monthly Inspection Report Forms:**

- **February 7, 2024 – Waste Facilities and Fire Stations;**
- **May 7, 2024 – Community Halls and Public Works Garages;**
- **August 12, 2024 – MNR Office/Garage**
- **Municipal Building and Annual Inspections**

The Committee discussed amendments to the General Monthly Workplace Inspection checklist for the Chief Administrative Officer’s approval. The proposed amendments include the following:

**Waste Facilities**

**Cloyne – Ompah – 506 – Plevna – Kashwakamak – Mississippi**

<b>Amend to add:</b>
<b>Hand Tools:</b> <ul style="list-style-type: none"> <li>• in good condition</li> </ul>
<b>Exit Ways &amp; Exit Lights:</b> <ul style="list-style-type: none"> <li>• areas not blocked (ex. main gate)</li> </ul>
<b>Smoke Alarms/CO2 Detector:</b> <ul style="list-style-type: none"> <li>• tested</li> <li>• working properly</li> <li>• check date</li> </ul>
<b>Fire Extinguishers:</b> <ul style="list-style-type: none"> <li>• inspection tags present</li> <li>• completed</li> </ul>

<p><b>Interior:</b></p> <ul style="list-style-type: none"> <li>• shelter heaters – clear of obstruction, working properly</li> <li>• eye wash station – present and filled, inspection tag present and completed</li> </ul>
<p><b>Naloxone:</b></p> <ul style="list-style-type: none"> <li>• present, not expired, two doses in kit</li> </ul>

<b>Amend to remove:</b>
<p><b>Hand Tools:</b></p> <ul style="list-style-type: none"> <li>• electrical tools/cords</li> </ul>
<p><b>Exit Ways &amp; Exit Lights:</b></p> <ul style="list-style-type: none"> <li>• exit lights</li> <li>• lights working properly</li> <li>• backup battery</li> </ul>
<p><b>Smoke Alarms/CO2 Detector:</b></p> <ul style="list-style-type: none"> <li>• remove smoke alarms</li> </ul>
<p><b>Fire Extinguishers:</b></p> <ul style="list-style-type: none"> <li>• up to date and working properly</li> </ul>
<p><b>Waste Disposal Site:</b></p> <ul style="list-style-type: none"> <li>• heaters working properly</li> </ul>

**Fire Stations**

**Barrie – Clarendon Miller – Ompah – Snow Road**

<b>Amend to add:</b>
<p><b>Naloxone:</b></p> <ul style="list-style-type: none"> <li>• present, not expired, two doses in kit</li> </ul>
<p><b>Fire Extinguishers:</b></p> <ul style="list-style-type: none"> <li>• inspection tags present;</li> <li>• completed</li> </ul>
<p><b>Water System/Well Cap:</b></p> <ul style="list-style-type: none"> <li>• Location (OH&amp;SC to update as provided by the Worker Reps completing inspections)</li> </ul>
<p><b>Generator:</b></p> <ul style="list-style-type: none"> <li>• Intake and exhaust clear</li> </ul>

**Clarendon Miller**

<b>Amend to add:</b>
<p><b>Interior:</b></p> <ul style="list-style-type: none"> <li>• radon system working properly</li> </ul>

**b) JHSC Certifications – Part 1 and Part 2.**

A JHSC Worker Representative has successfully completed both JHSC certifications and is fully certified.

The OH&SC commented that those interested in pursuing the JHSC certifications in 2024 would depend on the upcoming election of members and whether it gets approved by Council in the proposed 2024 budget.

Will be brought back to the next meeting after the member election for discussion.

#### 4. New Business

##### a) 2024 Occupational Health & Safety Act Green Books – Important Updates:

- **New requirements for construction projects, including changes to personal protective equipment.**
- **New legal requirements for life-saving Naloxone Kits in the workplace. This is one of the biggest health and safety updates from 2023, impacting many workplaces across Ontario.**

Provided for information purposes.

*Note: Secretary to order green books for 2024.*

##### b) JHSC Election 2025

The Committee determined at the meeting that the Townships 'Health and Safety Program' states that Elections are to take place every two (2) years. Therefore, the Committee will initiate the Election process in 2024, and will call for nominations. Results to be provided at the next JHSC meeting, being May 7, 2024.

##### c) Annual Review of Section #006 – Workplace Harassment Policy

Committee members reviewed, no amendments required.

#### 5. Communications

##### a) Workplace General Monthly Inspection Discrepancies – Pending Complete

Provided to the JHSC for information purposes.

##### b) Workplace General Monthly Inspection Discrepancies – Pending

OH&SC commented that the following pending discrepancies were completed on February 6, 2024, therefore are now complete.

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#### **Pending:**

##### **Clar-Mill Fire Station:**

Outdoor light above exit towards gas pumps is not functioning:

Email dated September 7, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, "An electrician will be replacing the interior wall lights at the Snow Road Fire Hall and will replace the exterior light above the man door on the east side of the Clarendon Miller Fire Hall (facing gas pumps)."

Email dated October 31, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, "The electrician has visited the fire hall and has ordered the light. We are awaiting the electricians return."

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**Annual Pending:**

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**Clar-Mill Fire Station:**

East side door exterior light not working:

Email dated December 6, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Keith Clancy has been contacted and will replace the exterior light as soon as practical.”*

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**Follow-Up (Monthly and Annual):**

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**Clar-Mill Fire Station:**

Outdoor light above exit towards gas pumps is not functioning:

Email dated October 31, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Clancy Electric has attended the fire hall and has ordered the replacement light. We are awaiting installation.”*

**Clar-Mill Fire Station:**

Outdoor light above exit towards gas pumps is not functioning and East side door exterior light not working:

Email dated January 24, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Clancy Electric has attended the Fire Hall, inspected and ordered the lights as identified. Exterior and interior. Due to the extenuating timeframe, the fluorescent lights have been replaced, while we wait for the LED lights as ordered to be delivered and installed. The Exterior light is also waiting delivery and installation.”*

Email dated January 24, 2023 from Clancy Electric stating, *“I currently have the LED light retrofit in the schedule for February 6th. We will also be repairing a couple of lights the same day on the outside as requested by the township.”*

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**c) 2023 Annual Workplace Inspection Checklist Discrepancies**

The JHSC received for information purposes the discrepancies list for annual inspections completed for **December 2023**. The following discrepancies were noted and completed:

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**Waste Facility:**

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**Ompah:**

OHS Board is missing mandatory Health and Safety Posters (“Prevention Starts Here” and WSIB 1,2,3,4) December 5, 2023:

Email dated December 6, 2023 from Darwyn Sproule, Public Works Manager stating, *“Done.”*

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**MNR Offices:**

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**Office Building:**

Access to electrical panel hampered by buildup of clutter and two fuel tanks not stored in flammable fuels cabinet (bottom of boats beside furnace)

Email dated December 7, 2023 from Brooke Ross, Manager of Community Development stating, *“everything has been relocated, free access to panel, completed.”*

**MNR Garage:**

Can of Kerosene not stored in flammable fuels cabinet (damaged can on work bench)

Email dated December 7, 2023 from Brooke Ross, Manager of Community Development stating, *“placed in cabinet, completed.”*

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**Garages:**

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**Ward 1:**

Pressure washer water supply lines not rolled up and secured to wall when not in use.

Email dated December 13, 2023 from Darwyn Sproule, Public Works Manager stating, *“pressure washer lines have been rolled up and reels have been ordered for the Ward 1 and Ward 3 Shops to provide a permanent solution. FYI we have a reel at the Ward 2 Shop and it works very well.”*

**Ward 2:**

OHS Board is missing mandatory Health and Safety Posters (“Prevention Starts Here”, “WSIB 1,2,3,4” and “Employment Standards”).

Email dated December 13, 2023 from Darwyn Sproule, Public Works Manager stating, *“Done.”*

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**Community Halls:**

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**Clardendon Miller:**

Multiple connected extension cords in Furnace room (plug end repaired with electrical tape at receptacle) resting on furnace ducts, unable to determine location of device receiving power.

Email dated December 7, 2023 from Brooke Ross, Manager of Community Development stating, *“cord removed, completed.”*

**Harlowe:**

Chairs stacked (10 high – over 6 feet in height) creating a hazard outside of restrooms, and access to electrical panels in basement impeded (tables, boxes, etc)

Email dated December 7, 2023 from Brooke Ross, Manager of Community Development stating, *“chairs now stacked 8 high, completed.” “everything has been relocated, free access to panel, completed.”*

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**Fire Stations:**

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**Clarendon Miller:**

East side door exterior light not working

Email dated December 6, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Keith Clancy has been contacted and will replace the exterior light as soon as practical.”*

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**d) Workplace General Monthly Inspection Discrepancies from November 1, 2023 – January 31, 2024.**

The JHSC Committee received for information purposes the discrepancies list for monthly inspections completed for **December 2023**. The following discrepancies were noted and completed:

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**Municipal Office:**

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Smoke Alarms/CO2 Detector – Manufacture date of October 31, 2013 – Out of Date and

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“Will be replaced tomorrow morning.”*

First Aid Kit – Not full but functional

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“replaced with brand new full kit and removed part kits.”*

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**MNR Offices:**

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**MNR Garage:**

CO2 Detector – Expired in 2021:

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“replaced CO2.”*

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**Public Works Garage(s)**

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**Ward 1:**

Hand Tools – Tool rest on bench grinder too far away from wheel

Email dated January 2, 2024 from Darwyn Sproule, Public Works Manager stating, *“adjusted.”*

**Ward 2:**

Comment – Health and Safety Board is up to date, however, one pocket has fallen off

Email dated January 2, 2024 from Darwyn Sproule, Public Works Manager stating, *“repaired.”*

**Ward 3:**

First Aid Kits – No Narcan

Email dated January 2, 2024 from Darwyn Sproule, Public Works Manager stating, *“I will get Narcan from the Assistant Fire Chief and place in the Shop.”*

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**Community Halls:**

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**Clarendon Miller:**

Smoke Alarms / CO2 Detector – Basement expired in 2014

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“replaced (Smoke/CO2 combo).”*

**Snow Road:**

Smoke Alarms / CO2 Detector – Alarm indicated low battery (in the new addition)

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“replaced (Smoke alarm only no CO2).”*

**Harlowe:**

Comment – Food stored in backroom is very disorganized and poses some tripping hazards

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“this is in a partial walk-in closet, I will speak with the Hall Committee to organize this.”*

**Barrie:**

Smoke Alarms / CO2 Detector – Alarm above kitchen door expired in 2020

Email dated January 3, 2024 from Brooke Ross, Manager of Community Development stating, *“replaced (Smoke alarm only no CO2).”*

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**Fire Stations:****Ompah:**

Exit Ways & Exit Lights – Exterior light from pumper personnel door not operating and Smoke Alarms / CO2 Detector – Expired in 2021

Email dated January 16, 2024 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“required a new bulb above the personnel door and the smoke alarm was replaced with a lithium unit. All deficiencies addressed.”*

**Snow Road:**

Exit Ways & Exit Lights – Exterior light on back door near container is not working and Interior Lighting – Side wall lights on back wall not working and lights above (tv)? still not working

Email dated January 16, 2024 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“the interior lights were not operating due to a tripped GFI outlet which has been reset. The interior light above the TV required a light bulb change. GFI reset. Light to be replaced, Captain Rutherford will advise when complete.”*

Email dated January 19, 2024 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“The lights have been replaced in the Snow Road Fire Hall above the television in the entrance area.”*

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The JHSC Committee received for information purposes the discrepancies list for monthly inspections completed for **January 2024**. The following discrepancies were noted and completed:

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**Community Hall(s)****Barrie:**

Main entrance emergency lights not working

Email dated January 15, 2024 from Brooke Ross, Manager of Community Development stating, *“requires new light or battery will investigate further and provide you information.”*

**Harlowe:**

Wheel chair access blocked by snow

Email dated January 15, 2024 from Brooke Ross, Manager of Community Development stating, *“completed snow removed.”*

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**Waste Facility****Cloyne:**

JHSC Board pocket dividers need to be reattached:

Email dated January 22, 2024 from Darwyn Sproule, Public Works Manager stating, *“Gary confirmed this has been addressed.”*

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**Fire Station(s)**

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**Barrie:**Exits blocked by Snow

Email dated January 25, 2024 from Casey Cuddy, Kaladar Barrie Fire Chief stating, “The Cloyne Fire Hall back doors were shoveled out a while ago.”

**Snow Road:**Exit blocked by snow

Email dated January 15, 2024 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, “The snow has been cleared in front of the exits at the Snow Road Fire Hall.”

**Clarendon Miller:**Fluorescent tube lights not working (14)

Email dated January 19, 2024 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, “the lights in the Clarendon Miller Fire Hall have been replaced.”

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**MNR Offices:**

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**MNR Office:**Snow on steps:

Email dated January 22, 2024 from Brooke Ross, Manager of Community Development stating, “completed, snow removed.”

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**6. Other Business / Round Table****a) Waste Facility:**

- A Worker Representative provided information concerning the Waste Facility recycling platform mesh walkway seems to be ‘springy’ when walking in the center. This may become a fall hazard.
  - The OH&SC advised that he would complete a site visit to observe and document the deficiency and provide direction once complete.

**b) Annual inspection reports:**

- It was asked that door codes for Fire Stations be added to the annual inspection forms;
- It was ask that eye wash stations be added to the annual report.

**c) Awaiting the approval of the proposed 2024 budget in regard to renewing our membership with OHS Insider.**

*Recommendation: The JHSC advises the CAO that Waste Facilities within the Municipality do not have tags on the Eye Wash Stations. Therefore we recommend that the Public Works Manager provide tags for each waste site facility to be placed on the eye wash stations. As per ANSI/ISEA Z358: plumbed emergency eyewash and eye/face wash stations should be visually inspected and activated every week. Equipment requires annual servicing to ensure effective operation.*

**7. Next JHSC Meeting Date**

May 7, 2024 @ 9:00a.m. main office meeting room.

**8. Adjournment**

The Meeting was adjourned by Eric Korhonen, Occupational Health and Safety Coordinator/Co-Chair at 10:22 a.m. until Tuesday May 7, 2024 at 9:00 a.m.; to be chaired by Katelyn Ronfeld, Co-Chair, or at the call of the Co-Chairs.

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Eric Korhonen  
Co-Chair

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Katelyn Ronfeld  
Co-Chair

Approved Minutes received by Council for information purposes on: February 23, 2024

Attached:

1. Recommendation to CAO

**Joint Health and Safety Committee**  
**NOTICE OF RECOMMENDATION**

**Date of Meeting:** February 7, 2024

<b>Recommendation No.</b>  1	<b>Submitted to:</b> Corey Klatt, CAO
	<b>Date submitted:</b> Thursday February 8, 2024
	<b>Department:</b> JHSC - Waste Facilities
<b>Re:</b> Waste Site Facilities and Eye Wash Stations	
<b>We recommend:</b> <p>The JHSC recommends to the CAO that Waste Facilities within the Municipality do not have tags on the Eye Wash Stations. Therefore we recommend that the Public Works Manager provide tags for each waste site facility to be placed on the eye wash stations. As per ANSI/ISEA Z358: plumbed emergency eyewash and eye/face wash stations should be visually inspected and activated every week. Equipment requires annual servicing to ensure effective operation.</p>	
<b>Reason(s) for recommendation(s):</b> <p>Eye Wash Stations should all have tags attached and signed every week that inspections have taken place to be in compliance.</p>	

Signed

Worker Co-Chair

Management Co-Chair



### Council Portfolios

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

#### Mayor Gerry Lichty

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

#### Councillor Wayne Good

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

#### Councillor Stephanie Regent

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

**Councillor Roy Huetl**

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

**Councillor Vernon Hermer**

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

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

**Deputy Mayor John Inglis**

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

## By-law # 2024-17

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

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

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

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

**Now Therefore** the Council of The Corporation enacts as follows:

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowances shall be sold to the adjoining owner(s) as follows:
  - a. **Part 2 on Registered Plan 13R-23059** as a lot addition to the lands described as PIN 36192-0196(LT) for the purchase price of \$7,456.35 plus \$969.33 HST for a total of \$8,425.68 (Shaws Lake);
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that Part of the said 66' original Road Allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that Part of the 66' original Road Allowance hereby permanently closed.
5. That Schedule "A" forms part of this By-law.
6. That Tony Fleming, legal counsel for The Corporation, is hereby authorized to amend Schedule "A" descriptions as may be required to carry out the intended transaction and finalize the registration of this By-law.
7. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.

**Read** a first and second time **February 23, 2024**.

**Read** a third time and finally passed this **February 23, 2024**.

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**



**Schedule "A"**

**All That Part** of the Shore Road Allowance abutting Shaws Lake in Front of Lot 10, Northeasterly Range, geographic Township of Miller, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23059.

# The Corporation of the Township of North Frontenac

## By-law # 2024-18

### Being a By-law to Establish as a Highway a Portion of River Road; and a Portion of Addington Road

**Whereas** the Municipal Act, 2001, S.O. 2001, c.25, Section 27 provides for a municipality to pass by-law in respect of a highway if it has jurisdiction over the highway;

**And Whereas** the Municipal Act, 2001, S.O. 2001, c.25, Section 31 provides that land may become a highway by virtue of a by-law establishing the highway;

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

1. **That** a road located in Part of Lot 24, Concession 2, Township of Palmerston, more specifically described as Part 2 on Registered Plan 13R-22953 is hereby established as a public highway;
2. **That** a road located in Part of Lot 29, Range B, Township of Barrie, more specifically described as Parts 5, 6 and 7 on Registered Plan 13R-23025 is hereby established as a public highway;
3. **That** this By-law be registered on title at the Land Registry Office in Kingston, Ontario; and
4. **That** this By-law shall come into force and take effect upon registration of this By-law.

**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 23, 2024.**

**Read** a third time and finally passed this **February 23, 2024.**

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

# The Corporation of the Township of North Frontenac

## By-law # 2024-19

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

**Whereas** Council passed By-law #2023-81 at their meeting on December 15, 2023, closing four road allowances and authorizing the land to be sold to the adjoining owners, it was determined there was an error in the legal description in Section 2 d. describing the lot addition land;

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

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

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

**Now Therefore** the Council of The Corporation enacts as follows:

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowances shall be sold to the adjoining owner(s) as follows:
  - a. **Part 5 on Registered Plan 13R-23008** as a lot addition to the lands described as PIN 36202-0090(LT) for the purchase price of \$1,881.92 plus \$244.65 HST for a total of \$2,126.57 (Palmerston Lake);
  - b. **Part 6 on Registered Plan 13R-23008** as a lot addition to the lands described as PIN 36202-0072(LT) and 36202-0047(LT) for the purchase price of \$7,810.15 plus \$1,015.32 HST for a total of \$8,825.47 (Palmerston Lake);
  - c. **Part 2 on Registered Plan 13R-23021** as a lot addition to the lands described as PIN 36183-0664(LT) for the purchase price of \$4,497.68 plus \$584.70 HST for a total of \$5,082.38 (Plevna (Sand) Lake);
  - d. **Part 1 on Registered Plan 13R-23032** as a lot addition to the lands described as PIN 36188-0106(LT) for the purchase price of \$25,151.50 plus \$3,269.70 HST for a total of \$28,421.20 (Mississippi River).
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66' original road allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that part of the 66' original road allowance hereby permanently closed.
5. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.
6. 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 23, 2024**.

**Read** a third time and finally passed this **February 23, 2024**.

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

## Schedule "A"

**All That Part** of the Shoreline Road Allowance adjacent to Part Lot 13, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Part 5 on Registered Plan 13R-23008 (Palmerston Lake);

**All That Part** of the Shoreline Road Allowance adjacent to Part Lot 13 and 14, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Part 6 on Registered Plan 13R-23008 (Palmerston Lake);

**All That Part** of the Road Allowance abutting Plevna (Sand) Lake, lying in front of Part of Lot 34, Concession 14, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23021 (Plevna (Sand) Lake);

**All That Part** of the Shore Road Allowance adjoining Lot 26, South West Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23032 (Mississippi River).

# The Corporation of the Township of North Frontenac

## By-law # 2024-20

**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 23, 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 23, 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 23, 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 23, 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 23, 2024.**

**Read** a third time and finally passed this **February 23, 2024.**

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**