

Regular Council Agenda

9:00 AM - Friday, January 12, 2024

Council Chambers

[Zoom Meeting Registration](#)

Page

1. Call to Order

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

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2. Approval of Agenda

- a) January 12, 2024

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

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Business Profile

None.

5. Presentations

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

8 - 39

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

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

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

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

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

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

[MRSSO Presentation](#)

[Public Works Manager - Administrative Report](#)

6. Delegations

- a) Rural Frontenac Community Services: Enabling Youth to Live Rural Life to its Fullest 40 - 46

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

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

[2023 North Frontenac Youth Presentation Final](#)

7. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 47 - 59

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

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

[December 15, 2023 - Council Agenda \(Public\) - Minutes](#)

[December 15, 2023 - Regular Council Agenda - Minutes](#)

[December 12, 2023 - Personnel and Audit Committee - Minutes](#)

8. Business Arising Out of Minutes

None.

9. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 60

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
None.

10. Council, CAO, and Managers' Administrative Reports

- a) Chief Administrative Officer: Confidential Complaint Files - 2023 Annual Report 61 - 62

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

[Confidential Complaint Files - 2023 Annual Report](#)

- b) Chief Building Official: Building Department Annual Activity - 2023 63 - 65

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

Construction Activity 2023”.

[Building Department Annual Activity - 2023 - Pdf](#)

- c) Clerk/Planning Manager: Amendment to the Sale of Land Policy - Road Closings 66 - 67

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Amendments to the Sale of Land Policy - Road Closings”;

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

[Amendment to the Sale of Land Policy - Road Closings](#)

- d) Clerk/Planning Manager: Planning Department Year End Report 68 - 71

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

[Planning Department Year End Report](#)

- e) Clerk/Planning Manager: Boundary Road Closing between North Frontenac and Lanark Highlands - Road Closing By-law 72 - 74

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

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

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

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

[Boundary Road Closing between North Frontenac and Lanark Highlands - Road Closing By-law](#)

- f) Clerk/Planning Manager: Proposed Amendments to the Notice Requirement Policy 75 - 81

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

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

[Proposed Amendments to the Notice Requirement Policy](#)

- g) Economic Development Task Force Proposed Potential Municipal Campground 82 - 100

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

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

[Municipal Campground - Pdf Presentation](#)

- h) Manager of Community Development: Community Grants Policy 101 - 125

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

And That based on the current Community Grants Policy Clarendon Central School will be required to submit an Application for funding annually for up to \$1,000 and directs the MCD to respond;

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

[Community Grants Policy](#)

- i) Manager of Community Development: 2024 Renewal of Annual Township Agreement with By-Town Motorcycle Association (BMA) 126 - 130

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2024 Renewal of Township Agreement with the By-Town Motorcycle Association (BMA)";

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

[2024 Renewal of Annual Township Agreement with BMA](#)

- j) Public Works Manager: Speed Limit By-law Update 131 - 132

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

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

- North Shore Road (revise existing 60 km/hr to 50 km/hr).
- Head Road (revise existing 60 km/hr to 50 km/hr).
- Smith Road (revise existing 60 km/hr to 50 km/hr, commencing 4.7 km from the intersection with Ardoch Road to the End).

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

[Speed Limit By-law Update](#)

- k) Public Works Manager: Road Needs Study Report - 2022 / 2023 133 - 221

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

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

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

[Road Needs Study Report - 2022 / 2023](#)

- l) Public Works Manager: Rebuild of Hammer Used on the Excavator 222 - 223

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

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

[Rebuild of Hammer Used on the Excavator - Pdf](#)

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

- a) Committee of Adjustment/Planning Advisory Committee 224 - 231

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

[November 27, 2023 - Committee of Adjustment - Minutes](#)

- b) Economic Development Task Force 232 - 234

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

[December 18, 2023 - Economic Development Task Force Notes](#)

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. 235 - 236

[Council Portfolios 2022-2026](#)

15. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 237 - 262

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 #2024-02
- By-law #2024-03
- By-law #2024-04
- By-law #2024-05
- By-law #2024-06
- By-law #2024-07
- By-law #2024-08

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

[2024-02 - Agreement with By-Town Motorcycle Association - Pdf](#)

[2024-03 - Community Grants Policy - Pdf](#)

[#2024-04](#)

[2024-05 - Borrowing By-law - Pdf](#)

[2024-06 - Public Notice Policy - Pdf](#)

[2024-07 - Amendment to Sale of Land Policy - Pdf](#)

[2024-08 - Road Closing - Pdf](#)

16. Public Forum

17. Closed Session

None.

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

None.

19. Confirmatory By-law

- a) Confirming By-law #2024-09

263

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

[2024-09 - Confirming By-law - Pdf](#)

20. Adjournment

- a) Adjournment of Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until February 2, 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.

2023 Re-Inspection Results






Lake	#
Canonto	2
Kashwakamak	23
Palmerston	9
Redhorse	1
Total	35

35 re-inspections were conducted on 4 lakes – Canonto, Kashwakamak, Palmerston, Redhorse

60% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;

12 systems were identified as having no concern, 22 systems requiring remedial work and 1 systems required replacement.

25 Inspections Completed on weekends



Participation

Fiberglass Tank – Under Cottage



Types of Systems

Class 1

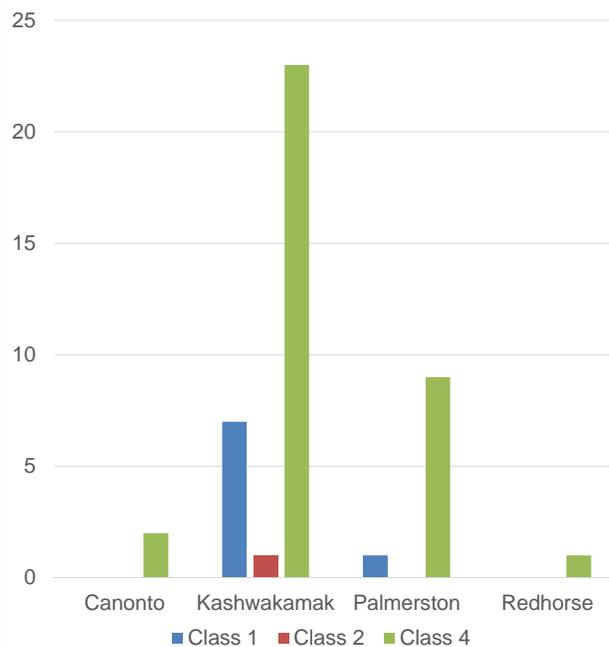
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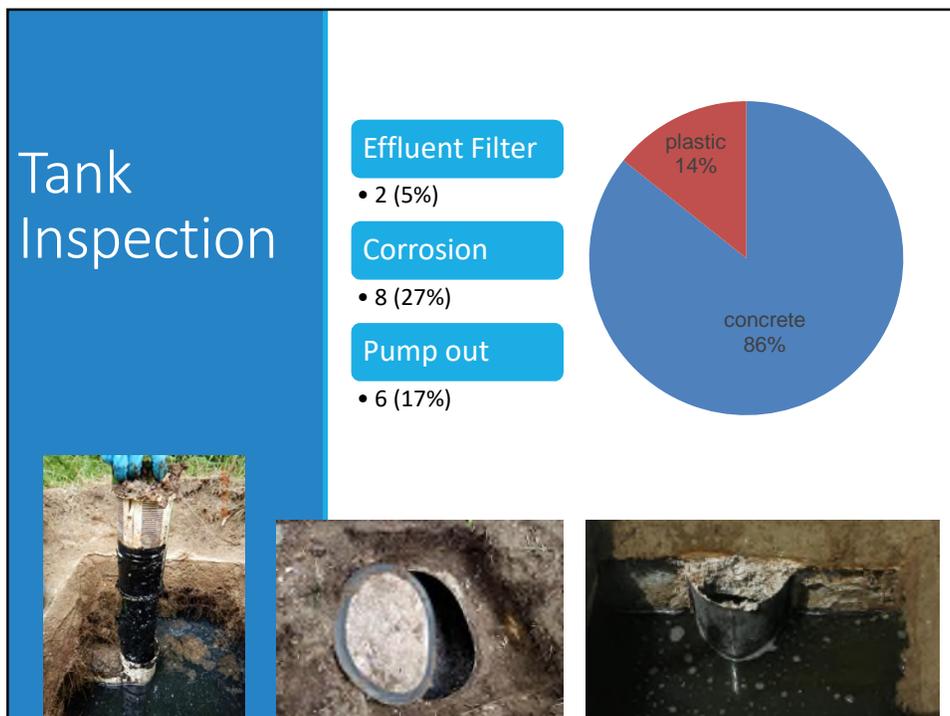
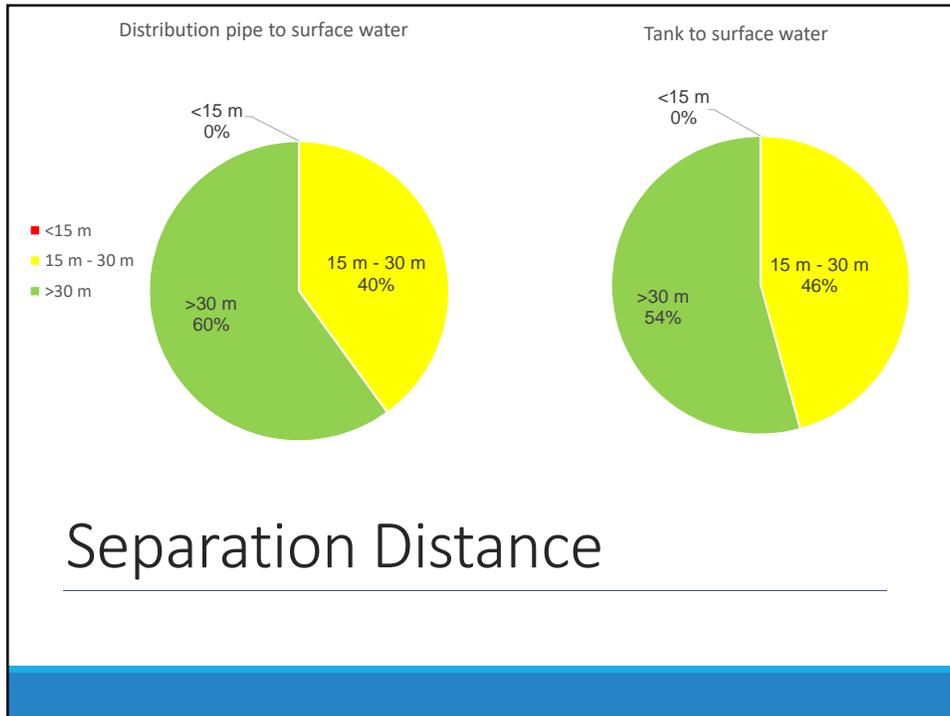
Class 2

- 1

Class 4

- 35





System Status – at the time of Inspection

No Concern

- No operational and/or maintenance issues identified.

Remedial Work

- Operational and/or maintenance issues were identified.

More Information Required

- One or more questions arose regarding the system(s)

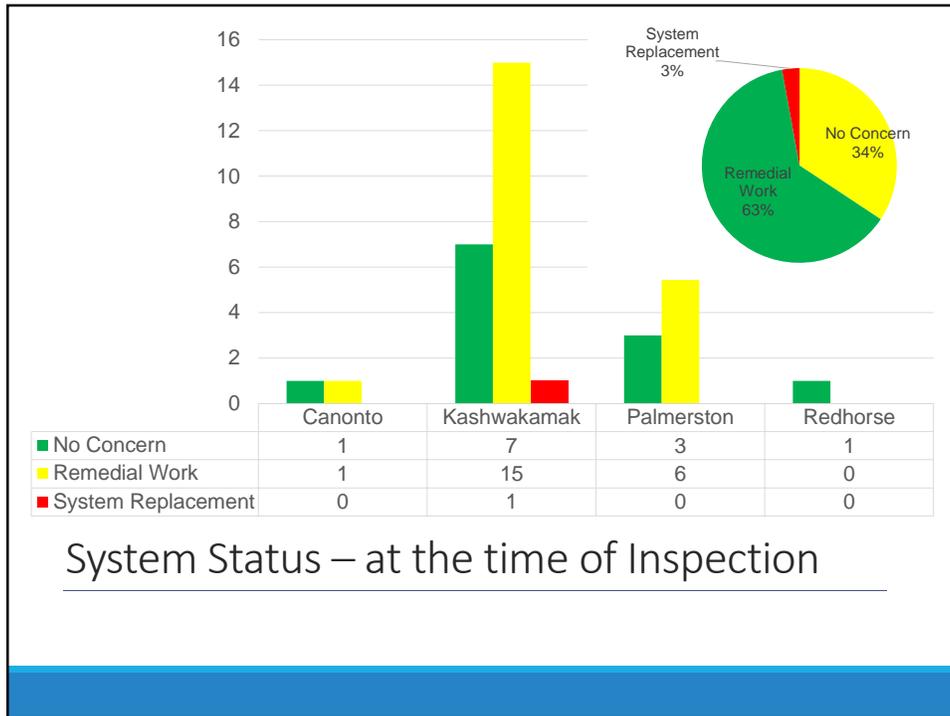
System Replacement

- On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.



Failed System – Biomat





Item	Number of Systems
Pump out	6
Baffles maintenance	4
Remove roots	4
Vegetation issues	1
Effluent Level	6
Monitor Corrosion	8
Total	33

*note, some systems have more than one maintenance issue.

System Deficiencies

Thank you



SEPTIC SYSTEM OFFICE

c/o Mississippi Valley Conservation
10970 Highway 7, Carleton Place, ON K7C 3P1
tel 613-253-0006 ext. 254 cell 613-913-7570 fax 613-253-0122
ekohlsmith@mvc.on.ca

Eric Kohlsmith
Septic Inspector



To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: 2023 Septic Re-Inspection Program and Proposed Program for 2024

Recommendation:

Recommendation

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

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

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

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

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

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

Background:

Starting in 2005, the Mississippi Rideau Septic System Office (MRSSO) provided a voluntary Septic Re-Inspection Program to North Frontenac Residents. This program provides septic inspections and education to residents residing on or around water bodies in North Frontenac Township.

On March 17, 2023 Council passed Resolution #147-23

Be It Resolved That Council receives for information the Public Works Managers Administrative Report entitled "2022 Septic Re-Inspection Program and Proposed Program for 2023";

And That Council approve the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2023 season;

And That Township staff will assist MRSSO arrange presentations regarding septic system operation and maintenance, for Lake Associations participating in the 2023 program;

And That Council approve the Public Works Manager (PWM) signing the 2023 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

And That Council instructs the PWM to place a copy of the 20223 Sewage System Re-inspection Program Report on the Township's Website;

And That Council discuss in 2023 a potential limited mandatory system being implemented for 2024;

And That the CAO invite the North Frontenac Lake Association Alliance (NFLAA), MRSSO, PWM, and other Townships to provide information.

Researched By:

Darwyn Sproule, Public Works Manager

Laura Manion, Public Works Administrative Assistant

Comments:

Earlier in the meeting, Mr. Eric Kohlsmith from MRSSO presented details regarding the 2023 season and summary of the 2023 Septic System Re-inspection Program Report (copy attached).

Briefly, the 2023 sewage system re-inspection program mailed out 562 property owner packages for the voluntary program. The program completed 35 re-inspections, up from 11 in 2022. Re-inspections were conducted on 4 lakes – Canonto, Redhorse, Palmerston and Kashwakamak Lakes.

Lake Name	Number of Inspections
Canonto	2
Redhorse	1
Palmerston	9
Kashwakamak	23

Approximately 34% of systems inspected had no sewage concerns. Interaction with property owners during the re-inspection was very positive with 60% of owners being present during the re-inspection.

Recommendations identified during the re-inspection program include:

- Continue with a re-inspection program.
- With the assistance of Township staff – arrange presentations for Lake Associations involved in the 2024 program and future years as this helps increase participation.

Financial Impact:

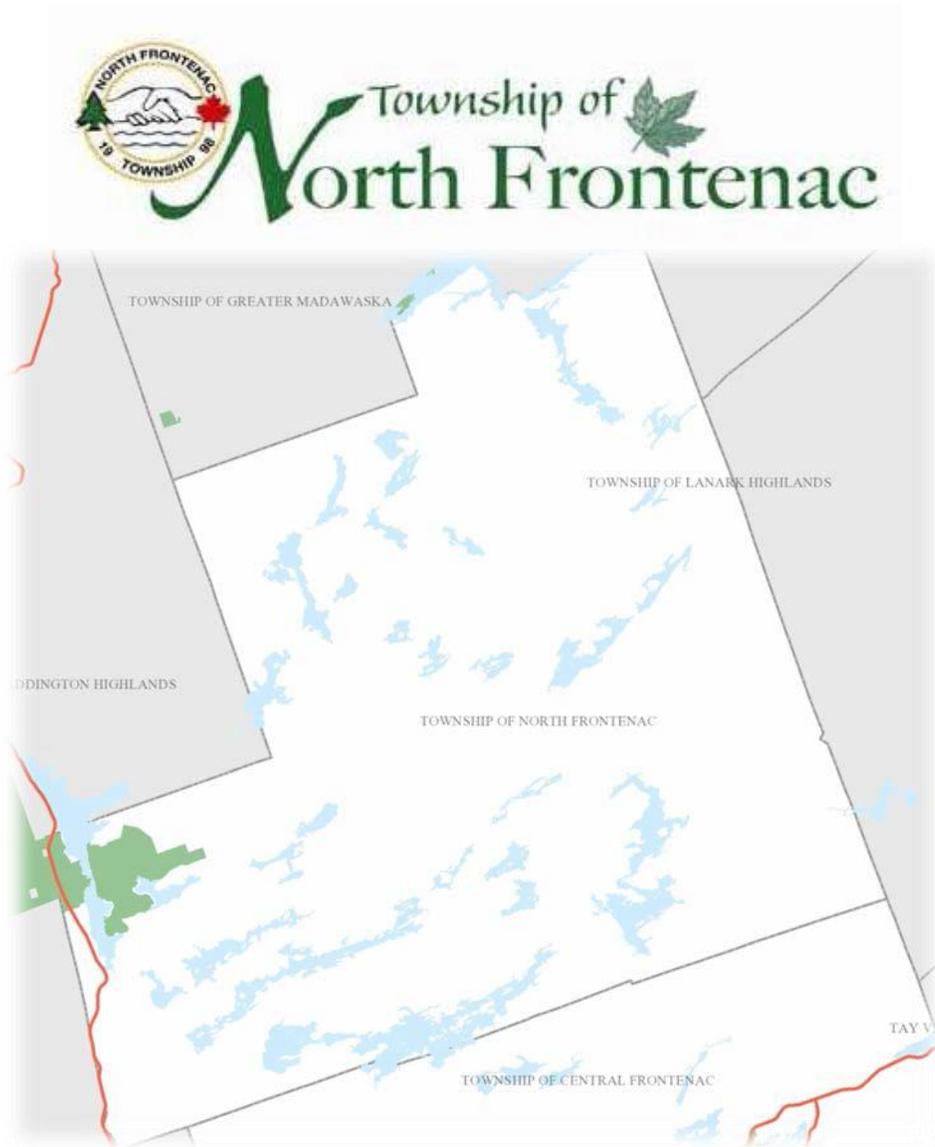
If the voluntary re-inspection program is approved for 2024, the required budget is approximately \$6,000. The actual cost for 2023 was \$5,175.

Attachments:

[2023 NF Re-inspection report](#)

2023

Sewage System Re-Inspection Program Report



Prepared For Township of North Frontenac
Prepared By Eric Kohlsmith
Mississippi Rideau Septic System Office
December 11, 2023



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Executive Summary

During the 2023 sewage system re-inspection program, 35 re-inspections were conducted on 4 lakes – Canonto, Kashwakamak, Palmerston, and Redhorse. Five hundred and sixty-two (562) Property Owner Information packages were mailed.

Participants were asked to return the questionnaire included in the information package to the Mississippi Rideau Septic System Office (MRSSO). Appointments were provided on a first come first served basis. All returned questionnaires, that did not request an appointment, were scheduled an appointment and the property owner notified approximately one week in advance.

Twenty-one (21) out of thirty-five (35) properties owners (60%) were present onsite for the re-inspection appointment.

The table on the right is a breakdown of the number of inspections completed per lake. As a result of the program, twelve (12) properties were identified as having no concern, twenty-two (22) properties require remedial work, and one (1) property was identified as needing system replacement for the 2023 season.

Lake	Completed
Canonto	2
Kashwakamak	23
Palmerston	9
Redhorse	1
Total	35

The inspections began on July 22, 2023, and the last inspection was completed on October 15, 2023. Twenty-five (25) of the inspections were completed during weekend appointments.

1.0 Introduction

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is integral to the continued life of the system. A Sewage System Re-Inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system.
2. A proactive approach to identifying risks to human health or the natural environment.
3. A database of inspected existing septic systems that can be used as a planning tool for municipalities.

Malfunctioning on-site sewage systems can have both human health and environmental impacts beyond the property on which it is located. Nutrient and bacteria rich effluent can travel through soil and rock fractures to surface water bodies, and ground water sources. Contamination of surface water can cause excess aquatic plant growth, depletion of oxygen in lakes, and alteration of the natural habitat of fish. Ground water contamination can cause drinking water to be boiled, sickness and even death. This makes it crucial that property owners be aware of the location and operation of the septic system. Under the Ontario Building Code, it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding communities.

The current re-inspection program combines homeowner education about septic system operation and maintenance with an inspection component. An effective follow-up procedure is essential to ensure that the program effectively manages identified sewage system problems.

The authority for the Mississippi Valley Conservation and Rideau Valley Conservation Authority, and other enforcement agencies, to conduct inspections of potentially unsafe sewage systems is provided by BCA s.15.9(1). The program Authority can be found in Appendix D.

The Ministry of Municipal Affairs and Housing amended the Building Code Act and the Ontario Building Code for a Sewage System Maintenance Inspection Program (Appendix E) in 2011. The Maintenance program is developed to help protect drinking water, the natural environment and support the implementation of the Clean Water Act.

In 2023, property owners were contacted in July, requesting their participation in the sewage system re-inspection program. A site visit was made, and a tank inspection and visual inspection of the leaching bed were completed if the property

owner returned correspondence to the MRSSO. If there were situations requiring further attention, a copy of the sewage system re-inspection report would be provided to the Chief Building Official for enforcement accordingly.

The results for the 35 inspections completed were compiled and this report is the culmination of those efforts.

2.0 Program Initiation

2.1 Criteria for Selection of Properties

North Frontenac Township identified areas to be re-inspected based on historical re-inspection data and building permit information. Requirements for inclusion in the voluntary sewage system re-inspection program were determined to be waterfront properties. North Frontenac Township staff provides the list of selected properties for participation.

2.2 Re-Inspection Protocol

After receiving the participant list, an information package is mailed out to each property owner informing them of the re-inspection program, what their participation would entail, a description of the inspection to take place and a two-sided questionnaire to be completed by the homeowner and returned to our office (Appendix A).

Once a participant has contacted our office, either by returning the questionnaire, calling, faxing, emailing, or filling out our online form, the information is recorded in the database under four different categories:

- Questionnaire returned with appointment,
- Questionnaire returned without appointment,
- Appointment without a questionnaire,
- Removed from list (permit number or reason recorded)
 - 24 removed,
 - 5 - properties previously re-inspected
 - 2 - vacant properties
 - 15 - newer systems (2014 and newer)
 - 1 - focus should be on Crown land camping sites
 - 1 - no comment
- No Response

As stated in our information package (Appendix A), appointments are first come first served basis. Once the appointments made by property owners are scheduled, returned questionnaires without appointments are scheduled and the property owner notified of the appointment approximately one week in advance. The MRSSO goal is to schedule 10 appointments per day.

The tank inspection was deemed to be an invasive component of the re-inspection program, one which could potentially result in controversy if conducted without the permission of the homeowner. Permission was considered granted by receipt of a completed questionnaire or arranging an appointment. If explicit permission had not been granted, then the re-inspection was not conducted. A detailed description of a visual and a tank inspection can be found in Appendix C. If any doubt remained about the location of the sewage system, then more information was requested of the homeowner.

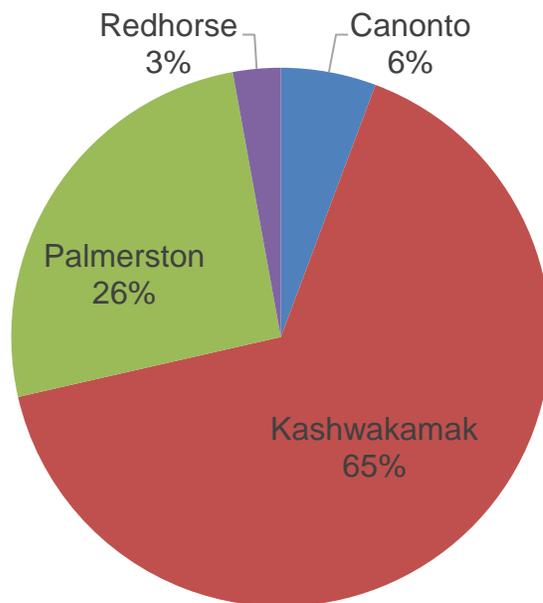
The re-inspection program in North Frontenac Township is a voluntary program. Five hundred and sixty-two (562) Property Owner Packages (Appendix A) were mailed to perspective participants.

3.0 Results and Discussion

3.1 Distribution of Sewage System Re-Inspections

The sewage system re-inspection program completed 35 re-inspections. The four (4) lakes involved this year were Canonto, Kashwakamak, Palmerston and Redhorse. (Figure 1).

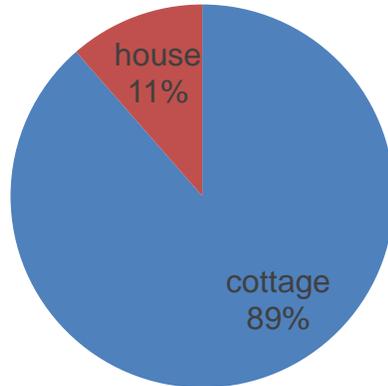
Figure 1 - Number of Properties per Lake



3.2 Property Use

As part of the questionnaire sent to property owners (Appendix A), it is requested that owners classify their property as either Cottage (seasonal), House (residential), Business (commercial) or Farm (Agricultural). Thirty-one (31) properties were identified as a cottage and four (4) as a house.

Figure 2 - Property Use

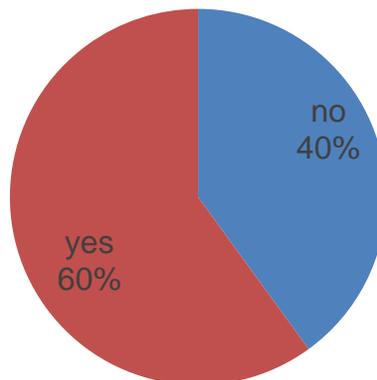


3.3 Property Owner Present

By interacting with property owners, we can create awareness of the importance of properly functioning on-site wastewater treatment systems. In 2023 we continued to build upon our experience from previous seasons. All returned questionnaires, that did not request an appointment, were scheduled an appointment and the property owner notified approximately one week in advance. It was noticed that most property owners were accommodating of this appointment and would be present.

During the 2023 re-inspections, 21 out of 35 property owners were present for the re-inspection of the onsite sewage system.

Figure 3 - Property Owners Present



3.4 Class of Sewage System

There are 5 classes of wastewater treatment systems identified in Part 8 of the OBC as outlined below.

Class 1 - Earth Pit, Vault, Pail and Portable Privies, Composting Toilets

Class 2 - Greywater Systems

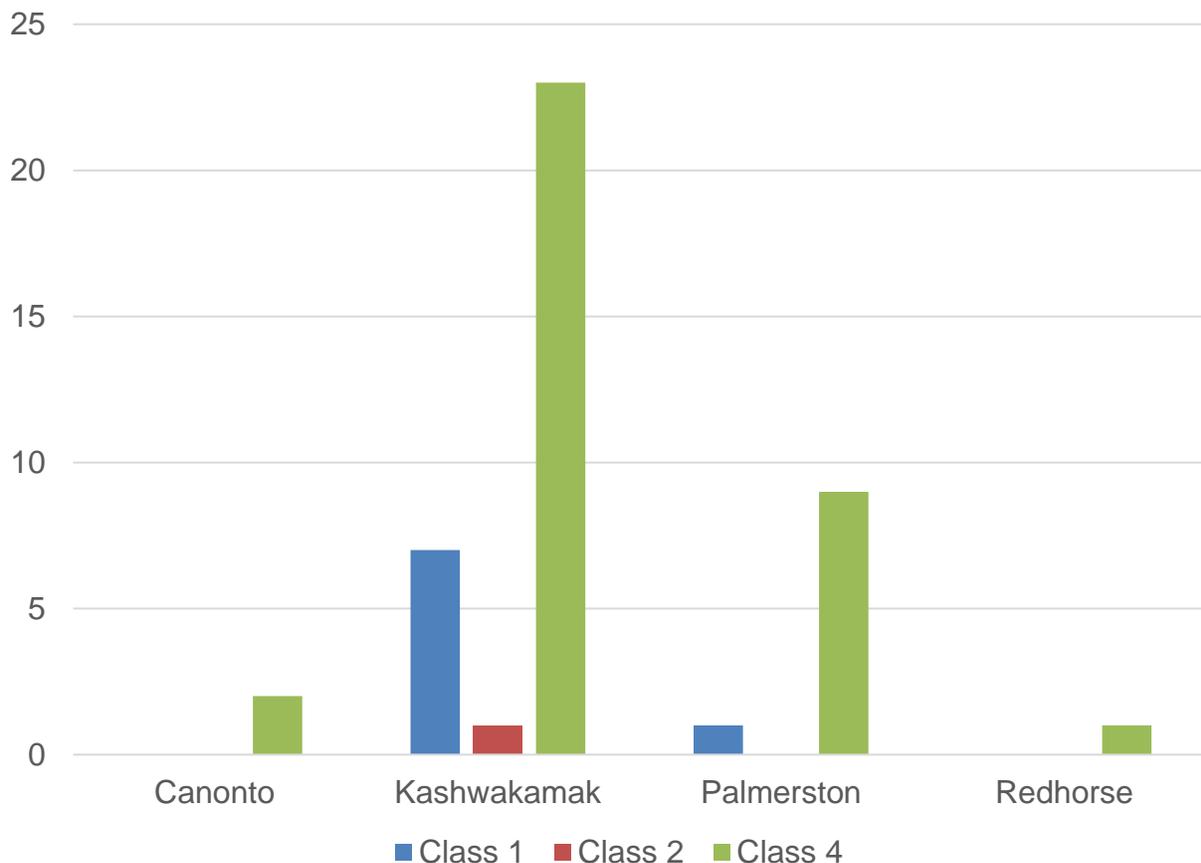
Class 3 - Cesspools

Class 4 - Septic Tank and Leaching bed

Class 5 - Holding Tanks

Figure 4 displays the sewage system class distribution for each property where it was known, either from the visual inspection, or from information provided by the homeowner. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types of Class 4 system.

Figure 4 - Septic System Class



It is not uncommon, and many times necessary, for properties to have more than one class of system present on the property. For instance, if the primary class of system is a privy (Class 1) then generally a greywater pit (Class 2) system is required for greywater treatment (sinks, showers, laundry,...). Eight properties had a Class 1, and one property had a Class 2 system on site. It is strongly recommended that property owners with a Class 4 or Class 5 system direct all sources of greywater to that system; unless they have an approved Class 2 system – most are not. All types of systems were analyzed separately; therefore, there was more types of systems than properties.

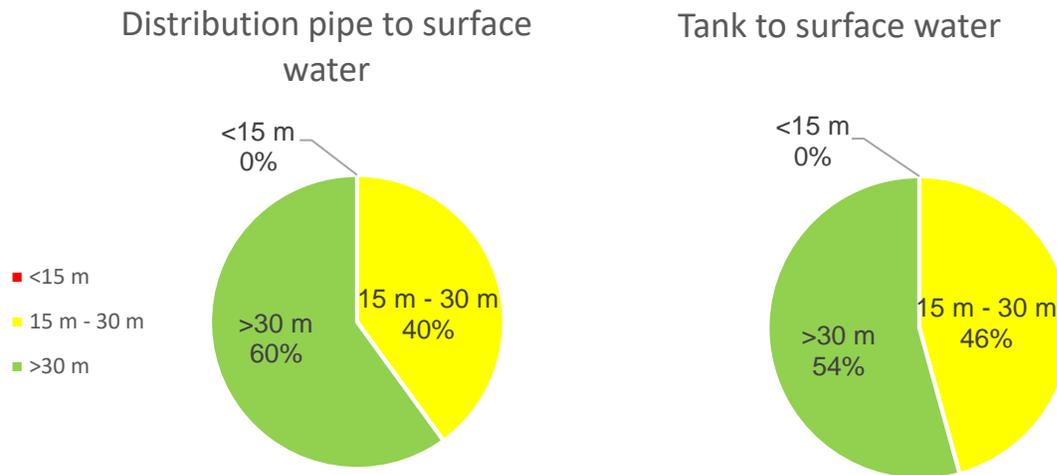
3.5 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 5 represents the separation distance measured from septic/holding tanks and distribution pipe to surface water. The measurements were sorted into three categories:

Private property:

- Less than 15m (<15m) – Does not meet OBC.
- Between 15m – 30m – Meets OBC but does not meet Zoning Bylaw requirements.
- Greater than 30m (>30m) – Meets OBC and Zoning Bylaw requirement.

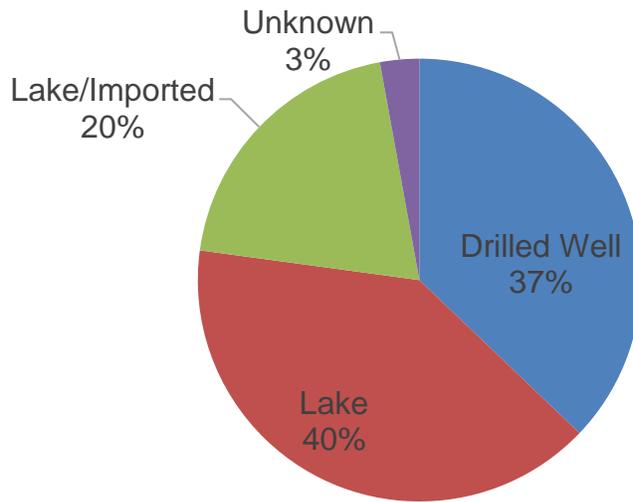
Figure 5 - Separation distance between Sewage Systems and Waterline



3.6 Wells and Drinking Water

Information was also collected during the field inspection on the drinking water source for the property. During the visual inspection, if a pipe pumping water from the water body was visible, and no well was located then the water source was assumed to be the lake (or river) and recorded as such. If no pipe was visible and a well was located, then the water source was recorded as a drilled well. Information provided by the homeowner would be more accurate than that found during the visual inspection and is preferable to identifying the water source on-site.

Figure 6 - Identified Water Source

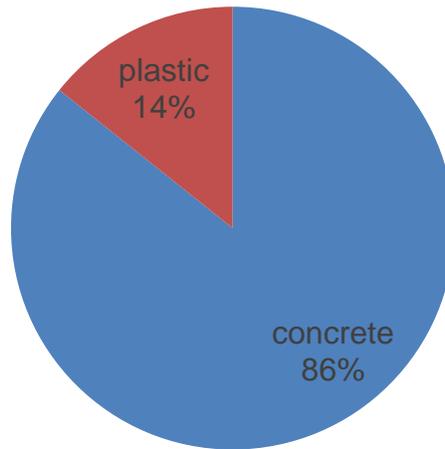


The KFL&A Public Health has free water testing available for residential properties, and water bottles are available for pick up at the satellite office in Cloyne. However, many people continue not to test their drinking water regularly.

3.7 Tank Inspection

The material of the tank was either provided by the property owner, determined when excavated or by using a soil probe to locate the tank and judge the material by the contact with the probe and the sound/feel it created. Tank information was available for all thirty-five (35) properties. Figure 7 shows the breakdown for the common tank materials found: concrete and plastic.

Figure 7 - Tank Material



Gases in a septic, that are produced by the breakdown of sewage, can react with the concrete causing it to corrode. **27%** of concrete tanks inspected had signs of concrete deterioration due to corrosion. The corrosion can impact the proper operation of the tank by causing baffles to fall off, partition walls to crumble, and/or effluent to escape around the outlet pipe. The structural integrity of the tank can also be compromised creating a safety hazard.



Illustration 1 - Concrete Corrosion Around Outlet Baffle

Two (2) septic tanks were found to have effluent filters installed. Effluent filters are generally a plastic screen with narrow slots (1.6 mm opening) which allows the effluent to pass through and helps retain solids in the tank. Effluent filters can also improve the effluent quality by providing a place for bacteria to grow. The combined effect means lower strength effluent entering the leaching bed extending the life of the system. The OBC requires an effluent filter in all new systems installed since 2007; septic installers or sewage haulers can install a filter into an existing tank upon request. Although filters function passively, they do require regular maintenance to ensure proper operation. Regular maintenance requires the filter to be removed from its housing and rinsed off into the septic tank. The MRSSO recommends annual cleaning of the filter. As shown in Illustration 2, an unmaintained effluent filter can clog, potentially causing sewage break-out to the surface of the ground or back-up into the dwelling.



Illustration 2 - Clogged Effluent Filter

3.8 Sewage System Status

When completing an inspection of the existing sewage system, the MRSSO has developed the following terms to identify the overall septic system status or condition:

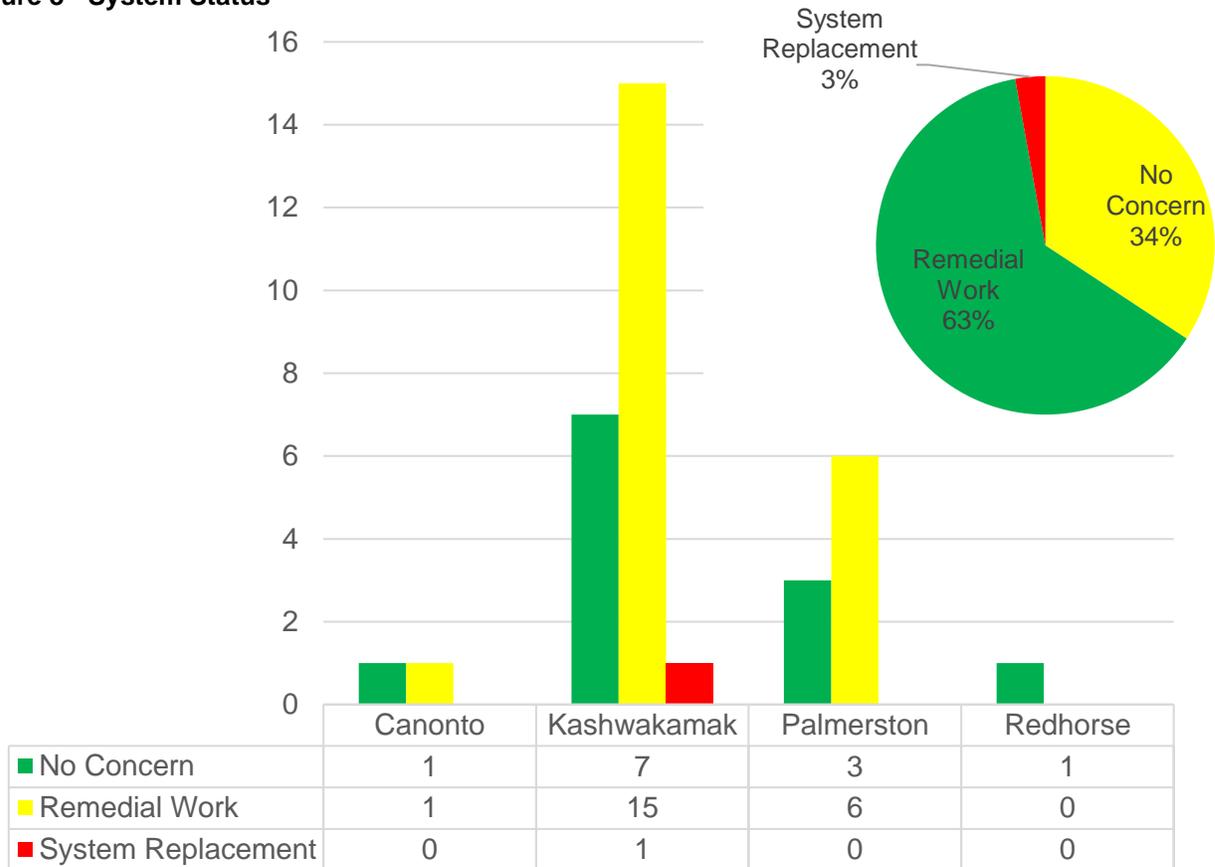
No Concern – At the time of inspection there were no operational and/or maintenance issues identified.

Remedial Work Required – At the time of inspection operational and/or maintenance issues were identified, but generally do not require a permit to remedy.

More Information Required – At the time of inspection one or more questions arose regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system.

System Replacement Required – At the time of inspection if it was determined that the onsite system was not being maintained or operated properly and was posing or could pose a risk to human health or the environment.

Figure 8 - System Status



Every septic system requires regular maintenance to ensure it is operating efficiently, effectively and safely. Regular maintenance items are generally classified as remedial work required. Table 1 provides the most common remedial work items found during the 2023 re-inspection program.

Table 1– Remedial Work Identified

Item	Number of Systems
Pump Out	6
Baffle maintenance	4
Remove Roots	4
Vegetation issues	5
Effluent Level	6
Monitor Corrosion	8
Total	33

*note, some systems have more than one maintenance issue.

3.9 Follow-up and Enforcement

Sewage systems that the MRSSO have identified as a significant threat to the environment and/or public health have been forwarded to the Chief Building Official. During the re-inspection season, one (1) property was identified as needing replacement.

Enforcement of violations on the properties identified by the re-inspection program would be at the discretion of the Township Building department.

4.0 Recommendations

The following recommendations are a result of opportunities identified during the re-inspection program:

- Continue with a re-inspection program.
- Send Property Owner Packages earlier in the season – May, 2024
- With the assistance of Township staff – arrange presentations for Lakes involved in 2024 program.

5.0 Conclusions

Thirty-five (35) re-inspections were completed in this year's program providing property owners with information to help ensure their system is functioning properly and protecting the environment.

Full inspections were completed on all properties that participated. Approximately 34% of systems inspected had no sewage system concerns. It should be noted that age generally is not a significant factor in the system deficiencies. Of larger impact is the diligence on behalf of the property owner with regards to operation and maintenance of the septic system.

Interaction with property owners during the re-inspection program this year was very positive. 60% of property owners chose to be present during their re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Working together we can protect our watershed resources. Participation in this program is one step towards protecting groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Appendix A: Re-Inspection Protocol & Property Owner Information Package

10970 Hwy. 7, Carleton Place, ON K7C 3P1

T (613) 253-0006 F (613)253-0122 mrsso@mvc.on.ca



Owners Name
Mailing Address
Mailing Address 2
Town Postal Code

July 7, 2023

5 Easy Steps to Your Voluntary Sewage System Re-Inspection Program

We are pleased to provide re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

Here are the five steps of the Septic Re-inspection Program — from start to finish.

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Book an appointment

Call MRSSO at 613-253-0006 to book your appointment. If we can drop-in at any time, let us know! If you would like to meet with us, appointments can be made between 9 a.m. and 4 p.m. on a first come, first served basis. **Saturday Appointments** available **July 22, 29** and **August 12, 19**.

Page | 1

Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your **septic** tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$80 (\$40/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank. **Please do not pump the septic tank before the re-inspection.** Holding tanks (Class 5) should be pumped as required.

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump the septic tank before inspection. Holding tanks (Class 5) should be pumped as required.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A copy of the septic re-inspection report will be left for the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator
613-253-0006 ext. 256
mrssso@mvc.on.ca



6648 Road 506
P.O. Box 97, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953 Fax: (613) 479-2352
www.northfrontenac.ca

NORTH FRONTENAC SUPPORTS A HEALTHY ENVIRONMENT FOR ALL TO ENJOY. THE SEWAGE SYSTEM RE-INSPECTION PROGRAM IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY.

July 7, 2023

A properly functioning sewage system is an integral part of a healthy shoreline environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological contamination into an adjacent water body. The key to proper maintenance and operation of an on-site sewage system is education. The Septic Re-inspection Program is aimed at achieving a better understanding of system function, owner intervention and preventative measures. The costly implications of poor maintenance are significant to the owner and to the community. The success of the re-inspection program so far shows owners are committed to protecting their lake lifestyle, as is the Township. Information and advice has been welcomed, despite the fact that in a few instances remedial action may be required.

The Mississippi Rideau Septic System Office (MRSSO), on behalf of the Township of North Frontenac, will be conducting re-inspections in your area this summer. The MRSSO is a co-operation between the Mississippi Valley and the Rideau Valley Conservation Authorities, contracted to conduct the Sewage System Re-inspection Program. Re-inspections will be more rigorously scheduled to better accommodate property owners wishing to be on-site – please see the 5-Step Letter (enclosed) for more information. If you wish to be present during the re-inspection of your property, appointments will be made on a first come, first served basis. In addition, we are asking that you have your septic tank located and the lids exposed (excavated) prior to the arrival of MRSSO staff. If you require MRSSO staff assistance to locate/excavate the tank a \$40/lid (usually 2 lids) to a maximum of \$80 total will be charged for this service. Invoices will be issued on-site.

Your active involvement in the Septic Re-Inspection Program is encouraged and begins with reading the attached 5-Step Letter. Please fill in the accompanying questionnaire to the best of your ability. After the re-inspection is completed, a report stating the status of the system and any deficiencies present will be left on-site. Advice on proper maintenance will be provided both on-site and in writing on the report. The MRSSO will forward reports to the South Frontenac Building Department, the Principal Authority for North Frontenac. The Building Department may initiate a dialogue and define an action plan with owners of systems deemed to be a concern. **If you were previously involved in a re-inspection program or had a new sewage system installed in the last 10 years, since 2013, please accept our apologies. We ask that you contact the MRSSO (phone, email, return mail or fax) and advise us of the new sewage system permit number and date of installation or re-inspection number. We will update our records and remove you from the re-inspection program for 2023.**

Any comments about the Program in general or Council's strategy can be directed to Darwyn Sproule, P. Eng., Public Works Manager at (613) 479-2231 or 1-800-234-3953. Program specifics or questions about your involvement in the Program should be directed to the MRSSO, (613) 253-0006.

On behalf of Council, thank you in advance for your co-operation.

Sincerely,

Darwyn Sproule, P. Eng., Public Works Manager.

PROGRAM AUTHORITY

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so was transferred from the Environmental Protection Act to Part 8 of the Ontario Building Code which defines a sewage system as a "building". Implementation of Code requirements is meant to ensure proper installation, operation and maintenance of on-site sewage systems. A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the Code is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the Ontario Building Code.

PERSONAL INFORMATION collected as part of the Septic Re-inspection Program will be used to facilitate communication between the Township, MRSSO and individual owners and will be protected in a confidential manner in accordance with the Municipal Freedom of Information and Protection of Privacy Act. A summary report, containing no owner names, will be prepared for public viewing. Questions about the collection of personal information should be directed to Darwyn Sproule, P. Eng., Public Works Manager.

Questionnaire

Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as '**Correction**' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

Property Owner			<i>Correction – New Property Owner, Spelling of Name...</i>			
Mailing Address			<i>Correction – New Mailing Address...</i>			
Telephone Number ()	Alternate Number ()		Email Address			
Re- Inspection Property Location	Length of Ownership		Lake Name			
	Property Size	# Bedrooms	Floor Area			
Roll Number						
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>	
General Location of Tank					Do you require assistance locating/excavating your tank?*	
					Yes <input type="checkbox"/>	No <input type="checkbox"/>
* There is a maximum charge of \$40 for this service						
Sewage System Type	Class 1 <input type="checkbox"/> Outhouse/Composting	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank	
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Advanced Treatment Unit <input type="checkbox"/>	
Date of Last Pump out			Pump Out Frequency			
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Sewage Pump	Yes <input type="checkbox"/> No <input type="checkbox"/>	
				High Level Alarm	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Outhouse Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Composting Toilet	Yes <input type="checkbox"/> No <input type="checkbox"/> Overflow? Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Sewage System Permit #		
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Type of Treatment		

Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Appendix B: Septic Tank Pump-out Frequency Table & OBC Requirements

One of the most frequent questions a homeowner asks is “How often should I pump my tank?” Most government documents and extension publications suggest that a septic tank should be pumped out every 3-5 years.¹ The following table provides the theoretical pumping interval for permanent residential properties, assuming the number of people in the home, and the tank size. For a home with three people and a standard 3600 L (952 US gal) tank, the author recommends a pump out every 3.7 years. This table, however, does not provide direction for seasonal owners, who might only be using their cottage for three months of the year. Another resource is the OBC, which requires that a septic tank be pumped out when the sludge and scum occupy 1/3 of the working capacity of the tank (8.9.3.4.(1)). This will prevent the sewage from traveling too quickly through the septic tank, not allowing the solids and fats to properly separate from the effluent. To give the homeowner, on an individual basis, an estimation of the frequency for pumping out their septic tank, the depth of sludge and scum was measured during the tank inspection.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3,790 (3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Appendix C: Ontario Building Code References

OBC 8.1.2.1. Classification of Systems

- Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting).
- Class 2 – a greywater system
- Class 3 – a cesspool
- Class 4 – a leaching bed system
- Class 5 – a holding tank

OBC Table 8.2.1.5. Clearance Distances for Sewage Systems

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water or well other than a well with watertight casing to a depth less than 6m	Horizontal distance (m) from lake, river, pond, stream, reservoir or spring not used as a source of portable water	Minimum horizontal distance to property line
<i>Earth Pit Privy</i>	15	30	15	3
<i>Privy</i>	10	15	10	3
<i>Vault Pail</i>				
<i>Greywater System</i>	10	15	15	3
<i>Cesspool</i>	30	60	15	3

Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3

Structure	5
Well with a watertight casing to a depth of 6m	15
Any other well	30
Lake	15
Pond	15
Reservoir	15
River	15
A spring not used as a source of potable water	15
Stream	15
Property Line	3

Minimum Clearances for Holding Tanks (m)

Structure	1.5
Well with a watertight casing to a depth of 6m	15
Any other well	15
Spring	15
Property Line	3

Appendix D: Program Authority

The *Building Code Act* (BCA)(1992), and Part 8 of the Ontario Building Code (OBC) regulates the design, construction, operation and maintenance of sewage systems. The OBC however, has powers which only extend to those systems with a design flow of less than 10,000 Litres/day, serving no more than one lot. Systems which do not fall within these parameters are regulated by the Ministry of the Environment, under the *Ontario Water Resources Act*.

This act provides inspectors with the right of entry onto land “to determine whether a building is unsafe”, under part 1 of the OBC an on-site sewage system is treated as a building and BCA s.15.9(3) deems a sewage system to be “unsafe” if it is not maintained or operated in accordance with the BCA and the OBC. BCA s.18 outlines the powers that an inspector may exercise for the purposes of carrying out an inspection. If the inspector finds the system to be “unsafe”, he or she may make an order under BCA s.15.9(4) setting out the steps necessary to render the building safe, and may require that the steps be taken within a certain period of time. This enforcement for North Frontenac will be carried out by the Kingston, Frontenac and Lennox and Addington Public Health (KFL&A).

Further authority will be given with amendments proposed to the BCA under the *Clean Water Act, 2005*. This act was passed on October 18, 2006, and will help protect drinking water sources for all residents of Ontario.

A visual inspection of the sewage system can determine if the system is “unsafe”, defined in OBC 8.9.1.2 as a breakout of effluent onto the surface, contamination of a well or of a surface water source. Clearance distances to the well and surface water from the sewage system can also be verified by a visual inspection. To determine if the system is being maintained and operated in accordance with the OBC and the BCA, an “invasive” inspection of the tank is necessary.



Enabling Youth to Live Rural Life to its Fullest

Community Services that support everyone from children to seniors



Who We Are

- Rural Frontenac Community Services is a hub of programs and services for everyone from cradle to walker.
- Our program areas include:
 - Licensed Daycare
 - EarlyON Child and Family Centre
 - Youth Program
 - Family Counselling
 - Frontenac Transportation services
 - Seniors Programming



WHAT WE DO

- Our agency works to provide services and programs that help residents live rural life to the fullest.
- Our Licensed Daycare is licensed for 24 children. We are a part of the Canada Wide Early Learning and Child Care Program.
- Our EarlyON team travels all over Frontenac County providing support for caregivers/parents and play based learning for kids ages 0-6
- Our Seniors program provides Meals-On-Wheels, Home Help, Respite, Foot Care, Community Café, Day Programs, Transportation and more.
- Our Family Counsellor provides free confidential counselling to residents ages 16+
- Frontenac Transportation Services provides rides to individuals to get to medical appointments, shopping, social visits, and more.



Programs For Rural Youth

Providing programs so all youth have the opportunity to grow into teens that are healthy, successful and engaged through a supportive setting.

We work to engage youth in their community by removing barriers such as fees and transportation.



OUR SERVICES AND PROGRAMS

Rural Frontenac Community Services Youth Program offers a variety of programs for youth ages 6-21

- Rural Frontenac Kids Club
- Babysitters and Home Alone Courses
- March Break and Summer Camps
- Rural Frontenac Youth Hub
- Rural Youth Outreach Worker
- Volunteer Opportunities
- Clothes for Kids/ Warm Feet Project
- Back to School Backpack Program

Kids Club Overview

Kids Club Runs 1 night a week for 2 hours at the following locations:

- Monday Night Granite Ridge Education Centre (grades 4-8)
- Tuesday Night Clarendon Central P.S. (grades 1-6)
- Wednesday Night Land O'Lake P.S. (grades 4-8)
- Friday Night The Child Centre (grades 1-4)

Our staff come prepared with games, crafts and sometimes healthy emotions or self-care activities for the youth to participate in.

North Frontenac provides \$6,000 for Kids Club



KIDS CLUB IN NORTH FRONTENAC



- We offered weekly Kids Club programming to youth attending Clarendon Central P.S
- We have remained at full capacity (15 participants) throughout the year. We originally had a waitlist for Kids Club but since the start of the school year we have found spaces for the youth.
- We also have 1 grade 8 volunteer who attends Kids Club developing leadership skills while assisting in Kids Club activities.
- Kids Club has been running at Clarendon Central P.S. since 2010

LEADERSHIP PROGRAMS

- Leadership initiatives are an integral component of the youth program
- We worked with our Youth staff and volunteers to come up with program ideas and generate opportunities for youth to earn volunteer hours.
- We hire local youth to work at Kids Club-many whom were participants themselves- providing first job experiences in their community.
- We offered a babysitters 2 babysitters courses this year. One in Sharbot Lake (12) and one in Cloyne (15).





Summer Programming

We offered:

- A seven week day camp with a max of 20 youth registered for each week. We were full most of the summer.
- Weekly pop-up events across Frontenac County.
 - Sand Lake beach July 6
 - Clar-Mill Hall Aug 3



Rural Frontenac Youth Hub

- The Youth Hub is a bi-weekly drop-in at The Centre (across from the RBC bank) in Sharbot Lake for high school aged youth.
- Youth participate in making food and playing games. Youth can also receive homework help or just hang out.
- Youth attending can connect with the Staff and be connected to other services such as counselling.

FUNDING

Rural Frontenac Community Services is grateful for the \$6,000 in funding from North Frontenac Township for our Kids Club programming.



2024 Budget

Expenses for Kids Club in North Frontenac Township

• Supervisor	\$1,250
• Kids Club Staffing	\$5,094 (based on 38weeks)
• Program Supplies	\$500 (\$50/ month)
• Food Costs	\$1,000 (\$100/ month)
• Transportation	\$1,634 (86km return)
<hr/>	
Total:	\$9,477

Request for funding from North Frontenac Township: \$6,000

**The difference is funded by fundraising and donations*



Other Funding

In addition to our municipal funding, we also fundraise to support our youth programs.

- For the 2024, the following grants have been approved,
 - Bridging the Gap for Rural Youth (BGRY) program through United Way has been approved for 3 years.
 - Central Frontenac Township for 3 Kids Club locations.

STAFF

Youth Program Supervisor
Sarah McCullough sarahm@rfcs.ca

Youth Program Assistant
Jessica Quinn

Executive Director
Louise Moody louisem@rfcs.ca

Visit us at www.rfcs.ca or like our youth program on Facebook at Rural Frontenac Youth Events



Public Council Minutes

9:00 AM - Friday, December 15, 2023
Council Chambers

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

Also Present: Kelly Watkins, Treasurer (CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM); Sonya Bolton, Manager of Community Planning, County of Frontenac; and Dmitry Kurylovich, Community Planner, County of Frontenac

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

The Mayor called the meeting to order at 9:00 a.m. The purpose of the meeting is to consider an Amendment to the Fees and Charges By-law, specifically Schedule 'D' - Crown Land Stewardship Program Camping Fees

2. Approval of Agenda

a) **December 15, 2023**

496-23

Moved by Councillor Vernon Hermer

Seconded by Councillor Roy Huetl

Be It Resolved That Council approves the Agenda regarding Amendments to the Fees and Charges By-law dated December 15, 2023, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Amendment to the Fees and Charges By-law

a) **Resolution #485-23 - Crownland Stewardship Program Camping Fees**

497-23

Moved by Councillor Roy Huetl

Seconded by Councillor Vernon Hermer

Whereas at the meeting on November 24, 2023, Council passed Resolution #485-

23 receiving for information the Manager of Community Development's Administrative Report entitled "Crowland Stewardship Program Camping Fees"; and that Council approved in principle amendments to the Fees and Charges By-law Schedule 'D';

And That Council will consider a By-law to amend the Fees and Charges By-law #63-23 later at the regular meeting.

Carried

5. Public Comments

None.

6. Adjournment

a) *Adjournment of the Meeting*

498-23

Moved by Councillor Vernon Hermer

Seconded by Councillor Roy Huetl

Be It Resolved That Council adjourns the Public Meeting at 9:06 a.m.

Carried

Mayor

Clerk



Regular Council Minutes

9:00 AM - Friday, December 15, 2023
Council Chambers

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

Also Present: Kelly Watkins, Treasurer (CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM); Sonya Bolton, Manager of Community Planning, County of Frontenac; and Dmitry Kurylovich, Community Planner, County of Frontenac

1. Call to Order

The Mayor called the meeting to order at 9:07 a.m.

2. Approval of Agenda

a) **December 15, 2023**

499-23 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the Agenda dated December 15, 2023, as circulated.

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

North Frontenac Regular Council Minutes

December 15, 2023

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- a) ***Minutes of the Meeting(s) to be adopted by Council***
500-23 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council adopts the Minutes dated November 24, 2023, as circulated.

Carried

8. Business Arising Out of Minutes

None.

9. Communications

- a) ***Clerk's Administrative Report - Communications 'A' Section***
501-23 Moved by Councillor Roy Huetl, 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***

- B1. ***Request for Support re: Addington Highlands and MTO - Traffic Lights Highways 41 and 7 Intersection***

502-23 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information an email dated November 20, 2023 from Myles McDonnell, Resident, requesting Council support the Council of Addington Highlands regarding the installation of traffic lights at the intersection of Highway 41 and Highway 7;

And That Council instructs the Clerk to prepare a letter of support to the Township of Addington Highlands and the Ministry of Transportation to be signed by the Mayor supporting the installation of traffic lights at the intersection.

Carried

- B2. ***Lakelands Family Health Team re: Physician Incentives***

503-23 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information an email dated December 3, 2023 from Lakelands Family Health Team requesting the Township of Addington Highlands and the Township of North Frontenac provide \$30,000 per year for five years as an incentive to future doctors with the first installment being paid the day

the physician commences with the Lakelands Family Health Team;
And That Council previously entered into similar Agreements on two other occasions under By-law #123-10 and By-law #03-15;
And That Council approves \$15,000 per year for five years being provided as an incentive to a new physician at the Lakelands Family Health Team;
And That Council instructs the Treasurer to include the expense in the 2024 budget with partial funding from Medical Services (Doctor Recruitment) Reserve Fund;
And That upon recruitment of a physician, a Medical Service Agreement will be provided to Council for consideration.
Carried

B3. Request for Support: Eastern Ontario Rail Trail Tourism Project
504-23 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information an email dated December 7, 2023 from the County of Frontenac requesting support for the Eastern Ontario Rail Trail Tourism Project by providing a letter of support for their application to the Tourism Growth Fund for funding support;
And That Council supports this initiative and instructs the Manager of Community Development to provide a letter of support.
Carried

10. Council, CAO, and Managers' Administrative Reports

a) Clerk/Planning Manager: Appointment of Deputy Mayor
505-23 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 "Appointment of Deputy Mayor";
And That Council receives for information the presentation(s) from: Councillor Fowler, Councillor Regent and Deputy Mayor Inglis;
And That Council appoints John Inglis as the Deputy Mayor for a one year term;
And That Council will consider an Appointing By-law later in the Meeting.
Carried

b) Clerk/Planning Manager: Delegated Authority for Undisputed Consents
506-23 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 "Delegated Authority for Undisputed Consents";
And That Council will consider a By-law to Delegate Authority for Undisputed

Consents later in the meeting.

Defeated

Site Inspection for Delegated Authority

507-23 Moved by Councillor Stephanie Regent, Seconded by Councillor Vernon Hermer

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

Carried

- c) ***Clerk/Planning Manager: Lot Road Allowance Closure for Approval in Principle - Ramsay***

508-23 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 "Lot Road Allowance Closure for Approval in Principle – Ramsay";

And That Council denies the Application to close, stop up and sell a portion of the 66' Road Allowance between Lots 30 and 31, Concession 2, geographic Township of Barrie;

And That Council instructs the Clerk to advise the Applicant of the denial of the application and advise the Applicant that Council would consider a Licence Agreement for the use of the Road Allowance if they wish to apply;

And That due to ongoing concerns with the use of Road Allowances for access for future development, Council instructs the Clerk to amend the Road Closing Policy to only permit the sale of Road Allowances, excluding Shore Road Allowances, to only consider sale in extenuating circumstances.

Carried

- d) ***Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law – Rothfels, Rothfels, Eustace and Sosnovsky***

509-23 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 "Shore Road Allowance Closure and Sale By-law –Rothfels, Rothfels, Eustace and Sosnovsky";

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

- **All Those Parts** of the Shoreline Road Allowance adjacent to Part Lot 13 and Part Lot 14, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Parts 5 and 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);

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.

Carried

e) ***Clerk/Planning Manager: Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661***

510-23 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Clerk/Planning Manager and Manager of Community Development, County of Frontenac's Administrative Report entitled "Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661";

And That Council directs 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.

And That Council directs 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 and Innovation, Science and Economic Development Canada.

Carried

f) ***Public Works Manager: Update to Waste Disposal By-law (#60-17) and Re-Use Centre By-law (#52-17)***

511-23 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Update to Waste and Recycling By-law (#60-17) and Re-Use Centre By-law (#52-17)";

And That Council will consider a By-law later in the meeting to adopt the proposed amendments to the waste and recycling operation.

Carried

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

- a) ***Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee***

512-23 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated September 25, 2023.

Carried

- b) ***Minutes of the Joint Health and Safety Committee***

513-23 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the Minutes of the Joint Health and Safety Committee dated November 16, 2023.

Carried

- c) ***Notes of a Meeting of the Economic Development Task Force***

514-23 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the Notes of a Meeting of the Economic Development Task Force dated November 20, 2023.

Carried

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

None.

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

None.

14. Council Portfolio Verbal Reports

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

15. Introduction and Reading of By-laws

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

515-23 Moved by Councillor Wayne Good, Seconded by Councillor

Stephanie Regent

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:

- #2023-78 Appoint of Committee of Adjustment/Planning Advisory Committee Member
- #2023-79 To Appoint a Deputy Mayor
- #2023-80 To Establish a Waste Disposal By-law
- #2023-81 To Close, Stop up and Sell a Road Allowance
- #2023-83 To Amend the Fees and Charges By-law

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 #2023-84*

516-23 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That By-law #2023-84, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held December 15, 2023 be read a first, second, and third time and finally passed.

Carried

20. Adjournment

a) *Adjournment of Meeting*

517-23 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council adjourns the Meeting at 10:26 a.m. until January 12, 2024 or at the call of the Chair.

Carried

Mayor

Clerk



Personnel and Audit Committee Minutes

9:00 AM - Tuesday, December 12, 2023

Council Chambers

Present: Deputy Mayor John Inglis, Chair; Councillor Fred Fowler, Member; and Councillor Vernon Hermer, Member (Electronic Participation)

Also Present: Kelly Watkins, Treasurer (CAO Back-up); and Tara Mieske, Clerk/Planning Manager

1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

2. Approval of Agenda

a) **December 12, 2023**

23-23

Moved by Councillor Fred Fowler

Seconded by Councillor Vernon Hermer

Be It Resolved That the Committee approves the Agenda dated December 12, 2023, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Presentations

None.

5. Delegations

None.

6. Adoption of Minutes

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

24-23

Moved by Councillor Vernon Hermer

Seconded by Councillor Fred Fowler

Be It Resolved That the Committee receives the Minutes of a Meeting held

September 12, 2023, as circulated and adopted by Council on September 22, 2023.

Carried

7. Business Arising Out of Minutes

None.

8. Communications

None.

9. Administrative Reports

a) ***Proposed 2024 Personnel and Audit Committee Meeting Dates***

25-23

Moved by Councillor Fred Fowler

Seconded by Councillor Vernon Hermer

Be It Resolved That the Committee receives the Clerk/Planning Manager's Administrative Report entitled "Proposed 2024 Personnel and Audit Committee Meeting Dates";

And That the Committee sets the 2024 Committee Meeting dates for 9:00 a.m. as follows:

- Tuesday, March 19, 2024
- Tuesday, May 21, 2024
- Tuesday, September 17, 2024
- Tuesday, December 10, 2024

Carried

b) ***Statement of Revenue & Expenditures - 2023 Variance Report as of November 30, 2023***

26-23

Moved by Councillor Fred Fowler

Seconded by Councillor Vernon Hermer

Be It Resolved That the Personnel and Audit Committee receives for information the Treasurer's Administrative Report entitled "Statement of Revenue & Expenditures –2023 Variance Report as of November 30, 2023";

And That the Committee recommends to Council that, effective 2023, that all Shore Road Allowance Land Costs be automatically transferred to the Community Hall Reserve Fund;

And That the Committee recommends to Council that the overbudget of \$4,900 for Retrofit Seacans be transferred from the Recycling TCA Reserve Fund;

And That the Committee recommends to Council that the overbudget of \$2,990 for the removal of the underground fuel tanks at the Ward 1 Garage be transferred

from the Roads TCA Reserve Fund.

Carried

10. Notice of Motion

None.

11. Resolution, Written Notice of Which has Been Given

None.

12. Public Forum

None.

13. Closed Session

None.

14. Rise and Report (Overview of the Closed Session by the Chair)

None.

15. Adjournment

a) *Adjournment of the Meeting*

27-23

Moved by Councillor Vernon Hermer

Seconded by Councillor Fred Fowler

Be It Resolved That the Personnel and Audit Committee adjourns the meeting at 9:13 a.m until March 19, 2024 or at the call of the Chair.

Carried

Mayor

Clerk

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Communications of Interest

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

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

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

1. None.

To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by:
Date of Meeting: 12 Jan 2024
Re: Confidential Complaint Files - 2023 Annual Report

Recommendation:

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

Background:

As previously directed by Council, the Chief Administrative Officer (CAO) shall provide an annual Administrative Report advising of the status of all Confidential Complaint Files including the number of confidential complaints received during the annual reporting period; and to include previous active and closed complaint files.

Researched By:

Katelyn Ronfeld, Dipl.M.A., CAO Executive Assistant

Comments:

34 Confidential Complaints were received in 2023. An update of the number of Confidential Complaints (active/closed) from 2016 up to and including December 31, 2023 is as follows:

2016 – 24 total complaints received; 24 closed complaints & 0 active complaints.
2017 – 31 total complaints received; 31 closed complaints & 0 active complaints.
2018 – 16 total complaints received; 16 closed complaints & 0 active complaints.
2019 – 49 total complaints received; 48 closed complaints & 1 active complaints.
2020 – 54 total complaints received; 53 closed complaints & 1 active complaints.
2021 – 62 total complaints received; 60 closed complaints & 2 active complaints.
2022 – 34 total complaints received; 31 closed complaints & 3 active complaints.
2023 - 34 total complaints received; 32 closed complaints & 2 active complaints

Total Complaints received 2016 – 2023 = 304

Total Closed Complaints 2016 – 2023 = 295

Total Active Complaints 2016 – 2023 = 9

By-law complaints by category for 2023:

13 - Zoning/Building
2 - Recreational Vehicles
5 - Yards Standards
9 - Animal Control

Financial Impact:

Staff time, including the CAO, CAO Executive Assistant, applicable Township Manager(s) and Chief Building Official. Also, if applicable, the By-law Enforcement Officer; and/or the Township Solicitors, when required and approved by the CAO.

The 2023 approved Budget for the By-law Department's expenditures was \$74,518 which includes staff time for the CAO Executive Assistant, Chief Building Official, contracted services (including mileage), legal fees and Line Fences Act.

By-law Legal fees for 2023 were budgeted at \$20,000 (\$10,000 general & \$10,000 legal approved to be funded from Contingency Reserve Fund) and the year to date is \$19,261 pending year-end; however, Council approved Closed Resolutions C#05-21, C33-23 and C41-23 which approved expenses for three confidential complaint files to be funded from Contingency Reserve Fund. The estimated costs for the closed Resolutions to date are \$3,240 pending year-end.

The remaining \$16,021 is general Solicitor's advice required for By-law Enforcement.

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Building Department Annual Activity - 2023

Recommendation:

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

Background:

The Council of the Township of North Frontenac passed Resolution #599-19 dated November 22, 2019 wherein Council directed the Chief Building Official to provide an Annual Building Department Activity Administrative Report that includes the number of permits issued, permit fees and construction value reflective of a three (3) year period measured from January to December of the previous two (2) years.

Researched By:

Donald Reed, Chief Building Official
Kelly Watkins, Treasurer

Comments:

On April 27, 2018, Council passed Resolution #199-18:

"BE IT RESOLVED THAT Council receives for information the Chief Building Official's Administrative Report entitled "Proposed Amendments to Schedule 'C' Building Permit Fees in the Fees and Charges By-law";

AND THAT to make it a fairer fee system and reflective of the actual cost of providing the applicable service (i.e. number of inspections required, plan review etc., vary) Council approves-in-principle the following major proposed changes and other changes included in the proposed draft new Schedule 'C' to the Building Permit Fees:

a) Moving from a fee schedule based on price per square foot to a construction cost value (\$14/\$1,000 of Construction value);

b) That a minimum fee be for all projects be set at \$80 to encourage all residents to apply for permits even on smaller projects to ensure compliance with the Ontario

Building Code and Zoning By-law setbacks, etc.;

c) That an \$80 Administration Fee be added for Application/Plan Review to cover the cost of staff time (above and beyond inspections);

AND THAT the Clerk give notice of a Public Meeting for Shawn Merriman, Chief

Building Official (CBO) and Dan Halladay, Building Inspector to present the proposed changes to the Building Permit Fees and Building By-laws on June 1, 2018;

AND THAT following the Public Meeting, Council will consider a By-law to amend the

Building Permit Fees and Charges, Schedule ‘C’ in the Township’s Fees and Charges By-law. Carried”

Therefore, effective June 1, 2018, a new fee system was adopted for calculating Building Permit Fees, allowing for a fairer system and reflective of the actual cost of providing the applicable service by reducing the fees for some accessory structures and smaller residential dwellings (yurts, park models, etc.). In 2017, the permit fee was based on price per square foot with a minimum fees of \$1,875 for dwellings and \$180 for Accessory buildings. With these calculation methods smaller projects could potentially have the same fee as a larger project. With 2018 being a split year between the old and new calculation method and 31 permits less being issued than 2017, the fees between 2017 and 2018 remain comparable.

In 2019 there were double the amount of accessory structures and fewer dwellings compared to the two previous years resulting in more permits issued but less fees collected. As the system was put in place to make building fees fairer for all, the type of permit and number of permits issued can have a large impact on yearly building fees collected, as a result lower building fees were collected in 2019.

In 2020 there were fewer permits issued than in 2019 with 4 more Dwelling permits and 20 fewer Accessory permits issued, keeping the Building Fees collected comparable to the previous 2 years.

In 2021 construction cost rose due to the rising price of building material and labor, resulting in the average home almost doubling in cost. This year’s fees reflect that cost increase as well as the increase in new dwellings allowing for a significant increase in the yearly permit fees.

In 2022 the Building department had a record year in permit numbers and we started the Cloud permit process to assist with enhancing customer service by providing an electronic process for all property owners. This electronic process allows people to apply remotely and book inspections remotely on line. The program allows for better tracking of all permits in house and files for Tarion and Stats Canada reporting.

In 2023 the Building Department has been monitoring the proposed significant changes with the Ontario Building Code expected in 2024. The changes to the Ontario Building Code include new qualification changes for staff under the New Ontario Building Code and the Ontario Building Code will align with the National Building code. The Building Department had a decrease in Building Permits in 2023, however, since adding Septic Permits we anticipates a significant increase in total permits (Building and Septic) for 2024.

	2021	2022	2023
Total Permits	135	148	130
New Waterfront Residential	25	14	13
New Residential	5	16	13
Accessory Buildings **	58	44	53
Septic Permits (effective Sept 2023)	0	0	14
Demolition	7	10	8
Residential Additions	23	32	16

	2021	2022	2023
Renovations	16	26	18
Change of Use	0	2	1
Denied/Cancelled	3	4	2
Building orders (Active)	3	1	0
Building Orders (Closed)	1	2	1
Permits Pending (Minor Variances)	7	3	3

**Accessory buildings include decks, woodstoves, solar panels, swimming pools, etc.

Financial Impact:

	2021	2022	2023
Permit Revenue	\$172,875	\$189,689	\$185,129
Construction Value	\$12,106,791	\$12,882,536	\$12,182,955

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Amendment to the Sale of Land Policy - Road Closings

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendments to the Sale of Land Policy - Road Closings";

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

Background:

Resolution #508-23
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 "Lot Road Allowance Closure for Approval in Principle – Ramsay";

And That Council denies the Application to close, stop up and sell a portion of the 66' Road Allowance between Lots 30 and 31, Concession 2, geographic Township of Barrie;

And That Council instructs the Clerk to advise the Applicant of the denial of the application and advise the Applicant that Council would consider a Licence Agreement for the use of the Road Allowance if they wish to apply;

And That due to ongoing concerns with the use of Road Allowances for access for future development, Council instructs the Clerk to amend the Road Closing Policy to only permit the sale of Road Allowances, excluding Shore Road Allowances, to only consider sale in extenuating circumstances.

Carried

Researched By:

Tara Mieske, Clerk/Planning Manager

Comments:

During the original surveying of the Townships the Crown provided for Concession and Lot Road Allowances to provide access throughout the Townships. Reserve and Forced Road Allowances have been created as well to provide access. Some of these Road Allowances have never been used and others have not been used in a very long time. However; it is anticipated these road allowances may

be used to access potential future development. This concern has been raised recently when Council has considered the sale of same. Therefore it is recommended these road allowances be maintained in Township ownership.

There are circumstances where the closure and sale of the road allowance will not impact future development or where there are extenuating circumstances which may lead Council to decide to close and sell the road allowance.

Therefore it is recommended the following clause be added to Section 6 d) under Concession/Lot/Reserve/Forced Road Application:

ii. If in the opinion of Council, a decision to close a Concession/Lot/Reserve/Forced Road Allowance could potentially impede access to future development of a property, Council will only consider the sale of the road allowance under extenuating circumstances (i.e. applicant has a building on the road allowance). However; Council is under no obligation to sell Concession/Lot/Reserve/Forced Roads.

Financial Impact:

There may be a reduction in applications which will reduce application fees and land costs collected. However; the Township will not incur costs to process the applications and will maintain the ownership of Township property.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Planning Department Year End Report

Recommendation:

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

Background:

A summary of the Planning Applications received for 2023 are noted below. The number of Applications considered by Council and the Committee of Adjustment has decreased in 2023 after three busy years and returned to normal pre-pandemic numbers.

There is also a summary of changes to the planning process throughout 2023.

Researched By:

Tara Mieske, Clerk/Planning Manager
 Brooke Drechsler, Deputy Clerk/Planning Manager

Comments:

Total Planning Applications

2023	36
2022	59
2021	57

Consents (Severances)

The consent process is required to create a new lot (severance); transfer a portion of land to a neighbouring lot resulting in the benefitting lands increasing and the severed lands decreasing (lot addition); or create a Right-of-Way, which gives one land owner the right to use another person’s property (i.e. access).

2023	18
2022	23
2021	33

Minor Variance/Request for Permission

As per Section 45 (1) of the Planning Act, a Minor Variance is a small variation from the requirements of the Zoning By-law that can be considered for approval by the Township's

Committee of Adjustment. A Minor Variance approval may allow a property owner to construct something or use the property in a way that does not meet the requirements of the Zoning By-law (i.e. reduced setback, oversized structure, reduced lot size, build within an influence/minimum setback area, etc.).

As per Section 45(2) of the Planning Act, a property owner can submit a Request for Permission to expand a legal non-conforming/non-complying structure. Under this Section, the Committee can:

- permit an enlargement or extension to an existing legal non-conforming building or structure where the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed.
- permit a use that is similar to the purpose of the existing legal non-conforming use, or that is more compatible with the uses permitted in the By-law.
- where uses are defined in general terms, permit the use of any land, building or structure for any purpose that, in its opinion, conforms with the uses permitted in the By-law.

2023	15
2022	25
2021	21

Site Plan Control

On June 30, 2022, Council passed By-law #45-22, delegating authority for Site Plan Application Approvals to the Clerk. The Application is received by Township staff and reviewed by the County Planners prior to being deemed complete. The Planners will provide recommendations on proposed conditions using the Official Plan polices, Zoning By-law provisions, Site Plan Control By-law provisions and the Site Plan Control Securities Policy provisions. These conditions will be discussed with the Applicant and the draft Site Plan Agreement is prepared.

2023	0
2022	1
2021	1

Zoning By-law Amendments

If a property owner would like to use or develop their property in a way that is not permitted under the Zoning By-law, they may submit a Zoning By-law Amendment Application. An amendment may also be included as a condition of a severance, if the parcels do not have the same zoning designation or the use of the property is changing. One Zoning By-law Amendment Application was deemed complete the end of 2022 which is currently being reviewed.

2023	3
2022	8
2021	4

Official Plan Amendment

An Official Plan Amendment is required if a proposed development does not comply with the Official Plan policies. One Official Plan Amendment application was deemed complete the end of 2022 which is currently being reviewed.

2023	0
2022	2
2021	0

Part Lot Control/Deeming By-laws

The Part Lot Control provisions of the Planning Act permit a municipality to pass By-laws to remove part-lot control from all or any part of a registered plan of subdivision. A Deeming By-law deems an area of land to no longer be a part of a registered subdivision.

2023	1
2022	0
2021	0

Pre-consultation Meetings

Pre-consultation meetings are a requirement for planning applications. These meetings typically include one member of Township planning staff and one planner from the County of Frontenac. Township staff spend approximately 30 minutes preparing for each meeting (i.e. printing maps, reviewing roll files, consulting with CBO, etc.) followed by approximately 30 minutes after each meeting writing detailed notes for the planning or roll file, as well as providing the property owner with a summary of the meeting and any additional information requested by the applicant (i.e. list of surveyors, contact information for agencies).

2023	35
2022	55
2021	123

Zoning Compliance Letter

A Zoning Compliance letter provides zoning information detailing permitted uses and various yard setback requirements; information on other zoning provisions which may affect the property; details on active building permits and/or work orders; and include official plan and zoning map(s). The Planning Department receives formal Zoning Compliance Letter requests from solicitors, real estate agents and members of the public.

2023	22
2022	32
2021	31

Ontario Land Tribunal Appeals

There were no appeals filed with the Ontario Land Tribunal in 2023.

Changes in Planning Process

Septic Approval

In 2020, the Township of North Frontenac entered into an agreement with the Township of South Frontenac for the provision of Part 8 Septic Inspections. As part of this agreement, South Frontenac Township reviewed planning applications and provided reports to be considered by the Committee. The agreement with South Frontenac was terminated effective December 31, 2023. However, as part of the transition, North Frontenac's Chief Building Official (CBO) took responsibility for Part 8 of the Building Code effective September 1, 2023.

As the CBO is responsible for reviewing and approving septic applications, in order to ensure installation of a septic system is possible or the existing system is adequate, the Township will now require applicants to include a report from a qualified septic installer or designer with a BCIN number with their planning application for new lot creation or with a Minor Variance application.

Review of Natural Heritage Features

Under Ontario Regulation 596/22, which came into effect on January 1, 2023, Conservation Authorities are no longer able to provide a program or service related to reviewing and commenting on a proposal, application or other matter made under Acts as set out in Ontario Regulation 596/22. The Township has entered into an agreement with Envision Consulting to conduct peer reviews of technical studies associated with natural heritage and environmental planning. Examples of natural heritage review for development proposals include:

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

Refund of Planning Fees

As per Bill 109 More Homes for Everyone Act, 2022, a refund schedule has been put in place for Planning Applications where a decision is not made by the Municipality within the appropriate time period.

	No Refund	50% Refund	75% Refund	100% Refund
Zoning By-law Amendment	Decision made within 90 days	Decision made within 91 to 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
Combined Official Plan Amendment and Zoning By-law Amendment	Decisions made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
Site Plan Control	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

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: 12 Jan 2024
Re: Boundary Road Closing between North Frontenac and Lanark Highlands - Road Closing By-law

Recommendation:

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

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

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

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

Background:

In 2019 Lawrence Brownlee and Patricia Furlong applied to purchase a portion of the Boundary Road between the Township of North Frontenac and the Township of Lanark Highlands. Permission is required by both Townships in order to close and sell a Boundary Road. The Township of Lanark Highlands has agreed to transfer the west half of the Road Allowance to the Township of North Frontenac in exchange for the Township of North Frontenac transferring the east half of the Road Allowance to Lanark Highlands. At their meeting on March 17, 2023 Council passed the following Resolution:

Resolution #: 139-23 Moved By: Councillor Fowler

Seconded By: Councillor Huetl

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

And That Council authorizes the Mayor and Clerk to sign the Agreement to firstly convey the east half of the Road Allowance to Lanark Highlands and the west half to North Frontenac and secondly for North Frontenac to convey the west half to Furlong/Brownlee;

And That, once the Agreement is signed by all parties, Council instructs the Clerk to work with the Township of Lanark Highlands to have the required documents prepared.

Carried

Researched By:

Tara Mieske, Clerk/Planning Manager

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Proposed Amendments to the Notice Requirement Policy

Recommendation:

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

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

Background:

On December 13, 2019, the Council of North Frontenac passed By-law #101-19 with respect to providing Public Notice and the manner, form and times Notice should be given (Attachment #1). It is good practice for Council to review Policies periodically to ensure they are in compliance with legislation and meet the requirements and needs of the Township.

Researched By:

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

Comments:

Section 270 of the Municipal Act, S.O. 2001, c. 25 (Municipal Act) states "A Municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given".

Municipalities are required to provide notice by prescribed deadlines to inform the public of various developments regarding municipal affairs.

There are three types of notice contained in Schedule 'A':

- Notice prescribed directly by the Municipal Act or another Act
- Notice required in the Municipal Act, with the Township designating the form, manner and timing
- Subjects where notice is not prescribed or required under the Municipal Act but where the Township feels notice should be provided and designating the form, manner and timing

In some cases the requirements for notice are set out in the Municipal Act (i.e. Publication of Financial Statements, Tax Sale, Power of Entry) and therefore do not need to be included in the Notice By-law. Notice requirements set out in other Acts, Statutes or Regulations, such as the Planning Act, set out the timing and type of notice; therefore these requirements are also not included in the proposed By-law.

A copy of the proposed By-law is included under the By-law Section and sets out the following:

- the minimum notice requirements for a number of matters the Township is involved in;
- the form and manner in which notice is to be given; and
- the minimum time for giving notice

The intent of the proposed By-law is to make members of the public aware of Council’s intentions in a timely manner, while ensuring the provision of the notice is straightforward to administer and at a reasonable cost.

The proposed changes are as follows:

Subject of Notice	Current Schedule	Proposed Schedule
Budget - Operating and Capital (remove Public Meeting*)	Publish in local newspaper and on Website 10 days prior to Public Council meeting	Post on Website and Social Media 7 days prior to Council meeting
Adoption of Procedural By-law	Per the Procedural Policy (currently no requirement in Policy)	Post on Website and Social Media 7 days prior to Council meeting
Proposal to Restructure the Municipality	Publish in local newspaper and on Website 10 days prior to Council meeting	Publish in local newspaper; post on Website and Social Media 14 days prior to Council meeting
Change Name of Municipality	Publish in local newspaper and on Website 10 days prior to Council meeting	Publish in local newspaper; post on Website and Social Media 14 days prior to Council meeting
Establishment of Wards	Publish in local newspaper and on Website 10 days prior to Council meeting	Publish in local newspaper; post on Website and Social Media 14 days prior to Council meeting

*There is no legislative requirement for a Public Meeting regarding the adoption of the budget. The Special Meeting(s) for budget discussions are open to the public. It is recommended a Public Forum in the Agenda to allow Council to receive comments on the budget during deliberations. Notice will still be provided of the pending adoption.

The proposed Schedule identifies Notice requirements set out in legislation (i.e. Municipal Act) and Township policies (i.e. Sale of Land and Disposition Policy).

Financial Impact:

None.

Attachments:

[Attachment #1 - 101-19 - Notice Requirements – Repeal #68-07](#)

The Corporation of the Township of North Frontenac

By-law #101-19

Being a By-law to Establish a Notice Requirement Policy and Repeal By-law #68-07

Whereas Section 270 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality shall adopt and maintain a policy with respect to circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner, and times notice shall be given;

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

1. Definitions

For the purpose of this By-law:

“Act” shall mean Municipal Act, 2001, S.O. 2001, c. 25 as amended.

“Clerk” shall mean the person appointed as the Clerk for the Township of North Frontenac.

“Council” shall mean the Council of The Corporation of the Township of North Frontenac.

“Notice” shall mean a written, printed, published or posted notification or announcement.

“Township” shall mean The Corporation of the Township of North Frontenac.

“Website” shall mean posting notification or announcement on the Township’s Website.

2. Application

- a) Where the Township is required to give Notice under a provision of the Municipal Act the Notice shall be given in a form and manner and at times indicated in this By-law unless:
 - The Act, another statute, or a regulation prescribes or permits otherwise;
 - The requirements of Notice are prescribed in another policy, Resolution or By-law; or
 - Council directs by Resolution that other Notice is to be given as Council considers necessary in the circumstances.
- b) Notice shall be given in accordance with requirements set out in Schedule “A”.
- c) The form, manner and timing for giving Notice as set out in this By-law shall be deemed to be the minimum requirement and nothing in this By-law shall prevent the use of more comprehensive methods of Notice or for providing longer periods of Notice.

3. Notice of Subsequent Meeting

- a) No additional Notice will be required for subsequent meetings where a matter has been deferred to a subsequent meeting of Council, unless otherwise determined by Council.

4. Emergency Provision

- a) If a matter arises, which in the opinion of the Clerk, in consultation with the Mayor, is considered to be of an urgent or of a time sensitive nature, or which could affect the health or wellbeing of the residents of North Frontenac, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Notice requirements of this policy may be waived and the Clerk shall make best efforts to provide as much Notice as is reasonable under the circumstances using all means at their disposal.

5. Content of Public Notices

- a) Notice to the Public shall contain the following information, when applicable, unless otherwise prescribed:
 - The purpose of any meeting of which Notice is required to be given or the purpose and effect of the proposed action;
 - Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a municipal address or intersection; a legal description; or a key map;
 - Date, time and location of any meeting at which the subject matter will be considered;
 - Where further information can be obtained; and
 - Where written submissions may be made, the name and title of the person to whom they are to be sent, together with the address of the official and the deadline for receipt of such submissions.

6. Responsibility

- a) It is the responsibility of the appropriate Manager in coordination with the Clerk to ensure Notice requirements applicable to their Department are met and that the Notices meet the Township's Accessibility requirements.

7. Conflict

- a) In the event that provisions within this By-law are inconsistent with the provisions of the Act or any Act, the provisions of the Act shall prevail.
- b) All resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

And That By-law 68-07 is repealed in its entirety;

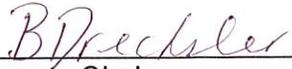
And That this By-law shall come into force and take effect on the date of final passing.

Read a first and second time this 13th day of December, 2019.

Read a third time and passed this 13th day of December, 2019.



Mayor



Deputy Clerk

Schedule 'A' to By-law #101 -19
Notice Requirement Policy

Matter (Section references are from the Municipal Act)	Summary of Requirement	Manner and Time Notice is to be Given
SPECIFIC MUNICIPAL POWERS		
Permanent Closure of a Highway – s. 34 (1) (Not including Shore Road Allowances and Concession/Lot Road Allowances)	Notice of intent to permanently closing a highway	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
Permanent Closure of a Highway – s. 34 (1) (Includes Shore Road Allowances and Concession Road Allowances)	Notice of intent to permanently closing a highway	Per the Sale of Land Policy
Changing/Naming of Private Roads s. 48	Notice of intent to change the name of a private road	Per Road Naming/Renaming Policy
Advertising Devices By-law – s. 99	Notice of intent to pass a By-law respecting advertising devices (signs, etc.)	Published on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
MUNICIPAL REORGANIZATION		
Change of Name of Municipality – s. 187	Notice of Public Meeting and intent to pass a By-law changing the name of the municipality	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
Dissolution of Local Boards – s. 216	Notice of intent to dissolve a local board	Notice by electronic mail, prepaid mail or personal service to local board secretary at least ten (10) days before the Council meeting where the By-law will be considered.

Schedule 'A' to By-law #101 -19
Notice Requirement Policy

Change Composition of Council – s. 217	Notice of Public Meeting and intent to pass a By-law changing the composition of Council	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered. (Notice of Passing in accordance with the Act)
Establishment of Wards – s. 222	Notice of Public Meeting and intent to pass a By-law establishing, altering or dissolving wards	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
PRACTICES AND PROCEDURES		
Procedural By-law – s. 238	Calling, place and proceeding of Council Meetings	Per the Procedural Policy
FINANCIAL ADMINISTRATION AND TAXATION		
Adoption of Annual Budget – s. 290	Notice of Public Meeting and intent to pass a By-law adopting the budget	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
FEES AND CHARGES		
Fees and Charges – s. 391	Notice of Public Meeting and intent to pass a By-law respecting Fees and Charges	If no Legislative Requirement, Notice to be published on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.

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: 12 Jan 2024
Re: Economic Development Task Force Proposed Potential Municipal Campground

Recommendation:

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

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

Background:

On March 17, 2023, Council approved the 2023 North Frontenac Economic Development Task Force Strategic Plan (Res#153-23).

Initiative 1a. of the 2023 North Frontenac Economic Development Task Force Strategic Plan is "Research feasibility of a Municipal Campground".

Researched By:

Economic Development Task Force (EDTF)
Brooke Ross, Dipl.M.A., Manager of Community Development
Matt Walker, Economic Development Officer

Comments:

The Camping Industry in Canada appears vibrant with over 5.5 million Canadians camping in 2022 (including 500,000 for the first time), a sector revenue growth of 11.4% over the last year and projected growth of \$470 million by 2027 (Statistics Canada, 2023).

Approximately 25% of all campgrounds and campsites in Canada are located in Ontario contributing over \$1.7 billion to the Province's GDP annually.

North Frontenac currently has a large number of accommodation providers but continues to attract more visitors each year. It is becoming increasingly evident that the current and projected demand for camping spaces is outweighing our supply. Although offering a backcountry camping experience which differs from that of a road-accessible campground, the North Frontenac Parklands maintained a notable 68% occupancy rate this past July and August and drive-in sites occupancy was 85%. This model has been proven to be very successful. The latest available data from Bon Echo Provincial

Park indicates that it hosted 204,203 camper nights (one camper staying one night) in 2021 and experienced 94% car camping occupancy in July and August of the same year.

Many of North Frontenac's accommodation providers report that they are at or near capacity over the summer months with most requiring a 3 or more night minimum booking. A notable need exists for short-stay (transient) tent and trailer campsites that offer visitor flexibility and value. Short-stay sites support visitors who may be visiting for the first time, cannot stay a longer duration, cannot afford a longer stay, are attending a local event and/or are passing through as part of a larger journey.

Although significantly outnumbered by their provincial and public counterparts, municipal campgrounds are quite common throughout Ontario and are popular places to stay for visitors, accounting for about 18% of campground visits according to a 2014 study. Many municipal campgrounds have been in operation for decades and have become key components of a municipality's local economy. Some examples include:

- The Iroquois Municipal Campground in South Dundas, Ontario, a 69 site non-waterfront campground built in the 1980s;
- L'Original Campground in Champlain, ON, a 58 site park on 2.4 acres with shoreline on the Ottawa River;
- Memorial Park in Meaford, ON, a 114 site campground and public park with 168 metres of shoreline on Georgian Bay; and
- Port Elgin and Southampton Municipal Tourist Parks in Port Elgin, ON which offer a combined 450 campsites.

Key Initial Findings

North Frontenac Advantages

- Centrally positioned between major urban hubs (73% of campers in Canada reported that they travelled less than 300kms from home).
- Unique natural beauty (In one study, 'beauty' was ranked #1 in a list of important criteria used by campers to select a campground);
- 200+ lakes and waterways;
- Significant tracts of undeveloped land; and
- A proven track record of success with a camping program.

Potential Benefits of a Municipal Campground

- Increased visitor attraction;
- Increased support of local businesses through visitor spend;
- Increased local employment opportunities;
- Increased promotion of the Township to young people (57% of Canadian campers are 18-45);
- Increased investment attraction;
- Increased resident recreational amenities (some campground amenities could be used for daytime resident use).

Potential Revenue Generation

Evidence suggests that a municipal campground can bring in significant net revenue each year. A rural municipality in Southern Ontario reported an annual net revenue of nearly \$800,000 from their 400+ site campground.

Currently, a non-electrical campsite at Bon Echo Provincial Park costs \$42.00 per night plus a \$9.73 reservation fee (both excluding HST). Privately-owned seasonal campsite fees in the region range from \$2,000 to \$4,000 annually. Based on these numbers and a 167 day operating season, a fully utilized one hundred (100) site campground could earn an estimated annual revenue of:

- Up to \$863,891 with overnight/transient sites.
- \$200,000 to \$400,000 with only seasonal sites.

In addition to campsite fees, supplemental revenue opportunities may be leveraged through activities such as the operation of a camping canteen, the sale of firewood and the rental of watercraft. It should also be noted that four-season accommodation opportunities could be explored in the future utilizing the proposed municipal campground infrastructure.

Support From Existing Accommodation Providers

Based on the feedback received during discussions between staff and existing accommodation providers, it is anticipated that from a market competitiveness standpoint, the development of a municipal campground would be positively received. As noted above, the clientele focus for most, if not all local providers remains pre-booked, longer duration stays primarily through the rental of seasonal trailer sites or roofed accommodations such as cabins and cottages. Although a municipal campground could be operated to offer both seasonal and transient campsites, a negligible impact appears likely as providers have indicated that demand is notably high and waitlists are lengthy.

Development Funding

Larger economic development-focused municipal projects such as the construction of campgrounds are often financially supported through provincial and federal partners.

Next Steps

It is proposed that a business plan for a municipal campground is completed which could include components such as;

- Market Analysis;
- Product Description;
- Risk Assessment;
- Financial Analysis (incl. funding sources);
- Marketing Strategy; and
- Operating Plan.

Once completed, this business plan would be provided to Council for consideration.

The two (2) options for obtaining a business plan are:

- a. staff drafting a business plan with the opportunity for Council to review and receive more clarification prior to making a further decision - there may also be opportunities to work with Universities who prepare Business Plans as a part of their curriculum with no financial impacts.
- b. issuing an RFP for a consultant to prepare a business plan, with proposals presented to Council after the RFP process is completed.

Financial Impact:

The two (2) options for obtaining a business plan are:

- a. staff drafting a business plan - staff time only.
- b. issuing an RFP for a consultant to prepare a business plan - cost for consultant. One Municipality who completed a similar plan was close to \$45,000 for their Business Plan; however, without releasing an RFP for this specific project, costs are unknown at this time.

Township of
North Frontenac

MUNICIPAL CAMPGROUND

AN PROPOSED INNOVATIVE ECONOMIC AND COMMUNITY OPPORTUNITY.



An Overview

About Campers and the Camping Industry

About Municipal Campgrounds

Benefits and Advantages

A Way Forward



Proposed by the Economic Development Task Force.

About **Canadian** Campers

-  25% do not reserve ahead of time.
-  73% travel < 300km from home
-  55% use a tent (66% in Ontario)
-  38% have a family income > \$80,000
-  65% are 25-54 (working family age)

Most Popular
Camping Activities



- Hiking
- Hammock
- Kayaking
- Campfire
- Swimming
- Fishing
- Photography
- Cycling

The Camping Industry - Canada



4231
Campgrounds

5.5
Million
Canadians enjoyed camping in 2022 including 500k for the first time.

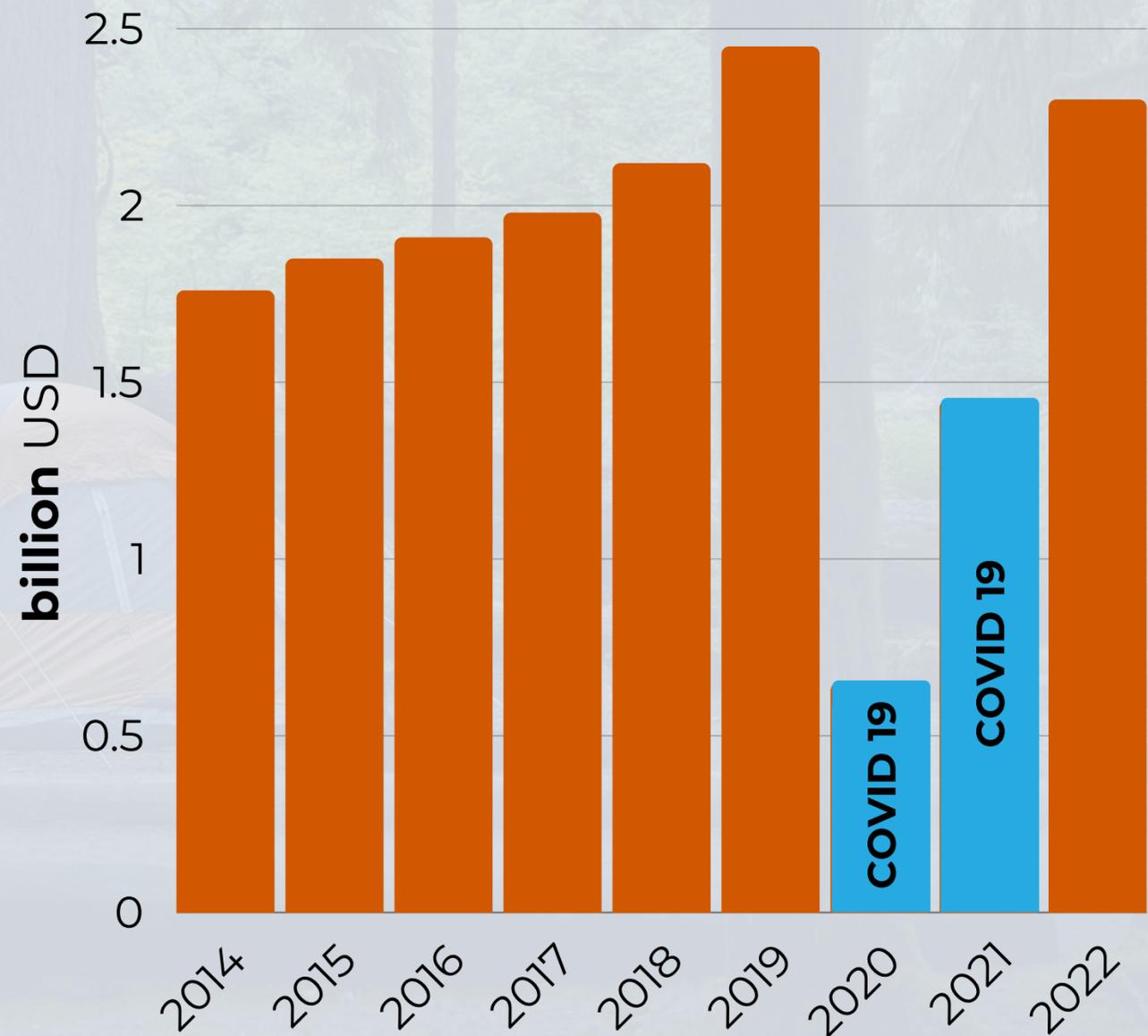
423,283
Campsites

11.4%
Sector revenue growth over 2022

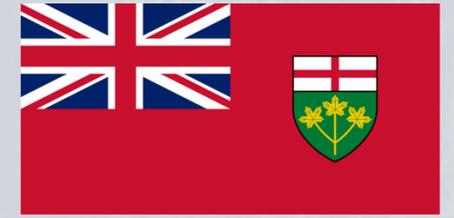
228,878 Overnight
193,343 Seasonal

\$470
Million
Projected sector growth by 2027

Market Size of Campgrounds and RV Parks



The Camping Industry - Ontario



\$1.7
Billion

Annual contribution to Ontario's GDP

25%

Canadian Camping Industry Jobs

18%

Of Ontarians are campers.

	Actual # (2014)	Share by Pop. of Canada (38%)	Difference
Campgrounds	1,144	1626	-482
Campsites	154,604	162,752	-8148

The Ontario Market appears undersupplied.



A Brief Look at 2019

19,253
Car Camping Sites

10.7 Million
Visitor Days

\$93 Million
Revenue

The Camping Industry - Locally



204,203
Camper Nights
(2021)

94%

Car Camping Occupancy
(July-Aug 2021)

5th

Most Popular Ontario
Provincial Park for Camping



68%
Overall Occupancy
(July-Aug, 2023)

85%

Occupancy - Vehicle
(July-Aug, 2023)

\$290,000

Revenue
(2023)



36
Lodges, Resorts and
Campgrounds

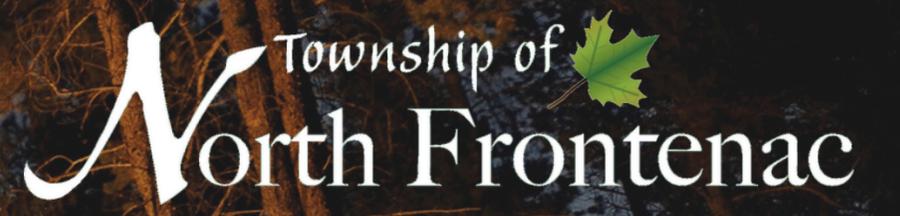
44%

Offer tent camping
in some capacity



- All have seasonal campers;
- Few (if any) have dedicated places;
- Most are guests of seasonal campers;
- Occasional/One-off situations.

Suspected Local Market Gaps



CAPACITY

Many providers indicate full or nearly full capacity over the summer months.



VARIETY

Limited options for transient tent and trailer camping.



RESERVATIONS

Advance reservations are often required (sometimes months ahead).



MINIMUM STAYS

3+ day stays are often required by providers especially for peak season.



ACCESSIBILITY

Few, if any local providers are able to offer a fully accessible camping experience

The Municipal Component



Municipal Campgrounds operate throughout Ontario including in:

51

estimated # of municipal campgrounds in Ontario

18%

of total campground visits in Canada



Potential Benefits

Economic



Visitor Attraction



Visitor Spend



Investment Attraction



Revenue Generation



Some municipal campgrounds generate income used to reduce the resident property tax burden.

Community



Attraction of Young People



Recreational Amenities



Employment Opportunities

Strategic Advantages



Centrally Positioned



Less than 300kms from Toronto, Ottawa, Montreal and the US Border



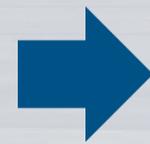
Unique Natural Beauty



200+ lakes and waterways, picturesque views and thousands of acres of pristine wilderness to explore.



Space To Grow



Significant tracts of undeveloped private and public land.



Track Record of Success



The North Frontenac Parklands camping program has been successfully operated for years.

Potential Key Concepts

INCREMENTAL APPROACH

Careful research and development followed by small-scale releases.

FUNDING PARTNERS

Similar projects have been funded with the cooperation of provincial and federal partners.

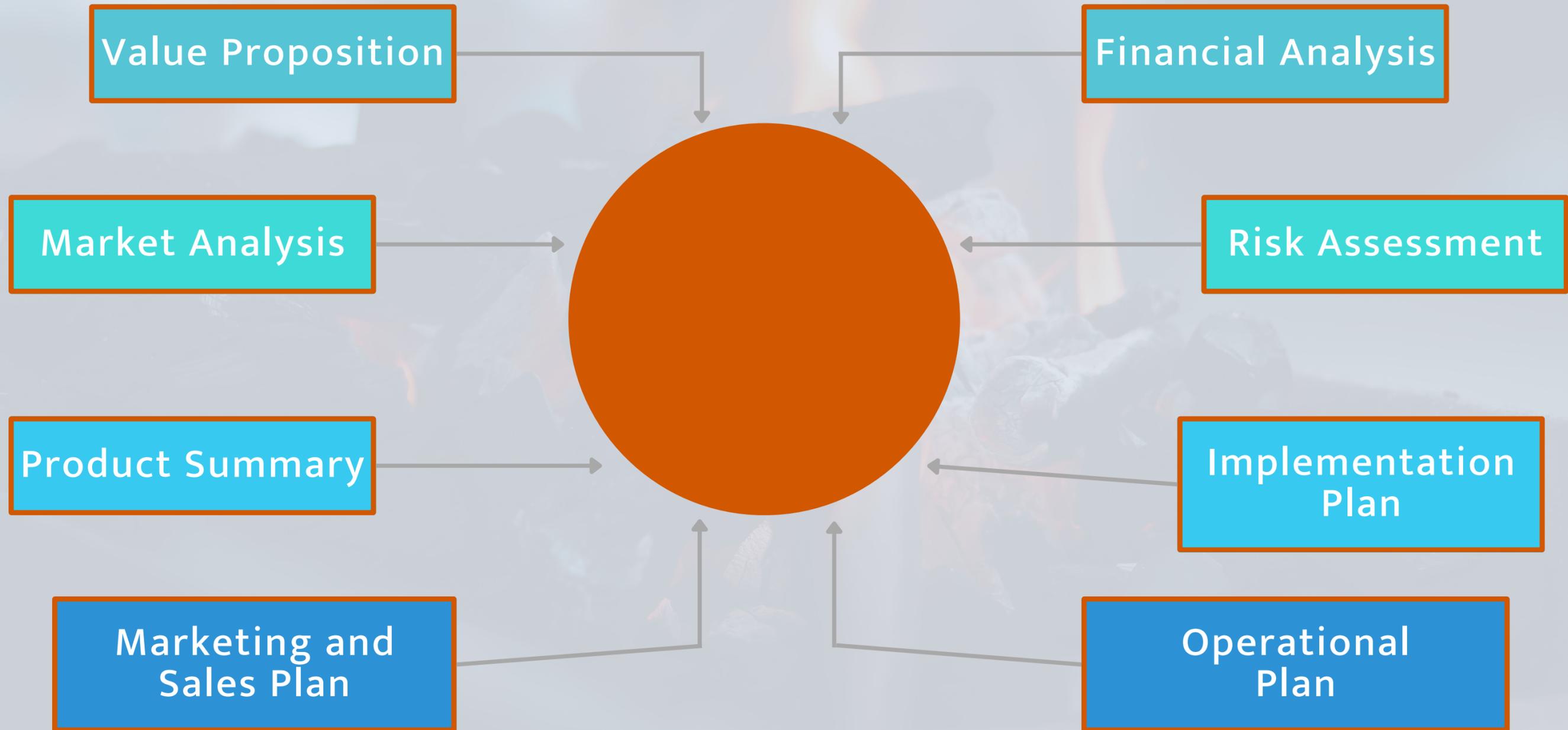
NO TAX DOLLAR INVESTMENT*

Development costs potentially not directly funded through taxation.



FINANCIAL SELF-SUFFICIENCY AND STABILITY
THROUGH REVENUE GENERATION

Next Step: A Business Plan



Business Plan Development - Options

OPTION 1



IN-HOUSE DEVELOPMENT

Municipal Staff will research and prepare a business plan to be presented at a future council meeting for consideration.

OPTION 2



ISSUE A REQUEST FOR PROPOSAL

An RFP will be issued seeking third-parties interested in developing the business plan. Proposals will be presented at a future council meeting for consideration.

Conclusions



CAMPING

- ➔ People of all ages and backgrounds love going camping.
- ➔ The market appears underserved locally and across the Province.
- ➔ North Frontenac has unique, strategic advantages.



MUNICIPAL CAMPGROUNDS

- ➔ Municipal Campgrounds have operated across Ontario for decades.
- ➔ They can be financially independent and sustainable.
- ➔ They can be part of an effective local economic development plan.



TODAY'S ASK

- ➔ To bring back more information to make an informed decision.
- ➔ No commitments to building the campground today.
- ➔ No financial commitments to the project today.

Thank You Questions?



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: 12 Jan 2024
Re: Community Grants Policy

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Community Grants Policy";
And That based on the current Community Grants Policy Clarendon Central School will be required to submit an Application for funding annually for up to \$1,000 and directs the MCD to respond;
And That Council agrees with the proposed amendments to the Community Grants Policy By-law and will consider an amended By-law later in the meeting.

Background:

Council passed Resolution #237-23 on May 19, 2023:

Be It Resolved That Council instructs the MCD to include a request from Clarendon Central Public School to include \$1500 in the 2024 draft budget to assist with school transportation. **Carried**

Researched By:

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

Comments:

By-law #17-20 being a By-law to Establish a Policy for Community Grants for the Township was passed on February 28, 2020. Under section 3b) "Council will only consider future requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year)". The current Policy states "to ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000".

The current By-law under Section #8 allowed exemptions for some community organizations that are funded through the annual budget automatically (grandfathered into the Policy as they were receiving annual donations prior to the policy being implemented) without an application (these groups can also submit an additional Application under the Community Grant Program when the intake is open):

- i. Clarendon Central Public School - \$50
- ii. Cloyne and District Historical Society - \$500
- iii. Conservationists of Frontenac Addington (COFA) - \$200
- iv. Land O' Lakes Community Services - \$1.25 per household in Ward 1 per Resolution #103-15

- v. Land O' Lakes Emergency Food Bank - \$2,000
- vi. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$500
- vii. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
- viii. Mazinaw Lake Swim Program - \$1500 per Resolution #59-18
- ix. North Frontenac Community Services – Northern Rural Youth Program - \$5400 per Resolution #103-15
- x. Ompah Community Volunteers Association – ATV Fundraiser (posters/laminating/printing) - \$400 – Per Resolution #77-10
- xi. Ompah Community Volunteers Associations – Fireworks - \$600
- xii. Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
- xiii. Sand Lake Swim Program - \$1500 per Resolution #59-18
- xiv. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
- xv. Land O'Lakes Traditional Music Hall of Fame - \$200

Since inception of this policy the following groups are no longer active and it is recommended we remove them from the policy:

- i. Conservationists of Frontenac Addington (COFA) - \$200
- ii. Ompah Community Volunteers Association – ATV Fundraiser (posters/laminating/printing) - \$400 – Per Resolution #77-10
- iii. Ompah Community Volunteers Associations – Fireworks - \$600
- iv. Land O'Lakes Traditional Music Hall of Fame - \$200
- v. Clarendon Central Public School - \$50 (Turkey Bingo)

It is recommended that Council removes the above annual donations. The list would remain with the following donations.

- i. Cloyne and District Historical Society - \$500
- ii. Land O Lakes Community Services \$1.50/household in Ward 1(Meals on Wheels, Adult Drop-In, Transportation and Homemaking/Maintenance per Res #109-19 \$2,250.
- iii. Land O' Lakes Emergency Food Bank - \$2,000
- iv. Land O' Lakes Community Services Christmas Hamper Program \$500
- v. Land O' Lakes Garden Club (maintenance of Pioneer Cemetery, & Planter boxes around community) \$700
- vi. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
- vii. Land O' Lakes Lions Club - Toll Road Hand-out \$180
- viii. Mazinaw Lake Swim Program - \$1500 per Resolution #59-18
- ix. North Frontenac Community Services - Northern Rural Youth Partnership per Res. #07-23 \$6,000
- x. Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
- xi. Sand Lake Swim Program - \$1500 per Resolution #59-18
- xii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
- xiii. North Frontenac Seniors and Law Enforcement Together (SALT) \$500

Financial Impact:

The automatic grants are valued at: \$18,430

The proposal is to have \$10,000 available for Community Grants Applications (\$1,000 per project maximum) available for 2024. It has been standard since 2020 to have \$10,000 annually; however, in 2023 the Budget was lowered to \$6,000.

Attachments:

[To Establish a Policy for Community Grants By-law 17-20 - ACC
17-20 Community Grants Policy - REDLINEpdf](#)

The Corporation of the Township of North Frontenac

By-law #17-20

Being a By-law to Establish a Policy for Community Grants for the Corporation of the Township of North Frontenac

Whereas Council passed Resolution #63-20 committing to adding a maximum of \$10,000 to the annual budget for Community Grants and agreeing to consider a new Community Grants Policy, including the provisions set out in the Resolution;

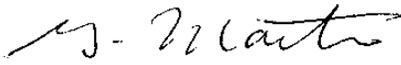
Now Therefore the Council of The Corporation of the Township of North Frontenac does hereby adopt the amended "Community Grants Policy" attached hereto as Schedule "A"; Schedule "B: and Schedule "C";

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

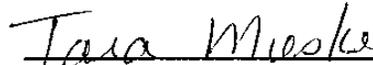
And That this By-Law shall come into force and take effect on the date of its passing.

Read a first and second time this 28th day of February, 2020.

Read a third time and passed this 28th day of February, 2020.



Deputy Mayor



Clerk

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

COMMUNITY GRANTS POLICY

1. Definitions

In this Policy:

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

2. Purpose

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

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

3. Guidelines

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

- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.
- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township Asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Manager of Community Development will publish an annual Notice regarding the application process on the Township's website and Social Media accounts and in the local paper
- g) The Treasurer will publish annually on the Township's website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline will not be considered.

- i) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- j) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.
- k) Some Community Organizations are provided funding through the annual budget; however if these Community Organizations require additional funding for special projects they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.
- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well.

4. Application Submission (see Schedule "B")

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the

Community Organization only has one person appointed to have signing authority).

- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested project(s) or proposal(s) including a list and description of actual and pending costs.
- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
 - Address: 6648 Road 506, Plevna, ON K0H 2M0.
 - Fax: 613-479-2352
 - Email: recreation@northfrontenac.ca
- e) Applications must be received and date stamped prior to the annual deadline of April 30th in order to be considered for a Community Grant under this Policy .
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

5. Application Evaluation

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

6. Reporting (see Schedule “C”)

- a) Within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development. The Final Report is intended to help the Community Organization evaluate the initiative and help Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

7. Effective Date

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

8. Exemptions

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

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



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

COMMUNITY GRANT APPLICATION FORM

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

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

Please answer the following questions.

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

Project or Proposal

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

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

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

Yes No

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

Other Information:

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

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

Disclaimer and Signature:

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

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

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

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

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



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

COMMUNITY GRANT FINAL REPORT

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

Date:	
Committee or Organization Name:	
Organization	
Name	
Phone Number	
Email Address	
Website	
Contact Person	
Name	
Phone Number	
Alternate Contact Person	
Name	
Phone Number	

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

Please check to indicate attached

Summary of the Project or Proposal Outcome

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

Disclaimer and Signature:

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

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

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

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

Privacy and Accessibility

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

The Corporation of the Township of North Frontenac

By-law #17-20

Being a By-law to Establish a Policy for Community Grants for the Corporation of the Township of North Frontenac

Whereas Council passed Resolution #63-20 committing to adding a maximum of \$10,000 to the annual budget for Community Grants and agreeing to consider a new Community Grants Policy, including the provisions set out in the Resolution;

Now Therefore the Council of The Corporation of the Township of North Frontenac does hereby adopt the amended "Community Grants Policy" attached hereto as Schedule "A"; Schedule "B"; and Schedule "C";

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 passing.

Read a first and second time this ~~28th day of February, 2020~~.

Read a third time and passed this ~~28th day of February, 2020~~.

Mayor

Clerk

Community Grants Policy

1. Definitions

In this Policy:

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

2. Purpose

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

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

3. Guidelines

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

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

4. Application Submission (see Schedule "B")

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

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

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

5. Application Evaluation

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

6. Reporting (see Schedule "C")

- a) Within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development. The Final Report is

intended to help the Community Organization evaluate the initiative and help Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

7. Effective Date

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

8. Exemptions

- a) Some Community Organizations are provided funding through the annual budget. These include:

- ~~i. Clarendon Central Public School - \$50~~
- ~~ii.i. Cloyne and District Historical Society - \$500~~
- ~~iii. Conservacionists of Frontenac Addington (COFA) - \$200~~
- ~~ii. Land O' Lakes Community Services - \$1,5025 per household in Ward 1 per Resolution #103-15 \$2,250~~
- ~~iv.iii. Land O' Lakes Community Services Christmas Hamper Program \$500~~
- ~~v.iv. Land O' Lakes Lions Club Emergency Food Bank - \$2,000~~
- ~~vi.v. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$500700~~
- ~~vi. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13~~
- ~~vii. Land O' Lakes Lions Club – Toll Road Hand Out~~
- ~~vii-viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500~~
- ~~viii.ix. Mazinaw Lake Swim Program - \$1500 per Resolution #59-18~~
- ~~ix. North Frontenac Community Services – Northern Rural Youth Program - \$5400 6000 per Resolution #103-1507-23~~
- ~~x. Ompah Community Volunteers Association – ATV Fundraiser (posters/laminating/printing) - \$400 – Per Resolution #77-10~~
- ~~xi. Ompah Community Volunteers Associations – Fireworks – \$600~~
- ~~xii-X. Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13~~
- ~~xiii.xi. Sand Lake Swim Program - \$1500 per Resolution #59-18~~
- ~~xiv-xii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18~~
- ~~xv. Land O'Lakes Traditional Music Hall of Fame - \$200~~

- b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

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



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

Community Grant Application Form

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

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

Please answer the following questions.

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

Project or Proposal

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

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

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

--

Amount requested:	\$
-------------------	----

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

Yes No

Amount (cumulative)	\$	Year(s)	

Other Information:

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

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

Disclaimer and Signature:

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

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

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

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

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



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

Community Grant Final Report

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

Date:	
Committee or Organization Name:	
Organization	
Name	
Phone Number	
Email Address	
Website	
Contact Person	
Name	
Phone Number	
Alternate Contact Person	
Name	
Phone Number	

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

Please check to indicate attached

Summary of the Project or Proposal Outcome

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

[Empty text box for project summary]

Disclaimer and Signature:

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

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

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

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

Privacy and Accessibility

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

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: 12 Jan 2024
Re: 2024 Renewal of Annual Township Agreement with By-Town Motorcycle Association (BMA)

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2024 Renewal of Township Agreement with the By-Town Motorcycle Association (BMA)";

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

Background:

On April 28, 2023 Council passed Resolution #203-23:

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

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

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

In 2023 Council approved the first Agreement with BMA. The purpose of the Agreement was to honor the BMA/Ontario Federation of Trail Riders (OFTR) Trail Permit on the Crown Roads within the Crown Land Stewardship Program (CLSP). The Crown Roads are currently maintained by the Township via a yearly Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MDMNR).

The BMA is required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. The insurance we have on file is currently valid until April 29, 2024.

Researched By:

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

Comments:

The BMA advised they consider themselves a group of off-road motorcycle enthusiasts dedicated to the safe and responsible practice of their sport for all ages. They feel strongly that this is the best

strategy to preserve and expand off road riding opportunities in the Ottawa area and Eastern Ontario. By demonstrating responsible riding and the responsible use of private and public lands they will be able to successfully advocate for increased support and recognition for the sport and the many social and economic benefits that off-road riding activities bring to communities. Demonstrating responsible riding and land use will involve closer engagement and partnerships with local authorities and various levels of government but they are committed to these activities to improve opportunities, primarily for their members, but also for all off-road riding activities that share their goals.

Currently, we see small groups of BMA riders who use the Crown Roads within the Parklands fully and partially for access to other trails. The Agreement worked very well in 2023 to ensure compliance of BMA/OFTR riders. The Program did not experience a shortfall in Permit sales with this new Agreement in place in 2023.

It is recommended the Township enter into an Agreement with BMA to honor the OFTR Trail Permits on the Crown Roads within the North Frontenac Parklands with a financial contribution for 2024 being \$6,000. The Calabogie Boogie event, would only be required to purchase additional 'day passes' for riders who would not fall under the proposed Agreement.

Financial Impact:

In 2023 the BMA provided a donation of \$6,500 to the North Frontenac Parklands to assist with the maintenance of Crown Roads within the CLSP.

In 2024 the BMA is proposing to provide \$6,000 to the North Frontenac Parklands to assist with the maintenance of Crown Roads within the CLSP.

Attachments:

[2024-02 - Agreement with By-Town Motorcycle Association - Pdf](#)

The Corporation of the Township of North Frontenac

By-law # 2024-02

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with By-Town Motorcycle Association (BMA) to Honour the Ontario Federation of Trail Riders (OFTR) Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2024 Season

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

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

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

Read a first and second time **January 12, 2024.**

Read a third time and finally passed this **January 12, 2024.**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

This Agreement is made the 12th Day of January, 2024

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART
and –

By-Town Motorcycle Association

hereinafter called the "BMA"
OF THE SECOND PART

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

And Whereas the Township agrees to honour the Ontario Federation of Trail Riders (OFTR) Trail Pass for use of these Crown Roads throughout the 2024 season;

And Whereas the BMA agrees to provide the Township a 2024 contribution of \$6,000;

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

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

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

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

7. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the BMA:

By-Town Motorcycle Association

c/o Ryan Lariviere

5951 Pineglade Crescent

Orleans, ON K1W 1G9

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac

Attention: Chief Administrative Officer

6648 Road 506

Plevna, Ontario K0H 2G0

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

8. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.

9. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

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

The Corporation of the
Township of North Frontenac

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

By-Town Motorcycle Association

Signature: _____

Name & Title _____

Signature: _____

Name & Title _____

We have the authority to bind the corporation.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Speed Limit By-law Update

Recommendation:

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

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

- North Shore Road (revise existing 60 km/hr to 50 km/hr).
- Head Road (revise existing 60 km/hr to 50 km/hr).
- Smith Road (revise existing 60 km/hr to 50 km/hr, commencing 4.7 km from the intersection with Ardoch Road to the End).

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

Background:

The Township retained D.M. Wills Associates Limited (Wills) to conduct a road evaluation study of municipal roads and update the Road Needs Report. The resulting final report (Road Needs Study Report - 2022 dated November 2023) included assessing the exiting posted speed limits on all gravel roads in the Township's inventory.

The Canadian Guidelines for Establishing Posted Speed Limits was developed by the Transportation Association of Canada (TAC Guidelines) and were developed to provide guidance and to enhance consistency in the evaluation of posted speed limits. The TAC Guidelines are based on the road risk method which is primarily based on the evaluation of risk associated with the physical characteristics of a roadway.

For municipal arterial, collector and local roads, the ideal speed is determined based on the typical functions of these roads and typical public expectations under minimal risk conditions. A recommended posted speed limit is established according to the level of risk. The higher the level of risk associated with the roadway’s physical characteristics, the lower the resulting posted speed limit.

The speed limit for gravel roads within the Township currently varies from 40 km/h to 60 km/h. A preliminary review of each gravel road section was undertaken to determine if the speed limit was appropriate. D.M. Wills adopted the above-noted TAC’s Canadian Guidelines for Establishing Posted Speed Limits, for considering appropriate speeds on the gravel road network.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

As a result of the assessments, Wills is recommending lowering the speed limits for two gravel road sections which include the North Shore Road and Head Road. Both of these road sections are posted 60 km/h but yielded a recommended speed limit as determined by road characteristics of 50 km/h.

Smith Road is posted at 60 km/h. According to TAC guidelines, this speed limit is appropriate. However, as per the Inventory Manual, Wills assigned a comfort speed of 50 km/h for this section of road – i.e. it was uncomfortable driving faster than 50 km/h for the majority of the road. Given this fact, the Township of Frontenac may consider either maintaining the existing speed limit on Smith Road or lowering it to 50 km/h at 4.7 km from the intersection with Ardoch Road.

I am recommending the lowered 50km/hr speed limit on Smith Road within the limits identified by Wills.

All of other sections found the posted speed limit satisfied the recommended speed limit as per the TAC methodology. Lowering the posted speed limits at these locations is unlikely to affect the behavior of familiar drivers. It will, however, inform unfamiliar drivers that the typical road conditions are designed to be travelled at 50 km/h.

Financial Impact:

No additional costs have been identified as a result of updating the Speed Limit By-law. Any new signage required will be addressed within the proposed 2024 operating budget.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Road Needs Study Report - 2022 / 2023

Recommendation:

BE IT RESOLVED THAT Council receives for information the Public Works Manager's Administrative Report dated January 12, 2024 entitled "Road Needs Study Report - 2022 / 2023".
AND THAT the financial requirements and proposed constrained 5 year capital plan from the Road Needs Study will be reviewed during 2024 budget discussions.
AND THAT once approved by Council the Road Needs Study Report - 2022 will be placed on the Township's website.

Background:

The Township retained D.M. Wills Associates Limited (Wills) in 2022 to update the 2019 Road Needs Study (RNS) Report as a component of the Modernization Program - Uptake 2. Separate reports were previously prepared for Gravel and Hardtop roads, but now both are addressed in a single report. The final report was submitted in November of 2023.

The RNS identifies needs for a 10 year period, with a listing of prioritized road projects for the first 5 years and a forecasted annual need for the remaining 5 years. Program year 2023 delivered the last year of the 5 year program identified in 2019.

The RNS documents the condition of roads, the extent of deficiencies, performance forecasts and needs, to support the Township in managing road assets, life-cycle costing and level of service targets in accordance with Provincial guidelines.

The Township manages a 344 km road network, including 147 km of gravel roads, 184 km of surface treated (low class bituminous LCB) roads and 13 km of hot mix asphalt (high class bituminous HCB) paved roads.

All road sections were inspected by Wills staff in June of 2022. Inspection results were subsequently updated to reflect work completed in 2022 and 2023. Ten (10) road characteristics were assessed to determine the adequacy of the road, but the most critical for our network were:

- Surface type.
- Surface width.
- Structural Adequacy.

The average surface condition rating for all roads is 6.9/10 suggesting the typical road has a fair to good riding quality.

Considering structural adequacy of the hardtop roads (197 km), 63 km are in very good condition, and approximately 47 km are in average condition (expected to become a now or 1-5 year need without timely resurfacing). The remaining 86 km of hard top roads are in the very poor to poor range. Most of these roads will require more costly reconstruction over the next 5 years to fully repair them.

A priority rating was calculated for each road section using a weighted calculation that takes the traffic volume and overall condition rating into account.

The total replacement cost of the Township's road infrastructure is \$97.7 M.

A copy of the final 2022 report (dated November 2023) is attached.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

Construction costs continue to escalate and as road sections age the deficiencies become more extensive, more costly to repair and or full reconstruction is required.

From the 2019 RNS to the 2023 construction season, the price of a single surface treatment increased from \$25 k/km to \$35 k/km and if the required treatment has to be upgraded from a single surface treatment to a double with pulverizing due to more significant deficiencies, the cost then increases from \$35 k/km to \$91 k/km.

For example in 2023, we only resurfaced 7 km (well short of our 28 km goal), because all road sections required a double surface treatment and pulverizing, and the Henderson Road was a re-construction at a cost of \$220 k/km.

Resurfacing Program

With an understanding of degradation rates for each surface type, the annual resurfacing required to maintain the network can be determined:

Gravel Roads

147.5 km to be graveled every 5 years = 29.5 km per year (gravel depth 75mm full width).
Or an annual budget of 29.5 km x \$32,000 /km = \$944,000.

Surface Treated Roads

183.6 km to be resurfaced every 7 years = 26.2 km per year.
Or an annual budget of 26.2 km x \$28,000 /km = \$733,600.

Hot Mix Roads

12.7 km to be resurfaced every 20 years = 0.6 km per year.
Or an annual budget of 0.6 km x \$166,000 /km = \$99,600.

The total resurfacing program is estimated at \$1,790,400 per year (hot mix, surface treatment and gravel). Basically a surface treated road should be resurfaced every 7 years and a gravel road addressed every 5 years.

Preservation Program

The RNS also recommends an annual preservation program for the hard top roads to seal the surface and prevent water infiltration into the granular base. The annual budget estimate for preservation / sealing is \$656,600.

Reconstruction Needs

A total length of 110 km of roads were identified as having structural needs in the NOW to 10 year period, at an estimated cost of \$9.1 M.

Budget

A fully funded 10 year plan following the recommendations in the RNS report would include \$1.8 M/year for resurfacing, \$0.7 M/year for preservation and \$1.0 M/year for reconstruction needs over ten years. Our 2023 budget provided \$1.04 M (\$742 k for resurfacing and \$300 k for gravel).

It is recommended that while the focus of the 10-year capital plan is on the 86 km of hard top roads that are in the very poor to poor range, that a preservation program focuses on roads considered fair to very good (63 km) from becoming more costly reconstruction needs. Preservation is always an issue when motorists see roads that are in relatively good condition being resurfaced when there are obviously other poor to very poor roads.

Unconstrained Hard Top Capital Plan

A 10 year plan was developed considering an ideal funding scenario (budget is unlimited). Road treatments are applied at the ideal time based on condition and performance expectations. Costs per program year are:

2024	\$7.1 M
2025	\$4.3 M
2026	\$2.5 M
2027	\$4.4 M
2028	\$1.1 M
2029	\$0.4 M

Costs drop significantly as our pending list of NOW needs are addressed in 2024 and 2025.

Constrained Hard Top Capital Plan

A 5 year plan was developed considering a fixed annual budget of \$750,000 (Appendix C of the RNS). If additional funding is available projects can be selected from the next program year.

The annual budget ranges from \$699 k to \$787 k over the 5 years. We treat from 7.7 km to 11.9 km of hard top roads. This is far short of our 26.2 km goal to preserve the network. The poor condition of many of these road sections will now require significantly higher priced treatments (are beyond just an single surface treatment application).

In general, the focus is on completing adjacent sections to deliver larger projects and complete all the work required on an entire road:

Gravel Road Program

Given known budget constraints it is recommended that additional gravel roads are not considered for hard topping at this time.

Gravel road sections are listed in order by descending priority level. Unless specific exceptions are identified, it is recommended to develop the program directly from the Road Section listing based on the funding available.

Other Considerations

Drainage Assessment

Wills completed a visual inspection of the storm sewer system in Plevna. No material defects were noted and the system appears to be working without any concerns. Twin 1.6m diameter centerline culverts under Rd 509 in the Village have moderate rust forming and Wills have recommended replacement in 5-10 years. I have reviewed these culverts and suspect more significant issues will be identified once a clean-out is completed. I recommend scheduling replacement in year 5, with the program value to be determined.

Road Side Maintenance

Road side maintenance, ditching and drainage are critical to prolong the useful life of a road. A dedicated capital program item for ditch cleanout and clearing is recommended. I suggest this is beyond the scope of work currently completed as 'roadside maintenance' and recommend including a Roadside Maintenance item be considered during 2024 capital program budget discussions.

Speed Limit Review

The RNS Gravel Road Speed Limit Review is being addressed by a separate Administrative Report.

Financial Impact:

With our current annual budget allocation for hard top and gravel roads we are unable to address the resurfacing and capital improvements identified in the RNS report. As a general approach, we need to resurface 26 km of hard top and treat 30 km of gravel road annually. As the road sections age and are left untreated, the scope and cost of the required treatments increase significantly.

The constrained plan provided by Wills for hard top roads schedules projects for a five year period based on the current funding level. For years 5 to 10 the need can be identified but actual projects are not scheduled given the variation in road conditions over that time.

A presentation will be made to Council by staff during budget discussions to review the RNS recommendations and financial impacts.

Attachments:

[4809 - North Frontenac 2022 RNS Report - Final Draft \(No Maps\)](#)



Township of North Frontenac

Road Needs Study Report – 2022

D.M. Wills Project No. 22-4809

D.M. Wills Associates Limited

Partners in Engineering, Planning and
Environmental Services
Peterborough

October 2023

Prepared for:
The Township of North Frontenac



WILLS

Executive Summary

The Corporation of the Township of North Frontenac (Township) retained the services of D.M. Wills Associates (Wills) to undertake a review of the Township's existing road network, and assess its physical condition as well as confirm various road attributes. Data collected during the field review was used to develop a prioritized listing of the road network needs, the results of which are documented in this report.

The Township's road infrastructure system spans a total of 344 km primarily within a rural setting, with small areas of urban and semi-urban development. The road network includes surfaces ranging from gravel to hot mix paved (asphalt). The Township has approximately 147 km of gravel roads, 184 km of surface treated roads (low class bituminous (LCB)), and 13 km of hot mix asphalt paved roads (high class bituminous (HCB)).

Two primary indicators of the relative health of a road are the structural adequacy and surface condition ratings. The current average structural adequacy rating for the Township's road network is 13.2/20. The current average surface condition rating for the Township's road network is 6.9/10.

9% (31 km) of the road network has a Structural "NOW" need, 17% (57 km) has a Structural "1-5" year need, and 14% (47 km) of the road network has a Structural "6-10" year need.

It should be noted that a structural "NOW" need does not explicitly mean that work must be undertaken on the road immediately (although this may be so in some cases). A structural "NOW" need means that a significant portion of the road is showing distress of the road bed and requires significant intervention i.e. reconstruction or major rehabilitation to renew its service life. A structural "1-5" year need is expected to become a "NOW" need in the next five years, and a "6-10" year need is expected to become a "NOW" need in the next 10 years.

Note that many "6-10" year reconstruction needs may be deferred by timely resurfacing, extending their service lives. As highlighted above, the Township has a notable portion of their roads (11%) with a "6-10" Year Structural Need.

Resurfacing and Preservation Management

In addition to addressing currently deficient roads (i.e. capital reconstruction), a dedicated preservation management approach is required, **and perhaps even more important**, to "keep the good roads good"; the fundamental principle being that it costs much less to maintain a good road than it does to let it fail and then reconstruct it, from a life cycle cost perspective. Ultimately, the goal of preservation management is to extend the useful life of a road and road network, maximizing the Township's investment over the road life-cycle.

Road resurfacing is an effective way of extending the overall life of the pavement structure and therefore a road resurfacing program is highly recommended. Roads with a structural adequacy of 12/20 or greater are included as candidates for potential resurfacing. Preliminary recommendations and prioritization for road resurfacing are based on condition rating and traffic demands on each road section, as per the Inventory Manual. A road with higher traffic volumes and fair structural adequacy is given priority over a road with moderate traffic and good structural adequacy score, in an attempt to intervene and extend the life of the road before it deteriorates to a level that can no longer be resurfaced (i.e. more expensive reconstruction is required). Specific resurfacing treatment recommendations must be assessed through further field investigation and detail design effort, prior to selecting and implementing the resurfacing strategy.

Based on typical degradation rates for gravel roads, surface treatment, and hot mix, a resurfacing program and related budget is recommended as follows:

Hot Mix Paved Roads:

- 12.7 km of paved roads (HCB).
- Degradation rate 0.25 / year (rating drops from 10 to 5, over a 20-year period).
- Annual resurfacing 0.6 km / year.
- **Annual budget \$112,800:** (0.6 km / year x \$166,000 / ln **PP1** x 2 lanes).

Surface Treated Roads:

- 183.6 km of surface treated roads (LCB).
- Degradation rate 0.625 / year (rating drops from 10 to 5, over a 7-year period).
- Annual resurfacing 26.2 km / year.
- **Annual budget \$733,600** (25.2km / year x \$28,000 / km **ST1**).

Gravel roads require regular maintenance. Maintenance includes regular grading and reapplication of new gravel. Typically, gravel roads should be resurfaced on a 3 - 5 year cycle.

Gravel Roads:

- 147.5 km of earth / gravel roads.
- 75 mm gravel every 5 years.
- Annual gravelling of 29.5 km.
- Granular A (\$32,000 / km).
- **Annual budget \$944,000** (29.5 km / year x \$32,000 **G**) **.

** Cost based on supply of Gravel only with application of gravel by internal forces.

The total resurfacing program, (hot mix, surface treatment and gravel) is estimated at \$1,790,400 per year.

Preservation techniques seal the surface as to prevent water infiltration into the granular base. Slurry Seal / Microsurfacing is used on LCB and HCB pavements to seal large areas, although wide / active cracks will reflect through the treatment. An annual preservation management budget has been estimated as follows:

Slurry Seal / Microsurfacing

- 12.7 km of paved roads (HCB).
- 183.6 km of surface treated roads (LCB).
- Assume that slurry seal / microsurfacing will be applied, on average, once per resurfacing cycle.
- 26.8 km of road to preserve per year (0.6 km HCB and 26.2 km of LCB).
- **Annual budget \$656,600** (26.8 km x \$25,000 / km **Slurry Sealing / Microsurfacing**).

Further to the recommendations above with respect to resurfacing, it is also recommended that regular maintenance in the form of roadside ditch cleanout and brush clearing be undertaken as a critical component to preservation management in order to extend the useful service life of the existing roads.

Capital Improvements

Preliminary recommendations and prioritization for planned capital improvements i.e. reconstruction, have been developed based on the condition rating and traffic demands on each road section, as per the Inventory Manual. Those roads identified as having a "NOW", 1 – 5, or 6 - 10 year need have been included in the capital improvement plan for reconstruction.

A total length of 110.3¹ km of roads were identified as having structural needs in the "NOW", 1 – 5 or 6-10 year periods. The estimated cost to improve these roads is approximately \$9.6 M.

It is important to highlight the network's average structural adequacy score of 13.2/20, as noted previously. A significant portion of the Township's roads are approaching a condition that will require reconstruction, as opposed to less costly resurfacing.

A fully funded 10 year plan following the recommendations in this report includes \$1.8 M/year for resurfacing needs and 1.0 M/year for the capital needs over ten years.

Given that a majority of the Township's Road network have a structural need of 6-10 years or no structural need, Wills recommends that priority should be given to resurfacing and preservation over capital needs should funding fall short of ideal levels.

¹ Approximately 25 km of needs have been addressed since inspection in 2022. These roads have been removed from the total needs.

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Appendices

Appendix A – Unit Price Form

Appendix B – Unconstrained 10-Year Program

Appendix C – Constrained 5-Year Program

Appendix D - Mapping

DRAFT

1.0 Purpose, Background and Study Method

1.1 Purpose

The purpose of the 2022 Road Needs Study Report is to update the current road inventory and road condition assessments within the Township of North Frontenac (Township). Using this information, a prioritized listing of the road network needs is developed. The information derived from the study and documented in this report will provide assistance to the Township for developing and executing a planned road maintenance and improvement program.

The Township retained the services of D.M. Wills Associates (Wills) to undertake a review of the existing road network, and assess its physical condition as well as confirm various attributes. Data collected as a result of the field review is used to develop a prioritized listing of the road network needs, the results of which are documented in this report.

1.2 Background

The Township of North Frontenac is located in Eastern Ontario in the northern part of the Frontenac County. The geography is dominated by the Canadian Shield and provides many pristine lakes and vistas for the township's 2,300 permanent and approximately 7,000 seasonal residents.

In 2017, the Township retained Wills to undertake a road condition assessment for the Township's hard-surfaced road network. In 2018, the Township retained Wills again to conduct a gravel road condition assessment. This study is an update on both those previous studies (combining hard top and gravel roads). Furthermore, this study utilizes both the Inventory Manual for Municipal Roads inspection methodology for all roads, and the PCI methodology for hard topped roads.

1.3 Study Objectives

Based on discussion with Township staff, the following study objectives were identified:

- Provide a current inventory and value of the Township's roads, assess road conditions and needs, and develop a priority listing for construction needs and improvements.
- Provide a prioritized list of capital projects for the Township to invest in.

To ensure compliance with the latest Ministry of Transportation (MTO) guidelines, the inventories were completed in accordance with the most current edition of the Inventory Manual for Municipal Roads.

1.4 Section Changes

Road sectioning was updated to harmonize with the County of Frontenac's intersection to intersection sectioning, with the following exceptions:

- Surface type changes in between intersections;
- Assumed portion of road ends in between intersections; and
- Urban/rural transitions in between intersections

Lengths were taken from the County of Frontenac's GIS Sections – the modest change in network length is due to differences in measurement, not additions in road assets.

1.5 Study Methodology

The procedure utilized to complete the study was in accordance with the Ministry of Transportation's Inventory Manual for Municipal Roads (February 1991).

Additionally, field reviews for the purpose of Pavement Condition Index (PCI) were undertaken in accordance with:

- MTO Manual for Condition Rating of Flexible Pavements, SP-024.
- MTO Manual for Condition Rating of Surface-Treated Roads, SP-021.

There are two key observations when using PCI methods: the Ride Condition Rating (RCR), and the Distress Manifestation Index (DMI). RCR is a subjective measurement of how smooth a travelled surface is, rated from 0 to 10, with 10 representing excellent, new surfaces, and 0 representing an extremely rough, impassible road. DMI aggregates various forms of visible pavement distress into a rating from 0 to 10, with 10 representing a new surface and 0 representing a destroyed surface.

RCR and DMI are rated strictly independently. A rough road may have relatively few visible distresses while a fairly smooth road may display many distresses. In general, rough roads display associated visible distresses.

The combined approach facilitates comparing all the Township's roads, as the Inventory Manual prescribes the same rating system regardless of surface type, while also providing detailed descriptions of the types of distress encountered on surfaces as per the PCI ratings. This approach is compliant with O. Reg. 588/17. Wills undertook the field study in June of 2022.

During the field study, a visual assessment of the following road characteristics was documented to assess the current adequacy of the road:

- Platform Width (overall width of road).

- Surface Width (width of pavement surface).
- Shoulder Width.
- Surface Type (gravel, low class bituminous, or high class bituminous).
- Drainage Type (open ditches vs. storm sewers etc.).
- Surface Condition (assigned based on Ride Condition Rating for this Study).
- Maintenance Demand.
- Roadside Environment.
- Capacity.
- Alignment.

1.5.1 Critical Deficiencies

Critical deficiencies represent road characteristics that result in increased maintenance costs or lead to an inadequate level of service. Road sections may be assessed as critically deficient if any one of the following characteristics fall below the minimum tolerable standards defined in the MTO Inventory Manual:

- Surface type - Insufficient surface type for traffic volumes.
- Surface width - Insufficient width of the road surface excluding the shoulders.
- Capacity - Inability of the road to accommodate traffic volumes at peak periods.
- Structural Adequacy - Inability of the road base to support vehicular traffic.
- Drainage - Increased frequency of flooding or excessive maintenance effort required to prevent flooding.

Critically deficient roads have generally reached the end of their service life and /or require major work to improve e.g. widening or new surface type. As such, reconstruction is generally required.

Surface Type

The following parameters were used to assess the adequacy of the road surface type. Road sections with traffic volumes (AADT) in excess of the minimum tolerable values for Earth and Gravel in **Table 1**, were noted as critically deficient triggering a “NOW” surface type need as per the Inventory Manual Method.

Table 1 - Surface Type by Annual Average Daily Traffic (AADT)

Surface Type	AADT		
	Inventory Manual		MTO Pavement Design and Rehabilitation Manual ²
	Tolerable Range	Design Standard	
Earth (E)	<50	-	-
Gravel (G)	<400	0-199	0 - 199
Low Class Bituminous (LCB) / Surface Treatment	-	200-399	200 - 1500
High Class Bituminous (HCB) / Hot Mix	-	400+	>1500

No surface type needs have been identified in this study based on the MTO design standards.

Table 1 provides further guidance with respect to surface type from both the Inventory Manual as well as the MTO Pavement Design and Rehabilitation Manual.

As detailed in **Table 1**, Gravel surfaces are generally considered acceptable for AADT of less than 200 vehicles but may be tolerable up to 400 AADT. Transition to Surface Treatment should be considered above 200 AADT. Gravel road maintenance costs (resurfacing, grading, dust suppression, etc.) versus surface treatment costs are key considerations.

Low Class Bituminous (LCB) i.e. Surface Treatment may be acceptable for traffic volumes between 200 and 1500 AADT.³ A transition to a Hot Mix or High Class Bituminous surface from Surface Treatment must be considered on a case by case basis. The following factors require consideration:

- Surface Treatment Maintenance Costs.
- Commercial Vehicle Loading.
- Roadside Environment (Urban, Semi-urban, vs. Rural).
- On-street Parking.
- Adjacent Drainage Infrastructure i.e. curb and gutter, catch basins etc.
- Asphalt Availability / Cost.
- Surface / Platform Width.

² Ministry of Transportation. Pavement Design and Rehabilitation Manual, Second Edition, 2013, Table 3.3.3 Structural Design Guidelines for Flexible Pavement – Secondary Highways

³ The highest estimated traffic level on a North Frontenac road is 700 AADT

- Traffic Volume Growth.
- Sub-base Quality.
- Roadbed Frost Susceptibility.
- Future Resurfacing / Rehabilitation Costs.

Vehicle loading is one of the key considerations for pavement design and ultimately the decision between Hot Mix and Surface Treatment. Roads with high levels of commercial traffic require a more substantial pavement structure. The values noted in Table 1, for the “MTO Method” are generally reflective of a highway with 10% commercial vehicles. Roads with AADT in excess of 400 vehicles with a good sub-base and commercial vehicles up to 10% may still perform very well with a Surface Treatment. Existing/past performance of a Surface Treatment can be an excellent indicator when considering the upgrade to Hot Mix.

Surface Width

Surface widths that fall below minimum tolerable standards, as detailed in the MTO Inventory Manual are noted as critically deficient triggering a “NOW” need.

The Minimum Tolerable Surface Widths for Rural roads are included in **Table 2:**

Table 2 – Rural Road Surface Width by Annual Average Daily Traffic (AADT)

	AADT							
	1-49	40-199	200-399	400-999	1000-1999	2000-2999	3000-3999	4000+
Road Width (m)	5.0	5.5	5.5	6.0	6.0	6.0	6.5	6.5

Capacity

An in-depth traffic capacity analysis was not completed as part of the scope of this Road Needs Study. Decisions with respect to expansion of roads should be made within the context of a Transportation Master Plan or Official Plan for the Township.

However, from a general perspective, a two-lane road can typically provide adequate service up to an AADT of approximately 12,000 vehicles. The functionality of a road from a capacity standpoint is of course dependent upon other factors in combination with volume. Adjacent land uses, number of access points i.e. entrances and side roads etc. also have a significant impact on how the road functions.

A rural road with limited entrances and side roads will have a much greater capacity to flow traffic versus an urban street with many entrances and side road intersections. The AADT of 12,000 can be used as a ‘rule of thumb’ to trigger further analysis on the road capacity and operation. For the purposes of this study, a detailed capacity analysis was not undertaken as part of the scope of work. All roads were assigned to be adequate from a capacity perspective noting that no road section had an AADT greater than 5,000 vehicles.

Structural Adequacy

In cases where road base or structure is showing distress over more than 20% of the length of the road section, a score between 1 and 7 (out of 20) is assessed and the road section is assigned a "NOW" need and considered Critically Deficient per the Inventory Manual. The structural adequacy rating is often the best indicator of the overall road section's health.

It should be noted that a structural "NOW" need does not explicitly mean that work must be undertaken on the road immediately (although this may be so in some cases). A structural "NOW" need means that a significant portion of the road is showing distress of the road bed and requires significant intervention i.e. reconstruction or major rehabilitation to renew its service life. A structural "1 – 5" year need is expected to become a "NOW" need in the next five years, and a "6 – 10" year need is expected to become a "NOW" need in the next 10 years.

Drainage

A road section is assessed as a "NOW" need for drainage generally when a road becomes impassible due to water one or more times a year. This information is not readily accessible from inspection. Characteristics such as ditching, water ponding on or around the road, and evidence of past washouts were used to assess road drainage. As such, a road was given a "NOW" need for drainage if there were evident drainage problems that would likely lead to an impassable road during a heavy rain or a rapid snow melt.

2.0 The Road System

2.1 Inventory and Classification

All roads in the municipal road system were inventoried according to the methods outlined in the Inventory Manual for Municipal Roads.

The inventory procedure requires that each road in the system be studied as a separate unit. Initially, the road system was divided into sections so that each conformed, as close as possible, to the following requirements:

- Uniform traffic volume.
- Uniform terrain.
- Uniform physical conditions.
- Uniform adjacent land.

Depending on location with respect to the built up areas, roads were classified in a manner generally descriptive of the type of construction as follows:

- Urban - Roads with curb and gutter and storm sewer drainage.
- Semi-Urban - Roads in built up areas (development exceeds 50% of the frontage) without curb and gutter or curb and gutter on one side only.
- Rural - Roads with development on less than 50% of the frontage.

Rural roads were further evaluated based on estimated traffic volumes; such as 0 to 50 vehicles per day, 51 to 200, and 201 to 400 etc. For the purpose of this study, a combination of counted and estimated traffic volumes were provided by the Township. Where gaps existed in the data, traffic volumes were estimated. Counts and estimates completed in the past were brought forward to 2022 traffic volumes using a growth rate of 1.5%.

Table 3 summarizes the total road length in kilometres by surface type and road environment as of June 2022.

The existing road system consists of 344 km of roadway, 147 km of gravel roads, 183 km of surface treated roads (LCB) and 13 km of HCB (asphalt paved) roads; with all calculations being approximate and rounded to the nearest kilometre.

Table 3 - Road System Inventory

Township of North Frontenac		
Road System in Kilometres		
(As of June 2022)		
A.	Surface Type	Totals*
	Earth	0
	Gravel (Loose Top Gravel)	147
	Surface Treatment (LCB & ICB)	184
	Hot Mix Asphalt (HCB)	13
	Total A	344 km
B.	Roadside Environment	
(i)	Rural	
	Earth	0
	Gravel (loose Top Gravel)	147
	Surface Treatment (LCB & ICB)	184
	Hot Mix Asphalt (HCB)	11
	Total Rural	343 km
(ii)	Semi-Urban	
	Gravel (loose Top Gravel)	0

	Surface Treatment (LCB)	0
	Hot Mix Asphalt (HCB)	0
	Total Semi-Urban	0 km
(iii)	Urban	
	Gravel (loose Top Gravel)	0
	Surface Treatment (LCB)	0
	Hot Mix Asphalt (HCB)	1
	Total Urban	1 km
	Total B	343 km
<i>*Estimated to the nearest centreline kilometre.</i>		

3.0 Road Needs

The primary purpose of the study is to develop a list of all roads within the Township ranked according to priority with respect to road needs.

The method of evaluating road needs in terms of type, cost and timing of improvements is identified in the Inventory Manual for Municipal Roads.

It is important to note that budgetary restrictions will often influence the level of upgrades to the road system and therefore it is imperative to maximize the improvements based on availability of funds and needs priority.

3.1 Critical Deficiencies

The inventory of the road system revealed that certain road sections are now deficient or will become deficient during the study period.

As noted previously, critical deficiencies include road characteristics which result in increased maintenance costs and which inevitably lead to an inadequate level of service. A road section is critically deficient if any one of the following characteristics fall below the minimum tolerable standards defined in the Inventory Manual.

- Surface type - Incorrect surface type to suit traffic volumes on the roadway.
- Surface width - Insufficient width of the road surface excluding the shoulders.
- Capacity - Inability of the road to accommodate traffic volumes at peak periods.
- Structural Adequacy - Inability of the road base to support vehicular traffic.
- Drainage - Increased frequency of flooding or excessive maintenance effort required to prevent flooding.

Of the 344 km of roads inventoried, a total of 110 km were found to be critically deficient in one or more areas. Of the 110 km, approximately 67 km represents roads with AADT of less than 50 vehicles. Regardless of condition, roads with AADT of 50 or less are typically assigned as "Adequate" (as per the Ministry protocol) for the purpose of the system adequacy calculation.

The overall system adequacy for the Township's road network, which is based upon the total road kilometres less the identified critically deficient ("NOW" needs) roads, is as follows:

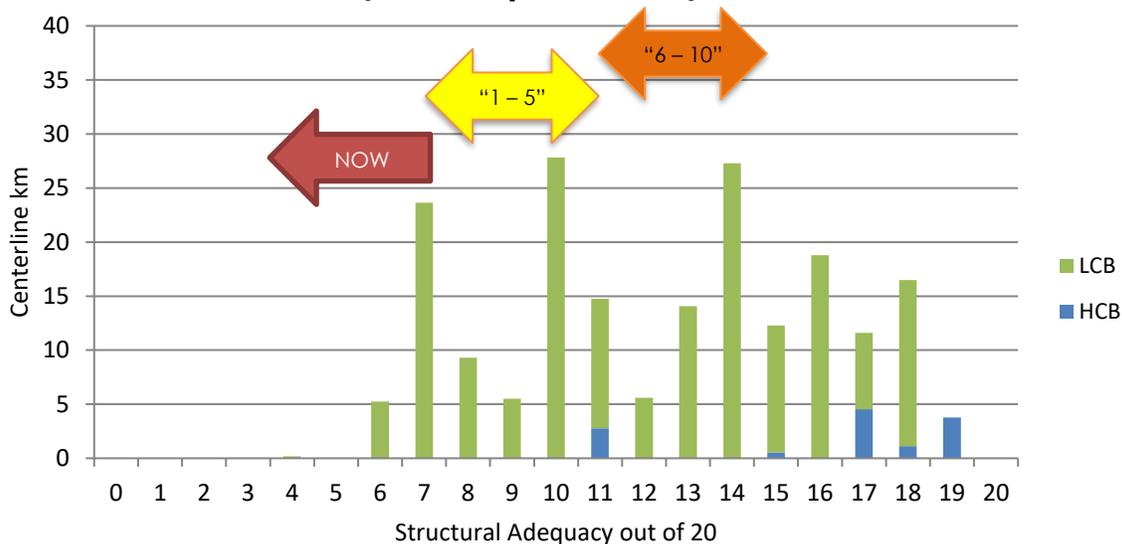
$$\text{2022 System Adequacy} = \frac{344 - (110 - 67)}{344} \times 100\% = 87\%$$

The average surface condition rating of all roads is 6.9/10 while the average structural adequacy rating is 13.2/20. This suggests that the typical road has a fair to good riding quality, but just at the point where significant rehabilitation or reconstruction is required.

A review of the structural adequacy distribution of the Township's hard top roads identifies a group of roads, 63 km, that are in very good condition (structural adequacy of 15 and over), and with regular resurfacing and preservative maintenance, should not require reconstruction in the next 10 years. Another cohort of roads, approximately 47 km, are in average condition (Structural Adequacy from 12 to 14). Some of these roads may continue to perform well, but without timely resurfacing and preventative maintenance, many of them are expected to become NOW or 1 – 5 year needs. The remaining 86 km of hard top road network is well distributed over the very poor to poor range (structural adequacy from 1 to 11). Most of these roads will require reconstruction over the next 5 years to fully repair them.

It is therefore recommended that, while the Township endeavors to repair these poor roads as part of its 10-year capital plan, every reasonable effort is made, through preservation management, to prevent the current cohort of fair to very good roads (63 km) from becoming capital reconstruction needs themselves.

Structural Adequacy Distribution (Hard Top Surfaces)



3.2 Pavement Condition Index (PCI)

Pavement Condition Index (PCI) was calculated based on the same MTO PCI methodologies, using the following empirical formula:

$$PCI = 10 \times \sqrt{\frac{RCR}{10}} \times DMI \times w_c$$

Where DMI is the Distress Manifestation Index (0 to 10), calculated based on distress severity and density, RCR is the assigned Ride Condition Rating out of 10, w_c is the weighting constant to adjust for pavement bias (1.088 for HCB and 0.962 for LCB and gravel surfaces).

The overall weighted PCI for the Township's road network is as follows:

$$\text{Overall Weighted Condition} = \frac{\sum \text{length} \times PCI}{\sum \text{length}} = 64.5$$

3.3 Priority Ratings of Roads

A mathematical empirical formula was used to calculate the priority rating for each road section. The priority rating is a weighted calculation which takes into account the existing traffic volume and overall condition rating of the road.

This priority analysis is an impartial procedure to place the deficiencies in order of relative need. **A higher Priority Rating number indicates a relatively greater need for improvement.**

The formula takes into account the current traffic volume (AADT), whether it is from actual road counts or estimated road counts and the Condition Rating (CR) of the road at the time of this Road Needs Study Report. The formula is as follows:

$$\text{Priority Rating} = 0.2 \times (100 - CR) \times (AADT + 40)^{0.25}$$

In utilizing the above equation Wills identified a priority listing for review with Township staff. It is important to emphasize that the priority rating calculation considers only CR and traffic volumes.

When developing the recommended capital expenditure plan consideration may be given to the remaining useful service life of a road / roadbed with a view to coordinating major reconstruction efforts at / near the end of the road's life. Furthermore, while a priority rating will give a general idea of which roads should be improved before others, it does not prescribe an exact order for road improvements nor does it determine the timing of preservation and rehabilitation work. For example, it may be wise to defer the full reconstruction of a high priority road ("let the bad roads fail") in favour of resurfacing work on a medium priority road ("keep the good roads good").

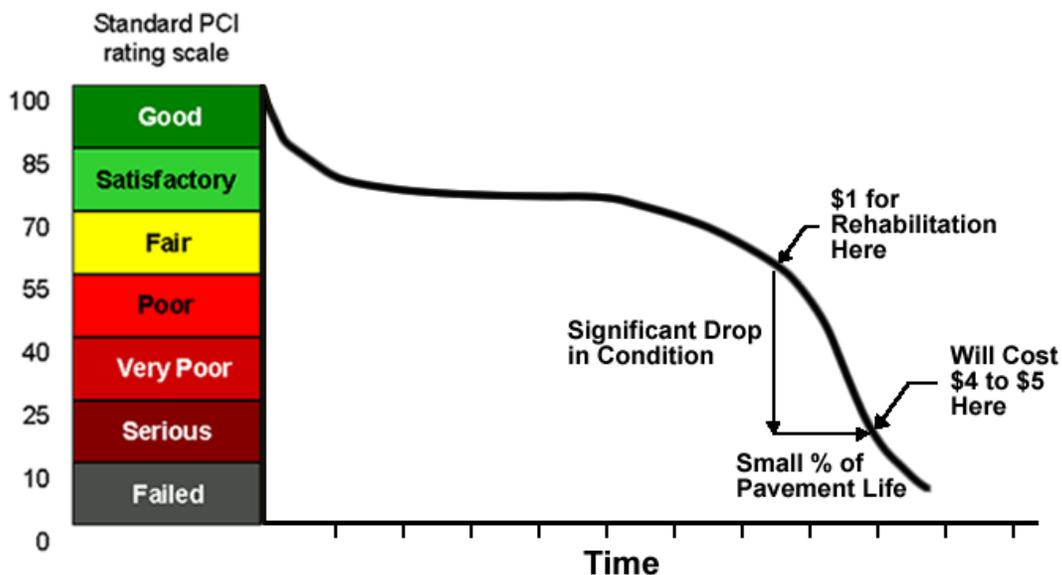
4.0 Roads Best Management Practices

The key to managing a pavement / road network is the timing of maintenance and rehabilitation activities. This idea evolves from the fact that a pavement's structural integrity does not fall constantly with time. A pavement generally provides a constant, acceptable condition for the first part of its service life and then begins to deteriorate very rapidly. In many cases, maintenance and rehabilitation measures are not taken until structural failure or noticeable changes in ride quality become apparent. This is the "fix it once it is already broken" approach.

The unfortunate consequence of this decision is that maintenance and rehabilitation becomes exponentially more expensive over the life of the pavement and is often overlooked until the pavement condition reaches a severe state of distress. There is opportunity for substantial cost savings when intervention is made *before* the pavement becomes severely compromised; i.e. "fix it before it breaks". **Figure 1** illustrates the underlying principle in support of a preservation management approach to pavement infrastructure. The principle also has application to each of the classes of roads maintained by the Township. Significant cost savings will result from proactive intervention rather than simply waiting as long as possible before performing maintenance.

Examples of approach to roads management with their associated cost implications over the lifecycle of a road are set out below in **Section 4.1** and are provided as an illustration of the benefit of a "preservation management approach".

Figure 1 – Typical Service Life of an Asphalt Pavement



A summary of general lifecycle management activities for roads are included in the following table.

4.1 Ideal PCI Deterioration Curves

For the purposes of this report, three ideal PCI Deterioration Curves were created to estimate the future PCI ratings and remaining useful life of the Township's Roads.⁴

Sigmoidal curves were used to characterize the S-shaped PCI curve typical of hard-topped surfaces as detailed below:

$$PCI(t) = a + \frac{b}{1 + e^{c \times t + d}}$$

Where *a*, *b*, *c*, and *d* are constants used to fit the curve to the data, *e* is Euler's Number, and *t* represents the effective age. The constants used in this report are indicated in the table below:

Table 4 – Ideal PCI Deterioration Curve Constants

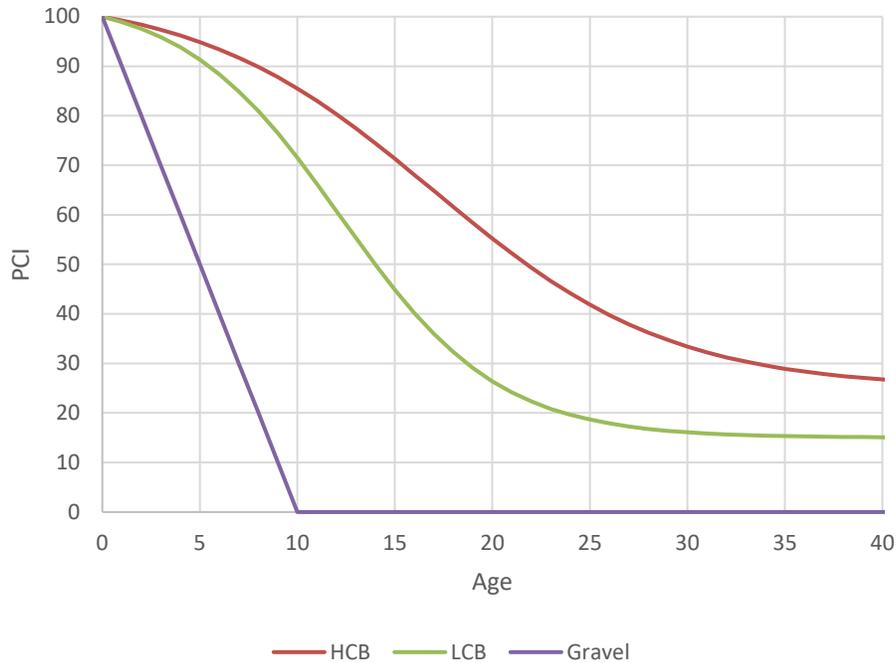
Constant	HCB	LCB	Description
<i>a</i>	25	15	Although PCI can technically reach zero (representing an impassible road), from a practical standpoint, ad hoc maintenance (potholes, patches) will keep a pavement's terminal PCI above zero.
<i>b</i>	79.56	89.15	The difference between the higher and lower asymptotes of the sigmoidal curve.
<i>c</i>	0.1645	0.2469	Represents the steepness of the curve. The higher the value, the steeper the curve
<i>d</i>	-2.800	-3.020	Shifts the deterioration curve to the left or right. A value of 0 places the inflection point of the sigmoidal curve on the y-axis.

In this report, potential treatments do not improve the PCI by a constant amount but reduce the effective age of the pavement by the specified service life extension. This can lead to scenarios where a pavement's effective age is less than zero. In these cases, the PCI is set to 100.

Gravel roads can be maintained indefinitely as long as surface gravel is regularly refreshed and the crown is maintained properly by grading. Therefore, a straight line deterioration is used in lieu of a curve to account for lost material. Note that gravel roads were not inspected based on a PCI approach in the report.

⁴ Generally, it is best practice to fit PCI deterioration curves with real field data. As this requires at least three data points over time, this was not possible for this report. As all predictions of PCI in this report is based on these unfitted curves, it is expected that there will be discrepancies between predicted and actual future PCI values.

Figure 2 – Ideal PCI Deterioration Curves



4.2 Life Cycle Cost Analysis

For the purposes of this report, a discount rate of 2.5% is used in determining the equivalent annual cost of each treatment strategy. Lifecycle costs are calculated until (and including) the next full reconstruction of each road type. Externalities and operational costs are not included in this analysis.

4.2.1 Asphalt Roads

Asphalt surfaces are the smoothest and most durable hard top surface used by the Township, however; they are also the most expensive. The Township currently maintains 13 km of asphalt surface roads. Asphalt provides a constant, acceptable condition for the initial portion of its service life but then begins to deteriorate rapidly as it ages. Surface defects such as cracking and raveling are the first signs of the deterioration. If left untreated, the pavement will rapidly deteriorate to the point where reconstruction is the only option. A preservation management strategy can mitigate this by applying renewal treatments earlier in the pavements life before the conditions begin to deteriorate too far. **Table 5** below summarizes preservation management activities to be considered for asphalt roads:

Table 5 – Preservation Management Approach – Asphalt Roads

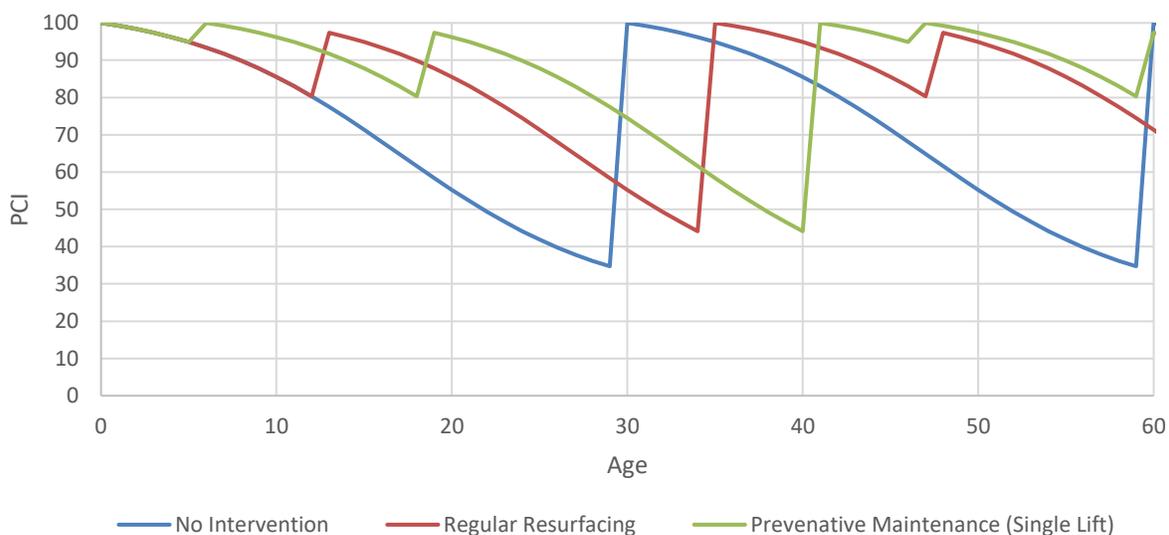
Activity		Age (Years)	PCI Range (Trigger)	Estimated Service Life Extension (Years)	Risk if Application Window is Missed	Cost
Preservation	RS: Route and Seal (Double Lift Only)	2-6	90-100 (97)	2	Unsealed cracks will allow moisture in the base granular and accelerate aging.	\$5,000 / km
	SS: Slurry Seal	4-8	88 – 96 (93)	4-6	Preventative maintenance may fail prematurely if applied. No further action until the road becomes a candidate for overlays or mill and paving, which is less cost effective.	\$25,000 / km
	MS: Microsurface					\$42,000 / km
Rehabilitation	RO1: Overlay 1 lift	12-15	70-80 (77)	10	Overlays / Mill and Pave may fail prematurely if applied. No further action until the road becomes a candidate for major rehabilitation which is less cost effective.	\$190,000 / km
	RMP1: Mill and Pave 1 lift					\$332,000 / km
	PP1: Pulverize and Pave 1 lift	20-25	<55 (42)	20-25	Restoring HCB may require more intensive rehabilitation up to complete reconstruction, which is less cost effective.	\$188,000 / km
	PP2: Pulverize and Pave 2 lifts					\$330,000 / km

Activity		Age (Years)	PCI Range (Trigger)	Estimated Service Life Extension (Years)	Risk if Application Window is Missed	Cost
Replacement	RECON 1R: Reconstruct Rural section and pave 1 lift	30	<40 (33)	30	Road may revert to a loose top surface.	\$700,000 / km
	RECON 2R: Reconstruct rural section and pave 2 lifts					\$866,000 / km
	Recon 2S: Reconstruct semi-urban section and pave 2 lifts					\$832,000 / km
	RECON 2U: Reconstruct urban section and pave 2 lifts					\$1,412,000 / km

Notes: 1. Slurry seal can be used on lower volume paved roads (less than 1000 vehicles per day). For roads with volumes in excess of 1000 AADT, microsurfacing should be considered. 2. Recon 2S and Recon 2U are used when there is curb and gutter. This represents a minority of the roads in North Frontenac and Recon 1R and Recon 2R are used for life cycle analysis.

Figure 3 shows the expected deterioration of an HCB road with No Interventions, Regular Resurfacing, Preventative Maintenance with equivalent annual costs of \$10,857, \$4,746, and \$3,437 / year / km of HCB road for each respective approach.

Figure 3 – HCB Road Asset Management Approach



4.2.2 Surface Treated Roads

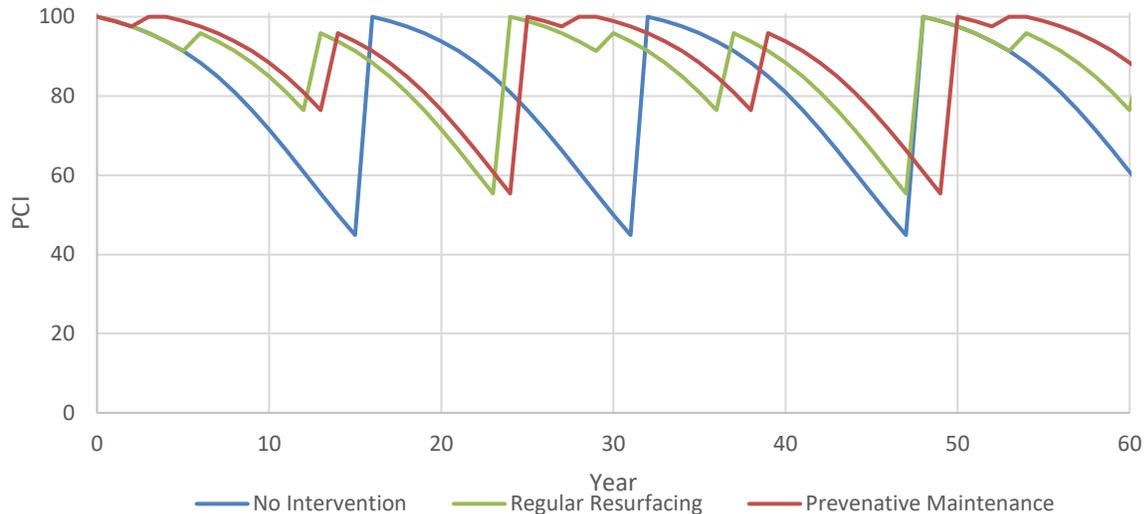
Surface treated roads have a hard wearing surface that must be preserved in order to be effective. The Township currently maintains 184 km of surface treated roads. Unlike gravel roads, a significant investment has been made in the surface and consequently these roads must be managed properly to obtain the longest possible service life from the surface.

Table 6 – Preservation Management Approach – Surface Treated Roads

Activity		Age (Years)	PCI Range (Trigger)	Estimated Service Life Extension (Years)	Risk if Application Window is Missed	Cost
Preservation	SS: Slurry Seal	3	92-100 (95)	4	ST1 may be applied instead, which is less cost-effective.	\$25,000 / km
	ST1: Single Surface Treatment (overlay)	6	80-92 (85)	3	ST2 may be applied instead, which is less cost effective.	\$28,000 / km
Rehabilitation	ST2: Double Surface Treatment (overlay)	10	65-80 (72)	7	Overlays may fail prematurely. Rehabilitation should be applied as the current surface reaches the end of its useful life, which is less cost effective.	\$49,000 / km
	ST2PA: Pulverize and DST with Minor Grade Raise	14	<50 (50)	14	Road may revert to a loose top surface. Restoring LCB may require more intensive rehabilitation up to complete reconstruction.	\$127,000 / km
Replacement	RECON LCB: Full Reconstruction	14+	<50 (40)	14	Road will revert to a loose top surface if not extensively patched.	\$305,000 / km

Figure 4 shows the expected deterioration of an LCB road with No Interventions, Regular Resurfacing, and Preventative Maintenance with equivalent annual costs of \$12,530, \$3,285, and \$2,994 / year / km of LCB road for each respective approach.

Figure 4 – LCB Road Asset Management Plan



4.2.3 Gravel Roads

The Township currently maintains approximately 147 km of gravel roads. The proposed preservation management approach for this class of road is outlined in the following table. Error! Reference source not found..

Table 7 – Preservation Management Approach- Gravel Surface

Action		Frequency	Risk if not Undertaken	Cost
Preservation	Regrade surfaces to maintain smooth / safe driving surface and proper crossfall.	As needed, generally 2-3 times per year for higher volume gravel, or more frequently as necessary; 1-2 for lower volume.	Surface will become dangerously rough. Surface runoff may form gullies and secondary ditches and quickly erode the road base.	This is considered an operational cost and is performed by Township Staff.
	Add calcium to tighten surface, retain aggregate and reduce dust.	Each spring on all roads of higher volume and as needed during summer months.	Aggregate will be lost at a greater rate. Excessive dust may reduce the safety of the travelling public.	This is considered an operational cost and is performed by Township Staff.

	Ditching and brushing of the right-of-way to improve roadbed drainage and safety.	Complete road network every 10 years.	Poor ditching weakens the road base and may be responsible for surface distresses. Brushing increases visibility and reduces winter shading.	This is considered an operational cost and is performed by Township Staff.
	G (75mm): Add layer (75 mm) of granular material to road surface.	Every 3 to 5 years for gravel roads.**	Loose-Top surfaces loose aggregate over time. If the gravel supply on the surface is gone, the road will effectively become an earth road and require reconstruction.	\$32,000 / km if done by outside contractors
Replacement	Base and sub-base improvements.	As needed or as dictated by traffic volumes.	Spot Reconstruction is appropriate to repair localized areas of distress.	See below
	Recon G: Reconstructed road using existing embankment	As required due to extensive distress areas.	Road requires excessive maintenance or must be closed.	\$574,000 / km
	Convert to Hard Top	As dictated by traffic volumes.	For high traffic roads, loose top surfaces require frequent maintenance and will likely lose aggregate at an accelerated rate.	Highly Variable depending on existing structure and new surface type.

4.3 Application of Asset Management Approaches

Table 8 summarizes the theoretical outcomes of each strategy. The preventative maintenance approach is both less expensive and provides a higher average PCI over time. The expected cost assumes that the municipality is starting with a brand new surface, has no plans for expansion, and will perfectly implement each treatment on schedule – i.e. these are the theoretical minimum costs for each strategy.

** Actual rate may vary. Generally, 50-75mm of a loose topped surface is lost every 3-5 years.

Table 8 – Treatment Strategies

	HCB	LCB	Gravel	Total
Length	13	184	147	
No Intervention				
Equivalent Annual Cost / km (\$K)	10.86	12.53	4.00	-
Expected Cost (\$K)	138.25	2,299.93	589.92	3,028.10
Average PCI (Hardtop Only)	70.39	78.57	-	78.04
Regular Resurfacing				
Equivalent Annual Cost / km (\$K)	4.75	3.28	4.00	-
Expected Cost (\$K)	60.44	602.89	589.92	1,253.25
Average PCI (Hardtop Only)	77.77	84.85	-	84.39
Preventative Maintenance				
Equivalent Annual Cost / km (\$K)	3.44	\$2.99	4.00	-
Expected Cost (\$K)	43.77	549.74	589.92	1,183.43
Average PCI (Hardtop Only)	80.52	86.05	-	85.69

The preservation management activities detailed in each of the tables above are not necessarily intended or required to be completed on each and every road. Road deterioration rates and the type of deterioration will dictate when action should be taken and what kind of treatment is most appropriate. The intention of the above is to outline the series of techniques to be considered in an effort to realize and extend the useful service life of the road asset for the lowest overall lifecycle cost while maintaining the highest overall condition. As detailed in the life cycle costs analysis presented above, the preservation management approach to roads is proven to yield the lowest overall life-cycle costs.

Each of the preservation management activities for gravel, surface treatment and asphalt roads identified above (including route and seal, slurry seal, resurfacing etc.), shall be considered as part of the regular Road Needs Study Report every five (5) years.

5.0 Road Needs Study Summary Table

5.1 Types of Improvements

All roads were examined to appraise the extent and type of improvement necessary.

“Order of Magnitude” construction costs were developed for each of the below options on a per kilometre basis. An estimated cost for isolated frost heave repairs was also considered.

The below alternative rehabilitation strategies are considered preliminary in nature and are intended to assist in providing an order of magnitude cost estimate to rehabilitate the road. Further field investigations and engineering design is required to confirm and develop the rehabilitation strategies for each road.

5.1.1 Asphalt

High Class Bituminous roads (HCB) or hot mix asphalt roads have rehabilitation alternatives ranging from a simple overlay to complete reconstruction. The following is a listing of standard road rehabilitation techniques that were considered for HCB or hot mix asphalt roads.

RO1	Resurfacing, Single-Lift Overlay.
RO2	Resurfacing, Double-Lift Overlay.
RMP1	Resurfacing, Mill and Pave 1-Lift.
RMP2	Resurfacing, Mill and Pave 2-Lifts.
PP1	Pulverize and Pave 1-Lift.
PP2	Pulverize and Pave 2-Lifts.
Recon 1R	Excavate and Reconstruct Road and Pave 1-Lift – Rural.
Recon 1S	Excavate and Reconstruct Road and Pave 1-Lift – Semi-Urban.
Recon 2S	Excavate and Reconstruct Road and Pave 2-Lifts – Semi-Urban.
Recon 2U	Excavate and Reconstruct Urban Road and Pave 2-Lifts – Urban.
SS	Slurry Seal (Preventative Maintenance).
MS	Microsurfacing (Preventative Maintenance).
RS	Route and Seal (Preventative Maintenance).

5.1.2 Surface Treatment

Surface treated roads are generally able to be rehabilitated with either a single or double Low Class Bituminous (LCB) overlay treatment. They may also be upgraded to HCB pavement or downgraded to gravel. In some cases, previous resurfacing of LCB roads has occurred or the LCB surface or road structure has deteriorated to a state where a simple overlay surface treatment is not feasible. In these cases consideration can be given to removal or pulverizing of the existing surface treatment and placement of a new application. In some cases, where it is necessary to improve the overall roadbed structure, the addition of Granular A to build up the road and the reapplication of a surface treatment is recommended. The following is a listing of standard road rehabilitation techniques that were considered for LCB (surface treated) roads:

- ST1** Single Surface Treatment.
- ST2** Double Surface Treatment.
- ST2R** Double Surface Treatment, with Removal of Existing.
- ST2A** Double Surface Treatment, over New Granular A.
- ST2PA** Double Surface Treatment, over Pulverized Existing and New Granular A.
- ST2PAW** Double Surface Treatment, over Pulverized Existing and New Granular A with 1 m Widening.
- SS** Slurry Seal (Preventative Maintenance).

5.1.3 Gravel

Gravel roads can likewise be upgraded with the reapplication of Gravel (G) or surface treatments (ST1).

5.2 Benchmark Construction Costs

The Unit Price Form found in **Appendix A** is based on average prices for the local area. The unit prices were used to prepare an array of benchmark construction costs.

The design standards in **Table 9** were utilized for development of the benchmark cost estimates for reconstruction. It should be noted that these are suggested standards and therefore should not necessarily be used as standards for detail design of roadway improvements.

Table 9 - Design Standards for Construction Cost Estimates

Functional Classification	Surface Width (m)	Shoulder Width (m)	Granular A Depth (mm)	Granular B Depth (mm)	Hot Mix Depth (mm)*
Rural R200 (50 to 199 vpd)	6.0	1.5	150	450	-
Rural R300 (200 to 399 vpd)	6.0	1.5	150	450	16*
Rural R400 (400 to 999 vpd)	6.5	1.5	150	450	50
Semi - Urban Local Residential	6.0	1.5	150	450	50
Semi - Urban Local Industrial	6.5	1.5	150	450	50
Urban Local Residential	8.5	-	150	600	100
Urban Local Industrial	9.0	-	150	600	100

*Note - Prime and Double Surface Treatment is based on 16 mm of Hot Mix.

6.0 Hardtop Improvement Plan

In the following tables you will find three columns being used to describe the condition of the road; Surface Condition, Structural Adequacy, and Condition Rating. To better understand the prioritization of the lists, descriptions of these ratings can be found below.

Surface Condition: Surface conditions relate to driving ease, comfort and safety. Inadequacies for paved surface include excessive or uneven crowns, washboarding, raveling and bumpiness because of cracking, sealing, and rough patching. Inadequacies on loose top surfaces do not include situations that can be readily corrected by maintenance blading. They do include unconsolidated surfaces due to poorly graded or clean aggregate and permanent roughness due to insufficient depth of aggregate or weak subgrade. The effects of surface inadequacies in ascending order of seriousness are noise, vibration, sway, excessive steering effort and reduced speed. *Rated on a scale of 1 to 10.*

Structural Adequacy: The Structural Adequacy point rating relates to the capability of the surface and base courses to support a load and to resist deformation or rupture. Soft spots and frost boils are structural adequacy distress signs for loose top roads. For paved surfaces, distress signs may be cracking, rutting, heaving, pot-holing, roughness, alligating, dishing, breakup, distortion, frost boils, etc. *Rated on a scale of 1 to 20.*

Condition Rating: A holistic rating that sums point ratings from alignment, surface condition, surface width, level of service, structural adequacy, drainage and maintenance demands. The condition rating is one of the major factors used to calculate the Priority Rating. *Rated on a scale of 1 to 100.*

6.1 Road Needs

The Township of North Frontenac's Hardtop Capital Improvement Plan is included on the next page, **Table 10**. This table notes the recommended capital improvements based on priorities throughout the Township. AADT is based on traffic counts provided by the Township. **All costs are based on 2022 dollars and should be adjusted for inflation based on program year, for budgeting purposes.** The capital improvements are listed in descending priority based on traffic volumes and Condition Rating, as described previously.

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Table 10 – Township of North Frontenac Hardtop Capital Improvement Plan

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
NOW Needs									
1030	Ardoch Road (Class 4)	From Smith Rd to River Rd	0.17	320	ST2A - Double Surface Treatment with Granular A	\$20	5	7	75
1035	Ardoch Road (Class 4)	From Ridge Ln to Smith Rd	1.46	320	ST2A - Double Surface Treatment with Granular A	\$166	5	7	70
1035	Ardoch Road (Class 4)	From White Birch Ct to Ridge Ln	0.32	320	ST2A - Double Surface Treatment with Granular A	\$36	5	7	70
1035	Ardoch Road (Class 4)	From Muller Point Ln to White Birch Ct	0.62	320	ST2A - Double Surface Treatment with Granular A	\$71	5	7	70
1035	Ardoch Road (Class 4)	From Austris Rd to Muller Point Ln	0.10	320	ST2A - Double Surface Treatment with Granular A	\$11	5	7	70
1040	Ardoch Road (Class 4)	From Lakeside Ln to Austris Rd	1.12	320	ST2A - Double Surface Treatment with Granular A	\$127	5	7	73
1040	Ardoch Road (Class 4)	From Browns Ln to Dean Ln	0.80	320	ST2A - Double Surface Treatment with Granular A	\$90	5	7	73
1040	Ardoch Road (Class 4)	From Dean Ln to Lakeside Ln	0.43	320	ST2A - Double Surface Treatment with Granular A	\$49	5	7	73
1040	Ardoch Road (Class 4)	From Wagon Wheel Ln to Browns Ln	0.50	320	ST2A - Double Surface Treatment with Granular A	\$57	5	7	73
1040	Ardoch Road (Class 4)	From Wagon Wheel Ln to Wilderness Ln	0.94	320	ST2A - Double Surface Treatment with Granular A	\$107	5	7	73
1040	Ardoch Road (Class 4)	From Greer Rd to Wilderness Lane	0.39	320	ST2A - Double Surface Treatment with Granular A	\$45	5	7	73
1110	Buckshot Lake Road (Class 4)	From North Shore Rd to E Bay Rd	2.31	410	ST2A - Double Surface Treatment with Granular A	\$263	5	7	65
1295	Ladyslipper Road (Class 6)	From Myers Cave Rd to End	0.38	49	Recon G - Full Reconstruction 6m Gravel Road	\$90	5	7	30
1320	Lookout Hill Road (Class 4)	From Road 509 to End	0.15	103	ST2A - Double Surface Treatment with Granular A	\$17	5	7	65

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
1350	Matawatchan Road (Class 4)	From Quackenbush Rd to Renfrew Border	1.42	205	ST2A - Double Surface Treatment with Granular A	\$162	5	7	66
1350	Matawatchan Road (Class 4)	From NF Border to Quackenbush Rd	1.74	205	ST2A - Double Surface Treatment with Granular A	\$198	5	7	66
1460	Quackenbush Road (Class 6)	From Matawatchan Rd to End	1.78	10	Recon G - Full Reconstruction 6m Gravel Road	\$422	3	4	22
1515	Road 506 (Class 4)	From Myers Cave Rd to Perry Rd	0.31	533	ST2A - Double Surface Treatment with Granular A	\$36	5	7	64
1625	Road 509 (Class 4)	From Mosque Lake Rd to West Palmerston Dr	1.67	615	ST2A - Double Surface Treatment with Granular A	\$190	5	7	70
1680	Road 509 (Class 4)	From Morrow Rd to Ragged Chutes Rd	1.50	615	ST2A - Double Surface Treatment with Granular A	\$171	5	7	71
1810	Snider Road (Class 6)	From Highway 41 to End	0.67	49	ST2A - Double Surface Treatment with Granular A	\$77	5	7	52
1-5 Year Needs									
1105	Buckshot Lake Road (Class 4)	From Beech Corners Lane to Sand Lake Rd	3.46	410	ST2A - Double Surface Treatment with Granular A	\$394	6	11	72
1105	Buckshot Lake Road (Class 4)	From E Bay Rd to Beech Corners Lane	3.37	410	ST2A - Double Surface Treatment with Granular A	\$383	6	11	72
1130	Canonto Road (Class 4)	From Chalmers Ln to Stewart Ln	0.82	205	ST2A - Double Surface Treatment with Granular A	\$93	6	10	63
1130	Canonto Road (Class 4)	From Stewart Ln to Peters Ln	0.10	205	ST2A - Double Surface Treatment with Granular A	\$11	6	10	61
1130	Canonto Road (Class 4)	From Peters Ln to Macdonald Rd	1.20	205	ST2A - Double Surface Treatment with Granular A	\$137	6	10	65

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
1130	Canonto Road (Class 4)	From Arcol Rd to Chalmers Ln	0.58	205	ST2A - Double Surface Treatment with Granular A	\$66	6	10	61
1135	Canonto Road (Class 4)	From Macdonald Rd to Paynes Ln	0.76	205	ST2A - Double Surface Treatment with Granular A	\$86	6	10	61
1135	Canonto Road (Class 4)	From Paynes Ln to Folger Rd	2.17	205	ST2A - Double Surface Treatment with Granular A	\$246	6	10	66
1200	Gull Lake Road (Class 4 and 6)	From Harlowe Rd to Thompson Rd	1.73	103	ST2A - Double Surface Treatment with Granular A	\$197	6	11	59
1250,1245	Head Road (Class 4 and 6)	From Shabomeka Lake Rd to Salmonberry Ln	1.93	49	ST2A - Double Surface Treatment with Granular A	\$219	5	9	46
1620	Road 509 (Class 4)	From James Rd to Sunrise Ln	7.22	615	ST2A - Double Surface Treatment with Granular A	\$821	6	10	76
1620	Road 509 (Class 4)	From Sunrise Ln to Mosque Lake Rd	0.31	615	ST2A - Double Surface Treatment with Granular A	\$35	6	10	68
1630	Road 509 (Class 4)	From West Parmerston Dr to Park Hill Ln	0.36	615	ST2A - Double Surface Treatment with Granular A	\$41	6	11	78
1630	Road 509 (Class 4)	From Park Hill Ln to Martelock Rd	0.04	615	ST2A - Double Surface Treatment with Granular A	\$5	6	11	78
1635	Road 509 (Class 4)	From Martelock Rd to W Cottage Dr	0.99	615	ST2A - Double Surface Treatment with Granular A	\$113	6	11	78
1670	Road 509 (Class 4)	From South Lavant Rd to Donaldson Rd	4.15	615	ST2A - Double Surface Treatment with Granular A	\$472	6	10	73
1685	Road 509 (Class 4)	From Ragged Chutes Rd to Spring Flowers Ln	0.33	615	ST2A - Double Surface Treatment with Granular A	\$38	5	9	71
1690,1685	Road 509 (Class 4)	From Spring Flowers Ln to Elphin-Maberley Road	5.39	615	ST2A - Double Surface Treatment with Granular A	\$612	6	10	73
1715,1720	Road 509 (Class 4)	From St Pierres Rd to Robertsville Rd	3.27	615	ST2A - Double Surface Treatment with Granular A	\$372	5	8	70

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Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
1745	Sand Lake Road (Class 4)	From Buckshot Lake Rd to Beach Rd	1.75	103	ST2A - Double Surface Treatment with Granular A	\$199	6	10	68
1790	Skootamatta Lake Road (Class 4)	From Addington Rd 4 to Highway 41	1.66	308	PP1 - Pulverize and Pave 1 Lift	\$313	7	11	74
1820	South Lavant Road (Class 4)	From Wilbur Rd to Cruise Rd	3.20	103	ST2A - Double Surface Treatment with Granular A	\$364	5	8	55
1825	South Lavant Road (Class 4)	From Cruise Rd to Sproule Ln	1.62	103	ST2A - Double Surface Treatment with Granular A	\$185	6	11	63
1825	South Lavant Road (Class 4)	From Sproule Ln to Road 509	0.39	103	ST2A - Double Surface Treatment with Granular A	\$45	6	11	57
6-10 Year Needs									
1000	Arcol Road (Class 4 and 6)	From Canonto Rd to N Shore Estates Ln	1.13	103	ST1 - Single Surface Treatment	\$32	7	14	73
1015	Ardoch Road (Class 4)	From Canoe Path to Road 506	1.59	320	ST1 - Single Surface Treatment	\$44	7	13	83
1045	Ardoch Road (Class 4)	From Cedar Crest Ln to Greer Rd	0.61	320	ST1 - Single Surface Treatment	\$17	7	14	81
1045	Ardoch Road (Class 4)	From Pine Path to Cedar Crest Ln	0.22	320	ST1 - Single Surface Treatment	\$6	7	14	81
1045	Ardoch Road (Class 4)	From Pine Point Way to Pine Path	0.28	320	ST1 - Single Surface Treatment	\$8	7	14	81
1045	Ardoch Road (Class 4)	From Helen Ln to Pine Point Way	0.14	320	ST1 - Single Surface Treatment	\$4	7	14	81
1045	Ardoch Road (Class 4)	From South Shore Dr to Helen Ln	0.82	320	ST1 - Single Surface Treatment	\$23	7	14	81
1045	Ardoch Road (Class 4)	From Crotch Lake Access Rd to South Shore Dr	3.51	320	ST1 - Single Surface Treatment	\$98	7	14	81

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
1095,1090	Buckshot Lake Road (Class 4)	From Hills Lake Rd to Road 509	1.79	410	ST1 - Single Surface Treatment	\$50	6	13	77
1100	Buckshot Lake Road (Class 4)	From Sand Lake Rd to Hills Lake Rd	1.02	410	ST1 - Single Surface Treatment	\$29	7	13	86
1175	Elphin-Maberley Road (Class 4)	From Mclarens Depot Dr to Road 509	0.48	154	ST1 - Single Surface Treatment	\$13	7	13	73
1175	Elphin-Maberley Road (Class 4)	From Gemmills Rd to Mclarens Depot Dr	0.35	154	ST1 - Single Surface Treatment	\$10	7	13	73
1175	Elphin-Maberley Road (Class 4)	From Carson Tr to Gemmills Rd	0.90	154	ST1 - Single Surface Treatment	\$25	7	13	75
1175	Elphin-Maberley Road (Class 4)	From NF Border to Canon Tr	0.33	154	ST1 - Single Surface Treatment	\$9	7	13	73
1210	Gulley Road	From Shiner Rd to Road 509	0.03	154	ST1 - Single Surface Treatment	\$1	7	14	77
1210	Gulley Road	From Farm Gate Ln to Shiner Rd	1.84	154	ST1 - Single Surface Treatment	\$52	7	14	77
1210	Gulley Road	From NF Border to Farm Gate Ln	0.80	154	ST1 - Single Surface Treatment	\$22	7	14	77
1230,1225	Harlowe Road (Class 4)	From Myers Cave Rd to Henderson Rd	2.41	513	ST1 - Single Surface Treatment	\$68	7	13	80
1370	Mountain Chute Road (Class 6)	From Hydro Dan Rd to Norcan Lake Ln	1.07	49	ST2A - Double Surface Treatment with Granular A	\$122	7	12	76

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
1385	Mountain Road (Class 4 and 6)	From Grindstone Lake Rd to Brule Lake Rd	1.53	154	ST1 - Single Surface Treatment	\$43	7	14	73
1385	Mountain Road (Class 4 and 6)	From Brule Lake Rd to Schooner Rd	5.82	154	ST1 - Single Surface Treatment	\$163	7	14	77
1485	River Road (Class 4)	From Lothlorien Rd to Struthadam Rd	1.26	154	ST1 - Single Surface Treatment	\$35	7	14	58
1480	River Road (Class 4)	From Road 509 to Lothlorien Rd	3.65	154	ST1 - Single Surface Treatment	\$102	7	14	63
1505	Road 506 (Class 4)	From Start of LCB to Marble Lake Rd	1.90	533	ST1 - Single Surface Treatment	\$53	7	14	85
1510	Road 506 (Class 4)	From Marble Lake Rd to Whalen Ln	1.18	533	ST1 - Single Surface Treatment	\$33	7	14	84
1510	Road 506 (Class 4)	From Whalen Ln to Myers Cave Rd	0.54	533	ST1 - Single Surface Treatment	\$15	7	14	81
1520	Road 506 (Class 4)	From Perry Rd to Whitefish Rapids Ln	0.50	533	ST1 - Single Surface Treatment	\$14	7	14	81
1520	Road 506 (Class 4)	From Whitefish Rapids Ln to High Rocks Ln	0.14	533	ST1 - Single Surface Treatment	\$4	7	14	81
1520	Road 506 (Class 4)	From High Rocks Ln to Tower Ln	0.55	533	ST1 - Single Surface Treatment	\$15	7	14	81
1660,1655	Road 509 (Class 4)	From Lake Rd to Canonto Rd	0.66	615	ST2A - Double Surface Treatment with Granular A	\$75	6	12	79
1675	Road 509 (Class 4)	From Donaldson Rd to Morrow Rd	0.90	615	ST2A - Double Surface Treatment with Granular A	\$103	6	12	78
1705	Road 509 (Class 4)	From Start of LCB to Gulley Rd	2.95	615	ST2A - Double Surface Treatment with Granular A	\$335	6	12	76
1710	Road 509 (Class 4)	From Gulley Rd to St Pierres Rd	0.01	615	ST1 - Single Surface Treatment	\$0	7	13	79
1730	Robertsville Road (Class 6)	From Road 509 to End of LCB	0.84	49	ST1 - Single Surface Treatment	\$24	7	14	71

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
1750	Sand Lake Road (Class 4)	From Beach Rd to Lenich Ln	0.36	103	ST1 - Single Surface Treatment	\$10	7	13	69
1835	South Road (Class 4 and 6)	From Road 506 to Lyons Gate Ln	1.96	103	ST1 - Single Surface Treatment	\$55	6	13	63
1835	South Road (Class 4 and 6)	From Lyons Gate Ln to Twin Oaks Rd	0.54	103	ST1 - Single Surface Treatment	\$15	6	13	60

Notes:

1. Rehabilitation strategy to be confirmed by geotechnical investigations at detail design.
2. Timing of storm sewer/culvert work should be considered in conjunction with road reconstruction and vice versa, where applicable.

6.2 Annual Hardtop Resurfacing Program

Based on typical degradation rates for gravel roads, surface treatment, and hot mix, a resurfacing program / budget is recommended, in addition to the noted capital construction works, as follows:

Hot Mix Paved Roads:

- 12.7 km of paved roads (HCB).
- Degradation rate 0.25 / year (rating drops from 10 to 5, over a 20-year period).
- Annual resurfacing 0.6 km / year.
- **Annual budget \$112,800:** (0.6 km / year x \$166,000 / In **PP1** x 2 lanes).

Surface Treated Roads:

- 183.6 km of surface treated roads (LCB).
- Degradation rate 0.625 / year (rating drops from 10 to 5, over a 7-year period).
- Annual resurfacing 26.2 km / year.
- **Annual budget \$733,600** (25.2km / year x \$28,000 / km **ST1**).

6.3 Preservation Management

Preservation techniques seal the surface as to prevent water infiltration into the granular base. Route and Seal is used on HCB pavements to seal individual cracks. Slurry Seal / Microsurfacing is used on LCB and HCB pavements to seal large areas, although wide / active cracks will reflect through the treatment. An annual preservation management budget has been estimated as follows:

Slurry Seal / Microsurfacing

- 12.7 km of paved roads (HCB).
- 183.6 km of surface treated roads (LCB).
- Assume that slurry seal / microsurfacing will be applied, on average, once per resurfacing cycle.
- 26.8 km of road to preserve per year (0.6 km HCB and 26.2 km of LCB).
- **Annual budget \$656,600** (26.8 km x \$25,000 / km **Slurry Sealing / Microsurfacing**).

6.4 Unconstrained Hard Topped Capital and Resurfacing Plan

A 10 year plan was developed to provide an ideal funding scenario. The current ages of LCB and HCB surfaces were estimated from PCI if not known from available records.

The following assumptions were relied on for this scenario:

1. The budget is unlimited. Therefore road treatments could be applied at their ideal timing as per Section 4.0.
2. Sections were assessed individually with no concern for economies of scale or practical programming.

The Unconstrained Hard Topped Capital and Resurfacing Plan is included in Appendix B. The overall cost of this unconstrained program amounts to \$ 21.8 Million, or \$2.1 Million per year. At the end of this program, the average PCI will increase from 64.4 to 88.4 – a dramatic increase.

6.5 Constrained Hard Topped Capital and Resurfacing Plan

A 5 year plan was developed based on the existing budget of \$750,000. The current ages of LCB and HCB surfaces were estimated from PCI if not known from available records.

The following constraints were relied on for this scenario:

1. The budget cannot significantly fluctuate year-over-year.
2. Sections cannot be considered in isolation. Treatments should be modified to provide a level of consistency across the total treatment length

The Constrained Hard Topped Capital and Resurfacing Plan is included in Appendix C. A map illustrating this program is provided in Appendix D.

This program will treat approximated 47 km of road. The Average PCI will remain flat at approximately 64.4.

7.0 Gravel Roads Improvement Plan

Gravel roads require regular maintenance. Maintenance includes regular grading and reapplication of new gravel. Typically, gravel roads should be resurfaced on a 3 - 5 year cycle.

Gravel Roads:

- 147.5 km of earth / gravel roads.
- 75 mm gravel every 5 years.
- Annual gravelling of 29.5 km.
- Granular A (\$32,000 / km).
- **Annual budget \$944,000** (29.5 km / year x \$32,000 **G**) **.

** Cost based on supply of Gravel only with application of gravel by internal forces.

No existing gravel roads have been identified as being warranted for hard topping. Few loose topped sections have estimated AADTs over 100. Those that do (River Road, Marble Lake Road, Brule Lake Road and North Shore Road) have estimated traffic

levels well below the generally accepted trigger level. Given known budget constraints, it is not recommended that these roads are considered for hard topping at this time.

Relative road preservation / resurfacing priorities for all gravel roads are listed below in **Table 11**, Township of North Frontenac Gravel Roads Plan. Roads are listed in order of descending preservation priority.

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Table 11 – Township of North Frontenac Gravel Roads Plan

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
NOW Needs									
1460	Quackenbush Road (Class 6)	From Matawatchan Rd to End	1.78	10	Recon G - Full Reconstruction 6m Gravel Road	\$422	3	4	155
1295	Ladyslipper Road (Class 6)	From Myers Cave Rd to End	0.38	49	Recon G - Full Reconstruction 6m Gravel Road	\$90	5	7	93
*Note that full reconstruction may be applied at targeted portions. These estimates should be considered upper bound limits.									
Regular Resurfacing									
1085	Brule Lake Road (Class 6)	From Green Point Ln to Brule View Ln	0.02	49	G - Gravel (75mm)	\$1	7	14	161
1085	Brule Lake Road (Class 6)	From Brule View Ln to Haffie Ln	0.65	49	G - Gravel (75mm)	\$21	7	14	161
1085	Brule Lake Road (Class 6)	From Mountain Rd to Green Point Ln	3.94	49	G - Gravel (75mm)	\$127	7	14	142
1845	South Road (Class 4 and 6)	From Snow Rd to End	0.19	49	G - Gravel (75mm)	\$6	7	14	136
1380	Mountain Road (Class 4 and 6)	From Schooner Rd to End	3.75	49	G - Gravel (75mm)	\$121	7	14	131
1875,1870	Struthadam Road (Class 6)	From River Rd to Road 506	9.22	49	G - Gravel (75mm)	\$298	5	9	120
1815	South Bush Road (Class 6)	From Road 509 to End	6.40	49	G - Gravel (75mm)	\$207	7	13	120
1755	Schonauer Road (Class 6)	From River Rd to Cottage Ln	0.89	49	G - Gravel (75mm)	\$29	7	14	114
1455	Perry Road (Class 6)	From Road 506 to Sunrise Beach Ln	0.38	49	G - Gravel (75mm)	\$12	6	12	111

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1440	North Shore Road (Class 4 and 6)	From Johnston Ln to End	1.71	49	G - Gravel (75mm)	\$55	7	14	106
1205	Gull Lake Road (Class 4 and 6)	From Gull Lake Ln to End	0.36	49	G - Gravel (75mm)	\$12	8	16	106
1190	Greer Road (Class 6)	From Number 10 Dr to Old Farm Ln	1.20	49	G - Gravel (75mm)	\$39	7	14	105
1080	Brown's Bay Road (Class 6)	From Road 506 to	0.72	49	G - Gravel (75mm)	\$23	8	16	104
1375	Mountain Road (Class 4 and 6)	From Road 509 to Grindstone Lake Rd	2.87	49	G - Gravel (75mm)	\$93	8	16	104
1335	Marble Lake Road (Class 6)	From K and A Ln to Ruby Ridge Ln	0.35	49	G - Gravel (75mm)	\$11	7	14	102
1335	Marble Lake Road (Class 6)	From Ruby Ridge Ln to Victoria Park Ln	0.12	49	G - Gravel (75mm)	\$4	7	14	102
1335	Marble Lake Road (Class 6)	From Victoria Park Ln to Blackberry Ln	0.09	49	G - Gravel (75mm)	\$3	7	14	102
1335	Marble Lake Road (Class 6)	From Wild Astor Ln to Head Rd	0.15	49	G - Gravel (75mm)	\$5	7	14	102
1900	Veley Road (Class 6)	From North Pinnacle Point Ln to End	0.12	49	G - Gravel (75mm)	\$4	7	15	100
1900	Veley Road (Class 6)	From CF/NF Border to South Pinnacle Point Ln	0.18	49	G - Gravel (75mm)	\$6	7	15	100
1900	Veley Road (Class 6)	From South Pinnacle Point Ln to North Pinnacle Point Ln	0.36	49	G - Gravel (75mm)	\$12	7	15	98
1270,1265	James Road (Class 6)	From Road 509 to End	0.94	49	G - Gravel (75mm)	\$31	7	12	98

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1215	Gutheinz Road (Class 6)	From Road 506 to End	1.81	49	G - Gravel (75mm)	\$59	5	8	97
1070	Beach Road (Class 6)	From Sand Lake Rd to Boat Launch (and end of public road)	0.82	49	G - Gravel (75mm)	\$26	8	16	97
1190	Greer Road (Class 6)	From Ardoch Rd to Number 10 Dr	3.76	49	G - Gravel (75mm)	\$122	7	14	96
1840	South Road (Class 4 and 6)	From Twin Oaks Rd to Snow Rd	1.45	49	G - Gravel (75mm)	\$47	8	16	95
1840	South Road (Class 4 and 6)	From Twin Oaks Rd to Snow Rd	0.60	49	G - Gravel (75mm)	\$19	8	16	95
1335	Marble Lake Road (Class 6)	From Road 506 to K and A Ln	1.20	49	G - Gravel (75mm)	\$39	7	14	95
1475	River Road (Class 4 and 6)	From Schonauer Rd to Start of LCB	0.39	49	G - Gravel (75mm)	\$12	8	16	95
1005	Arcol Road (Class 4 and 6)	From N Shore Estates Ln to Geordie Road	3.42	49	G - Gravel (75mm)	\$111	8	17	93
1195	Grindstone Lake Road (Class 6)	From Mountain Rd to Kerr Ln	4.31	49	G - Gravel (75mm)	\$139	8	16	93
1735	Robertsville Road (Class 6)	From Shiner Rd to NF Border	1.33	49	G - Gravel (75mm)	\$43	6	12	93
1865	Station Road (Class 6)	From End of LCB to End	0.20	49	G - Gravel (75mm)	\$7	7	14	93
1770	Shabomeka Lake Road (Class 4 and 6)	From Higgins Ln to Shawenegog Lake Ln	0.20	49	G - Gravel (75mm)	\$6	8	16	91

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1170	East Bay Road (Class 6)	From Butterball Ln to Thacker Ln	0.91	49	G - Gravel (75mm)	\$30	7	14	91
1170	East Bay Road (Class 6)	From Buckshot Lake Rd to Butterball Ln	0.49	49	G - Gravel (75mm)	\$16	7	14	91
1805	Smith Road (Class 4 and 6)	From Sager Ln to End	1.95	49	G - Gravel (75mm)	\$63	8	16	90
1805	Smith Road (Class 4 and 6)	From Watkins Ln to Hamilton Hills Ln	2.70	49	G - Gravel (75mm)	\$87	8	16	90
1805	Smith Road (Class 4 and 6)	From Elizabella Ln to Sager Ln	0.13	49	G - Gravel (75mm)	\$4	8	16	90
1805	Smith Road (Class 4 and 6)	From Markinspa Ln to Elizabella Ln	0.58	49	G - Gravel (75mm)	\$19	8	16	90
1805	Smith Road (Class 4 and 6)	From Hereford Highland Ln to Watkins Ln	0.50	49	G - Gravel (75mm)	\$16	8	16	90
1805	Smith Road (Class 4 and 6)	From Green Forest Way to Hereford Highland Ln	1.29	49	G - Gravel (75mm)	\$42	8	16	90
1805	Smith Road (Class 4 and 6)	From Hamilton Hills Ln to Markinspa Ln	0.68	49	G - Gravel (75mm)	\$22	8	16	90
1160	Don Anna Road (Class 6)	From Myers Cave Rd to End	0.75	49	G - Gravel (75mm)	\$24	8	16	88
1335	Marble Lake Road (Class 6)	From Blackberry Ln to Wild Aster Ln	2.52	49	G - Gravel (75mm)	\$81	7	14	88
1205	Gull Lake Road (Class 4 and 6)	From Thompson Rd to Gull Lake Ln	1.44	49	G - Gravel (75mm)	\$47	8	16	88
1065	Austris Road (Class 6)	From Hermer Ln to Moore Ln	0.73	49	G - Gravel (75mm)	\$24	8	16	88

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1915	Wilbur Road (Class 6)	From South Lavant Rd to Thomas Lane	1.25	49	G - Gravel (75mm)	\$40	8	16	87
1770	Shabomeka Lake Road (Class 4 and 6)	From Higgins Ln to Higgins Ln	1.03	49	G - Gravel (75mm)	\$33	8	16	87
1770	Shabomeka Lake Road (Class 4 and 6)	From Snyder Bay Ln to Higgins Ln	1.22	49	G - Gravel (75mm)	\$40	8	16	86
1920	Wintergreen Road (Class 6)	From Nowell Rd to Myers Cave Rd	5.37	49	G - Gravel (75mm)	\$174	6	14	85
1880	Sunday Lake Drive	From Cruise Rd to End	3.48	49	G - Gravel (75mm)	\$112	8	16	85
1740	Russ Brown Road (Class 6)	From Buckshot Lake Rd to End	2.77	49	G - Gravel (75mm)	\$90	6	12	85
1850	Spencer Road (Class 6)	From Highway 41 to End	0.94	49	G - Gravel (75mm)	\$30	7	14	85
1495,1475	River Road (Class 4 and 6)	From End of LCB to Schonauer Rd	4.38	150	G - Gravel (75mm)	\$142	8	16	84
1365	Mosque Lake Road (Class 6)	From Road 509 to Wishing Well Ln	0.10	49	G - Gravel (75mm)	\$3	8	16	82
1260	Hills Lake Road (Class 6)	From Buckshot Lake Rd to Kilma Ln	0.45	49	G - Gravel (75mm)	\$14	8	15	80
1735	Robertsville Road (Class 6)	From End of LCB to Shiner Rd	2.73	49	G - Gravel (75mm)	\$88	6	12	79
1895	Twin Oaks Road (Class 6)	From Beaver Bay Bv to End	0.28	49	G - Gravel (75mm)	\$9	7	14	79
1065	Austris Road (Class 6)	From Moore Ln to End	1.51	49	G - Gravel (75mm)	\$49	8	16	76

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1365	Mosque Lake Road (Class 6)	From Wishing Well Ln to Hydro Ln	2.30	49	G - Gravel (75mm)	\$75	8	16	76
1330	MacDonald Road (Class 6)	From Canonto Rd to Deerwood Ln	0.45	49	G - Gravel (75mm)	\$15	8	15	75
1330	MacDonald Road (Class 6)	From Deerwood Ln to Lyall Ln	0.11	49	G - Gravel (75mm)	\$4	8	15	75
1330	MacDonald Road (Class 6)	From Lyall Ln to Cedar Ln	0.13	49	G - Gravel (75mm)	\$4	8	15	75
1890	Thompson Road (Class 6)	From Gull Lake Rd to Campbells Creek Ln	0.03	49	G - Gravel (75mm)	\$1	8	16	75
1915	Wilbur Road (Class 6)	From Thomas Lane to End	3.07	49	G - Gravel (75mm)	\$99	8	16	75
1885	Swaugers Lake Road (Class 6)	From Road 506 to End	0.40	49	G - Gravel (75mm)	\$13	6	12	74
1140	Chatham Road (Class 6)	From Cruise Rd to Parsons Ln	2.12	49	G - Gravel (75mm)	\$69	6	12	74
1795	Smarts Road (Class 6)	From Highway 41 to Levere Rd	0.28	49	G - Gravel (75mm)	\$9	7	14	74
1300	Lake Road	From Road 509 to Sunset Strip Ln	0.31	100	G - Gravel (75mm)	\$10	8	16	73
1300	Lake Road	From Sunset Strip Ln to Dead End Ln	0.18	100	G - Gravel (75mm)	\$6	8	16	73
1145	Crotch Lake Access Road (Class 6)	From Ardoch Rd to End	1.05	49	G - Gravel (75mm)	\$34	6	12	73
1180	Folger Road (Class 6)	From NF Border to Canonto Rd	2.80	49	G - Gravel (75mm)	\$91	8	16	73
1855	St. Pierres Road (Class 6)	From Road 509 to End	0.18	49	G - Gravel (75mm)	\$6	7	14	73

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1430	North Road (Class 6)	From Road 506 to Road 506	7.28	49	G - Gravel (75mm)	\$235	7	14	72
1165	Donaldson Road (Class 6)	From Road 509 to End	0.59	49	G - Gravel (75mm)	\$19	7	14	72
1260	Hills Lake Road (Class 6)	From Kilma Ln to End	1.94	49	G - Gravel (75mm)	\$63	8	15	72
1465	Ragged Chutes Road (Class 6)	From Road 509 to End	1.34	49	G - Gravel (75mm)	\$43	8	15	71
1890	Thompson Road (Class 6)	From Campbells Creek Ln to End	0.48	49	G - Gravel (75mm)	\$16	8	16	71
1340	Martelock Road (Class 6)	From Road 509 to End	0.18	49	G - Gravel (75mm)	\$6	6	11	70
1155	Delyea Road (Class 6)	From Myers Cave Rd to End	0.41	49	G - Gravel (75mm)	\$13	7	14	68
1775	Shiner Road (Class 6)	From Gulley Rd to Roberstville Rd	3.76	49	G - Gravel (75mm)	\$122	7	14	68
1905	Wellman Road (Class 6)	From Head Rd to End	0.43	49	G - Gravel (75mm)	\$14	8	16	68
1910	Whites Road (Class 6)	From Black Rd to End	0.34	49	G - Gravel (75mm)	\$11	8	16	68
1075	Black Road (Class 6)	From Whites Rd to End	0.38	49	G - Gravel (75mm)	\$12	8	16	67
1910	Whites Road (Class 6)	From Kashawakamak Lake Rd to Black Rd	1.84	49	G - Gravel (75mm)	\$59	8	16	64
1355	Mississagagon Lake Road (Class 6)	From Road 506 to Lancaster Ln	0.42	49	G - Gravel (75mm)	\$14	7	14	64
1305	Levere Road (Class 6)	From Smarts Rd to End	0.31	49	G - Gravel (75mm)	\$10	7	14	62

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1305	Levere Road (Class 6)	From Highway 41 to Smarts Rd	0.05	49	G - Gravel (75mm)	\$2	7	14	62
1895	Twin Oaks Road (Class 6)	From South Rd to Beaver Bay Bv	1.24	49	G - Gravel (75mm)	\$40	7	14	62
1150	Cruise Road (Class 6)	From South Lavant Rd to Sunday Lake Dr	0.66	49	G - Gravel (75mm)	\$21	8	16	62
1420	Norcan Lake Lane	From Mountain Chute Rd to Victory Ln	0.14	49	G - Gravel (75mm)	\$5	8	16	62
1420	Norcan Lake Lane	From Victory Ln to Penny Ln	0.24	49	G - Gravel (75mm)	\$8	8	16	62
1420	Norcan Lake Lane	From Penny Ln to	0.46	49	G - Gravel (75mm)	\$15	8	16	62
1420	Norcan Lake Lane	From Kestrel Way to End of Assumed Section	2.56	49	G - Gravel (75mm)	\$83	8	16	62
1420	Norcan Lake Lane	From Kestrel Way to Heron Way	0.40	49	G - Gravel (75mm)	\$13	8	16	62
1325	Lothlorien Road (Class 6)	From River Rd to End	0.29	49	G - Gravel (75mm)	\$9	7	14	61
1450	Oak Road (Class 6)	From Myers Cave Rd to Cow Point Ln	0.86	49	G - Gravel (75mm)	\$28	8	16	60
1760	Schooner Road (Class 6)	From Mountain Rd to End	1.21	49	G - Gravel (75mm)	\$39	8	16	60
1060	Austris Road (Class 6)	From Ardoch Rd to Hermer Ln	0.35	49	G - Gravel (75mm)	\$11	8	16	58
1445	Nowell Road (Class 6)	From Wintergreen Rd to End	0.17	49	G - Gravel (75mm)	\$6	8	16	53
1150	Cruise Road (Class 6)	From Sunday Lake Dr to Canonto Rd	4.38	49	G - Gravel (75mm)	\$142	8	16	53

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Priority (GRCL/CR)*100
1185	Gemmills Road (Class 6)	From Elphin Maberly Rd to NF Border	1.24	49	G - Gravel (75mm)	\$40	8	16	42
1345	Martin Road (Class 6)	From Road 506 to End	0.46	49	G - Gravel (75mm)	\$15	7	14	40
1360	Morrow Road (Class 6)	From Road 509 to End	3.20	49	G - Gravel (75mm)	\$103	6	10	35

Notes:

1. Priorities in descending order. The higher the priority rating the greater the need.
2. Rehabilitation strategy to be confirmed by geotechnical investigations at detail design.

7.1 Road Maintenance

Preventative road and roadside maintenance is critical to prolonging the useful service life of a road and maximizing the capital investment. A continuous road and roadside maintenance program is recommended to reduce the road degradation rates. Ditch cleanout and clearing of vegetation from the right-of-way should be carried out on a regular basis. This can either be accomplished through dedicated internal Township forces or sub-contracting to private contractors. Consideration may be given to a dedicated capital program of ditch cleanout and clearing, to ensure resources are dedicated to these important activities.

8.0 O. Reg. 588/17 Reporting Requirements

This study meets the reporting requirements under Table 4 of O. Reg. 588/17. For convenience, all items required under Table 4 are presented below, with the exception of mapping.

Table 12 – Road Class Density

Class	Lane-kilometres	Lane-kilometres / Municipal Area*	PCI
Arterial	0.00	0.00	0.00
Collector Roads	275.27	0.24	64.86
Local Roads	420.15	0.36	63.63
All	695.42	0.60	64.49

*Municipal area taken as 1164.77 km²

The average PCI for hard top surfaces in the Township is 64.4.

The average surface condition of unpaved roads is 7.2 as per the inventory Manual. This would broadly translate into a road with "good" rating.

Descriptions that illustrate the different levels of road class pavement condition are presented in the tables below:

Table 13 - Qualitative Descriptions of PCI for HCB Roads⁶

PCI Range	Qualitative Description
90 - 100	Pavement is in excellent condition with few cracks. The Ride Condition Rating is excellent with few areas of very slight to slight distortion.
75 - 90	The pavement is in good condition with frequent very slight or slight cracking.

⁶ Adapted from Table B-1 of the MTO's Manual for Condition Rating of Flexible Pavements, SP-024.

	The Ride Condition Rating is good with a few slightly rough and uneven sections.
65 - 75	The pavement is in fairly good condition with slight cracking, slight or very slight distortion and a few areas of slight alligating. The Ride Condition Rating is fairly good with intermittent rough and uneven sections.
50 - 65	The pavement is in fair condition with intermittent moderate and frequent slight cracking, and with intermittent slight or moderate alligating and distortion. The Ride Condition Rating is fair and the surface is slightly rough and uneven.
40 - 50	The pavement is in poor to fair condition with frequent moderate cracking and distortion, and intermittent moderate alligating. The Ride Condition Rating is poor to fair and the surface is moderately rough and uneven.
30 - 40	The pavement is in poor to fair condition with frequent moderate alligating and extensive moderate cracking and distortion. The Ride Condition Rating is poor to fair and the surface is moderately rough and uneven.
20 - 30	The pavement is in poor condition with moderate alligating and extensive severe cracking and distortion. The Ride Condition Rating is poor and the surface is very rough and uneven.
0 - 20	The pavement is in poor to very poor condition with extensive severe cracking, alligating and distortion. The Ride Condition Rating is very poor and the surface is very rough and uneven.

Table 14 - Qualitative Descriptions of PCI for LCB Roads⁷

PCI Range	Qualitative Description
80 - 100	Pavement is in excellent condition with just a few bumps or depressions from slight surface deformation. No surface defects such as streaking, potholes or cracking distresses. The Ride Condition Rating is very good.
60 - 79	Pavement is in good condition with just a few bumps or depressions from slight to moderate surface deformation. Intermittent slight to moderate surface defects and/or cracking distresses. The Ride Condition Rating is good.
40 - 59	Pavement is in fair condition with intermittent to frequent bumps or depressions from slight to moderate surface deformation. Intermittent to frequent moderate surface defects and/or cracking distresses.

⁷ Adapted from Table B-1 of the MTO's Manual for Condition Rating of Surface-Treated Roads, SP-021.

	The Ride Condition Rating is fair.
20 - 39	Pavement is in poor condition with frequent bumps or depressions from moderate surface deformation. Frequent moderate to severe surface defects and/or cracking distresses. Localized slight to moderate alligating may be present indicating pavement structural failure. The Ride Condition Rating is poor.
0 - 19	Pavement is in very poor condition with extensive bumps or depressions from moderate to severe surface deformation. Extensive to severe surface defects and/or cracking distresses. Frequent slight to moderate alligating may be present, indicating pavement structural failure. The Ride Condition Rating is very poor.

Table 15 - Qualitative Descriptions of Surface Condition for Gravel Roads⁸

Surface Condition	Qualitative Description
10	If the section affords a fully adequate standard of service, with no annoyance or discomfort. Gravel roads rarely score a "10" rating due to their inherent roughness.
7 - 9	If it is possible to maintain the lesser of the Minimum Tolerable Average Operating Speed or the legal Speed Limit with only a noticeable amount of annoyance to the driver due to sway, vibration or steering effort, but with no noticeable feeling of hazard.
4 - 6	If maintaining even the lesser of the Minimum Tolerable Average Speed or the legal Speed Limit results in either a "tug-of-war" with a too-steep crown, or a feeling that the car is taking undue punishment.
1 - 3	If the surface irregularities are so severe that a driver will tend to reduce speed considerably, possibly even steering an irregular course, or if the crown is too steep as to be hazardous in winter.

8.1 Replacement Cost

In conjunction with this Road Needs Study Report, a replacement cost for the road asset was calculated based strictly on roadbed materials i.e. sub-base, base and surface. Road design standards noted in **Table 9** were used to estimate the existing depth of road bed materials for the purpose of the replacement cost calculation.

The total replacement cost for the Township's road infrastructure is approximately \$97.7 M.

⁸ Adapted from Item 83 from the MTO's Ministry of Transportation's Inventory Manual for Municipal Roads (February 1991).

Note this cost represents the theoretical road bed materials costs only and does not include items such as removal of the existing road bed, installation of signs, pavement markings, lighting, drainage infrastructure, property etc.

9.0 Gravel Roads Speed Limit Study

As part of the Study, Wills reviewed the existing speed limits on all gravel roads in the Township's inventory. The Canadian Guidelines for Establishing Posted Speed Limits was developed by the Transportation Association of Canada (TAC Guidelines) and were developed to provide guidance and to enhance consistency in the evaluation of posted speed limits. The guidelines were developed through the review of current domestic and international practices, technical documentation and testing.

The TAC Guidelines are based on the road risk method which is primarily based on the evaluation of risk associated with the physical characteristics of a roadway. The specific road classes considered are freeways, expressways, arterials, collectors and locals. These road classes are consistent with the Geometric Design Guide for Canadian Roads.

The fundamental concept of the evaluation methodology is to identify the ideal speed according to the nature of land use (urban/rural), laning, median separation and road classification.

For municipal arterial, collector and local roads, the ideal speed is determined based on the typical functions of these roads and typical public expectations under minimal risk conditions. Then, a systematic evaluation of risk related to geometry and traffic criteria is carried out. A recommended posted speed limit is then established according to the level of risk. The higher the level of risk associated with the roadway's physical characteristics, the lower the resulting posted speed limit.

The speed limit for gravel roads within the Township currently varies from 40 km/h to 60 km/h, a preliminary review at each gravel road section was undertaken to determine if the speed limit was appropriate. D.M. Wills adopted the above-noted TAC's *Canadian Guidelines for Establishing Posted Speed Limits*, for considering appropriate speeds on the gravel road network. This takes into account a road's functional class and 11 sources of risk:

Horizontal Alignment: How many curves per linear km of road. This information was collected during the field study.

Vertical Alignment: The proportion of road that has a steep grade (non-standard vertical curves). This attribute was approximated from vertical curve counts collected in the field.

Average Lane Width: Whether the lane widths are typical, narrow, or wide. This information was collected during the field study.

Roadside Hazards: The proportion of clear zone occupied by obstacles or irrecoverable slopes. From field observations, all roads in the study are considered to be of a higher risk in this respect.

Pedestrian Exposure: The safety of pedestrian road users. This was rated as a lower risk for most gravel roads due to negligible pedestrian traffic.

Cyclist Exposure: The safety of cycling road users. This was rated as a lower risk for most gravel roads due to negligible cycling traffic.

Pavement Surface: The roughness of a road surface. Gravel is considered a higher risk.

Number of Intersections with Public Roads: How many, and what kind, of intersections exist on the road section in comparison with its length.

Number of Intersections with Private Access Driveways: How many driveways on a road. This was populated with information from the existing Township information.

Number of Interchanges: Not observed in this study.

On-Street Parking: Not observed in this study.

As a result of the assessments, Wills is recommending to lower the speed limit for two gravel road sections, North Shore Road and Head Road. Both of these road sections are posted 60 km/h but yielded a recommended speed limit as determined by road characteristics of 50 km/h.

Smith Road is posted at 60 km/h. According to TAC guidelines, this speed limit is appropriate. However, as per the Inventory Manual, Wills assigned a comfort speed of 50 km/h for this section of road – i.e. it was uncomfortable driving faster than 50 km/h for the majority of the road. Given this fact, the Township of Frontenac may consider either maintaining the existing speed limit on Smith Road or lowering it to 50 km/h at 4.7m from the intersection with Ardoch Road.

All of other sections found the posted speed limit satisfied the recommended speed limit as per the TAC methodology.

Lowering the posted speed limits at these locations is unlikely to affect the behavior of familiar drivers. It will, however, inform unfamiliar drivers that the typical road conditions are designed to be travelled at 50 km/h.

10.0 Drainage Assessment

Wills completed a visual inspection of the storm sewer system in the Village of Plevna. The storm sewer system is located within the Plevna curb and gutter limits along Road 506/Road 509. The storm sewer system includes 19 catch basins and connecting storm

sewer pipes. One catch basin (Catch Basin #17 as per the provided drawings) was not located during the field visit.

The storm sewer system outlets to nearby water bodies. No material defects were observed during the inspection and the storm sewer system appears to be working without operational concern. Wills recommends a CCTV inspection of the storm sewer system to assess the condition of the storm sewer pipes.

Historic contract drawings were used to estimate a total length of 438m of storm sewer pipe in Plevna. A replacement cost based replacement of the pipe and structures alone is estimated at \$314,000.

Centerline twin culverts located at Road 506 civic address 7423 were also visually inspected as part of the study. The twin culverts have a diameter of 1600mm and both have moderate rust forming. Wills recommends replacement of these culverts in 5-10 years.

11.0 Summary

D.M. Wills Associates (Wills) undertook a review of the Township of North Frontenac (Township) existing road network to assess its physical condition and confirm various road attributes. Data collected as a result of the field review was used to develop a prioritized listing of the road network needs based primarily on condition and traffic volumes.

Wills undertook the field study in June of 2022. A visual assessment of each road within the Township was undertaken to assess the current condition of the road.

Two primary indicators of the relative health of a road are the structural adequacy and surface condition ratings. The current average structural adequacy rating for the Township's road network is 13.2/20. The current average surface condition rating for the Township's road network is 6.9/10.

9% (31 km) of the road network has a Structural "NOW" need, 17% (57 km) has a Structural "1-5" year need, and 14% (47 km) of the road network has a Structural "6-10" year need.

Preservation Management

In addition to addressing currently deficient roads (i.e. capital reconstruction), a dedicated preservation management approach is required, **and perhaps even more importantly**, to "keep the good roads good"; the fundamental principle being that it costs much less to maintain a good road than it does to let it fail and then reconstruct it, from a life cycle cost perspective. Ultimately, the goal of preservation management is to extend the useful life of a road and road network, maximizing the Township's investment over the road life-cycle.

Road resurfacing is an effective way of extending the overall life of the pavement structure and therefore a road resurfacing program is highly recommended. Roads with a structural adequacy of 12/20 or greater are included as candidates for potential resurfacing. Preliminary recommendations and prioritization for road resurfacing are based on condition rating and traffic demands on each road section, as per the Inventory Manual. A road with higher traffic volumes and fair structural adequacy is given priority over a road with moderate traffic and good structural adequacy score, in an attempt to intervene and extend the life of the road before it deteriorates to a level that can no longer be resurfaced (i.e. more expensive reconstruction is required). Specific resurfacing treatment recommendations must be assessed through further field investigation and detail design effort, prior to selecting and implementing the resurfacing strategy.

Based on typical degradation rates for gravel roads, surface treatment, and hot mix, a total resurfacing program, (hot mix, surface treatment and gravel) is estimated at \$1,790,400 per year.

Further to the recommendations above with respect to resurfacing, it is also recommended that regular maintenance in the form of roadside ditch cleanout and clearing be undertaken as a critical component to preservation management in order to extend the useful service life of the existing roads.

Capital Improvements

Preliminary recommendations and prioritization for planned capital improvements i.e. reconstruction, have been developed based on the condition rating and traffic demands on each road section, as per the Inventory Manual. Those roads identified as having a "NOW", 1 – 5 year, or 6 – 10 year need have been included in the capital improvement plan for reconstruction.

A total length of 110.3⁹ km of roads were identified as having structural needs in the "NOW", 1 – 5 or 6-10 year periods. The estimated cost to improve these roads is approximately \$9.6 M.

A fully funded 10 year plan following the recommendations in this report includes \$1.8 M/year for resurfacing needs and 1.0 M/year for the capital needs over ten years.

An additional length of approximately 81 km of road is identified as having inadequate surface widths. Generally, provided no operational or safety concerns are identified, roads with surface width deficiencies are typically addressed / considered at the next full reconstruction cycle.

The time of inspection plays a significant role in assessing a road's condition. The field work for this study was carried out in June of 2022.

⁹ Approximately 25 km of needs have been addressed since inspection in 2022. These roads have been removed from the total needs.

We trust the above and attached information will be of benefit to the Township and appreciate the opportunity to assist the Township in developing its road improvement plan.

Respectfully submitted,

Eric St. Pierre, P.Eng
Transportation Engineer

Turner Kuhlmeier, E.I.T.
Transportation E.I.T.

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Statement of Limitations

This report has been prepared by D.M. Wills Associates on behalf of the Township of North Frontenac. The conclusions and recommendations in this report are based on available background documentation and discussions with applicable Township staff at the time of preparation.

The report is intended to document the 2022 Roads Needs Study Report findings and assist the Township in developing budgetary plans for investment into their road network.

Any use which a third party makes of this report, other than as a Road Needs Study Report is the responsibility of such third parties. D.M. Wills Associates Limited accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or action taken based on using this report for purposes other than as a summary of the 2022 Road Needs Study Report findings.

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Appendix A

Unit Price Form



ROAD IMPROVEMENT COSTS Township of North Frontenac

Unit Costs	Units	Unit Cost
Granular A (Supply Only)	†	\$11.00
Granular A	†	\$28.00
Granular B	†	\$16.00
Hot Mix	†	\$180.00
Earth Excavation	m3	\$30.00
Asphalt Removal	m2	\$5.00
Asphalt Removal - Partial Depth	m2	\$3.00
Removal of Concrete Curb & Gutter	m	\$20.00
Concrete Curb & Gutter	m	\$110.00
In-Place Full Depth Reclamation	m2	\$1.50
Surface Treatment - Single	m2	\$4.00
Surface Treatment - Double	m2	\$7.00
Granular A Conversion	2.2	t/m3
Granular B Conversion	2	t/m3
Hot Mix Conversion	2.45	t/m3

Gravel (75mm) [By Others]								
Item	Width - m	Depth - mm	Conversion Factor	Unit		Quantity	Unit Cost	Cost/km (x 1000)
Granular A	7.0	75	2.2	†		1155	\$28.00	\$ 32
							G	32

Frost Heave Treatment								
Item	Width - m	Depth - mm	Conversion Factor	Unit		Quantity	Unit Cost	Cost/50m Digout (x 1000)
Earth Excavation	8.0	800		m3		320	\$30.00	\$ 10
Granular A	7.0	150	2.2	†		115.5	\$28.00	\$ 3
Granular B	8.0	650	2	†		520	\$16.00	\$ 8
							FT	21

Surface Treatment - Rural/Semi Urban - Single [ST1]								
Item	Width - m	Depth - mm	Conversion Factor	Unit		Quantity	Unit Cost	Cost/km (x 1000)
Surface Treatment - Single (Overlay)	7.0			m2		7000	\$4.00	\$ 28
							ST1	28

Surface Treatment - Rural/Semi Urban - Double [ST2]								
Item	Width - m	Depth - mm	Conversion Factor	Unit		Quantity	Unit Cost	Cost/km (x 1000)
Surface Treatment - Double (Overlay)	7.0			m2		7000	\$7.00	\$ 49
							ST2	49

Surface Treatment - Rural/Semi Urban - Double with Removal of Existing [ST2R]								
Item	Width - m	Depth - mm	Conversion Factor	Unit	Crossfall Correction	Quantity	Unit Cost	Cost/km (x 1000)
Surface Treatment - Double	7.0			m2		7000	\$7.00	\$ 49
Removal Asphalt Pavement	7.0	16		m2		7000	\$5.00	\$ 35
							ST2R	84

Surface Treatment - Rural/Semi Urban - Double with Granular Base [ST2A]								
Item	Width - m	Depth - mm	Conversion Factor	Unit	Crossfall Correction	Quantity	Unit Cost	Cost/km (x 1000)
Surface Treatment - Double	7.0			m2		7000	\$7.00	\$ 49
Granular A	7.0	150	2.2	†		2310	\$28.00	\$ 65
							ST2A	114

Surface Treatment - Rural/Semi Urban - Double with Pulverization and Granular Base [ST2PA]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/km (x 1000)</i>
Surface Treatment - Double	7.0			m2		7000	\$7.00	\$ 49
Granular A	7.0	150	2.2	t		2310	\$28.00	\$ 65
Pulverizing	7.0			m2		7000.0	\$1.50	\$ 11
Minor Items @ 25%								\$ 3
							ST2PA	127

Surface Treatment - Full Reconstruction [RECON LCB]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/km (x 1000)</i>
Excavation	8.0	450		m3		3600	\$30.00	\$ 108
Surface Treatment - Double	7.0			m2		7000	\$7.00	\$ 49
Granular A	7.0	150	2.2	t		2310	\$28.00	\$ 65
Granular B	7.0	300	2	t		4200	\$16.00	\$ 67
Minor Items @ 25%								\$ 16
							ST2PA	305

Surface Treatment - Rural/Semi Urban - Widening and Double with Pulverization and Granular Base [ST2PAW]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/km (x 1000)</i>
Surface Treatment - Double	7.0			m2		7000	\$7.00	\$ 49
Granular A	7.0	150	2.2	t		2310	\$28.00	\$ 65
Pulverizing	7.0			m2		7000.0	\$1.50	\$ 11
Earth Excavation	2	450		m3		900	\$30.00	\$ 27
Granular B	1	450	2	t		900	\$16.00	\$ 14
Minor Items @ 25%								\$ 13
							ST2PAW	179

Resurfacing - Rural/Semi Urban Single Lift Overlay [RO1]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction **</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/ln ·km (x 1000)</i>
Hot Mix	3	50	2.45	t	18	386	\$180.00	\$ 69
Granular A	1.5	50	2.2	t		165	\$28.00	\$ 5
Minor Items @ 15%								\$ 11
							RO1	85

Resurfacing - Rural/Semi Urban - Double Lift Overlay [RO2]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction **</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/ln ·km (x 1000)</i>
Hot Mix	3	90	2.45	t	17	678	\$180.00	\$ 122
Granular A	1.5	90	2.2	t		297	\$28.00	\$ 8
Minor Items @ 15%								\$ 20
							RO2	150

Resurfacing - Urban - Single Lift Mill and Pave [RMP1]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/ln ·km (x 1000)</i>
Hot Mix	4.25	50	2.45	t		521	\$180.00	\$ 94
Remove Curb and Gutter				m		200	\$20.00	\$ 4.00
Curb and Gutter - 20%				m		200	\$110.00	\$ 22.00
Milling	4.25			m2		4250	\$3.00	\$ 12.75
Minor Items @ 25%								\$ 33
							RMP1	166

Resurfacing - Urban - Double Lift Mill and Pave [RMP2]								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Hot Mix	4.25	90	2.45	†		937	\$180.00	\$ 169
Remove Curb and Gutter				m		200	\$20.00	\$ 4.00
Curb and Gutter - 20%				m		200	\$110.00	\$ 22.00
Milling	4.25			m2		4250	\$3.00	\$ 12.75
Minor Items @ 25%								\$ 52
							RMP2	259

Pulverize and Pave One Lift [PP1] Rural/Semi-Urban								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Hot Mix	3	50	2.45	†		367.5	\$180.00	\$ 66
Granular A	1.5	50	2.2	†		165	\$28.00	\$ 5
Pulverize	3			m2		3000	\$1.50	\$ 4.50
Minor Items @ 25%								\$ 19
							PP1	94

Pulverize and Pave Two Lifts [PP2] Rural/Semi-Urban								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Hot Mix	3	90	2.45	†		661.5	\$180.00	\$ 119
Granular A	1.5	90	2.2	†		297	\$28.00	\$ 8
Pulverize	3			m2		3000	\$1.50	\$ 5
Minor Items @ 25%								\$ 33
							PP2	165

Semi-Urban: Resurfacing and Widening - Residential (Single Lift Widening)								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction **</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Earth Excavation	2	600		m3		1200	\$30.00	\$ 36
Granular A	5	150	2.2	†		1650	\$28.00	\$ 46
Granular B	5	450	2	†		4500	\$16.00	\$ 72
Hot Mix	8	50	2.45	†	196	1176	\$180.00	\$ 212
Milling	4			m2		4000	\$3.00	\$ 12
Minor Items @ 25%								\$ 94
							RW1	472

Commercial and Industrial (Double Lift Widening)								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Earth Excavation	2	600		m3		1200	\$30.00	\$ 36
Granular A	5	150	2.2	†		1650	\$28.00	\$ 46
Granular B	5	450	2	†		4500	\$16.00	\$ 72
Hot Mix	8	90	2.45	†	353	2117	\$180.00	\$ 381
Milling	4			m2		4000	\$3.00	\$ 12
Minor Items @ 25%								\$ 137
							RW2	684

Gravel Road Widening								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Earth Excavation	2	600		m3		1200	\$30.00	\$ 36
Granular A	1	150	2.2	†		330	\$28.00	\$ 9
Granular B	1	450	2	†		900	\$16.00	\$ 14
Minor Items @ 25%								\$ 15
							GW	75

Rural: Full Excavation and Reconstruction - Gravel (6 m surface width)								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Earth Excavation	5	600		m3		3000	\$30.00	\$ 90
Granular A	3	150	2.2	†		990	\$28.00	\$ 28
Granular B	5	450	2	†		4500	\$16.00	\$ 72
Minor Items @ 25%								\$ 47
							Recon G	237

Rural: Full Excavation and Reconstruction - 1 Lift								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Asphalt Removal - Full Depth	3			m2		3000	\$5.00	\$ 15
Earth Excavation	5	600		m3		3000	\$30.00	\$ 90
Granular A	4	150	2.2	†		1320	\$28.00	\$ 37
Granular B	5	450	2	†		4500	\$16.00	\$ 72
Hot Mix	3	50	2.45	†		368	\$180.00	\$ 66
Minor Items @ 25%								\$ 70
							Recon 1R	350

Rural: Full Excavation and Reconstruction - 2 Lift								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Asphalt Removal - Full Depth	3			m2		3000	\$5.00	\$ 15
Earth Excavation	5	600		m3		3000	\$30.00	\$ 90
Granular A	4	150	2.2	†		1320	\$28.00	\$ 37
Granular B	5	450	2	†		4500	\$16.00	\$ 72
Hot Mix	3	100	2.45	†		735	\$180.00	\$ 132
Minor Items @ 25%								\$ 87
							Recon 1S	433

Semi-Urban: Full Excavation and Reconstruction - 2 Lift								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/In km (x 1000)</i>
Asphalt Removal - Full Depth	3			m2		3000	\$5.00	\$ 15
Earth Excavation	5	600		m3		3000	\$30.00	\$ 90
Granular A	4	150	2.2	†		1320	\$28.00	\$ 37
Granular B	5	450	2	†		4500	\$16.00	\$ 72
Hot Mix	3	90	2.45	†		662	\$180.00	\$ 119
Minor Items @ 25%								\$ 83
							Recon 2S	416

Urban: Full Excavation and Reconstruction - 2 Lift								
<i>Item</i>	<i>Width - m</i>	<i>Depth - mm</i>	<i>Conversion Factor</i>	<i>Unit</i>	<i>Crossfall Correction</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/ln km (x 1000)</i>
Asphalt Removal - Full Depth	4.25			m2		4250	\$5.00	\$ 21
Earth Excavation	5.5	750		m3		4125	\$30.00	\$ 124
Granular A	4.5	150	2.2	t		1485	\$28.00	\$ 42
Granular B	5.5	600	2	t		6600	\$16.00	\$ 106
Hot Mix	4.25	90	2.45	t		937	\$180.00	\$ 169
Remove Curb and Gutter				m		1000	\$20.00	\$ 20.00
Curb and Gutter				m		1000	\$110.00	\$ 110.00
Minor Items @ 25%								\$ 115
							Recon 2U	706

Rout and Seal								
<i>Item</i>				<i>Unit</i>		<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/km (x 1000)</i>
Rout and Seal				m		1000	\$5.00	\$ 5
							RS	5

Slurry Seal								
<i>Item</i>	<i>Width - m</i>			<i>Unit</i>		<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/km (x 1000)</i>
Slurry Seal	7			m2		7000	\$3.50	\$ 25
							SS	25

Microsurfacing								
<i>Item</i>	<i>Width - m</i>			<i>Unit</i>		<i>Quantity</i>	<i>Unit Cost</i>	<i>Cost/km (x 1000)</i>
Microsurfacing	7			m2		7000	\$6.00	\$ 42
							MS	42

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Appendix B

Unconstrained Capital Hard Top Program



Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
2024						
1030	Ardoch Road (Class 4)	From Smith Rd to River Rd	0.17	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$22
1035	Ardoch Road (Class 4)	From Ridge Ln to Smith Rd	1.46	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$185
1040	Ardoch Road (Class 4)	From White Birch Ct to Ridge Ln	0.32	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$40
1045	Ardoch Road (Class 4)	From Muller Point Ln to White Birch Ct	0.62	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$79
1050	Ardoch Road (Class 4)	From Austris Rd to Muller Point Ln	0.10	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$12
1055	Ardoch Road (Class 4)	From Lakeside Ln to Austris Rd	1.12	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$142
1060	Ardoch Road (Class 4)	From Browns Ln to Dean Ln	0.80	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$101
1065	Ardoch Road (Class 4)	From Dean Ln to Lakeside Ln	0.43	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$54
1070	Ardoch Road (Class 4)	From Wagon Wheel Ln to Browns Ln	0.50	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$64
1075	Ardoch Road (Class 4)	From Wagon Wheel Ln to Wilderness Ln	0.94	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$119
1080	Ardoch Road (Class 4)	From Greer Rd to Wilderness Lane	0.39	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$50
1115	Ardoch Road (Class 4)	From Lodge Rd to Crotch Lake Access Rd	1.99	371	SS - Slurry Seal	\$49
1120	Ardoch Road (Class 4)	From Holliday Ln to Lodge Rd	0.46	371	SS - Slurry Seal	\$11
1125	Ardoch Road (Class 4)	From CF/NF Border to Holliday Ln	1.74	371	SS - Slurry Seal	\$43
1175	Buckshot Lake Road (Class 4)	From Hills Lake Rd to Road 509	1.79	435	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$227
1195	Buckshot Lake Road (Class 4)	From North Shore Rd to E Bay Rd	2.31	435	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$293
1200	Buckshot Lake Road (Class 4)	From Overton Rd to North Shore Road	1.10	435	ST2R - Double Surface Treatment-Remove Existing	\$92
1205	Buckshot Lake Road (Class 4)	From Russ Brown Rd to Overton Rd	3.82	435	ST2R - Double Surface Treatment-Remove Existing	\$321
1210	Buckshot Lake Road (Class 4)	From Boundary to Russ Brown Rd	1.38	435	ST2R - Double Surface Treatment-Remove Existing	\$116

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1215	Canonto Road (Class 4)	From Road 509 to Wilson Hill Dr	2.86	272	ST1 - Single Surface Treatment	\$80
1220	Canonto Road (Class 4)	From Young Ln to Arcol Rd	0.19	272	ST1 - Single Surface Treatment	\$5
1225	Canonto Road (Class 4)	From Wilson Hill Dr to Young Ln	0.16	272	ST1 - Single Surface Treatment	\$4
1255	Canonto Road (Class 4)	From Paynes Ln to Folger Rd	2.17	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$275
1250	Canonto Road (Class 4)	From Macdonald Rd to Paynes Ln	0.76	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$96
1415	Head Road (Class 4 and 6)	From Shabomeka Lake Rd to Salmonberry Ln	1.93	49	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$244
1510	Lodge Road (Class 4)	From Ardoch Rd to End	0.58	109	SS - Slurry Seal	\$14
1515	Lookout Hill Road (Class 4)	From Road 509 to End	0.15	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$19
1580	Matawatchan Road (Class 4)	From Quackenbush Rd to Renfrew Border	1.42	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$180
1585	Matawatchan Road (Class 4)	From NF Border to Quackenbush Rd	1.74	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$221
1635	Myers Cave Road (Class 4)	From Harlowe Rd to Wintergreen Rd	1.04	163	ST1 - Single Surface Treatment	\$29
1640	Myers Cave Road (Class 4)	From Wintergreen Rd to Ladyslipper Rd	1.58	163	ST1 - Single Surface Treatment	\$44
1645	Myers Cave Road (Class 4)	From Ladyslipper Rd to Percys Point Ln	0.38	163	ST1 - Single Surface Treatment	\$11
1650	Myers Cave Road (Class 4)	From Percys Point Ln to Birch Ln	0.49	163	ST1 - Single Surface Treatment	\$14
1655	Myers Cave Road (Class 4)	From Birch Ln to Delyea Rd	0.18	163	ST1 - Single Surface Treatment	\$5
1660	Myers Cave Road (Class 4)	From Five Views Ln to Oak Rd	1.48	163	ST1 - Single Surface Treatment	\$41
1665	Myers Cave Road (Class 4)	From Delyea Rd to Kashagon Ln	0.13	163	ST1 - Single Surface Treatment	\$4
1670	Myers Cave Road (Class 4)	From Kashagon Ln to Five Views Ln	0.12	163	ST1 - Single Surface Treatment	\$3
1675	Myers Cave Road (Class 4)	From Oak Rd to Don Anna Rd	0.27	163	ST1 - Single Surface Treatment	\$8
1680	Myers Cave Road (Class 4)	From Maple Ln to Road 506	0.50	163	ST1 - Single Surface Treatment	\$14
1685	Myers Cave Road (Class 4)	From Don Anna Rd to Maple Ln	0.59	163	ST2R - Double Surface Treatment-Remove Existing	\$49
1785	River Road (Class 4)	From Struthadam Rd to End of LCB	0.25	163	ST2R - Double Surface Treatment-Remove Existing	\$21
1820	Road 506 (Class 4)	From Myers Cave Rd to Perry Rd	0.31	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$40

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1850	Road 506 (Class 4)	From Salmond Ln to Mississagagon Lake Rd	1.07	619	SS - Slurry Seal	\$26
1845	Road 506 (Class 4)	From N Star Ln to Salmond Ln	0.21	619	SS - Slurry Seal	\$5
1840	Road 506 (Class 4)	From Tower Ln to N Star Ln	1.20	619	SS - Slurry Seal	\$29
1855	Road 506 (Class 4)	From Mississagagon Lake Rd to Otto Ln	1.13	619	SS - Slurry Seal	\$28
1870	Road 506 (Class 4)	From Deer Run Ln to Browns Bay Rd	0.02	619	SS - Slurry Seal	\$0
1865	Road 506 (Class 4)	From Flieler Ln to Flagpin Ln	0.15	619	SS - Slurry Seal	\$4
1860	Road 506 (Class 4)	From Otto Ln to Flieler Ln	0.76	619	SS - Slurry Seal	\$19
1940	Road 506 (Class 4)	From Ardoch Rd to Struthadam Rd	2.31	619	ST1 - Single Surface Treatment	\$65
1945	Road 506 (Class 4)	From Struthadam Rd to North Rd	2.70	619	ST1 - Single Surface Treatment	\$76
1950	Road 506 (Class 4)	From North Rd to Start of C&G	1.36	619	ST1 - Single Surface Treatment	\$38
1955	Road 506 (Class 4)	From Start of C&G to Buckshot Lake Rd	0.21	619	RO1 - Hot Mix Overlay, 1 Lift	\$35
1960	Road 509 (Class 4)	From Buckshot Lake Rd to Lookout Hill Rd	0.21	653	RO1 - Hot Mix Overlay, 1 Lift	\$36
1965	Road 509 (Class 4)	From Lookout Hill Rd to End of C&G	0.13	653	RO1 - Hot Mix Overlay, 1 Lift	\$21
1990	Road 509 (Class 4)	From Mosque Lake Rd to West Palmerston Dr	1.67	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$212
2045	Road 509 (Class 4)	From Morrow Rd to Ragged Chutes Rd	1.50	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$190
2050	Road 509 (Class 4)	From Ragged Chutes Rd to Spring Flowers Ln	0.33	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$42
2055	Road 509 (Class 4)	From Spring Flowers Ln to Elphin-Maberley Road	5.39	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$683
2080	Road 509 (Class 4)	From St Pierres Rd to Robertsville Rd	3.27	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$415
2110	Sand Lake Road (Class 4)	From Buckshot Lake Rd to Beach Rd	1.75	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$222
2135	Shabomeka Lake Road (Class 4 and 6)	From Windy Bay Ln to Rekrview Ln	0.91	109	ST2R - Double Surface Treatment-Remove Existing	\$77
2145	Shabomeka Lake Road (Class 4 and 6)	From Rekrview Way to Snyder Bay Ln	1.52	109	ST2R - Double Surface Treatment-Remove Existing	\$128

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
2130	Shabomeka Lake Road (Class 4 and 6)	From Head Rd to Windy Bay Ln	0.67	109	ST2R - Double Surface Treatment- Remove Existing	\$56
2140	Shabomeka Lake Road (Class 4 and 6)	From Rekrview Ln to Rekrview Way	0.30	109	ST2R - Double Surface Treatment- Remove Existing	\$25
2175	Skootamatta Lake Road (Class 4)	From Hughes Landing Rd to Jacques Bay Rd	1.52	326	ST2R - Double Surface Treatment- Remove Existing	\$128
2170	Skootamatta Lake Road (Class 4)	From Highway 41 to Hughes Landing Rd	1.33	326	ST2R - Double Surface Treatment- Remove Existing	\$111
2185	Skootamatta Lake Road (Class 4)	From Addington Rd 4 to Highway 41	1.66	326	RO1 - Hot Mix Overlay, 1 Lift	\$284
2235	Snider Road (Class 6)	From Highway 41 to End	0.67	49	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$86
2245	South Lavant Road (Class 4)	From Wilbur Rd to Cruise Rd	3.20	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$406
2260	South Mazinaw Heights Road (Class 4)	From Highway 41 to End	1.98	109	ST2R - Double Surface Treatment- Remove Existing	\$166
2024 Subtotal (x1000)						\$7,057
2025						
1230	Canonto Road (Class 4)	From Chalmers Ln to Stewart Ln	0.82	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$104
1240	Canonto Road (Class 4)	From Peters Ln to Macdonald Rd	1.20	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$153
1235	Canonto Road (Class 4)	From Stewart Ln to Peters Ln	0.10	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$12
1245	Canonto Road (Class 4)	From Arcol Rd to Chalmers Ln	0.58	218	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$74
1350	Gull Lake Road (Class 4 and 6)	From Harlowe Rd to Thompson Rd	1.73	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$219
1445	Kashwakamak Lake Road (Class 4)	From Henderson Rd to Tranquility Ln	1.98	163	SS - Slurry Seal	\$49
1450	Kashwakamak Lake Road (Class 4)	From Tranquility Ln to Whites Rd	0.70	163	SS - Slurry Seal	\$17
1455	Kashwakamak Lake Road (Class 4)	From Pine Cove Ln to S Kash Lake Ln	1.49	163	SS - Slurry Seal	\$37
1460	Kashwakamak Lake Road (Class 4)	From Whites Rd to Koch Kove Ln	0.95	163	SS - Slurry Seal	\$23

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1465	Kashwakamak Lake Road (Class 4)	From Koch Kove Ln to Pine Cove Ln	0.38	163	SS - Slurry Seal	\$9
1715	North Mazinaw Heights Road (Class 4)	From NF Border to Vikings Point Ln	1.55	109	ST2R - Double Surface Treatment-Remove Existing	\$131
1720	North Mazinaw Heights Road (Class 4)	From Vikings Point Ln to End	0.14	109	ST2R - Double Surface Treatment-Remove Existing	\$12
1880	Road 506 (Class 4)	From B and B Ln to Norway Lake Ln	2.27	619	SS - Slurry Seal	\$56
1905	Road 506 (Class 4)	From Little Miss Ln to North Rd	2.21	619	SS - Slurry Seal	\$54
1900	Road 506 (Class 4)	From Whispering Winds Ln to Little Miss LN	0.58	619	SS - Slurry Seal	\$14
1895	Road 506 (Class 4)	From Leisure Ln to Whispering Winds Ln	0.03	619	SS - Slurry Seal	\$1
1890	Road 506 (Class 4)	From Mink Track Ln to Leisure Ln	0.64	619	SS - Slurry Seal	\$16
1885	Road 506 (Class 4)	From Norway Lake Ln to Mink Track Ln	0.17	619	SS - Slurry Seal	\$4
1875	Road 506 (Class 4)	From Browns Bay Rd to B and B Ln	0.69	619	SS - Slurry Seal	\$17
1910	Road 506 (Class 4)	From North Rd to South Rd	0.17	619	SS - Slurry Seal	\$4
1915	Road 506 (Class 4)	From South Rd to Swaugers Lake Rd	2.05	619	SS - Slurry Seal	\$50
1915	Road 506 (Class 4)	From South Rd to Swaugers Lake Rd	2.05	619	SS - Slurry Seal	\$50
1925	Road 506 (Class 4)	From Swaugers Lake Rd to Martin Rd	0.42	619	SS - Slurry Seal	\$10
1930	Road 506 (Class 4)	From Farm Lake Ln to Ardoch Rd	1.10	619	SS - Slurry Seal	\$27
1935	Road 506 (Class 4)	From Martin Rd to Farm Lake Ln	1.23	619	SS - Slurry Seal	\$30
1970	Road 509 (Class 4)	From End of C&G to Mountain Rd	0.36	653	ST2R - Double Surface Treatment-Remove Existing	\$30
1975	Road 509 (Class 4)	From Mountain Rd to James Rd	0.86	653	ST2R - Double Surface Treatment-Remove Existing	\$73
1980	Road 509 (Class 4)	From James Rd to Sunrise Ln	7.22	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$915
1985	Road 509 (Class 4)	From Sunrise Ln to Mosque Lake Rd	0.31	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$39
2000	Road 509 (Class 4)	From Park Hill Ln to Martelock Rd	0.04	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$5
1995	Road 509 (Class 4)	From West Parlmerston Dr to Park Hill Ln	0.36	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$46

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
2005	Road 509 (Class 4)	From Martelock Rd to W Cottage Dr	0.99	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$126
2020	Road 509 (Class 4)	From Lake Rd to Canonto Rd	0.66	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$84
2025	Road 509 (Class 4)	From Canonto Rd to Rockheights Ln	4.60	653	ST2R - Double Surface Treatment- Remove Existing	\$387
2030	Road 509 (Class 4)	From Rockheights Ln to South Lavant Rd	1.49	653	ST2R - Double Surface Treatment- Remove Existing	\$125
2035	Road 509 (Class 4)	From South Lavant Rd to Donaldson Rd	4.15	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$527
2040	Road 509 (Class 4)	From Donaldson Rd to Morrow Rd	0.90	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$115
2060	Road 509 (Class 4)	From Elphin Maberly Rd to Station Rd	0.24	653	SS - Slurry Seal	\$6
2065	Road 509 (Class 4)	From Station Rd to End of HCB	0.12	653	SS - Slurry Seal	\$3
2070	Road 509 (Class 4)	From Start of LCB to Gulley Rd	2.95	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$374
2250	South Lavant Road (Class 4)	From Cruise Rd to Sproule Ln	1.62	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$206
2255	South Lavant Road (Class 4)	From Sproule Ln to Road 509	0.39	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$50
2025 Subtotal (x1000)						\$4,283
2026						
1185	Buckshot Lake Road (Class 4)	From Beech Corners Lane to Sand Lake Rd	3.46	435	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$439
1190	Buckshot Lake Road (Class 4)	From E Bay Rd to Beech Corners Lane	3.37	435	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$427
1315	Elphin-Maberley Road (Class 4)	From Carson Tr to Gemmills Rd	0.90	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$115
1305	Elphin-Maberley Road (Class 4)	From Mclarens Depot Dr to Road 509	0.48	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$61
1310	Elphin-Maberley Road (Class 4)	From Gemmills Rd to Mclarens Depot Dr	0.35	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$44
1320	Elphin-Maberley Road (Class 4)	From NF Border to Canon Tr	0.33	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$41

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1385	Harlowe Road (Class 4)	From Boundary (Approximately 0.4km from Highway 41) to Halferty Rd	4.61	544	ST1 - Single Surface Treatment	\$129
1390	Harlowe Road (Class 4)	From Halferty Rd to Myers Cave Rd	0.59	544	ST1 - Single Surface Treatment	\$16
1440	Jewel Road (Class 6)	From Little Pond Rd to End	0.34	49	SS - Slurry Seal	\$8
1495	Little Pond Road (Class 6)	From Wickware Ln to Jewel Rd	0.17	49	SS - Slurry Seal	\$4
1500	Little Pond Road (Class 6)	From Highway 41 to Wickware Ln	0.09	49	SS - Slurry Seal	\$2
1505	Little Pond Road (Class 6)	From Jewel Rd to End	0.13	49	SS - Slurry Seal	\$3
1610	Mountain Chute Road (Class 6)	From Hydro Dan Rd to Norcan Lake Ln	1.07	49	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$136
1795	River Road (Class 4)	From Road 509 to Lothlorien Rd	3.65	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$463
1790	River Road (Class 4)	From Lothlorien Rd to Struthadam Rd	1.26	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$159
2010	Road 509 (Class 4)	From W Cottage Dr to River Rd	1.05	653	SS - Slurry Seal	\$26
2015	Road 509 (Class 4)	From River Rd to Lake Rd	0.78	653	ST2R - Double Surface Treatment-Remove Existing	\$65
2085	Road 509 (Class 4)	From Robertsville Rd to CF/NF Border	1.82	653	SS - Slurry Seal	\$45
2265	South Road (Class 4 and 6)	From Road 506 to Lyons Gate Ln	1.96	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$249
2270	South Road (Class 4 and 6)	From Lyons Gate Ln to Twin Oaks Rd	0.54	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$69
2300	Station Road (Class 6)	From Road 509 to End of LCB	0.17	49	SS - Slurry Seal	\$4
2026 Subtotal (x1000)						\$2,505
2027						
1000	Arcol Road (Class 4 and 6)	From Canonto Rd to N Shore Estates Ln	1.13	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$143
1020	Ardoch Road (Class 4)	From Canoe Path to Road 506	1.59	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$201
1030	Ardoch Road (Class 4)	From Smith Rd to River Rd	0.17	371	SS - Slurry Seal	\$4
1035	Ardoch Road (Class 4)	From Ridge Ln to Smith Rd	1.46	371	SS - Slurry Seal	\$36
1040	Ardoch Road (Class 4)	From White Birch Ct to Ridge Ln	0.32	371	SS - Slurry Seal	\$8
1045	Ardoch Road (Class 4)	From Muller Point Ln to White Birch Ct	0.62	371	SS - Slurry Seal	\$15

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1050	Ardoch Road (Class 4)	From Austris Rd to Muller Point Ln	0.10	371	SS - Slurry Seal	\$2
1055	Ardoch Road (Class 4)	From Lakeside Ln to Austris Rd	1.12	371	SS - Slurry Seal	\$27
1060	Ardoch Road (Class 4)	From Browns Ln to Dean Ln	0.80	371	SS - Slurry Seal	\$19
1065	Ardoch Road (Class 4)	From Dean Ln to Lakeside Ln	0.43	371	SS - Slurry Seal	\$11
1070	Ardoch Road (Class 4)	From Wagon Wheel Ln to Browns Ln	0.50	371	SS - Slurry Seal	\$12
1075	Ardoch Road (Class 4)	From Wagon Wheel Ln to Wilderness Ln	0.94	371	SS - Slurry Seal	\$23
1080	Ardoch Road (Class 4)	From Greer Rd to Wilderness Lane	0.39	371	SS - Slurry Seal	\$10
1105	Ardoch Road (Class 4)	From South Shore Dr to Helen Ln	0.82	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$104
1110	Ardoch Road (Class 4)	From Crotch Lake Access Rd to South Shore Dr	3.51	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$445
1085	Ardoch Road (Class 4)	From Cedar Crest Ln to Greer Rd	0.61	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$77
1090	Ardoch Road (Class 4)	From Pine Path to Cedar Crest Ln	0.22	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$29
1095	Ardoch Road (Class 4)	From Pine Point Way to Pine Path	0.28	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$36
1100	Ardoch Road (Class 4)	From Helen Ln to Pine Point Way	0.14	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$18
1175	Buckshot Lake Road (Class 4)	From Hills Lake Rd to Road 509	1.79	435	SS - Slurry Seal	\$44
1180	Buckshot Lake Road (Class 4)	From Sand Lake Rd to Hills Lake Rd	1.02	435	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$129
1195	Buckshot Lake Road (Class 4)	From North Shore Rd to E Bay Rd	2.31	435	SS - Slurry Seal	\$57
1255	Canonto Road (Class 4)	From Paynes Ln to Folger Rd	2.17	218	SS - Slurry Seal	\$53
1250	Canonto Road (Class 4)	From Macdonald Rd to Paynes Ln	0.76	218	SS - Slurry Seal	\$19
1370	Gulley Road	From Farm Gate Ln to Shiner Rd	1.84	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$234
1375	Gulley Road	From NF Border to Farm Gate Ln	0.80	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$102
1365	Gulley Road	From Shiner Rd to Road 509	0.03	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$3

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1395	Harlowe Road (Class 4)	From Myers Cave Rd to Henderson Rd	2.41	544	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$306
1415	Head Road (Class 4 and 6)	From Shabomeka Lake Rd to Salmonberry Ln	1.93	49	SS - Slurry Seal	\$47
1515	Lookout Hill Road (Class 4)	From Road 509 to End	0.15	109	SS - Slurry Seal	\$4
1580	Matawatchan Road (Class 4)	From Quackenbush Rd to Renfrew Border	1.42	218	SS - Slurry Seal	\$35
1585	Matawatchan Road (Class 4)	From NF Border to Quackenbush Rd	1.74	218	SS - Slurry Seal	\$43
1625	Mountain Road (Class 4 and 6)	From Brule Lake Rd to Schooner Rd	5.82	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$739
1620	Mountain Road (Class 4 and 6)	From Grindstone Lake Rd to Brule Lake Rd	1.53	163	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$194
1805	Road 506 (Class 4)	From Start of LCB to Marble Lake Rd	1.90	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$241
1815	Road 506 (Class 4)	From Whalen Ln to Myers Cave Rd	0.54	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$69
1810	Road 506 (Class 4)	From Marble Lake Rd to Whalen Ln	1.18	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$149
1820	Road 506 (Class 4)	From Myers Cave Rd to Perry Rd	0.31	619	SS - Slurry Seal	\$8
1835	Road 506 (Class 4)	From High Rocks Ln to Tower Ln	0.55	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$69
1830	Road 506 (Class 4)	From Whitefish Rapids Ln to High Rocks Ln	0.14	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$18
1825	Road 506 (Class 4)	From Perry Rd to Whitefish Rapids Ln	0.50	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$64
1990	Road 509 (Class 4)	From Mosque Lake Rd to West Palmerston Dr	1.67	653	SS - Slurry Seal	\$41
2045	Road 509 (Class 4)	From Morrow Rd to Ragged Chutes Rd	1.50	653	SS - Slurry Seal	\$37
2050	Road 509 (Class 4)	From Ragged Chutes Rd to Spring Flowers Ln	0.33	653	SS - Slurry Seal	\$8
2055	Road 509 (Class 4)	From Spring Flowers Ln to Elphin-Maberley Road	5.39	653	SS - Slurry Seal	\$132
2075	Road 509 (Class 4)	From Gulley Rd to St Pierres Rd	0.01	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$2

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
2080	Road 509 (Class 4)	From St Pierres Rd to Robertsville Rd	3.27	653	SS - Slurry Seal	\$80
2090	Robertsville Road (Class 6)	From Road 509 to End of LCB	0.84	49	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$107
2110	Sand Lake Road (Class 4)	From Buckshot Lake Rd to Beach Rd	1.75	109	SS - Slurry Seal	\$43
2115	Sand Lake Road (Class 4)	From Beach Rd to Lenich Ln	0.36	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$46
2235	Snider Road (Class 6)	From Highway 41 to End	0.67	49	SS - Slurry Seal	\$17
2245	South Lavant Road (Class 4)	From Wilbur Rd to Cruise Rd	3.20	109	SS - Slurry Seal	\$78
2027 Subtotal (x1000)						\$4,437
2028						
1025	Ardoch Road (Class 4)	From River Rd to Canoe Path	0.76	371	SS - Slurry Seal	\$19
1230	Canonto Road (Class 4)	From Chalmers Ln to Stewart Ln	0.82	218	SS - Slurry Seal	\$20
1240	Canonto Road (Class 4)	From Peters Ln to Macdonald Rd	1.20	218	SS - Slurry Seal	\$29
1235	Canonto Road (Class 4)	From Stewart Ln to Peters Ln	0.10	218	SS - Slurry Seal	\$2
1245	Canonto Road (Class 4)	From Arcol Rd to Chalmers Ln	0.58	218	SS - Slurry Seal	\$14
1350	Gull Lake Road (Class 4 and 6)	From Harlowe Rd to Thompson Rd	1.73	109	SS - Slurry Seal	\$42
1400	Head Road (Class 4 and 6)	From Highway 41 to Marble Lake Rd	0.53	109	ST2R - Double Surface Treatment-Remove Existing	\$44
1405	Head Road (Class 4 and 6)	From Marble Lake Rd to Wellman Rd	0.14	49	ST2R - Double Surface Treatment-Remove Existing	\$12
1410	Head Road (Class 4 and 6)	From Wellman Rd to Shabomeka Lake Rd	0.27	49	ST2R - Double Surface Treatment-Remove Existing	\$22
1420	Henderson Road (Class 4)	From CF/NF Border to Kashawakamak Lake Rd	1.10	218	SS - Slurry Seal	\$27
1730	North Shore Road (Class 4 and 6)	From Buckshot Lake Rd to Johnston Ln	0.25	109	ST2R - Double Surface Treatment-Remove Existing	\$21
1765	River Road (Class 4 and 6)	From Johnnys Ln to Ardoch Rd	0.93	109	ST2R - Double Surface Treatment-Remove Existing	\$78
1770	River Road (Class 4 and 6)	From Start of LCB to Johnnys Ln	0.42	109	ST2R - Double Surface Treatment-Remove Existing	\$35
1800	Road 506 (Class 4)	From Highway 41 to End of HCB	3.77	619	SS - Slurry Seal	\$92
1980	Road 509 (Class 4)	From James Rd to Sunrise Ln	7.22	653	SS - Slurry Seal	\$177
1985	Road 509 (Class 4)	From Sunrise Ln to Mosque Lake Rd	0.31	653	SS - Slurry Seal	\$7
2000	Road 509 (Class 4)	From Park Hill Ln to Martelock Rd	0.04	653	SS - Slurry Seal	\$1

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1995	Road 509 (Class 4)	From West Parmlerston Dr to Park Hill Ln	0.36	653	SS - Slurry Seal	\$9
2005	Road 509 (Class 4)	From Martelock Rd to W Cottage Dr	0.99	653	SS - Slurry Seal	\$24
2020	Road 509 (Class 4)	From Lake Rd to Canonto Rd	0.66	653	SS - Slurry Seal	\$16
2035	Road 509 (Class 4)	From South Lavant Rd to Donaldson Rd	4.15	653	SS - Slurry Seal	\$102
2040	Road 509 (Class 4)	From Donaldson Rd to Morrow Rd	0.90	653	SS - Slurry Seal	\$22
2070	Road 509 (Class 4)	From Start of LCB to Gulley Rd	2.95	653	SS - Slurry Seal	\$72
2180	Skootamatta Lake Road (Class 4)	From Jacques Bay Rd to Addington Rd 4	0.43	326	ST2R - Double Surface Treatment-Remove Existing	\$36
2195	Smith Road (Class 4 and 6)	From Ardoch Rd to Green Forest Way	1.41	109	ST2R - Double Surface Treatment-Remove Existing	\$118
2250	South Lavant Road (Class 4)	From Cruise Rd to Sproule Ln	1.62	109	SS - Slurry Seal	\$40
2255	South Lavant Road (Class 4)	From Sproule Ln to Road 509	0.39	109	SS - Slurry Seal	\$10
2028 Subtotal (x1000)						\$1,094
2029						
1185	Buckshot Lake Road (Class 4)	From Beech Corners Lane to Sand Lake Rd	3.46	435	SS - Slurry Seal	\$85
1190	Buckshot Lake Road (Class 4)	From E Bay Rd to Beech Corners Lane	3.37	435	SS - Slurry Seal	\$82
1315	Elphin-Maberley Road (Class 4)	From Carson Tr to Gemmills Rd	0.90	163	SS - Slurry Seal	\$22
1305	Elphin-Maberley Road (Class 4)	From Mclarens Depot Dr to Road 509	0.48	163	SS - Slurry Seal	\$12
1310	Elphin-Maberley Road (Class 4)	From Gemmills Rd to Mclarens Depot Dr	0.35	163	SS - Slurry Seal	\$9
1320	Elphin-Maberley Road (Class 4)	From NF Border to Canon Tr	0.33	163	SS - Slurry Seal	\$8
1610	Mountain Chute Road (Class 6)	From Hydro Dan Rd to Norcan Lake Ln	1.07	49	SS - Slurry Seal	\$26
1795	River Road (Class 4)	From Road 509 to Lothlorien Rd	3.65	163	SS - Slurry Seal	\$89
1790	River Road (Class 4)	From Lothlorien Rd to Struthadam Rd	1.26	163	SS - Slurry Seal	\$31
2265	South Road (Class 4 and 6)	From Road 506 to Lyons Gate Ln	1.96	109	SS - Slurry Seal	\$48
2270	South Road (Class 4 and 6)	From Lyons Gate Ln to Twin Oaks Rd	0.54	109	SS - Slurry Seal	\$13
2029 Subtotal (x1000)						\$426
2030						
1000	Arcol Road (Class 4 and 6)	From Canonto Rd to N Shore Estates Ln	1.13	109	SS - Slurry Seal	\$28

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1020	Ardoch Road (Class 4)	From Canoe Path to Road 506	1.59	371	SS - Slurry Seal	\$39
1105	Ardoch Road (Class 4)	From South Shore Dr to Helen Ln	0.82	371	SS - Slurry Seal	\$20
1110	Ardoch Road (Class 4)	From Crotch Lake Access Rd to South Shore Dr	3.51	371	SS - Slurry Seal	\$86
1085	Ardoch Road (Class 4)	From Cedar Crest Ln to Greer Rd	0.61	371	SS - Slurry Seal	\$15
1090	Ardoch Road (Class 4)	From Pine Path to Cedar Crest Ln	0.22	371	SS - Slurry Seal	\$6
1095	Ardoch Road (Class 4)	From Pine Point Way to Pine Path	0.28	371	SS - Slurry Seal	\$7
1100	Ardoch Road (Class 4)	From Helen Ln to Pine Point Way	0.14	371	SS - Slurry Seal	\$4
1180	Buckshot Lake Road (Class 4)	From Sand Lake Rd to Hills Lake Rd	1.02	435	SS - Slurry Seal	\$25
1370	Gulley Road	From Farm Gate Ln to Shiner Rd	1.84	163	SS - Slurry Seal	\$45
1375	Gulley Road	From NF Border to Farm Gate Ln	0.80	163	SS - Slurry Seal	\$20
1365	Gulley Road	From Shiner Rd to Road 509	0.03	163	SS - Slurry Seal	\$1
1395	Harlowe Road (Class 4)	From Myers Cave Rd to Henderson Rd	2.41	544	SS - Slurry Seal	\$59
1625	Mountain Road (Class 4 and 6)	From Brule Lake Rd to Schooner Rd	5.82	163	SS - Slurry Seal	\$143
1620	Mountain Road (Class 4 and 6)	From Grindstone Lake Rd to Brule Lake Rd	1.53	163	SS - Slurry Seal	\$38
1805	Road 506 (Class 4)	From Start of LCB to Marble Lake Rd	1.90	619	SS - Slurry Seal	\$47
1815	Road 506 (Class 4)	From Whalen Ln to Myers Cave Rd	0.54	619	SS - Slurry Seal	\$13
1810	Road 506 (Class 4)	From Marble Lake Rd to Whalen Ln	1.18	619	SS - Slurry Seal	\$29
1835	Road 506 (Class 4)	From High Rocks Ln to Tower Ln	0.55	619	SS - Slurry Seal	\$13
1830	Road 506 (Class 4)	From Whitefish Rapids Ln to High Rocks Ln	0.14	619	SS - Slurry Seal	\$3
1825	Road 506 (Class 4)	From Perry Rd to Whitefish Rapids Ln	0.50	619	SS - Slurry Seal	\$12
2075	Road 509 (Class 4)	From Gulley Rd to St Pierres Rd	0.01	653	SS - Slurry Seal	\$0
2090	Robertsville Road (Class 6)	From Road 509 to End of LCB	0.84	49	SS - Slurry Seal	\$21
2115	Sand Lake Road (Class 4)	From Beach Rd to Lenich Ln	0.36	109	SS - Slurry Seal	\$9
2030 Subtotal (x1000)						\$681
2031						
No Scheduled Work in 2031 based on default life cycle						

Township of North Frontenac

Unconstrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
2032						
No Scheduled Work in 2033 based on default life cycle						
2033						
1215	Canonto Road (Class 4)	From Road 509 to Wilson Hill Dr	2.86	272	ST2R - Double Surface Treatment-Remove Existing	\$240
1220	Canonto Road (Class 4)	From Young Ln to Arcol Rd	0.19	272	ST2R - Double Surface Treatment-Remove Existing	\$16
1225	Canonto Road (Class 4)	From Wilson Hill Dr to Young Ln	0.16	272	ST2R - Double Surface Treatment-Remove Existing	\$13
1635	Myers Cave Road (Class 4)	From Harlowe Rd to Wintergreen Rd	1.04	163	ST2R - Double Surface Treatment-Remove Existing	\$87
1640	Myers Cave Road (Class 4)	From Wintergreen Rd to Ladyslipper Rd	1.58	163	ST2R - Double Surface Treatment-Remove Existing	\$133
1645	Myers Cave Road (Class 4)	From Ladyslipper Rd to Percys Point Ln	0.38	163	ST2R - Double Surface Treatment-Remove Existing	\$32
1650	Myers Cave Road (Class 4)	From Percys Point Ln to Birch Ln	0.49	163	ST2R - Double Surface Treatment-Remove Existing	\$41
1655	Myers Cave Road (Class 4)	From Birch Ln to Delyea Rd	0.18	163	ST2R - Double Surface Treatment-Remove Existing	\$15
1660	Myers Cave Road (Class 4)	From Five Views Ln to Oak Rd	1.48	163	ST2R - Double Surface Treatment-Remove Existing	\$124
1665	Myers Cave Road (Class 4)	From Delyea Rd to Kashagon Ln	0.13	163	ST2R - Double Surface Treatment-Remove Existing	\$11
1670	Myers Cave Road (Class 4)	From Kashagon Ln to Five Views Ln	0.12	163	ST2R - Double Surface Treatment-Remove Existing	\$10
1675	Myers Cave Road (Class 4)	From Oak Rd to Don Anna Rd	0.27	163	ST2R - Double Surface Treatment-Remove Existing	\$23
1680	Myers Cave Road (Class 4)	From Maple Ln to Road 506	0.50	163	ST2R - Double Surface Treatment-Remove Existing	\$42
1940	Road 506 (Class 4)	From Ardoch Rd to Struthadam Rd	2.31	619	ST2R - Double Surface Treatment-Remove Existing	\$194
1945	Road 506 (Class 4)	From Struthadam Rd to North Rd	2.70	619	ST2R - Double Surface Treatment-Remove Existing	\$227
1950	Road 506 (Class 4)	From North Rd to Start of C&G	1.36	619	ST2R - Double Surface Treatment-Remove Existing	\$114
2033 Subtotal (x1000)						\$1,323

2024-2022 Subtotal (x1000) \$21,805

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Appendix C

Constrained Capital Hard Top Program



Township of North Frontenac

Constrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
2024						
1175	Buckshot Lake Road (Class 4)	From Hills Lake Rd to Road 509	1.79	435	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$227
1180	Buckshot Lake Road (Class 4)	From Sand Lake Rd to Hills Lake Rd	1.02	435	ST1 - Single Surface Treatment	\$29
1185	Buckshot Lake Road (Class 4)	From Beech Corners Lane to Sand Lake Rd	3.46	435	ST1 - Single Surface Treatment	\$97
1190	Buckshot Lake Road (Class 4)	From E Bay Rd to Beech Corners Lane	3.37	435	ST1 - Single Surface Treatment	\$94
2110	Sand Lake Road (Class 4)	From Buckshot Lake Rd to Beach Rd	1.75	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$222
2115	Sand Lake Road (Class 4)	From Beach Rd to Lenich Ln	0.36	109	ST2R - Double Surface Treatment-Remove Existing	\$31
1515	Lookout Hill Road (Class 4)	From Road 509 to End	0.15	109	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$19
2024 Subtotal (x1000)						\$718
2025						
2035	Road 509 (Class 4)	From South Lavant Rd to Donaldson Rd	4.15	653	ST2R - Double Surface Treatment-Remove Existing	\$349
2245	South Lavant Road (Class 4)	From Wilbur Rd to Cruise Rd	3.20	109	ST2R - Double Surface Treatment-Remove Existing	\$269
2250	South Lavant Road (Class 4)	From Cruise Rd to Sproule Ln	1.62	109	ST2R - Double Surface Treatment-Remove Existing	\$136
2255	South Lavant Road (Class 4)	From Sproule Ln to Road 509	0.39	109	ST2R - Double Surface Treatment-Remove Existing	\$33
2025 Subtotal (x1000)						\$787
2026						
2040	Road 509 (Class 4)	From Donaldson Rd to Morrow Rd	0.90	653	ST2R - Double Surface Treatment-Remove Existing	\$76
2045	Road 509 (Class 4)	From Morrow Rd to Ragged Chutes Rd	1.50	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$190
2050	Road 509 (Class 4)	From Ragged Chutes Rd to Spring Flowers Ln	0.33	653	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$42
2055	Road 509 (Class 4)	From Spring Flowers Ln to Elphin-Maberley Road	5.39	653	ST2R - Double Surface Treatment-Remove Existing	\$452
2026 Subtotal (x1000)						\$761
2027						
1030	Ardoch Road (Class 4)	From Smith Rd to River Rd	0.17	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$22
1035	Ardoch Road (Class 4)	From Ridge Ln to Smith Rd	1.46	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$185

Township of North Frontenac

Constrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1040	Ardoch Road (Class 4)	From White Birch Ct to Ridge Ln	0.32	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$40
1045	Ardoch Road (Class 4)	From Muller Point Ln to White Birch Ct	0.62	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$79
1805	Road 506 (Class 4)	From Start of LCB to Marble Lake Rd	1.90	619	ST2R - Double Surface Treatment-Remove Existing	\$159
1810	Road 506 (Class 4)	From Marble Lake Rd to Whalen Ln	1.18	619	ST2R - Double Surface Treatment-Remove Existing	\$99
1815	Road 506 (Class 4)	From Whalen Ln to Myers Cave Rd	0.54	619	ST2R - Double Surface Treatment-Remove Existing	\$46
1820	Road 506 (Class 4)	From Myers Cave Rd to Perry Rd	0.31	619	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$40
1825	Road 506 (Class 4)	From Perry Rd to Whitefish Rapids Ln	0.50	619	ST2R - Double Surface Treatment-Remove Existing	\$42
1830	Road 506 (Class 4)	From Whitefish Rapids Ln to High Rocks Ln	0.14	619	ST2R - Double Surface Treatment-Remove Existing	\$12
1835	Road 506 (Class 4)	From High Rocks Ln to Tower Ln	0.55	619	ST2R - Double Surface Treatment-Remove Existing	\$46
2027 Subtotal (x1000)						\$770
2028						
1105	Ardoch Road (Class 4)	From South Shore Dr to Helen Ln	0.82	371	ST1 - Single Surface Treatment	\$23
1110	Ardoch Road (Class 4)	From Crutch Lake Access Rd to South Shore Dr	3.51	371	ST1 - Single Surface Treatment	\$98
1085	Ardoch Road (Class 4)	From Cedar Crest Ln to Greer Rd	0.61	371	ST1 - Single Surface Treatment	\$17
1090	Ardoch Road (Class 4)	From Pine Path to Cedar Crest Ln	0.22	371	ST1 - Single Surface Treatment	\$6
1095	Ardoch Road (Class 4)	From Pine Point Way to Pine Path	0.28	371	ST1 - Single Surface Treatment	\$8
1100	Ardoch Road (Class 4)	From Helen Ln to Pine Point Way	0.14	371	ST1 - Single Surface Treatment	\$4
1050	Ardoch Road (Class 4)	From Austris Rd to Muller Point Ln	0.10	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$12
1055	Ardoch Road (Class 4)	From Lakeside Ln to Austris Rd	1.12	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$142
1060	Ardoch Road (Class 4)	From Browns Ln to Dean Ln	0.80	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$101
1065	Ardoch Road (Class 4)	From Dean Ln to Lakeside Ln	0.43	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$54
1070	Ardoch Road (Class 4)	From Wagon Wheel Ln to Browns Ln	0.50	371	ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A	\$64

Township of North Frontenac

Constrained Annual Program

Sect. No.	Road Name	From - To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)
1075	Ardoch Road (Class 4)	From Wagon Wheel Ln to Wilderness Ln	0.94	371	<i>ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A</i>	\$119
1080	Ardoch Road (Class 4)	From Greer Rd to Wilderness Lane	0.39	371	<i>ST2PA - Double Surface Treatment, with Pulverization of Existing and Granular A</i>	\$50
2028 Subtotal (x1000)						\$699

2024-2022 Subtotal (x1000) \$3,735

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Appendix D

Mapping



To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Jan 2024
Re: Rebuild of Hammer Used on the Excavator

Recommendation:

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

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

Background:

We have a Hammer (EH05) that is used on the Excavator (E05) for road work. The hammer is in service a considerable number of hours each year to complete ditching, road widening, hazard rock removal etc that we undertake in-house. The hammer recently quit and was taken to a shop for assessment. The shop has determined that the hammer needs to be rebuilt. This is the first major work required on the hammer since 2005.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

The hammer is a 2005 Cat product and has never had major work completed. This will be the first rebuild. We consulted the dealer as well and confirmed that a rebuild is reasonable given the age of the hammer.

The quote for the rebuild is \$23,500 and given the nature of the work I recommend we include a contingency and budget \$28,500.

A new hammer is \$102,000 as quoted by the Cat dealer. Cat has estimated the rebuilt hammer would be worth \$35,000+/- as a trade in, once repaired.

The hammer is currently scheduled for replacement in 2030. I will be recommending that we advance the hammer replacement and coordinate it with the replacement of Excavator E05.

Regardless, I recommend the hammer be rebuilt now as we need it to complete a current project on Smith Road and others over the winter, the trade in value is significant for the rebuilt hammer and it has very little value returned from the shop not rebuilt.

Financial Impact:

The estimated cost to rebuild the hammer, including a contingency, is \$28,500. It is recommended the cost be taken from the Infrastructure Sustainability Reserve Fund. (The estimated balance of the Infrastructure Sustainability Reserve Fund is \$1,641,091 as per the 2023 approved Budget).



Committee of Adjustment Minutes

1:00 PM - Monday, November 27, 2023
Council Chambers

Present: Carl Tooley, Member; Garry Wood, Member (Electronic Participation); and Jim Ogilvie, Alternate Member (Electronic Participation)

Also Present: Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager (Secretary); Sonia McLuckie, Administrative Assistant to the Clerk/Planning Manager; Sonya Bolton, Manager of Community Planning, County of Frontenac (Electronic Participation); Dmitry Kurylovich, Community Planner, County of Frontenac (Electronic Participation); and Councillor Roy Huetl, Council Liaison

1. Call to Order

The meeting was called to order at 1:00 p.m. The Secretary read the opening remarks.

2. Appointment of Chair

The Committee appointed Carl Tooley as Chair for the meeting.

3. Approval of Agenda

a) **November 27, 2023**

56-23

Moved by Committee of Adjustment Member Garry Wood

Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the Committee approves the Agenda dated November 27, 2023, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Delegations

None.

6. Adoption of Minutes

a) **Minutes of Meeting held September 25, 2023**

57-23

North Frontenac Committee of Adjustment Minutes

November 27, 2023

Page 1 of 8

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the Committee adopts the Minutes of a Meeting held on September 25, 2023 as circulated.

Carried

7. Business Arising Out of Minutes

- a) **Resolution #51-23: Severance Application File #B12/23 - Virginia and Melvin Schnupp, 15178 Road 509 - Creation of One New Lot**

Virginia and Melvin Schnupp, applicants, were present for the meeting.

Dmitry Kurylovich, Community Planner, provided an overview of the proposed application for the creation of one new lot. He advised the application was deferred at the meeting on September 25, 2023 due to issues identified in the peer review of the required D Series study. He noted the issues have been rectified and the Committee can proceed with consideration of the application.

Kurylovich advised the proposed new lot will have an area of 10 acres with 500 feet of frontage on Road 509 and has an approved building permit for a Secondary Dwelling Unit. He noted Mississippi Valley Conservation Authority advised the proposed lot is large enough to support development outside of any Natural Hazard area; and that South Frontenac, as the Septic Approval Authority at the time, had no objections to the proposed new lot. Kurylovich recommended approval of the application subject to the conditions in the planning report.

Tooley advised he attended the property on September 8, 2023 and that the required marking signs were posted. He noted an entrance and civic address were installed on the proposed new lot. Tooley recommended approval of the application.

58-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Whereas, at their meeting on September 25, 2023, the Committee passed Resolution #51-23 deferring Planning Application File #B12-23– Severance Application – Schnupp – 15178 Road 509 until the issues associated with the Land Compatibility Study prepared by Pinchin Ltd. As identified in the Peer Review by Northern Applied Sciences Inc. are rectified; and if the additional noise study is required; and Township staff provide information regarding the building permit;
Therefore Be It Resolved ThatSeverance Application File #B12/23 – Virginia and Melvin Schnupp, 15178 Road 509 - for the creation of one New Lot shall be

approved subject to the conditions included in the Planning Report;
And That the Secretary shall issue the Notice of Decision by December 11, 2023;
And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;
And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

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

None.

9. Consent Applications

- a) ***File #B16-23 - Creation of One New Lot - Part of Lots 28 and 29, Concession 4; and Part of Lot 29, Concession 3, Geographic Township of South Canoto (1160 Parsons Lane)***

Mr. Ward, applicant, was present for the meeting. Tracy Zander, Agent, participated electronically in the meeting.

Dmitry, Kurylovich, Community Planner, provided an overview of the proposed development. He advised the applicants would like to create one new waterfront lot with an area of 0.83 hectares and 78 metres of frontage on Parsons Lane; and that the retained parcel will have an area of 74 hectares with frontage on Parsons Lane. He noted the applicants are in the process of purchasing the 66 foot Shore Road Allowance from the Township. Kurylovich advised the property currently has a split zoning designation of Residential Waterfront (RW) and Rural (RU). He noted a condition of the severance will be to rezone the subject parcel to Limited Service Waterfront (LSW).

Kurylovich advised Mississippi Valley Conservation Authority (MVCA) determined there were no natural hazards on the proposed lot. He advised the Township has a new process for septic review with severance applications. A qualified person with a BCIN number will provide a report to be included in the application advising of the septic capability. A report was provided from Charles Tooley Construction advising the severed parcel is suitable for an on-site sewage system.

Kurylovich advised the Township's Official Plan required an applicant to upgrade a private lane to specific standards for access by Emergency vehicles. He noted Parsons Lane is in excellent condition and appears to require no upgrades. Kurylovich recommended approval of the application subject to the conditions included in the planning report.

Wood advised he attended the site on October 22, 2023. He noted Parsons Lane is well maintained. He asked for clarification regarding the condition to increase the width of the Right-of-Way along the property. Kurylovich advised as per the Private Land standards, the frontage must be a surveyed width of 66 feet along the proposed lot line. Wood advised the lot is fairly flat and appears to have a suitable building envelope. He recommended approval of the application.

59-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That Severance Application File #B16/23 – Michael Ward and Greg Ward, 1160 Parsons Lane- for the creation of one New Lot shall be approved subject to the conditions included in the Planning Report;

And That the Secretary shall issue the Notice of Decision by December 11, 2023;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

- b) ***File #B17/23 and #B18/23 - Creation of Two New Lots - Part of Lot 23, Concession 12, Geographic Township of Clarendon (1258 South Road)***

Arnold Miller, applicant, was present for the meeting.

Dmitry Kurylovich, Community Planner, provided an overview of the application. He advised the applicants are proposing to create two new lots. The first proposed lot is vacant and will have an area of 1.87 hectares with 136 metres of frontage on South Road. The Official Plan designation of the lot is Rural and Organic Soils; however the Organic Soils should not impact future development. The second proposed lot is 1.16 hectares with 150 metres of frontage on South Road. Both proposed lots are adjacent to a wetland area. Kurylovich advised the retained lot will have an area of 12 hectares with 380 metres of frontage on South Road.

Kurylovich advised the initial proposed development showed the lot lines fragmenting the wetland area. He noted, based on comments received from Mississippi Valley Conservation Authority (MVCA), the applicant revised the proposed lot lines to keep the wetland with the retained parcel. He advised MVCA is supportive of the revised lot lines. Kurylovich advised a report was provided by Ken Cuddy, Septic System installer, stating the proposed lots are suitable to support a Class 4 on-site sewage system.

Kurylovich recommends approval of the applications subject to the conditions

included in the planning report. He noted application B17/23 must be completed prior to the completion of application B18/23 to avoid an unintentional severance.

Ogilvie advised he attended the site on October 17, 2023 and the required marking cards were posted. He noted the terrain on the lots were quite hilly. He advised the use of the proposed lots is consistent with neighbouring uses and recommended approval.

60-23

Moved by Committee of Adjustment Member Jim Ogilvie

Seconded by Committee of Adjustment Member Garry Wood

Be It Resolved That Severance Application Files #B17/23 and #B18/23 – Arnold and Shirley Miller, 1258 South Road - for the creation of two New Lots as amended shall be approved subject to the conditions included in the Planning Report;

And That the Secretary shall issue the Notice of Decision by December 11, 2023;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

10. Minor Variance Applications

- a) ***File #A15/23: Minor Variance and Request for Permission to Expand Legal Non-Complying Structure - Concession 10 & 11, Part of Lot 23, Geographic Township of Miller (3763B Mountain Road)***

Carol and Roger Free, applicants, were present for the meeting.

Dmitry Kurylovich, Community Planner, provided an overview of the proposed development. He advised the applicants are proposing the following expansions to a legal non-conforming structure;

- Construction of a 19 square metre covered porch on the waterside, reducing the setback to the high water mark to 16 metres;
- Rebuild an addition of the west wide of the existing structure with an increase in the footprint of 116 square feet;
- Construction of a wooden walkway on the waterside connecting the covered porch to the addition.

Kurylovich advised the lot is currently developed with a dwelling, shed and outhouse. He advised a new septic system was recently installed outside the 30

metre setback. He noted it does not appear that any vegetation will be removed during construction. He advised there is a slope to the water with an intact shoreline and riparian area.

Kurylovich advised formal comments were not required for septic suitability as the system was newly installed outside the required setback. He noted the property is outside the jurisdiction of a Conservation Authority; therefore Township staff provided the application to the Ministry of Natural Resources and Forestry (MNRF) for review. As MNRF did not provide any comments, Mississippi Valley Conservation Authority (MVCA) reviewed the information collected by the applicants and the contractor and advised the slope is shallower than 3:1 and does not appear to require a slope stability assessment.

Kurylovich advised, as Mackie Lake is deemed at capacity, any new development typically requires an Environmental Impact Statement (EIS). He noted the newly installed septic system is a net benefit to the property. He advised the proposed covered porch provides main access to the dwelling, with no other decks or porches on the dwelling. Kurylovich advised the shoreline provides an ecological and visual buffer. He noted the Ministry of Environment, Conservation and Parks (MECP) had no objections to the proposed development; therefore Kurylovich advised he does not anticipate any negative impacts and will not request an EIS. He recommended approval of the application subject to the conditions included in the planning report.

Tooley advised he attended the site on November 3, 2023. He noted the application appears to meet the four tests of a Minor Variance and recommends approval.

61-23

Moved by Committee of Adjustment Member Garry Wood

Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That Planning Application File #A15/23 – Application for Minor Variance and Permission to Expand Non-Complying Structure – Roger and Carol Free, 3763B Mountain Road- shall be approved subject to the conditions included in the Planning Report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by December 7, 2023.

Carried

11. Other Business

a) **2024 Meeting Dates**

62-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the Committee receives for information the Administrative Report from the Clerk/Planning Manager entitled “Proposed 2024 Meeting Dates and Time”;

And That the Committee approves the Committee Meeting Schedule with all Meetings being held at 1:00 p.m. as follows:

Monday, January 22, 2024
Monday, February 26, 2024
Monday, March 25, 2024
Monday, April 22, 2024
Monday, May 27, 2024
Monday, June 24, 2024
Monday, July 22, 2024
Monday, August 26, 2024
Monday, September 23, 2024
Monday, October 28, 2024
Monday, November 25, 2024
Monday, December 16, 2024

Carried

b) ***2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar***

63-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

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

Carried

c) ***New Process for Septic Review for Planning Applications***

64-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the Committee receives for information the Deputy Clerk/Assistant to the Planning Manager's Administrative Report entitled "New Process for Septic Review for Planning Applications".

Carried

d) ***Appointment of Chair***

65-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the Committee appoints Carl Tooley to act as Chair until November 2024.

Carried

12. Adjournment

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

66-23

Moved by Committee of Adjustment Member Garry Wood
Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the meeting adjourns at 2:17 p.m. until December 18, 2023, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary-Treasurer



Economic Development Task Force Minutes

9:00 AM - Monday, December 18, 2023
Council Chambers

Notes of the Economic Development Task Force held on Monday, December 18, 2023 at 9:00 AM at the Council Chambers.

Present: Deputy Mayor John Inglis (Chair), Councillor Roy Huetl, Councillor Stephanie Regent, Betty Hunter, Cyndy Bonello, Danielle Kesco, Paul Thiel and Dan Vaillancourt

Absent with Regret:

Also Present: Brooke Ross, Manager of Community Development, Dipl.M.A., Lori Newman, Office Support - All Departments, and Matt Walker, Economic Development and Emergency Information Officer

1. Call to Order

a) *The meeting was called to order by the Chair at 9:00 a.m.*

2. Disclosure of Pecuniary Interest and General Nature Thereof

a) *None.*

3. Presentations

a) *None.*

4. Economic Development Task Force Notes

a) *Notes of the November 20, 2023 EDTF Meeting as approved via email and were received for information at the December 15, 2023 Regular Meeting of Council.*

5. Business Arising

a) *Business Profiles (Councillor Huetl, Thiel)*

Councillor Roy Huetl and Paul Thiel reported that they will continue to complete Business Profiles in the New Year.

b) *Summer Event – updates (Inglis, Hunter, Bonello)*

Betty Hunter reported that the Summer Event sub-committee will be meeting in

early January and will have the pricing in place and more details to share for the second annual North Frontenac Summer Event during 2024. The sub-committee will continue to report back to the EDTF.

c) *Municipal Campground*

The MCD and EDO presented a draft Administrative Report for the EDTF to consider before submitting for Council consideration. The EDTF members discussed and the Administrative report will be presented to Council on January 12, 2024.

d) *2024 Meeting Dates*

Members of the EDTF agreed that the meetings will continue to be held every third Monday beginning in February 2024 (however have changed from 9:00 a.m. to 9:30 a.m.) in the North Frontenac Council Chambers; with the exception of February as it falls on Family Day (February's meeting will be held on Tuesday, February 20th, 2024); and May as if falls on Victoria Day (May's meeting will be held on Tuesday, May 21st, 2024). October's meeting will be held on Monday, October 21st, 2024 **at 6:00 p.m.** (instead of 9:30 a.m.) to attract business owners to attend the public meeting during Small Business/Local Government Week .

e) *Terms of Reference*

The EDTF reviewed the Draft Terms of Reference which were included with the Agenda package. The MCD will add Derrick Lancaster to the Membership listing. There were no further changes.

f) *EDTF Strategic Plan/Work Plan*

The MCD advised that Council is continuing to work on the Township Strategic Plan and an update will be provided once this has been completed so that the EDTF can determine opportunities/priorities to work on in order to complete the 2024 Economic Development Strategic Plan/Work Plan based on the Township Strategic Plan and the priorities that may derive.

6. Communications

- a) *None.*

7. New Business

- a) *None.*

8. Adjournment

- a) *Meeting adjourned at 9:52 a.m.*

NOTE : The next meeting of the EDTF will take place on Monday, February 20, 2024 at 9:30 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

9. Recommendation

- a) ***Be It Resolved That Council receives for information the December 18 2023 Notes of the Economic Development Task Force (EDTF).***

Deputy Mayor John Inglis, Chair
Township of North Frontenac
Economic Development



Council Portfolios

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

Mayor Gerry Lichty

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

Councillor Wayne Good

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

Councillor Stephanie Regent

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

Councillor Roy Huetl

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

Councillor Vernon Hermer

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

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

Deputy Mayor John Inglis

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

By-law # 2024-02

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with By-Town Motorcycle Association (BMA) to Honour the Ontario Federation of Trail Riders (OFTR) Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2024 Season

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

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

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

Read a first and second time **January 12, 2024.**

Read a third time and finally passed this **January 12, 2024.**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

This Agreement is made the 12th Day of January, 2024

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

By-Town Motorcycle Association

hereinafter called the "BMA"
OF THE SECOND PART

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

And Whereas the Township agrees to honour the Ontario Federation of Trail Riders (OFTR) Trail Pass for use of these Crown Roads throughout the 2024 season;

And Whereas the BMA agrees to provide the Township a 2024 contribution of \$6,000;

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

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

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

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

7. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the BMA:

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

To the Township of North Frontenac:

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

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

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

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

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

By-Town Motorcycle Association

Signature: _____

Name & Title _____

Signature: _____

Name & Title _____

We have the authority to bind the corporation.

The Corporation of the Township of North Frontenac

By-law # 2024-03

Being a By-law to Establish a Policy for Community Grants for the Corporation of the Township of North Frontenac

Whereas Council includes funding in the annual budget for Community Grants and deems it necessary to establish a Policy to allocate these funds to various community organizations;

Now Therefore the Council of The Corporation of the Township of North Frontenac does hereby adopt the “Community Grants Policy” attached hereto as Schedule “A”; Schedule “B: and Schedule “C”;

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 By-law #17-20 is hereby repealed;

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

Read a first and second time **January 12, 2024.**

Read a third time and finally passed this **January 12, 2024.**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

1. Definitions

In this Policy:

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

2. Purpose

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

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

3. Guidelines

- a) To help ensure projects are prioritized based on the needs of the community and to provide financial guidelines, when Council is considering Applications Council commits a maximum of \$10,000 to the annual budget effective 2020 (over and above the existing approved expenditures).
- b) Criteria for Community Grant Recipients
 - Projects must have a well-defined purpose and take place within the calendar year of receiving the Community Grant.
 - The request could provide a new or improved community service or an economic and/or social benefit.
 - To ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000.
 - Council will only consider requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year).
- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.
- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Manager of Community Development will publish an annual Notice regarding the application process on the Township's website and Social Media accounts and in the local paper.
- g) The Manager of Community Development will publish annually on the Township's website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline will not be considered.
- i) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- j) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.
- k) Some Community Organizations are provided funding through the annual budget; however if these Community Organizations require additional funding for special projects they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.

- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well).

5. Application Submission (see Schedule "B")

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the Community Organization only has one person appointed to have signing authority).
- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested project(s) or proposal(s) including a list and description of actual and pending costs.
- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
 - Address: 6648 Road 506, Plevna, ON K0H 2M0.
 - Fax: 613-479-2352
 - Email: recreation@northfrontenac.ca
- e) Applications must be received and date stamped prior to the annual deadline of April 30th in order to be considered for a Community Grant under this Policy.
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

5. Application Evaluation

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

6. Reporting (see Schedule "C")

- a) Within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development. The Final Report is intended to help the Community Organization evaluate the initiative and help Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

7. Effective Date

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

8. Exemptions

- a) Some Community Organizations are provided funding through the annual budget. These include:
 - i. Cloyne and District Historical Society - \$500
 - ii. Land O' Lakes Community Services - \$1.50 per household in Ward 1 per Resolution #103-15 \$2,250
 - iii. Land O' Lakes Community Services Christmas Hamper Program \$500
 - iv. Land O' Lakes Lions Club Food Bank - \$2,000
 - v. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$700
 - vi. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
 - vii. Land O' Lakes Lions Club – Toll Road Hand Out \$180
 - viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500
 - ix. Mazinaw Lake Swim Program – \$1500 per Resolution #59-18
 - x. North Frontenac Community Services – Northern Rural Youth Program - \$6000 per Resolution #07-23
Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
 - xi. Sand Lake Swim Program - \$1500 per Resolution #59-18
 - xii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
 - xiii. Clarendon Central Public School – \$1,000
- b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

Schedule "B"

Community Grant Application Form

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

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

Please answer the following questions.

Date:	
Committee or Organization Name:	
Organization	
Address	
Phone Number	
Email Address	
Website	
Contact Person	
Name	
Phone Number	
Email Address	
Alternate Contact Person	
Name	
Phone Number	
E-mail Address	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes ____ No ____

Project or Proposal:

<u>Project Overview Description: (750 words maximum) and Desired Outcomes</u>	
The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)	
Amount requested:	\$ _____

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

Yes _____ No _____

Amount (cumulative)	\$ _____	Year(s)	_____
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Other Information:

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

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

Disclaimer and Signature:

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

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

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

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

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

Schedule "C"

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

Date:	
Committee or Organization Name:	
Organization	
Name:	
Phone Number:	
Email Address:	
Website:	
Contact Person	
Name:	
Phone Number:	
Alternate Contact Person	
Name:	
Phone Number:	

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

Please check to indicate attached _____

<p>Summary of the Project or Proposal Outcome</p> <p>Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc. (200 words maximum)</p>

Disclaimer and Signature:

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

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

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

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

Privacy and Accessibility:

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

The Corporation of the Township of North Frontenac

By-law # 2024-04

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

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

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

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

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

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

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Speed Limits Reduced to 60 Kilometres per Hour

Coxvale

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

Mississippi Station

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

Fernleigh

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

Speed Limits Reduced to 50 Kilometres per Hour

Ardoch

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

Harlowe

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

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

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

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

Myers Cave

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

Ompah

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

Snow Road

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

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

Speed Limits Reduced to 40 Kilometres per Hour

Plevna

Road 509 commencing at the Buckshot Lake Road easterly 1.25 km

Road 506 commencing at Buckshot Lake Road southerly 1.2 km

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

Ompah

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

Schedule “B”

Speed Limits Reduced to 60 Kilometres per Hour

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

Speed Limits Reduced to 50 Kilometres per Hour

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

Speed Limits Reduced to 40 Kilometres per Hour

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

The Corporation of the Township of North Frontenac

By-law # 2024-05

Being a By-law to Authorize Borrowing from Time to Time to Meet Current Expenditures during the Fiscal Year ending December 31, 2024

Whereas pursuant to Section 9 of the Municipal Act, 2001, 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 pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that 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 pursuant to Section 407(1) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides a municipality with authority for temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year;

And Whereas pursuant to Section 407(2), (3) and (4) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed, (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year. Until the budget is adopted in a year, the limits upon borrowing under subsection (3) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year. Estimated revenues do not include revenues derivable or derived from, (4) (a) arrears of taxes, fees or charges; or (4) (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose;

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

1. That the Head of Council and the Treasurer are hereby authorized to temporarily borrow from time to time by way of promissory note or banker's acceptance during the year 2024 (hereby referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto.
2. That the lender(s) from whom amounts may be borrowed under authority of this by-law shall be Bank of Montreal and such other lender(s) as may be determined from time to time by resolution of Council.
3. That the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed the limits set out in Section 407(2) and 407(3) and 407(4) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto.
4. That the Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, a certified copy of the resolution mentioned in Section 2 of this by-law which determines the lender if applicable and a statement showing the nature and amount of the estimated revenues for the current year and also showing the

total of any other amounts borrowed from any or all sources under the authority of Section 407 of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto, that have not been repaid, excluding amounts borrowed from the Corporation's reserve(s)/reserve funds.

5. That promissory notes or banker's acceptances made under Section 1 of this by-law shall be signed by the Treasurer and the Head of Council.
6. That the Treasurer is hereby authorized to temporarily borrow from the reserve(s)/reserve funds of the Corporation sums as may be necessary to meet the current operating expenditures of the Corporation.
7. That all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
8. That this by-law shall take effect immediately upon the passing hereof.

Read a first and second time January 12, 2024.

Read a third time and finally passed this January 12, 2024.

Original Signed By

Gerry Lichty, Mayor

Original Signed By

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law # 2024-06

Being a By-law to Establish a Notice Requirement Policy and Repeal By-law #101-19

Whereas Section 270 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality shall adopt and maintain a policy with respect to circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner, and times notice shall be given;

And Whereas it is deemed expedient to set out reasonable minimum notice requirements for those actions by the municipality for which the notice requirements are not prescribed under the provisions of the Act or its regulations;

And Whereas Council deems it expedient to update the Township's notice provisions;

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

1. Short Title

This By-law may be cited as the "Public Notice Policy".

2. Definitions

"Act" shall mean Municipal Act, 2001, S.O. 2001, c. 25 as amended.

"Clerk" shall mean the person appointed as the Clerk for the Township of North Frontenac.

"Council" shall mean the Council of The Corporation of the Township of North Frontenac.

"Notice" shall mean a written, printed, published or posted notification or announcement.

"Social Media" shall refer to the Township of North Frontenac's official accounts on internet-based technologies and site specifically designed for the public dissemination of information, news, opinion, and other matters of interest in a freely available manner. These include, but are not limited to, Facebook, YouTube and Twitter.

"Township" shall mean The Corporation of the Township of North Frontenac.

"Treasurer" shall mean the person appointed as the Treasurer for the Township of North Frontenac.

"Website" shall mean posting notification or announcement on the Township's Website.

"Written Notice" shall mean published in a weekly newspaper that, in the opinion of the Clerk, has such circulation within the Municipality as to provide reasonable notice to those affected thereby.

3. Application and Provisions

- a) Where the Township is required to give Public Notice under a Provision of the Municipal Act, Planning Act or any other applicable Act, the notices shall be given in a form and manner and at times indicated in this By-law, unless:
 - The Act, another statute, or a regulation prescribes or permits otherwise;
 - The requirements of Notice are prescribed in another policy, Resolution or By-law; or
 - Council directs by Resolution that other Notice is to be given as Council considers necessary in the circumstances.
- b) Notice shall be given in accordance with requirements set out in Schedule "A".
- c) The form, manner and timing for giving Notice as set out in this By-law shall be deemed to be the minimum requirement and nothing in this By-law shall prevent

the use of more comprehensive methods of Notice or for providing longer periods of Notice.

- d) Where there is conflict between this By-law and a provision of any Act or of another By-law, the provisions providing for the greatest notice shall apply.
- e) Where a notice is required under any Act but is not provided specifically in this By-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates shall be deemed to be adequate and in compliance with this By-law.

4. Content of Notice

Notice to the Public shall contain the following information, when applicable, unless otherwise prescribed:

- The purpose of any meeting of which Notice is required to be given or the purpose and effect of the proposed action;
- Date, time and location of any meeting at which the subject matter will be considered;
- Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a municipal address or intersection; a legal description; or a key map;
- A description of how and where comments and/or objections may be made;
- Contact Information for the purposes of submitting written comments prior to the meeting including any submissions deadlines; and
- Where further information can be obtained.

5. Notice of Subsequent Meeting

No additional Notice will be required for subsequent meetings where a matter has been deferred to a subsequent meeting of Council, unless where an Act or By-law provides; or otherwise determined by Council.

6. Emergency Provision

If a matter arises, which in the opinion of the Clerk, in consultation with the Mayor, is considered to be of an urgent or of a time sensitive nature, or which could affect the health or wellbeing of the residents of North Frontenac, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Notice requirements of this policy may be waived and the Clerk shall make best efforts to provide as much Notice as is reasonable under the circumstances using all means at their disposal.

7. Responsibility

It is the responsibility of the appropriate Manager in coordination with the Clerk to ensure Notice requirements applicable to their Department are met and that the Notices meet the Township's Accessibility requirements.

8. Amendments

Over time, additional notice requirements may be determined. In such cases, Schedule 'A' shall be amended and updated, if required. Delay in amending Schedule 'A' does not preclude the implementation of notice requirements as determined by Council; staff; or legislation.

9. Repeal Previous By-laws

By-law #101-19 and all previous resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

10. Effective Date

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

Read a first and second time January 12, 2024.

Read a third time and finally passed this January 12, 2024.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Subject of Notice	F- Form / M – Manner / T - Time	Responsibility
Budget – Adoption of Operating and Capital Budget (Section 291, Municipal Act) Notice of Intent to Pass a By-law	F – Website/Social Media M – Post on Internet T – 7 days prior to Council consideration on the matter	Treasurer
Publication of Financial Statements (Section 295 (1)(2), Municipal Act)	F – As required by the Act M – As required by the Act T – As required by the Act	Treasurer
Procedural By-law (Section 238, Municipal Act) Notice of Intent to Pass a By-law	F – Website/Social Media M – Post on Internet T – 7 days prior to Council consideration on the matter	Clerk
Notice of Public Meetings (Section 238 (2.1)) Municipal Act	F –Website/Social Media M – Post on Internet T – In accordance with the Township’s Procedural By-law	Clerk
Fees and Charges By-law Notice of Intent to Pass a By-law	F – As required by the applicable legislation or Act M – As required by applicable legislation or Act T – As required by the applicable legislation or Act If no legislative requirements then: F – Website/Social Media M – Post on Internet and Newspaper T – 7 days prior to Council consideration on the matter	Relevant Manager, Clerk, and/or Treasurer
Proposal to Restructure the Municipality (Section 173, Municipal Act, 2001)	F – Website/Social Media and Written Notice M – Post on Internet and Newspaper T – 14 days prior to Public Meeting	Clerk
Change of Name of Municipality (Section 187, Municipal Act, 2001)	F – Website/Social Media and Written Notice M – Post on Internet T – 14 days prior to Public Meeting	Clerk
Changes to Composition of Council (Section 217, Municipal Act, 2001)	F – Website/Social Media and Newspaper M – Post on Internet and Newspaper T – 14 days prior to Public Meeting	Clerk
Establishment of Wards (Section 222 (1)(3), Municipal Act, 2001)	Before Passing of By-law F – Website/Social Media; Written Notice M – Post on Internet; Publish in Newspaper	Clerk

	<p>T – 14 days prior to Public Meeting</p> <p>After Passing of By-law</p> <p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	
Licensing By-law (Section 151, Municipal Act, 2001)	<p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	Clerk
Changing or Naming the Name of Private Road (Section 48, Municipal Act, 2001)	<p>F – As per the Civic Addressing By-law</p> <p>M – As per the Civic Addressing By-law</p> <p>T – As per the Civic Addressing By-law</p>	Clerk
Permanent Closure of a Highway (Section 34, Municipal Act, 2001)	<p>F – As per the Sale and Disposition of Land Policy</p> <p>M – As per the Sale and Disposition of Land Policy</p> <p>Publish in Newspaper T – As per the Sale and Disposition of Land Policy</p>	Clerk
Permanent Alteration of a Highway (Section 34, Municipal Act, 2001)	<p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	Clerk
Sale and Other Disposition of Land (Section 270.1, Municipal Act, 2001)	<p>F – As per the Sale and Disposition of Land Policy</p> <p>M – As per the Sale and Disposition of Land Policy</p> <p>Publish in Newspaper T – As per the Sale and Disposition of Land Policy</p>	Clerk
Advertising Devices (Section 99, Municipal Act, 2001)	<p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	Clerk

The Corporation of the Township of North Frontenac

By-law # 2024-07

Being a By-law to Amend By-law #20-23 To Establish a Policy for the Sale and Disposition of Land by the Corporation of the Township of North Frontenac

Whereas By-law #20-23 To Establish a Policy for the Sale and Disposition of Land was enacted on March 17, 2023;

Now Therefore the Council of the Corporation of the Township of North Frontenac deems it necessary to amend Section 6 d) under Concession/Lot/Reserve/Forced Road Application of By-Law #20-23 by adding the following clause:

ii. If in the opinion of Council, a decision to close a Concession/Lot/Reserve/Forced Road Allowance could potentially impede access to future development of a property, Council will only consider the sale of the road allowance under extenuating circumstances (i.e. applicant has a building on the road allowance). However; Council is under no obligation to sell Concession/Lot/Reserve/Forced Roads.

And That this amendment to the By-Law shall come into full force and effect on the day it was enacted.

Read a first and second time **January 12, 2024**.

Read a third time and finally passed this **January 12, 2024**.

Original Signed By

Gerry Lichty, Mayor

Original Signed By

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law # 2024-08

To Close, Stop-up and Convey a Portion of the Road Allowance Between the Geographic Townships of Palmerston (North Frontenac) and North Sherbrooke (Lanark Highlands)

Whereas Council of The Corporation of the Township of Lanark Highlands and the Council of The Corporation of the Township of North Frontenac hereinafter called "The Corporation" have received a request to Stop Up, Close and Transfer that portion of the West half of the Road Allowance between the Geographic Townships of Palmerston and Sherbrooke, more particularly described in Schedule "A" as the "Frontenac Lands";

And Whereas The Corporation has agreed to transfer the East half of the Road Allowance between the Geographic Townships of Palmerston and Sherbrooke, more particularly described in Schedule "A" as the "Lanark Lands" to The Corporation of the Township of Lanark Highlands in exchange for The Corporation of the Lanark Highlands transferring the West half of the Road Allowance between the Geographic Townships of Palmerston and Sherbrooke, more particularly described in Schedule "A" as the "Frontenac Lands";

And Whereas in order to accept a conveyance of the Frontenac Lands it is necessary for The Corporation to Stop Up and Close the Frontenac Lands;

And Whereas it is deemed expedient in the interest of The Corporation that the Lanark Lands described in Schedule "A" attached hereto be permanently closed, and conveyed to the Township of Lanark Highlands in exchange for the conveyance of the Frontenac Lands described in Schedule "A";

And Whereas once the Frontenac Lands described in Schedule "A" attached hereto are conveyed from the Corporation of the Township of Lanark Highlands to the Corporation of the Township of North Frontenac they be permanently closed, and conveyed to the adjoining owner(s);

And Whereas Notice to stop-up, close and sell part of the Road Allowance described in Schedule "A" attached hereto as the Frontenac Lands was provided on June 13, 2019 and Council for The Corporation heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard on July 29, 2019;

And Whereas further notice was provided on December 12, 2023 for the Road Allowance described in Schedule "A" attached hereto and 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" are hereby permanently closed.
2. Those Parts of the said 66' original Road Allowances shall be transferred as follows:
 - **Part 2 on Registered Plan 13R-22024** as a lot addition to the lands described as PIN 36209-0184 for the purchase price of \$576.70 plus \$74.97 HST for a total of \$651.67 to the adjoining owner(s);
 - **Part 1 on Registered Plan 27R-11946** to The Corporation of The Township of Lanark Highlands.
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' Road Allowance described in Schedule "A".

4. The Clerk shall cause a certified copy of this By-law to be registered on 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" describing 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 **January 12, 2024**.

Read a third time and finally passed this **January 12, 2024**.

Original Signed By

Gerry Lichty, Mayor

Original Signed By

Tara Mieske, Clerk

Schedule "A"

Frontenac Lands

All That Part of the West half of the Road Allowance between the geographic Township of North Sherbrooke and the geographic Township of Palmerston, now in the Township of North Frontenac, County of Frontenac designated as Part 2 on Plan 13R22024.

Lanark Lands

All That Part of the East half of the Road Allowance between the geographic Township of Palmerston and the geographic Township of Sherbrooke, now in the Township of Lanark Highlands, County of Lanark designated as Part 1 on 27R11946.

The Corporation of the Township of North Frontenac

By-law # 2024-09

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 January 12, 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 January 12, 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 January 12, 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 January 12, 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 January 12, 2024.

Read a third time and finally passed this January 12, 2024.

Original Signed By

Gerry Lichty, Mayor

Original Signed By

Tara Mieske, Clerk