



Regular Council Agenda - AMENDED

9:00 AM - Friday, March 15, 2024

Council Chambers

[Zoom Meeting Registration](#)

	Page
1. Call to Order	
a) Public Notice regarding Recording of Meetings Recorded Meetings - Notice to Public	12
2. Land Acknowledgment	
a) Traditional Land Acknowledgement	
<p>We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.</p>	
3. Approval of Agenda	
a) March 15, 2024	
<p>Be It Resolved That Council approves the Agenda dated March 15, 2024, as circulated.</p>	
4. Disclosure of Pecuniary Interest and General Nature Thereof	
5. Business Profile	
None.	
6. Presentations	
a) Joe Gallivan, Director of Planning and Economic Development, County of Frontenac and Sonya Bolton, Manager of Community Planning, County of Frontenac: 2023 Planning Services and 2024-2025 Planning Priorities	13 - 26
<p>Be It Resolved That Council receives the presentation from Joe Gallivan, Director of Planning and Economic Development, County of Frontenac and Sonya Bolton, Manager of Community Planning, County of Frontenac for information and thanks them for their time spent today; And That Council receives the County Planners' Administrative Report entitled "2023 Planning Services and 2024-2025 Planning Priorities".</p>	

[2023 Planning Services and 2024-2025 Planning Priorities
Power Point Presentation](#)

- b) Cambium Inc. - Annual Updates: Township of North Frontenac Waste Sites 27 - 51

Be It Resolved That Council receives for information the presentation from Dave Bucholtz, C. Tech., EP, Director of Environmental Services, Cambium, providing the Annual Update regarding the Township of North Frontenac Waste Sites; and thanks him for his time spent today.

[Cambium - Waste Site Presentation](#)

7. Delegations

- a.i. Land O'Lakes Garden Club - Earth Day Initiative 52 - 57

Be It Resolved That Council receives for information the presentation from Rebecca Clark and Nawar Hage, Land O'Lakes Garden Club, providing details of the Earth Day Initiative on April 20, 2024; and thanks them for their time spent today.

[Land O'Lakes Garden Club](#)

- a.ii Public Works Manager: Land O' Lakes Garden Club Proposed Earth Day Event 58 - 64

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Land O' Lakes Garden Club Proposed Earth Day Event";

And That the Township has an Adopt-a-Road Policy for events that include litter pick-up along Township Roads;

And That the Township is committed to environmental stewardship and supports efforts to clean up the right of way, however, the activity must be done safely;

And That the event proposed by the Land O' Lakes Garden Club is large in scope, potentially involves many volunteers at multiple locations, is difficult to oversee and as a result is beyond the scope of the Township's Adopt-a-Road Policy;

And That as a result of the scope there is considerable risk, potential liability and insurance concerns for the Township associated with the proposed event;

And That a Memorandum of Understanding (MOU) is required between the Township and the Land O' Lakes Garden Club, requiring the Garden Club, in their leadership role, to oversee the event, be responsible for and provide proof of insurance for the event and all volunteers, indemnify the Township and commit to all safety provisions;

And That in the absence of a satisfactory MOU addressing the concerns provided by the Township's Insurance Provider, Council denies the request to host the event on Township of North Frontenac roads;

And That Council approves the Township of Addington Highlands place a bin on a temporary basis at the Barrie Hall.

8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 65 - 78

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

1. A Special Meeting of Council held February 16, 2024; and
2. A Regular Meeting of Council held February 23, 2024.

[February 16, 2024 - Special Council re: 2024 Draft Budget - Minutes](#)
[February 23, 2024 - Regular Council Minutes](#)

9. Business Arising Out of Minutes

- a) Treasurer: 2024 Budget Update 79 - 196

Whereas at the meeting on February 16, 2024 Council passed Resolution #70-24 approving in principle the 2024 Draft Budget with amendments;

Therefore Be It Resolved That Council receives for information an email dated March 7, 2024 from Kelly Watkins, Treasurer, providing an overview of the amendments and advising with the amendments the additional dollars raised is \$406,241 or a 5.99% increase;

And That Council will consider a By-law later in the meeting to adopt the 2024 Final Budget and 2024 tax rates.

[Resolution #70-24](#)
[Email - 2024 Budget](#)
[2024 Final Budget](#)
[2024 TAX RATES](#)

10. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 197

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

[Communications of Interest](#)

- b) Communications 'B' Section - Action Items

- B1. Prince Edward County - Request for Support re: Expand the Life Span of Fire Apparatus 198 - 200

Be It Resolved That Council receives for information a letter dated January 22, 2024 from Prince Edward County advising that the Council of Prince Edward County passed Resolution 2024-46 advising that Fire Apparatus is governed by industry best practices, the application of law and recognized industry partners;

And That no provincial funding is available for new fire trucks; however small and rural municipalities must meet the same standards set by Fire Underwriters Survey (FUS) as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a

specific age, even though they can still meet the safety standard;
And That North Frontenac Council supports the request from Prince Edward County to the FUS for the creation a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

And That Council instructs the Clerk to provide a copy of the Resolution to the Premier of Ontario; the Minister of Labour, Immigration, Training and Skills Development; the Minister of Municipal Affairs and Housing; John Jordan, MPP; and Prince Edward County.

[B1](#)

- B2. Baseball for Dad: Go Green for Mental Health Awareness 201 - 203

Be It Resolved That Council receives the request from Baseball for Dad regarding their “Go Green for Mental Health Awareness” campaign being held during Mental Health Awareness Week May 4-10, 2024;

And That Council approves Baseball for Dad to hang green Mental Health Awareness ribbons on Township property throughout our communities; and encourage people to take a selfie and post on social media;

And That the Manager of Community Development will promote the campaign on the Township’s Social Media accounts.

[B2](#)

- B3. Township of Perry - Request for Support re: Amend Blue Box Regulation: 'Ineligible' Sources' 204 - 206

Be It Resolved That Council receives for information a letter dated February 26, 2024 from the Township of Perry advising under Ontario Regulation 361/21 Blue Box producers are fully accountable and financially responsible for their products and packaging once they’ve reached end of life; and that should a municipality continue to provide services to “ineligible” sources, the municipality will be required to oversee the collection, transportation and processing of the recycling, assuming 100% of the cost;

And That Council supports the request that the Province amend Ontario Regulation 361/21 Blue Box so producers are responsible for end-of-life management of recycling products from all sources; and instructs the Clerk to provide this Resolution to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks, the Honourable John Jordan, MPP for Lanark-Frontenac-Kingston and the Township of Perry.

[B3](#)

- B4. Resident Request re: Exemption from Noise By-law 207

Be It Resolved That Council receives for information an email dated March 6, 2024 from Tyler Seniuk advising they will be hosting live music acts on August 24, 2024 on North Shore Road and requesting an exemption from the Noise By-law #65-21, Section 3.3 g) which restricts

excessive noise and the disturbance of any person because of sound from an instrument or radio, or loud parties between 12:00 AM and 7:00 AM that is clearly audible at neighbouring premises or residential properties;

And That Council approves the exemption to the Noise By-law to permit the live music acts on August 24, 2024 from 1:00 pm until 12:00 am;

And That Council instructs the Clerk to provide a copy of this Resolution to Mr. Senuik and Township's By-law Enforcement Officer.

[B4](#)

11. Council, CAO, and Managers' Administrative Reports

- a) Chief Administrative Officer: Update Regarding North Frontenac Technical Services Officer Position 208 - 215

Be it Resolved That Council receives for information the Chief Administrative Officers Administrative Report entitled "Update Regarding North Frontenac Technical Services Officer Position".

[Update Regarding North Frontenac Technical Services Officer Position 2021-04-20 - Public Works Managers Assistant and Succession Management](#)

- b) Chief Administrative Officer: Resignation of Deputy Mayor Inglis as Chair of the North Frontenac Economic Development Task Force 216 - 217

Be it Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "Resignation of Deputy Mayor Inglis as Chair of the North Frontenac Economic Development Task Force" (EDTF);

And That per the Townships Procedural By-law, Council by Resolution shall appoint the Chair of the EDTF from the Council Members appointed to the Task Force; therefore Councillor _____ is appointed as the Chair of the EDTF (effective immediately) and Deputy Mayor Inglis will continue as a Member of the EDTF;

And That Council thanks Deputy Mayor Inglis for his hard work and dedication as the Chair of the EDTF throughout the past nine (9) years.

[Resignation of Deputy Mayor Inglis as EDTF Chair](#)

- c) Clerk/Planning Manager: Assumption of a Portion of River Road 218 - 220

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

And That Council accepts the offer from Rod Recine to transfer the portion of River Road to the Township, subject to an entrance permit being obtained for the naturally severed lot and the road being surveyed to a width of 20 metres (66 feet) at the expense of Mr. Recine;

And That Council approves paying the legal fees for the preparation of the Transfer, registering the Transfer and By-law and Law Society

Fees, and miscellaneous disbursement at an estimated cost of \$1,000. All legal work completed by the Township's Solicitor for Sherriff Certificates, Mortgage Discharges, Appraisals, and any unforeseen title issues shall be covered by the property owner;

And That Council instructs the Treasurer to transfer the Township's legal costs associated with the property transfer, including preparation of the Transfer, title search and registering the By-law from the Contingency Reserve Fund;

And That Council authorizes the Mayor and Clerk to sign the Transfer for this portion of the Road Allowance and Council will consider a By-law at a future meeting to assume this portion of River Road;

And That Council approves the Clerk signing an Undertaking prepared by the property owner's solicitor advising Council will pass the necessary By-laws to dedicate the portion of River Road identified on the required survey as public highways once the property is transferred.

[Assumption of a Portion of River Road](#)

- d) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law - Rogers 221 - 223

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

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

- **All That Part** of the Shore Road Allowance lying in front of Part of Lot 1, Registered Plan 1115, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23058 (Mazinaw Lake)

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

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

[Shore Road Allowance Closure and Sale By-law - Rogers](#)

- e) Director of Emergency Services/Fire Chief: Electric Vehicle Lithium-Ion Battery Fire and Explosion Awareness for Fire Services Training 224 - 225

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Electric Vehicle Lithium- Ion Battery Fire and Explosion Awareness for Fire Services Training".

And That Council instructs the DESFC to continue to investigate training opportunities for the Firefighters regarding lithium-ion powered Electric Vehicles.

[Electric Vehicle Lithium-Ion Battery Fire and Explosion Awareness for Fire Services Training](#)

- f) Director of Emergency Services/Fire Chief: Emergency First Responder Day (May 1st), and International Firefighters Day (May 4th) 226 - 229

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "Emergency First Responder Day (May 1st), and International Firefighters Day (May 4th)."

[Emergency First Responder Day \(May 1st\), and International Firefighters Day \(May 4th\)](#)

- g) Manager of Community Development: Township Branded Material Program - Addition of North Frontenac Flag 230 - 231

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Township Branded Material Program - Addition of North Frontenac Flag";

And That Council approves the North Frontenac Flag being included in the Township Branded Material Program to be sold and flown by any purchaser.

[Township Branded Material Program - Addition of North Frontenac Flag](#)

- h) Manager of Community Development: By-Town Motorcycle Association (BMA) - Update regarding 2024 Agreement 232 - 236

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

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.

[By-Town Motorcycle Association \(BMA\) - Update regarding 2024 Agreement](#)

- i) Manager of Community Development: North Frontenac Parklands - Proposed By-law Updates 237 - 262

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "North Frontenac Parklands - Proposed By-law Updates";

And That Council will consider a By-law later in the meeting to repeal By-laws #11-99, #97-13 and #114-13 and adopt a new By-law to Authorize the Operations of North Frontenac Parklands for the Use of Campsites and Crown Roads;

And That Council directs the Clerk/Planning Manager to submit the recommended Set Fines to the Regional Senior Justice/Judge for consideration and authorizes the CAO to amend the recommended Set Fines if necessary.

[North Frontenac Parklands - Proposed By-law Updates](#)

- j) Manager of Community Development: 2024 Renewal of Annual Township Agreement with Eastern Ontario Trails Alliance (EOTA) 263 - 267

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2024

Renewal of Township Agreement with the Eastern Ontario Trails Alliance”;

And That Council will consider a By-law later in the meeting to sign the 2024 Agreement with the Eastern Ontario Trails Alliance to honour their trail permit on the Crown Roads within the North Frontenac Crown Land Stewardship Program.

[2024 Renewal of Annual Township Agreement with Eastern Ontario Trails Alliance \(EOTA\)](#)

- k) Public Works Manager: Blue Box Depot Services Agreement with Circular Materials 268 - 271

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Blue Box Depot Services Agreement with Circular Materials”;

And That Council directs the Public Works Manager to send a letter of intent to Circular Materials (CM) that states the Township of North Frontenac will choose the Opt-in option and keep recycling procedures as they currently are during the transition period;

And That with details regarding the level of compensation yet to be confirmed by CM, the Opt-in decision for the transition period is conditional on adequate compensation being provided to the Township;

And That during the transition period Council accept that non-eligible sources of blue box materials will continue to use the program and CM will be compensated at a rate yet to be negotiated;

And That the required Statements of Work and Service Agreement will be presented to Council at a future meeting for consideration.

[Blue Box Depot Services Agreement with Circular Materials](#)

- l) Treasurer: 2023 Council / Committee Remuneration & Expenses 272 - 274

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “2023 Council/Committee Remuneration and Expenses”.

[2023 Council / Committee Remuneration & Expenses](#)

- m) Councillor Roy Huetl: Acknowledge the Month of June as Pride Month 275 - 276

Be It Resolved That Council receives for information Councillor Huetl's Administrative Report entitled "Acknowledge the Month of June as Pride Month";

And That Council approves flying the Progressive Pride Flag at the Township Hall and use social media in the month of June as promotion;

And That the Township of North Frontenac ask the County of Frontenac and other municipalities within the County to support this Resolution by also celebrating June as Pride Month.

[Acknowledge the Month of June as Pride Month - Pdf](#)

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

- a) Economic Development Task Force 277 - 280

Be It Resolved That Council receives for information the Minutes a Meeting of the Economic Development Task Force dated February 20, 2024;

And That Council approves Deputy Mayor Inglis responding to an e-mail from a local business regarding the Municipal Campground advising of the requirements of the Municipal Act and the Township's Community Improvement Plan.

[February 20, 2024 - EDTF Minutes](#)

- b) Committee of Adjustment/Planning Advisory Committee 281 - 284

Be It Resolved That Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee dated December 18, 2023.

[December 18, 2023 - CofA Minutes](#)

- c) Kaladar Barrie Joint Fire Committee - Minutes and Annual Report 285 - 311

Be It Resolved That Council receives for information Minutes of a Meeting of the Joint Fire Committee dated September 8, 2023 and the 2023 Kaladar Barrie Fire Department Annual Report.

[Joint Fire Committee - September 8, 2023 - Minutes](#)
[2023 Kbfd Annual Report](#)

- d) Kaladar Barrie Fire Department - Draft Budget 2024 312 - 318

Whereas the Kaladar Barrie Joint Fire Committee passed Resolution #7-24 receiving for information the 2024 Draft Budget; and approved the following amendment:

- Increase fire wages to \$104,000;

Now Therefore Be It Resolved That Council receives for information the Kaladar Barrie Fire Department Draft 2024 Budget;

And That Council approves the budget as approved in principle by the Committee;

And That a copy of this Resolution be provided to the Township of Addington Highlands and the Joint Fire Committee.

[Resolution #7-24](#)

[Draft Budget 2024](#)

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

- a) Deputy Mayor Inglis - Request for Virtual Presentation

Be It Resolved That Council receives the Notice of Motion from Deputy Mayor Inglis requesting Council receive a virtual presentation on April 26, 2024 from Lisa Asbreuk, Cunningham Swan, on the topic of municipal opportunities related to the IESO's current energy procurement process;

And That Council approves discussing this matter at the April 5, 2023

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

- a) Resolution #93-24: Councillor Hermer - Reimbursement from the Province of Ontario of tax dollars invested towards Doctor recruitment

319

Whereas at their meeting on February 23, 2024, Councillor Hermer served Notice of Motion to discuss reimbursement from the Province of Ontario of municipal tax dollars provided towards doctor recruitment for all municipalities who have done so;

Therefore Be It Resolved That Council requests the Province consider reimbursing all municipalities who have provided funding toward doctor recruitment and instructs the Clerk to provide a copy of this Resolution to the Premier, the Minister of Health, the Association of Municipalities of Ontario; and the Township of Addington Highlands.

[Resolution #93-24](#)

15. 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.

320 - 321

[Council Portfolios 2022-2026](#)

16. Introduction and Reading of By-laws

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

322 - 343

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

- #2024-02 To Sign Agreement with BMA for 2024;
- #2024-21 To Appoint an Alternate Member to the Committee of Adjustment/Planning Advisory Committee;
- #2024-22 To Amend Fees and Charges By-law #63-23 - Remove CRINS;
- #2024-23 To Authorize Operations of North Frontenac Parklands for Campsites and Crown Roads;
- #2024-24 To Sign Agreement with EOTA for 2024;
- #2024-25 To Adopt Final Tax Rate;
- #2024-26 To Close up and Sell Shore Road Allowance - Rogers;

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](#)

[2024-21 - To Appoint of Committee of Adjustment Alternate Member](#)

[2024-22 - To Amend Fees and Charges By-law #63-23 - Remove CRINS](#)

[2024-23 - To Authorize Operations of North Frontenac Parklands for Campsites and Crown Roads](#)

[2024-24 - Agreement with EOTA for 2024](#)

[2024-25 - Final Tax Rate](#)

17. Public Forum

18. Closed Session

None.

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

20. Confirmatory By-law

- a) Confirming By-law #2024-27

344

Be It Resolved That By-law #2024-27, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held March 15, 2024 be read a first, second, and third time and finally passed.

[Confirming By-law #2024-27](#)

21. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until April 5, 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.



To: Mayor and Members of Council
From: Joe Gallivan, Director of Planning and Economic Development, County of Frontenac
Sonya Bolton, Manager of Community Planning, County of Frontenac
Approved by:
Date of Meeting: 15 Mar 2024
Re: 2023 Planning Services and 2024-2025 Planning Priorities

Recommendation:

Be It Resolved That Council receives for information the County Planners' Administrative Report entitled "2023 Planning Services and 2024-2025 Planning Priorities".

Background:

The County of Frontenac has provided planning services to the Township of North Frontenac for several years with a Shared Services Agreement. The Agreement was initiated in 2018 and was signed by all four Townships. Currently, three of the four Townships (North Frontenac, Central Frontenac, and Frontenac Islands) utilize the Shared Services Agreement to provide day-to-day planning services in their municipalities.

Planning staff track their hours for all files and projects that they work on for North Frontenac. The billing is done on a three-year rolling average, which ensures that years where staff spend a great deal of time on one project (e.g., zoning by-law update) don't cause a large spike in the cost of the services.

The hours for the previous year are calculated at the beginning of the new calendar year and reported to the Township's Chief Administrative Officer, with payment being billed quarterly.

This report provides a summary of the planning hours and application numbers for 2023 for North Frontenac, along with a summary of some changes to project priorities based on some temporary staff changes in the first half of 2024.

Researched By:

Joe Gallivan, Director of Planning & Economic Development, County of Frontenac
Sonya Bolton, Manager of Community Planning, County of Frontenac

Comments:

Total planning applications for all Townships have now declined for a third year in a row, from a high of 174 in 2021 to 108 in 2023. Only Frontenac Islands experienced a small increase from 13 in 2022 to 16 in 2023 (refer to Figure 1).

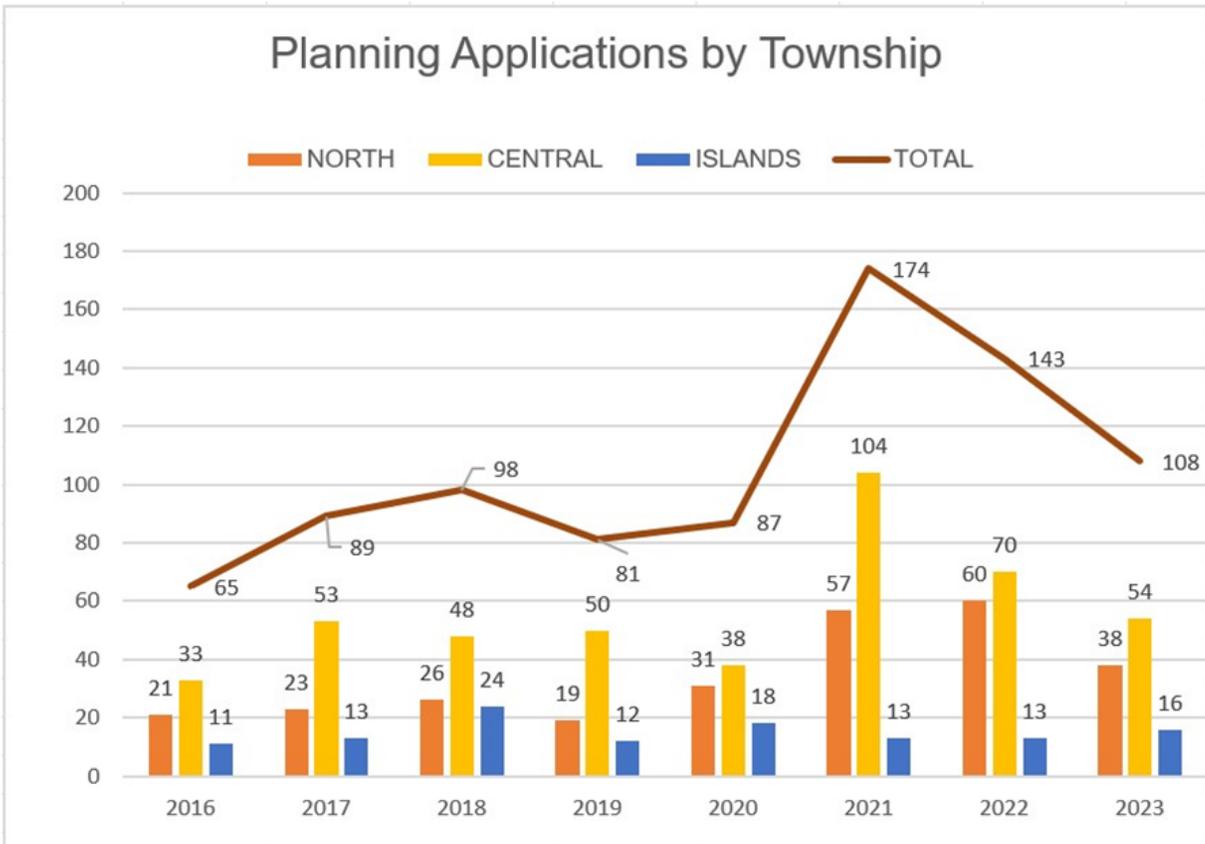


Figure 1: Total number of planning applications by Township from 2016 to 2023.

Total planning hours for all three Townships in 2023 was 2,180, an overall decrease of 11.5% from 2022 (refer to Figure 2). North Frontenac planning hours decreased by more than 35% (634 hours from 857 hours). Central Frontenac hours declined by 5% (1,007 hours in 2023 versus 1,059 hours in 2022). Frontenac Islands hours in 2023 (538) declined 12.5% from 2022 (601).

Planning hours dedicated to County/Regional planning increased by 12.5% in 2023 (2,632 hours compared to 2,303 hours in 2022). County planning work comprised 55% of total planning hours in 2023. This is the first time since 2020 that County planning work has represented more than half of our workload.

Total planning hours in 2023 were 4,812 which was essentially the same number of hours in 2022 (4,820). This in part was due to more time being allocated to 'non planning' tasks (e.g., training, economic development, etc.).

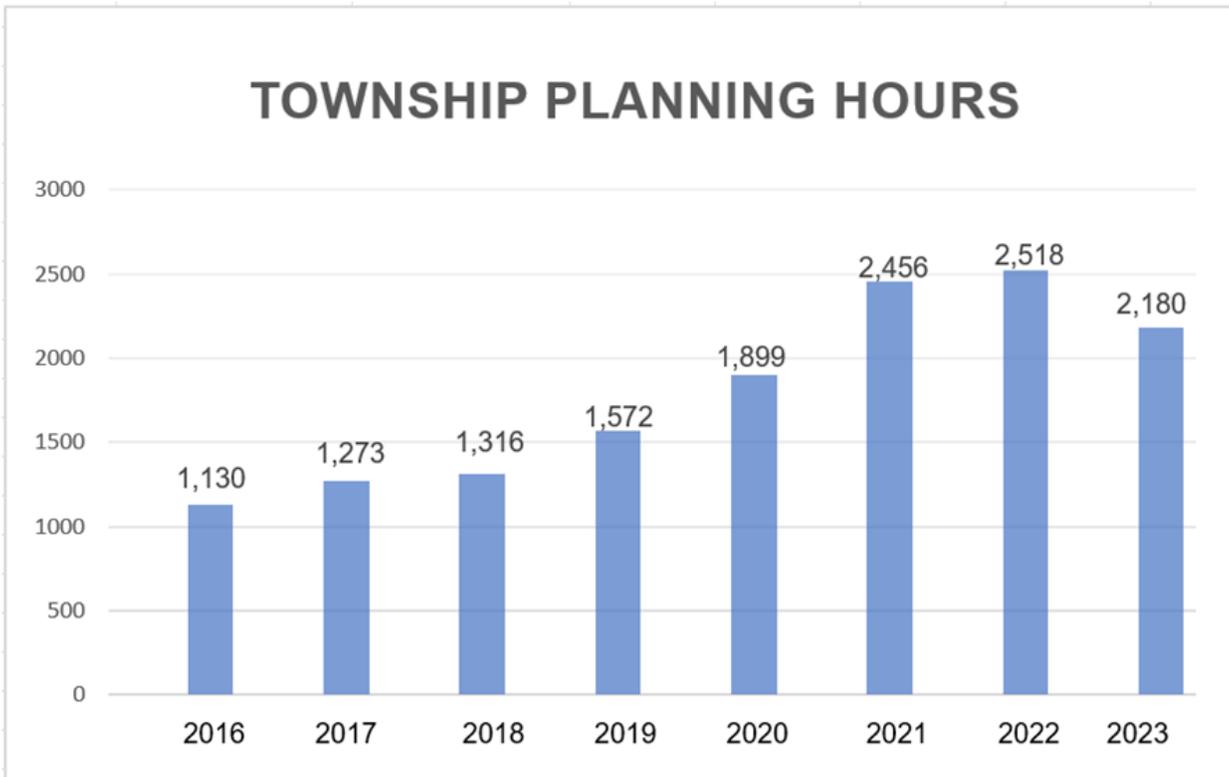


Figure 2: Total number of Township planning hours from 2016 to 2023 (North Frontenac, Central Frontenac, and Frontenac Islands)

North Frontenac (634 hours, -35% from 2022)

The majority of time in 2023 was for development planning. Report writing was 166 hours (26% of total). Planning inquiries and consultation accounted for 160 hours (25%). ‘Housekeeping’ work on the Zoning By-law involved 61 hours (9%) of work. A single planning application for a property on Lafolia Lane (Palmerston Lake) accounted for 90 hours (14% of total).

Frontenac County Hours 2023 (2,632 hours, +13% from 2022)

For the first time since 2020, County planning work represented more than half of the work of the planning team (55% of total planning hours). Work done by the Director (912 hours for County work) accounted for almost 35% of the total 2,632 hours, including administration and strategic planning. Other large projects included:

- A total of 174 hours was spent working with the Townships in implementing changes to the planning process as a result of new Provincial legislation, including preparing an Official Plan Amendment and holding Public Meetings for all three Townships as well as assisting South Frontenac Township.
- Planning staff also spent 61 hours researching and preparing updates to the various Township Fees By-laws to increase revenue related to planning applications.
- Another 49 hours was spent by planning staff researching and preparing material for the delegated approval of undisputed consents for the three Townships. It should be noted that that by the end of February, North Frontenac, Central Frontenac, and Frontenac Islands Councils will all have passed By-laws related to the delegated approval of undisputed

consents. This change to the local planning process is expected to decrease staff time on files, which in turn will be reflected in the 2024 summary of Township hours.

- Approximately 212 hours was dedicated to the ongoing work on the communal services project and the establishment of a municipal utility.

Staffing Update

A full-time member of the planning services team will be taking parental leave for 12 weeks starting at the end of February. It is extremely difficult at present to hire a planner for a full-time permanent position, let alone one for three months. Therefore, the decision was made to post a part-time position for up to six months and the County was successful in securing a candidate for the position, who will start on March 18.

Existing planning staff will continue to monitor and respond to the majority of inquiries. As development activity often increases in the spring, staff have tried to be realistic about the other projects and initiatives that they can continue to move forward, which is outlined in more detail in the section below.

The planning services team will also be hiring a student intern for a 16-week period over the summer, starting in May, as we have over the last few years. The hours worked by the student are covered entirely by the County and are not included in the billing for the service agreement with the three townships.

Future Projects and Time Commitments

There are several planning projects in the 2024 to 2025 period that are currently listed in the Department work plan that are expected to involve significant planning hours. The timelines of these projects may be adjusted based on workload issues.

Community Planning Permit System (CPPS) (2024/2025)

In 2023, each of the four Township Councils agreed to contribute a maximum of \$25,000 each for this project, which will be managed by planning staff and billed as a County project. A Request for Proposal (RFP) was released on January 29, 2024, with the goal of hiring a planning consulting firm by March. The CPPS project is a priority for 2024 and will also involve time and commitment from Township staff. It is expected that implementation at the Township level will take place in 2025.

Communal Services – Frontenac Municipal Services Corporation (FMSC) (2024)

The utility to publicly manage and operate future communal service development across Frontenac was created in late 2023, and the Board of Directors was selected in early 2024. Although the FMSC is now a separate entity, it is expected that County planning staff will support the implementation of 'best practices' this year. Also, County planning staff will be working with all four Townships to prepare Official Plan policies (and amendments where needed) to support the use of communal services and to provide guidance about where each Township would support this type of development.

Natural Heritage Study (2024/2025)

County Council has approved a maximum budget of \$110,000 to prepare a new Natural Heritage Study (the previous one was completed in 2012). Work has been delayed due lack of time available for County/Regional planning work; however, it is expected that an RFP will be created and released in the third quarter of 2024.

County Official Plan update (2024/2025)

The first County Official Plan was adopted by County Council in 2014 and approved by the Minister of Municipal Affairs in 2016. Staff will be bringing a work plan to County Council in the second half of 2024 to initiate the update process.

Plans of Subdivision and Condominium (2024/2025)

There is the potential for an increase in subdivision applications now that a public utility has been created to manage and operate new development on communal services.

Regional Community Improvement Plan (CIP) (2024/2025)

The Regional CIP work with Economic Development continues in 2024 and may result in County planning staff preparing amendments to the County and Township Official Plans for implementation.

Sharbot Lake Former School Site Redevelopment (2024/2025)

Planning staff are working at the direction of Central Frontenac Township Council to file an application to the Federation of Canadian Municipalities (FCM) for cost shared funding to initiate an Environmental Assessment (EA) for using communal services for the redevelopment of the former school site. Should the application be successful, the EA process may commence in the second quarter of 2024. Decisions on future uses for the site will also take place in 2024.

South Frontenac Official Plan Review (2024)

A draft of the new Official Plan was released to the public in February 2023. County Council is the approval authority for the new plan and County planning staff are involved in the review and suggested changes during the public review process. It is expected that Township Council will adopt the Plan in the second quarter of 2024, with the goal of County Council approval by the end of the third quarter.

Marysville Design Standards and Zoning By-law Amendments (2024/2025)

Students from the Queen's University School of Urban and Regional Planning completed a design standards project for future development and redevelopment in the village. Planning staff will begin work in the second half of 2024 to review the design standards and draft changes to the zoning for the village to implement these standards.

Frontenac Islands Official Plan (2024/2025)

Planning staff are awaiting direction from Frontenac Islands Township Council to initiate work on a new Official Plan (the existing plan is more than 10 years old and is not up to date with changes to Provincial planning policy over the past decade).

Financial Impact:

County planning staff continue to work with Township staff on achieving efficiencies in the development review process that will ultimately save the Township time and money on planning services, such as the implementation of delegated approval for undisputed consents.

As part of the recent update to the Township's tariff of fees for planning applications, provisions were included to allow the Township to charge back additional time spent by the planners on complex applications, once a minimum number of hours has been exceeded.



Planning Services and 2024-2025 Work Plan

North Frontenac Council

March 15th, 2024



Overview

- Planning Services Agreement
- Review of 2023 Planning Workload
- 2024-2025 Planning Workplan and Priorities



Planning Services Agreement

- Initiated 2018, signed by all four Townships and the County
- All planning hours tracked (Director, Manager, Community Planners)
- Annual billing based on 3 year “rolling average”

North Frontenac Council – March 15th, 2024



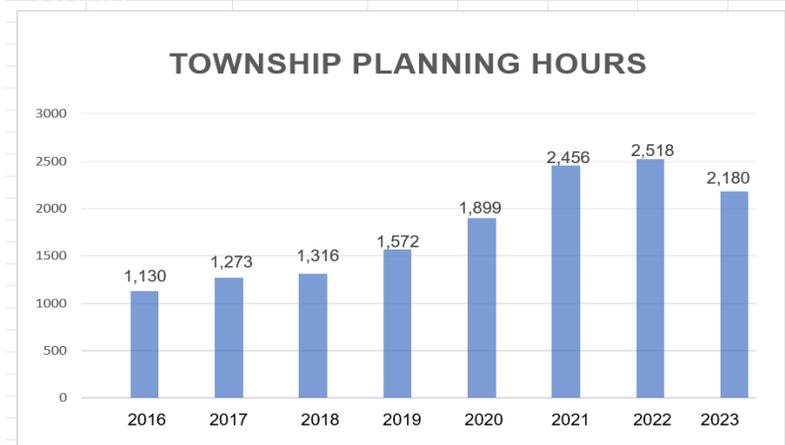
Total Planning Hours – 2021 to 2023

YEAR	NORTH	CENTRAL	ISLANDS	COUNTY	TOTAL
2021	775.7	1,057.70	623.0	1,907.50	4,363.90
2022	857.5	1,059.00	601.4	2,302.90	4,820.80
2023	634.43	1,007.22	538.02	2,632.23	4,811.90
Difference from 2022 (%)	-35.2%	-5.1%	-11.8%	12.5%	
TOTAL HOURS (2021-2023)	2,267.63	3,123.92	1,762.42	6,842.63	13,996.60
2023 SHARE	13.18%	20.93%	11.18%	54.70%	
3 YEAR SHARE (2021-2023)	16.20%	22.32%	12.59%	48.89%	

North Frontenac Council – March 15th, 2024



Township Planning Hours – 2016 to 2023



North Frontenac Council – March 15th, 2024



Township Planning Hours (Three Townships)

- Overall decline of 12% from 2022 to 2023.
- First decline since 2020 – heading back to pre-pandemic levels.
- North -35%, Islands -13%, Central -5%
- Many hours related to development planning rather than policy planning

North Frontenac Council – March 15th, 2024



Township Planning Hours – 2016 to 2023



North Frontenac Council – March 15th, 2024



North Frontenac Planning Hours

- Overall decline of 35% from 2022 to 2023.
- Majority of hours related to development planning rather than policy planning

North Frontenac Council – March 15th, 2024



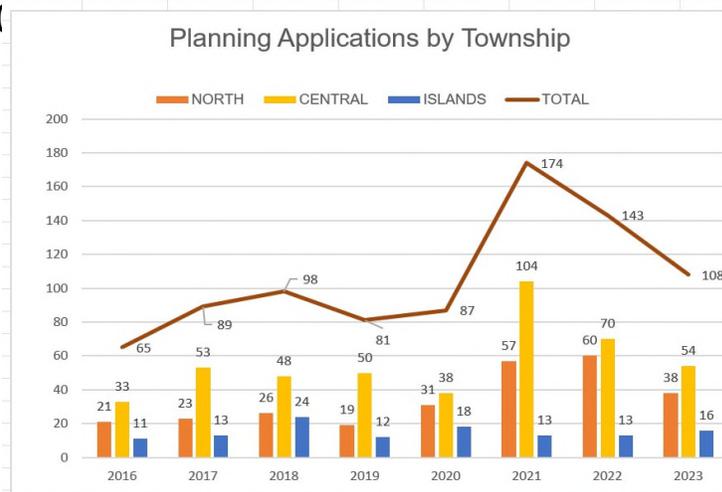
North Frontenac Planning Hours

- Report writing – 166 hours (26% of total)
- Pre-application meetings and inquiries – 93 hours (15%)
- Palmerston Lake planning application – 90 hours (14%)
- Housekeeping Zoning By-law work – 61 hours (9%)

North Frontenac Council – March 15th, 2024



Township Planning Applications – 2016 to 2023



North Frontenac Council – March 15th, 2024



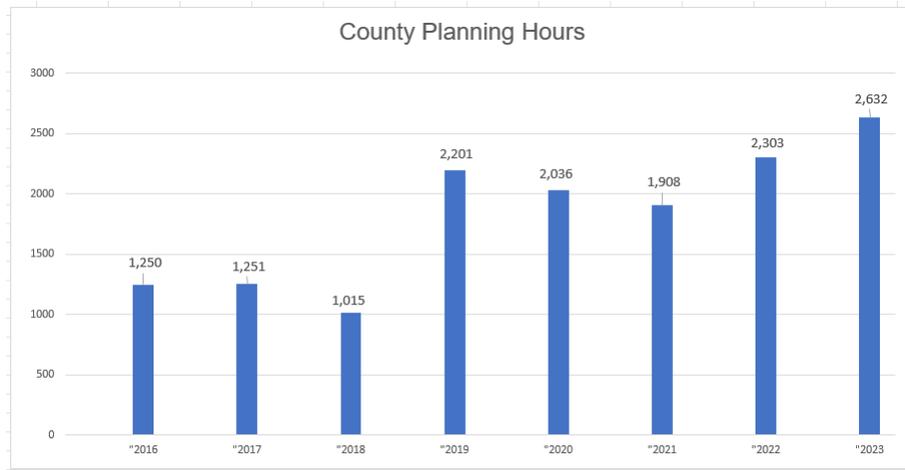
Township Planning Applications

- Total planning applications for all Townships has now declined for a third year in a row, from a high of 174 in 2021 to 108 in 2023.
- North: -22 applications between 2022 and 2023 (60 to 38)
- Central: -16 applications (70 to 54)
- Frontenac Islands: +3 applications (13 to 16)

North Frontenac Council – March 15th, 2024



County Planning Hours – 2016 to 2023



North Frontenac Council – March 15th, 2024



County / Regional Planning Hours

- Increase of 13% from 2022 to 2023 (2,303 to 2,602).
- Over 55% of our hours were regional planning hours – the first time over 50% since 2020.
- Major projects:
 - Provincial legislation changes
 - Communal services
 - Subdivisions + Land Tribunal hearing on subdivision appeal

North Frontenac Council – March 15th, 2024



2024 - 2025 Projects (Regional)

- Community Planning Permit System (CPPS)
- Communal Services – Frontenac Municipal Service Corporation (public utility)
- Regional Natural Heritage Study
- County Official Plan (2016) update
- Regional Community Improvement Plan (CIP)

(all of these projects will be relevant to North Frontenac planning)

North Frontenac Council – March 15th, 2024



2024 - 2025 Projects (Townships)

- Sharbot Lake Former School Site Redevelopment (communal services)
- South Frontenac Official Plan Review
- Marysville Design Standards and Zoning Amendments
- Frontenac Islands Official Plan Update
- Official Plan Amendments – Communal Services

North Frontenac Council – March 15th, 2024



Intangibles

- Volume of planning applications
- Complex planning applications
- Unexpected planning issues (e.g., Provincial changes)
- Land Tribunal appeals
- Subdivision applications (communal services)
- Other requests

North Frontenac Council – March 15th, 2024



Questions ?

North Frontenac Council – March 15th, 2024



Annual Update March 15, 2024

Township of North Frontenac Waste Disposal Sites



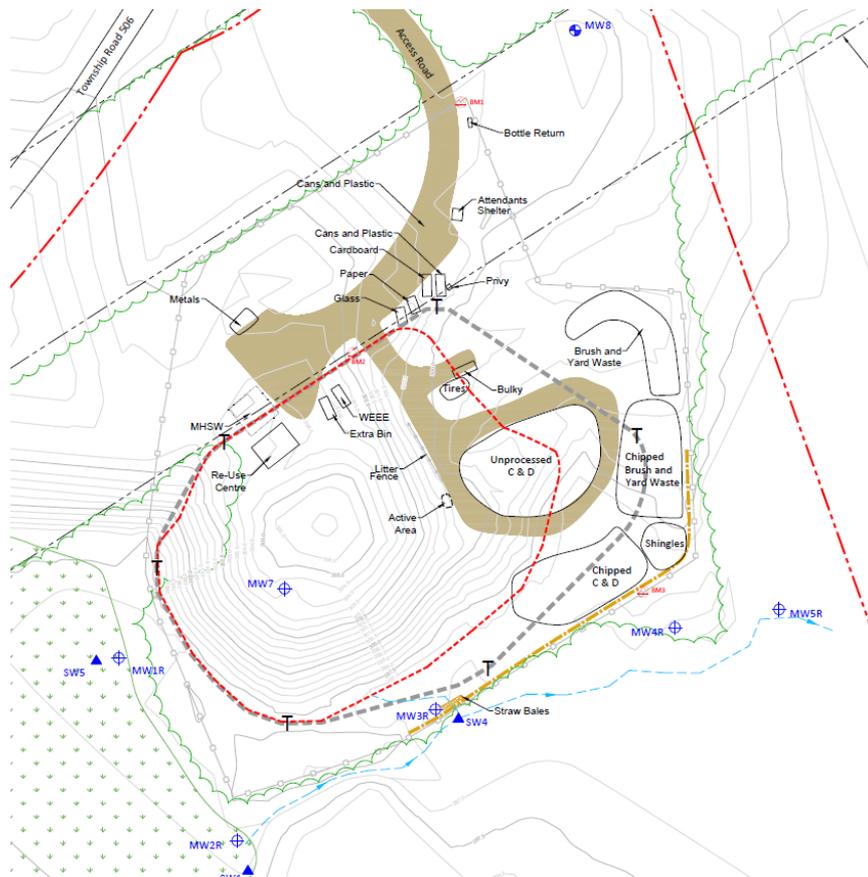
Overview

- Annual monitoring
- Completion of updated surveys of active landfills
- Site inspections
- Report
- Summary of operational information
- Recommendations for changes to monitoring/operations
- Required to meet Ministry guidelines

506 Waste Disposal Site

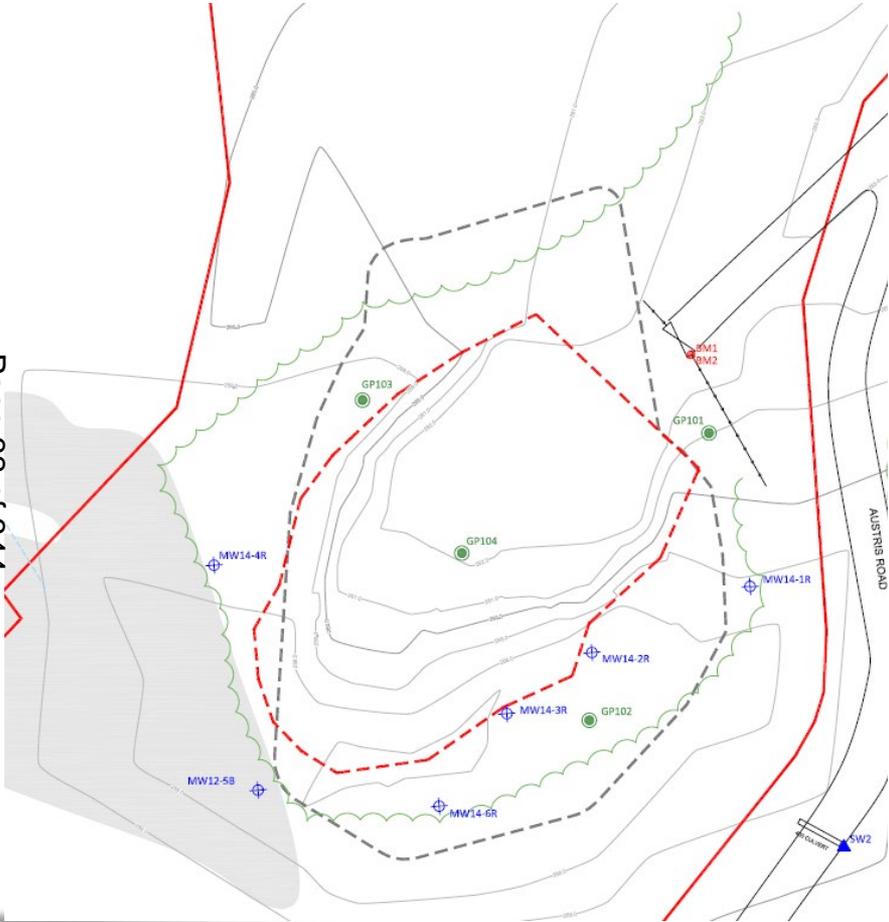
- Transfer station, Landfill
- Monitoring, Survey, Reporting
- No adverse impacts off-site in groundwater or surface water
- Increased surface water protection began in 2018; renewed in 2023. Straw bales and silt fencing need regular inspections. Some additional cover should be placed near this area in early 2024.
- A cleanup of blown refuse should be completed along the southern watercourse and in the treeline
- Operated in compliance with ECA





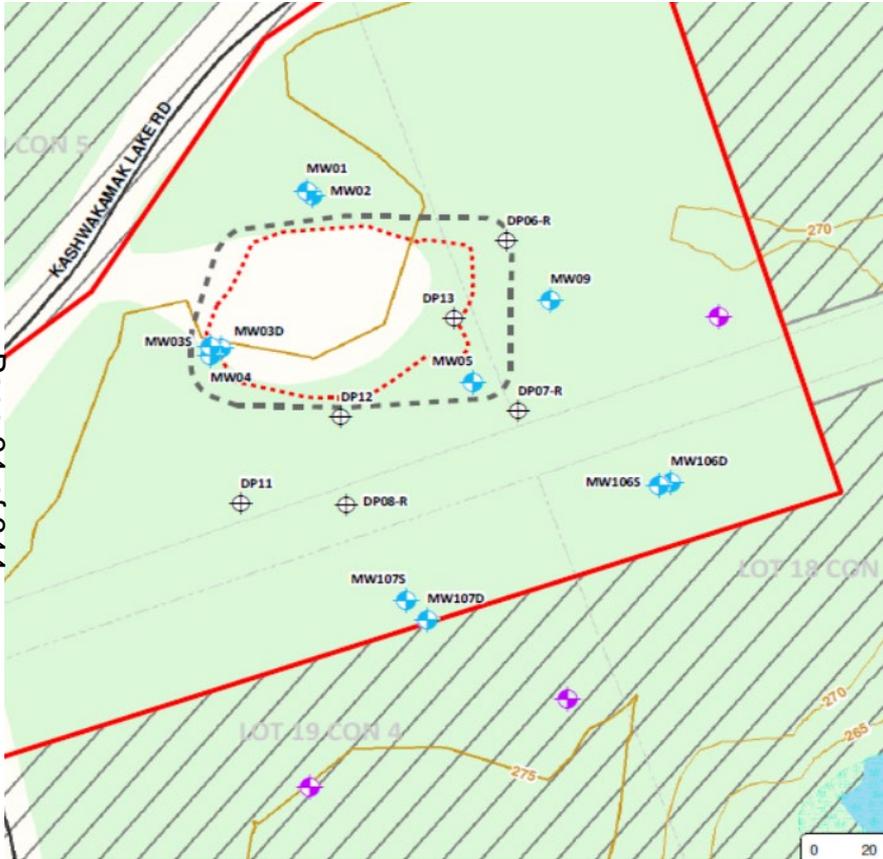
Ardoch Waste Disposal Site

- Temporarily closed (~20,000m³ remain or 38 yrs based on historical fill rates)
- Monitoring, Reporting
- Monitoring and reporting reductions approved in 2022. Next report will address 2022 to 2024.
- No adverse impacts off-site in groundwater or surface water; complied with trigger mechanism and ECA requirements
- No measured landfill gas at concentrations of concern
- Operated in compliance with ECA



Kashwakamak Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Action Plan on-going due to potential offsite impacts.
- Drilling to occur spring 2024. Three new wells are to be installed to delineate impacts, sample, prepare contingency plan for Ministry review.
- Leachate well should be replaced.
- No measured landfill gas at concentrations of concern
- Litter clean-up required in tree line
- Landfill operations in compliance with ECA

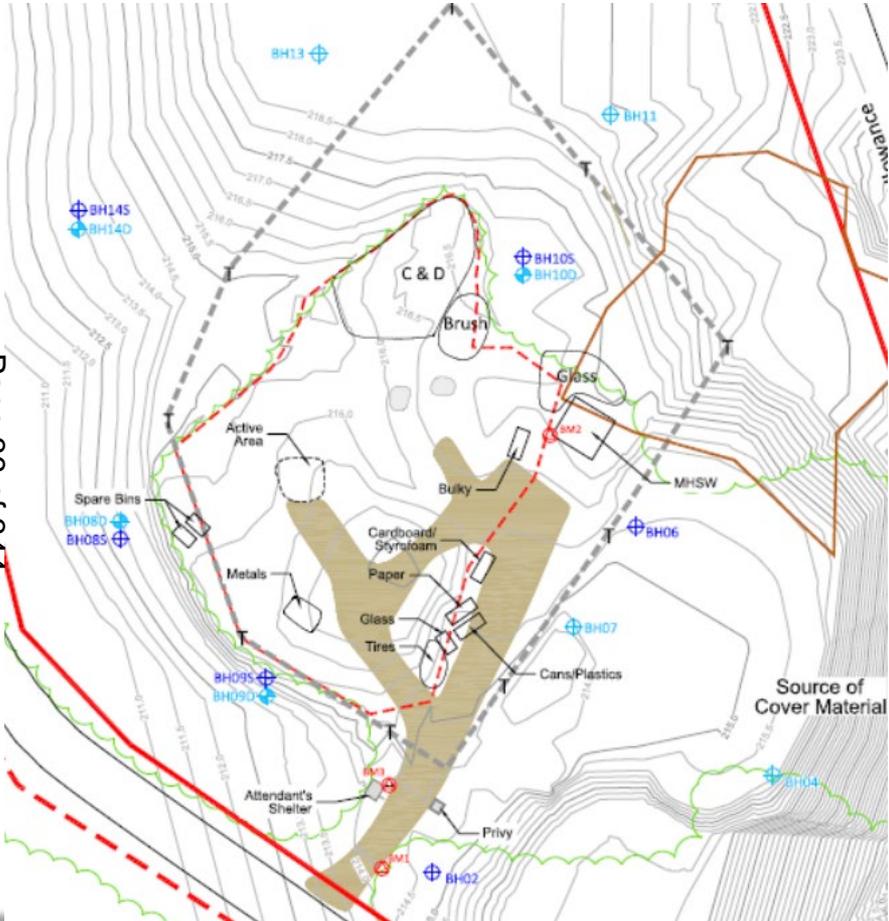


New wells to be installed in the spring of 2024 (in purple)



Mississippi Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Litter control fencing should continue to be used around active area
- Operated in compliance with ECA

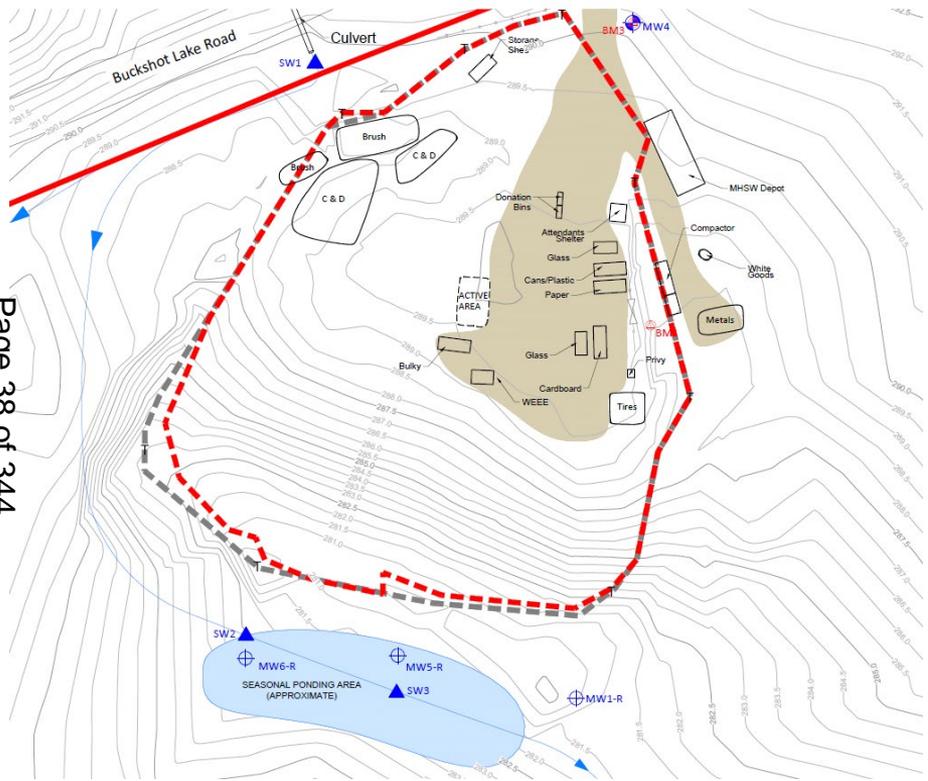


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Plevna Waste Disposal Site

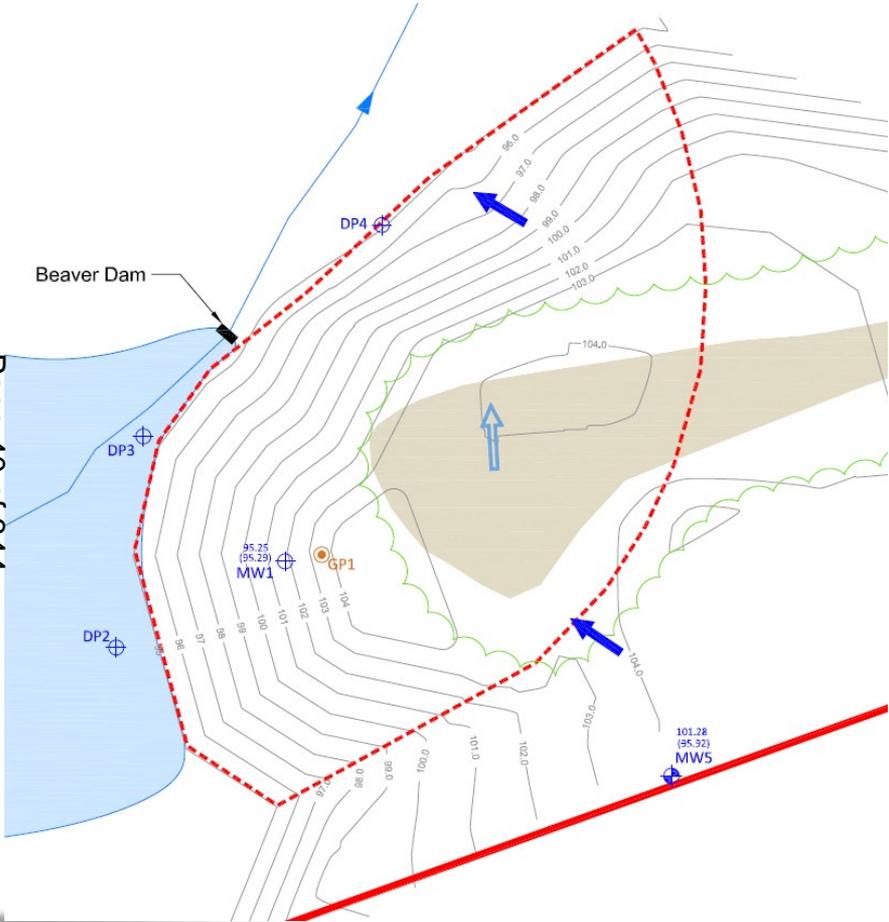
- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Received approval to change trigger
- ECA amendment application to update trigger and some operations (C&D processing, alternative daily cover (ADC), reuse). Draft ECA has been received.
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Township should continue efforts to control bears and litter
- Operated in compliance with ECA



Cloyne Waste Disposal Site

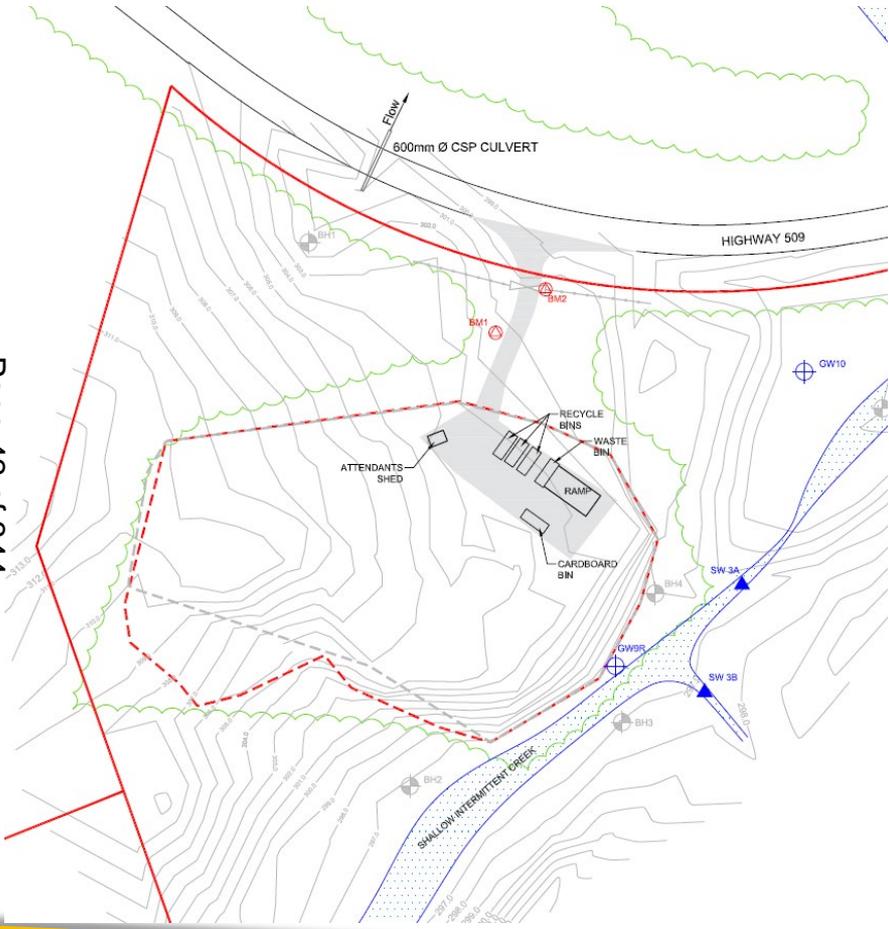
- Transfer station, closed landfill (all waste went to Plevna)
- Monitoring, Reporting
- Despite intermittent seeps adjacent waste mound, no adverse impacts expected off-site
- Tier 1 of the trigger mechanism was activated; Tier I report should be prepared (consistent with 2021/2022)
- Despite Township efforts, flooding continued in 2023. Toxicity testing was completed and confirmed no adverse impacts were occurring. Passive flood management should continue.
- Clean up completed along toe of waste mound in 2023
- No measured landfill gas at concentrations of concern
- Operated in compliance with ECA
- Recommendations were made, including decommissioning drive-points DP2 and DP3 , as well as removing the groundwater trigger mechanism





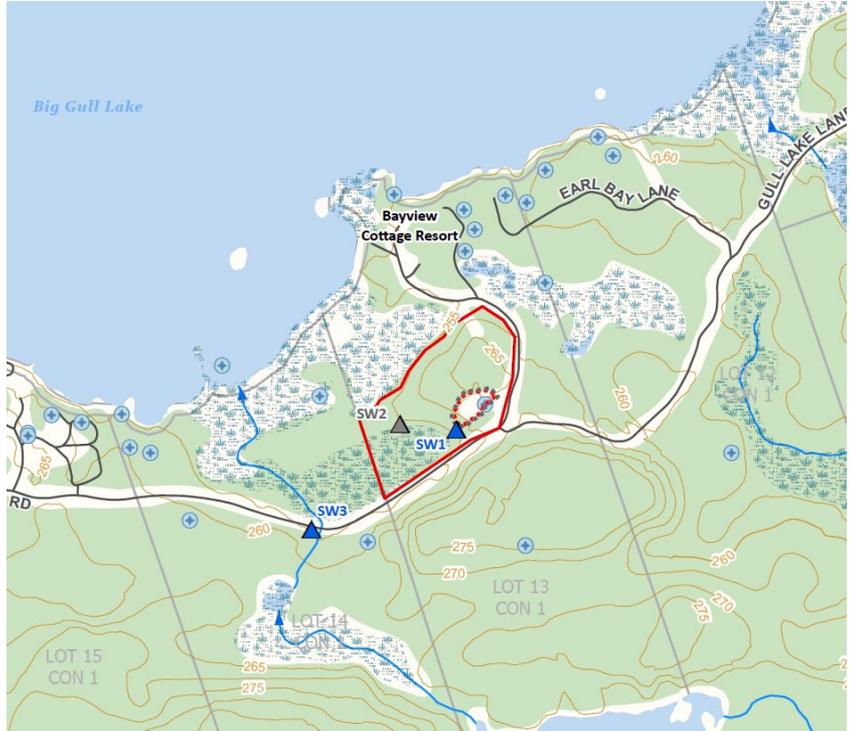
Ompah Waste Disposal Site

- Transfer station, closed landfill
- Monitoring, Reporting – every third year, occurred in 2023
- Trigger mechanism was not activated in 2023; no adverse impacts off-site in groundwater or surface water
- Operated in compliance with ECA



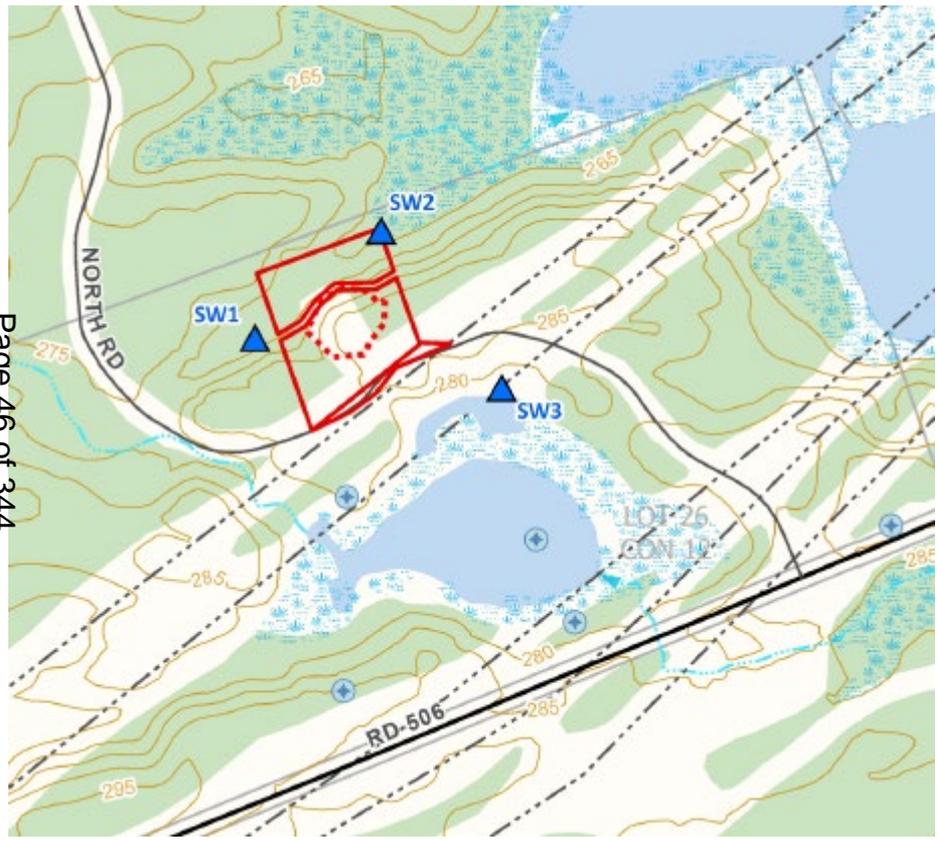
Gull Lake Waste Disposal Site

- Closed landfill (1991)
- Monitoring, Reporting
- Weak leachate signature immediately adjacent waste mound
- Impacts will be attenuated before reaching Big Gull Lake
- Operated in compliance with ECA



Fernleigh Waste Disposal Site

- Closed landfill (2002)
- Monitoring, Reporting
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Recommended monitoring and reporting be discontinued
- Operated in compliance with ECA



Township Summary

- Training completed in 2023 including H&S training
- Aesthetics – transfer stations and closed sites were well maintained; attendants helped with clean up in 2023
- Minimal complaints and incidents; some theft/trespassing
- Monitoring well security/compliance – primarily well decommissioning required upon Ministry approval



Landfill Capacity Update

	Active				Closed	Municipality
	506	Kashwakamak	Mississippi	Plevna	Ardoch ¹	2023
Approved waste disposal capacity (m ³)	40,000	26,200	28,825	39,500	30,325	134,525
Existing volume of capacity used (m ³)	21,600	9,680	9,115	18,600	11,895	58,995
Annual Volume Used in 2023 (m ³)	500	185	390	520	-	1,595
Remaining volume of capacity (m ³)	18,400	16,520	19,710	20,900	18,430	75,530
Average annual waste placement (m ³) ²	444	187	330	783	490	1,744
Remaining site life (years)	41	88	60	27	38	54 ³
<i>2022 Remaining Site Life</i>	38	79	71	29	38	55

Notes:

1. Ardoch is temporarily closed.
2. Based on the five-year average annual fill rate.
3. Remaining site life reduced to 43 years if Ardoch is not reopened.

Landfill Capacity Update – Annual Comparison

	Municipality				
	2023	2022	2021	2020	2019
Approved waste disposal capacity (m ³)	134,525	164,850	164,850	164,850	164,850
Existing volume of capacity used (m ³)	58,995	69,295	67,710	66,705	65,265
Annual Volume Used (m ³)	1,595	1,695	1,205	1,440	1,825
Remaining volume of capacity (m ³)	75,530	95,555	97,140	98,145	99,585
Average annual waste placement (m ³) ²	1,744	1,724	1,691	2,000	2,025
Remaining site life (years)	54³	55	57	49	49

Notes:

1. Ardoch is temporarily closed.
2. Based on the five-year average annual fill rate.
3. Remaining site life reduced to 43 years if Ardoch is not reopened.

2023 Diversion

	2023	2022	2021	2020
Material	Tonnes	Tonnes	Tonnes	Tonnes
Blue Box Recyclables				
Glass	78.23	3.13	2.00	24
Cans and Plastic		67.17	74.77	66.31
Cardboard	62.39	25.44	32.45	25.44
Paper/Fibre		30.26	33.10	30.96
Batteries (Single Use)	0.73	0.75	0.23	0.28
Bulky Materials/C&D	66.56	49.41	91.39	71.36
MHSW	16.92	11.94	14.61	10.49
Propane Tanks	0.29	0.37	2.23	<i>included in MHSW</i>
Scrap Metal	26.14	40.60	28.25	64.76
Tires	2.50	<i>none</i>	857 units	245 units
WEEE	10.70	4.08	6.58	7.45
White Goods	2.50	2.84	4.09	3.05
Reuse	4.10	4.00	<i>Closed</i>	<i>Closed</i>
TOTAL	271.06	239.99	287.47	304.1

QUESTIONS?

Dave Bucholtz, C.Tech., EP

Director of Environmental Services

c: 705.740.3938

e: david.bucholtz@cambium-inc.com

w: cambium-inc.com



Sent: March 7, 2024 11:05 AM

Subject: Update on the Land O' Lakes Garden Club, Earth Day initiative

Dear Darwyn, Corey & Gerry

We have reviewed your safety requirements and would like to attend your meeting on March 15th to discuss our initiative and answer any further questions you might have of the Garden Club as we continue to work on our Earth Day initiative for April 20th.

You will have probably listened in to the presentation Nawar Hage (Garden Club member and past President of the Lions who are partnering with us on this initiative) gave at the Addington Highlands Council meeting on the 5th. What we proposed was agreed to in principle and we will meet separately with their Roads department and any Councillors to discuss this further as necessary.

Attached is a list of items the Councillors asked about and as we meet with them we will add to that list if needs be.

Attached also is our answers and comments on the list of safety rules you sent. I am hoping this can also be viewed as a MOU but if you need something separate, please let me know.

I look forward to hearing from you soon and ask that Rebecca Clark and Nawar Hage be included on your list of attendees at your Council meeting on March 15th.

Thank you

Mary Kelly for Rebecca Clark

Safety and Hazardous Materials The following safety rules are important to remember when working along the road way. These rules must be reviewed with volunteers before each litter control session. **Safety will be our number one priority. We plan on providing all volunteers with your list of safety guidelines.**

Volunteers Must

- Appoint or select a Group Representative to act on behalf of the group who is an adult (19 years of age or older); **We plan on doing this and our Group Representative would be happy to attend any safety classes that North Frontenac have to offer. Rebecca Clark is trained in WHMIS practices and the handling of hazardous materials.**
- Ensure the Group Representative is present during all litter pick up operations; **We cannot see how one person can be present at all pick up operations but as noted above, all volunteers will be given strict safety guidelines which they will be asked to follow.**
- Ensure the Group Representative is familiar with the Safety Guidelines and supplies these guidelines to all participating volunteers; **The Group Rep. will be familiar with the safety guidelines and these will be passed on to all volunteers.**
- All participants must receive and be familiar with the safety guidelines before participating in the litter control event on Township Roads; **We will do this.**
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Township; **We will convey all safety regulations and requirements to the volunteers.**
- Make arrangements for off-road parking or carpooling travel to the worksite; **This will conveyed to the volunteers.**
- Park vehicles at the worksite as far away as possible from the traveled portion of the road, ensuring no individual(s) remains in a parked vehicle during the event; **This will be conveyed to the volunteers.**
- Park a vehicle on the side of the roadway where volunteers are active and activate 4-way emergency flashers; **This will be conveyed to the volunteers.**
- Clean up only one side of the road at a time and work towards oncoming traffic; **This will be conveyed to the volunteers.**
- Ensure provision of the all transportation, supervision, safety equipment and medical/first aid service; **This is something we are working on.**
- Wear an approved safety vest, at all times and any additional safety apparel as deemed appropriate during the pick-up (i.e. closed toe shoes/boots, protective gloves); **We will do our best to have volunteers wear safety vests but if not, to identify themselves by wearing bright clothing. We will ask all volunteers to wear closed toed shoes and we will be supplying nitrile gloves to everyone.**
- Do not pick-up litter from the traveled road surface, bridges or around any other structure/location that could pose a danger; **This will definitely be conveyed to the volunteers.**

- Wear clothing that will not impair vision or mobility during the pick-up; **Will be conveyed to the volunteers.**
- Ensure that no individual under the age of twelve (12) is present at the worksite; **We will ask this but we know that some grandchildren may be working with their grandparents and they may be under the age of 12. No children will take part in the cleanup without the written authorization of their parents, guardians or grandparents. This initiative is about teaching young children about litter and how it damages our environment.**
- Not attempt to handle any “sharps” such as hypodermic needles or drug paraphernalia; **This will definitely be conveyed to all volunteers.**
- Provide supervision by one (1) adult (19 years or older) for every five (5) or less volunteers between 12 to 18 years of age; **We will state this in our safety rules but do not anticipate ay groups of 5 or less young volunteers**
- Ensure no volunteer possesses or consumes alcoholic beverages or (legal or illegal) drugs immediately before or during clean-up activities; **Absolutely and this will be stated in our safety rules.**
- Suspend litter pick-up when the weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.); **This will be conveyed to the volunteers.**
- Ensure no pets are present at the worksite; • Work only during daylight hours (1 hour after sunrise to 1 hour before sunset); **This will be conveyed to the volunteers.**
- Flag closed containers, heavy objects or suspected hazardous materials to the Township for pick-up and disposal by Public Works; **We will be asking volunteers to do this and provide locations to the Township where material of this nature has been found.**
- Surrender items of value (i.e. wallets, purse, camera, etc.) found on Township road to the nearest police station; **Absolutely, this will be conveyed to the volunteers.**
- Sort litter into three (3) different categories: glass / plastic / metal containers and cardboard / boxboard and “other” refuse to facilitate disposal at the waste disposal sites; **This is what we will be asking and we will provide clear bags to all volunteers. We ask NF that volunteers taking additional litter/recyclables to the waste sites be allowed to do so with no additional fees. We will be working on some sort of identification for the volunteers that will identify them as being part of our Earth Day initiative.**
- Remove trash bags to the nearest waste disposal site and deposit recyclables in the appropriate bins. **This is what we will be asking of all volunteers.**

***All Garden Club members are insured under a liability certificate with the Ontario Horticultural Association.**

The following information would be provided to all NF volunteers.

Volunteers Must Not

- Walk or pick up litter on the pavement or shoulder of the road;
- Wear clothing that will impair vision or movement;
- Walk across the pavement to switch sides;
- Touch or pick up hazardous items or anything that cannot be identified;

For Your Own Safety

- Stay mentally alert at all times;
- Wear protective footwear and gloves;
- Wear light coloured clothing that covers arms and legs;
- Wear a baseball cap or wide-brimmed hat and sun screen lotion;
- Drink lots of fluids while you work, especially on hot days;
- Be aware of special needs of fellow volunteers (i.e. medical);
- Stay alert for and avoid hazardous plants (e.g. wild parsnip, poison ivy) and stinging insects. In Case of Emergency
- Have a first aid kit immediately available;
- Pre-select the most direct route to the nearest emergency medical facility;
- Always have transportation immediately available;
- Know where the nearest telephone is located.

Participant Signature Form Name of Volunteer Group: _____ Season:

This Participant Signature Form shall be completed for insurance purposes. Only Volunteers who have received the Township Safety Policy and Guidelines attached to this Agreement and have signed the Participant Signature Form are allowed to participate in this program, **This may be difficult for us because NF is such a large area. We will be distributing bags and gloves to participants at the Barrie Hall on the morning of April 20th and we will ask all volunteers who show up to sign this form. We will also post this form on our Facebook page so that all volunteers will see what is expected of a volunteer.** As indicated by their signature on this Agreement, the individual participants are aware of the potentially hazardous nature of the work that is to be performed and agree to follow the Safety Guidelines. Youths (12 to 18 years of age) involved in the program must have a “Parent/Guardian Consent Form” signed and returned with this signature form before they can commence litter pick-up.

Name (please print) _____ Signature Date Parent/Guardian Consent Form (For
Participants 12 to 18 Years of Age) I hereby grant permission for the below named participant to take part
in the litter control event and agree that he/she will follow the Terms and Conditions of the Program.
Further, I acknowledge that I am aware of the hazardous nature of the work that is to be performed.

Parent/Guardian's Name (please
print) Parent/Guardian's Signature _____
Participant's

Name (please print) Participant's Signature _____ Date

- We will ask all who pick up litter to separate and bag it and take it to their respective waste sites, preferably that day or very soon thereafter. If they identify themselves as being Earth Day volunteers, could you inform your waste site staff to let them drop off their extra bags with no fees.
- We will ask that volunteers be aware of which Township they will be collecting litter from and that they take their bags to the waste sites of that Township.
- We will advise the volunteers that they must take all bagged garbage with them and not leave any on the side of the road.
- We will ask that any large items be placed in accessible areas and that they let us know where these are. We will relay these locations to your roads dept.
- We will ask that all volunteers wear bright clothing so they will be visible. If any have high-viz vests, we will encourage the volunteers to wear them.
- Any children or grandchildren will not be allowed to volunteer unless they are accompanied by a parent, guardian or grandparent.
- We will distribute clear garbage bags and nitrile gloves to all who volunteer. As we've said we will be asking volunteers to bring any alcohol containers to the Barrie Hall so that we can give these to our partners the Lions for their recycling fundraising efforts.
- We will give clear safety guidelines to all volunteers. Rebecca Clark, our Chair of this project, has extensive training in WHMIS and the safe disposal and handling of any potentially hazardous materials.
- We will be happy to meet with any of your staff or councilors and representatives from North Frontenac so that we are all on the same page on April 20th.

Thank you for joining us in our efforts to keep our community clean and we hope this movement grows and continues on.

Mary Kelly for Rebecca Clark

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 15 Mar 2024
Re: Land O' Lakes Garden Club Proposed Earth Day Event

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Land O' Lakes Garden Club Proposed Earth Day Event";

And That the Township has an Adopt-a-Road Policy for events that include litter pick-up along Township Roads;

And That the Township is committed to environmental stewardship and supports efforts to clean up the right of way, however, the activity must be done safely.

And That the event proposed by the Land O' Lakes Garden Club is large in scope, potentially involves many volunteers at multiple locations, is difficult to oversee and as a result is beyond the scope of the Township's Adopt-a-Road Policy;

And That as a result of the scope there is considerable risk, potential liability and insurance concerns for the Township associated with the proposed event;

And That a Memorandum of Understanding (MOU) is required between the Township and the Land O' Lakes Garden Club, requiring the Garden Club, in their leadership role, to oversee the event, be responsible for and provide proof of insurance for the event and all volunteers, indemnify the Township and commit to all safety provisions.

And That in the absence of a satisfactory MOU addressing the concerns provided by the Township's Insurance Provider, Council denies the request to host the event on Township of North Frontenac roads.

And That Council approves the Township of Addington Highlands place a bin on a temporary basis at the Barrie Hall.

Background:

As presented to Council, the Land O' Lakes Garden Club is proposing to take a leadership role regarding an Earth Day initiative on April 20, 2024 to pick up litter and "Pitch in for Mother Earth". The plan is to request that many residents and Lake Associations in North Frontenac and Addington Highlands go out on April 20th to pick up litter responsibly, bag it and take it to their waste facility sites.

The Township's 'Adopt a Road Policy' (By-law #26-19) addresses the requirements for groups to collect litter / debris along a specific section of Township Road for a specified period of time. Safety is the first priority. The Group enters into a Litter Control Agreement with the Township for a period of up to four (4) years. The Volunteers sign up annually and have to be approved by a Resolution of Council for coverage under the Municipality's Insurance. The Township may refuse to grant a request to adopt a section of road if granting the request would create a public safety hazard or be in conflict with Township Policies. The By-law has been vetted by the Township's Insurance provider to ensure that safety and liability concerns have been addressed.

The Adopt a Road By-law is specifically for a Township initiated event and is not directly applicable to the type of short term, open invitation, large scale type of event being proposed by the Garden Club. I gave the Garden Club a copy of the By-law and also a copy of the signup sheet, standard consent form and safety provisions from the By-law to provide guidance for the event being proposed to address the safety aspect for all involved.

The Township is committed to environmental stewardship and supports efforts to clean up the right of way, however, we must ensure this is done safely.

The Township of Addington Highlands (AH) has a Community Stewardship Program, that applies to anyone wanting to pick up garbage or recycling at any time along municipal roads or road allowances, County roads, Crown land roads or in parks or at beaches. The Program states "All volunteers are responsible for their own safety. Please exercise good safety practices. Avoid potential dangers such as rock embankments or cliffs, lakes, rivers, river banks, road ways or other hazards. Avoid all 'Construction Zones'".

The Garden Club was a delegation at the March 5, 2024 Addington Highlands Council meeting seeking approval for the proposed event. AH Council approved the event in principle and requested that staff work out the details with the event organizers and North Frontenac Township. I subsequently discussed the event with AH's Public Works Manager (Brett Reavie) addressing the safety aspects of working along the roadway, the potential need for bins at the Barrie Hall and the Garden Club delegation at the NF Council meeting on March 15, 2024. I don't believe it has been decided yet if AH will use a bin, or roadside pick or both.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

The work / litter pickup proposed by the Garden Club will take place on Township property at multiple locations by numerous volunteers and the scope is beyond the Township's Adopt-a-Road policy. The level of risk, safety, scope, insurance coverage and liability are the primary concerns. We are also concerned whether a Group Representative can oversee the work and volunteers for an event this large and diverse.

Relevant safety provisions from the Adopt-a-Road policy were copied and provided to the Garden Club. A copy, including the Garden Club's response is attached. Deviations from the provisions per the response include: one Group Representative cannot be present at all sites, safety vests are not available for all volunteers, volunteers will include children under the age of 12, and insurance provided by the Ontario Horticultural Association is only applicable to Garden Club members.

Logistics

As discussed with AH, litter / waste gathered has to be managed at a waste site within the Township where it was collected. AH waste would be taken to a bin provided by AH at the Barrie Hall or taken to AH Waste Sites or picked up roadside. AH will require approval to place a bin at the Barrie Hall.

If a bin is placed at the Barrie Hall by NF, the rental of a bin is \$700. Alternatively, volunteers would be told to bring the waste collected to their Waste Disposal site. On Saturdays, with winter hours, the Mississippi and 506 sites are the only two sites open and the hours are in the morning to early afternoon. So access is limited and Volunteers would have to store the garbage and recycling until the next available day or the Township would have to provide additional bins at additional cost to service the remainder of the Township.

Insurance

Our Adopt-a-Road By-law was vetted by our Insurance Company when the policy was drafted. We consulted the Township's Insurance Company to obtain direction regarding the Garden Club's proposal. The following was provided:

- - By announcing this event the Garden Club is taking a leadership role and assuming responsibility for the event and volunteers.
- - A memo of understanding (MOU) between the Township and the Land O'Lakes Garden Club is an option where the Garden Club agrees to be responsible for their volunteers and for providing insurance.
- - The MOU should include an indemnification by the Garden Club in favour of the Township.
- - The MOU will also address safety equipment, training to handle hazardous materials, requirement for signed waivers from the volunteers and safety guidelines.

It is therefore recommended, that an MOU between the Township and the Land O' Lakes Garden Club would require the Garden Club in their leadership role, to oversee the event, be responsible for and provide proof of insurance for the event and all volunteers, indemnify the Township and commit to all safety provisions.

The above logistical issues could be addressed and there would be additional cost to the Township for bin rentals if the event proceeds in accordance with an appropriate MOU.

Financial Impact:

The rental of a bin to be placed at the Barrie Hall would cost \$700. Additional bins would also be \$700 each to service the rest of the Township, and or extended waste site hours would also be an additional cost.

Attachments:

[Earth Day NF safety rules answers - Garden Club 2024](#)

Safety and Hazardous Materials The following safety rules are important to remember when working along the road way. These rules must be reviewed with volunteers before each litter control session.

Safety will be our number one priority. We plan on providing all volunteers with your list of safety guidelines.

Volunteers Must

- Appoint or select a Group Representative to act on behalf of the group who is an adult (19 years of age or older); **We plan on doing this and our Group Representative would be happy to attend any safety classes that North Frontenac have to offer. Rebecca Clark is trained in WHMIS practices and the handling of hazardous materials.**
- Ensure the Group Representative is present during all litter pick up operations; **We cannot see how one person can be present at all pick up operations but as noted above, all volunteers will be given strict safety guidelines which they will be asked to follow.**
- Ensure the Group Representative is familiar with the Safety Guidelines and supplies these guidelines to all participating volunteers; **The Group Rep. will be familiar with the safety guidelines and these will be passed on to all volunteers.**
- All participants must receive and be familiar with the safety guidelines before participating in the litter control event on Township Roads; **We will do this.**
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Township; **We will convey all safety regulations and requirements to the volunteers.**
- Make arrangements for off-road parking or carpooling travel to the worksite; **This will conveyed to the volunteers.**
- Park vehicles at the worksite as far away as possible from the traveled portion of the road, ensuring no individual(s) remains in a parked vehicle during the event; **This will be conveyed to the volunteers.**
- Park a vehicle on the side of the roadway where volunteers are active and activate 4-way emergency flashers; **This will be conveyed to the volunteers.**
- Clean up only one side of the road at a time and work towards oncoming traffic; **This will be conveyed to the volunteers.**
- Ensure provision of the all transportation, supervision, safety equipment and medical/first aid service; **This is something we are working on.**
- Wear an approved safety vest, at all times and any additional safety apparel as deemed appropriate during the pick-up (i.e. closed toe shoes/boots, protective gloves); **We will do our best to have volunteers wear safety vests but if not, to identify themselves by wearing bright clothing. We will ask all volunteers to wear closed toed shoes and we will be supplying nitrile gloves to everyone.**
- Do not pick-up litter from the traveled road surface, bridges or around any other structure/location that could pose a danger; **This will definitely be conveyed to the volunteers.**

- Wear clothing that will not impair vision or mobility during the pick-up; **Will be conveyed to the volunteers.**
- Ensure that no individual under the age of twelve (12) is present at the worksite; **We will ask this but we know that some grandchildren may be working with their grandparents and they may be under the age of 12. No children will take part in the cleanup without the written authorization of their parents, guardians or grandparents. This initiative is about teaching young children about litter and how it damages our environment.**
- Not attempt to handle any “sharps” such as hypodermic needles or drug paraphernalia; **This will definitely be conveyed to all volunteers.**
- Provide supervision by one (1) adult (19 years or older) for every five (5) or less volunteers between 12 to 18 years of age; **We will state this in our safety rules but do not anticipate ay groups of 5 or less young volunteers**
- Ensure no volunteer possesses or consumes alcoholic beverages or (legal or illegal) drugs immediately before or during clean-up activities; **Absolutely and this will be stated in our safety rules.**
- Suspend litter pick-up when the weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.); **This will be conveyed to the volunteers.**
- Ensure no pets are present at the worksite; • Work only during daylight hours (1 hour after sunrise to 1 hour before sunset); **This will be conveyed to the volunteers.**
- Flag closed containers, heavy objects or suspected hazardous materials to the Township for pick-up and disposal by Public Works; **We will be asking volunteers to do this and provide locations to the Township where material of this nature has been found.**
- Surrender items of value (i.e. wallets, purse, camera, etc.) found on Township road to the nearest police station; **Absolutely, this will be conveyed to the volunteers.**
- Sort litter into three (3) different categories: glass / plastic / metal containers and cardboard / boxboard and “other” refuse to facilitate disposal at the waste disposal sites; **This is what we will be asking and we will provide clear bags to all volunteers. We ask NF that volunteers taking additional litter/recyclables to the waste sites be allowed to do so with no additional fees. We will be working on some sort of identification for the volunteers that will identify them as being part of our Earth Day initiative.**
- Remove trash bags to the nearest waste disposal site and deposit recyclables in the appropriate bins. **This is what we will be asking of all volunteers.**

***All Garden Club members are insured under a liability certificate with the Ontario Horticultural Association.**

The following information would be provided to all NF volunteers.

Volunteers Must Not

- Walk or pick up litter on the pavement or shoulder of the road;
- Wear clothing that will impair vision or movement;
- Walk across the pavement to switch sides;
- Touch or pick up hazardous items or anything that cannot be identified;

For Your Own Safety

- Stay mentally alert at all times;
- Wear protective footwear and gloves;
- Wear light coloured clothing that covers arms and legs;
- Wear a baseball cap or wide-brimmed hat and sun screen lotion;
- Drink lots of fluids while you work, especially on hot days;
- Be aware of special needs of fellow volunteers (i.e. medical);
- Stay alert for and avoid hazardous plants (e.g. wild parsnip, poison ivy) and stinging insects. In Case of Emergency
- Have a first aid kit immediately available;
- Pre-select the most direct route to the nearest emergency medical facility;
- Always have transportation immediately available;
- Know where the nearest telephone is located.

Participant Signature Form Name of Volunteer Group: _____ Season:

This Participant Signature Form shall be completed for insurance purposes. Only Volunteers who have received the Township Safety Policy and Guidelines attached to this Agreement and have signed the Participant Signature Form are allowed to participate in this program, **This may be difficult for us because NF is such a large area. We will be distributing bags and gloves to participants at the Barrie Hall on the morning of April 20th and we will ask all volunteers who show up to sign this form. We will also post this form on our Facebook page so that all volunteers will see what is expected of a volunteer.** As indicated by their signature on this Agreement, the individual participants are aware of the potentially hazardous nature of the work that is to be performed and agree to follow the Safety Guidelines. Youths (12 to 18 years of age) involved in the program must have a “Parent/Guardian Consent Form” signed and returned with this signature form before they can commence litter pick-up.

Name (please print) _____ Signature Date Parent/Guardian Consent Form (For
Participants 12 to 18 Years of Age) I hereby grant permission for the below named participant to take part
in the litter control event and agree that he/she will follow the Terms and Conditions of the Program.
Further, I acknowledge that I am aware of the hazardous nature of the work that is to be performed.

Parent/Guardian's Name (please
print) Parent/Guardian's Signature _____
Participant's

Name (please print) Participant's Signature _____ Date



Special Council Minutes

9:00 AM - Friday, February 16, 2024
Council Chambers

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

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

1. Call to Order and Purpose of Meeting

The Mayor called the meeting to order at 12:06 p.m. The purpose of the meeting was to discuss the 2024 Draft Budget.

2. Approval of Agenda

a) *February 16, 2024*

59-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council approves the Agenda dated February 16, 2024, as amended.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Adoption of Minutes

a) *February 6, 2024*

60-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council approved the Minutes from the Special Meeting dated February 6, 2024.

Carried

5. Business Arising Out of Minutes

a) ***Council Discussion: Draft 2024 Budget***

61-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives the 2024 Draft Budget for consideration.
Carried

b) ***Public Works Manager: Capital Plan***

62-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council receives for information an email from the Public Works Manager regarding the capital plan submitted for hard surfaces roads included Buckshot Lake Road, Sand Lake Road and Lookout Road; and proposing additional projects to Harlowe Road and Snider Road.

Carried

6. Consideration of Draft 2024 Budget

a) ***Manager of Community Development: Increase to One (1) CLSP Staff Hours***

63-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council approves the Seasonal CLSP Staff Position increase in hours from 32 to 40 hours weekly for the months of June, July, August and September; **And That** this position shall continue to be funded by the Crown Land Stewardship Program’s operating budget on an annual basis.

Carried

b) ***Manager of Community Development: Community Improvement Plan (CIP) - 2023 Annual Report***

64-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves including \$13,380.69 in additional CIP funding in the 2024 Budget in 2024 topping up the unallocated funding to \$15,000.

For:	Mayor Gerry Lichty, Councillor Wayne Good, Councillor Stephanie Regent, Councillor Roy Huetl, Councillor Vernon Hermer, Deputy Mayor John Inglis, and Councillor Fred Fowler
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Carried 7-0 on a recorded vote

c) ***Manager of Community Development: Proposed Modernization to Community***

Halls Booking System

65-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves the Manager of Community Development purchasing software for Community Hall Bookings at a cost of approximately \$5,000 coming from the Special Parks Reserve Fund;

And That the MCD will report back to Council with recommended updates to By-law #53-22 Community Halls Rental By-law.

Carried

- d) **Manager of Economic Development: Economic Development Officer (EDO) – Temporary Position**

66-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the hiring of the EDO position on a permanent full-time Basis for 37.5 hours per week, effective July 14, 2024 (current contract expiration date) and the EDO shall continue to report to the Manager of Community Development.

For:	Councillor Stephanie Regent and Deputy Mayor John Inglis
Against:	Mayor Gerry Lichty, Councillor Wayne Good, Councillor Roy Huetl, Councillor Vernon Hermer, and Councillor Fred Fowler

DEFEATED 2-5 on a recorded vote

- e) **Director of Emergency Services/Fire Chief: Firefighter Group Benefits**

67-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves providing North Frontenac eligible Firefighters Group Benefits starting 2024 at an estimated cost of approximately \$24,000;

And That Council instructs the Director of Emergency Services / Fire Chief to draft a policy defining the implementation and parameters of Firefighter Group Benefits for the CAO's consideration.

For:	Councillor Stephanie Regent and Deputy Mayor John Inglis
Against:	Mayor Gerry Lichty, Councillor Wayne Good, Councillor Roy Huetl, Councillor Vernon Hermer, and Councillor Fred Fowler

DEFEATED 2-5 on a recorded vote

Discussion of Benefits for Fire Fighters

68-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council requests the Joint Fire Committee for the Kaladar Barrie Fire Department discuss the potential for adding benefits for Fire Fighters;

And That the decision of the Committee be provided to each Council.

Carried

- f) ***Public Works Manager: Purchase of Diagnostic Software for Heavy-Duty Equipment Analysis***

69-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the PWM purchasing the Heavy-Duty Scanner at a cost of approximately \$9,100 and the annual subscription for software and repair updates for \$2,500.

Carried

- g) ***Treasurer: Consideration of 2024 Draft Budget***

70-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves in principle the 2024 Draft Budget with the following amendments:

- Reduce Council Conferences by \$15,000;
- Reduce Administration Conferences by \$1000;
- Increase Kaladar Barrie Fire Department Budget by \$36,453;
- Increase Roads Capital TCA to the Reserve Fund by \$35,788;
- Reduce Economic Development Conferences by \$2250; and
- Reduce Economic Development - Other Materials by \$150

Carried

7. Confirmatory By-law

- a) ***Confirming By-law #2024-16***

71-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That By-law #2024-16, being a By-law to confirm all actions and proceedings of Council for its Special Meeting held February 16, 2024 be read a first, second, and third time and finally passed.

Carried

8. Adjournment

- a) ***Adjournment of Meeting***

72-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council adjourns the Meeting at 2:40 p.m. until February 23, 2024 or at the call of the Chair.

Carried

Mayor

Clerk



Regular Council Minutes

9:00 AM - Friday, February 23, 2024
Council Chambers

Present: 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

Absent with Regret: Mayor Gerry Lichty

Also Present: Corey Klatt, Chief Administrative Officer (CAO); Kelly Watkins, Treasurer (CAO Back-up); Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); and Darwyn Sproule, Public Works Manager (PWM)

1. Call to Order

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

2. Approval of Agenda

a) *February 23, 2024*

73-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the Agenda dated February 23, 2024, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

a) *Disclosure - Councillor Huetl*

Councillor Huetl declared a Pecuniary Interest in Agenda Item 10 j) Public Works Manager: Blue Box Transition to Full Producer Responsibility Update.

4. Business Profile

a) *Ross Ranch*

74-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Business Profile of Ross Ranch Contracting provided by the Economic Development Task Force (EDTF).

Carried

5. Presentations

None.

6. Delegations

- a) **Staff Sargeant Scott Underhill, Detachment Commander, Ontario Provincial Police: Summary Reports**

75-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the presentation from Staff Sargeant Scott Underhill, Detachment Commander, OPP, regarding the 2023-2025 Strategic Plan and the Billing Summary for North Frontenac; and thanks him for his time spent today.

Carried

7. Adoption of Minutes

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

76-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council adopts the Minutes dated February 2, 2024, as circulated.

Carried

8. Business Arising Out of Minutes

- a) **Strategic Plan**

77-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

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

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

And That Council approves the Strategic Plan; and instructs the CAO to provide a report to Council, including a workplan, for consideration at a future Council meeting.

Carried

9. Communications

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

78-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

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

79-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

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

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

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

Carried

10. Council, CAO, and Managers' Administrative Reports

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

80-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That, in the event of the No Majority vote for the appointment of a member to the OPP Detachment Board, the CAO will draw one name from a hat; and the name drawn will be appointed to fill the vacancy, similar to Section 15.14 in the Procedural Policy By-law.

Carried

81-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

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

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

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

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

Carried

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

82-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

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

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

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

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

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

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

Carried

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

83-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

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

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

- **All That Part** of the Shore Road Allowance in front of Part of Lot 10, Northeasterly Range geographic Township of Miller, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23059 (Shaws Lake) be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances;

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

Carried

d) ***Clerk/Planning Manager: Traditional Land Acknowledgement***

84-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

And That Council adopts the following Land Acknowledgment:

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

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

Carried

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

85-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

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

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

Carried

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

86-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

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

Carried

Note: Mandy Mitchell, Clerical and CLSP Assistant, and Laura Manion, Public Works Administrative Assistant, joined the meeting at this time.

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

87-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

Carried

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

88-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

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

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

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

Carried

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

89-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

Carried

Note: Mandy Mitchell left the meeting at this time.

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

90-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

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

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

considering level of service implications and costing, and report back to Council for direction.

Carried

Note: Laura Manion left the meeting at this time.

- k) **Treasurer: Tax Sale – Proposed Advertising of Lands for Public Sale March 2024**
91-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be it Resolved That Council receives the Treasurer's Administrative Report regarding Tax Sale – Advertising of Lands for Public Sale March 2024 for information purposes;
And That Council instructs the Deputy Treasurer / Administrative – Financial Coordinator (Tax Collector) to advertise for sale the one (1) property ready for Tax Sale as of February 2024.

Carried

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

- a) **Joint Health and Safety Committee**

92-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

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)

- a) **Councillor Hermer - Reimbursement of Tax Dollars for Doctor Recruitment**

93-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Councillor Hermer serves Notice of Motion to discuss reimbursement of tax dollars from the Province of Ontario towards doctor recruitment for all municipalities who have done so at the March 15, 2024 Meeting.

Carried

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:*

94-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

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

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

Carried

16. Public Forum

None.

Note: The MCD and PWM left the meeting at this time.

17. Closed Session

a) *Closed Meeting of Council*

95-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council retires to Closed Session at 10:52 a.m. to:

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

Carried

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

a) *Rise and Report from Deputy Mayor*

The Deputy Mayor advised that, during Closed Session, the following actions were taken by Council:

- Adoption Minutes of a Closed Meeting dated November 24, 2023;
- Review of Requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Discussion of Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, specifically appointment of a Committee Member; and

- d. Discussion of Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose, specifically a Confidential Complaint; and direction provided to the Township's Solicitor.

19. Confirmatory By-law

a) *Confirming By-law #2024-20*

96-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

Carried

20. Adjournment

a) *Adjournment of Meeting*

97-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council adjourns the Meeting at 11:15 a.m. until March 15, 2024 or at the call of the Chair.

Carried

Mayor

Clerk



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

Date: February 16, 2024

Resolution # 70-24

Moved By:
Deputy Mayor John Inglis

Seconded By:
Councillor Roy Huetl

Be It Resolved That Council approves in principle the 2024 Draft Budget with the following amendments:

- Reduce Council Conferences by \$15,000;
- Reduce Administration Conferences by \$1000;
- Increase Kaladar Barrie Fire Department Budget by \$36,453;
- Increase Roads Capital TCA to the Reserve Fund by \$35,788;
- Reduce Economic Development Conferences by \$2250; and
- Reduce Economic Development - Other Materials by \$150

Carried

Mayor

Sent: March 7, 2024 10:27 AM
Subject: FW: Budget Update for March 15, 2024 Council Meeting

Good Afternoon – To be included under Business Arising for the March 15, 2024 Agenda.

Attached is the Final budget document and tax rate spreadsheet.

The following amendments have been made since the February 16th Special Meeting

- Per Resolution #70-24
 - o Reduce Council Conferences by \$15,000;
 - o Reduce Administration Conferences by \$1000;
 - o Increase Kaladar Barrie Fire Department Budget by \$36,453;
 - o Increase Roads Capital TCA to the Reserve Fund by \$35,788;
 - o Reduce Economic Development Conferences by \$2250; and
 - o Reduce Economic Development - Other Materials by \$150
- Per Resolution #68-24
 - o Removed the Firefighter group benefits and reduced benefits by \$24,000
- Per Resolution #66-24 (defeated)
 - o Reduced the budgeted salary dollars for the EDO position effective July 15th by \$41,500
- Per Resolution #64-24
 - o Reduced the CIP allocation by \$13,380
- Removed the Proposed Grant dollars and applicable purchases for the Community Emergency Preparedness Grant
 - o We were informed on February 27, 2024 that we were not successful.
- Updated wording for MNR Park – changed to North Frontenac Parklands(NFP)

With the above Noted Adjustments the Additional dollars to be raised is \$406,241 or 5.99% increase

The Final By-Law is included in the Agenda for Councils consideration.

Thank you,

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

Department-Object detail

Default

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
30110 Canada Community Building Fund (FGT)	-62,813		
Canada Community Building Fund - Township		-58,246	-71,841
Total 30110 Canada Community Building Fund (FGT)		-58,246	-71,841
30830 Canada Community Building Fund (County FGT)	-138,932		
Canada Community Building Fund - County		-135,500	-135,500
Total 30830 Canada Community Building Fund (County FGT)		-135,500	-135,500
31000 Provincial Grants - OMPF / CRF	-1,836,000		
2024 - Decrease of \$13,700 over 2023			13,700
2023 - Increase of \$7,600 over 2022		-1,836,000	-1,836,000
Total 31000 Provincial Grants - OMPF / CRF		-1,836,000	-1,822,300
45000 Contributions from Reserves/Reserve Funds			
Estimated commitment for Municipal Services Corporation over 5 yrs for North Frontenac \$97,294; funded from Contingency Reserve			-19,500
Total 45000 Contributions from Reserves/Reserve Funds			-19,500
49000 Prior Year's Surplus	-150,000		
Base Budget		-150,000	-150,000
Total 49000 Prior Year's Surplus		-150,000	-150,000
Total Revenues	-2,187,745	-2,179,746	-2,199,141
Expenses			
56998 Municipal Services Corporation Contribution			
Estimated commitment for Municipal Services Corporation over 5 yrs for North Frontenac \$97,294; funded from Contingency Reserve			19,500
Total 56998 Municipal Services Corporation Contribution			19,500
58500 Contributions to Reserves/Reserve Funds	201,744		
County FGT		135,500	135,500
Federal Gas Tax		58,246	71,841
Total 58500 Contributions to Reserves/Reserve Funds		193,746	207,341
58600 Contributions to TCA Reserve Funds	480,671		
To Infrastructure Sustainability Reserve Fund		100,000	100,000
OMPF to the Roads Sustainability TCA Reserve Fund		250,000	250,000

Department-Object detail

Default

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Asset Mgmt Plan Increase - 2% (of Previous Year Levy)		130,671	135,706
Additional contribution for Roads TCA Reserve Fund			35,788
Total 58600 Contributions to TCA Reserve Funds		480,671	521,494
Total Expenses	682,415	674,417	748,335
Net	-1,505,330	-1,505,329	-1,450,806

Department-Object detail

Council

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
45000 Contributions from Reserves/Reserve Funds	-27,065		
2023 - Strategic Planning Consultant - funded from the Contingency Reserve Fund		-25,000	
Total 45000 Contributions from Reserves/Reserve Funds		-25,000	
Total Revenues	-27,065	-25,000	
Expenses			
50103 Council Remuneration	147,410		
Annual CPI Increase (2024 = 3.5%)			5,159
Annual CPI Increase (2023 = 2.5%)		147,410	147,410
Total 50103 Council Remuneration		147,410	152,569
50120 Mileage	3,687		
Council members will be paid mileage for portfolio activities, Committee and Task Force meetings but not paid for Council meetings (regular and/or special) as per Res #688-15		4,000	4,000
Total 50120 Mileage		4,000	4,000
50130 Benefits - E.H.T. (Ministry of Finance)	2,875		
EHT		2,875	
EHT - Employer Expense			2,975
Total 50130 Benefits - E.H.T. (Ministry of Finance)		2,875	2,975
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	2,742		
CPP & EI - Employer Expense			2,860
Canada Pension Plan & Employment Insurance		2,745	
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		2,745	2,860
50180 Conventions/Conferences	11,412		
Two for the Mayor; One per Deputy Mayor and/or Councillor - \$2,000 x 6 Conferences = \$12,000 per Res #155-		12,000	
Two for the Mayor; One per Deputy Mayor and/or Councillor - \$2,500 per conference			5,000
Total 50180 Conventions/Conferences		12,000	5,000
50200 Office Supplies and Stationery	4,200		
Computer / Office Supplies (paper/ink cartridges / computer expenses) - \$300.00 per Councillor		2,100	2,100
Personal Internet allowance - \$300.00 per Councillor		2,100	2,100
Total 50200 Office Supplies and Stationery		4,200	4,200
50201 County Meeting Expense			

Department-Object detail

Council

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
County Council Alternate		150	150
Total 50201 County Meeting Expense		150	150
50205 Other Materials (Includes Shop Supplies)	2,122		
Lunches for meetings, Local Government Week Activities, etc.		2,000	
Lunches for meetings, etc.			1,000
Local Government Week Activities			1,000
Total 50205 Other Materials (Includes Shop Supplies)		2,000	2,000
50260 Advertising	997		
Advertising		1,000	1,000
Total 50260 Advertising		1,000	1,000
50290 Legal Services	712		
Legal		500	500
Total 50290 Legal Services		500	500
50295 Consulting Services	27,593		
Integrity Commissioner (IC) - Effective 2019 any unspent dollars to be transferred to a New Integrity Commissioner (IC) Reserve Fund		2,500	2,500
2023 - Strategic Planning Consultant - funded from the Contingency Reserve Fund		25,000	
Total 50295 Consulting Services		27,500	2,500
50300 Memberships	3,402		
AMO		3,350	3,410
Total 50300 Memberships		3,350	3,410
50310 Publications/Subscriptions	127		
Municipal World, etc.		300	300
Total 50310 Publications/Subscriptions		300	300
50320 Election Expense	384		
50330 Insurance	1,673		
Councillor Policy (previously recorded under Admin)		1,950	1,950
Total 50330 Insurance		1,950	1,950
50350 Training/Seminars			
Includes per diem per day (rate set by Council); plus reimbursed for actual expenses (i.e. mileage, meals - if not covered under program, etc.)		500	500
Total 50350 Training/Seminars		500	500

Department-Object detail

Council

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
58500 Contributions to Reserves/Reserve Funds	6,588		
Annual expense so when Election year comes there are funds available in a Reserve Fund		5,000	5,000
Total 58500 Contributions to Reserves/Reserve Funds		5,000	5,000
Total Expenses	215,924	215,480	188,914
Net	188,859	190,480	188,914

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41050 Tax Certificates and Compliance Letters	-3,020		
Tax certificates		-3,500	-3,500
Total 41050 Tax Certificates and Compliance Letters		-3,500	-3,500
41055 MFIPPA Fees	-251		
Municipal Freedom of Information and Protection of Privacy Act Requests		-5	-100
Total 41055 MFIPPA Fees		-5	-100
41100 U.S. Exchange	-1,776		
US exchange - US money accepted at par		-1,500	-1,500
Total 41100 U.S. Exchange		-1,500	-1,500
41210 Lottery Licences	-9		
Lottery Licence		-100	-100
Total 41210 Lottery Licences		-100	-100
41400 Bank Interest Earned	-44,116		
Bank interest earned in General Fund		-20,000	-30,000
Total 41400 Bank Interest Earned		-20,000	-30,000
41450 Miscellaneous (Photocopies, Fax, NSF Fees, etc.)	-2,809		
Base Budget		-2,000	-2,500
Total 41450 Miscellaneous (Photocopies, Fax, NSF Fees, etc.)		-2,000	-2,500
45000 Contributions from Reserves/Reserve Funds	-62,862		
Webex/zoom virtual meeting to be funded from COVID 19 Reserve Fund		-2,500	-2,500
Effective 2020 Bell Conference to be funded from COVID-19 Reserve Fund (Per year)		-500	-500
Turbo Hubs (2) to be funded from the Safe Restart - COVID-19 Reserve Fund		-1,500	-1,500
Clerical Assistant/CLSP (50% Crownlands and 50% Admin) 50% Admin to be funded from the Covid 19 Reserve Fund		-50,000	-25,000
Replacement of Computers/electronics		-34,000	-34,000
Bell Internet for Township Office - funded from Covid Reserve Fund		-1,200	-1,200
Starlink Internet for Township Office - funded from Covid Reserve Fund		-8,400	-8,400
Stain addition of Municipal Complex - funded from Contingency Reserve Fund		-8,000	
Total 45000 Contributions from Reserves/Reserve Funds		-106,100	-73,100
Total Revenues	-114,843	-133,205	-110,800

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Expenses			
50100 Salaries	582,740		
Clerk/Planning Manager 50% (50% Planning)		611,225	
Deputy Clerk 25% (75% Planning) (2020 split 50/50)			
CAO Executive Assistant 75% (25% By-law Enforcement)			
Clerk-Admin Assistant @ 25% (25% Fire / 50% Planning)			
Clerical Assistant/CLSP (50% Crownlands and 50% Admin) 50% Admin to be funded from the Covid 19 Reserve Fund			
Clerk/Planning Manager 60% (40% Planning) (2023 50/50 split)			646,925
Deputy Clerk 25% (75% Planning)			
CAO Executive Assistant 75% (25% By-law Enforcement)			
Clerk-Admin Assistant @ 40% (25% Fire / 35% Planning)(2023 25/25/50 split)			
Clerical Assistant/CLSP 50% (50% Crownlands)			
EDC 20% /80% Economic Development			
Total 50100 Salaries		611,225	646,925
50105 Income Protection Year End Payout	2,317		
Base Budget		4,000	4,000
Total 50105 Income Protection Year End Payout		4,000	4,000
50110 Benefits - Canada Life	47,604		
Annual + retirement benefits			45,450
Budget estimate - actual pending renewal May 1st.		39,200	
Total 50110 Benefits - Canada Life		39,200	45,450
50120 Mileage	1,238		
Mileage rate 2024 = .70/km			1,250
Mileage - .2023 - .68/km		750	
Total 50120 Mileage		750	1,250
50130 Benefits - E.H.T. (Ministry of Finance)	11,551		
Base Budget		12,170	
EHT - Employer Expense			12,820
Total 50130 Benefits - E.H.T. (Ministry of Finance)		12,170	12,820
50140 Benefits - W.S.I.B.	16,942		
WSIB		18,410	18,560
Total 50140 Benefits - W.S.I.B.		18,410	18,560
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	34,106		
Base Budget		39,575	

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
CPP & EI - Employer Expense			40,325
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		39,575	40,325
50160 Benefits - OMERS	63,230		
41			64,540
OMERS - rate 9% up to YMPE and 14.6% after YMPE		60,425	
Total 50160 Benefits - OMERS		60,425	64,540
50175 Contracted Services	3,512		
Pest Control - Enviro Guard monthly inspections @ \$350		350	350
On Site Shredding - monthly service @ \$72.00 x 2 bins / month = \$865/year plus \$1,500 (shredding of old records in compliance with Records Retention By-law)		2,365	2,365
One time Shred - new retention bylaw		1,000	
Total 50175 Contracted Services		3,715	2,715
50180 Conventions/Conferences	8,839		
CAO Conferences (3) - Increased in 2020 per P&A Committee Clerk Conference (Planning Manager see Planning Dept.) Treasurer Conference (2) \$2,000 estimate x 5 (see above) = \$10,000		10,000	
CAO Conferences (3) - Increased in 2020 per P&A Committee (CAO only 2 in 2024) Clerk Conference (Planning Manager see Planning Dept.) Treasurer Conference (2) \$2,250 estimate per conference			10,000
Total 50180 Conventions/Conferences		10,000	10,000
50200 Office Supplies and Stationery	8,670		
Year end adjustments for basic office supplies= \$500 to Planning; \$1,000 to MNR Parks; \$500 to Building; \$750 Fire; \$500 Roads; \$500 Waste; \$200 Recycling; \$200 Property Bldg. Mtce.		13,000	10,000
Total 50200 Office Supplies and Stationery		13,000	10,000
50201 County Meeting Expense	361		
Frontenac CAOs' meet monthly and other Managers looking at joint opportunities as well		1,500	1,000
Total 50201 County Meeting Expense		1,500	1,000
50205 Other Materials (Includes Shop Supplies)	3,044		
Cleaning and general supplies, etc.		4,000	4,000
Total 50205 Other Materials (Includes Shop Supplies)		4,000	4,000
50210 Heat	6,482		
3% Annual Change		7,600	7,600

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
2023.01.05 01:21:52 PM Heat annual increase		494	494
Total 50210 Heat		8,094	8,094
50220 Utilities (Hydro)	6,272		
3% Annual Change		4,740	4,740
2023.01.25 12:42:00 PM Hydro annual increase		308	308
Total 50220 Utilities (Hydro)		5,048	5,048
50230 Building Maintenance	12,490		
General maintenance		3,500	4,000
Stain addition of Municipal Complex		8,000	
Total 50230 Building Maintenance		11,500	4,000
50250 Postage	14,995		
Year end adjustment for postage = \$1000 Planning; \$200 Building; \$100 Waste		15,000	18,000
Total 50250 Postage		15,000	18,000
50260 Advertising	680		
Contractor Rates, Casual and Student Employment, etc.		500	750
Total 50260 Advertising		500	750
50270 Telephone (Includes Fax)	4,919		
Land lines and CAO cell phone		5,000	5,000
2023.01.25 12:41:55 PM Phone annual increase		132	132
Total 50270 Telephone (Includes Fax)		5,132	5,132
50280 Auditing Services	24,000		
Financial Auditing service		24,000	27,000
Total 50280 Auditing Services		24,000	27,000
50290 Legal Services	1,215		
Legal		2,000	2,000
Total 50290 Legal Services		2,000	2,000
50295 Consulting Services			
General assistance		1,000	1,000
Total 50295 Consulting Services		1,000	1,000
50300 Memberships	3,064		
MFOA / AMCTO / OMTRA (previously known as AMTCO) / OMAA		3,400	3,400

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50300 Memberships		3,400	3,400
50330 Insurance	17,189		
Insurance		17,410	19,150
Total 50330 Insurance		17,410	19,150
50340 Computers	145,361		
Plus extras (i.e.. Unforeseen repairs/ new software requirements, etc.)		4,995	4,995
Bell Canada internet service at \$ 100 per month		1,200	1,200
IT/GIS Contract with County		77,600	83,440
USTI Financial Software Service Contract		14,250	16,750
Spam Filter Requirements estimated		1,000	1,000
Toner, Printer Cartridges, CDs, Data Keys etc.		2,000	2,500
Hosting services for website		3,700	3,200
Webex/zoom virtual meeting to be funded from COVID 19 Reserve Fund		2,500	1,500
TOMRMS annual fee		350	350
Citywide Asset Management Software		2,100	2,100
Multi Factor Authentication		550	550
Budget Software annual fee		6,800	6,800
Community Engagement Software (Bang the Table)		5,000	5,000
Turbo Hubs (2) to be funded from the Safe Restart - COVID-19 Reserve Fund		1,500	1,500
Starlink Internet Service		8,400	8,400
Canva Graphic Design Software		140	160
Video Design software		50	
Icompass		4,000	4,100
Bell Conference		500	500
Office 365			5,600
Cludo Inc - Website search			2,750
Licence for computer server			3,700
Total 50340 Computers		136,635	156,095
50350 Training/Seminars	9,824		
Continuing education for all Administration Employees		15,000	17,000
Total 50350 Training/Seminars		15,000	17,000

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50360 Leases (Photocopier and Postage Meter)	6,422		
Postage Meter Lease		2,220	2,220
Toshiba Copier (main office)		6,000	5,000
Total 50360 Leases (Photocopier and Postage Meter)		8,220	7,220
50370 Grants/Donations			
NF Employee Recognition Program			3,000
Staff Appreciation & Wellness			1,000
Total 50370 Grants/Donations			4,000
50380 Courier			
Courier		200	200
Total 50380 Courier		200	200
50500 Bank Service Charges and Interest	5,960		
Bank Service Charges		6,100	6,100
Total 50500 Bank Service Charges and Interest		6,100	6,100
50501 ADP Payroll Service Charges	11,657		
Payroll processing fees for 3rd party		11,700	12,050
Total 50501 ADP Payroll Service Charges		11,700	12,050
52360 Medicals/Drivers Abstract/PVSC			
Reimbursed expense		100	100
Total 52360 Medicals/Drivers Abstract/PVSC		100	100
54001 New Equipment for Health & Safety Purposes	214		
Fire Extinguishers, First Aid Kits, etc.		200	250
Total 54001 New Equipment for Health & Safety Purposes		200	250
58050 Capital Fund Expenditures	19,393		
Pooled Computer Equipment (includes phone system, computer server and hardware, photocopier, postage meter, etc.)		34,000	
Capital Plan: 1024: Computers/Electronics (includes server replacement)			34,000
Total 58050 Capital Fund Expenditures		34,000	34,000
58600 Contributions to TCA Reserve Funds	34,000		
As Per 10 Year Capital Plan - Replacement of Computers / Office Equipment for all Depts.		34,000	34,000
Total 58600 Contributions to TCA Reserve Funds		34,000	34,000
Total Expenses	1,108,291	1,157,209	1,226,174

Department-Object detail

Administration

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Net	993,448	1,024,004	1,115,374

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
30830 Canada Community Building Fund (County FGT)	-13,774		
CIP - Money received from County to be used for eligible projects		-13,775	
Total 30830 Canada Community Building Fund (County FGT)		-13,775	
31115 Electric Vehicle Charging Station Grants			
Charged for Change funded by Earth Day - 100% funding if approved			-104,326
Electric Vehicle ChargeOn Program - 90% funding if approved. \$28,000 from Infrastructure Sustainability Reserve Fund			-252,000
Total 31115 Electric Vehicle Charging Station Grants			-356,326
41250 Sale of Promotional Items	-9,368		
Branded Materials Program - Transfer into Reserve Fund		-10,000	-10,000
Total 41250 Sale of Promotional Items		-10,000	-10,000
41251 Scenic Route Sponsorship Signs	-360		
Sponsored Sign Fees			-500
Total 41251 Scenic Route Sponsorship Signs			-500
45000 Contributions from Reserves/Reserve Funds	-68,025		
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 @30,000 less funds used in 2021 & 2022 - funded from Contingency Reserve Fund		-19,414	
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 @30,000 less funds used in 2021 & 2022 & 2023 - funded from Contingency Reserve Fund			-18,050
Branded Materials Program - funded from Promotions/Marketing Reserve Fund		-10,000	-10,000
Community Improvement Plan(CIP) balance - actual to be transferred from Contingency Reserve Fund as unable to use FGT. County to provide matching dollars for a qualified FGT project. Once this amount is exhausted no further contribution from the County at this time.		-13,775	
Winter Festival per Res #320-22 from the Economic Development Reserve Fund		-1,500	
Community Improvement Plan (CIP) - committed in 2022 per Res #58-22. Transferred into Contingency Reserve Fund for payout in 2023		-13,000	
Visitor Guides per Res #320-22 from the Economic Development Reserve Fund		-500	
CIP dollar top - As Of January 1, 2023 \$6,000 not committed of previous allocated funds. Therefore, added \$24,000 to top up funds available for 2023 to \$30,000 per Res #58-22		-24,000	
Annual Summer Event (EDO initiative) - for Council's consideration per Res #62-23		-5,000	-6,000
CIP unspent and unallocated funds carried forward from 2023			-9,955

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

	2023	2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Electric Vehicle ChargeOn Program - 90% funding if approved. \$28,000 from Infrastructure Sustainability Reserve Fund			-28,000
Total 45000 Contributions from Reserves/Reserve Funds		-87,189	-72,005
Total Revenues	-91,527	-110,964	-438,831
Expenses			
50100 Salaries	102,437		
Effective July 15, 2021 EDO position approved for a 3 year term (July 15, 2024) per Res #222-21		103,970	
EDO (until July 15, 2024) and MCD (45% Ec Dev)			70,000
Total 50100 Salaries		103,970	70,000
50105 Income Protection Year End Payout			
Income Protection		650	650
Total 50105 Income Protection Year End Payout		650	650
50108 Labour Charged Back to Other Depts.	360		
Star Gazing Pad - Parking Lot Snow Removal in-house by Public Works		500	500
Scenic Route Rest Stop in Ompah - Parking lot Snow Removal in-house by Public Works		1,000	1,000
Total 50108 Labour Charged Back to Other Depts.		1,500	1,500
50109 Casual Labour	10,405		
2 Students at the Libraries (Plevna & Cloyne)		16,190	
Total 50109 Casual Labour		16,190	
50110 Benefits - Canada Life	8,163		
Canada Life Benefits		8,100	9,100
Total 50110 Benefits - Canada Life		8,100	9,100
50120 Mileage	1,199		
Mileage			2,000
Task Force Member, MCD and EDO Mileage		3,000	
Total 50120 Mileage		3,000	2,000
50130 Benefits - E.H.T. (Ministry of Finance)	2,214		
EHT - Employer Expense			1,744
Students at the Libraries & Economic Development Officer		2,394	
Total 50130 Benefits - E.H.T. (Ministry of Finance)		2,394	1,744
50140 Benefits - W.S.I.B.	3,345		

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Students at the Libraries & Economic Development Officer		3,622	
WSIB - Employer Expense			2,422
Total 50140 Benefits - W.S.I.B.		3,622	2,422
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	6,688		
CPP & EI - Employer Expense			6,208
Students at the Libraries & Economic Development Officer		8,208	
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		8,208	6,208
50160 Benefits - OMERS	10,009		
OMERS		11,380	7,205
Total 50160 Benefits - OMERS		11,380	7,205
50175 Contracted Services	229		
Star Gazing Pad - Privy Pump Out (Bi-annually) (did not happen in 2022)		500	
Total 50175 Contracted Services		500	
50180 Conventions/Conferences	3,682		
MCD to attend 1 x Conference each			2,250
MCD/EDO to attend OEMC Conference		4,000	
Total 50180 Conventions/Conferences		4,000	2,250
50205 Other Materials (Includes Shop Supplies)	278		
General Items		200	200
Star Gazing Pad - Privy material and ice melt for SGP		300	300
Township branded clothing for MCD (attend tradeshow, public events, etc)			150
Township branded clothing for MCD and EDO (attend tradeshow, public events, etc)		300	
Total 50205 Other Materials (Includes Shop Supplies)		800	650
50211 4 Seasons Scenic Route Enhancements	611		
Miscellaneous		500	500
New Historical Scenic Route Signage		1,200	
Total 50211 4 Seasons Scenic Route Enhancements		1,700	500
50220 Utilities (Hydro)	880		
Star Gazing Pad / Scenic Route Rest Stop in Ompah		816	816
2023.01.25 12:42:00 PM Hydro annual increase		53	53
Total 50220 Utilities (Hydro)		869	869

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50230 Building Maintenance			
General		500	500
Total 50230 Building Maintenance		500	500
50260 Advertising	1,119		
Includes advertising Economic Development Task Force activities; Star Gazing Pad; and promoting Township in general		2,500	2,500
Visitor Guides per Res #320-22 from the Economic Development Reserve Fund		500	1,000
Reprint Star Gazing Pad Brochures		800	
Total 50260 Advertising		3,800	3,500
50265 Promotions (Special Events)	19,129		
Special Events (other)			1,000
LOL Gardener's Club to supply and install planters at Barrie & Harlowe Community Halls @ \$100 (includes planter, flowers spring and fall)		200	
Promotional Materials to use for promoting the municipality.		2,000	2,500
Art Mural Project per EDTF		2,000	2,000
Annual Summer Event (EDO initiative) - for Council's consideration per Res #62-23		5,000	
Econ. Dev. Task Force Initiatives - lunches; events; guest speakers; etc. @ \$2,000 (Note: Per Res #65-16 a Task Force is allowed to spend up to a total of \$500 annually on initiatives not specifically identified/listed in the annual budget; other initiatives shall be approved by Council through the budget or require a Resolution).		2,000	2,000
Annual Summer Fest			6,000
Winter Festival - funded from Economic Development Reserve Fund per Res #320-22		1,500	
Branded Materials Promotion per Res #215-22 and #409-22 to be funded from the Promotions Marketing Reserve Fund		10,000	10,000
Annual Winter Fest			3,000
Total 50265 Promotions (Special Events)		22,700	26,500
50266 Business Promotions	1,432		
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 Balance for 2022- funded from Contingency Reserve Fund		11,914	
Business initiatives - Improve communications, attract development, market our businesses, attend trade shows, signage for events, etc. per Res #82-20 Balance for 2023- funded from Contingency Reserve Fund			17,050
Business owner meetings and recognition - included in business promotions funding Res #82-20		1,000	
Economic/Community Events - included in business promotions funding Res #82-20		3,000	
Bus Tour - included in business promotions funding Res #82-20		1,000	1,000

Department-Object detail
Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Annual Trade show - included in business promotions funding Res #82-20		2,500	
Total 50266 Business Promotions		19,414	18,050
50267 Community Improvement Plan	51,164		
County Dollars - final year		13,775	
Township dollars for CIP per Res #58-22, carried from 2022		13,000	
Township dollars for CIP, carried from 2023. \$8,333 approved not paid and \$1,621 not allocated			9,955
CIP dollar top - As Of January 1, 2023 \$6,000 not committed of previous allocated funds. Therefore, added \$24,000 to top up funds available for 2023 to \$30,000 per Res #58-22		24,000	
CIP top up 2024			13,380
Total 50267 Community Improvement Plan		50,775	23,335
50270 Telephone (Includes Fax)	238		
Cell phone for Economic Development Officer		350	350
Total 50270 Telephone (Includes Fax)		350	350
50290 Legal Services			
Legal		400	400
Total 50290 Legal Services		400	400
50300 Memberships	602		
Ontario East Economic Development Commission (OEEDC)		275	275
Economic Development Association of Canada - EDO		330	550
Economic Developers Council of Ontario - Township		337	
Total 50300 Memberships		942	825
50330 Insurance	202		
Star Gazing Pad / Scenic Route Rest Stop in Ompah		205	230
Total 50330 Insurance		205	230
50350 Training/Seminars	130		
EDTF, MCD or EDO to attend training applicable to small rural municipalities		800	600
Total 50350 Training/Seminars		800	600
55550 Safety Devices (Signs)	1,708		
Maintenance only (Hamlet and Entrance signs only)		2,000	2,000
Economic Development - general signs		300	300
TODS signage fees		1,630	1,630

Department-Object detail

Economic Development

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 55550 Safety Devices (Signs)		3,930	3,930
58000 Capital Expenditures			
Charged for Change funded by Earth Day - 100% funding if approved			104,326
Electric Vehicle ChargeOn Program - 90% funding if approved. \$28,000 from Infrastructure Sustainability Reserve Fund			280,000
Total 58000 Capital Expenditures			384,326
58500 Contributions to Reserves/Reserve Funds	33,729		
County CIP dollars transferred to FGT Reserve Fund for applicable projects		13,775	
Promotional items transfer to Promotion/Marketing Reserve Fund		10,000	10,000
Replenish Reserve Fund for 2024 Summer Event			6,000
Annual Reserve Contribution			2,500
Total 58500 Contributions to Reserves/Reserve Funds		23,775	18,500
Total Expenses	259,953	294,474	586,144
Net	168,426	183,510	147,313

Department-Object detail

Sundry

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41900 Donations Received			
OCVA Donation for Canada Fireworks		-4,500	
Total 41900 Donations Received		-4,500	
45000 Contributions from Reserves/Reserve Funds	-5,000		
Doctor recruitment assistance for Council's consideration Res #47-23 - funded from Medical Services Reserve Fund		-5,000	
Doctor incentive - partially funded from the Medical Services (Doctor Recruitment) Reserve Fund			-10,000
Subsidized funding to Land O Lakes Community Services and Frontenac Community Services - funded from the Seniors Initiatives Reserve Fund			-20,000
Doctor recruitment assistance for Lakelands Family Health Team - per Res #425-23			-20,000
Total 45000 Contributions from Reserves/Reserve Funds		-5,000	-50,000
Total Revenues	-5,000	-9,500	-50,000
Expenses			
50205 Other Materials (Includes Shop Supplies)	92		
Annual Supplies			100
Total 50205 Other Materials (Includes Shop Supplies)			100
50295 Consulting Services	2,226		
Employee Assistance Program plus employee meeting expense		2,400	1,400
Total 50295 Consulting Services		2,400	1,400
50330 Insurance	221		
Insurance		221	246
Total 50330 Insurance		221	246
50370 Grants/Donations	20,432		
Flowers, Retirement, Gifts, etc. per Policy		1,500	1,500
Canada Day Fireworks. Per Res # 192-18		5,100	
Conference(s), Local Associations gifts to speakers, etc.		500	500
Community Grants Program			9,000
Remembrance Day Ceremony including wreaths		800	
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

Department-Object detail

Sundry

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Royal Canadian Legion - advertising in the Military Service Recognition Book		375	
Land O Lakes Community Services Christmas Hamper Program		500	500
Land O Lakes Lions Club for Food Bank			2,000
Land O' Lakes Garden Club (maintenance of Pioneer Cemetery, & Planter boxes around community)			700
LOL Community Services (Meals on Wheels, Adult Drop-In, Transportation and Homemaking/Maintenance per Res #109-19)		2,250	
LOL Toll Road Hand Out		180	180
LOL Lions Club for Food Bank		2,000	
Santa Claus Parades (& Santa Events) Northbrook & Plevna/Ompah @ \$400 each			800
Central & North Frontenac Seniors and Law Enforcement Together (CNF SALT)		500	500
Ompah ATV run per Res # 166-11		400	
NF Employee Recognition Program per Council Resolution		3,000	
Firefighters Recruitment/Retention Project		2,500	
Mazinaw & Sand Lake Swim Programs @ \$1500 each			3,000
North Frontenac Community Services -Northern Rural Youth Partnership per Res. #07-23			6,000
Cloyne District Historical Society		500	500
North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18			2,000
Community Grants		6,000	
Staff Appreciation luncheon		1,000	
North Addington Education Centre (NAEC) sponsor (Year book)		100	
Plus extra donations approved by Council throughout the year		1,500	1,500
Smith Falls Hospital - MRI Campaign (2024-2026) - for consideration per Res #469-23			5,000
Clarendon Central Public School			1,000
Total 50370 Grants/Donations		28,705	36,930
50374 Seniors Stay at Home Initiatives	1,124		
Subsidized funding to Land O Lakes Community Services and Frontenac Community Services			20,000
Total 50374 Seniors Stay at Home Initiatives			20,000
50375 Doctor Recruitment	5,000		
Doctor recruitment assistance		5,000	
Doctor Recruitment Incentive			15,000
Doctor Recruitment Assistance to Lake Lands Family Health Team			20,000

Department-Object detail

Sundry

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50375 Doctor Recruitment		5,000	35,000
55550 Safety Devices (Signs)			
Base Budget		200	200
Total 55550 Safety Devices (Signs)		200	200
Total Expenses	29,095	36,526	93,876
Net	24,095	27,026	43,876

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
31025 Prov Grant - Fire Services			
Fire Marshall Certification Grant - for training materials			-1,245
Total 31025 Prov Grant - Fire Services			-1,245
31503 Grant - Agency			
Wawanesa Community Wildfire prevention Grant - sprinkler kits			-13,900
Total 31503 Grant - Agency			-13,900
40002 Reimbursed Expenses			
Reimbursed Expenses		-1,000	-3,000
Total 40002 Reimbursed Expenses		-1,000	-3,000
40200 Sale of Land/Equipment	-21,800		
General items		-1,500	-1,000
1996 Ford Tanker (acct53725)		-3,000	
Total 40200 Sale of Land/Equipment		-4,500	-1,000
41050 Tax Certificates and Compliance Letters	-325		
Annual allocation			-250
Total 41050 Tax Certificates and Compliance Letters			-250
41150 Fire - MNR Agreement	-16,342		
MNR Agreement		-1,085	-1,085
Total 41150 Fire - MNR Agreement		-1,085	-1,085
41900 Donations Received	-5,193		
Donations Received are transferred to Fire Sustainability Reserve Fund		-1	-100
Total 41900 Donations Received		-1	-100
44400 Revenue from other Depts (chargeback)			
Fire Department Assistance with Rink maintenance			-2,000
Fire Department Assitance with Rink maintenance		-2,000	
Total 44400 Revenue from other Depts (chargeback)		-2,000	-2,000
45000 Contributions from Reserves/Reserve Funds	-170,772		
NFC531 Fire Chief Truck - replace 2015 F150 4x4		-65,000	
Bunker Gear and Protective Clothing		-9,000	
Self Contained Breathing Apparatus (SCBA)		-12,000	

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Fire Hoses and Nozzles		-5,000	
Misc General Machinery		-5,000	
Clar Mill Fire Hall Fire escape exterior stairs (BCA) - funded from the Fire Sustainability Reserve Fund		-12,000	
Ompah Fire Hall - Replacement of Roof (BCA) - funded from the Fire Sustainability Reserve Fund		-40,000	
Capital Plan: 0006: Bunker Gear			-9,000
Capital Plan: 0007: Fire - Misc Equipment			-5,000
Capital Plan: 0008: Fire Hoses and Nozzles			-5,000
Capital Plan: 0009: FIRE SCBA			-12,000
Capital Plan: 1195: BARRIE FIRE HALL			-2,760
Total 45000 Contributions from Reserves/Reserve Funds		-148,000	-33,760
Total Revenues	-214,432	-156,586	-56,340
Expenses			
50100 Salaries	140,065		
Salaries		144,400	160,831
Total 50100 Salaries		144,400	160,831
50101 Salaries - Fire Suppression (Payroll)	120,124		
All Salaries / Positions receive the Annual CPI Payroll Increase (2022= 4% / 2021 = 0.1% / 2020 = 1.9% / 2019 = 2.8% / 2018 = 1.4% / 2017 = 1.1% / 2016=1% / 2015 = 2.4% / 2014 = 0.7%) - hourly rates adjusted the same as all Employees		138,500	
All Salaries / Positions receive the Annual CPI Payroll Increase (2023 = 3.5% / 2022= 4% / 2021 = 0.1% / 2020 = 1.9% / 2019 = 2.8% / 2018 = 1.4% / 2017 = 1.1% / 2016=1% / 2015 = 2.4% / 2014 = 0.7%) - hourly rates adjusted the same as all Employees			143,350
Total 50101 Salaries - Fire Suppression (Payroll)		138,500	143,350
50102 Salaries - Fire Suppression (Wild Fires)			
Salaries due to wildfires - expense transferred from Wildfires Reserve Fund		1	1
Total 50102 Salaries - Fire Suppression (Wild Fires)		1	1
50105 Income Protection Year End Payout	1,917		
Income Protection		1,700	1,198
Total 50105 Income Protection Year End Payout		1,700	1,198
50108 Labour Charged Back to Other Depts.	885		
Municipal employees, appointed to the Township of North Frontenac's Volunteer Fire Department, are authorized to leave work to attend emergency situations when needed (i.e. Emergency Services Personnel Funerals, etc.)		500	500

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Recreation - Dry Hydrant and Fire Hazard Rating signs brushing		375	375
Total 50108 Labour Charged Back to Other Depts.		875	875
50110 Benefits - Canada Life	5,433		
Canada Life Benefits		4,820	5,543
Total 50110 Benefits - Canada Life		4,820	5,543
50115 Boot Allowance	1,486		
Fire Volunteers @ \$150 every two years, with a receipt per Res #103-10		2,000	2,000
Total 50115 Boot Allowance		2,000	2,000
50120 Mileage	212		
Special meetings; Volunteers using their own vehicle as approved by the Fire Chief (not including calls). Mileage for training is included in the training budget expense.		500	300
Total 50120 Mileage		500	300
50130 Benefits - E.H.T. (Ministry of Finance)	4,190		
EHT		5,000	
EHT - Employer Expense			3,160
Total 50130 Benefits - E.H.T. (Ministry of Finance)		5,000	3,160
50140 Benefits - W.S.I.B.	18,757		
2.95 rate per \$100		23,000	
Estimate 50 volunteers x \$110,000 maximum for 2023 x 10% = 550,000 x 2.95 % = \$16,225 plus Fire Chief & Assistant Fire Chief			
WSIB - Employer portion			24,000
Total 50140 Benefits - W.S.I.B.		23,000	24,000
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	7,972		
CPP & EI		10,000	
CPP & EI - Employer portion			9,389
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		10,000	9,389
50160 Benefits - OMERS	13,783		
OMERS		15,600	16,200
Total 50160 Benefits - OMERS		15,600	16,200
50175 Contracted Services	15,085		
Snow Removal of Dry Hydrants		5,000	5,000

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Greater Madawaska Automatic Aid Agreement @ \$3,800 yearly stand-by fee plus calls = Estimate of \$5,000 per year. Treasurer at the end of each year to transfer the difference between the budget and actual (unused funds) to/from the Emergency Services Reserve Fund, Per Res #311-17		5,000	5,000
Charge Back By-law - Company and/or property owners invoiced, etc.		1,000	1,000
Surplus Equipment - Third Party Vendor		3,000	500
Central Frontenac Automatic Aid Agreement for Snow Road; plus ice water for all wards			5,000
MTO ARIS program			400
Total 50175 Contracted Services		14,000	16,900
50180 Conventions/Conferences	2,277		
Ontario Association Fire Chiefs Conference		2,000	2,250
Total 50180 Conventions/Conferences		2,000	2,250
50200 Office Supplies and Stationery	1,054		
One time charge annually @ \$750 (credited to Admin Office Supplies expense)		750	750
Total 50200 Office Supplies and Stationery		750	750
50205 Other Materials (Includes Shop Supplies)	3,461		
Other Materials		1,000	1,000
Total 50205 Other Materials (Includes Shop Supplies)		1,000	1,000
50207 Protective Clothing	9,905		
Dress Uniforms, Station Uniforms, Gloves, Coveralls, Wildfire Clothing, Hardhats, etc.		8,000	8,000
Total 50207 Protective Clothing		8,000	8,000
50210 Heat	15,241		
Ompah Hall - 50% (50% = Fire)		19,320	17,320
2023.01.05 01:21:52 PM Heat annual increase		1,450	
Total 50210 Heat		20,770	17,320
50220 Utilities (Hydro)	11,216		
Includes Snow Rd Water Heater Rental		11,437	
2023.01.25 12:42:00 PM Hydro annual increase		743	
Utilities expense			12,180
Total 50220 Utilities (Hydro)		12,180	12,180
50230 Building Maintenance	22,087		
General Maintenance @ \$800 per Hall		2,400	
General maintenance @ \$800 per Hall			2,400

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Furnace annual maintenance - all Halls			900
Furnace annual maintenance - all halls		900	
Annual maintenance of CO2 Monitors - all Halls			1,400
Annual maintenance of CO2 Monitors - all halls		700	
Overhead Heating system maintenance service		400	400
Kaladar Barrie Breakdown of Total = \$400 Annual generator maintenance; \$200 General maintenance; \$500 Garage door repairs; \$1,000 heating system annual service; \$350 air monitoring system; \$700 water maintenance; \$350 lighting/phones; \$300 yard clean up and grass seeding; \$1,000 Pressure Washer; \$1,000 replace toilet; \$1,000 service overhead radiant tube heaters; \$6,000 asphalt resealing; \$1,500 electrical work			13,300
Kaladar Barrie Breakdown of Total = \$400 Annual generator maintenance; \$200 General maintenance; \$500 Garage door repairs; \$1,200 Annual cleaning and inspection of over head propane radiant tube heating; \$700 water maintenance; \$1,210 clean up rocks. topsoil and seed grass area on south side; \$200 Outside lights; \$3,400 Pressure Washer		7,808	
Clar Mill Fire Hall Fire escape exterior stairs (BCA) - funded from the Fire Sustainability Reserve Fund		12,000	
Clar Mill Interior/Exterior lighting			2,500
Total 50230 Building Maintenance		24,208	20,900
50260 Advertising	520		
Advertising		500	700
Total 50260 Advertising		500	700
50270 Telephone (Includes Fax)	3,269		
Phones at Firehalls and Asst Chief Cell phone			3,171
Phones at firehalls and Asst Chief Cell phone		3,090	
2023.01.25 12:41:55 PM Phone annual increase		81	
Total 50270 Telephone (Includes Fax)		3,171	3,171
50290 Legal Services	382		
POA fines / fees = enforcement and legal		1,000	1,000
Total 50290 Legal Services		1,000	1,000
50295 Consulting Services	7,203		
General Assistance			1,000
Total 50295 Consulting Services			1,000
50300 Memberships	1,304		
OAFC/CAFC/NFPA/KFL&A Mutual Aid/Fire Marshals Pulic Safety Council/Zone 6/OMFPOA		1,200	1,400
Total 50300 Memberships		1,200	1,400

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50330 Insurance	60,322		
Insurance		60,321	66,350
Total 50330 Insurance		60,321	66,350
50335 Insurance - Fire Volunteers - 24 Hour Coverage	4,231		
On Duty Coverage Premium paid by Employer is based on population, location, calls per year, etc. 24 Hour Accident Coverage Premium paid by Volunteers		4,000	4,000
Total 50335 Insurance - Fire Volunteers - 24 Hour Coverage		4,000	4,000
50340 Computers			
Who's responding Program Subscription and hardware rental			1,120
Total 50340 Computers			1,120
50350 Training/Seminars	17,368		
Continuing education for all Fire Department Employees		11,000	12,000
Motor Vehicle Accident training including electric vehicles			3,000
Total 50350 Training/Seminars		11,000	15,000
50370 Grants/Donations			
Firefighters Recruitment/Retention Dinner & Awards			2,500
Total 50370 Grants/Donations			2,500
50380 Courier			
Courier		100	100
Total 50380 Courier		100	100
50385 Radio Repairs	1,631		
Radio Repairs		2,000	3,000
Total 50385 Radio Repairs		2,000	3,000
50390 Dispatch/Communications	11,418		
Radio licence		4,000	3,000
Kingston Dispatch		9,000	9,000
Total 50390 Dispatch/Communications		13,000	12,000
52350 Fire Prevention and Education	3,987		
Fire Prevention Activities / Public Education and Training (includes annual Fire Prevention Kit) / Smoke Alarm Program / Fire Prevention meetings / Fire Prevention and Public Education materials & activities / FPO Training;		3,500	4,000
Total 52350 Fire Prevention and Education		3,500	4,000
52355 Fire Reimbursed for Meals	1,188		

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Fire Reimbursed for Meals		1,000	1,000
Total 52355 Fire Reimbursed for Meals		1,000	1,000
52360 Medicals/Drivers Abstract/PVSC	833		
AZ and/or DZ Licensing/Vaccinations		1,000	1,000
Total 52360 Medicals/Drivers Abstract/PVSC		1,000	1,000
52502 EFR - Training	3,307		
Training		6,000	5,000
Total 52502 EFR - Training		6,000	5,000
52503 EFR - Equipment	3,142		
Base Budget		5,000	4,000
Total 52503 EFR - Equipment		5,000	4,000
52504 EFR - Oxygen	2,966		
Base Budget		3,000	4,000
Total 52504 EFR - Oxygen		3,000	4,000
52505 EFR - Defib Maintenance	1,521		
Includes replacement pads and batteries		2,000	2,000
Total 52505 EFR - Defib Maintenance		2,000	2,000
53252 Fire - Joint Services @ 50%	296,245		
Per Res #154-17 "AND THAT Council instructs the Joint Fire Committee (JFC) to review the annual Vehicle/Equipment Reserve allocation of \$110,000 (\$55,000 per Township) for the next 9 years (2018 to 2026), with the amount required to be reviewed on an annual basis when the KBFD Asset Management Plan Tangible Capital Asset Replacement Schedules are reviewed as part of the annual budget process and make recommendations for amendments to the JFC Agreement as required". Per the Agreement by the 1st of March each year the Joint Fire Committee shall submit the draft budget to both Councils to be approved by April 1st. Therefore, if both Councils approve an increase after North Frontenac's budget is approved NFDL 50% above of the increase to come from the Contingency Reserve Fund.		296,245	332,698
Total 53252 Fire - Joint Services @ 50%		296,245	332,698
53725 T531- 1996 Ford Tanker - Repairs	1,642		
53745 ATV521 - 4 Wheeler - 2006 - Repairs			
Base Budget		200	200
Total 53745 ATV521 - 4 Wheeler - 2006 - Repairs		200	200
53746 UTL511 - Trailer 4 Wheeler - 2006 - Repairs			
Base Budget		100	100
Total 53746 UTL511 - Trailer 4 Wheeler - 2006 - Repairs		100	100

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
53747 ATV511 2009 4-wheeler - Repairs	251		
General Repairs and tracks (removal and install)		200	300
Total 53747 ATV511 2009 4-wheeler - Repairs		200	300
53753 S521 - 1988 Ford E350 Rescue - Repairs	350		
53756 UTLM531 - Gull Lake Boat Trailer - Repairs			
Base Budget		100	100
Total 53756 UTLM531 - Gull Lake Boat Trailer - Repairs		100	100
53757 M511 - Ompah Boat (Purchased with Grant) - Repairs	105		
Base Budget		100	100
Total 53757 M511 - Ompah Boat (Purchased with Grant) - Repairs		100	100
53758 P521 Pumper - 2007 International - Repairs	494		
General Maintenance plus Rust Protection		1,000	1,000
Requires mandatory pump test		400	1,000
Upgrade rear emergency lighting to LED			1,450
Total 53758 P521 Pumper - 2007 International - Repairs		1,400	3,450
53760 WL531 - 1990 GMC - 4x4 Mini-Pumper - Repairs	70		
53761 P531 - Pumper 2009 - Repairs	2,133		
General Maintenance plus Rust Protection		1,000	1,000
Requires mandatory pump test		400	1,000
Total 53761 P531 - Pumper 2009 - Repairs		1,400	2,000
53762 S511 - 2004 SUV Ford Explorer - Repairs	70		
53763 WL511 -2009 4x4 Supercab Ford F350 - Repairs	260		
General Maintenance plus Rust Protection		1,000	500
Tires		1,300	
Tire Chains			150
Total 53763 WL511 -2009 4x4 Supercab Ford F350 - Repairs		2,300	650
53764 ATV531- 2011 Outlander Max 800 - ATV - Repairs			
Base Budget		200	200
Total 53764 ATV531- 2011 Outlander Max 800 - ATV - Repairs		200	200
53765 UTL521 - 2009 Stirling 5x10 Trailer - Repairs			
Base Budget		100	100

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 53765 UTL521 - 2009 Stirling 5x10 Trailer - Repairs		100	100
53766 P511 - Repairs - 2011 Mini Pumper	4,098		
General Maintenance plus Rust Protection		1,000	1,000
Requires mandatory pump test		400	1,000
Total 53766 P511 - Repairs - 2011 Mini Pumper		1,400	2,000
53767 T521 - Repairs - 2013 Tanker	10,284		
General Maintenance only		1,000	1,000
Requires mandatory pump test		400	400
Total 53767 T521 - Repairs - 2013 Tanker		1,400	1,400
53768 UTL531 - Repairs - Curtis Trailer			
Base Budget		100	100
Total 53768 UTL531 - Repairs - Curtis Trailer		100	100
53770 NFC531 - P15-2 Repairs 2015 Ford F150 4x4	251		
Base Budget		500	
Total 53770 NFC531 - P15-2 Repairs 2015 Ford F150 4x4		500	
53771 Unit #SWL511 - Repairs - NEW 5 Ton	99		
Base Budget		500	500
Total 53771 Unit #SWL511 - Repairs - NEW 5 Ton		500	500
53772 Repairs - SWL521 - 2019 Squad	1,727		
Base Budget		1,300	500
Total 53772 Repairs - SWL521 - 2019 Squad		1,300	500
53773 Repairs - SWL531 - 2020 Squad	1,742		
Base Budget		2,000	500
Total 53773 Repairs - SWL531 - 2020 Squad		2,000	500
53774 Repairs - UV521 - 2020 1/2 Ton	390		
Base Budget		500	500
Tire Chains			150
Total 53774 Repairs - UV521 - 2020 1/2 Ton		500	650
53775 Repairs - UV511 - 2020 SUV	1,139		
Base Budget		300	300
Tire Chains			150

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

	2023	2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 53775 Repairs - UV511 - 2020 SUV		300	450
53776 Repairs - UTLM531 - 2019 Marine Boat	83		
Base Budget		300	100
Total 53776 Repairs - UTLM531 - 2019 Marine Boat		300	100
53777 Repairs - 2022 Fire Tanker	979		
Annual Maintenance			1,000
Total 53777 Repairs - 2022 Fire Tanker			1,000
53779 FC - 2022 Dodge Ram	387		
Annual Maintenance			500
Total 53779 FC - 2022 Dodge Ram			500
54000 Equipment Replacement/Repairs	7,325		
General Repairs / Small Tools (not Assets)		3,900	3,900
SCBA Bottle/Tank Testing		1,200	1,200
Ladder testing		1,500	1,500
Air Compressor Testing semi-annual maintenance / Air Sample		2,500	3,000
Wawanesa Community Wildfire prevention Grant - sprinkler kits			13,900
Total 54000 Equipment Replacement/Repairs		9,100	23,500
54001 New Equipment for Health & Safety Purposes	3,119		
Fire Extinguishers, First Aid Kits, etc.		3,500	3,500
Total 54001 New Equipment for Health & Safety Purposes		3,500	3,500
54005 Dry Hydrant Program	2,340		
Base Budget		3,000	3,000
Total 54005 Dry Hydrant Program		3,000	3,000
54100 Equipment Rentals			
Base Budget		100	100
Total 54100 Equipment Rentals		100	100
54200 Fuel and Lube (Oil)	17,420		
Base Budget		24,726	20,000
2023.01.25 12:41:48 PM Fuel annual increase		1,234	
Total 54200 Fuel and Lube (Oil)		25,960	20,000
55550 Safety Devices (Signs)	877		

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Base Budget		700	700
Incident Command Boards			300
Total 55550 Safety Devices (Signs)		700	1,000
58050 Capital Fund Expenditures	150,639		
NFC531 Fire Chief Truck - replace 2015 F150 4x4		65,000	
Bunker Gear and Protective Clothing		9,000	
Self Contained Breathing Apparatus (SCBA)		12,000	
Fire Hoses and Nozzles		5,000	
Misc General Machinery		5,000	
Ompah Fire Hall - Replacement of Roof (BCA)		40,000	
Capital Plan: 0006: Bunker Gear			9,000
Capital Plan: 0007: Fire - Misc Equipment			5,000
Capital Plan: 0008: Fire Hoses and Nozzles			5,000
Capital Plan: 0009: FIRE SCBA			12,000
Capital Plan: 1195: BARRIE FIRE HALL			2,760
Total 58050 Capital Fund Expenditures		136,000	33,760
58500 Contributions to Reserves/Reserve Funds	19,376		
Base Budget		1,000	1,000
Total 58500 Contributions to Reserves/Reserve Funds		1,000	1,000
58600 Contributions to TCA Reserve Funds	187,368		
10 Yr. Capital Plan and Replacement - Bunker Gear		8,000	8,000
10 Yr. Capital Plan and Replacement - SCBAs, Hoses, Machinery & Misc. general equip.		22,000	22,000
10 Yr. Capital Plan and Replacement - Vehicle / Equip.		109,675	109,675
10 Yr. Capital Plan and Replacement - Building Repair Needs		20,700	20,700
Sale of Land and Equipment		1,500	1,000
1996 Ford Tanker (acct53725)		3,000	
Donations received transfer to Reserve Fund			100
Total 58600 Contributions to TCA Reserve Funds		164,875	161,475
Total Expenses	1,231,005	1,201,976	1,173,421
Net	1,016,573	1,045,390	1,117,081

Department-Object detail

Fire

Run Date: 07/03/24 10:13 AM

		2023	2024	
	2023	Total	Total	
	YTD Actuals	Budget	Budget	

Department-Object detail

Police

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
Total Revenues			
Expenses			
50104 Committee Expense	1,027		
Community Policing Advisory Committee (CPAC) - advertising and meeting expenses		200	200
Essential Services Fair (bi-annual)		1,000	1,000
Total 50104 Committee Expense		1,200	1,200
50120 Mileage			
CPAC mileage		200	200
Total 50120 Mileage		200	200
50175 Contracted Services	806,801		
Adjustment to annual costs		811,973	835,110
Court Security Prisoner Transportation (CSPT) Program Grant (credit applied against bill) = amount unknown at this time - program under review)		-3,026	-3,026
Total 50175 Contracted Services		808,947	832,084
Total Expenses	807,828	810,347	833,484
Net	807,828	810,347	833,484

Department-Object detail

Livestock Loss

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
Total Revenues			
Expenses			
50106 Livestock Valuers			
Same rate as By-Law Enforcement Services Contract		235	235
Total 50106 Livestock Valuers		235	235
50120 Mileage			
Same rate as By-Law Enforcement Services Contract		130	130
Total 50120 Mileage		130	130
Total Expenses		365	365
Net		365	365

Department-Object detail

Conservation Authorities

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
45000 Contributions from Reserves/Reserve Funds	-6,835		
Total Revenues	-6,835		
Expenses			
50370 Grants/Donations	6,835		
56003 Requisition - Conservation Authority	34,518		
Mississippi Valley Conservation		33,736	34,931
Quinte Conservation		1,127	1,200
Total 56003 Requisition - Conservation Authority		34,863	36,131
Total Expenses	41,353	34,863	36,131
Net	34,518	34,863	36,131

Department-Object detail

Building Department

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
40100 Joint Services (Revenue From Other Municipalities)			
Base Budget		-1,000	-1,000
Total 40100 Joint Services (Revenue From Other Municipalities)		-1,000	-1,000
41060 Building Permit Fees	-185,129		
Base Budget		-182,428	-255,553
Total 41060 Building Permit Fees		-182,428	-255,553
44401 Mileage-1/2 Ton-Charged Back to Other Depts			
Base Budget		-100	-100
Total 44401 Mileage-1/2 Ton-Charged Back to Other Depts		-100	-100
45000 Contributions from Reserves/Reserve Funds	-10,566		
From Building Dept Reserve Fund for Building Dept. Shortfall (Budget estimate only - pending year end deficit/surplus) per Res #633-15. From Contingency Reserve Fund, only if Building Dept. Reserve Fund is exhausted		-21,000	-26,000
Legal Fees for Confidential Files - Res #C27-21 and C05-21		-5,000	-5,000
Capital Plan: 1184: BUILDING - VEHICLE			-62,000
Total 45000 Contributions from Reserves/Reserve Funds		-26,000	-93,000
Total Revenues	-195,695	-209,528	-349,653
Expenses			
50100 Salaries	126,302		
20% CBO to By-law Enforcement (i.e. trailers, etc.) / 5 hrs/week Occupational Health and Safety Coordinator (Jan - Feb only) and 20% Building Support Clerk to Administration		123,480	
20% CBO to By-law Enforcement (i.e. trailers, etc.) and 20% Building Support Clerk to Administration and new 2024 Permit Clerk			173,700
Total 50100 Salaries		123,480	173,700
50105 Income Protection Year End Payout	1,797		
Base Budget		1,900	2,777
Total 50105 Income Protection Year End Payout		1,900	2,777
50108 Labour Charged Back to Other Depts.			
CLSP Staff to take CBO to water access properties as required		200	200
Total 50108 Labour Charged Back to Other Depts.		200	200
50110 Benefits - Canada Life	8,661		

Department-Object detail

Building Department

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Base Budget		9,250	12,259
Total 50110 Benefits - Canada Life		9,250	12,259
50115 Boot Allowance	102		
Effective January 1, 2021 per P&A Res #17-20		250	250
Total 50115 Boot Allowance		250	250
50120 Mileage	164		
Includes Joint Shared Services Agreement (Central Frontenac), etc.		500	500
Total 50120 Mileage		500	500
50130 Benefits - E.H.T. (Ministry of Finance)	2,487		
Base Budget		2,460	
EHT - Employer Expense			3,441
Total 50130 Benefits - E.H.T. (Ministry of Finance)		2,460	3,441
50140 Benefits - W.S.I.B.	3,757		
Base Budget		3,725	5,171
Total 50140 Benefits - W.S.I.B.		3,725	5,171
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	6,978		
Base Budget		8,160	
CPP & EI - Employer Expense			11,791
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		8,160	11,791
50160 Benefits - OMERS	12,854		
Base Budget		12,370	16,951
Total 50160 Benefits - OMERS		12,370	16,951
50175 Contracted Services			
Joint services agreement with Central - Back-up CBO for Inspections for vacation, training, etc.		1,000	1,000
Total 50175 Contracted Services		1,000	1,000
50180 Conventions/Conferences	2,348		
CBO - OBOA Conference 5 days 4 nights (one extra night over Policy)		2,500	2,500
Total 50180 Conventions/Conferences		2,500	2,500
50200 Office Supplies and Stationery	771		
One time charge annually @ \$500 (credited to Admin Office Supplies expense)		500	500
Total 50200 Office Supplies and Stationery		500	500

Department-Object detail

Building Department

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50205 Other Materials (Includes Shop Supplies)	573		
Meeting expenses (i.e. contractor nights, etc.)		600	1,000
Total 50205 Other Materials (Includes Shop Supplies)		600	1,000
50207 Protective Clothing			
Shirts / Coat / Vests for CBO - Township logo to enhance visibility		500	500
Total 50207 Protective Clothing		500	500
50250 Postage	200		
One time charge		200	200
Total 50250 Postage		200	200
50260 Advertising			
Information seminars for Contractors, Building Permit Application Process, Legislation Updates, etc.		1,000	500
Total 50260 Advertising		1,000	500
50270 Telephone (Includes Fax)	267		
Cell phone for CBO		309	
Cell phone for CBO and Permit Clerk			609
2023.01.25 12:41:55 PM Phone annual increase		9	9
CBO phone replacement			400
Total 50270 Telephone (Includes Fax)		318	1,018
50290 Legal Services	2,151		
Base Budget		3,000	3,000
Legal Fees for Confidential Files - Res #C27-21 and C05-21		5,000	5,000
Total 50290 Legal Services		8,000	8,000
50300 Memberships	499		
OBOA / Land O Lakes Chapter / BCIN		550	950
Total 50300 Memberships		550	950
50310 Publications/Subscriptions			
Ontario Building Code Publication, plus updates		200	200
Total 50310 Publications/Subscriptions		200	200
50330 Insurance	2,169		
Base Budget		2,345	2,345
Total 50330 Insurance		2,345	2,345

Department-Object detail

Building Department

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50340 Computers	4,749		
Annual fees for Cloud Permitting		7,000	7,000
Total 50340 Computers		7,000	7,000
50350 Training/Seminars	984		
Quarterly CBO meetings and extra courses		2,500	2,500
Permit Clerk Training			2,500
Total 50350 Training/Seminars		2,500	5,000
50385 Radio Repairs			
Base Budget		100	100
Total 50385 Radio Repairs		100	100
53401 Repairs - BD16-1 2016 Ford F150	2,814		
General Maintenance (oil changes, etc.)		1,500	1,500
Total 53401 Repairs - BD16-1 2016 Ford F150		1,500	1,500
54001 New Equipment for Health & Safety Purposes	84		
Fire Extinguishers, First Aid Kits, etc. for vehicle Life Jacket as required		200	200
Total 54001 New Equipment for Health & Safety Purposes		200	200
54200 Fuel and Lube (Oil)	9,530		
Base Budget		6,000	6,000
2023.01.25 12:39:35 PM Fuel annual increase		600	600
Increases usage of vehicle		6,000	6,000
Total 54200 Fuel and Lube (Oil)		12,600	12,600
54300 Vehicle/Equipment Licenses			
Base Budget		120	
Total 54300 Vehicle/Equipment Licenses		120	
58050 Capital Fund Expenditures			
Capital Plan: 1184: BUILDING - VEHICLE			62,000
Total 58050 Capital Fund Expenditures			62,000
58600 Contributions to TCA Reserve Funds	5,500		
As Per 10 Year Capital Plan - Replacement of Vehicles		5,500	15,500
Total 58600 Contributions to TCA Reserve Funds		5,500	15,500
Total Expenses	195,741	209,528	349,653

Department-Object detail

Building Department

Run Date: 07/03/24 10:13 AM

		2023	2024	
	2023	Total	Total	
	YTD Actuals	Budget	Budget	
Net	46			

Department-Object detail

By-law Enforcement

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41480 Trailer Fees	-30,575		
Base Budget		-30,000	-30,000
Total 41480 Trailer Fees		-30,000	-30,000
41485 Refreshment Vehicle	-150		
45000 Contributions from Reserves/Reserve Funds	-3,390		
Expenses for Confidential Complaints from Contingency Reserve Fund as approved by Council		-10,000	-10,000
Total 45000 Contributions from Reserves/Reserve Funds		-10,000	-10,000
Total Revenues	-34,115	-40,000	-40,000
Expenses			
50100 Salaries	34,142		
CAO Executive Assistant 25% (75% Admin) 20% CBO to By-law Enforcement		33,495	35,127
Total 50100 Salaries		33,495	35,127
50105 Income Protection Year End Payout	449		
Base Budget		370	620
Total 50105 Income Protection Year End Payout		370	620
50108 Labour Charged Back to Other Depts.			
CLSP Staff to take BLEO to water access properties as required		350	350
Total 50108 Labour Charged Back to Other Depts.		350	350
50110 Benefits - Canada Life	2,041		
Base Budget		2,000	1,702
Total 50110 Benefits - Canada Life		2,000	1,702
50120 Mileage	3,913		
Base Budget		2,750	3,250
Total 50120 Mileage		2,750	3,250
50130 Benefits - E.H.T. (Ministry of Finance)	666		
EHT - Employer Expense		668	697
Total 50130 Benefits - E.H.T. (Ministry of Finance)		668	697

Department-Object detail

By-law Enforcement

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50140 Benefits - W.S.I.B.	1,007		
		1,010	
Base Budget			1,047
Total 50140 Benefits - W.S.I.B.		1,010	1,047
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	2,813		
		2,250	
CPP & EI - Employer Expenses			2,289
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		2,250	2,289
50160 Benefits - OMERS	3,073		
		3,325	
Base Budget			3,488
Total 50160 Benefits - OMERS		3,325	3,488
50175 Contracted Services	2,962		
Frontenac Municipal By-law Enforcement - pay for actual service required		4,100	4,100
Parking Bylaw			3,000
Total 50175 Contracted Services		4,100	7,100
50200 Office Supplies and Stationery			
Parking Bylaw - tickets printing			400
Total 50200 Office Supplies and Stationery			400
50290 Legal Services	21,016		
Base Budget		10,000	10,000
Confidential Complaint funded from Contingency Reserve Fund as approved by Council		10,000	10,000
Parking Bylaw			1,500
Total 50290 Legal Services		20,000	21,500
50298 By-law Enforcement Expenses	33		
50340 Computers	5,270		
By-law Enforcement Software annual fee		4,000	4,000
ARIS System			600
Total 50340 Computers		4,000	4,600
50396 Line Fences Act			
Base Budget		200	200

Department-Object detail

By-law Enforcement

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50396 Line Fences Act		200	200
Total Expenses	77,385	74,518	82,370
Net	43,270	34,518	42,370

Department-Object detail
Protection & Emergency Services

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41230 9-1-1 Signs	-3,615		
Base Budget		-4,000	-4,000
Total 41230 9-1-1 Signs		-4,000	-4,000
44110 Helipad Mtce Agreement	-7,000		
Receive \$3,500 per Helipad / year		-7,000	-7,000
Total 44110 Helipad Mtce Agreement		-7,000	-7,000
45000 Contributions from Reserves/Reserve Funds	-304,335		
Communication Tower including upgrades for Roads, Recreation, etc. - funded for Municipal Modernization Reserve Fund and Infrastructure Sustainability Reserve Fund		-262,429	
Fencing for new Communication Tower			-10,000
Total 45000 Contributions from Reserves/Reserve Funds		-262,429	-10,000
Total Revenues	-314,950	-273,429	-21,000
Expenses			
50108 Labour Charged Back to Other Depts.			
CLSP Staff to complete general maintenance if required at Helipad		200	200
Mobile EOC Generator/lighting unit for mechanic to complete annual servicing		100	100
Total 50108 Labour Charged Back to Other Depts.		300	300
50120 Mileage	160		
Base Budget		500	500
Total 50120 Mileage		500	500
50175 Contracted Services	519		
Snow Removal Contract - Communications Tower @ \$20/time		400	800
Plus grass cutting - Communications Tower		150	150
Total 50175 Contracted Services		550	950
50180 Conventions/Conferences	1,932		
CEMC Conference		2,000	2,000
Total 50180 Conventions/Conferences		2,000	2,000
50220 Utilities (Hydro)	632		
Communication Tower includes hydro and heat		916	916
2023.01.25 12:42:00 PM Hydro annual increase		60	60

Department-Object detail
Protection & Emergency Services

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50220 Utilities (Hydro)		976	976
50230 Building Maintenance			
Ongoing maintenance of the Communications Tower building		300	300
Total 50230 Building Maintenance		300	300
50260 Advertising			
Base Budget		300	300
Total 50260 Advertising		300	300
50270 Telephone (Includes Fax)	763		
Base Budget		1,339	1,000
2023.01.25 12:41:55 PM Phone annual increase		20	
Total 50270 Telephone (Includes Fax)		1,359	1,000
50330 Insurance	2,629		
Communication Tower and Mobile Generator Lighting Unit		2,630	2,700
Total 50330 Insurance		2,630	2,700
50340 Computers	6,953		
ESRI - ArcView Enterprise Agreement		4,000	4,500
Teranet Ontario Parcel Mapping & Licensing with County & Townships		2,250	2,500
Total 50340 Computers		6,250	7,000
50350 Training/Seminars	1,679		
Community Defibrillator Training - approx 50 people - bi-annually		2,500	
Total 50350 Training/Seminars		2,500	
50390 Dispatch/Communications	3,092		
Inspection of Communication Towers			5,000
Fencing for new Communication Tower			10,000
Repairs - Towers			2,000
Maintenance Agreement for all Communication Towers			7,820
Total 50390 Dispatch/Communications			24,820
54000 Equipment Replacement/Repairs	4,526		
Community Portable Defibs maintenance - pads and batteries (7 units)		1,000	1,000
Ongoing maintenance of the Communications Tower Equipment		500	
Total 54000 Equipment Replacement/Repairs		1,500	1,000

Department-Object detail
Protection & Emergency Services

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
54101 Emergency Plan	2,126		
Meal Expense for Mandatory Annual Training / Exercise		250	250
Advertising & Materials			500
Advertising & materials		500	
Additional Legislative Training			1,000
Additional legislative training		1,000	
EOC Supplies			1,000
EOC supplies		1,000	
Total 54101 Emergency Plan		2,750	2,750
54105 9-1-1 Signs Purchased	4,809		
MTO sign licence annual cost of \$55 for Post Haven Road off of Hwy 41		2,500	5,000
Total 54105 9-1-1 Signs Purchased		2,500	5,000
54108 9-1-1 Legal	1,120		
911 Primary Public Safety Answering Point (P-PSAB) Agreement (formely CERB) - expires December 7, 2024, Joint with Central Frontenac		1,150	1,150
Total 54108 9-1-1 Legal		1,150	1,150
54110 Helipad	12,948		
Plevna Seal and Paint			4,500
Plevna seal and paint		4,500	
Ompah Seal and Paint			5,500
Ompah Seal and paint		5,500	
Radio licence for Arcal system at Plevna helipad		100	100
General Maintenance		800	800
Helipad Insurance Ompah & Plevna		5,645	5,645
Total 54110 Helipad		16,545	16,545
54200 Fuel and Lube (Oil)	721		
Propane for Generators at Communication Towers			1,000
Total 54200 Fuel and Lube (Oil)			1,000
55900 Occupational Health & Safety Program	16,498		
Additional training for some employees that is beneficial to all Depts. (i.e. CPR/First Aid Training , etc.)		5,000	5,000
DESFC (OH & S Coordinator) - 5 hrs/week		12,500	12,500

Department-Object detail
Protection & Emergency Services

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
OH&S Website Annual Fee			1,200
OH&S Website annual fee		1,200	
OH&S Publications		500	500
Utilize current Payroll Software to track Training		3,600	3,600
Workplace Prevention Workshop (2 JHSC members)		2,000	2,000
JHSC 1 employee members training		1,000	
JHSC 2 employee members training			1,500
Total 55900 Occupational Health & Safety Program		25,800	26,300
55910 Accessibility Act and Regulations	3,188		
Base Budget		2,500	2,000
Nuance Program			1,500
Total 55910 Accessibility Act and Regulations		2,500	3,500
58050 Capital Fund Expenditures	304,335		
Communication Tower including upgrades for Roads, Recreation, etc.		262,429	
Total 58050 Capital Fund Expenditures		262,429	
58600 Contributions to TCA Reserve Funds	2,030		
TCA - Fire Communication Tower		1,080	1,080
TCA - Generator Mobile Unit for Alternate EOC		950	950
Total 58600 Contributions to TCA Reserve Funds		2,030	2,030
Total Expenses	370,660	334,869	100,121
Net	55,710	61,440	79,121

Department-Object detail

Animal Control

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41220 Dog Tags and Dog Fines	-4,355		
Base Budget		-4,000	-4,000
Total 41220 Dog Tags and Dog Fines		-4,000	-4,000
Total Revenues	-4,355	-4,000	-4,000
Expenses			
50120 Mileage	3,737		
Base Budget		2,800	3,000
Total 50120 Mileage		2,800	3,000
50175 Contracted Services	9,967		
Kingston Humane Society			10,000
Kingston Humane Society - plus Municipal Law Enforcement Contract Standby per month plus hourly rate for services (adjusted annually by CPI).		10,000	
Municipal Law Enforcement Contract Stand By			1,700
Total 50175 Contracted Services		10,000	11,700
50205 Other Materials (Includes Shop Supplies)	223		
Base Budget		300	300
Total 50205 Other Materials (Includes Shop Supplies)		300	300
50260 Advertising			
Base Budget		100	100
Total 50260 Advertising		100	100
Total Expenses	13,927	13,200	15,100
Net	9,572	9,200	11,100

Department-Object detail

Streetlights

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
40100 Joint Services (Revenue From Other Municipalities)	-793		
1/2 Cloyne St. Lights (NF maintains all Cloyne St. Lights on Highway 41 and invoices Addington Highlands 50% for the St. Lights on Highway 41 only) @ \$500		-500	-500
Total 40100 Joint Services (Revenue From Other Municipalities)		-500	-500
Total Revenues	-793	-500	-500
Expenses			
50175 Contracted Services	941		
General Maintenance		4,000	4,000
Total 50175 Contracted Services		4,000	4,000
50205 Other Materials (Includes Shop Supplies)			
Base Budget		500	500
Total 50205 Other Materials (Includes Shop Supplies)		500	500
50220 Utilities (Hydro)	5,267		
Base Budget		5,150	5,150
2023.01.25 12:42:00 PM Hydro annual increase		324	324
Total 50220 Utilities (Hydro)		5,474	5,474
52700 Access Points - Lights	621		
Base Budget		600	600
Total 52700 Access Points - Lights		600	600
58600 Contributions to TCA Reserve Funds	4,500		
Streetlight Replacement in 10 years = \$60,000 less \$15,000 already in Reserve Fund = \$45,000 over 10 years = \$4,500 per year for replacement in 2023		4,500	4,500
Total 58600 Contributions to TCA Reserve Funds		4,500	4,500
Total Expenses	11,329	15,074	15,074
Net	10,536	14,574	14,574

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
30900 Provincial Grant - OCIF - Formula Based	-748,294		
As per the Agreement funding proposed at \$650,690 for 2022 (\$303,000 Gravel Road projects / \$347,690 Kashawakamak Lake Road (total Kashawakamak project \$428,000 - \$347,690 OCIF/ \$80,310 Roads Sustainability Reserve Fund)		-748,294	
OCIF Formula Funding Allocation			-860,538
Total 30900 Provincial Grant - OCIF - Formula Based		-748,294	-860,538
31035 Prov of Ont - Aggregate Resources Trust	-31,257		
County Licence Fees received back to Township as well		-20,000	-25,000
Total 31035 Prov of Ont - Aggregate Resources Trust		-20,000	-25,000
40000 User Fees			
Includes Scrap metal		-300	-300
Total 40000 User Fees		-300	-300
40200 Sale of Land/Equipment	-40,352		
Annual advertisement (re: Surplus Vehicles/Equipment/Supplies) - Small general items		-1,000	-1,000
As Per 10 Year Capital Plan - Replacement of 2006 Sterling Tandem (T06-1) # 53309		-9,000	
T08		-12,000	
T15		-7,000	
CH99		-5,000	
53206 Backhoe - B02-1 - Cat. 420D IT			-30,000
53010 P15-1 - Ford F250 - Foreman's Truck			-5,000
Total 40200 Sale of Land/Equipment		-34,000	-36,000
40300 Entrance Permits	-770		
Base Budget		-1,000	-1,000
Total 40300 Entrance Permits		-1,000	-1,000
44400 Revenue from other Depts (chargeback)	-70,405		
Repair waste and recycling bins		-2,000	-2,000
Cover and maintenance of applicable sites by PW Employees		-15,000	-15,000
Compactor Operator from Roads charged back to waste - as required		-10,000	-10,000
Municipal employees, appointed to the Township of North Frontenac's Volunteer Fire Department, are authorized to leave work to attend emergency situations when needed (i.e. Emergency Services Personnel Funerals, etc.)		-500	-500

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Boat Launches that are Township owned (if road leading is owned by the Township and/or Crown; and/or LUP Boat Launches without campsites) are maintained by the PW Dept. (includes MVC beach entrance and entrance to Sand Lake beach) estimate as directed by the MCD & PWM based on need and PW Dept.'s availability in each area; or maintained through the PWM hiring a Contractor (in consultation with the MCD) if the PW Dept. can not complete due to other commitments. Also, see Boat Launches/Beaches #50212. PW Dept. in charge of Twp. owned boat launch maintenance. (MCD in charge of Cl. SP boat launch maintenance)		-3,000	-3,000
The Crown Land road maintenance shall be completely in-house by the PW Dept. (as needed - shall be determined by MCD and in consultation with the PWM) depending on PW availability.		-5,000	-5,000
Star Gazing Pad- Parking Lot Snow Removal in-house by Public Works Dept.		-500	-500
Scenic Route Rest Stop parking lot snow removal in-house by Public Works Dept.		-1,000	-1,000
Mobile EOC Generator/lighting unit for mechanic to complete annual servicing		-100	-100
Ompah Parking Lot Grading @ \$900 - 50% Community hall expense		-450	
Arcol Rd Brushing		-1,000	
Brushing at Ompah Cemetery by PW's		-300	-300
Gates/Fencing at Plevna Waste Site for Compactor to be completed by PW's		-1,000	-1,000
Expand parking lot at Crotch Lake (to be funded from MNR Parks Reserve Fund (\$30,000 PW (labour and materials) and \$10,000 Contract)		-30,000	
Winter Maintenance at boat launches		-8,000	-8,000
PW to assist with removing Kitchen at Clar Mill Hall		-500	
Repairs at Mississagagon boat launch		-2,000	
Brushing on Schooners to be completed by PW's		-10,000	-10,000
Browns Bay Road Work - PW to complete in-house - Gravel & culverts			-5,000
Crotch Lake Access Road - Final A Gravel			-2,000
Parking Lot Grading by Public Works			-1,000
Sand Lake - Removal of Outhouse			-1,000
Total 44400 Revenue from other Depts (chargeback)		-90,350	-65,400
44401 Mileage-1/2 Ton-Charged Back to Other Depts			
911 Civic Addressing, etc.		-750	-750
Total 44401 Mileage-1/2 Ton-Charged Back to Other Depts		-750	-750
45000 Contributions from Reserves/Reserve Funds	-3,223,509		
Replacement of caulking material (Ward 3) (BCA) - not completed in 2021 - to be funded from Infrastructure Sustainability Reserve Fund		-2,000	
Replacement of caulking material (Ward 1) (BCA) - not completed in 2021 - increase from \$1,619 due to quote received in 2020 - to be funded from Infrastructure Sustainability Reserve Fund		-12,000	

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Ward 1 Res #C25-20/C06-21 to be funded from Contingency Reserve Fund		-20,000	-51,000
Confidential Complaint - Land Surveyor per Res #C42-20		-3,000	
Coxvale Bridge (B13) to be funded from CCBF (formerly FGT) Reserve Fund		-466,325	
Guiderail Program 2023		-80,000	
As Per 10 Year Capital Plan and Replacement Schedules - annually for the replacement of small equipment and machinery		-10,000	
Removal of underground tanks (Ward 1) (BCA) - not completed in 2021 no bids received - to be funded from the Roads TCA Sustainability Reserve Fund		-25,000	
Ompah Salt/Sand Shed Repairs to be funded from Infrastructure Sustainability Reserve Fund		-43,500	
2023 International Tandem HV613		-380,000	
2023 Mack Tandem		-380,000	
Fuel Tank and Spreader for P22-1 PWF truck		-15,000	
2002 Backhoe Caterpillar 420D IT		-180,000	
Wood Chipper		-75,000	
1984 12 Ton Float Trailer		-25,000	
Tractor and Attachments		-240,000	
Generator - ward 3 garage		-20,000	
Ward 1 Garage - Overhead doors		-5,000	
Ward 1 Sand Dome - Slab on grade		-6,072	
Arcol Road Bridge		-350,000	
Ardoch Road Bridge		-426,000	
Legal		-9,000	
Consulting		-22,000	
Gravel Roads Needs - Arcol Road		-35,000	
Gravel Roads Needs - Gemmill Road		-27,000	
Gravel Roads Needs - Quackenbush Road		-25,000	
Gravel Roads Needs - Schonauer Road		-10,000	
Gravel Roads Needs - South Road		-28,000	
Gravel Roads Needs - South Bush Road		-85,000	
Gravel Roads Needs - Struthadam Road		-15,000	
Gravel Roads Needs - Wintergreen Road		-71,000	

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Roads (Hard Surfaced) - Ardoch Road		-35,000	
Roads (Hard Surfaced) - Henderson Road		-180,000	
Roads (Hard Surfaced) - Jewel Road		-50,000	
Roads (Hard Surfaced) - Little Pond Road		-50,000	
Roads (Hard Surfaced) - Road 509 (CF Boundary)		-202,000	
Roads (Hard Surfaced) - Road 509		-145,000	
Ward 2 remediation engineering Res #139-20 to be funded from Infrastructure Sustainability Reserve Fund		-5,000	
Frame Box Painting - funded from Infrastructure Sustainability TCA Reserve Fund		-12,000	
Ward 1 - Replace exterior man door		-5,000	
Buckshot Lake Culvert (Hills Lake) Consulting - to be funded from Contingency Reserve Fund			-15,000
Capital Plan: 1066: Roads - Small Equipment and Machinery			-15,000
Capital Plan: 1165: Gravel Roads			-306,000
Capital Plan: 1166: Surface Treatment			-1,019,000
Capital Plan: 1176: Roads - Vehicles			-165,000
Capital Plan: 1177: Roads - Equipment			-542,000
Capital Plan: 1199: PLEVNA SALT-SAND SHED			-13,176
Capital Plan: 1204: WARD 3 PUBLIC WORKS GARAGE			-9,382
Capital Plan: 1208: Ward 1 - Public Works Garage			-43,251
Capital Plan: 1175: Bridges and Culverts			-580,000
Capital Plan: 1194: MUNICIPAL OFFICE AND ROADS GARAGE			-12,905
Capital Plan: 1111: Tractor & Attachments			-120,000
Total 45000 Contributions from Reserves/Reserve Funds		-3,774,897	-2,891,714
Total Revenues	-4,114,587	-4,669,591	-3,880,702
Expenses			
50100 Salaries	479,230		
Base Budget		544,500	569,500
Total 50100 Salaries		544,500	569,500
50105 Income Protection Year End Payout	7,515		
Base Budget		8,700	8,810
Total 50105 Income Protection Year End Payout		8,700	8,810

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50109 Casual Labour	40,651		
Students plus casual/seasonal on an as needed basis to cover sick, vacation and to reduce extra overtime for regular Equipment Operator and during construction, brushing and other projects		32,000	32,000
Total 50109 Casual Labour		32,000	32,000
50110 Benefits - Canada Life	30,128		
Base Budget		34,100	38,620
Total 50110 Benefits - Canada Life		34,100	38,620
50115 Boot Allowance	1,786		
Effective January 1, 2021 per P&A Res #17-20		3,000	3,000
Total 50115 Boot Allowance		3,000	3,000
50120 Mileage	367		
Base Budget		200	200
Total 50120 Mileage		200	200
50130 Benefits - E.H.T. (Ministry of Finance)	10,284		
Base Budget		11,500	12,050
Total 50130 Benefits - E.H.T. (Ministry of Finance)		11,500	12,050
50140 Benefits - W.S.I.B.	15,834		
Base Budget		17,100	18,100
Total 50140 Benefits - W.S.I.B.		17,100	18,100
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	36,178		
Base Budget		42,200	44,300
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		42,200	44,300
50160 Benefits - OMERS	50,285		
Base Budget		51,000	56,000
Total 50160 Benefits - OMERS		51,000	56,000
50175 Contracted Services	6,701		
Dispatching of Nuisance Beaver as required and Pest Control for Garage # 1 & 3		2,000	2,000
Ward 1 Res #C25-20/C06-21 to be funded from Contingency Reserve Fund		20,000	20,000
Total 50175 Contracted Services		22,000	22,000
50180 Conventions/Conferences	5,100		
\$2,000 estimate x 2 - PWM and Foreman = \$4,000		4,000	5,000
Total 50180 Conventions/Conferences		4,000	5,000

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50200 Office Supplies and Stationery	500		
One time charge annually (credited to Admin Office Supplies expense)		500	500
Total 50200 Office Supplies and Stationery		500	500
50205 Other Materials (Includes Shop Supplies)	7,542		
Base Budget		8,500	8,500
Total 50205 Other Materials (Includes Shop Supplies)		8,500	8,500
50207 Protective Clothing	4,754		
Safety T-Shirts, Hard Hats,		5,000	5,000
Winter Coats			5,000
Total 50207 Protective Clothing		5,000	10,000
50209 Stock items (Hydraulic Supplies, Nuts, Bolts, etc	29,082		
Base Budget		30,000	30,000
Total 50209 Stock items (Hydraulic Supplies, Nuts, Bolts, etc		30,000	30,000
50210 Heat	30,570		
Base Budget		27,000	27,000
2023.01.05 01:21:52 PM Heat annual increase		2,400	2,400
Total 50210 Heat		29,400	29,400
50220 Utilities (Hydro)	16,214		
Base Budget		12,875	12,875
2023.01.25 12:42:00 PM Hydro annual increase		806	806
Total 50220 Utilities (Hydro)		13,681	13,681
50230 Building Maintenance	18,623		
General Maintenance		6,000	6,000
Annual maintenance of CO2 Monitors @ \$350/ward		1,050	1,050
Service of HVAC system in PW W2		250	250
Furnace annual maintenance		1,200	1,200
Replacement of caulking material (Ward 1) (BCA) - not completed in 2019/2020 - increase from \$1,619 due to quote received in 2020 - to be funded from Infrastructure Sustainability Reserve Fund		12,000	
Ward 1 - Replace exterior man door			5,000
Ward 1 - Replace exterior man door - not completed in 2021		5,000	
Ward 3 - Replacement of caulking material (BCA) - not completed in 2021 - to be funded from Infrastructure Sustainability Reserve Fund		2,000	

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

	2023	2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Ward 3 - Replacement of caulking material (BCA) - to be funded from Infrastructure Sustainability Reserve Fund			2,000
Replace Air conditioner for Ward 2 garage			7,000
Total 50230 Building Maintenance		27,500	22,500
50260 Advertising	333		
Base Budget		1,000	1,000
Total 50260 Advertising		1,000	1,000
50270 Telephone (Includes Fax)	3,105		
Cell Phones for Public Works (3) plus 1/2 year for Seasonal Road Patroller		2,732	3,232
Cell phone for TSO		600	600
2023.01.25 12:41:55 PM Phone annual increase		106	106
Cell phone for Public Works Foreman		600	
Total 50270 Telephone (Includes Fax)		4,038	3,938
50290 Legal Services	2,981		
Legal advice and urgent issues that may arise during the year		5,000	5,000
Confidential Complaint File per Res #C42-20 to be funded from Contingency Reserve Fund		3,000	
Ward 1 Res #C25-20/C06-21 to be funded from Contingency Reserve Fund		9,000	9,000
Total 50290 Legal Services		17,000	14,000
50295 Consulting Services	18,417		
Technical advice and urgent issues that may arise during the year		15,000	20,000
OSIM Bridge Inspections & Analysis Engineer Report (Bi-annually)			15,000
Ward 1 Res #C25-20/C06-21 (consulting and environmental services) to be funded from Contingency Reserve Fund		22,000	22,000
Ward 2 remediation engineering Res #139-20 to be funded from Infrastructure Sustainability Reserve Fund		5,000	
Buckshot Lake Culvert (Hills Lake) Consulting - to be funded from Contingency Reserve Fund			15,000
Total 50295 Consulting Services		42,000	72,000
50300 Memberships	1,148		
OGRA / AORS District 8 (3 Members) / PEO / Mechanic' s licence / CRS (2)		1,900	1,900
Total 50300 Memberships		1,900	1,900
50330 Insurance	90,875		
Base Budget		90,361	99,400
Total 50330 Insurance		90,361	99,400

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50340 Computers	37,025		
Annual subscription for Diagnostic Software for Tandem Trucks		750	750
Annual subscription for Fuel System - new 2021		1,000	1,000
Weather Reporting Program Oct - Apr		4,100	4,100
Internet Service at Ward 1 and 3 garage hardware		3,200	3,200
PSDCitywide Maintenance Manager and Route Patrol		16,100	16,100
AVL Annual Fee		4,000	4,000
Annual subscription for Diagnostics for Equipment			2,500
Equipment for Diagnostic Equipment			9,100
Total 50340 Computers		29,150	40,750
50350 Training/Seminars	12,006		
Continuing education for all Public Works Employees		15,000	15,000
Total 50350 Training/Seminars		15,000	15,000
50380 Courier			
Base Budget		150	150
Total 50380 Courier		150	150
50385 Radio Repairs			
Annual repairs		1,000	1,000
Replace outdated radios			3,000
Total 50385 Radio Repairs		1,000	4,000
50390 Dispatch/Communications	7,731		
Licence only		2,265	2,265
Dispatch		6,400	6,400
Total 50390 Dispatch/Communications		8,665	8,665
52360 Medicals/Drivers Abstract/PVSC	543		
Base Budget		700	700
Total 52360 Medicals/Drivers Abstract/PVSC		700	700
53003 Compressors - C020 - Repairs			
Base Budget		200	200
Total 53003 Compressors - C020 - Repairs		200	200
53005 Generators (2 - 10,000 Watt) - G980 - Repairs			

Department-Object detail

Roads

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Base Budget		300	300
Total 53005 Generators (2 - 10,000 Watt) - G980 - Repairs		300	300
53012 CS16-1 Power Sweper - Repairs			
Annually purchase replacement bristles		3,000	1,500
Total 53012 CS16-1 Power Sweper - Repairs		3,000	1,500
53107 B16-1 - Repairs - 2016 Backhoe/Loader	3,793		
Base Budget		1,500	1,500
Total 53107 B16-1 - Repairs - 2016 Backhoe/Loader		1,500	1,500
53200 2008 2T08-3 Ford 2 Ton Truck - Repairs	913		
Base Budget		1,000	1,000
Total 53200 2008 2T08-3 Ford 2 Ton Truck - Repairs		1,000	1,000
53205 Grader - G942 - Cat. Articulated - Repairs	1,862		
Base Budget		5,000	3,000
Total 53205 Grader - G942 - Cat. Articulated - Repairs		5,000	3,000
53206 Backhoe - B02-1 - Cat. 420D IT - Repairs	7,867		
Base Budget		1,000	
Total 53206 Backhoe - B02-1 - Cat. 420D IT - Repairs		1,000	
53209 Repairs - 2017 Freightliner Tandem 114SD	31,568		
Base Budget		1,200	3,000
Tires		2,800	
Frame Box Painting - funded from Infrastructure Sustainability TCA Reserve Fund		12,000	
Total 53209 Repairs - 2017 Freightliner Tandem 114SD		16,000	3,000
53210 P17-1 Super Duty - Repairs	2,083		
Base Budget		2,000	2,000
Total 53210 P17-1 Super Duty - Repairs		2,000	2,000
53306 F84-1 Float Trailer - 12T - Repairs	114		
53310 Excavator - E05-1 - 315CL 2005 - Repairs	1,188		
Base Budget		5,000	5,000
Total 53310 Excavator - E05-1 - 315CL 2005 - Repairs		5,000	5,000
53316 G14-1 - 2014 - Grader Cat 140M 2 - Repairs	6,742		
Base Budget		2,500	2,500

Department-Object detail

Roads

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 53316 G14-1 - 2014 - Grader Cat 140M 2 - Repairs		2,500	2,500
53318 Repairs - 2015 Steam Jenny SJ15-1			
Base Budget		200	
Total 53318 Repairs - 2015 Steam Jenny SJ15-1		200	
53319 Repairs - 2016 Ford Super Duty F-350	6,476		
Base Budget		2,000	2,000
Total 53319 Repairs - 2016 Ford Super Duty F-350		2,000	2,000
53320 Repairs - 2017 Steam Jenny SJ16-1			
Base Budget		200	
Total 53320 Repairs - 2017 Steam Jenny SJ16-1		200	
53321 Repairs - 2014 Steam Jenny SJ14-1			
Base Budget		200	
Total 53321 Repairs - 2014 Steam Jenny SJ14-1		200	
53322 Excavator Hammer - Repairs			
Base Budget		2,500	2,500
Total 53322 Excavator Hammer - Repairs		2,500	2,500
53604 F986 Float Trailer 20T - Homemade - Repairs			
Base Budget		1,000	1,000
Total 53604 F986 Float Trailer 20T - Homemade - Repairs		1,000	1,000
53605 D996-1 - 1999 Dozer - Repairs			
Base Budget		1,000	1,000
Total 53605 D996-1 - 1999 Dozer - Repairs		1,000	1,000
53606 T086-1 Sterling Tandem - Repairs	8,429		
Base Budget		2,000	
Emergency Repairs		5,000	
Total 53606 T086-1 Sterling Tandem - Repairs		7,000	
53608 F096-2Float Trailer - 30T - Repairs	102		
Base Budget		1,000	1,000
Total 53608 F096-2Float Trailer - 30T - Repairs		1,000	1,000
53610 T126-1 - 2012 Int. Tandem - Repairs	5,324		
Base Budget		5,000	7,000

Department-Object detail

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 53610 T126-1 - 2012 Int. Tandem - Repairs		5,000	7,000
53613 L12-1 - 2012 JD 555 Loader Repairs	3,061		
Base Budget		3,000	3,000
Total 53613 L12-1 - 2012 JD 555 Loader Repairs		3,000	3,000
53614 T15-1 2015 Freightliner Tandem	16,809		
Base Budget		3,500	3,500
Total 53614 T15-1 2015 Freightliner Tandem		3,500	3,500
53615 T16-1 Freightliner Tandem 114SD	11,231		
Base Budget		2,500	2,500
new tires		5,000	
Total 53615 T16-1 Freightliner Tandem 114SD		7,500	2,500
53616 T18-1 Freightliner Tandem - Repairs	9,307		
Base Budget		2,000	2,000
tires (4)		2,500	
Total 53616 T18-1 Freightliner Tandem - Repairs		4,500	2,000
53617 P18-1 - Repairs - One Ton	674		
Base Budget		1,000	1,000
Total 53617 P18-1 - Repairs - One Ton		1,000	1,000
53618 G18-1 - Repairs - Grader	56		
Base Budget		2,000	2,000
Total 53618 G18-1 - Repairs - Grader		2,000	2,000
53619 BC08-1 - Repairs - Brush Cutter for Excavator	2,968		
Base Budget		2,500	2,500
Total 53619 BC08-1 - Repairs - Brush Cutter for Excavator		2,500	2,500
53620 Repairs - 2019 - 3/4 ton PWF	763		
Base Budget		1,000	
Total 53620 Repairs - 2019 - 3/4 ton PWF		1,000	
53621 SUV19-1 Ford Escape	2,106		
Base Budget		500	500
Tires		1,200	1,200
Total 53621 SUV19-1 Ford Escape		1,700	1,700

Department-Object detail

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
53622 Repairs - 2020 - T20-1 Freightliner	3,682		
Base Budget		3,000	3,000
Total 53622 Repairs - 2020 - T20-1 Freightliner		3,000	3,000
53623 Repairs - 2021 - T21-1 Freightliner	-962		
Base Budget		1,000	1,000
Total 53623 Repairs - 2021 - T21-1 Freightliner		1,000	1,000
53624 CS21-1 - Repairs - Power Sweeper			
Base Budget		3,000	1,500
Total 53624 CS21-1 - Repairs - Power Sweeper		3,000	1,500
53625 B21-1 - Repairs - Backhoe	5,090		
Base Budget		1,000	1,000
Total 53625 B21-1 - Repairs - Backhoe		1,000	1,000
53626 TR22-1 - Repairs - Tractor and Attachments			
Total 53626 TR22-1 - Repairs - Tractor and Attachments			3,000
53627 Repairs - T22-1 2022 Freightliner	3,329		
Total 53627 Repairs - T22-1 2022 Freightliner		1,000	1,000
53628 Repairs - P23-1 Foreman Chev Pickup	2,606		
Repairs		1,000	1,000
Tires		2,000	2,000
Total 53628 Repairs - P23-1 Foreman Chev Pickup		3,000	3,000
53629 Repairs - T23-1 2023 Mack Tandem	220		
Annual			1,000
Repairs			7,000
Total 53629 Repairs - T23-1 2023 Mack Tandem			8,000
53630 B23-1 CAT Backhoe Loader Asset #3345	87		
Total 53630 B23-1 CAT Backhoe Loader Asset #3345			1,000
53631 T23-2 - Repairs International Tandem	82		
Total 53631 T23-2 - Repairs International Tandem			1,000

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 53631 T23-2 - Repairs International Tandem			1,000
53742 WT88-1 Repairs - 1988 Ford Water Truck	392		
Base Budget		1,000	1,000
Total 53742 WT88-1 Repairs - 1988 Ford Water Truck		1,000	1,000
53808 P21-1 Repairs shared Roads/CLSP	1,110		
Base Budget		300	300
Total 53808 P21-1 Repairs shared Roads/CLSP		300	300
54000 Equipment Replacement/Repairs	7,568		
Base Budget		7,500	7,500
Total 54000 Equipment Replacement/Repairs		7,500	7,500
54001 New Equipment for Health & Safety Purposes	612		
Base Budget		2,000	2,000
Total 54001 New Equipment for Health & Safety Purposes		2,000	2,000
54200 Fuel and Lube (Oil)	203,849		
Base Budget		220,000	220,000
2023.01.25 12:41:48 PM Fuel annual increase		11,000	
Total 54200 Fuel and Lube (Oil)		231,000	220,000
54300 Vehicle/Equipment Licenses	23,833		
Base Budget		27,000	27,000
Total 54300 Vehicle/Equipment Licenses		27,000	27,000
55501 Bridges and Culverts	6,304		
Base Budget		15,000	15,000
Total 55501 Bridges and Culverts		15,000	15,000
55502 Roadside Maintenance (Includes Brushing)	133,487		
Base Budget		75,000	65,000
Total 55502 Roadside Maintenance (Includes Brushing)		75,000	65,000
55503 Hardtop Maintenance	125,479		
Base Budget		100,000	100,000
Total 55503 Hardtop Maintenance		100,000	100,000
55504 Loosetop Maintenance	78,375		
Base Budget		100,000	100,000

Department-Object detail

Roads

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 55504 Loosetop Maintenance		100,000	100,000
55505 Winter Control - Maintenance	569,185		
Base Budget		500,000	500,000
Total 55505 Winter Control - Maintenance		500,000	500,000
55506 Winter Control - Salaries	391,648		
Base Budget		418,100	433,100
Total 55506 Winter Control - Salaries		418,100	433,100
55507 Winter Control - Benefits	25,077		
Base Budget		24,700	28,460
Total 55507 Winter Control - Benefits		24,700	28,460
55508 Winter Control - EHT	7,688		
Base Budget		8,200	8,650
Total 55508 Winter Control - EHT		8,200	8,650
55509 Winter Control - W.S.I.B.	11,038		
Base Budget		12,500	13,125
Total 55509 Winter Control - W.S.I.B.		12,500	13,125
55510 Winter Control-Rec Gen (CPP & EI) Employer's Share	27,285		
Base Budget		30,500	32,025
Total 55510 Winter Control-Rec Gen (CPP & EI) Employer's Share		30,500	32,025
55512 Winter Control - OMERS	30,239		
Base Budget		36,900	38,745
Total 55512 Winter Control - OMERS		36,900	38,745
55550 Safety Devices (Signs)	13,735		
Misc. Safety devices (sign)		7,500	7,500
Sign upgrades based on retro reflectivity study		5,000	5,000
Directional sign tabs per Res. #247-20		3,000	3,000
Entrance parking signs per Res #25-21 (winter no parking signs)		2,000	2,000
Total 55550 Safety Devices (Signs)		17,500	17,500
58050 Capital Fund Expenditures	3,150,410		
Removal of underground tanks (Ward 1) @ \$25,000 (BCA) - not completed in 2021 no bids received - to be funded from the Roads TCA Sustainability Reserve Fund		25,000	
Ompah Salt/Sand Shed Repairs @ \$47,000 to be funded from Infrastructure Sustainability Reserve Fund		43,500	

Department-Object detail

Roads

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
2023 International Tandem HV613		380,000	
2023 Mack Tandem		380,000	
Fuel Tank and Spreader for P22-1 PWF truck		15,000	
2002 Backhoe Caterpillar 420D IT		180,000	
Wood Chipper		75,000	
1984 12 Ton Float Trailer		25,000	
Tractor and Attachments		240,000	
Generator - ward 3 garage		20,000	
Ward 1 Garage - Overhead doors		5,000	
Ward 1 Sand Dome - Slab on grade		6,072	
Coxvale Bridge (B13) to be funded from CCBF (formerly FGT) Reserve Fund		466,325	
Arcol Road Bridge		350,000	
Ardoch Road Bridge		426,000	
Gravel Roads Needs - Arcol Road		35,000	
Gravel Roads Needs - Gemmill Road		27,000	
Gravel Roads Needs - Quackenbush Road		25,000	
Gravel Roads Needs - Schonauer Road		10,000	
Gravel Roads Needs - South Road		28,000	
Gravel Roads Needs - South Bush Road		85,000	
Gravel Roads Needs - Struthadam Road		15,000	
Gravel Roads Needs - Wintergreen Road		71,000	
Roads (Hard Surfaced) - Ardoch Road		35,000	
Roads (Hard Surfaced) - Henderson Road		180,000	
Roads (Hard Surfaced) - Jewel Road		50,000	
Roads (Hard Surfaced) - Little Pond Road		50,000	
Roads (Hard Surfaced) - Road 509 (CF Boundary)		202,000	
Roads (Hard Surfaced) - Road 509		145,000	
Roads (Hard Surfaced) - Guide Rail Program		80,000	
Misc Equipment		10,000	
Capital Plan: 1066: Roads - Small Equipment and Machinery			15,000

Department-Object detail

Roads

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Capital Plan: 1165: Gravel Roads			306,000
Capital Plan: 1166: Surface Treatment			1,019,000
Capital Plan: 1176: Roads - Vehicles			165,000
Capital Plan: 1177: Roads - Equipment			542,000
Capital Plan: 1199: PLEVNA SALT-SAND SHED			13,176
Capital Plan: 1204: WARD 3 PUBLIC WORKS GARAGE			9,382
Capital Plan: 1208: Ward 1 - Public Works Garage			43,251
Capital Plan: 1175: Bridges and Culverts			580,000
Capital Plan: 1194: MUNICIPAL OFFICE AND ROADS GARAGE			12,905
Capital Plan: 1111: Tractor & Attachments			120,000
Total 58050 Capital Fund Expenditures		3,684,897	2,825,714
58600 Contributions to TCA Reserve Funds	1,883,141		
Roads needs		545,300	545,300
Bridge/Culvert needs		154,500	154,500
Roads Vehicle/ Equip needs		362,665	362,665
Building repair needs		32,030	32,030
Surplus equipment		34,000	37,000
OCIF Formula Based Grant for Gravel Road Improvements		748,294	860,538
Total 58600 Contributions to TCA Reserve Funds		1,876,789	1,992,033
Total Expenses	7,793,533	8,361,031	7,689,016
Net	3,678,946	3,691,440	3,808,314

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
31092 MNRF Grant	-39,671		
40000 User Fees	-50,659		
Base Budget		-50,000	-50,000
Total 40000 User Fees		-50,000	-50,000
40040 Bag Tags Sold	-934		
Base Budget		-1,000	-1,000
Total 40040 Bag Tags Sold		-1,000	-1,000
40100 Joint Services (Revenue From Other Municipalities)	-38,686		
Shared use of Cloyne Waste Site with Addington Highlands		-25,000	-25,000
Total 40100 Joint Services (Revenue From Other Municipalities)		-25,000	-25,000
40200 Sale of Land/Equipment	-1,975		
45000 Contributions from Reserves/Reserve Funds	-66,577		
Gull & Fernleigh closed WDS from Waste (obligatory) Reserve Fund			-10,968
Re-Use Centre - Accessibility ramp/handrail to be funded from the Covid 19 Reserve Fund		-1,000	
Renovate and improve ventilation at waste shelters to be funded from the Covid 19 Reserve Fund		-35,000	
As Per 10 Year Capital Plan and Replacement Schedules - Misc. Equipment		-5,000	
As Per 10 Year Capital Plan and Replacement Schedules - Retrofit Seacans		-15,000	
Kashawakamak Compliance Work			-50,000
Capital Plan: 1072: Waste - Misc Equipment			-5,000
Capital Plan: 1179: WASTE - EQUIPMENT			-35,000
Total 45000 Contributions from Reserves/Reserve Funds		-56,000	-100,968
Total Revenues	-198,502	-132,000	-176,968
Expenses			
50100 Salaries	157,688		
35% of Waste Employee's Salaries & Benefits to Recycling		143,500	168,940
10% of PWM's Salaries to Recycling Salaries and 10% to Waste Salaries			
40% PW Admin Asst Salary Waste / 40% to Recycling / 20% to Roads			
Total 50100 Salaries		143,500	168,940
50105 Income Protection Year End Payout	800		
35% of Waste Employee's Salaries & Benefits to Recycling		500	500

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
From Salary Plan			448
Total 50105 Income Protection Year End Payout		500	948
50108 Labour Charged Back to Other Depts.	23,510		
Cover and maintenance of applicable sites by PW Employees		15,000	15,000
Compactor Operator from PW charged back to waste - as required		10,000	10,000
Gates/Fencing at Plevna Waste Site for Compactor to be completed by PW's			1,000
Total 50108 Labour Charged Back to Other Depts.		25,000	26,000
50109 Casual Labour	74,719		
Replacements when needed for Waste site Attendants and Students if grant available		65,000	80,000
Total 50109 Casual Labour		65,000	80,000
50110 Benefits - Canada Life	3,896		
35% of Waste Employee's Salaries & Benefits to Recycling		4,200	3,800
Total 50110 Benefits - Canada Life		4,200	3,800
50115 Boot Allowance	318		
\$250 per year for Fulltime / \$150 per year partime/seasonal, with a receipt - effective January 1, 2021 per P&A Res #17-20		800	800
Total 50115 Boot Allowance		800	800
50120 Mileage	1,853		
Includes mileage for Waste Site Attendants travelling between two sites during the same day and Waste Employees compensated for travelling to / from Township office as required		2,500	2,500
Total 50120 Mileage		2,500	2,500
50130 Benefits - E.H.T. (Ministry of Finance)	5,221		
35% of Waste Employee's Salaries & Benefits to Recycling		4,090	5,300
Total 50130 Benefits - E.H.T. (Ministry of Finance)		4,090	5,300
50140 Benefits - W.S.I.B.	9,492		
35% of Waste Employee's Salaries & Benefits to Recycling		6,200	7,200
Total 50140 Benefits - W.S.I.B.		6,200	7,200
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	11,516		
35% of Waste Employee's Salaries & Benefits to Recycling		12,000	15,000
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		12,000	15,000
50160 Benefits - OMERS	12,024		
35% of Waste Employee's Salaries & Benefits to Recycling		13,390	15,390

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50160 Benefits - OMERS		13,390	15,390
50175 Contracted Services	89,703		
Monthly Pest Control		2,700	2,700
Compactor Transportation (Float Charges)		4,500	4,500
Removal of Large Bulk Items		20,000	20,000
Bear Deterrent Services		4,500	4,500
Greater Madawaska Transfer Station Agreement for Waste & Recycling Services @ \$12,000 per year (Shared with Recycling @ 40%) = \$7,200		7,200	7,200
Cloyne Site - cleanup (with equipment rental)		5,000	
Grinding of brush and construction waste to be used as cover		22,000	30,000
Kashawakamak Compliance Work			30,000
Total 50175 Contracted Services		65,900	98,900
50180 Conventions/Conferences			
Public Works Manager Conference			2,250
Total 50180 Conventions/Conferences			2,250
50200 Office Supplies and Stationery	500		
One time charge annually @ \$500 (credited to Admin Office Supplies expense)		500	500
Total 50200 Office Supplies and Stationery		500	500
50204 Covering Material	550		
Daily cover plus extra material for remedial work.		3,500	2,500
Total 50204 Covering Material		3,500	2,500
50205 Other Materials (Includes Shop Supplies)	1,421		
Clear garbage bags for waste sites, etc.		1,500	1,500
Total 50205 Other Materials (Includes Shop Supplies)		1,500	1,500
50207 Protective Clothing	1,096		
Safety T-Shirts, Hard Hats, Winter Coat & Coveralls Replacement, etc. as required		900	900
Winter Coats & Overalls			750
Total 50207 Protective Clothing		900	1,650
50210 Heat	1,958		
Base Budget		3,193	3,193
2023.01.05 01:21:52 PM Heat annual increase		74	74

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
2023.01.25 12:42:04 PM Heat annual increase		86	86
Total 50210 Heat		3,353	3,353
50230 Building Maintenance	614		
General Maintenance (buildings and sites)		3,000	3,000
Re-Use Centre (Shelving/tables - materials)		2,000	2,000
Installation of LED/Solar lighting		1,000	
Re-Use Centre - Accessibility ramp/handrail to be funded from the Covid 19 Reserve Fund		1,000	
Total 50230 Building Maintenance		7,000	5,000
50250 Postage	100		
One time charge annually @ \$100		100	100
Total 50250 Postage		100	100
50260 Advertising			
Re-Use Exchange depot, etc.		500	500
Total 50260 Advertising		500	500
50270 Telephone (Includes Fax)	465		
Mobile Cell - Waste / Recycling Lead Hand		372	372
2023.01.25 12:41:55 PM Phone annual increase		8	8
Phone for Mississippi Site			250
Total 50270 Telephone (Includes Fax)		380	630
50290 Legal Services			
Base Budget		500	500
Blue Box transition			5,000
Total 50290 Legal Services		500	5,500
50295 Consulting Services	72,823		
Cambium Annual Contract (Joint Frontenac Townships) for waste management consulting and monitoring		81,785	70,210
Gull & Fernleigh closed WDS from Waste (obligatory) Reserve Fund		10,715	10,968
Kashawakamak Compliance Work			20,000
Total 50295 Consulting Services		92,500	101,178
50296 Septic Reinspection Program	5,175		
Waste Water System (Septic Reinspection Program) Inspection Program estimate		5,000	5,000
Total 50296 Septic Reinspection Program		5,000	5,000

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50330 Insurance	2,539		
Base Budget		2,539	2,800
Total 50330 Insurance		2,539	2,800
50350 Training/Seminars	2,026		
Continuing education for all Waste Management Employees		2,500	2,500
Total 50350 Training/Seminars		2,500	2,500
50381 Permit/License Fees			
Proposed Minor ECA Amendments		800	800
Total 50381 Permit/License Fees		800	800
50385 Radio Repairs			
Base Budget		500	500
Replacemnt of older outdated radios			1,000
Total 50385 Radio Repairs		500	1,500
50390 Dispatch/Communications	1,969		
Base Budget		2,340	2,340
Total 50390 Dispatch/Communications		2,340	2,340
52360 Medicals/Drivers Abstract/PVSC	41		
Base Budget		100	100
Total 52360 Medicals/Drivers Abstract/PVSC		100	100
52645 Consignment Paid to Permit Sellers	70		
Base Budget		100	100
Total 52645 Consignment Paid to Permit Sellers		100	100
53750 WL521 - 2007 - 1/2 Ton GMC Wildfire - Repairs	90		
Share with Recreation - 50% Recreation & 50% Waste		750	
Total 53750 WL521 - 2007 - 1/2 Ton GMC Wildfire - Repairs		750	
53778 2023 Dodge Ram 1/2 ton shared Waste/Recreation	541		
Annual			500
Total 53778 2023 Dodge Ram 1/2 ton shared Waste/Recreation			500
53805 Compactor (Waste) LC99-1 - Repairs	3,104		
Parts, etc.		1,000	2,000
Total 53805 Compactor (Waste) LC99-1 - Repairs		1,000	2,000

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
53807 L04-1 Repairs 2004 Cat Crawler Loader	2,482		
Base Budget		1,500	1,500
Total 53807 L04-1 Repairs 2004 Cat Crawler Loader		1,500	1,500
54000 Equipment Replacement/Repairs			
General Equipment (i.e. Weedeaters/lawnmower blades/rakes/metal sweepers/tires, etc.)		1,000	1,000
Total 54000 Equipment Replacement/Repairs		1,000	1,000
54001 New Equipment for Health & Safety Purposes	114		
Fire Extinguishers and First Aid Kits etc.		500	500
Total 54001 New Equipment for Health & Safety Purposes		500	500
54200 Fuel and Lube (Oil)	142		
Base Budget		3,412	3,412
2023.01.25 12:41:48 PM Fuel annual increase		120	120
Total 54200 Fuel and Lube (Oil)		3,532	3,532
54300 Vehicle/Equipment Licenses	133		
Share vehicle with Recreation - 50% Recreation & 50% W/R		265	165
Total 54300 Vehicle/Equipment Licenses		265	165
55550 Safety Devices (Signs)	345		
Base Budget		500	500
Total 55550 Safety Devices (Signs)		500	500
58050 Capital Fund Expenditures	60,485		
As Per 10 Year Capital Plan and Replacement Schedules - Misc. Equipment		5,000	
As Per 10 Year Capital Plan and Replacement Schedules - Retrofit Seacans		15,000	
Misc. Small machinery and Equipment		5,000	
Waste Shelter replacement @ 506 Waste Site		35,000	
Capital Plan: 1072: Waste - Misc Equipment			5,000
Capital Plan: 1179: WASTE - EQUIPMENT			35,000
Total 58050 Capital Fund Expenditures		60,000	40,000
58500 Contributions to Reserves/Reserve Funds	36,293		
Closure & Post Closure Costs estimate (actual to be transferred pending annual consultants report)		36,293	36,293
Total 58500 Contributions to Reserves/Reserve Funds		36,293	36,293
58600 Contributions to TCA Reserve Funds	12,475		

Department-Object detail

Waste Disposal

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		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
As Per 10 Year Capital Plan - Replacement of Vehicles/Equipment		10,500	10,500
Total 58600 Contributions to TCA Reserve Funds		10,500	10,500
Total Expenses	598,291	583,532	661,069
Net	399,789	451,532	484,101

Department-Object detail

Recycling

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
31640 WDO Recycling Grant	-137,752		
(Revised rebate program on Municipal Hazardous & Special Waste (MHSW) will reduce revenue; however, additional MHSW waste for Addington Highlands will generate additional rebate)		-130,000	-130,000
Total 31640 WDO Recycling Grant		-130,000	-130,000
40000 User Fees	-12,194		
Scrap, freon items, metal - plus plastic/cans			-25,000
Scrap, freon items, metal - plus plastic/cans Composters Sold		-25,000	
Total 40000 User Fees		-25,000	-25,000
40100 Joint Services (Revenue From Other Municipalities)	-9,604		
Plus 1/2 Recycling Costs for Cloyne includes in-house hauling per Agreement		-8,000	-8,000
Total 40100 Joint Services (Revenue From Other Municipalities)		-8,000	-8,000
40200 Sale of Land/Equipment	-3,225		
53806 Recycling Truck - REC 99-1			-5,000
Total 40200 Sale of Land/Equipment			-5,000
45000 Contributions from Reserves/Reserve Funds	-80,552		
Bear Wise bin with stairs		-46,000	
Bear Wise bin		-34,000	
Misc. Small Machinery and Equipment - Recycling		-5,000	
Capital Plan: 1122: Recycling - Misc Equipment			-5,000
Capital Plan: 1181: RECYCLING - EQUIPMENT			-14,800
Total 45000 Contributions from Reserves/Reserve Funds		-85,000	-19,800
Total Revenues	-243,327	-248,000	-187,800
Expenses			
50100 Salaries	131,056		
35% of Waste Employee's Salaries & Benefits to Recycling		130,500	150,500
10% of PWM's Salaries to Recycling Salaries and 10% to Waste Salaries			
40% PW Admin Asst Salary Waste / 40% to Recycling / 20% to Roads - effective March 2016			
Includes Household Hazardous Waste Depot Attendant and Waste Operations & Recycling Hauler			
Total 50100 Salaries		130,500	150,500
50105 Income Protection Year End Payout	290		

Department-Object detail

Recycling

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
35% of Waste Employee's Salaries & Benefits to Recycling		1,000	762
Total 50105 Income Protection Year End Payout		1,000	762
50108 Labour Charged Back to Other Depts.			
Recycling bins, bailer retrofit and other repairs - PWM estimate only		2,000	2,000
Total 50108 Labour Charged Back to Other Depts.		2,000	2,000
50109 Casual Labour	40,233		
Replacements when needed for Dumpsite Attendants and Waste / Recycling Hauler vacations, etc.		35,000	40,000
Total 50109 Casual Labour		35,000	40,000
50110 Benefits - Canada Life	8,393		
35% of Waste Employee's Salaries & Benefits to Recycling		8,600	9,860
Total 50110 Benefits - Canada Life		8,600	9,860
50115 Boot Allowance	225		
\$250 per year for Full-time / \$150 per year part-time/seasonal, with a receipt - effective January 1, 2021 per P&A Res #17-20		250	250
Total 50115 Boot Allowance		250	250
50130 Benefits - E.H.T. (Ministry of Finance)	3,042		
35% of Waste Employee's Salaries & Benefits to Recycling		3,275	3,650
Total 50130 Benefits - E.H.T. (Ministry of Finance)		3,275	3,650
50140 Benefits - W.S.I.B.	2,583		
35% of Waste Employee's Salaries & Benefits to Recycling		4,950	5,950
Total 50140 Benefits - W.S.I.B.		4,950	5,950
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	14,490		
35% of Waste Employee's Salaries & Benefits to Recycling		11,650	13,755
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		11,650	13,755
50160 Benefits - OMERS	12,902		
35% of Waste Employee's Salaries & Benefits to Recycling		13,700	13,700
Total 50160 Benefits - OMERS		13,700	13,700
50175 Contracted Services	24,578		
Household Hazardous Waste Removal		7,000	7,000
Processing of clear glass		1,500	1,500
Processing Recycables (cans, plastic, etc.)		7,000	7,000
Freon Removal from White Goods		600	600

Department-Object detail

Recycling

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Addington Highlands, effective 2013, residents to use MHSW - Projected costs less rebate for the net cost to be due from Addington Highlands. See Contracted Services for costs and above account #31640 for rebate @ \$1,500		1,500	1,500
Greater Madawaska Transfer Station Agreement for Waste & Recycling Services @ \$12,000 per year (Shared with Waste @ 60%) = \$4,800		4,800	4,800
Total 50175 Contracted Services		22,400	22,400
50200 Office Supplies and Stationery	200		
One time charge annually @ \$200 (credited to Admin Office Supplies expense)		200	200
Total 50200 Office Supplies and Stationery		200	200
50205 Other Materials (Includes Shop Supplies)	173		
Base Budget		200	200
Total 50205 Other Materials (Includes Shop Supplies)		200	200
50207 Protective Clothing	249		
Base Budget		300	300
Total 50207 Protective Clothing		300	300
50230 Building Maintenance	1,849		
HHW Depots and compound maintenance		500	500
Spray Seal Asphalt Bi-annually		2,000	
Total 50230 Building Maintenance		2,500	500
50260 Advertising	163		
Base Budget		500	500
Total 50260 Advertising		500	500
50270 Telephone (Includes Fax)	238		
Waste Operations and Recycling Hauler cell phone		295	300
2023.01.25 12:41:55 PM Phone annual increase		6	
Total 50270 Telephone (Includes Fax)		301	300
50300 Memberships	112		
Municipal Waste Association		120	120
Total 50300 Memberships		120	120
50330 Insurance	7,242		
Base Budget		7,242	7,965
Total 50330 Insurance		7,242	7,965
50350 Training/Seminars	890		

Department-Object detail

Recycling

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Mandatory Training as required by Ministry plus staff workshops as required		2,000	2,000
Total 50350 Training/Seminars		2,000	2,000
52360 Medicals/Drivers Abstract/PVSC			
Base Budget		100	100
Total 52360 Medicals/Drivers Abstract/PVSC		100	100
53803 Compactor (Recycling) - COM-1 - Repairs	70		
Base Budget		500	500
Total 53803 Compactor (Recycling) - COM-1 - Repairs		500	500
53806 Recycling Truck - REC 99-1 - Repairs	4,472		
Base Budget		1,000	
Total 53806 Recycling Truck - REC 99-1 - Repairs		1,000	
53809 REC 22-1 - Repairs - Mack Multilift Truck	1,301		
Base Budget		1,000	1,500
Total 53809 REC 22-1 - Repairs - Mack Multilift Truck		1,000	1,500
54000 Equipment Replacement/Repairs			
General Equipment		500	500
Total 54000 Equipment Replacement/Repairs		500	500
54001 New Equipment for Health & Safety Purposes			
Fire Extinguishers and First Aid Kits, etc.		150	150
Eye Wash Stations			
Total 54001 New Equipment for Health & Safety Purposes		150	150
54200 Fuel and Lube (Oil)	20,522		
Compactor and Multi Lift Truck		21,381	22,451
2023.01.25 12:41:48 PM Fuel annual increase		1,070	
Total 54200 Fuel and Lube (Oil)		22,451	22,451
54300 Vehicle/Equipment Licenses	921		
REC 99-1 and 25% of T14-1		1,737	
Mack Lift Truck			1,000
Total 54300 Vehicle/Equipment Licenses		1,737	1,000
55550 Safety Devices (Signs)	345		
Base Budget		500	500
Total 55550 Safety Devices (Signs)		500	500

Department-Object detail

Recycling

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
58050 Capital Fund Expenditures	80,552		
As Per 10 Year Capital Plan and Replacement Schedules - Misc. Equipment		5,000	
Bear Wise bin with stairs		46,000	
Bear Wise bin		34,000	
Capital Plan: 1122: Recycling - Misc Equipment			5,000
Capital Plan: 1181: RECYCLING - EQUIPMENT			14,800
Total 58050 Capital Fund Expenditures		85,000	19,800
58600 Contributions to TCA Reserve Funds	23,425		
As Per 10 Year Capital Plan - Replacement of Vehicles/Equipment		20,200	20,200
53806 Recycling Truck - REC 99-1 - surplus			5,000
Total 58600 Contributions to TCA Reserve Funds		20,200	25,200
Total Expenses	380,516	379,826	346,613
Net	137,189	131,826	158,813

Department-Object detail

Cemeteries

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
40020 Plot Sales and Care & Maintenance Interest	-6,616		
See Account #58500 (in and out only)		-2,000	-2,000
Total 40020 Plot Sales and Care & Maintenance Interest		-2,000	-2,000
40021 Care & Mtce (Perpetual) to Cemetery Trust	-3,060		
See Account #58521 (in and out only)		-3,500	-3,500
Total 40021 Care & Mtce (Perpetual) to Cemetery Trust		-3,500	-3,500
40022 Interment Revenue	-12,490		
Per Res #184-16 (contract for internments)		-4,000	-4,000
Total 40022 Interment Revenue		-4,000	-4,000
41900 Donations Received	-500		
45000 Contributions from Reserves/Reserve Funds			
As per Res #137-14 effective 2014, all cemeteries expenses will come from the Cemetery Reserve Funds		-3,600	-3,400
Total 45000 Contributions from Reserves/Reserve Funds		-3,600	-3,400
Total Revenues	-22,666	-13,100	-12,900
Expenses			
50108 Labour Charged Back to Other Depts.	150		
General Maintenance at Cemeteries by Recreation		300	300
Brushing at Ompah Cemetery by PWs		300	300
Total 50108 Labour Charged Back to Other Depts.		600	600
50120 Mileage	154		
Base Budget		500	500
Total 50120 Mileage		500	500
50175 Contracted Services	1,570		
Base Budget		1,300	1,300
LOL Garden Club maintenance of Pioneer Cemetery		200	
Total 50175 Contracted Services		1,500	1,300
50205 Other Materials (Includes Shop Supplies)	86		
Top soil; Privy supplies		1,000	1,000
Total 50205 Other Materials (Includes Shop Supplies)		1,000	1,000
50522 Internment Expenses	14,170		

Department-Object detail

Cemeteries

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Per Res #184-16 (contract for internments)		4,000	4,000
Total 50522 Internment Expenses		4,000	4,000
58500 Contributions to Reserves/Reserve Funds	2,000		
Plot Sales plus interest from Care & Mtce/Perpetual to NF Cemetery Reserve Fund (in and out only)		2,000	2,000
Total 58500 Contributions to Reserves/Reserve Funds		2,000	2,000
58521 Contribution to Cemetery Trust	3,060		
Plot Sales plus interest from Care & Mtce/Perpetual to NF Cemetery Reserve Fund (in and out only)		3,500	3,500
Total 58521 Contribution to Cemetery Trust		3,500	3,500
Total Expenses	21,190	13,100	12,900
Net	-1,476		

Department-Object detail

Community Halls

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41070 Community Hall Rental - Ward 2	-19,299		
Base Budget		-20,000	-20,000
Total 41070 Community Hall Rental - Ward 2		-20,000	-20,000
41900 Donations Received	-400		
45000 Contributions from Reserves/Reserve Funds	-40,982		
Clar Mill Hall - Kitchen upgrades (cabinetry & flooring)		-13,000	
Clar Mill Hall - Slab cement pad repair		-6,500	
Clar Mill Hall - Parking lot pavement repairs		-10,000	
Barrie Hall - Replacement of Basement level windows		-4,350	
Barrie Hall - Parking lot pavement repair		-9,600	
Capital Plan: 1189: CLAR-MILL HALL			-18,000
Capital Plan: 1190: HARLOWE HALL			-24,500
Harlowe Hall repair and replace outdoor lights including parking lot - from Special Parks Reserve Fund			-2,500
Community Hall Booking Software - To be funded from Special Parks Reserve Fund			-5,000
Total 45000 Contributions from Reserves/Reserve Funds		-43,450	-50,000
Total Revenues	-60,681	-63,450	-70,000
Expenses			
50108 Labour Charged Back to Other Depts.	840		
CLSP Staff & Students to Pressure Wash various halls as required		1,000	
CLSP Staff & Students to do general maintenance at Halls			1,000
PW to assist with removing kitchen at Clar Mill Hall		500	
Paint wheelchair ramp at Harlowe Hall - CLSP		300	
Ompah Parking Lot Grading @ \$900 - 50% Charge		450	
Parking Lot Grading by Public Works			1,000
Total 50108 Labour Charged Back to Other Depts.		2,250	2,000
50120 Mileage	3,900		
Base Budget		4,000	4,000
Total 50120 Mileage		4,000	4,000
50140 Benefits - W.S.I.B.	1,286		

Department-Object detail

Community Halls

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Cleaning contractors - Community Halls only		1,000	1,100
Total 50140 Benefits - W.S.I.B.		1,000	1,100
50175 Contracted Services	1,138		
Pest Control 3 Halls (Barrie, Harlowe, and CM)		1,600	1,600
LOL Garden Club maintain flower beds at Harlowe and Barrie Halls		300	
Inspection and maintenance of Kitchen Exhaust Hoods		850	850
Total 50175 Contracted Services		2,750	2,450
50205 Other Materials (Includes Shop Supplies)	1,719		
Township to pay for supplies for all 5 halls		3,200	3,200
Volunteer Appreciation Dinner (for Volunteers in Community)			1,500
Total 50205 Other Materials (Includes Shop Supplies)		3,200	4,700
50210 Heat	15,320		
Base Budget		19,000	18,000
2023.01.05 01:21:52 PM Heat annual increase		556	
2023.01.25 12:42:04 PM Heat annual increase		718	
Total 50210 Heat		20,274	18,000
50220 Utilities (Hydro)	22,596		
Base Budget		18,000	22,500
2023.01.25 12:42:00 PM Hydro annual increase		1,191	
Total 50220 Utilities (Hydro)		19,191	22,500
50230 Building Maintenance	17,569		
Urgent Repairs and General maintenance for all Halls		6,000	6,000
\$200 per furnace for annual mtce x 4 (n/a in Snow Road as electric heat) @ \$800 and filters changed		800	800
Snow Road Hall heat pump maintenance		300	300
Harlowe heat pump / AC maintenance		800	800
Harlowe Hall - Cleaning & sealing tarmac		3,000	
Barrie Hall - Replace Kitchen Island		1,000	
Barrie Hall - Replacement of Basement level windows		4,350	
Barrie Hall - Parking lot pavement repair		9,600	
Barrie Hall - Repairs to Front Door			1,000
Barrie Hall - Baby Change Table			750

Department-Object detail

Community Halls

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Harlowe Hall - Repairs/Replacement of outdoor lights including parking lot - from Special parks Reserve Fund			2,500
Total 50230 Building Maintenance		25,850	12,150
50260 Advertising	247		
Base Budget		100	300
Total 50260 Advertising		100	300
50270 Telephone (Includes Fax)	2,082		
Base Budget		2,150	2,150
2023.01.25 12:41:55 PM Phone annual increase		62	62
Total 50270 Telephone (Includes Fax)		2,212	2,212
50290 Legal Services			
Base Budget		500	500
Total 50290 Legal Services		500	500
50330 Insurance	15,307		
Base Budget		15,307	16,825
Includes all Community Halls plus Low-risk insurance for Community Hall users @ \$2,500 estimate only actual breakdown not available prior to final budget		3,000	3,000
Total 50330 Insurance		18,307	19,825
50340 Computers	4,927		
Base Budget		1,225	1,225
Effective 2021 - internet service at Clar Mill Hall per Res #469-20		1,500	1,500
Internet at Ompah Hall		1,500	1,500
Internet at Barrie Hall		1,500	1,500
New Booking Software for Community Halls - funded from Special Parks			5,000
Total 50340 Computers		5,725	10,725
54001 New Equipment for Health & Safety Purposes	492		
Fire Extinguishers, First Aid Kits, etc.		650	650
Total 54001 New Equipment for Health & Safety Purposes		650	650
55550 Safety Devices (Signs)	168		
General Maintenance		150	200
replace Ompah Green Space Sign		550	
Total 55550 Safety Devices (Signs)		700	200
58050 Capital Fund Expenditures	30,873		

Department-Object detail

Community Halls

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Clar Mill Hall - Kitchen upgrades (cabinetry & flooring)		13,000	
Clar Mill Hall - Slab cement pad repair		6,500	
Clar Mill Hall - Parking lot pavement repairs		10,000	
Capital Plan: 1189: CLAR-MILL HALL			18,000
Capital Plan: 1190: HARLOWE HALL			24,500
Total 58050 Capital Fund Expenditures		29,500	42,500
58600 Contributions to TCA Reserve Funds	45,730		
Base Budget		7,565	7,565
Community Halls Reserve Fund for future upgrades and to have some monies for our portion if grant opportunities become available		38,165	38,165
Total 58600 Contributions to TCA Reserve Funds		45,730	45,730
Total Expenses	164,194	181,939	189,542
Net	103,513	118,489	119,542

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
31092 MNRF Grant	-102,003		
40200 Sale of Land/Equipment	-1,975		
44400 Revenue from other Depts (chargeback)			
General Maintenance at Cemeteries by Recreation		-300	-300
Dry Hydrants & Fire Signs - whipper snip		-375	-375
Total 44400 Revenue from other Depts (chargeback)		-675	-675
45000 Contributions from Reserves/Reserve Funds	-90,561		
Repairs to rink boards and upgrades to comply with barrier free access requirements (accessibility) to be funded from the Recreation Sustainability TCA Reserve Fund		-11,000	
Multi-Purpose Equipment (Trailer)		-5,000	
New Rototiller attachment for Tractor,		-3,000	
Cloyne Rec. Facility - Bleachers		-6,800	
Mountain Road Boat launch - Funded from CCBF (FGT)		-20,000	
Mosque Lake Road Boat launch - Funded from CCBF (FGT)		-25,000	
Marble Lake Boat launch - Funded from CCBF (FGT)		-25,000	
Mackie Lake South Boat launch - Funded from CCBF (FGT)		-40,000	
Palmerston Boat launch (Martelock) - Funded from CCBF (FGT)		-6,000	
accessible parking signage for boat launches - funded from CCBF (FGT)		-2,800	
new parking by-law signage for boat launches - funded from CCBF (FGT)		-5,000	-5,000
Replace outhouse at PCCA - funded from Accessibility Reserve Fund		-5,000	
Capital Plan: 1159 Boat Launch Repairs			-65,000
Capital Plan: 1200 RINK AND CHANGE HOUSE			-14,000
Replacement of Outhouse at Sand Lake beach - from the Special Parks Reserve Fund			-5,000
Total 45000 Contributions from Reserves/Reserve Funds		-154,600	-89,000
Total Revenues	-194,539	-155,275	-89,675
Expenses			
50108 Labour Charged Back to Other Depts.	4,053		
Boat launches Township owned are maintained by PW Dept.		3,000	3,000
Winter Maintenance at boat launches		8,000	8,000
PCCA - Removal of Outhouse		1,000	

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Rink Accessibility - CLSP staff		500	500
Basic Repairs once MCD completes an Inspection at Tappings Landing		250	250
Dock at MVC Beach - Township maintains per Lease		150	150
Dock at Canonto Lake Beach - Township maintains per Lease		150	150
Repairs at Mississagagon boat launch		2,000	
Fire Department Assitance with Rink maintenance		2,000	2,000
Sand Lake - Removal of Outhouse			1,000
Total 50108 Labour Charged Back to Other Depts.		17,050	15,050
50109 Casual Labour	19,928		
Casual employee to assist with Rink Maintenance as required		19,725	22,425
Casual employee May 15 - Oct 30th - Privy/Trails/Beaches			
Total 50109 Casual Labour		19,725	22,425
50115 Boot Allowance	135		
\$250 per year for Fulltime / \$150 per year partime/seasonal, with a receipt - effective January 1, 2021 per P&A Res #17-20		150	150
Total 50115 Boot Allowance		150	150
50120 Mileage	1,206		
Base Budget		1,500	1,500
Total 50120 Mileage		1,500	1,500
50130 Benefits - E.H.T. (Ministry of Finance)	389		
Base Budget		372	372
From Salary Plan			164
Total 50130 Benefits - E.H.T. (Ministry of Finance)		372	536
50140 Benefits - W.S.I.B.	588		
Base Budget		562	562
From Salary Plan			243
Total 50140 Benefits - W.S.I.B.		562	805
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	455		
Base Budget		423	423
From Salary Plan			215
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		423	638
50160 Benefits - OMERS			

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Annual			1,800
Total 50160 Benefits - OMERS			1,800
50175 Contracted Services	761		
BLEO routine patrol of beach areas when in the area		200	200
Pump out of 10 Privies as required		2,000	2,000
Privies with no tank		800	800
Total 50175 Contracted Services		3,000	3,000
50205 Other Materials (Includes Shop Supplies)	1,316		
Garbage bags, paper/cleaning products, etc. plus cleaning supplies for Privies		1,200	1,500
Total 50205 Other Materials (Includes Shop Supplies)		1,200	1,500
50212 Boat launches / beaches	29,206		
General Maintenance, gravel, culverts, etc. as needed		2,000	
General Maintenance, gravel, culverts, sand, etc. as needed			4,000
Mountain Road Boat launch - Funded from CCBF (FGT)		20,000	
Mosque Lake Road Boat launch - Funded from CCBF (FGT)		25,000	
Marble Lake Boat launch - Funded from CCBF (FGT)		25,000	
Mackie Lake South Boat launch - Funded from CCBF (FGT)		40,000	
Palmerston Boat launch (Martelock) - Funded from CCBF (FGT)		6,000	
Capital Plan: 1159 Boat Launch Repairs			65,000
Total 50212 Boat launches / beaches		118,000	69,000
50220 Utilities (Hydro)	621		
Lights at Cloyne ballpark / tennis court		515	625
Rink hydro - see Community Halls - as Clar-Mill & Rink one meter.			
2023.01.25 12:42:00 PM Hydro annual increase		29	
Total 50220 Utilities (Hydro)		544	625
50230 Building Maintenance	5,712		
General Maintenance & Privies		1,000	1,000
Replace outhouse at PCCA		5,000	
Raise outhouse at Cloyne ball park		800	
Raise outhouse at Mississagagon boat launch		800	
Replace outhouse at Sand Lake Beach - funded from special parks			5,000

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50230 Building Maintenance		7,600	6,000
50260 Advertising			
Base Budget		200	200
Total 50260 Advertising		200	200
50265 Promotions (Special Events)	109,603		
Santa Claus Parades		800	
Northern Rural Youth Partnership per Res. #07-23		6,000	
Frontenac News Recreation Guide		1,500	1,500
Remembrance Day Ceremony including wreaths			800
Royal Canadian Legion - advertising in the Military Service Recognition Book			375
Total 50265 Promotions (Special Events)		8,300	2,675
50290 Legal Services			
Base Budget		200	200
Total 50290 Legal Services		200	200
50330 Insurance	7,207		
Base Budget		7,207	7,925
Total 50330 Insurance		7,207	7,925
50390 Dispatch/Communications			
Base Budget		25	25
Total 50390 Dispatch/Communications		25	25
52600 Rink Repairs & Maintenance (Plevna)	10,251		
Rink Repairs		800	800
Rink/Board sealing & re-line pickle ball courts		7,500	
Poly tarp - white for rink		1,700	
hockey nets x 2		400	
Repairs to rink boards - to be funded from the Recreation Sustainability TCA Reserve Fund		5,500	
Upgrades to comply with barrier free access requirements to be funded from the Recreation Sustainability TCA Reserve Fund		5,500	
Re-line Pickleball Courts			3,000
Pickleball Netting for sides of rink			1,000
Total 52600 Rink Repairs & Maintenance (Plevna)		21,400	4,800

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
52620 Playground Maintenance (Plevna/Harlowe/Cloyne)	2,163		
Inspection of Playground Equipment		400	500
General Maintenance		500	500
top up cedar weave protective mulch at Clar Mill		1,500	
Total 52620 Playground Maintenance (Plevna/Harlowe/Cloyne)		2,400	1,000
52623 Tennis Courts - Cloyne	4,246		
General repairs and lighting		500	500
resurface ball diamond in Cloyne		1,500	
Cleaning, line painting		2,500	2,500
Total 52623 Tennis Courts - Cloyne		4,500	3,000
52625 Swim Programs	3,000		
Mazinaw		1,500	
Sand Lake		1,500	
Total 52625 Swim Programs		3,000	
52626 Docks (Municipal owned)			
Basic repairs - Tappings		500	500
Dock at MVC Beach per Township lease shall maintain		300	300
Dock at Canoto Lake Beach per Township lease shall maintain		300	300
Total 52626 Docks (Municipal owned)		1,100	1,100
52628 Recreation Trails	83		
General Maintenance		500	500
Total 52628 Recreation Trails		500	500
53011 Repairs - 2015 Multi-Purpose Equip (Tractor)	261		
Base Budget		1,000	1,000
Total 53011 Repairs - 2015 Multi-Purpose Equip (Tractor)		1,000	1,000
53702 Repairs - 2019 Dump Trailer	123		
50% CLSP / 50% Recreation		250	250
Total 53702 Repairs - 2019 Dump Trailer		250	250
53750 WL521 - 2007 - 1/2 Ton GMC Wildfire - Repairs	90		
50% Recreation / 50% Waste		750	
Total 53750 WL521 - 2007 - 1/2 Ton GMC Wildfire - Repairs		750	

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
53778 2023 Dodge Ram 1/2 ton shared Waste/Recreation	576		
General Maintenance (50% Rec / 50% Waste)			500
Total 53778 2023 Dodge Ram 1/2 ton shared Waste/Recreation			500
54000 Equipment Replacement/Repairs			
Annual Maintenance		400	400
Total 54000 Equipment Replacement/Repairs		400	400
54001 New Equipment for Health & Safety Purposes	84		
Fire Extinguisher for Truck; First Aid Kit for Plevna Rink, etc.		200	200
Total 54001 New Equipment for Health & Safety Purposes		200	200
54200 Fuel and Lube (Oil)	3,214		
Share vehicle with Waste/ Recycling Lead Hand - 50% Recreation & 50% W/R		5,461	4,711
2023.01.25 12:41:48 PM Fuel annual increase		275	
Total 54200 Fuel and Lube (Oil)		5,736	4,711
54300 Vehicle/Equipment Licenses	133		
Base Budget		135	70
Total 54300 Vehicle/Equipment Licenses		135	70
55550 Safety Devices (Signs)	7,823		
General signs (i.e. Beach Warning Signs - Use At Own Risk, No Dogs, Hiking Trail Signs etc. @ \$400		400	400
accessible parking signage for boat launches - funded from CCBF (FGT)		2,800	
new parking by-law signage for boat launches - funded from CCBF (FGT)		5,000	5,000
Total 55550 Safety Devices (Signs)		8,200	5,400
58050 Capital Fund Expenditures	42,826		
Multi-Purpose Equipment (Trailer)		5,000	
New Rototiller attachment for Tractor,		3,000	
Cloyne Rec. Facility - Bleachers		6,800	
Capital Plan: 1200: RINK AND CHANGE HOUSE			14,000
Total 58050 Capital Fund Expenditures		14,800	14,000
58600 Contributions to TCA Reserve Funds	20,299		
As Per 10 Year Capital Plan - Tappings Dock Expansion		1,074	1,074
As Per 10 Year Capital Plan - Building needs		1,300	1,300
Increase contributions to TCA Reserve Fund for BCA		1,050	1,050

Department-Object detail

Recreation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
As Per 10 Year Capital Plan - Replacement of Vehicles/Equipment		14,900	14,900
Total 58600 Contributions to TCA Reserve Funds		18,324	18,324
Total Expenses	276,352	268,753	189,309
Net	81,813	113,478	99,634

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
31035 Prov of Ont - Aggregate Resources Trust	-736		
Aggregate from Licence #19307			-3,600
Total 31035 Prov of Ont - Aggregate Resources Trust			-3,600
31620 Grant - E. Ont Trails Alliance			
Arcol Road Improvements		-25,000	
Total 31620 Grant - E. Ont Trails Alliance		-25,000	
31621 OVATV Club	-20,000		
2024 Contribution			-20,000
Total 31621 OVATV Club			-20,000
31622 BMA Association	-6,500		
			-6,000
Total 31622 BMA Association			-6,000
40000 User Fees	-10,373		
Monies received in Municipal Office and by Vendors		-10,000	-10,000
Total 40000 User Fees		-10,000	-10,000
40005 CLSP-OnRes MNR Permits Pd Online	-278,128		
Base Budget		-284,409	-332,405
Total 40005 CLSP-OnRes MNR Permits Pd Online		-284,409	-332,405
40006 CLSP-OnRes Transaction Fees Collected	-26,229		
Base Budget		-20,000	-20,000
Total 40006 CLSP-OnRes Transaction Fees Collected		-20,000	-20,000
40200 Sale of Land/Equipment	-3,250		
44400 Revenue from other Depts (chargeback)	-500		
Basic repairs once MCD completes an inspection at Tappings Landing		-250	-250
Dock at MVC Beach per Township lease shall maintain		-150	-150
Dock at Canoto Lake Beach per Township lease shall maintain		-150	-150
CLSP Staff to take BLEO to water access properties as required		-350	-350
CLSP Staff to complete general maintenance if required at Helipad		-200	-200
CLSP Staff & Students to Pressure Wash Siding at Community Halls		-1,000	-1,000
Planning staff to water access properties		-200	-200

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
CLSP Staff to take CBO to water access properties as required		-200	-200
Paint wheelchair ramp at Harlowe Hall		-300	
Rink accessibility - CLSP staff		-500	-500
Total 44400 Revenue from other Depts (chargeback)		-3,300	-3,000
44401 Mileage-1/2 Ton-Charged Back to Other Depts	-8,705		
Base Budget		-3,500	-3,500
Total 44401 Mileage-1/2 Ton-Charged Back to Other Depts		-3,500	-3,500
45000 Contributions from Reserves/Reserve Funds	-79,300		
Contribute double for EOTA donation - Township share from MNR Parks Reserve Fund		-25,000	
Expand Parking Lot at Crotch Lake		-40,000	-5,000
Helen Lane Parking - funded from MNR Parks Reserve Fund per Res #59-22		-40,000	
Helen Lane Parking - funded from North Frontenac Parklands Reserve Fund per Res #59-22			-40,000
New Truck to replace P10			-60,000
Schooner Road Gravel, Grading & Ditching			-50,000
Total 45000 Contributions from Reserves/Reserve Funds		-105,000	-155,000
Total Revenues	-433,721	-451,209	-553,505
Expenses			
50100 Salaries	161,947		
Manager of Community Development (MCD) 20% (45% Econ Dev / 35% Prop /Bldg Maint.) Facilities / Recreation Supervisor salary allocated as: 50% Prop. Bldg. Maintenance and 50% MNR Parks Includes Field Supervisor (Seasonal) and students Plus minimal overtime - as required / needed basis only Clerical Assistant/CLSP (50% Crownlands and 50% Admin) 50% Admin to be funded from the Covid 19 Reserve Fund 2 - CLSP Field Staff (seasonal) From Salary Plan		146,450	146,450
Total 50100 Salaries		146,450	177,865
50105 Income Protection Year End Payout		1,285	1,285
From Salary Plan			45
Total 50105 Income Protection Year End Payout		1,285	1,330
50108 Labour Charged Back to Other Depts.	11,925		

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
The Crown Land road maintenance shall be completely in-house by the PW Dept. (as needed - shall be determined by MCD and in consultation with the PWM) depending on PW availability.		5,000	5,000
Brushing on Schooners to be completed by PW's		10,000	10,000
Browns Bay Road Work - PW to complete in-house - Gravel & culverts			5,000
Crotch Lake Access Road - Final A Gravel			2,000
Total 50108 Labour Charged Back to Other Depts.		15,000	22,000
50110 Benefits - Canada Life	4,109		
		4,511	4,511
From Salary Plan			1,482
Total 50110 Benefits - Canada Life		4,511	5,993
50115 Boot Allowance	303		
\$250 per year for Full-time / \$150 per year part-time/seasonal, with a receipt - effective January 1, 2021 per P&A Res #17-20		1,000	1,000
Total 50115 Boot Allowance		1,000	1,000
50120 Mileage	478		
Base Budget		100	400
Total 50120 Mileage		100	400
50130 Benefits - E.H.T. (Ministry of Finance)	3,158		
Base Budget		2,880	2,880
From Salary Plan			614
Total 50130 Benefits - E.H.T. (Ministry of Finance)		2,880	3,494
50140 Benefits - W.S.I.B.	5,234		
Base Budget		3,440	3,440
From Salary Plan			1,810
Total 50140 Benefits - W.S.I.B.		3,440	5,250
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	14,331		
Base Budget		10,105	10,105
From Salary Plan			2,787
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		10,105	12,892
50160 Benefits - OMERS	11,543		
Base Budget		13,500	13,500
From Salary Plan			2,903

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50160 Benefits - OMERS		13,500	16,403
50175 Contracted Services	248		
50200 Office Supplies and Stationery	2,684		
One time charge annually @ \$1,000 and water proof paper @ \$250		1,250	1,250
Permits for camping		1,050	1,050
CLSP Brochure		800	
Total 50200 Office Supplies and Stationery		3,100	2,300
50205 Other Materials (Includes Shop Supplies)	1,348		
Oars and locks; blue bins for boat storage; Garbage bags, Shovels, Rakes, Supplies, small shop tools/tool box, etc.		1,000	1,000
Total 50205 Other Materials (Includes Shop Supplies)		1,000	1,000
50207 Protective Clothing	856		
T-shirts for the students, uniforms/coats/beige shirts & pants for CLSP Supervisor; Field Supervisor and Field Staff		900	1,000
Total 50207 Protective Clothing		900	1,000
50230 Building Maintenance	4,700		
Annual cleaning solution		150	150
Tool Cabinet for CLSP garage		1,000	
Campsite privies		2,000	2,000
pump out at Schooner Lake		900	
Total 50230 Building Maintenance		4,050	2,150
50260 Advertising	188		
Advertising for positions, etc Frontenac visitors guide		500	500
Total 50260 Advertising		500	500
50265 Promotions (Special Events)	129		
annual			200
Total 50265 Promotions (Special Events)			200
50270 Telephone (Includes Fax)	1,149		
Cell phones (2) plus 1/2 shared with roads		650	650
2023.01.25 12:41:55 PM Phone annual increase		25	25
Total 50270 Telephone (Includes Fax)		675	675
50290 Legal Services			

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

	2023	2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Base Budget		200	200
Total 50290 Legal Services		200	200
50299 Other Services/Miscellaneous	1,611		
By-Law Enforcement		4,000	2,000
Nuisance Beavers		500	500
Total 50299 Other Services/Miscellaneous		4,500	2,500
50330 Insurance	11,590		
Base Budget		11,660	12,800
Total 50330 Insurance		11,660	12,800
50340 Computers	16,870		
Annual Domain Name & OnRes System expense for the CLSP Website		15,000	16,000
Total 50340 Computers		15,000	16,000
50350 Training/Seminars	4,603		
Boat Licences, etc. for new staff - if applicable		1,300	
Training, Boat Licences, Chainsaw, etc.			2,000
Group advanced tree removal course		2,500	
Group Supervisor training		200	
Total 50350 Training/Seminars		4,000	2,000
50390 Dispatch/Communications	825		
Radio repairs/batteries (if required) Airtime @ \$33 per month = \$265 for 8 months and 4 months charged to Property Mtce Radio licence (8)		900	900
New radio		650	700
Total 50390 Dispatch/Communications		1,550	1,600
50500 Bank Service Charges and Interest	20,207		
Credit Card processing fees / Test Runs (in & out only) / Transaction Fees / Internet Fees / Minimum MDR Fees		20,000	20,000
Total 50500 Bank Service Charges and Interest		20,000	20,000
52360 Medicals/Drivers Abstract/PVSC			
Base Budget		60	60
Total 52360 Medicals/Drivers Abstract/PVSC		60	60
52640 MNR Parks - Land Use Permits	397		
Base Budget		900	900

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 52640 MNR Parks - Land Use Permits		900	900
52641 MNR Aggregate Permit Fee	686		
Base Budget		400	2,450
Total 52641 MNR Aggregate Permit Fee		400	2,450
52645 Consignment Paid to Permit Sellers	116		
Base Budget		400	400
Total 52645 Consignment Paid to Permit Sellers		400	400
52800 Access Points - Materials	36,621		
General repairs		3,000	3,000
Expand Parking Lot at Crotch Lake		40,000	
Expand Parking Lot at Crotch Lake - final A gravel			5,000
Helen Lane Parking - funded from MNR Parks Reserve Fund per Res #59-22		40,000	
Helen Lane Parking - funded from North Frontenac Parklands Reserve Fund per Res #59-22			40,000
Browns Bay Road Work - PW to complete in-house - Gravel & culverts			4,000
Repair Boat Launch at South Bush Road - Crotch Lake			5,000
Total 52800 Access Points - Materials		83,000	57,000
53009 Repairs - 2010 P10-1 Ford F150	538		
General Maintenance		1,900	
Total 53009 Repairs - 2010 P10-1 Ford F150		1,900	
53702 Repairs - 2019 Dump Trailer	123		
50% CLSP / 50% Recreation		250	250
Total 53702 Repairs - 2019 Dump Trailer		250	250
53808 P21-1 Repairs shared Roads/CLSP	1,355		
General Maintenance		300	300
tonneau cover (50% MNR / 50% Roads)			800
Backrack, tonneau cover & orange safety lights (50% MNR / 50% Roads)		1,000	
Total 53808 P21-1 Repairs shared Roads/CLSP		1,300	1,100
53908 MB11 - Repairs - 2011 Jon Boat			
General Maintenance		500	500
Total 53908 MB11 - Repairs - 2011 Jon Boat		500	500
53909 MBT11 - Repairs - 2011 Boat Trailer (Jon Boat)			

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
General Maintenance		400	400
Total 53909 MBT11 - Repairs - 2011 Boat Trailer (Jon Boat)		400	400
53912 Repairs - 2019 - 1/2 ton Truck	645		
General Maintenance		1,000	1,000
New Tires			2,000
New Seat Covers			200
Total 53912 Repairs - 2019 - 1/2 ton Truck		1,000	3,200
53914 Repairs - 2019 - Boat	346		
General Maintenance		500	500
Total 53914 Repairs - 2019 - Boat		500	500
53915 Repairs - 2019 - Boat Trailer	66		
General Maintenance		400	400
Total 53915 Repairs - 2019 - Boat Trailer		400	400
53916 Repairs - 2018 - 15 HP Evinrude Motor			
General Maintenance		400	400
Total 53916 Repairs - 2018 - 15 HP Evinrude Motor		400	400
53918 Repairs 25 HP Evinrude - 2019	533		
General Maintenance		400	400
Total 53918 Repairs 25 HP Evinrude - 2019		400	400
53919 MB21 - Repairs 16' Lund Jon Boat	659		
General Maintenance		500	500
Total 53919 MB21 - Repairs 16' Lund Jon Boat		500	500
53920 MBT21 - Repairs Ezload trailer for 53919	425		
General Maintenance		400	400
Total 53920 MBT21 - Repairs Ezload trailer for 53919		400	400
53921 M21 - Repairs 25 HP Mercury Motor	563		
General Maintenance		400	400
Total 53921 M21 - Repairs 25 HP Mercury Motor		400	400
53922 M21-2 - Repairs 15 HP Mercury Motor			
General Maintenance		100	100
Total 53922 M21-2 - Repairs 15 HP Mercury Motor		100	100

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
53925 M22 - Repairs 25HP Mercury Motor	869		
General Maintenance		400	400
Total 53925 M22 - Repairs 25HP Mercury Motor		400	400
54000 Equipment Replacement/Repairs	1,730		
General Items (maintenance for lawnmower, chainsaw, weed eaters and misc. equip.)		500	500
Boat seats		900	
Portable Gas Powered Winch			1,500
Cant Hooks			500
Self-propelled Push Lawn Mower			1,000
Extensions for Pole saw & combi tool			500
Ropes & Pullys for individual truck kits for tree removal			1,000
Chainsaw 400 with 2 foot bar and case			2,000
Individual Tool Boxes for Trucks with Tools			1,500
Total 54000 Equipment Replacement/Repairs		1,400	8,500
54001 New Equipment for Health & Safety Purposes	656		
Fire Extinguishers, First Aid Kits, Bear Spray and Air Horns, Life Jackets, etc.		600	600
Total 54001 New Equipment for Health & Safety Purposes		600	600
54100 Equipment Rentals			
Base Budget		400	400
Total 54100 Equipment Rentals		400	400
54200 Fuel and Lube (Oil)	14,815		
Base Budget		16,830	16,830
2023.01.25 12:41:48 PM Fuel annual increase		1,683	1,683
Total 54200 Fuel and Lube (Oil)		18,513	18,513
54300 Vehicle/Equipment Licenses	265		
2 Trucks and Boats (boats every 5 Year renewal)		700	700
Total 54300 Vehicle/Equipment Licenses		700	700
55501 Bridges and Culverts			
Base Budget		500	2,000
Total 55501 Bridges and Culverts		500	2,000
55502 Roadside Maintenance (Includes Brushing)			

Department-Object detail

MNR Parks

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Schooner Road mowing		600	
Total 55502 Roadside Maintenance (Includes Brushing)		600	
55504 Loosetop Maintenance	45,354		
Arcol Road Improvements		50,000	
General Road Repairs, Washouts, etc.			10,000
Schooner Road Gravel, Grading & Ditching			56,000
Total 55504 Loosetop Maintenance		50,000	66,000
55550 Safety Devices (Signs)	1,799		
General Repair/Replacement		1,000	1,000
Replace information signs at Crotch Lake and Helen Lane		2,000	
Total 55550 Safety Devices (Signs)		3,000	1,000
58050 Capital Fund Expenditures			
Capital Plan: 1185: NFP - VEHICLE			60,000
Total 58050 Capital Fund Expenditures			60,000
58500 Contributions to Reserves/Reserve Funds	25,392		
58600 Contributions to TCA Reserve Funds	19,730		
Base Budget		6,980	6,980
10 yr - Vehicle/Equipment needs		9,500	9,500
Total 58600 Contributions to TCA Reserve Funds		16,480	16,480
Total Expenses	433,719	451,209	553,505
Net		-2	

Department-Object detail

Libraries

Run Date: 07/03/24 10:13 AM

	2023	2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
45000 Contributions from Reserves/Reserve Funds	-6,543		
Plevna Library - Replacement of Windows (BCA) - funded from the Infrastructure Sustainability TCA Reserve Fund		-7,200	
Total 45000 Contributions from Reserves/Reserve Funds		-7,200	
Total Revenues	-6,543	-7,200	
Expenses			
50205 Other Materials (Includes Shop Supplies)	75		
General Supplies, etc.		200	200
Total 50205 Other Materials (Includes Shop Supplies)		200	200
50210 Heat	1,042		
Base Budget		1,200	1,200
2023.01.05 01:21:52 PM Heat annual increase		33	33
Total 50210 Heat		1,233	1,233
50230 Building Maintenance	412		
General maintenance		400	400
Furnace annual maintenance for Plevna Library		150	150
New Air Conditioning Window Unit			500
Total 50230 Building Maintenance		550	1,050
50330 Insurance	2,258		
Base Budget		2,260	2,545
Total 50330 Insurance		2,260	2,545
54001 New Equipment for Health & Safety Purposes	87		
Fire extinguishers, First Aid Kits, etc.		150	150
Total 54001 New Equipment for Health & Safety Purposes		150	150
58050 Capital Fund Expenditures	6,543		
Plevna Library - Replacement of Windows (BCA) - funded from the Infrastructure Sustainability TCA Reserve Fund		7,200	
Total 58050 Capital Fund Expenditures		7,200	
Total Expenses	10,417	11,593	5,178
Net	3,874	4,393	5,178

Department-Object detail

Planning

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
40002 Reimbursed Expenses			
Peer Review - including Natural Heritage, pits, waste sites, etc.			-5,000
Total 40002 Reimbursed Expenses			-5,000
41050 Tax Certificates and Compliance Letters	-3,080		
Base Budget		-2,300	-5,000
Total 41050 Tax Certificates and Compliance Letters		-2,300	-5,000
41200 Planning Application Fees	-31,164		
Includes Pre Consultation fees		-45,000	-30,000
Natural Heritage Reviews (Bill 23)		-5,000	
Total 41200 Planning Application Fees		-50,000	-30,000
41202 Road Allowance - Admin. Fees	-31,000		
Base Budget		-10,000	-25,000
Total 41202 Road Allowance - Admin. Fees		-10,000	-25,000
41203 Licence Agreements	-1,085		
Annual		-1,000	-1,000
Total 41203 Licence Agreements		-1,000	-1,000
41204 Shore Road Allowance - Land Costs	-64,754		
Estimated Land Costs			-45,000
Total 41204 Shore Road Allowance - Land Costs			-45,000
45000 Contributions from Reserves/Reserve Funds			
Community Planning Permit System (CPPS) - Joint project with Frontenac County		-25,000	-25,000
Total 45000 Contributions from Reserves/Reserve Funds		-25,000	-25,000
Total Revenues	-131,083	-88,300	-136,000
Expenses			
50100 Salaries	124,901		
Clerk/Planning Manager 40% (60% Admin)			114,153
Deputy Clerk 75% (25% Clerk/Admin)			
Admin Assistant @ 35% (25% Fire / 40% Clerk/Admin)			

Department-Object detail

Planning

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Clerk/Planning Manager 50% (50% Admin) Deputy Clerk 75% (25% Clerk/Admin) Admin Assistant @ 50% (25% Fire / 25% Clerk/Admin)		127,365	
Total 50100 Salaries		127,365	114,153
50104 Committee Expense	3,665		
Meetings/inspections		8,000	6,000
Total 50104 Committee Expense		8,000	6,000
50105 Income Protection Year End Payout			
From Salary Plan		1,500	1,500
Total 50105 Income Protection Year End Payout		1,500	-368
50108 Labour Charged Back to Other Depts.			
CLSP Staff to take inspectors to water access properties as required		200	200
Total 50108 Labour Charged Back to Other Depts.		200	200
50110 Benefits - Canada Life	9,903		
Benefits expense		9,850	7,605
Total 50110 Benefits - Canada Life		9,850	7,605
50120 Mileage	2,324		
Base Budget		3,500	2,000
Total 50120 Mileage		3,500	2,000
50130 Benefits - E.H.T. (Ministry of Finance)	2,436		
EHT - Employer expense		2,540	2,248
Total 50130 Benefits - E.H.T. (Ministry of Finance)		2,540	2,248
50140 Benefits - W.S.I.B.	3,685		
WSIB - Employer expense		3,845	3,339
Total 50140 Benefits - W.S.I.B.		3,845	3,339
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	10,292		
Receive General - Employer expense		8,760	7,662

Department-Object detail

Planning

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		8,760	7,662
50160 Benefits - OMERS	9,545		
		12,235	
Omers contributions			10,990
Total 50160 Benefits - OMERS		12,235	10,990
50180 Conventions/Conferences	7,216		
Committee members may attend plus Planning Manager		5,000	6,750
Deputy Clerk attendance at OACA			2,250
Total 50180 Conventions/Conferences		5,000	9,000
50200 Office Supplies and Stationery	850		
One time charge annually @ \$500 (credited to Admin Office Supplies expense)		1,000	1,000
Stationery supplies @ \$500 (\$125 x 4 Committee Members per Res #61-12)			
Total 50200 Office Supplies and Stationery		1,000	1,000
50250 Postage	1,000		
One time charge annually		1,000	1,000
Total 50250 Postage		1,000	1,000
50260 Advertising	148		
Base Budget		400	400
Total 50260 Advertising		400	400
50290 Legal Services	1,881		
Misc legal advice for planning applications/Zoning By-law, etc.		15,000	10,000
Total 50290 Legal Services		15,000	10,000
50292 Sale of Road Allowance Expense	10,734		
Legal, advertising, inspectors mileage, etc.		10,000	15,000
Total 50292 Sale of Road Allowance Expense		10,000	15,000
50295 Consulting Services	96,835		
Joint County Agreement (plus one additional planner)		98,000	98,405
Natural Heritage Reviews (Bill 23)		5,000	
Commuity Planning Permit System (CPPS) - Joint project with Frontenac County		25,000	25,000
Peer Review - including Natural Heritage, pits, waste sites, etc. - to be reimbursed see Acct #40002			5,000
Total 50295 Consulting Services		128,000	128,405
50300 Memberships	900		

Department-Object detail

Planning

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Association of Committees of Adjustment (Planning Manager, Deputy Clerk and 4 members of CofA)		900	900
Total 50300 Memberships		900	900
50350 Training/Seminars	742		
Includes per diem per day (rate set by Council); plus reimbursed for actual expenses (i.e. mileage, meals - if not covered under program, etc.)		3,000	3,000
Total 50350 Training/Seminars		3,000	3,000
50390 Dispatch/Communications	200		
58500 Contributions to Reserves/Reserve Funds	72,254		
OP and ZBL Updates / Review, etc.		7,500	7,500
Shore Road Allowance - Land Costs			45,000
Total 58500 Contributions to Reserves/Reserve Funds		7,500	52,500
Total Expenses	359,511	349,595	376,534
Net	228,428	261,295	240,534

Department-Object detail
Property/Bldg Mtce (Grass/Cleaning/Snow Removal)

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
40050 Microfit Proceeds	-4,742		
Intalled in 2013		-5,000	-5,000
Total 40050 Microfit Proceeds		-5,000	-5,000
44401 Mileage-1/2 Ton-Charged Back to Other Depts	-5,708		
C12-1 Ford Escape SUV		-5,500	-5,500
Total 44401 Mileage-1/2 Ton-Charged Back to Other Depts		-5,500	-5,500
45000 Contributions from Reserves/Reserve Funds	-15,409		
Mun. Office and Roads Garage - Condensing Units		-4,140	
Mun. Office and Roads Garage - Overhead Doors		-6,205	
MNR Storage Garage - Site Lighting		-5,550	
Stain MNR building and replace facia boards - funded from Contingency Reserve Fund		-8,500	
Wall mount electric shop heater for MNR building - funded from Contingency Reserve Fund		-600	
Crack sealing & line painting at Municipal building - funded Contingency Reserve Fund		-4,500	
Capital Plan: 1193: MNR ADMINISTRATIVE OFFICE			-22,000
Total 45000 Contributions from Reserves/Reserve Funds		-29,495	-22,000
Total Revenues	-25,859	-39,995	-32,500
Expenses			
50100 Salaries	66,914		
Manager of Community Development (MCD) 35% (45% Econ Dev / 20% MNR Parks)		72,877	77,275
Facilities Recreation Supervisor salary (50% Prop. Bldg. Maintenance and 50% MNR Parks)			
Total 50100 Salaries		72,877	77,275
50105 Income Protection Year End Payout	1,652		
Base Budget		1,625	1,217
Total 50105 Income Protection Year End Payout		1,625	1,217
50109 Casual Labour	1,286		
Mandatory water testing - varies due to results		1,000	1,500
Total 50109 Casual Labour		1,000	1,500
50110 Benefits - Canada Life	5,073		
Base Budget		5,582	4,454
Total 50110 Benefits - Canada Life		5,582	4,454

Department-Object detail
Property/Bldg Mtce (Grass/Cleaning/Snow Removal)

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50120 Mileage	102		
Base Budget		600	300
Total 50120 Mileage		600	300
50130 Benefits - E.H.T. (Ministry of Finance)	1,529		
Base Budget		1,453	1,531
Total 50130 Benefits - E.H.T. (Ministry of Finance)		1,453	1,531
50140 Benefits - W.S.I.B.	2,194		
Base Budget		2,198	2,300
Total 50140 Benefits - W.S.I.B.		2,198	2,300
50150 Benefits-Rec Gen(CPP & EI)Employer's Share	2,127		
Base Budget		4,700	4,696
Total 50150 Benefits-Rec Gen(CPP & EI)Employer's Share		4,700	4,696
50160 Benefits - OMERS	8,419		
Base Budget		6,933	7,452
Total 50160 Benefits - OMERS		6,933	7,452
50175 Contracted Services	89,471		
Cleaning contract (s) for (3) Community halls / Municipal Complex - Clar Mill Fire Hall training room, public washrooms, Asst. Fire Chief Office / PW - W2 & W3 (Archives) Garage Office Space, W2 lunch room & Washrooms / Plevna & Ompah Libraries		44,000	44,000
Additional funds for extra cleaning if required at any building (i.e. special spring cleaning if required)		1,500	1,500
Snow Road Hall @ \$200 twice per month		4,800	4,800
Harlowe Road Hall @ \$300 per month		3,600	3,600
Cleaning contract (s) for Cloyne Library and Barrie Community Hall		10,200	10,200
Grass Cutting Contracts (includes Municipal Office, 5 Community Halls, Libraries, MNR Bldgs, Beaches, Green Space, Cemeteries, Star Gazing pad(effective 2018) - (Contract tendered for 4 year term - to be re-tendered in 2023)		25,000	16,000
Snow Removal Contracts (5 Community Halls and Helipad) (Contract tendered for 4 year term - to be re-tendered in 2023)		11,000	22,500
Pest control for Palmerston Garage		330	330
Floor maintenance in Municipal Office		6,000	6,000
Total 50175 Contracted Services		106,430	108,930
50200 Office Supplies and Stationery	200		
One time charge annually (credited to Admin Office Supplies expense)		200	200

Department-Object detail
Property/Bldg Mtce (Grass/Cleaning/Snow Removal)

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 50200 Office Supplies and Stationery		200	200
50205 Other Materials (Includes Shop Supplies)	365		
General items (for the Old MNR Building, washer fluid for vehicle etc.)		300	300
Tools		800	800
Total 50205 Other Materials (Includes Shop Supplies)		1,100	1,100
50207 Protective Clothing	239		
Base Budget		400	400
Total 50207 Protective Clothing		400	400
50210 Heat	4,223		
Plevna - MNR buildings		4,900	4,900
2023.01.05 01:21:52 PM Heat annual increase		145	145
2023.01.25 12:42:04 PM Heat annual increase		199	199
Total 50210 Heat		5,244	5,244
50220 Utilities (Hydro)	3,612		
Plevna Library is a separate building & MNR buildings is one meter.		1,957	1,957
2023.01.25 12:42:00 PM Hydro annual increase		133	133
Total 50220 Utilities (Hydro)		2,090	2,090
50230 Building Maintenance	18,534		
Generator maintenance - MNR Building - filters and oil etc. only as completed in-house & Municipal Complex = annual service and load testing completed by qualified company		1,500	1,500
Furnace annual maintenance - for the MNR Bldg and Municipal Complex (3 units)		600	600
General maintenance for the Municipal Complex; and/or MNR Building		1,000	1,000
Stain MNR building and replace facia boards		8,500	
Wall mount electric shop heater for MNR building		600	
Crack sealing & line painting at Municipal building		4,500	4,500
Total 50230 Building Maintenance		16,700	7,600
50231 Water Regulations (Analysis, etc.)	13,461		
Testing requirements; Maintenance of Water Systems; including mileage		15,000	15,000
Repairs to UV Water Systems in Community Halls; etc. - warranty on systems have expired			
Water cooler @ Plevna Library			
Certifications and Training for employee(s)			
Servicing of Water Softeners if required at Ompah and Clar Mill Halls - warranty on systems have expired			
Total 50231 Water Regulations (Analysis, etc.)		15,000	15,000

Department-Object detail
Property/Bldg Mtce (Grass/Cleaning/Snow Removal)

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
50260 Advertising	182		
Base Budget		200	200
Total 50260 Advertising		200	200
50270 Telephone (Includes Fax)	785		
2 Cell Phones - MCD & FRS		1,000	1,000
2023.01.25 12:41:55 PM Phone annual increase		26	26
Total 50270 Telephone (Includes Fax)		1,026	1,026
50290 Legal Services			
Base Budget		500	500
Total 50290 Legal Services		500	500
50310 Publications/Subscriptions	295		
Energy Planning software subscription		300	300
Total 50310 Publications/Subscriptions		300	300
50330 Insurance	2,169		
Base Budget		2,169	2,400
Total 50330 Insurance		2,169	2,400
50350 Training/Seminars			
Energy; Risk Management, etc		2,000	2,000
Total 50350 Training/Seminars		2,000	2,000
50376 Senior housing	1,343		
50385 Radio Repairs			
Base Budget		100	100
Total 50385 Radio Repairs		100	100
50390 Dispatch/Communications	274		
Licence & Dispatch		200	200
Total 50390 Dispatch/Communications		200	200
53923 Repairs - 2022 Ford Escape	421		
General Maintenance		500	500
Total 53923 Repairs - 2022 Ford Escape		500	500
54000 Equipment Replacement/Repairs			
Base Budget		100	100

Department-Object detail
Property/Bldg Mtce (Grass/Cleaning/Snow Removal)

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Total 54000 Equipment Replacement/Repairs		100	100
54001 New Equipment for Health & Safety Purposes	203		
Fire Extinguishers, First Aid Kits, eye wash concentrate, etc. (Old MNR Bldg.)		250	250
Total 54001 New Equipment for Health & Safety Purposes		250	250
54200 Fuel and Lube (Oil)	1,551		
Base Budget		2,300	2,300
2023.01.25 12:41:48 PM Fuel annual increase		65	65
Total 54200 Fuel and Lube (Oil)		2,365	2,365
54300 Vehicle/Equipment Licenses			
Base Budget		120	
Total 54300 Vehicle/Equipment Licenses		120	
56999 Infrastructure Loan Payment	46,195		
Base Budget		46,195	46,195
Total 56999 Infrastructure Loan Payment		46,195	46,195
58050 Capital Fund Expenditures	3,078		
Mun. Office and Roads Garage - Condensing Units		4,140	
Mun. Office and Roads Garage - overhead doors		6,205	
MNR Storage garage - site lighting		5,550	
Capital Plan: 1193: MNR ADMINISTRATIVE OFFICE			22,000
Total 58050 Capital Fund Expenditures		15,895	22,000
58600 Contributions to TCA Reserve Funds	6,960		
Vehicle / Equip Needs required over 10 years		4,000	4,000
Building Repair Needs required over 10 years		1,830	1,830
Increase contributions to TCA Reserve Fund for BCA		1,130	1,130
Total 58600 Contributions to TCA Reserve Funds		6,960	6,960
Total Expenses	282,857	323,012	326,385
Net	256,998	283,017	293,885

Department-Object detail

Municipal - Taxes

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
32000 Taxation - Residential/Farm/Managed Forest	-6,738,335		
Base Budget		-6,785,257	-7,141,595
Total 32000 Taxation - Residential/Farm/Managed Forest		-6,785,257	-7,141,595
32050 Taxation - Commercial/Industrial	-47,411		
Base Budget			-49,903
Total 32050 Taxation - Commercial/Industrial			-49,903
32100 Taxation Supplemental - Residential	-35,498		
Base Budget		-45,000	-45,000
Total 32100 Taxation Supplemental - Residential		-45,000	-45,000
32150 Taxation Supplemental - Commercial	-857		
Base Budget		-1,100	-1,100
Total 32150 Taxation Supplemental - Commercial		-1,100	-1,100
32160 PIL Education - retained	-1,025		
33000 Payments-in-lieu (PIL)	-51,074		
Base Budget		-60,000	-60,000
Total 33000 Payments-in-lieu (PIL)		-60,000	-60,000
Total Revenues	-6,874,200	-6,891,357	-7,297,598
Expenses			
50480 Property Taxes Written Off - Residential	16,909		
Base Budget		10,000	10,000
Total 50480 Property Taxes Written Off - Residential		10,000	10,000
50485 Property Taxes Written Off - Commercial	1,548		
Base Budget		1,500	1,500
Total 50485 Property Taxes Written Off - Commercial		1,500	1,500
50499 Property Taxes - Allowance for Bad Debt	34,823		
Set up for Auditor's Adjustments		35,000	35,000
Total 50499 Property Taxes - Allowance for Bad Debt		35,000	35,000
Total Expenses	53,280	46,500	46,500
Net	-6,820,920	-6,844,857	-7,251,098

Department-Object detail

Municipal - Taxes

Run Date: 07/03/24 10:13 AM

		2023	2024	
	2023	Total	Total	
	YTD Actuals	Budget	Budget	

Department-Object detail
County

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
32000 Taxation - Residential/Farm/Managed Forest	-1,946,502		
Base Budget		-1,946,502	-1,995,901
Total 32000 Taxation - Residential/Farm/Managed Forest		-1,946,502	-1,995,901
32050 Taxation - Commercial/Industrial	-13,525		
Base Budget		-13,525	-13,947
Total 32050 Taxation - Commercial/Industrial		-13,525	-13,947
32100 Taxation Supplemental - Residential	-10,192		
32150 Taxation Supplemental - Commercial	-245		
33000 Payments-in-lieu (PIL)	-13,402		
Total Revenues	-1,983,866	-1,960,027	-2,009,848
Expenses			
50480 Property Taxes Written Off - Residential	4,819		
50485 Property Taxes Written Off - Commercial	441		
56000 Requisitions - Education	1,978,605		
Base Budget		1,960,027	2,009,848
Total 56000 Requisitions - Education		1,960,027	2,009,848
Total Expenses	1,983,865	1,960,027	2,009,848
Net	-1		

Department-Object detail

Education

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
32000 Taxation - Residential/Farm/Managed Forest	-1,431,301		
Base Budget		-1,431,299	-1,440,119
Total 32000 Taxation - Residential/Farm/Managed Forest		-1,431,299	-1,440,119
32050 Taxation - Commercial/Industrial	-57,589		
Base Budget		-57,589	-58,322
Total 32050 Taxation - Commercial/Industrial		-57,589	-58,322
32100 Taxation Supplemental - Residential	-7,582		
32150 Taxation Supplemental - Commercial	-894		
33000 Payments-in-lieu (PIL)	-5,266		
Total Revenues	-1,502,632	-1,488,888	-1,498,441
Expenses			
50480 Property Taxes Written Off - Residential	3,626		
50485 Property Taxes Written Off - Commercial	1,908		
56000 Requisitions - Education	1,497,099		
Base Budget		1,488,888	1,498,441
Total 56000 Requisitions - Education		1,488,888	1,498,441
Total Expenses	1,502,633	1,488,888	1,498,441
Net	1		

Department-Object detail

Property Taxation

Run Date: 07/03/24 10:13 AM

		2023	2024
	2023	Total	Total
	YTD Actuals	Budget	Budget
Revenues			
41300 Penalty on Taxes - All Years	-149,347		
Base Budget		-145,000	-145,000
Total 41300 Penalty on Taxes - All Years		-145,000	-145,000
41360 Property Tax Sale - Costs Recovered	-7,678		
Base Budget		-15,000	-15,000
Total 41360 Property Tax Sale - Costs Recovered		-15,000	-15,000
Total Revenues	-157,025	-160,000	-160,000
Expenses			
50400 Property Taxes Cancellation Expense	14,689		
Township owned properties, that are not tax exempt (ie. Barrie Community Hall rented out portion)		7,200	7,200
Total 50400 Property Taxes Cancellation Expense		7,200	7,200
50450 Property Tax Sale Costs	10,494		
Legal Costs etc.		15,000	15,000
Total 50450 Property Tax Sale Costs		15,000	15,000
Total Expenses	25,183	22,200	22,200
Net	-131,842	-137,800	-137,800

Township of North Frontenac
2024 Taxation Year

TAX RATES

BASED ON \$ 7,191,498 TO
BE RAISED FOR
MUNICIPAL TAXATION

CLASS	DESCRIPTION	MUNICIPAL	COUNTY	EDUCATION	TOTAL
CT	Commercial	0.00758732	0.00212047	0.00880000	0.01850779
CU	Commercial (Excess Land)	0.00531112	0.00148433	0.00880000	0.01559545
CX	Commercial (Vacant Land)	0.00531112	0.00148433	0.00880000	0.01559545
XT	Commercial New Construction	0.00758732	0.00212047	0.00880000	0.01850779
XU	Commercial New Construction (Excess)	0.00531112	0.00148433	0.00880000	0.01559545
CO	Commercial - On Farm Business 2	0.00189683	0.00053012	0.00880000	0.01122695
FT	Farmlands	0.00189683	0.00053012	0.00038250	0.00280945
IT	Industrial	0.00758732	0.00212047	0.00880000	0.01850779
IX	Industrial (Vacant Land)	0.00493176	0.00137830	0.00880000	0.01511006
I0	Industrial - Small Scale on Farm Business 2	0.00189683	0.00053012	0.00220000	0.00462695
I7	Industrial - Small Scale on Farm Business 1	0.00189683	0.00053012	0.00220000	0.00462695
RT	Residential/Farm	0.00758732	0.00212047	0.00153000	0.01123779
TT	Managed forest	0.00189683	0.00053012	0.00038250	0.00280945
EXAMPLE BASED ON \$100,000 RESIDENTIAL ASSESSMENT					
		MUNICIPAL	COUNTY	EDUCATION	TOTAL
2023-2024	DOLLAR INCREASE/DECREASE	\$38.43	\$3.98	\$0.00	\$42.41
	% INCREASE/DECREASE	5.34%	1.91%	0.00%	3.92%
	2024	\$758.73	\$212.05	\$153.00	\$1,123.78
	2023	\$720.30	\$208.07	\$153.00	\$1,081.37

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: 15 Mar 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. Prince Edward County - Request for Support re: Review the Ontario Works and Ontario Disability Support Program Financial Assistance Rates;
2. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report Feb. 2024;
3. Ministry of Environment Conservation and Parks (MECP) re: Learn about the new Comprehensive Environmental Assessment Projects Regulation;
4. Mississippi Valley Conservation Authority (MVCA) re: re: Watershed Conditions Statement, Water Safety - February 26, 2024;
5. Federation of Ontario Cottage Associations (FOCA) re: Elert - February 2024;
6. Kingston Frontenac Lennox & Addington (KFL&A) Public Health re: 2023 Cost of Eating Healthy Report;
7. Lambton County - Request for Support re: Upload Major Municipally Owned Roads;
8. Municipality of St. Charles - Request for Support re: Unnecessary Noise (Engine Brakes);
9. Town of Lincoln - Request for Support re: Urgent Need for Increased Funding for Museums and Libraries.

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

1. Prince Edward County - Request for Support re: Expand the Life Span of Fire Apparatus;
2. Baseball for Dad re: Go Green for Mental Health Awareness;
3. Township of Perry - Request for Support re: Amend Blue Box Regulation: 'Ineligible' Sources;
4. Resident Request re: Exemption from Noise By-law.

From: Tara Mieske
Sent: February 20, 2024 10:38 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Prince Edward County re: Request for Support - Expand the life span of fire apparatus

Good Afternoon – For inclusion in the March 15, 2024, Council Agenda, Communications, B Section. This Resolution was discussed at the Joint Fire Committee and it was recommended that the two Townships support this. Thanks Tara

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

From: Catalina Blumenberg
Sent: January 22, 2024 5:49 PM
Subject: PEC Resolution - Expand the life span of fire apparatus

The Right Honourable Premier Ford, et al:

Please see the attached resolution from the Corporation of the County of Prince Edward regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements. This resolution was approved at the January 16, 2024 Meeting of Council. We kindly ask for a response within 30 days of receipt.

If you have any questions, or would like to set up a meeting on this important matter, please contact the undersigned.

Warmly,

Catalina Blumenberg (she/her)
Clerk
The Corporation of the County of Prince Edward
T: 613.476.2148 ext. 1021 | C: 613.503.2384
cblumenberg@pecounty.on.ca

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

RESOLUTION NO. 2024-46

DATE: January 16, 2024

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Branderhorst

WHEREAS By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

AND WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

AND WHEREAS fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

AND WHEREAS Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

AND WHEREAS on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

AND WHEREAS no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

THAT the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

THAT this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown



From: Tara Mieske
Sent: February 20, 2024 3:39 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie; Brooke Ross
Subject: Communications - Baseball for Dad re: Go Green for Mental Health Awareness

Good Afternoon – For inclusion in the March 15, 2024, Council Agenda, Communications, B Section. Thanks Tara

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

From: Louri Snider
Sent: February 18, 2024 10:38 AM
To: clerk@addingtonhighlands.ca; Jenny Snider <clerk@carlowmayo.ca>; Clerk-Madoc Township <clerk@madoc.ca>; info@bancroft.ca; Brooke Ross <Recreation@northfrontenac.ca>; info@hastingshighlands.ca; spedersen@centrehastings.com
Subject: GO GREEN IN MAY REQUEST

Good Morning,
This year again, we plan to GO GREEN for Mental Health Awareness the month of May.

We are GOING GREEN.....

- To promote positive mental health
- To create awareness
- To educate
- To end the stigma
- To send a message that It's Okay Not to be Okay
- To let those struggling and their families know, "YOU'RE NOT ALONE"

We are hoping council will support this by:

Allowing us, for the month of May, to hang green mental health awareness ribbons throughout the community with positive messages.

Families and residents can reflect on these messages and take a selfie and post on social media, to keep the conversation going.

Please see attached other various ways people can get involved with the "GO GREEN" campaign.

Thank you, for your consideration!
Louri Snider

Louri Snider

louri@baseballfordad.com

Baseball For Dad

Box 243, Maynooth ON

K0L-2S0

baseballfordad.com

Mental Health Awareness Week May 4-10, 2024.

This year again, we plan to **GO GREEN for Mental Health Awareness the month of May.**

Why **GO GREEN?**



- To promote positive mental health
- To create awareness
- To educate
- To end the stigma
- To send a message that It's Okay Not to be Okay
- To let those struggling and their families know, **YOU'RE NOT ALONE**



It's our goal to send a message "**MENTAL HEALTH MATTERS**", during the month of May.

Want to get involved?

GO GREEN with us the Month of May!



1. Decorate with green material, ribbon, bows etc.
2. Light up your business, community space and home **GREEN** with green light bulbs, Christmas lights and flood lights.
3. Make up awareness signs for your window or front lawn – Mental Health Matters or positive messages
4. Wear **GREEN** and/or a **GREEN** ribbon the month of May
5. Share on social media – Share your story - Share self-care tips – Share support.
6. Have conversations about mental health and help end the stigma – Ask family and friends how they're doing and really listen to the answers.
7. Educate yourself about Mental Illness - Take a Mental Health First Aid Course
8. Inspire Kindness
9. Take time for your own Health.



Baseball for Dad will be selling the below items at our cost to help get the message out... "Mental Health Matters". (Deadline to order is April 1st)

You can email your order to louri@baseballfordad.com



We look forward to **GOING GREEN** together to show Mental Health Matters this May.

Louri Snider - Baseball for Dad

From: Tara Mieske
Sent: February 27, 2024 8:11 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: FW: Communications - Township of Perry re: Request for Support - Amend Blue Box Regulation: 'Ineligible' Sources

Good Morning – Moved to B at the request of Darwyn Sproule, P.Eng, Public Works Manager to consider supporting this. Thanks Tara

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

From: Tara Mieske
Sent: February 26, 2024 3:11 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Township of Perry re: Request for Support - Amend Blue Box Regulation: 'Ineligible' Sources

Good Afternoon – For inclusion in the March 15, 2024, Council Agenda, Communications, A Section. Thanks Tara

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

From: Erica Cole
Sent: February 26, 2024 10:15 AM
To: 'premier@ontario.ca' <premier@ontario.ca>
Cc: minister.mecp@ontario.ca; Graydon.Smith@pc.ola.org; Beth Morton <beth.morton@townshipofperry.ca>; resolutions@amo.on.ca
Subject: Resolution - TWP of Perry - Request to Amend Blue Box Regulation: 'Ineligible' Sources

Dear Hon. Premier Ford,

Please find attached a resolution supported by the Council of the Corporation of the Township of Perry at their last regular meeting on Wednesday February 21, 2024, regarding a Request to the Province to Amend the Blue Box Regulation (391/21).

Kind regards,
Erica Cole, Dipl.M.A.
Deputy Clerk
Township of Perry
1695 Emsdale Road, PO BOX 70
Emsdale, ON P0A 1J0
T: 705-636-5941

www.townshipofperry.ca



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

www.townshipofperry.ca

February 26, 2024

Via Email

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

**RE: Request to the Province to Amend Blue Box Regulation for
'Ineligible' Sources**

At their last regular meeting on Wednesday February 21, 2024, the Council of the Corporation of the Township of Perry supported the following:

"Resolution #2024-52
Moved by: Paul Sowrey
Seconded by: Jim Cushman

Whereas under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

And Whereas 'ineligible' sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

And Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Be it resolved that the Council of the Corporation of the Township of Perry hereby request that the province amend Ontario Regulation 391/21: Blue

...2

Box so that producers are responsible for the end-of-life management of recycling products from all sources;

And further that Council hereby request the support of all Ontario Municipalities;

And further that this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable Graydon Smith, MPP Parry Sound-Muskoka, and to all Ontario Municipalities.

Carried.”

Your attention to this matter is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Beth Morton'.

Beth Morton
Clerk-Administrator

BM/ec

c.c. Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks
Honourable Graydon Smith, MPP Parry Sound-Muskoka
All Ontario Municipalities

From: Tara Mieske
Sent: March 6, 2024 3:43 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Resident re: Request for Noise By-law Exemption

Good Afternoon – For inclusion in the March 15, 2024, Council Agenda, Communications, B Section. Thanks Tara

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

From: Tyler Seniuk
Sent: March 6, 2024 1:13 PM
To: Tara Mieske
Subject: Request for Exemption - 65-21

To Tara Mieske / Council,

As per By Law 65-21, Schedule A, Section 3.5, please consider this request to be granted an exemption of By-Law #65-21 - Noise Control Policy.

As such the owners of 1037 North Shore Rd would request an exemption to host live music acts on August 24th 2024 From 1PM EST to 12:00AM EST. Much like last year, the event is designed to welcome friends and family of the owners of the property, as well as local neighbors, to an evening of music and food.

Looking forward to the council decision on the matter.

Contacts Include email addresses in the cc line and below:

John Seniuk
Tyler Seniuk
Ryan Seniuk
Sheldon Willerton



To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by:
Date of Meeting: 15 Mar 2024
Re: Update Regarding North Frontenac Technical Services Officer Position.

Recommendation:

Be it Resolved that Council receives for information the Chief Administrative Officers Administrative Report entitled "Update Regarding North Frontenac Technical Services Officer Position".

Background:

On April 20, 2021 Darwyn Sproule, P.Eng., Public Works Manager provided an Administrative Report to the Personnel and Audit Committee entitled "Public Works Manager's Assistant and Succession Management" (see attached). As a result Resolution # P&A 06-21, Moved by Mayor Ron Higgins and Seconded by Councillor Vernon Hermer was approved:

"Be it Resolved That the Personnel and Audit Committee receives for information the Public Works Manager's Administrative Report entitled "Public Works Assistant and Succession Management";

And That the Personnel and Audit Committee recommend to Council the new full-time position of Public Works Technical Services Officer;

And That the Public Works Technical Services Officer is to facilitate delivery and administration of projects, asset management and grants".

On May 7, 2021 Council Resolution #212-21, Moved by Councillor Fowler, Seconded by Deputy Mayor Martin, Council adopted the Minutes of a Meeting of the Personnel and Audit Committee dated April 20, 2021, approving the new full-time position of Public Works Technical Services Officer.

In 2021 the Technical Services Officer (TSO) Position was added to the Township's Organization Chart and the position was advertised and interviews were set up on two occasions. Several candidates were interviewed for the position; however the position was not offered to any of the candidates interviewed.

The intent, as advised to Council during Council Orientation in 2022 was to again advertise this position in 2023; however unfortunately it was very busy (had a major shuffling of the office with the former CAO retiring mid 2022 and several members of staff moving to different positions); therefore we did not get this completed. Moreover the PWM changed his plans for retirement. The funds for this position were re-budgeted in both 2023 and again in 2024 in hopes we could attract a qualified individual early in the year.

Researched By:

Corey Klatt, Chief Administrative Officer.
Darwyn Sproule, Public Works Manager.
Kelly Watkins, Treasurer.

Comments:

On March 4, 2024 the TSO Position was advertised on the Township's Social Media Pages and the Township's Website. It was also sent to the Frontenac News for publication in the March 7th edition.

The needs have not changed for the TSO position as approved by Council previously. Road and Waste/Recycling functions managed by the PWM continue to evolve and modernize (blue box transition to producer responsibility will create major work for the next couple of years along with the increasing requirements from the Province in regards to Asset Management) and the role of PWM continues to become more complex. Work load is increasing and expectations continue to rise for our Public Works Department. As a result of not being able to hire a TSO previously we have been unable to fully enhance and operationalize several modernization initiatives that were previously approved and funded from the Municipal Modernization Intake 2 Grant. With full implementation we will have better data for future forecasting and management of our road network.

It is also still hoped we are able to recruit a candidate who may be appropriate to be considered for succession planning for the current PWM. On the job training will be very valuable for the TSO to obtain the appropriate skills and knowledge needed to be considered as a candidate for the PWM position in the future.

Financial Impact:

Per the Township's 2024 Salary Grid the salary range for this position is \$36.04 - \$42.40 per hour plus applicable pension and benefits.

Attachments:

[2021-04-20 - Public Works Managers Assistant and Succession Management -...](#)



Administrative Report

To: Personnel and Audit Committee

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

Recommended by: Cheryl Robson, AMCT, Chief Administrative Officer _____

Date of Meeting: April 20, 2021

Re: Public Works Manager's Assistant and Succession Management

Background

The Township's current Public Works Manager (PWM) Darwyn Sproule P.Eng. was hired in the fall of 2017, to replace Jim Phillips P.Eng. when he retired.

The position of PWM is not credentialized; however, the last two incumbents have been Professional Engineers. As the Public Works function evolves and modernizes, the workload, demands on and expectations from the PWM's position also increases.

A succession management plan and seamless transition when the PWM position is staffed are both very important.

Researched By

Cheryl Robson, AMCT, Chief Administrative Officer
Darwyn Sproule, P. Eng., Public Works Manager

Comments

Work Load:

The Road and Waste / Recycling functions managed by the PWM are evolving and modernizing quickly. Expectations and job requirements are becoming more complex, and the work load is increasing. In order for the Township to keep pace and be progressive we need to prepare and staff accordingly.

The evolving work items include, but are not limited to, the following:

- Recycling transition to Producer Responsibility.

Public Works Manager's Administrative Report
Public Works Manager's Assistant and Succession Management
April 20, 2021
Page 1 of 3

- Year round level of service and mobility expectations of residents and businesses.
- Importance of monitoring compliance with Minimum Maintenance Standards and documenting all operations.
- Asset management legislation and new Level of Service initiatives.
- Service Delivery reviews, expectations and implementation of findings.
- Significant detailed grant applications and technical submissions.
- Large complex projects which require detailed tenders, contracts, inspections, overseeing work, etc. (i.e. remediation of the Ward 2 Shop, bridge rehabilitations, road reconstruction, introduction of new technology, ...).
- Enhanced environmental protection and reporting requirements.
- New legislation requirements.
- Increased staffing given the assumption of more year round roads and increased business at the Waste / Recycling Sites.
- The Public Works Departments' responsibilities continue to increase and change rapidly.

All of the above aspects are more complex and expectations are higher than even just a few years ago. As a result, the PWM's and PW Departments' work load are increasing. Recent big dollar grants received and new initiatives such as modernization are terrific for the Public Works function but delivery and implementation all take time and add to the already increased work load.

Hiring a Public Works Managers Assistant (PWMA) is recommended, with the candidate being able to deliver the technical aspects required to address the above work items. Providing assistance to the PWM will support addressing the current work load demands and provide the ability to take advantage of even more opportunities. The Public Works Foreman (PWF) and Waste/Recycling Lead Hand (WRLH) are very busy managing day-to-day operations, and are not available to provide assistance on the more complex work items noted above.

There is the option of hiring Consultant Services for 'one off' projects; however, often it is difficult to retain their services on short notice, cost can be significant and continuity is lost at the end of the assignment.

Hiring the PWM an assistant will also provide succession planning options.

Succession Planning:

The PWM advised the Chief Administrative Officer (CAO) of his intention to retire late in 2022 after five (5) years of service with the Township.

The PWMA position requires technical and report writing skills sufficient to deliver the above work items. Recruiting an appropriate candidate may take some time and we should take advantage of the lead time available.

When the current PWM was hired there was an overlap with his successor. This overlap provided a smooth / effective transition. A longer transition would permit more on the job training and/or an opportunity for the successor to take specific training in preparation for possibly being ready for the PWM position.

The recommendation is to hire a fulltime PWMA in 2021 (the Recruitment Process will take a few months).

Financial Implications

The estimated annual cost of the new PWMA position is unknown at this time. If supported by the Personnel-Audit Committee and approved by Council, the PWM and CAO will work on a detailed Role Description and the CAO will establish an appropriate Salary Range based on the responsibilities, experience and education requirements. There will also be costs for benefits, OMERs, a computer, cell phone, etc.

The cost of this new position will be partially offset by the cost savings (estimated at \$17,075) associated with the recent Public Works initiative to combine two seasonal positions into a single new seasonal position.

Recommendation

Be It Resolved That the Personnel and Audit Committee receives for information the Public Works Manager's Administrative Report entitled "Public Works Manager's Assistant and Succession Management";

And That the Personnel and Audit Committee recommend to Council the new full-time position of Public Works Manager's Assistant commencing in 2021.



Administrative Report

To: Personnel and Audit Committee

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

Recommended by: Cheryl Robson, AMCT, Chief Administrative Officer _____

Date of Meeting: April 20, 2021

Re: Public Works Manager's Assistant and Succession Management

Background

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A succession management plan and seamless transition when the PWM position is staffed are both very important.

Researched By

Cheryl Robson, AMCT, Chief Administrative Officer
Darwyn Sproule, P. Eng., Public Works Manager

Comments

Work Load:

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Public Works Manager's Administrative Report
Public Works Manager's Assistant and Succession Management
April 20, 2021
Page 1 of 3

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All of the above aspects are more complex and expectations are higher than even just a few years ago. As a result, the PWM's and PW Departments' work load are increasing. Recent big dollar grants received and new initiatives such as modernization are terrific for the Public Works function but delivery and implementation all take time and add to the already increased work load.

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There is the option of hiring Consultant Services for 'one off' projects; however, often it is difficult to retain their services on short notice, cost can be significant and continuity is lost at the end of the assignment.

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When the current PWM was hired there was an overlap with his successor. This overlap provided a smooth / effective transition. A longer transition would permit more on the job training and/or an opportunity for the successor to take specific training in preparation for possibly being ready for the PWM position.

The recommendation is to hire a fulltime PWMA in 2021 (the Recruitment Process will take a few months).

Financial Implications

The estimated annual cost of the new PWMA position is unknown at this time. If supported by the Personnel-Audit Committee and approved by Council, the PWM and CAO will work on a detailed Role Description and the CAO will establish an appropriate Salary Range based on the responsibilities, experience and education requirements. There will also be costs for benefits, OMERs, a computer, cell phone, etc.

The cost of this new position will be partially offset by the cost savings (estimated at \$17,075) associated with the recent Public Works initiative to combine two seasonal positions into a single new seasonal position.

Recommendation

Be It Resolved That the Personnel and Audit Committee receives for information the Public Works Manager's Administrative Report entitled "Public Works Manager's Assistant and Succession Management";

And That the Personnel and Audit Committee recommend to Council the new full-time position of Public Works Manager's Assistant commencing in 2021.

To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by:
Date of Meeting: 15 Mar 2024
Re: Resignation of Deputy Mayor Inglis as Chair of the North Frontenac Economic Development Task Force

Recommendation:

Be it Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "Resignation of Deputy Mayor Inglis as Chair of the North Frontenac Economic Development Task Force" (EDTF);
And That per the Townships Procedural By-law, Council by Resolution shall appoint the Chair of the EDTF from the Council Members appointed to the Task Force; therefore Councillor _____ is appointed as the Chair of the EDTF (effective immediately) and Deputy Mayor Inglis will continue as a Member of the EDTF;
And That Council thanks Deputy Mayor Inglis for his hard work and dedication as the Chair of the EDTF throughout the past nine (9) years.

Background:

On April 26, 2024 Deputy Mayor Inglis advised he is resigning as Chair of the Township's Economic Development Task Force (EDTF) but would like to continue to be a Member of the EDTF. He has been a member of the EDTF since 2012 and the Chair of the EDTF since March, 2015. He also advised that he will continue to stay in the position until a new Chair is selected.

Researched By:

Corey Klatt, Chief Administrative Officer.

Comments:

The Township's Procedural Policy for Members of Council, Committees and Task Forces (By-Law #26-23 Section 13.2 advises "The Task Force shall be made of:

- a) At least one (1) but not more than three (3) Members of Council;
- b) The CAO and/or at least one Manager;
- c) Voluntary sector members whose knowledge of the Task Force's mandate would be an asset;
- d) A Secretary".

Moreover, Section 13.3 advises "Council by Resolution shall appoint the Council Member(s) and CAO and/or Manager(s) who will be members of the Task Force. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed".

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: 15 Mar 2024
Re: Assumption of a Portion of River Road

Recommendation:

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

And That Council accepts the offer from Rod Recine to transfer the portion of River Road to the Township, subject to an entrance permit being obtained for the naturally severed lot and the road being surveyed to a width of 20 metres (66 feet) at the expense of Mr. Recine;

And That Council approves paying the legal fees for the preparation of the Transfer, registering the Transfer and By-law and Law Society Fees, and miscellaneous disbursement at an estimated cost of \$1,000. All legal work completed by the Township's Solicitor for Sherriff Certificates, Mortgage Discharges, Appraisals, and any unforeseen title issues shall be covered by the property owner;

And That Council instructs the Treasurer to transfer the Township's legal costs associated with the property transfer, including preparation of the Transfer, title search and registering the By-law from the Contingency Reserve Fund;

And That Council authorizes the Mayor and Clerk to sign the Transfer for this portion of the Road Allowance and Council will consider a By-law at a future meeting to assume this portion of River Road;

And That Council approves the Clerk signing an Undertaking prepared by the property owner's solicitor advising Council will pass the necessary By-laws to dedicate the portion of River Road identified on the required survey as public highways once the property is transferred.

Background:

As per Section 31 (2) of the Municipal Act:

"After January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money."

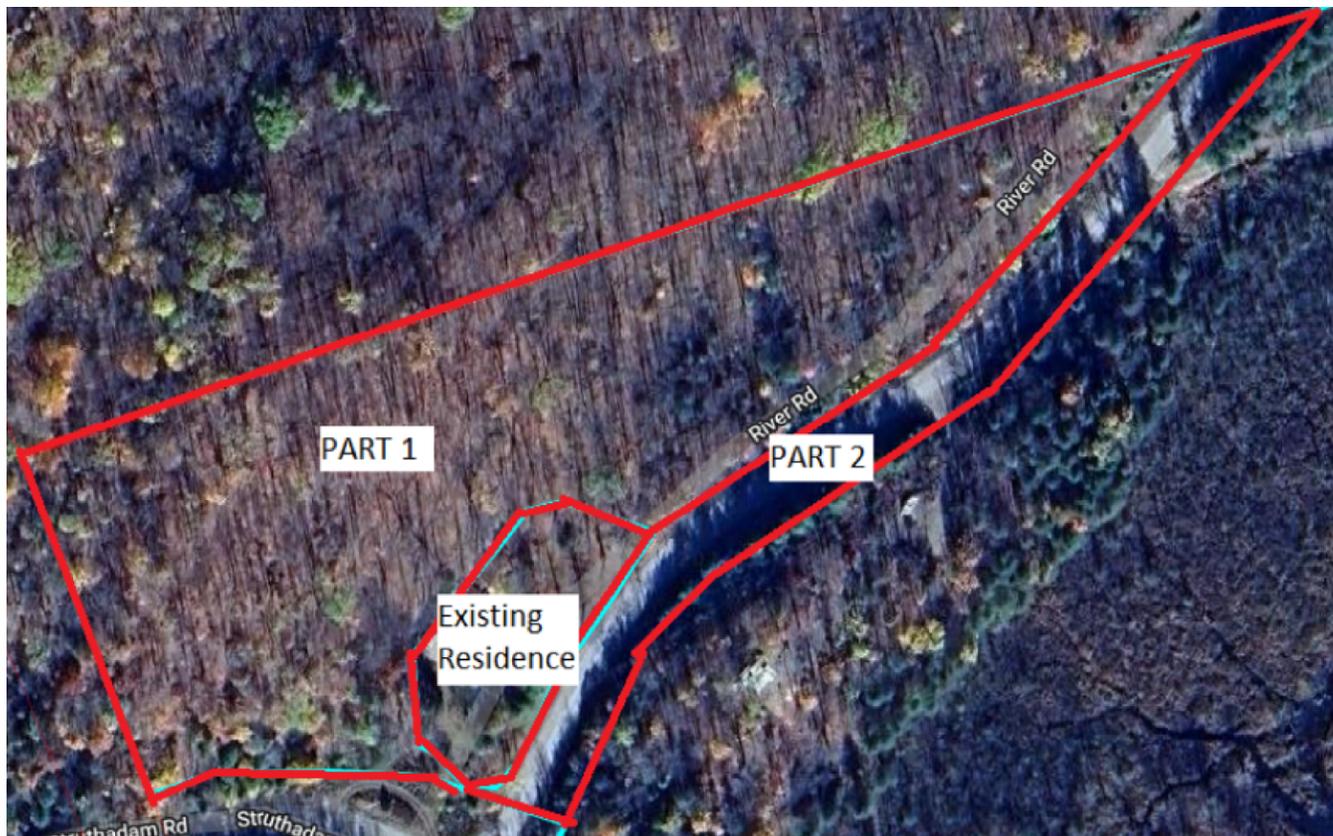
As per Section 26 of the Municipal Act, 2001, all highways that existed on December 31, 2002 are highways unless they have been closed. Therefore any road where the Municipality has expended money on the creation and maintenance of the road prior to 2003 is considered a Municipal Road. In order for any road which is not identified (given a PIN number) to be recognized it must be surveyed. Once surveyed, the road may be transferred from the property owner to the Municipality.

Researched By:

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

Comments:

In an email dated February 14, 2024, the Township received a request from Rod Recine, Resident, requesting to transfer a portion of River Road that bisects his property to the Township. The proposed portion of the road is shown as Part 2 on the following sketch:



River Road is included in By-law #89-13 Level of Service Policy and is maintained by the Township for 11.27 kilometres.

It is recommended the property owner be responsible for the cost of surveying the portion of the road with a 20 metre (66 feet) width. The Township will be responsible for the legal costs associated with the property transfer (i.e. preparation of deeds, title search, registration of Transfer and By-law, etc.). It is also recommended Council provide a written Undertaking to provide assurance to the property owner that after the land is transferred the necessary By-laws dedicating the lands as public highways will be passed.

Darwyn Sproule, Public Works Manager reviewed the request and because the transfer will create a natural severance he recommended due to the topography as a condition of the transfer the owner obtain an entrance permit for the undeveloped lot to ensure there is a location that meets the Entrance Permit By-law requirements.

Financial Impact:

The survey cost will be paid by the property owner. The legal fees will be taken from the Contingency Reserve Fund. As per the 2024 Budget the Contingency Reserve Fund has an estimated year-end balance of \$1,096,402.75.

As we receive requests and inquiries regarding Forced Road transfers regularly an estimate was requested from the Solicitor for these. The estimate provided by the Solicitor to complete the work is as follows:

- Fee for preparation of Transfer and Application to register By-law - \$500.00
- Registration of the Transfer and By-law (2 registrations at \$78.79 each) - \$157.58
- Law Society Levy - \$65.00
- Sheriff Certificate (if required) - \$12.15 per name
- If there is/are a mortgage(s) on title to the lands, we would charge \$250.00 for each partial discharge of mortgage that we would have to write the banks for. The registration of each partial discharge of title would be \$78.79.
- Miscellaneous Disbursements – title search, PIN abstracts, etc.

As well, we have had banks request appraisals of the lands before they'll sign partial discharges. It doesn't happen often, but it has happened in the past.

The above noted is a rough estimate only, assuming the transfer is straight forward. Should the lands still be in the registry system for whatever reason or should any unforeseen issues arise, the fees/disbursements charge may change accordingly.

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: 15 Mar 2024
Re: Shore Road Allowance Closure and Sale By-law - Rogers

Recommendation:

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

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

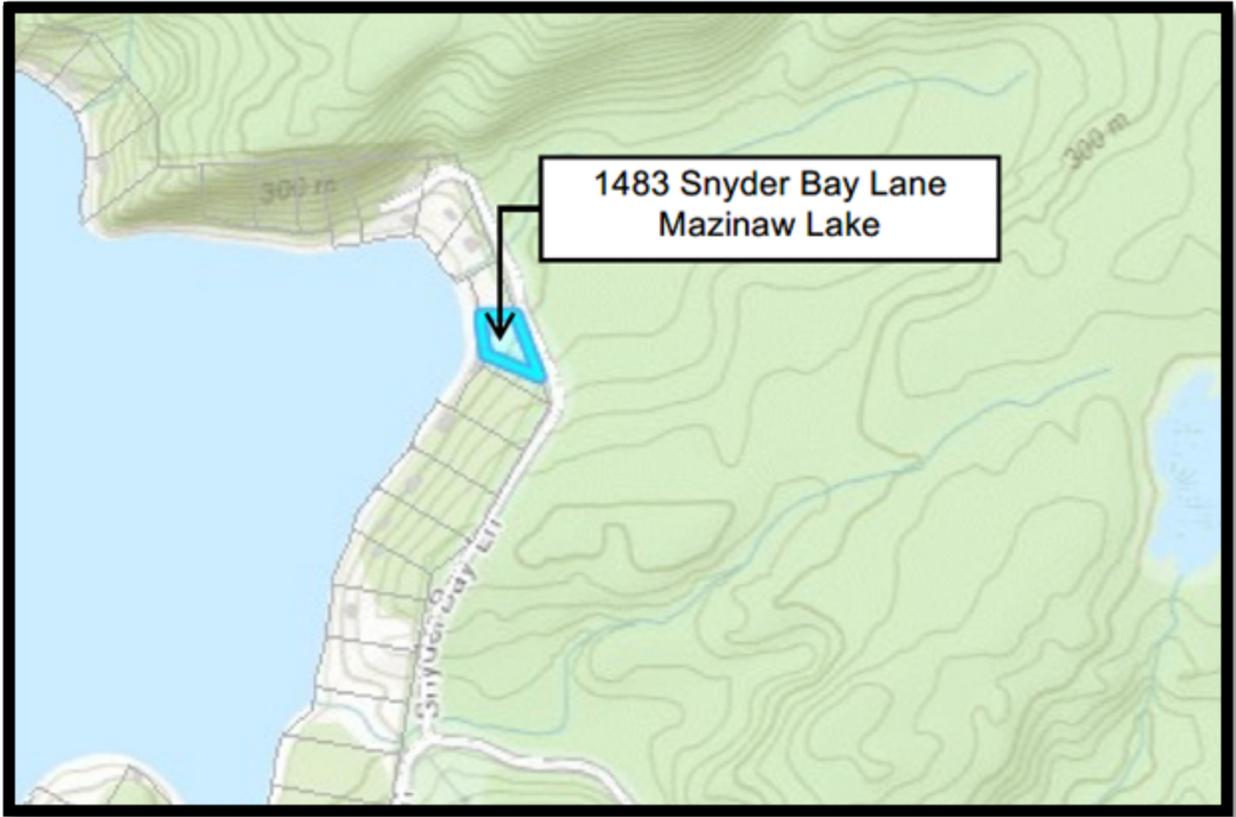
- **All That Part** of the Shore Road Allowance lying in front of Part of Lot 1, Registered Plan 1115, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23058 (Mazinaw Lake)

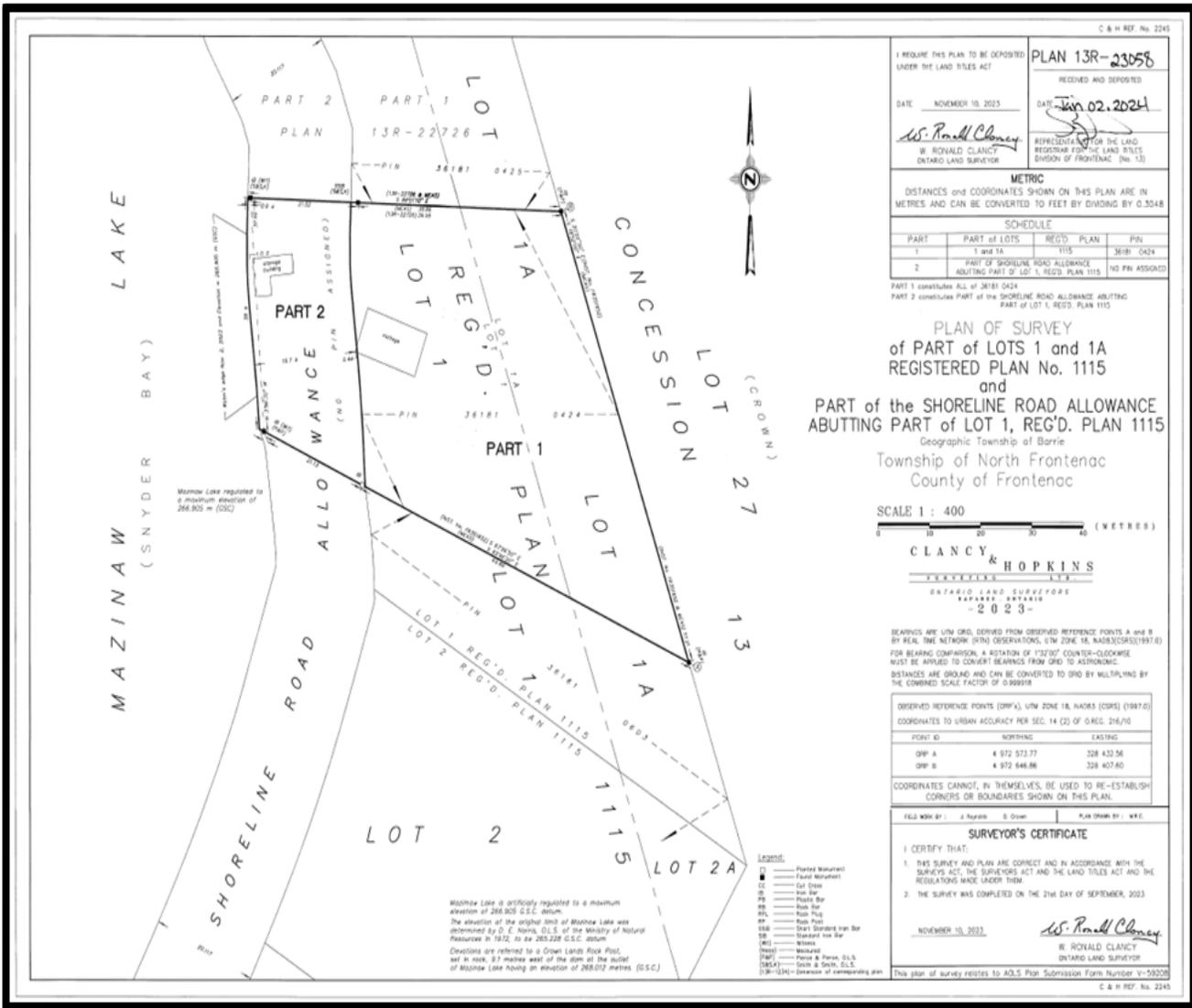
be declared as surplus and sold to the adjoining owner. Appraisal of the properties are not necessary as these are Shore Road Allowances;

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

Background:

An Application was submitted by Gail Rogers to purchase the Shore Road Allowance along the shore of Mazinaw Lake, lying in front of Part of Lots 1 and 1A, Registered Plan 1115, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23058 (Mazinaw Lake) (see below map and survey). Council passed Resolution #341-23 on August 17, 2023 approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #20-23).





Researched By:

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

Comments:

None.

Financial Impact:

Per Fees and Charges By-law #63-23 the administration fee for a Shore Road Allowance was \$1,200.00 plus \$156.00 HST for a total of \$1,356.00. This fee has been collected from the Applicant.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with the Fees and Charges By-law #63-23.

To: Mayor and Members of Council
From: Eric Korhonen, Director of Emergency Management / Fire Chief
Adam Robinson, Assistant Fire Chief
Approved by:
Date of Meeting: 15 Mar 2024
Re: Electric Vehicle Lithium-Ion Battery Fire and Explosion Awareness for Fire Services Training

Recommendation:

Be it Resolved that Council receives for information the Director of Emergency Services, Fire Chiefs (DESFC) Administrative Report entitled "Electric Vehicle Lithium-Ion Battery Fire and Explosion Awareness for Fire Services Training".

And that Council instructs the DESFC to continue to investigate training opportunities for the Firefighters regarding lithium-ion powered Electric Vehicles.

Background:

The Township of North Frontenac has seen an increase in the number of battery electric vehicles (BEV), hybrid vehicles, and lithium-ion powered devices every year. The Assistant Fire Chief (AFC) participated in a four (4) hour Lithium Ion Battery Fire and Explosion Awareness Training session on November 5th, 2023 in Mississauga, Ontario.

Researched By:

Adam Robinson, Assistant Fire Chief

Comments:

Lithium-ion batteries are being used to power automobiles, pick-up trucks, scooters, e-bikes, power tools, handheld devices, children's toys and more with each passing year. In order to continually develop and enhance our Fire Department's ability to safely and effectively respond to emergencies that involve a lithium-ion power source, it is necessary to participate in training sessions that will provide our staff with the most up to date information on hazards and risk awareness in relation to electric and hybrid vehicle applications, lithium-ion battery fire safety practices, explosion hazard awareness and current firefighting tactics and strategies available for this ever-changing technology.

The practical classroom training session attended by the AFC on November 5th, 2023, covered topics such as:

- Understanding the hazards for EV firefighting with lithium-ion batteries
- Hazmat operational concerns when dealing with electric vehicle fires
- Strategy development for the mitigation of fires and explosions
- Risk assessments, equipment and PPE selection for emergency events

- Hose-handling tactics and tool demonstration for fire suppression
- Specialty safety training modules specific to the Tesla Motor Vehicle
- On-site risk assessments for BESS fixed-facility energy storage systems
- Case-studies, foundational research to educate volunteer fire departments

As North Frontenac looks toward the introduction of rapid charging stations and a growing number of lithium-ion power sources, it is important for the Fire Department to participate in high valued training sessions such as this, ensuring that we are on the cutting edge of awareness and equipped with proven tactics to deal with an ever-changing technology that poses a potential risk to our community.

Following the training, we have reached out to the company that provided the training to obtain additional information regarding the potential of conducting an in-house training session in 2024 for all North Frontenac Firefighters.

Financial Impact:

The cost of the training was \$432.56 (\$249.31 registrations and \$183.25 accommodation). A Township Vehicle was used to travel to the training.

To: Mayor and Members of Council
From: Eric Korhonen, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 15 Mar 2024
Re: Emergency First Responder Day (May 1st), and International Firefighters Day (May 4th)

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Emergency First Responder Day (May 1st), and International Firefighters Day (May 4th)."

Background:

First Responder Day

On December 10, 2013 the Ontario Legislature proclaimed May 1st as "First Responders Day". The Act proclaims that, "First responders are those men and women who, in early stages of an emergency, are responsible for the protection and preservation of life, property, evidence and the environment". They include police officers, firefighters, military personnel, paramedics, medical evacuation pilots, dispatchers, nurses, doctors, emergency medical technicians and emergency managers.

First responders are volunteers and professionals who have dedicated their lives to public service. Their life-saving skills often make the difference between life and death. Their public service deserves to be recognized and honoured."

International Firefighters' Day

International Firefighters' Day is annually observed on the 4th of May. It is a day to celebrate the life-saving work of firefighters all over the world. The day aims to highlight the dedication and sacrifices made by firefighters in ensuring the safety and security of their communities. This global observance also focuses on raising awareness about the importance of fire prevention, community volunteerism, and training in order to ensure that our brave firefighters have the support and resources they need to continue protecting lives and property.

The origin of International Firefighters' Day dates back to 1999, following the tragic deaths of five Australian firefighters during a wildfire in Victoria, Australia. In Canada, the day has particular significance, as Canada is known to have one of the highest numbers of volunteer firefighters in the world. Currently, it is estimated that over 85% of firefighters in Canada are volunteers, with many of these men and women juggling full-time jobs alongside their firefighting duties. Additionally, Canada faces the challenge of managing wildfires in remote regions, which often require specialized training and expertise to combat effectively.

International Firefighters' Day is observed on May 4th in Canada and around the world. On this day, Canadians pay tribute to their local firefighters by participating in various events and activities, such as attending local ceremonies and fire station open houses. Canadians are also encouraged to show their appreciation through social media and personal gestures, such as sending thank-you notes or small gifts of gratitude to their local firefighters. This day serves as a reminder of the vital role that firefighters play in keeping our communities safe and the selfless commitment they show to their profession.

Researched By:

Eric Korhonen, Director of Emergency Services, Fire Chief (DESFC)
Sonia McLuckie, Admin Assistant

Comments:

North Frontenac Fire Department (NFFD) will recognize the "First Responders Day" on May 1, 2024 to honor the skill and dedication of the workers we call on in emergencies, such as our first responders.

The Department will also recognize "International Firefighters' Day" on the first Sunday in May (May 4th) at twelve noon by completing a thirty-second 'Sound Off' at the Ompah, Snow Road and Clarendon Miller Fire Stations, in respect of past firefighters.



International Firefighters' Day issues ribbons that have linked symbolic elements that firefighters work with. Red is for fire; Blue is for Water.

Financial Impact:

Mayoral Proclamations to be inserted in the Frontenac News - estimated cost of advertisement \$230.

Attachments:

[2024-03-15 - First Responders Day May 1](#)

[2024-03-15 - International Firefighters Day May 4](#)



**Mayoral Proclamation
First Responders Day, May 1, 2024**

Whereas first responders dedicate their lives to public service, education, and the protection of residents, their property and the environment; and

Whereas first responders include professions such as paramedics, firefighters, police officers, nurses, doctors, medical evacuation pilots, community emergency managers, road maintenance personnel, and military personnel; and

Whereas first responders are professionals and volunteers whose skills often make the difference between life and death; and

Whereas at a moment's notice, first responders are quick to respond to dangerous and distressing situations that threaten our communities; and

Whereas the services, dedication and commitment of first responders deserve to be recognized and honoured; and

Whereas in 2013 the Ontario Legislature proclaimed that May 1st of each year would be proclaimed as 'First Responders Day';

Now Therefore Be It Resolved That I, Mayor Gerry Lichty, on behalf of The Township of North Frontenac Council, do hereby proclaim May 1, 2024 as 'First Responders Day' in the Municipality of North Frontenac.



**Mayoral Proclamation
'International Firefighters' Day', May 4, 2024**

Whereas International Firefighters' Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served in this line of work, and to show support and appreciation for those who presently serve; and

Whereas Regardless of the language a firefighter speaks, or the country in which he or she works and resides, all firefighters fight against the same enemy - fire; and

Whereas Firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors and strangers alike; and

Whereas At a moment's notice, firefighters are quick to respond to uncertain situations to mitigate danger and combat the threat of destructive fire in order to protect individuals, families, and the economic being of our community; and

Whereas The demands of firefighting are accompanied by both personal and physical tolls that all firefighters knowingly accept while risking their lives to protect the lives of others.

Now Therefore Be It Resolved That I, Mayor Gerry Lichty, on behalf of The Township of North Frontenac Council, do hereby proclaim May 4, 2024 as 'International Firefighters' Day' in the Municipality of North Frontenac;

And That I encourage all residents to show support and appreciation to our Firefighters who protect our lives and property so diligently throughout the year, and by remembering past firefighters who dedicated their lives to preserve our safety.

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: 15 Mar 2024
Re: Township Branded Material Program - Addition of North Frontenac Flag

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Township Branded Material Program - Addition of North Frontenac Flag";

And That Council approves the North Frontenac Flag being included in the Township Branded Material Program to be sold and flown by any purchaser.

Background:

On May 20, 2022 Council passed Resolution #215-22:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Proposed Township Branded Material Program";

And That as per the Township's Notice By-law #101-19, Council instructs the Clerk to provide Notice of a Public Meeting on June 17, 2022 with the intent to pass a By-law to amend the Fees and Charges By-law with respect to Schedule 'A' mapping and merchandise at the Regular Council Meeting following the Public Meeting;

And That Council approves in principle, the Township Branded Material Program at a maximum cost of \$5,000 and directs the Treasurer to transfer funds from the Promotions/Marketing Reserve Fund;

And That Council approves the MCD entering into Consignment Agreement with local businesses for the purposes of selling Township branded merchandise;

And That Council approves in principle, the consigning of goods to businesses participating in the Township Branded Materials Program and agree that for each item sold, businesses will earn the consignment rate as set out in the Fees and Charges By-law. **Carried**

The Fees and Charges By-law was updated to include wording "Township Branded Merchandise: All Products will be sold at Cost + Consignment as described by the CAO, in consultation with the Treasurer".

Researched By:

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

Comments:

Since the implementation of the Branded Material Program, it has supported North Frontenac Businesses by:

- Diversifying in-demand and unique products offered to consumers;

- Boosting business sales by increasing average patron spend;
- Consignment made from items being sold;

It has also:

- Increased the Township's brand awareness beyond its borders;
- Provided souvenirs for visitors reminding them about their experience(s) in North Frontenac.

Under this program, the Township sources and purchases quantities of unique, innovative and in-demand apparel and giftware that is branded with the Township's logo, 'Four Seasons, More Reasons' slogan and/or the North Frontenac Parklands logo.

We currently sell these items at the North Frontenac Office, Tradeshows and four (4) local businesses have these items in their stores and make commission by selling the products. The "retail value" of all sales since the implementation of this program in fall 2022 has been just over \$13,000, making this program a great success.

The items within the Program change based on pricing, supply and demand.

The Manager of Community Development received a request to see if the Township would be willing to sell their "North Frontenac Township" flag.

It is recommended that if Council is agreeable to selling and allowing the "North Frontenac Township" flag to be flown by the general public, visitors, etc. that it be included in the Branded Materials Program.

Financial Impact:

The Fees & Charges By-law Schedule A - Administration and Finance states "Township Branded Merchandise: All Products will be sold at Cost + Consignment as described by the CAO, in consultation with the Treasurer".

The cost of the Flag would fall under the Branded Merchandise sales as set out by the CAO, in consultation with the Treasurer.

The Branded Materials Program is self-sufficiently funded at a maximum of \$10,000 in-and-out annually, as approved in the 2024 draft budget.

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: 15 Mar 2024
Re: By-Town Motorcycle Association (BMA) - Update regarding 2024 Agreement

Recommendation:

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

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**

On January 12, 2024 Council passed Resolution #18-24:

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

And That Council instructs the Manager of Community Development to re-negotiate with By-Town Motorcycle Association for a fee of \$6,500 and report back to Council.

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 \$6,500. 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 after re-negotiating, the BMA has agreed to provide \$6,500 to the North Frontenac Parklands to assist with the maintenance of Crown Roads within the CLSP.

Note: The BMA advised there are some concerns that may come in the future as they are seeing a gradual decline in riders (memberships) as things decline after the increase due to COVID-19. They stressed the importance that we consider basing the financial contribution in the future against their membership, as the less riders they have the less we are going to see using the Crown Roads within North Frontenac Parklands; therefore, they recommend the financial contribution should go down or they may not be able to afford the Agreement or it would not become a benefit to them.

Attachments:

[2024 Agreement with By-Town Motorcycle Association \(BMA\) -](#)



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

This Agreement is made the 15th Day of March, 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 (MNDMNRF);

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 \$6,500;

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 of 3
2024 Agreement between the Township of North Frontenac and the BMA
March 15, 2024

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 MNMNR, throughout the 2024 season.
2. The term of this Agreement shall be from April 1, 2024 – November 15, 2024.
3. Within fourteen (14) days of entering into the Agreement, the BMA shall pay the Township \$6,500.00.
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.

2 of 3

2024 Agreement between the Township of North Frontenac and the BMA
March 15, 2024

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: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 15 Mar 2024
Re: North Frontenac Parklands - Proposed By-law Updates

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "North Frontenac Parklands - Proposed By-law Updates";

And That Council will consider a By-law later in the meeting to repeal By-laws #11-99, #97-13 and #114-13 and adopt a new By-law to Authorize the Operations of North Frontenac Parklands for the Use of Campsites and Crown Roads;

And That Council directs the Clerk/Planning Manager to submit the recommended Set Fines to the Regional Senior Justice/Judge for consideration and authorizes the CAO to amend the recommended Set Fines if necessary.

Background:

Council previously passed By-law #11-99 and then #93-13 and #114-13 which amended the previous By-law all of which are used for the North Frontenac Parklands.

Researched By:

Brooke Ross, Dipl.M.A., Manager of Community Development
Mandy Mitchell, Crown Land Stewardship Program Assistant

Comments:

Some house-keeping amendments to the By-law are proposed in the attachments. No rules or procedures have been changed; however, there has been some re-wording and/or clarifications included.

The Fees have been removed from this By-law as they are listed in the Township's Fees & Charges By-law.

The set fines provided below are based on previously approved set-fines; however, have been revised based on the amended By-law. They are only recommendations at this time, to be approved by the Regional Senior Justice/Judge if approved by Council. Should the Regional Senior Justice/Judge not accept the fines being proposed, it is recommended that the CAO have Council's approval to amend the proposed fines to assist in avoiding delays to the By-law.

Item	Column 1	Column 2	Column 3
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	Short Form Wording	Provision Creating Offence	Set Fine
1	Camp at any location within North Frontenac Parklands, except within a designated Campsite	Section 3.1	\$350
2	Use a Campsite without a current, valid Campsite permitted being issued	Section 3.2	\$100
3	Fail to produce a permit for inspection on request	Section 3.6	\$250
5	Fail to remove camp equipment or personal property	Section 3.7 (a)	\$150
6	Fail to extinguish an unattended fire on campsite	Section 3.7 (b)	\$150
7	Start a fire or permit a fire to continue to burn except in a fire pit provided by the Township; in a portable stove; or in a barbeque	Section 3.7 (c)	\$150
8	Remove, damage or deface any property of the Township	Section 3.7 (d)	\$150
9	Cut or remove any living trees	Section 3.7 (e)	\$150
10	Build or attach any permanent structure of any type	Section 3.7 (f)	\$150
11	Fail to remove litter or other debris	Section 3.7 (g)	\$150
12	Dispose or abandon any vehicle, boat, trailer or other equipment	Section 3.7 (h)	\$100
13	Shout, play loud music or make any other noise at levels that are disturbing, disruptive or annoying to other users of North Frontenac Parklands	Section 3.7 (i)	\$200
14	Engaging in horseplay or other rowdy or unruly behavior that is	Section 3.7 (j)	\$200

	disturbing, disruptive or annoying to other users of North Frontenac Parklands		
15	Leave human waste anywhere other than in a provided privy	Section 3.7 (k)	\$300
16	Exceed the permitted number of persons occupying the campsite	Section 3.8 (a)	\$150
17	Park or operate any vehicle on a Crown Road with North Frontenac Parklands unless a Valid Road Access Permit has been issued	Section 4.4	\$100
18	Fail to display the Road Access Permit in such a manner that permits its inspection at any time from outside the vehicle	Section 4.6	\$100

Financial Impact:

None.

Attachments:

- [By-law #2024-00 - DRAFT \(Clean\)- ACC](#)
- [By-law 114-13 original CLEAN-ACC](#)
- [By-law - REDLINED](#)

The Corporation of the Township of North Frontenac

By-law #2024-00

Being a By-law to Authorize the Operations of North Frontenac Parklands for the Use of Campsites and Crown Roads

Whereas the Ministry of Natural Resources and Forestry has issued a Land Use Permit to the Township for certain Crown lands for use as municipally operated campgrounds and Crown Roads that provide access to North Frontenac Parklands;

And Whereas it is a term of the Land Use Permit that the Township may charge fees for the use of the Campsites and for vehicle use of the Crown Roads within North Frontenac Parklands;

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

1. Definitions

For the purpose of this By-law, the following definitions shall apply;

- 1.1 “Authorized Inspector” means any persons authorized by the Township to issue, inspect, or rescind Road Access Permits, including the Township’s By-law Enforcement Officer and North Frontenac Parklands Staff.
- 1.2 “Camp Equipment” means any equipment used for the purpose of camping or dining and includes but is not limited to a tent, tent-trailer, recreational vehicle, dining shelter or other similar equipment.
- 1.3 “Campsite” means an area intended for personal use with Camping Equipment designated by a camp site number, post, markers or other identification within the North Frontenac Parklands.
- 1.4 “Campsite Permit” means a permit issued by the Township of use of a Campsite in North Frontenac Parklands and includes one (1) Road Access Permit valid for the same time as the Campsite Permit.
- 1.5 “Child” or “Children” means any person or persons under the age of majority
- 1.6 “Crown Road” means a road located on Crown land within North Frontenac Parklands and operated by the Township under the terms and conditions of the Land Use Permit.
- 1.7 “North Frontenac Parklands” means an area of land established for use as a campground and further defined as the Crown Land Stewardship Program in accordance with this By-law and the Ministry of Natural Resources and Forestry Land Use Permit and the Ministry of the Environment, Conservation and Parks (MECP).
- 1.8 “Resident” means ratepayer (taxpayer) in the Township of North Frontenac.

- 1.9 "Road Access Permit" means a permit issued by the Township for use of a Crown Road operated by the Township in accordance with this By-law and the Ministry of Natural Resources and Forestry Land Use Permit.
- 1.10 "Township" means The Corporation of the Township of North Frontenac.
- 1.11 "Vehicle" means a motor vehicle as defined in the *Highway Traffic Act, R.S.O. 1990, c.H.8* and shall include, but is not limited to, automobiles, trucks, motor homes, motorcycles, dirt bikes, dune buggies, and all-terrain vehicles.

2. North Frontenac Parklands

- 2.1 The location of North Frontenac Parklands shall include the Municipal Lands as described in Schedule "A" and all Crown Lands as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry and MECP.
- 2.2 The operating season of North Frontenac Parklands shall begin each year on May 1 and end on October 31 for camping and April 1 to November 15 for maintained Crown Roads within North Frontenac Parklands.

3. Camping

- 3.1 No person shall camp at any location within North Frontenac Parklands, except within a designated Campsite.
- 3.2 No person shall use a Campsite unless the required fee has been paid and a current, valid Campsite Permit has been issued to or for the benefit of such person.
- 3.3 Campsite Permit shall include one complementary Road Access Permit for one (1) vehicle only. Additional Road Access Permits shall be obtained for each additional Vehicle using the Crown Roads within North Frontenac Parklands.
- 3.4 A Campsite Permit may be issued for nightly or multiple night purposes to a maximum of twenty-one (21) consecutive days.
- 3.5 A Campsite Permit shall be in effect from 12 pm on the permit's "Start Date" until 12 pm on the permit's "End Date."
- 3.6 Every person to whom a Campsite Permit has been issued shall produce the permit for inspection on request by the Township's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Township.
- 3.7 Within the North Frontenac Parklands, no person shall:
- a) leave camp equipment or other personal property on the campsite after departure;
 - b) leave a fire unattended unless it is fully extinguished;

- c) start a fire or permit a fire to continue to burn except in a fire pit provided by the Township, in a portable stove or a barbeque. Burning regulations and restrictions shall be as set out in the Township's Burn By-law.
- d) remove, damage or deface any property of the Township;
- e) cut or remove any living trees;
- f) build or attach any permanent structure of any type;
- g) deposit litter or other debris;
- h) dispose of or abandon any vehicle, boat, trailer or other equipment;
- i) shout, play loud music or make any other noise at levels that are disturbing, disruptive or annoying to other users of North Frontenac Parklands ;
- j) engaging in horseplay or other rowdy or unruly behavior that is disturbing, disruptive or annoying to other users of North Frontenac Parklands;
- k) leave human waste anywhere other than in a provided privy; or
- l) act in any other manner that is contrary to the posted Rules and Regulations of North Frontenac Parklands.

3.8 A person to whom the Campsite Permit has been issued may allow guests to use the Campsite on the following conditions:

- a) No person shall allow the number of persons occupying the Campsite to exceed the maximum number of persons permitted, being no more than six (6) persons at the same time, unless such persons consist of parents and Children camping together as a single family group. Exclusions apply for non-profit groups which shall not exceed ten (10) persons at the same time providing the campsite can accommodate ten (10) persons.
- b) The person to whom the Campsite Permit is issued shall be responsible for the conduct of the person's guests at all times.

3.9 Every person over the age of eighteen (18) shall be responsible for the conduct of any Child under the person's care and control and failure by the Child to comply with this By-law shall be deemed to be a failure by the responsible person to comply with this By-law.

3.10 No person shall interfere with the lawful use of issued Campsite permits.

3.11 A Campsite Permit allows the permit holder to use the Township's Waste Sites for their camping waste on the days that the permit is valid, providing they adhere to the Township's Waste and Recycling By-law.

4 Crown Roads (within North Frontenac Parklands)

4.1 The Crown Roads shall be as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry and the Township.

4.2 Crown Roads within North Frontenac Parklands shall be operated and maintained by the Township in accordance with the terms and conditions of the Land Use Permit issued by the Ministry of Natural Resources and Forestry, but shall not be public highways.

- 4.3 At the entrance of all Crown Roads within the North Frontenac Parklands, a sign shall be posted advising that Road Access Permits are required.
- 4.4 No person shall park or operate any Vehicle on a Crown Road within North Frontenac Parklands unless a valid Road Access Permit has been issued for the Vehicle in accordance with this By-law.
- 4.5 A Road Access Permit may be issued for daily, weekly and seasonal purposes. Daily and weekly permits shall be valid from 12:01 am on the Start Date to midnight on the End Date. A seasonal permit shall be valid from 12:01 April 1st or at the time of issuance, if issued after April 1, to midnight on November 15th of the same year.
- 4.6 Road Access Permits shall be displayed on the Vehicle's front dashboard or front windshield in such a manner that permits its inspection at any time from outside the vehicle by an Authorized Inspector. The driver of any Vehicle using a Crown Road within North Frontenac Parklands must produce their permit for inspection on request by an Authorized Inspector.
- 4.7 The Authorized Inspector may revoke a Permit if the Vehicle is operated in an erratic, reckless or hazardous manner or in a manner contrary to any posted traffic control signs or other rules and regulations governing use of Crown Roads within North Frontenac Parklands.
- 4.8 A Road Access Permit is not required in respect of any Vehicle owned by or operated on behalf of the following persons in connection with their normal business activities:

- The Government of Canada
- The Government of Ontario
- The Corporation of the Township of North Frontenac
- Bell Canada
- Hydro One
- Any company licensed to cut timber on Crown land within the North Frontenac Parklands

5 Fees

- 5.1 The fees payable for Camping Permits and Road Access Permit shall be as set out in The Township of North Frontenac's Fees and Charges By-law.
- 5.2 Refunds will be administered according to the rules and regulations set out on the North Frontenac Parklands website or at the Manager of Community Development's discretion.

6 Penalties and Enforcement

- 6.1 This By-law shall be administered by the CAO and enforced by the By-law Enforcement Officer or any other person appointed by Council.
- 6.2 Any person violating any provision of this By-law is guilty of an offence and on conviction shall be liable to a penalty pursuant to the Provincial Offences Act, Chapter 33P.33, R.S.O. 1990, as amended.
- 6.3 The operator of a vehicle, not being the owner, is liable to any penalty provided under this By-law.
- 6.4 The owner of the vehicle may be charged with and convicted of an offence under this By-law for which the driver of the vehicle is subject to be charged unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent, and on conviction the owner is liable to the penalty prescribed or provided for the offence.
- 6.5 Set fines may be established for certain offences contained in this By-law. Such set fines shall be established pursuant to the Provincial Offences Act and shall become effective upon the approval of same by the Chief Judge of the Provincial Offences Court.

7 Application

- 7.1 Any section, subsection or part thereof of this By-law declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.
- 7.2 By-law #11-99, By-law #97-13, and By-law #114-13 are hereby repealed.
- 7.3 All Resolutions, By-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
- 7.4 This By-law shall come into force and take effect immediately upon the date of passing.

Read a First and Second Time This 15th Day of March, 2024

Read a Third Time and Finally Passed This 15th Day of March, 2024

Mayor

Clerk

Schedule “A”

Municipal Lands

By-law 2024-00

The location of North Frontenac Parklands shall include the Municipal Lands as described in Schedule “A” and all Crown Lands as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry.

All those lands described as the Township owned 66 foot Shore Road Allowance lying along the shores of the following lakes (abutting Crown Land only):

- a) Big Gull Lake
- b) Fortune Lake
- c) Govan Lake
- d) Granite Lake
- e) Hungry Lake
- f) Kashwakamak Lake
- g) Long Schooner Lake
- h) Mair Lake
- i) Mosque Lake
- j) Redhorse Lake
- k) Round Schooner Lake

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #114-13

A BY-LAW TO AUTHORIZE THE OPERATION OF MUNICIPAL CAMPGROUNDS AND THE CHARGING OF FEES FOR THE USE OF CAMPSITES AND RECREATION ROADS

WHEREAS Section 391(1) of the Municipal Act, S.O. 2001, Chapter 25, as amended authorizes Council to pass by-laws imposing fees and charges on persons for the use of its property including property under its control;

AND WHEREAS the Ministry of Natural Resources has issued a Land Use Permit to the Municipality for certain Crown lands for use as municipally operated campgrounds and Recreational Roads that provide access to Municipal Campgrounds and other recreational amenities;

AND WHEREAS it is a term of the Land Use Permit that the Municipality may charge fees for the use of the Campsites and for vehicle use of the Roads;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

In this By-law, unless specifically stated otherwise:

- 1.1 "Camp Equipment" means any equipment used for the purpose of camping or dining and includes but is not limited to a tent, tent-trailer, recreational vehicle, camper back, dining shelter or other similar equipment.
- 1.2 "Campsite" means an area intended for personal use with Camping Equipment designated by a camp site number, post, markers or other identification within a Municipal Campground.
- 1.3 "Campsite Permit" means a permit issued by the Municipality of use of a Campsite in a Municipal Campground and includes one Vehicle Permit valid for the same time as the Campsite Permit.
- 1.4 "Child" means any person under the age of majority and "Children" has the corresponding meaning.
- 1.5 "Municipal Campground" means an area of land established for use as a Municipal Campground in accordance with this By-law.
- 1.6 "Municipality" means The Corporation of the Township of North Frontenac.
- 1.7 "Recreational Road" means a road located on Crown land and operated by the Municipality under the terms and conditions of the Land Use Permit.
- 1.8 "Resident" means ratepayer (taxpayer) in the Township of North Frontenac.

- 1.9 "Vehicle" means a motor vehicle as defined in the *Highway Traffic Act, R.S.O. 1990, c.H.8* and shall include, but is not limited to, automobiles, trucks, motor homes, motorcycles, dirt bikes, dune buggies, and all terrain vehicles.
- 1.10 "Vehicle Permit" means a permit issued by the Municipality for use of a Recreational Road operated by the Municipality in accordance with this By-law.

2. MUNICIPAL CAMPGROUNDS

- 2.1 The location of the Municipal Campgrounds shall include the Municipal Lands as described in Schedule "B" and all Crown Lands as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources.
- 2.2 The operating season of all Municipal Campgrounds shall begin each year on May 1 and end on October 31.
- 2.3 No person shall camp at any location within a Municipal Campground, except within a designated Campsite.
- 2.4 No person shall use a Campsite or permit any other person to use a Campsite unless the required fee has been paid and a valid Campsite Permit has been issued to or for the benefit of such person.
- 2.5 No person shall use a Campsite after the Campsite Permit issued has expired.
- 2.6 A Campsite Permit shall permit the use of one Vehicle only. Additional Vehicle Permits shall be obtained for each additional Vehicle use to gain access to the same Campsite.
- 2.7 A Campsite Permit may be issued for daily and multiple day purposes.
- 2.8 Fees for Campsite Permits and additional Vehicle Permits shall be as set out on Schedule "A" of this By-law.
- 2.9 A Campsite Permit shall be in effect from the time of issue until noon on the day it expires.
- 2.10 No Person to whom a Campsite Permit has been issued shall permit more than the maximum number of persons shown on the permit to occupy the Campsite at the same time, unless such persons consist of parents and Children camping together as a single family group.
- 2.11 Every person to whom a Campsite Permit has been issued shall produce the permit for inspection on request by the Municipality's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Municipality.

- 2.12 A person vacating a Campsite shall remove all Camp Equipment and other personal property from the Campsite, shall fully extinguish all fires, shall leave the Campsite in a neat and tidy condition free of litter and other debris and shall otherwise restore the Campsite as near as possible to its original condition.
- 2.13 Every person using any other facilities within the Municipal Campground, including a picnic area, beach, water areas, washroom, and toilet facilities shall at all times keep the area in a clean and sanitary condition, shall pick up and remove any litter that belongs to the person and shall otherwise restore the Municipal Campground facilities as near as possible to its original condition.
- 2.14 No person shall dispose of or abandon any vehicle, boat, trailer or other equipment at any Municipal Campground.
- 2.15 No person shall start a fire or permit a fire to continue to burn except in a fireplace provided by the Municipality, in a portable stove or a barbeque.
- 2.16 Despite Section 2.16 of this By-law, if a Fire Ban is in effect, then no person shall start a fire or permit a fire to continue to burn, except in a portable stove or barbeque.
- 2.17 Every person who starts a fire; permits a fire to be started; or who is in control of a fire shall ensure the fire is kept under control at all times and that equipment and other resources capable of controlling and quickly extinguishing the fire are maintained at the fire site during the fire.
- 2.18 No person using a Municipal Campground shall ignite fireworks if a Fire Ban is in effect.
- 2.19 No person using a Municipal Campground shall:
- a) remove, damage or deface any property of the Municipality;
 - b) cut or remove any trees within the Municipal Campground;
 - c) deposit litter or other debris in any place other than a designated waste site;
 - d) shout, play loud music or make any other noise at levels that are disturbing, disruptive or annoying to other users of the Municipal Campground;
 - e) engaging in horseplay or other rowdy or unruly behavior that is disturbing, disruptive or annoying to other users of the Municipal Campground; or
 - f) act in any other manner that is contrary to the posted Rules and Regulations of the Municipal Campground.
- 2.20 A person to whom the Campsite Permit has been issued may allow guests to use the Campsite on the following conditions:
- a) The number persons occupying the Campsite shall not exceed the maximum number of persons permitted, being no more than six (6) persons at the same time, excluding a group Campsite (non-profit groups only) which shall not exceed ten (10) persons at the same time unless otherwise designated

- b) The person to whom the Campsite Permit is issued shall be responsible for the conduct of the person's guests at all times.
- 2.21 Every person over the age of eighteen (18) shall be responsible for the conduct of any Child under the person's care and control and failure by the Child to comply with this By-law shall be deemed to be a failure by the responsible person to comply with this By-law.
- 2.22 No person shall interfere with the lawful use of issued Campsite permits.
- 2.23 Failure by any person to comply with this By-law shall in addition to any other remedies available at law, shall result in the immediate cancellation of the Campsite Permit and removal from the Municipal Campground.

3. RECREATIONAL ROADS

- 3.1 The Recreational Roads shall be as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and the Municipality.
- 3.2 Recreational Roads shall be operated and maintained by the Municipality in accordance with the terms and conditions of the Land Use Permit issued by the Ministry of Natural Resources, but shall not be public highways.
- 3.3 A sign with the following statement visible to users of Recreational Roads shall be erected and maintained at the entrance to each Recreational Road:

“A VEHICLE PERMIT TO USE THIS RECREATIONAL ROAD MUST BE OBTAINED FROM THE MUNICIPALITY. VIOLATORS WILL BE PROSECUTED. USED AT YOUR OWN RISK.”
- 3.4 No person shall park or operate any Vehicle as defined in Section 1 on a Recreational Road unless a valid Vehicle Permit has been issued for the Vehicle in accordance with this By-law.
- 3.5 A Vehicle Permit may be issued for daily, weekly and seasonal purposes. A daily permit shall be valid from the time of issue to midnight on the same day. A weekly permit shall be valid from the time of issue for seven consecutive days until midnight on the seventh day. A seasonal permit shall be valid from the time of issue to midnight on November 15th of the same year.
- 3.6 The fees payable for a Vehicle Permit shall be as set out in Schedule 'A' to this By-law.
- 3.7 The Municipality's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Municipality to issue Vehicle Permits may revoke a Permit if the Vehicle is operated in an erratic, reckless or hazardous manner or in a manner contrary to any posted traffic control signs or other rules and regulations government use of Recreational Road.

- 3.8 Every Vehicle Permit shall be displayed on the Vehicle's front dashboard or front windshield in such a manner that permits its inspection at any time from outside the Vehicle.
- 3.9 The driver of every Vehicle for which a Vehicle Permit has been issued shall produce the permit for inspection on request by the Municipality's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Municipality.
- 3.10 A Vehicle Permit is not required in respect of any Vehicle owned by or operated on behalf of the following persons in connection with their normal business activities:

- The Government of Canada
- The Government of Ontario
- The Corporation of the Township of North Frontenac
- Bell Canada
- Ontario Hydro
- Any company licensed to cut timber on Crown land in the Mazinaw area
- Mazinaw-Lanark Forest Inc.

- 3.11 A Vehicle Permit is not required
- 3.12 The driver of a Vehicle

4. PENALTY

- 4.1 Any person who contravenes any section of this By-law is guilty of an offense and upon conviction is liable to a fine or penalty for each offense.

5. ADMINISTRATION

- 5.1 If a Court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section shall be severable from the remainder of the By-law and shall not be deemed to have persuaded or influenced the Council to pass the remainder of the By-law.
- 5.2 By-law #11-99 and By-law #97-13 are hereby repealed.
- 5.3 All Resolutions, By-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
- 5.4 The Chief Administrative Officer of the Municipality shall be responsible for the administration and enforcement of this By-law.
- 5.5 This By-law shall come into force and take effect on the day it is passed.

READ A FIRST AND SECOND TIME THIS 16TH DAY OF DECEMBER, 2013.

READ A THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF DECEMBER 2013.

MAYOR

CLERK

SCHEDULE 'B' TO BY-LAW #114-13
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
MUNICIPAL CAMPGROUNDS DESCRIPTION OF MUNICIPALLY OWNED LANDS

All those lands described as the 66 foot shore road allowance lying along the shores of the following lakes:

- a) Round Schooner Lake
- b) Long Schooner Lake
- c) Redhorse Lake
- d) Mair Lake
- e) Govan Lake
- f) Granite Lake
- g) Mosque Lake
- h) Hungry Lake

The Corporation of the Township of North Frontenac~~THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC~~

BY-LAW #114-13

~~A BY-LAW TO AUTHORIZE THE OPERATION OF MUNICIPAL CAMPGROUNDS AND THE CHARGING OF FEES FOR THE USE OF CAMPSITES AND RECREATION ROADS~~

~~WHEREAS~~ Section 391(1) of the Municipal Act, S.O. 2001, Chapter 25, as amended authorizes Council to pass by-laws imposing fees and charges on persons for the use of its property including property under its control;

AND WHEREAS

By-law #2024-00

Being a By-law to Authorize the Operations of North Frontenac Parklands for the Use of Campsites and Crown Roads

Whereas the Ministry of Natural Resources and Forestry has issued a Land Use Permit to the Municipality Township for certain Crown lands for use as municipally operated campgrounds and Recreational Crown Roads that provide access to Municipal Campgrounds and other recreational amenitiesNorth Frontenac Parklands;

~~AND WHEREAS~~And Whereas it is a term of the Land Use Permit that the Municipality Township may charge fees for the use of the Campsites and for vehicle use of the Roads Crown Roads within North Frontenac Parklands;

~~NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC HEREBY ENACTS AS FOLLOWS:~~

1. DEFINITIONS

~~h~~Therefore the Council of the Corporation of the Township of North Frontenac enacts as follows:

1. Definitions

For the purpose of this By-law, unless specifically stated otherwise:the following definitions shall apply:

1.1 “Authorized Inspector” means any persons authorized by the Township to issue, inspect, or rescind Road Access Permits, including the Township’s By-law Enforcement Officer and North Frontenac Parklands Staff.

~~1.1.2~~ “Camp Equipment” means any equipment used for the purpose of camping or dining and includes but is not limited to a tent, tent-trailer, recreational vehicle, camper back, dining shelter or other similar equipment.

~~1.2.1.3~~ “Campsite” means an area intended for personal use with Camping Equipment designated by a camp site number, post, markers or other identification within a Municipal Campground:the North Frontenac Parklands.

~~4.31.4~~ “Campsite Permit” means a permit issued by the ~~Municipality~~Township of use of a Campsite in ~~a Municipal Campground~~North Frontenac Parklands and includes one ~~Vehicle~~(1) Road Access Permit valid for the same time as the Campsite Permit.

~~4.41.5~~ “Child” or “Children” means any person or persons under the age of majority ~~and “Children” has the corresponding meaning.~~

~~4.5~~ “Municipal Campground” ~~means an area of land established for use as a Municipal Campground in accordance with this By-law.~~

~~4.6~~ “Municipality” ~~means “Crown~~The Corporation of the Township of North Frontenac.

~~4.71.6~~ “~~Recreational~~ Road” means a road located on Crown land within North Frontenac Parklands and operated by the ~~Municipality~~Township under the terms and conditions of the Land Use Permit.

~~1.7~~ “North Frontenac Parklands” ~~means an area of land established for use as a campground and further defined as the Crown Land Stewardship Program in accordance with this By-law and the Ministry of Natural Resources and Forestry Land Use Permit and the Ministry of the Environment, Conservation and Parks (MECP).~~

1.8 “Resident” means ratepayer (taxpayer) in the Township of North Frontenac.

~~1.9~~ “Road Access Permit” ~~means a permit issued by the Township for use of a Crown Road operated by the Township in accordance with this By-law and the Ministry of Natural Resources and Forestry Land Use Permit.~~

~~1.10~~ “Township” ~~means The Corporation of the Township of North Frontenac.~~

~~4.91.11~~ “Vehicle” means a motor vehicle as defined in the *Highway Traffic Act, R.S.O. 1990, c.H.8* and shall include, but is not limited to, automobiles, trucks, motor homes, motorcycles, dirt bikes, dune buggies, and all-terrain vehicles.

~~4.10~~ “Vehicle Permit” ~~means a permit issued by the Municipality for use of a Recreational Road operated by the Municipality in accordance with this By-law.~~

~~2. MUNICIPAL CAMPGROUNDS~~

~~2. North Frontenac Parklands~~

2.1 The location of ~~the Municipal Campgrounds~~North Frontenac Parklands shall include the Municipal Lands as described in Schedule “BA” and all Crown Lands as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry and MECP.

2.2 The operating season of ~~all Municipal Campgrounds~~North Frontenac Parklands shall begin each year on May 1 and end on October 31- for camping and April 1 to November 15 for maintained Crown Roads within North Frontenac Parklands.

3. Camping

~~2.33.1~~ No person shall camp at any location within ~~a Municipal Campground~~North Frontenac Parklands, except within a designated Campsite.

~~2.43.2~~ No person shall use a Campsite ~~or permit any other person to use a Campsite~~ unless the required fee has been paid and a current, valid Campsite Permit has been issued to or for the benefit of such person.

~~2.5~~ ~~No person shall use a Campsite after the~~ Campsite Permit issued has expired.

~~2.63.3~~ A Campsite ~~shall include one complementary Road Access~~ Permit shall permit ~~the use of~~ or one ~~Vehicle~~(1) vehicle only. Additional ~~Vehicle~~Road Access Permits shall be obtained for each additional Vehicle ~~use to gain access to the same Campsite.~~using the Crown Roads within North Frontenac Parklands.

~~2.73.4~~ A Campsite Permit may be issued for ~~daily and nightly or~~ multiple daynight purposes- to a maximum of twenty-one (21) consecutive days.

~~2.8~~ ~~Fees~~ for Campsite Permits and additional Vehicle Permits shall be as set out on ~~Schedule "A"~~ of this By-law.

~~2.93.5~~ A Campsite Permit shall be in effect from ~~the time of issue~~12 pm on the permit's "Start Date" until ~~noon~~12 pm on the ~~day it expires.~~permit's "End Date."

~~2.10~~ ~~No Person to whom a Campsite Permit has been issued shall permit more than the maximum number of persons shown on the permit to occupy the Campsite at the same time, unless such persons consist of parents and Children camping together as a single family group.~~

~~2.113.6~~ Every person to whom a Campsite Permit has been issued shall produce the permit for inspection on request by the ~~Municipality's~~Township's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the ~~Municipality.~~Township.

~~2.12~~ A person vacating a Campsite shall remove all Camp Equipment and other personal property from the Campsite, shall fully extinguish all fires, shall leave

~~the Campsite in a neat and tidy condition free of litter and other debris and shall other wise restore the Campsite as near as possible to its original condition.~~

~~2.13—Every person using any other facilities within the Municipal Campground, including a picnic area, beach, water areas, washroom, and toilet facilities shall at all times keep the area in a clean and sanitary condition, shall pick up and remove any litter that belongs to the person and shall otherwise restore the Municipal Campground facilities as near as possible to its original condition.~~

~~2.14—No person shall dispose of or abandon any vehicle, boat, trailer or other equipment at any Municipal Campground.~~

3.7 ~~No person shall~~ Within the North Frontenac Parklands, no person shall:

a) leave camp equipment or other personal property on the campsite after departure;

b) leave a fire unattended unless it is fully extinguished;

~~2.15—start a fire or permit a fire to continue to burn except in a fire place~~ fire pit provided by the Municipality Township, in a portable stove or a barbeque.

~~2.16—Despite Section 2.16 of this Burning regulations and restrictions shall be as set out in the Township's Burn By-law, if a Fire Ban is in effect, then no person shall start a fire or permit a fire to continue to burn, except in a portable stove or barbeque.~~

~~2.17—Every person who starts a fire; permits a fire to be started; or who is in control of a fire shall ensure the fire is kept under control at all times and that equipment and other resources capable of controlling and quickly extinguishing the fire are maintained at the fire site during the fire.~~

~~2.18—No person using a Municipal Campground shall ignite fireworks if a Fire Ban is in effect.~~

2.19c) No person using a Municipal Campground shall:

a)d) remove, damage or deface any property of the Municipality Township;

b)e) cut or remove any living trees within the Municipal Campground;

f) build or attach any permanent structure of any type;

g) deposit litter or other debris in;

e)h) dispose of or abandon any place vehicle, boat, trailer or other than a designated waste site equipment;

d)i) shout, play loud music or make any other noise at levels that are disturbing, disruptive or annoying to other users of the Municipal Campground; North Frontenac Parklands ;

e)j) engaging in horseplay or other rowdy or unruly behavior that is disturbing, disruptive or annoying to other users of the Municipal Campground; or North Frontenac Parklands;

k) leave human waste anywhere other than in a provided privy; or

f)l) act in any other manner that is contrary to the posted Rules and Regulations of the Municipal Campground. North Frontenac Parklands.

~~2.203.8~~ A person to whom the Campsite Permit has been issued may allow guests to use the Campsite on the following conditions:

- a) ~~The No person shall allow the~~ number of persons occupying the Campsite ~~shall notto~~ exceed the maximum number of persons permitted, being no more than six (6) persons at the same time, ~~excluding unless such persons consist of parents and Children camping together as a single family group Campsite- (. Exclusions apply for non-profit groups only)-~~ which shall not exceed ten (10) persons at the same time ~~unless otherwise designated~~providing the campsite can accommodate ten (10) persons.
- b) The person to whom the Campsite Permit is issued shall be responsible for the conduct of the person's guests at all times.

~~2.213.9~~ Every person over the age of eighteen (18) shall be responsible for the conduct of any Child under the person's care and control and failure by the Child to comply with this By-law shall be deemed to be a failure by the responsible person to comply with this By-law.

~~2.223.10~~ No person shall interfere with the lawful use of issued Campsite permits.

~~2.23~~ Failure by any person to comply with this By-law shall in addition to any other remedies available at law, shall result in the immediate cancellation of the Campsite Permit and removal from the Municipal Campground.

~~3. RECREATIONAL ROADS~~

~~3.11~~ A Campsite Permit allows the permit holder to use the Township's Waste Sites for their camping waste on the days that the permit is valid, providing they adhere to the Township's Waste and Recycling By-law.

~~4 Crown Roads (within North Frontenac Parklands)~~

~~3.14.1~~ The ~~Recreational~~Crown Roads shall be as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry and the ~~Municipality~~Township.

~~3.24.2~~ ~~Recreational~~Crown Roads within North Frontenac Parklands shall be operated and maintained by the ~~Municipality~~Township in accordance with the terms and conditions of the Land Use Permit issued by the Ministry of Natural Resources and Forestry, but shall not be public highways.

~~3.34.3~~ ~~A sign with the following statement visible to users~~ At the entrance of ~~Recreational~~all Crown Roads within the North Frontenac Parklands, a sign shall be ~~erected and maintained at the entrance to each Recreational~~posted advising that Road:- Access Permits are required.

~~“A VEHICLE PERMIT TO USE THIS RECREATIONAL ROAD MUST BE OBTAINED FROM THE MUNICIPALITY. VIOLATORS WILL BE PROSECUTED. USED AT YOUR OWN RISK.”~~

~~3.44.4~~ No person shall park or operate any Vehicle ~~as defined in Section 4~~ on a Recreational Crown Road within North Frontenac Parklands unless a valid Vehicle Road Access Permit has been issued for the Vehicle in accordance with this By-law.

~~3.54.5~~ A Vehicle Road Access Permit may be issued for daily, weekly and seasonal purposes. ~~A daily permit~~ Daily and weekly permits shall be valid from 12:01 am on the time of issue Start Date to midnight on the ~~same day~~. ~~A weekly permit shall be valid from the time of issue for seven consecutive days until midnight on the seventh day.~~ End Date. A seasonal permit shall be valid from 12:01 April 1st or at the time of ~~issue~~ issuance, if issued after April 1, to midnight on November 15th of the same year.

4.6 Road Access Permits shall be displayed on the Vehicle's front dashboard or front windshield in such a manner that permits its inspection at any time from outside the vehicle by an Authorized Inspector. The driver of any Vehicle using a Crown Road within North Frontenac Parklands must produce their permit for inspection on request by an Authorized Inspector.

The Authorized Inspector

~~3.6~~ ~~The fees payable for a Vehicle Permit shall be as set out in Schedule 'A' to this By-law.~~

~~3.74.7~~ ~~The Municipality's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Municipality to issue Vehicle Permits~~ may revoke a Permit if the Vehicle is operated in an erratic, reckless or hazardous manner or in a manner contrary to any posted traffic control signs or other rules and regulations government use of Recreational Road governing use of Crown Roads within North Frontenac Parklands.

~~3.83.1~~ ~~Every Vehicle Permit shall be displayed on the Vehicle's front dashboard or front windshield in such a manner that permits its inspection at any time from outside the Vehicle.~~

~~3.9~~ ~~The driver of every Vehicle for which a Vehicle Permit has been issued shall produce the permit for inspection on request by the Municipality's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Municipality.~~

~~3.104.8~~ 8 A Vehicle Road Access Permit is not required in respect of any Vehicle owned by or operated on behalf of the following persons in connection with their normal business activities:

The Government of Canada
The Government of Ontario

The Corporation of the Township of North Frontenac
Bell Canada

~~Ontario-Hydro One~~

Any company licensed to cut timber on Crown land ~~in~~within the ~~Mazinaw area~~
North Frontenac Parklands

5 Fees

The fees payable for ~~Mazinaw-Lanark Forest Inc.~~

~~3.11—A Vehicle Permit is not required~~

~~3.12—The driver of a Vehicle~~

4. PENALTY

~~5.1 Camping Permits and Road Access Permit shall be as set out in The Township of North Frontenac's Fees and Charges By-law.~~

~~5.2 Refunds will be administered according to the rules and regulations set out on the North Frontenac Parklands website or at the Manager of Community Development's discretion.~~

6 Penalties and Enforcement

~~6.1 This By-law shall be administered by the CAO and enforced by the By-law Enforcement Officer or any other person appointed by Council.~~

~~4.16.2 Any person who contravenes/violating any section/provision of this By-law is guilty of an offense/offence and upon/on conviction is/shall be liable to a fine or penalty for each offense—pursuant to the Provincial Offences Act, Chapter 33P.33, R.S.O. 1990, as amended.~~

5. ADMINISTRATION

~~If a Court of competent jurisdiction should declare any section or part—~~

~~6.3 The operator of a section of vehicle, not being the owner, is liable to any penalty provided under this By-law to be invalid.~~

~~6.4 The owner of the vehicle may be charged with and convicted of an offence under this By-law for which the driver of the vehicle is subject to be charged unless, at the time of the offence, the vehicle was in the possession of some~~

person other than the owner without the owner's consent, and on conviction the owner is liable to the penalty prescribed or provided for the offence.

6.5 Set fines may be established for certain offences contained in this By-law. Such set fines shall be established pursuant to the Provincial Offences Act and shall become effective upon the approval of same by the Chief Judge of the Provincial Offences Court.

7 Application

5.17.1 Any section, subsection or part thereof of this By-law declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable from the remainder of the By-law and shall not be deemed to have persuaded or influenced the Council to pass the remainder of the By-law. and all parts hereof are declared to be separate and independent.

5.27.2 By-law #11-99 and, By-law #97-13, and By-law #114-13 are hereby repealed.

5.37.3 All Resolutions, By-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

5.4 The Chief Administrative Officer of the Municipality shall be responsible for the administration and enforcement of this By-law.

7.4 This By-law shall come into force and take effect immediately upon the date of passing.

Read a First and Second Time This 15th Day of March, 2024

Read a Third Time and Finally Passed This 15th Day of March, 2024

Mayor

Clerk

Schedule "A" on

Municipal Lands

5.5 By-law 2024-00

The location of North Frontenac Parklands shall include the Municipal Lands as described in Schedule "A" and all Crown Lands as set out in the day it is passed. Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry.

~~READ A FIRST AND SECOND TIME THIS 16TH DAY OF DECEMBER, 2013.~~

~~READ A THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF DECEMBER 2013.~~

MAYOR

CLERK

~~SCHEDULE 'B' TO BY-LAW #114-13
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
MUNICIPAL CAMPGROUNDS DESCRIPTION OF MUNICIPALLY OWNED LANDS~~

All those lands described as the Township owned 66 foot ~~shore road allowance~~Shore Road Allowance lying along the shores of the following lakes: (abutting Crown Land only):

- ~~a) Round Schooner Lake~~
- ~~b)a) Long Schooner Lake~~
- ~~c)a) Redhorse Lake~~
- ~~d)a) Mair Lake~~
- a) Big Gull Lake
- b) Fortune Lake
- ~~e)c) Govan Lake~~
- ~~f)d) Granite Lake~~
- e) Hungry Lake
- f) Kashwakamak Lake
- g) Long Schooner Lake
- h) Mair Lake
- ~~g)i) Mosque Lake~~
- i) Redhorse Lake
- ~~h)k) Round Schooner Lake Hungry Lake~~

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: 15 Mar 2024
Re: 2024 Renewal of Annual Township Agreement with Eastern Ontario Trails Alliance (EOTA)

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 Eastern Ontario Trails Alliance”;

And That Council will consider a By-law later in the meeting to sign the 2024 Agreement with the Eastern Ontario Trails Alliance to honour their trail permit on the Crown Roads within the North Frontenac Crown Land Stewardship Program.

Background:

In 2009 the Township of North Frontenac entered into an annual Agreement with the Eastern Ontario Trails Alliance (EOTA). The purpose of the Agreement was to honor the EOTA’s Trail Permit on the Crown Roads within the Crown Land Stewardship Program (CLSP) currently maintained by the Township via a yearly Land Use Permit with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MDMNR).

The EOTA requires all riders who purchase one of their Trail Permits to sign a Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement and the Township also ensures those purchasing a Road Permit for use of the Crown Roads within the Crown Land Stewardship Program agree to Terms of Use (ie, Township not liable for injury, death, damage, loss, etc.).

Researched By:

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

Comments:

The partnership between the Township and the EOTA continues to be beneficial for both the CLSP and the EOTA. We meet ATV and dirt bike riders on the Crown Roads within the CLSP on a regular basis who have the EOTA permit. Moreover; the funding contributed to the CLSP for maintenance of the Crown Roads within the CLSP has been instrumental in assisting with much needed repairs. The Agreement is renewed annually.

The EOTA’s Mission is to develop, manage, maintain and market a comprehensive network of year-round shared use trails for their health, economic, tourism and job creation benefits. The EOTA trail network is a regional tourism destination that supports local communities within its service area and their network targets a diverse group of outdoor recreation activities. Furthermore; the EOTA partners with many of the municipalities surrounding North Frontenac.

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

Financial Impact:

Since 2009 the Township of North Frontenac has received \$81,588.16 from EOTA.

Additionally, in 2022 and 2023 the EOTA provided the Township with \$48,155.47 worth of gravel for Arcol Road Projects (not shown as an addition to their financial contribution, as they paid the company directly).

Furthermore; the EOTA has agreed to contribute \$25,000 worth of gravel to the program in 2024 (paid directly to contractor).

Attachments:

[2024 Agreement with EOTA-ACC](#)



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

This Agreement is made the 15th Day of March, 2024

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Eastern Ontario Trails Alliance

hereinafter called the "EOTA"
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 (MNDMNRF);

And Whereas the Township agrees to honour the EOTA's Trail Pass for use of these Crown Roads throughout the 2024 season;

And Whereas the EOTA agrees to provide the Township a 2024 contribution of \$25,000 (paid directly to contractor);

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

And Whereas the EOTA 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 of 3
2024 Agreement between the Township of North Frontenac and the EOTA
March 15, 2024

1. The Township shall honour the EOTA's 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. The EOTA 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 EOTA 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.
4. The EOTA 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 EOTA or anyone for whom it is responsible at law; or (b) arising from any breach by the EOTA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
5. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
6. 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 EOTA:

Eastern Ontario Trails Alliance
Postal Bag 1444
Tweed, ON
K0K 3J0

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 EOTA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

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

2 of 3

2024 Agreement between the Township of North Frontenac and the EOTA
March 15, 2024

8. 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

Eastern Ontario Trails Alliance

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: 15 Mar 2024
Re: Blue Box Depot Services Agreement with Circular Materials

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Blue Box Depot Services Agreement with Circular Materials";

And That Council directs Staff to send a letter of intent to Circular Materials (CM) that states the Township of North Frontenac will choose the Opt-in option and keep recycling procedures as they currently are during the transition period.

And That with details regarding the level of compensation yet to be confirmed by CM, the Opt-in decision for the transition period is conditional on adequate compensation being provided to the Township.

And That during the transition period Council accept that non-eligible sources of blue box materials will continue to use the program and CM will be compensated at a rate yet to be negotiated.

And That the required Statements of Work and Service Agreement will be presented to Council at a future meeting for consideration.

Background:

Administrative Reports (July 20, 2023 and February 23, 2024) have been provided to Council by the Public Works Manager (PWM) with details regarding transition of the Blue Box program to full Producer Responsibility (PRO) and the implications / options for Council to consider. The PRO administering the new residential Blue Box program is Circular Materials (CM). All Ontario communities must engage with CM to establish their new blue box system which starts on their specific transition date.

At a regular meeting of Council on July 20, 2023, Resolution #325-23 was passed:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Blue Box Transition Update";

And That Council approve Public Works Manager to initiate negotiations with the Producer Responsibility Organization (PRO) for an agreement(s) addressing blue box recycling services during the transition period and post-transition;

And That Council approves the Public Works Manager to consult with Cambium to assist with forecasting and provide details for the negotiations;

And That the Public Works Manager will report the status of the negotiations and provide a recommendation regarding an agreement(s) with the PRO to Council for consideration at a future meeting.

At a regular meeting of Council on February 23, 2024, Resolution #90-24 was passed:

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

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

And That the Public Works Manager will pursue negotiations with Circular Materials as the Producer Responsible Organization or their agents, summarize options available considering level of service implications and costing, and report back to Council for direction.

The Township has two options to consider, that are only applicable during the transition period, from July 1, 2025 to December 31, 2025.

CM has set the deadline to opt-in to the service as March 15, 2024. If the Township opts-out, or doesn't respond by the deadline, then CM will assume full operating and financial responsibility for the blue box service delivery and will procure a service provider. In the opt-out scenario, CM may choose to operate the blue box depots at different locations which may not be as convenient for residents. There may be an opportunity to allow a CM Contractor to access our depots but this would require a site access agreement.

We have the draft Master Service Agreement, Depot Collections Statement of Work and the Promotion and Education Statement of Work documents that are required to opt-in.

CM has been contacted and requested to provide the financial compensation available, to cover the Township's costs should we opt-in. Details regarding the compensation have not been provided yet.

We are at the deadline to opt-in and I understand that CM will accept confirmation of a commitment at this time, with the required discussions, agreements etc to follow.

Researched By:

Darwyn Sproule, Public Works Manager

Laura Manion, Public Works Administrative Assistant

Comments:

Since North Frontenac offers depot-only blue box services, CM has provided an opportunity to decide whether to 1) the Township opts-in and operates the depot sites as part of the blue box program as a contractor for CM or 2) the Township opts-out and hands-over full operational and financial responsibility for the blue box program to CM. Staff have reviewed both options to determine whether it is in the Township's best interest to pursue an agreement under option 1 or hand over the program under option 2.

After analyzing the two options staff are recommending opting-in and executing an agreement with CM, for the Township to provide Depot Collection blue box services from July 1, 2025 until December 31, 2025, under option 1. The recommendation is based on the following discussion and analysis:

Eligible Community Depot Collection Statement of Work

CM has developed three documents that will be required, the "Eligible Community Depot Collections Statement of Work" (Collection SoW), a Master Services Agreement and the Promotion and Education Statement of Work. Each of the three documents must be signed separately. The Collection SoW outlines the obligations and terms that the Township must meet as a contractor to CM.

The CM Eligible Community Depot Collections Statement of Work means that the Township will:

- receive payment from CM to continue providing existing blue box drop-off services to residents.
- continue to allow residents to drop-off acceptable blue box materials at the existing blue box depot site(s) and manage the hauling of blue box materials from the depot(s) to an allocated facility, called the Receiving Facility (RF). CM assumes responsibility for the processing of blue box materials after delivery to the RF.
- allow commercial and institutional establishments (non-eligible sources) to drop-off recyclables at the existing blue box depot site(s) until December 31, 2025.
- use best efforts to meet CM's contamination limits.

Non-Eligible Sources

CM has no legal obligation to collect blue box material from non-eligible sources during or after transition.

During the transition period, the Township may continue to co-mingle residential and non-eligible blue box materials but there will be a fee charged, estimated by Staff to be 2.5% of the blue box materials received and with a unit price of \$200 per tonne. The fee compensates CM for managing the portion of blue box materials from non-eligible sources. This percentage / rate reflects the estimated amount of non-eligible sources using the depots and has yet to be agreed upon by CM. Staff consider this percentage and associated cost reasonable for non-eligible blue box services during the transition. Alternate arrangements are not warranted for the 6 month transition period but can be considered post-transition.

Opting-in maintains the existing level of service for eligible and non-eligible services at our six (6) depots during the transition.

The required Statements of Work and the Services Agreement will be reviewed with the Chief Administrative Officer (CAO) and Solicitor as considered necessary.

Financial Impact:

CM will provide compensation to the Township for operating the blue box portion of the depot sites and hauling materials to a designated CM receiving facility. This payment replaces the previous Stewardship Ontario funding, which represented approximately 50% of our recycling costs.

Post-transition CM will be responsible for the entire Blue Box program.

We have preliminary estimates based on our previous Datacall cost submissions, and technical support from The Continuous Improvement Fund (CIF), but these results have to be reviewed with

CM. We recommend that acceptance of the opt-in option be conditional on favourable negotiations with CM.

The final compensation offer and agreements will be presented to Council for consideration at a future meeting.

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Sandra Lessard, Deputy Treasurer
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 15 Mar 2024
Re: 2023 Council / Committee Remuneration & Expenses

Recommendation:

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “2023 Council/Committee Remuneration and Expenses”.

Background:

Section 284 of the Municipal Act, S.O. 2001, c.25 states:

(1) Statement

The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

(2) Mandatory item

The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.

(3) Statement to be provided to municipality

If, in any year, anybody, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year.

(4) Public records

Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.

Researched By:

Sandra Lessard, Deputy Treasurer

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

Comments:

The annual Taxation By-law approves the current year's budget, which includes the amounts paid for remuneration paid to Council and Committee Members. Per Res #689-15, Council and Committee remuneration receives the annual Cost of Living adjustment (COLA) as approved by Council.

Resolution #688-15 approved Council to be paid for mileage within the Township limits for portfolio activities, Committee and Task Force Meetings but not paid for Council Meetings (regular and/or special).

Financial Impact:

For details, please see the statement attached.

Attachments:

[2023 Statement Councillors & Committee Members for Admin Report](#)

2023 Councillors and Committee Members

Name	Renumeration	Mileage	Conference Expense	Councillor Training	Office expenses	Mississippi Valley Conservation			Planning Advisory Committee			Totals
						Meetings	Mileage	Inspections	Meetings / Training / Conference	Mileage	Office expense	
Fowler, Fred	\$18,845.30	\$965.08	\$1,144.08		\$600.00							\$21,554.46
Good, Wayne	\$18,845.30				\$600.00							\$19,445.30
Hermer, Vernon	\$18,845.30	\$110.23			\$600.00							\$19,555.53
Inglis, John	\$23,937.55		\$1,692.00		\$600.00							\$26,229.55
Lichty, Gerald	\$28,908.51	\$2,284.10	\$1,789.04		\$600.00							\$33,581.65
Huetl, Roy	\$18,845.30		\$625.82		\$600.00	511.84	\$310.40					\$20,893.36
Regent, Stephanie	\$18,845.30	\$98.34			\$600.00							\$19,543.64
Sproule, Barbara												\$0.00
Tooley, Carl								\$680.00	\$1,392.48	\$1,897.71	\$100.00	\$4,070.19
Ogilvie, Jim								\$80.00	\$2,024.72	\$246.17	\$125.00	\$2,475.89
Wood, Gary								\$120.00	\$1,184.58	\$121.86	\$125.00	\$1,551.44
TOTALS:	\$147,072.56	\$3,457.75	\$5,250.94	\$0.00	\$4,200.00	\$511.84	\$310.40	\$880.00	\$4,601.78	\$2,265.74	\$350.00	\$168,901.01

Respectfully submitted to Council on March 15, 2024

Please see County Treasurer for a separate County of Frontenac Administrative Report regarding 2023 Remuneration and Reimbursement of Expenses to Council Members

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To: Mayor and Members of Council
From: Roy Huetl, Councillor
Approved by:
Date of Meeting: 15 Mar 2024
Re: Acknowledge the Month of June as Pride Month

Recommendation:

Be It Resolved That Council receives for information Councillor Huetl's Administrative Report entitled "Acknowledge the Month of June as Pride Month";

And That Council approves flying the Progressive Pride Flag at the Township Hall and use social media in the month of June as promotion;

And That the Township of North Frontenac ask the County of Frontenac and other municipalities within the County to support this Resolution by also celebrating June as Pride Month.

Background:

Canada has a long history of celebrating Pride Month. In 1973, Pride Week was established at a national level to celebrate national LGBT rights. In 1981, the City of Vancouver held its first municipal pride celebration. These events have grown throughout the country over the years. Today the celebration has grown to include all members in our communities.

Pride Month is celebrated in the majority of municipalities in Ontario. Many of our neighboring communities acknowledge and proclaim the month of June as Pride Month. The Townships within Frontenac County have yet to recognize how important such a statement would be.

Currently the Limestone District School Board acknowledges June as Pride Month by flying the Progress Pride Flag in the month of June at all of their facilities, including Clarendon Central Public School. The Progress Pride Flag encompasses all in the 2SLGBQIA+ communities.

Researched By:

Roy Huetl, Councillor

Comments:

On February 23, 2024 Council approved the Township of North Frontenac Strategic Plan. Within the plan the Mission Statement and Values acknowledge that the Township of North Frontenac believes in inclusiveness for the whole community. The first Strategic Priority specifically states that North Frontenac believes in a Vibrant and Inclusive Community.

By celebrating June as Pride Month, North Frontenac would acknowledge the 2SLGBQIA+ community. It would raise awareness, promote equality and inclusiveness, and most importantly support our 2SLGBQIA+ community in North Frontenac.

There are many ways that North Frontenac can acknowledge Pride Month such as flying the Progress Pride Flag at the Town Hall and show support on Social Media.

Financial Impact:

Cost of a flag, approximately \$100.



Economic Development Task Force Minutes

9:30 AM - Tuesday, February 20, 2024
Council Chambers

Notes of the Economic Development Task Force held on Tuesday, February 20, 2024 at 9:30 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, Derrick Lancaster and Dan Vaillancourt

Absent with Regret: Matt Walker - Economic Development Officer (EDO)

Also Present: Brooke Ross, Manager of Community Development and Lori Newman, Recording Secretary

1. Call to Order

The meeting was called to order by the Chair at 9:30 a.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

None.

3. Economic Development Task Force Notes

- a) *Notes of the EDTF December 18, 2023 Meeting as approved via email and were received for information at the January 12, 2024 Regular Meeting of Council.*

4. Business Arising

- a) *Business Profiles (Councillor Huetl, Thiel)*

Councillor Roy Huetl completed the February Business Profile featuring “Ross Ranch & Contracting” and it will be included in the February 23, 2024 Council Agenda. The MCD will email this profile and all future profiles to the EDTF members moving forward for information purposes.

- b) *Summer Fest - updates (Inglis, Hunter, Bonello)*

The Summer Event sub-committee reported that the planning for the 2024 Summer Fest is progressing well and included a report in the EDTF agenda to briefly outline the status of their headway with this project. They will be confirming and collecting the Agreement

Forms in the next few weeks. They are also working on coordinating students to assist. This will be a great opportunity for them to obtain volunteer hours. It was confirmed by the MCD that the Township Banner, cooler and volunteer vests will be available for use. The sub-committee will continue to report back to the EDTF.

c) 2024 Meeting Dates - update May Meeting

The MCD advised that the May EDTF meeting needs to be changed to Monday, May 27th as there is a conflict with a Personnel and Audit Committee (P&A) Meeting. The MCD also reminded the EDTF that the October meeting will be an evening meeting (6:00 p.m.) in order to attract business owners to attend the public meeting during Small Business Month. A revised 2024 Meeting Dates schedule was included in the EDTF agenda.

d) Municipal Campground

The EDTF discussed an email that was sent to Council members (and included in the EDTF agenda) regarding the proposed Municipally-owned campground in North Frontenac and the concerns and suggestions that were contained in the email.

The EDTF recommends to Council that Deputy Mayor John Inglis (Chair) respond to the e-mail.

The MCD will provide information regarding the Municipal Act and Community Improvement Plan.

5. Communications

a) Local Labour Market Planning Report 2023/24

The MCD included the Local Labour Market Planning Report 2023/24 in the EDTF agenda for information purposes. The EDTF advised this report has good information in it; however, would be nice to see more than 2 North Frontenac businesses being surveyed.

b) 2024 Winter Fest

The MCD included a poster for 2024 Winterfest to be held on Saturday February 24th at the Clar-Mill Hall 11:00 a.m. – 4:00 p.m. There will be a site meeting on February 21st to firm up the location plan for all of the activities and booths.

6. New Business

a) TODDs - Scenic Route Signage - \$1630 Annual Fee (Signage 41/506 and 509/7)

The EDTF discussed the annual fee for the Scenic Route signage at Hwy 41/Road 506 and Road 509/Hwy 7 and agreed that the signs are essential for directing and attracting

people into the Township and would like to continue with this expense/investment. The MCD advised that the wooden signs on Road 506 and 509 have been taken down and are being refurbished by the manufacturer and will be re-installed in the Spring.

b) *Township Strategic Plan – to Council on February 23, 2024*

The MCD provided a copy of the Draft Township Of North Frontenac Strategic Plan for 2024 – 2028 that will be presented to Council on Friday, February 23, 2024.

Deputy Mayor Inglis advised that there were a lot of changes regarding Economic Development, that the Economic Development Officer position will not be renewed after July and that the funding for the Community Improvement Plan (CIP) was approved-in-principle at \$15,000.

c) *Potential EDTF Work Plan - Discussion*

The EDTF agreed to defer developing the EDTF Work Plan until the Township Strategic Plan has been approved. The MCD will work on a list of items that have been taking place by the current EDO and the EDTF can make some decisions on if they would like to include any of these initiatives in their workplan.

d) *Quinte Sportsman, Boat & RV Show - Township Booth with EDTF Volunteers*

The MCD advised that Township will be participating in the Quinte Sportsman, Boat & RV Show on March 8th, 9th and 10th with a Township Booth staffed by the MCD, EDO and EDTF Volunteers. The set up will take place on March 7th. The booth will be promoting North Frontenac as well as selling the Township and Parklands branded materials.

e) *2024 Solar Eclipse*

The MCD advised of an upcoming Solar eclipse on April 8, 2024 and requested volunteers to be at the North Frontenac Astronomy Park from 2:00 p.m. to 4:00 p.m. to assist with any public that visit the site to observe the eclipse. The members of the North Frontenac Amateur Astronomy Club will be viewing the eclipse from Kingston and are unavailable but recommend that the site is manned to educate the public as it is not safe to look directly at the Sun without specialized eye protection for solar viewing. Deputy Mayor John Inglis (Chair) volunteered however requested that at least one additional member volunteer also. The MCD will send an email to the EDTF members that includes additional information and criteria that needs to be met and interested individuals can respond to that email.

7. *Adjournment*

a) *Meeting adjourned at 10:20 a.m.*

NOTE : The next meeting of the EDTF will take place on Monday, March 18, 2024 at

9:30 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

Recommendations to Council

Be It Resolved That Council receives for information the February 20, 2024 Notes of the Economic Development Task Force (EDTF);

And That Council approves Deputy Mayor Inglis responding to the e-mail from a local business regarding the Municipal Campground advising of the requirements of the Municipal Act and our Community Improvement Plan.

Deputy Mayor John Inglis, Chair
Township of North Frontenac
Economic Development



Committee of Adjustment Minutes

1:00 PM - Monday, December 18, 2023
Council Chambers

The Committee of Adjustment met on Monday, December 18, 2023 at 1:00 PM in the Council Chambers.

Present: Carl Tooley, Chair; Garry Wood, Member (Electronic Participation); and Jim Ogilvie, Member (Electronic Participation)

Also Present: Tara Mieske, Clerk/Planning Manager (Secretary-Treasurer); Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; and Dmitry Kurylovich, Community Planner, County of Frontenac

1. Call to Order

The Chair called the meeting to order at 1:00 p.m.

2. Approval of Agenda

a) ***December 18, 2023***

67-23 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 December 18, 2023, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Delegations

None.

5. Adoption of Minutes

a) ***Minutes of Meeting held November 27, 2023***

68-23 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 dated November 27, 2023, as circulated.

Carried

6. Business Arising Out of Minutes

None.

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

None.

8. Consent Applications

None.

9. Minor Variance Applications

a) ***File #A14/23 - Application for Minor Variance - Part of Lot 15, Plan 1115, Geographic Township of Barrie (10960 Mazinaw Lake)***

Matt Smith, Agent, was present for the meeting.

Dmitry Kurylovich, Community Planner, provided an overview of the proposed development. He advised the applicant is proposing the installation of a new Class 4 septic system with an approximate setback of 16 metres from the high water mark of Lower Mazinaw Lake. He noted the property is developed with a dwelling, sleep cabin and shed, with servicing provided by a Class 2 grey water pit and a Class 1 privy.

Kurylovich noted the Township's Official Plan provides that new development should be located 300 metres from an at capacity lake; however the topography of the subject lot prevents the septic system from moving any further back. He advised the proposed location is the only one that could reasonable accommodate the proposed new system.

Kurylovich advised it appears no major vegetation will be removed during the installation of the new system. He noted the septic system design was submitted with the application; and that details regarding the installation will be addressed at the building stage by the Township's Chief Building Official (CBO), as the septic approval authority.

Kurylovich noted Mississippi Valley Conservation Authority (MVCA) advised a slope stability assessment was required as the location of the proposed system is at the bottom of a steep slope. He advised the assessment was completed; followed by a peer review by MVCA. Kurylovich noted issues were identified by the peer review, which will be addressed prior to a building permit being issued; however the issues have no impact on the Committee's ability to consider the application.

Kurylovich advised Lower Mazinaw Lake is designated at capacity; therefore any additional development is subject to special precautions to ensure contamination from phosphorus is minimized. He noted the proposed system is more desirable and a better service option than the current septic system.

Kurylovich advised one public comment was received in support of the application. He advised the application meets the four tests under the Planning Act; and recommends approval of the application subject to the conditions included in the Planning Report.

Tooley advised he attended the site on December 5, 2023, and the required marking cards were posted. He noted the proposed system could not be set further back from the water due to the steep slope at the rear of the dwelling. He advised the proposed location appears suitable and recommended approval.

Ogilvie asked if the type of soil was considered during the application and review process. Kurylovich advised the proponent provided a septic report and design with the complete planning application. He noted the CBO, as septic approval authority, will ensure the soil is appropriate.

Drechsler advised there were no comments from the public.

69-23 Moved by Committee of Adjustment Member Garry Wood, Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That Planning Application File #A14/23 – Application for Minor Variance – Gerry Hendricks, 10960 Mazinaw Lake - 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 28, 2023.

Carried

10. Other Business

None.

11. Adjournment

a) *Adjournment of the Committee Meeting*

70-23 Moved by Committee of Adjustment Member Garry Wood, Seconded by Committee of Adjustment Member Jim Ogilvie

Be It Resolved That the meeting adjourns at 1:31 p.m. until January 22, 2024 at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary-Treasurer

Chair

Secretary



KALADAR BARRIE FIRE DEPARTMENT

2023 ANNUAL REPORT

TABLE OF CONTENTS

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- IX. Significant Incidents**
- X. Prevention & Public Education**
- XI. Training**
- XII. Apparatus & Equipment**
- XIII. Automatic/Mutual Aid**
- XIV. Summary**

i. Chiefs Message

2023 saw a decrease in call volume compared to 2022 however it still was the 3rd busiest year on record for calls. There have been a significant increase in requests for assistance or referrals to lower income families. If the current trend continues, we expect to see more fires with potential loss of life. We are seeing more and more people living in below standard of living conditions. Many without hydro or proper heating. There has been an increase in people who cannot afford the cost of heating fuels so they are going back to wood heat many, with improper installations. These situations require significant time to deal with as there is no easy fix. We are providing smoke and carbon monoxide alarms as an early warning device to them as well as working to connect them with the agencies that can assist in getting them the help they need. There is a noticeable increase in drug use and drug related calls in the area which often (but not always) goes hand in hand with the lower standard of living.

Training in 2023 was quite busy. We were successful in acquiring the for a week and the fire fighters made good use of it. There were a number of fire fighters that attended outside training to advance their skills. We had 4 newer members attend the recruit training and passed their exams for fire fighter 1 & 2. Our regular weekly training kept the fire fighters busy from hydrant inspections, equipment inspections, driver training, pump ops, wild fire, mental health awareness, to fire flow path & self rescue training. A fair bit of time is spent on medical training as it is a large number of our calls.

Fire Prevention was back in full swing with youth engagement both in the school and at the fire station from Junior Kindergarten through grade 8. There were a number of public events that provided us with opportunity to engage the public and provide fire safety information along with emergency preparedness.

We continue to work with other agencies as well as neighbouring fire departments. On a couple of large fire calls we activated mutual aid for assistance. We also provided assistance to neighbouring departments as well. We work quite regular with police and EMS on calls.

The department is seeing a growth in dedicated members. The fire fighters' attitude and level of commitment is amazing. The progressive positive attitude of the fire fighters along with the ability to rely on each other is so impressive.

I look forward to continuing working with the great fire fighters we have over the next year. The support from the Joint Fire Committee has excelled us in our ability to provide the services we provide to members of the community.

Casey Cuddy

Fire Chief

ii. Core Values, Mission & Vision

PROFESSIONALISM

The fire department demands the highest standards of excellence, integrity, commitment and dedication from all its employees. As professionals, we must treat all others with respect and dignity. The public and taxpayers deserve nothing less.

INTEGRITY

The fire department is entrusted with protecting the public and enforcing fire and other related codes. Each member has a personal responsibility to demonstrate the highest ethical standards to inspire confidence and trust in each other and also in the public we serve.

RESPECT

Each member of this department should be treated with consideration and respect. Personnel must be free to contribute fully to this fire department without any fear or disrespect. All employees must respect the dignity and rights of co-workers and the public they serve.

ACCOUNTABILITY

In carrying out our missions, all employees must hold themselves accountable to the public, taxpayers and personally for their actions.

VISION

The Kaladar-Barrie Fire Department is dedicated to continually improving the quality of life, to the people we serve with exemplary service in a cost effective and efficient manner.

PARTNERSHIP

The Kaladar-Barrie Fire Department recognizes that its success requires a diverse, coordinated team committed to the highest standards of trust, hard work, co-operation and communication working together with external stakeholders to achieve common goals.

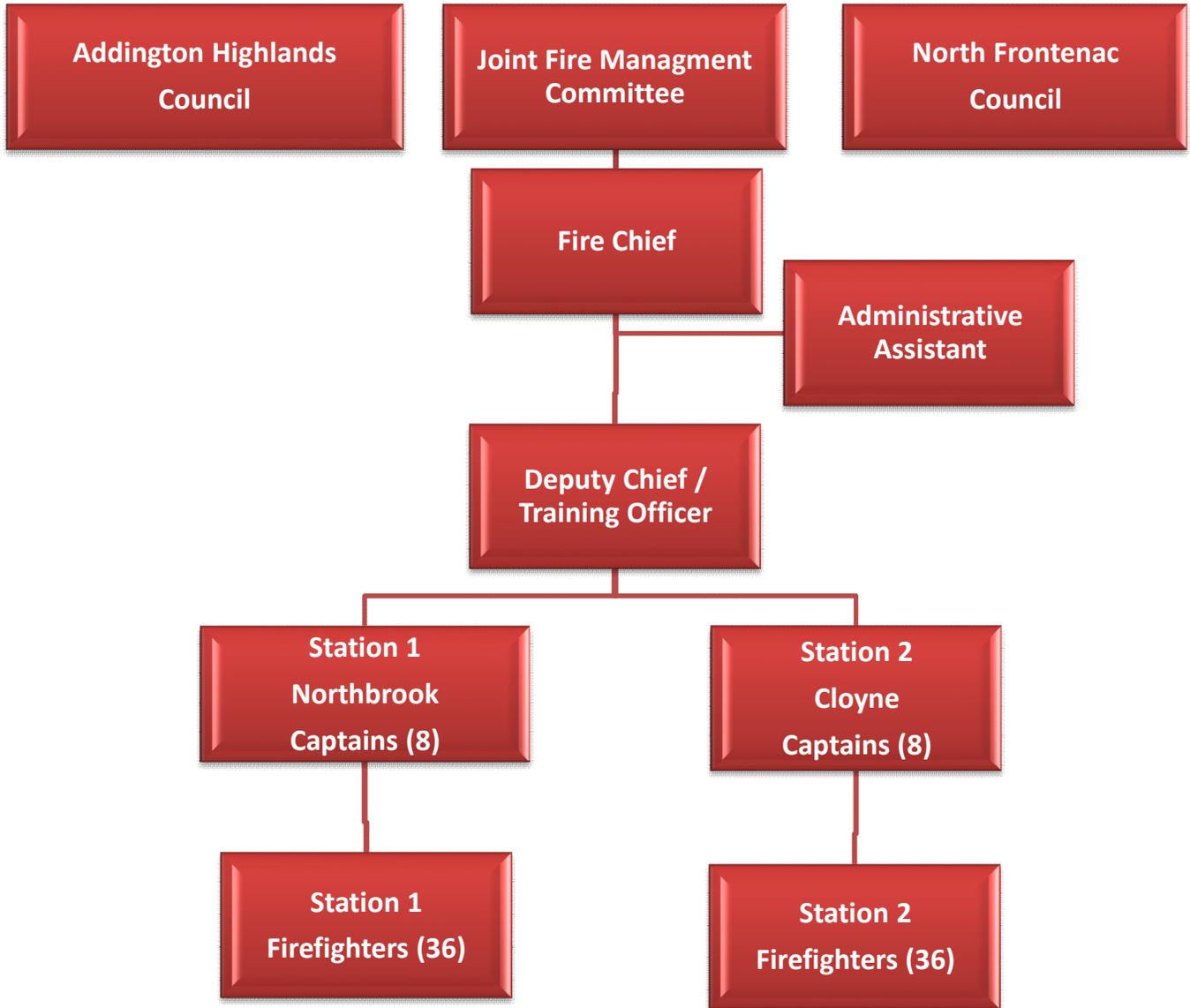
INNOVATION

The fire department strives to work creatively, proactively and effectively in providing services to the public. We are committed to finding flexible, efficient and innovative approaches to providing fire safety.

MISSION

It is our mission to continually strive to provide fire and life safety protection, prevention and education to the residents and visitors of both Addington Highlands and North Frontenac with dedication, team work, civic pride and professionalism

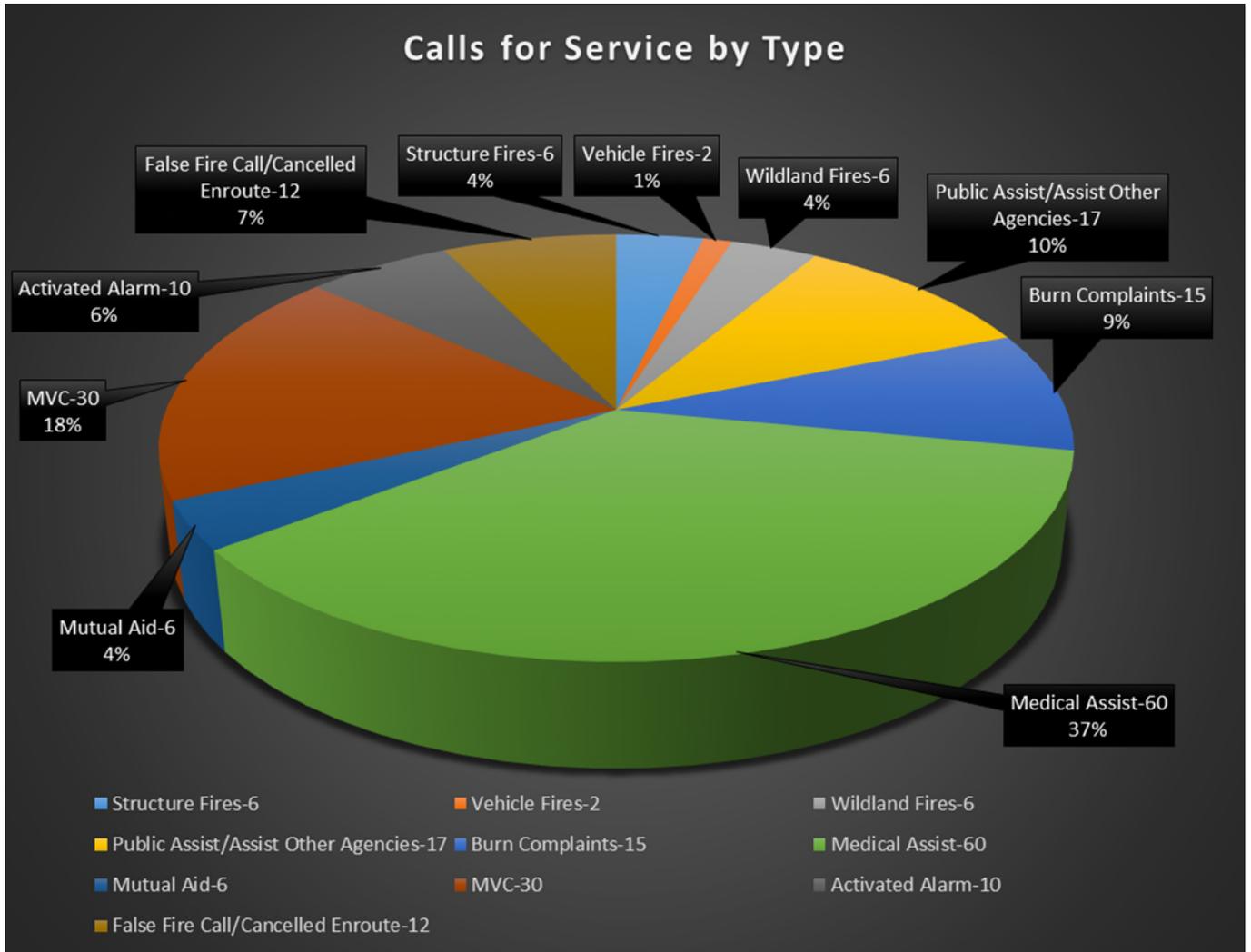
III- ORGANIZATIONAL STRUCTURE



IV. DEPARTMENT STAFF

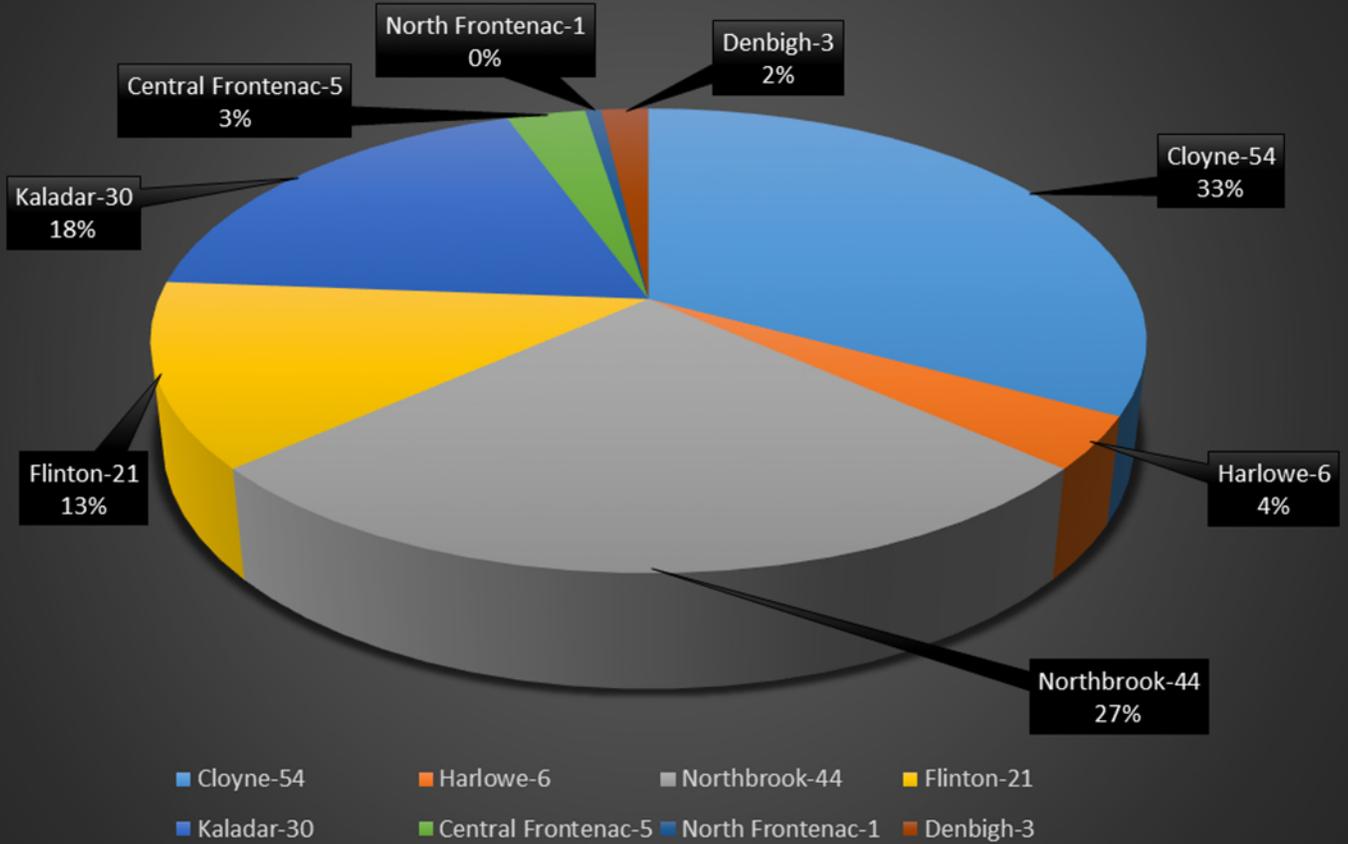
Name	Years of Service		Name	Years of Service
Richard Tryon	48		Sonya Robinson	5
Casey Cuddy	33		Adam Robinson	5
Blake Garey	33		Phil Cooley	5
Kevin Smart	29		Amanda Miles	5
Terry Tryon	25		Ryan Kirkham	4
Mike Snider	21		James Cox	2
Dwayne Thibault	20		Steve MacCullum	2
John Nowell	20		Sylvie Manaigre	2
Bill Irving	17		Michael McCarthy	2
Chris Stapley	16		Damon Newman	1
Mitchell Alcock	15		Sarah Reed	1
James Nowell	14		Stephanie Regent	1
Shayne Macarthur	13		Josh Shiner	1
Kristin Warlich	10		Willa Shiner	1
Jamie Miles	10		Alexus Wagner	1
Russell Gray	10		Jeff Dalton	1
Wayne Speck	9		Liam Gray	0
Adam Arney	8		Erica Hengeveld	0
Joel Miles	8		Keegan Hennessey	0
Dave Avery	8		Connie Kot	1
Nick Cooke	8		Zackary Pare	0
Ben Mieske	6		Ryder Phillips	0
Kale Yearwood	6			

V. INCIDENTS BY TYPE

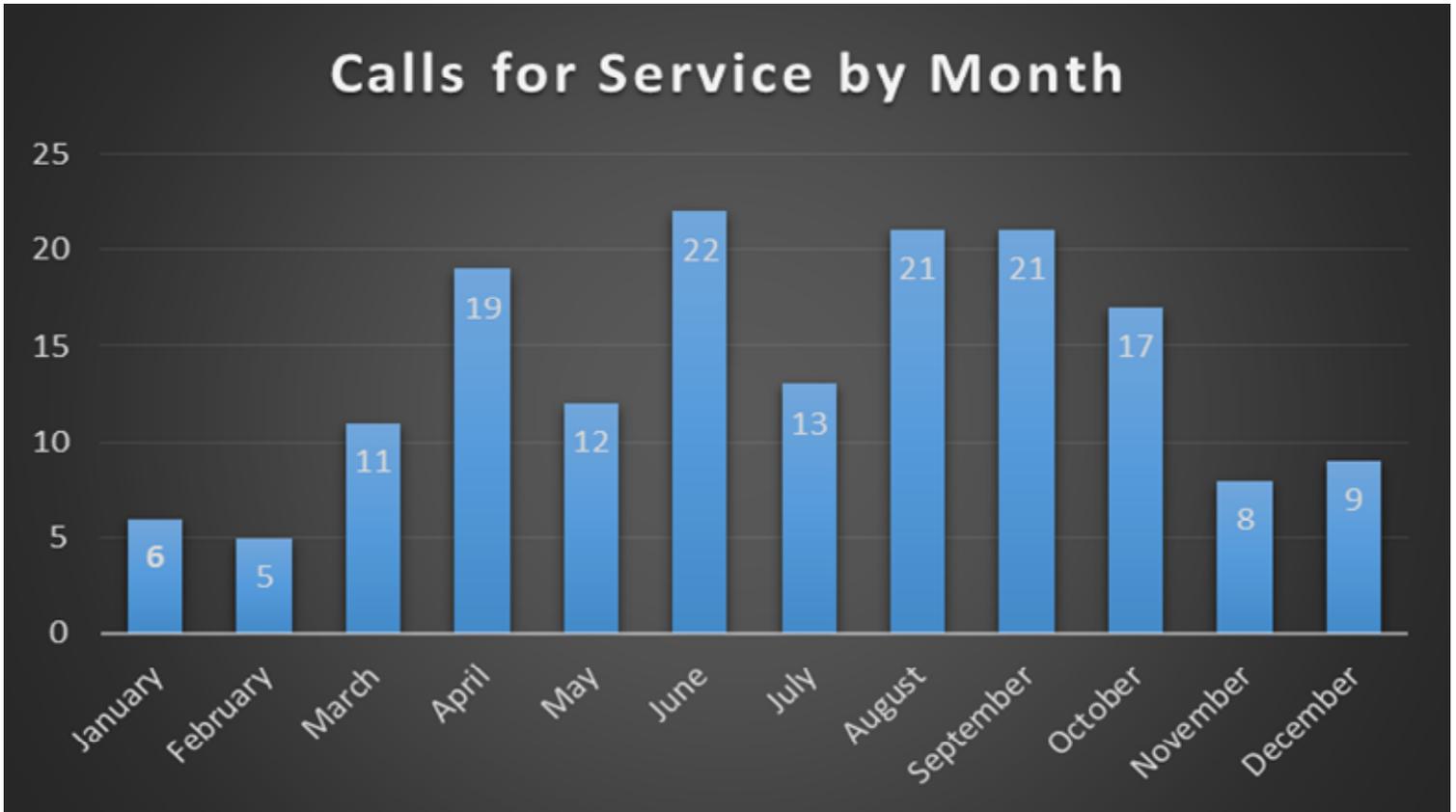


VI. INCIDENTS BY LOCATION

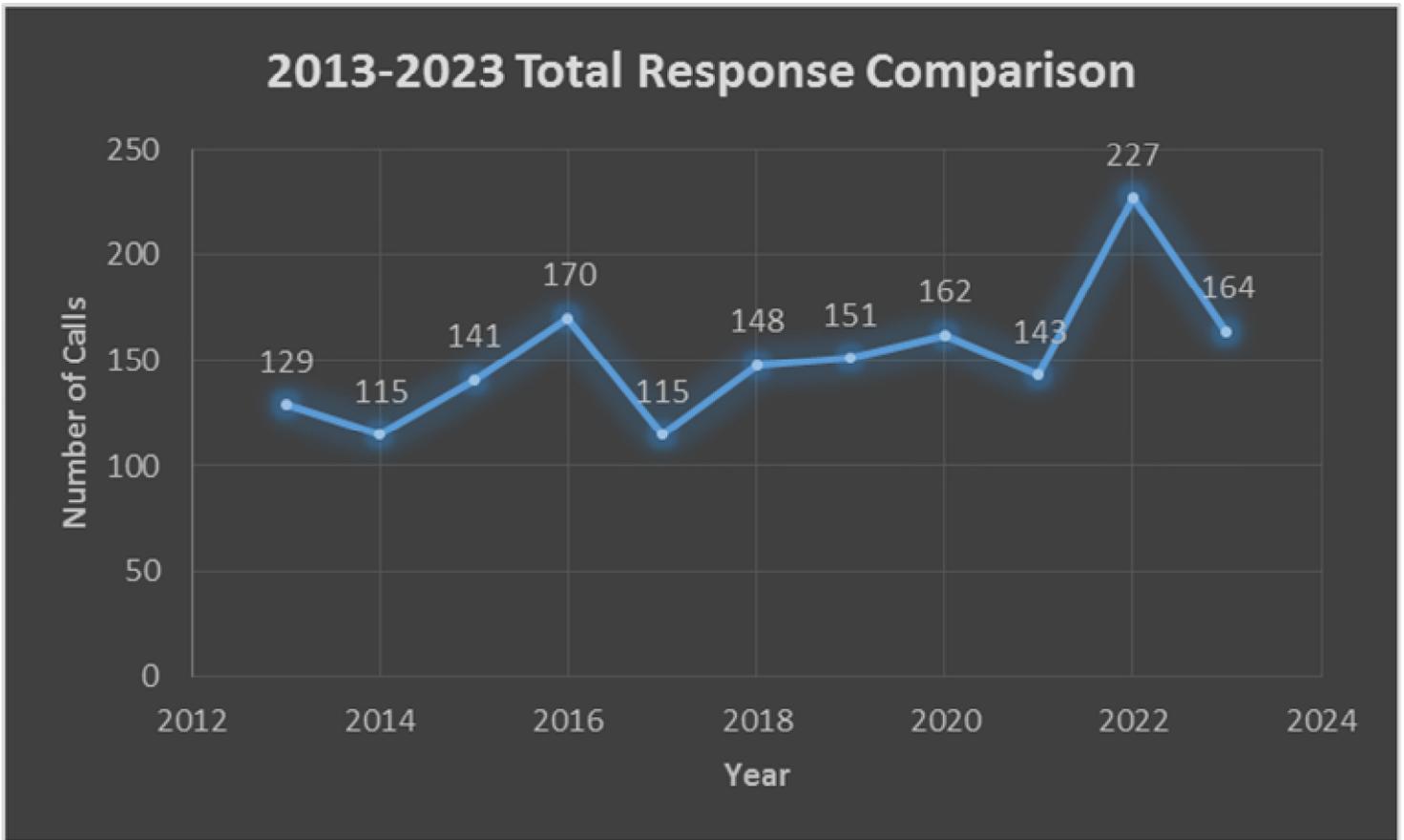
Calls for Service by Location



VII- INCIDENTS BY MONTH



II. 2013-2023 RESPONSE COMPARISON



2023 Response by Type	Month												
	January	February	March	April	May	June	July	August	September	October	November	December	
Structure Fires	2	1	0	2	0	0	0	0	0	1	0	0	6
Vehicle Fires	0	0	1	0	0	0	0	0	0	0	0	1	2
Wildland Fires	0	0	0	3	1	2	0	0	0	0	0	0	6
Public Assist/Assist Other Agencies	0	1	0	2	2	8	1	1	1	0	0	1	17
Burn Complaints	1	1	0	2	0	3	0	2	2	2	1	1	15
Medical Assist	2	2	7	4	5	3	8	10	7	5	4	3	60
Mutual Aid	0	0	1	1	0	2	1	0	0	1	0	0	6
MVC	1	0	1	2	2	4	0	5	8	5	1	1	30
Activated Alarm	0	0	1	2	0	0	2	1	0	2	1	1	10
False Fire Call/Cancelled Enroute	0	0	0	1	2	0	1	2	3	1	1	1	12
Total	6	5	11	19	12	22	13	21	21	17	8	9	164

IX. SIGNIFICANT INCIDENTS

Public Hazard-Sink hole

The KBFD was dispatched to a MVC where on route came upon a sink hole in the area of Highway 41, just north of Kaladar. The sink hole was approximately 7 feet in diameter, causing the closure of the highway. 2 vehicles had been damaged as a result of the sink hole prior to our arrival. Fire fighters split into crews with priority going to the MVC call and the chief worked quickly to shut down the Highway and notify the MTO/ Highway maintenance of the damaged roadway.

Motor Vehicle Collision-Extrication

KBFD Crews were dispatched to a two-vehicle collision on Highway 7 in the Township of Addington Highlands. Fire Crews made a quick response to the scene, conducted a scene survey and determined that multiple parties needed to be extricated. Ensuring the safety of the victims, the drivers and passengers of the vehicles were extricated without incident and turned over to EMS.

Vehicle Fire-Arson

KBFD crews were dispatched to a vehicle fire in the Flinton area. Fire personnel arrived on scene and were informed by OPP that the vehicle was involved in a pursuit and the vehicle had been set fire by the suspects. Crews were able to extinguish the fire without incident, while attempting to preserve evidence for police.

Wildland Fire-Exposures

KBFD crews were called to a wildland fire in the Kaladar area. Fire Crews arrived on scene and conducted a direct attack on the wild fire & interior attack on the main structure. The wildland fire had spread to nearby outbuildings and a mobile home. The blaze was contained by KBFD and overhaul operations were commenced. Members spent several hours on scene to ensure there were no hotspots.

Motor Vehicle Collision-Motorcycle Incident

KBFD were dispatched to a motor vehicle collision involving a motorcycle in the Cloyne area. Crews responded to the scene and administered first aid to the driver. Crews worked in conjunction with EMS to stabilize the patient and transport the driver to a landing space to meet air ORNGE.

Motor Vehicle Collision-Fatal

KBFD were dispatched to a motor vehicle collision on Highway 7 in Kaladar. Upon arriving on scene Crews observed a single vehicle that came to rest in a pond, with the driver trapped inside the vehicle. It had been determined that the driver was deceased and the scene was held by the OPP. Members assisted with the removal of the person inside under direction of OPP & the vehicle after the OPP had concluded their investigation.

Structure Fire-Fully involved

KBFD were dispatched to a fully involved structure fire in the Cloyne area. Crews arrived on scene confirmed the extent of the fire and conducted a defensive attack. There were no persons inside the residence when the fire department arrived on scene. Crews worked in conjunction with Hydro, EMS, and the OPP while on scene of the structure fire. With the assistance of fire fighters from Denbigh and North Frontenac crews were able to extinguish the fire without incident. This was a large fuel load fire.

Structure Fire-Single Family Dwelling

The KBFD were dispatched to a structure fire on Highway 41 in the Kaladar area. Crews arrived on scene and observed that the fire was coming out of the attic and side wall area. Crews applied water to the fire source, and members conducted an interior attack to combat the fire. Crews worked to quickly contain the fire and an investigation was conducted to determine the cause of the fire.





X. Prevention & Public Education

Burn Complaint and Bylaw Enforcement Calls

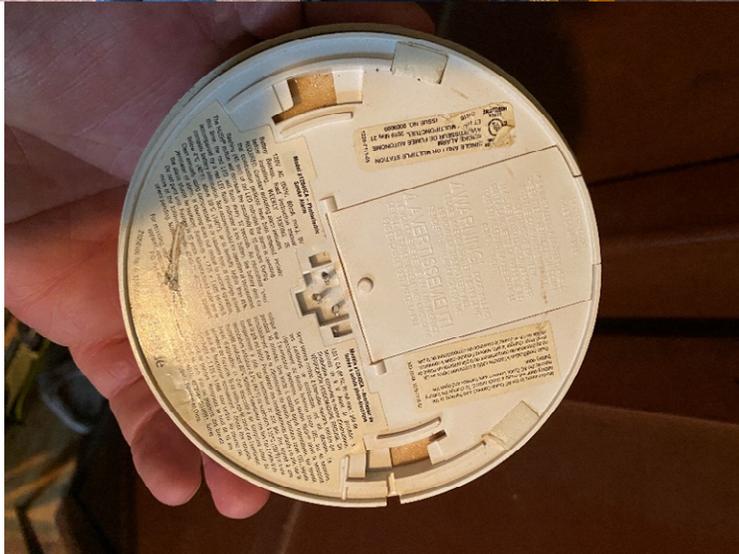
The Addington Highlands, Kaladar-Barrie Fire Department responded to approximately 15 burn complaints in 2023. Burn complaints account for 9% of the total number of calls for the fire department. The number of burn complaints is consistent with last year's numbers. Burn complaints consist of calls generated by the public, police and members of the fire department. The calls can range from individuals burning during a fire ban, without permits, during prohibited hours, or in some cases members of the public reporting burning when a permit has been lawfully obtained through the township. These types of calls can present an opportunity for the members of the fire department to educate the public on fire safety tips and municipal by-laws/infractions.

Public Engagements

In 2023 the members of KBFD were active in the community, by performing proactive fire safety inspections on both commercial and residential structures. These residential inspections were to ensure the operation and proper placement of smoke/carbon monoxide detectors throughout the structures. Residents were directed to replace out dated or non working alarms. Those that had limited means and did not have adequate life safety systems were provided with smoke alarms by the fire department. This proactive approach by the fire department ensures that in the event of a fire emergency, people inside the home are alerted while still able to leave the potentially dangerous situation.

The Kaladar-Barrie Fire Department conducted several presentations at the North Addington Education Centre from junior kindergarten to grade 8. Other public engagements that the department participated in was the Fun Fair, North Frontenac Service Fair, the medical center's healthy living and the Trappers show to list a few. Fire hall visits & safety presentations for home schooled children were provided.

The Department participates in meetings with the Cottage associations, and other groups that can help promote fire safety.



XI - Training

Members of the Kaladar-Barrie Fire Department participate in weekly training at both the Northbrook and Cloyne station. The training completed by the members is comprised of both practical scenarios and in class work. The training meets the NFPA standards and all fire personnel must maintain these standards. Many of the Firefighters at the KBFD received various certifications in 2023. Firefighters often take the initiative to pursue additional training to benefit the community and their team members. Additional training allows members to be proficient at calls, while enhancing their skill sets. There were a few fire fighters that took the Fire Officer, Fire Life Safety Educator, and Fire Instructor courses in 2023, showing their dedication and continued interest in the fire service. The Firefighters dedication to training and serving the community shows great resilience and dedication to their involvement within the community. The KBFD receives in-house training on mental health awareness to promote a healthy and safe workplace.



In 2023 the fire department was fortunate enough to have use of the Provence's Mobile Live Fire Training Unit (MLFTU). The unit was offered for use to neighbouring fire departments while here. North Frontenac Fire Dept. used it as well as one of their young fire fighters joined KBFD fire fighters for one of their days. KBFD used the MLFTU one night and two days. It provided opportunity to train in different lighting conditions as well as simulate several different types of rescues & suppression.



LENNOX & ADDINGTON COUNTY RECRUIT PROGRAM

The Kaladar-Barrie Fire Department is pleased to have several new recruits join the team. These recruits participate in training, which certifies them to NFPA standards as required by the Province of Ontario. The training ensures that all recruits and members of the department have the ability to undertake any tasks they may encounter in the volunteer fire service. The Kaladar-Barrie Fire Department is always actively seeking new members to join their team of dedicated members. 2023 recruit grads are Jeff, Damon, Amanda, & Willa



Promotions



Through attrition and some restructuring openings came up for officers. An application process was completed as per our promotional policy and there were 2 successful candidates. Sonya Robinson is now the Pub Education captain and Adam Robinson is now the Wild Fire captain.



XII- Apparatus & Equipment APPARATUS

KBFD operates 6 Apparatus, 1 light duty pickup, 1 one ton pickup, 1 marine unit (boat), and 1 UTV with a combined estimated replacement value of \$4,496,000.00.

KBFD APPARATUS SCHEDULE				
Truck Name & Number	Truck Type	Date of Manufacture	Replacement Date	Estimated Replacement Cost
Tanker 612	Tanker	2024		650,000.00
WILDLAND 621	Bush Unit	2006	2026	98,000.00
Chief 611	1/2 ton pick-up	2021	2030	95,000.00
PUMP 611	Front Line Pumper	2004	2029	900,000.00
UTV 621	UTV/Trailer	2012	2030	53,000.00
TANK 621	Tanker/Pumper	2007	2033	600,000.00
RESCUE 611	Heavy Rescue	2018	2037	620,000.00
MARINE 621	Rescue Boat	2014	2039	60,000.00
Tanker 611	Vacuum Tanker	2015	2040	800,000.00
PUMP 621	Mini Pumper	2020	2042	620,000.00
				Total: \$ 4,496,000.00

IDENTIFIED CAPITAL EQUIPMENT PURCHASES			
PROJECTED EQUIPMENT PURCHASES	YEAR OF PURCHASE	Replacement Date	ESTIMATED COST
Replacement of Extrication Equipment (some purchased in 2020)	2020	2044	\$ 101,000.00
TIC-Life Safety Tool	2019	2029	\$ 25,000.00
Replacement of SCBA	2016	2031	\$ 400,000.00
			\$ 526,000.00

XIII- Automatic/Mutual Aid

The Mutual Aid program is a fundamental part in the operation of all fire services throughout the province of Ontario. This program has been formally adopted by the Fire services since the 1950's. It ensures that when needed, departments can call on other fire services for additional support with personnel, vehicles, and equipment. The goal of the mutual Aid program is a coordinated effort to minimize loss of life and property as well as damage to the environment.

The Kaladar-Barrie Fire Department participates in the mutual aid program. In 2023 the fire department responded to several Automatic/Mutual Aid calls to Central Frontenac, North Frontenac and Denbigh. The Addington Highlands, Kaladar-Barrie Fire Department has also utilized the mutual aid program, by obtaining assistance from neighbouring fire departments such as Denbigh, North



Frontenac and the Tweed Fire Service. The department works closely with the North Frontenac Fire Department, to ensure all residence receive an unsurpassed service to both urban and rural communities.

XIV- SUMMARY

In Summary 2023 has been another busy year for the Kaladar-Barrie Fire Department. 2023 has been the 3rd highest year for call volume since 2013. With other emergency services experiencing staffing shortages, it increases the call volume and call duration times for volunteer fire services across the Province. The Kaladar-Barrie Fire Department has shown exemplary service even with these challenges. Member of the Department show great dedication to the community in which the live and provide service.

The KBFD not only responds to calls, but also participates in volunteer events, public education, hall meetings, servicing of equipment and hall service duties. Members of the KBFD wear the departments crest with pride providing a professional service, both on and off duty. The KBFD works closely with other emergency services which include, but not limited to police, other fire services, EMS, MNR, and roads department. These agencies always have positive comments to make regarding the department and understand the importance of their role.

The fire service is always faced with new evolving challenges that change the way the service operates. To combat these challenges the service promotes fire safety and provides firefighter the tools necessary to complete their tasks safely and effectively. The members of this fire service continue to train and prepare for the obstacles ahead, while ensuring safety protocols are followed for the safety of our members and the public. The Kaladar-Barrie Fire Department will continue to provide an unsurpassed service through public engagement and call for service. The department is able to do this with the aid of all the community and municipal partners along with the support from neighbouring fire departments.

We would like to thank all who were part of helping us serve our community businesses, residents and visitors in 2023.





Resolution of the Joint Fire Committee Kaladar Barrie

Date: February 16, 2024

Resolution # 7-24

Moved By:
Councillor Vernon Hermer

Seconded By:
Addington Highlands Reeve - JFC
Memeber Henry Hogg

Be It Resolved That the Committee receives for information the 2024 Draft Budget for the Kaladar Barrie Fire Department;
And That the following amendments be made:
- Increase fire wages to \$104,000;
And That the Committee approves the Draft Budget and provides it to each Council for consideration.

Carried

Mayor

Kaladar / Barrie Fire Dept. Proposed budget for 2024

	2023 budgeted	2023 year to date estimated unaudited not complete	2024 PROPOSED	K/B FD	% difference over year
volunteer Honorariums 16-2110-2	146,000.00	172,831.00	175,000.00	Depends on # of , type of & duration of calls & mandatory training. includes employer expenses WSIB \$17,772 honorariums captains 6x \$600 + admin assistant \$12,000 + acting fire chief 5 weeks x \$500 to fill in during holidays recruit training \$750 if completed, fire fighters doing pub ed for fire prevention, hall duties, meetings, H&S	19.86
fire wages 16-2115-2	103,000.00	83,000.00	97,000.00	Training officer 15hr. week chief 30 hr. week inc. non union adjustments as per policy, pay scale includes all EI, CPP , EH, etc.	-5.83
benefits 16-2116-2	5,800.00	5,639.00	6,100.00	standard as per AH policy went up this year	5.17
Employee Health 16-2118-2	900.00	896.00	1,405.00	in 2018 MOL requirement PTSD plan and EAP (VFIS \$3.00 Per month per ff = \$36 per ff per year = 1404)	56.11
ff benefit package				* taken out last year & left out this year as too many other large increases this year	
Utilities & Communications	39,000.00	38,300.00	43,000.00		10.26
16-2120-2				Hydro - hydro 6,000 Propane - heat for both fire halls 9,200 internet service for Northbrook station est. (900) phones - Emerge. Forwarded line, 2 fire halls, cell + chiefs fax / fire info line (1,700) dispatch 7,180 as per agreement Whos responding - dispatch back up system 1,200 * annual CRTC license for base radios only 1,160 announced 6.8% increase for 2023 pager & radio repairs, & batteries 950 - repaired what feesable. Have no spare mobiles currently portable mobile radios 8,000 radios take a lot of abuse on calls Radios went up over \$300 ea. last year * Mobile Repeater est 3,500 - didn't do last year due to cost increases leave out this year? Depending on repeater status * radio head sets for pump operators didn't do last year due to other costs	
Maintenance, vehicles & Equipment	21,000.00	13,807.00	21,000.00		0.00
16-2130-2				Trucks - safeties, maintenance & repairs 7,350 Break down emergency repairs 5,400 Rust proofing 2,400 vehicle registrations, parts, etc. 1,300 Pumper inspections / certification 1,350 emergency lights & equipment on boat 3,200	

Kaladar / Barrie Fire Dept. Proposed budget for 2024

	2023 budgeted		2024 proposed		
Materials & Supplies	62,000.00	45,000.00	62,000.00		0.00
16-2140-2				Fuel for trucks, pumps, generator, jaws etc. (8,500)	
				washer fluid, grease, fuel treatment, antifreeze, oil, etc. 500	
				snow removal at fire halls & water sources 2,500	
				station wear for new fire fighters completing recruit training, uniform, 1500	
				renewal of certification for air filling (75)	
				Equipment Testing / Servicing (jaws of life repair & service 1,500, ladders, air filling system, 3,000 etc.)	
				BA cleaner, bags, etc. 400	
				cal gas for testing unit (sniffer 4 gas detector, HCN)500	
				Fire Extinguishers -refills, inspection, service and replacement as needed (halls & trucks) 1,000	
				Air Bottle Hydrostat tests ba bottles not due till 2025. est \$2,700/ 2 fill station tanks due this year	
				Bunker suits cleaned & Annual testing - NFPA requirement 1000	
				batteries for heat gun, tools, etc. 100	
				Occupational Health & Safety books must be available at fire halls 100	
				accountability (oh&s requirement) 300 - replacements and new member tags	
				Refreshments & Food on long calls we must provide potable water and refreshments 1,000	
				hose - replacement of older hose that is warn out and fails testing 5,000	
				recruitment & retention & awards Hosting expenses 6,000	
				rescue & safety tools & equipment 1,000	
				Office & non fixed Building supplies 1,000	
				Travel Expenses - equipment, meetings, competitions, etc. 500	
				Medical Supplies /replacement of equipment that cannot be reused 2,000	
				SCBA & masks annual flow testing 2,100	
				wild fire fittings, nozzles, pack cans etc. depends on fire season , got away with very little in last couple years 1,000	
				Miscellaneous -hosting of mutual aid & other meetings 500	
				Photo Identification as Fire Fighter for fire prevention, inspections, security, etc. Few new members to do this year	
				flash lights, batteries & bulbs 800	
				memberships - OAF 300	
				dry hydrants at water source -if opportunity presents est. 5,000	
				spill containment -absorbent used in halls and on highway incidents - as needed 500	
				health & Safety	
				adaptors so we can connect to neighbouring FDs & other hydrants	
				garbage disposal for fire halls	
				gas detector 900 4 gas / HCN?	

Kaladar / Barrie Fire Dept. Proposed budget for 2024

	2023 budgeted		2024 proposed		
Fire Prevention	11,000.00	3,735.00	10,000.00	FP program including signs, smoke alarm program, public presentations, membership PFSC, advertising, etc.	-9.09
16-2170-2				this is a very important part of the fire service and a requirement of compliance under the FPPA	
				Fire prevention contract for fire safety inspections, code enforcement and vulnerable occupancies compliance.	
legal& administration fees	1,290.00		1,290.00	JFC admin. Costs, auditing, legal ?, payroll admin fee	0.00
16-2175-2					
other					
Sub Total before capital -operating	477,490.00	452,395.00	508,395.00	Operating costs before capital.	
					6.472386856
Capital & Reserves	<i>budgeted 2023</i>	<i>actual 2023</i>	<i>proposed 2024</i>		
22-2107-2					
Drone	???		grant?	working on getting funding (grants) (includes training) \$50,000	
Sprinkler kits			11,000.00	sprinkler kits for wild fire values protection have application out for grant but if unsecessfull we should still get some	
Repeater			29,000.00	install repeater at the Northbrook fire station. (only do if I can't get it done other means)	
22-2103-2					
Tanker 612			650,000.00	* tanker 612 part of long range planning current status is 2.5 to 3 years to delivery so if the RFP goes out this year. Won't likely see an invoice for 2 years? (price based on a spec tanker currently available)	
equipment replacement reserve	140,000.00	140,000.00	150,000.00	* Joint fire agreement states that moneys will be put into a funded reserve and managed by the treasurer	7.14
16-2185-2				revenue from calls and reports placed into reserves, in 2023 JFC cut from 180,000 with motion to put 150,000 in reserves in 2024	
16-2186-2				* trucks have increased 40% over past 2 years (should be putting in minum \$200,000 each year) LTC plan says \$251,000	
				As of end of 2023 we should have approx.. \$784,314 in capital replacement reserve & \$164,381 in accident call reserve	
				totaling \$948,695 - - if we add 150,000 to reserves this year = \$1,098,695 depending on year end adjustments.	
Section total	140,000.00	140,000.00	840,000.00		500.00

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

Date: February 23, 2024

Resolution # 93-24

Moved By:
Councillor Vernon Hermer

Seconded By:
Councillor Fred Fowler

Be It Resolved That Councillor Hermer serves Notice of Motion to discuss reimbursement of tax dollars from the Province of Ontario towards doctor recruitment for all municipalities who have done so at the March 15, 2024 Meeting.

Carried

Mayor



Council Portfolios

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

Mayor Gerry Lichty

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

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 **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk



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

This Agreement is made the 15th Day of March, 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 (MNDMNRF);

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 \$6,500;

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 MNMNR, throughout the 2024 season.
2. The term of this Agreement shall be from April 1, 2024 – November 15, 2024.
3. Within fourteen (14) days of entering into the Agreement, the BMA shall pay the Township \$6,500.00.
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 # 2024-21

Being a By-law to Amend By-law #80-22 To Appoint a Committee of Adjustment/Planning Advisory Committee Alternate Member

Whereas Section 8 (2) of the Planning Act R.S.O. 1991, Chapter 13 (Planning Act) states the council of a lower-tier municipality may appoint a planning advisory committee in accordance with this section” and Section 8(4) of the Act provides the members of a planning advisory committee shall be chosen by the council and shall include at least one resident of the municipality who is neither a member of council nor an employee of the municipality;

And Whereas Section 44 (1) of the Planning Act provides if a municipality has passed a by-law under section 34 or a predecessor of such section, the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable and Section 44 (3) provides the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them;

And Whereas Section 54 (1) of the Planning Act R.S.O., 1990, Chapter P. 13, provides a council of a county may by by-law delegate to a municipal planning authority the authority to give consents under Section 53 in respect of land in a municipal planning area and Section 54(2) provides a council may delegate the authority to a committee of council;

And Whereas the Council of the Township of North Frontenac adopted By-law #80-22 appointing Barb Sproule, Carl Tooley, and Garry Wood as members of the Committee of Adjustment/Planning Advisory Committee;

And Whereas Council passed By-law #2023-78, which amended By-law #80-22 to remove Barb Sproule and appoint Jim Ogilvie as a Member;

Now Therefore the Council for the Corporation of the Township of North Frontenac amends By-law #80-22 as follows:

1. **That** Brent Smith be hereby appointed to serve as the Alternate Member on the Committee of Adjustment/Planning Advisory Committee (Committee);
2. **That** this appointment shall be for the term of Council and include Committee meetings until December 2026.

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 effect on the day of its final passing.

Read a first and second time **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law # 2024-22

Being a By-law to Amend By-law #63-23 To Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac

Whereas Council passed By-law #63-23 on , September 22, 2023 to establish a Fees and Charges By-law for the Township of North Frontenac;

Now Therefore the Council of the Corporation of the Township of North Frontenac hereby enacts that By-law #63-23 Schedule 'E' Planning be amended to remove (fee collected by CRINS and transferred to the Township) from the following fee:

Radio Communications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to Township) - \$750.00

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

Read a first and second time **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac By-law # 2024-23

Being a By-law to Authorize the Operations of North Frontenac Parklands for the Use of Campsites and Crown Roads

Whereas the Ministry of Natural Resources and Forestry has issued a Land Use Permit to the Township for certain Crown lands for use as municipally operated campgrounds and Crown Roads that provide access to North Frontenac Parklands;

And Whereas it is a term of the Land Use Permit that the Township may charge fees for the use of the Campsites and for vehicle use of the Crown Roads within North Frontenac Parklands;

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

1. Definitions

For the purpose of this By-law, the following definitions shall apply;

- 1.1 “Authorized Inspector” means any persons authorized by the Township to issue, inspect, or rescind Road Access Permits, including the Township’s By-law Enforcement Officer and North Frontenac Parklands Staff.
- 1.2 “Camp Equipment” means any equipment used for the purpose of camping or dining and includes but is not limited to a tent, tent-trailer, recreational vehicle, dining shelter or other similar equipment.
- 1.3 “Campsite” means an area intended for personal use with Camping Equipment designated by a camp site number, post, markers or other identification within the North Frontenac Parklands.
- 1.4 “Campsite Permit” means a permit issued by the Township for use of a Campsite in North Frontenac Parklands and includes one (1) Road Access Permit valid for the same time as the Campsite Permit.
- 1.5 “Child” or “Children” means any person or persons under the age of majority
- 1.6 “Crown Road” means a road located on Crown land within North Frontenac Parklands and operated by the Township under the terms and conditions of the Land Use Permit.
- 1.7 “North Frontenac Parklands” means an area of land established for use as a campground and further defined as the Crown Land Stewardship Program in accordance with this By-law and the Ministry of Natural Resources and Forestry Land Use Permit and the Ministry of the Environment, Conservation and Parks (MECP).
- 1.8 “Resident” means ratepayer (taxpayer) in the Township of North Frontenac.
- 1.9 “Road Access Permit” means a permit issued by the Township for use of a Crown Road operated by the Township in accordance with this By-law and the Ministry of Natural Resources and Forestry Land Use Permit.
- 1.10 “Township” means The Corporation of the Township of North Frontenac.
- 1.12 “Vehicle” means a motor vehicle as defined in the Highway Traffic Act, R.S.O.

1990, c.H.8 and shall include, but is not limited to, automobiles, trucks, motor homes, motorcycles, dirt bikes, dune buggies, and all-terrain vehicles.

2. North Frontenac Parklands

- 2.1 The location of North Frontenac Parklands shall include the Municipal Lands as described in Schedule "A" and all Crown Lands as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry and Ministry of Environment, Conservation and Parks.
- 2.2 The operating season of North Frontenac Parklands shall begin each year on May 1 and end on October 31 for camping; and April 1 to November 15 for maintained Crown Roads within North Frontenac Parklands.

3. Camping

- 3.1 No person shall camp at any location within North Frontenac Parklands, except within a designated Campsite.
- 3.2 No person shall use a Campsite unless the required fee has been paid and a current, valid Campsite Permit has been issued to or for the benefit of such person.
- 3.3 Campsite Permit shall include one complementary Road Access Permit for one (1) vehicle only. Additional Road Access Permits shall be obtained for each additional Vehicle using the Crown Roads within North Frontenac Parklands.
- 3.4 A Campsite Permit may be issued for nightly or multiple night purposes to a maximum of twenty-one (21) consecutive days.
- 3.5 A Campsite Permit shall be in effect from 12 pm on the permit's "Start Date" until 12 pm on the permit's "End Date."
- 3.6 Every person to whom a Campsite Permit has been issued shall produce the permit for inspection on request by the Township's By-law Enforcement Officer, North Frontenac Parklands Staff or any person authorized by the Township.
- 3.7 Within the North Frontenac Parklands, no person shall:
 - a) leave camp equipment or other personal property on the campsite after departure;
 - b) leave a fire unattended unless it is fully extinguished;
 - c) start a fire or permit a fire to continue to burn except in a fire pit provided by the Township, in a portable stove or a barbeque. Burning regulations and restrictions shall be as set out in the Township's Burn By-law.
 - d) remove, damage or deface any property of the Township;
 - e) cut or remove any living trees;
 - f) build or attach any permanent structure of any type;
 - g) deposit litter or other debris;
 - h) dispose of or abandon any vehicle, boat, trailer or other equipment;

- i) shout, play loud music or make any other noise at levels that are disturbing, disruptive or annoying to other users of North Frontenac Parklands ;
- j) engaging in horseplay or other rowdy or unruly behavior that is disturbing, disruptive or annoying to other users of North Frontenac Parklands;
- k) leave human waste anywhere other than in a provided privy; or
- l) act in any other manner that is contrary to the posted Rules and Regulations of North Frontenac Parklands.

3.8 A person to whom the Campsite Permit has been issued may allow guests to use the Campsite on the following conditions:

- a) No person shall allow the number of persons occupying the Campsite to exceed the maximum number of persons permitted, being no more than six (6) persons at the same time, unless such persons consist of parents and Children camping together as a single family group. Exclusions apply for non-profit groups which shall not exceed ten (10) persons at the same time providing the campsite can accommodate ten (10) persons.
- b) The person to whom the Campsite Permit is issued shall be responsible for the conduct of the person's guests at all times.

3.9 Every person over the age of eighteen (18) shall be responsible for the conduct of any Child under the person's care and control and failure by the Child to comply with this By-law shall be deemed to be a failure by the responsible person to comply with this By-law.

3.10 No person shall interfere with the lawful use of issued Campsite permits.

3.11 A Campsite Permit allows the permit holder to use the Township's Waste Sites for their camping waste on the days that the permit is valid, providing they adhere to the Township's Waste and Recycling By-law.

4. Crown Roads (within North Frontenac Parklands)

4.1 The Crown Roads shall be as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry and the Township.

4.2 Crown Roads within North Frontenac Parklands shall be operated and maintained by the Township in accordance with the terms and conditions of the Land Use Permit issued by the Ministry of Natural Resources and Forestry, but shall not be public highways.

4.3 At the entrance of all Crown Roads within the North Frontenac Parklands, a sign shall be posted advising that Road Access Permits are required.

4.4 No person shall park or operate any Vehicle on a Crown Road within North Frontenac Parklands unless a valid Road Access Permit has been issued for the Vehicle in accordance with this By-law.

4.5 A Road Access Permit may be issued for daily, weekly and seasonal purposes. Daily and weekly permits shall be valid from 12:01 am on the Start Date to midnight on the End Date. A seasonal permit shall be valid from 12:01 April 1st or at the time of issuance, if issued after April 1, to midnight on November 15th of the same year.

- 4.6 Road Access Permits shall be displayed on the Vehicle's front dashboard or front windshield in such a manner that permits its inspection at any time from outside the vehicle by an Authorized Inspector. The driver of any Vehicle using a Crown Road within North Frontenac Parklands must produce their permit for inspection on request by an Authorized Inspector.
- 4.7 The Authorized Inspector may revoke a Permit if the Vehicle is operated in an erratic, reckless or hazardous manner or in a manner contrary to any posted traffic control signs or other rules and regulations governing use of Crown Roads within North Frontenac Parklands.
- 4.8 A Road Access Permit is not required in respect of any Vehicle owned by or operated on behalf of the following persons in connection with their normal business activities:
- The Government of Canada
 - The Government of Ontario
 - The Corporation of the Township of North Frontenac
 - Bell Canada
 - Hydro One
 - Any company licensed to cut timber on Crown land within the North Frontenac Parklands

5. Fees

- 5.1 The fees payable for Camping Permits and Road Access Permit shall be as set out in The Township of North Frontenac's Fees and Charges By-law.
- 5.2 Refunds will be administered according to the rules and regulations set out on the North Frontenac Parklands website or at the Manager of Community Development's discretion.

6. Penalties and Enforcement

- 6.1 This By-law shall be administered by the CAO and enforced by the By-law Enforcement Officer or any other person appointed by Council.
- 6.2 Any person violating any provision of this By-law is guilty of an offence and on conviction shall be liable to a penalty pursuant to the Provincial Offences Act, Chapter 33P.33, R.S.O. 1990, as amended.
- 6.3 The operator of a vehicle, not being the owner, is liable to any penalty provided under this By-law.
- 6.4 The owner of the vehicle may be charged with and convicted of an offence under this By-law for which the driver of the vehicle is subject to be charged unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent, and on conviction the owner is liable to the penalty prescribed or provided for the offence.
- 6.5 Set fines may be established for certain offences contained in this By-law. Such set fines shall be established pursuant to the Provincial Offences Act and shall become effective upon the approval of same by the Chief Judge of the Provincial Offences Court.

7. Application

- 7.1 Any section, subsection or part thereof of this By-law declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.
- 7.2 By-law #11-99, By-law #97-13, and By-law #114-13 are hereby repealed.
- 7.3 All Resolutions, By-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
- 7.4 This By-law shall come into force and take effect immediately upon the date of passing.

Read a first and second time **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule “A”

Municipal Lands

The location of North Frontenac Parklands shall include the Municipal Lands as described in Schedule “A” and all Crown Lands as set out in the Land Use Permit as approved annually by the Ministry of Natural Resources and Forestry.

All those lands described as the Township owned 66 foot Shore Road Allowance lying along the shores of the following lakes (abutting Crown Land only):

- a) Big Gull Lake
- b) Fortune Lake
- c) Govan Lake
- d) Granite Lake
- e) Hungry Lake
- f) Kashwakamak Lake
- g) Long Schooner Lake
- h) Mair Lake
- i) Mosque Lake
- j) Redhorse Lake
- k) Round Schooner Lake

The Corporation of the Township of North Frontenac

By-law # 2024-24

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with Eastern Ontario Trails Alliance (EOTA) to Honour the EOTA 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 EOTA to honour the EOTA 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 **March 15, 2024.**

Read a third time and finally passed this **March 15, 2024.**

Gerry Lichty, Mayor

Tara Mieske, Clerk



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

This Agreement is made the 15th Day of March, 2024

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Eastern Ontario Trails Alliance

hereinafter called the "EOTA"
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 (MNDMNRF);

And Whereas the Township agrees to honour the EOTA's Trail Pass for use of these Crown Roads throughout the 2024 season;

And Whereas the EOTA agrees to provide the Township a 2024 contribution of \$25,000 (paid directly to contractor);

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

And Whereas the EOTA 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 of 3
2024 Agreement between the Township of North Frontenac and the EOTA
March 15, 2024

1. The Township shall honour the EOTA's 2024 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2024 LUP with the MNMNR, throughout the 2024 season.
2. The term of this Agreement shall be from April 1, 2024 – November 15, 2024.
3. The EOTA 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 EOTA 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.
4. The EOTA 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 EOTA or anyone for whom it is responsible at law; or (b) arising from any breach by the EOTA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
5. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
6. 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 EOTA:

Eastern Ontario Trails Alliance
Postal Bag 1444
Tweed, ON
K0K 3J0

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 EOTA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

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

2 of 3

2024 Agreement between the Township of North Frontenac and the EOTA
March 15, 2024

8. 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

Eastern Ontario Trails Alliance

Signature: _____

Name & Title _____

Signature: _____

Name & Title _____

We have the authority to bind the corporation.

The Corporation of the Township of North Frontenac

By-law # 2024-25

Being a By-law to Provide for the Adoption of the Estimates for the Sums required during the year 2024 for the purposes of the Township of North Frontenac and to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2024.

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

And Whereas pursuant to Section 312(2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, and amendments thereto, the Township of North Frontenac shall pass a By-law levying a separate Tax Rate, as specified in the By-law, on the assessment in each property class in the Township of North Frontenac rateable for local municipality purposes;

And Whereas all property assessment rolls on which the 2024 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, chapter A.31, and amendments thereto, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

And Whereas the "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment," "Pipeline Assessment", "Farmlands Assessment", and "Managed Forests Assessment" and the applicable subclasses pursuant to Section 7 of the Assessment Act have been determined on the basis of the aforementioned property assessment rolls;

And Whereas the County tax rate, tax ratios and tax rate reductions for prescribed property subclasses are established by the County of Frontenac;

And Whereas the province wide rate for the education portion for property taxes is set annually per O.Reg. 400-98: Tax Matters - Tax rates for School Purposes under Education Act, R.S.O. 1990, c.E.2 as amended;

And Whereas the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 342, 345, 346, and 347, as amended, authorizes Council to establish due dates, penalties for non-payment of taxes, installments, payment into bank, and acceptance of part payments and disposition of part payments;

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

1. **That**, for the year 2024, the tax rates to be applied to the taxable assessment of North Frontenac Township be set out in Schedule 'A', attached hereto.
2. **That** the levy for municipal purposes be set at \$7,191,498 for the year 2024.
3. **That** for payments-in-lieu of taxes due to the Corporation of the Township of North Frontenac, the actual amount due to the Corporation of the Township of North Frontenac shall be based on the assessment roll and the tax rates for the year 2024;
4. **That** every owner of land within the Residential, Commercial, Industrial, Farmland and Management Forest Class, shall be levied according to the County, Education and Municipal Tax Rates and such tax shall become due and payable in two installments as follows:

- 50% of the final levy shall become due and payable on the 28th day of August 2024;
 - The balance of the final levy shall become due and payable on the 29th day of October 2024;
 - Non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
5. **That** on all taxes that are levied, which are in default after the due date of any installment thereof, a penalty of 1.25% of the amount due and unpaid on the first day of default shall be imposed and thereafter a penalty of 1.25% per month shall be added on the 1st day of each and every month the default continues, until December 31, 2024.
 6. **That** on all taxes in default on January 1st, 2025, interest shall be added at the rate of 1.25% per month for each month in which the default continues.
 7. **That** penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy. All penalties and interest are to be collected first and the principle will be applied to the rates payable as taxes.
 8. **That** monthly Tax Arrears Notices shall not be sent if the balance outstanding is less than five dollars (\$5.00).
 9. **That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer to send the bill to another address, in which case it shall be sent to that address. The Treasurer may send a tax bill to the taxpayer electronically in the manner specified by the municipality, if the taxpayer has chosen to receive the tax bill in that manner.
 10. **That** taxes shall be payable to The Corporation of the Township of North Frontenac by cheque (mailed or in person); cash or Debit Card (in person) and paid into the office of the Treasurer, 6648 Road 506, Plevna, Ontario K0H 2M0; or via telebanking or Internet banking systems with major specified banks (including online Credit Card Payments for property taxes only).
 11. **That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only.

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 full force and effect from and after its passing.

Read a first and second time **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Township of North Frontenac
 2024 Taxation Year
 Tax Rates
 Based on \$7,191,498 to be raised for
 Municipal Taxation

Class	Description	Municipal	County	Education	Total
CT	Commercial	0.00758732	0.00212047	0.00880000	0.01850779
CU	Commercial (Excess Land)	0.00531112	0.00148433	0.00880000	0.01559545
CX	Commercial (Vacant Land)	0.00531112	0.00148433	0.00880000	0.01559545
XT	Commercial New Construction	0.00758732	0.00212047	0.00880000	0.01850779
XU	Commercial New Construction (Excess)	0.00531112	0.00148433	0.00880000	0.01559545
CO	Commercial - On Farm Business 2	0.00189683	0.00053012	0.00880000	0.01122695
FT	Farmlands	0.00189683	0.00053012	0.00038250	0.00280945
IT	Industrial	0.00758732	0.00212047	0.00880000	0.01850779
IX	Industrial (Vacant Land)	0.00493176	0.00137830	0.00880000	0.01511006
I0	Industrial - Small Scale on Farm Business 2	0.00189683	0.00053012	0.00220000	0.00462695
I7	Industrial - Small Scale on Farm Business 1	0.00189683	0.00053012	0.00220000	0.00462695
RT	Residential/Farm	0.00758732	0.00212047	0.00153000	0.01123779
TT	Managed forest	0.00189683	0.00053012	0.00038250	0.00280945

Example Based on \$100,000 Residential Assessment

		Municipal	County	Education	Total
2023- 2024	Dollar Increase/Decrease	\$38.43	\$3.98	\$0.00	\$42.41
	% Increase/Decrease	5.34%	1.91%	0.00%	3.92%
	2024	\$758.73	\$212.05	\$153.00	\$1,123.78
	2023	\$720.30	\$208.07	\$153.00	\$1,081.37

The Corporation of the Township of North Frontenac

By-law # 2024-26

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

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

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

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

Now Therefore the Council of The Corporation enacts as follows:

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowances shall be sold to the adjoining owner(s) as follows:
 - a. **Part 2 on Registered Plan 13R-23058** as a lot addition to the lands described as PIN 36181-0424 for the purchase price of \$4,971.12 plus \$646.25 HST for a total of \$5,617.37 (Mazinaw Lake);
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that Part of the said 66' original Road Allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that Part of the 66' original Road Allowance hereby permanently closed.
5. That Schedule "A" forms part of this By-law.
6. That Tony Fleming, legal counsel for The Corporation, is hereby authorized to amend Schedule "A" descriptions as may be required to carry out the intended transaction and finalize the registration of this By-law.
7. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.

Read a first and second time **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

All That Part of the Shoreline Road Allowance abutting Part of Lot 1, Registered Plan 1115, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23058.

The Corporation of the Township of North Frontenac

By-law # 2024-27

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 March 15, 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 March 15, 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 March 15, 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 March 15, 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 **March 15, 2024**.

Read a third time and finally passed this **March 15, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk