

## Regular Council Agenda

5:00 PM - Thursday, May 16, 2024

Council Chambers

[Zoom Registration](#)

### 1. Call to Order

- a) Public Notice regarding Recording of Meetings 6  
[Recorded Meetings - Notice to Public](#)

### 2. Approval of Agenda

- a) May 16, 2024

**Be It Resolved That** Council approves the Agenda for the Regular Meeting of Council dated May 16, 2024, as circulated.

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

### 4. Business Profile

- a) The Red Barn Zone 7

**Be It Resolved That** Council receives for information the Business Profile of Myers Cave Lodge and the Red Barn Zone provided by Paul Thiel, Member of the Economic Development Task Force (EDTF).

[The Red Barn Zone](#)

### 5. Presentations

- a) Economic Development, County of Frontenac re: Business Plan and Annual Report 8 - 20

**Be It Resolved That** Council receives for information the Frontenac County Economic Development Update from Richard Allen, Manager of Economic Development and Debbi Miller, Community Development Officer, County of Frontenac; and thanks them for their time spent today.

[Frontenac County Economic Development Update](#)

### 6. Delegations

None.

### 7. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 21 - 31

**Be It Resolved That** Council adopts the Minutes as circulated of the following meetings:

1. A Public Meeting of Council held April 26, 2024; and

2. A Regular Meeting of Council held April 26, 2024.  
[April 26, 2024 - Public Council Minutes](#)  
[April 26, 2024 - Regular Council Minutes](#)

## 8. Business Arising Out of Minutes

None.

## 9. Communications

- |     |  |         |
|-----|--|---------|
| a)  | Clerk's Administrative Report - Communications 'A' Section<br><a href="#">Communications 'A'</a> | 32 - 33 |
| b)  | Communications 'B' Section - Action Items  |         |
| B1. | Stephanie Regent, Resident re: Request for Exemption of the Noise Bylaw.                         | 34      |

**Be It Resolved That** Council receives the email from Stephanie Regent, Resident advising she will be holding an event on September 21, 2024 at 1230 Head Road and requesting an exemption from the following sections of the Noise By-law #65-21;

**And That** Section 3.3 c) prohibits the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound;

And That Section 3.3 g) prohibits shouting, yelling, the sound from an instrument or radio, 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 event ending no later than 1:00 am on September 22, 2024;

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

[B1](#)

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

- |    |   |         |
|----|---|---------|
| a) | Shore Road Allowance Application for Approval in Principle – Hagerman | 35 - 36 |
|----|---|---------|

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance Application for Approval in Principle – Hagerman";

**And That** Council approves in principle the Application(s) to close, stop up and sell the Shore Road Allowance(s) as described below:

- Part of the Shore Road Allowance lying adjacent to Part Lots 4 and 5, Concession 11, geographic Township of Miller (Grindstone Lake).

[Shore Road Allowance Application for Approval in Principle – Hagerman](#)

- |    |  |         |
|----|--|---------|
| b) | Shore Road Allowance Closure and By-law - Molloy | 37 - 38 |
|----|--|---------|

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

Closure and Sale By-law –Molloy”;

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

- **All Those Parts** of the Shore Road Allowance in front of Lot 25, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Parts 1 and 2 on Registered Plan 13R-23098 (Marble Lake) be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances

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

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

- c) Title Discrepancy - Part 4 on Plan 13R-76 (Schlegel/Kerr) 39 - 40

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled "Title Discrepancy - Part 4 on Plan 13R-76 (Schlegel/Kerr)";

**And That** all costs associated with correcting the title discrepancy are the responsibility of the property owners;

**And That** Council will consider a By-law to authorize the Mayor and Clerk to sign the Acknowledgement and Direction to submit an application to correct the title for Part 4 on Plan 13R-76 later in the meeting.

[Title Discrepancy - Part 4 on Plan 13R-76 \(Schlegel/Kerr\)](#)

- d) Adoption of an Electronic Signature Policy 41 - 45

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled "Adoption of an Electronic Signature Policy";

**And That** Council will consider a By-law later in the Meeting to adopt the Electronic Signature Policy.

[Adoption of an Electronic Signature Policy](#)

- e) Proposed Potential Municipal Campground - Update 46 - 47

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Proposed Potential Municipal Campground - Update”;

**And That** Council directs the MCD to bring back estimated pricing for Council to consider regarding hiring a consultant to complete a Business Plan for a Municipal Campground during 2025 Budget Deliberations.

[Municipal Campground](#)

- f) 2024 Community Grant Applications 48 - 120

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “2024 Community Grants Applications”;

**And That** Council approves \$1,000 for the Back Roads Studio Tour to

advertise and promote their 2024 Studio Tour;

**And That** Council approves \$1,000 for the Just Move Butterfly Garden Project at the Clar Mill Community Hall and Clarendon Central Public School;

**And That** Council approves the placement of a Butterfly Garden at the Clar Mill Community Hall and directs the Manager of Community Development to work with the Just Move Group on a suitable location, volunteer insurance, etc.;

**And That** Council approves \$1,000 for the Clar Mill Community Volunteers for the purchase of arm chairs for the Clar Mill Community Hall and that these chairs will become Township assets and available for the public use at all times;

**And That** Council approves \$1,000 for the Lions Club of Land O' Lakes to assist with the cost of the 2024 Santa Claus Parade;

**And That** Council approves \$1,000 for The North Frontenac Amateur Astronomy Club (NFAAC) to help fund electrical installation and dedication plaque in the name of Mr. Guy Nason for the 2nd observatory;

**And That** Council directs the Manager of Community Development to work with the NFAAC for the electrical work on Township property;

**And That** Council approves \$988.89 for the North Frontenac Fitness Group for the purchase of exercise equipment;

**And That** Council approves \$1,000 for the North Frontenac Food Bank support in 2024; however, the North Frontenac Food Bank will need to apply for funding annually in the future through the North Frontenac Community Grants Program should they wish to be considered for funding;

**And That** Council approves \$1,000 for the North Frontenac Historical Society and Archives (NFHSA) to assist with Preservation Projects they are completing in 2024 as described in their Application for funding;

**And That** Council approves \$1,000 for the Ompah Community Center Association (OCCA) to assist with the purchase of a new double sided sign;

**And That Council directs the Manager of Community Development to work with the OCCA to determine appropriate placement of the sign on Township property.**

[2024 Community Grant Applications](#)

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

None.

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

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

None.

#### 14. Council Portfolio Verbal Reports

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

121 - 122

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

a) By-law(s) to be Considered: 123 - 132

**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 #2024-40 - Road Allowance Closure – Molloy;
- By-law #2024-41 - To Adopt Electronic Signature Policy;
- By-law #2024-42 - To Sign Acknowledgement and Direction for Application to amend a Property Title Discrepancy – Part 4, 13R-76 (Schlegel/Kerr).

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

[#2024-40](#)

[#2024-41](#)

[#2024-42](#)

**16. Public Forum**

**17. Closed Session**

None.

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

None.

**19. Confirmatory By-law**

a) Confirming By-law #2024-43 133

**Be It Resolved That** By-law #2024-43, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held May 16, 2024 be read a first, second, and third time and finally passed.

[#2024-43](#)

**20. Adjournment**

a) Adjournment of the Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_\_ p.m. until June 6, 2024 or at the call of the Chair.



Please be advised North Frontenac Council Meetings are recorded. By attending a public meeting of Council, you are consenting to your image, voice and comments being recorded.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of the recording. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. It should be noted that no protection is afforded to Council Members, Employees or the public for comments made during Meetings which are subsequently challenged in a court of law and/or determined to be defamatory.

Notice is hereby provided that under the authority of the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Privacy Act (MFIPPA), that all information provided for at a public meeting or other public process are considered a public record.

Members of Council, Staff, Delegates and attendees should be mindful of using names of individuals or entities when discussing matters in public. Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour or comments.

The Red Barn Zone

2471 Hwy506

Cloyne, ON

K0H 1K0

(613) 336-9900

(778) 384-3382

[www.myerscaveresort.com](http://www.myerscaveresort.com)

[www.facebook.com/theredbarnzone/](https://www.facebook.com/theredbarnzone/)

Owners: Mike & Nawar Hage

In 2021 Mike and Nawar saw the need for a restaurant and as there was no space to have another permanent structure, they bought a truck and turned it into a food service vehicle, providing something different in the Township. Having gourmet pizza, bagel sandwiches they expanded to vegetable samosas and ice cream is available for those with a sweet tooth. They also can brew all the specialty coffees for those wanting a taste of the big city and have other cold beverages available too. They wanted something different for their lodgers, passing tourists and the local population. Delivery is also available depending on the order. Being a “Food Truck” there is the opportunity to cater for special events throughout the area. There are 3 employees looking after this seasonal business as it is not open every day. To find out when they are open call, or visit their website or Facebook page.



# Frontenac County Economic Development Update

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May 2024

# Economic Development Team



**Richard Allen**

Manager of

## Economic Development Services



**Debbi Miller**

Community Development

Officer

- Business Support
- Investment Attraction
- Tourism
- Open Farms
- K&P Trail



FRONTENAC

# Frontenac Ambassadors

- Networking Events
- New (and Existing) Business Visits
- Made “In Frontenac” tags and labels
- Expand Newsletter reach and content



# Business Communication

## County Wide Business Survey

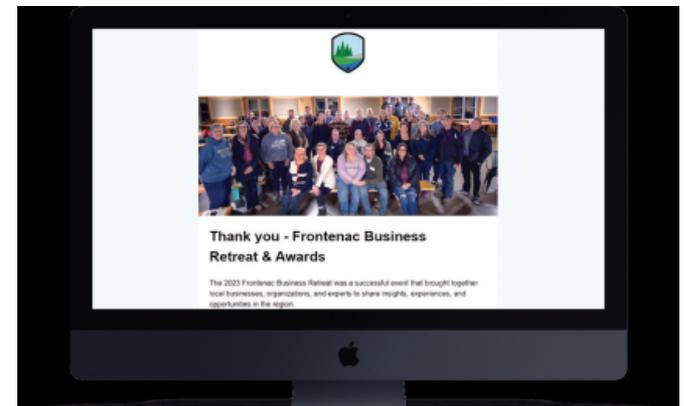
- First Collaborative survey
- 73 responses in 2023
- Survey to align with Council Strategic Priority sessions. Next survey 2027

## Social Media pages

- Visit Frontenac – Facebook and Instagram
- K&P Trail Community – Facebook

## Newsletter

- Weekly Newsletter
- 276 Subscribers
- 12,896 emails sent
- Open rate is up 70%





# Workshops & Events



## Spring Networking Event

- Belong Sharbot Lake
- 44 participants



## Wolfe Island FAM Tour

- Wolfe Island
- 42 participants



## Experience Workshop

- Frontenac businesses
- 14 participants

# Business Retreat & Awards



- RKY Camp, Central Frontenac
- 58 participants
- 4 panel discussions, networking
- Award presentations – 5 recipients, 94 nominations
- 2024 Event – Tuesday, October 29 at RKY Camp
- Awards Nominations to Launch in August





FRONTENAC

# Tourism



- Brand Standards available for tourism businesses
- Eastern Ontario Rail Trail Loop Market Readiness
- Connections with the Regional Tourism Organizations (RTO9 and RTO11/OHTO)

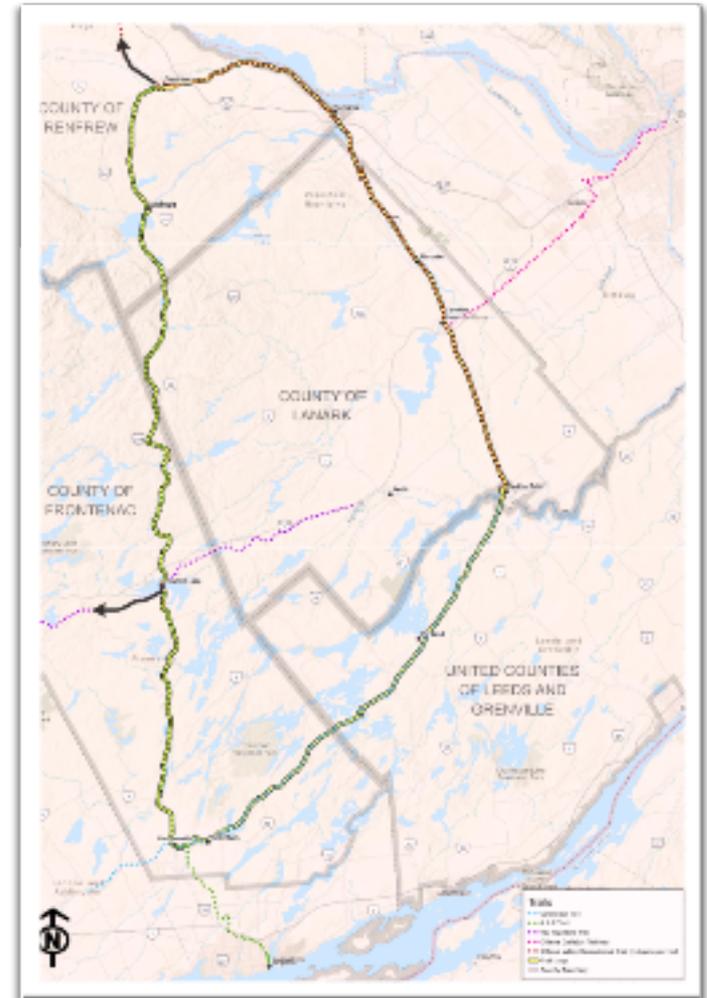




# Eastern Ontario Rail Trail Loop

This project aims to establish a new signature tourism experience in Eastern Ontario by leveraging recent capital trail investments from local municipalities to create a 360-kilometer off-road loop of rail trails.

The initiative will assess these trails' market readiness, recommend improvements based on professional evaluations, and outline steps to market the product. This will increase tourist traffic and generate economic benefits for the communities connected by the trail loop.



# Frontenac K&P Trail

- Rehabilitation from Clarendon Station to the Mississippi River
  - Contingent on successful RED Grant Application
- MVCA Transfer
- Events
  - Gravel Cup
  - Century Ride



Mobile Data - Propulso	2021	2022	2023
Total Trail Visits	231,794	218,199	197,110
Unique Visitors	52,025	86,498	82,711
Visitors from Over 100 km	11,705	11,729	15,632

# Open Farm Days

## 2023 Event Details

- 6-week initiative – with a new website [www.openfarms.ca](http://www.openfarms.ca)
- 19 participating locations
- 89 community events
- 54 ticketed events
- 35 free drop in events
- 4 Weekly Farmers Markets
- 11 articles
- 8,420 unique website visitors
- Launch event held at the Frontenac Farmers Market in Harrowsmith
- Currently recruiting farms and other location for 2024 event running from August 16 to September 30.



# Focus on Local Healthcare

- Province-wide challenge with Physician Recruitment
- Local challenges identified related to incentives, administrative burden, clinic structures
- Working with a consultant on an operational review of the clinics in Frontenac County to identify opportunities for to support clinic to ease administrative pressures and examine clinic structures



# Update to the Charter for Economic Development

- First update since 2015
- Priorities to guide County-wide CIP
- Engaged community through focus groups
- Aligned with County Strategic Priorities
- Draft update is online for input



<https://engagefrontenac.ca/charter-for-economic-development>



FRONTENAC





# Public Council Minutes

9:00 AM - Friday, April 26, 2024  
Council Chambers

**Present:** Mayor Gerry Lichty, Councillor Stephanie Regent, Councillor Wayne Good, 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 (CAO Back up), Dipl. M.A., M.M., Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager (Clerk), Eric Korhonen, Director of Emergency Management / Fire Chief, Deputy Fire Chief Adam Robinson, Brooke Ross, Manager of Community Development, Dipl.M.A., Jennie Kapusta, Community Planner, County of Frontenac and Tara Mieske, Dipl. M.A., M.M.

## 1. Call to Order and Purpose of Meeting

The Chair called the meeting to order at 9:00 a.m. The purpose of the meeting is to consider Zoning By-law Amendment Application File #Z01/24.

## 2. Chair's Opening Remarks

As per the Planning Act, the Chair read the opening remarks.

## 3. Traditional Land Acknowledgement

## 4. Approval of Agenda

### a) *April 26, 2024*

**157-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council approves the Agenda for the Public Meeting regarding Zoning By-law Amendment File #Z01/24 dated April 26, 2024, as circulated.

**Carried**

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

None declared.

## 6. Zoning By-law Amendment Application

### a) *File #Z01/24 - Part of Lots 28 and 29, Concession 4 and Part of Lot 29, Concession 3, Geographic Township of South Canonto (1160 Parsons Lane)*

**158-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives for information the Planning Report from the County Planner regarding Application File #Z01/24 for a Zoning By-law Amendment; **And That** Council will consider a By-law to amend Zoning By-law #55-19 later in the Regular meeting.

**Carried**

## **7. Public Comments**

No public comments were received.

## **8. Adjournment**

### **a) *Adjournment of Meeting***

**159-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council adjourns the Public Meeting at 9:07 a.m.

**Carried**

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Mayor

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Clerk



# Regular Council Minutes

9:00 AM - Friday, April 26, 2024

Council Chambers

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**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 (CAO Back up), Dipl. M.A., M.M., Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager, Eric Korhonen, Director of Emergency Management / Fire Chief, Deputy Fire Chief Adam Robinson, and Brooke Ross, Manager of Community Development, Dipl.M.A.

## 1. Call to Order

The Mayor called the meeting to order at 9:08 a.m.

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

## 2. Traditional Land Acknowledgement

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

## 3. Approval of Agenda

### a) *April 26, 2024*

**160-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council approves the Agenda dated April 26, 2024, as amended;

**And That** Council approves going into Closed Session followed by Rise and Report ahead of Introduction and Reading of By-laws;

**And That** Item 11g will be moved to Item 11a.

**Carried**

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

None declared.

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## 5. Business Profile

### a) *B & D Stanley Enterprises*

**161-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Business Profile of B & D Enterprises provided by Derrick Lancaster, Member of the Economic Development Task Force (EDTF).

**Carried**

## 6. Presentations

### a) *Barb Sproule - Retirement Ceremony*

*Note: Council took a recess at this time.*

### b) *Lisa Asbreuk, Partner, Cunningham Swan: Municipal Opportunities related to the IESO's current Energy Procurement Process*

**Note:** Council deferred the presentation from Lisa Asbreuk until later in the meeting and continued with business per the Agenda.

## 7. Delegations

None.

## 8. Adoption of Minutes

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

**162-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council adopts the Minutes as circulated of the following meetings:

1. A Regular Meeting of Council held April 5, 2024; and
2. A Special Meeting of Council held April 12, 2024.

**Carried**

## 9. Business Arising Out of Minutes

### a) *Proposed Joint Meeting between the Councils of North Frontenac and Addington Highlands*

**163-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Whereas** at a previous meeting, Council requested Mayor Lichty contact Addington Highlands Reeve Henry Hogg to discuss a potential Joint Council Meeting;

**And Whereas,** at their meeting on April 16, 2024, Addington Highlands Council passed Resolution #155/2024 approving a list of items for consideration at a Joint Council

meeting;

**Therefore Be It Resolved That** Council instructs the Clerk to contact the CAO at Addington Highlands to determine a location and potential dates for the meeting;

**And That** Council would like the following items to be included in the Joint Council agenda:

- Kaladar Barrie Fire Department Budget and Role within the Townships
- Resolution of North Frontenac Council regarding Doctor Recruitment
- Renewable Energy Policies
- Mandatory Septic Testing
- Short Term Accommodations

**And That** the appropriate Township staff will be included in the Joint Council Meeting(s).

**Carried**

## 10. Communications

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

**164-24 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. *Resident re: Kindness Garden Proposal at Barrie Hall*

**165-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information an email dated April 3, 2024 from Teri Wood, requesting permission to install a Kindness Garden at the Barrie Community Hall;

**And That** Council supports this request;

**And That** Council instructs the Manager of Community Development to work with Ms. Wood to determine an appropriate location for the Kindness Garden;

**And That** the Treasurer is instructed to add Teri Wood to the Volunteer Insurance List.

**Carried**

#### B2. *Cloyne Rec Club re: Meet the Machine 2024*

**166-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information a letter from Teri Woods, Cloyne Rec Club, requesting the Township's participation in the "Meet the Machine" event to be held June 1, 2024 from 10 a.m. to 12 p.m. at the Cloyne Community Hall and the North Addington Education Centre;

**And That** Council approves the Township's participation provided staff are available from the Public Works Department and/or North Frontenac Fire Department to participate in

the event.

**Carried**

**B3. *Malcolm & Ardoch Lakes Landowners' Association (MALLA) re: Request for permission to clean up Malcolm Lake Boat Launch***

**167-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information an email dated April 15, 2024 from Ron Higgins, on behalf of the Malcolm Ardoch Landowner Lake Association (MALLA) requesting permission to clean up the overgrowth at the Malcolm Lake Boat Launch and remove any beaver branches at the culvert;

**And That** Council is supportive of this request and instructs the Manager of Community Development to work with the MALLA volunteers to determine a date for the clean up; and ensure appropriate safety certification and PPE are available if using chain saws, power equipment, etc.;

**And That** Council instructs the Treasurer to add the volunteers to the Volunteer Insurance List.

**Carried**

**11. Council, CAO, and Managers' Administrative Reports**

**g) *Public Works Manager: Clar-Mill Community Volunteers - Request to collect returnables***

**168-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Clar-Mill Community Volunteers - Request to collect returnables";

**And That** Council will consider a By-law later in the meeting to enter into a License Agreement, including insurance requirements, with the Clar-Mill Community Volunteers to provide a returnables program at the Ompah and Mississippi Waste Sites.

**Carried**

**6. Presentations (con't)**

**a) *Lisa Asbreuk, Partner, Cunningham Swan: Municipal Opportunities related to the IESO's current Energy Procurement Process***

**169-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information a presentation from Lisa Asbreuk, Partner at Cunningham Swan entitled "Ontario's Renewable Energy Procurement Landscape"; and thanks her for her time spent today.

**Carried**

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

a) ***Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law – Tyrrell, Szalay and Szalay***

**170-24 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 "Shore Road Allowance Closure and Sale By-law – Tyrrell, Szalay and Szalay

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

- **All That Part** of the Shore Road Allowance lying in front of Lot 258, Registered Plan No. 1044, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23114 (Kashwakamak Lake);
- **All Those Parts** of the Shoreline Road Allowance around Big Gull Lake lying in front of Lot 4 and Block A, Registered Plan No. 1622, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Parts 1 and 2 on Registered Plan 13R-22648 (Big Gull 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.

**Carried**

b) ***Clerk/Planning Manager: Shore Road Allowance Application for Approval in Principle – Loder***

**171-24 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 "Shore Road Allowance Application for Approval in Principle – Loder";

**And That** Council approves in principle the Application(s) to close, stop up and sell the Shore Road Allowance(s) as described below:

- Part of the Shore Road Allowance lying adjacent to Part Lot 19, Concession 6, geographic Township of Barrie (Kashwakamak Lake).

**Carried**

c) ***Clerk/Planning Manager: 2182 Myers Cave Road - Johnson, et al - Concession Road Allowance Proposed Land Exchange - Update***

**172-24 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 "2182 Myers Cave Road - Proposed Land Exchange";

**And That** Council is agreeable to the land exchange provided all expenses are covered by the property owners, including surveying and legal fees;

**And That** prior to the survey being registered, the location of the land to be transferred be reviewed by the Public Works Manager to ensure the location is suitable for access from Myers Cave Road to the water.

**Carried**

- d) ***Manager of Community Development: Grant Opportunity - Proposed Accessible Entrance Door at Barrie Community Hall***

**173-24 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 "Grant Opportunity - Proposed Accessible Entrance Door at Barrie Community Hall";

**And That** Council approves the MCD's Application to the 2024 FCC AgriSpirit Fund for 100% project funding;

**And That** Council directs the CAO to sign the Application for Funding and to enter into a Funding Agreement with FCC AgriSpirit Fund upon the Township's successful Application for 100% project funding;

**And That** Council directs the MCD to have the new accessible door installed at the Barrie Community Hall if the Application for Funding is successful.

**Carried**

- e) ***Manager of Community Development: Grant Opportunity - Proposed Accessible Entrance Door at Clar Mill Community Hall***

**174-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Grant Opportunity - Proposed Accessible Entrance Door at Clar Mill Community Hall";

**And That** Council approves the MCD's Application to the 2024 Inclusive Communities Grant Program for 100% project funding;

**And That** Council directs the CAO to sign the Application for Funding and to enter into a Funding Agreement with the Ministry for Seniors and Accessibility upon the Township's successful Application for 100% project funding;

**And That** Council directs the MCD to have the new accessible door installed at the Clar Mill Community Hall if the Application for Funding is successful.

**Carried**

- f) ***Manager of Community Development: Township Community Hall Rentals By-law & Fees***

**175-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Township Community Hall Rentals By-law & Fees";

**And That** Council approves in principle the amendments to the Fees & Charges By-law

Section 'L' , with the following effective January 1, 2025:

- Full Day w/ liquor \$160.00 + \$100.00 refundable deposit
- Full Day w/o liquor \$80.00 Half Day (< 6 hrs) - \$45.00
- Local Community Groups (> 4hrs) & Church Groups \$15.00
- Community Hall Committee Meetings - No Charge
- Funeral Receptions/Lunches - Donation
- Remove "Community Hall Volunteers appointed by Council and in charge of the Community Hall Rentals"

**And That** Council instructs the Clerk to schedule a Public Meeting to amend the Fees & Charges By-law at an upcoming meeting;

**And That** Council will consider a By-law later in the meeting to repeal By-law #53-22 and adopt a new By-law to Approve the Municipal Community Hall Rental Agreement and Rental Rules and Regulations.

**Carried**

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

#### a) *Economic Development Task Force*

**176-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

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

**And That** Council approves the installation of the murals as recommended by the EDTF at the following locations: Buckshot Lake Boat Launch, Shabomeka Lake Boat Launch, Koch Kove Lane (Kashwakamak Lake) Boat Launch, South Bush Road (Crotch Lake) Boat Launch and River Road Boat Launch. The EDTF will consider putting one in the Norcan Lake area, should an artist submit from that area.

**Carried**

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

None.

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

None.

### 16. Council Portfolio Verbal Reports

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

### 17. Closed Session

#### a) *Closed Meeting of Council*

**177-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council retires to Closed Session at 11:28 a.m. to:

- a. Adopt Minutes of a Closed Meeting dated February 23, 2024; and
- b. To Discuss Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, specifically an appointment to a Board and discuss a personnel matter.

**Carried**

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

The Mayor advised Council discussed the appointment of the Community Member to the OPP Board and the Fire Chief.

### **a) *Appointment of OPP Detachment Board Member***

**178-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council appoints Fraser Rogers as the Shared Member to the Frontenac OPP Detachment Board as recommended by the two CAOs.

**Carried**

## **19. Introduction and Reading of By-laws**

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

**179-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

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

- By-law #2024-31 - Road Allowance Closure – Tyrrell, Szalay and Szalay
- By-law #2024-32 - To Opt Out of the Provisions of the Line Fences Act
- By-law #2024-34 - Zoning By-law Amendment – Ward
- By-law #2024-35 - Agreement with Clar Mill Volunteer Group to collect returnables at Waste Sites
- By-law #2024-36 - Community Hall Rental By-law (Repeals By-law #53-22)
- By-law #2024-37 - To Appoint a Director of Emergency Services/Fire Chief
- By-law#2024-38 - To Appoint a Community Emergency Management Coordinator

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

**Carried**

## **20. Public Forum**

## **21. Confirmatory By-law**

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

**180-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** By-law #2024-39, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 26, 2024 be read a first, second, and third time and finally passed.

**Carried**

**22. Adjournment**

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

**181-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council adjourns the Meeting at 11:56 a.m. until May 16, 2024 or at the call of the Chair.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 16 May 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. Severance Application #B07/24 - Creation of a ROW - Palmerston Lake;
2. Minor Variance Application #A02/24 - 2035 Grindstone Lake Road - Request for Permission;
3. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report April 8, 2024 Annual General Meeting;
4. Town of Smith Falls re: Request for Support - Basic Income Guarantee;
5. Municipality of Trent Hills re: Request for Support - Funding Social Services in Ontario;
6. Severance Application #B01/24 - Creation of One New Lot - 8090 Road 509 - Notice of Decision;
7. City of St. Catharine's re: Request for Support - Provincial Regulation to Restrict Keeping of Non-native Wild Animals;
8. Association of Municipalities of Ontario (AMO) re: Call for Nominations 2024-2026 AMO Board of Directors;
9. Township of The Archipelago re: Request for Support - Public Health Ontario Proposes Phasing Out Free Water Testing for Private Wells;
10. Mississippi Valley Conservation Authority (MVCA) re: Notice of Project Construction Completion - Shabomeka Lake Dam Rehabilitation Class Environmental Assessment;
11. Ombudsman Ontario re: April Newsletter
12. Statistics Canada re: The 2024 Census Test is coming in May;
13. Minor Variance Application #A03/24 - Request for Permission - 4103 Palmerston Lake;
14. Mississippi Valley Conservation Authority (MVCA) re: Kashwakamak Lake Dam Environmental Assessment - Notice of Public Information Centre;
15. Township of North Frontenac, Brooke Ross, Manager of Community Development re: Hydro One 2024 Energizing Life Community Fund for an Outdoor Fitness Area;
16. Multi-Municipal Energy Working Group re: Unwilling Host Declaration ;
17. Municipality of West Perth - Request for Support re: MNRF Regulation - Minister's Permit and Review Powers under Conservation Authorities Act;
18. Eastern Ontario Trails Alliance re: 25th Anniversary Invitation;
19. Brudnell, Lyndoch, and Raglan Township - Request for Support Re: Mental Health Services of Renfrew County (MHSRC) Hoarding Program;
20. Township of Stirling Rawden - Request for Support re: Sustainable Infrastructure Funding for Small Rural Municipalities.

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

1. Stephanie Regent, Resident re: Request for Exemption to By-law #65-21 - Noise Bylaw.



**From:** Tara Mieske <Clerkplanning@northfrontenac.ca>  
**Sent:** Tuesday, April 30, 2024 8:27 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 - Resident re: Request for Extension to the Noise Bylaw

Good Afternoon – For inclusion in the May 16, 2024, Council Agenda, Communications, B Section. Thanks Tara

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

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**From:** Stephanie Regent  
**Sent:** Monday, April 29, 2024 2:48 PM  
**To:** Tara Mieske  
**Subject:** request for extension to the noise bylaw

Hi Tara,

Could I please request an extension to the noise by law for September 21, 2024 for my wedding at 1230 Head Rd. The wedding begins at approx. 3 pm or 4pm but we would like to extend the noise by law to 1 am the following morning.

Thank you,

Stephanie Regent

**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:** 16 May 2024  
**Re:** Shore Road Allowance Application for Approval in Principle – Hagerman

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road Allowance Application for Approval in Principle – Hagerman”;  
**And That** Council approves in principle the Application(s) to close, stop up and sell the Shore Road Allowance(s) as described below:

- Part of the Shore Road Allowance lying adjacent to Part Lots 4 and 5, Concession 11, geographic Township of Miller (Grindstone Lake).

### Background:

The Township received a Shore Road Allowance Application to close and purchase the Shore Road Allowance abutting the Applicants’ property.

The following is a summary of the Application received:

- T2/560/24 – Loder – 2035 Grindstone Lake Road, Grindstone Lake. The Applicant indicates that this Road Allowance has never been used as a public road; the road closure will not prohibit access to any other property; and there are no easements or restrictive covenants affecting the closure of this Road Allowance.

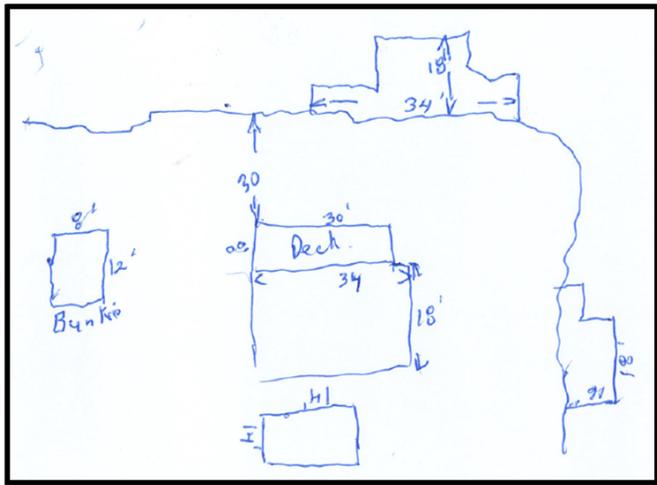
### Researched By:

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

### Comments:

The Municipal Road Allowance Inspector’s Inspection Form for the Hagerman Application was completed on April 27, 2024 with no objections.

He advised there were no natural features; neighbouring properties; or Township Roads affected by the Application. He noted the shoreline is improved and well treed. Below is the Key Map and sketch provided by the Municipal Road Inspector.



**Financial Impact:**

Mr. Hagerman provided the Administrative Fee of \$1,200 + HST \$156 = \$1,356, at the time of submitting the Application on April 18, 2024.

**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:** 16 May 2024  
**Re:** Shore Road Allowance Closure and By-law - Molloy

### 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 –Molloy”;

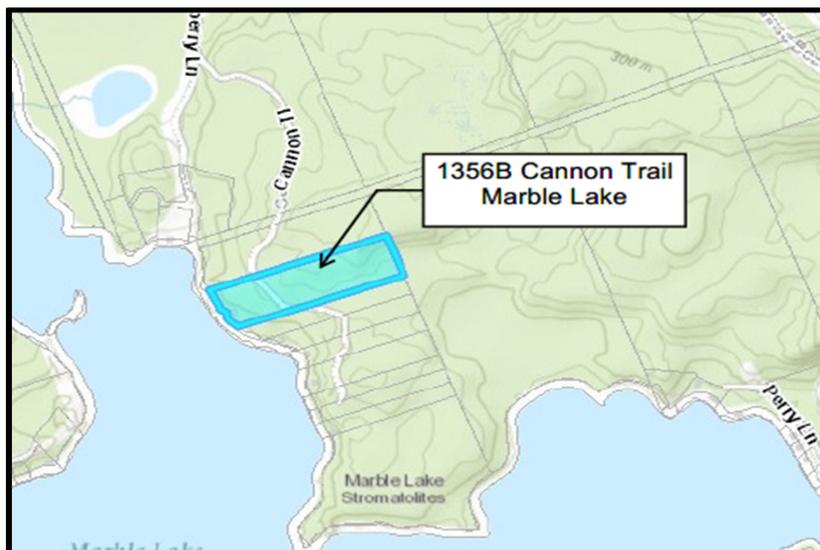
**And That**, as required by By-law #20-23,

- **All Those Parts** of the Shore Road Allowance in front of Lot 25, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Parts 1 and 2 on Registered Plan 13R-23098 (Marble Lake) be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances

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

### Background:

An Application was submitted by Timothy and Shirley Molloy to purchase the Shore Road Allowance along the shore of Marble Lake, in front of Lot 25, Concession 8, geographic Township of Barrie, being Parts 1 and 2 on Registered Plan 13R-23098 (see below map and survey). Council passed Resolution #381-23 on September 7, 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).







**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:** 16 May 2024  
**Re:** Title Discrepancy - Part 4 on Plan 13R-76 (Schlegel/Kerr)

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Title Discrepancy - Part 4 on Plan 13R-76 (Schlegel/Kerr)";  
**And That** all costs associated with correcting the title discrepancy are the responsibility of the property owners;  
**And That** Council will consider a By-law to authorize the Mayor and Clerk to sign the Acknowledgement and Direction to submit an application to correct the title for Part 4 on Plan 13R-76 later in the meeting.

### Background:

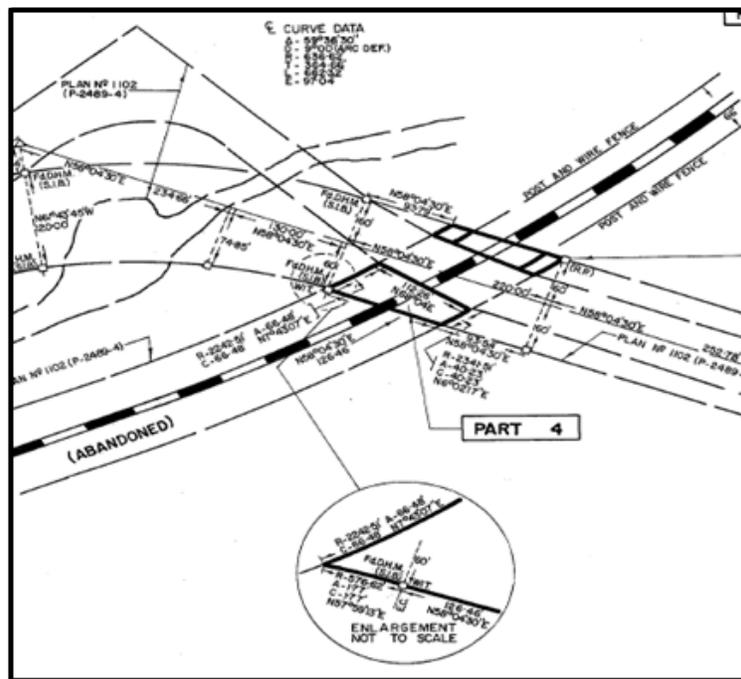
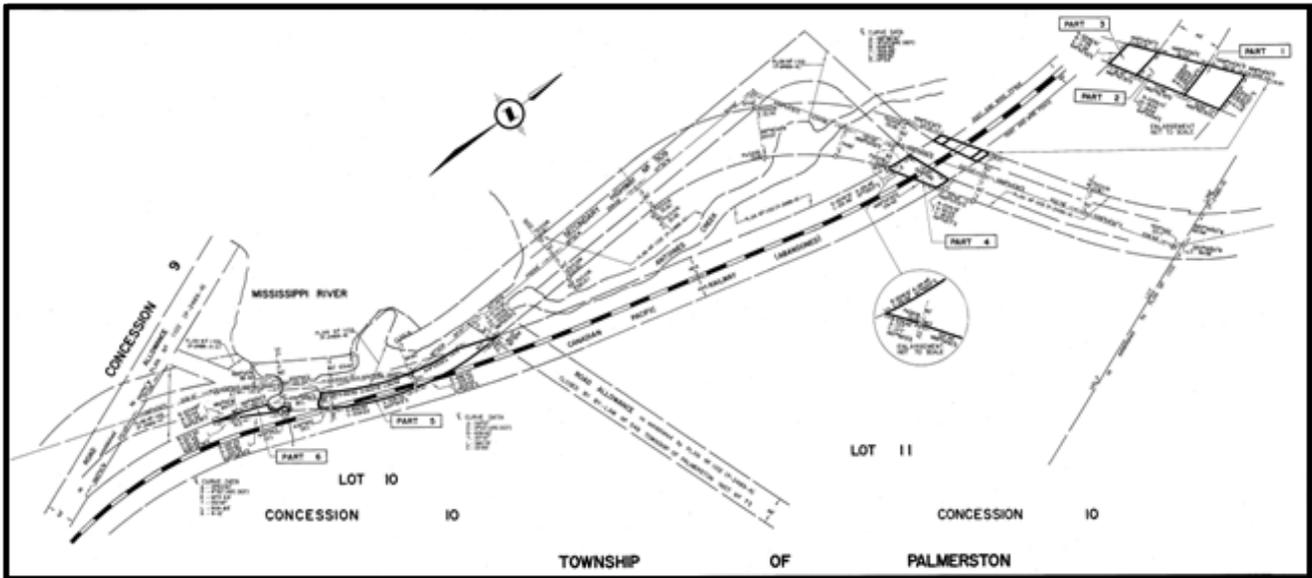
Sven Schlegel and Roseann Kerr applied for a severance for the creation of a new lot. As a condition of severance the property is required to be surveyed. During this process the surveyor determined that Part 4 on Plan 13R-76 (Part 4) was inadvertently included in the Schlegel/Kerr title and their lawyer has advised this needs to be corrected prior to the survey being registered.

### Researched By:

Tara Mieske, Clerk/Planning Manager  
Darwyn Sproule, Public Works Manager

### Comments:

On April 29, 2024, the Township received a letter from Mary Foss, Schlegel/Kerr's Solicitor which included a copy of the deed transferring Part 4 from Marcel Bernard Frechette to Her Majesty the Queen in right of the Province of Ontario (Minister of Transportation and Communications) (#FR345376); the Order in Council transferring Highway 509 from the Province to the Township of North Frontenac (#FR693565); and copies of the Parcel Register for PIN 36209-0489 and 36209-0220. She also provided a copy of the survey 13R-76. The area of the survey showing Part 4 is below for Council's information.



The following details were also provided:

"As background, by Deed #FR345376 registered April 2, 1981, Part 4 on 13R-76 was conveyed to Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation and Communications. By Order in Council #FR693565 registered March 8, 2000, Part 4 on 13R-76 together with other lands were conveyed to The Corporation of the Township of North Frontenac. Our clients confirm that they have no interest in Part 4 on 13R-76."

The draft Application was provided to correct the title for both the Schlegel/Kerr property and the Township. This is included under the By-law section for Council's consideration.

**Financial Impact:**

There will be no costs to the Township. All costs are to be covered by the property owner.

**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:** 16 May 2024  
**Re:** Adoption of an Electronic Signature Policy

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Adoption of an Electronic Signature Policy";  
**And That** Council will consider a By-law later in the Meeting to adopt the Electronic Signature Policy.

### Background:

In 2000, the Electronic Commerce Act, 2000, c17 was passed by the Province of Ontario. This legislation provides the opportunity for municipalities and local boards to conduct business via electronic signature. The acceptance of electronic signatures has the potential to expedite workflow processes; and improve present and future customer service.

### Researched By:

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

### Comments:

Over the past several years many organizations the Township deals with have moved to electronic submission of documents which require an electronic signature (i.e. grant applications, solicitors, service providers, financial institutions, etc.). Also, the Township is moving to more modern processes which includes allowing residents, agencies, etc. to submit documents on-line which require the use of electronic signatures.

Therefore; it is recommended a policy be established to clarify the use of electronic signatures by Township employees and the acceptance of electronic signatures on documents submitted electronically to the Township. This would regularize the use of electronic signature tools and submissions with safeguards built in to ensure the reliability and acceptability of electronically submitted documents and signatures.

The Electronic Commerce Act, 2000 provides for several conditions to be adhered to regarding the reliability and authenticity of digital signatures and electronic submissions. These considerations have been cited in the policy attached.

The scope of the policy is limited and does not apply to the commissioning of affidavits and oaths other than as permitted by law.

While working on the research for this policy, staff looked at processes for the signing of documents created by the Township. The Township is currently using paper documents and mail/courier or requiring people to attend the office to complete agreements, contracts or other correspondence which require signatures from residents, employees or contractors. In limited cases, we are accepting documents through email. Due to the volume of documents it would be more efficient if these documents could be signed electronically. We have researched DocuSign and it allows any document to be uploaded into the program and sent to the person (people) whose signatures are required. The system has identification verification, security, workflow and management tools incorporated into it to assist with signing, tracking and storing documents electronically.

The implementation of DocuSign will have financial and time savings for the Township. It will reduce the amount of stationary and postage/courier costs. It will also reduce the staff time mailing and following up on these documents. It will also allow create faster turnaround time for the signing of time sensitive documents. We anticipate using DocuSign for procurement, finance, planning documents, human resources, community improvement plan applications, community grant applications, licence agreements, memorandums of understanding, and other agreements, etc.

As per the Township's current Strategic Plan, this will enhance Township services by streamlining access to Township services. Furthermore, the use of electronic signatures will assist the Township as it moves forward with the implementation of the Records Management system.

#### **Financial Impact:**

We have received a quote of \$2,316.60 for an annual subscription from DocuSign which includes access for 5 standard users, unlimited number of documents, onboarding and ongoing support. The annual subscription will be prorated for 2024 and will fit within the current budget for 2024 under Administration - Computers. This subscription will be budgeted for effective 2025 going forward.

#### **Attachments:**

[Electronic Signature Policy](#)



**Schedule 'A' to By-law #2024-\_\_\_\_\_**

**Electronic Signatures Policy**

**1. Policy Statement**

1.1. The Township of North Frontenac is committed to streamlining services in order to continue to provide excellent customer service. This policy will outline the parameters and requirements related to the usage of electronic signatures within the Township of North Frontenac.

**2. Scope**

2.1. This policy shall apply to Council, Committees and all municipal departments and employees in the Township of North Frontenac who use electronic signatures in the course of their prescribed duties.

2.2. This policy does not mandate the use of electronic signatures, nor does it limit the Township's right or option to conduct a transaction on paper or in a non-electronic format (handwritten); nor affect the Township's right or obligation to permit or require documents to be provided or made available on paper when permitted.

2.3. This policy shall not apply when a handwritten signature is required by law.

2.4. All electronic submissions are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**3. Purpose**

3.1. The purpose of this policy is to ensure consistent, authorized and lawful use of electronic signatures by:

- a. Identifying the requirements for the receipt and creation of legally reliable electronic documents;
- b. Identifying the requirements for use of electronic signatures; and
- c. Providing guidance on when electronic signatures are considered official and acceptable by the Township of North Frontenac.

**4. Definitions**

4.1. Council means the Council for the Corporation of the Township of North Frontenac

4.2. Electronic Document means a document in digital form.

4.3. Electronic Record means a record of information that is created, generated, sent, communicated, received or stored electronically.

4.4. Electronic Submission means a document submitted through electronic means including but not limited to email, web form, facsimile, external device (i.e. compact disk, hard disk, USB flash drive).

4.5. Electronic Signature or E-Signature means electronic information that a person creates or adopts in order to sign a document and that is in, attached to or associated with the document. Electronic signatures include but are not limited to the following:

- a typed name at the end of an email;
- a typed name on an electronic form or document;
- an image of a handwritten signature on an electronic submission;
- a handwritten but digitally captured signature made on a touch device, such as a tablet or smartphone (sometimes referred to as a "dynamic signature"); and
- a digital signature that is attached to or associated with an electronic document.

4.6. Employee means personnel employed by or engaged by the municipality, including officers, employees, directors, contractors and agents.

4.7. Manager means any employee appointed as the CAO or a Manager for the Township.

4.8. Township means The Corporation of the Township of North Frontenac.

## **5. Application**

5.1. An electronic signature is permitted in Ontario as per the Electronic Commerce Act, 2000 with the following stipulations:

- The Township must be able to reliably identify the person signing; and
- The Township must be able to reliably associate the signature to the document it is for.

5.2. No person/business that deals with the Township of North Frontenac shall be compelled or required to transact using electronic signatures. Where a traditional handwritten (wet) signature is requested, the Township shall consent.

5.3. Any existing Federal, Provincial and Municipal laws that prohibit electronic signatures shall supersede this policy. The laws include, but are not limited to:

- Municipal Act, 2001
- Municipal Elections Act, 1996
- Criminal Code

5.4. Managers, at their sole discretion, may permit an employee in performing their prescribed duties, to accept the electronic submission of documents bearing electronic signatures.

- 5.5. A member of Council or Committee; or a Manager that is authorized (by legislation, By-law or policy) to sign or otherwise execute a document on behalf of the Township may execute such document by electronic signature, subject to the conditions included in this policy.
- 5.6. Managers, at their sole discretion, may permit an employee in performing their prescribed duties, to sign or otherwise execute a document on behalf of the Township using an electronic signature.
- 5.7. When using an electronic signature, all existing practices that would be required for a handwritten signature must be observed. Employees are required to follow existing rules for delegated authority, financial approvals and records management. Employees who use electronic signatures have a responsibility to ensure the identity of all parties involved in signing a document.
- 5.8. The manner in which electronic submissions bearing electronic signatures are received must be reliable for the purpose of identifying the person and shall be accepted or declined at the sole discretion of the responsible employee performing their prescribed duties.
- 5.9. Where electronic submissions of information or documents is required or permitted by an outside organization, Employees are authorized to make electronic submissions provided it is authorized (by legislation, By-law, or policy).
- 5.10. No person, through the transmission of an electronic submission bearing an electronic signature shall represent themselves in a way that is false or misleading. Where an employee performing their prescribed duties believes that a misrepresentation has occurred, the submission shall not be processed.
- 5.11. No routine acknowledgement of receipt from the Township is required in conjunction with an electronic submission. It is the sole responsibility of the person transmitting an electronic submission to ensure that the submission has been received.

## **6. Record Retention**

- 6.1. Electronic records shall be created, managed and retained in accordance with the Township's Record Retention By-law and Policy.
- 6.2. An electronically signed record constitutes the original copy of said record and shall be maintained, accessible and reproducible in an accurate format, even if there are paper printouts of the same record.

**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:** 16 May 2024  
**Re:** Proposed Potential Municipal Campground - Update

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Proposed Potential Municipal Campground - Update";  
**And That** Council directs the MCD to bring back estimated pricing for Council to consider regarding hiring a consultant to complete a Business Plan for a Municipal Campground during 2025 Budget Deliberations.

### Background:

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

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

On January 12, 2024 Council approved Resolution #16-24:

**Be It Resolved That** as recommended by the Economic Development Task Force (EDTF) Council receives for information the Manager of Community Development's Administrative Report entitled "Economic Development Task Force Proposed Municipal Campground";  
**And That** Council instructs the MCD to draft a business plan for a potential municipal campground in North Frontenac to be presented at a future meeting date for Council's consideration.

### Researched By:

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

### Comments:

As reported at a previous Council Meeting North Frontenac currently has a large number of Accommodation Providers but continues to attract more visitors each year. It is becoming increasingly evident that the current and future demand for camping spaces outweighs our supply. Many of North Frontenac's Accommodation Providers report that they are at or near capacity throughout the summer months with most requiring a 3 or more night minimum booking. A notable need exists for short-stay (transient) tent and trailer campsites that offer visitors flexibility and value. Short-stay sites support visitors who may be visiting for the first time, cannot stay for a longer duration, cannot afford a longer stay, are attending a local event and/or are passing through as part of a larger journey.

In initial findings there appears to be several advantages and benefits for a Municipal Campground; however, with the early departure of the Township's Economic Development Officer there is not sufficient staff time to complete a Business Case for this proposal in 2024.

It is recommended that should Council wish to proceed with a Business Case for a Municipal Campground, the MCD bring back estimated pricing for Council to consider regarding hiring a consultant during 2025 Budget Deliberations.

**Financial Impact:**

Unknown at this time.

**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:** 16 May 2024  
**Re:** 2024 Community Grant Applications

**Recommendation:**

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2024 Community Grants Applications";

**And That** Council approves \$1,000 for the Back Roads Studio Tour to advertise and promote their 2024 Studio Tour;

**And That** Council approves \$1,000 for the Just Move Butterfly Garden Project at the Clar Mill Community Hall and Clarendon Central Public School;

**And That** Council approves the placement of a Butterfly Garden at the Clar Mill Community Hall and directs the Manager of Community Development to work with the Just Move Group on a suitable location, volunteer insurance, etc.;

**And That** Council approves \$1,000 for the Clar Mill Community Volunteers for the purchase of arm chairs for the Clar Mill Community Hall and that these chairs will become Township assets and available for the public use at all times;

**And That** Council approves \$1,000 for the Lions Club of Land O' Lakes to assist with the cost of the 2024 Santa Claus Parade;

**And That** Council approves \$1,000 for The North Frontenac Amateur Astronomy Club (NFAAC) to help fund electrical installation and dedication plaque in the name of Mr. Guy Nason for the 2nd observatory;

**And That** Council directs the Manager of Community Development to work with the NFAAC for the electrical work on Township property;

**And That** Council approves \$988.89 for the North Frontenac Fitness Group for the purchase of exercise equipment;

**And That** Council approves \$1,000 for the North Frontenac Food Bank support in 2024; however, the North Frontenac Food Bank will need to apply for funding annually in the future through the North Frontenac Community Grants Program should they wish to be considered for funding;

**And That** Council approves \$1,000 for the North Frontenac Historical Society and Archives (NFHSA) to assist with Preservation Projects they are completing in 2024 as described in their Application for funding;

**And That** Council approves \$1,000 for the Ompah Community Center Association (OCCA) to assist with the purchase of a new double sided sign;

**And That** Council directs the Manager of Community Development to work with the OCCA to determine appropriate placement of the sign on Township property.

### **Background:**

In 2024 Council passed By-Law #2024-03 the Community Grants Policy (Attachment #1).

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

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

The Policy states "Council commits a maximum of \$10,000 to the annual budget and the maximum Grant Application permitted for a Community Organization is \$1,000".

The 2024 Budget approved \$9,000 for Community Grants.

The annual deadline for Organizations to submit an Application for Funding is April 30th.

### **Researched By:**

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

### **Comments:**

In 2024, prior to April 30th, the deadline for applications, the Township received eight (8) Applications for Funding from Community Groups. On May 1st, the Township received a request for funding from the North Frontenac Food Bank.

(1) The North Frontenac Back Roads Studio Tour (Attachment #2) – The Application for Funding is for \$1,000 to assist with the cost of advertising, signage and promotional materials for the 2024 Back Roads Studio Tour (showcasing the diversity of talent found in our local artists and artisans).

This Application fits within the parameters of the Community Grants Policy;

(2) Just Move (formerly Sharing Steps) (Attachment #3) – The Application for Funding is for \$1,000 to expand the exercise class to the summer months doing outdoor gardening with a Butterfly Project to encourage the planting of native wildflowers that support local bees and butterflies. The funding would go towards the establishment of pollinator gardens at the Clarendon Central Public School and Clar Mill Community Hall Park (at the Clar Mill Community Hall).

This Application fits within the parameters of the Community Grants Policy.

(3) Clar Mill Community Volunteers (Attachment #4) – The Application for Funding is for \$1,000 to purchase chairs with armrests for those who require extra support to be used by anyone at the Clar Mill Community Hall.

Note: These chairs would become a Township asset and would be required to be available to the public at all time.

This Application fits within the parameters of the Community Grants Policy.

(4) Lions Club of Land O'Lakes (Attachment #5) – The Application for Funding is for \$1,000 to assist with the cost of the 2024 Santa Claus Parade, Santa's Workshop, and Holly Shoppe.

This Application fits within the parameters of the Community Grants Policy.

The LCLO also receives \$400 which is included in the 2024 budget for their Santa Claus Parade.

(5) The North Frontenac Amateur Astronomy Club (Attachment #6) - the Application for Funding is for \$1,000 to run hydro to the new observatory (previously approved by Council), indoor light fixtures, and miscellaneous wiring, and a dedication plaque for Mr. Guy Nason who passed away who was a former member and very involved in the Astronomy Club.

This Application fits within the parameters of the Community Grants Policy.

(6) North Frontenac Fitness Group (Attachment #7) – The Application for Funding is for \$988.89 to assist with the purchase of exercise equipment to expand and improve on the exercise routines offered (not-for-profit group only charging rates to cover the hall rental fee).

This Application fits within the parameters of the Community Grants Policy.

(7) North Frontenac Food Bank (Attachment #8) – The Funding Request was received on May 1st at the Township Office (after the Community Grants deadline); however was providing to Concillor Roy Hutel on April 30th. The request came in letter form and not with the appropriate Application filled out; however, we have included this for Councils consideration (on a one time basis). The Community Grants Policy states "Council will only consider requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year)" and "Applications received after the annual Application deadline will not be considered". If Council approves this request, the North Frontenac Food Bank will be required to provide a final report prior to December 31, 2024, in accordance with the Policy.

The request is for \$2,000 to support the Food Bank.

This Application fits within the parameters of the Community Grants Policy at a maximum donation of \$1,000; however, it is recommended that the North Frontenac Food Bank be advised that they will need to apply for funding annually through the North Frontenac Community Grants Program should they wish to be considered for future funding opportunities.

(8) The North Frontenac Historical Society and Archives (NFHSA) (Attachment #9) – The Application for Funding is for \$1,000 to assist with Preservation Projects they are completing in 2024. These projects include: World War 1 murals; paper purchases and Mannequins for display.

This Application fits within the parameters of the Community Grants Policy.

(9) Ompah Community Center Association (Attachment #10) – The Application for Funding is for \$1,000 to assist with the purchase of a new double sided sign to communicate activities, programs and upcoming events to the community and visitors, which will be placed at the Ompah Community Hall.

This Application fits within the parameters of the Community Grants Policy.

### **Financial Impact:**

Should Council approve all nine (9) Applications for Funding the cost to the Township will be \$8,988.89.

As mentioned above Council approved \$9,000 for the Community Grants Program via the Annual Budget in 2024.

### **Attachments:**

[#2024-03 - Community Grant Policy \(REPEAL #17-20\)](#)

[2024 - Back Roads Studio Tour](#)

[2024- Butterfly Garden](#)

[2024- Clar Mill Community Volunteers](#)

[2024 - Lions Club Land O Lakes](#)

[2024 - NF Astronomy Club](#)

[2024 - North Frontenac Fitness Group](#)

[2024 - North Frontenac FoodBank](#)

[2024 - Ompah Community Center Association](#)

[2024 - NF Historical Society](#)

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

**By-law # 2024-03**

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

**Whereas** Council includes funding in the annual budget for Community Grants and deems it necessary to establish a Policy to allocate these funds to various community organizations;

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

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

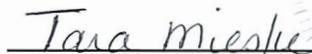
**And That** By-law #17-20 is hereby repealed;

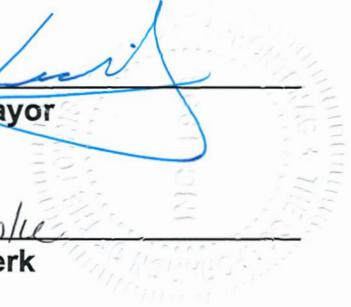
**And That** this By-Law shall come into force and take effect on the date of its passing.

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

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

  
\_\_\_\_\_  
**Gerry Lichty, Mayor**

  
\_\_\_\_\_  
**Tara Mieske, Clerk**



## Schedule "A"

### 1. Definitions

In this Policy:

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

### 2. Purpose

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

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

### 3. Guidelines

- a) To help ensure projects are prioritized based on the needs of the community and to provide financial guidelines, when Council is considering Applications Council commits a maximum of \$10,000 to the annual budget effective 2020 (over and above the existing approved expenditures).
- b) Criteria for Community Grant Recipients
  - Projects must have a well-defined purpose and take place within the calendar year of receiving the Community Grant.
  - The request could provide a new or improved community service or an economic and/or social benefit.
  - To ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000.
  - Council will only consider requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year).
- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.
- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Manager of Community Development will publish an annual Notice regarding the application process on the Township's website and Social Media accounts and in the local paper.
- g) The Manager of Community Development will publish annually on the Township's website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline will not be considered.
- i) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- j) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.
- k) Some Community Organizations are provided funding through the annual budget; however if these Community Organizations require additional funding for special projects they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.

- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well).

#### **5. Application Submission (see Schedule "B")**

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the Community Organization only has one person appointed to have signing authority).
- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested project(s) or proposal(s) including a list and description of actual and pending costs.
- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
- Address: 6648 Road 506, Plevna, ON K0H 2M0.
  - Fax: 613-479-2352
  - Email: [recreation@northfrontenac.ca](mailto:recreation@northfrontenac.ca)
- e) Applications must be received and date stamped prior to the annual deadline of April 30th in order to be considered for a Community Grant under this Policy.
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

#### **5. Application Evaluation**

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

#### **6. Reporting (see Schedule "C")**

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

#### **7. Effective Date**

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

**8. Exemptions**

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

- i. Cloyne and District Historical Society – \$500
- ii. Land O’ Lakes Community Services – \$1.50 per household in Ward 1 per Resolution #103-15 \$2,250
- iii. Land O’ Lakes Community Services Christmas Hamper Program \$500
- iv. Land O’ Lakes Lions Club Food Bank - \$2,000
- v. Land O’ Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$700
- vi. Land O’ Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
- vii. Land O’ Lakes Lions Club – Toll Road Hand Out \$180
- viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500
- ix. Mazinaw Lake Swim Program – \$1500 per Resolution #59-18
- x. North Frontenac Community Services – Northern Rural Youth Program - \$6000 per Resolution #07-23  
Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
- xi. Sand Lake Swim Program – \$1500 per Resolution #59-18
- xii. North Addington Education Centre Outdoor Education Program – \$2,000 per Resolution #269-18

xiii) Clarendon Central Public School - \$1000

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

*ad*  
*Th*

**Schedule "B"**

**Community Grant Application Form**

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

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

Please answer the following questions:

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

**Project or Proposal:**

<p><b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b>                  The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)</p>	
Amount requested:	\$ _____

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

Yes \_\_\_\_\_ No \_\_\_\_\_

Amount (cumulative)	\$ _____	Year(s)	_____
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**Other Information:**

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

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

**Disclaimer and Signature;**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a “Final Report” and disclose all relevant information to the Township.*

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

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Schedule "C"**

**Community Grant Final Report**

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

Date:	
Committee or Organization Name:	
<b>Organization</b>	
Name:	
Phone Number:	
Email Address:	
Website:	
<b>Contact Person</b>	
Name:	
Phone Number:	
<b>Alternate Contact Person</b>	
Name:	
Phone Number:	

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

Please check to indicate attached \_\_\_\_\_

<b>Summary of the Project or Proposal Outcome</b>
Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc. (200 words maximum)

**Disclaimer and Signature:**

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

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

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Privacy and Accessibility:**

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

Schedule "B"

Community Grant Application Form

RECEIVED

APR 30 2024

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

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

Twp. of North Frontenac  
Per.....

Please answer the following questions.

Date:	APRIL 29 2024	
Committee or Organization Name:	NORTH FRONTENAC BACK ROADS STUDIO TOUR	
Organization		
Address		
Phone Number		
Email Address	nfbirst@gmail.com	
Website	www.northfrontenacbackroadsstudio	
Contact Person		
Name	TRINA CORR	
Phone Number	613-794-8263	
Email Address	grindstonepottery@gmail.com	
Alternate Contact Person		
Name	Betty Hunter	
Phone Number	613-483-3297	
E-mail Address	bhunter5105@gmail.com	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

tour.com

**Project or Proposal:**

<p><b>Project Overview Description: (750 words maximum) and Desired Outcomes</b></p> <p>The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)</p> <p>- PROMOTE THE LOCAL ARTISAN COMMUNITY.                  - BRING VISITORS TO THE COMMUNITY THE END OF SEPTEMBER. 28th + 29th.                  - PROMOTE ACCOMODATIONS FOOD + GAS.                  - Expect approximately 25 artisans including a new                  - postcards to be distributed earlier this year at SUMMERTAST + other venues artisans will be attending</p> <p>USE OF FUNDS                  Increased number of postcards.                  Replace signage + increase # of signs.                  Ads in Frontenac News, the Humm                  RADIO OR TV ADS.</p>	
Amount requested:	\$ 1000

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

Yes  No

Amount (cumulative)	\$	Year(s)	
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**Other Information:**

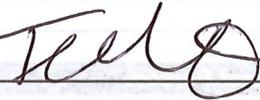
The following are to be included with this Application. Please check to indicate attached:

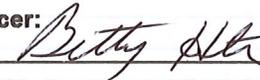
- A statement of the Community Organization's constitution and a mission or statement of purpose
- Description of services and programs offered and geographical area served by your organization
- Description of clientele participating or utilizing services/program
- Statement of the Community Organizations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

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a "Final Report" and disclose all relevant information to the Township.*

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

**Principal Officer:**  Date: 30 April 2024

**Principal Officer:**  Date: 30 April 2024.

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

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

# NORTH FRONTENAC BACK ROADS STUDIO TOUR.

## Community GRANT Application

MISSION - PROMOTE THE ARTS IN NORTH FRONTENAC.

VISION - BRING IN TOURISTS IN THE SHOULDER SEASON.

THIS YEAR WE WILL BE STARTING ADVERTISING MUCH EARLIER & HOPE TO INCREASE TOURISM. ALSO REACH OUT TO RADIO & TV FOR FREE PROMOTIONS.

### 2024 BUDGET.

#### EXPENDITURES

WEB & BROCHURE DESIGN	1200.00.
ADVERTISING.	1200.00.
POSTCARDS	500.00
SIGNAGE	1200.00
RADIO & TV.	<u>NE. ?</u>
	\$ 4100.00.

#### INCOME

ARTISANS.	2500.00
GRANT	<u>1000.00.</u>
	\$ 3500.00.

DEFICIT 600.00.



**Schedule "B"**

**Community Grant Application Form**

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

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

Please answer the following questions.

Date:	April 18, 2024
Committee or Organization Name:	Just Move (formerly Sharing Steps in North Frontenac)
<b>Organization</b>	
Address	1614C Brule Lake Rd. Plevna
Phone Number	613-479-0350
Email Address	juliais.drake@gmail.com
Website	Facebook Groups - Just Move and North Frontenac Butterflyway
<b>Contact Person</b>	
Name	Julia Drake
Phone Number	613-479-0350
Email Address	juliais.drake@gmail.com
<b>Alternate Contact Person</b>	
Name	
Phone Number	
E-mail Address	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

\* Plan to present to council regarding garden at Clar-Mill Hall

**Project or Proposal:**

<b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b>	
The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)	
The Just Move Group is a supportive and welcoming exercise group that meets twice a week at the Clar Mill hall in the fall and winter seasons. In the summer we pause our indoor classes in favour of doing outdoor activities. The David Suzuki Foundation's Butterflyway Project is a summer side project that members of Just Move are excited to join in order to maintain a healthy lifestyle through gardening. The aim of the project is to encourage the planting of native wildflowers that support local bees and butterflies.	
The goal is to establish at least a dozen new pollinator-friendly gardens in our community to officially be recognized as a Butterflyway by the David Suzuki Foundation. Not only will this project be of great benefit to our environment and our residents, I believe it can be another boost to tourism and economic development. This project will put our community on the Butterflyway map and will tap into the currently growing market of travellers concerned with environment and sustainability. Businesses that participate can proudly advertise their status as part of the official Butterflyway.	
This project will bring together groups of people from all over North Frontenac who are interested in establishing gardens around the community. It will be a great way for gardeners to connect with each other and share their knowledge and love of nature.	
The first phase will involve residents, cottagers and business owners establishing pollinator gardens on their private land, the next phase will involve recruiting volunteers to establish pollinator gardens on community / public lands (school, community hall, churches, parks, etc).	
You can find more details about the Butterflyway Project and a map of other Butterflyways at <a href="http://www.davidsuzuki.org/butterflyway">www.davidsuzuki.org/butterflyway</a> .	
Amount requested:	\$ 1000

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

Yes  No

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



Pollinator Gardens Budget Estimate (for 2 community gardens)

Item	Store	Unit Cost	Qty	TOTAL (before tax)	Notes
Soil	In the Bag	\$172.20	1	\$172.20	Cubic yard bulk delivery
Compost	In the Bag	\$162.75	1	\$162.75	Cubic yard bulk delivery
Mulch	In the Bag	\$168.00	1	\$168.00	Cubic yard bulk delivery
Border/edging	Home Hardware	\$40.00	3	\$120.00	60' roll
Pollinator Pack	Natural Themes	\$55.00	6	\$330.00	18 plants per pack (5x6 coverage)
Signage		\$25.00	2	\$50.00	
<b>Sub Total</b>				<b>\$1002.95</b>	
<b>TOTAL incl tax</b>				<b>\$1133.33</b>	

## **Just Move Mission Statement**

The goal of Just Move is to provide a safe and supportive environment for individuals to gain a healthier lifestyle by performing exercises at their own pace. It is a low-impact and joint-friendly exercise class where members are encouraged to work at their own level and ability. Alternate exercises are given throughout to meet the needs of all levels of experience/ability.

The Butterflyway Project is a summer side project for Just Move members in order to keep active through the summer months. The project will also encourage participation from the wider community.

## **Butterflyway Project Mission Statement**

Wild pollinators such as butterflies and bees are crucial to human survival. Climate change, land development and pesticide use threaten their survival, and therefore ours as well. The Butterflyway Project helps people create viable pollinator habitat in neighbourhoods across Canada.

## **The North Frontenac Butterflyway Project Vision**

- seeks to build a network of community members working locally to recruit, empower and inspire residents, cottagers and local businesses to create patches of pollinator habitat in residential yards, parks, school and local business grounds
- While the Butterflyway Project will be an ongoing effort of promoting biodiversity and fostering pollinator-friendly gardening habits, the initial goal will be to establish at least 12 new pollinator habitats on private and public land in North Frontenac to be recognized by the David Suzuki Foundation as an official Butterflyway

## **Brief Overview of Project Phases**

### ***Phase One - Community Outreach / Private Gardens***

- introduce project to community and find members interested in supporting pollinators by establishing pollinator gardens in their own yards
- Create Facebook group for community members to connect and share ideas/resources
- Advertise project through community newspaper, Facebook, flyers
- Reach out to local businesses to participate

### ***Phase Two - Establish Pollinator Garden at Clarendon Central***

- Obtain funding through grants, fundraising, private donations etc

- Provide curriculum connected lessons on biodiversity and pollinators, safe gardening practices, etc
- Work with students to plan and establish new pollinator garden in the school yard

### ***Phase Three - Community Gardens***

- recruit volunteers to help establish community gardens
  - Obtain necessary permissions (presentation will be made to council)
  - Obtain funding

### ***Phase Ongoing - Events***

- Host Native Plant sales and seed giveaways
- Host meet and greets for volunteers and participants
- Provide resources on Facebook
- Attend webinars, workshops, etc

## **Clientele**

- Outreach will be targeted to all residents, cottagers and business owners in North Frontenac
- Initial Goal will be to establish 12 new pollinator gardens anywhere throughout North Frontenac to have NF recognized as a Butterflyway. Next will be to establish sub-groups within each village/hamlet to then establish a new Butterflyway in each distinct hamlet!

## **Budget**

If received, this grant will be put toward establishing a pollinator garden at Clarendon Central School as well as at the Clar-Mill Hall park (if permission from council is granted).

The grant will go toward the cost of:

- soil, compost, mulch
- Edging/borders
- Native plants
- Signage

See attached "Community Pollinator Gardens Budget Est" for specific breakdown

Schedule "B"

Community Grant Application Form

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

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

Please answer the following questions.

Date:	April 22, 2024
Committee or Organization Name:	Clar-Mill Community Volunteers
<b>Organization</b>	
Address	6598 Buckshot Lake Rd, Plevna, ON K0H 2M0
Phone Number	NA
Email Address	
Website	NA
<b>Contact Person</b>	
Name	Glenda Adamthwaite-Huetl, Vice President
Phone Number	905 841-8683
Email Address	<a href="mailto:g.adamthwaite.huetl@gmail.com">g.adamthwaite.huetl@gmail.com</a>
<b>Alternate Contact Person</b>	
Name	Rochelle Dickson, Treasurer
Phone Number	1 204 612-4427
E-mail Address	<a href="mailto:dickson.roc.a@gmail.com">dickson.roc.a@gmail.com</a>
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Project or Proposal:**

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

RECEIVED

APR 26 2024

Twp. of North Frontenac  
Per.....

CMCV 2

**Background: Clar-Mill Community Volunteers, is a group of individuals volunteering to organize, support and participate in social activities and special events at the Clar-Mill Community Hall in Plevna.**

**Our group has assisted with various community activities. Additionally, we have been working toward re-establishing community traditions of gathering at the Hall. Our recent initiative of Bingo Lunch on Tuesdays started in January 2024, and has been well-received. There is a wide range of attendees coming from various locations in North Frontenac.**

**Proposal for chairs with armrests: At varied events, we have observed a need for seating with armrests for those who may require extra support to get in and out of a chair, and cushioning for greater comfort. As a pilot project benefitting our community, CMCV would make these chairs available for other groups to use (stored in the coat room) with the CMCV group name identified on the items. We will monitor usage and wear to determine if the chairs may need to be stored in the locked storage area. We will also evaluate the need for adding to this accessible chair inventory in the future.**

<b>Amount requested:</b>	<b>\$1000.00</b>
--------------------------	------------------

Has your organization received a grant previously from this Township program? Yes \_\_\_\_\_ No x

Amount (cumulative)	\$ 0	Year(s)	
---------------------	------	---------	--

**Other Information:**

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

- A statement of the Community Organization's constitution and a mission or statement of purpose CMCV 3
- Description of services and programs offered and geographical area served by your organization ABOVE
- Description of clientele participating or utilizing services/program ABOVE
- Statement of the Community Organizations budget breakdown on how the funds will be used for the requested project(s) or proposal(s) CMCV 3 + 4

**Disclaimer and Signature:**

We certify that our answers are true and complete to the best of our knowledge. We agree to complete a "Final Report" and disclose all relevant information to the Township.

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

**Principal Officer:** Glenda Adamthwaite - Huetl, VP  
 Signature: [Signature] Date: April 24, 2024

**Principal Officer:** Rochelle Dickson, Treasurer  
 Signature: [Signature] Date: April 25, 2024

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

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

## Clar-Mill Community Volunteers (excerpt from Constitution 2024)

### 1. Vision Statement

Provide support to make a positive difference in our community.

### 2. Mission Statement

Enhance the quality of life in North Frontenac.

### 3. Objectives

1. To maintain and operate a community volunteer organization.
2. To provide, uphold, and foster a warm, friendly, and inviting environment at all meetings, activities, functions, and events.
3. To demonstrate pride, to promote and to enhance the quality of visiting and living in North Frontenac.
4. To provide, organize, run, aid, and facilitate community functions, activities and events at the Clar-Mill Community Hall.
5. To fundraise for the purpose of a) achieving the objectives, b) donating funds to enhance the community, c) goodwill, d) addressing identified needs, and e) supporting individuals in times of emergency.

## BUDGET for Grant Request:

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### Shopping Cart

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Add Product by Model #

Model #	Description	Qty	Price	Total	Remove
H-6965	Mesh Stackable Chair with Armrests	4	\$207.00/EA	\$828.00	✕
<b>SUBTOTAL =</b>				<b>\$828.00</b>	

Shipping | Sale Code: 
Add | [Questions?](#)
\$300+ orders are eligible for a free item.

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Search

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**ESTIMATE SHIPPING** Order by 6 PM for same day shipping.

<input type="text" value="Postal Code"/> <input type="text" value="K0H 2M0"/> <p><input type="checkbox"/> This is a residential address.</p> <input type="button" value="GO"/>	<p><u>Shipping Date</u> 04/15/2024</p> <p><u>Delivery Date</u> 04/16/2024</p> <p><u>Warehouse</u> MILTON, ON</p>									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Shipping Method</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Delivery Time</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>UPS Standard</td> <td>1 day</td> <td>\$163.24 ▼</td> </tr> <tr> <td colspan="3"><i>MOTOR TR - manitoulin 1 day 118.24</i></td> </tr> </tbody> </table>	<u>Shipping Method</u>	<u>Delivery Time</u>	<u>Cost</u>	UPS Standard	1 day	\$163.24 ▼	<i>MOTOR TR - manitoulin 1 day 118.24</i>			<input type="text" value="Carrier Information"/>
<u>Shipping Method</u>	<u>Delivery Time</u>	<u>Cost</u>								
UPS Standard	1 day	\$163.24 ▼								
<i>MOTOR TR - manitoulin 1 day 118.24</i>										

Shipping Choice - manitoulin \$118.24

Taxes c. \$107.64

Total estimate: \$1053.88

**Schedule "B"**

**Community Grant Application Form**

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

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

Please answer the following questions.

Date:	April 1, 2024	
Committee or Organization Name:	Lions Club of Land O'Lakes	
<b>Organization</b>		
Address	12328 Highway 41, Northbrook, ON, K0H 2G0	
Phone Number		
Email Address		
Website		
<b>Contact Person</b>		
Name	Gary Shortt	
Phone Number	647-963-4058	
Email Address	shorttga@gmail.com	
<b>Alternate Contact Person</b>		
Name		
Phone Number		
E-mail Address		
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes _____	No <u>X</u> _____

**Project or Proposal:**

<p><b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b>                  The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)</p>	
<p>See the "Project Overview Description and Desired Outcomes" attached to this application.</p>	
Amount requested:	\$ 1,000.00

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

Yes X No \_\_\_\_\_

Amount (cumulative)	\$ 2,000.00	Year(s)	2022 & 2023
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## TOWNSHIP OF NORTH FRONTENAC

### 2024 COMMUNITY GRANT APPLICATION FORM

#### **Summary of the Project or Proposal Outcome**

The Lions Club of Land O'Lakes organizes and manages a Santa Claus Parade each year for the community and their children. The parade route begins at the Lions Club Community Centre, follows Highway 41 through Northbrook and travels over to Pine Meadow Nursing Home. The residents enjoy the parade from both outside and inside the Nursing Home. A contest was opened in 2023 to the Northbrook community for best holiday decorated house. It made for a very festive parade route.

The 2023 parade included a Town Crier, marching band, horse drawn carriage, 30 decorated floats by local businesses, service organizations and community members, and of course, Santa & Mrs. Claus on the reindeer pulled sleigh. Prior to the parade, a Holly Shoppe was provided in the Lions Club Community Centre for children to pick out gifts for their family and have them brightly wrapped by the Lions Club Elves. After the parade, hot cocoa and apple cider was served, several holiday displays were set up and the children met Santa Claus in his house. Santa Claus reported that this was the best parade turn out by the community!

Santa Claus held his Workshop on the Saturday following the parade. Over 80 children were delighted with the many stations for making holiday crafts such as ornaments, snow globes, finger puppets and cookie decorating. A mad scientist entertained with successful and surprising experiments and an Elf in Training wandered between stations creating mayhem everywhere!

On social media, there were over 4,000 views of the many videos, over 600 likes and reactions to postings and over 300 positive comments.

Lions Club of Land O'Lakes Volunteers are already planning the 2024 Holly Shoppe, Santa Claus Parade and Santa's Workshop.

The Lions Club of Land O'Lakes receives \$400.00 per year through the annual Township of North Frontenac budget to help defray the cost of the holiday events. The total cost of the Holly Shoppe, Santa Claus Parade and Santa's Workshop in 2024 is estimated at \$5,000.00. A breakdown of the cost is attached to this application.

A grant in the amount of \$1,000.00 is requested to help defray the cost of these events run entirely by Lions Club of Land O'Lakes Volunteers.



Lions Club of Land O'Lakes  
12328 Highway 41  
Northbrook, ON  
K0H 2G0

**OUR MISSION:**

To empower volunteers to serve their community, meet humanitarian needs and encourage peace.

**OUR MOTTO:**

"WE SERVE"

**OUR OBJECTIVES:**

1. To encourage service minded people to serve their community without personal financial reward and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavour.
2. To unite its members in the bonds of friendship, good fellowship and mutual understanding.
3. To promote the principals of good government and good citizenship.
4. To take an active interest in the civic, cultural, social and moral welfare of the community.
5. To provide a forum for the open discussion of all matters of public interest: provided, however, that partisan politics and sectarian religion shall not be debated by Club members.

**NORTH FRONTENAC TOWNSHIP**

**COMMUNITY GRANT PROGRAM 2024 APPLICATION**

**LIONS CLUB OF LAND O'LAKES - BUDGET BREAKDOWN**

Grant Application Request: \$1,000.00

Budget Breakdown:

Santa Claus Parade & Holly Shoppe: \$4,200.00

Santa's Workshop: \$2,200.00

\_\_\_\_\_

TOTAL \$6,400.00

**NORTH FRONTENAC TOWNSHIP**

**COMMUNITY GRANT PROGRAM 2024 APPLICATION**

**LIONS CLUB OF LAND O'LAKEs - HOW WE SERVE OUR COMMUNITY**

**Lions Club of Land O'Lakes Community Hall**

- Ongoing Hall space for community organizations such as Lennox & Addington Resources for Children and Land O'Lakes Community Services.
- Short Term Hall space for community organizations such as Flu & COVID vaccine clinics, Federal & Provincial Elections, Celebrations of Life, Meals on Wheels and Land O'Lakes Garden Club.
- Weekly community events organized by the Lions Club Volunteers such as Euchre, Bingo and Dart Nights.
- Events organized by the Lions Club Volunteers for the community such as Essential Services Appreciation BBQ, Holiday & Spring Extravaganzas with Local Vendors, Farmers Market, Fish Fry's, Yard Sales, Remembrance Day Ceremony, Music & Friends Drop In, and Holiday Fence Displays.
- Speakers Forum for topics not generally available in the community.
- Emergency Preparedness Plan for the Community.

**Lions Club Volunteer Services for their Community**

- Food Bank deliveries
- Food Drives
- Hunger Awareness
- Diabetes Awareness & Ham Dinner
- Peace Poster Contest at Clarendon Public School
- Community Dances
- Spring yard clean ups for those unable to do so
- Peace Poster Contest for children at North Addington Education Centre
- Flinton Halloween Trunk & Treat
- Santa Claus Parade & Holly Shoppe
- Santa's Workshop
- Guide Dog Walk to Raise Awareness and Funds
- Yard Sales
- Golf Tournament
- BBQ's at community events
- Alcohol bottle and can collection and removal from North Frontenac Waste Transfer Sites
- Canada Day Children's Bike Rodeo & Strawberry Social.
- Pumpkin Painting for Children.

## **2024 Donations made by Lions Club of Land O'Lakes to Organizations Serving the Community**

- Lennox & Addington Resources for Children
- Land O'Lakes Community Services Drop In
- North Addington Education Centre Bursaries
- Alzheimer Society
- Land O'Lakes Community Services Christmas Hamper
- Lions Foundation of Canada Dog Guides
- Leader Dogs for the Blind
- Baseball for Dad (Mental Health Awareness)
- Pine Meadow Nursing Home
- Ontario Women's Native Association – Napanee
- Heart of Hastings Hospice
- University Hospitals Kingston Foundation
- Lennox & Addington County General Hospital Foundation
- Camp Huronda – Diabetes Camp for Children
- Land O'Lakes Emergency Foodbank
- Community Foundation for Lennox & Addington – Environmental Action 180 Degree Fund
- Camp OUCH & Camp Trillium – Childhood Cancer
- Special Olympics
- Campfire Circle
- Mazinaw Lake Swim Program for Local Children
- North Addington Education Centre Walking Group
- Arden Legion Poppy Fund

## **Geographical Area Covered by Lions Club of Land O'Lakes**

- North Frontenac Township and Township of Addington Highlands

**NORTH FRONTENAC TOWNSHIP**

**COMMUNITY GRANT PROGRAM 2024 APPLICATION**

**LIONS CLUB OF LAND O'LAKES**

**DESCRIPTION OF CLIENTELE PARTICIPATING OR UTILIZING SERVICES/PROGRAMS**

- Communities of North Frontenac Township and Township of Addington Highlands
- Low density population, isolated community members, small Hamlets
- Seniors, families, singles and children
- Members of all cultures in the area
- Moderate and low income community members





LAND O' LAKES GARDEN CLUB





**Schedule "B"**

**Community Grant Application Form**

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

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

Please answer the following questions.

Date:	April 22, 2024	
Committee or Organization Name:	North Frontenac Amateur Astronomy Club	
<b>Organization</b>		
Address	1060 Farm Lake Trail Ardoch On K0H1C0	
Phone Number	647 273 4193	
Email Address	Supergiant2003@hotmail.com	
Website	<a href="https://www.facebook.com/search/top/?q=north%20frontenac%20amateur%20astronomers">https://www.facebook.com/search/top/?q=north%20frontenac%20amateur%20astronomers</a>	
<b>Contact Person</b>		
Name	Gary Colwell	
Phone Number	647 273 4193	
Email Address	Supergiant2003@hotmail.com	
<b>Alternate Contact Person</b>		
Name	Betty Hunter	
Phone Number	613 183 3297	
E-mail Address		
Did you consult with Township Staff? (Note: This is only required if working on Township property)		Yes __yes__ No _____

**Project or Proposal:**

<p><b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b>          The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)</p>
---

In 2023 we had another observatory building donated to the club. I was reassembled beside the existing observatory at the North Frontenac Astronomy Park by volunteers.

In order to facilitate its use, like our previous observatory, Hydro will need to be run into the building so that “red Lights” and power outlets are available for lighting the inside of the observatory as well as to have power available for the telescope that is housed inside.

A hydro line from the existing observatory will need to be run underground to the observatory (which is approx. 100 feet) and 2 indoor light fixtures and an external light fixture mounted near the front door, a light switch and 3-110v indoor receptacles are required.

Throughout the year the Astronomy park has many visitors, not only on scheduled events but often times on ad hoc requests for a family or group to see the site and use the telescopes.

Hydro will greatly enhance the use of our telescope inside the observatory, and the lighting will enhance safety for those invited to view the telescope.

We are also planning to dedicate this observatory to one of our former members who was very involved in the Astronomy Club Mr. Guy Nason who passed away this past March with a commemorative plaque on the building.

This project will greatly enhance the experience of the public and draw many more people to our township.



Amount requested:	\$ 1000.00
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Has your organization received a grant previously from this Township program?

Yes  No

Amount (cumulative)	\$ 1000.00	Year(s) 2023	
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**Other Information:**

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

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

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a “Final Report” and disclose all relevant information to the Township.*

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

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

## Description of Services and Programs Offered

- Monthly Astronomy Club ZOOM Meetings offered to members of the community and Club Members
- Monthly Scheduled Observing nights at the Astronomy park utilizing the 2 telescopes as well as laser guided tours of the night sky
- Ad hoc Observing nights for members of the public that contact the township wanting to observe the night skies when they are in the area
- Annual Festival of Stars – a weekend of observing, astrophotography, seminars and activities for the whole family
- Workshops for those with telescopes on how to properly use them.

# North Frontenac Amateur Astronomy Club

## Mission Statement

To promote Astronomy & the Night Sky to members of the Community and the General Public and to preserve the dark skies in the Township of North Frontenac for future generations to enjoy. To provide learning and teaching programs to those interested in pursuing their love of the night skies.

**Statement of the Community Organizations budget breakdown  
on how the funds will used for the requested project(s) or  
proposal(s)**

The North Frontenac Amateur Astronomy Club has graciously been donated a second Observatory has been refurbished to like fully functioning condition.

We propose to use the funds to install hydro and the accessories listed in the description below

To run underground power from existing observatory to second Observatory and connect	\$500.00
Light fixtures, switches, electrical cable	\$300.00
Dedication Plaque	\$100.00
Paint to repaint observatory	\$100.00

## **Description of clientele participating or utilizing services/program**

- All members of the public young and old can participate in any of the Public Observing Nights and activities of the North Frontenac Amateur Astronomy Club at the Clar-Mil Community Center or at the Astronomy Park.
- There is no fee charged for any of the events that are sponsored by the North Frontenac Amateur Astronomy Club

Schedule "B"

Community Grant Application Form

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APR 29 2024

Thank you for applying for a Community Grant for your Organization

Twp. of North Frontenac  
Per.....

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

Please answer the following questions.

Date:	April 29, 2024	
Committee or Organization Name:	North Frontenac Fitness Group	
<b>Organization</b>		
Address		
Phone Number		
Email Address	northfrontenacfitness@yahoo.ca	
Website		
<b>Contact Person</b>		
Name	Melissa Phillips	
Phone Number	613-438-5690	
Email Address	fernleighthodge@aol.com	
<b>Alternate Contact Person</b>		
Name	Jeanne Klatt	
Phone Number	613-479-0070	
E-mail Address	jeannek3791@gmail.com	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes	No <input checked="" type="checkbox"/>

**Project or Proposal:**

<p><b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b></p> <p>The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)</p>

**Other Information:**

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

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

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge. We agree to complete a “Final Report” and disclose all relevant information to the Township.*

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

**Principal Officer:**

Signature: *[Handwritten Signature]* Date: *April 29, 2024*

**Principal Officer:**

Signature: *Deanne Klatt* Date: *April 29, 2024*

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

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

## North Frontenac Fitness Group

### Community Grant Application

April 2024

Submitted by: Melissa Phillips and Jeanne Klatt

#### Project Overview Description

North Frontenac Fitness Group has been a valued addition to our community since it was initiated in 2017 by Holly Labow. She had a vision of a community fitness group that brought together people of all ages and fitness levels.

When Holly moved out of the area last June, the dedicated participants worked together to continue running the fitness program at the Clar-Mill Community Hall 2 times per week. It has proven to remain a beneficial asset to our community. In the summer months, enrollment increases as seasonal residents attend the classes. This fitness group is an opportunity for anyone, from any area, to attend. There are no other fitness classes in our area that offer a high level of exercise routines for all ages. Participants have access to a wide range of equipment for each workout that is adaptable to their personal fitness levels. This fitness group offers members of our community the opportunity to stay healthy, motivated and connected throughout all seasons, no matter the weather, in both indoor and outdoor locations at the Clar-Mill Community Hall site.

Quote from a group member "The fitness group holds me accountable in a way that simply going to a gym or working out at home on my own can't provide."

It has been shown that people who feel more connected in their fitness class attend more sessions, are less likely to drop out and are more likely to have greater mental and physical benefits from the exercise.

Quote from another group member "Our group fitness classes bring together people with shared goals that helps to build stronger connections. It keeps me accountable and it's a great way to strengthen our community and meet people outside of work and family circles. It is a great and much needed benefit to our community."

#### Desired Outcomes

We are a not-for-profit group, charging only the cost required to cover the hall rental fee. Our goal is to carry on the success of the North Frontenac Fitness Group that started 7 years ago. We would like to replace some of the equipment such as yoga mats and exercise bands, with more durable products. The purchase of ankle weights, foam rollers, hula hoops and more interval music are just some of the items that our fitness group would benefit from. We are seeking **\$988.89** from the Community Grant Program in order to purchase this new and upgraded equipment. By purchasing this equipment, it would allow us to expand and improve on the exercise routines that we offer. Ultimately, we wish to continue offering an opportunity for community members to enhance their overall well-being through this fitness and social gathering opportunity.

**Statement of Purpose:** Enhancing community members' health and social well-being, through regularly scheduled fitness classes

**Program Description & Geographical Area Served:** 2 x week, fitness classes with instruction, using various equipment, including weights; servicing anyone who wishes to attend; attendance cost to cover Hall rental fee

**Program Clientele:** anyone wishing to attend & paying attendance cost

**Budget Breakdown:** Funds to be spent on cost of equipment and Tabata timed music

<b>Equipment List</b>		
7 sets of Resistance Bands - \$22.01/set		\$157.07
5 Yoga mats - \$28.25/each		\$141.25
7 Foam rollers - \$22.58/each		\$158.06
7 Sets of ankle weights - \$28.46/each		\$199.22
3 Yoga balls - \$29.36/each		\$88.10
8 Hula hoops - \$5.65/each		\$45.20
1 Year subscription tabata timed music \$199.99		\$199.99
		<b>\$988.89</b>

**Final Report Submission:** We are aware that by December 31, 2024, we are required to submit a Final Report outlining how the funds were used and the success that it has brought to running our community program/fitness group.



April 22, 2024

Mayor Gerry Lichty and Members of Council  
Township of North Frontenac  
6648 Road 506  
Plevna, ON K0H 2M0

RECEIVED  
MAY - 1 2024  
Twp. of North Frontenac  
Per.....

Ladies and Gentlemen:

The North Frontenac Food Bank began about 30 years ago operating out of the basement of the Anglican Church in Sharbot Lake. Over time it was managed under the umbrella of Rural Frontenac Community Services. In 2012 charitable status was received and it became an independent entity with its own Board of Directors. In 2013, the Food Bank became a member of the Ontario Association of Food Banks, and is currently working toward obtaining the Standards of Excellence recommended by Food Banks Canada, part of which is to become an incorporated body which will be called North and Central Frontenac Food Bank.

NFFB serves residents of Central Frontenac as well as southern North Frontenac, including Ardoch, Ompah and Cloyne. Frontenac Transportation Services of Rural Frontenac Community Services, provides transportation when drivers are available, to folks without transportation. In 2021 NFFB served 1,142 households, in 2022 1,662 households and in 2023 1,926 households. The expectation is for that number to be higher in 2024, as the cost of living and food prices continue to rise.

The North Frontenac Food Bank is one of the few food banks in Ontario that functions completely on volunteer power and is proud of the community volunteers committed to the cause. Food is distributed to families, couples and single folks (most of whom are seniors) on Tuesdays and Fridays. Occasionally baskets are prepared for families who find themselves in emergency situations. Baskets contain enough food for about a week, including fresh fruits, vegetables, meat, milk, eggs, canned goods, pasta and hygiene products.

The Food Bank relies solely on donations from the community. Expenses include membership fees to Feed Ontario, insurance fees as required by Feed Ontario, and rent, thus ensuring approximately 95 per cent of all donations received goes directly to food for clients. We are grateful to the community for their kind generosity.

The volunteers at North Frontenac Food Bank are making a request to North Frontenac Township Council for financial support in the amount of \$2,000.00. It is our hope that Members of Council will recognize the Food Bank as an important contributor to the community, and one worthy of their support.

Yours truly,

A handwritten signature in blue ink that reads "Janice Anderson". The signature is written in a cursive style with a long, sweeping tail on the letter "n".

Janice Anderson  
Chair/Coordinator

RECEIVED

APR 29 2024

Twp. of North Frontenac

Per.....

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



# Township of North Frontenac



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

## COMMUNITY GRANT APPLICATION FORM

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

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

Please answer the following questions.

Date:	April 26, 2024	
Committee or Organization Name:	Ompah Community Centre Association	
<b>Organization</b>		
Address	10200 Road 509, Ompah, ON K0H 2J0	
Phone Number	613-340-7887	
Email Address	katieworden39@gmail.com	
Website		
<b>Contact Person</b>		
Name	Patricia Bradbury	
Phone Number	613-390-9516	
Email Address	patty7_9@yahoo.com	
<b>Alternate Contact Person</b>		
Name	Katie Worden	
Phone Number	613-340-7887	
E-mail Address	katieworden39@gmail.com	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input checked="" type="radio"/> No <input type="radio"/>	

**Other Information:**

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

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

**Disclaimer and Signature:**

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

**Principal Officer:** *Patricia Beahly*      Date: *Apr 26, 2024*  
Signature: \_\_\_\_\_

**Principal Officer:** *Katie Worden*      Date: *Apr 26/24*  
Signature: \_\_\_\_\_

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

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

# Ompah Community Centre Association

## Mission Statement

To support a facility where community members can meet, hold activities and support each other.

## Description of Services & Programs

The community centre hosts a potluck dinner once a month to celebrate community members birthdays.

Events held: Coffee Club, Book Club, Bridge night, Exercise group, Childrens Christmas party, host Santa Clause parade after party, Firefighter Training, Outdoor Winter Dance, RFCS Community Café monthly, SALT Community presentations and a variety of other activities that are beneficial for our community. We also have a library attached to the community centre that is run by volunteers.

The Hall is rented to private individuals, organizations and clubs

## Our Membership

At the last AGM meeting held in August 2023, we had 31 members.

Most are retired residents of Ompah and the surrounding neighbourhoods as well as seasonal taxpayers in the area.

## Budget Breakdown

### Project Plan

New Signage Double Sided– to continue to communicate activities, programs and upcoming events to the community and visitors.

## Project Results

The sign will increase our ability to help the more vulnerable in our community with social support and recreational services

## Mission/Mandate

Being able to stimulate public participation in our events, our donations will increase, thereby allowing the community centre to donate more into our community

## Budget Categories

Materials and supplies	\$1,531.65
Freight	\$ 151.84
Tax	\$ 218.85
Total of Project	\$ 1,902.34



## QUOTATION

68 Centennial Rd., Unit 3  
 Orangeville, Ontario L9W 1P9  
 Tel.: 800-266-6674 Fax: 888-525-6474

Web site: [www.canamexpromotions.com](http://www.canamexpromotions.com)  
 Email: [cindy.canamex@gmail.com](mailto:cindy.canamex@gmail.com)

<b>TO:</b> Patricia Jean Bradbury, <b>OMPAH COMMUNITY CENTRE</b>	<b>QUOTE NO.:</b> 2024-172
c/o Manitoulin Depot, 1265 McAdoo's Lane, Glenburnie, Ontario	<b>DATE:</b> Apr 22, 2024
Tel: 613-390-9516 Email: patty7_9@yahoo.com	
<b>RE: MOBILE SIGNS</b>	

Business No. 895986735 RT0001

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Model 4896 (4x8) Black sign tracked	\$1,238.85	\$1,238.85
	c/w 300 pc 10 1/2" Yellow Letter Set		
1	16" Header on 10mm Coroplast, Double-sided with Digital Prints	\$279.00	\$279.00
4	Anchor Rods	\$3.45	\$13.80
	Freight		\$151.84
	<b>SUB-TOTAL</b>		\$1,683.49
	HST 13%		\$218.85
	<b>TOTAL</b>		<b>\$1,902.34</b>
	All Prices F.O.B. Plant In Orangeville.		

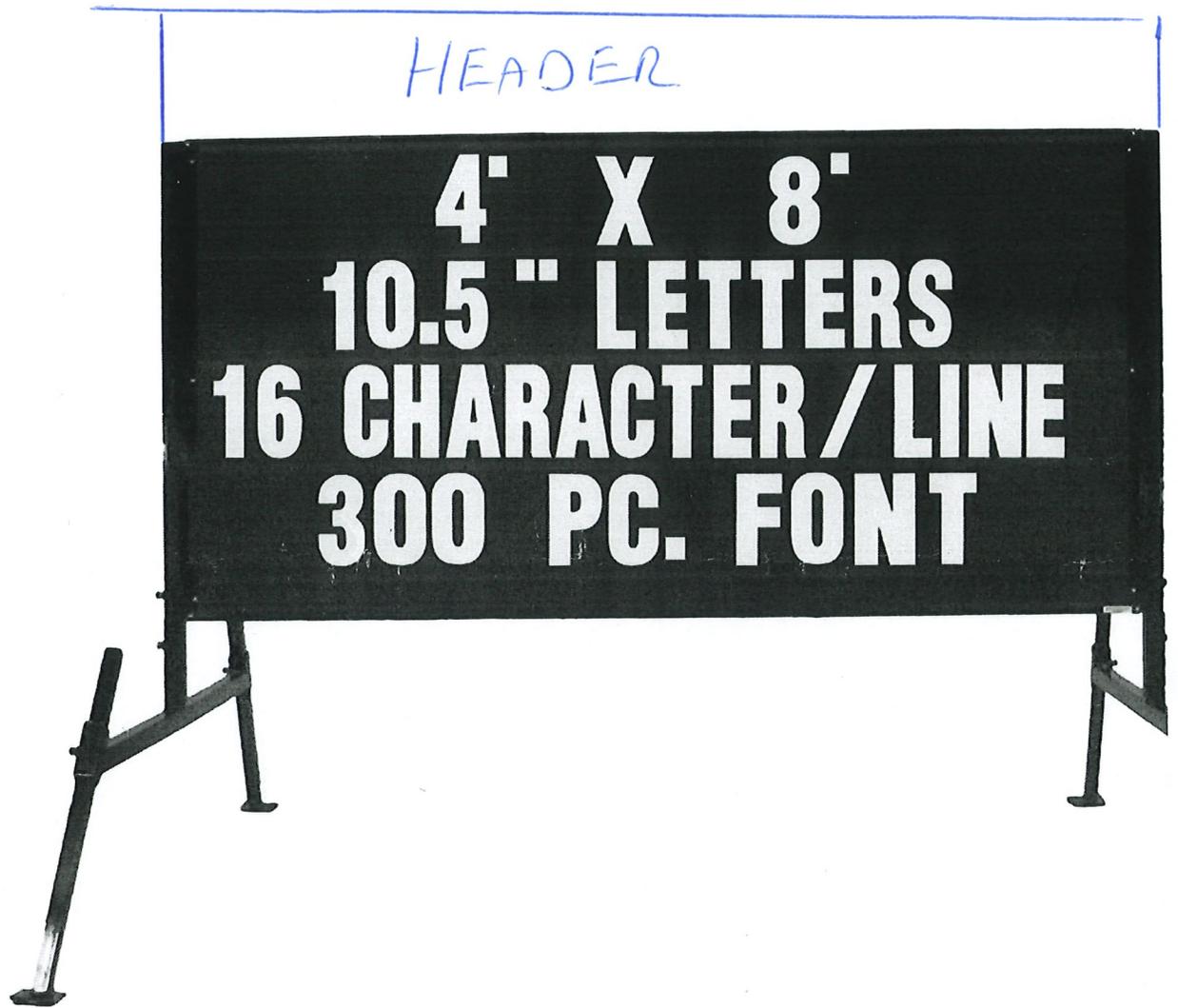
***Freight rate based on delivery to a commercial address with regular business hours***

***Quote valid for 30 days***

Thank you for the opportunity to present this quotation. If you have any questions, please call me at **1-800-266-6674.**

Rob W. Irwin, President

x



### Black Portable Sign Model 4896

Only \$1238.85

- traffic exceeding 70 kmh or 40 mph
- approximately 152 lbs
- adjustable legs & anchor system
- can utilize 21" lettering

Includes 350-9" characters or 300-10.5" characters

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



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

**COMMUNITY GRANT APPLICATION FORM**

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

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

Please answer the following questions.

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

## Project or Proposal

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

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

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

Yes                      No

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

**Other Information:**

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

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

**Disclaimer and Signature:**

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

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Other Information:**

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**Disclaimer and Signature:**

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

**Principal Officer:**

Signature: Brenda Martin Date: Apr.9/2024

**Principal Officer:**

Signature: Kathy Smith *Kathy Smith* Date: Apr.9/2024

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

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

## PUBLICATIONS

(Available through NFHSA):

- **Away Back in Clarendon & Miller** by C.A. Armstrong (1976)
- **Recollections of Clarendon & Miller** (Andrew Armstrong, 2021)
- **Memories of General Stores** (CMCA, 2016)
- **Lodges: Past & Present in North Frontenac** (CMCA, 2017)
- **Historic Tours of North Frontenac** (CMCA, 2017)
- **Camp Kasawakmak** (CMCA, 2018)
- **Memories of Farms** (NFHSA, 2019)



## MEMBERSHIP

Following the incorporation on November 23, 2019 a membership drive began. Any persons interested in promoting the purposes of the Society may become a member with an annual fee of (\$5.) The membership registration allows the Society to communicate directly with the members. The membership receives: advance announcements about upcoming projects, events and activities; requests for volunteers; and the bi-annual newsletter with local history highlights. New volunteers and Committee members are most welcome.



## PROJECTS

- Veterans of North Frontenac
- Cemeteries Updates
- History of the local Lands & Forest Dept.
- History of North Frontenac Schools
- Local Businesses
- Family Photos and History



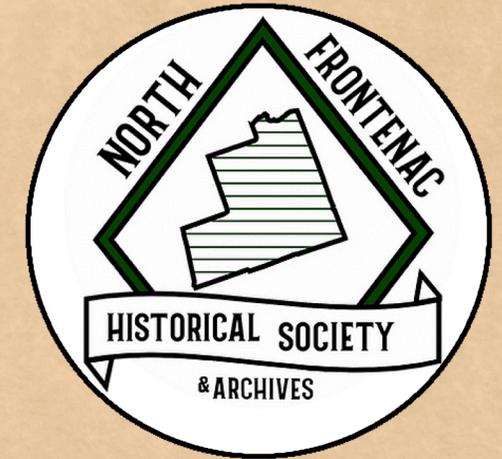
## CONTACT US

**Website:** [www.nfhistorical.com](http://www.nfhistorical.com)

**E-mail:** [nfhsarchives@gmail.com](mailto:nfhsarchives@gmail.com)

**Phone:** (613) 479-5549 for appointments

NFHSA Board of Directors and Committee Members you know



## Conserving Local History for Future Generations

Archives located at  
11586 Road 509  
Snow Station Road





## BACKGROUND

North Frontenac Historical Society & Archives is a non-profit organization incorporated on November 23, 2019 in the Province of Ontario by affiliation with the Ontario Historical Society. The Society became a Charitable Designation per Revenue Canada Agency procedures. The Society will continue the work of the former Clarendon & Miller Community Archives while representing the geographic area of the Township of North Frontenac. The motto “conserving local history for future generations” will guide the activities undertaken by the Society.

## AIMS AND OBJECTIVES:

**The aims and objectives of the Corporation shall be:**

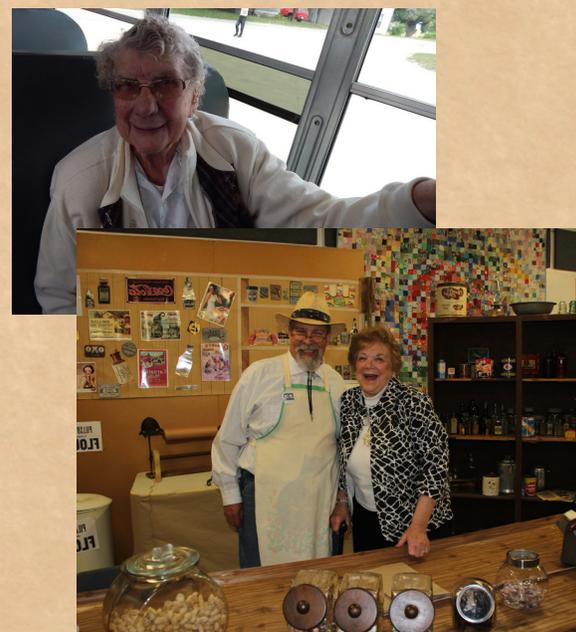
- 1) To conserve local history materials that commemorate the history of North Frontenac Township;
- 2) To advance education by improving the public's understanding and awareness of the history of North Frontenac through educational presentations, exhibitions, meetings, displaying signs at historical sites and producing historical books and other material;
- 3) To carry out activities ancillary and incidental to the attainment of the above charitable purposes;
- 4) To do all proper things as are necessary, incidental and conducive to the attainment of the aims and objectives of the Corporation.



## THE ARCHIVE COLLECTION

All accepted items are subject to space and technical limitations. Once accepted, all items become the property of NFHS Archives. Tax receipts are not possible for donations of items to the collection. However, tax receipts are available for monetary donations of \$10 or more upon request. NFHSA is looking for photos of local history for businesses and families.

The public may view items and information by phoning (613) 479-5549 for an appointment. Arrangements can be made if photocopies are requested. Items are not available for loan BUT NFHSA will endeavour to supervise visual exhibits as requested for community or family events.



## ACTIVITIES

Sharing of research happens with displays and published books. Each year new themes are added based upon community input. NFHSA has materials for displays of: General Stores, Lodges, Cemeteries, Veterans, Churches, Schools, Lands & Forest (Plevna Branch) and Pioneer Life. The Veteran display is requested annually for the Remembrance Day event hosted by the Township.

In previous years, NFHSA organized very successful bus tours which highlighted the local history sites described in their publication: Historic Tours of North Frontenac. The cemetery research is ongoing; a search has begun to identify other unrecorded burial sites. The public's assistance is encouraged.

In 2020 the new upgraded website was launched to be more interactive and digitally share the volumes of researched material. On the Home Page of the website [www.nfhistorical.com](http://www.nfhistorical.com) provides forms to (1) renew membership (2) purchase NFHSA books (3) make charitable donations and (4) contact us with additional information.

**NORTH FRONTENAC HISTORICAL SOCIETY & ARCHIVES**  
**CONSTITUTION AND BY-LAWS**

**ARTICLE I**

**I: NAME**

The name of this public, non-profit corporation shall be "North Frontenac Historical Society & Archives", Inc. hereinafter called the ("Corporation").

The Board of Directors shall provide a corporate seal which shall have inscribed thereon the name of the corporation, "North Frontenac Historical Society & Archives" and the words "Corporate Seal".

**II: HEAD OFFICE**

The Head Office of the Organization shall be at the Kingston Frontenac Public Library, located in Plevna.

**III: STATUS**

The Society is a non-profit organization incorporated in the Province of Ontario by affiliation with the Ontario Historical Society. The Society shall maintain membership in the Ontario Historical Society and will pursue Charitable Designation per Revenue Canada Agency procedures. The Society will operate without purpose of gain for its members and any profits or additions to the Society shall be used in the promotion of its charitable, educational objectives as set out in Article IV.

**IV: OBJECTIVES**

The Corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the Corporation shall be used in furtherance of its purposes. The aims and objectives of the Corporation shall be as follows:

- 1) To conserve local history materials that commemorate the history of North Frontenac Township;
- 2) To advance education by improving the public's understanding and awareness of the history of North Frontenac through educational presentations, exhibitions, meetings, displaying signs at historical sites, and producing historical books and other material;
- 3) To carry out activities ancillary and incidental to the attainment of the above charitable purposes;
- 4) To do all such proper things as are necessary, incidental and conducive to the attainment of the aims and objects of the Corporation.

## **V: MEMBERSHIP**

i) There will be one category of Membership in the Corporation. There will be an annual fee for Membership. The amount shall be established from time to time by the Board of Directors.

ii) All members are entitled to voting privileges.

A) Any person(s) interested in promoting the purposes of the Corporation may become a member. Every member in good standing shall have the right to vote and to take part in the activities of the Corporation. All members shall be entitled to one vote, including by proxy. Membership may be terminated for failure to pay the annual fee and/or for not meeting the objectives of the Corporation. A member may resign at any time by submitting a resignation in writing to the Board of Directors, but no refund of fees shall be made. The Corporation shall be carried without the purpose of gain for its members and profits or any other accretions to the Corporation shall be used in promoting its objectives.

B) The governance of this organization is vested in its members with powers delegated to officers and directors. The officers and directors must be members of the Corporation. All powers not specifically delegated by the members are retained by the membership.

## **VI: MEETINGS**

The following meetings are required to be held:

- a) an Annual General Meeting;
- b) Board of Directors Meetings.

## **VII: BOARD OF DIRECTORS**

The Corporation shall have a Board of Directors of not less than five (5) Directors, including the following officers- President, Vice-President, Treasurer and Secretary who are members of the Corporation in good standing and elected by the Membership.

## **VIII: REMUNERATION**

The Board of Directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their position.

## **IX: BY-LAWS**

By-laws shall be established and set forth as may be required. They may be introduced, revised, altered, or amended only upon due notice to the Membership at least (30) days prior to the Annual General Meeting, or Special meeting as may be called to deal with the matter. A vote of (2/3) of the Membership present and voting shall be required to establish, revise or amend any By-law, providing the number of members present and voting constitutes a quorum. All proposed amendments from the membership shall be submitted in writing to the Board of Directors.

## **X: FISCAL YEAR**

The fiscal year shall be twelve (12) months commencing January 1<sup>st</sup> to December 31<sup>st</sup> annually.

## **XI: AMENDMENT OF THE CONSTITUTION**

The Constitution may be amended by two-thirds (2/3) majority of the Corporation membership present at a meeting of the general membership. Not less than (30) calendar days prior to the meeting, written notice shall be given to the general membership of the intention to adopt any amendments. All proposed amendments must be submitted in writing.

## **XII: DISSOLUTION**

Any distribution of income of the Corporation during its lifetime, or of earned surplus in the event of winding up of the Corporation, to any member or for the personal benefit of any member is prohibited.

Upon the dissolution of the Corporation and after payment of all debts and liabilities, its remaining surplus or property shall be distributed or disposed of to any charitable organizations, that are registered under the Income Tax Act and with purposes that are beneficial to the Township of North Frontenac.

## **BY-LAWS**

### **I: MEMBERSHIP**

i) Any person(s) interested in promoting the purposes of the Corporation may become a member. Every member in good standing shall have the right to vote and to take part in the activities of the Corporation. All members shall be entitled to one vote. At meetings of the general membership including the Annual General Meeting, proxy voting shall be accepted. Rules for the collection of proxy votes will be determined by the Board of Directors.

ii) The Directors of the Corporation shall establish a membership fee due and payable yearly at the beginning of each fiscal year. Membership may be terminated for failure to pay the annual fee and/or for not meeting the objectives of the Corporation. A member may resign at any time by submitting a resignation in writing to the Board of Directors, but no refund of fees shall be made.

iii) The governance of this organization is vested in its members with powers delegated to officers and directors. The officers and directors must be members of the Corporation. All powers not specifically delegated by the members are retained by the membership.

## **II: DUTIES OF OFFICERS**

- i) The Board of Directors will decide the duties for each Director as deemed necessary.
- ii) The Board of Directors shall be elected annually by the Membership at the Annual General Meeting.
- iii) Any officer may be removed by a majority vote of the Board of Directors then in office whenever, in their judgment, it is deemed to be in the best interest of the Corporation.
- iv) A vacancy on the Board of Directors shall be filled by the Board of Directors for the unexpired term. At the following annual meeting, this new Director(s) may begin a regular three (3) year term if nominated by the Nominating Committee voted upon by a majority of the membership at the Annual General Meeting.
- v) Each Director shall serve a term of three years. There shall be no term limit, but in order to serve additional terms, the Directors shall be nominated by the Nominating Committee and voted upon by the majority at the annual General Meeting.
- vi) To remove a Board of Director, three Members in good standing shall request, in writing, to the Board of Directors, that the Board member be removed. Within 30 days of receipt of the request, the Board shall arrange a General Meeting, at which a motion may be made to remove the Board member. If the motion is passed with 2/3 vote of the membership present, a candidate for the office may be nominated by the Board of Directors and an election held at the next meeting of the Corporation.

### **vii) SPECIFIC RESPONSIBILITIES:**

- a) The President is responsible for conducting business at the Board meetings, preparing agendas for such meetings and sees to all pertinent business of the Corporation. The President does not vote on motions except to break a tie. The President is ex-officio of all committees.
- b) The Vice-President shall assist the President and shall conduct the Corporation's meetings in the absence of the President. The Vice President shall also complete the term of the President in the event that the President's resignation, inability to act, or removal from office.
- c) The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors, shall see that all notices are duly given in accordance with the provisions of the Constitution or as required by law; shall be custodian of the Corporation's non financial records and documents, the execution of which is authorized in accordance with the Constitution; and shall perform all duties incident to the Office of Secretary.
- d) The Treasurer shall have charge and custody of all funds of the Corporation. In general, the Treasurer shall be the custodian of the Corporation's financial records and other documents and shall perform all duties normally associated with a treasurer of such an entity. Monies shall be paid out by numbered cheques signed by two of the officers having signing power. The Treasurer shall obtain approval of the Board of Directors for all disbursements in excess of two hundred dollars (\$200). The Corporation's financial records shall be audited at the end of each fiscal year and a report rendered at the Annual General Meeting. The Treasurer shall be responsible for reporting to all relevant departments such as CRA and The Ontario Historical Society.

### **III: COMMITTEES**

- i) The Corporation shall have such Committees as deemed necessary by the Board of Directors. The following committees shall become operational at the discretion of the Board of Directors. Each Committee shall consist of a Chairperson selected annually by the Board of Directors. The Chairperson of each committee may select other members to serve on the committee. Each committee shall meet on a regular basis and submit a copy of its minutes to the Board of Directors prior to next Board meeting. All committee action shall be approved by the Board of Directors. The chairperson of each Committee shall report regularly at the Board of Directors meetings.
- ii) The functions of the officers are to conduct and oversee the day-to-day business of the Corporation.
- iii) The Finance Committee shall oversee the Corporation's financial matters.
- iv) The Membership Committee shall institute and maintain programs which will enhance Corporation membership and attract new members.
- v) The Program Committee shall recommend and direct the planning of events and activities which promote the purposes of the Corporation.
- vi) The Nominating Committee shall continuously solicit nominations of potential directors and maintain a list of candidates to fill vacancies on the Board. The committee members will serve as community liaisons promoting the Corporation's objectives. The nominating committee shall consist of a minimum of three (3) members.
- vii) Ad Hoc Committees shall be created by the Board of Directors as the need arises.

### **IV: MEETINGS**

- i) General meetings of the Corporation of which there shall be no fewer than one in any calendar year, shall be held on dates and in places to be determined by the Board of Directors.
- ii) The Annual General Meeting shall be held in the month of *June* unless otherwise designated by the Board of Directors.
- iii) The Board of Directors shall meet as regularly as required.
- iv) Special Meetings of the General membership may be called by the Board of Directors or upon written request to the Secretary by five members in good standing of the Corporation. Notification of Special Meetings must be provided no later than eight (8) days in advance of the meeting.
- v) Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.
- vi) At any such meeting of the General Membership, five (5) members must be present to constitute a quorum for conducting Corporation business.
- vii) The General Membership may vote by ballot at any meeting called to transact business.

## **V: EXECUTIVE INDEMNITY**

The Corporation may indemnify any Board of Director, including former Board of Directors, against all costs, claims, charges, and expenses, including any amount paid to settle an action or satisfy a judgement, reasonably incurred by such Board member, in respect of any civil or administrative action or proceeding, to which he/she is made party of, by reason of being, or having been a Board of Director of the corporation, if:

- a) he/she acted in good faith with a view to the best interest of the Corporation,
- b) in the case of a civil or administrative action or proceeding, he/she had reasonable grounds for believing that his/her conduct was lawful.

## **VI: FINANCES**

- i) The Board of Directors shall authorize any officer or officers, to enter into any contract, or execute and deliver a legal document in the name of and on behalf of the Corporation
- ii) All cheques, drafts, or orders for the payment of money shall be signed by two officers, both of whom shall be authorized signers. When signing, officers shall have available to them supporting invoices or other documentary evidence. All notes or other indebtedness issued in the name of the Corporation shall be signed by two officers.
- iii) All funds of the Corporation shall be deposited in the credit of the Corporation in financial institutions as the board may select.
- iv) The Board of Directors may accept on behalf of the Corporation any contributions, gifts or bequests that will support the Corporation's objectives.
- v) The fiscal year of the Corporation shall be the calendar year terminating on December 31<sup>st</sup>.

## **VII: BOOKS AND RECORDS**

- i) The Corporation shall keep, correct and complete records of account. It shall also keep minutes of the proceedings of its Board of Directors, General membership, annual meeting, special meetings and Committees having authority for the Board of Directors. It shall keep a record of the names and addresses of the members entitled to vote.
- ii) All books and records of the Corporation may be inspected by members for any proper purposes at any reasonable time.
- iii) The Secretary shall be the custodian of all non-financial records.
- iv) The Treasurer shall be the custodian of all financial records.

**VIII: CONDUCT OF MEETINGS**

- i) The most current edition of Robert's Rules of Order shall serve as a guide in the conduct of the Corporation's business when they are inconsistent with its Constitution.
- ii) At each Annual General Meeting of the Membership, the following shall be included:
  - a) minutes of the previous Annual general Meeting,
  - b) Treasurer's Report,
  - c) reading or summary of correspondence pertinent to the AGM.
- iii) All decisions involving policy (other than amending the Constitution or By-laws) or finances shall be made by a majority vote of the Membership present and voting at the meeting. All other decisions may be made by consensus, unless a vote is requested.

Amended January 27,2021

Brenda Martin, President

*Brenda Martin, January 30/21.*

Katie Ohlke, Communication Director

*K. Ohlke January 31<sup>st</sup>/21*

Sheryl Weber, Program Director

*Sheryl Weber, January 31/21*

Elaine Moffitt, Secretary

*Elaine Moffitt Jan 31 2021*

PROPOSED BUDGET FOR THE TOWNSHIP GRANT (2024)

Large heavy duty easels for displays \$265 ea.X2=	\$530.00
Mural paper from U-Line 5' (brown) S-12821	\$160.00
Mural paper from U-Line 3' (brown) S-3579	\$ 90.00
Mannequins (3)	\$200.00
Print copies of 200 veteran photos	\$120.00
Picture hanging clips (various sizes and weights)	\$210.00
Total expenses	\$1310.00

# Heavy Duty Aluminum Telescoping Easel - Black



[More Images](#)

Use in all your conference rooms.

- Holds twice the capacity for artwork.
- Adjustable: 34" table height. 64 1/4" stand alone height.
- Folds for storage or transport.
- Center locking brace.

Includes flip chart bar.

MOD EL NO.	DESCRIPT ION	WEIG HT (LBS.)	CA P. (LBS.)	PRICE EACH		COLOR	IN STO CK SHIP S TOD AY
				1	5+		
H- 7793 BL	Easel	5	45	\$25 5	\$24 2	Black Silver	<a href="#">ADD</a>

						Black	
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## ***Preserving Local History for Future Generations***

### ***2023 Activities***

- Research/design/production of the final three History of the Cemetery signs: Ompah, Dempsey and Plevna/Ardoch Community completes that preservation project. Some updates are expected for previous signs as more information is found.
- Research of historic schools in North Frontenac took priority for the year in preparation for the book “School Days in North Frontenac”.
- Spring newsletter paid tribute to the late Deputy Mayor, Gerry Martin who passed away in December 2022. Gerry was a great support to NFHSA with his knowledge of local history and photos and he served as a guide for our historic bus tours.
- Research for Lands & Forest, Plevna Branch continued with display for the spring community event.
- An application to the Township Community Grant program was successful, providing a \$1000 to cemetery signs and materials for community displays.
- Annual General Meeting (Sat. May 27,2023); after the business portion of the meeting a musical celebration with participants Land O’ Lakes Cloggers, Neville Wells, and The White Family was held.
- Cemetery project “Unravelling History: One Tombstone at a Time” (Phase 6) searching for Unmarked Graves and updating individual profiles for those interred in 2021 and 2022.
- NFHSA recruited a new webmaster, Wendy Parliament, who has the technology skills to revamp the website [www.nfhistorical.com](http://www.nfhistorical.com) She is willing to monitor and edit the website regularly. This continuity will be a great help to our communications.
- Our published books were available at the following local sites: Lookout Home Hardware (Plevna) North Frontenac Township Office, Shamrock Bakery (Plevna) in the summer, Finnegan’s (Cloyne) We appreciate the support these businesses have provided to NFHSA as book sales is our main

income. Book orders are also available by phoning Committee members or completing an order form from the NFHSA website.

- The Historic Bus Tour was held July 11, 2023 thanks to the major contribution of Martin's Bus Services (Napanee) and the Snow Road Community Committee who provided the luncheon.
- Veterans Collection continued with more photos and information being added. NFHSA was pleased to provide a display for the Nov. 11<sup>th</sup> event. At this year's Remembrance Day event valuable contacts with military personnel will allow NFHSA to expand our military uniform display for 2024.
- Membership renewal was encouraged in the fall through the newsletter, the community event and hosting booths at Plevna and Northbrook.
- The rental agreement with Kingston Frontenac Library Board was not renewed for 2023 as the space was too limited for our resources. NFHSA moved materials to the Lavant building where we renewed our rental agreement with the Township of North Frontenac. Committee members continue to organize materials at the new site to make this space not only useful for work Committee sessions and storage, but available to share historic material with the public.
- Celebration of the production of the book "School Days in North Frontenac" was held at Clar-Mill Hall Sat. Oct. 14<sup>th</sup> with displays to visualize one-room schoolhouses. Guest speaker: Gord Sly, author of Good Old School Days and a panel of teachers who experienced teaching in one-room schoolhouses entertained a very interested audience.
- NFHSA has modified our expectations for preserving historic meal recipes. Instead of producing a cookbook, the community are invited to submit recipes to be used regularly in the newsletters.
- The fall newsletter summarized events, paid tribute to the lost hamlet of Wensley, and outlined upcoming events. The newsletter had a more professional look as a graphic arts' student, Grace, at North Addington Education Centre designed the layout for that newsletter and is willing to continue in this role for the coming term.
- The Annual General Meeting for 2024 has been set for Sat. June 1<sup>st</sup> at Clar-Mill Hall. In addition to regular business, musical entertainment is planned.



### Council Portfolios

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

#### Mayor Gerry Lichty

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

#### Councillor Wayne Good

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

#### Councillor Stephanie Regent

<b>Portfolio:</b> Health	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Representative on the Lakelands Family Health Team Committee</li> </ul>
<b>Portfolio:</b> Long-Term Care and Social Services	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Liaison</li> </ul>
<b>Portfolio:</b> Lake Associations – Ward 1 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Liaison</li> </ul>
<b>Portfolio:</b> Frontenac Ontario Provincial Police (OPP)	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>Council Representative on the Frontenac OPP Detachment Board</li> </ul>

### Councillor Roy Huetl

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

### Councillor Vernon Hermer

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

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

### Deputy Mayor John Inglis

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

## By-law # 2024-40

### 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 of the Township of North Frontenac hereby 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) **Parts 1 and 2 on Registered Plan 13R-23098** as a lot addition to the lands described as PIN 36177-0382(LT) for the purchase price of \$10,764.84 plus \$1,399.43 HST for a total of \$12,164.27 (Marble 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.
8. All resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

**Read** a first and second time **May 16, 2024**.

**Read** a third time and finally passed this **May 16, 2024**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Schedule A

**All Those Parts** of the Shore Road Allowance in front of Lot 25, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Parts 1 and 2 on Registered Plan 13R-23098.

# The Corporation of the Township of North Frontenac

## By-law # 2024-41

### Being a By-law to Establish an Electronic Signature Policy

**Whereas** Council deems it expedient to adopt and maintain a policy which sets out the requirements for the use of electronic signatures;

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

**Now Therefore** the Council of the Corporation of the Township of North Frontenac hereby enacts the following:

1. **That** the Council for the Township of North Frontenac hereby adopts the Electronic Signature Policy attached hereto as Schedule 'A' and forming part of this By-law;
2. **That** this By-law shall come into force and take effect on the date of its final passing;
3. **That** all Resolutions, By-laws or parts of By-laws which are contrary to or inconsistent with this By-law are hereby repealed.

**Read** a first and second time **May 16, 2024**.

**Read** a third time and finally passed this **May 16, 2024**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**



## Schedule 'A' to By-law #2024-\_\_\_\_\_

### Electronic Signatures Policy

#### 1. Policy Statement

1.1. The Township of North Frontenac is committed to streamlining services in order to continue to provide excellent customer service. This policy will outline the parameters and requirements related to the usage of electronic signatures within the Township of North Frontenac.

#### 2. Scope

2.1. This policy shall apply to Council, Committees and all municipal departments and employees in the Township of North Frontenac who use electronic signatures in the course of their prescribed duties.

2.2. This policy does not mandate the use of electronic signatures, nor does it limit the Township's right or option to conduct a transaction on paper or in a non-electronic format (handwritten); nor affect the Township's right or obligation to permit or require documents to be provided or made available on paper when permitted.

2.3. This policy shall not apply when a handwritten signature is required by law.

2.4. All electronic submissions are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

#### 3. Purpose

3.1. The purpose of this policy is to ensure consistent, authorized and lawful use of electronic signatures by:

- a. Identifying the requirements for the receipt and creation of legally reliable electronic documents;
- b. Identifying the requirements for use of electronic signatures; and
- c. Providing guidance on when electronic signatures are considered official and acceptable by the Township of North Frontenac.

#### 4. Definitions

4.1. Council means the Council for the Corporation of the Township of North Frontenac

4.2. Electronic Document means a document in digital form.

4.3. Electronic Record means a record of information that is created, generated, sent, communicated, received or stored electronically.

4.4. Electronic Submission means a document submitted through electronic means including but not limited to email, web form, facsimile, external device (i.e. compact disk, hard disk, USB flash drive).

4.5. Electronic Signature or E-Signature means electronic information that a person creates or adopts in order to sign a document and that is in, attached to or associated with the document. Electronic signatures include but are not limited to the following:

- a typed name at the end of an email;
- a typed name on an electronic form or document;
- an image of a handwritten signature on an electronic submission;
- a handwritten but digitally captured signature made on a touch device, such as a tablet or smartphone (sometimes referred to as a "dynamic signature"); and
- a digital signature that is attached to or associated with an electronic document.

4.6. Employee means personnel employed by or engaged by the municipality, including officers, employees, directors, contractors and agents.

4.7. Manager means any employee appointed as the CAO or a Manager for the Township.

4.8. Township means The Corporation of the Township of North Frontenac.

## **5. Application**

5.1. An electronic signature is permitted in Ontario as per the Electronic Commerce Act, 2000 with the following stipulations:

- The Township must be able to reliably identify the person signing; and
- The Township must be able to reliably associate the signature to the document it is for.

5.2. No person/business that deals with the Township of North Frontenac shall be compelled or required to transact using electronic signatures. Where a traditional handwritten (wet) signature is requested, the Township shall consent.

5.3. Any existing Federal, Provincial and Municipal laws that prohibit electronic signatures shall supersede this policy. The laws include, but are not limited to:

- Municipal Act, 2001
- Municipal Elections Act, 1996
- Criminal Code

5.4. Managers, at their sole discretion, may permit an employee in performing their prescribed duties, to accept the electronic submission of documents bearing electronic signatures.

- 5.5. A member of Council or Committee; or a Manager that is authorized (by legislation, By-law or policy) to sign or otherwise execute a document on behalf of the Township may execute such document by electronic signature, subject to the conditions included in this policy.
- 5.6. Managers, at their sole discretion, may permit an employee in performing their prescribed duties, to sign or otherwise execute a document on behalf of the Township using an electronic signature.
- 5.7. When using an electronic signature, all existing practices that would be required for a handwritten signature must be observed. Employees are required to follow existing rules for delegated authority, financial approvals and records management. Employees who use electronic signatures have a responsibility to ensure the identity of all parties involved in signing a document.
- 5.8. The manner in which electronic submissions bearing electronic signatures are received must be reliable for the purpose of identifying the person and shall be accepted or declined at the sole discretion of the responsible employee performing their prescribed duties.
- 5.9. Where electronic submissions of information or documents is required or permitted by an outside organization, Employees are authorized to make electronic submissions provided it is authorized (by legislation, By-law, or policy).
- 5.10. No person, through the transmission of an electronic submission bearing an electronic signature shall represent themselves in a way that is false or misleading. Where an employee performing their prescribed duties believes that a misrepresentation has occurred, the submission shall not be processed.
- 5.11. No routine acknowledgement of receipt from the Township is required in conjunction with an electronic submission. It is the sole responsibility of the person transmitting an electronic submission to ensure that the submission has been received.

## **6. Record Retention**

- 6.1. Electronic records shall be created, managed and retained in accordance with the Township's Record Retention By-law and Policy.
- 6.2. An electronically signed record constitutes the original copy of said record and shall be maintained, accessible and reproducible in an accurate format, even if there are paper printouts of the same record.

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

**By-law # 2024-42**

**Being a By-law to Authorize the Mayor and the Clerk to Sign an Acknowledgement and Direction to Correct the Title of Part 4 on Registered Plan 13R-76**

**Whereas** Part 4 on Registered Plan 13R-76 was transferred to Her Majesty the Queen in right of the Province of Ontario (Minister of Transportation and Communications) as part of Highway 509 and was further transferred to the Township of North Frontenac by an Order in Council;

**And Whereas** as part of legal and survey work being completed as part of a severance, it was determined Part 4 on 13R-76 has been included in the legal description for the property owned by Sven Schlegel and Roseann Kerr which needs to be corrected and the property owners have no interest in Part 4 on Registered Plan 13R-76;

**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 Acknowledgement and Direction to register the Application (General) to correct PIN 36209-0220 and PIN 36209-0489; and that said Acknowledgement and Direction shall be attached heretofore as Schedule A;

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

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

**Read** a first and second time on **May 16, 2024**.

**Read** a third time and finally passed on **May 16, 2024**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

**ACKNOWLEDGMENT AND DIRECTION**

**TO:** Mary J. E. Foss,  
Anderson Foss, Barristers & Solicitors

**RE:** Schlegel/Kerr & The Corporation of the Township of North Frontenac  
Part Lot 11, Concession 10, Geographic Township of South Palmerston, now Township of  
North Frontenac, County of Frontenac; being Part 4 on Plan 13R76;  
My File No.: 23-273  
Severance Application #B15/23

The document described in this Acknowledgment and Direction is the “in preparation Application (General)” which is attached hereto (the “**Electronic Document**”).

This will confirm that:

- We have reviewed the information set out in the Electronic Document and the information is accurate;
- You, your agent or employee are authorized and directed to sign, deliver and/or register electronically on our behalf the Electronic Document as well as any other documents required to complete the above noted transaction;
- You are authorized to amend the Electronic Document as may be required to carry out the intended transaction and finalize the registration and certification of the Electronic Document;
- The nature and effect of the Electronic Document has been fully explained to us and we understand that we are a party to and bound by the terms and provisions of this Electronic Document to the same extent as if we had signed this Electronic Document;
- We are in fact the party named in the Electronic Document and we have not misrepresented our identity to you;
- We hereby consent to the registration of the attached Application to correct the ownership of Part 4 on Plan 13-76.

DATED at the Township of North Frontenac this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**THE CORPORATION OF THE TOWNSHIP  
OF NORTH FRONTENAC**

\*

\_\_\_\_\_  
Gerry Lichty, Mayor

\*

\_\_\_\_\_  
Tara Mieske, Clerk

We have authority to bind the corporation

**Properties**

**PIN** 36209 - 0220 LT  
**Description** PT LT 1 CON 7 PALMERSTON; PT LT 1-5 CON 8 PALMERSTON; PT LT 5-10, 15 CON 9 PALMERSTON; PT LT 7-8, 10-12, 14-15 CON 10 PALMERSTON; PT LT 12-14 CON 11 PALMERSTON; PT LT 4-9, 12 PL 88; PT RDAL BTN CON 10 AND CON 11 PALMERSTON; PT RDAL BTN CON 7 AND CON 8 PALMERSTON; PT RDAL BTN CON 8 AND CON 9 PALMERSTON; PT RDAL BTN CON 9 AND CON 10 PALMERSTON; PT RDAL BTN LT 10 AND LT 11 CON 10 PALMERSTON; PT RDAL BTN LT 5 AND LT 6 CON 9 PALMERSTON; PT RDAL BTN TWP OF OSO AND TWP OF PALMERSTON; PT LAND AND LAND UNDER THE WATERS OF THE MISSISSIPPI RIVER ADJACENT LT 10 CON 10 PALMERSTON AS IN PT 1 FR693565 N OF THE SLY LIMIT OF THE RDAL BTN THE TWP OF PALMERSTON & THE TWP OF OSO & S OF THE SLY LIMIT OF THE RDAL BTN LT 15 & 16 AKA SECONDARY HWY 509 AKA SHARBOT LAKE-LAVANT RD; PT MILLER & WOODS RD PL 88 S OF LT 12 PL 88 & E OF PT 3 13R13601; S/T FR781613, PD1934, PD1942, PD1951, PD1953; NORTH FRONTENAC EXCEPT FORFEITED MINING RIGHTS, IF ANY  
**Address** SNOW ROAD STATION

**PIN** 36209 - 0489 LT  
**Description** PT LT 10 & 11 CON 10 PALMERSTON BEING PTS 2, 3 & 4, 13R1803, PTS 4, 5, 13R76, PTS 2 & 4, 13R4292; PT RDAL BTN LT 10 & 11 CON 10 PALMERSTON CLOSED BY BLT73 BEING PT 5, 13R1803 AND PT 5, 13R4292; TOWNSHIP OF NORTH FRONTENAC  
**Address** 14259 HIGHWAY # 509  
 SNOW ROAD STATION

**Applicant(s)**

**Name** THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC  
 Acting as a company  
**Address for Service** 6648 Road 506  
 Plevna, Ontario K0H 2M0  
 This document is not authorized under Power of Attorney by this party.  
 This document is being authorized by a municipal corporation Gerry Lichty, Mayor and Tara Mieske, Clerk.

**Name** SCHLEGEL, SVEN  
 Acting as an individual  
**Address for Service** 14259 Hwy 509  
 Snow Road Station, ON K0H 2R0  
 This document is not authorized under Power of Attorney by this party.

**Name** KERR, ROSEANN LYDIA  
 Acting as an individual  
**Address for Service** 14259 Hwy 509  
 Snow Road Station, ON K0H 2R0  
 This document is not authorized under Power of Attorney by this party.

**Statements**

I The Corporation of the Township of North Frontenac, Sven Schlegel and Roseann Lydia Kerr registered owner(s) of the lands hereby apply under section 75 of the Land Titles Act to have the register for the said PIN amended by: removing Part 4 on Plan 13R-76 from the description of PIN #36209-0489

Schedule: We, Sven Schlegel and Roseann Lydia Kerr are the registered owners of PIN #36209-0489. The Corporation of the Township of North Frontenac is the registered owner of PIN #36209-0220.

On conversion of the properties to Land Titles, an error was made and Part 4 on Plan 13R-76 was incorrectly shown as being owned by Marcel Bernard Frechette and Margaret Geraldine Frechette, predecessors in title to Sven Schlegel and Roseann Lydia Kerr.

By Deed #FR345376 registered April 2, 1981, Part 4 on 13R-76 was conveyed to Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation and Communications. By Order in Council registered March 28, 2000 as instrument number FR693565, Part 4 on 13R-76 together with other lands was conveyed to The Corporation of the Township of North Frontenac.

Sven Schlegel and Roseann Lydia Kerr confirm that they have no interest in Part 4.

Title to Part 4 on 13R-76 should be registered in the name of The Corporation of the Township of North Frontenac and should be part of PIN #36209-0220.

I Mary J.E. Foss solicitor make the following law statement The consent of all interested parties has been obtained..

<b>File Number</b>
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Applicant Client File Number : 23-273

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

**By-law #2024-43**

**Confirming By-law**

**Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Regular Council Meeting held May 16, 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 May 16, 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 May 16, 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 May 16, 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 **May 16, 2024**.

**Read** a third time and finally passed this **May 16, 2024**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**