



Regular Council Agenda

5:00 p.m. - Thursday, September 12, 2024

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

- a) Public Notice regarding Recording of Meetings 8
[Recorded Meetings - Notice to Public](#)

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) September 12, 2024

Be It Resolved That Council approves the Agenda dated September 12, 2024, as circulated.

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Business Profile

- a) Lancaster's Resort 9

Be It Resolved That Council receives for information the Business Profile of Lancaster's Resort provided by the Economic Development Task Force (EDTF).

[Lancasters Resort](#)

6. Presentations

None.

7. Delegations

- a) Lennox and Addington County General Hospital Foundation: Request for Donation for MRI Machine 10 - 15

Be It Resolved That Council receives for information the presentation from Amanda Chalk, Coordinator of Communications, Events and Major Gifts, LACGH Foundation, requesting support for the newly installed MRI machine; and thanks Ms. Chalk for her time spent today;
And That Council will consider this request during the 2025 Budget

deliberations.

[LACGH Foundation Presentation](#)

8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 16 - 24

Be It Resolved That Council adopts the Minutes of a Meeting held August 22, 2024, as circulated.

[August 22, 2024 - Regular Council Agenda - Minutes - Pdf](#)

9. Business Arising Out of Minutes

- a) Resolution #286-24: Replacement of Postmaster and Post Office Venue 25 - 26

Whereas at the meeting on August 22, 2024, Council passed Resolution #286-24 receiving for information the presentation from Anders Carson of the Canadian Postmasters and Assistants Association regarding the closure of the Ardoch Post Office; and instructed the Manager of Community Development (MCD) to investigate and provide a report to Council regarding the options including converting an existing Township facility (or portion) for use as a Post Office; acquiring a specific facility (i.e. a portable or trailer) to be used as a Post Office; or leasing a property for use as a Post Office:

Now Therefore Be It Resolved That Council receives for information an email dated September 4, 2024 from the MCD advising Canada Post has received an application from a constituent; and that, if the interview with the applicant is successful, Canada Post will proceed with a site visit to assess the suitability of the intended premises;

And That if this proposal does not proceed, the MCD will provide options to Council.

[Resolution #286-24](#)

[Email - MCD](#)

10. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 27

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

[Communications of Interest - Pdf](#)

- b) Communications 'B' Section - Action Items

- B1. Tony Guida re: Proposal of Township Land Purchase 28

Be It Resolved That Council receives for information the request from Tony Guida dated August 28, 2024 requesting to purchase a 2 acre parcel of Township property next to 1212 Blackberry Lane;

And That Council instructs the Clerk/Planning Manager to look into this request and report back to Council.

11. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Proposed 2025 Meeting Dates 29 - 30

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed 2025 Council Meeting Dates";

And That Council sets the 2025 Council Meeting Schedule as follows:

January 10, 2025 at 9:00 am

January 31, 2025 at 9:00 am

February 21, 2025 at 9:00 am

March 14, 2025 at 9:00 am

April 4, 2025 at 9:00 am

April 25, 2025 at 9:00 am

May 15, 2025 at 5:00 pm

June 12, 2025 at 5:00 pm

July 10, 2025 at 5:00 pm

August 7, 2025 at 5:00 pm

August 28, 2025 at 5:00 pm

September 18, 2025 at 5:00 pm

October 10, 2025 at 9:00 am

October 31, 2025 at 9:00 am

November 21, 2025 at 9:00 am

December 12, 2025 at 9:00 am

[Proposed 2025 Meeting Dates - Pdf](#)

- b) Director of Emergency Services/Fire Chief: Fire Prevention Week - 31 - 33
October 6 - 12, 2024

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chief (DESFC)'s Administrative Report entitled "Fire Prevention Week – October 6 – 12, 2024";

And That the North Frontenac Fire Department (NFFD) is joining forces with the Not for Profit National Fire Protection Association to remind and educate local residents about the importance of "Smoke alarms: Make them work for you!";

And That Council declares October 6 - 12, 2024, as Fire Prevention Week;

And That Council approves of the NFFD's planned events, and demonstrations;

And That Council instructs the Director of Emergency Services/Fire Chief to place a copy of the Mayoral Declaration and an advertisement outlining the events associated with Fire Prevention Week and emphasizing the importance of the "Smoke alarms: Make them work for you!" campaign in the Frontenac News and on the Township's Social Media and Website.

[Fire Prevention Week - October 6 - 12, 2024 - Pdf](#)

- c) Manager of Community Development: Community Sport and Recreation Infrastructure Fund - Plevna Ice Rink/Pickleball Courts 34 - 46

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Community Sport and Recreation Infrastructure Fund - Plevna Ice Rink/Pickleball Courts";

And That Council supports the Application to the Community Sport and Recreation Infrastructure Fund and continues to support promoting a healthy lifestyle for North Frontenac residents by increasing 4-season recreational opportunities and the continued provision of safe, efficient and enhanced recreation facilities, trails and parks;

And That Council approves the MCD's Application to the 2024 Community Sport and Recreation Infrastructure Fund;

And That Council directs the Treasurer to transfer the estimated \$3,000 (plus non-recoverable HST) from the Recreational Land Obligatory Reserve Fund to cover up-front engineering costs to submit with the grant Application;

And That Council directs the CAO to sign the Application for Funding and to enter into a Funding Agreement with the Community Sport and Recreation Infrastructure Fund upon the Township's successful Application for project funding;

And That Council directs the MCD to have phase one the new rink project completed if the Application for Funding is successful and permits the MCD to solicit businesses/community groups for sponsorships to assist with the Township's portion of the project;

And That Council directs the Treasurer to transfer up to \$121,994 (which includes 10% contingency) from the Canada Community Building Fund (CCBF) to pay the Township's portion of the grant, if successful;

And That Council directs the MCD to explore future grant opportunities for phase two of this project and bring back information in the future regarding potential funding opportunities for Council's consideration.

[Community Sport and Recreation Infrastructure Fund - Plevna Ice Rink/Pickleball Courts - Pdf](#)

- d) Manager of Community Development: 2024 Local Government Week October 13-19 47 - 48

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2024 Local Government Week – October 13-19";

And That the Township of North Frontenac hereby proclaims the week of October 13 to 19, 2024 to be Local Government Week in North Frontenac Township and approves the proclamation included in the Administrative Report;

And That Council approves the Local Government Week initiative being an Information Day for grades 9-12 for local Secondary Schools at the Municipal Office on Friday October 18, 2024 if they are interested in

participating.

[2024 Local Government Week October 13-19 - Pdf](#)

- e) Public Works Manager: Housing Enabling Water Systems Fund Grant - Update 49 - 50

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Housing Enabling Water Systems Fund Grant - Update";

And That Council approves resubmitting an Application to the Housing-Enabling Water Systems Fund (HEWSF) Program for the second intake to deliver the Buckshot Lake Road project;

And That the Chief Administrative Officer (CAO) is authorized to sign the HEWSF application;

And That Staff will update Council at a future meeting regarding the status of the updated HEWSF Application.

[Housing Enabling Water Systems Fund Grant - Update - Pdf](#)

- f) Public Works Manager: Housing-Enabling Core Servicing Funding Stream - Grant Application 51 - 52

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Housing-Enabling Core Servicing Funding Stream - Grant Application";

And That Council approves submitting an application to the Housing-Enabling Core Servicing Funding Stream (HECSF) program to deliver the Ardoch Road Road projects;

And That the Chief Administrative Officer (CAO) is authorized to sign the HECSF application, and the Agreement for funding if successful;

And That Staff will update Council at a future meeting regarding the status of the updated HECSF application.

[Housing-Enabling Core Servicing Funding Stream - Grant Application - Pdf](#)

- g) Public Works Manager: Request to Advance The Tandem Truck Purchase From 2025 to 2024 53 - 54

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to Advance The Tandem Truck Purchase From 2025 to 2024";

And That Council approves advancing the purchase of the Tandem Truck from 2025 to 2024 per the 10 Year Capital Plan;

And That the costing be increased from \$380,000 to \$415,000.

[Request to Advance The Tandem Truck Purchase From 2025 to 2024 - Pdf](#)

- h) Public Works Manager: Matawatchan Road Capital Improvements - Funding Request 55 - 56

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Matawatchan Road

Capital Improvements - Funding Request”;

And That Council approves funding the Matawatchan Road project in the 2025 10 Year Capital Plan, on a 50/50 basis with the Township of Greater Madawaska, to a maximum amount of \$340,000;

And That the approved funding arrangement is contingent on North Frontenac and Greater Madawaska Townships executing a Boundary Road Agreement and the required By-laws;

And That the North Frontenac Public Works Manager and Greater Madawaska Clerk Treasurer shall complete the required Agreement and By-laws for Council's consideration.

[Matawatchan Road Capital Improvements - Funding Request - Pdf](#)

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

- a) Environmental Task Force 57 - 60

Be It Resolved That Council receives for information the Notes of a Meeting of the Environmental Task Force held August 28, 2024.

[Environmental Task Force - 28 Aug 2024 - Minutes - Pdf](#)

- b) Economic Development Task Force 61 - 64

Be It Resolved That Council receives for information the Notes of a Meeting of the Economic Development Task Force held August 19, 2024;

And That Council directs the Manager of Community Development to include the following in the draft proposed 2025 Budget for consideration:

- \$30,000 Community Improvement Plan 2025 top-up
- \$10,000 Summer Fest Budget
- Part-time Staff to assist with Economic/Community Development.

[Economic Development Task Force - 19 Aug 2024 - Minutes - Pdf](#)

- c) Committee of Adjustment/Planning Advisory Committee 65 - 70

Be It Resolved That Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held July 22, 2024.

[Committee of Adjustment - 22 Jul 2024 - Minutes - Pdf](#)

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

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

None.

15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. The Councillor may provide a verbal report for information purposes. 71 - 72

[Council Portfolios 2022-2026](#)

16. Introduction and Reading of By-laws

None.

17. Public Forum

18. Closed Session

None.

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

20. Confirmatory By-law

- a) Confirming By-law #2024-57

73

Be It Resolved That By-law #2024-57, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held September 12, 2024, be read a first, second, and third time and finally passed.

[#2024-57 Confirming By-law #2024-57](#)

21. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until October 4, 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.

Business Profile Lancaster's Resort

1045 Lancaster Lane, Cloyne
(613) 336-2423
info@lancastersresort.ca
www.lancastersresort.ca

Lancaster's Resort, nestled on 35 acres of pristine land, is more than just a campground - it's a haven for nature lovers and vacationers seeking relaxation and adventure. Since its inception in October 1982, when Ken and Linda Lancaster, along with their children, took over Salmond's Resort (est. 1920s), Lancaster's has been a cherished and affordable destination for families and travellers alike. Situated on the shores of Mississagagon Lake, the resort offers 70 seasonal trailer sites, cozy cabins, and a suite attached to the main lodge, providing comfortable accommodations for guests from near and far.

But Lancaster's Resort is more than just a place to stay - it's a hub of entertainment and outdoor recreation. With new forest trails showcasing various microhabitats and wetlands, guests can immerse themselves in the beauty of nature. Throughout the years, Lancaster's has delighted guests with a myriad of activities, including dinners, karaoke, bingo, darts, cornhole, horseshoes, beach volleyball, and more. There's always something exciting happening at Lancaster's Resort.

At Lancaster's Resort, inclusivity is not just a value - it's a way of life. With three members of the Lancaster family identifying as LGBTQ, the resort prides itself on creating a welcoming and inclusive environment where every guest feels accepted and celebrated for who they are. Whether you're a family, couple, or solo traveler, you'll find a warm and inviting atmosphere at Lancaster's, where diversity is embraced and cherished. For these and various other reasons, Lancaster's has remained a private resort, open only to those who have sites or reservations. As the resort looks toward the future, they hope to start offering the public more opportunities to enjoy the property, perhaps by implementing a day pass system; however, upgrading the washrooms and other facilities would first be required as we are currently at capacity in the summer.

While the resort's season typically runs from May 1 to mid-October and is nearly fully booked during this time, Lancaster's has expanded its offerings to include four winter tourist accommodations, welcoming visitors year-round. Thanks to platforms like Airbnb, Lancaster's has attracted guests from across the globe, from Napanee to Philadelphia, and even Europe, Asia, and the Middle East. The resort's location in North Frontenac holds special significance for the Lancaster family, who were drawn to the area by its untamed beauty and their fond memories of summers spent at Glencannon Resort. Lancaster's Resort has become not just a business, but a community within the wider 'North of 7' community, embodying the spirit of hospitality and family values.

Lancaster's Resort remains committed to providing exceptional experiences for its guests. Having employed 3-4 people every summer for four decades, many locals have a connection to this resort. Tasks have included housekeeping, landscaping, maintenance, food service and more. The resort not only contributes to the local economy, but enriches the lives of those who visit. As Lancaster's looks to the future, the family remains optimistic about the prospects of their business in North Frontenac, guided by their passion for hospitality and their dedication to preserving the natural beauty of the area.



Experience the magic of Lancaster's Resort for yourself - where every visit is a celebration of family, nature, and cherished memories.

September 5, 2024

Dear Township of North Frontenac Council,

Please accept this letter as a request of support for the Lennox and Addington County General Hospital Foundation from the Township of North Frontenac.

It is with great excitement that I write to you today to share the news that the Lennox and Addington County General Hospital (LACGH) has been received its first Magnetic Resonance Imaging (MRI) machine.

Access to a local MRI machine in a community hospital has always been desired by the physicians of LACGH and surrounding area. Due to the astronomical cost of the acquisition and the specialized space required, it seemed like an out of reach dream for our Hospital.

Even with the ability to purchase and house an MRI, the annual operating costs are staggering. There are no technical fees associated with MRI imaging, therefore acquiring base funding is essential to an organization pursuing the ownership and operation of an MRI.

In December 2021, Ontario Health put out an invitation to all hospitals to request operational hours for **new** MRIs. The criteria was that the hospital must absorb the cost of purchasing the MRI as well as the cost associated for construction.

LACGH is in an enviable position where it had available space to renovate for an MRI. As well it has a fulsome multidisciplinary fellowship trained radiologist group who can expertly interpret the scans.

As for determining the need for an MRI, that was a simple decision. There are presently close to 7,000 MRI **P4** patient requisitions waiting to be booked for an appointment in the Kingston/Napanee region alone (priority 4 is the lowest priority scan rating, required but not urgent). These scans by provincial standards should be completed within 28 days. The present wait for a P4 scan in our region is **2 years**.

A business plan was developed and LACGH was successful in receiving operational hours with the Ontario government investing over \$1 million in support. This made what was previously an unattainable goal now within our reach.

Construction began in the summer of 2023 in the former LENADCO facility (310 Bridge St. W., Napanee), which will be an expansion of the diagnostic imaging department and be home to the MRI machine, Bone Mineral Density and Mammography clinics.

In order to fund the new MRI machine and renovations required to facilitate it, we have a mandate to raise **\$3.5 million** to turn this vision into reality.

This is where your support truly shines!

For 30 years, the Lennox and Addington County General Hospital Foundation has been raising funds to help ensure a healthier and stronger community. Our goal? To keep healthcare close to home.

We're an independent, charitable organization governed by a dedicated group of volunteers. And they all just happen to be our neighbours and friends.

While the Ontario Ministry of Health and Long Term Care offers some support for basic healthcare needs, it doesn't fully cover the costs of new medical equipment and facility upgrades. That's where we step in. Every year, we provide funding to the hospital for essential medical equipment, services and capital improvements, all with the goal of keeping healthcare close to home.

But here's the crucial part: **we can't do it alone**. We rely on the kindness and generosity of people like you to help us finance vital equipment and capital projects that invest in the future of our community's care. Your support makes an impact on the health and well-being of our community. Together, let's strengthen our local healthcare and keep it thriving for years to come.

Gifts of over \$5,000 towards the MRI campaign will be recognized in our electronic donor recognition system, as well as proudly displayed on a designated donation board to be displayed in the MRI facility.

Additional recognition through cheque presentations may be arranged and published in our local newspaper as well as the LACGH Foundations social channels and website.

We are very appreciative of the continued support of the County of Lennox and Addington and our community partners who help to keep healthcare close to home.

Should you have any questions regarding this request, please contact Amanda Chalk, Coordinator of Communications, Events and Major Gifts at amanda.chalk@lacgh.napanee.on.ca or 613-354-3301 ext 413.

Thank you for your consideration. Please find enclosed supporting documents for our project.

Amanda Chalk
Coordinator of Communications, Events and Major Gifts
LACGH Foundation
amanda.chalk@lacgh.napanee.on.ca

About the Lennox and Addington County General Hospital Foundation:

The Lennox and Addington County General Hospital Foundation's Board of Directors is a diverse group of people, each with unique expertise and perspectives. Together, they guide and support the organization to make a positive impact on the community's healthcare needs.

Our 2023-2024 Directors include:

Kelly Roantree – Chair

Jillian Chadwick – Director

Jeff Cuthill – Vice Chair

Chris Jackson – Director

Todd Steele – Treasurer

Crystal Johnston – Director

Megan Sands – Secretary

Sally Elsayegh - Director

Dustin Boyer – Executive Member

About the Lennox and Addington County General Hospital:

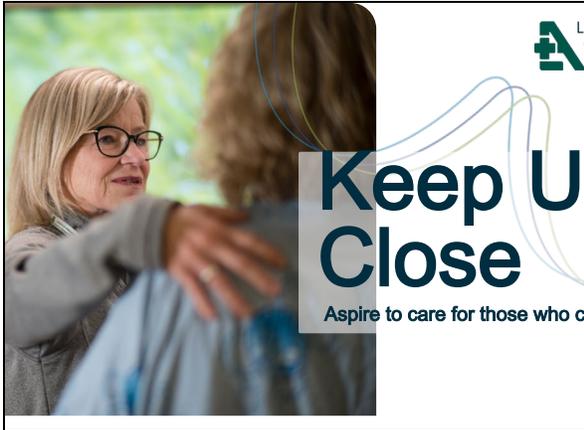
Located in the Town of Greater Napanee, the Lennox and Addington County General Hospital currently operates 52 beds: 24 acute care, 2 palliative care, 4 level 2 intensive care, and 22 long-term care beds. Our outpatient clinics include: General Surgery, Internal Medicine, Gynecology, Urology, and Plastic Surgery. We have an active Cardiac Rehabilitation Program, Respiratory Rehabilitation Program, Diabetes Education Program, and a recently updated Chemotherapy suite.

The hospital offers a comprehensive range of diagnostic services supported by a well-equipped laboratory and diagnostic imaging department.

The Hospital employs approximately 330 staff. Medical staff includes family physicians, including those with specialties in emergency medicine and anesthesia, 2 general internists, a team of general surgeons, a team of radiologists, and a number of consulting specialty physicians from Kingston.

Our commitment is to provide high quality health care close to home for the residents of Lennox and Addington and surrounding townships. Our state of the art facility provides the equipment that permits us to maintain and enhance our services now and into the future.

Charity registration number 10761 1857 RR0001



About

the LACGH Foundation

- For 30 years, the Lennox and Addington County General Hospital Foundation has been raising funds to help ensure a healthier and stronger community.
- We're an independent, charitable organization governed by a dedicated group of volunteers. And they all just happen to be our neighbours and friends.
- Every year, we provide funding to the hospital for essential medical equipment, services and capital improvements, all with the goal of keeping healthcare close to home.



LACGH MRI

\$3.5 million

conception



LACGH MRI

\$3.5 million

campaign

Cost breakdown of the MRI Project:

MAGNETOM Sola 1.5	\$1,949,250.00
Service	\$174,720.00
Construction	\$876,030.00

Initial Estimate \$3,000,000.00

Additional Costs

Shielding Design	\$5,680.00
Supply & Installation	\$140,182.30
Quench Line	\$17,956.00
Tracks & Studs	\$6,885.65
Ferromagnetic Detector System	\$45,300.00
Architects Costs	\$42,000.00
Physicians	\$165,000.00
Contingency	\$76,996.05

Total \$500,000.00

Thank you to our

850,000 Ontario Limited, Ada Rodden, Adèle & Robert Bezahis, Agnes & Ernest Hagerman, Alan & Patricia Carlson, Albin Douglas, Ailsa Minkler, Alan Lennox, Alan McLaughlin, Althea Jones, Alvin Chudack, Anja Dabo, Amanda Chalk, Amber Bennett, Amber Richardson, Amped Up Electric, Amy Fisher, André Boudreau, Andrew & Lydia Graham, Anita & Allen Beddoe, Arilla & Neil Corry, Arnie & Edward Charrel Foundation, Arne Culnan, Arnie & David York, Arnie & Forthorn Hahnage, Arnie & Stephen Moon, Arnie Angel, Arnie Gantner, Arnie Louise McLaughlin, Arnie Rountree, Annette Skarr, April Bates, Arthur & Fee Knoch, Arthur Harter, Allan Power Community Development, Audrey Crowley, Bar Elodie, Barbara & Fred Alroy, Barbara Aniel, Barbara Francis, Barbara French, Barbara Hagerman, Barbara Mabey, Barbara Martin, Barbara Neville, Barbara Pika, Barbara Smith, Barbara Willis, Barry & Beth Kelly, Barry & Wendy Butler, Barton & Barbara McLane, Bear Stars Brewery Retail Inc., Ben & Barbara Hagerman, Ben & Josephine Sutton, Ben Hestrick, Benny & Doris Asselstine, Bertine Hart, Bertine & Clifford Pritchard, Bertine Patton, Bert & Margaret Winter, Bert & Marie Robour, Beryl Jasin, Bette Williams, Betty Casement, Betty Knoch, Betty Wall, Brian Beahm, Bert King, Beverly Haeck, Beverly Arne Eves, Beverly Ruld, Beverly Toner, Bill & Cathy Wierick, Bill & Gayle Planson, Bill & Marlon Littlefield, Bill Shaw, Brian Williams, Bob Russell, Bob Sargent, Bonnie Booth, Bonnie Winter, Boyd & Evelyn Ford, Brad & Heather Brown, Brad & Linda Warner, Brandon Coover, Brent Wilson, Brenda & Arthur Mallen, Brenda & Colin Warrman, Brenda and George Chalk, Brenda Barr, Brenda Smith, Brenden Healy, BrianHenneman, Brian & Angelle Murphy, Brian & Doris Durland, Brian & Madea Way, Brian & Tina Kelly, Brianna Albrecht, Bridget West Animal Hospital, Brook & Fildel Thompson, Bruce Hecker, Bryan & Wendy Holbeck, Bryon & Clarinda Cornejo, O Elwood Leach, Carl & Lorna Lessard, Carl Brown, Carl Rogers, Carmel & James Bell, Carmelle Cassidy, Carol Arne & Phil Hanna, Carol Dickson, Carol Fitzell, Carol Hughes, Carol Jackson, Carol Kimmitt, Carol Lessard, Carol Manion, Carol Pina, Carole Pilon, Carolyn Pritchard, Carolyn Stappan, Carolyn Van Orden, Carolyn Woodie, Catharine & Richard Brown, Catharine & William Russell



7

Aug

It Takes A Community



The Benefits of Backing Our Hospital: A Closer Look



We're all impacted

Whether it's now or in the future, everyone in our community will be impacted by our hospital in some way or another. That means patients, families, care providers and more.



Healthcare when it counts

Faster, stress-free access to care for our communities.



Each corner of the hospital is touched

Support and contributions mean updated equipment and technology, facility upgrades and streamlined patient care and support.



Our economy

Supporting our hospital sustains the future of our friends, family, and community.

Thank You

for your consideration



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Keep Us Close

Aspire to care for those who care for us

Regular Council Minutes

5:00 PM - Thursday, August 22, 2024
Council Chambers

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

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Kelly Watkins, CAO Back up/Treasurer, Dipl. M.A., M.M., Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M., Darwyn Sproule, Public Works Manager, P. Eng., and Brooke Ross, Manager of Community Development, Dipl.M.A.

1. Call to Order

The Mayor called the meeting to order at 5:00 p.m.

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) *August 22, 2024*

282-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the Agenda dated August 22, 2024, as amended to defer the presentation from Emergency Management Ontario to a later date.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Business Profile

a) *Glen Haven Resort*

283-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Business Profile of Glen Haven Resort provided by the Economic Development Task Force (EDTF).

Carried

6. Presentations

- a) ***Emergency Management Ontario - Senior and Elected Officials Workshop***
Presentation deferred to future Council meeting

7. Delegations

None.

8. Adoption of Minutes

- a) ***Minutes of the Meeting(s) to be adopted by Council***
284-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council adopts the Minutes of a Regular Meeting of Council dated July 25, 2024 as circulated.

Carried

9. Business Arising Out of Minutes

- a) ***Resolution #503-23 - Official Signing of Physician Recruitment Agreement***
285-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Whereas at their meeting on December 15, 2023, Council passed Resolution #503-23 approving \$15,000 per year for five years being provided as an incentive to a new physician at the Lakelands Family Health Team; and that upon recruitment of a physician, a Medical Service Agreement will be provided to Council for consideration;

Now Therefore Be It Resolved That Council receives for information an email dated July 30, 2024 from the CAO advising Lakelands Family Health Team would like to have an official signing of the Agreement by the Mayor on September 16th, 2024 at the Medical Center; and Janice Powell, Executive Director, would like to invite members of Council to attend the ceremony;

And That Council will consider the Signing By-law later in the meeting.

Carried

- b) ***Resolution #265-24: Closure of Ardoch Post Office***
286-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Whereas at their meeting on July 25, 2024 Council passed Resolution #265-24 receiving for information the presentation from Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association regarding the closure of the

Ardoch Post Office;

And Whereas the Postmaster for the Ardoch Post Office has retired;

And Whereas the Postmaster's retirement has resulted in the loss of the Ardoch postal facility and the closing of the Ardoch Post Office;

And Whereas Canada Post is continuing to search for a replacement Postmaster and Post Office venue;

And Whereas the Township of North Frontenac is supporting Canada Post in their endeavor through social media advertising, contacting potential businesses, offering an interview location, and so forth;

And Whereas Canada Post's search has yet to be successful with the potential for the Ardoch Post Office to close permanently requiring North Frontenac residents to travel to outside North Frontenac for mail services;

Therefore Be It Resolved That the Township of North Frontenac continues to support Canada Post in this search;

And That Council instructs Manager of Community Development investigate and provide a report back to Council regarding the following options:

- converting an existing Township facility, or portion thereof, suitable for use as a Post Office, at the Township's expense;
- acquiring a specific facility such as a "portable" or a "trailer" suitable for use as a post office, to be located on Township property, and charge Canada Post their going lease rate for use of this facility; or
- Lease a property

Carried

10. Communications

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

287-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

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

Carried

b) *Communications 'B' Section - Action Items*

B1. *Resident - Request to Remove Fees for Brush Disposal*

288-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be it Resolved that Council receives the request from a resident to waive the fee for disposal of brush at the Waste Sites;

And That the fees were waived for two full summer seasons after the Derecho in 2022;

And That the volume of brush and construction demolition waste has increased significantly since COVID and the 2022 Derecho;

And That the management and grinding of waste represents a significant cost to the Township;

And That Council denies the request to waive the fee to dispose of brush and yard waste at Waste Sites.

Carried

11. Council, CAO, and Managers' Administrative Reports

- a) ***Clerk/Planning Manager: Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road***

289-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Land Exchange - Transfer of a Portion of an Unused Portion of a Forced Road";

And That Council waives the requirement for the property owners to submit a Road Closing Application for consideration and the requirement for public notice; and approves in principle the transfer of Part 11 on Reference Plan 13R-3568 from the Township to the property owner;

And That Council waives the Land Cost fee of \$500; with the property owners being responsible for the preparation of the transfer and registration of the By-law.

Carried

- b) ***Clerk/Planning Manager: Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Residential Units***

290-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Residential Units";

And That Council instructs County Planning Staff to initiate the process of amending the Township Official Plan and Zoning By-Law to address the issue of additional residential units in accordance with direction from the Province;

And That County Planning Staff consult with the Township's Economic Development Task Force prior to drafting Official Plan policies and Zoning By-Law provisions about additional residential units;

And That the Township's Committee of Adjustment be requested to participate in the consultation on the draft Official Plan policies and Zoning By-Law provisions for additional residential units;

And That prior to a Public Meeting the Draft Policy be provided to Council for discussion.

Carried

- c) ***Clerk/Planning Manager: Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle - Clayton***

291-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

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

Administrative Report entitled “Shore Road Allowance and Concession Road Allowance Applications for Approval in Principle – Clayton”;

And That Council approves in principle the Applications to close, stop up and sell the Road Allowances as described below:

- Part of the Shore Road Allowance lying adjacent to Part of Lot 13, Concession 8, and Part of Lot 12, Concession 9, geographic Township of Barrie (Mississagagon Lake);
- Part of the Concession Road Allowance between Concessions 8 and 9, Lot 12, geographic Township of Barrie;

And That Council authorizes the Treasurer to reimburse \$600 to the Applicants if the Township's legal fees for the two applications is less than \$1,200.

Carried

d) ***Director of Emergency Services/Fire Chief: Proposed Ontario Fire Protection Grant Application***

292-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Proposed Ontario Fire Protection Grant Application";

And That Council instructs the DESFC to make application for the Ontario Fire Prevention Grant for an estimated \$30,000.00 for:

- (1) PPE washer/extractor, soft mounted (plug and play) with required equipment for cleaning
- (1) Field decontamination kit and required solution/cleaning equipment
- Firewipes
- (2) MSA G1 SCBA and (2) spare cylinders

And That Council authorizes the DESFC to sign the Agreement for Funding if the Application is successful.

Carried

e) ***Treasurer: 2025 Draft Budget Proposed Meeting Dates***

293-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That that Council receives the Treasurer's Administrative Report entitled “2025 Draft Budget Proposed Meeting Dates” for information purposes;

And That Council tentatively sets the 2025 Budget Meeting(s), for the following date(s) (subject to change, with advance notice given):

- Friday, November 29, 2024 at 9:00 a.m. and Friday, December 13, 2024 following Regular Council Meeting- Special all day meeting
- First Regular Council Meeting 2025: 2025 Tax Rate By-law to be considered. Council may wish to defer if additional pertinent information is required first.

Carried

f) ***Public Works Manager: Heat Pump Proposal - Ward 2 Shop***

294-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives the Public Works Manager's (PWM) Administrative Report entitled "Heat Pump Proposal - Ward 2 Shop" for information purposes;

And That Council approves installation of the Cold Climate Heat Pump as a sole source procurement, with the additional cost to be taken from the Infrastructure Sustainability Reserve Fund.

Carried

g) *Public Works Manager: Hard Surfaced Roads for 2024 - Additional Projects*

295-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Hard Surfaced Roads for 2024 - Additional Projects";

And That Council approves surface treating a portion of Head Road and pulverizing a portion of South Lavant Road in preparation for the 2025 season;

And That the resulting project shall not exceed the approved 2024 budget for Hard Surfaced Roads;

And That the PWM is directed to provide messaging on the Township's Website and Social Media advising the granular surface on South Lavant Road is temporary.

Carried

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

a) *Committee of Adjustment/Planning Advisory Committee*

296-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated June 24, 2024.

Carried

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

None.

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

a) *Resolution #218-24: Implementation of Wellness Checks*

297-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Whereas at their meeting on June 6, 2024, Council received a Notice of Motion requesting Council discuss the implementation of a Wellness Check;

And Whereas the Province of Ontario encourages seniors to remain in their own residence as long as possible;

And Whereas organizations such as Rural Frontenac Community Services and Land O'Lakes Community Services provide general assistance to seniors;

And Whereas the County of Frontenac Paramedics operate an in-home support program to help seniors with non-chronic medical issues;

And Whereas the Ontario Provincial Police only provide support to seniors in distress on an emergency basis;

And Whereas the Township of North Frontenac has a substantial number of seniors who live independently and typically do not require assistance from outside services;

And Whereas an emergency may significantly impact a senior's ability to live independently for a short period of time;

And Whereas there is no existing program that provides support to seniors dealing with extensive emergency situations;

And Whereas the Township of North Frontenac Fire Department along with the Emergency Management Program Committee and Township staff are best positioned to identify emergency situations including their severity, extent, and duration;

Therefore Be It Resolved That the Council of the Township of North Frontenac direct the Township of North Frontenac Fire Department, the North Frontenac Emergency Management Program Committee and the Township Administration to develop a seniors' wellness check program to be used in times of significant emergencies such as high wind events, extended high heat or deep cold events, extended power outages, wild fires, floods, pandemics, and so forth in order to verify the safety and health of seniors and to direct emergency services to assist those in need.

Deferred to a Subsequent Meeting

15. Council Portfolio Verbal Reports

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

16. Introduction and Reading of By-laws

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

- **#2024-55 To Sign Medical Service Agreement with Dr. Richard Weldon**

298-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

- **By-law #2024-55 To Sign Medical Service Agreement with Dr. Richard Weldon**

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

Carried

17. Public Forum

None.

Note: The MCD left the meeting at this time.

18. Closed Session

a) *Closed Meeting of Council*

299-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council retires to Closed Session at 6:17 p.m. to:

- a. Adopt Closed Minutes of a Meeting held July 25, 2024; and
- b. To Consider Advice that is Subject to Solicitor-Client Privilege.

Carried

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

The Mayor advised that, during the Closed Meeting, Council adopted Closed Minutes of a Meeting held July 25, 2024; and considered advice subject to Solicitor-Client Privilege.

20. Confirmatory By-law

a) *Confirming By-law #2024-56*

300-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That By-law #2024-56, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held August 22, 2024 be read a first, second, and third time and finally passed.

Carried

21. Adjournment

a) *Adjournment of the Council Meeting*

301-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council adjourns the Meeting at 6:36 p.m. until September 12, 2024, or at the call of the Chair.

Carried

Mayor

Clerk



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

Date: August 22, 2024

Resolution # 286-24

Moved By:
Councillor Vernon Hermer

Seconded By:
Councillor Fred Fowler

Whereas at their meeting on July 25, 2024 Council passed Resolution #265-24 receiving for information the presentation from Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association regarding the closure of the Ardoch Post Office;

And Whereas the Postmaster for the Ardoch Post Office has retired;

And Whereas the Postmaster's retirement has resulted in the loss of the Ardoch postal facility and the closing of the Ardoch Post Office;

And Whereas Canada Post is continuing to search for a replacement Postmaster and Post Office venue;

And Whereas the Township of North Frontenac is supporting Canada Post in their endeavor through social media advertising, contacting potential businesses, offering an interview location, and so forth;

And Whereas Canada Post's search has yet to be successful with the potential for the Ardoch Post Office to close permanently requiring North Frontenac residents to travel to outside North Frontenac for mail services;

Therefore Be It Resolved That the Township of North Frontenac continues to support Canada Post in this search;

And That Council instructs Manager of Community Development investigate and provide a report back to Council regarding the following options:

- converting an existing Township facility, or portion thereof, suitable for use as a Post Office, at the Township's expense;
- acquiring a specific facility such as a "portable" or a "trailer" suitable for use as a post office, to be located on Township property, and charge Canada Post their going lease rate for use of this facility; or
- Lease a property

Carried

Mayor

From: Brooke Ross
Sent: September 4, 2024
To: Corey Klatt
Subject: Post Office - North Frontenac

Hi Corey,

On August 22, 2024, Council passed Resolution #286-24:

Whereas at their meeting on July 25, 2024, Council passed Resolution #265-24 receiving for information the presentation from Anders Carson, Vice President, Ontario Branch of the Canadian Postmasters and Assistants Association regarding the closure of the Ardoch Post Office;

And Whereas the Postmaster for the Ardoch Post Office has retired;

And Whereas the Postmaster's retirement has resulted in the loss of the Ardoch postal facility and the closing of the Ardoch Post Office;

And Whereas Canada Post is continuing to search for a replacement Postmaster and Post Office venue;

And Whereas the Township of North Frontenac is supporting Canada Post in their endeavor through social media advertising, contacting potential businesses, offering an interview location, and so forth;

And Whereas Canada Post's search has yet to be successful with the potential for the Ardoch Post Office to close permanently requiring North Frontenac residents to travel to outside North Frontenac for mail services;

Therefore Be It Resolved That the Township of North Frontenac continues to support Canada Post in this search;

And That Council instructs Manager of Community Development investigate and provide a report back to Council regarding the following options:

- converting an existing Township facility, or portion thereof, suitable for use as a Post Office, at the Township's expense;
- acquiring a specific facility such as a "portable" or a "trailer" suitable for use as a post office, to be located on Township property, and charge Canada Post their going lease rate for use of this facility; or
- Lease a property

Carried

Canada Post advised on September 4, 2024, that they have received an application from a constituent. Their HR department will be scheduling an interview with the applicant in the coming weeks. If the interview is successful, they will then proceed with a site visit to assess the suitability of the intended premises. We will update Council at the future meeting, once more details are known and provide Council with alternate facility options, if the private inquiry is not successful.

Thank you, have a great day!

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

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

Recommendation:

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "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. Mississippi Valley Conservation Authority re: Deadline Extension – Land Conservation Strategy;
2. North Frontenac Parklands - Winner of Backcountry Camping Experience of the Year 2024 - Ontario;
3. File #A11/24 - Request for Permission - 1077 Whalen Lane (Noye);
4. Township of Nairn and Hyman re request for Support - Concerns with the Transport and Deposition of Naturally Occurring Radioactive Material at the Agnew Lake Tailings Management Area;
5. Stirling Rawdon re: Request for Support - Public Sector Salary Disclosure;
6. File #B12/24-#B16/24 - Creation of 3 New Lots, ROW and Lot Addition - 1069 Perry Land and 1070 Perry Lane;
7. Frontenac County re: Updates from Frontenac Economic Development;
8. Township of Whitewater Region re: Request for Support - Mental Health Addictions;
9. City of Cambridge re: Request for Support - Mental Health and Addictions Crisis;
10. City of Quinte West Re: Request for Support- The Canada Community-Building Fund;
11. Federation of Ontario Cottagers' Association re: Elert August 2024;
12. Township of Terrace Bay re; Request for Support - Ontario Immigration Nominee Program;
13. Russel Township re: Request for Support - AMCTO Provincial Updates to the Municipal Elections Act;
14. Eastern Ontario Wardens Caucus re: August 2024 Newsletter;
15. Manager of Community Development re: Inclusive Community Grants Program;
16. Ombudsman Ontario re: August Newsletter;
17. Frontenac County - Updates from Frontenac Economic Development

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

1. Tony Guida re: Proposal of Township Land Purchase

From: Tony Guida
Sent: Wednesday, August 28, 2024, 5:00 PM
Subject: Re: Proposal of Township Land Purchase

Good day Sonia, thank you very much for the information.

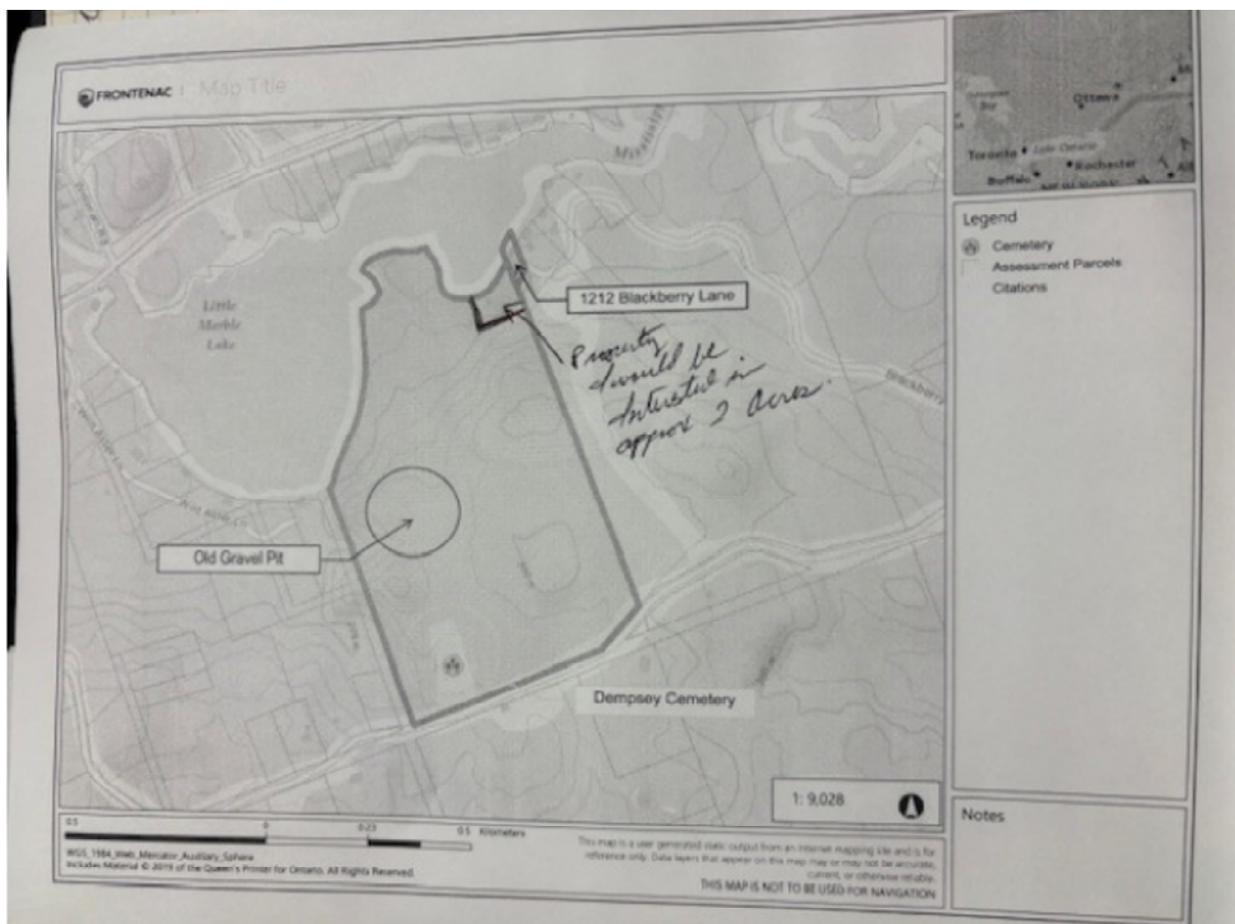
My intention for this property is to own some property beside my father in-law that has been there since 1964.

I would maybe in the future be considering building my own place to be with them and assist them with maintaining their place.

My wife and I would be very grateful if council would consider this for us as her parents are not able to maintain the property on their own and would still like to enjoy family up there with them. We live in Markham, On and have been enjoying it up there all these years, we know the towns (Northbrook and Cloyne) very well and even attended the Blueberry Jamboree back in the day. The dancing and fun times at the Northbrook hotel are fond memories for all of our family.

Please let me know and thank you.

I have attached a drawing of the property i am talking about.



To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Proposed 2025 Meeting Dates

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposed 2025 Council Meeting Dates”;

And That Council sets the 2025 Council Meeting Schedule as follows:

- January 10, 2025 at 9:00 am
- January 31, 2025 at 9:00 am
- February 21, 2025 at 9:00 am
- March 14, 2025 at 9:00 am
- April 4, 2025 at 9:00 am
- April 25, 2025 at 9:00 am
- May 15, 2025 at 5:00 pm
- June 12, 2025 at 5:00 pm
- July 10, 2025 at 5:00 pm
- August 7, 2025 at 5:00 pm
- August 28, 2025 at 5:00 pm
- September 18, 2025 at 5:00 pm
- October 10, 2025 at 9:00 am
- October 31, 2025 at 9:00 am
- November 21, 2025 at 9:00 am
- December 12, 2025 at 9:00 am

Background:

As per Section 3.5 (Regular Council Meetings) of North Frontenac Council’s Procedural By-law #26-23: “At the beginning of the term at the first Regular Meeting of Council and in subsequent years at a regularly scheduled meeting in September or October, Council shall determine the Regular Meeting schedule for the upcoming year including the frequency of meetings, day of the week and time of commencement”.

In 2024 Council met every three weeks excluding the months of July and August when meetings were held monthly. Meetings were held on Thursdays at 5:00 pm for six meetings in May, June, July, August and September. The remainder of the meetings were held on Fridays at 9:00 am.

Researched By:

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

Comments:

Using the 2024 schedule with a three week rotation and reduced meetings throughout the summer months the proposed schedule has been provided for Council's consideration. The change to two meetings in August is to provide an even number of meetings throughout the second half of the year and avoid statutory holidays and the first two weeks of November.

Financial Impact:

None.



To: Mayor and Members of Council
From: Adam Robinson, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Fire Prevention Week - October 6 - 12, 2024

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chief (DESFC)'s Administrative Report entitled "Fire Prevention Week – October 6 – 12, 2024";

AND THAT the North Frontenac Fire Department (NFFD) is joining forces with the Not for Profit National Fire Protection Association to remind and educate local residents about the importance of "Smoke alarms: Make them work for you!";

AND THAT Council declares October 6 - 12, 2024 as Fire Prevention Week;

AND THAT Council approves of the NFFD's planned events, and demonstrations;

AND THAT Council instructs the Director of Emergency Services/Fire Chief to place a copy of the Mayoral Declaration and an advertisement outlining the events associated with Fire Prevention Week and emphasizing the importance of the "Smoke alarms: Make them work for you!" campaign in the Frontenac News and on the Township's Social Media and Website.

Background:

The National Fire Protection Association (NFPA) and the Office of the Fire Marshall and Emergency Management of Ontario has announced the theme of Fire Prevention Week October 6 – 12, 2024 "Smoke Alarms: Make them work for you!"

2024 marks the 102nd Anniversary of Fire Prevention Week. The NFPA has sponsored the public observance of Fire Prevention Week making it the longest running public health observance in North America. During Fire Prevention Week children, adults and teachers learn how to stay safe in case of fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

Researched By:

Adam Robinson, Director of Emergency Services, Fire Chief

Comments:

Municipalities and Fire Departments across Canada and the United States will be hosting events and proclaiming Fire Prevention Week, October 6 – 12, 2024.

Fires are burning hotter, faster and deadlier than ever before due to lighter more flammable products. In some circumstances you may have as little as three minutes (or even less time) to safely escape a home fire from the time the smoke alarm sounds. Your ability to get out of a home during a fire, depends on early warning from smoke alarms and advanced planning.

The Township of North Frontenac is committed to ensuring the safety of its residents and visitors. Fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk of fire. Residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes.

The Fire Prevention Week 2024 campaign strives to educate everyone about the importance of having working smoke alarms in the home.

A Mayoral Declaration is attached (Attachment #1) for Council's consideration. If approved by Council the Declaration will be posted on the Township's Website, Social Media and included in the Frontenac News.

Fire Prevention Banners promoting "Smoke alarms: Make them work for you!" will be posted at each of the Fire Stations and at the Clarendon Central Public School. The Banner for the North Addington Education Center is provided by the Kaladar/Barrie Fire Department.

An Open House will be conducted at the Ompah Fire Station, (date to be determined) hosted by the North Frontenac Fire Department, to promote Fire Prevention Week, with a free BBQ, and a live fire demonstration.

The KFL&A Fire Prevention Committee will be launching an aggressive multi media campaign for Fire Prevention Week. This campaign is comprised of Social Media and extensive radio programming.

Financial Impact:

Total budget in 2024 for Fire Prevention Public Education is \$4,000 for the following:

- Fire Life Safety Educator Training and meetings;
- Fire Prevention Kit;
- Fire Prevention Week Banners;
- Public Events notice in the Frontenac News;
- Mayoral Declaration in Frontenac News;
- Fire Prevention Week Open house and BBQ;
- Smoke Alarms

Attachments:

[2024-09-04 Fire Prevention Week, October 6 - 12, 2024 Attachment 1](#)



Mayor's Declaration Annual Fire Prevention Week

“Smoke alarms: Make them work for you!”

It's time for Fire Prevention Week! The North Frontenac Fire Department is educating families about smoke alarms and how they help keep us safe. This year's campaign is “Smoke alarms: Make them work for you!”. Fire Prevention Week runs from October 6 – 12, 2024.

With fires burning hotter, faster, and deadlier than before, and with Ontario recording 133 fire-related fatalities in 2022 (the highest in decades), we must keep promoting fire safety preparedness.

Fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire. The leading cause of household fires is still unattended cooking.

THEREFORE, I (Gerry Lichty) Mayor of the Township of North Frontenac do hereby declare October 6 - 12, 2024, as Fire Prevention Week throughout the Township, and I urge all people in North Frontenac to keep yourselves and those around you safe while at home, maintain and check your smoke alarms, practice your fire escape plan; have two ways out in the event of a fire emergency; and please support and learn from the many public safety activities and efforts by our own North Frontenac's Fire and Emergency Services, during Fire Prevention Week 2024.

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Community Sport and Recreation Infrastructure Fund - Plevna Ice Rink/Pickleball Courts

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Community Sport and Recreation Infrastructure Fund - Plevna Ice Rink/Pickleball Courts";

And That Council supports the Application to the Community Sport and Recreation Infrastructure Fund and continues to support promoting a healthy lifestyle for North Frontenac residents by increasing 4-season recreational opportunities and the continued provision of safe, efficient and enhanced recreation facilities, trails and parks;

And That Council approves the MCD's Application to the 2024 Community Sport and Recreation Infrastructure Fund;

And That Council directs the Treasurer to transfer the estimated \$3,000 (plus non-recoverable HST) from the Recreational Land Obligatory Reserve Fund to cover up-front engineering costs to submit with the grant Application;

And That Council directs the CAO to sign the Application for Funding and to enter into a Funding Agreement with the Community Sport and Recreation Infrastructure Fund upon the Township's successful Application for project funding;

And That Council directs the MCD to have phase one the new rink project completed if the Application for Funding is successful and permits the MCD to solicit businesses/community groups for sponsorships to assist with the Township's portion of the project;

And That Council directs the Treasurer to transfer up to \$121,994 (which includes 10% contingency) from the Canada Community Building Fund (CCBF) to pay the Township's portion of the grant, if successful;

And That Council directs the MCD to explore future grant opportunities for phase two of this project and bring back information in the future regarding potential funding opportunities for Council's consideration.

Background:

The Community Sport and Recreation Infrastructure Fund (CSRIF) is a cost-shared program launched as part of the 2024 Provincial Budget: Building a Better Ontario to foster healthier and more active lifestyle for families; make sport more accessible and to help more communities across the province host local, national and international sport events and competitions. The Province is investing up to \$200 million over 3 years to support Ontario's growing communities with new and revitalized sport and recreation facilities.

The deadline to submit for the grant is: October 29, 2024.

The Plevna Rink is currently in need of a major rehabilitation. The asphalt is undermining and does not hold water, the surface is unlevel and has dips that fill full of water and makes the pickleball courts difficult to play on, the plywood needs replacement and has dated/inefficient lighting.

Researched By:

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

Comments:

The Plevna Rink and Pickleball courts are multi-use. In the winter it is used as an ice rink, and in the spring, fall and summer as pickleball courts, basketball court, ball hockey, and also used for events such as summer fest, private events, etc.

This project aims to strengthen and enliven our community, provide our residents and visitors with opportunities to participate in sport and recreation activities and support the health and well-being of children, families and seniors.

- **Community Need** - this project is a major need and priority in our community. The closest rink/pickleball courts are over 50kms away from Plevna and it is not manageable for many of our residents to travel this far. This project will enhance sport, recreation and events for many years to come and will extend the playing seasons as well as rain, shine or snow playing/activities.
- **Community Support** - There has been support for this project for many years, including over 30 years ago when the Hockey Moms and Dads raised money in the community, and are still holding onto this money for this project. Some other local groups have already provided their preliminary support stating things such as *"As the fastest-growing sport in Canada, pickleball brings people together. It has created a sense of community between full-time residents and cottagers in our area from Canonto Lake to well past Ardoch. It provides healthy exercise for all age groups and gives families a great way to spend quality time together."* and *"The Plevna rink is currently used all-year long for a variety of purposes, and it is enjoyed by children and adults alike. Its improvement would encourage more people in the community to participate in its use, either for sport or special events"*
- **Economic Impact** - having people travel into our community for a facility like this is not uncommon, this will allow more people to come to our community for sports, allow our events to grow, more events to happen and allow residents and visitors to spend more money in our community while they are here.
- **Accessibility** - the new facility will be built following the guide to Accessibility in recreation, which will allow more inclusive access and play for people of all abilities.

Due to the Plevna Rink needing major rehabilitation, it is recommended that the Township look at a two-phase project to rehabilitate the rink and add a roof. Phase One of the project would include: demolition of existing structure, hoe ramming perimeter to provide more space, new concrete slab, new rink boards & netting, line painting, etc. Phase Two of the project would include: roof installation

and new electrical/lighting. Note: existing lighting would remain in place until phase 2 of the project is completed.

It is proposed that the Engineering work (estimated at \$3,000 plus non-recoverable HST) be completed prior to submitting the grant application, in an effort to have more chance of success and be shovel ready. This could be funded from the Recreational Land Obligatory Reserve Fund (estimated year-end balance per the 2024 budget \$11,192). Purpose per the Reserve/Reserve Fund Policy – “Created in accordance with subsection 42 (14) and (15) of the Planning Act for the purpose of cash-in-lieu of conveyance of land for a park or other public recreation purpose, including the erection, improvement or repair of buildings, and the acquisition of machinery for park or other public recreation purposes”). This work will not be eligible for reimbursement for the funding opportunity.

In initial consultation with local groups, we have received up front financial support from local groups, also the Clar Mill Hall Committee advised they could target specific fundraising to contribute more to the project:

- Clar Mill Hall Committee - \$500 (Phase 1)
- Hockey Moms and Dads - \$14,157 (Phase 2)
- Ompah Youth Group - \$1,605 (Phase 2)

Support Letters from local groups:

- Clarendon Central Public School Parent Council
- Plevna Picklers'
- Clar Mill Hall Committee

Strategic Plan Alignment

The Townships Strategic mission is "empowering our community, protecting our environment" and vision "committed to our community's well-being by delivering efficient, sustainable, and inclusive services that enrich lives while protecting the environment". The strategic priority "Vibrant and Inclusive Community" has a strategic action "promote a healthy lifestyle" which includes outcomes as: increased community engagement, increased 4-season tourism/recreational opportunities and continued provision of safe, efficient and enhanced recreational facilities, trails and parks.

Financial Impact:

Up-front costs (not eligible for reimbursement):

- Engineering work (estimated at \$3,000 plus non-recoverable HST) to be funded from the Recreational Land Obligatory Reserve Fund (estimated year-end balance per the 2024 budget \$11,192).

Eligible Grant Costing:

Phase One (2025) - Demolition, hoe ramming, installation of concrete slab, new rink boards & netting, line painting, etc.)

- Pre-tax Amount \$352,400
- 10% Contingency \$35,240
- Non-exempt HST \$6,202.24 (not eligible for reimbursement by grant)

- Grant (70%) of the pre HST amount (including contingency) - \$271,348
- Donations - \$500 + targeted fundraising if grant is approved, which will lessen the Townships portion if received.

- Township Portion (30% less donations + non-exempt HST, including contingency) - \$121,994.24

We will also attempt to offset the Township Portion by obtaining Business (or other local groups) Donations/Sponsorships; however, cannot guarantee funds.

It is proposed, if successful with the grant application the Township portion (estimated at approximately \$121,994) to be funded from the Canada Community Building Fund (CCBF) (estimated year-end balance per the 2024 budget \$1,016,858). Purpose per the Reserve/Reserve Fund Policy – “The Canada Community-Building Reserve Fund provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues”. This project would fit the CCBF category for Recreational infrastructure – investments in the construction, material enhancements, or renewal of recreational facilities or networks.

Phase Two (2026 or beyond) - Roof installation & new electrical - the MCD would be looking for new grant opportunities in 2025 and beyond for a future install if successful.

- Pre-tax Amount \$270,600
- 10% Contingency \$27,060
- Non-exempt HST \$4,762.56 (not eligible for reimbursement by grant)

- Grant (70%) of the pre HST amount (including contingency) - \$208,362
- Donations - \$15,762 + targeted fundraising if grant is approved, which will lessen the Townships portion if received.

- Township Portion (30% less donations + non-exempt HST, including contingency) - \$78,298.56

It is proposed, that Council directs the MCD to explore future grant opportunities for phase two of this project and bring back information in the future regarding potential funding opportunities for Council's consideration.

Future Savings:

- Less staff time to maintain
- Rink liner no longer required
- Annual asphalt sealing no longer required (concrete sealing on less frequent basis)
- Energy efficient lighting
- Potential for event rental in future

Attachments:

[Rink Rehabilitation - PowerPoint](#)

Plevna Outdoor Rink & Pickleball Courts Rehabilitation

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

Alignment with Strategic Plan

VIBRANT AND INCLUSIVE COMMUNITY

STRATEGIC ACTION

Promote a healthy lifestyle

DESIRED OUTCOMES

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

Current State

- Asphalt undermining
- Plywood needs replacement
- Boards in need of repair
- Unlevel + rough surface
- Old/inefficient lighting
- No covering



Proposal – Phase One (1) - 2025

Demolition, hoe ramming, installation of concrete slab, new rink boards & netting, line painting, etc.

- Pre-tax Amount \$352,400
- 10% Contingency \$35,240
- Non-exempt HST \$6,202.24 (not eligible for reimbursement by grant)
- Grant (70%) of the pre HST amount (including contingency) - \$271,348
- Donations - \$500 + targeted fundraising if grant is approved, which will lessen the Townships portion if received.
- Township Portion (30%, less donations + non-exempt HST, including contingency) - \$121,994.24



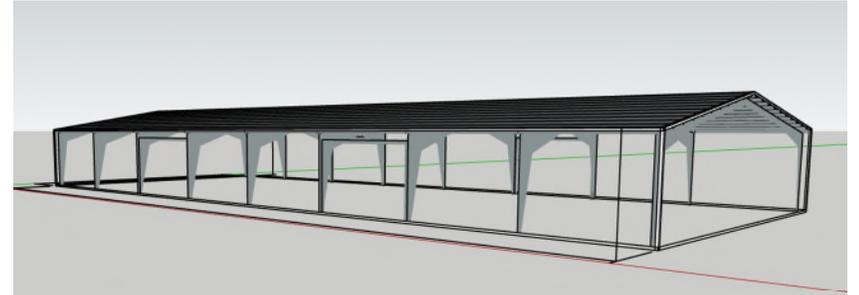
Attempt to offset the Township portion by obtaining Business (or other local groups) Donations/Sponsorships

Proposal – Phase Two (2) – 2026 or Beyond

(Dependent on funding opportunities)

Roof installation & new electrical

- Pre-tax Amount \$270,600
- 10% Contingency \$27,060
- Non-exempt HST \$4,762.56 (not eligible for reimbursement by grant)
- Grant (70%) of the pre HST amount (including contingency) - \$208,362
- Donations - \$15,762 + targeted fundraising if grant is approved, which will lessen the Townships portion if received.
- Township Portion (30% less donations + non-exempt HST, including contingency) - \$78,298.56



The MCD would be looking for new grant opportunities in 2025 and beyond for a future install if successful.

Benefits & Support

This project aims to strengthen and enliven our community, provide our residents and visitors with opportunities to participate in sport and recreation activities and support the health and well-being of children, families and seniors.

- Community Need
 - Rural Community
 - Travel Distances
- Economic Impact
- Accessibility
- Community Support
 - Donations
 - Letters of Support
- Extend Playing Time/Seasons
- Healthy Lifestyles

Future Savings

- Less staff time to maintain
- Rink liner no longer required
- Annual asphalt sealing no longer required (Concrete sealing on less frequent basis)
- Energy efficient lighting
- Potential for event rental in future



Recommendation

• Phase One (1)

- Council supports and approves the Funding Application for Phase One (1)
- Council approves the estimated \$3,000 (plus non-recoverable HST) to cover up-front engineering costs to submit with the grant Application;
- Council approves the MCD to have phase one the new rink project completed if the Application for Funding is successful
- Council directs the Treasurer to transfer up to \$121,994 (which includes contingency) from the Canada Community Building Fund (CCBF) to pay the Township's portion of the grant (if successful);
- Council permits the MCD to solicit businesses/community groups for sponsorships to assist with the Township's portion of the project

• Phase Two (2)

- Council directs the MCD to explore future grant opportunities for phase 2 and the MCD to bring back information in the future regarding potential funding opportunities

Thank you Questions?





To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: 2024 Local Government Week October 13-19

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2024 Local Government Week – October 13-19";

And That the Township of North Frontenac hereby proclaims the week of October 13 to 19, 2024 to be Local Government Week in North Frontenac Township and approves the proclamation included in the Administrative Report;

And That Council approves the Local Government Week initiative being an Information Day for grades 9-12 for local Secondary Schools at the Municipal Office on Friday October 18, 2024 if they are interested in participating.

Background:

Local Government Week is a one-week school focused campaign in October intended to celebrate the key role that Ontario Municipal Governments play in helping define the character, priorities and amenities of Ontario's diverse communities. This is an opportunity for students and youth to increase their civic awareness and share their ideas about what's important to them as North Frontenac residents.

Local governments are the closest level of government to our communities. Educating youth for responsible citizenship is critical to ensuring the continued vitality and growth of our local communities. Through participation in Local Government Week, students will learn about local government in a dynamic, experiential environment; gain an understanding of the municipal order of government and its impact on their communities; and learn about the diversity of careers in local government.

Local Government Week is a partnership between the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), Ministry of Municipal Affairs and Housing (MMAH) and the Association of Municipalities of Ontario (AMO).

In 2023, the Township hosted a Local Government Week Fun Day on October 17th where we invited North Addington Education Centre, Clarendon Central Public School and Granite Ridge Education Center grades 3-8. We had approximately 180 children in attendance along with teachers and Educational Assistants. We split the children up by their classes and rotated them around 8 different Activities and provided everyone with a pizza lunch. The Activities/Departments involved included a Budget Game; the Fire Department; Public Works Department; NF Parklands staff; Waste/Recycling

Department; the Building Department and the Ontario Provincial Police. The day was very engaging and fun for the children & everyone took home lots of information and prizes for excellent participation. During the week we also ran a Mock Council contest and a Fire Chief for the day contest.

Researched By:

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

Comments:

Local Government Week is an opportunity to bring awareness regarding the broad range of services and programs that impact the everyday lives of Township residents, Businesses and Stakeholders.

In an effort to promote and educate municipal government to all ages, local government day will be alternated annually between elementary students and high school students.

In 2024, it is recommended that we host a "career fair" style event where high school students grades 9-12 will be invited to explore potential careers in Municipal Government. Potential booths are likely to include Planning, Clerk/Council, Building, Treasury/Accounting, Public Works, CAO/Human Resources, Fire Department, Administrative Assistants, By-law Enforcement, Economic Development, GIS/IT, OPP and Paramedics.

This session will aim to educate students on municipal government and the many local services the Township provides, in hopes of inspiring them to get involved and make a difference.

Throughout the week, the Township will share interesting facts and figures about the municipality and its various Departments on the Township's Social Media pages.

Proclamation:

Whereas the week of October 13-19, 2024 will be celebrated in Ontario as Local Government Week; and

Whereas the municipal level of government performs the functions that significantly impact the day to day life of citizens throughout the world; and

Whereas the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), the Ontario Ministry of Municipal Affairs and Housing and the Association of Municipalities of Ontario (AMO) acknowledge and celebrate the significant role that municipal governments play in helping to define the character, priorities, physical make up and quality of life of communities across Ontario; and

Now Therefore Be It Resolved that the Township of North Frontenac hereby proclaims the week of October 13-19, 2024 to be Local Government Week in North Frontenac Township.

Financial Impact:

There is currently \$1,000 approved in the 2024 Budget for Local Government Week activities.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Housing Enabling Water Systems Fund Grant - Update

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Housing Enabling Water Systems Fund Grant - Update";

And That Council approves resubmitting an Application to the Housing-Enabling Water Systems Fund (HEWSF) Program for the second intake to deliver the Buckshot Lake Road project;

And That the Chief Administrative Officer (CAO) is authorized to sign the HEWSF application;

And That Staff will update Council at a future meeting regarding the status of the updated HEWSF Application.

Background:

At the meeting on April 5, 2024 Council passed Resolution #147-24:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Grant Opportunity - Housing Enabling Water Systems Fund";

And That Council approve submitting an application to the Housing-Enabling Water Systems Fund (HEWSF) program to deliver the Buckshot Lake Road project, including stormwater infrastructure repairs and replacements in the Village of Plevna;

And That the Chief Administrative Officer (CAO) is authorized to sign the HEWSF application;

And That Council approves a sole source Consultant Services agreement with the Greer Galloway Group to complete the planning, detailed design, consultation and external agency approvals, not to exceed \$20,000;

And That Staff will update Council at a future meeting regarding the status of the HEWSF application.

The Grant Application was submitted by the deadline and we were informed on August 7, 2024 that our Buckshot Lake Road project was not approved for funding.

The HEWSF is an Application-Based Program. Projects funded through the program will aim to protect communities by investing in the repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing.

Stormwater projects include linear assets -conveyance piping, ditches and culverts. The focus of the Township's application for Buckshot Lake Road is the management of stormwater and related housing benefits.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

In response to the overwhelming interest from municipalities, the province has opened a second intake for HEWSF, and is investing an additional \$250 million. Applications and all supporting documentation must be submitted by November 1, 2024. Municipalities may resubmit their project Applications or submit new proposals for consideration.

Projects will be evaluated based on the following criteria:

- technical merit (including impact on housing and water systems)
- project readiness
- financial capacity
- critical public health and safety impact

I recommend that we take advantage of the second intake and resubmit our original project, with the submission updated to strengthen housing, water (storm) system improvements and public safety benefits.

Planning and site surveys have been completed for the Buckshot Lake Road project and the detailed design is progressing. Preliminary design drawings have been submitted to Public Works for review.

Financial Impact:

Consistent with the initial intake, projects will be cost shared between municipalities and the province to a maximum of 73%.

The preliminary estimate for the project remains at \$770,000. The Township's share at 27% funding would be \$207,900.

The only cost to the Township at this time to submit a second intake is the required staff time.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Housing-Enabling Core Servicing Funding Stream - Grant Application

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Housing-Enabling Core Servicing Funding Stream - Grant Application”;
And That Council approves submitting an application to the Housing-Enabling Core Servicing Funding Stream (HECSF) program to deliver the Ardoch Road Road projects;
And That the Chief Administrative Officer (CAO) is authorized to sign the HECSF application, and the Agreement for funding if successful;
And That Staff will update Council at a future meeting regarding the status of the updated HECSF application.

Background:

The Housing-Enabling Core Servicing Funding (HECSF) stream will help municipalities build, maintain and repair municipal roads, bridges and culverts. These projects will unlock new housing opportunities and ensure communities have safe and reliable roadways and transit infrastructure.

All municipalities that own road and bridge assets are eligible to apply for funding.

To be eligible for funding, projects must:

- enable housing development.
- be stand-alone or a component of a larger project.
- include a capital component and may also include pre-construction planning and design work.
- be new construction, rehabilitation/repair, reconstruction or replacement.
- have a clear start and end date.
- be in the process of, or completed, the design and planning phase.
- have not started construction.
- meet all relevant provincial regulatory requirements.

Roads and bridge assets (bridges include culverts with a span greater than 3m) are eligible for funding, including:

- any road and bridge asset that is physically connected to a housing development.
- site servicing costs related to the asset(s) funded by the project, including utility relocation.

Researched By:

Darwyn Sproule, Public Works Manager
Kelly Watkins, Treasurer

Comments:

We are proposing a project on Ardoch Road as the basis of this grant application. The project includes the rehabilitation / repair from south of Ardoch to a point north of the Crotch Lake Access Road. The estimated length of this project is 12.3 km and this work will complete the rehabilitation / repair of Ardoch Road. The scope would include culvert replacements, frost heave repairs and grade raises as required, followed by pulverizing and surface treatment.

We feel the project is eligible based on the criteria specified for the grant. We will address the requirement for 'any road asset to be physically connected to a housing development', given the connection to both the Ardoch Lake Subdivision and Wilderness Estates, which are both directly serviced by Ardoch Road.

The Road Needs Study Report includes the proposed constrained 5 year roads program. There are three Ardoch Road sections identified in 2027 and thirteen in 2028 on the proposed program. The cost of these projects is estimated at \$1,000,000 plus \$200,000 for culverts, for a total of \$1.21M.

Applications and all supporting documentation must be submitted by 4:59 p.m. (EST) on October 18, 2024.

Projects must start no later than September 30, 2025, and must be completed no later than March 31, 2028.

One single project may include multiple tenders; however, all the work must be inter-related.

Financial Impact:

Projects will be cost shared between municipalities and the province. The province would fund a maximum of 50% (up to \$20 million) of eligible project costs, and the municipality would be required to fund all remaining (a minimum of 50%) project costs, including any cost over-runs or escalations.

The Township's share would be \$600,000 based on the estimated cost and the cost sharing formula. This is a significant commitment, but the projects / costs represent work currently identified in the constrained 5 year capital program for 2027 and 2028 by the Road Needs Study Report. The grant provides a potential opportunity to receive 50% funding for this work:

2027 - \$304k

2028 - \$696k

Culverts - \$200k

Total \$1.20M

If the grant application is approved, we propose advancing the program to be staged over 1 or 2 years, to distribute the expenditures and to meet the March 2028 completion date. The work can be tendered as smaller individual contracts to match program needs.

If the funding is approved, the resulting savings of \$600k could then fund additional hard-surface road improvements while remaining within the regular budget allocation.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Request to Advance The Tandem Truck Purchase From 2025 to 2024

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to Advance The Tandem Truck Purchase From 2025 to 2024";

And That Council approves advancing the purchase of the Tandem Truck from 2025 to 2024 per the 10 Year Capital Plan;

And That the costing be increased from \$380,000 to \$415,000.

Background:

The 10 Year Capital Plan includes the purchase of a Tandem Plow Truck in 2025 at a cost of \$380k. This new truck will be replacing a 2015 Unit.

Our 2012 Unit (T12) that was replaced in 2022 served as our spare plow truck last season 2023/24 and this summer. We recently determined that T12 will not pass a safety inspection given (frame) corrosion issues. This will leave us without a spare plow truck and or sander for the winter season 2024/25.

Researched By:

Darwyn Sproule Public Works Manager

Comments:

Operating this winter without a spare plow truck is a significant risk in the event of a breakdown. Routes would have to be adjusted and the level of service provided could be impacted.

Order / delivery times have improved since Covid but are still significant. Some suppliers are preparing units in advance, with standard features, in anticipation of orders. If we were able to secure one of these units the delivery time could be significantly reduced.

I recommend advancing the tendering of the Unit scheduled for 2025 to 2024 to proceed with procurement as soon as possible, and minimize the period of time that we operate without a spare unit.

The cost of plow trucks has increased to \$415,000 from the previous cost of \$380,000 (in the 2025 budget) due to market conditions.

Financial Impact:

Advancing the procurement to 2024 will accelerate the process but will not impact the expenditure if the unit is delivered in 2025. Given the timing for procurement, we may not actually purchase / take delivery of a unit until 2025.

We recommend increasing the budget for the unit from \$380,000 to \$415,000. This purchase will be funded from the Roads Sustainability TCA Reserve Fund. The estimated year end balance based on the 2024 budget estimates is \$669,566.



To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 12 Sep 2024
Re: Matawatchan Road Capital Improvements - Funding Request

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Matawatchan Road Capital Improvements - Funding Request";
And That Council approves funding the Matawatchan Road project in the 2025 10 Year Capital Plan, on a 50/50 basis with the Township of Greater Madawaska, to a maximum amount of \$340,000;
And That the approved funding arrangement is contingent on North Frontenac and Greater Madawaska Townships executing a Boundary Road Agreement and the required By-laws;
And That the North Frontenac Public Works Manager and Greater Madawaska Clerk Treasurer shall complete the required Agreement and By-laws for Council's consideration.

Background:

A portion of Matawatchan Road is on the boundary between North Frontenac (NF) Township and the Township of Greater Madawaska (GM); also being the Frontenac and Renfrew County boundary. The Boundary Road section is 3.3km long with short sections in both NF and GM, but the majority of the road is located directly on the boundary.

In accordance with the Municipal Act, where the road deviates from the boundary because of physical difficulties or obstructions (our situation), the highway shall be deemed to be the boundary line between the two municipalities for the purposes of determining jurisdiction over the highway.

Common practice for Boundary Roads is for the proponent of a capital project to give the other Municipality advanced notice of the pending work, and to then share the cost on a 50-50 basis. This is often detailed as a condition in a Boundary Road Agreement between the two Townships.

Researched By:

Darwyn Sproule Public Works Manager

Comments:

We were unable to find a Boundary Road Agreement between NF and GM for the Matawatchan Road. We have a Draft Agreement that was reviewed by both Townships in 2023 but it was never finalized.

Matawatchan Road is in very poor condition and requires considerable patching / maintenance. The Township's most recent Road Needs Study Report (November 2023) identifies the Matawatchan Road as a NOW / 2024 need in the Unconstrained Annual Program. The Township's 5 year

Constrained Annual Program does not currently include Matawatchan Road based on an annual budget for hardtop roads of \$700k, and numerous other priorities.

Although shared with GM as a Boundary Road, Matawatchan Road is included in our road inventory. Currently we maintain the sections that are within NF and patching takes considerable effort given the poor condition. The rehabilitation is recommended as a high priority.

GM have the shared portion of Matawatchan Road in their Asset Management Plan to be completed in 2025. GM complete all capital roadwork in-house and have provided an estimated cost to complete the road, as follows:

Guiderail – \$24,000
Gravel – \$115,347.92
Asphalt - \$385,500
Culverts – \$13,367
Pulverizing - \$10,000
Internal Salaries - \$51,480
Species at risk Study - \$5000
Quality control and compaction testing - \$10,000
Line Painting - \$2250
Total = \$616,944.92

Our share of this project (at 50%) would be \$308,472.46. and I recommend contingencies of 10% resulting in a total of \$340k. GM are using hot mix asphalt for this project and I support this given the 50/50 cost sharing.

I recommend that Council approve funding this project for 2025 given the poor condition of the road surface, the challenge for NF to patch /maintain the road on a regular basis, the pavement Section is identified as a NOW need by the most recent Road Needs Study Report and GM are prepared to fund the project in 2025.

Financial Impact:

If approved, the cost of \$340,000 will be included in the 2025 10 Year Capital Plan. Then if additional funding is not approved for the 2025 Capital Plan during the budget process, the projects / work currently identified in the Constrained Annual Program planned for 2025 will be adjusted based on the available funding.

The pulverizing work recently approved for this 2024 season on South Lavant Road will partially reduce the budget pressure next season. But we do not know the final value of this work yet ie Capital Plan savings to apply in 2025.

GM have confirmed that Matawatchan Road is on the approved 10-Year Capital Plan.

We recommend the approved funding be contingent on completion of the Boundary Road Agreement between NF and GM, and passing of the required by-laws.



Environmental Task Force Minutes

9:30 AM - Wednesday, August 28, 2024
Council Chambers

Present: Councillor Roy Huetl (Chair); Councillor Fred Fowler; Deputy Mayor John Inglis (Electronic Participation); Paul Asselin, Mike Ward, Katie Surra, Marlene Spruyt, Bruce Moore (Electronic Participation), and Ange Defosse (Electronic Participation)

Also Present: Darwyn Sproule, Public Works Manager, P. Eng. and Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M., (Secretary)

1. Call to Order of the Inaugural Meeting

a) *Introduction of Members and staff.*

The Chair called the meeting at 9:30 a.m. All members introduced themselves.

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. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Environmental Task Force Notes

a) *None.*

5. Business Arising

a) *None.*

6. New Business

a) *Chair - Procedural Policy and Process*

The Chair advised the applicable sections of the Procedural Policy were included in the Agenda. He also advised the Task Force will follow Robert's Rules. Members should be

acknowledged by the Chair and only one Member should speak at a time. The meetings will not be formal but a level of decorum is required.

The Task Force was also advised they will receive the Meeting Notes by email following the meeting and if they have any comments, questions or concerns they should advise the Secretary. The Notes will be provided to Council and include any recommendations from the Task Force.

b) *Draft Terms of Reference*

The Task Force reviewed the draft Terms of Reference and brainstormed some ideas for the proposed Mission, Vision, Mandate and Milestones and Tasks including:

Mission: To assess and provide recommendations regarding policies and programs in regards to environmental protection; building localized adaptation, mitigation, resiliency in the face of climate change; educate local citizenship and community.

Vision: Health of residents and local wild spaces.

Mandate: To provide recommendations to Council on policies and programs to protect the environment and to provide recommendations on an action plan to manage/mitigate climate change impacts.

Topics of Discussion included:

1. Education and leadership: newsletters included with tax bills, website, social media.
2. Investigate the FCM – Green Municipal Fund: Requires a local group to implement an Environmental Action Plan. It was noted there is a Frontenac area based group starting.
3. Energy reduction, including municipal energy use being more efficient: considering electric vehicles, solar panels, etc. The Township is required to prepare an Energy Conservation and Demand Management Plan every five years and report annually.
4. Identify existing initiatives: how we can expand/support them (i.e. community gardens, litter pick-up events, etc.). The community garden concept was discussed. A community garden allows people to grow food, encourages sharing knowledge and increases social interactions. The Township could support this by providing space for the garden(s) similar to the Indigenous & Healing Garden at the Barrie Hall and the Butterfly Garden at the Clar-Mill Hall.
5. Invasive species.
6. Septic inspections.
7. Short-term accommodations.
8. Waste reduction (free give away days, policy against plastic bottles, re-use centre).

9. Adaptation: infrastructure changes, lake level modeling difficult, increased weather events and severity, less snow/more rain, a lot of variability
10. Emergency planning: extreme events – cooling centres/warming centres.
11. Green energy: solar farms, battery storage, IESO accepting proposals from private proponents for solar farms/wind turbines.

The Task Force noted that any initiatives have to be cost effective and or show a savings in order to motivate people and be supported.

The Task Force would like to further explore these ideas before completing the draft Terms of Reference for Council's consideration. The ideas brainstormed were incorporated into the draft Terms of Reference and will be discussed at the next meeting.

During this discussion some information was shared from other sources to provide information to focus the discussions including:

Tay Valley Township's mandate purpose: <https://www.tayvalleytwp.ca/en/municipal-government/green-energy-and-climate-change-working-group.aspx#Additional-Information>

Graph showing CO2 emissions globally:

<https://www.visualcapitalist.com/global-co2-emissions-through-time-1950-2022/>

IESO information on Distributed Energy Resources:

<https://www.ieso.ca/Learn/Ontario-Electricity-Grid/Distributed-Energy-Resources>

Hydro One Low Rate Plan:

<https://www.hydroone.com/rates-and-billing/rates-and-charges/electricity-pricing-and-costs>

Township of North Frontenac's Energy Conservation and Demand Management Plan:

<https://www.northfrontenac.com/en/township-services/resources/Documents/Energy-Conservation-and-Demand-Management-Plan---2019-2023-Final.pdf>

Deputy Mayor Inglis has a collection of books he is willing to share if you contact him by email at john@lwl.ca including:

- 1- 'Carbon Shift'; multiple authors, edited by Thomas Homer-Dickson; 2010
- 2- 'Fire Weather- The Making of a Beast'; John Vaillant; 2023
- 3- 'Canada And Climate Change'; William Leiss; 2022
- 4- 'Between Doom and Denial- Facing Facts About Climate Change'; Andrew Leach; 2023
- 5- 'Our Final Warning- Six Degrees of Climate Emergency'; Mark Lynas; 2020
- 6- 'Angry Weather'; Freidrike Otto; 2019
- 7- 'Hothouse Earth- An Inhabitant's Guide'; Bill McGuire; 2022
- 8- 'Novacene'; James Lovelock; 2019
- 9- 'The Uninhabitable Earth- Life After Warming'; David Wallace-Wells; 2019
- 10- 'The Sixth Extinction- an Unnatural History'; Elizabeth Kolbert; 2014
- 11- 'The Great Displacement'; Jake Bittle; 2023
- 12- 'The Rare Metals War'; Guillaume Pitron; 2018

13-'Cobalt Red'; Siddharth Kara; 2023

14-'Before The Collapse- A Guide to the Other Side of Growth'; Ugo Bardi; 2020

15-'How the World Really Works'; Vacalv Smil; 2022

c) *Meeting Date Schedule*

It was the consensus of the Task Force to meet on the last Tuesday of each month at 9:00 am. The Secretary will circulate a schedule for the remainder of 2024 and 2025 to the members.

7. Adjournment

a) *Meeting adjourned 10:56 a.m. until September 24, 2024.*

Chair



Economic Development Task Force Minutes

9:30 AM - Monday, August 19, 2024
Council Chambers

Notes of the Economic Development Task Force held on Monday, August 19, 2024 at 9:30 AM at the Council Chambers.

Present: Councillor Stephanie Regent (Chair); Deputy Mayor John Inglis;
Councillor Roy Huetl; Betty Hunter; Cyndy Bonello; Danielle Kesco;
Derrick Lancaster and Dan Vaillancourt

Absent with Regrets: Paul Thiel

Also Present: Brooke Ross, Dipl.M.A., Manager of Community Development (MCD);
Richard Allen, Manager of Economic Development, County of
Frontenac and Lori Newman (Secretary)

1. Call to Order

The meeting was called to order by the Chair at 9:30 a.m.

2. Traditional Land Acknowledgement

Councillor Stephanie Regent (Chair) read the Traditional Land Acknowledgement.

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Economic Development Task Force Notes

- a) ***Notes of the July 15, 2024 EDTF Meeting as approved via email and were received for information at the July 25, 2024 Regular Meeting of Council.***

5. Business Arising

- a) ***Identify barriers to housing development and potential solutions – Inglis, Regent, Lancaster, Kesco***

The working group reported that they will be continuing to meet to create a more focused plan to identify barriers to housing development and potential solutions for Council's consideration. The County of Frontenac Planners will be consulting with the Task Force as well.

- b) ***Fall Business Bus Tour (September 18, 2024 - 8:00am) – Vaillancourt, Hunter***

The working group reported that the Bus Tour for Businesses to attend other Businesses throughout the Township in 2024 has been cancelled due to a significant number of businesses not participating in this event, along with the cost of bussing.

c) *Welcome Package – Bonello*

Cyndy Bonello reported that she completed an inventory of the brochures, business cards and advertising products for the Welcome Packages and will be reaching out to see if more businesses would like to get involved. Cyndy will provide the MCD with a memo to send out to all businesses.

d) *Business Breakfast (October 3, 2024) – Hunter, Huetl, Bonello*

The working group informed the EDTF that they have confirmed the guest speakers and will be sending out emails to invite the businesses to the Business Breakfast soon.

e) *Business Profiles (Thiel, Lancaster)*

Derrick Lancaster completed the September & October Business Profiles featuring Buckshot Tree Service & Brandon's Lawncare.

f) *SummerFest (July 19, 2025)- Inglis, Hunter, Bonello*

The Summer Event sub-committee provided a Summerfest Debrief to the EDTF to review. The event was very well attended and very well received. There were approximately 650 people in attendance.

The Summer Event sub-committee would like to ask Council to consider a request for \$10,000 for the third annual North Frontenac Summer Event planned for July 19, 2025. The funds will cover the operating costs of the festival. The sub-committee would also like to ask for Municipal staff assistance for setting up on the day before the event for parking set up as well as after the event for parking tear down.

g) *WinterFest (February 22, 2025) - Inglis, Hunter, Bonello*

The WinterFest date has been set for February 22, 2025 and the sub-committee will meet to begin planning this event.

h) *Spring/Fall Foodilicious Event - Thiel, Regent*

Danielle Kecso volunteered to be part of the sub-committee working on the Spring/Fall Foodilicious initiative. Stephanie Regent, Danielle Kecso and Paul Thiel will meet to discuss the potential event and will report back to the EDTF. At this time, they will likely work on a Spring 2025 Foodilicious, as there is not time to complete this in fall 2024.

i) *Mural Project (Unveiling October 4, 2024)*

The unveiling of the Round 9 Art Murals will take place at the North Frontenac Regular

Meeting of Council on October 4, 2024.

j) *Information Booth Kiosk – Regent, Kecso, Thiel*

The Information booth/kiosk working group is pending the Sign By-law and will bring back to a future EDTF meeting for consideration before submitting for Council consideration. Stephanie Regent will request an update from the Public Works Manager and will bring back information to the next EDTF meeting.

6. New Business

a) *MCD - Tradesperson Breakfast - Friday September 20*

The MCD informed the EDTF that the Tradesperson Breakfast will take place on September 20th, 2024 at North of Seven Restaurant as a thank you to the tradespeople in the township. The Invitations will be sent out as the date gets closer. Betty Hunter requested that the tradespeople are also informed of the information and resources that will be available at the October 3rd “Business Breakfast” at the Clar-Mill Hall.

b) *MCD - Volunteer Appreciation Dinner - Monday August 26*

The MCD informed the EDTF of the Volunteer Appreciation Dinner to be held on Monday August 26th @ 5:30 p.m. Many volunteers have RSVP'd to the invitations and it is expected to be well attended.

c) *MCD - 2025 Budget*

The MCD advised the EDTF that we are working on having the 2025 Economic Development Budget approved by the end of 2024 and that the EDTF will begin to discuss at September's EDTF meeting. The MCD will forward a copy of the 2024 Work Plan to the EDTF members so that anything financial coming out the 2025 Work Plan is included in the proposed budget.

The EDTF has requested that the following be considered in the 2025 draft proposed budget:

- \$30,000 Community Improvement Plan 2025 top-up
- \$10,000 Summer Fest Budget
- Part-time Staff to assist with Economic/Community Development

7. Adjournment

a) *Meeting adjourned at 9:30 a.m.*

NOTE : The next meeting of the EDTF will take place on Monday, September 23, 2024 at 9:30 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

Recommendations to Council

Be It Resolved That Council receives for information the August 19, 2024 Notes of the Economic Development Task Force (EDTF);

And That Council directs the Manager of Community Development to include the following in the draft proposed 2025 Budget for consideration:

- \$30,000 Community Improvement Plan 2025 top-up
- \$10,000 Summer Fest Budget
- Part-time Staff to assist with Economic/Community Development

Received by Council on September 12, 2024.

Councillor Stephanie Regent, Chair
Township of North Frontenac EDTF



Committee of Adjustment Minutes

1:00 PM - Monday, July 22, 2024

Council Chambers

Present: Carl Tooley (Chair), Garry Wood, Jim Ogilvie, and Brent Smith (Electronic Participation)

Also Present: Tara Mieske, Secretary/Treasurer; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Sonya Bolton, Manager of Community Planning, County of Frontenac (Electronic Participation); Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac; and Jennie Kapusta, Community Planner, County of Frontenac

1. Call to Order

The Chair called the meeting to order at 1:00 p.m.

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) *July 22, 2024*

22-24 Moved by Garry Wood, Seconded by Jim Ogilvie

Be It Resolved That the Committee approves the Agenda dated July 22, 2024, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Delegations

None.

6. Adoption of Minutes

North Frontenac Committee of Adjustment Minutes

July 22, 2024

Page 1 of 6

a) ***Minutes of Meeting***

23-24 Moved by Garry Wood, Seconded by Jim Ogilvie

Be It Resolved That the Committee adopts the Minutes of a Meeting held on June 24, 2024, as circulated.

Carried

7. Business Arising Out of Minutes

a) ***Resolution #16-24 and #17-24 - Severance Application File #B08/24 and Minor Variance File #A04/24 - Ben Thompson and Greg Thompson - Deferred at the June 24, 2024 Meeting***

Ben Thompson and Greg Thompson attended the meeting electronically.

Jennie Kapusta, Community Planner, provided an overview of the application to create one new lot with an approximate area of 1.52 acres and 77 metres of road frontage on Gull Lake Road. She noted the applicants are proposing a water frontage of 61 metres, requiring a Minor Variance application (File #A04/24) for reduced frontage. She advised the retained parcel will have an area of approximately 3.31 hectares with 100 metres (+/-) of frontage on Gull Lake Road, 59 metres (+/-) of frontage on Thompson Road and 167 metres of water frontage.

Kapusta reviewed the decision by North Frontenac Council for the proposed land exchange between the Township and the property owners. She advised a neighbouring property owner expressed concerns at the meeting on June 24, 2024, with the land exchange and the Minor Variance for reduced water frontage, as well as the impact of increased density on waterfront lots and setting a precedent for future requests for reduced water frontage. She noted the neighbour no longer has objections to the planning applications.

Kapusta advised the parcel is developed with five structures, which will be removed and replaced with a single dwelling on each lot and appropriate septic system. She noted there are no anticipated impacts to the waterbody or wetland; and, in this case, there is a benefit to permitting the reduced frontage. Kapusta advised Mississippi Valley Conservation Authority (MVCA) had no objections or concerns with the proposed new lot. She noted the septic report confirmed the severed and retained lots are suitable for septic installation.

Kapusta recommended approval of the applications, subject to the conditions included in the planning report.

Carl Tooley noted the proposed land exchange is between the Township and property owners; and is not a matter for the Committee to consider. He advised he attended the site on June 12, 2024 and the required marking cards were posted. He noted the

proposed lots are large, with useable waterfront. Tooley noted there appeared to be suitable building envelopes outside the 30 metre setback. He recommended approval of the applications, subject to the conditions included in the planning report.

24-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Whereas, at the meeting on June 24, 2024, the Committee of Adjustment passed Resolution #17-24 deferring Planning File #A04-24 - Application for Minor Variance – Ben Thompson and Greg Thompson, Thompson Road (Big Gull Lake) – until comments provided at the meeting were addressed by Township staff, Council or the solicitor;

Therefore Be It Resolved That, as the comments have been addressed in the Planning report, the Committee approves Planning Application File #A04/24 subject to the conditions noted in the planning report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by August 2, 2024.

Carried

25-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Whereas, at the meeting on June 24, 2024, the Committee of Adjustment passed Resolution #16-24 deferring Severance Application File #B08/24 – Ben Thompson and Greg Thompson, Thompson Road (Big Gull Lake) – until comments provided at the meeting were addressed by Township staff, Council or the solicitor;

Therefore Be It Resolved That, as the comments have been addressed in the Planning report, the Committee approves Planning Application File #B08/24 for the creation of one new lot subject to the conditions noted in the planning report;

And That the Secretary shall issue the Notice of Decision by August 2, 2024;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

8. Zoning By-law Amendment Application (Recommendation to Council)

None.

9. Consent Applications

None.

10. Minor Variance Applications

- a) ***File #A07/24 - Minor Variance for Reduced Setback of Accessory Structure from the High Water Mark - Part of Lot 29, Concession 2, Geographic Township of***

Palmerston (1076 Goudge Drive)

Giles and Shannon Leo, applicants, were present for the meeting.

Dmitry Kurylovich, Senior Planner, provided an overview of the Minor Variance application to permit a sleep cabin with a reduced setback from the high water mark of Palmerston Lake. He advised the applicants are proposing a sleep cabin with an area of 10 square metres and a setback of 12 metres from the waterbody. He noted Palmerston is a Lake Trout Lake Not at Capacity. Kurylovich advised the sleep cabin was built without planning approval or a building permit.

Kurylovich advised the Official Plan designation of the property is Hamlet/Waterfront Area and is partly within an Area of Scientific Interest (ANSI). He noted the property is developed with a one storey dwelling, garage and septic system. He advised the property is constrained as to where development can occur due to steep slopes and heavy vegetation. He noted, as the property is part of an ANSI system, it is important to protect the existing vegetation.

Kurylovich advised the sleep cabin is proposed to be located at the toe of a steep slope; therefore Mississippi Valley Conservation Authority (MVCA) has been involved from the beginning of the application process. He advised a Steep Slope Assessment was completed and peer reviewed, with the study demonstrating the proposed development will not impact the integrity of the slope and providing recommendations to ensure the stability of the slope will not be impacted. He advised the Ministry of Environment, Conservation and Parks did not provide comments.

Kurylovich advised the Chief Building Official for North Frontenac had no comments; and that planning staff are of the opinion the minimum distance setback between the structure and septic system have been met.

Kurylovich noted two members of the public provided comments, one in support and one in opposition; and that the concerns were addressed in detail in the Planning Report. He noted Ontario courts have established the course of action to address non-compliance issues with structures and the Township cannot take away the right of a property owner to submit an planning application to remedy the situation. He advised the Zoning By-law is a rigid document; however the Planning Act provides avenues for flexibility when required.

Kurylovich noted there were a number of considerations when reviewing the proposed development:

- The property is narrow, with no available development envelope without excavation of slope;
- The Steep Slope Assessment was supportive of the proposed development;
- The sleep cabin will provide additional accommodation space for growing family;
- There are no anticipated negative impacts on the waterfront and ANSI area;

- No vegetation removal is proposed; and
- The proposed building is clustered with existing development and is below the permitted lot coverage of five percent (5%).

Kurylovich recommended approval of the application, subject to the conditions included in the Planning Report.

Jim Ogilvie advised he attended the site, which is a shallow property with a rock wall. He noted the proposed site for the sleep cabin appears suitable. He noted the development appears consistent with neighbouring residential use. He recommended approval of the application, subject to the conditions included in the Planning Report.

Tooley asked how the sleep cabin will be serviced. Mr. Leo advised there will be no servicing; however he may install a solar panel. Tooley asked how large the existing septic system was and when it was installed. Mr. Leo advised he was unsure about the age of the system, but the system had been inspected by MVCA.

Tooley asked about the ANSI system. Kurylovich advised the province designates areas with natural features that need to be protected by the Township. He noted the Ministry may not publicly identify what needs to be protected within the ANSI area; however with mitigation measures in place, this development will have little to no impact on the ANSI.

Tooley advised he would like a condition included that requires the property owners to have the septic system pumped, inspected and maintained if necessary.

26-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That Planning Application File #A07/24 – Application for Minor Variance – Giles Leo, 1076 Goudge Drive - shall be approved subject to the conditions noted in the planning report;

And That the septic be pumped and inspected to ensure it is functioning properly;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by August 2, 2024.

Carried

11. Other Business

a) 2024 Ontario Association of Committee of Adjustment (OACA) Conference

27-24 Moved by Garry Wood, Seconded by Jim Ogilvie

Be It Resolved That the Committee receives for information the Deputy Clerk/Assistant to the Planning Manager's Administrative Report entitled "2024 Ontario Association of Committee of Adjustment (OACA) Conference"

Carried

b) ***Upcoming OACA Events***

28-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That the Committee receives for information the date and location of the 2024 OACA Seminar and the 2025 OACA Conference;

And That Committee Members interested in attending the 2024 OACA Seminar and/or the 2025 OACA Conference will advise the Secretary.

Carried

12. Adjournment

a) ***Adjournment of the Committee Meeting***

29-24 Moved by Jim Ogilvie, Seconded by Garry Wood

Be It Resolved That the meeting adjourns at 2:31 p.m. until August 26, 2024, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary/Treasurer



Council Portfolios

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

Mayor Gerry Lichty

Portfolio: County Business	Responsibility: <ul style="list-style-type: none"> • Update Council on County Council Activities and Decisions
Portfolio: North Frontenac Lake Association Alliance (NFLAA)	Responsibility: <ul style="list-style-type: none"> • Council Liaison
Portfolio: Municipal Services Corporation	Responsibility: <ul style="list-style-type: none"> • Provide Updates from the Board of Directors

Councillor Wayne Good

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

Councillor Stephanie Regent

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

Councillor Roy Huetl

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

Councillor Vernon Hermer

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

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

Deputy Mayor John Inglis

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

By-law #2024-57

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 September 12, 2024

Whereas Section 9 of the *Municipal Act, S.O.2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2, subject to certain provisions;

And Whereas Section 5(3) of the *Municipal Act S.O. 2001, c.25* – A Municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the September 12, 2024 Regular Council Meeting, be confirmed and adopted by by-law;

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

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Regular Council Meeting held September 12, 2024, be confirmed as actions for which The Corporation of the Township of North Frontenac has the capacity, rights, powers and privileges of a natural person;
2. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac at its Regular Council Meeting held September 12, 2024, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

Read a first and second time this **12th of September, 2024**.

Read a third time and finally passed this **12th of September, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk