

## Regular Council Agenda

5:00 p.m. - Thursday, August 7, 2025

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) August 7, 2025

**Be It Resolved That** Council approves the Agenda dated August 7, 2025, as circulated.

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

### 5. Business Profile

None.

### 6. Presentations

None.

### 7. Delegations

None.

### 8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 9 - 23

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

1. A Regular Meeting of Council held July 10, 2025; and
2. A Special Meeting of Council held July 17, 2025.

[Regular Council - 10 Jul 2025 - Minutes - Pdf](#)

[Special Council - 17 Jul 2025 - Minutes - Pdf](#)

### 9. Business Arising Out of Minutes

- a) Resolution #217-25: Update regarding Official Plan Amendment for Site 24 - 25  
 Plan Control By-law

**Whereas**, at the meeting held on July 10, 2025, Council passed Resolution #217-25 receiving for information the Clerk/Planning Manager's Administrative Report entitled "Amendments to the Township's Official Plan and Site Plan Control By-law"; and that a Public Meeting to receive Public Comments was to be scheduled for August 28, 2025;

**Now Therefore Be It Resolved That** Council receives for information an email from the Clerk/Planning Manager requesting the date of the Public Meeting be deferred until later in the fall of 2025;

**And That** Council approves the request and instructs the Clerk/Planning Manager to provide the date of the Public Meeting to Council once the draft policies have been prepared.

[Resolution #217-25](#)

[Email from CPM](#)

- b) Resolution #215-25: Procedural Policy

26 - 27

**Whereas**, at the meeting held on July 10, 2025, Council passed Resolution #215-25 receiving for information the Clerk/Planning Manager's Administrative Report entitled "Draft Procedural Policy" and that Council instructed the Clerk to review the wording regarding Local Boards;

**Now Therefore Be It Resolved That** Council receives for information an email from the Clerk/Planning Manager dated July 24, 2025, advising the wording regarding Local Boards includes language from the Municipal Act regarding the Strong Mayor Powers which includes the appointment of chairs and vice-chairs for prescribed local boards; and that there have not been any local boards prescribed by the Province; however the By-law includes wording if it is required in the future;

**And That** Council will consider the adoption of the Procedural Policy By-law later in the meeting.

[Resolution #215-25](#)

[Email from CPM](#)

- c) Resolution #163-25: Community Grant Program - Request for Report Deadline Extension from Cloyne and District Historical Society

28 - 29

**Whereas** at the meeting held on May 1, 2025, Council passed Resolution #163-25 receiving for information the Manager of Community Development's Administrative Report entitled "2025 Community Grant Applications"; and that Council approved the application from the Cloyne and District Historical Society (CDHS) for the enhancement of gardens at the Pioneer Museum;

**And Whereas**, per the Community Grants Policy, within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development;

**Now Therefore Be It Resolved That** Council receives an email from Ken Hook, CDHS Director, advising that due to the presence of an

invasive weed in the gardens, planting of the heritage plants will be delayed until next spring to provide time to eradicate the weed; and the CDHS requests the balance of the funds received through the Community Grant Program be retained until spring;

**And That** Council approves the extension of the reporting deadline for the CDHS until June 30, 2026.

[Resolution #163-25](#)

[Email from MCD](#)

## 10. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 30 - 31

**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. North Frontenac Astronomy Club: Request for Camping at Star Festival Email 32

**Be It Resolved That** Council receives the email from Gary Colwell, North Frontenac Amateur Astronomy Club requesting camping to be permitted at the September 19-21, 2025 Festival of Stars;

**And That** Council approves an exemption from By-law #66-17 to Prohibit Camping on Municipal Property for the Festival of Stars to permit tent camping only at the Astronomy Park September 19-21, 2025;

**And That** the event will be covered under the Township insurance policy as a facility user; the fee of \$250 shall be covered by the Astronomy Club; and alcohol is not permitted;

**And That** security for the duration of camping and the layout of sites shall be approved by the Manager of Community Development prior to the event.

[North Frontenac Astronomy Club re Email Request to Permit Tent Camping at the Astronomy Park](#)

- B2. Councillor Huetl: Request to Submit Letter to Minister of Industry re: Access to Telecommunications Infrastructure 33

**Be It Resolved That** Council receives for information a letter prepared by Councillor Huetl to the Honourable Melanie Joly, Ministry of Industry, regarding the lack of telecommunications services (mobile and fixed) within the Township of North Frontenac; and advising that Bell was planning to install fibre infrastructure in North Frontenac; however the investment has been put on hold due to the CRTC's recent fibre access decision; and requesting Minister Joly reconsider the decision;

**And That** Council instructs the Clerk to send the letter to Minister Joly and to provide an update to Council if a response from the Minister's

Office is provided.

[Letter to Minister Joly from North Frontenac Re: Telecommunications](#)

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

- a) Chief Administrative Officer: Appointment of Member of Council to the Frontenac O.P.P. Detachment Board 34 - 37

**Be it Resolved That** Council receives for Information the Chief Administrative Officer's Administrative Report entitled "Appointment of Member of Council to the Frontenac O.P.P. Detachment Board";

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

[Appointment of Member of Council to the Frontenac O.P.P. Detachment Board - Pdf](#)

- b) Clerk/Planning Manager: Shore Road Allowance Closure Approval in Principle - Jarabek and Freeburn 38 - 41

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

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

- Part of the Shore Road Allowance lying in front of Part of Lot 8, South West Range, geographic Township of Clarendon (Big Gull Lake)
- Part of the Shore Road Allowance lying in front of Part of Lot 24, Concession 6, geographic Township of Barrie (Kashwakamak Lake).

[Shore Road Allowance Closure Approval in Principle - Jarabek and Freeburn - Pdf](#)

- c) Manager of Community Development: Office Roof Mounted Solar Panel System & Feed-In Tariff Microfit Contract 42 - 43

**Be It Resolved That Council** receives for information the Manager of Community Developments Administrative Report entitled "Roof Mounted Solar Panel System & Feed-In Tariff Microfit Contract";

**And That** Council approves replacing the existing solar rooftop system with a system of the same capacity, using a sole sourced purchase awarded to the current service provider;

**And That** Council instructs the Treasurer to take the estimated cost of \$16,000 for the replacement system (including the inverter) from the Infrastructure Sustainability Reserve Fund.

[Office Roof Mounted Solar Panel System & Feed-In Tariff Microfit Contract - Pdf](#)

- d) Manager of Community Development: Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Beaches 44 - 45

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Beaches";

**And That** Council approves the MCD's Application to the 2025 EASE Grant Application - Accessible Beaches for 100% project funding;

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

**And That** Council directs the MCD to have the accessible additions installed at the Sand Lake and Shabomeka Lake Public Beaches if the Application for Funding is successful.

[Enhancing Access to Spaces for Everyone \(EASE\) Grant Application - Accessible Beaches - Pdf](#)

- e) Manager of Community Development: Well Hook-Up - Barrie Community Hall 46 - 47

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Well Hook-Up - Barrie Community Hall";

**And That** Council instructs the Treasurer to transfer the additional approximately \$4,175 to complete the well hook-up at the Barrie Community Hall from the Community Hall-Sustainability TCA Reserve Fund.

[Well Hook-Up - Barrie Community Hall - Pdf](#)

- f) Manager of Community Development: Parking at Shabomeka Lake Landing/Boat Launch - Update 48 - 50

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Parking at Shabomeka Lake Landing/Boat Launch - Update";

**And That** Council chooses option # \_\_\_\_\_

[Parking at Shabomeka Lake Landing/Boat Launch - Update - Pdf](#)

- g) Public Works Manager: Request to extend the 50 km/hr speed zone on Ardoch Road 51 - 53

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to extend the 50 km/hr speed zone on Ardoch Road";

**And That** Council approves extending the limits of the reduced speed zone on Ardoch Road as recommended by the Public Works Manager;

**And That** Council will consider an updated By-law later in the meeting.

[Request to extend the 50 km/hr speed zone on Ardoch Road - Pdf](#)

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

- a) Committee of Adjustment/Planning Advisory Committee 54 - 58

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held June 23, 2025.

[Committee of Adjustment - 23 Jun 2025 - Minutes - Pdf](#)

- b) Economic Development Task Force 59 - 61

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Economic Development Task Force held July 21, 2025; **And That** the Mayor will consider increasing the annual Summerfest budget to \$15,000 during the 2026 Budget deliberations.

[Economic Development Task Force - 21 Jul 2025 - 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. 62 - 63  
The Councillor may provide a verbal report for information purposes.

[Council Portfolios 2022-2026](#)

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

- a) By-law(s) to be Considered: 64 - 123

**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:

- #2025-34 To Approve a Zoning By-law Amendment for a Recreational Commercial Exception Zone;
- #2025-35 To Adopt a Procedural Policy;
- #2025-36 To Adopt a Speed Limit By-law;

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

[2025-34 ZBLA Sproule](#)

[2025-35 Procedural Policy](#)

[2025-36 Speed Limit By-law](#)

**17. Public Forum**

**18. Closed Session**

- a) Closed Meeting of Council

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

- a. Adopt Minutes of a Closed Meeting held July 17, 2025;
- b. Discuss personal matters about an identifiable individual, including municipal or local board employees, specifically appointments to Township Task Forces; and

- c. A proposed or pending acquisition or disposition of land by the municipality or local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, specifically a Land Lease Agreement.

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

## 20. Confirmatory By-law

- a) Confirming By-law #2025-37

124

**Be It Resolved That** By-law #2025-37, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held August 7, 2025 be read a first, second, and third time and finally passed.

[2025-37 Confirming By-law - August 7, 2025](#)

## 21. Adjournment

- a) Adjournment of the Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until August 12, 2025, 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.



# Regular Council Minutes

5:00 p.m. - Thursday, July 10, 2025

Council Chambers

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

**Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Tara Mieske, Dipl. M.A., M.M. Clerk/Planning Manager; Kelly Watkins, Dipl. M.A., M.M., Treasurer (Electronic Participation); Darwyn Sproule, P. Eng., Public Works Manager, Adam Robinson, Director of Emergency Services/Fire Chief; Brooke Ross, Dipl. M.A., Manager of Community Development; and McKenzie Millar, Technical Service Officer

## 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) **July 10, 2025**

**200-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council approves the Agenda dated July 10, 2025, as circulated.  
**Carried**

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

None declared.

## 5. Business Profile

None.

## 6. Presentations

### a) *Treasurer - Asset Management Plan*

**201-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Asset Management Plan".

**And That** the Asset Management Plan (AMP) is a vital document that supports the effective and sustainable delivery of services to our residents by ensuring the management of capital assets in a cost-effective, resilient, and efficient manner;

**And That** the Asset Management Plan aligns with the requirements of the Ontario Regulation 588/17, which mandates municipalities to develop and maintain a comprehensive asset management plan;

**And That** Council approves the Asset Management Plan as presented, ensuring compliance with the provisions of Ontario Regulation 588/17;

**And That** Council consider a By-Law later in the meeting.

**Carried**

**Note: The Treasurer left the meeting at this time.**

## 7. Delegations

### a) *Willis - Pisani - Concession Road Allowance Application*

**202-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council receives for information the presentation from Richard Pisani and Kelly Willis regarding the Closure of Concession Road Allowance between Concession 6 and 7, Lot 38; and thanks them for their time spent today;

**And That** Council will consider this matter under Section 11, Administrative Reports.

**Carried**

### b) *Shabomeka Lake Association*

**203-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council receives for information the presentation from the Shabomeka Lake Association, requesting Council consider the following:

- allowing residents with water access properties on Shabomeka Lake to leave boats and trailers at the boat launch area provided they have identification showing they are permitted to do so; and
- establishing a process to get temporary permits for items which need to stay longer than 72 hours, such as during construction projects for people without road access;

**And That**, as per Section 5.6 of the Procedural Policy requests made to Council through a Delegation shall be deferred until the next Regular Council Meeting to allow Council to obtain the necessary information to make an informed decision;

**And That** Council instructs the Manager of Community Development to look into options for parking and storage of cars, boats and trailers and temporary permits for other items at the Shabomeka Boat launch and questions about the beach; and provide information to Council at the next Regular Council Meeting;

**And That** the Public Works Manager provided an update on the culvert at the causeway on Shabomeka Lake Road advising the replacement is currently being designed.

**Carried**

## 8. Adoption of Minutes

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

**204-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council adopts the Minutes of a Meeting held June 12, 2025, as circulated.

**Carried**

## 9. Business Arising Out of Minutes

a) ***Resolution #285-23 - Frontenac Municipal Services Corporation - Shareholders Agreement***

**205-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Whereas** Council passed Resolution #285-23 at their meeting on June 20, 2023 agreeing to join the Municipal Services Corporation;

**Therefore Be It Resolved That** Council receives for information the County of Frontenac's Report regarding the Frontenac Municipal Services Corporation Shareholders Agreement;

**And That** Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the proposed Agreement.

**Carried**

b) ***Resolution #290-24 -Update regarding Additional Dwelling Units - Public Meeting August 7, 2025***

**206-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Whereas**, at the meeting held August 22, 2024, Council passed Resolution #290-24 receiving for information the Clerk/Planning Manager's Administrative Report entitled " Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Dwelling Units"; and Council instructed County Planning Staff to initiate the process of amending the Official Plan and Zoning By-law and to consult with the Economic

Development Task Force (EDTF);

**Therefore Be It Resolved That** Council receives for information an email dated June 11, 2025 from the Clerk/Planning Manager advising Dmitry Kurylovich, Project Manager/Senior Planner with the County of Frontenac, has researched policies, servicing options and consulted with the EDTF as directed; and has drafted Official Plan policies for public consultation:

**And That** Council instructs the Clerk/Planning Manager to prepare Notice of a Public Meeting to be held August 7, 2025 at 4:00 p.m. to receive any public comments and consider the draft policies.

**Carried**

c) ***Resolution #139-24 - Lions Club of Land O' Lakes - Proposal for November Memorial Banners***

**207-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis**

**Whereas** Council passed Resolution #139-24 at their meeting on April 5, 2024 approving the Lions Club of Land O'Lakes placing Memorial Banners honouring veterans within the Township;

**Now Therefore Be It Resolved That** Council receives a letter dated June 27, 2025 from the Lions Club providing an update on the Memorial Banner program and advising they would like to place an additional 5 banners in Plevna;

**And That** Council supports the program and thanks the Lions Club for their initiative to recognize veterans;

**And That** Council instructs the Manager of Community Development to assist with determining the location and mounting of the flags where feasible.

**Carried**

d) ***Resolution #150-25: Manager of Community Development - Electronic Vehicle Charging Station Usage Report***

**208-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Whereas** at the meeting held April 25, 2025, Council passed Resolution #150-25 instructing the Manager of Community Development to provide monthly usage reports of the EV Chargers to Council;

**Now Therefore Be It Resolved** Council receives for information the June 2025 Usage Report and the graph showing the three month averages.

**Carried**

## **10. Communications**

a) ***Communications of Interest***

**209-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**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. *Roy Whittaker, Resident re: Request for Speed Limit Reduction Ardoch Road***  
**210-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne**  
**Good**

**Be It Resolved That** Council receives a letter dated June 13, 2025, from Roy Whittaker, Resident requesting Council consider reducing the speed limit on Ardoch Road within the town limits of Ardoch;

**And That** the Public Works Manager will review this request and provide a recommendation to Council at a future meeting.

**Carried**

- B2. *Prince Edward County re: Request for Support - Advocacy to the Federal Government for 'Disability without Poverty'***

**211-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne**  
**Good**

**Whereas** Council received a request for support from Prince Edward County requesting support advocating the Federal Government for “Disability without Poverty”; and that one in four Ontarians live with a disability;

**And Whereas** persons with disabilities are twice as likely to live in poverty and would require an average of 30% more income just to reach the poverty line;

**And Whereas** the new federal benefit for people with disabilities “the Canada Disability Benefit” (approximately \$200/month) is about to be rolled out and the Federal government has yet to exempt this new federal benefit from being considered income for federal tax purposes;

**Now Therefore Be It Resolved That** the Council of North Frontenac supports Prince Edward County’s request to the Prime Minister that the Government of Canada commit to exempting the Canada Disability Benefit from income tax and work towards supporting Canadians with a disability to live without poverty;

**And That** a copy of this Resolution be provided to the Prime Minister; the federal Minister of Finance; the federal Minister of Health; the Federation of Canadian Municipalities; the Rural Ontario Municipal Association; the Eastern Ontario Wardens’ Caucus; the Association of Municipalities of Ontario; and Prince Edward County.

**Carried**

- B3. *County of Frontenac re: Open Farms Proclamation***

**212-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne**  
**Good**

**Whereas** the Township of North Frontenac recognizes the importance of agriculture in the region;

**And Whereas** the Township believes a strong agricultural economy is essential for enduring communities, for the health of our residents, and to establish a strong community in support of food security for our citizens as well as our businesses, and organizations;

**And Whereas** the Township has a vision of a strong agriculture community that is rooted in the character of Frontenac and its residents: welcoming, natural, healthy, clean, tranquil, entrepreneurial, and rural by choice and conviction;

**And Whereas** the Township is committed to supporting agriculture to grow businesses, attract more visitors and expand the tax base;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac hereby declares September 5, 6 and 7, 2025, as Open Farms in the Township of North Frontenac and reminds individuals of the importance of this celebration which supports local agriculture and food businesses in our communities

**And That** the Township encourages all residents to support local farms and food businesses by participating.

**Carried**

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

a) ***Clerk/Planning Manager: Concession Road Allowance Closure - Pisani/Willis - Update***

**213-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Be it Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Concession Road Allowance Closure - Pisani/Willis - Update";

**And That**, based on the provisions of the Sale of Land Policy, Council denies the Application to close, stop-up and sell a portion of the Concession Road Allowance between Concessions 6 and 7 in Lot 38, geographic Township of Clarendon.

**Carried**

b) ***Clerk/Planning Manager: Licence Agreement Application for Use of Concession Road Allowance - 2649991 Ontario Incorporated (Manion)***

**214-25 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 "Licence Agreement Application for Use of Concession Road Allowance - 2649991 Ontario Incorporated (Manion)";

**And That** Council instructs the Clerk to advise the Applicant, Council approves in principle of their request to open a laneway along the westerly limit on the 66' foot Concession Road Allowance between Concessions 6 and 7, Lots 36, 37 and 38, geographic Township of Clarendon, provided they survey the Road Allowance; obtain any permits if required from Mississippi Valley Conservation; apply for an entrance permit and civic address; and provide a Certificate of Insurance;

**And That** once this information is provided to the Clerk, Council authorizes the Mayor

and Clerk to sign the Licence Agreement, including the terms and conditions listed in the sample Agreement provided with this Report;

**And That** the Applicant shall work with the Public Works Foreman on the standards for the construction of the road and the clearing width shall not exceed 9 metres (30 feet) and the driving surface width shall not exceed 6 metres (20 feet).

**Carried**

c) ***Clerk/Planning Manager: Draft Procedural Policy***

**215-25 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 "Draft Procedural Policy";

**And That** Council instructs the Clerk to make the following amendments to the draft Procedural Policy:

- Local Board Section Wording - check;

**And That** the amended Policy be provided to Council at an upcoming meeting for Council's consideration.

**Carried**

d) ***Clerk/Planning Manager: By-law for the Rules and Regulations for the Operation, Care and Control of Municipally Owned Cemeteries***

**216-25 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 "By-law for the Rules and Regulations for the Operation, Care and Control of Municipally Owned Cemeteries";

**And That** the By-law was submitted to the Bereavement Authority of Ontario for review and received approval on June 10, 2025;

**And That** Council will consider a By-law to Regulate and Govern the Operation of Township Owned Cemeteries later in the meeting.

**Carried**

e) ***Clerk/Planning Manager: Amendments to the Township's Official Plan and Site Plan Control By-law***

**217-25 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 "Amendments to the Township's Official Plan and Site Plan Control By-law";

**And That** a Public Meeting to receive comments regarding the proposed amendments to the Official Plan will be held on August 28, 2025 at 5:00 p.m. prior to the Regular Council Meeting.

**Carried**

f) ***Clerk/Planning Manager: Transfer of Property to County of Frontenac for K&P Trail***

**- Road Allowance By-law Required**

**218-25 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 "Transfer of Property to County of Frontenac for K&P Trail - Road Allowance By-law Required";

**And That** Council instructs the Clerk to prepare the Road Closing By-law for Council's consideration at a future Council Meeting.

**Carried**

**g) Clerk/Planning Manager: 2025 OACA Conference - May 11-14, 2025**

**219-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Deputy Clerk/Assistant to the Planning Manager and Clerk/Planning Manager's Administrative Report entitled "2025 OACA Conference - May 11-14, 2025".

**Carried**

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

**220-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

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

**And That** Council approves in principle the Application to close, stop up and sell part of the Shore Road Allowance described as Part Lot 25, Concession 8, geographic Township of Barrie Part 1 on Registered Plan 13R-23307 (Marble Lake).

**Carried**

**i) Public Works Manager and Clerk/Planning Manager: Assumption of a Portion of Mountain Road to Correct the Title of Properties**

**221-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Public Works Manger's and the Clerk/Planning Manager's Administrative Report entitled "Assumption of a Portion of Mountain Road to Correct the Title of Properties";

**And That** Council receives the request from the Solicitor for Barry and Marie Tooley and Gina and Richard Kellar providing the history of the properties and the need to have a registerable legal description to correct the respective titles;

**And That** Council is agreeable to accepting title to the portion of Mountain Road through Lot 11 and Lot 12, North East Range, geographic Township of Miller provided the road is surveyed to a width of 20 metres (66 feet) at the expense of the property owners;

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

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

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

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

**Carried**

j) ***Director of Emergency Services/Fire Chief: 2025 Automatic Aid Agreement Between Central Frontenac and North Frontenac***

**222-25 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 Administrative Report entitled "2025 Automatic Aid Agreement between Central Frontenac and North Frontenac";

**And That** Council approves-in-principle the Automatic Aid Agreement between Central Frontenac and North Frontenac and Council will consider a By-law at an upcoming meeting, once Central Frontenac Council considers it;

**And That** Council instructs the Treasurer to transfer any expenses for the Automatic Aid Agreement for 2025 from the Emergency Services Reserve Fund;

**And That** Council requests the Mayor to incorporate the stand-by fee into future year budgets until such time it is no longer required.

**Carried**

k) ***Director of Emergency Services/Fire Chief: Proposed 2025 Automatic Aid Agreement Between Greater Madawaska Township and North Frontenac Township***

**223-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Proposed 2025 Automatic Aid Agreement Between Greater Madawaska Township and North Frontenac Township";

**And That** Council approves the new proposed Automatic Aid Agreement with Greater Madawaska Township;

**And That** Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the proposed Agreement with Greater Madawaska Township.

**Carried**

- l) ***Manager of Community Development: Donations/Sponsorships for Plevna Rink Project***

**224-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Donations/Sponsorships for Plevna Rink Project";

**And That** Council approves the Manager of Community Development developing a Plevna Rink Boards Advertising Program and other fundraising initiatives with Community Groups (i.e. potential community dinner) and/or Businesses (i.e. potential donation of labour/works);

**And That** Council approves the Treasurer to establish a new Plevna Rink Project Reserve to be in place during the project and closed once the project is complete.

**Carried**

- m) ***Manager of Community Development: Rental Agreement between the Township of North Frontenac and the North Frontenac Historical Society & Archives (NFHSA) to occupy the office space at the Lavant Garage***

**225-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Rental Agreement between the Township of North Frontenac and the North Frontenac Historical Society & Archives (NFHSA) to occupy the office space at the Lavant Garage";

**And That** Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the Rental Agreement with the NFHSA.

**Carried**

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

- a) ***Committee of Adjustment/Planning Advisory Committee***

**226-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated May 26, 2025.

**Carried**

- b) ***Environmental Task Force***

**227-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Notes of the Environmental Task Force dated June 24, 2025.

**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)**

None.

**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:***

**228-25 Moved by Councillor Roy Huetl, 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:

- #2025-27 To Regulate and Govern the Operation of Cemeteries
- #2025-28 To Adopt an Asset Management Plan
- #2025-29 To Enter into Automatic Aid Agreement with Greater Madawaska
- #2025-30 To Enter into Frontenac Municipal Services Corporation Agreement
- #2025-31 To Enter into Lease Agreement with North Frontenac Historical Society and Archives

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

**Carried**

**17. Public Forum**

- a) ***Note: The DESFC, MCD, PWM and TSO left the meeting at this time.***

**18. Closed Session**

- a) ***Closed Meeting of Council***

**229-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council retires to Closed Session at 7:05 p.m. to:

- a. Adopt Minutes of a Closed Meeting held June 12, 2025;
- b. Consider Personal matters about an identifiable individual, including Municipal or local board employees; and
- c. Consider Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose.

**Carried**

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

- a) ***The Mayor advised that, during Closed Session, Council did the following:***
- a. ***Adopted Minutes of a Closed Meeting held June 12, 2025;***
  - b. ***Considered Personal matters about an identifiable individual, including Municipal or local board employees; and***
  - c. ***Considered Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose.***

**230-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council accepts the resignation of Councillor Regent from the Economic Development Task Force;

**And That** Council appoints Deputy Mayor Inglis as the Interim Chair of the EDTF;

**And That** Council accepts the resignation of Councillor Regent from the O.P.P. Detachment Board;

**And That** Council instructs the CAO to provide to Council the process from the Detachment Board for reappointment of the Board Member at an upcoming Council Meeting;

**And That** Council thanks Councillor Regent for her contributions to the EDTF and OPP Detachment Board.

**Carried**

## 20. Confirmatory By-law

- a) ***Confirming By-law #2025-32***

**231-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** By-law #2025-32, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held July 10, 2025 be read a first, second, and third time and finally passed.

**Carried**

## 21. Adjournment

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

**232-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council adjourns the Meeting at 8:07 p.m. until August 7, 2025, or at the call of the Chair.

**Carried**

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Mayor

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Clerk



# Special Council Minutes

5:00 PM - Thursday, July 17, 2025

Council Chambers

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

**Absent with Regret:** Councillor Stephanie Regent

**Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Tara Mieske, Dipl. M.A., M.M. Clerk/Planning Manager; and Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager, Dipl. M.A.

## 1. Call to Order and Purpose of Meeting

The Mayor called the meeting to order at 5:05 p.m. The purpose of the meeting is to allow Council to enter into a Closed Meeting to consider personal matters about an identifiable individual.

## 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 17, 2025 - Special Meeting Agenda*

**233-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council approves the Agenda for the Special Meeting of Council dated July 17, 2025, as circulated.

**Carried**

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

None declared.

## 5. Closed Session

### a) *Closed Meeting of Council*

**234-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council retires to Closed Session at 5:07 p.m. to:

- a. Adopt Minutes of a Closed Meeting held July 10, 2025;
- b. Consider Personal matters about an identifiable individual, including Municipal or local board employees.

**Carried**

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

The Mayor advised that, during the Closed Session, Council adopted Minutes of a Closed Meeting held July 10, 2025; and considered personal matters about an identifiable individual, including Municipal or local board employees.

**7. Public Forum**

**8. Confirmatory By-law**

**a) Confirming By-law #2025-33**

**235-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** By-law #2025-33, being a By-law to confirm all actions and proceedings of Council for its Special Meeting held July 17, 2025 be read a first, second, and third time and finally passed.

**Carried**

**9. Adjournment**

**a) Adjournment of the Council Meeting**

**236-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council adjourns the Meeting at 5:38 p.m. until August 7, 2025, 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:** July 10, 2025

**Resolution # 217-25**

**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 "Amendments to the Township's Official Plan and Site Plan Control By-law";

**And That** a Public Meeting to receive comments regarding the proposed amendments to the Official Plan will be held on August 28, 2025 at 5:00 p.m. prior to the Regular Council Meeting.

**Carried**

Mayor

**From:** Tara Mieske

**Subject:** Amendments to the Township's Official Plan and Site Plan Control By-law

Good morning,

At the meeting on July 10, 2025, Council passed the following Resolution:

**#217-25 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 "Amendments to the Township's Official Plan and Site Plan Control By-law";

**And That** a Public Meeting to receive comments regarding the proposed amendments to the Official Plan will be held on August 28, 2025, at 5:00 p.m. prior to the Regular Council Meeting.

**Carried**

Planning staff are requesting the date of the Public Meeting be deferred until later in the fall of 2025.

Tara Mieske, Dipl.M.A., Dipl.M.M.  
Clerk/Planning Manager



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

**Date:** July 10, 2025

**Resolution # 215-25**

**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 "Draft Procedural Policy";

**And That** Council instructs the Clerk to make the following amendments to the draft Procedural Policy:

- Local Board Section Wording - check;

**And That** the amended Policy be provided to Council at an upcoming meeting for Council's consideration.

**Carried**

Mayor

**From:** Tara Mieske

**Subject:** Resolution #215-25 - Draft Procedural Policy

Hi Kelly,

Council received the draft Procedural Policy and asked me to check the wording on Local Boards. The wording in the draft includes language from the Municipal Act regarding the Strong Mayor Powers which includes the appointment of chairs and vice-chairs for prescribed local boards. At this time there haven't been any local boards prescribed by the Province. However, the By-law has the wording if it is required in the future.

Tara Mieske, Dipl.M.A., Dipl.M.M.  
Clerk/Planning Manager



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

**Date:** May 15, 2025

**Resolution # 163-25**

**Moved By:**  
Councillor Roy Huetl

**Seconded By:**  
Councillor Vernon Hermer

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2025 Community Grants Applications";

**And That** Council approves \$1,000 for the Ompah/Plevna Parade and Kids Christmas Party Group for the purchase of presents for the children;

**And That** Council approves \$950 for the Clarendon Central Public School's (CCPS) Parent Council for the purchase of one hood fan for ventilation, one microwave, two foldable serving carts and one large stainless steel pot;

**And That** Council approves \$1,000 for the Cloyne and District Historical Society for the enhancement of gardens at the Pioneer Museum;

**And That** Council approves \$367.28 for the Cloyne Recreational Volleyball Club for the rental and insurance coverage of the gym;

**And That** Council approves \$1,000 for the Clar-Mill Community Volunteers for the purchase of six stainless steel stock pots and four plastic folding card tables;

**And That** Council approves \$1,000 for the Lions Club of Land O'Lakes for the defrayment of the costs of the Santa Claus Parade, the Holly Shoppe and Santa's Workshop;

**And That** Council approves \$1,000 for North Addington Education Centre (NAEC) Parent Council for the purchase of iPads;

**And That** Council approves \$1,000 for the Ompah Community Centre Association for the replacement of the community refrigerator in the accessible foyer;

**And That** Council approves \$1,000 for the North Frontenac Backroads Studio for the purchase of wayfinding and studio signage;

**And That** Council approves \$1000 for the North Frontenac Amateur Astronomy Club to cover the cost of on-site security and advertising costs (Application for Funding received after the deadline).

**Carried**

**From:** Brooke Ross

**Subject:** FW: North Frontenac Community Grant - Cloyne and District Historical Society

Hi Corey,

Council approved via Resolution #163-25 \$1,000 for the Cloyne and District Historical Society for the enhancement of gardens at the Pioneer Museum. Per the Community Grants Policy within sixty (60) days of the end of the project or **by December 31st** of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development.

Request to Council: extend the deadline for the final reporting for Cloyne and District Historical Society until June 30, 2026.

Thank you, have a great day!

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

**From:** Ken Hook

**Subject:** North Frontenac Community Grant - Cloyne and District Historical Society

Good Morning, Corey:

The CDHS is grateful to the Township for receiving a Community Grant of \$1,000 to enhance the Pioneer Museum gardens.

In discussion with the Land O' Lakes Garden Club, we have been advised that due to the presence of an invasive weed (vetch) in our gardens, it would be wise to eradicate the weed before planting new heritage variety plants.

The consensus solution would be to cover the garden beds with black plastic and a few inches of mulch this season to kill the vetch, then plant the new varieties next spring. All labour would be volunteered by our members. The plastic and mulch will cost approximately \$500-\$ 600.

Can the balance of the grant be retained until the spring, when the new planting will begin, or do you wish the funding to be returned and reapply in 2026?

Many thanks

Ken Hook, CDHS Director

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
 Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:**  
**Date of Meeting:** 07 Aug 2025  
**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. Minister of Energy and Mines re: Integrated Energy Plan
2. File #B10/25 - Lot Addition - 9531 Road 509 (Nadeau)
3. File #A07/25 - Minor Variance Application - 1062 Big Mountain Lane
4. Environmental Task Force re: Quarterly Newsletter - Summer Edition
5. Township of Otonabee-South Monaghan re: Request for Support - Bill C-2 Proceeds of Crime and Terrorist Financing Act
6. Grey Bruce OPP Detachment Board re: Request for Support - Appeal to The Ministry of the Solicitor General for Review and Reform
7. Grey Bruce OPP Detachment Board Resolution Re: Appeal to the Ministry of the Solicitor General for Reinstatement of Provincial Funding
8. Village of Bruk's Falls re; Request for Support - Batter Energy Storage System Concerns
9. Eastern Ontario Wardens' Caucus re: July 2025 Newsletter
10. Severance File #B12/25 and Minor Variance File #A09/25 - Nordic Resorts Inc. - 2468 Highway 506
11. File #A08/25 - Request for Permission - 1053 High Rocks Lane
12. Municipality of Tweed re: Request for Support - OPP Costs and Supporting Housing Developers
13. File #A10/25 - Minor Variance Application - 1033 Waterworth Lane
14. North Frontenac Historical Society re: Invitation to Council for 1st Open House
15. Mississippi Valley Conservation Authority re: Proposed Changes to Fees
16. Ontario Coalition for Better Child Care and CUPE Ontario re: 25th Annual Child Care Worker and Early Childhood Educator Appreciation Day
17. File #A12/25 - Planning Application - 1051 Wintergreen Road
18. File #A11/25 - Planning Application - 1154 Haffie Lane
19. Township of Nairn and Hyman re: Request for Support - Opposition to the Transportation and Disposal of Niobium Tailings
20. File #B08/25 (Lot Addition) and File #B09/25 (ROW) - Pt Lot 25, Conc 8 Marble Lake - Notices of Decision
21. Eastern Ontario Regional Network re: Update - July 2025 - Frontenac County Townships
22. City of St. Catharines re. Request for Support - Elect Respect Pledge

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

1. North Frontenac Astronomy Club re: Request to Permit Tent Camping at the Astronomy Park;
2. Councillor Huetl re: Request to Submit Letter to Minister of Industry re: Access to Telecommunications Infrastructure

**North Frontenac Astronomy Club re: Request to Permit Tent Camping at the Astronomy Park**

**From:** Gary Colwell

**Sent:** July 22, 2025 7:44 PM

**To:** Brooke Ross

**Subject:** Re: Request for Camping at Star Festival Email

Request for camping at the festival of stars

Hello Brooke, I just want to send this formal request to allow camping at the festival of stars this coming September.

We will need again to close the helicopter pad from 9 AM Friday, September 19 until Sunday, September 21 at 12 PM noon.

If you require any more information, please let me know.

Kind regards,

Gary Colwell

July 28, 2025

The Honourable Mélanie Joly, P.C., M.P.

Minister of Industry

House of Commons

Ottawa, ON K1A 0A6

Dear Minister,

I am writing on behalf of the Council for the Township of North Frontenac, a rural area approximately 1.5 hours west of Ottawa that is woefully underserved with telecommunications services. Access to advanced telecommunications services, both mobile and fixed, is a critical driver to not only the economy of the country, but also the social fabric and sovereignty. Without access to advanced telecommunications infrastructure, smaller communities are left behind.

In North Frontenac, there is very limited access to old DSL services and restricted wireless internet services. This means that for the vast majority of people, the only real option for internet at reasonable speeds is Starlink, an American company. Bell was planning to build fibre infrastructure in North Frontenac this year, but this investment has been put on hold due to the CRTC's recent fibre access decision.

I understand that you are now reviewing this decision, and we urge you to consider the real needs of areas such as North Frontenac. The reality is that only Bell will ever build fibre infrastructure in this area. The CRTC's decision appears to be focussed on urban areas, where consumers generally already have access to two fibre-based services (phone and cable companies) and a plethora of existing resellers. Certainly, competition is served there, and the focus should now be on ensuring that smaller communities, such as North Frontenac, benefit from at least one fibre provider to support their local economy, education and to provide social benefits.

North Frontenac is also very much underserved with mobile phone services. There is a patchwork of small areas of service, some operated by Bell and a few more recently by Rogers. However, almost 40 years after the first cellular licences were granted, it is inexcusable that this area remains so underserved. Access to fibre is critical but our local economy and safety also requires improved access to wireless mobile services.

We are hopeful that your decision on fibre access will encourage Bell to proceed with its plan to build fibre infrastructure in this area. We also encourage you to take the necessary measures through your wireless regulatory powers to support improving wireless coverage in smaller communities such as North Frontenac.

Yours sincerely,

**To:** Mayor and Members of Council  
**From:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.  
**Approved by:**  
**Date of Meeting:** 07 Aug 2025  
**Re:** Appointment of Member of Council to the Frontenac O.P.P. Detachment Board

**Recommendation:**

Be it Resolved That Council receives for Information the Chief Administrative Officer's (CAO) Administrative Report entitled "Appointment of Member of Council to the Frontenac O.P.P. Detachment Board";  
And That Council appoints Councillor \_\_\_\_\_ to the Frontenac O.P.P. Detachment Board.

**Background:**

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

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

South Frontenac - 2 Representatives

Central Frontenac - 1 Representative

North Frontenac - 1 Representative

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

South Frontenac - 1 Representative

Central and North Frontenac - 1 Shared Representative

Shabot Obaadjiwan First Nation - 1 Representative

Provincial Appointments

South Frontenac - 1 Representative

## Central and North Frontenac - 1 Shared Representative

(People can apply to be Provincial Representatives via the Public Appointments Secretariat website. The Application can be found at <https://www.ontario.ca/page/police-services-boards>).

Individual members of the OPP Detachment Board are required to complete mandated Roles and Responsibilities training prior to attending meetings. The course is an online, self-directed e-learning course delivered through a dedicated online portal managed by the ministry, where board and committee members will be able to access this training. It is reported that most learners will be able to complete the roles and responsibilities training in under 3 hours. Moreover, members are also required to complete Thematic Training (human rights; systemic racism; the diverse, multicultural nature of Ontario society; and rights and cultures of First Nation, Metis, Inuit Peoples) online which takes a little under 8 hours for most learners.

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

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

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

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

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

(d) monitor the performance of the detachment commander;

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

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

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

Local policy requirements:

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

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

- iii. any procedures established by the Commissioner, or
  - iv. the local action plan prepared by the detachment commander.
2. The local policy must not relate to specific investigations, the conduct of specific operations, the management or discipline of specific police officers or other prescribed matters.
  3. The local policy must not require a member of the Ontario Provincial Police to do something or refrain from doing something where this would be inconsistent with his or her duties under this Act or the regulations.
  4. The local policy must not prohibit a member of the Ontario Provincial Police from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of the offence.
  5. The local policy must not require a member of the Ontario Provincial Police to provide policing that is not required as a component of adequate and effective policing.
  6. The local policy must comply with an prescribed requirements.

Qualifications to be a member of the Board include:

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

Board members are expected to:

- complete training that may be provided by the ministry;
  - participate in the election of a chair at the first meeting in each year, which may also include electing a vice-chair;
  - attend meetings as determined by the board, with no fewer than four meetings each year.
- Members (including community members) must be appointed via Resolution by the municipality and will be appointed for the Term of Council (until 2026).

Note: The CAO for each municipality attends the meetings to provide context and clarity as a resource (non-voting member).

### **Researched By:**

Corey Klatt, Chief Administrative Officer

### **Comments:**

At the February 23, 2024 Regular Meeting of Council, Councillor Regent was appointed to the Frontenac OPP Detachment Board via Resolution #81-24.

On July 9, 2025 Councillor Regent provided Steve Pegrum, Frontenac O.P.P. Detachment Board, Chair with her resignation from the O.P.P Board and at the July 10 Regular Meeting of Council, her resignation was accepted by Council (Resolution #230-25).

As a result a new Member of Council will need to be appointed to the Frontenac O.P.P. Detachment Board. It is recommended this is completed at this time as the new appointee will need to be enrolled in and complete the required training, prior to the next Detachment Board Meeting which is scheduled for September 18, 2025.

#### **Financial Impact:**

The 2025 financial commitment for North Frontenac Township for the Frontenac O.P.P Detachment Board is \$16,767 and comes from the North Frontenac Contingency Reserve.

Each appointed member receives an annual honorarium of \$1,000 from the Detachment Board's Budget, which includes km reimbursement expenses for attending Board, Committee and Special Meetings. Additional per diem's and mileage rates are paid for members attending the OAPSB Zone 2 Meeting, etc...

#### **Strategic Implications:**

N/A

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Kelly Watkins, CAO Back-up  
**Date of Meeting:** 07 Aug 2025  
**Re:** Shore Road Allowance Closure Approval in Principle - Jarabek and Freeburn

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance Application for Approval in Principle – Jarabek and Freeburn"; **And That** Council approves in principle the Application to close, stop up and sell part of the Shore Road Allowance(s) described below:

- Part of the Shore Road Allowance lying in front of Part of Lot 8, South West Range, geographic Township of Clarendon (Big Gull Lake)
- Part of the Shore Road Allowance lying in front of Part of Lot 24, Concession 6, geographic Township of Barrie (Kashwakamak Lake).

### Background:

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

The following is a summary of the Applications received:

- #2025-04 - Jarabek - 1011 Wedden Way, Big Gull Lake: The Applicants indicate this Road Allowance has never been used as a public road; the road closure will not prohibit access to any other property; and there is an easement to the adjacent property.
- #2025-05 - Freeburn - 1047 Warren Lane, Kashwakamak Lake: The Applicants indicate this Road Allowance has never been used as a public road; the road closure will not prohibit access to any other property; and there are no easements or restrictive covenants affecting the closure of this Road Allowance.

### Researched By:

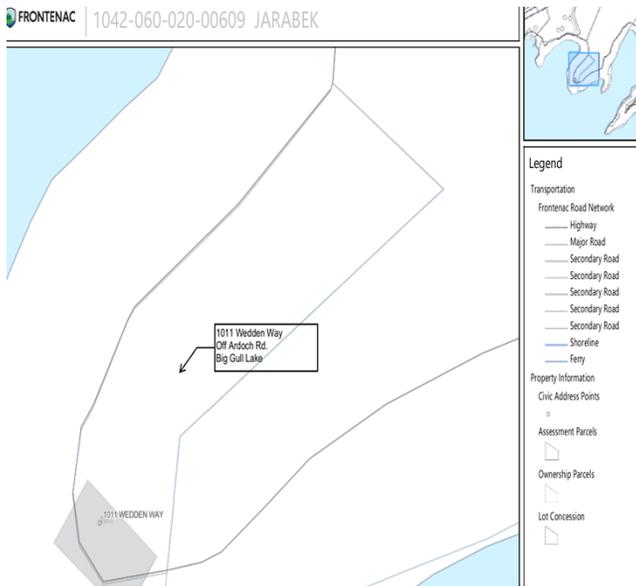
Tara Mieske, Clerk/Planning Manager  
Marnie Geerlinks, Administrative Assistant

### Comments:

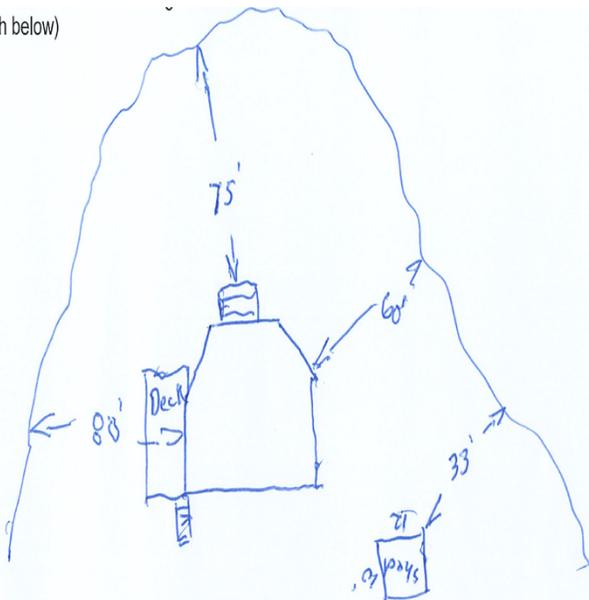
Based on the comments from the Applicant, it appears the easement to the neighbouring property is on the Applicant's property and not on the road allowance. However; if it is required on the road allowance, the easement will be registered to the neighbour prior to the road allowance being transferred or staff will report back with options for Council's consideration.

The Municipal Road Allowance Inspector's Inspection Form for Application #2025-04 (Jarabek) was completed on July 16, 2025 with no objections.

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

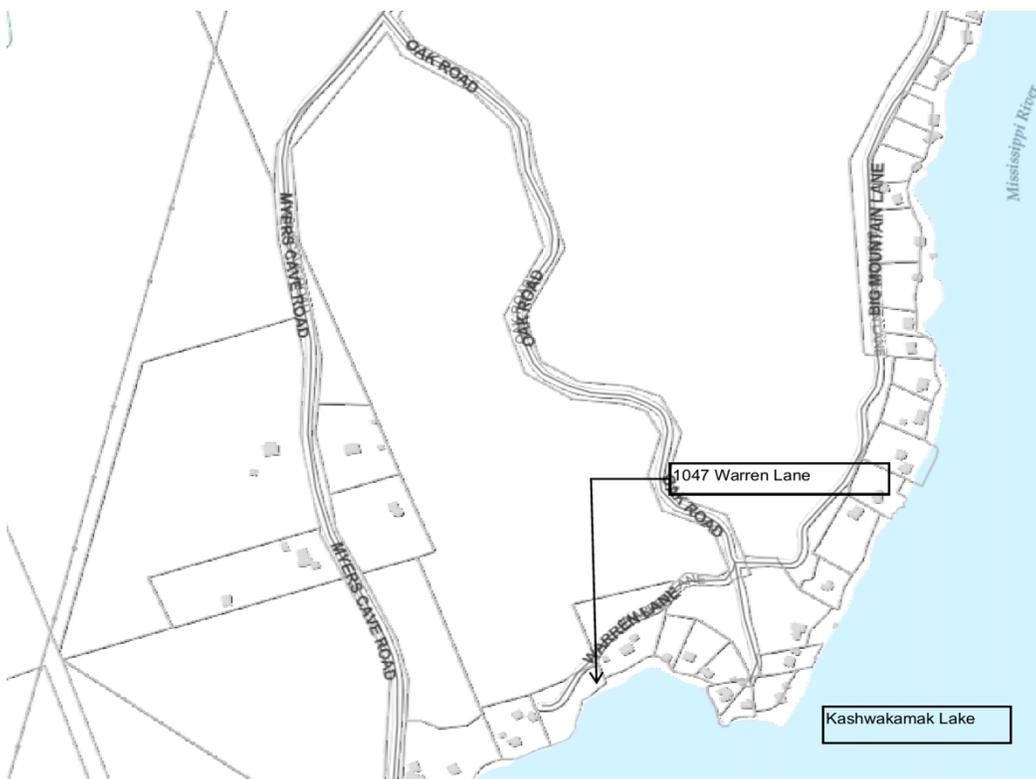


(sketch below)



The Municipal Road Allowance Inspector's Inspection Form for Application #2025-05 (Freeburn) was completed on July 16, 2025 with no objections.

He advised there were no natural features; neighbouring properties that would be affected; or Township Roads affected by the Application. He noted the shoreline is natural and the property has no buildings. Below is the Key Map.



**Financial Impact:**

Both applicants provided the Administrative Fee of \$1,200 + \$156 HST total of \$1,356, at the time of submitting the Applications.

**Strategic Implications:**

None.



**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 07 Aug 2025  
**Re:** Office Roof Mounted Solar Panel System & Feed-In Tariff Microfit Contract

### Recommendation:

**Be It Resolved That Council** receives for information the Manager of Community Developments Administrative Report entitled "Roof Mounted Solar Panel System & Feed-In Tariff Microfit Contract";

**And That** Council approves replacing the existing solar rooftop system with a system of the same capacity, using a sole sourced purchase awarded to the current service provider;

**And That** Council instructs the Treasurer to take the estimated cost of \$16,000 for the replacement system (including the inverter) from the Infrastructure Sustainability Reserve Fund.

### Background:

The current Feed-In Tariff Microfit Contract for the 10 kW rooftop system commenced on November 4, 2013 and ends November 4, 2033. The contract price is 54.90 cents/kWh.

The income from the system (2014 to 2020) averaged \$5,925 per year, excluding 2018 due to the renovation of the Shop. The income from 2021 to currently has been declining each year (from \$4,900 in 2021 to \$3,400 in 2024).

In June 2024, one of the two inverters failed and was required to be replaced at a cost of \$3,524 + HST - this work was completed.

In July 2025, the second inverter failed and required replacement as well. So now both inverters been changed out to new Fronius Primo 5kw units. Then It was determined that the panels themselves have failed and require replacement.

At this time the panels are considered a fire hazard and as a result cannot be powered up.

### Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development  
Darwyn Sproule, P.Eng, Public Works Manager

### Comments:

We have received quotations from the contractor for two different replacement options:

Option #1 - 11 kW to repower with the same current capacity. They would also have to replace 2 rails since the panel size is different.

Option #2 - 14 kW, increasing output and revenue by 27%. They would replace all rails in this case as well.

The current microFIT contract with the Ontario Power Authority states the Supplier (Township) shall not modify the inverter rating of the solar array rating of the Facility. This contract provision precludes adopting Option #2.

### Financial Impact:

Option #1 - \$11,764 + tax

Option #2 - \$17,848 + tax

There will also be an estimated cost of \$4,000 for the inverter replacement that has not been billed yet. If Council chooses to not proceed, the contractor can remove the inverter and provide a credit.

For Option #1 - with \$6k annual revenue, it will take 2 years to pay for the replacement (2.7 years including the inverter). Estimated total income over the remaining 8 years of the contract will be \$48k.

Current Microfit revenue and expenses to date:

#### Revenue

2014 to current	\$53,468.03
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#### Expenses

Original installation cost	\$50,634.34
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2014 to current - Hydro fees	\$ 429.80
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2017 repairs to cable due to winter ice damage	\$ 1,200.77
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2018 repairs to solar panels	\$ 448.74
------------------------------	-----------

2024 replaced inverter	<u>\$ 3,586.02</u>
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Total expenses to date	\$56,299.67
------------------------	-------------

NET Proceeds to date	(\$2,831.64)
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The estimated cost of \$16,000 for the replacement of the current system (including the inverter) would be taken from the Infrastructure Sustainability Reserve Fund with an estimated year end balance of \$2,053,658 per the 2025 approved Budget.

### Strategic Implications:

Environmental Stewardship - protect the environment and mitigate climate change.

**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
**Approved by:** Kelly Watkins, CAO Back-up  
**Date of Meeting:** 07 Aug 2025  
**Re:** Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Beaches

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Beaches";  
**And That** Council approves the MCD's Application to the 2025 EASE Grant Application - Accessible Beaches for 100% project funding;  
**And That** Council directs the CAO to enter into a Funding Agreement with EASE Grant upon the Township's successful Application for 100% project funding;  
**And That** Council directs the MCD to have the accessible additions installed at the Sand Lake and Shabomeka Lake Public Beaches if the Application for Funding is successful.

### Background:

The Ontario Government launched a new grant program called Enhancing Access to Spaces for Everyone (EASE). The EASE Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults. It supports these individuals to live more active, healthy, safe and socially connected lives within their communities.

The program offers up to \$60,000 (100% funding) in grants to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

Eligible projects may receive up to \$60,000 for small capital projects and retrofits that will help older adults and people with disabilities participate in community life. Examples include, but are not limited to:

- mobility-mats at beaches
- charging stations for mobility devices along an accessible trail
- adding lights, benches and/or ramps to a public trail
- accessible outdoor fitness equipment
- adding additional accessibility features at swimming pools
- permanent entrance ramps
- expanded tactile directional indicators

### Researched By:

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

## Comments:

The Township currently does not have any accessible beaches. Making beaches wheelchair-accessible is essential for creating inclusive, welcoming spaces where everyone can enjoy nature equally. Beaches are places where families and friends gather to relax, play, and connect, but without proper accessibility, people with mobility challenges are often excluded from these meaningful experiences. By investing in accessible pathways, mats, and facilities, we strengthen our communities by promoting equality. Additionally, accessible beaches can attract more visitors, boosting tourism and local businesses.

It is proposed that we apply to the EASE grant to enhance accessibility at both the Sand Lake Public Beach and Shabomeka Public Beach. We would install "mobi-mats"® from the parking lot to the water, accessible picnic tables and if the budget allows, would also install a shade structure.

## Financial Impact:

It is estimated that the value of this project would be approximately \$60,000.

If the Township is a successful applicant, the EASE Grant will cover 100% of the project's cost.

On-going costs would include:

- Annual Budget Dollars for repairs
- Replacement options in the future.
- Insurance implications for replacement value and potential increase in liability due to perceived risk. Amounts unknown at this time.

## Strategic Implications:

Vibrant and Inclusive Community > Promote a health lifestyle > Continued provision for safe, efficient and enhanced recreational facilities, trails and parks.

**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
**Approved by:** Kelly Watkins, CAO Back-up  
**Date of Meeting:** 07 Aug 2025  
**Re:** Well Hook-Up - Barrie Community Hall

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Well Hook-Up - Barrie Community Hall";  
**And That** Council instructs the Treasurer to transfer the additional approximately \$4,175 to complete the well hook-up at the Barrie Community Hall from the Community Hall-Sustainability TCA Reserve Fund.

### Background:

As part of the 2025 Budget, Council approved \$15,000 for the installation of a new drilled well at the Barrie Community Hall. Initially, a contractor was hired to complete the drilling; however, due to unforeseen subsurface conditions, they were unable to proceed and the contract was terminated at no cost to the Township.

Subsequently, a specialized well drilling company was engaged to complete the work. The site required drilling through approximately 120 feet of beach sand with appropriate casing. The total cost of the completed well drilling was \$13,270.52.

### Researched By:

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

### Comments:

To complete the project, the additional work required includes installation of a well pump, trenching, and connection to the building, at a cost of \$5,901.71. This brings the total project cost to \$19,172.24, which is \$4,172.24 over the approved budget.

### Financial Impact:

It is recommended that Council approve the additional cost of approximately \$4,175 to complete the well hook-up coming from the Community Hall - Sustainability TCA Reserve Fund which has a year end balance per the 2025 Budget of \$264,702.34

### Strategic Implications:

Sustainable Core Services > Continue to invest in municipal infrastructure.

Enhance Township Services > Improved governance and use of community halls.



**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
**Approved by:** Kelly Watkins, CAO Back-up  
**Date of Meeting:** 07 Aug 2025  
**Re:** Parking at Shabomeka Lake Landing/Boat Launch - Update

**Recommendation:**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Parking at Shabomeka Lake Landing/Boat Launch - Update";

**And That** Council chooses option # \_\_\_\_\_

**Background:**

Council passed Resolution #203-25 on July 10, 2025:

**Be It Resolved That** Council receives for information the presentation from the Shabomeka Lake Association, requesting Council consider the following:

- allowing residents with water access properties on Shabomeka Lake to leave boats and trailers at the boat launch area provided they have identification showing they are permitted to do so; and
- establishing a process to get temporary permits for items which need to stay longer than 72 hours, such as during construction projects for people without road access;

**And That**, as per Section 5.6 of the Procedural Policy requests made to Council through a Delegation shall be deferred until the next Regular Council Meeting to allow Council to obtain the necessary information to make an informed decision;

**And That** Council instructs the Manager of Community Development to look into options for parking and storage of cars, boats and trailers and temporary permits for other items at the Shabomeka Boat launch and questions about the beach; and provide information to Council at the next Regular Council Meeting;

**And That** the Public Works Manager provided an update on the culvert at the causeway on Shabomeka Lake Road advising the replacement is currently being designed. **Carried**

Council passed Resolution #187-25 on June 12, 2025:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Shabomeka Lake Landing and Parking Area";

**And That** Council instructs the MCD to tag all boats/trailers (notice written by the Township and placed on boats by Township staff) providing owners with 60 days to claim usage of the boats and any boats that are not claimed and otherwise "abandoned" be removed by the Township and stored for an appropriate amount of time prior to disposal;

**And That** Council approves the Shabomeka Lake Association (SLA) installing two metal light posts with solar powered, dark & motion activated lights that will not require an electrical connection and

that conform with the Townships Outdoor Lighting Policy and that the future maintenance of the lights will be the responsibility of the SLA;

**And That** Council directs the MCD to install signage at the boat ramp to indicate time restrictions per the Townships Parking By-law Section 5. (c) *"No person shall Park or cause to be Parked, any Vehicle, Trailer, Boat or Object within 5 meters of any Boat Launch for an excess of 20 minutes"*;

**And That** Council does **not** approve signage indicating the area is under video surveillance as this is not recommended by the Township's Insurance Company. **Carried**

### Researched By:

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

### Comments:

#### **Update Regarding Resolution #187-25 (Boats on Shoreline, Lighting and Signage):**

Signage has been installed and lighting is being worked on by the Lake Association. The MCD will soon be working on completing the boat inventory and notice and then removing any abandoned boats at the end of the season (after 60 days).

#### **Update Regarding Resolution #203-25 (Storage of cars, boats and trailers and temporary permits for other items):**

Parking By-law #51-23 was passed by Council on August 17, 2023.

The following provision was added to the Parking By-law to help address ongoing concerns regarding limited parking availability at boat launches throughout North Frontenac:

*"No person shall park or store any boat or trailer on Township-owned, operated, or maintained vehicle parking areas for longer than 72 hours unless connected to a licensed motor vehicle."*

This regulation was introduced due to the high demand and limited number of parking spaces available at public boat launch areas. Unattended or stored boats and trailers—especially those not attached to a motor vehicle—reduce access for residents and visitors who need short-term parking for recreational use. The intent of this provision is to ensure fair and consistent access to these shared public amenities while discouraging long-term or abandoned storage of recreational equipment in high-demand parking areas.

Temporary items (i.e. construction bins, etc.) are currently approved on a case-by-case basis by the Manager of Community Development and/or Public Works Manager in consultation with the Chief Administrative Officer.

Council may consider maintaining the current by-law (**Option #1 - Maintain Current By-law (status Quo)**) to preserve parking availability, or test a controlled solution through a 2026 pilot program (**Option #2 - 2026 Pilot Program: Water Access Trailer Permit (for all Lakes in North Frontenac)**), aimed at supporting water-access-only residents while monitoring potential impacts.

#### **Option #1 – Maintain Current By-law (Status Quo)**

*"No person shall park or store any boat or trailer on Township-owned, operated, or maintained vehicle parking areas for longer than 72 hours unless connected to a licensed motor vehicle."*

#### **Pros:**

- Clear, simple, and easy to enforce.
- Supports turnover and availability of parking for short-term users.
- Avoids complications of tracking registered trailer plates.

**Cons:**

- May disadvantage water-access-only property owners with no practical alternative for trailer storage.
- Could lead to increased frustration or unauthorized parking.

**Option #2 – 2026 Pilot Program: Water Access Trailer Permit (for all Lakes in North Frontenac)**

Allow registered water-access-only property owners to submit one licensed trailer plate number per property, granting permission to store a trailer at designated boat launches beyond the 72-hour limit. Council would need to exempt water access property owners from this provision in the Parking By-law.

**Pros:**

- Provides flexibility and acknowledge access limitations for water-access-only property owners.
- Encourages compliance by offering a legal option
- A pilot approach allows for evaluation before permanent change.

**Cons:**

- Major concern: Over 400 potential trailers (approximately 439 water access parcels in North Frontenac) could overwhelm limited parking areas at all boat launches. The storage of trailers will have a big impact on the number of spaces that will be left for vehicles and recreational users.
- Residents currently paying for trailer storage may shift to free parking, reducing space even further
- Requires administrative oversight (plate registration, monitoring, potential enforcement).
- Risk of abuse if trailers are not promptly removed or remain unused.
- Will reduce available public parking

**Financial Impact:**

Option #1 - no change, current By-law and potential By-law Enforcement

Option #2 - staff time to create and administer a program and potential By-law Enforcement.

**Strategic Implications:**

Vibrant and Inclusive Community > Promote a Healthy Lifestyle > Continued provision of safe, efficient and enhanced recreational facilities, trails and parks

Sustainable Core Services > Enhance Township Services > Enhancement of Township roads, parking areas and boat launches

**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Kelly Watkins, CAO Back-up  
**Date of Meeting:** 07 Aug 2025  
**Re:** Request to extend the 50 km/hr speed zone on Ardoch Road

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to extend the 50 km/hr speed zone on Ardoch Road";  
**And That** Council approves extending the limits of the reduced speed zone on Ardoch Road as recommended by the Public Works Manager;  
**And That** Council will consider an updated By-law later in the meeting.

### Background:

The Township received a letter regarding reduction of the speed limit on Ardoch Road south of Ardoch dated June 13, 2025:

Re: Request for Speed Limit Reduction -Ardoch Road

I am writing to formally request a review and reduction of the posted speed limit on Ardoch Road within the town limits of Ardoch, Ontario. Currently, the speed limit at the entrance to town is posted at 50 km/h; however, midway through the town, it increases to 80 km/h. I respectfully request that the speed limit be reduced to 50 km/h throughout the entire stretch within the town limits to enhance public safety. There are children and senior citizens who regularly traverse this area, particularly near 5369 Ardoch Road, making the higher speed limit a significant hazard. Furthermore, there are plans to establish a community space at 5369 Ardoch Road, which will feature a French fry truck. This is expected to bring additional pedestrian and vehicle activity, further highlighting the need for a safer, reduced speed zone. Your intervention in this matter would be greatly appreciated. I kindly request a timely response outlining the next steps and a clear plan of action. Thank you for your attention and consideration.

Roy Whittaker Ardoch Road

On July 10, 2025 Council passed Resolution No. 210-25:

**Be It Resolved That** Council receives a letter dated June 13, 2025, from Roy Whittaker, Resident requesting Council consider reducing the speed limit on Ardoch Road within the town limits of Ardoch;  
**And That** the Public Works Manager will review this request and provide a recommendation to Council at a future meeting.

### Researched By:

Darwyn Sproule, Manager of Public Works

### Comments:

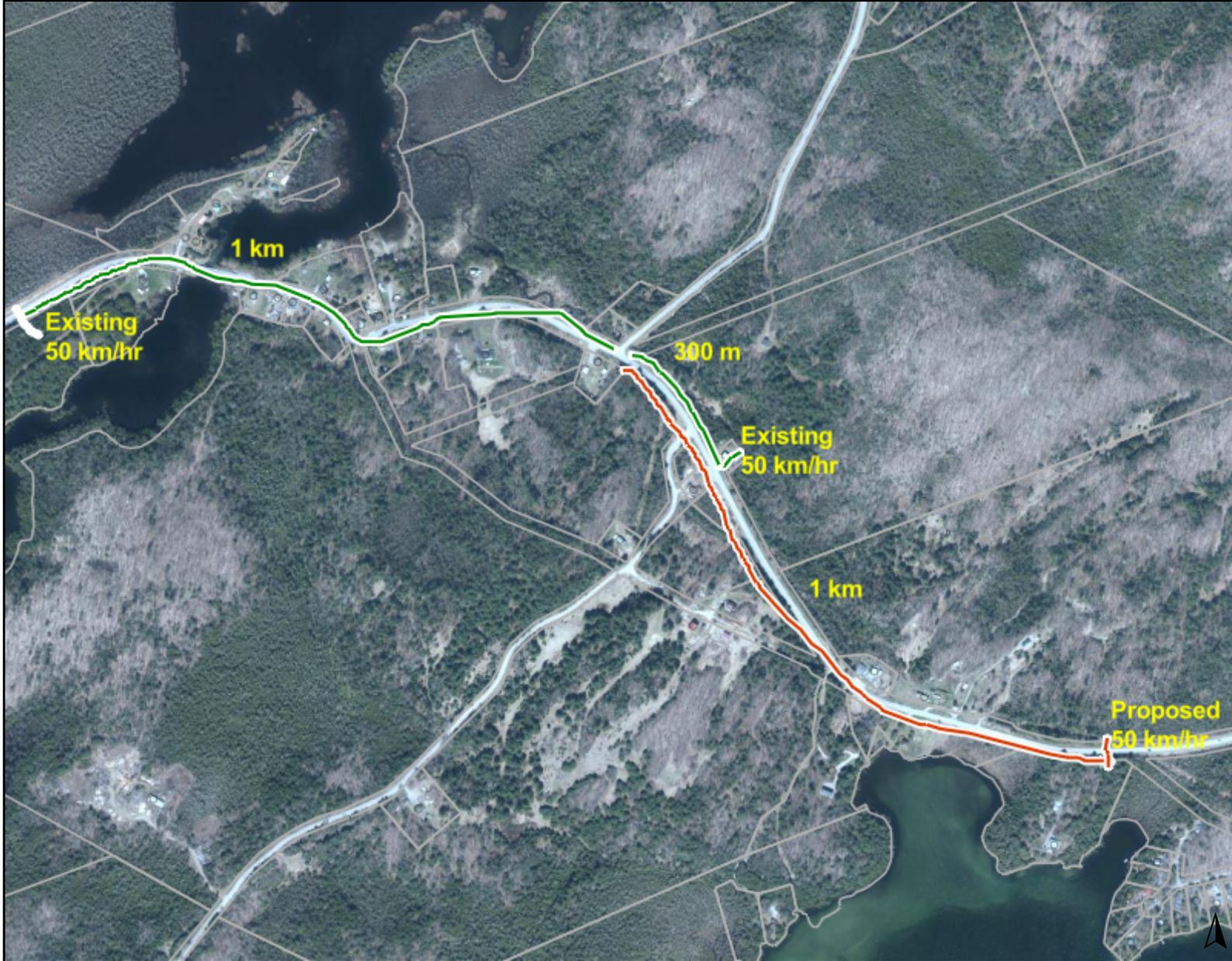
The request references the northbound reduced speed zone at the southern limit of Ardoch. Given recent development, new entrances etc in this area, I recommend approving this request as follows: currently the 50 km/hr sign (northbound) is 0.3 km south of River Road. Extending the 50 km/hr zone to just before the signage for the Village moves the sign 700m further south (or 1 km before River Road) .

### Financial Impact:

Cost implications include the required new signs, posts, and staff time to complete the installation. Two signs will be relocated and one new sign is required at a cost of \$120, to be addressed within the approved operations budget.

### Attachments:

[2025-07-25 - 50km Zone - Ardoch Road](#)



### Legend

Boundaries

Township Boundary



Property Information

Civic Address Points



Assessment Parcels



### Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



# Committee of Adjustment Minutes

1:00 PM - Monday, June 23, 2025  
Council Chambers

**Present:** Garry Wood, Chair; Carl Tooley, Member; Jim Ogilvie, Member; and Brent Smith, Alternate Member

**Also Present:** Tara Mieske, Secretary/Treasurer (Clerk/Planning Manager); Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac (Electronic Participation); Councillor Roy Huetl (Council Liaison); and Marnie Geerlinks, Administrative Assistant to the Clerk/Planning Manager

## 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) *June 23, 2025*

**21-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the Committee approves the Agenda dated June 23, 2025, as circulated.

**Carried**

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

None declared.

## 5. Delegations

None.

## 6. Adoption of Minutes

a) **May 26, 2025**

**22-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held on May 26, 2025, as circulated.

**Carried**

**7. Business Arising Out of Minutes**

None.

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

None.

**9. Consent Applications**

None.

**10. Minor Variance Applications**

a) ***File #A05/25 - Lot 11, Plan 1114, Geographic Township of Barrie (1651 South Kash Lake Lane) - Request for Permission to Expand Legal Non-Complying Structure***

Jim Bathe, Applicant, was present for the meeting.

Dimitry Kurylovich, Senior Planner, provided an overview of the application for an enlargement of a legal non-complying structure. The applicant is proposing to construct a 44.6 metre enclosed four season sunroom on the west side of the existing dwelling and extending the deck 18.6 metres. The existing dwelling is setback 15.2 m (50 ft) from the high water mark of Kashwakamak Lake. The proposed expansion will result in a setback of 13.7 m (45 feet).

Kurylovich advised the Official Plan designation of the property is Waterfront Area and the Zoning designation is Limited Services Waterfront. He noted the property is 1.16 acres and developed with a 950 square foot dwelling with 710 square feet of decking on the north and west side; a sleep cabin with stairs (proposed to be removed); a stand alone chimney (to be removed with materials reused within dwelling addition); a garage on the southside of the lot; and an existing septic system.

Kurylovich advised the application was reviewed by Mississippi Valley Conservation Authority (MVCA), with no objections noted to the proposed development. He noted MVCA permits minor additions to an existing structure up to a maximum of 40 square metres within the erosion hazard limit without the recommendation of a slope stability assessment. Kurylovich advised removal of the existing walkway is key to the proposal as it will allow the sunroom and deck to be constructed without the slope stability assessment. If the walkway is not removed, an additional planning application would be required with the slope stability assessment required as part of the application.

Kurylovich advised the proposed development meets the criteria to be considered under Section 45(2) of the Planning Act and recommended approval of the application subject to the standard conditions included in the planning report, with the added condition of the removal of the existing walkway prior to construction to ensure slope integrity.

Jim Ogilvie advised he attended the site on June 11, 2025, and that the required marking signs were posted. He noted the property is reasonably steep, with mixed vegetation. He advised the proposed addition is located on the west side of the existing dwelling and does not appear to negatively impact neighbouring properties. He recommended approval of the application subject to the conditions included in the planning report.

Tooley asked who was responsible for the inspection of the existing septic system. Kurylovich advised the Chief Building Official will inspect the system. Tooley noted the walkway to the sleep cabin is existing and off the ground. He noted it does not appear to be an erosion hazard and asked why it needs to be removed. He noted if the slope is steep, the walkway provides a safe way to move between the dwelling and the sleep cabin. Kurylovich advised MVCA's policies, provide that any addition more than 40 square metres on a steep slope requires an assessment. Without the removal of the walkway, the proposed addition would exceed these provisions and an assessment would be required due to the increased risk of slope failure. He noted MVCA determines the threshold to trigger the assessment.

Wood asked how the the applicant will access the shoreline with the removal of the walkway. Mr. Bathe advised they will have to go around the sleep cabin. He advised they will build stairs that face towards the sleep cabin. He advised due to the location of the proposed addition it will require the removal of most of the walkway.

Drechsler advised there were no comments from the public.

**23-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** Planning Application File #A05/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

**And That** the condition regarding the removal of the walkway be at the time of issuance of the building permit;

**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 July 3, 2025.

**Carried**

- b) ***File #A06/25 - Lot 10, Plan 1419, Geographic Township of Barrie (1133 North Pinnacle Point Lane) - Request for Permission to Expand Legal Non-Complying Structure***

The applicants were not in attendance at the meeting.

Dmitry Kurylovich provided an overview of the application to expand a legal non-complying structure. The applicants are proposing to construct a 20 square metre sunroom on the west side of the existing dwelling with an extension of the deck. The dwelling is current set back 12.5 metres from Big Gull Lake. The setback of the proposed addition will be 9.4 metres (based on measurements taken at site visit).

Kurylovich advised the Official Plan designation of the property is Waterfront Area and the Zoning designation is Limited Service Waterfront. He noted the property is 1.5 acres and developed with a 138.61 square metre dwelling, a septic system with a setback of approximately 20 metres from the high water mark and an accessory structure within the 30 metre setback.

Kurylovich advised the proposed development will square off the existing dwelling with the development located on the west side. He noted the structure is getting closer to the water because of the fluctuating shoreline.

Kurylovich advised Mississippi Valley Conservation Authority has reviewed the application, with no objections to the proposed development. He noted MVCA typically does not support further encroachment into deficient setbacks associated with erosion hazards. He advised

native vegetation helps support the shoreline and reduce erosion hazards and provides stability. He noted that while the shoreline has good tree vegetation, more vegetation would be beneficial to provide a buffer between the dwelling and the lake, as well as improving the stability of the shoreline.

Kurylovich advised the proposed development meets the criteria to be considered under Section 45(2) of the Planning Act and recommended approval of the application subject to the conditions included in the planning report.

Garry Wood advised he attended the site on June 9, 2025, and the required marking cards were posted. He advised the existing dwelling is within the 30 metre setback. He noted the property had large trees but not a lot of vegetation, which became more limited towards the water. He advised the proposed addition fits in with neighbouring property aesthetics; and recommended approval of the application subject to the conditions included in the planning report.

Drechsler advised there were no comments from the public.

**24-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** Planning Application File #A06/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved 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 July 3, 2025.

**Carried**

## 11. Other Business

a) **2025 OACA Conference - May 11-14, 2025**

**25-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the Committee receives for information the Deputy Clerk/Assistant to the Planning Manager and Clerk/Planning Manager's Administrative Report entitled "2025 OACA Conference - May 11-14, 2025".

**Carried**

## 12. Adjournment

a) **Motion to Adjourn**

**26-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the meeting adjourns at 2:02 p.m. until July 28, 2025, at 1:00 p.m. or at the call of the Chair.

**Carried**

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Chair

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Secretary/Treasurer



# Economic Development Task Force Minutes

9:00 AM - Monday, July 21, 2025

Council Chambers

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**Present:** Deputy Mayor John Inglis (Chair); Councillor Roy Huetl; Cyndy Bonello; Paul Thiel and Dan Vaillancourt

**Absent with Regret:** Brandon Hartwig

**Also Present:** Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development (MCD) and Lori Newman (Secretary)

## 1. Call to Order

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

## 2. Traditional Land Acknowledgement

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

None.

## 4. Economic Development Task Force Notes

- a) Notes of the May 20, 2025 EDTF Meeting as approved via email and were received for information at the June 12, 2025 Regular Meeting of Council.

## 5. Business Arising

- a) Review Updated 2025 Work Plan

The EDTF reviewed the updated 2025 Work Plan and agreed to leave it as amended previously. Dan Vaillancourt and Cyndy Bonello volunteered to join the NF Commercial Signage initiative with Paul Thiel for research purposes. This initiative will remain off the workplan until further information is acquired and available.

- b) Welcome Package – Bonello

Cyndy Bonello advised that she will be working on restocking and updating the welcome packages in the next few weeks. It was reported that 381 welcome letters have been mailed out since the inception of this initiative in January 2022.

- c) Business Profiles –Thiel, Huetl

Paul Thiel and Roy Huetl are both working on completing a number of Business Profiles in the upcoming weeks. Brooke Ross – Manager of Community Development (MCD)

suggested that Alyssa Berger, Economic and Community Development Student, could work on completing a few Business Profiles as well during her final month at the Township.

**d) Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD**

Deputy Mayor John Inglis (Chair), Councillor Roy Huetl and Brooke Ross – Manager of Community Development (MCD) will plan to meet to discuss the Improvement of Township Community Improvement Plan in the next few weeks.

**e) Bi-annual/Quarterly Business Owners Workshop Meetings – Bonello, Vaillancourt**

Cyndy Bonello and Dan Vaillancourt will arrange to meet to discuss the Bi-annual/Quarterly Business Owners Workshop Meetings and will report back to the EDTF at an upcoming EDTF meeting.

**f) Attend Three (3) Tradeshow per year – Bonello, Thiel**

Deferred to Budget time.

**g) SummerFest (July 19, 2025) – Bonello, Inglis, Vaillancourt**

The Summer Event sub-committee reported that the event was very well attended and very well received. There were approximately 1000 people in attendance (including volunteers and vendors).

The Summer Event sub-committee would like to ask the Mayor to consider a request for \$15,000 for the fourth annual North Frontenac Summer Event planned for July 18, 2026 during the 2026 budget deliberations. The sub-committee will be providing a 2025 Summerfest Debrief at the next EDTF meeting.

**h) Mural Project - MCD**

No update at this time.

**i) ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello**

Deferred to next meeting.

## **6. New Business**

**a) Member Recruitment**

The EDTF does not wish to re-advertise for new members at this time as there is not a lot of time remaining in this term.

## **7. Adjournment**

**a) Meeting adjourned at 10:14 a.m.**

**NOTE : The next meeting of the EDTF will take place on Monday, August 18, 2025 at 6:00 p.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.**

**Recommendations to Council**

**Be It Resolved That** Council receives for information the July 21, 2025 Notes of the Economic Development Task Force (EDTF);

**And That** the Mayor will consider increasing the annual Summerfest budget to \$15,000 during the 2026 Budget deliberations.

Received by Council on August 7, 2025.

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Deputy Mayor John Inglis, Chair  
Township of North Frontenac EDTF



### Council Portfolios

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

#### Mayor Gerry Lichty

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

#### Councillor Wayne Good

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

#### Councillor Stephanie Regent

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

**Councillor Roy Huetl**

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

**Councillor Vernon Hermer**

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

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

**Deputy Mayor John Inglis**

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

**By-law #2025-34**

**Being a By-law to Amend Zoning By-law Number 55-19, as amended – Zone Change from Recreational Commercial (RC) to Four Separate Recreational Commercial Exception Zones 7 through 10 (RC-X7 through RC-X10); Part of Lot 31, Concession 2, Parts 4 and 5 on Registered Plan 13R-5460, Geographic Township of Clarendon; and Part of Lot 31, Concession 2, Part 3 on Registered Plan 13R-5460 Geographic Township of Clarendon**

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, RSO 1990, the Council of a Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

**And Whereas** By-Law #55-19 regulates the use of land and the location, use and erection of buildings and structures within the Township of North Frontenac;

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

1. By-Law #55-19 of The Corporation of the Township of North Frontenac, as amended, is hereby further amended as follows:
  - a. Schedule A of Zoning By-law #55-19, as amended, is hereby further amended to change the zoning on the western half of a parcel of land that is approximately 4.96 acres in area, legally described as Part of Lot 31, Concession 2, Parts 4 and 5 on Registered Plan 13R-5460, Geographic Township of Clarendon; from Recreational Commercial (RC) to Recreational Commercial Exception Zone 7 (RC-X7) as illustrated by Schedule 'A' attached to and forming part of By-Law Number 2025-34;
  - b. Schedule A of Zoning By-law #55-19, as amended, is hereby further amended to change the zoning on the eastern half of a parcel of land that is approximately 4.96 acres in area, legally described as Part of Lot 31, Concession 2, Parts 4 and 5 on Registered Plan 13R-5460, Geographic Township of Clarendon; from Recreational Commercial (RC) to Recreational Commercial Exception Zone 8 (RC-X8) as illustrated by Schedule 'A' attached to and forming part of By-Law Number 2025-34;
  - c. Schedule A of Zoning By-law #55-19, as amended, is hereby further amended to change the zoning on the western half a parcel of land approximately 2.55 acres in area, legally described as Part of Lot 31, Concession 2, Part 3 on Registered Plan 13R-5460 Geographic Township of Clarendon from Recreational Commercial (RC) to Recreational Commercial Exception Zone 9 (RC-X9) as illustrated by Schedule 'A' attached to and forming part of By-Law Number 2025-34;
  - d. Schedule A of Zoning By-law #55-19, as amended, is hereby further amended to change the zoning on the eastern half a parcel of land approximately 2.55 acres in area, legally described as Part of Lot 31, Concession 2, Part 3 on Registered Plan 13R-5460 Geographic Township of Clarendon from Recreational Commercial (RC) to Recreational Commercial Exception Zone 10 (RC-X10) as illustrated by Schedule 'A' attached to and forming part of By-Law Number 2025-34;
2. Section 4.3.5 of By-Law #55-19, as amended, is hereby further amended as follows:
  - a. By adding the following new sub-section (f) to Section 4.12.5 Recreational Commercial, Exception Zones:

**(f) Recreational Commercial Exception Zone 7 (RC-X7)**

- i. The minimum lot size for a Tourist Establishment is 0.8 hectares (2.00 acres)
  - ii. In addition to the permitted uses listed in Section 4.12.1 **A Dwelling – Detached** shall also be permitted as a **Principal Use**.
  - iii. This property and the property directly to the north, described under RC-X9 shall be tied together and treated as one lot of record for the purpose of this Zoning By-law.
- b. By adding the following new sub-section (g) to Section 4.12.5 Recreational Commercial, Exception Zones:

**(g) Recreational Commercial Exception Zone 8 (RC-X8)**

- i. The minimum lot size for a Tourist Establishment is 1.01 hectare (2.50 acres)
  - ii. This property and the property directly to the north, described under RC-X10 shall be tied together and treated as one lot of record for the purpose of this Zoning By-law.
- c. By adding the following new sub-section (h) to Section 4.12.5 Recreational Commercial, Exception Zones:

**(h) Recreational Commercial Exception Zone 9 (RC-X9)**

- i. The minimum lot size for a Tourist Establishment is 0.4 hectares (1.0 acres)
  - ii. In addition to the permitted uses listed in Section 4.12.1 **A Dwelling – Detached** shall also be permitted as a **Principal Use**.
  - iii. This property and the property directly to the south, described under RC-X7 shall be tied together and treated as one lot of record for the purpose of this Zoning By-law.
- d. By adding the following new sub-section (i) to Section 4.12.5 Recreational Commercial, Exception Zones:

**(i) Recreational Commercial Exception Zone 10 (RC-X10)**

- i. The minimum lot size for a Tourist Establishment is 0.6 hectares (1.5 acres)
  - ii. In addition to the permitted uses listed in Section 4.12.1 **A Dwelling – Detached** shall also be permitted as a **Principal Use**.
  - iii. This property and the property directly to the south, described under RC-X8 shall be tied together and treated as one lot of record for the purpose of this Zoning By-law.
3. That this by-law shall come into force and take effect on the date of final passing by the Council of the Township of North Frontenac, subject to the provisions of the Planning Act, R.S.O, 1990, as amended.

**Read** a first and second time **August 7, 2025**.

**Read** a third time and finally passed this **August 7, 2025**.

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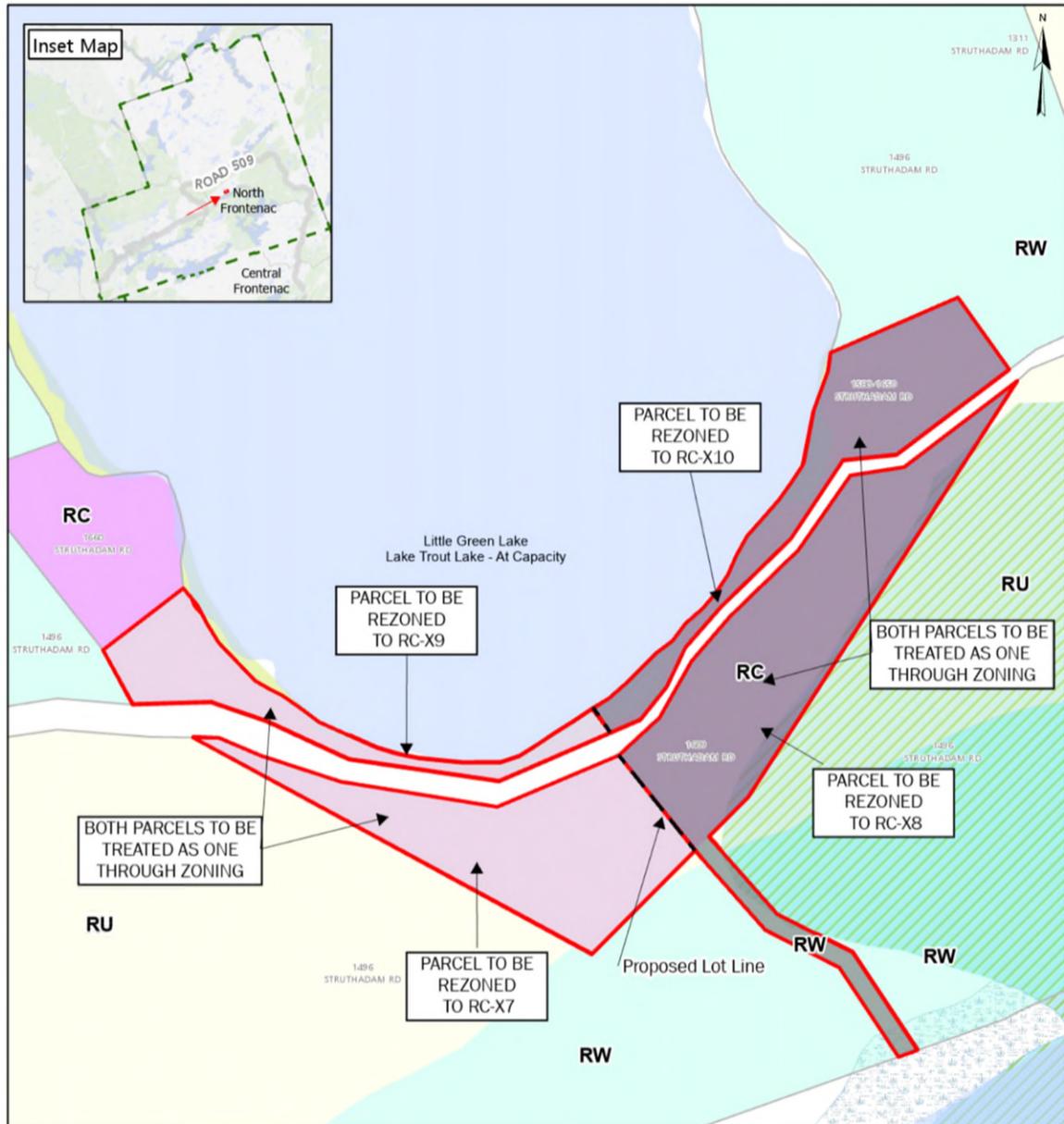
**Gerry Lichty, Mayor**

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**Brooke Drechsler, Deputy Clerk**

DRAFT

# Township of North Frontenac Schedule 'A' to By-Law Number #2025-34



**PROPOSED ZONING  
BY-LAW AMENDMENT (Z03-25)**  
1609 AND 1580-1650  
STRUTHADAM RD, GEOGRAPHIC  
TOWNSHIP OF CLARENDON

Scale: 1:2,500

Legend	
<span style="border: 2px solid red; display: inline-block; width: 15px; height: 10px;"></span>	Subject Property
<span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Parcels
<span style="background-color: lightblue; display: inline-block; width: 15px; height: 10px;"></span>	Waterbody
<span style="background: repeating-linear-gradient(45deg, transparent, transparent 2px, green 2px, green 4px); display: inline-block; width: 15px; height: 10px;"></span>	Provincially Significant Wetland
<span style="background: repeating-linear-gradient(-45deg, transparent, transparent 2px, green 2px, green 4px); display: inline-block; width: 15px; height: 10px;"></span>	Wetland
<span style="background-color: yellow; display: inline-block; width: 15px; height: 10px;"></span>	Rural (RU)
<span style="background-color: pink; display: inline-block; width: 15px; height: 10px;"></span>	Recreational Commercial (RC)
<span style="background-color: lightblue; display: inline-block; width: 15px; height: 10px;"></span>	Residential Waterfront (RW)
<span style="border-bottom: 1px dashed black; display: inline-block; width: 15px;"></span>	Proposed Lot Line
<span style="background-color: gray; display: inline-block; width: 15px; height: 10px;"></span>	Proposed Lot B
<span style="background-color: lightgray; display: inline-block; width: 15px; height: 10px;"></span>	Proposed Lot A
<span style="background-color: lightgreen; display: inline-block; width: 15px; height: 10px;"></span>	CROWN

Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

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

**By-law #2025-35**

**Being a By-law to Establish a Procedural Policy for Members of Council, Committees and Task Forces and repeal By-law #26-23**

**Whereas** Section 238 of the *Municipal Act, S.O. 2001, c.25*, as amended (the *Municipal Act*) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac deems it expedient to enact a by-law to adopt a Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac;

**And That** the Council of The Corporation of the Township of North Frontenac does hereby adopt the Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac attached hereto as Schedule 'A';

**And That** this "Procedural Policy" applies to and binds all Members of Council/Committees of the Township of North Frontenac;

**And That** should any sections of this By-law, including any section or part of any Schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining Sections shall nevertheless remain valid and binding;

**And That** By-law #26-23 is hereby repealed in its entirety;

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

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

**Read** a first and second time **August 7, 2025**.

**Read** a third time and finally passed this **August 7, 2025**.

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**Gerry Lichty, Mayor**

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**Brooke Drechsler, Deputy Clerk**

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## **1.0 Introduction**

The procedures and rules included in this policy address both basic procedural items and other more complex questions and issues that might arise in Council or Committee Meetings. Well documented procedures and rules result in more productive Meetings and lessen the amount of extraneous debate on unrelated topics.

This Policy will provide the rules of conduct for Members of Council and Committees in order to govern the affairs of the Township of North Frontenac in an accountable and transparent manner, and sets the minimum standard for the behavior of Members in carrying out their functions. It has been developed to assist Members to:

- a) Understand the standards of conduct that are expected of them;
- b) Fulfill their duty to act honestly and exercise reasonable care and diligence; and
- c) Act in a way that enhances public confidence in local government.

In all matters and under all circumstances, the Members of Council/Committees shall be guided by and shall have regard to the Municipal Conflict of Interest Act, 1990 c.50, or its successor, and amendments thereto and the Code of Conduct for Members of Council.

## **2.0 Definitions**

In this By-law:

**Agenda** means the Orders of the Day.

**CAO** means the Chief Administrative Officer of the Corporation of the Township of North Frontenac appointed by the Mayor or Council in accordance with Section 229 of the Municipal Act. The Manager appointed as the CAO Back-up shall fulfill the duties of the CAO in their absence.

**Chair** means the person chairing the meeting. For Council it is the Mayor and in their absence, the Deputy Mayor. For a Committee of Council, it is the person appointed as the Chair.

**Clerk** means the Clerk, Deputy Clerk or Acting Clerk appointed by Council or such person designated in writing by the Clerk in accordance with Section 228 of the Municipal Act.

**Closed Session** means a Meeting or a part of a Meeting, which is closed to the public when the subject matter being considered complies with Section 239 of the Municipal Act.

**Committee of Council** means an advisory Committee, appointed by the Mayor or Council of which all Members are also Members of Council who are appointed for a special purpose.

**Committee – External** shall be appointed by Council By-law in accordance with Legislation or an Agreement for a specific function and shall have its own Procedural Policy.

**Council** means the Council of the Corporation of the Township of North Frontenac.

**Council Chambers** means the room in which the proceedings of Council takes place, excluding those areas where Members of the public and the media may listen to proceedings.

**Defer** means to delay or postpone to a future Meeting.

**Deputy Mayor** means a Member appointed at the Inaugural Meeting of Council to serve as the Deputy Mayor.

**Ex-Officio** shall refer to the Mayor who is permitted to act by virtue of office.

**Holiday** means a Holiday as set out in the Employment Standards Act, 2000, and/or the Township's Personnel and Employment Policies and Procedures Manual, as amended.

**Manager** as defined in the Personnel and Employment Policies and Procedure Manual.

**Mayor** is the Member of Council who is elected at large by general vote and shall perform the duties of Head of Council, as set out in the Municipal Act or any other Act, as amended.

**Member** means a Member of Council duly elected or appointed to serve on the Council or a Committee of Council.

**Motion** means a formal written proposal for action, drafted by staff or a Member, and presented for consideration, discussion and a vote by Council or a Committee of Council.

**Municipal Act** means the Municipal Act S.O. 2001, c.25, as amended.

**Point of Order** means a matter that a Member, the CAO or the Clerk considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

**Question of Privilege** means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

**Refer** means to direct a matter under discussion back to staff, a Committee, agent or organization for further consideration or to obtain additional information.

**Resolution** a written Motion adopted or defeated by a majority of Council and shall include the original Motion or an amendment to the original Motion.

**Rules of Order** means the rules of procedure and order established by this By-law to regulate conduct during a Meeting of Council/Committees. In the event of a question of procedure arising from this By-law, Robert's Rules of Order 12<sup>th</sup> Edition shall be referenced for clarification.

**Task Force** means an advisory Committee made of Council Members, voluntary sector members and staff who are appointed by Council for a special purpose or to address a specific task.

**Time Sensitive** means a situation in which the timing to initiate and/or complete a matter is paramount, but the time available to follow normal procedures or processes is insufficient.

**Town Hall Information Session** means Information Sessions that are designed to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda.

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

**Website** means the official Website of the Corporation of the Township of North Frontenac – [www.northfrontenac.com](http://www.northfrontenac.com) or the Township's Civic Web portal - <https://northfrontenac.civicweb.net/>.

### **3.0 Meetings**

#### **3.1 Meeting Location**

All Meetings shall be held in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna Ontario unless otherwise stipulated in the public notice provided.

#### **3.2 Open to the Public**

All Council and Committee Meetings shall be open to the public, unless authorized to be a Closed Session for reasons allowed under the Municipal Act. Members of the public will be permitted to attend open Meetings electronically, provided the venue where the Meeting is held is able to accommodate an electronic meeting.

When electronic participation is permitted, the Clerk will include the registration details in the Agenda package.

#### **3.3 Notice**

The Clerk shall provide notice of Council and Committee Meetings by means of an electronic Agenda. Supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda.

Failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

The Clerk shall give notice of any changes to Council and Committee Meeting dates by posting notice of the change on the Website.

#### **3.4 Regular Meetings**

##### Notice

The Clerk shall give annual Notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates at the Community Halls and Municipal Office and adding the dates to the Website calendar at the beginning of each calendar year and displaying the meeting date on the Municipal Office's Electronic Sign at least 48 hours in advance of the Meeting.

Members of Council shall generally receive notice at least five calendar days before the day of the Regular Meeting. Agendas shall be posted on the Website not later than 48 hours preceding the date of the Meetings.

##### Meeting Dates

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.

Upon receipt of a petition of the majority of the Members of Council or a Resolution of Council, the Clerk shall alter the date, time and/or place or dispense with a Meeting of Council, provided that 48 hours' notice of the new meeting date is posted by the Clerk on the Website and social media sites.

### **3.5 Special Meetings**

#### Notice

The date and time of the Meetings will be added to the Website calendar, added to social media, and displayed on the Municipal Office's Electronic Sign, if time permits 24 hours preceding the meeting.

Members of Council shall generally receive notice 24 hours before the day of the Special Meeting. Agendas shall be posted on the Website, if time permits 24 hours preceding the meeting. The Clerk will attempt to provide more notice.

#### Calling of Meetings

A Special Meeting may be called under the following circumstances to address a specific topic(s):

- a) The Chair may, at any time, summon a Special Meeting including the purpose, time and date;
- b) Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose, date and time mentioned in the petition; or
- c) By Resolution of Council, including the purpose, date and time.

Upon receipt of the summons or petition the Clerk shall contact Members to ensure a quorum can be established for the Special Meeting. Members shall be notified at least 24 hours before the time appointed for such meeting by email, telephone or in-person as determined by the Clerk.

### **3.6 Public Meetings**

#### Notice

The Clerk shall provide notice in accordance with the Township's Notice Requirement Policy and/or applicable legislation.

#### Calling of Meetings

A Public Meeting shall be held to seek public consultation/input from the public where required by legislation or policy. Council may pass a Resolution to hold a Public Meeting on a specific matter and shall include the date and time. Council shall determine if Members of Council, staff or the public will be permitted to attend the Public Meeting electronically.

### **3.7 Emergency Meetings**

The Clerk shall provide notice as soon as possible prior to the meeting. However; the Meeting may be held without notice, provided an attempt has been made by the Clerk to notify the Members about the Meeting in the most expedient manner.

### **3.8 Inaugural Meeting of Council**

The Inaugural Meeting of Council shall be held November 15th at 1:00 p.m. in the year of the Municipal Election in the Council Chambers. If November 15th is a Saturday, Sunday or Holiday, Council shall meet on the following Monday.

The Clerk shall act as the Chair until the Mayor has taken the Oath of Office.

Members shall take the Oath of Office in the form prescribed by the Minister of Municipal Affairs and administered by the Clerk.

The Clerk shall determine the items to be included in the Inaugural Agenda, such as the playing of the National Anthem, greetings from Dignitaries, Dressing of Chain of Office, and the Mayor's Address.

Council shall set the date for the next Regular Meeting of Council at the Inaugural Meeting.

The following shall be appointed by Resolution at the Inaugural Meeting of Council:

- a) Deputy Mayor (Followed by an Appointing By-law);
- b) Appointments under Section 9 excluding Council Portfolios; and
- c) External Committee (i.e. Committee of Adjustment/Planning Advisory Committee and Joint Fire Committee for the Kaladar/Barrie Fire Department).

The Clerk shall arrange for a small reception to follow the Inaugural Meeting. Members are not permitted to participate electronically in the Inaugural Meeting, unless there is a Declared Emergency. Members of the public may attend the Inaugural Meeting electronically.

### **3.9 Public Meetings Related to Planning Matters**

The date and time of Public Meetings under the Planning Act will be determined by the Clerk and in accordance with the Notice requirements as set out in the Planning Act.

During a statutory Public Meeting under the Planning Act, Members of the public wishing to speak to the matter will be limited to 10 minutes. They will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

Council will be given sufficient time to consider public input prior to making a decision on the matter.

### **3.10 Joint Councils Meeting**

A Joint Councils Meeting may be called at the request of Council or another municipality's Council. The Mayor will work with the Head of Council of the other municipality to determine a date, time and place suitable for the Joint Councils Meeting. Joint Councils Meetings may be permitted to be held electronically.

The Clerk will work with the Clerk of the other municipality to prepare and circulate an Agenda for the Meeting.

Each Council shall consider an independent Motion at or following the Joint Meeting regarding any recommendation made during the Joint Councils Meeting which may be adopted by a majority of Council.

### **3.11 Closed Session**

Per Section 239 of the Municipal Act, a Meeting or part of a Meeting of Council or a Committee of Council may be closed to the public if the subject matter being considered is:

- a) The security of the property of the Municipality or local board;
- b) Personal matters about an identifiable individual, including Municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an *Act* of Legislature or an *Act* of Parliament;
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; or
- l) The meeting is held for the purpose of educating or training the Members and at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of council or local board.

A Meeting shall be closed to the public if the subject matter being considered is:

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is the head of an institution for the purposes of the Act; and
- b) An ongoing investigation respecting the Municipality by the Ombudsman appointed under the Ombudsman Act.

All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO prior to the Meeting. At the CAO's discretion, confidential information may be provided to Managers or the Township's Solicitor.

All information, including but not limited to Agendas, Reports, Minutes, notes received, reviewed or taken in a Closed Session are confidential. The Clerk will ensure electronic

access to Closed Meeting Agendas and Minutes are removed each term of Council. The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee of Council shall pass a Resolution stating the purpose for holding the Closed Session and the general nature of the matter to be considered, providing as much information as possible, without compromising the confidentiality of the matter.

If there are Members participating electronically in the meeting, those Members in the Chambers will use the microphones in Chambers to ensure all Members will hear the meeting audio over the speakers in Chambers.

A vote may be taken in a Closed Session only if it pertains to a procedural matter or for giving directions or instructions, by Resolution, to the CAO or a Manager. The CAO and Clerk may take confidential notes during the Closed Session.

On return to Open Session under the "Rise and Report" Section on the Agenda, the Chair shall provide an overview of the general nature of the Closed Session, with as much information as possible, without compromising the confidentiality of the matter. A Motion may be considered under the "Rise and Report" Section on the Agenda where Council's decision is to be made public.

The response of Members to inquiries about any matter dealt with at a Closed Session, prior to it being reported publicly, shall be "*no comment*", or words to that effect. No Member shall release or make public any information provided for or considered at a Closed Session or discuss the content of such a Meeting with any other person excluding the CAO. Once the Chair has reported on the general nature of the Closed Session Agenda, this information only shall be considered public information and a Member may discuss only this information without being considered to be in violation of this Policy.

Approval of the Closed Session Minutes shall be considered by Council or the Committee of Council at the next Closed Session by Closed Resolution or Motion of a Committee.

### **3.12 Curfew**

Regular Council and Committee Meetings shall stand adjourned after five consecutive hours, but business may be continued only upon a Council Resolution or Committee Motion passed by a majority vote. Curfew is not applicable to Special or Public Meetings.

### **3.13 Recording of Meetings**

All Meetings of Council, with the exception of Closed Sessions, will be recorded, and published to a Township social media platform within one business day of the meeting as a service to the public. The Township shall not be responsible should technical

difficulties prevent the recording of any meeting, or a portion thereof or delay the publishing of the Meeting.

Recordings published to any social media platform are part of the public realm and as such are subject to alteration by individuals that access such recordings with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made to published recordings.

## **4.0 Responsibilities of Members and Conduct During Meetings**

### **4.1 Rules of Conduct for Members**

Members of Council/Committee, shall not:

- a) Speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General or a Lieutenant-Governor;
- b) Use offensive words or unparliamentarily language in or against the Council/Committee or against any Member, staff or member of the public;
- c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability;
- d) Engage in private conversations and use communication devices (including cellular phones) in a disruptive manner; or
- e) Disobey the rules of the Council/Committee or decision of the Chair or of Council/Committee on questions of order or practice or upon the interpretation of the Rules of Order. In the case where a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or subsequent Meeting.

### **4.2 Rules of Conduct for Members of the Public**

The following rules of conduct shall apply to Members of the public, including, without limitation, Delegates/Presenters, during a Meeting:

- a) Members of the public shall maintain order and quiet and shall not address Council except with the permission of Council and shall not speak until being recognized by the Chair;
- b) No person shall display signs, banners, emblems, flags, placards or similar material, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council;
- c) When invited to address Council, no person shall use indecent, offensive or insulting language, or speak disrespectfully of the Royal Family, the Governor General, the Lieutenant Governor of any Province, any Member of the federal or provincial governments, any Member of Council or a committee, any Member of staff, or of any individual; or
- d) No person, with the exception of Members and staff, shall be allowed on the meeting floor during a meeting without the permission of the Chair.

Any Member of the public that breaches a rule of conduct set out above, or that otherwise disrupts a meeting, will receive a warning from the Chair. If the conduct persists, the Chair may ask the Member of the public to leave the meeting. If the person does not leave the meeting when requested by the Chair, the Member of the public may be expelled or excluded from the meeting.

### **4.3 Declarations of Pecuniary Interests**

Members of Council and/or Committees shall at all times conduct themselves in accordance with the requirements of the *Municipal Conflict of Interest Act*, including any

subsequent amendments, revisions and regulations thereto and the Council/Committee Code of Conduct.

At a meeting at which a Member discloses a pecuniary interest, the Member must file a written statement on the form provided by the Clerk of the Member's interest at the meeting, or as soon as possible afterwards.

The Clerk shall establish and maintain a registry in which the following shall be kept:

- a) A copy of each statement filed; and
- b) A copy of each declaration recorded.

The registry shall be available for public inspection on the Website.

#### **4.4 Role of the Chair**

The Chair is responsible for:

- a) The preservation of good order and decorum throughout Council/Committee meetings so that business can be carried out efficiently and effectively.
- b) Providing leadership;
- c) Ruling on Points of Order;
- d) Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council/Committee from any ruling of the Chair).
- e) Opening the Meeting by taking the Chair and calling the Members to order;
- f) Ensuring all Motions presented by the Members shall be received and submitted in the proper manner and acted upon in the order set out in the Meeting Agenda;
- g) Putting to a vote all Motions which are Moved and Seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- h) Declining to put to a vote Motions which infringe upon the Rules of Procedure;
- i) In the case of Council, authenticating by signature all By-laws, Resolutions and Minutes of Council/ Committee. In the case of a Committee, authenticating by signature all Motions;
- j) Representing and supporting Council/Committee, declaring their will and implicitly obeying its decisions in all things;
- k) Ensuring the decisions of Council/Committee are in conformity with the laws and By-laws governing the activities of the Township;
- l) Adjourning the Meeting without question in the case of grave disorder arising in the Council Chamber/Meeting Room;
- m) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and
- n) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.

#### **4.5 Absence of the Chair**

##### Council Meetings

In the absence of the Mayor or if they relinquish the chair for any reason, the Deputy Mayor shall be the Chair and while doing so shall have all the rights, authorities and powers of the Mayor, excluding Strong Mayor Powers. If both the Mayor and Deputy Mayor are absent, the Clerk shall call the Meeting to order. The Chair shall be chosen from the Members present who shall preside over the meeting. That Member of Council will discharge the duties of the Chair for that Meeting, or until the arrival of the Mayor or Deputy Mayor.

#### Committee Meetings

In the absence of the Chair, the Secretary shall call the Meeting to order. The Chair shall be chosen from the Members present and they shall preside over the meeting.

#### **4.6 Rules of Debate**

The following rules of debate shall apply:

- a) All Motions shall be in writing and signed by the Mover and Seconder, if the Member is present at the meeting. If the Member is participating electronically, their name shall be written in by the Clerk;
- b) All Motions shall be moved and seconded and read before they are debated and voted on;
- c) Each Member of Council/Committee or a staff Member shall indicate their desire to speak by raising their hand and shall not speak until recognized by the Chair;
- d) No Member of Council shall speak more than a total of five minutes on any question, except in explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce a new matter. A right of reply may be allowed to a Member who has made a substantive Motion to Council, and no Member shall speak to the same question or in reply, without permission of the Chair;
- e) When a Member makes a Motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the Members agree to put a Motion to a vote, the Motion and any amendments thereto will be submitted to a vote immediately without further notice;
- f) No Member shall speak on any subject other than the subject that is currently being debated;
- g) Through the Chair, a Member may ask for an explanation of any part of the previous speaker's remarks;
- h) Any Member may require a Motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking;
- i) When a written Motion is read, it shall not be withdrawn without the consent of the majority of the Members;
- j) When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a Question of Privilege, appeal from the decision of the Chair or raise a Point of Order;
- k) When a matter is under debate, no Motion shall be in order other than: to Refer/Defer; to vote on the matter or to amend;
- l) The Chair is permitted to debate;
- m) Debate shall be courteous and respectful;

- n) Members having conflicts of interest shall not debate the subject; and
- o) Members shall not debate issues with the public, and/or ask questions of the public during a meeting unless leave to speak has been given by the Chair

## **5.0 Motions**

### **5.1 Point of Order**

A Member, the CAO or the Clerk may call a Point of Order for the following reasons:

- a) Rules of Procedure are breached;
- b) Use of improper, abusive or offensive language or comments toward any Member, staff or the public;
- c) Discussion outside the proposed Motion; or
- d) Informal or irregular proceedings.

When a member rises on a Point of Order, the Chair shall recognize the Member and request that the Point of Order be stated. No further business shall be conducted until the Chair has decided. The Chair shall rule on the Point of Order. If no Member appeals, the decision of the Chair is final. If a Member appeals to the Council, the Member shall have the right to state a case. A seconder is requested, the Chair shall have the right to reply and place the question before the Council who shall decide the question without debate, and its decision shall be final. In an appeal from the decision of the Chair, a tie vote sustains the Chair's decision.

### **5.2 Question of Privilege**

Where a Member considers that the integrity of Members of Council as a whole has been called into question, the Member may, as a matter of privilege, rise at any time, no debate being allowed, for the purpose of drawing the attention of the Council to the question. Once moved and seconded, the Motion related to the Question of Privilege shall be disposed of by the Council, and following such disposition, the Motion so interrupted shall be immediately considered at the point where it was suspended.

### **5.3 Request for Information**

Where a Member is uncertain of a particular issue being discussed, the Member may ask the Chair to clarify or if the Chair is unsure of the answer, may direct their question to another Member or staff. All requests for information shall be on the business pending or on a procedural question.

### **5.4 Call the Question**

A Motion to close debate or put the question shall not be debatable or amendable and shall require a two-third vote. In the case of a seven Member Council this would be five Members. When a Motion to close debate or put the question is in the affirmative, the original Motion shall be put forward for a vote without debate or amendment.

### **5.5 Motion to Amend**

A Motion to amend shall:

- a) be germane to the main Motion, meaning closely related to or having bearing on the subject of the Motion to be amended;
- b) have a Mover and a Secunder;
- c) be presented in writing when requested by the Chair;
- d) not be in order if it is contrary to the main Motion;

- e) only have one secondary amendment (better known as an amendment to an amendment);
- f) The Motion to amend (secondary amendment) shall receive disposition of the Council before a previous amendment is voted on – identified as the primary amendment to a main Motion; and
- g) be debatable, unless the Motion to which it adheres to, be un-debatable.

### **5.6 Motion to Defer**

A Motion to Defer a matter shall be in order at anytime. It shall contain the reason why and a proposed date of return.

### **5.7 Motion to Adjourn**

A Motion to adjourn is in order except when a matter is being debated; when a Member is speaker or a vote is being taken.

### **5.8 Suspend Rules of Procedure**

Council may decide by Resolution to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

Council may, by Resolution, “waive” or suspend a rule of procedure with a majority vote of the Members present.

### **5.9 Reconsideration**

A Motion for Reconsideration on a Matter:

- a) Shall only be introduced by a Member serving a Notice of Motion. The Mover of the Motion to reconsider may provide a concise statement outlining the reasons for proposing the amendment. However no debate on the matter to be reconsidered shall occur. The Notice of Motion rules shall apply and if the Notice of Motion is passed, the matter being reconsidered shall be at a subsequent Meeting;
- b) Is not in order when the Resolution has been implemented, resulting in legally binding commitments that are in place on the date on which the Motion to reconsider is to be debated;
- c) Shall include new information introduced and allow for fresh debate of a Resolution previously adopted by Council as if the original debate had not occurred;
- d) Applies only to a matter previously decided by the current Council. A new Council may review any matter decided by a previous Council, provided the contractual agreements or obligations have not been completed; and
- e) Shall be brought forward only once in a 12 month period from the date the matter was first decided, unless new information is brought forward that might have reasonably affected the debate or the decision.

## **5.10 Voting**

The following rules on Voting apply:

- a) When the Chair calls for the vote on a Motion, each Member shall occupy their seat and shall remain there until the Chair has declared the result of the vote, and during such time, no Members shall walk across the room to speak to any other Members or make any noise or disturbance;
- b) Every Member present at a meeting, when a question is put, shall vote unless disqualified to vote on the question;
- c) The manner for voting on a Motion shall be at the discretion of the Chair and may be by voice, show of hands, standing, or otherwise as clearly identified by the Chair;
- d) The Chair shall announce the result of every vote;
- e) At the request of a Member of Council, a Motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal. When a request is made to vote on a Motion containing several parts, where the parts are not able to stand alone if voted on, the Motion shall not be separated without a Motion, to separate approved by a majority of the Members present and voting;
- f) Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote;
- g) A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent;
- h) In the case of an equal division of votes on a Motion, the Motion shall be deemed to have been decided in the negative and defeated for want of a majority; and
- i) No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect.

## **5.11 Recorded Vote**

If a Member present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members in alphabetical order of surname followed by the Chair. The Clerk will note the names of those who voted for and against and will announce the results. The results will be included in the Minutes.

## **6.0 Attendance and Quorum**

### **6.1 Quorum**

Greater than 50% of the Members of Council or a Committee of Council is required to achieve Quorum at a Council or Committee Meeting.

### **6.2 No Quorum Present**

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Mayor shall call the roll and the Clerk shall take down the names of the Members present. One of the following three Motions can be legally called:

a) Motion to Adjourn

By calling this Motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.

b) Motion to Recess

The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.

c) Motion to set the time to which to re-adjourn the meeting

The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

### **6.3 Loss of Quorum During a Meeting**

If a Quorum is lost during the Meeting then the Meeting shall stand adjourned and the only a Motion to Adjourn or Motion to set the time to re-adjourn shall be in order.

### **6.4 Conflict of Interest Act**

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or Special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two.

### **6.5 Leaving a Meeting**

A Member who wishes to leave a Council or Committee Meeting prior to the adjournment shall advise the Chair. The Clerk shall note the Member's time of departure in the Minutes.

### **6.6 Electronic Participation**

Members may participate in Meetings electronically and when doing so shall be counted towards quorum and may participate in both Open and Closed Sessions.

Electronic participation will not be allowed at the following meetings:

a) Inaugural Meeting of Council

b) where a vote of the majority of Council requires it

A Member must give to the CAO a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a Member will advise the CAO as soon as possible.

**6.7 Absence**

Any Member who will be absent from a Council or Committee Meeting shall notify the CAO prior to the Meeting.

**6.8 No Quorum Possible**

Should it become known in advance of a Regular or Special Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the Meeting and all business will be carried forward to the next Meeting. The Clerk will provide Notice of cancellation of the Meeting to all Members, the CAO, and the press and post it on the Website.

## **7.0 Agendas**

### **7.1 General**

The Clerk will prepare an electronic Agenda.

With the exception of Section 7.6 (Delegations), additions to the Agenda by individuals or groups will not be accepted by the Clerk after 4:00 p.m. 10 calendar days preceding a Regular Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless Council/Committee decides otherwise through a Resolution/Motion to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Regular Meeting.

The Agenda may be amended to permit a Time Sensitive matter to be considered by Council. The amended Agenda will be provided by the Clerk to Council.

### **7.2 Order of Business**

#### **Regular Meetings**

The Agenda will contain the following:

1. Call to Order (including Notice on Recording Meetings\*)
2. Traditional Land Acknowledgement\*
3. Approval of Agenda
4. Disclosure of Pecuniary Interest and General Nature Thereof (Section 4.3)
5. Previous Public Meeting Matters (Section 7.3) (As required)
6. Business Profile (Section 7.4)
7. Presentation(s) (Section 7.5)
8. Delegation(s) (Section 7.6)
9. Adoption of Minutes – Council and Committees of Council (Section 7.7)
10. Business Arising Out of Minutes (Section 7.8)
11. Communications – Clerk’s Administrative Report (Section 7.9)
12. Members, CAO and Managers’ Administrative Reports (Section 7.10)
13. External Committee/Local Boards/Task Force Notes and Reports (Section 7.11)
14. Giving Notice of Motion (Section 7.12)
15. Motions, Written Notice of Which Have Been Given or Consideration of a Matter under the Strong Mayor Powers (Section 7.13)
16. Council Portfolios (Section 7.14)
17. Introduction and Reading of By-Laws (Section 8.0) (not applicable for Committees)
18. Public Forum (Section 7.15)
19. Closed Session (Section 3.11)
20. Rise and Report – from the Chair (Section 3.11)
21. Confirming By-law (Section 8.3) (not applicable for Committees)
22. Adjournment

### Special Meetings

The Agenda for a Special Meeting may differ from a Regular Meeting Agenda, in that it shall only require the sections required to meet the purpose of the Special Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks and Notice on Recording Meetings\*)
2. Traditional Land Acknowledgement\*
3. Approval of Agenda
4. Disclosure of Pecuniary Interest and General Nature Thereof
5. Public Forum
6. Confirming By-law (not applicable for Committees)
7. Adjournment

### Public Meetings

The Agenda for a Public Meeting may differ from a Regular Meeting Agenda, in that it shall only require the Sections required to meet the purpose of the Public Meeting and shall be at the discretion of the Clerk. The matter discussed at a Public Meeting may be considered at the beginning of the next scheduled Regular Council Meeting or an upcoming Council Meeting.

However; the following shall be included in the Public Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks and Notice on Recording Meetings\*)
2. Traditional Land Acknowledgement\*
3. Approval of Agenda
4. Disclosure of Pecuniary Interest and General Nature Thereof
5. Public Comments
6. Adjourn

\*Where there are subsequent Meetings, the Notice on recording meetings and the Traditional Land Acknowledgement will be included in the Agenda for the first meeting.

### **7.3 Previous Public Meeting Matters**

The Clerk shall include this Section in a Regular Council Meeting Agenda for Council to consider matters which were previously subject to a Public Meeting.

### **7.4 Business Profile**

The Chair and/or Members of the Economic Development Task Force (EDTF) may provide a Business Introduction to the Clerk at least 10 days prior to the meeting for inclusion in the meeting Agenda.

### **7.5 Presentations**

Presentations are given by Township staff, consultants, representatives of an organization agency, board or service partner including status reports on projects,

initiatives, programs or services. Presentations are subject to Council, CAO or Manager invitation.

The Presenter, CAO or Manager shall contact the Clerk to be scheduled for the appropriate Meeting. A copy of the presentation shall be provided to the Clerk by 4:00 p.m. 10 days prior to the meeting for inclusion in the meeting Agenda.

Presenters are limited to 30 minutes for their Presentation. The Chair may extend this time limit as deemed necessary. An additional 10 minute Council/Committee question period is permitted following each presentation. Time limits for Presentations do not apply to Presenters at a Special or Public Meeting that are set for that particular matter. Presenters are permitted to attend the Meeting electronically.

The number of Delegations and/or Presentations shall be limited to two per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting when preparing the Meeting Agenda or the volume of requests being received.

## **7.6 Delegations**

Persons who wish to appear as a Delegation regarding a matter not included on the Agenda, shall make a request to the Clerk outlining the purpose of their Delegation to appear before Council or a Committee of Council, at least fourteen (14) days prior to the meeting. The Delegate shall provide the Clerk with a copy of their presentation by 4:00 p.m. 10 days prior to the meeting for inclusion in the Meeting Agenda.

Persons who wish to appear as a Delegation regarding a matter included on the Agenda, shall make a request to the Clerk and disclose the Agenda Item, subject matter and if applicable, provide all materials to be presented during the Delegation to the Clerk by no later than 2:00 p.m. on the day prior to the meeting. This information shall be provided by the Clerk to Council as an amendment to the Agenda.

The Clerk, in consultation with the Chair, shall have the authority to deem a Delegation inappropriate or outside the scope of Council authority and deny the item a place on the Agenda.

Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or a Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

Delegations are limited to 10 minutes. The Chair may extend this time limit as deemed necessary. An additional 10 minute Council/Committee question period is permitted following each presentation. Delegates are permitted to attend the Meeting electronically.

Members may only address a Delegation to ask questions for clarification and shall not express opinions or enter into debate or discussion with a Delegate.

No Delegate shall:

- a) Speak disrespectfully of any person;
- b) Use offensive language;
- c) Speak on any subject other than the subject for which they have received approval to address Council; or
- d) Disobey the rules of procedure or a decision of the Chair or Council/Committee.

The Chair may curtail any deputation, any questions of a debutante or debate during a deputation for disorder or any other breach of this By-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw.

If a Delegation is requesting information or a decision from Council/Committee this matter shall be deferred until the next Regular meeting to allow Council/Committee to obtain the necessary information to make an informed decision. Council may instruct the Chief Administrative Officer to provide additional information at the next Regular meeting.

No Delegations shall be permitted on the following topics:

- a) Labour relations or staff negotiations;
- b) An application submitted under the *Planning Act*;
- c) Litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal;
- d) By-law Enforcement proceedings;
- e) Tenders, requests for proposals or other procurement issues;
- f) Marketing of products;
- g) Any matter that is not within the jurisdiction of Council/Committee; or
- h) Any matter that is properly the subject of a Closed Session.

No person shall be permitted to speak at a Meeting unless the above Delegation rules have been followed or permitted leave-to-speak is given by the Chair or by Resolution.

The number of Delegations and/or Presentations shall be limited to two per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

### **7.7 Minutes of Meetings**

The Minutes of all Meetings of Council and Committees shall record:

- a) The place, date and time of the meeting;
- b) The name of the Chair, Members and staff in attendance;
- c) Disclosure of pecuniary interest and the general nature thereof;
- d) All other proceedings of the meeting without note or comment, with the exception of Public Meetings; and

- e) All Motions considered by Council and Committees and the disposition of same including the Motion number, whether the Motion was carried or lost as well as any amendments or other procedural matters.

The Minutes shall be placed on the next available Agenda of Council for adoption and in the case of Committee Meetings shall be included in the next Committee Agenda.

### **7.8 Business Arising Out of Minutes**

Any unfinished business of a previous Meeting or additional information on a matter shall be listed under Business Arising out of a Previous Meeting. Generally the Resolution of Council from the previous meeting will be included with the additional information in the Agenda package.

### **7.9 Communications**

The Communications package is made up of two Sections one being "A" items which are received for information only, the other being "B" items which require Council's consideration. The Clerk will circulate all communications received for the Communications package to the Members in advance of the Agenda being circulated. All Communications will be included in the "A" Section, excluding communications from residents or agencies which require a response these will be included by the Clerk in the "B" Section for Council's consideration.

If a Member wishes to have any item brought forward to the "B" Section for action they shall notify the Clerk prior to the Agenda being circulated or by Resolution at the Council Meeting/Motion at the Committee Meeting. In order to assist with the preparation of the draft Motion, a brief explanation and/or direction shall be provided at the time of the request.

### **7.10 Members, CAO and Managers' Administrative Reports**

Any staff report presented to Council for its consideration shall be listed on the Agenda.

All staff items of new business for the Agenda shall be presented in the form of an Administrative Report. All Member items of new business for the Agenda shall be presented in the form of an Administrative Report or Notice of Motion.

A Council/Committee Administrative Report shall be received in writing by the Clerk by 4:00 p.m., no later than 10 calendar days prior to the Meeting date.

For Committee Meetings, reports may also include items for discussion without an associated report.

### **7.11 External Committee/Task Force Notes and Matters**

Minutes of External Committees will be included for Council's information.

Recommendations to Council from External Committees requesting consideration of a matter may also be included.

Notes of a Task Force will be included for Council's information. The Notes may contain recommendations which shall be in the form of a Motion and considered by Council.

### **7.12 Giving Notice of Motion**

All Member new business shall be brought forward through a Notice of Motion or an Administrative Report.

A Notice of Motion shall be given in writing by a Member to the Clerk not later than 4:00 p.m. at least 10 calendar days preceding the next Meeting so the matter shall be included in the Agenda package or introduced by the Mover at a Council Meeting. The Motion shall be in writing.

A Notice of Motion shall not be considered or otherwise disposed of by Council unless the mover of the Motion is in attendance at the Meeting.

A Notice of Motion requires a seconder at the time of debate. If the Motion is passed the matter shall be brought before Council/Committee at the next Regular Council/Committee Meeting.

### **7.13 Motions, Notice of Which Have Been Given or Consideration of a Matter under the Strong Mayor Powers**

These include a Notice of Motion which was approved by Council/Committee at a prior Meeting.

Per Section 284.10 of the Municipal Act, if the Mayor is of the opinion that considering a particular matter could potentially advance a prescribed provincial priority, the Mayor may require Council to consider a matter. No notice is required. A motion to refer or defer the matter is in order.

### **7.14 Council Portfolio Positions**

Generally, no action shall be taken under Council Portfolios. If a Member would like action on an item with respect to a portfolio it should be presented to Council as an Administrative Report or Notice of Motion unless Council is agreeable to considering the matter at this time.

### **7.15 Public Forum**

The Chair shall invite questions from the gallery provided the question is pertinent to that Meeting's Agenda items only. No person shall speak more than a total of 5 minutes on all items. These Public comments will not form part of the Council Minutes.

## **8.0 By-laws**

### **8.1 General**

All By-laws shall be presented to Council in their Agenda package. By-laws shall be introduced by a Motion specifying the number assigned and the title or nature of the By-laws; and in typewritten form and shall contain no blanks except as may be required to conform to accepted procedures or to comply with provisions of any Act.

Any proposed By-law may be referred by Council to a Committee, staff, or the Municipal Solicitor for review and comment.

By-laws shall be given three readings prior to passage. A Motion may be considered for all three readings on the same day except when requested otherwise by Motion of the majority of the Members present or to comply with provisions of any Act. Upon passage, By-laws shall be signed by the Mayor and Clerk and embossed with the Corporate Seal of the Township.

All By-laws shall be passed in Council Meetings that are open to the public.

### **8.2 Strong Mayor Powers – Vetoing a By-law**

If the Mayor is of the opinion that all or part of by-law could interfere with a Provincial priority, the Mayor may provide written notice to Council of the intent to consider vetoing the By-law. If the Mayor intends to consider vetoing the By-law, the Mayor shall provide written notice on or before the earlier of two days of the day Council voted in favour of the By-law.

A By-law shall be deemed not to have passed by Council until:

- a) If notice was not given of intent to consider vetoing, the day written approval of the by-law is given by the Mayor or two days after the day Council voted in favour of the By-law; or
- b) If notice was given of intent to consider vetoing, the day written approval of the By-law is given by the Mayor or 14 days after the day the Council voted in favour of the By-law.

The Mayor may veto the By-law by providing the Clerk a written veto document that includes the reasons for the veto.

If the Mayor vetoes a By-law, the Clerk shall by the next business day provide each Member of Council a copy of the written veto document and make the written veto document available to the public.

Within 21 days after the day the Clerk provides the written veto document to the Members of Council, Council may override the Mayor's veto if two thirds of the Members of Council vote to override the veto. In the case of a seven Member Council this would be five Members.

### **8.3 Strong Mayor Powers – Propose a By-law**

In accordance with Section 284.11 of the Municipal Act, if the Mayor is of the opinion that a By-law could potentially advance a Provincial priority, the Mayor may propose a By-law to Council and require Council to consider and vote on the proposed By-law at the meeting. The Mayor shall provide a copy of any proposed By-law to the Clerk and each Member of Council. A By-law proposed by the Mayor is passed if more than one third of the Members vote in favour of the By-law. In the case of a seven Member Council this would be three Members. The Mayor is permitted to vote.

#### **8.4 Confirming By-law**

Council shall employ a Confirming By-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-law.

## **9.0 Appointments – Positions and Procedures**

### **9.1 Appointment Process**

#### Nominations

Any Councillor may be nominated, or nominate themselves, for the position (excluding the Mayor for County Council or the Deputy Mayor position) and then present their case for filling the position.

#### Nomination Consideration and Vote by Council

All nomination Motions shall have a Mover and a Seconder to be placed on the table for consideration by Council. Each nomination Motion will be subject to a vote by Council. All Nominations approved by a majority of Council will be included in the vote.

#### Tally of Votes

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated. Each Member of Council may only vote for one Nominee. The votes will be tallied by the Clerk.

#### Majority Vote

The nominees that receive the majority support of Council will continue in the process. If only one nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

#### Multiple Majority Vote

In the event that two or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

#### Tie Vote

If a tie continues with two or more nominees, the names will be placed in a 'hat' and the CAO will draw one name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

#### No Majority Vote

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one name from that hat and the name so drawn will be appointed to fill the vacancy.

### **9.2 Appointment of County Council Members**

The Appointment of County Council Members shall be in accordance with Section 9.1.

The County Council Second Member shall be appointed to serve on County Council along with the Mayor for the term of Council. The County Council Second Member shall be appointed by By-law.

The County Council Alternate Member appointed under Section 268 of the Municipal Act to act in place of a County Council Member when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy) shall be appointed at the Inaugural meeting of Council. The County Council Alternate Member shall be appointed by By-law. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Section 267 of the Municipal Act permits the appointment of a Member for a temporary vacancy. If a County Council Member is unable to act as a Member for a period exceeding one month or the seat becomes vacant and will not be filled for a period exceeding one month, the local Council may appoint one of its Members as an Alternate Member to act in place of the Member until the Member is able to resume acting as Member of County Council. Council will consider the appointment of this Member by By-law as required. This Member is not permitted to represent a Member at the Inaugural Meeting of County Council and Council Liaison Meetings. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Per the County Council Procedural By-law the remuneration and/or reimbursement of appropriate costs incurred by the County Council Alternate Member or the County Council Temporary Vacancy Alternate Member while serving in this capacity shall be the responsibility of the Township. The Alternate or Temporary Vacancy Member shall be provided a per diem at the same rate as the County of Frontenac sets for Members to attend special board meetings and/or Special Council meetings. It is also the responsibility of the County Council Member whose behalf an alternate will be serving to ensure a copy of the meeting Agenda is provided to the alternate in advance of the Meeting.

### **9.3 Appointment of Deputy Mayor**

The Deputy Mayor shall be appointed at the Inaugural Meeting of Council in accordance with Section 9.1. The Deputy Mayor position is a one-year term and will be open for nomination on an annual basis every November. The incumbent is free to run for this position. If no other Councillor wishes to run for the position of Deputy Mayor, the incumbent may remain in the position. The Deputy Mayor position shall be appointed by By-law.

### **9.4 Appointment of Frontenac Ontario Provincial Police (OPP) Detachment Board Member**

The Frontenac OPP Detachment Board Member shall be appointed at the Inaugural Meeting of Council in accordance with Section 9.1 to serve on the Frontenac OPP Detachment Board for the term of Council. The Frontenac OPP Detachment Board Member shall be appointed by Resolution.

### **9.5 Appointment of Municipal Services Corporation Board Member**

The Municipal Services Corporation Board Member shall be appointed at the Inaugural Meeting of Council in accordance with Section 9.1 to serve on the Municipal Services

Corporation for the term of Council. The Municipal Services Board Member shall be appointed by Resolution.

#### **9.6 Council Portfolio Positions**

Council Portfolio positions provide a connection between Council and agencies or groups.

Council Portfolio Positions that are not discretionary shall be filled (i.e. Lakelands Family Health Team, County Task Forces, etc.) as recommended by the Mayor and appointed by Resolution within three months of taking office or within the timeframe required by the outside agency and/or legislation.

Discretionary Council Portfolio positions shall be determined by Council and filled accordingly (i.e. liaison positions with community groups/organizations, etc.) as recommended by the Mayor and appointed by Resolution.

#### **9.7 Removal of Council Members from Boards, Agencies or Portfolio Positions**

In order to ensure the efficient and effective operation of the Board, Agency or group, it is important the Members attend and participate in Meetings. Boards and Agencies may have their own Code of Conduct and/or Procedural Policy which the Member shall comply with.

A Council Member who is concerned with the Members attendance and/or behaviour, may confidentially report their concerns to Council in a Closed Session. The Member has the opportunity to provide a reasonable explanation for the absences and/or behaviour. Based on the information provided, Council may determine they do not have sufficient cause for the removal or they may choose to remove or recommend the removal of the Member depending on the Board or Agency's By-laws or Policies. Council shall pass a Resolution confirming their decision including the reason for their decision if applicable.

## **10.0 External Committees**

External Committees shall be appointed by By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently the external Committees include the Committee of Adjustment/Planning Advisory Committee and the Joint Fire Committee for the Kaladar/Barrie Fire Department.

External Committees are governed by their own Procedural Policy.

## **11.0 Committees of Council**

### **11.1 Strong Mayor Powers**

Per Section 284.8 of the Municipal Act, "Subject to the regulations, if any, the following powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees are assigned to the head of council:

1. The power to establish or dissolve committees.
2. The power to appoint chairs and vice-chairs of committees.
3. The power to assign functions to committees. 2022, c. 18, Sched. 2, s. 1.

Per Section 284.13 (1) 4. the head may delegate their powers and duties under Section 284.8 (committees) to Council.

If the Mayor has not delegated their powers under Section 248.8 of the Municipal Act, where Council is referenced in the following Sections the Mayor shall be inserted, where applicable.

### **11.2 Establishment of Committees**

Council shall review the Council Committees which were in place during the previous term within three months of the beginning of the new term of Council. Council shall by Resolution either appoint Members to the Committee or disband the Committee.

A Committee shall be established by a Resolution of Council for a special purpose or to provide advice to Council on a specific matter. The appointing Resolution shall include the Members being appointed, the appointment of the Chair and the mandate of the Committee.

A Committee shall be made of at least two but not more than three Members of Council.

If the Mayor is not appointed to the Committee, the Mayor as Ex-Officio shall be permitted to attend Committee Meetings but shall not be permitted to vote and shall not form part of the quorum except in the absence of an appointed Member.

The Clerk shall be the Secretary for Committee Meetings. Other staff including the CAO and Managers may be assigned to the Committee. Staff may be instructed by Council and/or the CAO to attend Meetings.

Committees of Council shall comply with all applicable Legislation, By-laws and Resolutions and are governed by this Policy.

### **11.3 Appointment of Chair and/or Vice Chair**

The Chair and/or Vice-Chair of a Committee shall be appointed by Council in the Resolution establishing the Committee.

### **11.4 Functions**

All Committees shall have a Terms of Reference prepared by the Committee and approved by Council.

The Committee will pass Motions at their Meeting which are recommendations to Council. These Motions will be included in the Committee's Minutes.

Council will consider the Committee Minutes and can amend any Committee Motions prior to adopting the Minutes. Once adopted by Council it is understood that Council is approving the Committee's Motions that will now become Resolutions of Council.

### **11.5 Responsibilities of Members and Conduct During Meetings**

Section 4 applies to Committees.

### **11.6 Participation**

A Committee Member may make a request to Council to be removed from a Committee. A Committee Member may confidentially report to Council any Committee Member who refuses or neglects to attend Meetings without just cause. Council may remove that Member from the Committee and appoint another Member in their place.

### **11.7 Dissolution of Committees**

Council may disband a Committee at any time when determined the Committee's mandate has been met; or the Committee is no longer required.

## **12.0 Local Boards**

Local Board Members shall be appointed by Council Resolution or By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently local boards include the Conservation Authorities and the Police Services Board. The Local Board shall act in accordance with the Local Board's mandate.

Per Section 284.7 of the Municipal Act, the power of the municipality to appoint chairs and vice-chairs of local boards is assigned to the head of council for any prescribed local board or local board within a prescribed class of local boards.

The Member appointed to the Local Board will keep Council apprised of action of the Local Board. The Member will report under Council Portfolios and the Minutes will be added to Communications package for Council's information.

## **13.0 Task Forces**

### **13.1 General**

A Task Force is established for a special purpose or to address a specific task. A Task Force shall be governed by this Section of the Procedural Policy and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Force and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings. The Task Force shall prepare an Annual Work Plan. The Work Plan shall set out initiatives the Task Force will be focusing on for the year. Once approved by the Task Force, the Work Plan shall be provided to Council for consideration. Council may approve or amend the Work Plan.

Within three months of the beginning of the term of Council, Council shall review each existing Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution choose to continue the Task Force or disband the Task Force.

In the case of a Task Force continuing from the previous term of Council, the voluntary sector Members from the previous term shall be invited to continue as Members and Council shall determine if an advertisement for new voluntary sector Members are required.

The Task Force shall comply with all applicable legislation, Municipal By-laws and Resolutions.

### **13.2 Composition**

The Task Force shall be made of:

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

### **13.3 Appointment of Members**

Council by Resolution shall appoint the Council Member(s) who will be Members of the Task Force. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed.

The CAO shall assign Township staff who will perform administrative duties and provide advice to the Task Force.

Prior to the Inaugural Meeting of the Task Force, the CAO/Manager appointed to the Task Force shall advertise for voluntary sector Members in the local newspaper; on the Website; and on the Township's Social Media accounts.

The Chair will review the submissions received from the public in response to the advertisement for voluntary sector Member and based on interest, experience and knowledge shall recommend individuals to be appointed to Council. Council shall consider the Chair's recommendations and appoint the voluntary sector Members by Resolution in a Closed Session.

The CAO/Manager will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking them and advising them of their appointment or that they have not been selected.

### **13.4 Procedural Matters**

#### Open to the Public

All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.

#### Notice

The CAO/Manager shall post the date and time of the Task Force Meetings on the Website and the Municipal Office's Electronic Sign at least 48 hours in advance of the meeting.

#### Electronic Participation

Members may participate in Meetings electronically.

#### Quorum

Although Task Force Membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one Member of Council and the CAO or a Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

#### Attendance

In order to ensure the efficient and effective operation of the Task Force it is important the Members who have volunteered to participate in the Task Force attend and participate in Meetings. A Council Member on the Task Force may confidentially report to Council any Task Force Member who refuses or neglects to attend Meetings without just cause. Council may remove that person from the Task Force and appoint another person in their place.

#### Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

### **13.5 Responsibilities of the Chair**

The Chair is responsible for:

- a) Consulting with the CAO/Manager on items to be included in the Agenda;
- b) The preservation of good order and decorum throughout Task Force meetings so that business can be carried out efficiently and effectively;
- c) Providing leadership;
- d) Opening the Meeting by taking the Chair and calling the Members to order;
- e) Ensuring the decisions of the Task Force are in conformity with the laws and By-laws governing the activities of the Township;
- f) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and
- g) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that rules of etiquette are observed by those in attendance.

#### Absence of the Chair

In the absence of the Chair, the Secretary shall call the meeting to order. The Chair shall be chosen from the Council Members present and they shall preside over the meeting.

### **13.6 Voluntary Sector Member Conduct**

The Voluntary Sector Members shall:

- a) Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith;
- b) Act with honesty, integrity and openness in advancing matters;
- c) Respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status;
- d) refrain from making statements known to be false or with the intent to mislead the Task Force, Council or the public;
- e) Not use their position on the Task Force to benefit materially from the process or the outcomes;
- f) Not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met; and
- g) Respect Council and the Task Force's decision-making process even if they disagree.

If a Voluntary Sector Member is in contravention of the above Section, a Member of the Task Force may contact the CAO who will arrange to confidentially report to Council any Task Force Member who is in contravention of the Procedural Policy. Council may direct the Chair to remove that person from the Task Force and appoint another person in their place.

### **13.7 Agenda**

The CAO/Manager in consultation with the Chair, shall prepare an electronic Agenda and circulate to all Task Force Members at least five days prior to the Meeting.

Additions to the Agenda by Members, individuals or groups will not be accepted by the Manager or Chair after 4:00 p.m. 10 calendar days preceding the Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless the Task Force decides to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Meeting.

### **13.8 Recommendations to Council**

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

Recommendations to Council shall be in the form of a Presentation, Administrative Report or written clear recommendations (i.e. identifying options) in the conclusion of the Task Force Notes of the meeting, with supporting documentation. These recommendations, shall be presented as Motions to Council for consideration. In the case of a Presentation or Administrative Report Sections 7.5 and 7.10 apply respectively.

### **13.9 Notes of the Task Force**

Task Force Notes shall be drafted by the Secretary and provided to the Task Force Members for approval in principle. Once approved in principle by the Task Force, the Notes will be provided to the Clerk for inclusion in the next Council Agenda for information purposes and consideration of the recommendations.

Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Website.

### **13.10 Sub-Committees**

The Task Force may establish a Sub-Committee to deal with a specific task/matter that is specific to a Task Force. Members of the Sub-Committee shall:

- a) Be appointed by the Task Force; and
- b) Make recommendations to the Task Force.

Council or the Task Force may disband a Sub-Committee at any time when determined the Sub-Committee's mandate has been met; or the Sub-Committee is no longer required.

### **13.11 Expenses Incurred by Task Force and Members**

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

The Task Force shall not expend any monies over \$500 annually without Council approval by Resolution.

### **13.12 Indemnification of Voluntary Sector Members**

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

### **13.13 Resignation or Removal of Members**

If a Voluntary Sector Member resigns or is removed from the Task Force, Council may appoint a Member from the previous recruitment. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Session. Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

### **13.14 Disbandment**

The Task Force shall disband in accordance with the Terms of Reference, unless otherwise approved by Council. Council may also disband the Task Force if in the opinion of Council, the Task Force is no longer required. Council shall pass a Resolution to disband a Task Force.

## **14.0 Emergency Management Program Committee**

### **14.1 General**

Council adopted an Emergency Management Program which includes the establishment of the Emergency Management Program Committee (EMPC).

### **14.2 Composition**

The composition of the EMPC shall be as set out in the Emergency Management Program.

### **14.3 Chair and Secretary**

As set out in the Emergency Management Program, the Community Emergency Management Coordinator (CEMC) is appointed as Chair of the EMPC. In the absence of the CEMC, the Alternate CEMC shall assume the role of the Chair. The Clerk shall act as the Secretary of the EMPC.

### **14.4 Meetings of EMPC**

The date of the next year's Meetings will be determined at the last meeting of the calendar year, except in the year of the Municipal Election. In the year of the Election, the dates shall be determined at the beginning of the new year.

### **14.5 Operating Principles**

#### a) Agenda and Minutes

- i. The CEMC shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Committee Members 72 hours in advance of the meeting.
- ii. The Agenda shall contain the following:
  - Call to Order
  - Approval of the Agenda
  - Disclosures of Pecuniary Interest and General Nature Thereof
  - Delegations
  - Adoption of Notes
  - Business Arising Out of Notes
  - Communications
  - Administrative Reports
  - Adjournment

The Notes of the EMPC shall be confidential. If consideration of a matter is required by Council, the Chair (CEMC) shall provide an Administrative Report to Council, including recommendations.

#### b) Role of the Chair:

The Chair of the EMPC is responsible for:

- i. The preservation of good order and decorum throughout Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership;
- ii. Opening the Meeting by taking the Chair and calling the Members to order;

- iii. Ensure the decisions of the Committee are in conformity with all applicable Legislation and Municipal By-laws and Resolutions that govern the activities of the Township.
- iv. Provide an Administrative Report to Council following each Meeting, including recommendations.

c) Role of the Committee

- i. The Committee shall review the Emergency Management Program and shall advise Council on the development and implementation of the Township's Emergency Management Program. If amendments are recommended by the Committee these shall be provided to Council for consideration through an Administrative Report prepared by the CEMC.
- ii. The EMPC shall meet a minimum of three times annually to review the Program.
- iii. The EMPC shall comply with all applicable Legislation and Municipal By-laws and Resolutions.
- iv. Members may participate electronically.

d) Conduct of Committee Members

Members of the Committee, Delegates and Members of the public shall not:

- i. Use offensive words or language in or against the Council or the Committee or against any Member, staff and/or guest.
- ii. Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- iii. Interrupt a Member while speaking, except to raise a Point of Order; and
- iv. Speak on any subject other than the subject in the debate.

e) Quorum

In order to meet quorum, 50% of the Members must be in attendance. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Website.

f) Advisory Persons

The Committee may require Members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

## **15.0 Town Hall Information Sessions**

The Mayor may hold an Information Session in any Ward in accordance with the provisions of this Section.

The purpose of an Information Session is to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda. The purpose of an Information Session is not to materially advance the decision-making of Council, but rather to allow Ward Councillors to become better informed of issues that are important to the public and to disseminate information of interest to the public. The Mayor shall advise Council, the Clerk, and the CAO of each information session at least 10 calendar dates in advance. The Clerk shall provide Notice.

The only Members of Council entitled to attend an Information Session are the Mayor and the two Ward Councillors representing the Ward where the Information Session is held. The Mayor shall be present and can hold the Meeting with or without the two Ward Councillors present. No staff are required to be in attendance.

In the event that the number of Councillors attending an Information Session constitutes a quorum of Council, the Mayor shall immediately adjourn the Information Session.

In no circumstance shall any vote be taken at an Information Session, nor shall any debate amongst Council Members occur related to the business of Council.

Prior to commencing any Information Session, the Mayor shall read out a statement to the public advising that the Information Session is not a Meeting of Council and that no new business of Council shall be discussed or debated, nor shall any vote be taken. The Mayor shall advise the public that the purpose of the Information Session is to provide an update to the public on decisions and actions that Council has previously taken and to listen to comments and/or concerns from Members of the public. It will be a decision of individual Councillors as to whether any issues raised at the Information Session are brought forward at a regular Council Meeting by way of a Councillor's Administrative Report.

## **16.0 Council Vacancies**

### **16.1 Vacant Seat Declared**

Once Council declares the seat vacant, Council shall within 60 days, appoint a person to fill the vacancy or pass a By-law requiring a bi-election to be held to fill the vacancy. (Subject to the Municipal Act).

### **16.2 Filling Vacant Position**

The Clerk shall provide Council with a report on the process to fill the vacant position based on the policies noted below and in accordance with the Municipal Act.

The vacant position of Mayor shall be filled through a Bi-election.

In the case of a Councillor, the position will be offered to the candidate from the vacant Ward who had the highest number of votes at the previous election, and if declined, to the candidate with the next highest number of votes, etc., provided the candidate received at least fifteen percent (15%) of the votes at the previous election.

If no appropriate Candidate is available, the Clerk shall advertise the vacancy for public interest in filling the position, from the Ward in which the vacancy occurred.

### **16.3 Advertise Vacancy**

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two consecutive weeks, as well as having the advertisement placed on the Website and social media accounts.

### **16.4 Submission of Applications and Declaration of Qualifications**

All Applicants submitting an application/resume to the Clerk shall also submit a signed Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination.

### **16.5 Applicants' Resumes**

The Clerk shall provide all resumes/applications received to Council in the Closed Council Agenda package. Applications/resumes shall remain confidential and once the final decision is made all confidential copies shall be deleted.

### **16.6 Applicant's Presentation**

The Clerk shall invite all Applicants to a Council Meeting after the application/ resume response deadline. At the end of the Meeting each Applicant, in alphabetical order, will be given an opportunity for a five minute presentation to Council.

### **16.7 Nominations**

Following the Applicant presentations, the Chair shall call on Council for nominations from the Applicants who presented to fill the vacancy.

### **16.8 Nomination Consideration and Vote by Council**

All nomination Motions shall have a Mover and a Secunder to be placed on the table for consideration by Council. Each nomination Motion will be subject to a vote by Council. All Nominations approved by a majority of Council will be included in the vote.

#### **16.9 No Nominations**

The Chair shall call three times in a row for additional nominations and if they receive none, the Chair will close the nomination process.

#### **16.10 Tally of Votes**

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated. Each Member of Council may only vote for one Nominee. The votes will be tallied by the Clerk.

#### **16.11 Majority Vote**

The nominees that receive the majority support of Council will continue in the process. If only one nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

#### **16.12 Multiple Majority Vote**

In the event that two or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

#### **16.13 Tie Vote**

If a tie continues with two or more nominees, the names will be placed in a 'hat' and the CAO will draw one name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

#### **16.14 No Majority Vote**

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one name from that hat and the name so drawn will be appointed to fill the vacancy.

#### **16.15 Motion to Appoint Member**

Council will immediately thereafter, consider a Motion to appoint the successful nominee to the vacant Member of Council position.

#### **16.16 Swearing In of New Member of Council**

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

## **17.0 Policy Review**

It is recommended Council review the Procedural Policy for Members of Council/Committees during each term of Council or as deemed necessary. No amendment or repeal of this Policy or any part thereof shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal is given at a previous Meeting and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.

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

**By-law #2025-36**

**Being a By-law to Set the Maximum Rates of Speed for Motor Vehicles Driven on Highways and Gravel Roads in the Township of North Frontenac and to Repeal By-law #2024-78**

**Whereas** Subsections (2) and (3), Section 128 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8 authorizes the council of a municipality, by by-law, to prescribe a rate of speed for motor vehicles driven on a highway/road or portion of highway/road under its jurisdiction;

**And Whereas** it is deemed necessary and expedient that the maximum rates of speed for motor vehicles driven on certain highways/roads in the Township of North Frontenac, be prescribed by by-law;

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

1. When any highway or portion of a highway set out in Schedule "A" appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in the Schedule "A".
2. When any Municipal road set out in Schedule "B" appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in Schedule "B".
3. The penalties provided in Subsections (14) and (15) of Section 128 of the Highway Traffic Act and any amendments thereto, shall apply to offences against this By-law.
4. That By-law #2024-78 is hereby repealed.
5. That this By-law shall come into force and take effect on the date of final passing.

**Read** a first and second time **August 7, 2025.**

**Read** a third time and finally passed this **August 7, 2025.**

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**Gerry Lichty, Mayor**

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**Brooke Drechsler, Deputy Clerk**

**By-law #2025-36  
Schedule "A"**

**Speed Limits Reduced to 60 Kilometres per Hour**

Coxvale

Ardoch Road commencing 1.0 km north of Helen Lane southerly 1.3 km

Mississippi Station

Road 509 commencing 0.6 km north of Gulley Road southerly 1.2 km

Fernleigh

Road 506 commencing 0.6 km east of North Road westerly 1.1 km

**Speed Limits Reduced to 50 Kilometres per Hour**

Ardoch

Ardoch Road commencing 1.0 km north of River Road southerly for 2.0 km

Harlowe

Harlowe Road commencing at the intersection with the Henderson Road  
westerly 0.6 km

Henderson Road commencing at the intersection with the Harlowe Road  
southerly 0.9 km

Gull Lake Road commencing at the intersection with the Henderson Road  
easterly 1.3 km

Kashwakamak Road commencing at intersection with the Harlowe Road  
northerly 0.2 km

Myers Cave

Road 506 commencing 0.4 km east of Myers Cave Road westerly for 0.8 km

Ompah

Road 509 commencing 0.4 km west of Canonto Road westerly for 1.7 km

Snow Road

Road 509 commencing 0.35 km west of the Elphin-Maberly Road easterly then  
southerly 1.75 km

Elphin-Maberly Road from the intersection with Road 509 easterly 2.0 km to the  
boundary with Lanark County

**Speed Limits Reduced to 40 Kilometres per Hour**

Plevna

Road 509 commencing at the Buckshot Lake Road easterly 1.25 km

Road 506 commencing at Buckshot Lake Road southerly 1.2 km

Buckshot Lake Road commencing at Road 509 / 506 westerly 0.85 km

Ompah

Road 509 commencing 0.3 km west of West Palmerston Drive easterly for 1.0 km

**Schedule "B" to By-law #2025-36**

**Speed Limits Reduced to 60 Kilometres per Hour**

<b>Road Name</b>	<b>Speed Zone Starting Point</b>	<b>Speed Zone Ending Point</b>	<b>Length (km)</b>	<b>Comment</b>
Arcol Road	Canonto Road	For 4.2 km	4.20	
Cruise Road	Canonto Road	South Lavant Road	5.06	
Folger Road	Cruise Road	Lanark Highland Township Boundary	3.71	
Gemmill Road	Elphin Maberly Road	Lanark Highland Township Boundary	1.24	
Grindstone Lake Road	Mountain Road	End	4.30	
Gull Lake Road	1.3 km east of Kashawakamak Road	End	2.10	
Kashwakamak Lake Road	0.2 km north of Harlowe Road	End		
Marble Lake Road	Head Road	For 3.0 km	4.40	
Mosque Lake Road	Road 509	Hydro Lane	2.4	
Mountain Road	Brule Lake Road	End	8.00	Seasonal on last 4.0 km
North Road	Road 506	Road 506	7.30	
Quackenbush Road	Matawatchan Road	End	4.60	Seasonal
River Road	5.2 km southwest from Road 509	1.3 km east of Ardoch Road	4.70	
Robertsville Road	Road 509	Lanark Highland Township Boundary	5.10	
Russ Brown Road	Buckshot Lake Road	End	2.70	Seasonal
Schooner Road	Mountain Road	End	1.14	
Shiner Road	Gulley Road	End	3.70	Seasonal on last 1.2 km
Smith Road	1.1 km west of Ardoch Road	For 3.6 km	4.70	
South Road	Twin Oaks Road	1.4 km south of Twin Oaks Road	1.40	
Struthadam Road	Road 506	River Road	8.22	Seasonal on 6.2 km
Twin Oaks Road	South Road	End	1.45	
Whites Road	Kashawakamak Road	End	2.00	
Wilbur Road	South Lavant Road	End	4.33	
Wintergreen Road	Highway 41	Myers Cave Road	5.60	

**Speed Limits Reduced to 50 Kilometres per Hour**

<b>Road Name</b>	<b>Speed Zone Starting Point</b>	<b>Speed Zone Ending Point</b>	<b>Length (km)</b>	<b>Comment</b>
Austris Road	Ardoch Road	End	2.50	
Brule Lake Road	Mountain Road	End	4.63	
Black Road	Whites Road	End	0.50	
Greer Road	Ardoch Road	End	5.00	
Hills Lake Road	Buckshot Lake Road	End	2.40	
Martin Road	Road 506	End	0.54	
Morrow Road	Road 509	End	3.74	Seasonal
Myers Cave Road	Starting at a point 2.35 km south of Road 506 on the northerly end	To a point 4.85 km south of Road 506 on the southerly end		
Norcan Lake Lane	Mountain Chute Road	End	3.80	
North Mazinaw Heights Road	North Frontenac Portion			
Ragged Chutes Road	Road509	End	1.30	
Skootamatta Lake Road	Highway 41 (South)	Highway 41 (North)		
South Road	1.4 km from Twin Oaks Road	End	0.70	
Sunday Lake Drive	Cruise Road	End	3.40	
Thompson Road	Gull Lake Road	End	0.51	

### Speed Limits Reduced to 40 Kilometres per Hour

Road Name	Speed Zone Starting Point	Speed Zone Ending Point	Length (km)	Comment
Beach Road	Sand Lake Road	For 0.85 km	0.85	
Brown's Bay Road	Road 506	For 0.65 km	0.65	Seasonal on last 0.55 km
Chatham Road	Canonto Road	End	2.10	Seasonal
Crotch Lake Access Road	Ardoch Road	End	1.09	Seasonal on last 1.0 km
Delyea Road	Myers Cave Road	End	0.47	
Don Anna Road	Myers Cave Road	End	0.70	
Donaldson Road	Road 509	End	0.60	
East Bay Road	Buckshot Lake Road	End	1.38	
Gutheinz Road	Road 506	End	2.00	Seasonal
Head Road	Highway 41	End	2.90	
James Road	Road 509	End	0.80	Seasonal on last 0.5 km
Ladyslipper Road	Myers Cave Road	End	0.30	Seasonal
Lake Road	Road 509	End	0.65	
Levere Road	Highway 41	End	0.30	
Lothlorien Road	River Road	End	0.30	
MacDonald Road	Canonto Road	End	0.71	
Marble Lake Road	From Road 506 to the North Side of 1177 Marble Lake Road			
Martelock Road	Road 509	End	0.10	
Mississagagon Lake Road	Road 506	End	0.40	
North Shore Road	0.35 km east of Buckshot Lake Road	End	1.64	
Nowell Road	Wintergreen Road	End	0.15	
Oak Road	Myers Cave Road	End	0.85	
Perry Road	Road 506	End	0.37	
Schonauer Road	River Road	End	0.80	
Shabomeka Lake Road	Head Road	End		
Smarts Road	Highway 41	Levere Road	0.25	
Smith Road	4.7 km west of Ardoch Road	End	2.50	
South Bush Road	Road 509	End	6.40	Seasonal on last 4.4 km
Spencer Road	Highway 41	End	0.94	
St. Pierres Road	Road 509	End	0.20	
Station Road	Road 509	End	0.18	
Swauger Lake Road	Road 506	End	0.50	
Veley Road	2.0 km from Henderson Road	End	0.68	
Wellman Road	Head Road	End	0.28	

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

**By-law #2025-37**

**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 August 7, 2025**

**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 August 7, 2025, 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 August 7, 2025, 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 August 7, 2025, 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 7<sup>th</sup> day of August, 2025.

**Read** a third time and finally passed this 7<sup>th</sup> day of August, 2025.

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**Gerry Lichty, Mayor**

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**Brooke Drechsler, Deputy Clerk**