

## Regular Council Agenda

9:00 AM - Friday, January 10, 2025

Council Chambers

[Zoom Meeting Registration](#)

### 1. Call to Order

- a) Public Notice regarding Recording of Meetings 7  
[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) January 10, 2025

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

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

### 5. Business Profile

None.

### 6. Presentations

None.

### 7. Delegations

- a) Donnie and Margie McAlear: Public Notification of Communication Tower 8 - 10

**Be It Resolved That** Council receives for information the presentation from Margie McAlear regarding the lack of public notification of the Communications Tower located in Matawatchen Road; and thanks her for her time spent today;

**And That** Council instructs the CAO to provide a response to Ms. McAlear addressing the points raised in her presentation.

[Opening Statement McAlear presentation January 10, 2025](#)  
[Donnie and Margie McAlear questions](#)

### 8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 11 - 20

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

1. Regular Meeting of Council dated December 13, 2024.

[December 13, 2024 - Regular Council Agenda - Minutes - Pdf](#)

## 9. Business Arising Out of Minutes

- a) Resolution #420-24: Amended to Community Grant Policy - Section 8: Exemptions 21 - 22

**Whereas** at the meeting held November 29, 2024, Council passed Resolution #420-24 to approve providing \$2000 to the North Frontenac Food Bank annually; and that this be added as an exemption to the Community Grants Policy;

**Now Therefore Be It Resolved That** Council receives for information an email dated December 12, 2024 from the Manager of Community Development advising the By-law will be amended to include this exemption to the North and Central Frontenac Food Bank Inc.;

**And That** Council will consider the amended Community Grants Policy By-law later in today's meeting.

[Resolution #420-24](#)

[Email from MCD](#)

- b) Resolution #355-24: 2025 Annual Billing Ontario Provincial Police Update 23 - 37

**Whereas** at the meeting on October 25, 2024, Council passed Resolution #355-24 receiving for information a letter dated October 4, 2024, from the Municipal Policing Board with the 2025 Annual Billing Statement Package, with an increase of \$178,294 (21.39%) over last year;

**Now Therefore Be It Resolved That** Council receives for information an email dated December 19, 2024, from the Superintendent - Commander of the Municipal Policing Bureau advising the Township would be receiving a credit in the amount of \$147,480 to allocate towards the Township's policing costs versus receiving a payment;

**And That**, as a result of this information, the 2025 Budget has been updated to reflect the billing change versus receiving payment and the Treasurer has incorporated the change with no effect to the tax rate and the approved Final Tax Rate Bylaw.

[Resolution #355-24](#)

[Email from Treasurer](#)

[OPP 2025 Annual Billing Statement - Revised NorthFrontenac 2025 Revised Annual Billing Letter for Municipalities](#)

## 10. Communications

- a) Clerk's Administrative Report: Communications of Interest - A Section 38

**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 Herman Doornbos re: Linda's Loop Trails (Crotch Lake) - Maintenance

39

**Be It Resolved That** Council receives for information a letter dated December 6, 2024, from Herman Doornbos providing an overview of the history of Linda's Loop, a trail system located near Crotch Lake; and advising the trails have deteriorated over the years therefore are in need of maintenance, augmenting/replacing the blazes and replacement of some signage;

**And That** the volunteer group Mr. Doornbos represents is able to begin the augmenting and replacement of the blazes to ensure the trail system is well defined and will allow maintenance crews to clear the existing trails; and the group will also purchase the plastic sheets for the production of the blazes and fasteners at an estimated cost of \$1200;

**And That** the group is requesting the Township provide \$500 to facility the purchases;

**And That** Council approves this request and instructs the Treasurer to transfer the \$500 cost from the Recreational Land Obligatory Reserve Fund with a proposed year end balance of \$24,595.42 as presented in the 2025 Budget.

[Funding Blazes Frontenac](#)

B2 Ompah Community Centre Association Executive: Hall Booking System

40

**Be It Resolved That** Council receives for information a letter dated December 18, 2024, from the Ompah Community Centre Association Executive registering their disapproval of the new hall booking system and the lack of process to create the system;

**And That** the Executive Group is advising their preference is to use the past hall booking system, with events and programs posted to the Ompah Hall calendar website;

**And That** Council directs the Manager of Community Development to provide information at the next Council Meeting regarding the Public Meeting referred to in Resolution #175-24; and address the concerns raised in the letter regarding lack of communication regarding the implementation of the current booking system.

[Email from Ompah Community Centre Association Executive](#)

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

a) Clerk/Planning Manager: Shore Road, Road Between Lots and Concession Road Allowance Application for Approval in Principle – Falchetto

41 - 44

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road, Road between Lots and Concession Road Allowance Applications for Approval in

Principle – Falchetto”;

**And That** Council approves in principle the Applications to close, stop up and sell Part of the Shore Road Allowance lying adjacent to Part of Lot 6, Concession 10 (Big Gull Lake); a portion of the Lot Road Allowance between Lots 5 and 6, Concession 10; and a portion of the Concession Road Allowance between Concessions 10 and 11, Lots 7 and 8 (south of the wetland area) geographic Township of Clarendon.

[Shore Road, Road Between Lots and Concession Road Allowance Application for Approval in Principle – Falchetto - Pdf](#)

- b) Clerk/Planning Manager: Planning Department Year End Report for 2024 45 - 52

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Planning Department Year End Report for 2024”.

[Planning Department Year End Report for 2024 - Pdf](#)

- c) Manager of Community Development: Senior Community Grant 2024-25 - Community Hall Technology Updates 53 - 54

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Senior Community Grant 2024-25 - Community Hall Technology Updates”;

**And That** Council approves the MCD's Application to the Senior Community Grant for 100% project funding;

**And That** Council directs the CAO to sign the Application for Funding and to enter into a Funding Agreement with the Senior Community Grant upon the Township’s successful Application for 100% project funding;

**And That** Council directs the MCD to have the new technology purchased and installed if the Application for Funding is successful.

[Senior Community Grant 2024-25 - Community Hall Technology Updates - Pdf](#)

- d) Treasurer - Building Department Annual Activity - 2024 55 - 57

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled “Building Department Annual Construction Activity 2024”.

[Building Department Annual Activity - 2024 - Pdf](#)

- e) Purchase of a Double Drum Steel Roller and Trailer 58 - 59

**Be It Resolved That** Council receives for information the Public Works Manager’s (PWM) Administrative Report entitled “Purchase of a Double Drum Steel Roller and Trailer”;

**And That** Council approves the sole source purchase of a used double drum steel roller;

**And That** Council approves the purchase of a new tilt-and-load trailer using a competitive procurement process;

**And That** Council approves the purchase of the double drum steel roller and trailer with a total cost of \$50,000, being the amount approved for the Roller in the 10 Year Capital Plan for 2025.

[Purchase of a Double Drum Steel Roller and Trailer - Pdf](#)

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

- a) Kaladar Barrie Joint Fire Department 60 - 63

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Kaladar Barrie Joint Fire Committee held September 12, 2024.

[Joint Fire Committee Kaladar Barrie - 12 Sep 2024 - Minutes - Pdf](#)

- b) Joint Health and Safety Committee 64 - 66

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Joint Health and Safety Committee held November 12, 2024.

[Joint Health and Safety Committee - 12 Nov 2024 - Minutes - Pdf](#)

- c) Economic Development Task Force 67 - 69

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Economic Development Task Force held December 10, 2024.

[Economic Development Task Force - 10 Dec 2024 - Minutes - Pdf](#)

- d) Environmental Task Force 70 - 73

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Environmental Task Force held December 17, 2024.

[Environmental Task Force - 17 Dec 2024 - Minutes - Pdf](#)

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

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

None.

## 15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. The Councillor may provide a verbal report for information purposes. 74 - 75

[Council Portfolios 2022-2026](#)

## 16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 76 - 85

**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:

- #2025-01 Borrowing By-law;
- #2025-02 Community Grant Policy

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

[2025-01 Borrowing By-law](#)

[2025-02 Community Grants Policy](#)

## 17. Public Forum

## 18. Closed Session

- a) Closed Meeting of Council

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

.m. to:

- Adopt Minutes of a Closed Meeting held December 13, 2024; and
- To Receive Advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose with respect to a Public Notification Process.

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

## 20. Confirmatory By-law

- a) Confirming By-law #25-03

86

**Be It Resolved That** By-law #25-03, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held January 10, 2025 be read a first, second, and third time and finally passed.

[2025-03 Confirming By-law](#)

## 21. Adjournment

- a) Adjournment of the Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_\_ .m. until January 31, 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.

**From:** Donnie McAlear [REDACTED]  
**Sent:** Wednesday, January 1, 2025 8:36 AM  
**To:** Tara Mieske [REDACTED]  
**Subject:** Opening Statement McAlear presentation Jan 10/25

## Opening Statement

Mr. Klatt and members of North Frontenac council: thank you for extending to us, the opportunity to raise our concerns regarding the Rogers Communications Tower C8660 “Matawatchan Rd. @Wilson” at 2116 Matawatchan Road, the property directly adjacent to us ours.

Twenty two years ago my wife and I discovered this beautiful 100 acre property at [REDACTED], with its sweeping views of the surrounding hills and rugged terrain.

We fell in love with it.

Fifteen years ago a series of serendipitous events culminated in us purchasing the property, and building our home here. We have worked tirelessly over these years, creating extensive, beautiful gardens. Many people in the community enjoy bringing visiting friends and family to tour the garden’s. The gardens were featured in a national gardening publication a few years ago. We have made many wonderful friendships with people in this community.

One such neighbour, [REDACTED], approached us 7 or 8 years ago, about pasturing his cows on our property part of the year, and cutting hay from our two hay fields. We came to an agreement that was very beneficial to [REDACTED].

So... we were surprised, and disappointed that he hadn’t informed us of his decision to have a communications tower erected on his property, very close to ours and destroying our serene view scape. Conversation with him about this matter, after our recent discovery, has resulted in an end to our friendship and business relationship.

Still reeling from the discovery of the impending tower installation., we were approached by Hydro One, for permission to cut a swath of trees from a hydro pole on our land to the road across from the installation sight, to supply the necessary power to the tower! As you might have guessed we declined. Talk about adding insult to injury.

We are advised that you cannot legally move forward with this project, when the preliminary checklist was not completed, accurately and honestly.

We think it is unfair that the proposed installation site is closer to our home and impacts our sight lines far more than the landowner who is having the installation on his property.

He gets the finders fee, and monthly cheque from Rogers, and we get the sight pollution, electro magnetic frequencies, and property devaluation.

We are devastated by this development.

Rogers approached us and several of our neighbours about the towers, and we all declined. All except the [REDACTED].

Our lives will never be the same.

**From:** Donnie McAlear [REDACTED]  
**Sent:** Wednesday, January 1, 2025 8:37 AM  
**To:** Tara Mieske [REDACTED]  
**Subject:** Questions McAlear presentation Jan 10/25

## Questions

1. Paul Michaud ISED directed me to direct our questions and concerns to the township of North Frontenac. We have been dealing with the township for over 1 1/2 months, and have not received a single response to or our important inquiries. When are you going to provide answers and address our concerns?
2. The safety recommendations for setbacks are 300 metres minimum. This installation is just over 300 metres to our front door. 100 metres from our property line! A large area of our property, that we use often and daily lies between the front door and the tower, is less than 300 metres. This area includes gardens, outdoor seating area, driveway workshop and garage, storage barns, and other buildings. Information we are finding online from other North American jurisdictions indicates that the required setbacks are six times the tower height. That is to say, there is an acknowledgement of negative health impacts the minimum 300 metre requirement is not even scientifically based.
3. Re: property values — EORN website claims adjacent property devaluation is irrelevant. There is no possible way a reasonable person could visit this property and deny that the natural beauty of the surroundings will be marred by this installation. A large part of the value related to this property is in the surrounding vistas. Moreover, addition of this and other towers will reduce the touristic appeal of the area and could have negative economic impacts.
4. Section 8.2 of the LUA Recommendation report states that “Transport Canada verifies that no light is required” on this tower. This directly contravenes Transport Canada regulations and is further proof of this reports fraudulence. Moreover council needs to be aware, we have been advised, the contractor hired to conduct this study and render this report has been fired for undisclosed reasons.
5. Section 8.1, Consultation Participation Summary states that 9 adjacent landowners were notified, and that none responded. This is categorically false. We have forwarded a letter signed by 6 adjacent landowners verifying that they received no such notification. Further evidence of a fraudulent report.
6. ISED regulations CPC-2-0-03 states that public consultation is a requirement. A must. We were not notified about this tower installation, and none of our neighbours were notified. This is a fundamental requirement of the process. As such these recommendations are based on a fraudulent report. We therefore insist that the original LUA report be struck and the review and assessment process be restarted for Rogers Communications Tower C8660- “Matawatchan Rd. @ Wilson”. If we are not advised about your decision regarding our request by Feb. 17th 2025, then further communication from us will be through our legal counsel.



# Regular Council Minutes

9:00 AM - Friday, December 13, 2024  
Council Chambers

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

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

## 1. Call to Order

The Mayor called the meeting to order at 9:01 a.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) *December 13, 2024*

**428-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council approves the Agenda for the Regular Meeting of Council dated December 13, 2024, as circulated.

**Carried**

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

None declared.

## 5. Closed Session

### a) *Closed Meeting of Council*

**429-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council retires to Closed Session at 9:03 a.m. to:

- a. Adopt Minutes of a Closed Meeting held November 22, 2024; and
- b. Discuss Litigation or Potential Litigation, affecting the Municipality or a Local Board.

**Carried**

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

The Mayor advised that, during Closed Session, Council adopted Minutes of a Closed Meeting held November 22, 2024; and discussed Potential Litigation, affecting the Municipality or a Local Board.

## **7. Presentations**

### **a) Recipients of Years of Service Awards:**

#### **Waste/Recycling**

**Antonio Runco - 15 Years**

**Gary Thompson - 15 Years**

**Randy Baker - 10 Years**

#### **North Frontenac Fire Department**

**Dillon Boles 15 Years**

#### **North Frontenac Council Members**

**Wayne Good - 20 Years**

**Vernon Hermer - 10 Years**

***The following recipients will receive their recognition at an event organized by Kaladar Barrie Fire Chief Cuddy:***

#### **2023 Recipients**

**Mitchell Alcock - 15 Years**

**Russell Gray - 10 Years**

**John Nowell - 20 Years**

**Jamie Miles - 10 Years**

**Dwayne Thibault - 20 Years**

**Kristin Warlick - 10 Years**

#### **2024 Recipients**

**James Nowell - 15 Years**

**Kevin Smart - 30 Years**

**Wayne Speck - 10 Years**  
**Casey Cuddy - 45 Years**

- b) ***Tyler Lalonde, Administrative Coordinator, Frontenac Municipal Services Corporation: Annual Update***

**430-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives for information the annual update from Tyler Lalonde, Administrative Coordinator with Frontenac Municipal Services Corporation, and Kevin Farrell, CAO, County of Frontenac; and thanks them for their time spent today.

**Carried**

- c) ***Joe Gallivan, Director of Planning & Economic Development, County of Frontenac: Communal Services Land Use Policies – Official Plan Amendment***

**431-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Communal Services Land Use Policies – Official Plan Amendment”;

**And That** an Open House will be scheduled in early 2025 for residents to provide input and help determine where the Township should support future development on communal services for future residential, commercial, and industrial uses.

**Carried**

## **8. Delegations**

- a) ***Pat Storms and Tyler Wood: Site Plan***

**432-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the delegation from Dave and Pat Storms (Storm Development); and Tyler Wood (Southern Wood Inc.) and thanks them for their time spent today.

**Carried**

## **9. Adoption of Minutes**

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

**433-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

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

1. A Public Meeting regarding amendments to the Zoning By-law held November 22, 2024;

2. A Public Meeting regarding amendments to the Fees and Charges By-law held November 22, 2024;
3. A Regular Meeting of Council held November 22, 2024; and
4. A Special Meeting regarding the 2025 Proposed Draft Budget held November 29, 2024.

**Carried**

## 10. Business Arising Out of Minutes

**a) *Resolution #355-24: 2025 Annual Billing Statement Package from Ontario Provincial Police***

**434-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Whereas** at the meeting on October 25, 2024, Council passed Resolution #355-24 receiving for information a letter dated October 4, 2024, from the Municipal Policing Board with the 2025 Annual Billing Statement Package, with an increase of \$178,294 (21.39%) over last year; and Council requested the Mayor send a letter to the Municipal Policing Board, Solicitor General, the Premier, MPP John Jordan, AMO and all other municipalities;

**Now Therefore Be It Resolved That** Council receives for information an email dated December 4, 2024, from the CAO advising MPP John Jordan's office advised the Township would be receiving funding in the amount of \$147,480 to allocate towards the Township's policing costs;

**And That** as a result of this information, Council rescinds Resolution #355-24 requesting the Mayor provide a letter objecting the large increase in policing costs, as the issue has been resolved at this time.

**Carried**

**b) *Resolution #350-24: Update related to MPOA Request and Eurasion Milfoil Issue***

**a. *Update from Addington Highlands CAO/Clerk and Councillor Hook***

**b. *Ontario Protecting Environment from Harmful Invasive Species Grant***

**435-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Whereas** at the meeting on October 25, 2024, Council passed Resolution #350-24 receiving for information a letter from the Mazinaw Property Owners' Association regarding government action to manage Eurasion Water Milfoil Invasive Species; and that Council supported a meeting with representatives from the Township of North Frontenac and Addington Highlands; MPs and MPPs from both ridings; and senior level representatives from Ministry of Natural Resources and Fishery, the Department of Oceans and Fisheries and Mississippi Valley Conservation Authority to discuss the issue;

**Now Therefore Be It Resolved** Council receives for information an email dated December 5, 2024, from Addington Highlands CAO/Clerk providing a letter from Councillor Ken Hook related to the MPOA request and the Eurasian Milfoil issue; and advising Addington Highlands Council would like to explore the option of partnering on the installation of a boat washing station as part of an initiative to prevent the spread of

invasive species from lake to lake;

**And That** Council is interested in having further discussions and requests Addington Highlands to provide more information for consideration if the Township of Addington Highlands approves this initiative within their 2025 budget.

**Carried**

**436-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Whereas** at the meeting on October 25, 2024, Council passed Resolution #350-24 receiving for information a letter from the Mazinaw Property Owners' Association requesting Council pursue the "Ontario Protecting the Environment from Harmful Invasive Species" grant; and that Council deferred the request until after discussion with the Township of Addington Highlands and other representatives;

**Now Therefore Be It Resolved That** Council receives for information an email dated December 5, 2024, from the MPOA advising the grant funds have been released and the deadline for application is January 15, 2025; and MPOA requests the Township of North Frontenac submit an application for grant funding;

**And That** Council instructs the MCD to work with the MPOA and to apply for the \$3500 microgrant for invasive species prevention measures with the Township's portion of the \$1750 coming from the Contingency Reserve.

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

**c) 2025 Budget Updates**

**437-24 Moved by Councillor Roy Huetl, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council approves hiring an Economic Development Student for 2025;

**And That** Council instructs the Treasurer to incorporate the cost in to the 2025 Contingency Reserve Fund;

**And That** Council instructs the MCD to apply for Student Funding; and, if successful, the grant money is placed in the Contingency Reserve Fund;

**And That** the MCD shall report to Council in fall of 2025 on the position.

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

**Carried 5-2 on a recorded vote**

**438-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Whereas** at the Special meeting on November 29, 2024 Council passed Resolution #425-24 approving in principle the 2025 Draft Budget with a levy increase of \$327,376 being a 4.55% increase;

**Now Therefore Be It Resolved That** Council receives for information the 2025 Final Budget Document including the amendments as directed by Council at the Special Meeting on November 29, 2024;

**And That** Council will consider a By-law to adopt the 2025 Budget later in the meeting.  
**Carried**

## 11. Communications

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

**439-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

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

**Carried**

### b) *Communications 'B' Section - Action Items* *None.*

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

### a) *Clerk/Planning Manager: Appointment of Deputy Mayor*

**440-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Appointment of Deputy Mayor";

**And That** Council receives for information the presentation(s) from:

Councillor Fowler

Councillor Inglis

**And That** Council appoints John Inglis as the Deputy Mayor for a one year term;

**And That** Council will consider an Appointing By-law later in the Meeting.

**Carried**

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

**441-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

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

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

to Part of Lot 9, South West Range, geographic Township of Clarendon (Big Gull Lake).  
**Carried**

- c) ***Clerk/Planning Manager: Concession Road Allowance Closure - Pisani/Willis***  
**442-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

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

**And That** Council instructs the Clerk to advise the Applicant of the denial of the application.

**Carried**

- d) ***Public Works Manager: Proposed Speed Limit Reductions on Road 509 and Myers Cave Road***  
**443-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Proposed Speed Limit Reductions on Road 509 and Myers Cave Road";

**And That** Council approves the speed limit reductions and limits proposed on Road 509 and Myers Cave Road by the Public Works Manager;

**And That** requests to amend posted speed limits were previously administered by the Public Works Manager and/or CAO through the Township's Complaints Policy based on previous direction from Council; however it is recommended that as we receive so few of these requests that Resolution # 290-21 be rescinded to direct the Public Works Manager to bring future requests for changes to speed limits on North Frontenac owned roads to Council for consideration, moving forward;

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

**Carried**

- e) ***Treasurer: 2025 WSIB Rates for Fire Volunteers***  
**444-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** the Council of the Corporation of Township of North Frontenac receives the Treasurer's Administrative Report entitled "2025 WSIB Rate for Fire Volunteers" for information purposes;

**And That** Council of the Township of North Frontenac set Workplace Safety and Insurance Board (WSIB) at the maximum coverage for 2025, being \$117,000 for Volunteer Firefighter Personnel in Wards 2 & 3;

**And That** the maximum number of members of the brigade shall not exceed 30 members per station, plus the Director of Emergency Services/Fire Chief and Assistant Fire Chief.

**Carried**

- f) ***Treasurer: Waiver of Penalty & Interest for Supplemental Billings issued after November 10, 2024 due to Canada Post Strike***

**445-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Treasurer’s Administrative Report entitled “Waiver of Penalty & Interest for Supplemental Billings issued after November 10, 2024 due to Canada Post Strike”.

**And That** Council approves waiving any Penalty and Interest on outstanding Supplemental Tax Billings issued after November 10th until 45 days after the end of the Canada Post Strike.

**Carried**

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

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

**446-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated September 23, 2024.

**Carried**

- b) ***Economic Development Task Force***

**447-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Notes of the Economic Development Task Force dated November 18, 2024.

**Carried**

- c) ***Environmental Task Force***

**448-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Notes of the Environmental Task Force dated November 26, 2024.

**Carried**

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

None.

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

None.

### **16. Council Portfolio Verbal Reports**

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

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

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

**449-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

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

- #2024-77 To Appoint the Deputy Mayor;
- #2024-78 Speed Limit By-law;
- #2024-79 Final Tax Rate;

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

## **18. Public Forum**

None.

## **19. Confirmatory By-law**

- a) ***Confirming By-law #2024-80***

**450-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** By-law #2024-80, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held December 13, 2024 be read a first, second, and third time and finally passed.

**Carried**

## **20. Adjournment**

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

**451-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council adjourns the Meeting at 11:49 a.m. until January 10, 2025 or at the call of the Chair.

**Carried**

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Mayor

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Clerk



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

**Date:** November 29, 2024

**Resolution # 420-24**

**Moved By:**  
Councillor Roy Huetl

**Seconded By:**  
Councillor Stephanie Regent

**Be It Resolved That** Council approves providing \$2000 to the North Frontenac Food Bank annually;  
And That this be added as an exemption to the Community Grants Policy.

**Carried**

Mayor

**From:** Brooke Ross  
**Sent:** Thursday, December 12, 2024 9:47 AM  
**To:** Corey Klatt  
**Cc:** Tara Mieske  
**Subject:** Community Grant Policy - Repeal By-law 2024-03

Hi Corey,

Per Resolution #420-24 Council approved providing \$2,000 to the North Frontenac Food Bank Annually. The resolution further states that this be added as an exemption to the Community Grants Policy. The By-law in the Agenda package will be amended to include this under Section 8 – Exemptions. There are no further changes required to the By-law.

**Resolution Number:** 420-24

**Resolution Text:** **Be It Resolved That** Council approves providing \$2000 to the North Frontenac Food Bank annually;  
And That this be added as an exemption to the Community Grants Policy.

**Moved By:**  
**Disposition:** Carried

Thank you, have a great day!

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



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

**Date:** October 25, 2024

**Resolution # 355-24**

**Moved By:**  
Councillor Roy Huetl

**Seconded By:**  
Deputy Mayor John Inglis

**Be It Resolved That** Council receives for information a letter dated October 4, 2024, from the Municipal Policing Bureau with the 2025 Annual Billing Statement Package; **And That** there is an increase of \$178,294 (21.39%) over last year, which correlates to an approximate 2.5% levy increase for the 2025 Budget; **And That** Council requests the Mayor send a letter to the Municipal Policing Board, Solicitor General, the Premier, MPP John Jordan, AMO and all other municipalities, objecting to the large increases in costs for policing.

**Carried**

Mayor

**From:** Kelly Watkins [REDACTED]  
**Sent:** Thursday, January 2, 2025 9:59 AM  
**To:** Corey Klatt [REDACTED] Tara Mieske [REDACTED]  
**Subject:** Business arising January 10, 2025 Agenda - OPP billing changes

At the Draft 2025 Council Meeting, it was announced that there was some relief coming to help with the large increase received for the OPP billing. At that time we were advised that we would receive a payment of \$147,480 in the form of a cheque. Therefore, we incorporated into the 2025 Budget based on receiving a payment.

On December 19, 2024 we received a revised OPP billing that provided credits in the amount of \$147,480 rather than receiving a payment in the amount of \$147,480. Therefore, the 2025 Budget has been updated to reflect the billing change vs receiving a payment. I have incorporated the change with no effect to the tax rate and the approved Final Tax Rate Bylaw

Please see attached the budget page and how it will be adjusted. The result is less will be coming from the 2024 Year end surplus as the 2023 Adjustment has been changed from \$62,772 to \$10,356 and less being put into a Reserve for the 2026 billing (originally estimated at \$63,510 and reduced to \$32,171).

The attached changes will be incorporated to the '220 Police' budget page. The revised Final Budget document that will be posted to our website.

Thank you,  
Kelly

**Kelly Watkins, Dipl.M.A., M.M.**

Treasurer

**Township of North Frontenac**

6648 Road 506, Plevna, ON, K0H 2M0

1-800-234-3953 or 613-479-2231 Ext. 223  
[REDACTED]

## OPP 2025 Annual Billing Statement - Revised

### North Frontenac Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to [www.opp.ca](http://www.opp.ca) for 2025 Municipal Policing Billing General Information summary for further details.

		<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>		
	Household	3,649	
	Commercial and Industrial	<u>53</u>	
	Total Properties	<u><u>3,702</u></u>	701,291
<b>Calls for Service</b>	(see summaries)		
	Total all municipalities	209,489,870	
	Municipal portion	0.0884%	185,232
<b>Overtime</b>	(see notes)	9.95	36,826
<b>Prisoner Transportation</b>	(per property cost)	1.67	6,182
<b>Accommodation/Cleaning Services</b>	(per property cost)	<u>5.70</u>	<u>21,101</u>
<b>Total 2025 Estimated Cost</b>		<b>256.79</b>	<b>950,632</b>
<b>10% Discount on 2025 Estimated Costs</b>		<u>(25.68)</u>	<u>(95,063)</u>
<b>Total 2025 Estimated Cost After Discount</b>		<u><b>231.11</b></u>	<u><b>855,569</b></u>
<b>2023 Year-End Adjustment</b>	(see summary)		10,356
<b>Revised Grand Total Billing for 2025</b>			<u><u><b>865,925</b></u></u>
<b>Revised 2025 Monthly Billing Amount</b>			<b>72,160</b>

### Notes

A 10% Discount has been applied to the grand total of all 2025 estimated costs. The 2023 Year-End Adjustment also includes discounts applied to 2023 reconciled costs (44% on OT and 3.75% on total reconciled costs), see 2023 reconciled statement page for more information.

## OPP 2025 Annual Billing Statement

### North Frontenac Tp

Estimated costs for the period January 1 to December 31, 2025

#### Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.  
  
There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2025 Estimated Base Services and Calls for Service Cost Summary**

Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service	
		FTE	%				\$/FTE
<b>Uniform Members</b>	<b>Note 1</b>						
Inspector		26.56	100.0	187,318	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander		8.60	100.0	156,717	1,347,770	1,347,770	-
Staff Sergeant		38.53	100.0	168,657	6,498,335	6,498,335	-
Sergeant		226.23	50.7	143,480	32,459,478	16,460,024	15,999,454
Constable		1,618.15	50.7	120,835	195,529,705	99,147,813	96,381,892
Part-Time Constable		11.97	50.7	91,572	1,096,112	555,839	540,272
<b>Total Uniform Salaries</b>		<b>1,930.04</b>			<b>241,906,577</b>	<b>128,984,959</b>	<b>112,921,618</b>
Statutory Holiday Payout				6,207	11,906,411	6,262,929	5,643,483
Shift Premiums				1,129	2,095,821	1,062,740	1,033,081
Uniform Benefits - Inspector				29.47%	1,466,114	1,466,114	-
Uniform Benefits - Full-Time Salaries				36.38%	85,791,541	44,909,750	40,881,790
Uniform Benefits - Part-Time Salaries				18.75%	205,571	104,245	101,326
<b>Total Uniform Salaries &amp; Benefits</b>					<b>343,372,035</b>	<b>182,790,737</b>	<b>160,581,298</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>						
Detachment Administrative Clerk		164.29	50.7	75,342	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk		3.41	50.7	69,798	238,011	120,750	117,260
Detachment Clerk - Typist		1.74	50.7	62,349	108,488	54,867	53,620
Court Officer - Administration		28.73	50.7	92,124	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator		0.89	50.7	73,240	65,184	32,958	32,226
Cadet		1.62	50.7	51,219	82,974	41,999	40,975
<b>Total Detachment Civilian Salaries</b>		<b>200.68</b>			<b>15,519,324</b>	<b>7,869,568</b>	<b>7,649,757</b>
Civilian Benefits - Full-Time Salaries				36.13%	5,606,608	2,843,009	2,763,599
<b>Total Detachment Civilian Salaries &amp; Benefits</b>					<b>21,125,933</b>	<b>10,712,577</b>	<b>10,413,355</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>						
Communication Operators				6,682	12,896,527	6,782,230	6,114,297
Prisoner Guards				2,061	3,977,812	2,091,915	1,885,897
Operational Support				7,119	13,739,955	7,225,785	6,514,170
RHQ Municipal Support				3,208	6,191,568	3,256,120	2,935,448
Telephone Support				157	303,016	159,355	143,661
Office Automation Support				938	1,810,378	952,070	858,308
Mobile and Portable Radio Support				357	693,298	364,522	328,776
<b>Total Support Staff Salaries and Benefits Costs</b>					<b>39,612,554</b>	<b>20,831,997</b>	<b>18,780,557</b>
<b>Total Salaries &amp; Benefits</b>					<b>404,110,521</b>	<b>214,335,311</b>	<b>189,775,210</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>						
Communication Centre				150	289,506	152,250	137,256
Operational Support				1,112	2,146,204	1,128,680	1,017,524
RHQ Municipal Support				360	694,814	365,400	329,414
Telephone				1,458	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance				168	326,258	171,540	154,718
Office Automation - Uniform				4,487	8,660,089	4,554,305	4,105,784
Office Automation - Civilian				1,154	231,585	116,485	115,100
Vehicle Usage				10,219	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment				1,073	2,070,933	1,089,095	981,838
Uniform & Equipment				2,360	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer				1,037	29,793	15,109	14,684
<b>Total Other Direct Operating Expenses</b>					<b>41,569,403</b>	<b>21,854,744</b>	<b>19,714,660</b>
<b>Total 2025 Municipal Base Services and Calls for Service Cost</b>					<b>\$ 445,679,925</b>	<b>\$ 236,190,055</b>	<b>\$ 209,489,870</b>
<b>Total OPP-Policed Municipal Properties</b>						<b>1,246,809</b>	
<b>Base Services Cost per Property</b>						<b>\$ 189.44</b>	

## OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

## OPP 2025 Calls for Service Billing Summary

### North Frontenac Tp

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	1	0	0	0	5.9	1	0.0001%	170
Drugs	1	0	0	0	0	88.1	22	0.0012%	2,534
Operational	133	163	168	124	147	3.9	573	0.0315%	65,945
Operational 2	44	56	63	43	52	1.7	88	0.0048%	10,071
Other Criminal Code Violations	11	12	11	7	10	7.1	73	0.0040%	8,371
Property Crime Violations	31	55	63	51	50	6.2	310	0.0170%	35,659
Statutes & Acts	23	27	30	36	29	3.5	102	0.0056%	11,675
Traffic	30	34	39	27	33	3.8	124	0.0068%	14,206
Violent Criminal Code	13	25	28	20	22	14.8	318	0.0175%	36,602
<b>Municipal Totals</b>	<b>286</b>	<b>373</b>	<b>402</b>	<b>308</b>	<b>342</b>		<b>1,610</b>	<b>0.0884%</b>	<b>\$185,232</b>

### Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
<b>Provincial Totals</b>	<b>371,740</b>	<b>380,453</b>	<b>380,156</b>	<b>382,502</b>	<b>378,713</b>		<b>1,821,214</b>	<b>100%</b>	<b>\$209,489,870</b>

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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**OPP 2025 Calls for Service Details**  
**North Frontenac Tp**  
**For the calendar years 2020 to 2023**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
<b>Grand Total</b>	<b>286</b>	<b>373</b>	<b>402</b>	<b>308</b>	<b>342.25</b>
Drug Possession	0	1	0	0	0.25
Possession - Methamphetamine (Crystal Meth)	0	1	0	0	0.25
Drugs	1	0	0	0	0.25
Drug Operation - Rural Grow	1	0	0	0	0.25
Operational	133	163	168	124	147.00
Accident - non-MVC - Master Code	1	0	0	0	0.25
Animal - Bite	0	1	0	0	0.25
Animal - Dog Owners Liability Act	0	1	1	1	0.75
Animal - Injured	0	1	0	1	0.50
Animal - Left in Vehicle	0	1	0	0	0.25
Animal - Other	0	1	3	5	2.25
Animal - Stray	5	3	7	1	4.00
Assist Fire Department	1	1	1	1	1.00
Assist Public	21	35	39	26	30.25
Distressed / Overdue Motorist	0	3	3	2	2.00
Dogs By-Law	1	0	0	0	0.25
Domestic Disturbance	22	21	15	22	20.00
Family Dispute	16	21	14	5	14.00
Fire - Building	2	1	0	1	1.00
Fire - Other	1	3	1	0	1.25
Fire - Vehicle	2	0	2	1	1.25
Firearms (Discharge) By-Law	1	0	0	0	0.25
Found - Others	1	0	0	2	0.75
Found - Personal Accessories	0	0	0	1	0.25
Found Property - Master Code	5	6	3	3	4.25
Insecure Condition - Master Code	0	0	1	0	0.25
Lost - Gun	0	0	1	0	0.25
Lost - Household Property	0	1	0	0	0.25
Lost - License Plate	1	0	1	0	0.50
Lost - Others	1	0	1	1	0.75
Lost - Personal Accessories	2	2	0	0	1.00
Lost - Radio, TV, Sound-Reprod. Equip.	0	1	0	0	0.25
Lost Property - Master Code	2	1	1	1	1.25
Missing Person 12 & older	3	0	2	0	1.25
Missing Person Located 12 & older	6	1	2	3	3.00
Missing Person under 12	1	1	0	1	0.75
Neighbour Dispute	11	15	25	16	16.75
Noise Complaint - Animal	0	1	1	0	0.50
Noise Complaint - Master Code	6	7	5	4	5.50
Noise Complaint - Others	1	1	1	1	1.00
Noise Complaint - Residence	0	1	1	0	0.50
Noise Complaint - Vehicle	0	0	1	1	0.50
Other Municipal By-Laws	0	3	0	0	0.75
Phone - Nuisance - No Charges Laid	1	1	0	0	0.50

**OPP 2025 Calls for Service Details**  
**North Frontenac Tp**  
**For the calendar years 2020 to 2023**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Phone - Other - No Charges Laid	1	0	0	0	0.25
Sudden Death - Accidental	0	0	3	0	0.75
Sudden Death - Apparent Overdose/Overdose	0	0	1	0	0.25
Sudden Death - Natural Causes	4	4	6	1	3.75
Sudden Death - Others	0	2	0	2	1.00
Sudden Death - Suicide	1	2	0	0	0.75
Suspicious Package	0	2	0	1	0.75
Suspicious Person	4	3	13	6	6.50
Suspicious vehicle	5	4	7	6	5.50
Text- related Incident (Texting)	0	0	0	1	0.25
Trouble with Youth	2	0	0	1	0.75
Unwanted Persons	2	10	6	4	5.50
Vehicle Recovered - All Terrain Vehicles	0	1	0	0	0.25
Vehicle Recovered - Automobile	0	0	0	2	0.50
Operational 2	44	56	63	43	51.50
911 call - Dropped Cell	6	9	4	3	5.50
911 call / 911 hang up	6	11	15	10	10.50
False Alarm - Cancelled	1	0	0	0	0.25
False Alarm - Others	18	28	27	18	22.75
False Holdup Alarm - Accidental Trip	0	0	3	0	0.75
Keep the Peace	13	8	14	12	11.75
Other Criminal Code Violations	11	12	11	7	10.25
Bail Violations - Fail To Comply	2	2	4	0	2.00
Bail Violations - Master Code	0	0	1	0	0.25
Bail Violations - Others	2	1	1	1	1.25
Breach of Probation	4	4	3	2	3.25
Child Pornography - Making or distributing	0	1	0	0	0.25
Child Pornography - Other	0	0	1	0	0.25
Disturb the Peace	1	0	0	0	0.25
Obstruct Public Peace Officer	0	1	0	0	0.25
Offensive Weapons - In Vehicle	0	0	0	1	0.25
Offensive Weapons - Other Weapons Offences	1	2	0	1	1.00
Offensive Weapons - Possession of Weapons	0	0	0	1	0.25
Offensive Weapons - Prohibited	1	0	0	0	0.25
Offensive Weapons - Restricted	0	0	0	1	0.25
Possess Firearm while prohibited	0	1	1	0	0.50
Property Crime Violations	31	55	63	51	50.00
Arson - Building	0	0	1	0	0.25
Break & Enter	4	19	21	16	15.00
Break & Enter - Firearms	1	1	0	0	0.50
Fraud - False Pretence Under \$5,000	1	1	1	0	0.75
Fraud - Forgery & Uttering	1	0	0	0	0.25
Fraud - Master Code	0	0	1	1	0.50
Fraud - Money/property/security Over \$5,000	0	1	0	2	0.75
Fraud - Money/property/security Under \$5,000	0	0	2	5	1.75

**OPP 2025 Calls for Service Details**  
**North Frontenac Tp**  
**For the calendar years 2020 to 2023**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Fraud - Other	1	0	2	2	1.25
Fraud - Steal/Forge/Poss./Use Credit Card	0	0	0	1	0.25
Identity Fraud	0	2	2	1	1.25
Interfere with lawful use, enjoyment of property	0	2	0	0	0.50
Mischief	5	10	7	8	7.50
Personation with Intent (fraud)	2	1	5	1	2.25
Possession of Stolen Goods over \$5,000	0	0	1	0	0.25
Possession of Stolen Goods under \$5,000	0	0	0	1	0.25
Property Damage	0	1	1	0	0.50
Theft Over - Master Code	0	0	1	0	0.25
Theft from Motor Vehicles Under \$5,000	4	4	2	1	2.75
Theft of - All Terrain Vehicles	2	1	2	3	2.00
Theft of - Mail	0	0	1	0	0.25
Theft of - Other Motor Vehicles	1	1	0	0	0.50
Theft of - Trucks	0	0	1	0	0.25
Theft of Motor Vehicle	0	0	2	1	0.75
Theft Over \$5,000 - Boat (Vessel)	0	1	1	0	0.50
Theft Over \$5,000 - Other Theft	1	0	0	0	0.25
Theft Over \$5,000 - Persons	0	0	1	0	0.25
Theft Over \$5,000 - Trailers	0	2	0	0	0.50
Theft Under \$5,000 - Boat (Vessel)	1	0	1	0	0.50
Theft Under \$5,000 - Boat Motor	1	0	0	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	3	0	1	0	1.00
Theft Under \$5,000 - Master Code	2	1	0	4	1.75
Theft Under \$5,000 - Other Theft	0	7	6	3	4.00
Theft Under \$5,000 - Trailers	1	0	0	1	0.50
<b>Statutes &amp; Acts</b>	<b>23</b>	<b>27</b>	<b>30</b>	<b>36</b>	<b>29.00</b>
Landlord / Tenant	2	6	9	10	6.75
Mental Health Act	1	5	7	12	6.25
Mental Health Act - Apprehension	0	3	1	0	1.00
Mental Health Act - Attempt Suicide	1	0	1	0	0.50
Mental Health Act - No contact with Police	0	0	1	0	0.25
Mental Health Act - Placed on Form	1	1	0	0	0.50
Mental Health Act - Threat of Suicide	1	3	2	1	1.75
Mental Health Act - Voluntary Transport	3	0	2	0	1.25
Trespass To Property Act	14	9	7	13	10.75
<b>Traffic</b>	<b>30</b>	<b>34</b>	<b>39</b>	<b>27</b>	<b>32.50</b>
MVC - Fatal (Motor Vehicle Collision)	1	1	0	0	0.50
MVC - Others (Motor Vehicle Collision)	0	2	0	1	0.75
MVC - Personal Injury (Motor Vehicle Collision)	7	6	4	6	5.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	1	3	0	2	1.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	6	6	6	2	5.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	15	16	29	16	19.00
<b>Violent Criminal Code</b>	<b>13</b>	<b>25</b>	<b>28</b>	<b>20</b>	<b>21.50</b>
Assault - Level 1	8	13	7	6	8.50

**OPP 2025 Calls for Service Details**  
**North Frontenac Tp**  
**For the calendar years 2020 to 2023**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Assault With Weapon or Causing Bodily Harm - Level 2	1	1	2	3	1.75
Criminal Harassment	2	1	3	3	2.25
Indecent / Harassing Communications	0	1	1	1	0.75
Murder 2nd Degree	0	0	0	1	0.25
Non-Consensual Distribution of Intimate Images	0	3	0	0	0.75
Sexual Assault	0	2	1	2	1.25
Sexual Interference	0	0	3	0	0.75
Utter Threats - Master Code	0	0	1	0	0.25
Utter Threats to Person	2	4	10	4	5.00

**OPP 2023 Reconciled Year-End Summary - Revised**  
**North Frontenac Tp**  
**Reconciled cost for the period January 1 to December 31, 2023**

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>				
	Household	3,606			
	Commercial and Industrial	<u>57</u>			
	Total Properties	<u><u>3,663</u></u>	174.11	637,783	606,820
<b>Calls for Service</b>					
	Total all municipalities	187,830,598			
	Municipal portion	0.0822%	42.15	154,397	146,791
<b>Overtime</b>			12.92	47,322	24,846
<b>Prisoner Transportation</b>	(per property cost)		1.45	5,311	4,286
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>5.06</u>	<u>18,535</u>	<u>17,839</u>
<b>Total 2023 Costs</b>			<b>235.69</b>	<b>863,348</b>	<b>800,581</b>
<b>Discount on 2023 Reconciled Costs</b>	(see notes)		<u>(14.31)</u>	<u>(52,417)</u>	<u>-</u>
<b>Total Revised 2023 Costs</b>			<u><b>221.38</b></u>	<u><b>810,932</b></u>	<u><b>800,581</b></u>
<b>2023 Billed Amount</b>				<u><b>800,576</b></u>	
<b>2023 Revised Year-End-Adjustment</b>				<u><u><b>10,356</b></u></u>	

**Notes**

The discount on 2023 Reconciled Costs was calculated by first applying a 44% discount to reconciled OT costs, and then applying a 3.75% discount to the total reconciled costs (after the OT discount had been applied).

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

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Ontario Police  
Provincial provinciale  
Police de l'Ontario

**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6140  
Fax: 705 330-4191

Tél. : 705 329-6140  
Télec.: 705 330-4191

File Reference:

612-20

December 19, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Further to the letter sent to you by the Solicitor General on November 29, 2024, please find attached your revised OPP municipal policing 2025 Annual Billing Statement package.

As per the amended Ontario Regulation 413/23, a discount has been applied to the 2023 year-end reconciliation statement that includes both a 44 per cent discount on reconciled overtime costs as well as a 3.75 per cent discount on total 2023 reconciled costs (after the discount on overtime is applied). Additionally, a 10 per cent discount has been applied to the total 2025 estimated costs.

The Municipal Policing Bureau will be hosting rescheduled webinar information sessions on Wednesday, January 15, 2025 at 2:00 p.m. and on Friday, January 17, 2025 at 9:00 a.m. E-mail invitations will be forwarded to your municipality. The webinar content will be the same on both dates, please accept the invitation for the date that works best for your schedule.

If you have questions about the Annual Billing Statement, please e-mail [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,



S.B. (Steve) Ridout  
Superintendent  
Commander - Municipal Policing Bureau

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
Casey McGrath, Administrative Assistant to the CPM and DESFC  
**Approved by:**  
**Date of Meeting:** 10 Jan 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. Resolution from the Northern Ontario Women's Caucus (NOW Caucus)
2. Request for Support - Municipality of Wawa re: Ambulance Shortage and Healthcare System
3. Letter from Minister Paul Calandra (234-2024-5801) / Lettre du ministre Paul Calandra (234-2024-5801)
4. Request for Support - TAPMO Letter regarding Tax Relief to Aggregate Sector
5. Township of East Garafraxa - Resolution of Support - Regulating Exotic Animals and Licensing Zoos
6. Notice of Decision - File #B18, #B19, #B20 & #B 21 - 3 New Lots and ROW - File #B22 and #B23 - 2 New Lots
7. Federation of Ontario Cottagers' Associations re: December Elert
8. Minister of Municipal Affairs and Housing re: Supporting Homelessness Prevention and Addressing Encampments
9. MVCA re: Draft 2025 Budget
10. Associate Minister of Auto Theft and Bail Reform re: Strengthening Public Safety
11. MVCA re: Board Summary Report - December 9, 2024 Meeting
12. City of Toronto re: Request for Support re: Only Voluntary Blood and Plasma Collection
13. Municipality of Kincardine re: Request for Support - Property Taxation Implications - Non-Market Valuation Electricity Industry Properties

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

1. Herman Doornbos re: Linda's Loop Trails (Crotch Lake) - Maintenance;
2. Ompah Community Centre Association re: Community Hall Booking System.

Mayor & Council  
Township of North Frontenac  
6648 Road 506  
Plevna, ON K0H 2M0

December 6<sup>th</sup>, 2024

Good day.

I represent a group of hikers that regularly hikes on the trail system known as Linda's Loop Trails – Crotch Lake. The trails were developed in the late 1990's by Linda Sterling and her husband Bruce. The trails have been popular since that time and were maintained by the Sterlings and other interested hikers.

However, as time progressed, the Sterlings were no longer able to look after the trails. Sadly, Linda passed in July of 2023. The Rideau Trail Association (RTA) was requested to look after the trails, but our volunteers were not able to make the commitment.

The trails have deteriorated over the years and are in need of maintenance, augmenting/replacing the blazes and replacing some of the signage.

Our group has determined that we will look after the required work, separate from the RTA. Our project will commence with augmenting and replacing the blazes. This will ensure that the trail system is well defined and will allow the maintenance crews to clear the existing trails.

In that vane, we will purchase the plastic sheets for production of the blazes and fasteners. The estimated total cost for these purchases is approximately \$1200.

We are approaching council with a request for \$500 to facilitate the purchases. We have also contacted the MNR with a similar request. Our group will contribute the remaining necessary funding.

Thank you for your consideration.

Herman Doornbos

Dec. 18, 2024

To: North Frontenac Township Council  
CC: Corey Klatt  
CC: Brooke Ross

From: Ompah Community Centre Association Executive

Re. Hall Booking System

We would like to register our disapproval of the new hall booking system and our anger with the process, or lack there of, to create this system.

We understand that several community halls did not want to book nor collect fees for hall rentals. We were completely happy with booking the hall ourselves, collecting fees and remitting fees to the township office. This system worked well for many, many years. "If it ain't broke, don't fix it" Our preference would be to retain our old system of booking and post hall usage on the calendar on the township website.

Apparently the new system was created at council on February 16/24 with Resolution 65-24 (purchase of Community Hall Bookings software) and on April 26/24 with Resolution 175-24 (Hall Rentals By Law & Fees). In Resolution 175-24 council directs the Clerk to schedule a Public Meeting. We were not aware of any public meeting if indeed one was held. Another example of a lack of communication. We only became aware of this change to the booking system, in November of this year when we were TOLD to attend a meeting to learn how to use the new system. We had no prior knowledge, no communication and no input. We felt disrespected and that no value was given to our ongoing commitment to managing programs, and updating and maintaining the hall for the benefit of our community.

When many of our members/participants were informed of the changes there was a great deal of anger and confusion. At the same time, all recognized and valued Township efforts to support the continued use of the hall by our community and wanted to continue to make financial contributions to the Township.

To conclude, our preference would be to use our tried and true method of hall bookings, and to post events and programs on the hall calendar web site.

Ompah Community Centre Association Executive  
Katie Worden, President  
Leane Bailey, Vice President  
Patti Bradbury, Treasurer  
Marily Seitz, Secretary  
Dominic Sasone, Director-at-Large

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 10 Jan 2025  
**Re:** Shore Road, Road Between Lots and Concession Road Allowance  
Application for Approval in Principle – Falchetto

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road, Road between Lots and Concession Road Allowance Applications for Approval in Principle – Falchetto”;

**And That** Council approves in principle the Applications to close, stop up and sell Part of the Shore Road Allowance lying adjacent to Part of Lot 6, Concession 10 (Big Gull Lake); a portion of the Lot Road Allowance between Lots 5 and 6, Concession 10; and a portion of the Concession Road Allowance between Concessions 10 and 11, Lots 7 and 8 (south of the wetland area) geographic Township of Clarendon.

### Background:

The Township received a Shore Road Allowance Application and a Road Allowance between Lots/Concession Road Allowance Application to close and purchase the Road Allowances abutting the Applicant's property. The Applicant owns two parcels. One is Part of Lots 6, 7, 8 and 9, Concession 10 and the other is Part of Lots 7, 8, Concession 11.

The following is a summary of Shore Road Allowance Application (T2/570/24) and Lot/Concession Road Application (T2/517/24) at 2393 Greer Road on Big Gull Lake:

- The Applicant indicates that the Road Allowances have never been used as a public roads;
- The road closures will not prohibit access to any other property; and
- There are no easements or restrictive covenants affecting the closure of these Road Allowances.

### Researched By:

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

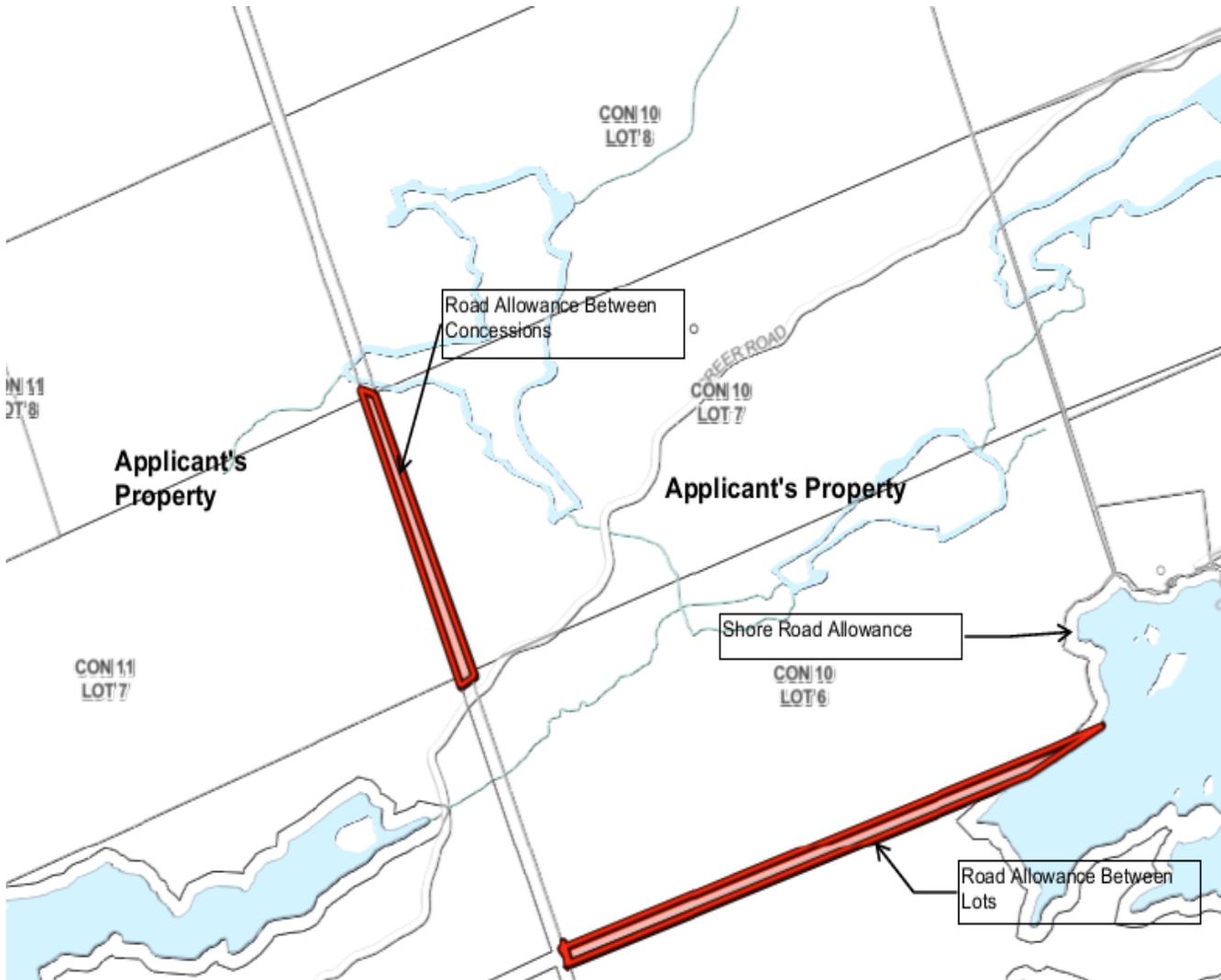
### Comments:

The Municipal Road Allowance Inspector’s Inspection Forms for the Applications were provided on November 29, 2024 with no objections.

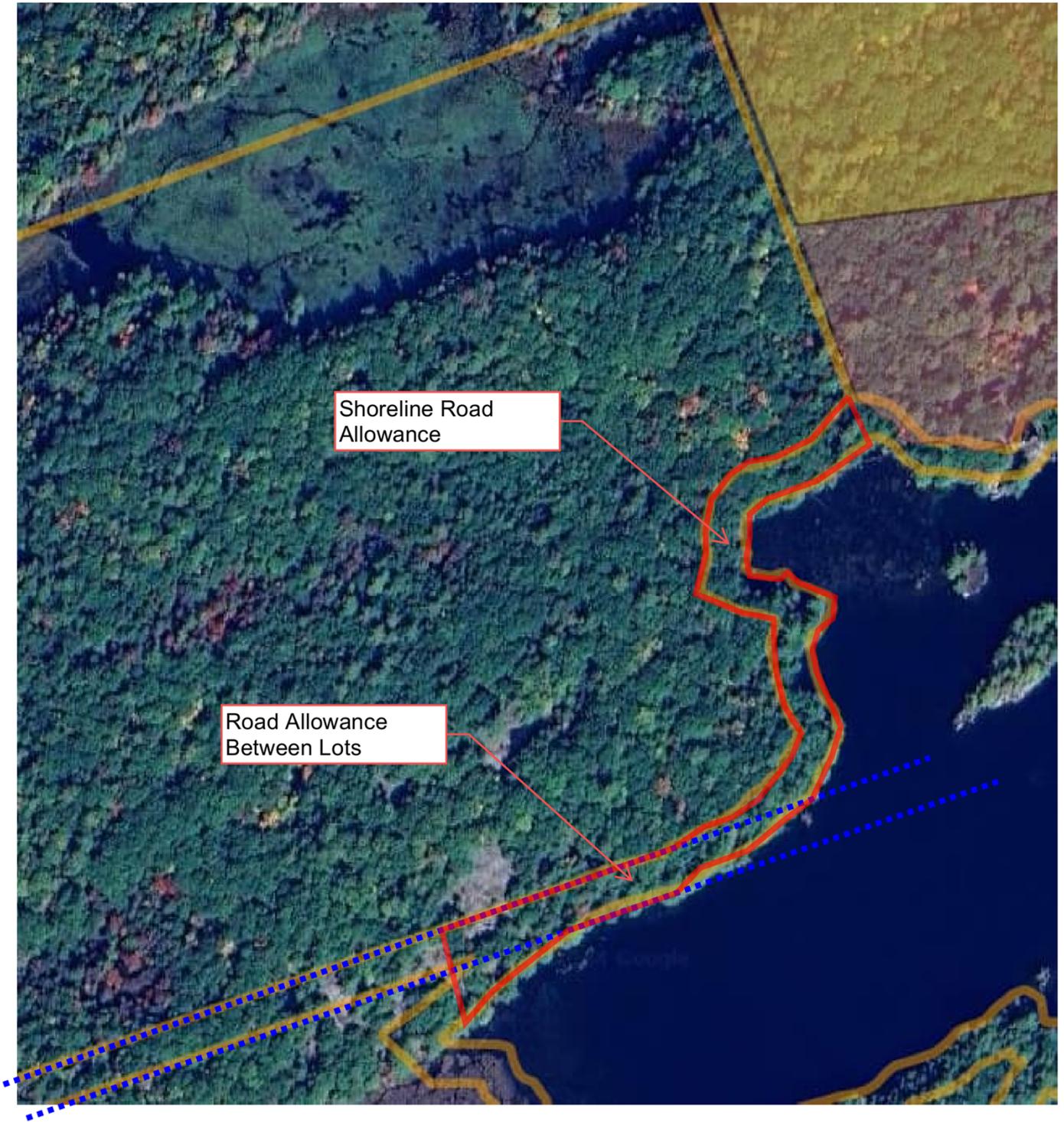
He advised there were no natural features that would be disturbed; neighbouring properties or Township Roads in close proximity that would be affected by the Application; and that it will not be

necessary to make provisions for alternate access for anyone using this road as an access. The Applicant advised Township staff there are no structures built on the road allowances. Below is the Location Map of the subject property and the sketch included with the applications.

The Applicant has also applied to purchase a section of the Concession Road Allowance between Concession 10 and Concession 11. The Municipal Inspector advised he has no concerns with the closure of the Concession Road provided it does not impact public access to Big Gull Lake.



Greer Road Sketch Showing Shoreline Road Allowance and Road Allowance Between Lots 5 and 6 Concession 10, TWP Barrie to be Surveyed in RED Extension of Road Allowance Between Lots in BLUE



**Financial Impact:**

The Applicant provided the Administrative Fees of \$2,400 + \$312 HST total of \$2,712 at the time of submitting the Applications.

**Strategic Implications:**

None.

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
 Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 10 Jan 2025  
**Re:** Planning Department Year End Report for 2024

**Recommendation:**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Planning Department Year End Report for 2024”.

**Background:**

A summary of the Planning Applications received for 2024 are noted below. The number of Applications considered by Council and the Committee of Adjustment remained relatively consistent with past years.

**Researched By:**

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

**Comments:**

**Total Planning Applications**

2024	43
2023	36
2022	59

**Consents (Severances)**

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

On February 2, 2024, Council passed By-law #2024-10 delegating approval for undisputed Consent applications to the Clerk. Undisputed consent applications are severance applications proposing limited lot creation, lot line adjustments (lot additions) and the creation of rights of way. Applications must meet all applicable planning policies and must be supported by technical agencies (i.e. Conservation Authority). If there are relevant concerns or objections provided by a member of the Committee of Adjustment who attends the site, members of the public or the technical agencies, the application will be escalated to the Committee of Adjustment for consideration. In 2024, 21 consent applications were considered under Delegated Approval. One file proposing the creation of three new lots, a lot addition and the creation of a Right-of-Way was escalated to the Committee of Adjustment

based on technical comments received from Mississippi Valley Conservation Authority and concerns from County Planning staff.

2024	26
2023	18
2022	23

**Minor Variance/Request for Permission**

Per Section 45 (1) of the Planning Act, a Minor Variance is a small variation from the requirements of the Zoning By-law that can be considered for approval by the Township's Committee of Adjustment. A Minor Variance approval may allow a property owner to construct something or use the property in a way that does not meet the requirements of the Zoning By-law (i.e. reduced setback, oversized structure, reduced lot size, build within an influence/minimum setback area, etc.).

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

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

2024	14
2023	15
2022	25

**Site Plan Control**

On February 2, 2024 Council passed By-law #2024-10, delegating authority for Site Plan Application Approvals to the Clerk. The Application is received by Township staff and reviewed by the County Planners prior to being deemed complete. The Planners provide recommendations on proposed conditions using the Official Plan policies, Zoning By-law provisions, Site Plan Control By-law provisions and the Site Plan Control Securities Policy provisions. These conditions are discussed with the Applicant and the draft Site Plan Agreement is prepared.

2024	1
2023	0
2022	1

**Zoning By-law Amendments**

If a property owner would like to use or develop their property in a way that is not permitted under the Zoning By-law, they may submit a Zoning By-law Amendment Application. An amendment may also be included as a condition of a severance, if the parcels do not have the same zoning designation or the use of the property is changing. In 2024, a Zoning By-law Amendment application was required as a condition of severance, which rezoned the property from Limited Service Rural and Residential Waterfront to Limited Service Waterfront. There are also two pending rezonings for properties which are conditionally approved for the severance of three lots and another for two lots with a condition to rezone the property from Recreational Commercial to Limited Service Waterfront, Recreational Commercial Exception and Rural to recognize the proposed uses of the severed lots.

Council also considered a Township initiated zoning amendment to complete some minor updates. Council also approved proceeding with a Township initiated application to consider policies for additional residential units.

There is one outstanding rezoning application from 2023.

2024	3
2023	3
2022	8

**Official Plan Amendment**

An Official Plan Amendment is required if a proposed development does not comply with the Official Plan policies. There were no Official Plan Amendments considered in 2024. Council also approved proceeding with two Township initiated applications to consider policies for additional residential units and policies for communal services.

There is one outstanding official plan amendment from 2023.

2024	0
2023	0
2022	2

**Part Lot Control/Deeming By-laws**

The Part Lot Control provisions of the Planning Act permit a municipality to pass By-laws to remove part-lot control from all or any part of a registered plan of subdivision. A Deeming By-law deems an area of land to no longer be a part of a registered subdivision. There were no Part-Lot Control/Deeming By-laws considered in 2024.

2024	0
2023	1
2022	0

**Pre-consultation Meetings**

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

Through 2024, planning staff reviewed and provided comments on planning proposals through email; and telephone conversations with applicants. Meetings were scheduled through Teams or in-person with property owners to discuss the more complex proposals (i.e. multiple severances, complex minor variances, and larger development projects)

2024	3
2023	35
2022	55

**Zoning Compliance Letter**

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

2024	25
2023	22
2022	32

### **Zoning Clearance Certificate**

As part of the Building Permit process, applicants must submit a Zoning Clearance Certificate (Attachment #1) to be reviewed by planning staff. The Certificate confirms the proposed construction meets the provisions of the Township's Zoning By-law; identifies potential concerns such as a deficient setback to a lot line or the high water mark; and/or determines if any additional approvals are required from other departments or agencies.

Planning staff issued 70 Zoning Clearance Certificates in 2024.

### **Ontario Land Tribunal Appeals**

There were no appeals filed with the Ontario Land Tribunal in 2024.

### **Community Planning Permit System**

County staff have been working with the consultant to prepare a template for the CPPS By-law. There has been some public consultation through the Engage Frontenac platform. Public meetings are anticipated in the spring of 2025.

### **Financial Impact:**

Planning fees are collected for planning applications, pre-consultation meetings, zoning compliance letters and zoning clearance certificates. A total of \$53,990 was collected in 2024.

We have an Agreement with the County of Frontenac to provide planning services. The 2024 budget was \$98,405. We also have a portion of two Township staff salaries which are allocated to planning.

### **Strategic Implications:**

Economic Prosperity - Prepare for potential development opportunities.

Environmental Stewardship - Development of policies to protect the environment.

### **Attachments:**

[Zoning Clearance Certificate ACC](#)



## **Zoning Clearance**

Prior to submitting a Building Permit Application, Applicants are required to obtain Zoning Clearance for any proposed development to determine compliance with the applicable Zoning By-law standards.

Planning staff will review the proposed development to identify any potential issues with zoning compliance and additional approvals that may be required from outside agencies (i.e. Conservation Authority).

The Zoning Clearance Certificate is valid for six (6) months from the date of issuance, unless there is an amendment to the Zoning By-law during this time.

The property owner must submit the following items:

- Zoning Clearance Certificate form
- A site plan of the subject property including the following:
  - Entire property, labelling the lot area and frontage
  - All buildings and structures (including sheds, porches decks, gazebos, etc.)
  - Dimensions of buildings/structures
  - The distance between the closest point of each building or structure and the lots lines
  - The distance between buildings and/or structures
  - Location of septic system(s) and well(s), including distance from proposed development
- Non-Refundable Fee \$80 (Separate from Building Permit Application fee)
  - The fee can be provided by e-transfer to [treasurer@northfrontenac.ca](mailto:treasurer@northfrontenac.ca) and in the notes field enter 'Zoning Clearance Form – Your name – Civic Address '; or by cash, cheque or debit at the Township Office



## Zoning Clearance Certificate

Name(s) of Property Owner(s): \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Assessment Roll Number: 1042 \_\_\_\_\_

Civic Address: \_\_\_\_\_

### **Property Features (Select all applicable features)**

1. Is the subject property located on a waterbody? Yes  No

If yes, answer questions 2-5.

If no, proceed to question 6.

2. Name of Waterbody \_\_\_\_\_

3. Are there existing structures within 30 metres of the water? Yes  No

4. Has the Shore Road Allowance been purchased? Yes  No  Unknown

5. Is the subject property within 300 metres of a lake trout lake (either at-capacity or not at-capacity)? Yes  No

6. Is there a Wetland area or Marsh on the property? Yes  No

7. Is there a steep slope (greater than 3:1) on the property? Yes  No

Please identify any other property features: \_\_\_\_\_

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**Proposed Development:**

**Structure #1**

Use \_\_\_\_\_

Size \_\_\_\_\_ Area \_\_\_\_\_ Building Height \_\_\_\_\_

Front Yard Setback (Waterbody\*) \_\_\_\_\_ Rear Yard Setback (Road\*\*) \_\_\_\_\_

Side Yard Setback \_\_\_\_\_ Side Yard Setback \_\_\_\_\_

**Structure #2**

Use \_\_\_\_\_

Size \_\_\_\_\_ Area \_\_\_\_\_ Building Height \_\_\_\_\_

Front Yard Setback (Waterbody\*) \_\_\_\_\_ Rear Yard Setback (Road\*\*) \_\_\_\_\_

Side Yard Setback \_\_\_\_\_ Side Yard Setback \_\_\_\_\_

\* Front Yard Setback (Waterbody): If the lot has waterfrontage, the front yard is the area extending from the nearest part of any building or structure to the high water mark.

\*\* Rear Setback: If the lot has waterfrontage, the rear yard is the area extending from the nearest part of any building or structure to the lot line opposite the shoreline.

- I declare the information entered on this form and all the attached documents are true and correct to the best of my knowledge. It is understood the Owner/Agent bears the sole responsibility to meet zoning and property setback requirements including, but not limited to, separation of structures from the high water mark, lot lines, septic systems and other structures. The Township takes no responsibility should problems arise during building placement.
- I hereby acknowledge that the issuance of a Zoning Clearance Certificate; a Building Permit and/or a general site review by Planning or Building staff is not confirmation that all required zoning and property setbacks have been adhered to.

Signature of Property Owner \_\_\_\_\_

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

Office Use Only

Zoning Designation(s): \_\_\_\_\_

Lot Size \_\_\_\_\_ (acres)

Current Lot Coverage: Principle \_\_\_\_\_ Accessory \_\_\_\_\_

Proposed Lot Coverage: Principle \_\_\_\_\_ Accessory \_\_\_\_\_

Planning Staff have determined the following authorities should be contacted to provide comments and/or approval for the proposed development. All comments and/or approvals must be submitted with the Building Permit Application to ensure a complete submission.

Authorities:

\_\_\_\_\_  
\_\_\_\_\_

Does the proposed development meet the provisions of the Zoning By-law?

Yes  No

If no, what related planning application is required?

\_\_\_\_\_

Reviewed by: \_\_\_\_\_

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

**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:** 10 Jan 2025  
**Re:** Senior Community Grant 2024-25 - Community Hall Technology Updates

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Senior Community Grant 2024-25 - Community Hall Technology Updates";

**And That** Council approves the MCD's Application to the Senior Community Grant for 100% project funding;

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

**And That** Council directs the MCD to have the new technology purchased and installed if the Application for Funding is successful.

### Background:

The Ontario Government opened the Seniors Community Grant Program on November 29, 2024. The deadline to apply is January 16, 2025.

The 2025-26 Seniors Community Grants Program will focus on the following three key priority areas:

- Providing opportunities for older adults to stay active and connected in their communities, such as weekly physical activities and social engagements.
- Developing technology and digital solutions to support seniors' social engagement and access to programs and services.
- Increasing access to information and supports for health prevention and promotion.

Municipalities are eligible to apply for a grant from \$1,000 - \$25,000 (up to 100% funding).

### Researched By:

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

### Comments:

All users of the Township's Community Halls would benefit from enhanced technology options. Many of our community halls host events, exercise, and other programming for our seniors.

Eligible Expenses for technology for this grant opportunity can include:

- Portable asset purchases – examples in the guide are: art supplies, social and recreational supplies (cards, projectors, speakers), sports equipment, gardening supplies;

- Technology – to support in-person and virtual program delivery. Examples: software or hardware (e.g. iPads, video software, projectors, laptops).

I would recommend that we apply to equip our 5 community halls with the following:

- Smart TVs wall mounted - this would enhance the technology available for local groups and agencies to provide seniors programming, exercise classes, information sessions, social gatherings, etc. This would promote in-person and virtual program delivery.
- Speaker systems with microphone - this would enhance presentations and allow hearing impaired seniors to be able to participate in information sessions or events better.

### **Financial Impact:**

The grant is 100% funding. The costs of the suggested items are as follows:

- Smart TVs wall mounted (including hardware, etc.) ( $\$1,988 \times 5 = \$9,940$ )
- Speaker systems with microphone ( $\$315 \times 5 = \$1,576$ )

The total grant application would be for approximately \$11,516 (dependent on final quotation prices).

### **Strategic Implications:**

Sustainable Core Services > Enhance Township Services

- Improved governance and use of community halls

Vibrant and Inclusive Community > Support Inclusivity

- Enhanced support for community organization and agencies that provide assistance to the least advantaged members of our community

**To:** Mayor and Members of Council  
**From:** Kelly Watkins, Treasurer, Dipl. M.A., M.M,  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 10 Jan 2025  
**Re:** Building Department Annual Activity - 2024

### Recommendation:

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Building Department Annual Construction Activity 2024".

### Background:

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

### Researched By:

Donald Reed, Chief Building Official  
Kelly Watkins, Treasurer

### Comments:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In 2024 the Building Department completed a full year after taking on Septic Permits from the Township of South Frontenac in addition to Building Permits. Overall, there was a 10% increase in permits issued for the year. Staff continue to utilize the CloudPermit System that allows all applicants to apply and view status updates for Building Permits and all inspections that have been completed electronically. Additionally, in 2024, the Full-time Building Department Permit Clerk position was filled which has assisted the Chief Building Official with all activities with Building and Septic Permits. There has been an uprise in new permanent builds being issues that has kept the Building Department very active. The Building Department has also begun attending training sessions to administer the new Ontario Building Code (OBC) that comes into effect January 1, 2025. Therefore, from January 1, 2025 until march 31, 2025 the Building Department will transition to the new OBC.

	2022	2023	2024
Total Permits	148	130	148
New Recreational Dwelling	14	13	9
New Single Family Dwelling	16	13	14
Accessory	44	53	
Deck/Shed/Solar Panel/Sign pole			15

	2022	2023	2024
Sleep Cabin/Bunkie/Carport/Boathouse			9
Garage			22
Septic Permits (effective Sept 2023)	0	14	40
Demolition	10	8	11
Additions/Renovations	58	34	23
Heating			1
Commercial/Industrial			3
Change of Use	2	1	1
Denied/Cancelled	4	2	1
Building orders (Active)	1	0	0
Building Orders (Closed)	2	1	3
Permits Pending (Minor Variances)	3	3	0

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

### Financial Impact:

	2022	2023	2024
Permit Revenue	\$189,689	\$185,129	\$224,706.83
Construction Value	\$12,882,536	\$12,182,955	11,951,446

### Strategic Implications:

Enhance Township Services

- Streamlined access to Township services through new technologies

**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Kelly Watkins, CAO Back-up  
**Date of Meeting:** 10 Jan 2025  
**Re:** Purchase of a Double Drum Steel Roller and Trailer

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Purchase of a Double Drum Steel Roller and Trailer";  
**And That** Council approves the sole source purchase of a used double drum steel roller;  
**And That** Council approves the purchase of a new tilt-and-load trailer using a competitive procurement process;  
**And That** Council approves the purchase of the double drum steel roller and trailer with a total cost of \$50,000, being the amount approved for the Roller in the 10 Year Capital Plan for 2025.

### Background:

The approved Ten (10) Year Capital Plan includes \$50,000 for the purchase of a double drum steel roller. While searching for a new unit we discovered a used roller for sale at a rental company in Kingston.

The unit is a 2019 Bomag model BW120 (3 to 5 ton) with approximately 1000 hours total time. This Bomag is the size and tonnage we are looking for.

We negotiated a price of \$28,000 plus tax (including delivery), subject to consideration by Council. This is well within the approved budget. Proceeding with the purchase as a 'sole source' purchase requires approval by Council in accordance with our Purchasing Policy.

The unit is listed for sale and the seller was not willing to hold it without a deposit, so it may or may not still be available.

The rental company also had a tilt-and-load trailer for sale that was used to haul the roller, but we were not satisfied with the price or condition.

### Researched By:

Darwyn Sproule, Public Works Manager  
Mike Wilman, Mechanic

### Comments:

Roller

The Bomag roller is used but a very clean low time unit. Our Mechanic inspected, operated the unit, spoke to the rental company Mechanic, and found the unit to be in very good condition. We also reviewed the maintenance records for the unit from when it was first put into service. Bomag is a popular and reputable make.

The Bomag roller is the size and weight appropriate for our applications. I recommend the used unit rather than purchasing new given the significant savings and the anticipated use annually.

The price of the used roller is considered reasonable given the model, our inspection and the resulting very good condition. We recommend a sole source purchase from the rental company (if the unit is still available) rather than tendering for a new unit.

If the proposed unit is no longer available we will continue to look for a used roller and seeking Council approval to single source a used roller.

#### Trailer

The rental company also had a used trailer available but we were concerned about the condition and considered the price excessive.

A tilt-and-load trailer is recommended to haul the roller. It is difficult to load the roller on our 12 ton or 30 ton trailers given the twin ramps and height. The current trailers are larger than required for the roller and require the use of a dump truck for every move. A properly sized tilt-and-load can be hauled by one of our one (1) ton trucks. The trailer can also be used to haul other accessories such as the hammer for the excavator and would also be available for other Departments to use.

Based on our review, we can purchase a new appropriately sized tilt-and-load trailer well under the remaining budget that was approved for the roller (< \$21,500 including tax). The new trailer would be purchased using a request for quotation given the estimated cost.

#### **Financial Impact:**

Purchase of the used roller estimated at \$28,000 plus tax (if still available) is well within the approved budget of \$50,000. The sole source purchase requires approval by Council.

The tilt-and-load trailer can be purchased within the remaining balance of the approved budget for the roller (<\$21,500). The trailer would be purchased using a competitive procurement process (request for quotation) per the Purchasing Policy.

#### **Strategic Implications:**

##### Sustainable Core Services

- Continue to invest in municipal infrastructure

# MINUTES

## Joint Fire Committee Kaladar Barrie

9:00 AM - Thursday, September 12, 2024

Northbrook Fire Hall 11905 Highway 41 Northbrook, Ontario

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**Present:** Councillor Wayne Good, Councillor Roy Huetl, Councillor Vernon Hermer, Councillor Ken Hook, Councillor Kirby Thompson and Reeve Henry Hogg

**Also Present:** Tara Mieske, Clerk/Planning Manager, North Frontenac; Christine Reed, CAO Addington Highlands; and Casey Cuddy, Kaladar Barrie Fire Chief

### 1. Call to Order

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

### 2. Approval of Agenda

#### a) September 12, 2024

**21-24 Moved by Councillor Roy Huetl, Seconded by Reeve Henry Hogg**

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

**Carried**

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

None declared.

### 4. Delegations

None.

### 5. Adoption of Minutes

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

**22-24 Moved by Reeve Henry Hogg, Seconded by Councillor Roy Huetl**

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held June 7, 2024, as circulated.

**Carried**

## 6. Business Arising Out of Minutes

None.

## 7. Member Reports and Staff Administrative Reports

### a) *Kaladar Barrie Fire Chief: Quick Updates*

**23-24 Moved by Councillor Roy Huetl, Seconded by Reeve Henry Hogg**

**Be It Resolved That** the Committee receives the Administrative Report entitled "Quick Updates".

**Carried**

### b) *Tank and Fuel for Kaladar Barrie Fire Department*

**24-24 Moved by Councillor Roy Huetl, Seconded by Reeve Henry Hogg**

**Be It Resolved That** the Committee instructs the Fire Chief to investigate the cost of having a tank and fuel for the Fire Department.

**Carried**

## 8. Financial Reports

### a) *Treasurer Reports*

**25-24 Moved by Councillor Kirby Thompson, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** the Committee receives for information the following reports from the Treasurer for the Kaladar Barrie Fire Department:

1. Budgetary Control for the period of January 1, 2024 to August 31, 2024; and
2. General Ledger for the period of January 1, 2024 to August 31 2024;

**And That** the attached 2024 information is unaudited financial information and is subject to adjustments that may be identified when audit work is performed on our year-end financial statements, which could result in significant differences from this unaudited financial information.

**Carried**

## 9. Communications

### a) *Bill Irving - Use of Hand Held Portable Radios*

**26-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee receives for information an email dated August 21, 2024 from Bill Irving regarding the lack of coverage of the Radio System, specifically the use of portable radios outside a certain range.

**Carried**

**27-24 Moved by Reeve Henry Hogg, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee instructs the Secretary in consultation with the Fire Chief to write a letter to the Warden and County Council of Lennox & Addington explaining the communications concerns for the KBFD and requesting the County repeater be moved from Kaladar to the Northbrook Fire Hall.

**Carried**

**10. Public Forum**

None.

**11. Closed Session**

**a) Closed Session**

**28-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee shall go into Closed Session at 9:41 a.m. to:

- a. Adopt Minutes of a Closed Meeting held September 8, 2023; and
- b. Discuss Personal Matters about an Identifiable Individual, more specifically the Kaladar Barrie Fire Chief's Performance Evaluation for 2024.

**Carried**

**12. Rise and Report**

The Chair advised that, during Closed Session, the Committee adopted Closed Minutes dated September 8, 2023; and reviewed the Kaladar Barrie Fire Chief's Performance Evaluation for 2024.

**13. Adjournment**

**a) Adjournment of the Meeting**

**29-24 Moved by Reeve Henry Hogg, Seconded by Councillor Roy Huetl**

**Be It Resolved That** the Committee adjourns the Meeting at 10:00 a.m. until November 1, 2024 or at the call of the Chair.

**Carried**

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Chair

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Secretary

**Present:** Adam Robinson, Occupational Health & Safety Coordinator (OH&SC);  
Katelyn Ronfeld, Chief Administrative Officer Executive Assistant, Co-  
Chair/Secretary; Gary Thompson, Waste & Recycling Lead Hand;  
Jared McKim, Volunteer Firefighter; Alex Surra, Volunteer Firefighter.

**Absent with Regret:**

### 1. Call to Order

Robinson called the meeting to order at 9:02 a.m.

### 2. Adoption of Meeting Minutes

- a) ***Minutes of the JHSC Meeting dated August 30, 2024 were approved by the two (2) Co-Chairs and were received for information by the JHSC. Minutes will be provided to Council at their Regular Meeting on November 22, 2024.***

### 3. Business Arising From Minutes

- a) ***None.***

### 4. New Business

- a) ***JHSC Draft Meeting Date Schedule for 2025***

By consensus the draft Meeting Date Schedule for 2025 were approved by the JHSC and once the vacant position of Admin Assistant, JHSC Secretary has been filled, the Occupational Health & Safety Coordinator (OHSC) will provide a memo to be placed on the Joint Health & Safety Boards at each workplace.

### 5. Communications

- a) ***Workplace General Monthly Inspection Discrepancies from August 1, 2024 to October 31, 2024 - Complete.***

**August 2024 Discrepancies - Completed**

Provided to JHSC for information purposes.

**September 2024 Discrepancies - Completed**

Provided to JHSC for information purposes.

- b) ***Workplace General Monthly Inspection Discrepancies August 1, 2024 to October 31, 2024 - Pending***

## **October 2024 - Pending**

Provided to JHSC for information purposes.

- c) ***Workplace General Monthly Inspection Discrepancies from May 1, 2024 to July 31, 2024 - Pending.***

## **May 1, 2024 to July 31, 2024 Discrepancies - Pending**

Provided to JHSC for information purposes.

## **6. Other Business / Round Table**

- a) ***Worker Representative Expectations***

The OH&SC recommended the Worker Representative to review the Occupational Health & Safety Program (Yellow Binder located in all Workplaces) and to ask any questions if further clarification is required.

- b) ***Process for Amending the Monthly Workplace Inspection Reports***

The OH&SC advised that proposed changes to the Monthly Workplace Inspection Reports would be brought to the CAO for review, however, that in the past these have also needed to be approved by the Ministry, who recommended placing Non Applicable (N/A) on the standardized form for items which were not required. Additionally, the Occupational Health & Safety Program Binders would need to be updated at each workplace. At this time Worker Representatives will continue to use the Monthly Workplace Inspection Reports as approved.

- c) ***Annual Workplace Inspections***

The two (2) Co-Chairs will be completing the Annual Workplace Inspections prior to December 31, 2024.

## **7. Next JHSC Meeting Date**

- a) ***February 6, 2025 @ 9:00 a.m. Main Office Meeting Room***

## **8. Adjournment**

Meeting adjourned at 9:21 a.m.

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OH&SC Co-Chair

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Co-Chair



# Economic Development Task Force Minutes

1:00 PM - Tuesday, December 10, 2024  
Council Chambers

Notes of the Economic Development Task Force held on Tuesday, December 10, 2024 at 1:00 PM at the Council Chambers.

**Present:** Councillor Stephanie Regent (Chair); Deputy Mayor John Inglis; Councillor Roy Huetl; Betty Hunter; Cyndy Bonello; Danielle Kesco; Tammy Watson, Paul Thiel and Dan Vaillancourt

**Absent with Regret:**

**Also Present:** Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Ken Hook, Addington Highlands Councillor and Lori Newman (Secretary)

## 1. Call to Order

The meeting was called to order by the Chair at 1:00 p.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 November 18, 2024 EDTF Meeting as approved via email and will be received for information at the December 13, 2024 Regular Meeting of Council.

## 5. Business Arising

- a) Betty Hunter, Retirement

Corey Klatt, Chief Administrative Officer and Kelly Watkins, Treasurer joined the EDTF members in extending well wishes and gratitude to Betty for her many years of dedicated service within the Township and Community. A retirement cake was shared by the EDTF and staff in Betty's honour.

- b) Appointment of Tammy Watson - Welcome

The EDTF welcomed new member Tammy Watson (who is officially being appointed to the EDTF effective January 1, 2025) to the EDTF and thanked her for volunteering to be member.

c) 2025 Work Plan

1. **Increased number of business startups and expansions**

a. Welcome Package – Bonello  
No update.

b. Business Dinner & Forum (Jan/Feb) – Vaillancourt, Regent, Huetl  
The Business Dinner & Forum sub-committee will be meeting soon to discuss this event which is now tentatively planned for March.

c. Business Profiles –Thiel  
Paul Thiel has completed a Business Profile on Nowell Motors, which will be presented to Council in January, 2025.

d. National Tradesman Day Breakfast (Sept) – MCD  
No update until August 2025.

2. **Increased Tourism**

a. SummerFest (July 19, 2025) – Bonello, Inglis  
Dan Vaillancourt advised that they would be interested in joining the SummerFest sub-committee.

b. WinterFest (February 22, 2025) – Bonello, Inglis  
The WinterFest date has been set for February 22, 2025 and the sub-committee will meet soon to begin planning this event and are interested in recruiting new members since Betty has retired. Tammy Watson expressed interest and the EDTF will discuss with new member Brandon Hartwig at the January 2025 EDTF meeting as well.

c. Spring/Fall Foodilicious Event - Thiel, Regent, Kecso  
The sub-committee working on the Spring/Fall Foodilicious initiative would like to potentially have this event take place in June of 2025 and will continue to meet and bring back information to the EDTF for further discussion.

d. Mural Project - MCD  
The MCD advised that advertising for the 2025 Mural Project will commence in early Spring 2025 in order to be completed and unveiled in October 2025 .

e. NF Commercial Signage – Regent, Kecso, Thiel  
The North Frontenac Commercial signage working group is pending the Sign By-law. The group will continue to work with the Public Works Manager. Then the group will bring back to a future EDTF meeting for consideration before submitting for Council consideration. In the meantime, the group will work on drafting official paperwork/documents/contracts to bring to a future meeting for

approval/discussion.

f. Tradeshow – Bonello, Thiel

Cyndy Bonello and Paul Thiel met to discuss ideas for the upcoming 2025 Quinte Sportsman Boat & RV Show on March 7-9, 2025 and will continue to bring back information to the EDTF. The MCD advised that the Banners for EDTF hosted events have been ordered and should arrive soon.

**3. Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)**

a. Identify barriers to housing development and potential solutions – Inglis, Regent, Kecso

Ken Hook, Councillor of The Township Of Addington Highlands shared information with the EDTF regarding Lennox & Addington County housing projects. The EDTF discussed various options and requested that the working group create an Admin. Report to bring back to the January EDTF meeting for approval prior to making recommendations to Council.

**6. New Business**

None.

**7. Adjournment**

a) Meeting adjourned at 2:25 p.m.

**NOTE : The next meeting of the EDTF will take place on Monday, January 20, 2024 at 9:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.**

**Recommendations to Council**

**Be It Resolved That** Council receives for information the December 10, 2024 Notes of the Economic Development Task Force (EDTF)

Received by Council on January 10, 2025.

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Councillor Stephanie Regent, Chair  
Township of North Frontenac EDTF



# Environmental Task Force Minutes

9:00 AM - Tuesday, December 17, 2024  
Council Chambers

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**Present:** Councillor Roy Huetl (Chair); Deputy Mayor John Inglis; Councillor Fred Fowler; Paul Asselin; and Bruce Moore (Electronic Participation)

**Absent with Regret:** Ange Defosse; Marlene Spruyt; Katie Surra; and Michael Ward

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

## 1. Call to Order

The Chair called the meeting to order at 9:03 a.m.

## 2. Traditional Land Acknowledgement

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

None noted.

## 4. Environmental Task Force Notes

- a) ***Notes of the Environmental Task Force Meeting dated November 26, 2024 as approved via email and received for information at the Regular Meeting of Council held December 13, 2024.***

## 5. Business Arising

### a) ***Work Plan - Update***

1. ***Battery Storage Opportunities - John Inglis, Paul Asselin and Marlene Spruyt***
2. ***Net Metering - John Inglis, Paul Asselin and Marlene Spruyt***
3. ***Invasive Species - Roy Huetl***
4. ***Septic Inspection Programs - Bruce Moore, Kate Surra and Roy Huetl***
5. ***Carrying Capacity of Lakes - Bruce Moore, Kate Surra and Mike Ward***
6. ***Short-term Rentals - Bruce Moore, Kate Surra and John Inglis***

### **1. Battery Storage Opportunities**

It was noted the Independent Electricity System Operator (IESO) is seeking projects under the LE2 program for wind, solar and battery storage projects. Proponents are currently looking for sites. They are ideally looking for lands that are flat and close to a transmission line. North Frontenac is not a first choice because of the terrain. If a potential site is determined, the proponent would contact the landowner and if a potential

agreement is reached they would advise the public of their intentions. There are no costs to the Township for these projects.

Deputy Mayor Inglis advised he has had some discussions with two potential proponents. They do not have a lot of interest but are going to reach out to discuss options. He also spoke with Chief Davis about a potential project.

Asselin advised the proponent decides where they would like to locate a project based on location in relation to their operations, available capacity on the hydro infrastructure, location of transmission lines, etc. There is capacity available on the transmission lines within North Frontenac. The proponent would be responsible for all costs to establish the site and full clean-up when the project is complete as well as all on-going costs.

The benefit to the Township of a project would be a financial commitment from the proponent to local projects (i.e. schools, recreation projects, etc.). For example the Ottawa west project provides \$400,000 per year to community projects for 20 years. Other benefits include environmental benefits due to the reduction of fossil fuel emissions and assistance with fire department training and equipment.

## **2. Net Metering**

Use of this program would allow the Township to create energy which would be added into the grid. The Township receives a credit for the energy created which offsets the costs for the energy used. The advantages of the program are:

1. Long-term financial gain. It would take 8 to 10 years to recover the upfront costs of the project but would recoup savings on energy costs after this.
2. Environmental benefits.
3. Power continuity.

The Task Force would like to look at opportunities of adding more solar panels to the Township office complex. It was noted there may be advantages to adding solar panels to some of the Township's smaller buildings. The Task Force would like to have the Public Works Manager (PWM) provide some details on the layout of some buildings and energy use. This information could be provided to private companies to provide proposals to the Township on opportunities for net metering projects.

## **3. Invasive Species**

Mike Ward and Councillor Fowler asked to be added to this sub-committee.

Councillor Huetl advised Council approved at the request of the Mazinaw Property Owners Association (MPOA) applying for a micro-grant of \$3,500 for educational materials (signage, markers, etc.) and discussing with the Township of Addington Highlands an opportunity for a boat washing station. A date has not been set yet for the meeting with the two Townships, federal and provincial representatives and agencies regarding Eurasian Milfoil.

Moore advised the Palmerston Lake Association has started to complete drone surveys of areas of concern in Palmerston Lake for Eurasian Milfoil.

The PWM advised he also been requested by Council to look at the extent of the phragmites problem along Township roads.

#### **4. Septic Inspections**

Councillor Fowler asked to be added to this sub-committee.

Moore advised they are currently reviewing reports and updating the data to reflect the current information. He will provide an update in January. Huetl requested the sub-committee meet in January. He will request the attendance of the Clerk/Planning Manager, Chief Building Official and potentially some other staff/committee members at this meeting. The sub-committee will look at when septic inspections can be requested and how to implement a program, including phasing in the program.

The PWM advised Eric Kohlsmith, Inspector, Mississippi-Rideau Septic System Office will be attending Council on January 31, 2025 to provide his annual report on the Septic Inspection program.

#### **5. Carrying Capacity**

Moore advised they are obtaining and reviewing reports and are hoping to meet in January.

#### **6. Short-term Rentals**

Moore advised some members of the NFLAA would be meeting on January 10, 2025 to discuss the experience of other municipalities who have implemented short-term rental licensing programs. They are also interested in continuing discussions with Addington Highlands, Central Frontenac and South Frontenac on establishing a system to regulate short-term rentals that are of a commercial nature. Huetl requested Moore include the other members of the sub-committee in this discussion.

#### **b) *Energy Plan***

The PWM advised the Township is required to implement a plan every five years including establishing energy reduction targets for the five years. He noted this is only for the Township facilities and does not include vehicles.

He noted the Township had good results over the past five years. Some of the activities that contributed to the reduction in energy use include changing to LED lighting, and conversions from oil furnaces to propane furnaces and heat pumps.

Over the next five years in order to meet the Township's targets more lighting will be changed to LED and when heating systems need to be replaced/upgraded. He also noted he would be open to suggestions from the Task Force on ways to reduce energy

usage.

With respect to vehicles, when lighter vehicles need to be replaced, staff are looking at the feasibility of replacing them with electric options.

## 6. New Business

None.

## 7. Adjournment

a) ***Meeting adjourned at 10:28 a.m. until January 28, 2025.***

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Councillor Roy Huetl, Chair,  
Environmental Task Force



### 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 # 2025-01

### Being a By-law to Authorize Borrowing from Time to Time to Meet Current Expenditures during the Fiscal Year ending December 31, 2025

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

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

**And Whereas** pursuant to Section 407(1) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides a municipality with authority for temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year;

**And Whereas** pursuant to Section 407(2), (3) and (4) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed, (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year. Until the budget is adopted in a year, the limits upon borrowing under subsection (3) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year. Estimated revenues do not include revenues derivable or derived from, (4) (a) arrears of taxes, fees or charges; or (4) (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose;

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

1. That the Head of Council and the Treasurer are hereby authorized to temporarily borrow from time to time by way of promissory note or banker's acceptance during the year 2025 (hereby referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto.
2. That the lender(s) from whom amounts may be borrowed under authority of this by-law shall be Bank of Montreal and such other lender(s) as may be determined from time to time by resolution of Council.
3. That the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed the limits set out in Section 407(2) and 407(3) and 407(4) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto.
4. That the Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, a certified copy of the resolution mentioned in Section 2 of this by-law which determines the lender if applicable and a statement showing the nature and amount of the estimated revenues for the current year and also showing the

total of any other amounts borrowed from any or all sources under the authority of Section 407 of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto, that have not been repaid, excluding amounts borrowed from the Corporation's reserve(s)/reserve funds.

5. That promissory notes or banker's acceptances made under Section 1 of this by-law shall be signed by the Treasurer and the Head of Council.
6. That the Treasurer is hereby authorized to temporarily borrow from the reserve(s)/reserve funds of the Corporation sums as may be necessary to meet the current operating expenditures of the Corporation.
7. That all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
8. That this by-law shall take effect immediately upon the passing hereof.

**Read** a first and second time **January 10, 2025**.

**Read** a third time and finally passed this **January 10, 2025**.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk

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

**By-law # 2025-02**

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

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

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

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

**And That** By-law #2024-03 is hereby repealed;

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

**Read** a first and second time **January 10, 2025**.

**Read** a third time and finally passed this **January 10, 2025**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Schedule "A"

### 1. Definitions

In this Policy:

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

### 2. Purpose

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

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

### 3. Guidelines

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

- k) Some Community Organizations are provided funding through the annual budget; however, if these Community Organizations require additional funding for special projects, they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.
- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well.

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

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

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

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

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

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

## **7. Effective Date**

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

## **8. Exemptions**

- a) Some Community Organizations are provided funding through the annual budget. These include:
  - i. Cloyne and District Historical Society - \$500
  - ii. Land O' Lakes Community Services - \$1.50 per household in Ward 1 per Resolution #103-15 \$2,250
  - iii. Land O' Lakes Community Services Christmas Hamper Program \$500
  - iv. Land O' Lakes Lions Club Food Bank - \$2,000
  - v. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$700
  - vi. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
  - vii. Land O' Lakes Lions Club – Toll Road Hand Out \$180
  - viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500
  - ix. Mazinaw Lake Swim Program – \$1500 per Resolution #59-18
  - x. North Frontenac Community Services – Northern Rural Youth Program - \$6000 per Resolution #07-23Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
  - xi. Sand Lake Swim Program - \$1500 per Resolution #59-18
  - xii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
  - xiii. Clarendon Central Public School – \$1,000
  - xiv. North and Central Frontenac Food Bank Inc. - \$2,000
- b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

**Schedule "B"**

**Community Grant Application Form**

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

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

Please answer the following questions.

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

**Project or Proposal:**

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

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

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

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

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

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

**Disclaimer and Signature:**

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

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

**Principal Officer:**

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

**Principal Officer:**

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

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

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

**Schedule "C"**

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

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

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

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

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

**Disclaimer and Signature:**

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

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

**Principal Officer:**

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

**Principal Officer:**

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

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

**Privacy and Accessibility:**

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

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

**By-law #2025-03**

**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 January 10, 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 January 10, 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 January 10, 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 January 10, 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 **January 10, 2025**.

**Read** a third time and finally passed this **January 10, 2025**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**