

## Regular Council Agenda

9:00 AM - Friday, March 14, 2025

Council Chambers

[Zoom Meeting Registration](#)

### 1. Call to Order

- a) Public Notice regarding Recording of Meetings 10  
[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) March 14, 2025

**Be It Resolved That** Council approves the Agenda dated March 14, 2025, as circulated.

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

### 5. Business Profile

None.

### 6. Presentations

- a) Joe Gallivan, Director of Planning and Economic Development, County of Frontenac: Planning Services and 2025-2026 Work Plan 11 - 28

**Be It Resolved That** Council receives for information the presentation from Joe Gallivan, Director of Planning and Economic Development, County of Frontenac, and Sonya Bolton, Manager of Community Planning, County of Frontenac regarding Planning Services and 2025-2026 Work Plan; and thanks them for their time spent today.

[2025-26 Work Plan](#)

- b) Cambium Inc.: Annual Waste Sites Report 29 - 55

**Be It Resolved That** Council receives for information the presentation from Michael Pion, Project Manager, Cambium Inc., providing the Annual Update of the Township Waste Sites; and thanks him for his time spent today.

[Waste Site Presentation](#)

**7. Delegations**

None.

**8. Adoption of Minutes**

- a) Minutes of the Meeting(s) to be adopted by Council 56 - 64

**Be It Resolved That** Council adopts the Minutes dated February 21, 2025, as circulated.

[Regular Council - 21 Feb 2025 - Minutes - Pdf](#)

**9. Business Arising Out of Minutes**

- a) Kaladar Barrie Annual Report 2024 65 - 89

**Be It Resolved That** Council receives for information the Kaladar Barrie Annual Report 2024;

**And That** Council thanks Chief Cuddy for the report.

[2024 Kbfd Annual Report](#)

- b) Kaladar Barrie Joint Fire Committee Resolution #07-25 - Kaladar Barrie Fire Department 2025 Budget 90 - 96

**Whereas** at the meeting held February 14, 2025, the Kaladar Barrie Joint Fire Committee passed Resolution #07-25 receiving for information the draft 2025 Budget for the Kaladar Barrie Fire Department and approved the budget with the following amendment;

- Insurance to be increased to \$22,875 to reflect the actual cost recently provided;

**Now Therefore Be It Resolved That** Council receives for information the draft Kaladar/Barrie Fire Department 2025 Budget;

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

**And That** Council instructs the Clerk to provide this Resolution to Fire Chief Cuddy, the Township of Addington Highlands' Clerk and the Joint Fire Committee.

[Joint Fire Committee Kaladar Barrie Resolution #07-25](#)

[Draft 2025 Budget](#)

- c) Resolution #60-25 - Senior of the Year Nominees 97

**Whereas** at the meeting held on February 21, 2025, Council received for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2025 Nominations"; and Council deferred the nominations until the next Council meeting for additional candidates to be considered for the awards;

**Now Therefore Be It Resolved That** Council nominates

\_\_\_\_\_ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2025 deadline;

And That Council nominates \_\_\_\_\_ for the Ontario

Achievement Award; and instructs the Clerk to obtain two testimonial letters and submit the Application prior to the June 15, 2025 deadline.

[Resolution #60-25](#)

- d) Resolution #350-24 - Update re: Eurasian Water-Milfoil Meeting with North Frontenac, Addington Highlands Councils, Ministries, MP's and MPP's

98 - 112

**Whereas** at the meeting held on October 25, 2024, Council passed Resolution #350-24 receiving a letter from the Mazinaw Property Owners' Association (MPOA) regarding government action to manage Eurasian Water-Milfoil Invasive Species; and that Council supported the request for a meeting with representatives from the Township of North Frontenac; the Township of Addington Highlands; MPs and MPPs in both ridings; senior level representatives from MNRF, the Department of Oceans and Fisheries and the Mississippi Valley Conservation Authority; and that Council instructed the CAO to work with Addington Highland's CAO to coordinate a meeting;

**Now Therefore Be it Resolved That** Council receives for information an email dated February 26, 2025 from the CAO advising that Addington Highland's Council decided to pare down the meeting regarding Eurasian Milfoil previously approved by both Councils as it has been difficult to get responses from several of the ministries and to reduce the invitation to the MP's, MPP's, MPOA and other Lake Associations and the previously designated Councillors and staff;

**And That** North Frontenac Council hereby rescinds Resolution #350-24; and directs the CAO to work with Addington Highland's CAO to assist in setting up a meeting with the local MPs and MPPs; the MPOA; other Lake Associations; Addington Highland's Councillors; Councillor Huetl and Councillor Regent to discuss Eurasian Water-Milfoil and the importance of the MPs and MPPs lobbying for assistance with controlling and/or funding the eradication of Eurasian Water-Milfoil.

[Email from CAO](#)

[2025.01.24- MPOA Letter to AH Council re EWM](#)

## 10. Communications

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

113

**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  
None.

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

- a) Chief Administrative Officer: Proposed Updates to By-Law #14-20 Being a By-Law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances

114 - 121

**Be it Resolved That** Council receives for information the Chief Administrative Officer's Administrative Report entitled "Proposed Update to By-Law #14-20 Being a By-Law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances";

**And That** an amended By-Law will be presented later in the meeting for Council's consideration addressing proposed changes to the By-law as recommended by the Township's Solicitor.

[Proposed Updates to By-Law #14-20 Being a By-Law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances. - Pdf](#)

[Red Lined By-law Outdoor Solid-Fuel Combustion Appliances](#)

- b) Clerk/Planning Manager: Updated Procedural Policy for Committee of Adjustment/Planning Advisory Committee 122 - 133

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Updated Procedural Policy for Committee of Adjustment/Planning Advisory Committee";

**And That** Council will consider a By-law later in the meeting to adopt the new Procedural Policy.

[Updated Procedural Policy for Committee of Adjustment/Planning Advisory Committee - Pdf](#)

- c) Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Williams 134 - 135

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

**And That**, as required by By-law #20-23, the following be declared as surplus and sold to the adjoining owner:

**All That Part** of the Shore Road Allowance around Lake Kashwakamak lying in front of Lot 277, Registered Plan No 1044, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 3 on Registered Plan 13R-22146

**And That** appraisals of the properties are not necessary as these are Shore Road Allowances;

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

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

- d) Clerk/Planning Manager: Proposed Update to Procedural Policy for Members of Council, Committees and Task Forces 136 - 137

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Update to Procedural Policy for Members of Council, Committees and Task

Forces";

**And That** Council instructs the Clerk to prepare a draft Procedural Policy for Council's review at a future Council Meeting.

[Proposed Update to Procedural Policy for Members of Council, Committees and Task Forces - Pdf](#)

e) Clerk/Planning Manager: Proposed By-law to Regulate and Govern the Operation of Cemeteries 138 - 161

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed By-law to Regulate and Govern the Operation of Cemeteries";

**And That** Council approves the draft Cemetery By-law with the following amendments:

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**And That** Council instructs the Clerk to prepare the required public notice;

**And That** if public comments are received, the Clerk shall provide them to Council; and if no public comments are received, the By-law shall be provided to the Bereavement Authority of Ontario for consideration;

**And That** Council approves in principle the proposed fees (excluding care and maintenance) as follows:

- Plot (resident) - \$500
- Cremation Lot (resident) - \$250
- Lot (non resident) - \$600
- Cremation Lot (non-resident) \$300
- Repurchase Plot Administration Fee \$100
- Transfer Administration Fee \$100
- Mark a Plot or Monument \$100;

**And That** Council instructs the Clerk to schedule a Public Meeting for Council to receive any public comments on the proposed fees; and consider adopting an amended Fees and Charges By-law - Cemetery Schedule.

[Proposed By-law to Regulate and Govern the Operation of Cemeteries - Pdf](#)

f) Community Emergency Management Coordinator: Preparedness Week, May 5 - 11, 2025 162 - 165

**Be It Resolved That** Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 5 - 11, 2025";

**And That** Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

**And That** Council declares May 5 - 11, 2025 as Emergency Preparedness Week;

**And That** Council approves the Mayor's Declaration;

**And That** Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's Website, Social Media and in the Frontenac News.

**And That** Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

**And That** Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township’s Website and Social Media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

[Emergency Preparedness Week, May 5 - 11, 2025 - Pdf](#)

- g) Director of Emergency Services/Fire Chief: 2025 Bunker Gear Purchase 166 - 167

**Be It Resolved That** Council receives for information the Director of Emergency Services / Fire Chief’s Administrative Report entitled, "2025 Bunker Gear Purchase;

**And That** Council directs the Treasurer to take the additional \$15,000 required for the additional bunker gear in 2025 from the Fire Sustainability TCA Reserve Fund.

[2025 Bunker Gear Purchase - Pdf](#)

- h) Director of Emergency Services/Fire Chief: Emergency First Responder Day (May 1st, 2025), and International Firefighters Day (May 4th, 2025) 168 - 171

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief’s Administrative Report entitled "Emergency First Responder Day (May 1st, 2025), and International Firefighters Day (May 4th, 2025)."

[Emergency First Responder Day \(May 1st, 2025\), and International Firefighters Day \(May 4th, 2025\) - Pdf](#)

- i) Manager of Community Development: 2025 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands 172 - 204

**Be It Resolved That** Council receives for information the Manager of Community Development’s Administrative Report entitled “2025 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands”.

**And That** Council approves the 2025 Land Use Permit for operation of the North Frontenac Parklands.

[2025 Land Use Permit with the Ministry of Natural Resources and Forestry \(MNRF\) for the North Frontenac Parklands - Pdf](#)

- j) Treasurer: 2024 Council/Committee Remuneration & Expenses 205 - 207

**Be It Resolved That** Council receives for information the Treasurer’s Administrative Report entitled “2024 Council/Committee Remuneration and Expenses”.

[2024 Council/Committee Remuneration & Expenses - Pdf](#)

- k) Public Works Manager: Contract Extension - Waste Site Environmental 208 - 252

## Monitoring and Reporting

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Contract Extension - Waste Site Environmental Monitoring and Reporting";

**And That** Council approves extending the existing Agreement with Cambium Inc. (Cambium) for a further three years, to April 30, 2028; with an option for the Township to extend the Agreement by an additional two years;

**And That** based on Cambium's specialized experience, knowledge, expertise and on-going projects, it is more efficient to extend the existing Agreement than to issue a Request for Proposal and potentially secure services from another vendor;

**And That** further efficiencies result from two other Frontenac Townships also extending the existing Agreements with Cambium;

**And That** Council authorizes the Chief Administrative Officer (CAO), in consultation with the Public Works Manager, to approve the extended Agreement on behalf of the Township;

**And That** the terms and conditions governing the Environmental Monitoring and Reporting Agreement be subject to the details outlined in the proposal provided by Cambium dated September 6, 2024.

[Contract Extension - Waste Site Environmental Monitoring and Reporting - Pdf](#)

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

- a) Committee of Adjustment/Planning Advisory Committee 253 - 260

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held November 25, 2024.

[Committee of Adjustment - 25 Nov 2024 - Minutes - Pdf](#)

- b) Kaladar Barrie Joint Fire Committee 261 - 264

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Kaladar Barrie Joint Fire Committee held December 20, 2024.

[Joint Fire Committee Kaladar Barrie - 20 Dec 2024 - Minutes - Pdf](#)

- c) Economic Development Task Force 265 - 283

**Be It Resolved That Council** receives for information the Minutes of a Meeting of the Economic Development Task Force held February 18, 2025.

[Economic Development Task Force - 18 Feb 2025 - Minutes - Pdf](#)

- d) Environmental Task Force 284 - 288

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Environmental Task Force held February 25, 2025;

**And That** Council approves the Task Force creating and distributing a quarterly newsletter focusing on environmental issues based on the season.

[Environmental Task Force - 25 Feb 2025 - Minutes - Pdf](#)  
[Green Modern Sustainability Report Poster](#)

**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. 289 - 290  
The Councillor may provide a verbal report for information purposes.

[Council Portfolios 2022-2026](#)

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

- a) By-law(s) to be Considered: 291 - 307

**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:

- #2025-12 To Adopt Procedural Policy for Committee of Adjustment;
- #2025-13 To Close and Sell Shore Road Allowance;
- #2025-14 To Regulate the Location, Installation and Operation of Outdoor Solid Fuel Combustion Appliances;

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

[2025-12 To Adopt Procedural Policy for Committee of Adjustment and Repeal By-law #25-21](#)

[2025-13 Road Closing - Williams](#)

[2025-14 Outdoor Solid Fuel Combustion Appliance](#)

**17. Public Forum**

**18. Closed Session**

None.

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

**20. Confirmatory By-law**

- a) Confirming By-law #2025-15 308

**Be It Resolved That** By-law #2025-15, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held March 14, 2025 be read a first, second, and third time and finally passed.

[2025-15 Confirming By-law - March 14, 2025](#)

**21. Adjournment**

a) Adjournment of the Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until April 4, 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.



# Planning Services and 2025-2026 Work Plan

North Frontenac Council

March 14<sup>th</sup>, 2025



**FRONTENAC**

# Overview

- Planning Services Agreement
- Review of 2024 Planning Workload
- 2025-2026 Planning Workplan and Priorities

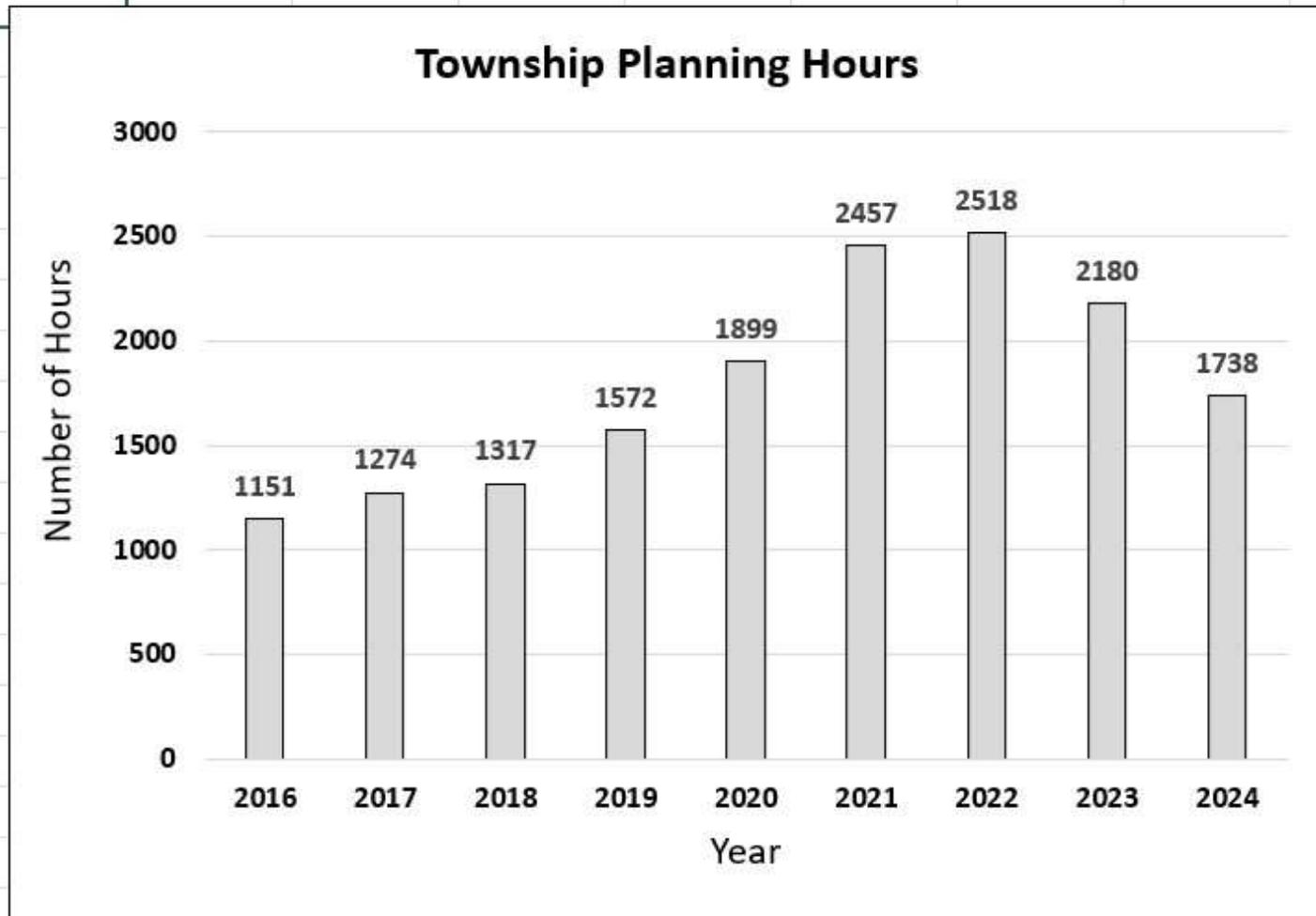
# Planning Services Agreement

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

# Total Planning Hours – 2022 to 2024

YEAR	NORTH	CENTRAL	ISLANDS	COUNTY	TOTAL
2022	857.5	1,059.00	601.4	2,302.90	4,820.80
2023	634.43	1,007.22	538.02	2,632.23	4,811.90
2024	581.95	666.83	489.45	2,473.49	4,211.72
<b>Difference from 2023 (%)</b>	-8.3%	-33.8%	-9.0%	-6.0%	
<b>TOTAL HOURS (2022-2024)</b>	2,073.88	2,733.05	1,628.87	7,408.62	13,844.42
<b>2024 SHARE</b>	13.82%	15.83%	11.62%	58.73%	
<b>3 YEAR SHARE (2022-2024)</b>	<b>14.98%</b>	<b>19.74%</b>	<b>11.77%</b>	<b>53.51%</b>	
PREVIOUS 3 YEAR SHARE	16.20	22.32	12.59	48.89	

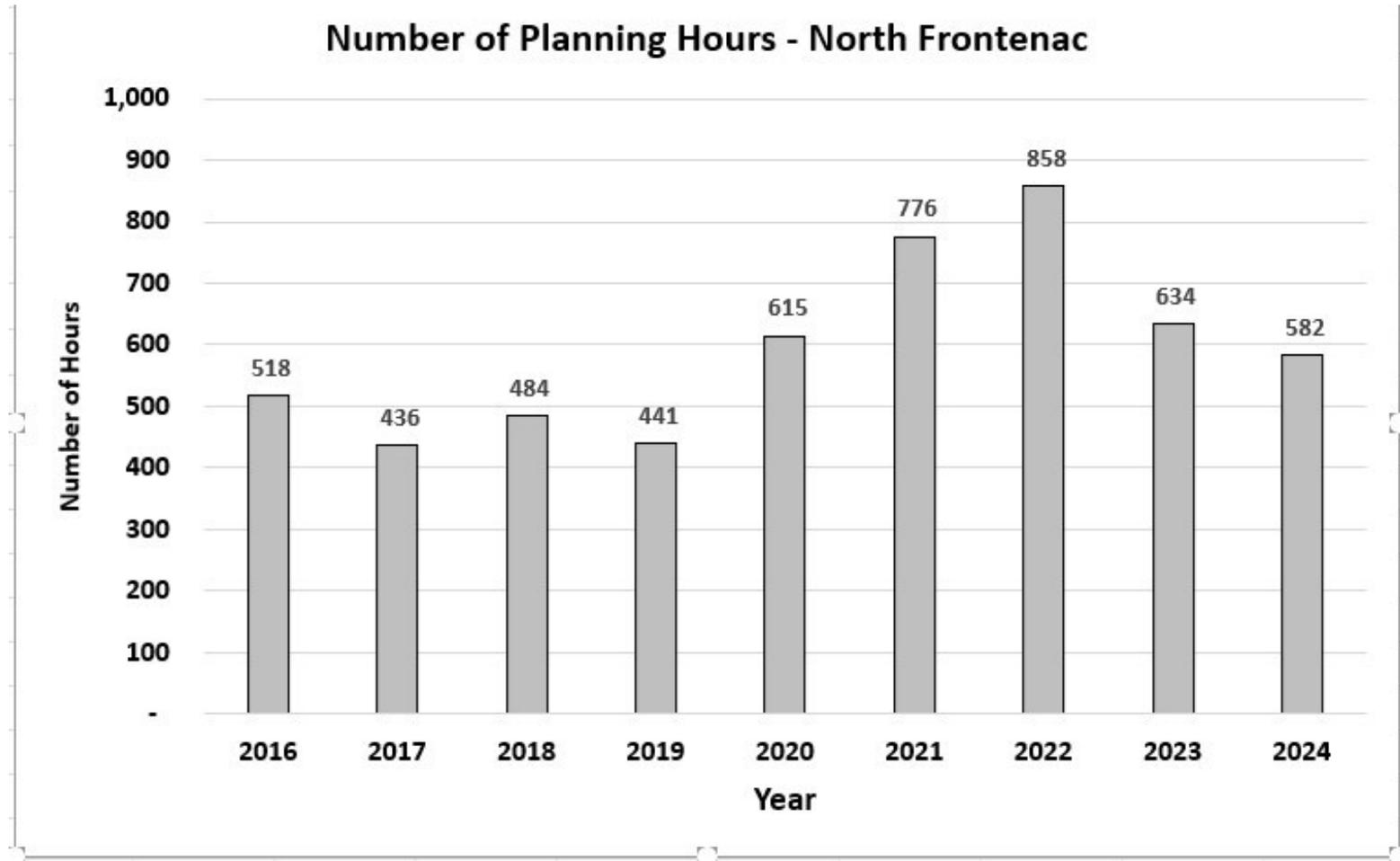
# Total Township Planning Hours – 2016 to 2024



## Township Planning Hours (Three Townships)

- Overall decline of 20% from 2023 to 2024.
- Decline of 780 hours since peak in 2022.
- Central -34%, Islands -9%, North -8% from 2023
- Many hours related to development planning rather than policy planning

# North Frontenac Planning Hours – 2016 to 2024



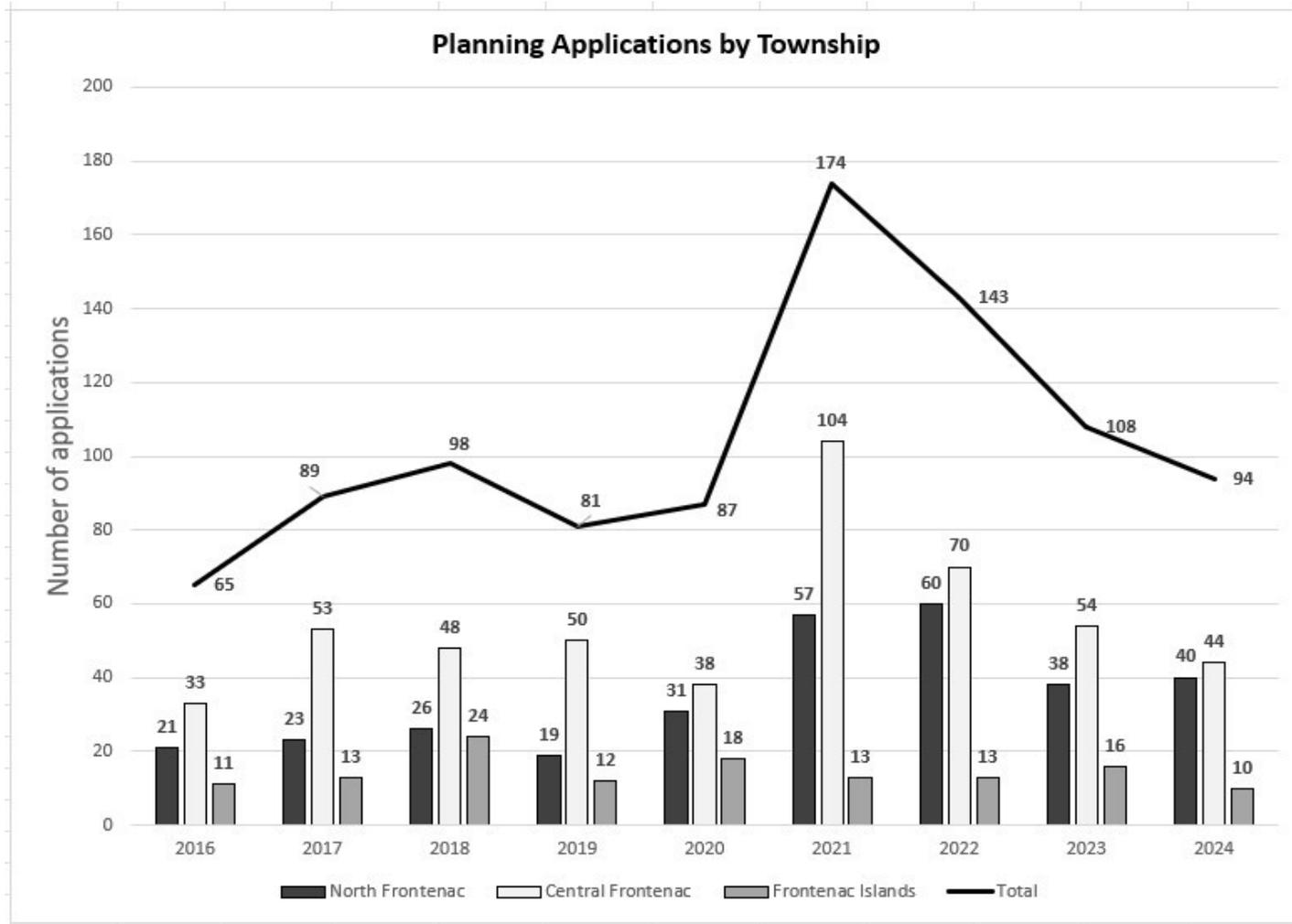
# North Frontenac Planning Hours

- Overall decline of 8% from 2023 to 2024.
- Lowest number of hours since 2019.
- Slight increase in planning applications (+2) from 2023.
- Delegated authority by-law – 18 applications (45% of total) used delegated authority.
- Majority of hours related to development planning rather than policy planning

# North Frontenac Planning Hours

- General development planning – 245 hours (42% of total)
- Pre-application meetings and inquiries – 57 hours (10%)
- Palmerston Lake planning application – 65 hours (12%)
- Mississagagon Lake site plan agreement – 56 hours (10%)

# Township Planning Applications – 2016 to 2024



# Township Planning Applications

- Total planning applications for all Townships has now declined for a fourth year in a row, from a high of 174 in 2021 to 94 in 2024.
- North: +2 applications between 2023 and 2024 (38 to 40)
- Central: -10 applications (54 to 44)
- Frontenac Islands: -6 applications (16 to 10)

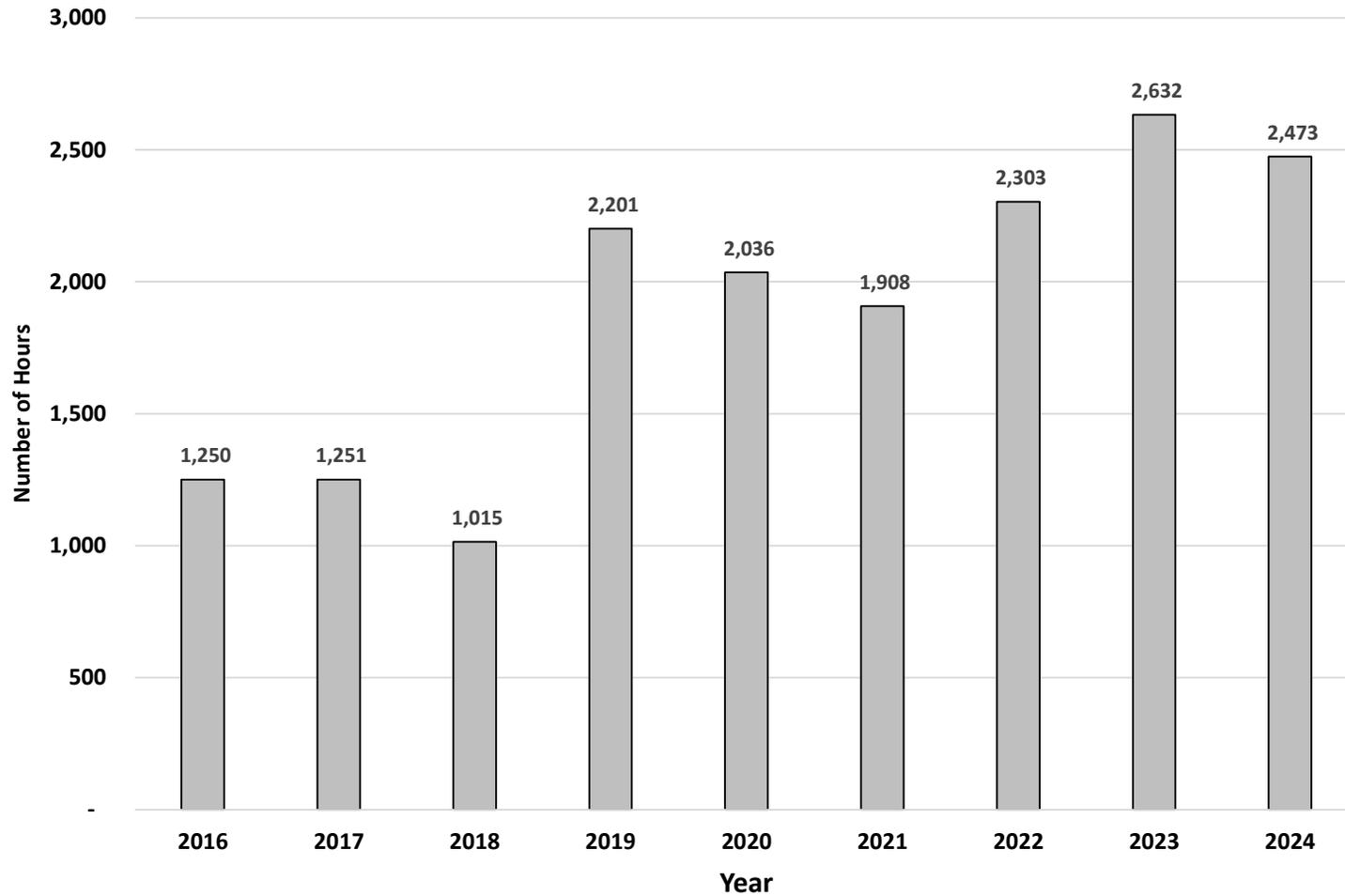
# Township Planning Applications – 2024

<b>Applications</b>	<b>North Frontenac</b>	<b>Central Frontenac</b>	<b>Frontenac Islands</b>	<b>Total</b>
Minor Variances & Permissions	14	14	1	29
Consents – Delegated Authority	18	19	4	41
Consents – Committee or Council	5	5	2	12
Other Planning Applications	3	6	3	12
<b>TOTAL</b>	<b>40</b>	<b>44</b>	<b>10</b>	<b>94</b>

Page 22 of 308



# County Planning Hours – 2016 to 2024



## County / Regional Planning Hours

- Decrease of 6% from 2023 to 2024 (2,632 to 2,473).
- Over 59% of our hours were regional planning hours, up from 55% in 2023.
- Major projects:
  - Communal services
  - Community Planning Permit System project management
  - South Frontenac Official Plan review

## 2025 - 2026 Projects (Regional)

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

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

## 2024 - 2025 Projects (Townships)

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

# Intangibles

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

# Questions ?

# Annual Update March 14, 2025

## Township of North Frontenac Waste Disposal Sites



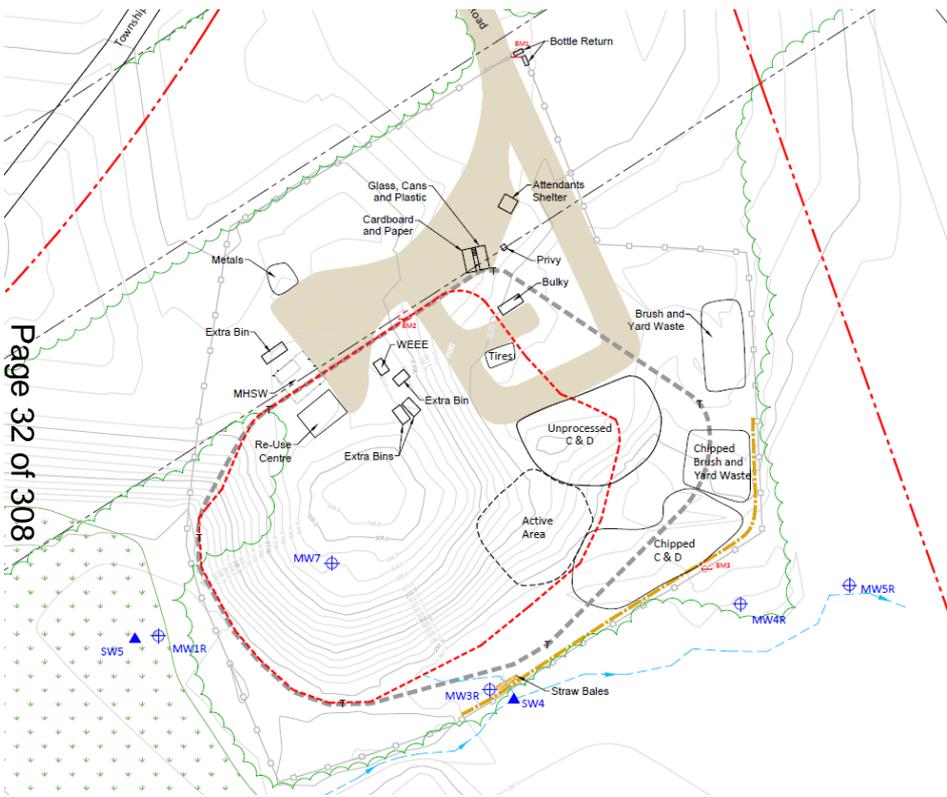
# Overview

- Annual monitoring
- Update on landfill capacities
- Site inspections
- Report
- Summary of operational information
- Recommendations for changes to monitoring/operations
- Requirements to meet Ministry guidelines

# 506 Waste Disposal Site

- Transfer station, Landfill
- Monitoring, Survey, Reporting
- Site was reconfigured in 2024 – loop road/access was constructed on high ground, making it easier to deposit waste in the active area
- New attendant shelter
- No adverse impacts off-site in groundwater or surface water
- Township should place additional cover material near MW3R and replace sediment fencing. Regular inspections and repairs should continue.
- A cleanup of blown refuse should be completed along the southern watercourse and in the treeline north of MW5R
- Operated in compliance with ECA





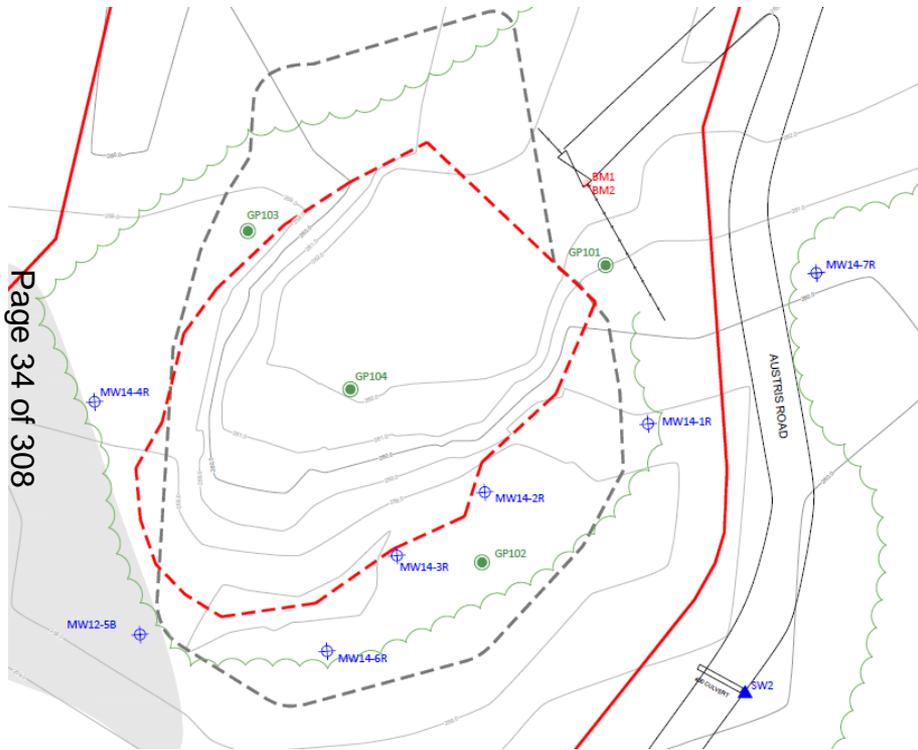
Page 32 of 308



# Ardoch Waste Disposal Site

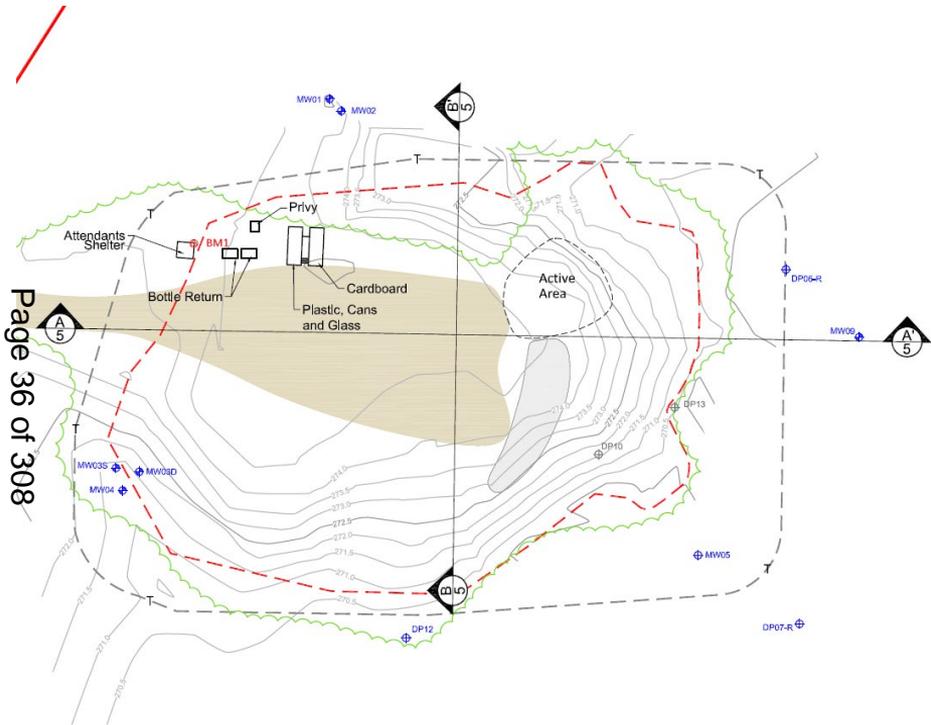
- Temporarily closed in 2013 (~20,000m<sup>3</sup> remain or 38 years based on historical fill rates)
- Proposal to re-open site on a limited basis. Hauling and covering waste with no public access. ECA requires a Site Development and Operations Plan to be submitted two years prior to re-opening site. Re-opening site is contingent on Director approval.
- Monitoring and reporting reductions approved in 2022. Next report will address 2025 to 2028 monitoring years (due in 2029)
- No adverse impacts off-site in groundwater or surface water; complied with trigger mechanism and ECA requirements
- Landfill gas measurements remained low
- Operated in compliance with ECA





# Kashwakamak Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Action Plan on-going due to potential offsite impacts
- Four new wells were installed to delineate impacts. Based on initial results, a Contingency Plan was submitted in December 2024 for Ministry review.
- Support received from Ministry technical staff for the removal of select wells, and VOC sampling reductions. Director approval to be sought following the establishment of an adequate monitoring program
- Landfill gas not measured at concentrations of concern
- Township should remain diligent with litter control including the use of fencing around the active area
- Landfill operations in compliance with ECA



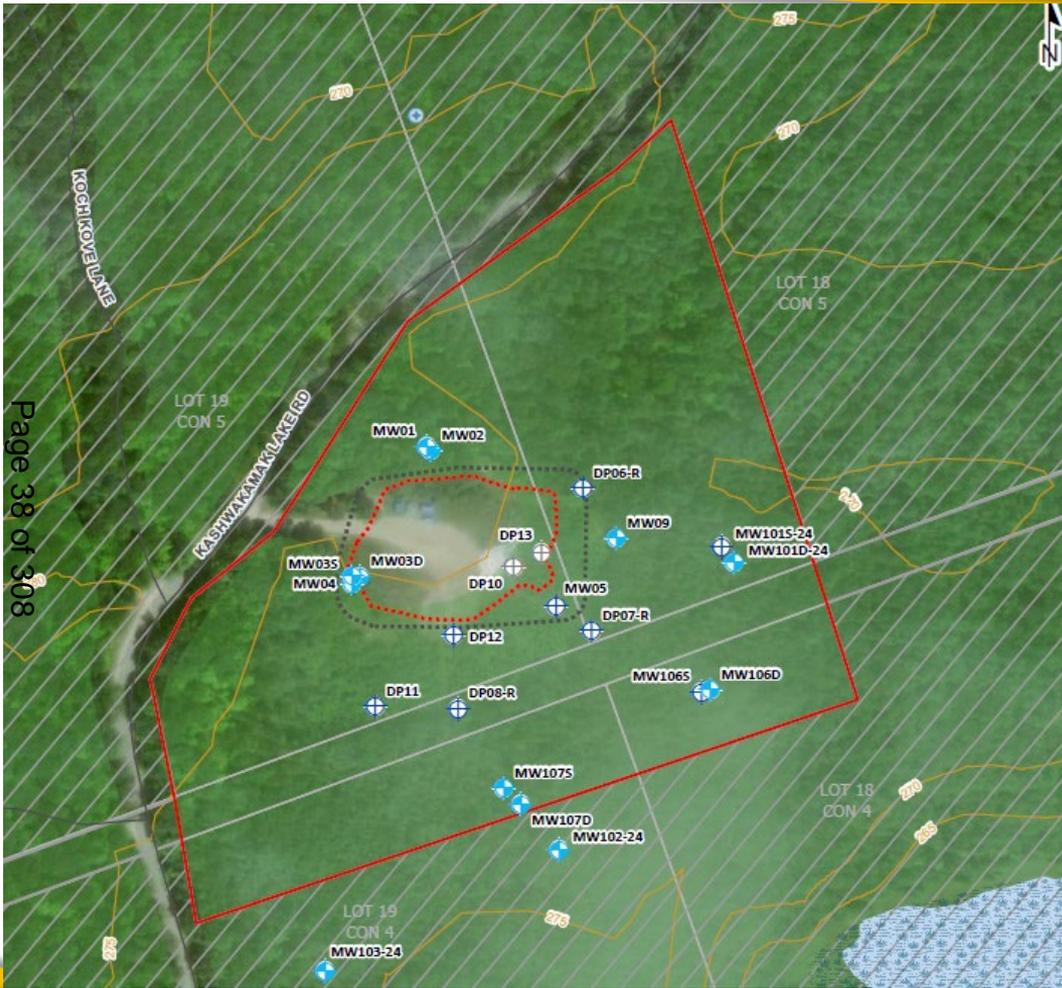
Page 36 of 308



# Kashwakamak - Results and Next Steps

- The Site did not comply with Ministry Guideline B-7 to the east. Additional sampling is required to confirm these exceedances.
- No site-related impacts were observed at the wells installed on Crown Land (to the south). Based on the work completed this may suggest that impacts are upwelling in the wet areas prior to reaching these off-site wells.
- A surface water investigation should be conducted in spring 2025.
- If ponded/wet conditions are observed – 3 shallow drivepoints and staff gauges should be installed to the south/southwest. Data loggers to be installed to monitor temperature.
- A vegetation assessment to be completed during the growing season to delineate and assess the health of the wetland environment.
- Monitoring program to be reviewed and contingency measures to be assessed based on the results of the work detailed above.



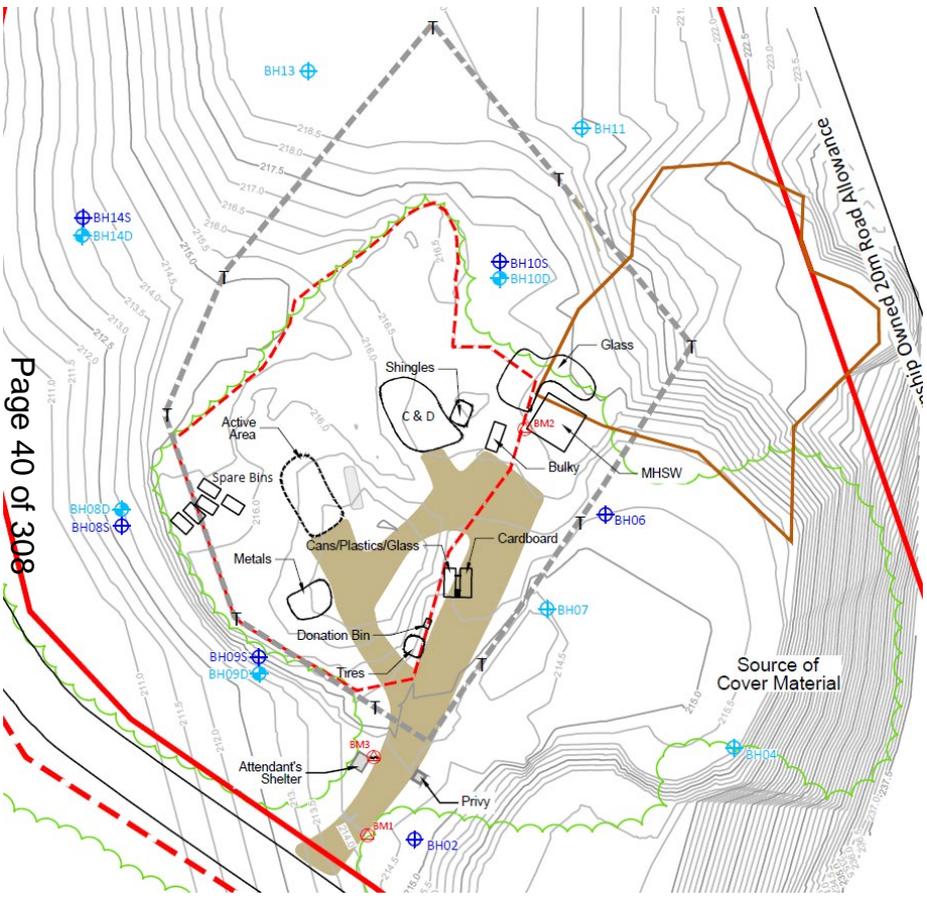


# Mississippi Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- No adverse impacts off-site in groundwater or surface water; complied with trigger mechanism
- Landfill gas concentration remained low
- Litter control fencing should continue to be used around active area
- Operated in compliance with ECA



CAMBIUM



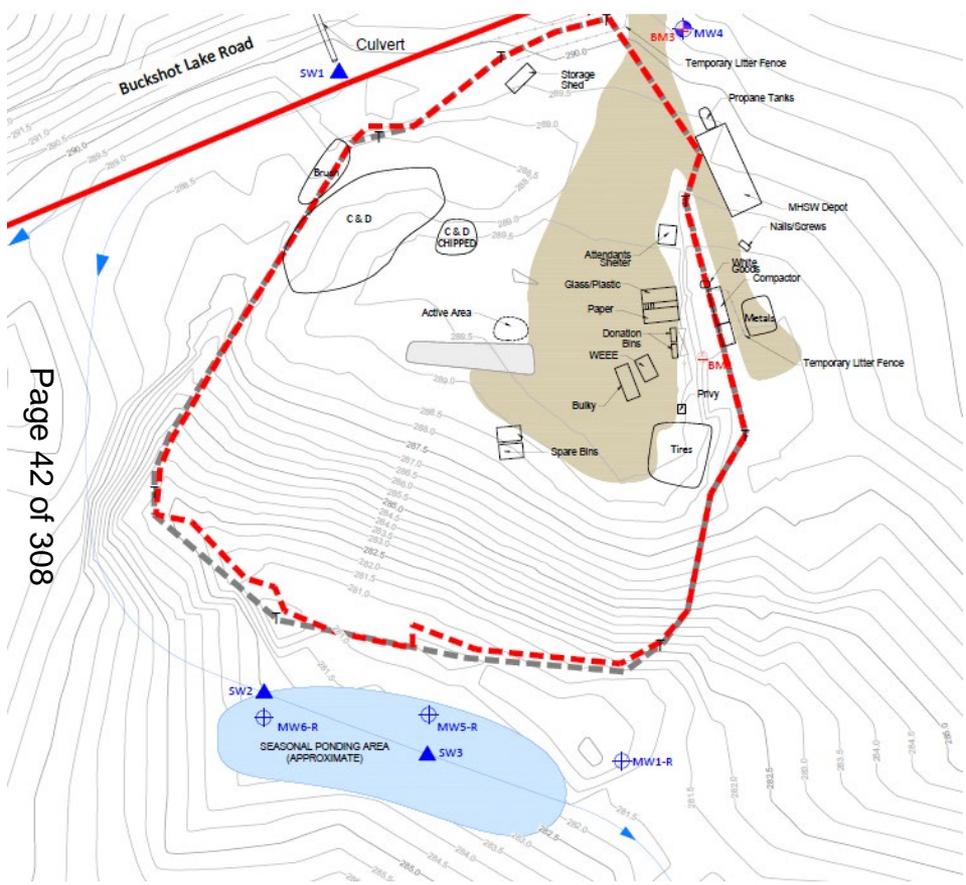
Page 40 of 308



# Plevna Waste Disposal Site

- Transfer Station, Landfill
- Monitoring, Survey, Reporting
- Amended ECA to update trigger and some operations (C&D processing, alternative daily cover (ADC), reuse) was issued in March 2024
- No adverse impacts off-site in groundwater or surface water
- Landfill gas concentration remained low
- Township should continue efforts to control bears and litter
- Operated in compliance with ECA
- New attendant shelter is in progress





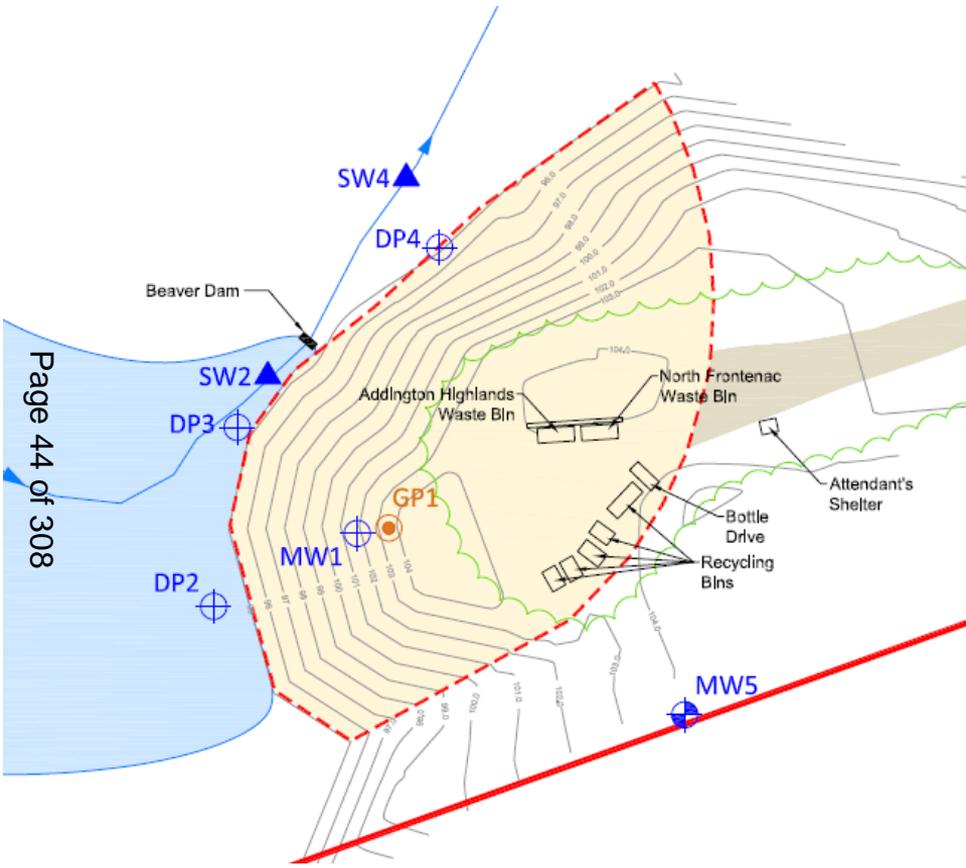
Page 42 of 308



# Cloyne Waste Disposal Site

- Transfer station, closed landfill (waste was hauled to various active Township sites in 2024)
- Shared site with Addington Highlands – shared blue box bins, with separate waste bins provided for each Township
- Monitoring, Reporting
- No adverse impacts expected off-site
- Tier 1 of the surface water trigger mechanism was activated; Tier I report should be prepared (consistent with past years)
- Despite Township efforts, flooding continued in 2024. Toxicity testing was completed in 2023 and confirmed no adverse impacts were occurring. Toxicity testing should be completed once every five years unless surface water quality results dictate otherwise. Passive flood management should continue
- Litter should be removed from surface watercourse when conditions permit
- Landfill gas concentration remained low
- Operated in compliance with ECA
- Recommendations were continued to be suggested in the Annual Monitoring Report that includes: decommissioning drive-points DP2 and DP3 due to damage, as well as removing the groundwater trigger mechanism – compliance should focus on the receiving surface water course. To date, no Ministry comments have been received.

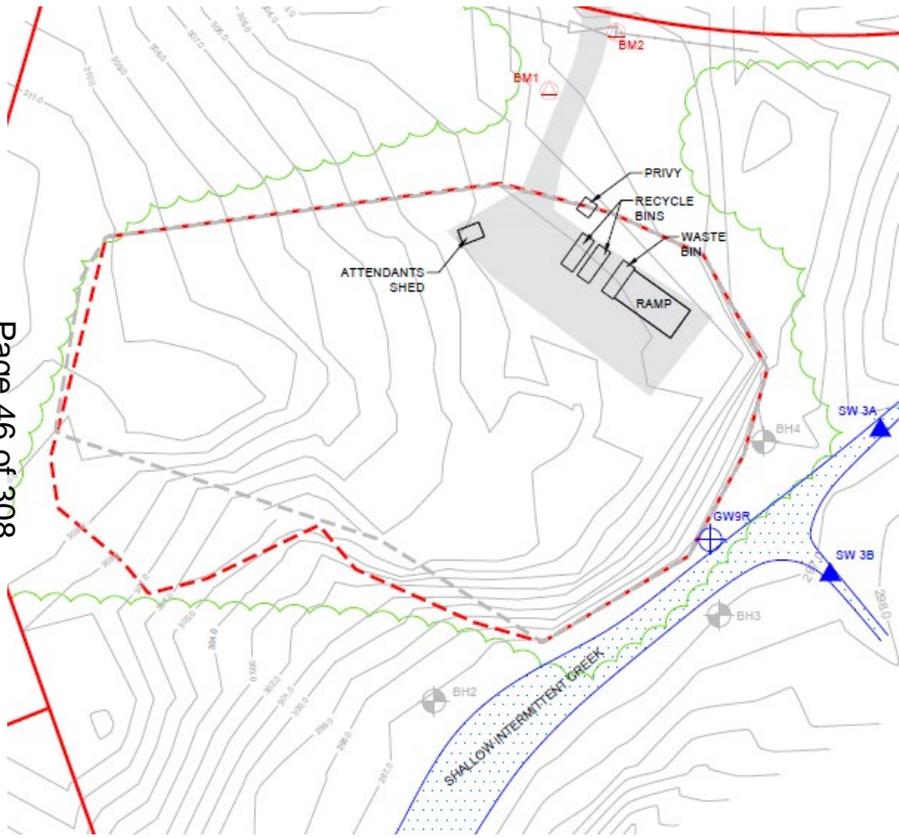




# Ompah Waste Disposal Site

- Transfer station, closed landfill
- Monitoring, Reporting – every third year, occurred in 2023 (next in 2026)
- Trigger mechanism was not activated in 2023; no adverse impacts off-site in groundwater or surface water
- Operated in compliance with ECA

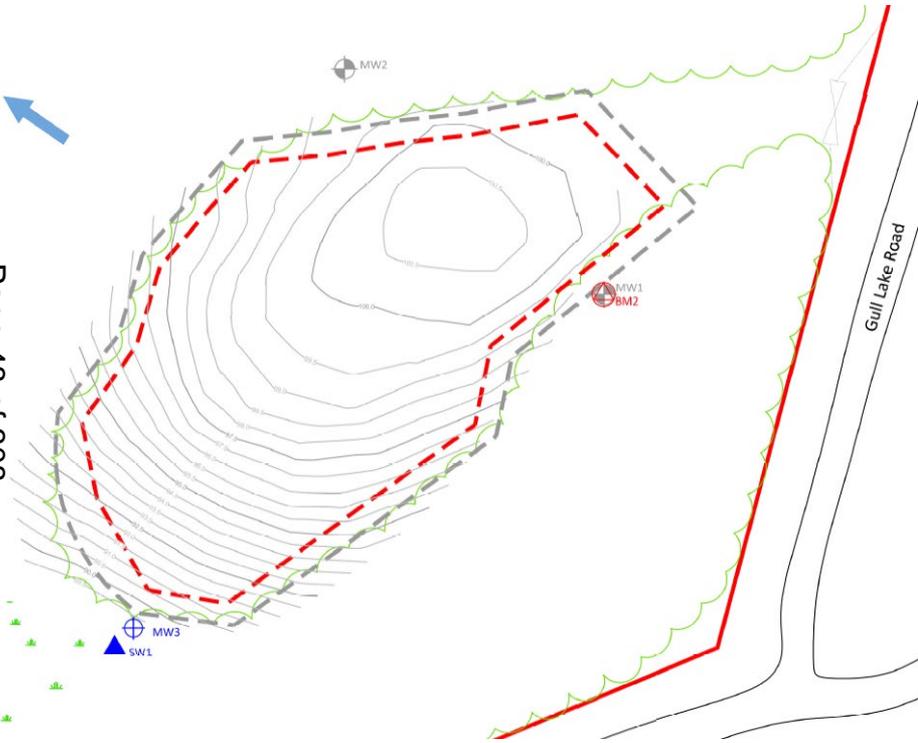




# Gull Lake Waste Disposal Site

- Closed landfill (1991)
- Monitoring (once per year), Reporting (every two years)
- Weak leachate signature immediately adjacent waste mound
- Impacts will be attenuated before reaching Big Gull Lake
- Operated in compliance with ECA
- Monitoring program ongoing for 2024 and 2025 reporting years

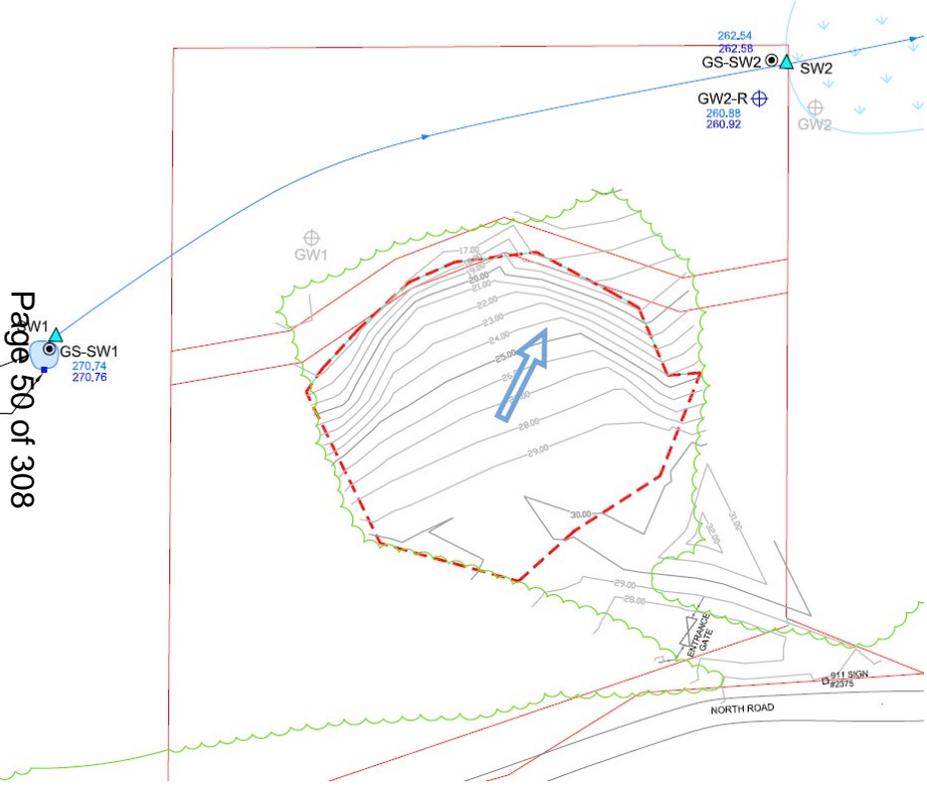




# Fernleigh Waste Disposal Site

- Closed landfill (2002)
- Monitoring, Reporting
- No adverse impacts off-site in groundwater or surface water
- No measured landfill gas at concentrations of concern
- Support was received from the Ministry for discontinuation of the surface water monitoring program - if the Groundwater Unit agrees with the groundwater flow direction. To date - no comments have been received. Director approval is required prior to implementing changes.
- If monitoring and reporting are discontinued, it was recommended that site inspections continue to occur to ensure that there is no visual evidence of adverse impacts to SW2.
- Operated in compliance with ECA





Page 50 of 308



# Township Summary

- Training completed in 2024 including H&S training
- Aesthetics – transfer stations and closed sites were well maintained
- No notable complaints or incidents reported
- Additional work to be completed at Kashwakamak
- Changes to the Fernleigh monitoring and reporting program
- Proposed changes to operations at Ardoch

# Landfill Capacity Update

	Active				Closed	Municipality
	506	Kashwakamak	Mississippi	Plevna	Ardoch <sup>1</sup>	2024
Approved waste disposal capacity (m <sup>3</sup> )	40,000	26,200	28,825	39,500	30,325	164,850
Existing volume of capacity used (m <sup>3</sup> )	21,900	9,905	9,315	17,810	11,895	70,825
Annual Volume Used in 2023 (m <sup>3</sup> )	300	225	200	450	-	1,175
Remaining volume of capacity (m <sup>3</sup> )	18,100	16,295	19,510	21,690	18,430	94,025
Average annual waste placement (m <sup>3</sup> ) <sup>2</sup>	415	200	290	695	490	1,600
<b>Remaining site life (years)</b>	<b>44</b>	<b>81</b>	<b>68</b>	<b>31</b>	<b>38</b>	<b>59<sup>3</sup></b>
<i>2023 Remaining Site Life</i>	<i>41</i>	<i>88</i>	<i>60</i>	<i>27</i>	<i>38</i>	<i>54</i>

## Notes:

1. Ardoch is temporarily closed.
2. Based on the five-year average annual fill rate.
3. Remaining site life reduced to 47 years if Ardoch is not reopened.

# Landfill Capacity Update – Annual Comparison

	Municipality				
	2024	2023	2022	2021	2020
Approved waste disposal capacity (m <sup>3</sup> )	164,850	164,850	164,850	164,850	164,850
Existing volume of capacity used (m <sup>3</sup> )	70,825	70,890	69,295	67,710	66,705
Annual Volume Used (m <sup>3</sup> )	1,175	1,595	1,695	1,205	1,440
Remaining volume of capacity (m <sup>3</sup> )	94,025	93,960	95,555	97,140	98,145
Average annual waste placement (m <sup>3</sup> ) <sup>2</sup>	1,600	1,745	1,725	1,690	2,000
<b>Remaining site life (years)<sup>3</sup></b>	<b>59<sup>4</sup></b>	<b>54</b>	<b>55</b>	<b>57</b>	<b>49</b>

- Notes:
1. Ardoch is temporarily closed.
  2. Based on the five-year average annual fill rate.
  3. Increase in site life due to gradual decrease in amount of waste placed at each site. Other factors may include waste settlement and compaction, removal of on-site roads, increased grading, increase in diversion practices, etc.
  4. Remaining site life reduced to 47 years if Ardoch is not reopened.

# 2024 Diversion

Material	Tonnes
Blue Box	
Comingled Containers	96.30
Comingled Paper/Fibre Products	59.85
C&D Materials and Bulky Items <sup>1,2</sup>	52.06
MHSW <sup>1,4</sup>	13.97
Propane Tanks <sup>1</sup>	0.63
Scrap Metal <sup>1</sup>	101.25
Single Use Batteries <sup>1</sup>	0.51
Tires <sup>1</sup>	10.65
WEEE <sup>3</sup>	6.48
White Goods <sup>1</sup>	3.29
<b>Total</b>	<b>344.99 tonnes</b>

Notes:

1. Materials accepted at 506, Mississippi, and Plevna
2. Hauled off-site by Kimco Steel
3. WEEE is only accepted at Plevna and 506
4. Hauled off-site by Addington Highland's Share



# QUESTIONS?

**Michael Pion, C.E.T.**

**Project Manager**

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**e:** [mike.pion@cambium-inc.com](mailto:mike.pion@cambium-inc.com)

**w:** [cambium-inc.com](http://cambium-inc.com)





# Regular Council Minutes

9:00 AM - Friday, February 21, 2025  
Council Chambers

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- Present:** Mayor Gerry Lichty, Deputy Mayor John Inglis, Councillor Roy Huetl (Electronic Participation), Councillor Wayne Good, Councillor Vernon Hermer; and Councillor Fred Fowler
- Absent with Regret:** Councillor Stephanie Regent
- Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Kelly Watkins, CAO Back up/Treasurer, Dipl. M.A., M.M.; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager, Dipl.M.A.; Darwyn Sproule, Public Works Manager, P. Eng.; Adam Robinson, Director of Emergency Services/Fire Chief; Brooke Ross, Manager of Community Development, Dipl.M.A.; and Don Reed, Chief Building Official

## 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) February 21, 2025

**52-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council approves the Agenda dated February 21, 2025, as circulated.

**Carried**

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

None declared.

## 5. Business Profile

### a) Highland Vinyl Designs

**53-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Business Profile of Highland Vinyl Designs provided by the Economic Development Task Force (EDTF).

**Carried**

## 6. Presentations

None.

## 7. Delegations

None.

## 8. Adoption of Minutes

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

**54-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council adopts the Minutes of a meeting held January 31, 2025, as circulated.

**Carried**

## 9. Business Arising Out of Minutes

### a) *Resolution #380-24 - Amendment to Waste By-law*

**55-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Whereas** at the meeting on November 22, 2024, Council passed Resolution #380-24 to amend Schedule 'C' of the Township's Waste By-law #60-17:

**Now Therefore Be It Resolved That** Council receives for information an email dated February 4, 2025, from the Clerk/Planning Manager advising Schedule 'C' of By-law #80-23 should have been amended;

**And That** Council will consider a By-law later in the meeting to amend Schedule 'C' of By-law #80-23.

**Carried**

## 10. Communications

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

**56-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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.

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

**a) Deputy Mayor: Response to U.S. Aggression**

**57-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be it Resolved That** Council receives for Information Deputy Mayor John Inglis' Administrative Report entitled "Response to U.S. Aggression";

**And That** in response to U.S. President Donald Trump's comments that Canada should become the 51st state, this Council finds the comments offensive and insulting, and advises both Provincial and Federal governments to never consider or discuss the possibility of such a union;

**And That** federal and provincial leaders have encouraged Canadians to support Canadian businesses and municipalities have significant purchasing power; however have traditionally been prevented from giving preference to Canadian suppliers;

**And That** Council requests that staff review existing procurement policies and applicable laws to determine if there are existing mechanisms to allow the Township of North Frontenac to offer a preference to Canadian companies for capital projects and other supplies;

**And That** Council instructs the Clerk to provide a copy of this resolution to Scott Reid, MP; John Jordan, MPP; and the Association of Municipalities of Ontario.

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

**Carried 4-2 on a recorded vote**

**b) Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Scaletta and Smith/Demoe**

**58-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

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

**And That**, as required by By-law #20-23, the following be declared as surplus and sold to the adjoining owners:

- All That Part of the Road Allowance in front of Lot 23, Concession 6, and Block A on Registered Plan 1090, geographic Township of Barrie, being Part 2 on Registered Plan 13R-23291 (Kashwakamak Lake); and
- All Those Parts of the Road Allowance in front of Lot 16, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Parts 4 and 5 on Registered Plan 13R-22057 (Palmerston Lake)

**And That** appraisals of the properties are not necessary as these are Shore Road Allowances;

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

**Carried**

- c) ***Clerk/Planning Manager: Concession and Shore Road Allowance Application for Approval in Principle – Boyle, Bond and Johnson***

**59-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

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

**And That** Council approves in principle the Application to close, stop up and sell the Concession Road Allowance described as Part of the Concession Road Allowance between Concessions 6 and 7, geographic Township of Barrie (Kashwakamak Lake), shown as Part 1 on Registered Plan 13R-21377 and the Shore Road Allowance between the Concession Road Allowance and Kashwakamak Lake being Part 2 on Registered Plan 13R-21377.

**Carried**

- d) ***Clerk/Planning Manager: Senior of the Year Award - 2025 Nominations***

**60-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2025 Nominations";

**And That** this award gives the Municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;

**And That** Council wishes to participate in the Ontario Senior Achievement Award in 2025 as it recognizes an individual for significant contributions to their community after the age of 65;

**And That** Council defers the nominations until the next Council meeting for additional candidates to be considered for the awards.

**Carried**

- e) ***Clerk/Planning Manager: To Sign the Statement of the Municipality as Part of the Application for Environmental Compliance Approval – Fernleigh Lodge***

**61-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "To Sign the Statement of the Municipality as Part of the Application for Environmental Compliance Approval – Fernleigh Lodge";

**And That** Council will consider a By-law later in the Meeting to authorize the Mayor and

Clerk to sign the Statement of the Municipality as part of the Application for Environmental Compliance Approval;

**And That** in the future, if the Planner's review of the proposal determines the development proposed under the ECA submission complies with the relevant policies of the Official Plan and Zoning By-law, Council authorizes the Chief Administrative Officer or the Clerk to sign the Statement of the Municipality on behalf of the Township. If concerns are identified the Statement of Municipality shall be provided to Council for consideration.

**Carried**

- f) ***Director of Emergency Services/Fire Chief: 2025 Essential Services Fair***  
**62-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council received for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "2025 Essential Services Fair" for information purposes.

**Carried**

- g) ***Manager of Community Development: Community Halls - Standby Generators***  
**63-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Community Halls - Standby Generators";

**And That** Council approves the purchase of a standby generator for the Snow Road Community Hall at a estimated cost of \$15,500;

**And That** Council Instructs the Treasurer to transfer an estimated \$12,000 from the Canada Community Building Fund (CCBF) and thanks the Snow Road Hall Committee for their contribution of \$3,500 towards this project;

**And That** the Manager of Community Development will continue to work with Hall Committees and watch for grant opportunities for Harlowe Hall and Clar Mill Hall generators and if nothing arises in 2025, the MCD will bring back to Council for consideration in the 2026 budget.

**Carried**

- h) ***Manager of Community Development: Crown Land Stewardship Program Annual Report 2024***

**64-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Crown Land Stewardship Program Annual Report 2024".

**Carried**

- i) ***Manager of Community Development: Ontario Trillium Capital Grant – Bike Park at Cloyne Ball Diamond Property***

**65-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Ontario Trillium Capital Grant – Bike Park at Cloyne Ball Diamond Property";

**And That** Council approves the MCD's Application to the 2025 Ontario Trillium Capital Grant for 100% project funding;

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

**And That** Council directs the MCD to have the Bike Park installed at the Cloyne Ball Diamond Property if the Application for Funding is successful.

**Carried**

j) ***Public Works Manager: Joint Application to the Active Transportation Fund with the County of Frontenac - Snow Road Multi-use Pathway***

**66-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Joint Application to the Active Transportation Fund with the County of Frontenac - Snow Road Multi-use Pathway".

**And That** Council endorses the proposed joint grant application to the Federal Active Transportation Fund for the construction of the multi-use pathway in Snow Road Station;

**And That** staff are authorized to collaborate with relevant County and community partners to prepare and submit the application prior to the February 26 deadline;

**And That** the County will submit the application with the Township as a joint participant;

**And That** the Chief Administrative Officer (CAO) be authorized to enter into an agreement with the Government of Canada should the joint application to the Active Transportation Fund be successful.

**And That** Council instructs the Treasurer to transfer the estimated \$25,000 from the Canada Community Building Fund.

**Carried**

k) ***Public Works Manager: 2024 Annual Waste Management/Recycling Statistics and Year-End***

**67-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "2024 Annual Waste Management/Recycling Statistics and Year-End".

**Carried**

***Note: The Chief Building Official left at this time.***

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

a) ***Environmental Task Force***

**68-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Environmental Task Force held January 28, 2025;

**And That** Council declares April 22, 2025 as Earth Day;

**And That** Council instructs the Clerk to prepare a Mayoral Declaration and once approved by the Mayor to include a copy on the Township's social media accounts.

**Carried**

b) ***Joint Health and Safety Committee***

**69-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Joint Health and Safety Committee held February 4, 2025.

**Carried**

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

None.

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

a) ***Notice of Motion from Councillor Fowler: Implementation of Provincial Regulations to restrict the possession, breeding and use of non-native (exotic) wild animals and licenced zoos***

**70-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**Whereas** at the meeting on January 31, 2025, Council received a Notice of Motion from Councillor Fowler regarding petitioning the Provincial Government to implement Provincial Regulations to restrict the possession, breeding and use of non-native (exotic) wild animals and licenced zoos and Council approved the request;

**Now Therefore Be It Resolved That** Council supports World Animal Protection's campaign for provincial regulations of non-native (exotic) wild animals and roadside zoos;

**And That** the Township of North Frontenac hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native ("exotic") wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native ("exotic") wild animal population;

**And That** Council instructs the Clerk to provide the Resolution of Support to the Premier of Ontario; the Ontario Solicitor General; the Minister for Natural Resources and Forestry; John Jordan, MPP; and Scott Reid, MP, after the upcoming Provincial Election on February 27, 2025.

**Carried**

## 15. Council Portfolio Verbal Reports

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

## 16. Introduction and Reading of By-laws

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

**71-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**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:

- #2025-08 To Close and Sell Shore Road Allowance;
- #2025-09 To Amend Schedule 'C' of Waste By-law #80-23; and
- #2025-10 To Sign Environmental Compliance Approval Application;

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

**Carried**

## 17. Public Forum

None.

## 18. Closed Session

None.

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

## 20. Confirmatory By-law

- a) *Confirming By-law #2025-11*

**72-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis**

**Be It Resolved That** By-law #2025-11, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held February 21, 2025, be read a first, second, and third time and finally passed.

**Carried**

## 21. Adjournment

- a) *Adjournment of the Council Meeting*

**73-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council adjourns the Meeting at 10:36 a.m. until March 14, 2025, or at the call of the Chair.

**Carried**

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Mayor

---

Clerk



# **KALADAR BARRIE FIRE DEPARTMENT**

## **2024 ANNUAL REPORT**

## **TABLE OF CONTENTS**

- I. Fire Chief's Message**
- II. Core Values, Mission and Vision**
- III. Organizational Structure**
- IV. Department Staff**
- V. Incidents by Type**
- VI. Incidents by Area**
- VII. Incidents by Month**
- VIII. 2014-2024 Response Comparison**
- IX. Significant Incidents**
- X. Prevention & Public Education**
- XI. Training**
- XII. Apparatus & Equipment**
- XIII. Automatic/Mutual Aid**
- XIV. Summary**

**i. Chiefs Message**

*2024 saw slightly fewer calls than 2023 and significantly less calls than 2022. Climate has some affect on call volumes in 2 ways; one the nicer the weather the more people we see moving around in our area. The other is bad weather can directly affect the number of calls we receive from the effects of the weather such as power lines down, etc..*

*It appears the legislation makers have slowed down however the Ministry of Labour has taken more interest in the fire service and are looking at the accepted standard of practice as law, thereby adopting the NFPA standards. The National Fire Protection Association (NFPA) has standards for virtually every aspect of the fire service. These standards are a great resource for the fire service in Ontario and should continue.*

*Our training schedule was a mix covering the majority of our call types and awareness on subjects we don't normally see but are currently on the radar or on the rise all around us. All training includes a large enfaces on fire fighter and public safety.*

*Medical training including drug related calls, Active Attacker / Potential violent situations, Accountability, Incident command, Auto extrication, Lithium-Ion battery fires, Wild Fire refresher, Pump operations, Driver / Marine training, Ladders, Suppression, Reading Smoke, Decontamination, Cancer prevention, PPE, Hose handling, Loss control, Ventilation, Fire control, Fire flow path, Portable*

*extinguishers, Scene lighting, Forcible entry, Highway Safety, Scene set up, Fire Pre-Planning, and Health & Safety.*

*As well as our regular in-house training, we brought in guest instructors from other fire services to share their expertise*

*We sent 4 students through a joint recruit program with Napanee Fire as it has proven to be more economical to run one class for a larger number of students than running the program for just 4 students.*

*Three of the students completed and passed the FF1 & 2 exams for NFPA 1001 FF1&2 certification. One student completed the first course only as well as the mandatory Hazmat course and is now certified to NFPA1001 FF1.*

*Working with other departments has once again proved its self as a cost saving means of getting new recruits trained and certified. It also provides the students an opportunity to connect and build relationships with fire fighters from other departments.*

*We had two officer advancements this year. Last year we went through an extensive captain application process to fill a couple of vacant spots. From that process we had a couple applicants that were missing a course which they have since acquired. In 2024 we had a couple of officer positions open up so Kristin & Nick were promoted to the rank of Captain. Since then, they have been quite active both on calls and helping with training.*

*Active fire fighter turnout has been a challenge in 2024. A few of our fire fighters have been out less. In review of this situation, it has been*

*noted that most are now either working away or going away to school and one couple have had some family issues that has taken them away. This is a common experience among other fire chiefs I have spoken with as well. Recruitment and Retention are going to be even more challenging in the near future as the next generation has a lot on their plate. Living in an area with limited job opportunities does mean some have to look else where for work. We have seen Mutual Aid used more this past year as more & more departments find it difficult to staff a larger call. We are no different and have had to call for help from neighbouring departments more than usual. We have also had a couple leave due to work and other obligations. We have taken on 2 new recruits and are hoping to find a few more in early 2025*

*Our interagency policy is working well, with police, EMS and fire working well together.*

*The JHSC continues to work well and every effort is put into making sure our work place is safe and all members operate in a safer manor.*

*The Economic volatility we are seeing is creating some significant cost implications as Fire Equipment has seen large cost increases. Our long-range planning / budgeting which was designed for a modest 2% inflation rate each year has been thrown for a loop with*

*the unexpected large (in some cases 45% or higher) increases over the past couple years causing a shortage in reserves.*

*I look forward to 2025 with a lot of training planned. We have the MLFTU coming back, along with a couple of SP103 courses planed. A number of fire fighters are looking to advance their skills and are looking at advanced courses this coming year.*

*The KBFD members have shown such professionalism that I have had insurance claim adjusters' comment on how little property damage we did on a call. I have also had home owners state how much they appreciate us and what we did for them.*

*The KBFD Fire Fighters have done a great job protecting the people and representing the townships.*

*Casey Cuddy*

*Fire Chief*

## **ii. Core Values, Mission & Vision**

### ***PROFESSIONALISM***

*The fire department demands the highest standards of excellence, integrity, commitment and dedication from all its employees. As professionals, we must treat all others with respect and dignity. The public and taxpayers deserve nothing less.*

### ***INTEGRITY***

*The fire department is entrusted with protecting the public and enforcing fire and other related codes. Each member has a personal responsibility to demonstrate the highest ethical standards to inspire confidence and trust in each other and also in the public we serve.*

### ***RESPECT***

*Each member of this department should be treated with consideration and respect. Personnel must be free to contribute fully to this fire department without any fear or disrespect. All employees must respect the dignity and rights of co-workers and the public they serve.*

### ***ACCOUNTABILITY***

*In carrying out our missions, all employees must hold themselves accountable to the public, taxpayers and personally for their actions.*

### ***VISION***

*The Kaladar-Barrie Fire Department is dedicated to continually improving the quality of life, to the people we serve with exemplary service in a cost effective and efficient manner.*

### ***PARTNERSHIP***

*The Kaladar-Barrie Fire Department recognizes that its success requires a diverse, coordinated team committed to the highest standards of trust, hard work, co-operation and communication working together with external stakeholders to achieve common goals.*

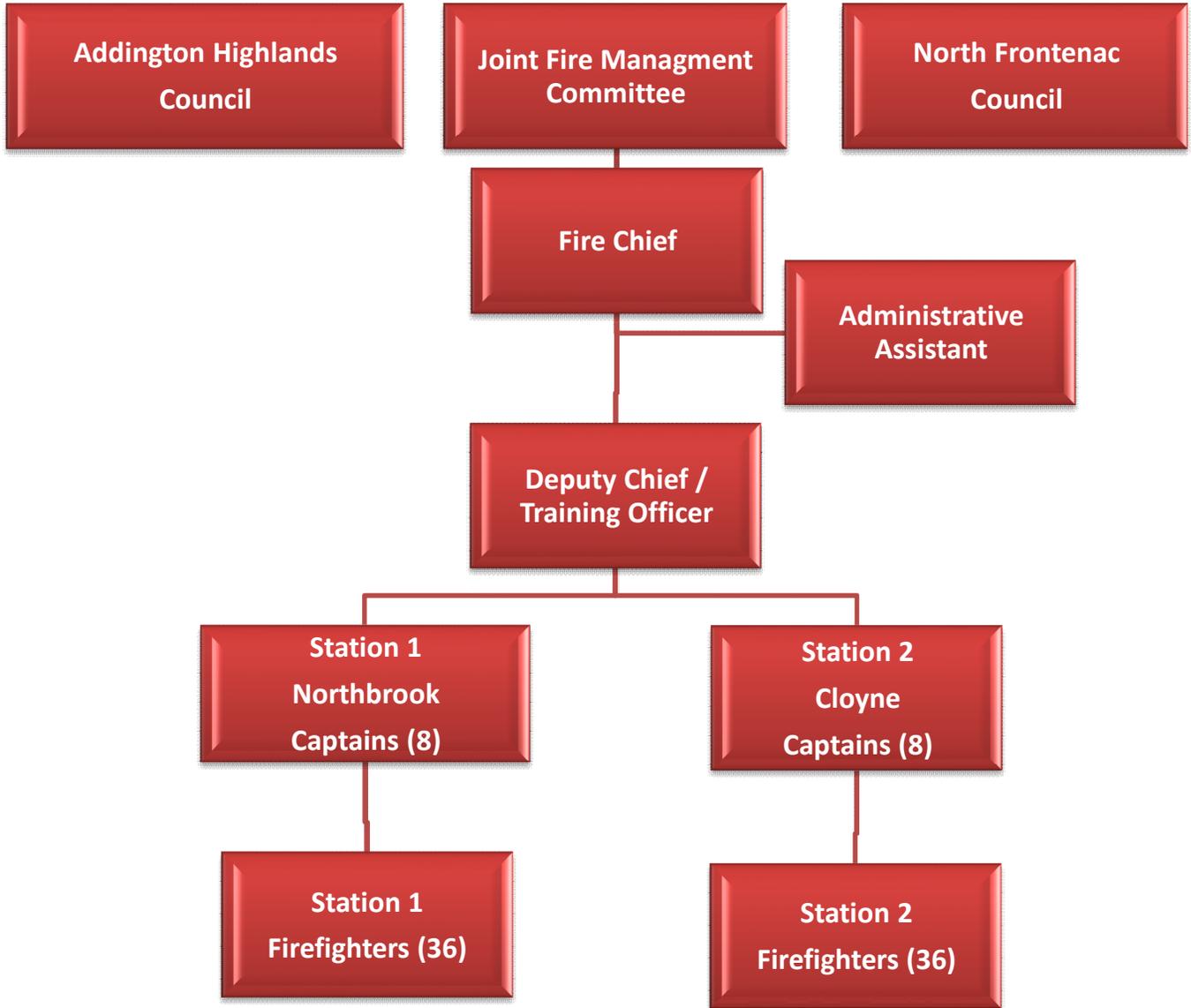
### ***INNOVATION***

*The fire department strives to work creatively, proactively and effectively in providing services to the public. We are committed to finding flexible, efficient and innovative approaches to providing fire safety.*

### ***MISSION***

*It is our mission to continually strive to provide fire and life safety protection, prevention and education to the residents and visitors of both Addington Highlands and North Frontenac with dedication, team work, civic pride and professionalism*

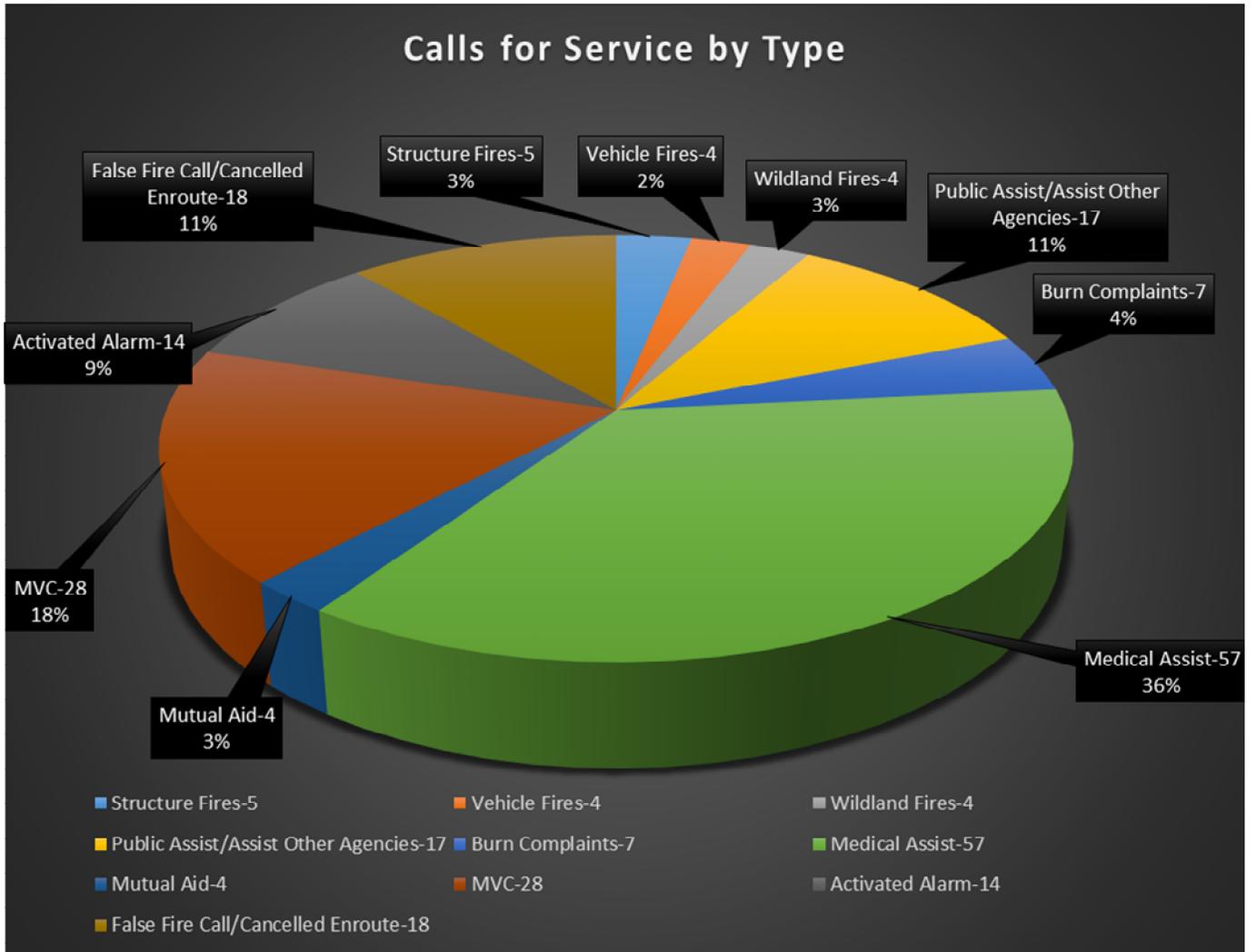
**III- ORGANIZATIONAL STRUCTURE**



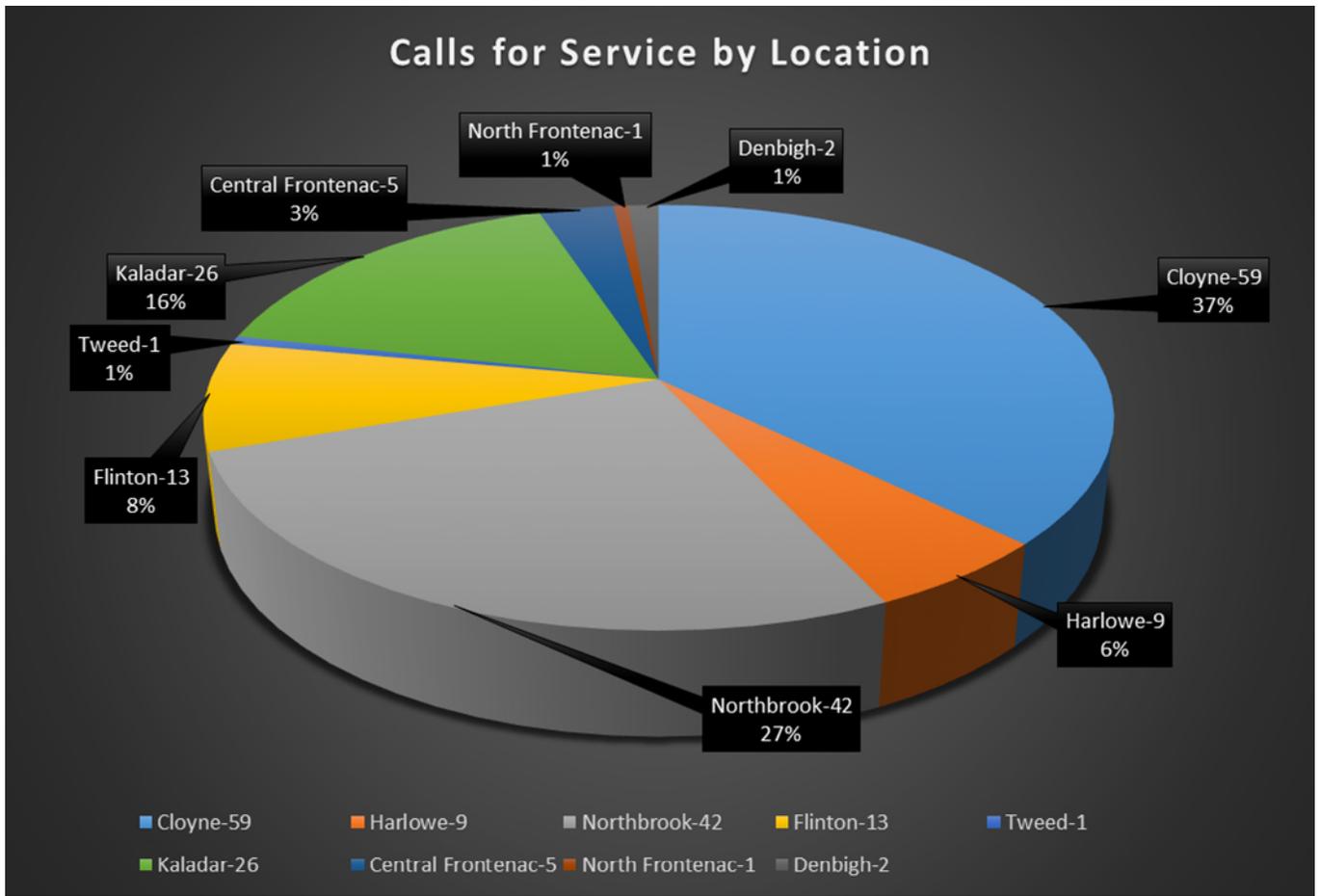
**IV. DEPARTMENT STAFF**

Name	Years of Service		Name	Years of Service
Richard Tryon	49		Sonya Robinson	5
Casey Cuddy	34		Adam Robinson	5
Blake Garey	34		Phil Cooley	5
Kevin Smart	30		Amanda Miles	5
Terry Tryon	26		Ryan Kirkham	5
Mike Snider	22		James Cox	3
Dwayne Thibault	21		Steve MacCullum	3
John Nowell	21		Sylvie Manaigre	3
Bill Irving	18		Michael McCarthy	3
Chris Stapley	17		Damon Newman	2
Mitchell Alcock	16		Sarah Reed	2
James Nowell	15		Josh Shiner	2
Shayne Macarthur	14		Willa Shiner	2
Kristin Warlich	11		Alexus Wagner	2
Jamie Miles	11		Jeff Dalton	2
Russell Gray	11		Liam Gray	1
Wayne Speck	10		Erica Hengeveld	1
Adam Arney	9		Connie Kot	2
Joel Miles	8		Zackary Pare	2
Dave Avery	9		Emile Marleau	J
Nick Cooke	9		Jana Casselman	J
Ben Mieske	7			

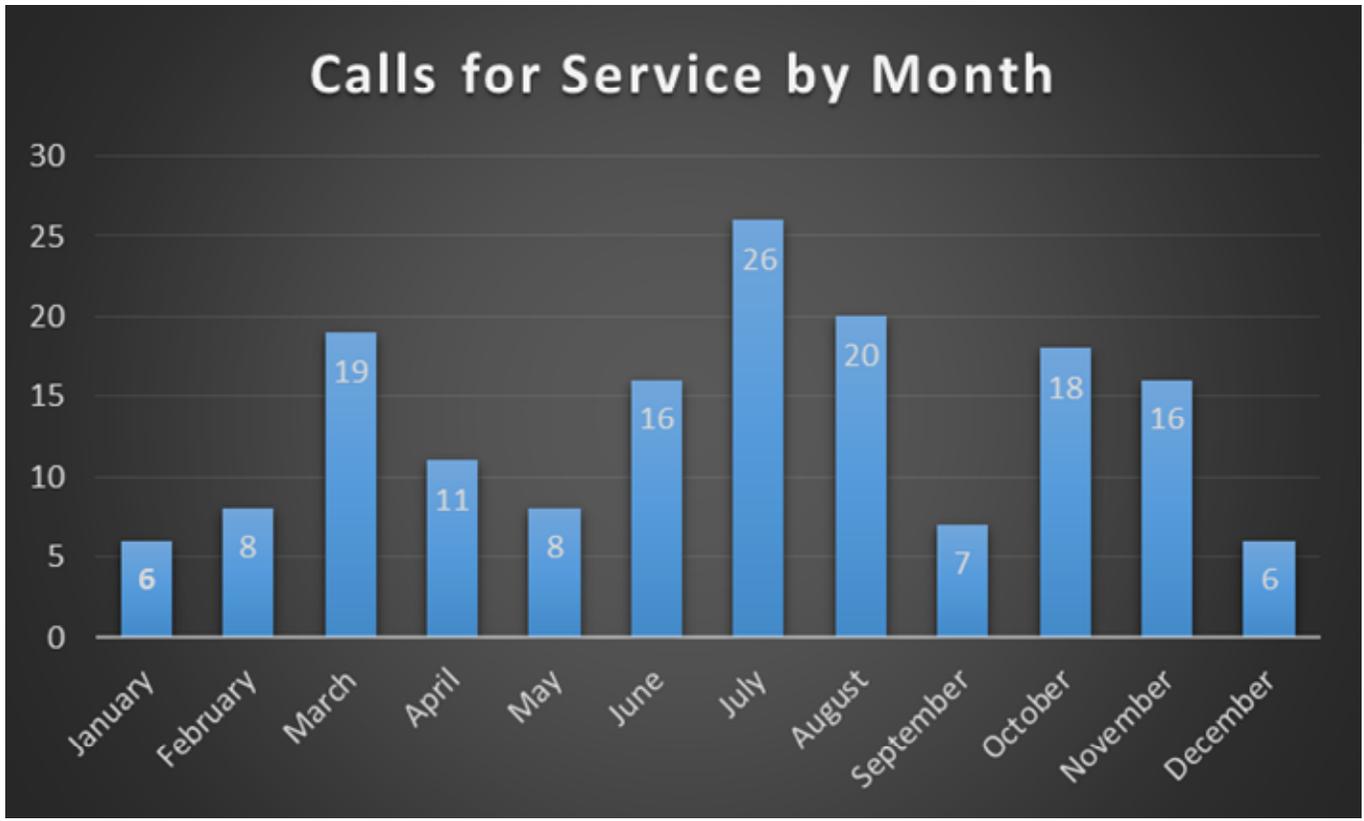
**V. INCIDENTS BY TYPE**



**VI. INCIDENTS BY LOCATION**

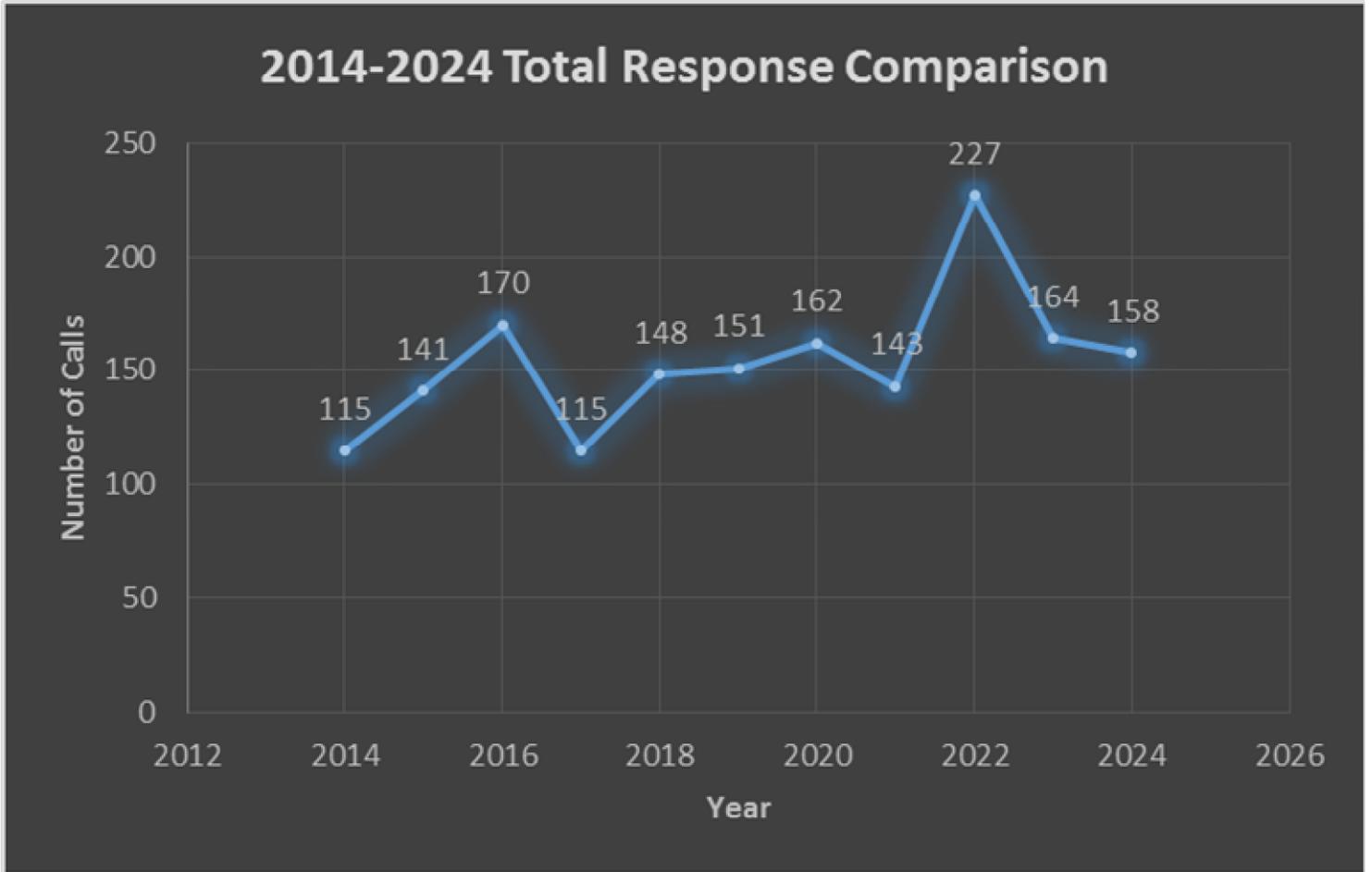


**VII- INCIDENTS BY MONTH**



2024 Response by Type	Month												
	January	February	March	April	May	June	July	August	September	October	November	December	
Structure Fires	0	0	1	0	0	0	0	1	0	2	1	0	5
Vehicle Fires	0	0	0	0	0	2	1	0	1	0	0	0	4
Wildland Fires	0	0	1	0	1	1	0	0	0	1	0	0	4
Public Assist/Assist Other Agencies	1	2	0	1	0	5	4	2	0	0	1	1	17
Burn Complaints	0	1	1	0	0	0	1	2	0	1	1	0	7
Medical Assist	2	4	7	4	4	2	12	7	3	5	6	1	57
Mutual Aid	0	0	1	0	0	0	1	1	0	0	1	0	4
MVC	1	0	4	3	0	3	2	3	2	5	4	1	28
Activated Alarm	1	0	3	0	1	2	2	2	1	1	1	0	14
False Fire Call/Cancelled Enroute	1	0	1	3	2	1	3	2	0	3	1	1	18
<b>Total</b>	<b>6</b>	<b>7</b>	<b>19</b>	<b>11</b>	<b>8</b>	<b>16</b>	<b>26</b>	<b>20</b>	<b>7</b>	<b>18</b>	<b>16</b>	<b>4</b>	<b>158</b>

**II. 2014-2024 RESPONSE COMPARISON**



## **IX. SIGNIFICANT INCIDENTS**

### **Vehicle Fire-Exposures**

KBFD Crews were called to a vehicle fire (UTV) on an urban property within the Northbrook area. Upon Crews arriving on scene, it was noted that the fire was in the process of extending to a nearby garage. Crews applied approximately 800 gallons of water to prevent the spread of the fire and contain it to the vehicle. Crews were able to save the structure and extinguish the fire.

### **Motor Vehicle Collision-Extrication**

KBFD Crews were dispatched to a three vehicle collision at the intersection of Highway 41 and Harlowe Road in the Township of Addington Highlands. Fire Crews made a quick response to the scene, conducted a scene survey and determined that patients needed to be extricated. Fire crews worked in conjunction with EMS to extricate the trapped persons. Crews provided scene security until police could arrive at the scene, also assisted with clean-up of the roadway.

### **Domestic Dispute-Possible Arson**

KBFD crews were dispatched to a reported mobile home fire as a result of a domestic dispute in the Northbrook area. Additional information had been provided that the suspect may have been in possession of a weapon. Fire personnel staged in the nearby area, and awaited for OPP to attend and ensure the scene was safe. OPP arrived on scene and confirmed there were no threat from the potential suspect. Crews were able to extinguish the fire without incident, while attempting to preserve evidence for police.

### **Mutual Aid Wildland Fire-Exposures**

KBFD crews were called to assist Central Frontenac with a wildland and structure fire. The Kaladar-Barrie Fire Department assisted by providing two support vehicles, equipment and 9 firefighters to combat the blaze. Fire Crews arrived on scene and worked to assist the neighbouring fire department to prevent the loss of life and property. Both fire services were able to quickly bring the fire under control and conducted overhaul operations.

### **Motor Home Vehicle Fire**

KBFD were dispatched to a motor home vehicle Fire at the intersection of Highway 7 & Highway 41. Crews responded to the scene and ensured that all occupants were out of the vehicle and prevented exposures. The KBFD were able to extinguish the blaze, assist with traffic control and clean-up. Scene was turned over to OPP for their follow-up.

### **Water Rescue-Overturned Kayak**

The KBFD was dispatched to an overturned kayak with 4 persons involved on Marble Lake. Upon arriving at the scene, members determined that 3 people had fallen in the water and two vessels had been involved. All parties were rescued by the Fire Department and returned to the shore safely. The patients were assessed by staff for any injuries, as a result of the overturned vessels.

### **Structure Fire-Fully Involved**

KBFD were dispatched to assist Denbigh with a fully involved structure fire. Crews arrived on scene confirmed the extent of the fire and conducted a defensive attack. There were no persons inside the residence when the fire department arrived on scene; however, two occupants were injured as a result of the fire. Crews worked in conjunction with Hydro, and EMS while on scene of the structure fire. Crews were able to extinguish the fire without incident and an investigation was conducted to determine the cause of the fire.

### **Structure Fire-Single Family Dwelling**

The KBFD were dispatched to a structure fire on Highway 41 in the Kaladar area. Crews arrived on scene and observed that the fire was coming out of the attic and side wall area. Crews applied water to the fire source, and members conducted an exterior attack to combat the fire. Crews worked to quickly contain the fire and an investigation had been conducted to determine the cause of the fire. The house was vacant at the time of the fire.

### **Structure Fire-Single Family Dwelling**

The KBFD responded to a structure fire in the Cloyne area. Crews arrived on scene and were alerted by thick smoke coming from the eaves of the residence. The fire appeared to be contained to the attic area. With the assistance of neighbouring fire departments members quickly extinguished the fire and conducted overhaul procedures. The fire was determined to be a as a result of insulation against the chimney in the attic space.





## **X. Prevention & Public Education**

### **Burn Complaint and Bylaw Enforcement Calls**

The Addington Highlands, Kaladar-Barrie Fire Department responded to approximately 7 burn complaints in 2024. Burn complaints account for 4% of the total number of calls for the fire department. The number of burn complaints has decreased by 2% since last year. Burn complaints consist of calls generated by either the public or members of the fire department. The calls can range from individuals burning during a fire ban, burning restricted items, during prohibited hours, or in some cases members of the public reporting burning when it was lawfully permitted. These types of calls can present an opportunity for the members of the fire department to educate the public on fire safety tips and municipal by-laws/infractions. In these situations members can be met with persons that are receptive to the complaint and education, while others can be passive aggressive towards staff. Members always remain professional while they enforce the Municipal burning regulations, and ensure the appropriate message is delivered to promote a safe environment for both the citizens of Addington Highlands/ North Frontenac and tourists visiting.



## Public Engagements

In 2024 the KBFD had been proactive within the community, by performing fire safety inspections on both commercial and residential structures. These inspections were to ensure the operation and proper placement of smoke/carbon monoxide detectors throughout the structures. Inspections were also conducted to make sure the structures were in compliance as per codes. Residence that did not have adequate life safety systems were provided with smoke alarms by the fire department. This proactive approach by the fire department ensures that in the event of a fire emergency, people inside the home are able to leave and be alerted of the potentially dangerous situation.

The Kaladar-Barrie Fire Department conducted several presentations at the North Addington Education Centre from junior kindergarten to grade 8. Other public engagements that the department participated in were Touch the Trucks, the Christmas Parade, Trick or Trunk, as well as toy and food drives.

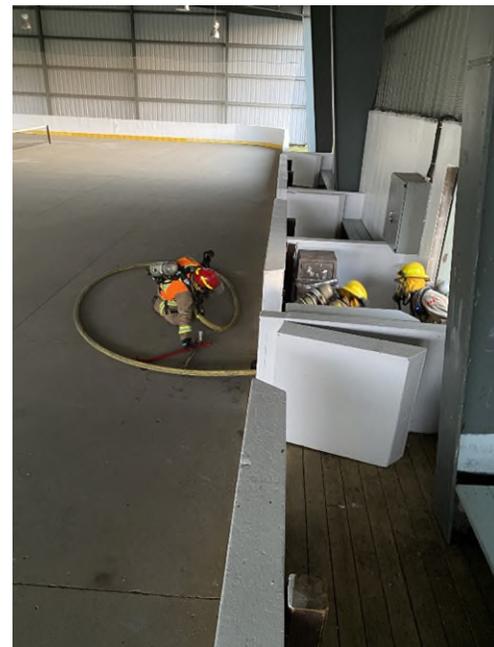
The Department actively engages with various organizations including the Lions Club and the Cottage association. The active engagement provides the community an opportunity to meet the members of the department, promote fire safety, and hear feedback from the community members.



## **XI - Training**

Members of the Addington Highlands Kaladar-Barrie Fire Department participate in weekly training at both the Northbrook and Cloyne station. The training completed by the members is comprised of both practical scenarios and in class work. Members often conduct training with other services, EMS, and supporting programs. All training meets the NFPA standards and fire personnel must maintain these standards throughout their career in the volunteer service. Many of the Firefighters at the KBFD received various certifications in 2024.

Firefighters often take the initiative to pursue additional training to benefit the community, team members and for promotional purposes. Additional training allows members to be proficient while at calls. With the ever changing dynamics of firefighting, new training is essential to remain current and up to date with new firefighter skills. The Firefighter's often complete this training on their own time throughout the week days and weekends.



**LENNOX & ADDINGTON COUNTY RECRUIT PROGRAM**

The Kaladar-Barrie Fire Department has had a large influx of new recruits in the recent years. These recruits participate in training, which certifies them to NFPA standards as required by the Province of Ontario. The training ensures that all recruits and members are trained to the same standards and have the ability to undertake any tasks they may encounter in the volunteer fire service. The Kaladar-Barrie Fire Department is always actively seeking new members to join their team of dedicated members.



**XII- Apparatus & Equipment APPARATUS**

*KBFD operates 6 Apparatus, 1 light duty pickup, 1 one ton pickup, 1 marine unit (boat), and 1 UTV with a combined 2024 estimated replacement value of \$4,496,000.00. The projected replacement cost for equipment is estimated at \$526,000.00*

KBFD APPARATUS SCHEDULE				
Truck Name & Number	Truck Type	Date of Manufacture	Replacement Date	Estimated Replacement Cost
Tanker 612	Tanker	2024		650,000.00
WILDLAND 621	Bush Unit	2006	2026	98,000.00
Chief 611	1/2 ton pick-up	2021	2030	95,000.00
PUMP 611	Front Line Pumper	2004	2029	900,000.00
UTV 621	UTV/Trailer	2012	2030	53,000.00
TANK 621	Tanker/Pumper	2007	2033	600,000.00
RESCUE 611	Heavy Rescue	2018	2037	620,000.00
MARINE 621	Rescue Boat	2014	2039	60,000.00
Tanker 611	Vacuum Tanker	2015	2040	800,000.00
PUMP 621	Mini Pumper	2020	2042	620,000.00
				<b>Total: \$ 4,496,000.00</b>

*Based on projected growth and increasing risks KBFD staff have identified some other equipment needs, with projected purchase dates and estimated costs.*

IDENTIFIED CAPITAL EQUIPMENT PURCHASES			
PROJECTED EQUIPMENT PURCHASES	YEAR OF PURCHASE	Replacement Date	ESTIMATED COST
Replacement of Extrication Equipment (some purchased in 2020)	2020	2044	\$ 101,000.00
TIC-Life Safety Tool	2019	2029	\$ 25,000.00
Replacement of SCBA	2016	2031	\$ 400,000.00
			<b>\$ 526,000.00</b>

### **XIII- Automatic/Mutual Aid**

The Mutual Aid program is a fundamental part in the operation of all fire services throughout the province of Ontario. This program has been formally adopted by the Fire services since the 1950's. It ensures that when needed, departments can call on other fire services for additional support with personnel, vehicles, and equipment. The goal of the mutual Aid program is a coordinated effort to minimize loss of life and property as well as damage to the environment.

The Addington Highlands, Kaladar-Barrie Fire Department participates in the mutual aid program. In 2024 the fire department responded to several Automatic/Mutual Aid calls to Central Frontenac, North Frontenac, Denbigh and Tweed. Mutual Aid accounted for 3% of the total calls for the Kaladar-Barrie Fire Department. The Addington Highlands, Kaladar-Barrie Fire Department also utilizes the mutual aid program, by obtaining assistance from neighbouring fire departments such as North Frontenac, Denbigh & Stone Mills. The mutual aid program ensures all residents receive an unsurpassed service to both urban and rural communities.



*"Firefighters never know what they will encounter on each call but proceed with the same level of commitment and service." Byron Pulsifer*

## **XIV- SUMMARY**

In conclusion, 2024 had been a productive year for the Kaladar-Barrie Fire Department, both in response to calls and community events. The KBFD Highest call responses were for medical related occurrences and motor vehicle collisions. In 2024 the KBFD responded to a wide range of calls for service in the urban and rural communities.

The KBFD participated in several volunteer events, providing public education to the community. Members continue to complete weekly meetings/training, servicing of equipment and hall maintenance duties. Members of the KBFD wear the departments crest with pride providing a professional service, both on and off duty. The KBFD works closely with other emergency services which include, but not limited to police, other fire services, EMS, MNR, and roads department. These agencies always have positive comments to make regarding the department and understand the importance of their role.

The fire service is always evolving to combat new challenges that change the way the service operates. The members of the fire service continue to train and prepare for the obstacles ahead, to ensure the best services for the community in which they serve. The Kaladar-Barrie Fire Department will continue to provide an unsurpassed service through public engagement and responding to call for service. The department is able to do this with the aid of all the community and municipal partners along with the support from neighbouring fire departments.

We would like to thank all who were part of helping us serve our community businesses, residents and visitors in 2024.





**Resolution of the Joint Fire Committee Kaladar Barrie**

**Date:** February 14, 2025

**Resolution # 7-25**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor Kirby Thompson

**Be It Resolved That** the Committee receives for information the 2025 Draft Budget for the Kaladar Barrie Fire Department:

**And That** the Committee instructs the Fire Chief to make the following change:

- Insurance be increase to \$22,875 to reflect actual cost recently provided;

**And That** the Committee instructs the Clerks to provide the Budget to each Council for consideration.

**Carried**

Mayor

Kaladar / Barrie Fire Dept. Proposed budget for 2025

	2025	2024	K/B FD	% difference over
	Proposed	budgeted		year
<b>volunteer Honorariums 16-2110-2</b>	175,000.00	175,000.00	Depends on # of , type of & duration of calls & mandatory training. includes employer expenses WSIB \$18,494 honorariums captains 7x \$600 + admin assistant \$12,000 + acting fire chief 5 weeks x \$500 to fill in during holidays recruit training, fire fighters doing pub ed for fire prevention, hall duties, meetings, H&S	0.00
<b>fire wages 16-2115-2</b>	110,620.00	104,000.00	Training officer 15hr. week chief 30 hr. week inc. non union adjustments as per policy, pay scale includes all EI, CPP , EH, etc.	6.37
benefits 16-2116-2	6,200.00	6,100.00	standard as per AH policy went up this year	1.64
Employee Health 16-2118-2	1,512.00	1,405.00	in 2018 MOL requirement PTSD plan and EAP (VFIS \$3.00 Per month per ff = \$36 per ff per year = (1,512)	7.62
ff benefit package			* taken out last year & left out this year as too many other large increases this year	
<b>Utilities &amp; Communications</b>	43,000.00	43,000.00		0.00
16-2120-2				
			Hydro - hydro 6,000	
			Propane - heat for both fire halls 9,200	
			internet service for Northbrook station est. (900)	
			phones - Emerge. Forwarded line, 2 fire halls, cell + chiefs fax / fire info line (1,700)	
			dispatch 7,180 as per agreement	
			Whos responding - dispatch back up system 1,200	
			* annual CRTC license for base radios only 1,160 announced 6.8% increase for 2023	
			pager & radio repairs, & batteries 950 - repair when feasible	
			portable mobile radios 8,000 radios take a lot of abuse on calls Radios went up over \$300 ea. last year	
			* Mobile Repeater est 3,500 - didn't do last year due to cost increases & repeater move	
			* radio head sets for pump operators didn't do last year waiting on posable repeater costs	
<b>Maintenance, vehicles &amp; Equipment</b>	21,000.00	21,000.00		0.00
16-2130-2				
			Trucks - safeties, maintenance & repairs 7,350	
			Break down emergency repairs 5,400	
			Rust proofing 2,400	
			vehicle registrations, parts, etc. 1,300	
			Pumper inspections / certification 1,350	
			emergency lights & equipment on boat 3,200	

Page 91 of 308

Kaladar / Barrie Fire Dept. Proposed budget for 2025

	2025 budgeted	2024 proposed			
<b>Materials &amp; Supplies</b>	62,000.00	62,000.00			<b>0.00</b>
16-2140-2			Fuel for trucks, pumps, generator, jaws etc. (8,500)		
			washer fluid, grease, fuel treatment, antifreeze, oil, etc. 500		
			snow removal at fire halls & water sources 2,500		
			station wear for new fire fighters completing recruit training, uniform, 1500 ordered last year still has not come in		
			renewal of certification for air filling (75)		
			Equipment Testing / Servicing ( jaws of life repair & service 1,500, ladders, air filling system, etc.)		
			BA cleaner, bags, etc. 400		
			cal gas for testing unit (sniffer 4 gas detector, HCN)500		
			Fire Extinguishers -refills, inspection, service and replacement as needed (halls & trucks) 1,000		
			Air Bottle Hydrostat tests ba bottles not due till Jan 2026. 2 fill station tanks done last year		
			Bunker suits cleaned & Annual testing - NFPA requirement 1000		
			batteries for heat gun, tools, etc. 100		
			Occupational Health & Safety books must be available at fire halls 100		
			accountability (oh&s requirement) 400 - replacements and new member tags		
			Refreshments & Food on long calls & all day training we must provide potable water and refreshments 2,000		
			hose - replacement of older hose that is warn out and fails testing 5,000 this year High Vol		
			recruitment & retention & awards Hosting expenses 6,000		
			rescue & safety tools & equipment 1,000		
			Office & non fixed Building supplies 1,000		
			Travel Expenses - equipment, meetings, competitions, etc. 1,000		
			Medical Supplies /replacement of equipment that cannot be reused 2,000 (get what we can from EMS)		
			SCBA & masks annual flow testing 2,500		
			wild fire fittings, nozzles, pack cans etc. depends on fire season , got away with very little in last couple years 1,000		
			Miscellaneous -hosting of mutual aid & other meetings 500		
			Photo Identification as Fire Fighter for fire prevention, inspections, security, etc. Few new members to do this year		
			flash lights, batteries & bulbs 800		
			memberships - OAFc 400		
			* dry hydrants at water source -if opportunity presents est. 5,000		
			spill containment -absorbent used in halls and on highway incidents - depends on amount used at calls		
			health & Safety		
			adaptors, nozzles, fire axe, hand tools, etc.		
			garbage disposal for fire halls		
			gas detector 1,000 4 gas / HCN?		
			* bunker gear dryers - grant- been approved for dryers however grant falls short about 5,000		

Page 92 of 308

<b>PPE</b>					
16-2145-2	46,000.00	49,000.00	part of due diligence OHSa says employer must provide appropriate ppe according to standards	-6.12	
			* Bush Fire Boot Allowance have 37 ff's who qualify for \$150 boot allowance every 2 years (5,550)		
			Gloves (structure & extrication) ongoing - wear out quickly due to type of use + 10 year rule		
			Bunker Boots ongoing as we replace damaged or worn out boots \$850ea. NFPA 10 year rule		
			Fire Helmets to meet reg 714/94.(4) - 10 year NFPA regulations		
			Coveralls for wild fires -OHSa says that we cannot use bunker gear \$350 ea.		
			Tyvek suits - rationed them so have a supply of them so far. Depends on types of calls, etc.		
			safety glasses, hearing protection, respiratory protection, etc.		
			Balaclavas - part of ppe for fighting fires - 10 year rule new recruits needing them & replacements		
			bunker suits new applicants if they pass next level will require bunker gear as well as some needing replacement est 27,000 (9)		
			Bunker suits must be sized for person wearing it and meet standard. reg714/94 part 5(1,2) BS require annual		
			inspections and must be replaced every 10 years.		
			coats got most couple years ago may need a few as new recruits come in & get trained		
<b>Insurance</b>	22,875.00	17,600.00	insurance rates went up significantly	29.97	
16-2150-2					
<b>Training</b>	30,000.00	25,000.00	training = safer & more efficient operations	20.00	
16-2160-2			Mandatory certification comes into play July 2026 Ontario Fire Collage being closed = increased training costs		
			Driver training D & Z course, licencing drivers for trucks		
			Other / outside training OHSa sec25(2)(a) Depends on # of ff's that are available to take when courses offered		
			Mutual Aid dues, more and more online & blended training		
			Medical EFR & CPR etc. Annual CPR recert, Full EFR recert this year + some new members full course		
			MTO requirements for D license holders = medical exams & rewriting		
			Training materials & supplies (will try for grant)		
			bringing in instructors if cheaper than sending guys out		
			NFPA curriculum requires more training / examining		
			chief officer courses and mandatory MOL PTSD , TWM, WAH training. Officer development and advanced courses		
			mileage, recruit and travel training costs		
			* fire fighter fitness & wellness program 15,000 - looking for grant opportunities (is a mandatory requirement)		
			* MLFTU use this year		

Page 93 of 308

	2025 budgeted	2024 proposed		
<b>Fire Prevention</b>	9,000.00	10,000.00	FP program including signs, smoke alarm program, public presentations, membership PFSC, advertising, etc.	-10.00
16-2170-2			this is a very important part of the fire service and a requirement of compliance under the FPPA	
			Fire prevention contract for fire safety inspections, code enforcement and vulnerable occupancies compliance.(not invoiced in 2024)	
			* won a grant last year which helped offset costs.	
<b>legal&amp; administration fees</b>	1,290.00	1,290.00	JFC admin. Costs, auditing, legal ?, payroll admin fee	0.00
16-2175-2				
other				
<b>Sub Total before capital -operating</b>	<b>528,497.00</b>	<b>515,395.00</b>	Operating costs before capital.	
				2.542127882
<b>Capital &amp; Reserves</b>	<b>budgeted 2025</b>	<b>budget 2024</b>		
22-2107-2				
Drone	applied for another grant	grants successful	working on getting funding (grants) (includes training) \$50,000 only if successful in getting grant	
Sprinkler kits		11,000.00	2 sprinkler kits purchased last year	
Repeater		29,000.00	got County Repeater moved to the Northbrook fire station. L&A paid most of the costs & AH covered fixed costs	
22-2103-2				
Tanker 612	850,000.00	850,000.00	* tanker 612 part of long range planning current status is up to 2.5 years to delivery. No bids last year working on going through LAS canoe program this time	
<b>equipment replacement reserve</b>	200,000.00	150,000.00	* Joint fire agreement states that moneys will be put into a funded reserve and managed by the treasurer	33.33
16-2185-2			revenue from calls and reports placed into reserves,	
16-2186-2			* trucks have increased 40% over past 2 years (should be putting in minimum \$200,000 each year) LTC plan says \$251,000	
			As of end of 2024 we should have approx.. \$959,600 in capital replacement reserve & \$164,381 in accident call reserve totaling \$1,123,981 - - if we add 200,000 to reserves this year = \$1,323,981 depending on year end adjustments.	
<b>Section total</b>	<b>1,050,000.00</b>	<b>1,040,000.00</b>		0.96

Page 94 of 308



			<u>long term capital items estimated replacement costs</u>	estimated
			replacement year	replacement costs
note: NFPA revisions to NFPA 1901 standard for Fire Apparatus combined with changes in ULC and MTO requirements, US dollar exchange and inflation drove the replacement of fire trucks up substantially in past years. This "Long Term Capital" list is based on recent bids for similar equipment to other departments where comparisons were available. With the current political situation and threat of tariff concerns it is unknown what will happen to the future costs.	2025	Tanker 612 tanker		850,000.00
	2026	Wild Fire 621 - 2006 1 ton pickup		98,000.00
	2029	Pumper 611 2004 front line pumper		900,000.00
	2029	TIC - life safety tool est. cost		25,000.00
	2030	Utility 621 UTV & trailer - 2012		53,000.00
	2030	Chief 611 chiefs truck (used by ff's as well for training etc.) 2021		95,000.00
	2031	Breathing apparatus SCBA 2016		400,000.00
	2033	Tanker 621 2007 tanker / pumper		850,000.00
	2037	Rescue 611 heavy rescue 2018		620,000.00
	2039	Marine 621 Boat - 2014		60,000.00
	2040	Tanker 611 2015 tandem vacuum		900,000.00
	2042	Mini pumper 621 - 2020		620,000.00
	2044	Jaws of Life - 2018		101,000.00
				total
			divided by average 20 year life span	278,600.00
NOTE: these capital assets are larger and do not include portable pumps, wild fire pumps, hose and other equipment costing less than \$25,000 as a general rule. Nor does it take into consideration new equipment that may be developed or found an asset in the fire service or become a legislated requirement. does not take into consideration any change in level of service which may require additional equipment. Should look at building a reserve for Communications system (towers)				
first draft Jan 2025 revised by JFC Feb 14, 2025				
msexelbudget2025 draft 2 JFC				

Page 96 of 308



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

**Date:** February 21, 2025

**Resolution # 60-25**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor Fred Fowler

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2025 Nominations";  
**And That** this award gives the Municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;  
**And That** Council wishes to participate in the Ontario Senior Achievement Award in 2025 as it recognizes an individual for significant contributions to their community after the age of 65;  
**And That** Council defers the nominations until the next Council meeting for additional candidates to be considered for the awards.

**Carried**

Mayor



After that the MPOA advised they prefer that the original plan continue, moving forward (see attached letter to AH Council) which was considered at their February 4, 2025, Council Meeting. AH Council decided to stay with their previous January 14<sup>th</sup> decision to invite the MP's, MPP's, MPOA and other Lake Associations and the previously designated Councillors and staff to a meeting to discuss the Eurasian Water Milfoil issue.

Once the Provincial election is over Christine Reed, CAO/Clerk-Treasurer for Addington Highlands will touch base and move forward with scheduling a meeting.

As a result I recommend that Council rescind Resolution #350-24 and direct the CAO to work with Addington Highland's CAO to assist in setting up a meeting with the MP's and MPP's as well as the MPOA and other Lake Association's, Addington Highland's Councillors, and Councillors Huetl and Regent to discuss Eurasian Water-Milfoil and the importance of the MP's and MPP's lobbying for assistance with controlling and/or funding the eradication of Eurasian Water-Milfoil.

Have a great day,

**Corey Klatt, Dipl.M.A**

January 20<sup>th</sup>, 2025

**SUBMISSION DELIVERED ELECTRONICALLY**

Township of Addington Highlands

**Attention:** Christine Reed, CAO/Clerk-Treasurer

**Re: *Government action required to manage Eurasian Water-Milfoil invasive species***

---

Dear Christine,

Addington Highlands and North Frontenac adopted the MPOA's asks detailed in the appended Letters, dated Oct 8th 2024, which included among other actions, advancing a meeting with MPP John Jordan, MPP Rick Breese, MP Shelby Kramp-Newman, MP Scott Reid *as well as senior level representatives from the Ministry of Natural Resources and Forestry ('MNRF') the Department of Oceans and Fisheries ('DOF'), the Mississippi Valley Conservation Authority ('MVCA') and any other government body deemed appropriate.* We requested this meeting be held for the purposes of:

- i. discussing the implications of Eurasian Water-Milfoil invasive species in the region, including Lake Mazinaw
- ii. clarifying roles and responsibilities of the participating authorities in managing this invasive aquatic species, and
- iii. establishing an action plan and timelines to respond to the invasion of Eurasian Water-Milfoil

Please note that our Council adopted asks were strategic and by design so that a) all applicable stakeholders are at the table; and b) so that other Lake Associations are apprised of the meeting results.

On Jan 16th 2025, we received an email from you noting that A.H. Council had modified the previously adopted asks such that it is now pared down to include only the MP's and the MPP's.

When we agreed to your suggestion to set a date rather than Staff trying to coordinate timing of when people were available, our hope was that if you set the date towards the end of February, it would give sufficient time for each department to assign a representative to attend. We did not expect that meant reducing the invitee list. This now excludes some of the most critical attendees: DOF (owners of the lake) and the MNRF (owners of the lake bottom), plus the MVCA. It is imperative that all the various levels of Government that we stated in our October 8th communication be invited. It is important to gain an understanding of the roles & responsibilities

of each of the various agencies in the management of invasive species including the leadership of the management of Eurasian Water Milfoil (EWM) and we will not be able to fully answer these questions without everyone at the meeting. We therefore respectfully request that Council works towards our original appended asks of October 8th as originally adopted last fall.

Furthermore, your email of Jan. 16<sup>th</sup> 2025 indicated that Council would like to invite other Lake Associations within the Townships to the meeting. We are all for being inclusive and the MPOA, as part of the North Frontenac Lake Association Affiliation (NFLAA), have been keeping them up-to-date on our findings and of course would provide them with an update after this meeting. Additionally, both Councils adopted the Motion to communicate to the residents and property owners in North Frontenac and Addington Highlands the results of the meeting. The MPOA strategically included this ask in the appended Oct 2024 MPOA Letter(s) so that all affected parties in each municipality are included and informed of the efforts to combat the EWM invasive species in the area. We are concerned that adding all other Lake Associations in each municipality may create undue delays and complexities to the meeting coordination.

If Council feels strongly that all Lake Associations must be invited, and you are able to do this without impact or delay, we are happy for them to listen in, with the stipulation that *the objective of the meeting* remains as originally requested by the MPOA.

Both the objective of the meeting and a rep from all governmental agencies stipulated in our Oct 8<sup>th</sup> communication is critical to our ability to move forward in the management of EWM.

I trust this makes sense but if clarification is required, please reach out to us at [communications@lakemazinaw.ca](mailto:communications@lakemazinaw.ca).

Sincerely,

*FJBates*

Francine Bates,  
President, Mazinaw Property Owners Association



**APPENDIX: Oct 8<sup>th</sup> 2024 Letters to both Councils**

October 8<sup>th</sup>, 2024

**SUBMISSION DELIVERED ELECTRONICALLY**

The Township of Addington Highlands  
72 Edward Street, P.O. BOX 89  
Flinton, Ontario  
KOH 1P0

**Attention:** The Mayor and Councillors of the Township of Addington Highlands

**Re: *Government action required to manage Eurasian Water-Milfoil invasive species***

---

Dear elected representatives of the Township of Addington Highlands:

Eurasian Water-Milfoil, ('EWM'), one of ten recently prohibited or restricted invasive species by the Province of Ontario, is a growing concern in the region, threatening local environmental, economic, and cultural wellbeing, prosperity and sustainability. The problem is particularly acute on Lake Mazinaw, a National Historic Site of Canada, home of BonEcho Provincial Park, 370+ private properties, and many ancillary businesses and is a growing concern for residents, property owners, park users, and other visitors to the Lake. Refer to image in Appendix A of this Letter.

The Mazinaw Property Owners Association's ('MPOA') has taken action to engage with world renowned PhD experts in the field of invasive species to educate property owners or lake users about EWM and minimize its spread by producing a video published to our website [here](#), as just one example of these efforts. The MPOA have also collaborated with the Bon Echo Provincial Park, to ensure invasive species water markers are installed in the Park's regulated area, which has the 2<sup>nd</sup> largest colony of EWM. Additionally, the MPOA have engaged with local businesses to hand out educational material, erect land signs at high traffic locations such as Tappings Landing Boat Launch and installed water markers at colonies elsewhere on the lake, outside of the Park regulated area; and created an orthomosaic map on our [website](#) to help all Lake users understand where the colonies are located so that they may be avoided to prevent further spread. However, these efforts alone cannot adequately address the scale of the problem.

Government expertise, involvement and coordination is required to adequately address the issue. Indeed, government leadership is required. We are concerned that to date, no level of government has intervened to manage the EWM invasive species issue on the

Lake, since it was first registered in the Invasive Species of Ontario database by the Mississippi Valley Conservation Authority on Oct 29th 2019.

Reminded of the Vision Statement in the Township's Official Plan: "*to promote and enhance economic development while simultaneously protecting the natural environment and resources, preserving the pristine character of the lands and waters, and maintaining the enhancing the existing sense of community in the Township.*" we have three requests of Addington Highlands Council:

1. We request that the Township of North Frontenac Council and Addington Highlands Council formally communicate to the Ministry of Natural Resources and Forestry (being the owners of the Lake bottom), including the Minister's office, Council's concern regarding the importance of provincial management of this invasive species, which is a serious threat to the region.
2. We further request that Council request a meeting with MPP John Jordan, MPP Rick Breese, MP Shelby Kramp-Newman, MP Scott Reid as well as senior level representatives from the Ministry of Natural Resources and Forestry, the Department of Oceans and Fisheries, the Mississippi Valley Conservation Authority, and any other government body deemed appropriate. We request this meeting be held for the purposes of:
  - i. discussing the implications of Eurasian Water-Milfoil invasive species in the region, including Lake Mazinaw
  - ii. clarifying roles and responsibilities of the participating authorities in managing this invasive aquatic species, and
  - iii. establishing an action plan and timelines to respond to the invasion of Eurasian Water-Milfoil

Given the seriousness of this matter, we request this meeting happen immediately and the results of it be communicated to the residents and property owners in North Frontenac and Addington Highlands. To facilitate information that may be required for this meeting, the MPOA would like to be at the table for at least the initial meeting to provide clarity around this issue. We have been sharing factual information with the North Frontenac Lake Association Affiliation and have been viewed as leaders in championing much needed information on EWM and its management.

3. We further ask that Council pursue the 'Ontario Protecting Environment from Harmful Invasive Species' [\\$16 million grant](#) investment to help communities better manage this growing threat, available to municipalities who apply

The MPOA knows that the local Council is concerned about the EWM invasive aquatic species issue and would like to ensure it is effectively and safely managed. We look forward to receiving a response from both municipal Councils and working with you to

protect the precious environment of this flagship Lake of national importance and the social and economic well-being of the community.

Sincerely,

*FJBates*

Francine Bates, President, Mazinaw Property Owners Association

cc. Township of North Frontenac Council  
MPOA Board

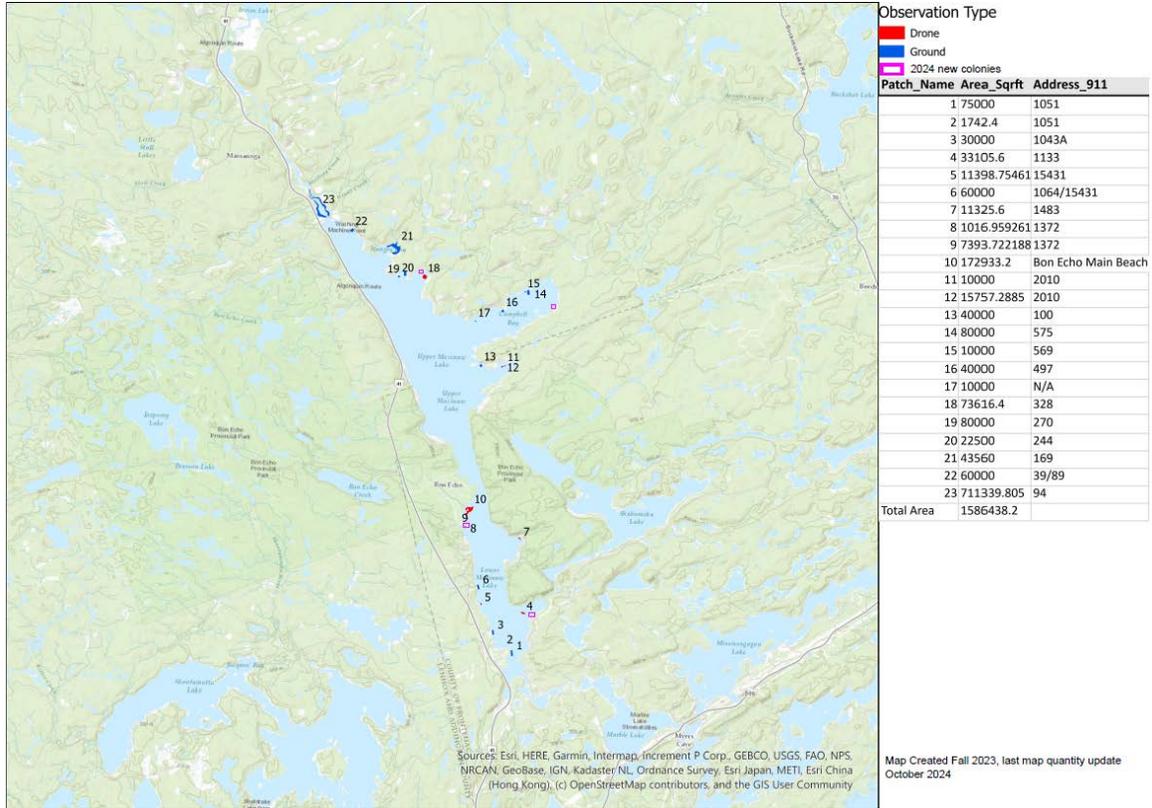


MAZINAW LAKE  
PROPERTY OWNERS ASSOCIATION

**Appendix A: Image of EWM Colony in the South Basin**



## Appendix B: Map of known EWM Colonies



October 8<sup>th</sup>, 2024

**SUBMISSION DELIVERED ELECTRONICALLY**

Township of North Frontenac  
6648 Road 506  
Plevna, Ontario  
K0H 2M0

**Attention:** The Mayor and Councillors of the Township of North Frontenac

***Re: Government action required to manage Eurasian Water-Milfoil invasive species***

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Dear elected representatives of the Township of North Frontenac:

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Lake, since it was first registered in the Invasive Species of Ontario database by the Mississippi Valley Conservation Authority on Oct 29th 2019.

Reminded of the Vision Statement in the Township's 2024-2028 Strategic Plan, "*Empowering our community, protecting our environment*", we have three requests of the Township of North Frontenac Council:

1. We request that the Township of North Frontenac Council and Addington Highlands Council formally communicate to the Ministry of Natural Resources and Forestry (being the owners of the Lake bottom), including the Minister's office, Council's concern regarding the importance of provincial management of this invasive species, which is a serious threat to the region.
2. We further request that Council request a meeting with MPP John Jordan, MPP Rick Breese, MP Shelby Kramp-Newman, MP Scott Reid as well as senior level representatives from the Ministry of Natural Resources and Forestry, the Department of Oceans and Fisheries, the Mississippi Valley Conservation Authority, and any other government body deemed appropriate. We request this meeting be held for the purposes of:
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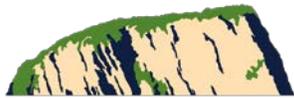
The MPOA knows that the local Council is concerned about the EWM invasive aquatic species issue and would like to ensure it is effectively and safely managed. We look forward to receiving a response from both municipal Councils and working with you to protect the precious environment of this flagship Lake of national importance and the social and economic well-being of the community.

Sincerely,

*FJBates*

Francine Bates, President, Mazinaw Property Owners Association

cc. Township of Addington Highlands Council  
MPOA Board

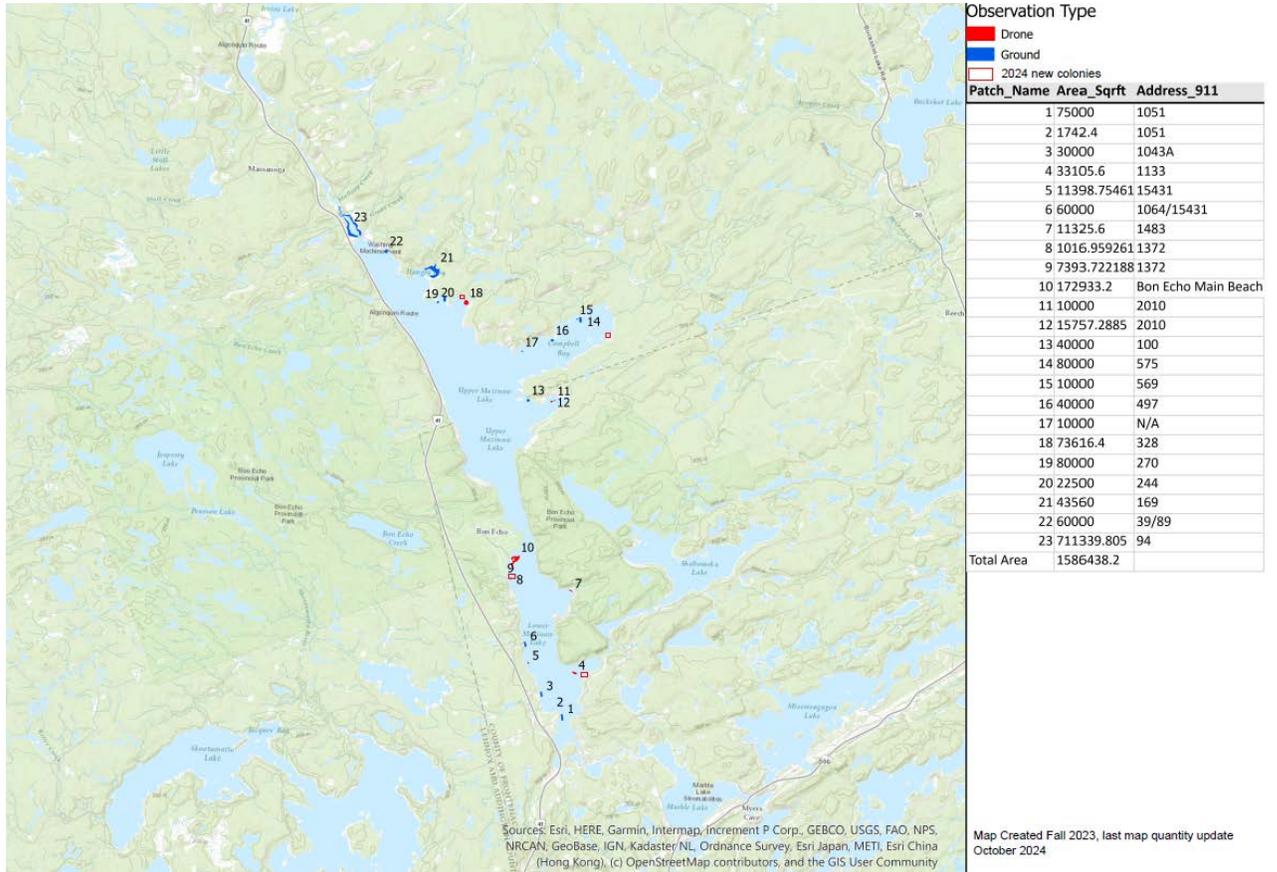


MAZINAW LAKE  
PROPERTY OWNERS ASSOCIATION

**Appendix A: Image of EWM Colony in the South Basin**



## Appendix B: Map of known EWM Colonies



**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:**  
**Date of Meeting:** 14 Mar 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. Eastern Ontario Wardens Caucus re: Ontario Election Priorities & Recommendations
2. Municipality of Northern Bruce Peninsula re: Request for Support re: All new cars and trucks sold in Canada be equipped with a tow hook
3. Municipality of Northern Bruce Peninsula re: Cell Tower Maintenance
4. Town of Fort Erie re: Request for Support re: Provincial Election Health Care Advocacy
5. City of Toronto - Request for Expression of Interest (REOI) – Residual Waste
6. File #A01/25 - 1922B South Road - Ehret - Notice of Decision
7. Federation of Ontario Cottagers' Association re: Elert - February 2025
8. Mississippi Valley Conservation Authority re: Board Summary Report Feb 10, 2025
9. File #A02/25 - Minor Variance - 1140 MacDonald Road
10. City of Woodstock re: Request for Support -Vision Zero Policy and Good Roads Rural Road Safety Strategy
11. Township of McGarry - Request for Support - Ontario Building Code
12. South East Health Unite re: Board of Health Update February 2025
13. Township of Champlain re: Request for Support - Canada Metal Processing Group - Tarriff Threats
14. Ontario Ombudsman re: February Newsletter
15. Township of Coleman re: Request for Support - Urgent Need for Improvements to Highways 11 and 17
16. Frontenac County re: Economic Development Update
17. Town of Goderich re: Request for Support -Ride Share Services in Ontario
18. City of Sarnia re: Request for Support - Carbon Tax
19. File #A03/25 - Minor Variance - 1316 Sand Lake Road

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

**To:** Mayor and Members of Council  
**From:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.  
**Approved by:**  
**Date of Meeting:** 14 Mar 2025  
**Re:** Proposed Updates to By-Law #14-20 Being a By-Law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances.

### Recommendation:

**Be it Resolved That** Council receives for information the Chief Administrative Officer's Administrative Report entitled "Proposed Update to By-Law #14-20 Being a By-Law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances";  
**And That** an amended By-Law will be presented later in the meeting for Council's consideration addressing proposed changes to the By-law as recommended by the Township's Solicitor.

### Background:

In 2020 By-law #14-20 being a By-Law to regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances was adopted by Council.

### Researched By:

Corey Klatt, Chief Administrative Officer.  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager.

### Comments:

Upon review of the By-law the Township's Solicitor has recommended some changes to ensure it is enforceable within the courts when/if challenged (see red-lined version, attachment #1).

The following recommendations include:

- (a) Revise section 3(i) as follows: "No person shall cause or allow emissions of air contaminants from any Outdoor Solid-Fuel Combustion Appliance to the outdoor atmosphere that is likely to interfere with or disrupt the normal enjoyment of human life and property, including"...
- (b) In section 3(d) consider adding the following: "No person shall install an Outdoor Solid-Fuel Combustion Appliance which is not in compliance with the Ontario Building Code, the Fire Prevention and Protection Act, the Ontario Fire Code, the manufacturers installation instructions and all other applicable law, including the provisions of this by-law".
- (c) In section 5, consider establishing minimum and maximum fines, and provisions for continuing offences.

### Financial Impact:

Unknown at this time; however there will be a cost for obtaining Solicitor's recommendations for the amendments listed above.

**Strategic Implications:**

N/A

**Attachments:**

[Red Lined By-law Outdoor Solid-Fuel Combustion Appliances](#)

**By-law #2025-00**

**Being a By-law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances**

**Whereas** Section 125 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a local municipality may regulate the use and installation of heating and cooking appliances and the storage of fuel for use in heating and cooking appliances;

**And Whereas** Section 128 of the Municipal Act provides that Municipal Councils may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**And Whereas** Section 436 of the Municipal Act enables a municipality to enter upon land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of a By-law of the municipality are being complied with;

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

**1. Title and Application**

- a) This By-law shall be sited as the “Outdoor Solid-Fuel Combustion Appliances” By-law.
- b) This By-law applies to all lands within the geographic limits of the Township of North Frontenac.

**2. Definitions**

- a) **“Dwelling”** means a building used or intended to be used for human habitation and in which all usual domestic functions may be carried on. For the purposes of this By-law, dwelling shall not include a tent, bus, boat, vessel, motor vehicle or recreational vehicle.
- b) **“Municipal By-law Enforcement Officer”** means the designated by-law enforcement officer(s) of the Township of North Frontenac.
- c) **“Outdoor Solid-Fuel Combustion Appliance”** means an outdoor wood-burning appliance or a solid fuel burning appliance, which is used for the space heating of buildings, the heating of water or other such purpose and which is located in a separate building or on the exterior of the building or buildings which it serves.
- d) **“Waste”** means any material defined as waste in the Ontario Environmental Protection Act, as amended.

### 3. Scope

- a) No Outdoor Solid-Fuel Combustion Appliance shall be used for the incineration of waste.
- b) No person shall install or operate an Outdoor Solid-Fuel Combustion Appliance without a Building Permit issued by the Building Department in advance in accordance with the Ontario Building Code.
- c) No person shall install or operate an Outdoor Solid-Fuel Combustion Appliance which is not certified by the Canadian Standards Association (CSA).
- d) No person shall install an Outdoor Solid-Fuel Combustion Appliance which is not in compliance with the Ontario Building Code, the Fire Prevention and Protection Act, the Ontario Fire Code, the manufacturer's installation instructions and all other applicable law, **including the provisions of this By-law.**
- e) No Outdoor Solid-Fuel Combustion Appliance shall be installed closer than:
  - i) 40 metres to a dwelling, excluding the dwelling on the same property;
  - ii) 15 metres from any front yard or exterior side yard as defined in the Township's Zoning By-law;
  - iii) 7 metres from any interior side or rear lot line, as defined in the Township's Zoning By-law;
  - iv) 10 metres from any structure on the same lot;
  - v) 2 metres from any combustible materials;
  - vi) 5 metres from any forest or woodland; and
  - vii) 3 metres from any overhanging vegetation.
- f) The perimeter of the ground area around the Outdoor Solid-Fuel Combustion Appliance to a distance of 3 metres (10 feet) minimum shall be of a non-combustible surface (i.e. gravel, sand, concrete pad).
- g) A maximum of one (1) Outdoor Solid-Fuel Combustion Appliance shall be permitted per property.
- h) The setback and installation requirements of this By-law does not apply to any Outdoor Solid-Fuel Combustion Appliance installed prior to the passing of this By-law and the replacement of an Outdoor Solid-Fuel Combustion Appliance provided it does not decrease any existing setbacks.
- i) No person shall cause or allow emissions of air contaminants from any Outdoor Solid-Fuel Combustion Appliance to the outdoor atmosphere that **is likely to unreasonably** interfere with **or disrupt** the normal enjoyment of human life and property, including causing a visible plume migrating from an outdoor wood burning appliance and contacting buildings, structures and persons on adjacent.
- j) properties; and excessive smoke, odour, dust, airborne sparks, embers or impaired visibility on a public road.

#### 4. Enforcement

- a) The By-law Enforcement Officer shall enforce this By-law.

#### 5. Offences

~~a) Any person who contravenes this By-law is guilty of an offence and upon conviction is liable to payment of a fine or other penalty as set out in the Provincial Offences Act.~~

- a. Every Person who contravenes any provision of this By-law is guilty of an offence, and all offences under this By-law are designated as continuing offences.
- b. A person who is convicted of a first offence under this By-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500 and a maximum fine of no more than \$5,000. The total of all daily fines imposed for the continuing offence may exceed \$100,000.
- c. A person who is convicted of a second or subsequent offence under this By-law is liable, for each day that the second or subsequent offence continues, to a maximum fine of more than \$10,000. The total of all daily fines imposed for the second or subsequent continuing offence may exceed \$100,000.
- d. If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

#### 6. Application

Any section, subsection or part thereof of this By-law be declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.

This By-law shall come into force and take effect immediately upon the date of passing.

**Read** a first and second time this ~~28<sup>th</sup> day of February 2020~~. 14<sup>th</sup> day of March, 2025

**Read** a third time and passed this 14<sup>th</sup> day of March, 2025 ~~28<sup>th</sup> day of February 2020~~

---

Mayor

---

Clerk

~~By-law #14-20~~

To Regulate the Location, Installation and Operation of  
Outdoor Solid-Fuel Combustion Appliances

Page 3 of 3

**By-law #2025-00**

**Being a By-law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances**

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**And Whereas** Section 128 of the Municipal Act provides that Municipal Councils may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**And Whereas** Section 436 of the Municipal Act enables a municipality to enter upon land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of a By-law of the municipality are being complied with;

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Mayor

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Clerk

~~By-law #14-20~~

To Regulate the Location, Installation and Operation of  
Outdoor Solid-Fuel Combustion Appliances

Page 3 of 3

**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:** 14 Mar 2025  
**Re:** Updated Procedural Policy for Committee of Adjustment/Planning  
Advisory Committee

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Updated Procedural Policy for Committee of Adjustment/Planning Advisory Committee";

**And That** Council will consider a By-law later in the meeting to adopt the new Procedural Policy.

### Background:

At the meeting on April 16, 2021, Council passed By-law #25-21 To Establish a Procedural Policy for Members of the Committee of Adjustment/Planning Advisory Committee.

### Researched By:

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

### Comments:

At the Committee of Adjustment/Planning Advisory Committee meeting on February 24, 2025, the Committee reviewed the proposed updated Procedural Policy and passed the following Resolution: Resolution #05-24 Moved by Jim Ogilvie Seconded by Carl Tooley

**Be It Resolved That** the Committee receives for information the proposed amendments to the Procedural Policy;

**And That** the Committee approves these changes and add participation electronically by members;  
**And That** the Secretary shall provide the amended Procedural Policy to Council for consideration at the next Regular Council meeting.

**Carried**

The draft Procedural Policy (Attachment #1) has been updated to include:

- Provisions regarding Site Visits to Water Access Properties
- Electronic Participation
- Annual Appointment of the Chair
- Provisions regarding Delegations to the Committee
- General Housekeeping Amendments

**Financial Impact:**

None.

**Strategic Implications:**

None.

**Attachments:**

[Red lined Draft Procedural Policy for C of A](#)

## Schedule 'A' to By-law #25-21

### Committee of Adjustments – Procedural Policy

#### Section 1.0 – Definitions

In this by-law:

“Applicant” means the owner or authorized agent who submitted the Planning Application.

“Application” means an Application made under the Planning Act, R.S.O. 1990, c.P, 13, for Minor Variance under Section 45, an Application for Consent under Section 53, an Application for power of sale and foreclosure under Section 50 or an Application for validation of title under Section 57.

“Committee” means the Committee of Adjustment/Planning Advisory Committee appointed by By-law of the Council of the Corporation of the Township of North Frontenac.

[“Inaugural Meeting” means the first meeting of the Committee held after the passing of the Appointing By-law of the Committee at the commencement of each Council term.](#)

“Meeting” means any Meeting or Hearing of the Committee held in accordance with the provisions of this Procedural By-law.

“Member” means an individual appointed by the Council of the Corporation of the Township of North Frontenac to the Committee of Adjustment/Planning Advisory Committee and includes the [Chair/Alternate Member](#).

“Pecuniary Interest” means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.

“Secretary/Treasurer” means the Secretary/Treasurer of the Committee of Adjustments/Planning Advisory Committee [or in their absence the person appointed as the Acting Secretary/Treasurer](#), as appointed by Council.

[“Acting Secretary/Treasurer” means the Acting Secretary/Treasurer as appointed by Council who shall have all the powers of the Secretary/Treasurer in the absence of the Secretary/Treasurer.](#)

#### Section 2.0 – Notice of Application/Hearing

2.1 The Notice of Application/Hearing, including a copy of the Application to be considered at a hearing shall be given by the Secretary-Treasurer in a manner that the Committee ~~of Adjustments/Planning Advisory Committee~~ deems appropriate, in accordance with the Planning Act.

2.2 The Committee ~~of Adjustments/Planning Advisory Committee~~ shall hold a Public Hearing/Meeting on every Application before a decision is rendered.

2.3 The Secretary-Treasurer shall provide the Applicant with a copy of correspondence received from the Planner(s), applicable agencies and others who respond to the circulation of the Notice of Application/Hearing.

## **Section 3.0 – Site Visits**

3.1 Following receipt of the Application, the Committee Member assigned to complete the site visit shall attend the subject property and prepare a report for the Committee. The Member completing the site visit shall be determined on a rotating basis through the Members ~~in alphabetical order~~ and shall be notified by the Secretary-Treasurer.

3.2 The Member will attend the site visit without any other Members of the Committee (with the exception of the Alternate for training purposes) and may not discuss any merits of the Application or any issue/matter in connection with the Application to be considered by the Committee with the Applicant or any interested individuals.

### 3.3 Water Access Properties

Where the inspection is for a property which is water access only, the applicant shall provide transportation to the site for the Committee Member, Planning staff and other applicable persons. The Township will provide Personal Flotation Devices (PFDs) to the Committee Member and Planning staff.

If the Committee Member and/or Planning staff feel the transportation provided is unsafe or the conditions are unsafe to attend the site, they have the right to refuse to complete the site visit at that time. If the refusal is due to unsafe transportation, the Township will arrange transportation at the applicant's expense. If the unsafe conditions are due to the weather, the inspection will be rescheduled for the earliest date possible. This may result in the application being deferred if the inspection cannot be completed within the required time frame prior to the meeting date.

3.43 The Planner(s) and/or applicable Township staff may attend the site visit with the Committee Member.

## **Section 4.0 – Convening of Meetings**

### 4.1 Meeting Dates

The Committee shall meet once a month. The date and time of regular Meetings will be established for the following twelve (12) months at ~~the November~~ Meeting ~~of the~~ prior ~~to the end of the~~ year. Every attempt will be made to hold the Meetings on a consistent day.

In the case of the year ~~of~~ prior to the re-appointment of the Committee, the Meeting dates shall be set at the Inaugural Meeting of the Committee.

### 4.2 Special Meetings

Additional Meetings may be held through a Special Meeting request by the Chair to the Secretary-Treasurer; at the request of the Council of North Frontenac; or by request of the Secretary-Treasurer to the Chair. The date of the Special Meeting will be dependent on the availability of Members.

#### **4.3 Cancellation of Meetings**

Where it is determined by the Secretary-Treasurer that there are insufficient Agenda items for a Meeting, the Secretary-Treasurer shall cancel the Meeting, providing a minimum of 48 hours' notice of the cancellation to Committee Members, the Applicant(s) and any interested parties.

A Meeting may also be cancelled at the request of the Chair to the Secretary-Treasurer.

#### **4.4 Location**

The Committee ~~of Adjustment~~ Meetings will take place in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna, unless otherwise specified. The room and location for the Committee Meetings shall be identified on the Notice of Application/Hearing circulated by the Secretary-Treasurer in accordance with the Planning Act.

All Committee Meetings shall be open to the public. Closed Session Meetings of the Committee may only be held in accordance with the Municipal Act, 2001 c. 25, s. 239 (2).

### **Section 5.0 – Quorum**

5.1 Pursuant Planning Act, R.S.O. 1990, c. P.13, s. 44 (5) where a Committee is composed of three Members, two Members constitute a quorum.

5.2 The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Chair or Secretary-Treasurer shall adjourn the Meeting and the business shall be carried forward to the next Meeting or a Special Meeting.

5.3 If a Member of the Committee is absent from the Meeting, the Alternate Member of the Committee will assume the role and responsibilities of the absent Member.

5.4 Members of the Committee are encouraged to notify the Secretary-Treasurer when the member is aware that they will be absent from any ~~m~~Meeting of the Committee of Adjustment/Planning Advisory Committee.

### **Section 6.0 Electronic Participation**

6.1 Members may participate in Meetings electronically and when doing so shall be counted towards quorum.

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

## **Section ~~67.0~~ – Chair**

~~67.1~~ The Chair of the Committee shall be elected by the Members of the Committee at the Inaugural Meeting of the Committee for a one-year term and on an annual basis every January thereafter. Any Member may be nominated, or nominate themselves, for the position of Chair and present their case for being named Chair. The incumbent is free to run for the position. If no other Member wishes to run for the position, the incumbent will remain in the position.

~~67.2~~ The Chair shall be counted in determining quorum and shall be entitled to all the rights of a member on the Committee, including voting.

~~67.3~~ Where the Chair is absent, the Secretary-Treasurer shall call for the election of an Acting Chair for the Meeting.

~~67.4~~ An Acting Chair shall be appointed for each Meeting or portion thereof in the Chair's absence.

## **Section ~~78.0~~ – Agenda**

8.1 The Committee Agenda will contain the following:

1. Call To Order
2. Opening Remarks
3. Traditional Land Acknowledgement
- 4.4. Requests for Withdrawal or Deferral of Application(s)
- 2.5. Approval of Agenda
- 3.6. Disclosures of Pecuniary Interest and General Nature Thereof
- 4.7. Delegations
- 5.8. Adoption of Minutes
- 6.9. Business Arising from Minutes
- 7.10. Consent Applications\*
- 8.11. Minor Variance Applications\*
- 9.12. Validation of Title Applications\*
- 10.13. Power of Sale and Foreclosure Applications\*
- 11.14. Zoning By-law Amendment Applications (Recommendations to Council)\*
- 12.15. Communications
- 13.16. Other Business (including reports from Secretary/Treasurer and Committee Members)
- 14.17. Adjournment

\*These items will only be included on the Agenda if a complete application has been submitted for consideration.

**8.2** The Secretary-Treasurer will prepare an electronic Agenda for the use of the Members at Meetings. Agendas will be provided to each Member and include the following information:

- Copies of each Application;
- Reports from Planners and commenting Agencies;
- Comments Received from the Public [prior to the preparation of the Agenda](#).

**8.3** Agendas will be provided to Members via email at least a minimum of three (3) days prior to the Meeting. The Agenda shall also be posted to the Township's Website.

## **Section 89.0 - Disclosures of Pecuniary Interest**

**89.1** The Chair shall call for any declaration of Pecuniary Interest from Members; the provisions of the Municipal Conflict of Interest Act shall apply.

**89.2** At a Meeting in which a Member discloses a Pecuniary Interest, the Member must file a written statement on a form provided by the Secretary-Treasurer of the Member's interest at the Meeting or as soon as possible afterwards.

**89.3** The Secretary-Treasurer shall establish and maintain a registry in which the following shall be kept:

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

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

**89.4** All Members required to do so by the Provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 as amended, shall disclose any direct or indirect Pecuniary Interest for themselves or a family member; and shall state the general nature of such Pecuniary Interest; and it shall be recorded by the Secretary-Treasurer accordingly. It is recommended the Member leave the Meeting for the duration of the matter for which a Pecuniary Interest is declared by the Member.

[89.4 Where a Member has a Pecuniary Interest they shall not use their office in any way to attempt to influence any decision of the Committee.](#)

## **Section 910.0 – Delegations**

**910.1** Any person wishing to appear as a delegation must make a request to the Secretary-Treasurer 14 days prior to the Meeting. The delegate must provide a copy of their presentation to the Secretary-Treasurer to be included in the Agenda at least 7 days prior to the Meeting.

**910.2** The Committee may require representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend Meetings as presenters or advisors because of their knowledge of a particular subject. Such invitations will be agreed upon by the Committee and the Secretary-Treasurer will make the request.

10.3 Delegations are permitted to attend the meeting electronically.

10.4 Delegations are limited to ten (10) minutes. The Chair may extend this time limit as deemed necessary. An additional ten (10) minute Committee question period is permitted following the presentation.

## **Section ~~10~~11.0 – Procedures for Hearing/Meeting**

~~110.1~~ At the Opening of the Meeting, the Chair shall read the Opening Remarks and Traditional Land Acknowledgement.

~~110.2~~ The Chair shall call for any requests for deferral or withdrawal of any matters before the Committee;

- a. A request for a deferral of an Application to a later Meeting date must be for reasonable cause.
- b. The Committee may set a new Meeting date for consideration of the deferred Application.
- c. The Committee may indicate requirements or conditions for deferral, such as re-notification, amendment to the Application or additional information being submitted.

~~110.3~~ A request for a deferral of the matter on the scheduled Meeting date by the Applicant must be for reasonable cause. If the request for deferral is granted, the Committee, in consultation with the Secretary-Treasurer, will set a new Meeting date for the Application to be heard. The Committee may not discuss or take any action on the Application at the Meeting.

~~110.4~~ The Applicant may request that an Application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the Meeting date or at the Meeting. The Secretary-Treasurer will record that the Application was withdrawn from the Committee's Agenda and the Committee will not discuss or take any action on the Application at the Meeting.~~take no action on the matter at the Meeting.~~

~~110.5~~ For each Agenda item, the Chair shall ask if the Applicant(s) are present and to introduce themselves.

~~110.6~~ The Committee will receive an overview from the County Planner of the application including comments provided from outside agencies and

~~information regarding the Application from all applicable agencies, the County Planner(s) and~~ others who responded to the circulation of the Notice of an Application/Hearing.

11.7 The Committee member who attended the site will present a report regarding their findings regarding the subject property.

110.7 The Committee may ask questions of the Applicant(s) at this time, including if they Applicant understands the conditions requested or if the Applicant they have any questions or comments.

110.8 At any time, the Chair or Committee may ask the Secretary-Treasurer to:

- Read aloud all comments received by agencies who responded to the circulation of the notice of the Application;
- Read aloud any letters received from persons expressing interest in the Application.

110.9 Following the presentation of the Application, the Chair shall invite anyone else having an interest in the Application to identify themselves and express their interest. Remarks or questions shall be confined to the Application before the Committee.

110.10 The Members of the Committee shall may ask questions of the interested party relevant to the Application before them.

110.11 After hearing submissions from members of the public, the Committee shall give the Applicant(s) the opportunity to respond.

110.12 If an application is deferred by the Committee, any member of the public who provided comments on the application at the first meeting may provide additional comments at a subsequent meeting.

110.13 With respect to Applications for Consent (including Changes of Conditions) and Certificate of Validation, the Chair may ask the Secretary-Treasurer to read aloud the proposed conditions to be attached to the decision should the Committee approve the Application.

## **Section 412.0 - Motions**

412.1 The Committee shall consider all information provided on the Application and the Chair shall:

- a. Ask Members for a Motion with respect to the disposition of the Application;
- b. Permit discussions on the Motion;
- c. Call for a vote by the Committee on the Motion.

412.2 The Committee may make a Motion to approve deny or defer an Application.

412.3 If the Chair wishes to make a Motion or leave the chair for any reason, the duties of the Chair must be delegated to another Member until the Chair resumes the position.

## **Section 423.0 - Voting**

~~4213~~.1 The Chair shall call the vote immediately after all the Members desiring to speak to a Motion have spoken.

~~4213~~.2 All Members present shall be required to vote and, if any Member refuses to do so, they will be deemed to be voting in the negative.

~~4213~~.3 Any Motion on which there is a tie vote shall be deemed to be defeated.

~~4213~~.4 Each Member of the Committee shall indicate by a show of hands, or by any other form of acknowledgment, their position on the Motion. The majority decision of the Committee on ~~this-the~~ Motion shall constitute the decision of the Committee. If the initial Motion fails, a new Motion shall be requested by the Chair and continued until the majority of the Members approve a Motion.

~~4213~~.5 The Alternate Member shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Meeting, unless they are acting in the absence of a Committee Member.

### **Section ~~4314~~.0 - Notice of Decision**

~~4314~~.1 The Chair shall announce the Decision of the Committee.

~~4314~~.2 No decision of the Committee on an Application is valid unless it is concurred by the majority of the Members that heard the Application. The Decision of the Committee shall be set out in writing and shall set out the reasons of the Decision.

~~4314~~.3 A written Decision will be prepared for each hearing detailing any conditions imposed by the Committee. In the case of a Minor Variance, the Decision shall be signed by all Members who concur with the Decision. [For Members participating electronically, the Decision will be provided through Docusign by the Secretary/Treasurer to be signed by the Member.](#)

~~4314~~.4 A copy of the Decision shall be provided to the Committee. Decisions of the Committee shall be circulated in accordance with the Planning Act.

### **Section ~~4415~~.0 - Minutes**

~~4415~~.1 The Secretary-Treasurer shall prepare a record of Minutes of each Meeting/~~Hearing~~ containing a summary of the verbal representations made to the Committee. A copy of the draft Minutes shall be circulated to the Committee for consideration. Once approved, a copy of the Minutes shall be circulated to the Council of the Township of North Frontenac and posted to the Township's Website.

### **Section ~~4516~~.0 – Rules of Procedure**

~~4516~~.1 It shall be the duty of the Chair to:

- a. Call the Meeting to order;
- b. Ensure a Quorum is established and is maintained throughout the course of the Meeting;

- c. Put to a vote all motions that arise in the course of the proceedings and announce the result of each vote;
- d. Decline to put to a vote motions that infringe upon the rules set out under this Procedural Policy;
- e. Uphold on all occasions the rules and observance of order and decorum amongst the Members and attendees in accordance with this By-law;
- f. Rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Meeting;
- g. Adjourn the Meeting without question or suspend the Meeting to a time to be named by the Chair, if considered necessary due to grave disorder;
- h. Adjourn the Meeting when the business is concluded.

**4516.2** A Member shall not:

- a. Disobey the Rules of Procedure;
- b. Disturb other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Meeting;
- c. Display any behavior which may be considered disruptive, inconsiderate or disrespectful, or use any profane or offensive words or insulting expressions;
- d. Speak until recognized by the Chair;
- e. Interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
- f. Leave a Meeting at any time without advising the Chair;
- g. Comment or question on matters other than those directly pertaining to the subject Application before the Committee;
- h. Use their status on the Committee for personal or political gain.
- i. All cell phones and electronic devices shall be turned off or otherwise set so as to not emit any audible sound during the Meeting.

**4516.3** ~~The conduct of Meetings, Hearings, Members and Staff with~~With respect to matters of conduct not specifically addresseded in this By-law, generally shall be in accordance with the Statutory Powers Act, R.S.O. 1990, c.22 as amended and the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended. Conduct not covered by these Acts will be in accordance with Robert's Rules.

**4516.4** The Committee may decide, by Resolution, to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

The Committee may, by Resolution, "waive" or suspend a rule of procedure with a majority vote of the Members present.

## **Section ~~16~~17.0 – Point of Privilege**

~~4617~~.1 A Member may, at any time, raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual(s) or the entire Committee, or the ability of an individual to participate.

~~4617~~.2 A Point of Privilege shall take precedence over any other matter.

~~4617~~.3 A Member shall not be permitted to enter into any debate or introduce any motion not related to the Point of Privilege.

~~4617~~.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision.

~~4617~~.5 The Chair's decision shall be final unless a Member immediately appeals the decision. The questions "Shall the ruling of the Chair be upheld?" shall be called without debate and its results shall be final.

~~4617~~.6 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a motion in relation to the Point of Privilege.

~~4617~~.7 A Member may, at any time, raise a Point of Order to a perceived violation of the rules of procedure.

~~4617~~.8 The Chair shall decide upon the Point of Order and advise the Members of the decision. The decision of the Chair is final unless immediately appealed by a Member.

### **Section ~~4718~~.0 – Council Liaison**

~~4718~~.1 The Council Liaison to the Committee is a Member of Council appointed by the Council of [the Township of North Frontenac](#).

~~4718~~.2 The role of Council Liaison is to attend Meetings of the Committee and provide reports of the proceedings to Council.

~~4718~~.3 The Council Liaison shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Meeting unless there is a clear infringement of Council's Policies (i.e. Official Plan, Zoning By-law, etc.).

### **Section ~~189~~.0 – Code of Conduct**

~~189~~.1 The Committee shall have regard for the Code of Conduct Policy for Members of Council which applies to Members of the Committee of Adjustments.

**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:** 14 Mar 2025  
**Re:** Shore Road Allowance Closure and By-law - Williams

### Recommendation:

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

**And That**, as required by By-law #20-23, the following be declared as surplus and sold to the adjoining owner:

**All That Part** of the Shore Road Allowance around Lake Kashwakamak lying in front of Lot 277, Registered Plan No 1044, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 3 on Registered Plan 13R-22146

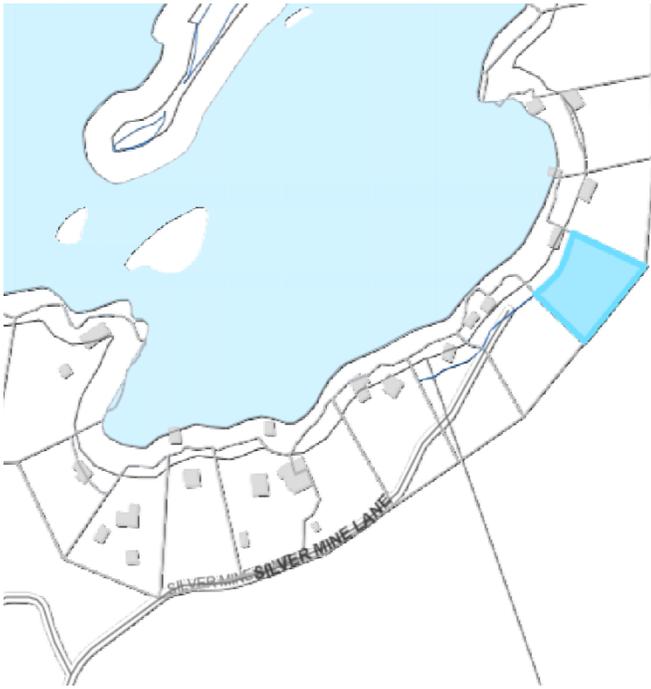
**And That** appraisals of the properties are not necessary as these are Shore Road Allowances;

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

### Background:

An Application was submitted by Stephen Williams to purchase the Shore Road Allowance along the shore of Kashwakamak Lake, described as lying in front of Lot 277, Registered Plan No. 1044, geographic Township of Barrie, being Part 3 on Registered Plan 13R-22146 (see location map and survey).

Council passed Resolution #35-25 on January 31, 2025, approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #2024-68).



**Researched By:**

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

**Comments:**

None.

**Financial Impact:**

As per Fees and Charges By-law #2024-68, the administrative fee for a Shore Road Allowance is \$1,200.00 plus \$156.00 HST for a total of \$1,356.00 and was collected from the Applicants at the time of submission.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with the Fees and Charges By-law #2024-68.

**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:** 14 Mar 2025  
**Re:** Proposed Update to Procedural Policy for Members of Council,  
Committees and Task Forces

**Recommendation:**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Update to Procedural Policy for Members of Council, Committees and Task Forces";  
**And That** Council instructs the Clerk to prepare a draft Procedural Policy for Council's review at a future Council Meeting.

**Background:**

A Procedural Policy is one of the policies required by the Province under the Municipal Act. The Procedural By-law governs the way that Council and board/committee meetings are run. The by-law includes rules for how municipal meetings are called, time, date & location of meetings, the conduct of members, and how meetings proceed.

The Procedural Policy must be reviewed during each term of Council. A comprehensive review of the current policy has not been completed in some time. The review completed in 2023 was at the beginning of the term and addressed some housekeeping amendments and added provisions for the recording of meetings.

**Researched By:**

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

**Comments:**

A regular review and update of Policies and procedures ensures the Policy remains current and addresses changes since the previous review. Staff have identified a few areas that require some review and amendments:

- Update delegation section to address planning applications, personnel matters and complaints
- Add Police Services Board Member role and appointment process
- Update Task Force Section - use of influence, how to disband, how to address concerns of a member, etc.
- Tie Votes when appointing a Council Member as Deputy Mayor, County Council Member or Police Services Board
- Procedure for Presiding Officer to relinquish Chair for any reason

- General housekeeping amendments and definition updates

The Association of Municipal Managers, Clerks and Treasurers have created a template to assist municipalities in ensuring their procedural policy addresses many of the common requirements. If Council is agreeable to a review, this document can be used to assist with the review.

Councils use different approaches to Procedural Policy review. Some form a working Committee with Council Members and staff to review the procedures and provide recommendations and others request staff to review the policy in detail and provide recommendations. Either way it would be beneficial to ensure the review covers any items that Council would like to see addressed or amended to ensure the Policy works for Council and Committees. The current Procedural Policy can be viewed on the [iCompass portal](#).

#### **Financial Impact:**

None.

#### **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:** 14 Mar 2025  
**Re:** Proposed By-law to Regulate and Govern the Operation of Cemeteries

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed By-law to Regulate and Govern the Operation of Cemeteries";  
**And That** Council approves the draft Cemetery By-law with the following amendments:

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**And That** Council instructs the Clerk to prepare the required public notice;

**And That** if public comments are received, the Clerk shall provide them to Council; and if no public comments are received, the By-law shall be provided to the Bereavement Authority of Ontario for consideration;

**And That** Council approves in principle the proposed fees (excluding care and maintenance) as follows:

- Plot (resident) - \$500
- Cremation Lot (resident) - \$250
- Lot (non resident) - \$600
- Cremation Lot (non-resident) \$300
- Repurchase Plot Administration Fee \$100
- Transfer Administration Fee \$100
- Mark a Plot or Monument \$100;

**And That** Council instructs the Clerk to schedule a Public Meeting for Council to receive any public comments on the proposed fees; and consider adopting an amended Fees and Charges By-law - Cemetery Schedule.

### Background:

At a meeting held January 9, 2012, Council passed the following Resolution:

#### **Resolution #16-12**

**Moved by Councillor Watkins, Seconded by Councillor Good**

**Be It Resolved That** the Council of The Corporation of the Township of North Frontenac receives for information the Clerk/Planning Manager's Administrative Report entitled "Cemetery By-law";

**And That** 'Schedule A- Rules and Regulations-Section 9' in the Interments and Disinterment Section shall state "No Interments shall be made between December 1 and March 31, except in the case where the deceased has died from a contagious disease. Arrangements for the remains of the deceased are the responsibility of the deceased's family or Funeral Director";

**And That** Council approves the proposed 'Schedule B-Tariff of Fees' as set out in the draft By-law;

**And That** Council instructs the Clerk to bring back the draft Cemetery By-law with the above amendments included to the January 23<sup>rd</sup>, 2012, Council Meeting for Council's consideration.

**Carried**

The By-law was provided to Council for a first and second reading on January 23, 2012; followed by a Notification period. The [Cemetery By-law](#) was then read a third and final time on February 27, 2012.

Cemetery licensing is administered by the Bereavement Authority of Ontario (BAO) and must comply with the requirements of the Funeral, Burial and Cremation Services Act, 2022, S.O. 2022, c. 33. ('the Act'), including the following:

- Ensure any interment of human remains (casket or cremation); or scattering of remains are carried out in a decent and orderly manner;
- Maintain a public record of all burials or scatterings; and
- Maintain all interment rights, memorials and buildings to ensure public safety and preserve the dignity of the cemetery in perpetuity.

In accordance with Provincial legislation, municipalities are mandated to assume responsibility for cemeteries within their community. As per Section 101.1 (4) of the Act, "When an application is made to declare a cemetery abandoned, the local municipality within whose geographic boundaries the cemetery land is located on or the Crown if there is no such local municipality, shall be responsible for the maintenance of the cemetery until the application is disposed of". A cemetery listed on the Municipal Licence may not have any perpetual care funds to be used for maintenance and upkeep; however the locations must be maintained to appropriate and respectful standards.

The Township is responsible for eleven (11) cemeteries, five (5) of which are active. Some active cemeteries still have plots/lots available for purchase, while some are active for interments only for those that have interments rights.

### Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Kelly Watkins, Treasurer

### Comments:

The current Cemetery By-law requires updating. Staff are looking for direction from Council on a few key considerations noted below and any other comments. These comments will be incorporated into the draft By-law. Public Notice of the draft By-law is required by publishing a Notice in the local newspaper; posting a Notice at the entrance of each cemetery for four weeks; and providing the Notice to each supplier of markers who have delivered a marker to the cemeteries in the last year. Following the public notice period, any public comments received will be provided to Council for consideration and staff will amend the draft By-law if required. If no comments from the public are received, the draft By-law will be provided to the BAO for review and approval. If approved by the BAO, the By-law will be provided to Council for final consideration.

Key Considerations:

#### Reselling a Plot versus Buy Back

As per the Act, used or unwanted interment rights can be resold to a third party by the interment rights holder; or the rights holder can request the Township buy back the rights.

The current By-law prohibits the reselling of interment rights. The Township is obligated to repurchase interment rights from the rights holder at the price set under the Fees and Charges By-law. The only permitted reduction is the amount of money deposited into the Care and Maintenance Fund at the time of purchase. This can result in a loss for the Township. For example, if a lot was purchased in 1995 for \$100 with no Care and Maintenance fee collected, the Township would have to repurchase the lot at the current price of \$175 plus the \$250 Care and Maintenance fee. As per the Township's Fees and Charges By-law, the rights holder is required to pay an administrative fee of \$50 + HST to transfer the plot back to the Township.

If the by-law permits the resale of interment rights, the interment right holder can sell the rights for market value to a third party. The sale of the rights must still go through the Township to ensure the transfer of ownership is officially registered in the cemetery's records. In order to re-sell interments rights privately, the rights holder would follow a specific procedure, complete the appropriate paperwork and register the re-sale or transfer on the cemetery records.

It is recommended that the Township no longer buy back the rights if the plots were purchased 3 years prior to the current date of inquiry and interment rights holders be permitted to resell the interment rights to a third party.

#### Change of Seasonal Opening and Closing Dates

Currently interments are not permitted between December 1st and March 31st. Staff are recommending this be changed to December 15th and April 30th. We often don't have a significant amount of frost or snow cover prior to December 15th so a later closing date would be appropriate. The delayed opening in the spring is recommended because there is often damage to the driveways and paths due to the frost leaving the ground and the soil being saturated. If we have a late winter or early spring the Cemetery Operator or CAO can approve a later or earlier burial.

#### Cemetery Care and Maintenance Fund

As per the Act, the Township (as Cemetery Operator) has a Care and Maintenance Fund to generate income for the care of the cemeteries. Under the Act "no trustee of a care and maintenance fund shall pay out any of the capital portion of the fund except as required or permitted under the Act". The Township's Care and Maintenance fee, paid at the time of purchase of a lot, is \$290 for a casket lot and \$175 for a cremation lot. The Township can only use the interest generated from the trust account for care and maintenance of the cemeteries (i.e. grass cutting, tree trimming/removal). Care and Maintenance fees are established by the Province as 40% of the selling price of the plot or \$290 whichever is greater and for a cremation plot 40% of the selling price of the plot or \$175 whichever is greater.

#### Proposed Amendments to Cemetery Fees

The following chart shows a comparison of the cost for plots, as well as cost and maintenance fees:

<b>Township</b>	<b>Cost for Plot</b>	<b>Care and Maintenance</b>	<b>HST</b>	<b>Total</b>
Loyalist Township	\$1400	\$560	\$182	\$1582.00
Greater Napanee	\$1409.40	\$563.76	\$109.93	\$1519.33
South Frontenac	\$750	\$500	\$162.50	\$1412.50
City of Kingston	\$643.12	\$530.45	\$152.56	\$1326.13
Highlands East	\$570	\$380	\$74.10	\$1024.10

Central Frontenac	\$461.80	\$307.87	\$100.063	\$869.73
Town of Clearview	\$450	\$300	\$58.50	\$808.50
Greater Madawaska	\$300	\$200	\$39	\$539
Township of North Frontenac	\$175	\$290	\$60.45	\$525.45

The cost to operate the cemeteries have continued to increase over the past few years but we have not had any increase in fees. It is recommended Council consider amending the fees as follows:

<b>Service</b>	<b>Current Fee (excluding Care and Maintenance)</b>	<b>Proposed Fee (excluding Care and Maintenance)</b>
Plot (Resident)	\$175	\$500
Cremation Lot	\$84	\$250
Lot (Non-resident)	\$240	\$600
Cremation Lot (non-resident)	\$147	\$300
Repurchase Plot Fee	\$50	\$100 (if option not removed)
Transfer Administration Fee	\$50	\$100
Mark a Plot or Monument	No fee	\$100

Scattering Grounds

Scattering Grounds are designated areas within a cemetery where the scattering of cremated human remains is permitted and provides an alternative to interment to traditional burial.

Cremation continues to be a growing method of disposition in the Province; however the cremated remains may still need to be disposed of in some manner. A "Scattering Ground" provides a green friendly and lower cost interment option for residents. This area within the cemetery must be separated from existing plots containing human remains. Currently scattering is not permitted in any of the Township cemeteries.

We currently have two cemeteries with area to accommodate a scattering grounds, Ompah and Harlowe United. If Council wishes to consider permitting scattering grounds a specific area within the cemetery must be designated for this purpose. The Township would also need to apply to the BAO, update mapping and provide notice.

Interment of Pets

The Funeral, Burial and Cremation Services Act does not address pet interments; however it does reference the possibility if the interment is provided for in the municipality's Cemetery By-law. As per the BAO, cremated pet remains can be buried with humans in the same plot/lot in areas not previously used for burial with dedicated user fees and provisions set out in the Cemetery By-law. Therefore, a separate area would be required for the combined burial of human and pet remains.

We currently have two cemeteries with area to accommodate an area for this purpose, Ompah and Harlowe United. If Council wishes to consider the interment of pets, a specific area within the cemetery must be designated for this purpose. The Township would also need to apply to the BAO, update mapping and provide notice.

If Council is interested in considering either a scattering grounds or interment of pets (with human remains) it is recommended Council direct staff to complete further research and report back to Council.

### **Financial Impact:**

The annual operating expenses of the cemeteries costs an average \$12,500 (mileage for marking plots, grass cutting, general maintenance). This does not include any staff time.

Some expenses are covered through the Cemetery Reserve Fund, with the current estimated year end balance of \$57,322.05. Therefore, future operating expenses will need to be covered through taxation as there is not enough generated from the Care and Maintenance Fund for the ongoing annual expenses.

### **Strategic Implications:**

Sustainable Core Services

### **Attachments:**

[Draft Cemetery By-law](#)

The Corporation of the Township of North Frontenac

**By-law #2025-\_\_\_\_**

**Being a By-law to Enact a By-law to Regulate and Govern the Operation of Cemeteries within the Township of North Frontenac and repeal By-law #08-12 and #67-12**

**Whereas** the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 ('the Act') which came into effect July 1, 2012, regulates the operation of cemeteries in Ontario;

**And Whereas** the Township of North Frontenac owns and operates cemeteries throughout the Township;

**And Whereas** the Council of the Corporation of the Township of North Frontenac deems it desirable to enact a by-law to regulate the operation, care and control of the cemeteries owned and operated by the Township of North Frontenac;

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

1. That the following schedules form a part of this By-law:  
Schedule 'A' - Rules and Regulations for the operation, care and control of municipality owned cemeteries  
Schedule 'B' – Active and Inactive Cemeteries
2. That all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.
3. That this by-law shall take effect immediately upon approval by the Bereavement Authority of Ontario.

**Read** a first and second time

**Read** a third time and finally passed this

---

Gerry Lichty, Mayor

---

Tara Mieske, Clerk

**Schedule 'A' to By-law #2025-\_\_\_\_**  
**Rules and Regulations for the operation, care and**  
**control of municipality owned cemeteries**

These rules and regulations governing the cemeteries owned and operated by the Corporation of the Township of North Frontenac have been approved by Council and the Registrar, Funeral, Burial and Cremation Services Act, 2002, Bereavement Authority of Ontario.

Contents

**Section A: Definitions** ..... 3

**Section B: General Information**..... 5

**Section C: Sale of Interment Rights** ..... 7

**Section D: Cancellation of Interment Rights** ..... 8

**Section E: Transfer of Interment Rights**..... 10

**Section F – Burial/Interment and Disinterment of Remains (including cremated remains)** ..... 11

**Section G – Markers and Monuments** ..... 13

**Section H – Care and Planting** ..... 15

**Section I – Contractor/Monument Dealers** ..... 17

## **Section A: Definitions**

**Act** shall mean the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33, (FBCSA) including any Provincial Regulations made pursuant to said Act.

**Authorized Person** shall mean a person authorized by the Interment Rights Holder in writing through an authorization or in the case of the Interment Rights Holder is deceased the Executor shall be the authorized person.

**BAO** shall mean the Bereavement Authority of Ontario.

**Burial/Interment** shall mean the opening and closing of an in-ground plot for the disposition of human remains or cremated remains.

**Cemetery By-law** shall mean the rules and regulations under which the Cemetery operates as approved by the Council of the Township of North Frontenac and the BAO.

**Care and Maintenance Fund** shall mean a requirement under the FBCSA and O. Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment and scattering rights sold, transferred, assigned or permitted; and prescribed amounts for monuments and markers, is contributed into the care and maintenance fund. If no scattering rights are sold but scattering is permitted a prescribed amount must be contributed to the fund when the scattering is conducted. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the cemetery.

**Cemetery** shall mean land, owned and operated by the Township, that has been established as a cemetery under the Act, a private Act or a predecessor of one of them that related to cemeteries, or land that was recognized by the Registrar as a cemetery under a predecessor of the Act that related to cemeteries and includes land that in the prescribed circumstances has been otherwise set aside for the interment of human remains and a mausoleum or Columbarium intended for the interment of human remains.

**Cemetery Operator** shall mean the Township which reserves full control over the cemetery operations and management of land within the cemetery ground or a contractor given delegated authority by the Township.

**Cemetery Price List** shall mean the fees set out in the Township's Fees and Charges By-law.

**Contract** shall mean all purchasers of interment or scattering rights, or other cemetery supplies and services must receive a copy of the contract they and the cemetery operator have signed detailing the obligations of both parties, and

acknowledging receipt and acceptance of the cemetery by-laws, a copy of the Consumer Information Guide and the Price List.

**Corner Posts** shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

**Cremation Lot** shall mean a single space in an area of land in the cemetery set aside for cremated remains only, including a space for a single marker.

**Grave** (also known as a plot) shall mean any inground burial space intended for the interment of a child, adult or cremated human remains.

**Interment Right** shall mean the right to require or direct the interment of human remains or cremated human remains in a grave, lot, niche or crypt and to authorize the installation of a monument or marker.

**Interment Rights Certificate** shall mean the document issued by the cemetery operator to the purchaser once the interment rights to a specific lot have been paid in full, identifying ownership and authority over those specific interment rights.

**Interment Rights Holder** shall mean the person who holds the interment rights with respect to a lot whether the person be the purchaser of the rights, the person named in the certificate of interment or such other person to whom the interment rights have been assigned.

**Lot** shall mean two or more lots in respect of which the rights to inter have been sold as a unit.

**Marker** shall mean any permanent memorial structure – monument, plaque, headstone, cornerstone or other structure or ornament affixed or intended to be affixed to a burial lot, mausoleum crypt, columbarium niche or other structure or place intended for the deposit of human remains and may be used to indicate the location of a burial.

**Monument** shall mean any permanent memorial structure projecting above the ground installed within the designated space to mark the location of a burial or lot.

**Plot** shall mean a single grave space.

**Scattering Right** shall mean the right to direct the spreading of cremated remains over a designated area within a cemetery with the knowledge and permission of the cemetery operator and in keeping with the cemetery operator's by-laws.

**Scattering Rights Holder** shall mean any person who holds the right to scatter cremated human remains in a specified lot or other designated area within the cemetery.

**Township** shall mean the Corporation of the Township of North Frontenac.

## **Section B: General Information**

### **1. Cemetery Hours of Operation and Entry**

Visitation Hours: Dawn to Dusk

Burial Hours: Sunday to Saturday 9:00 a.m. to 6:00 p.m.

Entry into the cemetery shall be through the established entrance. No person shall enter the cemetery after dusk or before dawn.

Individuals entering the cemetery grounds do so at their own risk. The Township shall not be held liable for anyone entering the cemetery grounds, doing so is at the individual's own risk.

Township Office Hours for Sales and Burial Arrangements: Monday to Friday from 9:00 a.m. to 4:00 p.m.

### **2. General Conduct**

No person shall damage, destroy, remove or deface any property within the cemeteries. No person shall play any sport, commit a nuisance or discharge firearms except at a military or police funeral.

All visitors shall conduct themselves in a quiet manner that shall not disturb the cemetery grounds. Any person disturbing the peace, quiet and good order of the cemetery by noise or improper conduct, may be requested to leave the cemetery by the Cemetery Operator.

Children under the age of twelve (12) years must be accompanied by an adult when on the cemetery grounds. The accompanying adult shall be responsible for the child's conduct.

Pets must be leashed and under the control of a person while on cemetery grounds, as per the Township's Animal Control By-law.

### **3. By-law Amendments**

Cemeteries shall be governed by the Cemetery By-Law, and all procedures will comply with the Act, which may be amended periodically.

All amendments to the Cemetery By-law must be:

- Published once in a newspaper with general circulation in the area in which the cemetery is located;
- Conspicuously posted on a sign at the entrance of the cemetery; and
- Delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar and the BAO.

### **4. Liability**

The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, natural disasters, or vandals) to any lot, plot, monument, marker, or other article that has been placed in relation to an interment or scattering right, save and except for direct loss or damage caused by gross negligence of the cemetery.

### **5. Public Register**

A public register shall be maintained and made available to the public during regular office hours.

### **6. Pets or Other Animals**

Pets or other lower animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

### **7. Right to Re-Survey**

The Cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

### **8. Winter Interments**

No winter interments shall take place between December 15<sup>th</sup> and April 30<sup>th</sup>, unless weather permits, and such an interment is approved by the Cemetery Operator and/or CAO.

## **Section C: Sale of Interment Rights**

1. Interment Rights to a lot or plot may be purchased from the Cemetery Operator at the rate set out in the current Cemetery Price List and in accordance with approved plans. The prices for Interment Rights include the applicable portion for deposit into the Cemetery's Care and Maintenance Fund.
2. A Funeral Director may, on behalf of a cemetery customer, make full payment for cemetery services and may accept full payment to the cemetery for services.
3. A monument company may submit and/or accept and submit payment payable to the Cemetery Operator for monument/marker care and maintenance, foundation and applicable staking fees.
4. All payments for Interment Rights shall be made to the Cemetery Operator.
5. The Cemetery Operator shall provide the following to the Interment Rights Holder upon full payment:
  - Interment Rights Certificate
  - Invoice marked paid
  - Copy of the Cemetery By-law and Rules and Regulations
  - Price List
  - Consumer Information Guide
6. Holders of interment rights acquire only the right to direct the burial of human remains and the installation of monuments, markers and inscriptions, subject to the conditions set out in the Cemetery By-law. No burial or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An Interment Rights Certificate will be issued to the Interment Rights Holder when payment has been made in full. The purchase of interment rights is not a purchase of real estate or real property.

## **Section D: Cancellation of Interment Rights**

### **1. Cancellation within 30 Day Period**

A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the Cemetery Operator. The Cemetery Operator will refund all monies paid by the purchaser within thirty (30) days of the date of the request for cancellation.

If any portion of the interment rights has been exercised within thirty (30) days, the purchaser is not entitled to cancel the interment rights.

### **2. Cancellation after 30 Day Period within three years of purchase**

Upon receiving written notice from the purchaser of the interment rights, the Cemetery Operator will determine if it will repurchase the interment rights and issue a refund to the purchaser for the amount paid for the interment, less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said written notice, if applicable. If the Interment Rights Certificate has been issued to the interment rights holder, the certificate must be returned to the Cemetery Operator along with the written notice of cancellation.

If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder are not entitled to cancel the contract or re-sell the interment rights, and no refund will be permitted.

### **3. Re-Sale of Interment Rights to Third Party**

The Interment/Scattering Rights Holder who intends to sell their rights shall provide the following documents to the cemetery operator so that the operator can be satisfied with the authority and identity of the seller, confirm the ownership of the rights and provide the third party purchaser with the required certificate:

- An interment rights certificate endorsed by the current rights holder;
- If the resale involves interment rights, a written statement of the number of lots that have been used in the plot and the number of lots that remain available;
- If the resale involves scattering rights, a written statement of the number of scattering rights;
- Any other documentation in the interments or scattering rights holder's possession relating to the rights.

The third party purchaser will be provided the following documents by the cemetery operator:

1. An interment or scattering rights certificate endorsed by the current rights holder;
2. A copy of the cemetery's current By-law and Price list;
3. If the resale involves interment rights, a written statement of the number of lots that have been used in the plot and the number of lots that remain available;
4. If the resale involves scattering rights, a written statement of the number of scattering rights;
5. Any other documentation in the interments or scattering rights holder's possession relating to the rights.

The Cemetery operator will require:

1. A statement signed by the interment rights holder selling the interment or scattering rights acknowledging the sale of the interment rights to the third party purchaser;
2. Confirmation that the person selling the interment or scattering rights is the person registered on the cemetery records and that they have the right to re-sell the interment or scattering rights;
3. A record of the date of the transfer to the third party;
4. The name and address of the third party purchaser;
5. A statement of any money owing the cemetery operator in respect to the interment or scattering rights.

Once the endorsed certificate and all required authorization and information has been received by the cemetery operator from the rights holder(s), the cemetery operator will issue a new interment or scattering rights certificate to the third-party purchaser.

Upon completion of the above listed procedures, and upon the issuance of the new interment or scattering rights certificate, the third-party purchaser or transferee(s) shall be considered the current interment or scattering rights holder(s) of the interment or scattering rights, and the resale or transfer of the interment or scattering rights shall be considered final in accordance with the cemetery by-laws and the Act.

The cemetery operator may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on the cemetery operator's current price list.

## **Section E: Transfer of Interment Rights**

1. Interment rights may be transferred to another party. A transfer is different from a resale as no monies are exchanged for the ownership of the interment rights, except for the transfer administration fee payable to the Cemetery Operator. Such rights will be transferred through the Rights Holder(s) making an application to the Cemetery Operator by completing the administrative form and payment of the applicable fee as set out in the cemetery price list. The Cemetery Operator may request reasonable proof that such a transfer does not constitute a resale.

The Cemetery Operator will issue a new Interment Rights Certificate to the transferee.

2. In the case of a request received by the Cemetery Operator for transferring ownership of Interment Rights by reason of a bequest made in a validly executed Last Will and Testament, the Cemetery Operator reserves the right to require the production of a Notarial Copy and/or Court Certified Copy of the Last Will and Testament or a Certificate of Appointment of Estate Trustee; or other evidence sufficient to prove the proper transmission of ownership on death of the rights holder.
3. Where the deceased Interment Rights Holder has left a Last Will and Testament containing a specific bequest of the Lot, a Notarial Copy and/or Court Certified Copy of the said Last Will and Testament or a Certificate of Appointment of Estate is required. If the Will does not contain a specific bequest of the Lot, a request in writing from the Estate Trustee(s) for the transfer is required.
4. Where the Interment Rights Holder died Intestate, a request in writing from the Estate Trustee(s) or, if no Estate Trustee has been appointed, from all of the heirs-at-law is required.
5. All transfer of interment rights shall be subject to payment of the required Cemetery Price List and compliance with all other provisions of the Cemetery By-Law.

## **Section F – Burial/Interment and Disinterment of Remains (including cremated remains)**

### **Requirements for Burial/Interment**

1. If the records available to Township staff do not contain proof of interment rights, the following is required for an interment to take place:
  - a. Proof of ownership of the Certificate of Interment Rights, which can be:
    - A copy of the Certificate of Interment Rights; or
    - A sworn statement of ownership of the said plot; or
    - An affidavit denoting legal representation or the power of attorney in lieu of ownership.
2. If the person to be interred is not the interment rights holder, the interment rights holder must provide written authorization prior to a burial taking place. Should the interment rights holder be deceased, authorization to the satisfaction of the Cemetery Operator must be provided in writing by the person authorized to act on behalf of the interment rights holder (i.e. Personal Representative, Estate Trustee, Executor or next of kin).
3. A burial permit issued by the Registrar General or equivalent document showing the death has been registered with the province must be provided to the Cemetery Operator's Office prior to a casket burial taking place. A Certificate of Cremation must be submitted to the Cemetery Operator's Office prior to the burial of cremated remains taking place.

In accordance with the Act, the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the Cemetery Operator for the completion of the contract and the public register prior to each burial of human remains or cremated human remains.

4. Payment shall be made to the Cemetery Operator before a burial can take place.
5. The Cemetery Operator shall be given a minimum of 48 business hours' notice for each burial of human remains.
6. The opening and closing of graves, crypts and niches may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
7. Cremated remains are not permitted to be scattered on a grave.
8. The Cemetery Operator reserves the right to designate a common scattering ground.

### Requirements for Disinterment

1. Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the Cemetery Operator and the prior notification of the Medical Officer of Health. A certificate from the local Medical Officer of Health must be received at the Cemetery Operator's office before the removal of casketed human remains may take place. A certificate from the local Medical Officer of Health is not required for the removal of cremated remains.
2. In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
3. The Township will not be responsible for damage to any casket or container which occurs during the course of the disinterment. A new casket or container may be required to facilitate a removal at the expense of the party authorizing the disinterment.
4. The Township will not be responsible for damage to any cremation urn or cremation outer container which occurs during the course of the disinterment. Due to the length of time a cremation urn has been buried and/or the conditions to which it has been exposed, the Cemetery cannot guarantee that it can retrieve a cremation urn or cremation container buried in a plot. The condition of any cremation urn or cremation container disinterred may be unstable, in which case, a replacement urn may be required at the expense of the party authorizing the disinterment.

### Allotted Interments per Grave

The following may be buried in each plot:

- One (1) casket; or
- One (1) casket and two (2) cremation interments; or
- Four (4) cremation interments.

## **Section G – Markers and Monuments**

1. No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full.
2. No monument or marker of any description shall be placed, moved, altered or removed without permission from the Cemetery Operator.
3. The Cemetery Operator will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker or other structure, or part thereof.

Memorials, monuments, markers, plaques etc. are owned by the Interment Rights Holder and the Cemetery Operator is not responsible for their loss or deterioration. These memorials should be protected by the Interment Rights Holder's own insurance coverage.

Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear, and repair of same shall not be the responsibility of the Cemetery Operator.

4. The Cemetery Operator reserves the right to determine the maximum size of monuments, number and location on each lot or plot. They must not be of a size that would interfere with any future interments.
5. Should any monument or marker present a risk to public safety because it has become unstable, the Cemetery Operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk (at the cost to the Cemetery Operator).
6. The Cemetery Operator reserves the right to remove at its sole discretion any marker, monument or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the Cemetery Operator.

### **Installation of Monuments**

1. In keeping with the Cemetery By-Law, only one monument shall be erected within the designated space of any lot.
2. A monument or other structure shall be erected only after the specific design plans have been approved by the Cemetery Operator including dimensions, material of structure, construction details, and proposed location.

3. The overall face area of the monument (including the monument tablet, monument base, and all parts of the monument therein), with the exception of vases and lanterns, shall not exceed 15 percent of the area of the lot.
4. The maximum length of any foundation shall be confined to within eight (8) inches from either side of the width of the lot or plot; and shall not exceed a width of sixteen inches.
5. The minimum thickness of a monument shall be six (6) inches. Should a monument exceed three (3) feet in overall height, the minimum thickness shall be eight (8) inches.
6. The Die Stone must be installed on a granite base. The height of the Monument Base shall not exceed twelve (12) inches with a minimum of eight inches. The surface of the Monument Base must be both longer and wider than the Die Stone and in proper proportion to the Die Stone to be becoming to the Cemetery.
7. The Foundation shall be built in the designated space and in the proper dimensions of the Monument base. Foundations will not be less than fifty-four (54) inches deep and be installed at the Municipality's direction.
8. The Foundation surface shall be flush with the surrounding ground level and shall provide a level surface free of defects and smoothly trowelled.
9. All debris from the installation shall be removed and the Lot or Plot raked after the installation of a Foundation, at the Monument Company's expense.

#### Installation of Markers

1. No book or pillow Markers shall be less than six (6) inches in height. Such installations shall be placed on a precast pad or on a six (6) inch granite base.
2. Markers shall not exceed 60% of the Lot or Plot width and shall not be so deep as to interfere with future interments.
3. One Marker (footstone) may be placed on a Lot. The Marker shall be placed at the end opposite the Monument.
4. The minimum thickness of all Markers shall not be less than four (4) inches, and the bottom shall be true and level.

## **Section H – Care and Planting**

1. No person other than the Cemetery Operator shall remove any sod or in any other way change the surface of the burial lot in the cemetery.
2. Raised borders of any material are not permitted. The Cemetery Operator reserves the right to remove unmaintained or overgrown plants without notification or compensation.
3. Flowers placed on a grave for a funeral shall be removed by the Cemetery Operator after a reasonable time to protect the sod/seed and maintain the tidy appearance of the cemetery.
4. Plants, artificial or real, shall be placed in proper receptacles attached to Monuments. Planting of borders around Lots or Plots is prohibited.
5. In order to preserve the proper appearance of the Cemetery, plants, old flower containers, artificial flowers, and loose articles not cared for shall be removed from the Cemetery property.
6. Trees or shrubs are prohibited from being placed in the cemeteries. Should this condition not be respected, the shrubs will be removed by the Cemetery Operator without notice.
7. All grading, sodding, seeding, top-dressing, fertilizing, covering of graves and planting of trees and shrubs shall be done by the Cemetery Operator.
8. Rose bushes, containers and ornaments of glass, pottery and metal, corrosive metals, loose stones, sharp objects, trellises, arches or individual benches are not permitted to ensure safe condition of the cemetery grounds.
9. The Cemetery Operator reserves the right to disallow or remove quantities of memorial wreaths or flowers considered by the Cemetery Operator to be excessive or that diminishes the otherwise tidy appearance of the cemetery.
10. Costs incurred in the removal of any unauthorized foliage, borders, fences, railings, walls or cut stone copings undertaken by the Municipality shall be at the expense of the Interment Rights Holder.

A portion of the price of interment rights is trusted into the Care and Maintenance Fund. The income generated from this fund is used to help maintain, secure and preserve the cemetery grounds. Services that may be provided through this fund include:

- Re-levelling and sodding or seeding of lots
- Maintenance of cemetery roads

- Maintenance of perimeter fences
- Maintenance of cemetery landscaping
- Repairs and general upkeep of cemetery maintenance, buildings and equipment

## **Section I – Contractor/Monument Dealers**

1. Any contract works to be performed within the cemetery requires the written pre-approval of the Cemetery Operator before the work may begin. Pre-approval is required for the following:
  - Landscaping;
  - delivery of monuments and markers;
  - foundations, inscriptions, designs, drawings, plans and detailed specifications relating to the work; and
  - location of the work to be performed.Pre-approval by the Interment Rights holder may also be required.
2. It is the responsibility of all contractors to report to the Cemetery Operator and provide the necessary approvals before commencing work at any location on the cemetery property.
3. The Cemetery By-law applies to all contractors and all work carried out by contractors within the cemetery.
4. Contractors, monument dealers and suppliers shall not enter the cemetery to perform work on weekdays after 6:00 p.m., on weekends or statutory holidays, unless approval has been granted by the Cemetery Operator.
5. Contractors shall temporarily cease all operations if they are working within the cemetery where a funeral or public gathering is being held until the conclusion of the service. The Cemetery Operator reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
6. Contractors, monument dealers and suppliers shall lay wooden planks on the burials lots and paths over which heavy materials are to be moved in order to protect the surface from damage.

**Schedule 'B' of By-law #2025-**  
**Active and Inactive Cemeteries owned by the Township of North Frontenac**

Name of Cemetery	Address	Status
Plevna-Ardoch Community Cemetery	6611 Buckshot Lake Road	Active
Ardoch United Church Cemetery	5984 Ardoch Road	Inactive
Clyone Pioneer Cemetery	1055 Little Pond Road	Inactive
Dempsey Cemetery	1542 Marble Lake Road	Active
Donaldson (Mundell) Cemetery	12541 B Road 509	Inactive
Grindstone Cemetery	1083 Grindstone Lake Road	Inactive
Harlowe – St. Mark's Anglican Church	2182 Harlowe Road	Active
Harlowe – United Church Cemetery	3272 Harlowe Road	Active
Ompah Cemetery	9676 Road 509	Active
St. John's Anglican Cemetery	6041 Road 506	Inactive

**To:** Mayor and Members of Council  
**From:** Adam Robinson, Director of Emergency Management / Fire Chief  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 14 Mar 2025  
**Re:** Emergency Preparedness Week, May 5 - 11, 2025

### Recommendation:

**Be It Resolved That** Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 5 - 11, 2025";

**And That** Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

**And That** Council declares May 5 - 11, 2025 as Emergency Preparedness Week;

**And That** Council approves the Mayor's Declaration;

**And That** Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's Website, Social Media and in the Frontenac News.

**And That** Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

**And That** Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's Website and Social Media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

### Background:

Emergency Preparedness Week (EP Week) is an annual event that takes place each year during the first full week of May and is an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

Annually, the CEMC provides Council with an Administrative Report in April regarding Emergency Preparedness Week for information purposes with a Mayoral Declaration (Attachment #1) for consideration, to be posted on the Township's Website and Social Media and included in the Frontenac News.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, requires Municipalities to develop and implement an Emergency Management Program and Council of the Municipality shall adopt this program by By-Law. The program shall provide public education on the risks to public safety and on public preparedness for emergencies. North Frontenac adopted an Emergency Management Program on December 3, 2018, By-Law #104-18.

The North Frontenac Emergency Management Program Committee annually, joins forces with the Federal Government, and the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared.

### Researched By:

Adam Robinson, Community Emergency Management Coordinator (CEMC)  
Marnie Geerlinks, Administrative Assistant to the Fire Chief and Clerk/Planning.

### Comments:

This year the week of May 5 -11, 2025, will be recognized as EP Week.

This year's program will educate and promote public awareness during EP Week, through Social Media, the Township's Website and the Frontenac News. Each day during the 2025 EP Week (Monday – Friday) the CEMC will post a different Public Service bulletin on the Township's Social Media and Website giving residents safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Emergencies in our area such as floods, wildfires, wind events, heat events and other hazards can strike at any moment leaving us without life sustaining essentials such as drinking water, food, light, heat and shelter. It's critically important to be prepared before such events occur. The Canadian government recommends having an emergency kit on hand with enough supplies to last at least 72 hours.

There are many 72 hour personal emergency kits available to the public, which meet Canadian government recommendations for emergency preparedness. In the event of an emergency you can grab it and go, knowing you have the necessary supplies to survive until help arrives.

The CEMC would like to campaign during EP Week 2025 to encourage residents of North Frontenac Township to be prepared for a disaster. The CEMC has designed a quiz that is proposed to be launched on May 5, 2025 and run until May 11, 2025 and all submissions will be entered into a draw to win a 2 Person 72 Hour Emergency Survival Kit.



### Financial Impact:

Funds to come from Protection and Emergency Services Budget – Emergency Plan.

- Mayor's Declaration to be inserted in the Frontenac News - estimated cost of advertisement \$170.00
- 2 Person 72 Hour Emergency Survival Kit \$190.00

Total Costs: Approximately \$360

**Attachments:**

[2025 EP Week - Mayoral Declaration - DRAFT](#)



Township of  
**North Frontenac**



### **Mayor's Declaration for Emergency Preparedness Week 2025 "Plan for Every Season"**

It's time for Emergency Preparedness Week, from May 5 - 11, 2025. North Frontenac Emergency Management Program Committee is joining forces with the Ontario Fire Marshal and Emergency Management (OFMEM) to remind residents of the importance of having an emergency plan and a survival kit and building on the fundamentals of emergency preparedness.

The focus of this year's Provincial Emergency Preparedness (EP) Week campaign is "*Plan for Every Season*"

**Therefore**, I Gerry Lichty, Mayor of the Township of North Frontenac do hereby declare May 5-11, 2025, as Emergency Preparedness Week throughout the Township, and I urge all the people of North Frontenac to prepare an emergency plan and an emergency survival kit for their home and to support the efforts of North Frontenac's Emergency Management Program Committee during Emergency Preparedness Week 2025.

**To:** Mayor and Members of Council  
**From:** Adam Robinson, Director of Emergency Management / Fire Chief  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 14 Mar 2025  
**Re:** 2025 Bunker Gear Purchase

### Recommendation:

**Be It Resolved That** Council receives for information the Director of Emergency Services / Fire Chief's Administrative Report entitled, "2025 Bunker Gear Purchase;

**And That** Council directs the Treasurer to take the additional \$15,000 required for the additional bunker gear in 2025 from the Fire Sustainability TCA Reserve Fund.

### Background:

The North Frontenac Fire Department is committed to public safety while maintaining a high standard of safety and preparedness for its personnel while meeting Legislative requirements. As part of our recruitment and retention efforts, we had eleven (11) Fire Department members, (six (6) of which are new recruits), participate in a joint recruit training program that started spring of 2024, finishing early 2025.

The standard practice is to provide each new firefighter with their own assigned custom gear to ensure proper fit, National Fire Protection Association (NFPA) and Occupational Health and Safety compliance.

### Researched By:

Adam Robinson, DESFC

### Comments:

To ensure uninterrupted service and continued compliance with safety standards, we are requesting Councils approval for an increase in funding by \$15,000 for the purchase of additional sets of required bunker gear. This request is in addition to the previously approved budget allocation of \$9,000 for 2025.

This proactive measure will mitigate the risks associated with equipment shortages, ensuring our team is fully equipped to maintain the highest level of service and safety for the community.

Additionally, the provision of custom PPE strengthens department morale, enhances team cohesion, and reinforces our commitment to firefighter safety.

### Financial Impact:

Typically, three (3) sets of bunker gear can be purchased within the approved budget of \$9,000.00.

The cost of bunker gear has risen by approximately 15% per set for 2025 and due to this price increase, the department is now able to purchase only two (2) sets of gear within the approved budget.

For 2025, a total of seven (7) sets of new bunker gear are required to be purchased:

- 1 set - Replacing expired gear
- 6 sets - Issued to newly trained firefighters

Therefore, we request an additional \$15,000.00 from the Fire Sustainability TCA Reserve Fund to meet the additional purchase requirements. The Year End balance of the Fire Sustainability TCA Reserve Fund is estimated at \$459,853 per the 2025 approved Budget.

The annual allocation included in the 10 Year Capital Plan will be reviewed for the 2026 Budget deliberations with recommended changes for Councils consideration.

### **Strategic Implications:**

Establish the Township as an employer of choice

**To:** Mayor and Members of Council  
**From:** Adam Robinson, Director of Emergency Management / Fire Chief  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 14 Mar 2025  
**Re:** Emergency First Responder Day (May 1st, 2025), and International Firefighters Day (May 4th, 2025)

### Recommendation:

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Emergency First Responder Day (May 1st, 2025), and International Firefighters Day (May 4th, 2025)."

### Background:

#### First Responder Day

On December 10, 2013 the Ontario Legislature proclaimed May 1st as "First Responders Day". The Act proclaims that, "First responders are those men and women who, in early stages of an emergency, are responsible for the protection and preservation of life, property, evidence and the environment". They include police officers, firefighters, military personnel, paramedics, medical evacuation pilots, dispatchers, nurses, doctors, emergency medical technicians and emergency managers.

First responders are volunteers and professionals who have dedicated their lives to public service. Their life-saving skills often make the difference between life and death. Their public service deserves to be recognized and honored.

#### International Firefighters' Day

International Firefighters' Day is annually observed on the 4th of May. It is a day to celebrate the life-saving work of firefighters all over the world. The day aims to highlight the dedication and sacrifices made by firefighters in ensuring the safety and security of their communities. This global observance also focuses on raising awareness about the importance of fire prevention, community volunteerism, and training in order to ensure that our brave firefighters have the support and resources they need to continue protecting lives and property.

The origin of International Firefighters' Day dates back to 1999, following the tragic deaths of five Australian firefighters during a wildfire in Victoria, Australia. In Canada, the day has particular significance, as Canada is known to have one of the highest numbers of volunteer firefighters in the world. Currently, it is estimated that over 85% of firefighters in Canada are volunteers, with many of these men and women juggling full-time jobs alongside their firefighting duties. Additionally, Canada faces the challenge of managing wildfires in remote regions, which often require specialized training and expertise to combat effectively.

International Firefighters' Day is observed on May 4th in Canada and around the world. On this day, Canadians pay tribute to their local firefighters by participating in various events and activities, such as attending local ceremonies and fire station open houses. Canadians are also encouraged to show their appreciation through social media and personal gestures, such as sending thank-you notes or small gifts of gratitude to their local firefighters. This day serves as a reminder of the vital role that firefighters play in keeping our communities safe and the selfless commitment they show to their profession.

### Researched By:

Adam Robinson, Director of Emergency Services, Fire Chief (DESFC)

### Comments:

North Frontenac Fire Department (NFFD) will recognize the "First Responders Day" on May 1, 2025 to honor the skill and dedication of the workers we call on in emergencies, such as our first responders.

The Department will also recognize "International Firefighters' Day" on the first Sunday in May (May 4th, 2025) at twelve noon by completing a thirty-second 'Sound Off' at the Ompah, Snow Road and Clarendon Miller Fire Stations, in respect of past firefighters.



International Firefighters' Day issues ribbons that have linked symbolic elements that firefighters work with. Red is for fire; Blue is for Water.

### Financial Impact:

Mayoral Proclamations to be inserted in the Frontenac News - estimated cost of advertisement \$230.

### Attachments:

[DRAFT - Mayoral Proclamation First Responders Day May 1 2025](#)

[DRAFT - Mayoral Proclamation International Fire Fighters Day May 4 2025](#)



**Mayoral Proclamation  
First Responders Day, May 1, 2025**

**Whereas** first responders dedicate their lives to public service, education, and the protection of residents, their property and the environment; and

**Whereas** first responders include professions such as paramedics, firefighters, police officers, nurses, doctors, medical evacuation pilots, community emergency managers, road maintenance personnel, and military personnel; and

**Whereas** first responders are professionals and volunteers whose skills often make the difference between life and death; and

**Whereas** at a moment's notice, first responders are quick to respond to dangerous and distressing situations that threaten our communities; and

**Whereas** the services, dedication and commitment of first responders deserve to be recognized and honored; and

**Whereas** in 2013 the Ontario Legislature proclaimed that May 1st of each year would be proclaimed as 'First Responders Day';

**Now Therefore Be It Resolved That** I, Mayor Gerry Lichty, on behalf of The Township of North Frontenac Council, do hereby proclaim May 1, 2025, as 'First Responders Day' in the Municipality of North Frontenac.



**Mayoral Proclamation  
'International Firefighters' Day', May 4, 2025**

**Whereas** International Firefighters' Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served in this line of work, and to show support and appreciation for those who presently serve; and

**Whereas** Regardless of the language a firefighter speaks, or the country in which he or she works and resides, all firefighters fight against the same enemy - fire; and

**Whereas** Firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors and strangers alike; and

**Whereas** At a moment's notice, firefighters are quick to respond to uncertain situations to mitigate danger and combat the threat of destructive fire to protect individuals, families, and the economic being of our community; and

**Whereas** The demands of firefighting are accompanied by both personal and physical tolls that all firefighters knowingly accept while risking their lives to protect the lives of others.

**Now Therefore Be It Resolved That** I, Mayor Gerry Lichty, on behalf of The Township of North Frontenac Council, do hereby proclaim May 4, 2025, as 'International Firefighters' Day' in the Municipality of North Frontenac;

**And That** I encourage all residents to show support and appreciation to our Firefighters who protect our lives and property so diligently throughout the year, and by remembering past firefighters who dedicated their lives to preserve our safety.

**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 14 Mar 2025  
**Re:** 2025 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands

**Recommendation:**

**Be It Resolved That** Council receives for information the Manager of Community Development’s Administrative Report entitled “2025 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands”.

**And That** Council approves the 2025 Land Use Permit for operation of the North Frontenac Parklands.

**Background:**

On February 25, 2025 the Township received the Annual Land Use Permit (LUP) from the Ministry of Natural Resources and Forestry (MNRF) which is effective April 1, 2025 until November 30, 2025 (attached).

**Researched By:**

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

**Comments:**

The LUP provided is for all Crown Land Roads, Campsites and Boat Launches within the North Frontenac Parklands that are outside of a Conservation Reserve. This is an annual LUP which is valid from April 1st until November 30th each year and is administered by the MNRF.

Note: The MNRF advised that it is no longer a requirement to sign the LUP for the Parklands as the Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. As a result a Signing By-law is not required.

The Township also has a LUP with the Ministry of Environment, Conservation and Parks (MECP) for campsites within North Frontenac Parklands that are within a Conservation Reserve. This additional LUP came into effect in 2020 and is for a five year term which is valid until November 30, 2025.

**Financial Impact:**

The fee for the Land Use Permit in 2024 is \$461.62 including HST and is budgeted for within the Township’s North Frontenac Parklands Department.

**Strategic Implications:**

N/A

**Attachments:**

[Land Use Permit Letter](#)

[Land Use Permit](#)

[Schedule A-G](#)

[Appendix1-9](#)



Tuesday, February 25, 2025

KEKI-2025-PLA-00010-LUP-001

The Corporation of the Township of North Frontenac  
6648 Road 506 P.O. Box 97 P.O. Box 97  
Plevna, ONTARIO  
K0H 2M0  
CANADA

Dear Permittee

Re: New Land Use Permit KEKI-2025-PLA-00010-LUP-001

The Ministry Natural Resources (the Ministry) is writing to inform you that a review has been completed for the issuance of a new Land Use Permit (LUP) located in UNKNOWN.

Attached to this email, you will find the new Land Use Permit (LUP). The Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. This new process can be done entirely online. However, if you do not want to communicate by email, please reach out to the Ministry using the contact information below and request to communicate through regular mail.

Please carefully review the terms and conditions of the new LUP. Also carefully review the fee chart below which summarizes the amount you will be charged for the issuance of the new LUP.

To let the Ministry know whether or not you wish to validate this new LUP, **please 'Reply All' to this email within 30 days. Note that the attached permit will not be valid until the Ministry has received and processed the initial payment.** The process for making this initial payment is outlined below.

Should you not wish to continue with the occupation you are then responsible for reviewing your expiring LUP to ensure that you comply with all its terms and conditions, including any requirements to remove any structures or remediate the land. Failure to comply with these terms and conditions may lead to the Ministry considering enforcement action.

Please see the summary of the amount you will be charged below. The payment due for your LUP will be \$225.00 and administrative fees of \$83.51 + HST.

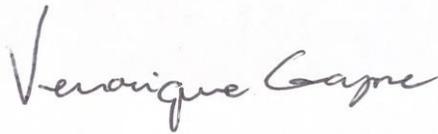
Please remit a payment of \$61.62 (HST included). Payment may be made by cheque or money order, **make it payable to The Minister of Finance**. Kindly mail your payment to the following address:

Ministry of Natural Resources  
Kemptville Work Centre  
10-1 Campus Drive  
Kemptville, Ontario K0G 1J0  
**Attn: Veronique Gagne**

If you have any questions about the process, or the terms and conditions of your expiring or new LUP, please contact the Taylor Grosklag at Kemptville-Kingston District office at 613-240-9397 or [Taylor.Grosklag@ontario.ca](mailto:Taylor.Grosklag@ontario.ca). If there are any changes to your personal information (e.g. billing address, name), please notify this District office.

In order for us to serve you better, please call ahead to make an appointment.

Sincerely,



Ministry of Natural Resources

Encl.

**Summary of Fees:**

<b>Fee Type</b>	<b>Fee</b>	<b>HST</b>	<b>Total</b>
Initial Administration Fee	183.51	23.86	207.37
Annual Administration Fee	0.00	0.00	0.00
Lands Fee	225.00	29.25	254.25
<b>Annual Fee</b> (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
<b>Total Amount Due on Issuance</b> (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	408.51	53.11	<b>461.62</b>

This Land Use Permit is issued under the authority of the Public Lands Act and its regulations, and is subject to the limitations and provisions thereof, and to the terms and conditions set forth herein.

**PERMITTEE**

This Land Use Permit is issued to:  
The Corporation of the Township of North Frontenac

Post Office Address of Permittee:  
6648 Road 506 P.O. Box 97 P.O. Box 97  
Plevna, ONTARIO  
K0H 2M0  
CANADA

Phone Number of the Permittee:  
613-479-2231

Email Address of Permittee:  
recreation@northfrontenac.ca

**PERMITTED PURPOSE**

This Land Use Permit authorizes the holder for:  
Campground  
Seasonal

**DESCRIBED LANDS**

This Land Use Permit applies to the following location(s):  
Per Schedules A,B,C,D,E,F, and G, seasonal campground  
Area: HA  
ARN:

As per the sketch and description which is attached hereto. A copy of this sketch and description is on file with the Ministry and available for inspection at any time during normal business hours. If there is any inconsistency between the two sketches and descriptions, the sketch and description on file with the Ministry shall prevail.

**PERMIT EFFECTIVE DATE:** April 1, 2025

**PERMIT EXPIRY DATE:** November 30, 2025

**Summary of Fees**

Fee Type	Fee	HST	Total
Initial Administration Fee	183.51	23.86	207.37
Annual Administration Fee	0.00	0.00	0.00
Lands Fee	225.00	29.25	254.25
<b>Annual Fee</b> (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
<b>Total Amount Due on Issuance</b> (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	408.51	53.11	<b>461.62</b>

*This Land Use Permit is subject to additional restrictions as set out in the terms and conditions attached.*

The issuance of this Land Use Permit does not relieve the Permittee from the responsibility of acquiring any other approvals as may be required by law, nor does it relieve the Permittee from any other legal requirements, whether under the Public Lands Act and its regulations or otherwise.

Conditions Attached: Yes

Number of Schedules: A-G

This Land Use Permit is subject to the following terms and conditions:

## SECTION 1 – EFFECT OF THIS LAND USE PERMIT

1. This Land Use Permit gives the Permittee the non-exclusive right to occupy the Described Lands only. The Described Lands may be used only for the Permitted Purpose specified in this Land Use Permit and no other purpose.
2. Unless otherwise specified at any time by the Ministry, when this Land Use Permit becomes valid, any abandoned buildings or things located on the Described Lands are transferred to and become the property of the Permittee.
3. This Land Use Permit may not be assigned, transferred, mortgaged, or pledged. Sublicenses or any other sharing of occupancy is prohibited. If the Permittee is a corporation and undergoes a change of control, the Permittee shall immediately disclose the change of control in writing to the Ministry. The Permittee shall comply with any terms and conditions subsequently prescribed by the Ministry resulting from the disclosure, up to and including termination of this Land Use Permit. If this Land Use Permit is terminated, the Permittee shall not be entitled to a refund of any fees paid by the Permittee.

For the purposes of this Land Use Permit, “change of control” shall mean the occurrence of any of the following events: (i) an acquisition of the Permittee by another entity by means of any transaction or series of related transactions (including, without limitation, any reorganization, merger or consolidation but excluding any merger effected exclusively for the purpose of changing the domicile of the Company), or (ii) a sale of all or substantially all of the assets of the Permittee (collectively, a “Merger”), so long as in either case the Permittee’s stockholders of record immediately prior to such Merger will, immediately after such Merger, hold less than fifty percent (50%) of the voting power of the surviving or acquiring entity.

4. The Permittee shall notify the Ministry prior to any proposed sale or transfer of the improvements owned by the Permittee and located on the Described Lands. The Permittee is required to advise any purchaser or transferee that they are not being assigned this Land Use Permit, have no authority to use the Described lands, and that the sale or transfer of such improvements shall not entitle the new owner to the issuance of a new land use permit.
5. This Land Use Permit and all rights of the Permittee shall automatically terminate on the earlier of:
  - a) the expiry date;
  - b) the death, bankruptcy, or insolvency of the Permittee;
  - c) if the Permittee is a corporation, on the winding up or dissolution of the Permittee.

The Permittee shall not be entitled to a refund of any fees paid by the Permittee in the event of early termination in such circumstances.

6. Without limiting the Ministry’s other rights in this Land Use Permit or at law, the Ministry may terminate this Land Use Permit upon 15 days’ notice to the Permittee or such longer period as may be provided by an authorized Ministry representative in their sole discretion, where:
  - a) the Permittee has failed to comply with any of the terms and conditions of this Land Use Permit and such failure is not rectified within the notice period provided by the Ministry; or
  - b) the Ministry considers it to be in the public interest to do so;

provided that where there are less than 15 days remaining in the term of this Land Use Permit, then the Ministry may terminate this Land Use Permit immediately on notice to the Permittee. The Permittee shall not be entitled to a refund of any fees paid by the Permittee.

7. “Public interest” includes, without limitation, the settlement of a land claim or implementation of an agreement involving Ontario and an Indigenous community.
8. The Permittee acknowledges and agrees that:
  - a) upon expiry or earlier termination of this Land Use Permit, the decision to issue a new land use permit is at the sole discretion of the authorized Ministry representative, and the Permittee has no right to, nor is entitled to, the issuance of a new land use permit based on prior use of the Described Lands;

- b) the issuance of any land use permit or permits for the use of the Described Lands will not create any interests or future rights whatsoever in the Described Lands;
  - c) the making of any improvements to or on the Described Lands (whether or not permitted by the Ministry) does not confer upon the Permittee any right to use the Described Lands other than within the terms of this Land Use Permit, nor does it give the Permittee any right to any future land use permits;
  - d) there are no other representations, warranties, or conditions between the Crown and the Permittee, regarding the use of the Described Lands;
  - e) this Land Use Permit does not convey any right, title, or interest in the Described Lands and is a Land Use Permit only;
  - f) this Land Use Permit does not convey any right, title, or interest in any trees standing, growing, or being on the Described Lands, or in any minerals, sand, gravel, or similar materials, in, on, or under the Described Lands. Use of any such materials, unless specifically authorized herein, requires separate written authorization from an authorized Ministry representative.
9. The Permittee's obligations set forth in Conditions 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, and 24 of this Land Use Permit shall survive the expiry or earlier termination of this Land Use Permit.

## SECTION 2 – “AS IS WHERE IS”, INDEMNITY, AND RELEASE

10. The Permittee accepts the Described Lands in an 'as is, where is' condition and acknowledges that the Ministry has made no warranties or representations as to the suitability of the Described Lands for the Permitted Purpose, including access to the Described Lands and quality of that access, and that it is the sole responsibility of the Permittee to satisfy itself regarding the suitability of the lands for the Permitted Purpose.
11. No cause of action arises, no proceeding may be brought and no remedy is available or damages, costs, or compensation payable in connection with any injury, loss, expense, or costs incurred or suffered by the Permittee as a result, directly or indirectly, of any acts or omissions by any person or party (including, without limitation, any acts or omissions of the Crown or those for whom it is responsible at law), that disrupt, stop, or otherwise interfere with the Permittee's ability to access, occupy, or use the Described Lands, howsoever occurring.
12. The Permittee shall indemnify, defend, save, and keep harmless the Crown, its officers, employees, elected officials, servants, and agents from and against any and all claims, demands, suits, actions, damages, losses, costs, or expenses arising out of any injury to persons (including death) and loss or damage to property, which may be or be alleged to be caused by or suffered as a result of or in any manner associated with: (a) the exercise of any right or privilege granted to the Permittee by this Land Use Permit; and (b) any act or omission of the Permittee or its invitees related to the use of the Described Lands.

## SECTION 3 – RESPONSIBILITIES OF THE PERMITTEE

13. The Permittee shall pay the Total Amount Due on Issuance upon 30 days of receiving this Land Use Permit, and thereafter shall pay the Annual Fee no later than each anniversary of the commencement of the term. The Land Use Permit is not valid until the Total Amount Due on Issuance has been received. Land Use Permit Annual Fees are not refundable.
14. The Permittee shall at all times comply with all applicable laws, regulations, by-laws, government orders, and directions in its use of the Described Lands.
15. The Permittee shall be solely responsible for obtaining any other necessary permits, licenses, and approvals relating to the use of the Described Lands by the Permittee for the Permitted Purpose.
16. The Permittee may not affix any building, structure, or works, on the Described Lands (including posting any signs or notices), nor make any alteration, renovation, enlargement, reconstruction, or other improvement to the Described Lands without the written approval of an authorized Ministry representative, except as otherwise expressly permitted in this Land Use Permit.
17. The Permittee shall maintain the Described Lands in a clean, sanitary, and safe condition, in accordance with any applicable legislation, regulations, by-laws, government orders and directions. Without limiting the generality of the foregoing, the Permittee is an occupier for the purposes of the Occupier's Liability Act and shall take such care as in all circumstances is reasonable to see that persons entering on the Described Lands, and the property brought on the Described Lands by these persons, are reasonably safe while on the Described Lands.

18. The Permittee shall not allow waste, garbage, or other objectionable material to collect on the Described Lands.
19. The Permittee shall not bring any hazardous substances or other contaminants onto the Described Lands without the approval of an authorized Ministry representative. The Permittee may bring retail purchased consumer products such as cleaning supplies, fuel, and lubricants for motor powered vehicles or vessels, and lawn and garden care products, that, in each case, are necessary for and used in the ordinary course of the Permittee's use of the Described Lands for the Permitted Purpose, without prior approval of the Ministry. All such products must be used, stored, and disposed of in accordance with their Material Safety Data Sheet or as specified in the instructions provided on their labels. The Ministry may impose conditions on any such approval. In the event that the Described Lands are contaminated by any act or omission of the Permittee or its invitees, the Permittee shall immediately notify the Ministry and shall undertake all necessary remediation of the Described Lands to contain and remove such contamination, at its sole cost and expense. If the Permittee fails to undertake such remediation or to diligently complete such remediation, the Ministry may undertake such remediation on the Permittee's behalf, and the cost of doing so is a debt due the Crown by the Permittee and may be recovered by the Ministry.
20. The Permittee shall deliver to the Ministry a completed occupier's self-reporting form with accompanying photographs upon request of the Ministry, depicting the state of the Described Lands.
21. The Ministry may inspect the Described Lands at any time for the purpose of ascertaining compliance with the conditions of this Land Use Permit. The Ministry may issue a notice of repair and maintenance to the Permittee. The Permittee shall immediately undertake all repairs and maintenance outlined in such notice. If the Permittee fails to undertake such repairs and maintenance or to diligently complete such repairs and maintenance, the Ministry may undertake such repairs and maintenance on the Permittee's behalf, and the cost of doing so is a debt due the Crown by the Permittee and may be recovered by the Ministry.
22. The Permittee shall be responsible for prompt payment of all real property and other taxes that may be levied against the Described Lands and the Permittee's use thereof (including payments that may be made by the Crown in lieu of such taxes).
23. The Permittee shall be responsible for all utilities consumed by the Permittee on the Described Lands and shall pay the cost of such utilities to the Ministry or directly to the applicable utility company, as the Ministry may direct.
24. Upon the date when the Permittee has no further right to occupy the Described Lands, the Permittee shall remove all improvements, personal property, or other assets of the Permittee on the Described Lands including any signs or notices posted by the Permittee, at its sole cost and expense. The Permittee shall leave the Described Lands in a clean and safe condition, restored to its original state prior to the use of the Described Lands by the Permittee. The Permittee shall also promptly deliver to the Ministry a completed occupier's self-reporting form and accompanying photographs of the Described Lands evidencing the completion of such obligations. Any improvements, property or assets remaining on the Described Lands following expiry or termination of this Land Use Permit may be disposed of by the Ministry at the expense of the Permittee or, at the option of the Ministry, may be retained by the Ministry as the property of the Crown without compensation to the Permittee. If the Permittee fails to leave the Described Lands in a clean and safe condition, restored to its original state, the Ministry may undertake such work as is necessary to restore the lands to the required condition, and the cost of doing so is a debt due the Crown by the Permittee and may be recovered by the Ministry.
25. The Permittee shall keep a copy of this Land Use Permit available at all times while on the Described Lands and shall produce it on demand to any Ministry official.

**MINISTRY OF NATURAL RESOURCES**

\_\_\_\_\_  
Name:

Title:

Under Delegated Authority

## ADDITIONAL TERMS AND CONDITIONS

23. The permittee must maintain boat launching areas in a clean, safe and usable condition and must ensure that the area is kept clear of parked cars, campers, etc.
24. The permittee must remove, on a regular basis, all garbage collected from the campsites to an authorized waste disposal site.
25. The permittee must remove any hazardous trees from the campsites and boat launching area.
26. The permittee must erect and maintain any required signs. Signs required by MNRF will be supplied by MNRF. All other signs will be provided by the permittee but must be approved by MNRF prior to being erected.
27. The permittee may charge fees for use of the roads, camping, for boat launching and parking. Notwithstanding the foregoing, employees of Bell Canada, Hydro One, and provincial and federal government departments are exempt from payment of boat launching and parking fees, but only when using the site for purposes associated with carrying out their respective business activities. All fees collected can only be used towards the Crown Land Stewardship Program.
28. MNRF reserves the right to prohibit overnight camping at any campsite at any time and shall provide the permittee with at least one week's notice of any campsite closures. In such cases, the permittee will provide the required sign(s) and the permittee will be responsible for erecting and maintaining the signs as well as enforcement of the closures.
29. The permittee will set aside a number of existing campsites (in consultation with MNRF staff) which will be designated day use only.
30. No new campsites or the expansion of existing campsites and access points can be undertaken without the written permission from the MNRF Kemptville Kingston District.
31. The Land Use Permit area lies within a Land Claim. If a settlement is negotiated during the term of the permit and involves Crown land within the permit area, the Land Use Permit shall become null and void.
32. Mineral exploration activities may still take place within the permit area subject to the Public Lands Act and the Mining Act.
33. The cutting of trees (excluding condition 16), other than by an authorized harvesting operation, would not be allowed without written authorization from the MNRF Kemptville Kingston District office.
34. Forestry operations on Crown land, as authorized in a Forest Management Plan, must be permitted to be conducted uninterrupted.
35. During the term of the LUP, the permittee must carry a minimum of \$2,000,000.00 liability insurance, pertaining specifically to their activities on this site, naming His Majesty the King in the Right of Ontario as represented by the Minister of Natural Resources as an insured party.
36. The permittee must complete and submit an Annual Report (revenues collected & expenditures) at the conclusion of each calendar year.
37. A written summary of problems, complaints and comments to be submitted by year end which have been received by the Township office and field staff patrolling the roads, access points and campsites.
38. Any fee changes will require consultation with the MNRF staff at the Kemptville Kingston District.
39. Commercial use of the Crown land under LUP will only be considered with prior approval of MNRF staff at the Kemptville Kingston District.

40. This permit may, upon sixty (60) days written notice or such further period of time as the MNRF official prescribes, be revoked or cancelled if MNRF no longer wishes to participate in the Crown Land Stewardship Program with the Municipality of North Frontenac.

**Additional Conditions relating to the Schooner Lake municipal campground (see attached sketch):**

41. Only walk-in tent sites are permitted within the "C" zone of the ANSI.
42. The permittee must ensure the grass areas of the campground are mown as required and must remove any hazardous trees from the campground.
43. The permittee must maintain the vault privy in a clean, sanitary and safe condition and must maintain a supply of toilet paper. The permittee must also pump out the vault privy as required.

Revised March 2024

## Schedule "A"

### MNRF ACCESS POINTS - North Frontenac Twp.

<b>Barrie Township</b>	Kashwakamak Lake	L 8 C 8
	Kashwakamak Lake	L 18 C 5
	Marble Lake	L 26 C 7
	Mississagagon Lake	L 5 C 9
<b>Clarendon Township</b>	Big Gull Lake	L 8 SWR
<b>Miller Township</b>	Big Ohlmann Lake	L 21 C 8
	Brule Lake	L 13 C 5
	Dan Lake	L 25 C 7
	Fortune Lake	L 28 C 8
	Grindstone Lake	L 4 C 10
	Lucky Lake	L 21 C 8
	Mackie Lake	L 23 C 11
	Schooner Lake	L 29 C 11
<b>North Canonto Township</b>	Govan Lake	L 30 C 1
<b>Palmerston Township</b>	Crotch Lake	L 18 C 3
	Crotch Lake	L 3 C 1
<b>South Canonto Township</b>	Granite Lake	L 13 C 5
	Mair Lake	L 23 C 9
	Redhorse Lake	L 22 C 6

## Schedule "B"

All those parcels or tracts of land in the Townships of MILLER, SOUTH CANONTO, NORTH CANONTO and PALMERSTON, now in the Municipality of North Frontenac, in the County of Frontenac and Province of Ontario, more particularly described as follows --

### **PARCEL ONE (Schooner Lakes Road)**

FIRSTLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the SCHOONER LAKES FOREST ACCESS ROAD within Lots 18, 19, 20, 21, 22, 24, 25, 26, 27 and 28 Concession 8; Lots 28 and 29 Concession 9; Lots 28 and 29 Concession 10; and Lots 28, 29 and 30 Concession 11;

SECONDLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the MACKIE LAKE ROAD within Lots 21 and 22 Concession 10; and Lots 22 and 23 Concession 11.

### **PARCEL TWO (Mosque Lake Road)**

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the MOSQUE LAKE FOREST ACCESS ROAD within Lots 13 and 14 Concession 5; and Lots 14, 15, 16, 17 and 18 Concession 6.

### **PARCEL THREE (Canonto Road)**

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "A" within Lots 21, 22 and 23 Concession 3; Lots 22 and 23 Concession 4; Lots 20, 21, 22 and 23 Concession 5; Lots 18, 19 and 20 Concession 6; Lots 18 and 19 Concession 7; Lots 19, 20, 21, 22 and 23 Concession 8; Lots 23, 24 and 25 Concession 9; and Lots 25, 26, 27 and 28 Concession 10;

...2

SECONDLY:

That part of the said Township of NORTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "A" within Lots 28, 29, 30, 31 and 32 Concession 1; and within the unsubdivided portion of the said Township commencing at the road's intersection with the north limit of Lot 32 Concession 1, thence in a northerly direction to it's intersection with the west limit of the allowance for road between North Canonto and Blithfield Townships;

THIRDLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "C" (Redhorse Lake) within Lots 20, 21 and 22 Concession 6.

**PARCEL FOUR (Crotch Lake Road)**

That part of the said Township of PALMERSTON composed of all Crown land within 33 feet of the centerline of the existing road known as the CROTCH LAKE FOREST ACCESS ROAD within Lots 19 and 20 Concession 3.

## Schedule “C”

### Crotch Lake Crown Land Area LUP Tenure Under Public Lands Act

<b>TOWNSHIP</b>	<b>LOT</b>	<b>CON</b>	<b>EXCEPT</b>
Clarendon	E1/2 6	1	
Clarendon	E1/2 7	1	
Clarendon	10	1	
Clarendon	11	1	
Clarendon	12	1	
Clarendon	13	1	
Clarendon	14	1	
Clarendon	15	1	
Clarendon	16	1	
Clarendon	17	1	
Clarendon	18	1	
Clarendon	19	1	
Clarendon	20	1	
Clarendon	10	2	
Clarendon	11	2	
Clarendon	E1/2 12	2	
Clarendon	E1/2 13	2	
Clarendon	E1/2 14	2	
Clarendon	15	2	
Clarendon	16	2	
Clarendon	E1/2 19	2	
Clarendon	E1/2 20	2	
Palmerston	3	1	<ul style="list-style-type: none"> <li>• 3.26 acre parcel of land as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID</li> </ul>

			<ul style="list-style-type: none"> <li>• 0.8 acre parcel as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 63754</li> <li>• Parts 3 &amp; 5, Plan 13R-1743</li> </ul>
Palmerston	4	1	
Palmerston	5	1	
Palmerston	6	1	
Palmerston	7	1	<ul style="list-style-type: none"> <li>• Crown land within Crotch Lake Conservation Reserve</li> </ul>
Palmerston	8	1	<ul style="list-style-type: none"> <li>• Part Lot 8, Con. 1 as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 28319</li> </ul>
Palmerston	9	1	<ul style="list-style-type: none"> <li>• Crown land within Crotch Lake Conservation Reserve</li> </ul>
Palmerston	10	1	<ul style="list-style-type: none"> <li>• Crown land within Crotch Lake Conservation Reserve</li> </ul>
Palmerston	11	1	
Palmerston	12	1	
Palmerston	13	1	
Palmerston	14	1	
Palmerston	W1/2 3	2	<ul style="list-style-type: none"> <li>• Part 1 &amp; 6, Plan 13R-1743</li> </ul>
Palmerston	W1/2 4	2	
Palmerston	5	2	
Palmerston	6	2	
Palmerston	10	2	<ul style="list-style-type: none"> <li>• Crown land within Crotch Lake Conservation Reserve</li> </ul>
Palmerston	11	2	<ul style="list-style-type: none"> <li>• Crown land within Crotch Lake Conservation Reserve</li> </ul>
Palmerston	12	2	
Palmerston	13	2	
Palmerston	14	2	
Palmerston	17	2	
Palmerston	E1/2 18	2	
Palmerston	W1/2 5	3	
Palmerston	6	3	<ul style="list-style-type: none"> <li>• a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office</li> </ul>
Palmerston	7	3	
Palmerston	8	3	<ul style="list-style-type: none"> <li>• Crown land within Crotch Lake Conservation</li> </ul>

			<b>Reserve</b>
Palmerston	9	3	• a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	11	3	• Crown land within Crotch Lake Conservation Reserve
Palmerston	12	3	
Palmerston	13	3	
Palmerston	14	3	
Palmerston	15	3	
Palmerston	16	3	
Palmerston	17	3	
Palmerston	18	3	
Palmerston	19	3	
Palmerston	20	3	
Palmerston	W1/2 6	4	
Palmerston	W1/2 7	4	
Palmerston	W1/2 8	4	
Palmerston	W1/2 9	4	
Palmerston	W1/2 10	4	
Palmerston	W1/2 11	4	
Palmerston	12	4	
Palmerston	13	4	
Palmerston	14	4	
Palmerston	15	4	
Palmerston	16	4	
Palmerston	17	4	
Palmerston	W1/2 18	4	
Palmerston	W1/2 of W1/2 19	4	
Palmerston	W1/2 12	5	

Together with all islands in Crotch Lake not within Crotch Lake Conservation Reserve, Twin Island and Fawn Lakes except Island “C” opposite Lot 5, Con. 2,

## Schedule “D”

### FIRSTLY:

All of the islands in Govan Lake, North and South Canonto Township, designated as islands 1 to 22 and the North Half of Lots 30, 31 32 33, 34 and 35, Concession 10, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as outlined on a map attached as Appendix 1.

### SECONDLY:

All of the North Half of Lot 23, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

### THIRDLY:

All of the South Half of Lot 21, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

### FOURTHLY:

All of the islands in Redhorse Lake, South Canonto Township, designated as islands 1 to 4 as shown on a map attached as Appendix 3.

### FIFTHLY:

All of Lot 13, Concession 5, South Canonto Township, saving and accepting two private recreational camps, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 4.

### SIXTHLY:

The municipal campground area located on Schooner Lake, within Part Lots 29 & 30, Concession 11, in Miller Township, containing 11.0 hectares more or less. The islands in Long Schooner Lake, designated as islands 1 to 8 and the islands in Round Schooner Lake in Miller Township, designated as islands 9 to 16 as shown on a map attached as Appendix 6.

### SEVENTHLY:

All those Crown lands being parts of Lots 28 & 29, Concession 9, in Miller Township, known as Proudfoot Bay on Fortune Lake and parts Lots 20 & 21, Concession 8, in Miller Township, on Lucky Lake as shown on a map attached as Appendix 7.

Palmerston Township, County of Frontenac as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 62959.

## Schedule “E”

### Big Gull Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	4	6	<ul style="list-style-type: none"> <li>• Reg. Plan 1465</li> <li>• Crown land within Hungry Lake Conservation Reserve</li> </ul>
	W1/2 2	7	
	W1/2 3	7	
	4	7	
	3	8	
	5	8	
	6	8	<ul style="list-style-type: none"> <li>• Reg. Plan 1564</li> </ul>
	5	9	
	5	10	
	4	11	
	5	11	<ul style="list-style-type: none"> <li>• 1.18 acres on point</li> </ul>
	6	11	
	1	12	<ul style="list-style-type: none"> <li>• .18 acres on point</li> </ul>
	6	12	<ul style="list-style-type: none"> <li>• 1 acre on point</li> </ul>
	7	12	
	1	13	
	5	13	
	6	13	
	7	13	
	8	13	
	9	13	
	1	14	
	4	14	
	6	14	
	7	14	
	8	14	
	9	14	
	5	SWR	<ul style="list-style-type: none"> <li>• Reg. Plan 1324</li> <li>• Crown land within Hungry Lake Conservation Reserve</li> </ul>
	6	SWR	<ul style="list-style-type: none"> <li>• Reg. Plan 1232</li> </ul>

	7	SWR	<ul style="list-style-type: none"> <li>• Reg. Plan 1232 &amp; 1007 + 1 private parcel</li> </ul>
		SWR	<ul style="list-style-type: none"> <li>•</li> </ul>
Barrie	1	1	<ul style="list-style-type: none"> <li>• Reg. Plan 1099 &amp; 1419</li> </ul>
	4	1	<ul style="list-style-type: none"> <li>• GR 119136, EW-21, EW-12 &amp; CL8130 (details file with Bancroft District office)</li> </ul>
	3	2	
	4	2	
	5	2	
	6	2	
	7	2	
	8	2	<ul style="list-style-type: none"> <li>• Reg. Plan 1550</li> </ul>
	11	2	<ul style="list-style-type: none"> <li>• Reg. Plan 1325</li> </ul>
	S1/2 5	3	
	6	3	
	7	3	
	8	3	
	8	4	
	9	4	
	10	4	
	11	4	
	12	4	
	13	4	
Barrie	Islands		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Clarendon	Islands		
	9		
	10 (A)		<ul style="list-style-type: none"> <li>• BE. 31 (east side of island)</li> </ul>
	11 (S)		

	14 (E)		
	16 (F)		
	21		
	23 (P)		
	24		
	25		• NW side private
	26		
	27 (V)		
	28		
Quebec Lake	29		
Quebec Lake	30		
Quebec Lake	31		

## Schedule “F”

Kashwakamak Lake Crown Land Area  
(as shown on a map attached as Appendix “8”)

<b>TOWNSHIP</b>	<b>LOT</b>	<b>CON</b>	<b>SAVING AND EXCEPTING</b>
Barrie	20	5	BE 14, .72 ac
	21		SR, BE 13, .75 ac + BE 14 .72 ac + Michell Islanders LUP site
	N1/2 1	6	
	N1/2 2		Reg. Plan 1550
	N1/2 4		Reg. Plan 1550 & 1114
	Block “B”	Plan 1114	
	Block “E”	Plan 1114	
	4	7	Reg. Plan 1125
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	S1/2 5	8	
	S1/2 6		
	7		
	8		
Clarendon	W1/2 of W1/2 16	10	
	16	11	
	17		
	19		2 Small private parcels
	20		
	N1/2 16	12	
	S Part 17, south		

	shore		
	17(south shore)	13	Reg. Plan 1560
	E1/2 16	14	Reg. Plan 1559
Barrie	Islands		
	1		Reg. Plan 1537
	2		
	3		
	4 (C)		
	5		
	6 (E)		
	7 (F)		
	8		
	9 (G)		
	10		
	11		
	12 (H)		
	13		
	14		
	15		
	WP 16		
Clarendon	Islands		
	EP 16		
	17		
	18(C)		
	19		
	20 (D)		
	21 (E)		
	22 (F)		

## Schedule "G"

Mississagagon Lake Crown Land Area  
(As shown on map attached as Appendix "8")

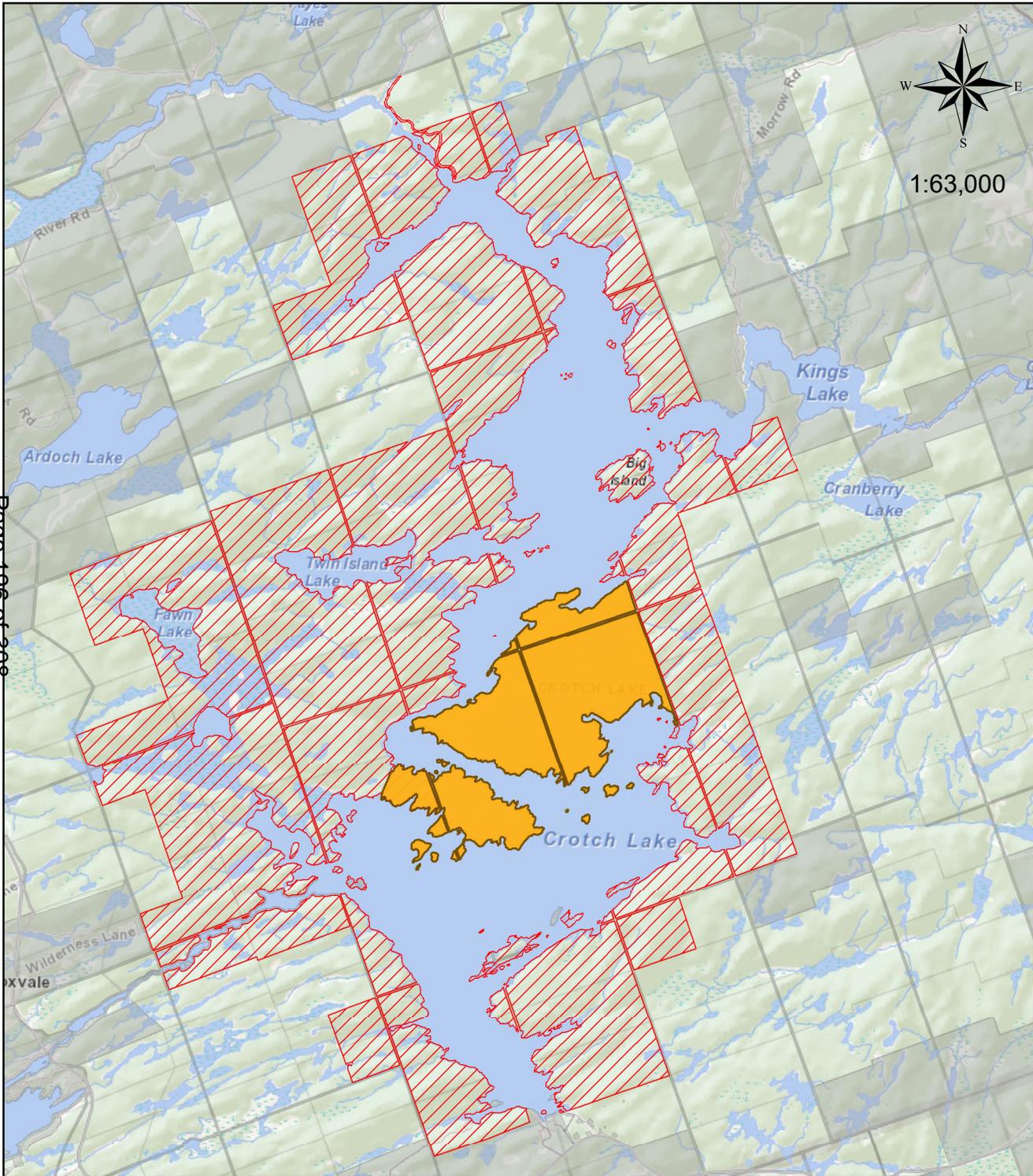
<b>TOWNSHIP</b>	<b>LOT</b>	<b>CON</b>	<b>SAVING AND EXCEPTING</b>
Barrie	4	9	
	5		

## Appendix "1"

### Stewardship Land Use Permit

### The Corporation of the Township of North Frontenac

Page 196 of 308



#### Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Natural Resources and Forestry (OMNRF) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

Universal Transverse Mercator, North American Datum 1983

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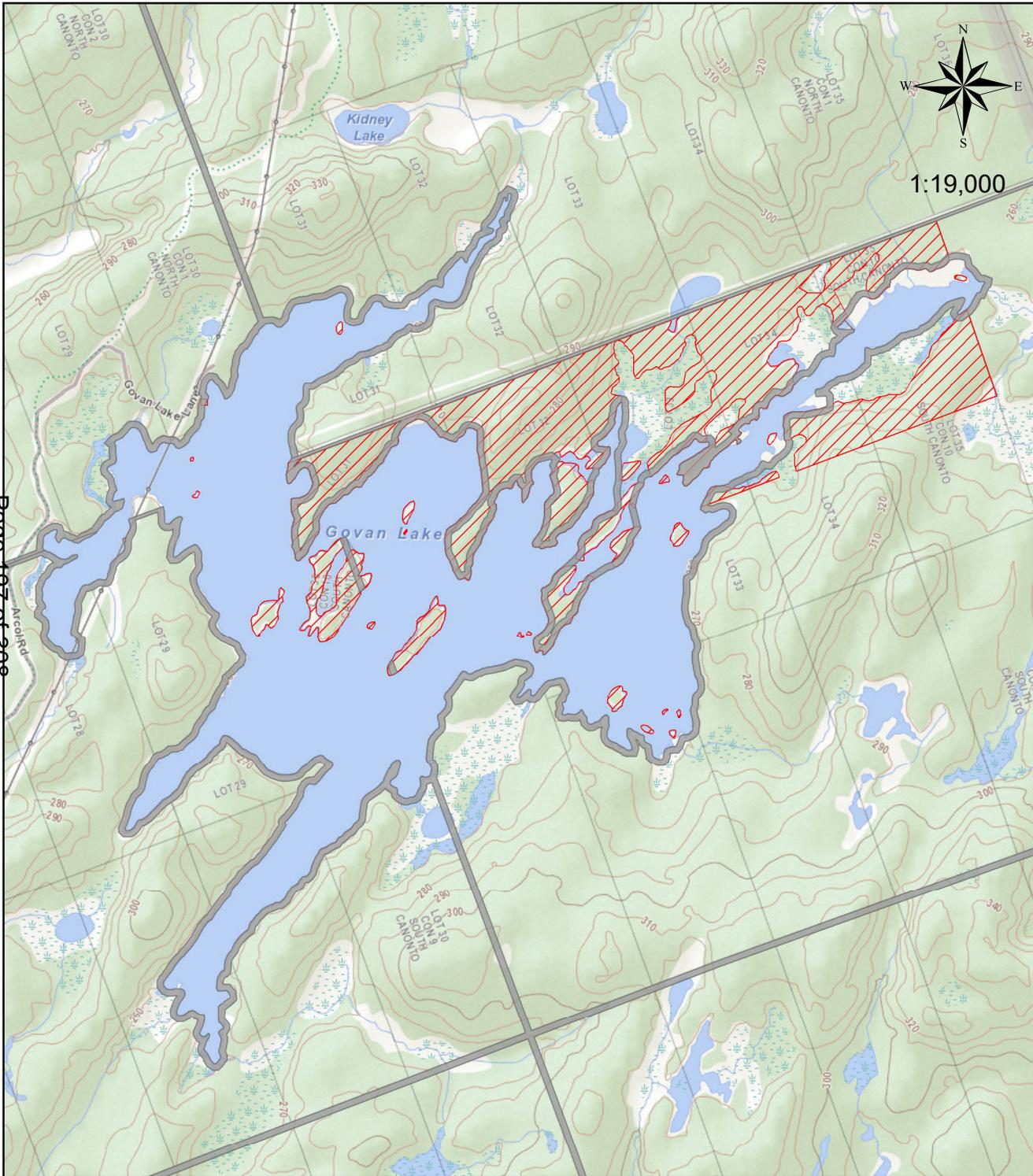
**This sketch to be used for reference only**

## Appendix "2"

### Stewardship Land Use Permit

### The Corporation of the Township of North Frontenac

Page 197 of 308



**Legend**

-  LUP Tenure Area
-  Patent Land

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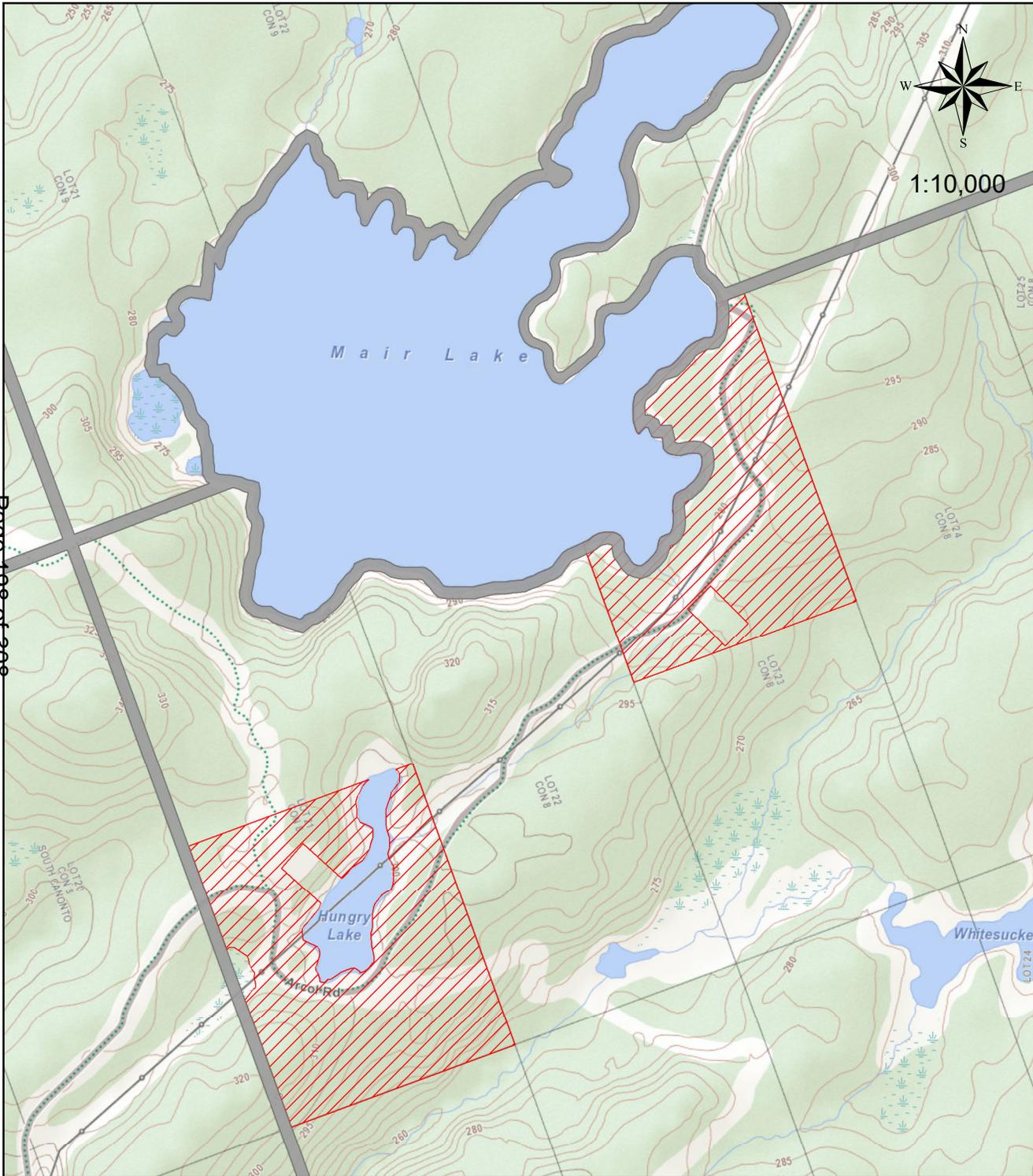
**This sketch to be used for reference only**

Appendix "3"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Page 198 of 308



**Legend**

-  LUP Tenure Area
-  Patent Land

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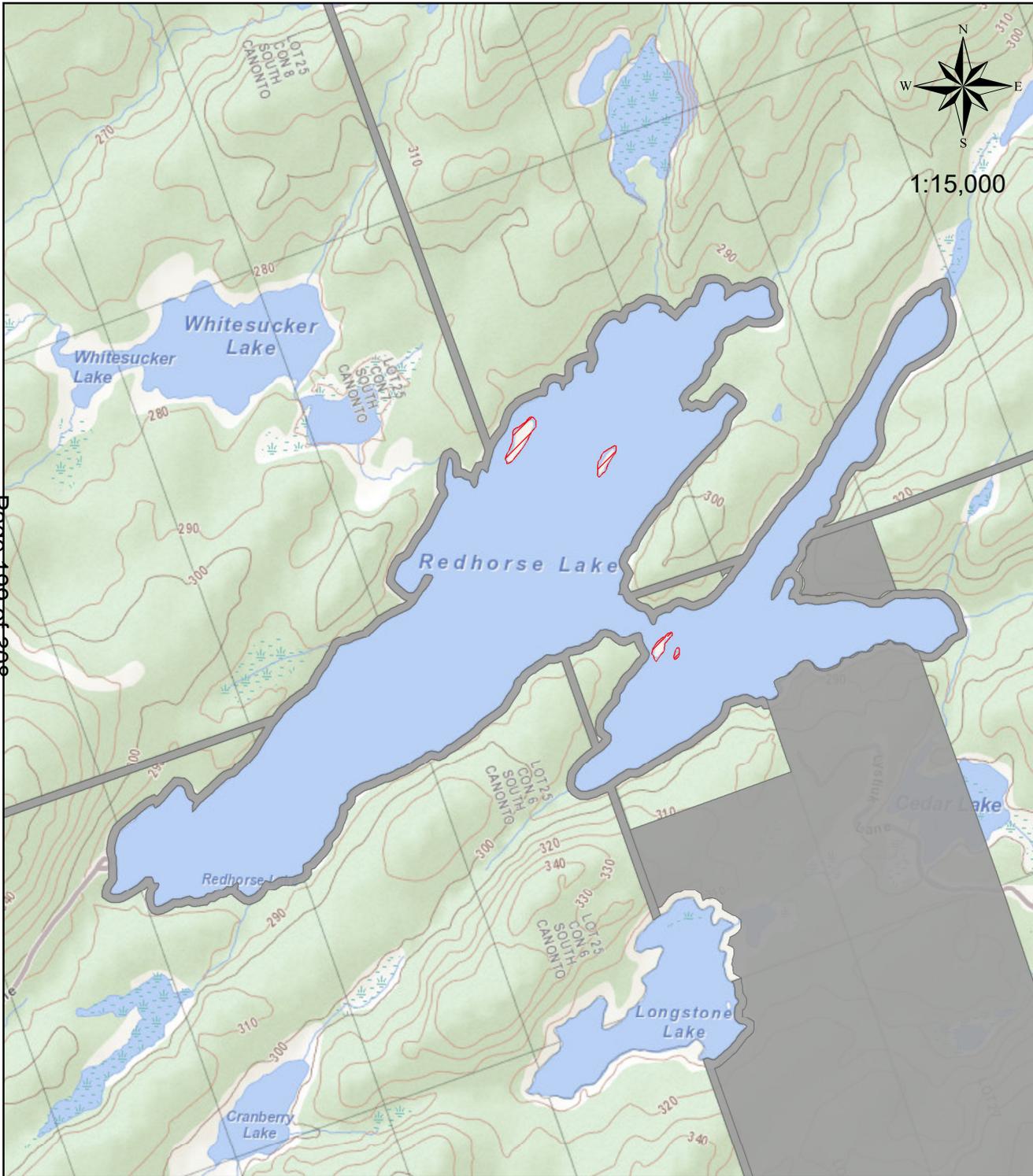
This sketch to be used for reference only

Appendix "4"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Page 199 of 308



1:15,000

**Legend**

-  LUP Tenure Area
-  Patent Land

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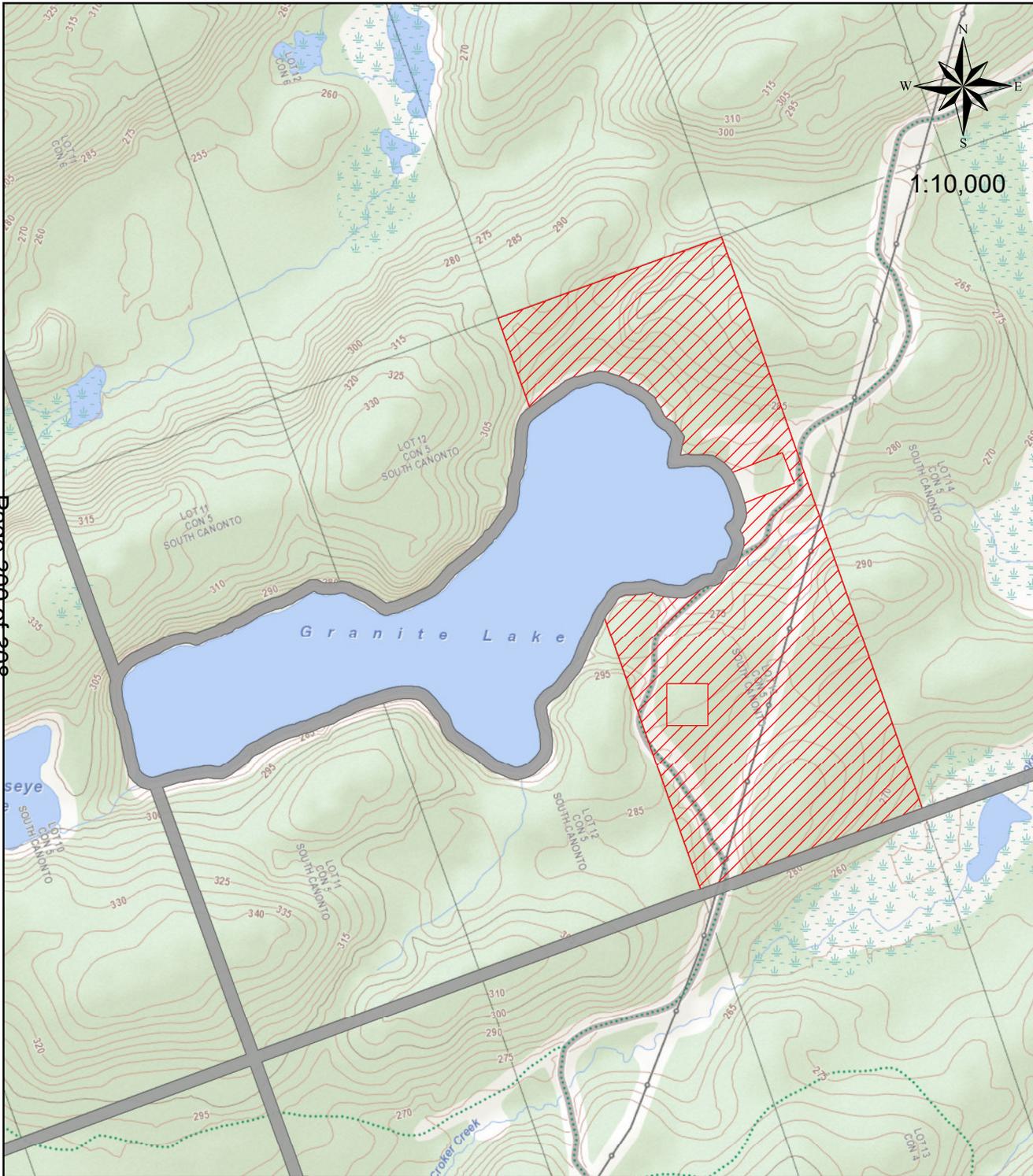
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## Appendix "5"

### Stewardship Land Use Permit

### The Corporation of the Township of North Frontenac

Page 200 of 308



**Legend**

-  LUP Tenure Area
-  Patent Land

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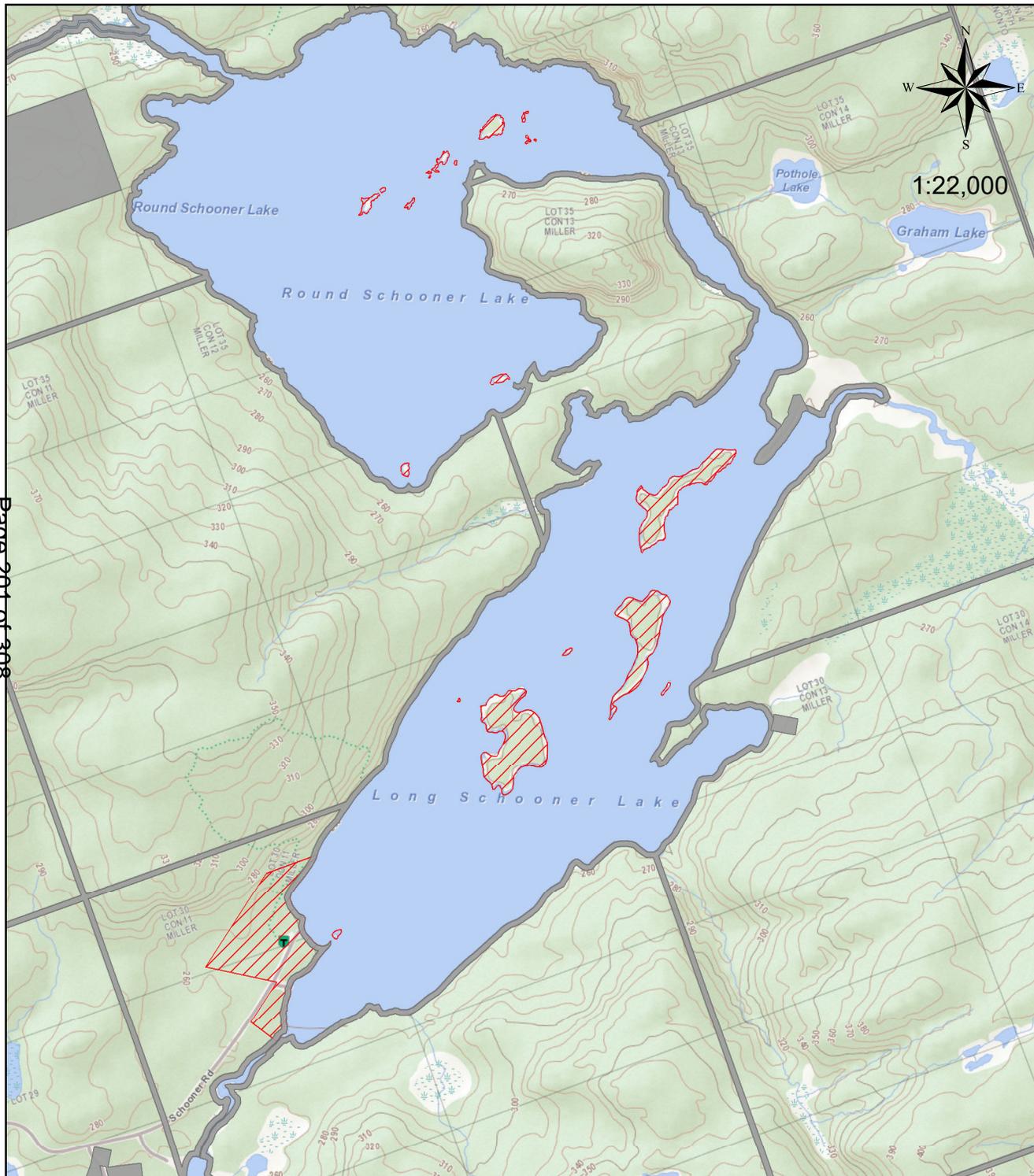
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## Appendix "6"

### Stewardship Land Use Permit

### The Corporation of the Township of North Frontenac

Page 201 of 308



**Legend**

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-  Patent Land

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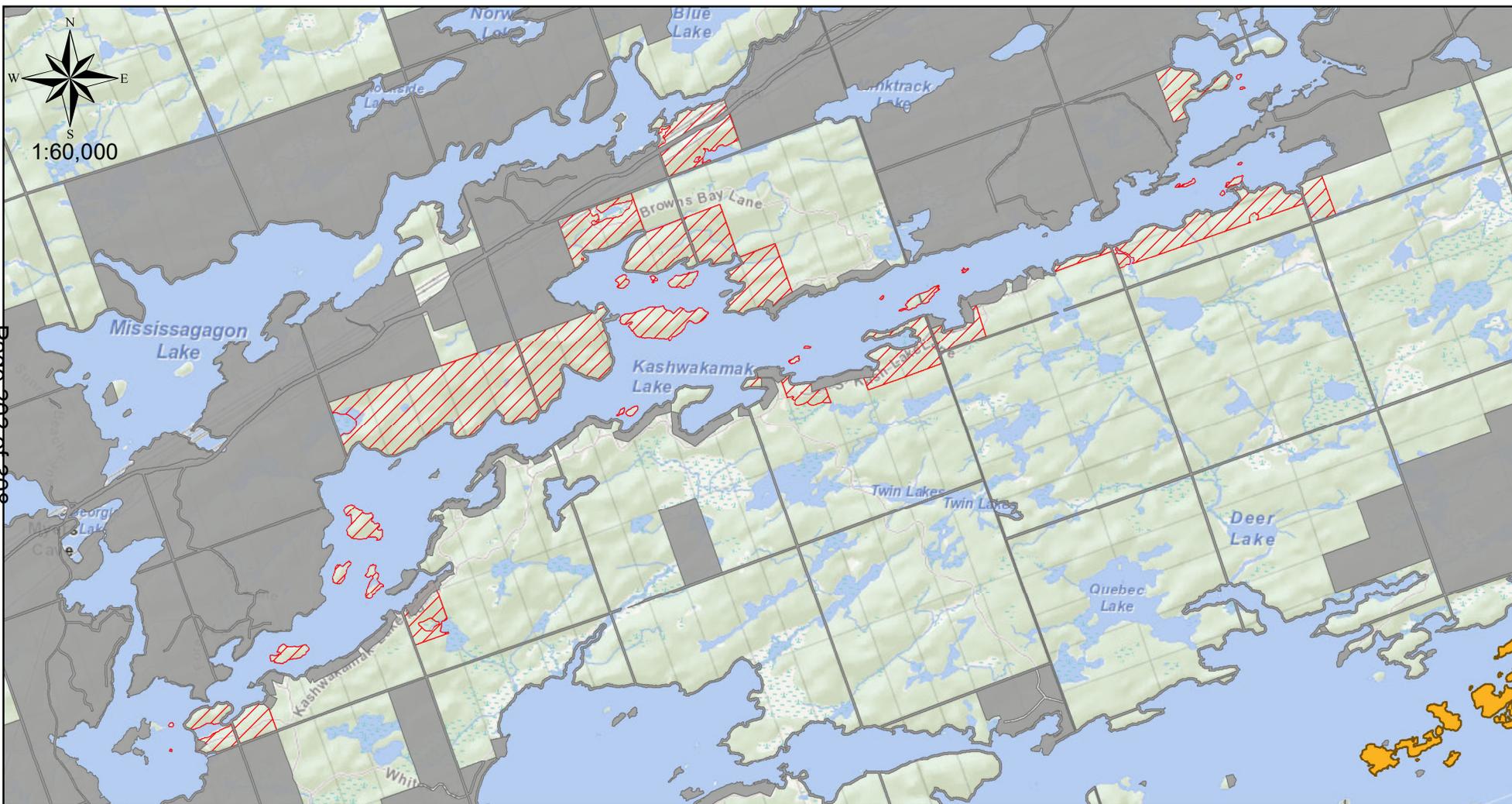
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## The Corporation of the Township of North Frontenac

Page 202 of 308



**Legend**

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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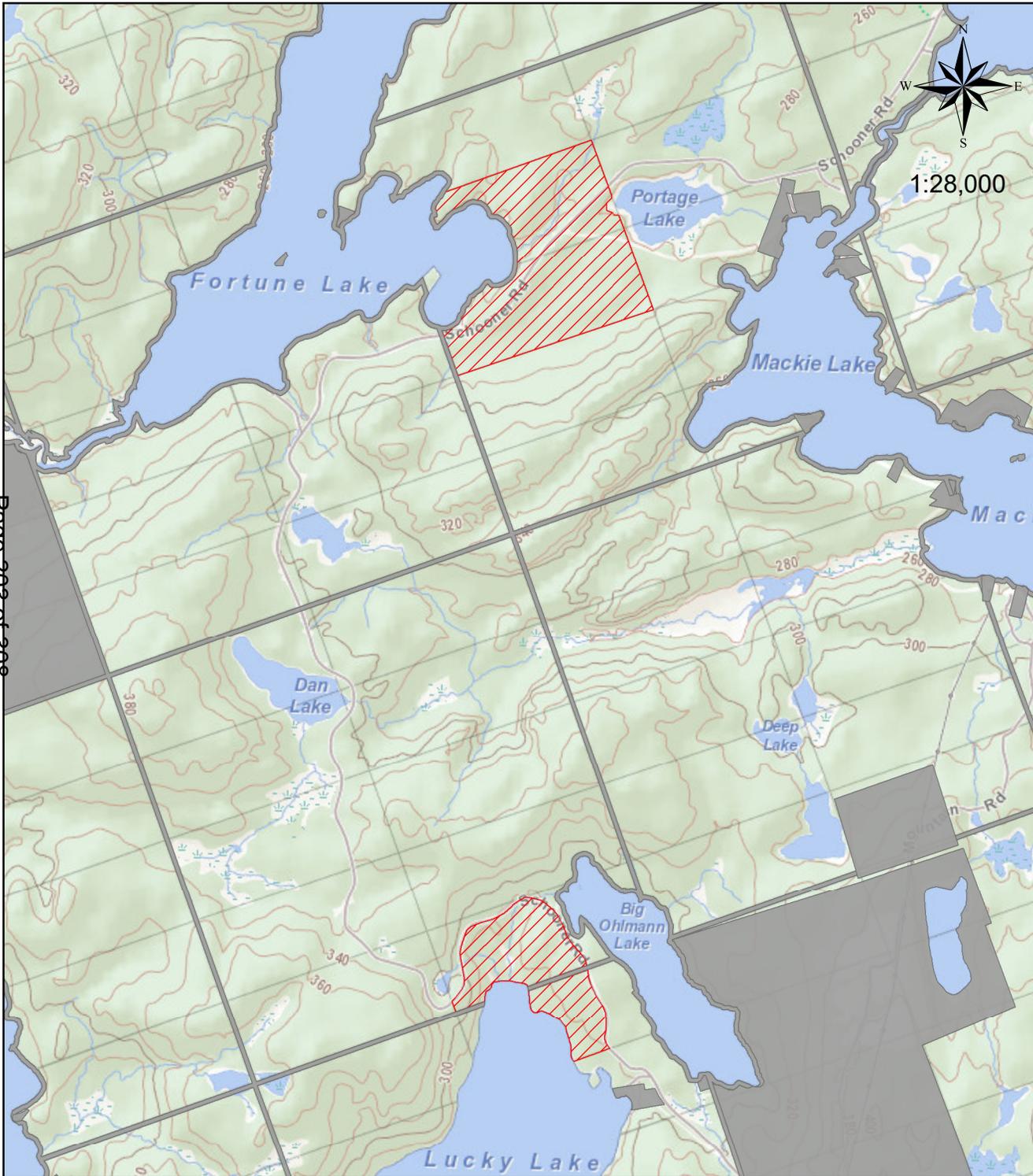
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Appendix "7"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

Page 203 of 308



**Legend**

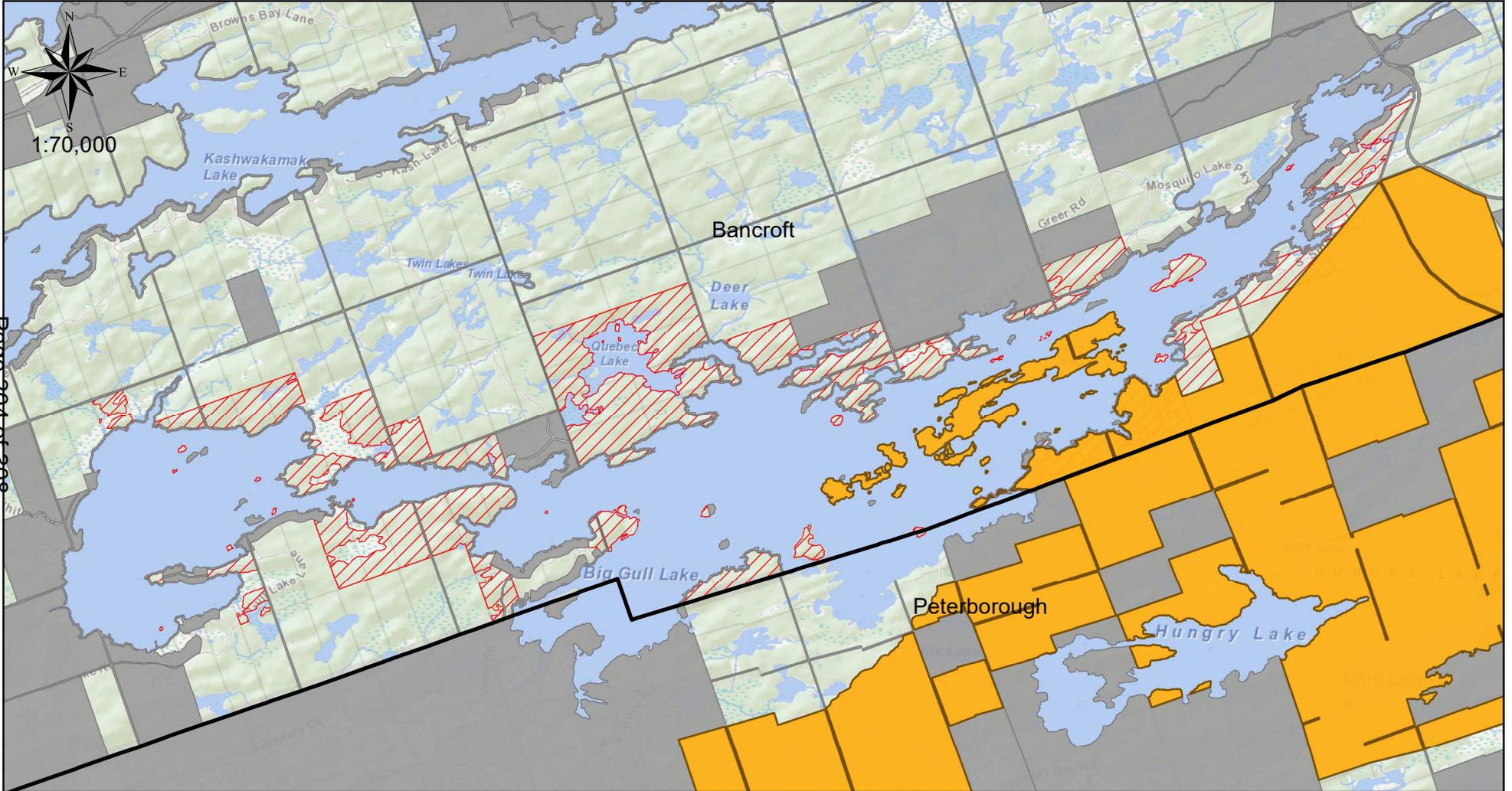
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## The Corporation of the Township of North Frontenac



Page 204 of 308

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-  Conservation Reserve Regulated
-  Patent Land

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**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:** 14 Mar 2025  
**Re:** 2024 Council/Committee Remuneration & Expenses

### Recommendation:

**Be It Resolved** That Council receives for information the Treasurer’s Administrative Report entitled “2024 Council/Committee Remuneration and Expenses”.

### Background:

Section 284 of the Municipal Act, S.O. 2001, c.25 states:

(1) Statement

The Treasurer of a municipality shall in each year on or before March 31 provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each Member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- (b) each Member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a Member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

(2) Mandatory item

The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.

(3) Statement to be provided to municipality

If, in any year, anybody, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year.

(4) Public records

Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.

### Researched By:

Sandra Lessard, Deputy Treasurer

### Comments:

The annual Taxation By-law approves the current year's budget, which includes the amounts paid for remuneration paid to Council and Committee Members. Per Res #689-15, Council and Committee remuneration receives the annual Cost of Living adjustment (COLA) as approved by Council.

Resolution #688-15 approved Council to be paid for mileage within the Township limits for portfolio activities, Committee and Task Force Meetings but not paid for Council Meetings (regular and/or special).

### Financial Impact:

For details, please see the statement attached.

### Attachments:

[2024 Statement Councillors & Committee Members](#)

**2024 Councillors and Committee Members**

Name	Renumeration	Mileage	Conference Expense	Councillor Training	Office expenses	Mississippi Valley Conservation			Planning Advisory Committee			Totals
						Meetings	Mileage	Inspections	Meetings / Training / Conference	Mileage	Office expense	
Fowler, Fred	\$19,497.75	\$1,580.96	\$1,215.17		\$600.00							\$22,893.88
Good, Wayne	\$19,497.75				\$600.00							\$20,097.75
Hermer, Vernon	\$19,497.75	\$113.46			\$600.00							\$20,211.21
Inglis, John	\$24,971.94				\$600.00							\$25,571.94
Lichty, Gerald	\$29,909.41	\$2,874.48	\$1,284.35		\$600.00							\$34,668.24
Huetl, Roy	\$19,497.75				\$600.00	906.36	\$1,180.01					\$22,184.12
Regent, Stephanie	\$19,497.75	\$446.30			\$600.00							\$20,544.05
Tooley, Carl								\$848.80	\$1,080.99	\$1,002.29	\$125.00	\$3,057.08
Ogilvie, Jim								\$297.08	\$840.77	\$512.49	\$125.00	\$1,775.34
Wood, Gary								\$414.64	\$1,773.16	\$908.43	\$125.00	\$3,221.23
Smith, Brent								\$42.44	\$840.77	\$105.90	\$125.00	\$1,114.11
<b>TOTALS:</b>	<b>\$152,370.10</b>	<b>\$5,015.20</b>	<b>\$2,499.52</b>	<b>\$0.00</b>	<b>\$4,200.00</b>	<b>\$906.36</b>	<b>\$1,180.01</b>	<b>\$1,602.96</b>	<b>\$4,535.69</b>	<b>\$2,529.11</b>	<b>\$500.00</b>	<b>\$175,338.95</b>
<p><b>Respectfully submitted to Council on March 14, 2025</b></p> <p><b><i>Please see County Treasurer for a separate County of Frontenac Administrative Report regarding 2024 Remuneration and Reimbursement of Expenses to Council Members</i></b></p>												

Page 207 of 308

**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
 Laura Manion, Public Works Administrative Assistant  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 14 Mar 2025  
**Re:** Contract Extension - Waste Site Environmental Monitoring and Reporting

**Recommendation:**

**Be It Resolved That** Council receives for information the Public Works Manager’s Administrative Report entitled “Contract Extension - Waste Site Environmental Monitoring and Reporting”;  
**And That** Council approves extending the existing Agreement with Cambium Inc. (Cambium) for a further three years, to April 30, 2028; with an option for the Township to extend the Agreement by an additional two years;  
**And That** based on Cambium’s specialized experience, knowledge, expertise and on-going projects, it is more efficient to extend the existing Agreement than to issue a Request for Proposal and potentially secure services from another vendor;  
**And That** further efficiencies result from two other Frontenac Townships also extending the existing Agreements with Cambium;  
**And That** Council authorizes the Chief Administrative Officer (CAO), in consultation with the Public Works Manager, to approve the extended Agreement on behalf of the Township;  
**And That** the terms and conditions governing the Environmental Monitoring and Reporting Agreement be subject to the details outlined in the proposal provided by Cambium dated September 6, 2024.

**Background:**

The Township owns nine (9) waste sites (WS). Six (6) sites are active / open. Four of the active sites are landfills and the remaining two active sites are transfer stations located at closed landfills. Three sites are closed.

Landfill with Transfer Station	Transfer Station at Closed Landfill	Closed Landfill
Road 506	Ompah	Gull
Kash	Cloyne	Ardoch(*)
Plevna		Fernleigh
Mississippi		

(\*) - temporarily

The sites are subject to environmental monitoring and reporting in accordance with site specific Environmental Compliance Approvals (ECA) issued by the Ministry of Environment, Conservation and Parks (MECP).

In 2015, all four Townships in Frontenac County issued a joint Request for Proposals to acquire consulting services for Environmental Monitoring and Reporting. Cambium Inc. was awarded the initial 5 year contract for the services (3 year contract with an optional two year extension). Award of the service to Cambium in 2015 resulted in considerable savings to the Township. The consulting services contract was extended in 2020 for another 5 year term, with the approval of Council. That contract is currently set to expire on April 1st, 2025, with the submission of the 2024 Annual Reports.

South Frontenac and Central Frontenac have recently approved extending their consulting services agreements with Cambium for 3 and 5 years respectively.

### Researched By:

Darwyn Sproule, Manager of Public Works  
Laura Manion, Public Works Administrative Assistant

### Comments:

Cambium (Kingston/Peterborough) has provided environmental consulting services to the Township for our waste sites since 2015. Professional services provided under this contract have included a broad range of environmental supports:

- Environmental monitoring programs (groundwater, surface water and landfill gases)
- Annual topographic surveys and volumetric calculations
- Data analysis, mapping, and regulatory reporting
- Regulatory compliance and risk management support
- Direct reporting and communications with the MECP
- Financial reporting to support asset retirement obligations
- Annual presentations and updates to Council
- Amendments to existing Environmental Compliance Approvals

Cambium has provided a high level of service to the Township over the years and has successfully advocated for numerous monitoring program changes with the MECP. Some key changes include:

- a) Surface water and ground water triggers modified at the Plevna site.
- b) Addressed waste placed beyond active area boundary at the Mississippi site.
- c) Removal of select wells and sampling reductions at the Kash site.
- d) Reduced monitoring and reporting approved for the Ardoch site.
- e) Recommendation to decommission drive-points at and focus on surface water monitoring at the Cloyne site.
- f) Support from MECP to discontinue monitoring surface water at the Fernleigh site.
- g) ECA amendments to expand the grinding of brush and construction / demolition waste, and use of the grindings as cover material.

All of these monitoring and reporting changes were possible given Cambium's knowledge of: applicable Regulations, Township operations, site conditions, sampling results / trends and MECP requirements. All changes have resulted in annual savings and overall efficiencies in the Township's environmental programs.

Cambium's office is currently working on several active applications and or initiatives with MECP relating to:

- Action Plan on-going and monitoring plan being developed due to potential offsite impacts at the Kash site. Requirement to address MECP observations.
- Potential re-opening of the Ardoch WS. Public consultation and submission of a Site Development and Operations Plan are required as the first step.
- Updating ECAs at several sites.
- Providing support service to staff during the transition to Producer Responsibility.

We have been very satisfied with the services provided by Cambium. Staff are very knowledgeable, respond promptly, address the required scope of work, identify efficiencies and respect the approved budget. The joint services also provided by Cambium to Central and South Frontenac result in efficiencies and savings for all.

Staff are currently recommending the contract with Cambium be extended for an additional three-year period, expiring on April 30th, 2028; with an option for the Township to extend the services contract for an additional two years based on acceptable performance.

### Financial Impact:

Cambium continues to provide ongoing support for the Township’s landfill inspection, monitoring, reporting and compliance programs for the municipality’s landfill assets. Table 1 below provides the costing per the services agreement over the previous five years. Table 2 provides a summary of the forecasted contract costs for 2025 to 2029

Table 1 – Historical Costs – Environmental Monitoring and Reporting (2020 – 2024)

Year	Forecasted Base Costs Estimated in 2020 (Excluding HST)
2020	\$89,420
2021	\$81,080
2022	\$81,080
2023	\$91,779
2024	\$83,164

Table 2 – Proposed Costs – Environmental Monitoring and Reporting (2025 – 2029)

Year	Estimated Program Costs (Excluding HST)
2025	\$93,360
2026	\$100,900
2027	\$97,230
2028	\$89,790
2029	\$104,470

Cambium’s proposal (Attachment A) includes a detailed cost forecast for each of the landfill sites over the next five years. The proposal costs capture the level of service required to support the current program and represents a five year commitment from Cambium (three years with option for the

Township to renew for two additional years) with fixed costs. The variation between specific years is due to different sampling and reporting requirements at the various sites.

These forecasted costs for 2025 have been included in the operating budget.

**Strategic Implications:**

Optimize waste management practices through diversion, recycling and repurposing.

**Attachments:**

[2024-09-06 PRO TNF \(FINAL\) \(003\)](#)

**Consulting Services for  
Environmental Monitoring and  
Reporting for Township Waste  
Management Sites**



September 6, 2024

Prepared for:  
Township of North Frontenac

Cambium Reference: 10530-001

**CAMBIUM INC.**  
866.217.7900  
cambium-inc.com



## Table of Contents

<b>1.0</b>	<b>Project Understanding</b> .....	<b>1</b>
<b>2.0</b>	<b>Cambium Inc.</b> .....	<b>2</b>
2.1	Solid Waste Management, Disposal Sites Annual Monitoring Program Experience ...	2
2.2	Cambium Accreditation & Memberships .....	3
2.3	Cambium Competitive Advantage .....	4
2.4	Cambium Project Risk Management.....	4
2.5	Cambium Quality Control .....	6
2.6	Health and Safety.....	6
<b>3.0</b>	<b>Experience of Project Team</b> .....	<b>8</b>
3.1	Project Management .....	8
3.2	Sub-consultants.....	12
<b>4.0</b>	<b>Approach and Methodology</b> .....	<b>13</b>
4.1	Environmental Monitoring.....	13
4.2	Annual Topographic Survey .....	14
4.3	Data Analysis and Reporting.....	14
4.4	Presentations .....	15
4.5	Other Waste Management Compliance Tasks.....	15
<b>5.0</b>	<b>Project Schedule</b> .....	<b>17</b>
<b>6.0</b>	<b>Estimated Associated Costs</b> .....	<b>18</b>
6.1	Summary of Assumptions.....	20
<b>7.0</b>	<b>Closing</b> .....	<b>21</b>

## List of Tables

Table 1	2025-2029 Work Program Estimated Costs.....	19
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## List of Appendices

- Appendix A Summary of Monitoring Programs
- Appendix B Client Engagement Documents

Note: This proposal has been developed for Township of North Frontenac in response to the Consulting Services for Environmental Monitoring and Reporting for Township Waste Management Sites and contains proprietary and confidential information exclusive to Cambium Inc. Content should not be disclosed in any manner to a third party without the prior written consent of Cambium.



## 1.0 Project Understanding

Cambium Inc. (Cambium) understands that the Township of North Frontenac (Township) requires environmental monitoring for their waste disposal sites (open and closed). This work is essential in maintaining compliance with Environmental Compliance Approvals for each of the nine waste disposal sites operated by the Township.

Cambium has been working for the Township since 2015 when the Townships of North, Central, and South Frontenac were looking for efficiencies with respect to their waste disposal site operations, particularly when it came to the costs related to monitoring and reporting for all sites. By having one consultant complete the monitoring and reporting at each of the Township's sites, efficiencies were able to be recognized and maintained.

Cambium looks forward to continuing their relationship with the Township and are pleased to provide our proposal for the environmental monitoring and reporting for the Township waste disposal sites.



## 2.0 Cambium Inc.

Cambium is a consulting and engineering company that has been in business for nearly 20 years. Cambium guides good decisions to achieve client outcomes defined by their technical and financial objectives. Our preferred solutions are those that support sustainable development and environmental stewardship within the circumstantial opportunities and constraints. We offer integrated professional services designed to provide governments, corporations, and individuals with innovative, sustainable answers to everyday issues. Cambium works with clients and their project teams to support action grounded in a sound conservation ethic, designed with leading edge technologies, and tailored to reflect legislative and regulatory realities. Our philosophy is such that each client and project deserves an effective, sustainable, and affordable solution.

Cambium is one of the largest and fastest growing independent, employee-owned, consulting firms in Ontario. Headquartered in Peterborough, our operations are supported by regional offices in Kingston, Whitby, Barrie, and Ottawa. Our broad scope of services is built on the skills and expertise of our diverse team of over 200 professionals that includes engineers, geoscientists, hydrogeologists, biologists, ecologists, noise and vibration specialists, laboratory analysts, construction control inspectors, geographic information system (GIS) and drafting specialists, surveyors, technologists, and technicians. Cambium offers integrated high-quality expertise across four service themes: Environmental, Geotechnical, Construction Testing & Inspection, and Building Sciences.

### Why Choose Us?

Cambium provides personal quality service and work collaboratively with clients from start to finish. We are responsive and provide clients with value, practical solutions, and quality work without compromise to budget and project goals. We welcome the opportunity to work with clients that value the importance of mutual understanding, communication, and quality services. Cambium is large enough to have world-class expertise, but remains responsive and creative, delivering exceptional customer service to guide good decisions. These are just some of the many things that make Cambium unique.

### 2.1 Solid Waste Management, Disposal Sites Annual Monitoring Program Experience

Cambium has a dedicated team of professionals that are responsible for our waste resources management projects. We have extensive experience in completing annual monitoring, reporting, and various waste compliance tasks for multiple sites annually throughout Ontario. We currently have monitoring programs at over 70 waste disposal sites including many municipalities within the Counties of Frontenac, Renfrew, Hastings, Peterborough, and Haliburton and the Region of Durham. Annual tasks include groundwater, surface water, leachate, landfill gas, annual capacity surveys, review of operational activities, and reporting. Cambium has regularly been requested to assist our current municipal clients with various waste management compliance tasks such as data call submission, waste audits, responding to inquiries from the Ministry of the Environment, Conservation and Parks (MECP), updated operation plans, submission of Environmental Compliance Approval (ECA) applications for



various purposes such as site closures, updated operation plans, site expansions, and administrative amendments, to name a few. Specifically, Cambium's broad experience with municipal waste sites has required the provision of expertise in many areas beyond annual monitoring and reporting, including the following:

- Environmental Assessments, Environmental Screening Processes, and Capacity Expansions
- Capacity studies and assessments
- Waste management plans and recycling strategies, including waste composition studies
- Contaminant attenuation assessments and property/groundwater rights acquisition
- Leachate management system performance assessments
- Hydrogeological assessments
- Long-term landfill gas emissions measurement and compliance assessment
- Routine Environmental Compliance Approval applications
- Residential supply well monitoring program assessments
- Control Document preparation including Development and Operation Plans, Transfer Station Plans, and Closure Plans

Cambium currently has a portfolio of over 70 waste disposal sites. This included reporting at more than 60 sites in 2023. All operations and monitoring reports are prepared in accordance with the MECP Monitoring and Reporting for Waste Disposal Sites, Groundwater and Surface Water Technical Guidance Document (MECP, 2010) and each respective site approval. The report formats are consistent with those previously completed for the Township of Rideau Lakes. All staff that stamp and seal the Annual Reports will be Certified Environmental Practitioners (CEP) as required by Technical Guidance Document (MECP, 2010).

## 2.2 Cambium Accreditation & Memberships

Cambium holds Certificates of Authorization with the Professional Engineers of Ontario (PEO) and the Association of Professional Geoscientists of Ontario (APGO). In addition, both Cambium and various staff hold professional accreditations and memberships with:

- Professional Engineers of Ontario (PEO)
- Association of Professional Geoscientists of Ontario (APGO)
- Association of Consulting Engineering Companies Ontario (ACEC)
- Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Ontario Waste Management Association (OWMA)
- Ontario Onsite Wastewater Association (OOWA)
- Municipal Waste Association (MWA)
- Environmental Abatement Council of Ontario (EACO), Canadian Chapter of the EIA
- As a consulting firm registered with certificates of authorization from the PEO and PGO, Cambium is committed to the integrity and professional conduct of our work. We maintain our responsibility to ensure our work is conducted in accordance with regulations and the results meet the requirements of our certifications. Cambium is committed to ensure



employees with designations/certifications maintain their licenses and complete the applicable continued education credits.

### **2.3 Cambium Competitive Advantage**

Cambium Services Schedule of Costs reflects our firm commitment to quality, attention to detail, practical solutions, and cost certainty.

**Needs Assessment** – Cambium professionals know how important it is to understand context, therefore our first step is always to develop a familiarity with the client organisation, its operations, and its structure. As a result, projects are tailored to offer a service that will address specific needs, rather than provide stock answers.

**Cost Certainty** – Cambium stands behind the associated costs offered in every proposal issued based on the specific background contextual knowledge. Hidden disbursements charges and administrative fees are not added later. The scope of a project is designed in logical stages to limit and predict add-ons and unexpected costs before they are incurred.

**Sensible, Pragmatic Solutions** – Cambium is committed to providing sound, practical advice to clients. Drawing on our expertise and professional relationships we are able to understand what is required, we can recognize trouble spots quickly and we can identify solutions to address concerns both effectively and promptly. We offer pragmatic solutions to real world issues.

**Value** – Cambium clients can expect the best value for their dollar and know that their interests will be fairly represented. It is important that you can trust your consultants to provide the professional service you expect. Cambium professional and technical staff is available by phone, e-mail, or in person to address the issues that may arise.

### **2.4 Cambium Project Risk Management**

Cambium understands the sources of risk associated with completing projects on behalf of municipal and other clients. As such, Cambium has a number of measures in place to ensure that all Clients can be assured that Cambium will adhere to all contract requirements and schedules. A detailed description of our accountability is outlined in our Quality Assurance Manual; however, a brief summary of some of the risk management policies Cambium has in place to ensure the project is completed on schedule and budget are included herein.

#### **Planning and Scheduling**

Cambium will continue to work with Township staff to plan and schedule all components of the scope of work, including notifying Township staff when Cambium will be on-site to complete sampling. All scheduling of project tasks will meet the requirements of the site ECAs and Township needs.



## **Clear Communication**

Communication plays an important role in every project and even the best project management strategies will fail without proper communication. It is important to establish the lines of communication between the Township and Cambium as well as within the Cambium Project Team to bring about success with delivering the scope on time and within budget.

## **Staff Absenteeism**

Recognizing that individuals may periodically be unable to participate in project activities for reasons including illness and vacation, Cambium has structured back-up personnel into the project team. At all times, persons knowledgeable of the project will be available to ensure that the project is completed on schedule and within the agreed upon budget while still maintaining the rigorous quality standard required by Cambium.

Cross-Trained Field Staff - Cambium has developed a talented and well-rounded group of field technicians available to complete a multitude of tasks. Across all Cambium office locations, many of our technicians cross-trained in both geotechnical and environmental drilling and sampling techniques, well installation, testing, and sampling; and surveying (RTK and laser level). In this way, Cambium is well positioned to complete the field investigations simultaneously for multiple discipline purposes with a minimal number of field staff, which results in a cost and time savings for clients.

## **Staff Error**

Delays to project schedules and increases to the overall cost of a project can be caused by errors made in the field and by technical personnel. At Cambium, these risks are mitigated by the comprehensive project planning process that is implemented in advance of all environmental undertakings. During this process, all members of the project team are made aware of the requirements of the project and the specific details for which they are responsible. Training needs are identified at the onset of the project and personnel are required to be fully trained and competent before undertaking tasks. Field staff is supervised by senior staff to ensure that detailed field notes are completed on a daily basis and that site inspection forms and laboratory Chain of Custody forms are completed accurately and in full. In addition, Cambium cultivates a culture of personal accountability to foster pride in our employees and ensure the highest quality product for our clients.

## **Equipment Failure**

Field equipment is subject to harsh conditions and may fail despite routine preventative maintenance. Cambium invests in robust field equipment that is able to provide precise and accurate measurements under harsh conditions. All equipment is thoroughly inspected on a regular basis and, when necessary, is calibrated prior to use. Field instrument back-ups are available at all times.



## Field Conditions

Extreme weather conditions can cause unavoidable interruptions in the project schedule. The schedule proposed by Cambium has sufficient flexibility to allow for this type of delay without affecting the ability of Cambium to provide the deliverables to the client by the stated deadline.

## 2.5 Cambium Quality Control

Cambium works with clients to collect relevant, accurate information, undertake careful analysis, and identify opportunities and constraints, all with careful attention to detail. We will implement process control protocols to ensure the delivery of quality products to the Township. All tasks and task components will be clearly stated, and milestones will be identified for key project activities and deliverables. Sign off on deliverables will be obtained from the Township as required. Highlighted below are the control measures we will put in place specifically for this project:

- Work will be undertaken and comply with all environmental requirements stipulated through legislation, permitting, approvals, and authorizations.
- Regular internal team meetings to review the progress being made, to recognize and resolve problems early, and to ensure the project is progressing on-schedule and on budget.
- Fieldwork will be completed by experienced field technicians trained for proper sampling procedures, field observation documentation, inspections, and oral and written communication skills. Field findings will be communicated frequently with the Project Manager, and other pertinent technical staff.
- Internal quality assurance reviews of data collection and reports is undertaken by senior staff using a formalized checklist. Internal technical reviews ensure project deliverables are in line with project objectives and serve as one of the means of quality assurance and quality control.

Cambium has in place an extensive Quality Assurance Manual with the objective of providing legally defensible information that meets or exceeds customer and regulatory requirements. Our team also uses various control documents to establish the steps necessary to achieve Quality Control, which includes Standard Operating Procedures (SOP) and field notebooks (digital and hard copy) to document critical measurements and information observed and collected.

## 2.6 Health and Safety

Cambium is committed to protecting the health and safety of all employees. Protection of employees from injury or occupational disease is of paramount importance. To accomplish this, all employees are required to work in a safe manner and are responsible for reporting unsafe or unhealthy conditions to their supervisors and/or worker/management representative of the Joint Health and Safety Committee. Management is responsible for ensuring to take the appropriate steps to control or eliminate all potential hazards and to ensuring that safe and healthy work conditions are maintained throughout the facilities of Cambium. To accomplish



this, Cambium adheres to all legislative requirements including the Occupational Health and Safety Act and its regulations.

Cambium ensures that our field personnel are trained to assess and avoid hazards as they relate to each site. Prior to field personnel visiting the project site, the Cambium Project Manager/Coordinator will review the identified hazards with the field personnel. Based on the scope of work outlined herein, the review is anticipated to cover topics such as:

- Emergency Response, Emergency Plans and First Aid Measures.
- Working at Heights and on Elevated Work Platforms, fall prevention system inspection, maintenance, and use.
- Construction Safety, Trenching Safety and Traffic Control.
- Radiation Safety and Transportation of Dangerous Goods.
- Confined Space Entry, Working in a Confined Space, Entry Permits.
- Flammable Materials Handling, Safe Lifting, Safe Storage and Handling.
- Equipment and Machine Safety.
- Biohazard Awareness, Wildlife Safety and Designated Substance Awareness.
- Boaters Safety and Working in and Around Water Safety.
- Use of Personal Protective Equipment (PPE) anticipated to be required at the project site, such as Hard Hats, Reflective Vests, Steel Toe Safety Footwear, Hearing Protection, Safety Glasses, Fall Protection, Respiratory Protection, Disposable Gloves, Single Use Coveralls.

A site-specific health and safety plan (HASP) is created prior to the initiation of work. The HASP is updated as site conditions change.

The HASP includes site location information, client contact information, emergency meeting location and contact information, the closest hospital, directions to the work site from the nearest major intersection, hazard identification and associated controls, personal protective equipment requirements, a list of required permits, SDS requirements, subcontractor names and contact information and a site compliance agreement form.

All employees are required to participate in pre-start safety talks and tailgate site safety meetings. Employees will sign their names on the site compliance agreement form prior to the commencement of work. At the start of each day at the site, all Cambium employees are required to review the health and safety materials prepared for the work site. Employees are required to update site specific plans as site conditions change. Employees are required to adhere to any health and safety requirement of the constructor as long as it meets or exceeds the requirements of the Occupational Health and Safety Act.



### 3.0 Experience of Project Team

#### 3.1 Project Management

Cambium is proud to present the Township with a dedicated team of professionals that are responsible for our waste management projects; they are experts in the field. The key staff at Cambium that will be involved in this project are qualified as Competent Environmental Practitioners (CEP) for both groundwater and surface water as defined in the MECP Technical Guidance document (Monitoring and Reporting for Waste Disposal Sites Groundwater and Surface Water).

Cambium proposes the individuals outlined below to comprise the project team. A brief description of everyone’s role in the project is provided below.

#### Cambium Project Team

Individual	Project Role
Gary Muloin, EP, C.E.T.	Senior Project Manager
Stephanie Reeder, P.Geo., C.E.T.	Backup Project Manager/Senior Hydrogeologist (CEP)
Mike Pion, C.E.T.	Specialist
Nicole Morin	Field Coordinator
Bernie Taylor, P.Eng.	Project Engineer
Tina Curtin, C.Tech	Drafting Specialist
Various	Technicians/Technologists

#### Gary Muloin, EP, C.E.T. – Senior Project Manager

Gary holds a bachelor’s degree in science from Trent University in Environmental Science and an Environmental Engineering Technology Diploma from Confederation College. Gary is certified by OACETT as a C.E.T.

During his previous position with the MECP as Senior Environmental Officer, Gary gained over 20 years experience assessing environmental compliance requirements and a depth of knowledge related to waste management programs, waste destruction/recycling facilities, waste transfer facility operations, data management, and environmental approval requirements. In this position, he reviewed waste site monitoring reports for compliance, completed various environmental compliance related inspections and site visits, and produced detailed inspection reports. Gary joined the Cambium team in 2023 as a Senior Project Manager with the waste resource management team and assists with the implementation and completion of environmental monitoring programs and waste site annual reports, as well as preparing/writing assessments for required waste-related approvals. Gary is responsible for project management in the form of client contact and communication, budgeting, project scheduling, and evaluation of the status of project deliverables.



Gary will serve as the Senior Project Manager for this contract and assume overall responsibility for scope and deliverables. Sufficient time has been allocated for Gary such that he can be directly involved throughout the project lifecycle and can communicate regularly with municipal staff. He will liaise regularly with the Township and ensure that all requirements are being met. Specifically, Gary will:

- schedule and participate in initial start up meeting with the Township
- set up the project in our Project Management Software Program, used for managing financial aspects of the project and invoicing
- contact the lab to confirm the project is proceeding and provide the lab with a tentative monitoring schedule
- provide communication and direction to the project team on what is required for project initiation
- establish communication with the MECP on any active correspondence or action items that require Cambium's immediate involvement

Gary has successfully fulfilled this role for many projects, including a current portfolio of 10 municipal clients. including the Township of Bonnechere Valley and the Township of South Frontenac. During his time with the MECP, as well as at Cambium, he has developed the following skills:

- provides consultation for any potential operational changes, environmental issues/challenges, client inquiries
- provides on-going communication with staff, including notification in advance of field programs and follow-up communication outlining the completion of field programs
- coordinating annual monitoring programs, ensuring all project staff have appropriate training and are following all applicable standards
- providing quality control for all field work, confirming all work is completed as required following outlined procedures
- communicating directly with municipal personnel with any issues that arise during the field program
- provide consultation to the MECP, as required, and approved/requested by the Township

### **Stephanie Reeder, P.Geo., C.E.T.**

Stephanie holds a Technologist Diploma in Geotechnical Engineering from Fleming College, an honours degree in Physical Geography from Trent University, and is certified by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (C.E.T.) and by the Association of Professional Geoscientist of Ontario (APGO) as a Professional Geoscientist (P. Geo.). Stephanie is also a member of the Solid Waste Association of North America (SWANA), Ontario Waste Management Association (OWMA), and Municipal Waste Association (MWA). She has attended courses such as Integrated Solid Waste Management Systems, Design of Municipal Solid Waste Landfills, Contaminated Soil and Groundwater Chemistry, Assessment and Remediation, and Applied Groundwater Flow & Contaminant Transport Modelling. Stephanie is the Group Manager for



the Waste Resources Management and Geomatics & and Data Management Teams and one of Cambium's Senior Hydrogeologists.

Stephanie has over 20 years of experience in the design, coordination, and completion of environmental consulting projects, including annual monitoring programs for over 80 municipal waste sites. Annual tasks include those required by this contract, including monitoring and reporting, annual financial reporting, surveying, data evaluation, well drilling, regular meetings with municipal staff, Township, and MECP representatives, and so on. She has supported several municipalities with design and operation plan development and implementation, site closures, site expansion, computer aided drafting, groundwater modelling (in support of site expansions or CAZ assessments), solid waste management and waste diversion long term planning, and environmental assessments/screenings. Stephanie meets the requirements for both the Groundwater and Surface water Competent Environmental Practitioner (CEP) as defined in the Reporting Guidelines and will provide final review of all reports.

Stephanie is an experienced team leader and will serve as the Back-up Project Manager for this contract, as well as the CEP for the annual monitoring reports.

#### **Mike Pion, C.E.T.**

Mike holds an Environmental Technology diploma from Fleming College and is certified by OACETT as a C.E.T. Mike recently completed a Contaminated Soil and Groundwater Chemistry, Assessment and Remediation through EPIC.

Mike is a Specialist and has been with Cambium since 2015. Mike has worked extensively with Cambium's landfill monitoring projects, which have included executing the fieldwork for over 70 landfill sites as part of the Annual Monitoring Programs, including field sampling, data evaluation, report preparation, and support on municipal financial reporting. In addition to annual monitoring programs, Mike has also been responsible for the completion of several environmental drilling programs, which included the installation and survey of monitoring wells, as well as extensive Per-and Polyfluoroalkyl Substances (PFAS) monitoring programs at several landfill sites. He is a C.E.T. and can preform some repairs to monitoring wells during completion of the monitoring program.

In addition to his work on annual monitoring and reporting programs, Mike is responsible for coordinating field programs (well drilling, subcontractors such as archaeologists), completing compliance related tasks for landfill monitoring programs (ECA applications, preparing Action Plans), preparing technical reports for Environmental Assessments/Screenings and supporting documents required for regulatory approvals, working with various ministries to coordinate approvals (e.g., LUP from MNRF), and participating in engagement programs (e.g., Indigenous, public).

Mike will be responsible for supporting Gary and Nicole to ensure that MECP procedures are fully understood and properly implemented for both field work and reporting. Mike will support Gary with any tasks that arise throughout the monitoring program, such as trigger assessments, reviewing correspondence, coordinating data input, and report preparation.



### **Nicole Morin**

Nicole holds a dual diploma in Ecosystem Management Technician and Environmental Technician from Fleming College. Nicole recently completed a Contaminated Soil and Groundwater Chemistry, Assessment and Remediation through EPIC.

Nicole has been with Cambium since 2016 and is currently the Field Coordinator for Cambium's landfill monitoring projects. She supports Cambium project managers by coordinate the field teams for all landfill monitoring programs. She will coordinate the field sampling requirements for this Contract, working directly with Mike, Gary, and Cambium field technicians and technologists.

### **Bernie Taylor, P.Eng.**

Bernie holds a Bachelor of Engineering degree from Dalhousie University and a Master of Environmental Studies degree from York University. Bernie is a licensed Professional Engineer (P.Eng.) with Professional Engineers Ontario (PEO) and is a Qualified Person (QPESA) for Environmental Site Assessments under the Environmental Protection Act.

He has over 20 years of experience in the environmental field, working throughout Ontario. During this time, he's developed expertise conducting environmental site assessments (ESA), contaminated site remediation, drinking water treatment evaluations, waste site Design and Operation and Closure Plans, and ECA applications for water, biosolid spreading, and landfill operations. In addition to environmental work, he has provided contract administration and supervision for road rehabilitation construction projects. His clients to date include municipalities, developers, and companies from the mining, waste management and aggregate sectors.

Bernie is assigned as a Project Engineer for this project, available to provide technical analysis and review as required.

### **Tina Curtin, C.Tech**

Tina holds a Diploma as a Geomatics Technician and an Ontario College Graduate Certificate as a GIS Cartographic Specialist from Fleming College as a Cartographic Specialist. Tina is a Certified Technician with OACETT.

Tina is a Geomatics Specialist at Cambium and is the Team Lead for the Geomatics & Data Management group at Cambium. She has expertise in a variety of geospatial applications and creates high quality cartographic products for use in reports and as standalone maps. She has developed company efficiencies in map creation and produces a range of products including site plans, topographic maps, groundwater figures, regional maps, public consultation posters, and various support figures for geotechnical and environmental projects. At Cambium, Tina is also involved in data acquisition and has conducted many small and large-scale topographic surveys, stakeouts, and municipal public works surveys.



Tina will be the geomatics specialist for this project. She will be responsible for preparing site plans and groundwater contour plans. She will complete the geomatics requirements for the monitoring reports and will also be involved with data analysis and interpretation using GIS technology.

### **Field Technicians/Technologists**

Cambium has developed a talented and well-rounded group of technicians available to complete a multitude of tasks. Across all Cambium office locations, many of our technicians are cross-trained in both drilling and sampling techniques, well installation, testing, sampling, etc. In this way, Cambium is well positioned to complete field investigations with staff from Cambium's nearest office, as well as simultaneously for multiple discipline purposes, which results in a cost and time savings for clients.

### **3.2 Sub-consultants**

The groundwater and surface water samples will be submitted to a laboratory accredited by the Canadian Association of Environmental Analytical Laboratories (CALA) and approved by the Township. Costing provided herein was based on pricing provided by Caduceon Environmental Laboratories Inc.

Caduceon has been completing analysis related to annual landfill monitoring programs throughout Ontario for more than 25 years and currently conducts analysis for at least 200 hundred different landfill sites.



## 4.0 Approach and Methodology

This section provides general methodology to complete the required work program. Cambium will execute the project in a logical and transparent manner within the allocated schedule and budget. All activities will be traceable and understandable and allow Council, staff members, and the public to clearly understand the necessity for and status of project activities.

### 4.1 Environmental Monitoring

Cambium has based our proposed work program for the annual monitoring and reporting on the currently approved and implemented work programs for each site.

The environmental monitoring work program will be completed consistent with:

- Cambium Standard Operating Procedures
- Monitoring and Reporting for Waste Disposal Sites Groundwater and Surface Water Technical Guidance Document (MOE, November 2010)
- Guidance Manual for Landfill Sites Receiving Municipal Waste (MOEE, 1993)
- Landfill Standards: A Guideline on the Regulatory and Approval Requirements for New or Expanding Landfilling Sites (MOE, January 2012)

Prior to collecting groundwater samples, water levels will be measured at each monitoring well using an electronic water level tape. Each groundwater monitoring well will then be purged of approximately three well bore volumes. The volume of water to be purged will be calculated on-site during the monitoring event using the measured water level and the well diameter. Samples will then be collected using the dedicated polyethylene tubing equipped with inertial lift footvalves. All groundwater samples will be filtered in the field with 0.45 µm filters, as required. Field measurements of pH, conductivity, dissolved oxygen, oxygen reduction potential, and temperature will be recorded at the time of sampling.

Surface water samples will be collected by immersing the sample container in the water body. Where sample bottles are prefilled with preservatives, a clean bottle will be used to collect and decant the water directly into the sample bottle. Where required (aluminum and mercury), samples will be lab filtered with appropriate filters (i.e., 0.2 µm and 0.45 µm). Field measurements of pH, conductivity, dissolved oxygen, oxygen reduction potential, and temperature will be recorded at the time of sampling. Surface water flow velocity will also be measured and recorded at each surface water sampling station requiring measurements, where a flow is present.

All samples will be submitted to an analytical laboratory accredited by CALA and analyzed for the parameters as per site specific requirements. A summary of the monitoring programs derived from the 2024 annual monitoring programs and deletions/additions approved throughout 2024 are included in Appendix A.



## 4.2 Annual Topographic Survey

Our team has extensive experience in surveying and performing volumetric calculations. Once annually, to be completed late in the year, all active sites will be surveyed to determine an accurate annual volume change. In addition, this data will be used to update the Site Plan for each site. As part of the surveys, all new or repaired monitoring wells installations will be surveyed to obtain accurate horizontal and vertical locations to update each Site Plan and groundwater flow data for the sites.

To complete the surveys, Cambium will use our Topcon Real Time Kinematic (RTK) enabled HiPer II system with an FC-25 field controller. The Hiper II is capable of sub centimetre accuracy. The survey will reference the established site benchmarks.

Where volume determinations are required, the data will be compared to the previous year's survey to estimate landfill usage using Autodesk AutoCAD Civil 3D and Digital Terrain Modelling (DTM). DTM is a computerized process that uses the prismatic volumetric difference of two digital terrain models (digital surfaces). The remaining volume will then be translated into remaining site-life by estimating the average annual air-space utilization (fill) rate for the site. The data will also be used to develop a topographic site plan for each year of the Site development.

## 4.3 Data Analysis and Reporting

Throughout the year, analysis will be reviewed upon receipt following each sampling event, particularly in reference to Site specific triggers. The Township representative will be contacted to discuss the preliminary results that require immediate attention.

The results of the monitoring tasks identified in the work program will be presented in a comprehensive report as per Ministry requirements. In addition to the comprehensive report, Cambium will prepare the Monitoring Screening Checklist, as required by the Ministry Monitoring and Reporting for Waste Disposal Sites, Groundwater and Surface Water, Technical Guidance Document (MOE, 2010).

The Report will contain annual environmental monitoring information similar to previous Annual Reports and as required by each respective ECA. Reports will include collated data from previous annual reports so that each annual report provides a historical perspective on the operation of the site.

A draft version of the Report and Ministry Screening Checklist will be prepared by the Project Team and submitted to the Township for appropriate review and comment, prior to the finalization of the report and submission to the Ministry as per the required submission date of each year. A hard copy, an electronic copy, as well as an electronic copy on USB of the final report will be provided to the Township.



The Annual Report and Ministry Screening Checklists will be stamped and signed by a qualified person (Competent Environmental Practitioner (CEP) as defined in the Guidance Manual). The report may include but not be limited to the following items:

1. An Executive Summary.
2. A description of the methods used to complete the annual work programs including environmental monitoring, and site operations review, as provided by the Township.
3. Preparation of appropriate tables, figures, and plans, including historical data from previous annual reports.
4. The results of the environmental monitoring program, including groundwater, surface water, and landfill gas measurements, and assessment of the current impact of the sites relative to trigger mechanisms and legislated limits (i.e., Ontario Drinking Water Quality Standards, Reasonable Use Concept, and Provincial Water Quality Objectives). Also included will be a summary of leachate characterization results.
5. Status of all monitoring wells and statement of compliance with Ontario Regulation 903.
6. Groundwater flow and contaminant migration analysis.
7. An updated site plan showing historical fill areas, the areas filled during the reporting period, areas planned for filling, buffer zones, limit of fill, topographic contours, etc. In addition, calculations of remaining capacity and remaining site life will be included. Progress of final cover, vegetative cover, and intermediate cover application.
8. A summary of the data required for the Township to complete the Municipal Financial Reporting, as required by the Province.
9. A summary of the data on recycling and diversion activities.
10. Assessment of the operation of the site and the adequacy of and need to implement contingency plans.
11. Conclusions which will also include a statement of compliance with the site's ECA and will outline any recommendations for subsequent operating years.

#### **4.4 Presentations**

Cambium will attend and present a review of the findings of the annual monitoring program to Township staff and Council. One presentation per year per Township has been assumed.

#### **4.5 Other Waste Management Compliance Tasks**

Cambium, as part of its complete waste management service to the Township, will assist the Township as requested, with any regulatory agency or external organization consultation as



necessary. This would include response to Public Liaison Committee (PLC) inquiries related to waste management, by-law review and recommendations, technical assistance with waste disposal site matters, and any other waste management matters that the Townships may request of Cambium's expertise.

Cambium would provide the above related services on an as-needed basis, with scope of service and payment terms to be confirmed respective of particular circumstances, and the Township needs.

Cambium has varied experience with several municipalities, Ministry jurisdictions, and waste management practices throughout Ontario and will use that knowledge to advise the each Township on any recommendations to assist with Ministry compliance or better operations. Best Management Practices for maximizing landfill life expectancy (compaction, alternative daily cover, diversion, etc.) and/or changes in the waste management industry that would improve operations (diversion market opportunities, new services (grinding, chipping), legislation, and compliance) will be reviewed and any opportunities to potentially increase the efficacy of waste management operations will be discussed with the Township.



## 5.0 Project Schedule

Cambium has assumed the project will commence on April 1, 2025 and will terminate on March 31, 2030 (following the submission of the 2029 annual monitoring reports). A summary of the annual schedule requirements is included herein.

- Spring sampling is proposed for April/May, summer sampling in July/August, and autumn sampling in October/November. It has been estimated that the sampling events will require five days each to complete.
- Annual capacity surveys will be completed in the autumn of each year, estimated to take five days in total.
- Site inspection/audits will be completed at all sites during one of the sample events.
- A minimum of one presentation will be held each year, to present the annual reports. Meetings will be held at the Township offices.

The draft annual reports will be provided to the Township for review a minimum of one month prior to the ECA submission deadlines.



## 6.0 Estimated Associated Costs

The following estimated costs are expected for the provision of the services proposed above. Please note that all costs are based on the identified scope of work to be completed and are exclusive of taxes and external fees. Professional services costs include professional fees, laboratory analysis, consumables, communication, travel, and printing. Although costs may vary between parts of the work program, the total collective costs for the items presented will not be exceeded without authorization from the Township.

For all approved additional person hours required to execute the project, the Township would be invoiced in accordance with the approved additional time and expenses.

In addition to the above, as part of our complete waste management services to the Township, we suggest that the Township set aside an additional 10% to 15% of the annual monitoring and reporting costs to cover additional waste management compliance tasks that arise throughout the year. To provide some insight into some of these costs, we have included proposed costs herein for the following:

- Any additional meetings, assumed to be held on-site with one Cambium team member
- Preparation of typical documentation that may be required to respond to Ministry technical support comments or Site inspections, the preparation of minor ECA amendment applications, etc.
- Well Repairs that often are observed during sampling events (casing replacements, pipe extensions or reductions, etc.)
- Closure/Post-closure Costing
- Landfill Attendant Training
- Support and/or review of Data Call submission

Typical costs for these items are included for information purposes only. As noted, Cambium would provide the above related services on an as-needed basis, with scope of service and payment terms to be confirmed respective of particular circumstances, and the Township's needs.



**Table 1 2025-2029 Work Program Estimated Costs**

Site	Cost Item	2025	2026	2027	2028	2029
506 WDS	Spring Sample	\$4,215	\$4,215	\$4,215	\$4,215	\$4,215
	Summer Sample	\$1,735	\$1,735	\$1,735	\$1,735	\$1,735
	Autumn Sample	\$4,305	\$4,305	\$4,305	\$4,305	\$4,305
	Survey	\$705	\$705	\$705	\$705	\$705
	Report	\$3,870	\$3,870	\$3,870	\$3,870	\$3,870
	<b>Total</b>		<b>\$14,830</b>	<b>\$14,830</b>	<b>\$14,830</b>	<b>\$14,830</b>
Ardoch WDS	Spring Sample	\$3,355	\$3,355	\$3,355	\$3,355	\$3,355
	Autumn Sample	\$3,095	\$3,095	\$3,095	\$3,095	\$3,095
	Report	-	-	\$3,870	-	-
	LFG (2 events)	\$1,310	\$1,310	\$1,310	\$1,310	\$1,310
	<b>Total</b>		<b>\$7,760</b>	<b>\$7,760</b>	<b>\$11,630</b>	<b>\$7,760</b>
Kashwakmak WDS	Spring Sample	\$7,335	\$7,335	\$7,335	\$7,335	\$7,335
	Autumn Sample	\$10,105	\$10,105	\$10,105	\$10,105	\$10,105
	Survey	\$705	\$705	\$705	\$705	\$705
	Report	\$3,870	\$3,870	\$3,870	\$3,870	\$3,870
	<b>Total</b>		<b>\$22,015</b>	<b>\$22,015</b>	<b>\$22,015</b>	<b>\$22,015</b>
Mississippi WDS	Spring Sample	\$3,210	\$3,210	\$3,210	\$3,210	\$3,210
	Autumn Sample	\$3,020	\$3,020	\$3,020	\$3,020	\$3,020
	Survey	\$705	\$705	\$705	\$705	\$705
	Report	\$3,870	\$3,870	\$3,870	\$3,870	\$3,870
	<b>Total</b>		<b>\$10,805</b>	<b>\$10,805</b>	<b>\$10,805</b>	<b>\$10,805</b>
Plevna WDS	Spring Sample	\$3,020	\$3,020	\$3,020	\$3,020	\$3,020
	Summer Sample	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950
	Autumn Sample	\$3,570	\$3,570	\$3,570	\$3,570	\$3,570
	Survey	\$705	\$705	\$705	\$705	\$705
	Report	\$3,870	\$3,870	\$3,870	\$3,870	\$3,870
	<b>Total</b>		<b>\$13,115</b>	<b>\$13,115</b>	<b>\$13,115</b>	<b>\$13,115</b>
Cloyne TS	Spring Sample	\$3,530	\$3,530	\$3,530	\$3,530	\$3,530
	Autumn Sample	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375
	Report	\$3,570	\$3,570	\$3,570	\$3,570	\$3,570
	<b>Total</b>		<b>\$10,475</b>	<b>\$10,475</b>	<b>\$10,475</b>	<b>\$10,475</b>
Ompah WDS	Spring Sample	-	\$2,895	-	-	\$2,895
	Summer Sample	-	\$1,845	-	-	\$1,845
	Autumn Sample	-	\$2,800	-	-	\$2,800
	Report	-	\$3,570	-	-	\$3,570
	<b>Total</b>		-	<b>\$11,110</b>	-	-
Gull Closed WDS	Spring Sample	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545
	Report	\$3,570	-	\$3,570	-	\$3,570
	<b>Total</b>		<b>\$5,115</b>	<b>\$1,545</b>	<b>\$5,115</b>	<b>\$1,545</b>
Fernleigh Closed WDS	Spring Sample	\$1,955	\$1,955	\$1,955	\$1,955	\$1,955
	Summer Sample	\$1,860	\$1,860	\$1,860	\$1,860	\$1,860
	Autumn Sample	\$1,860	\$1,860	\$1,860	\$1,860	\$1,860
	Report	\$3,570	\$3,570	\$3,570	\$3,570	\$3,570
	<b>Total</b>		<b>\$9,245</b>	<b>\$9,245</b>	<b>\$9,245</b>	<b>\$9,245</b>
<b>Total</b>		<b>\$93,360</b>	<b>\$100,900</b>	<b>\$97,230</b>	<b>\$89,790</b>	<b>\$104,470</b>



Task	Cost
Council Presentation	\$1,850
Training Workshop	\$1,900
Closure/Post-closure Costs	\$1,725
Additional on-site meetings, if required	\$1,800
Misc. well repairs, if required (\$300/site)	\$2,700
ECA Amendment (minor)/MECP Correspondence	\$1,900

### 6.1 Summary of Assumptions

Cambium has developed the costs presented above based upon the best information available and previous experience conducting this type of work and the following assumptions:

Add numbered list of assumptions as it relates to the specific project. See examples below.

1. Cambium has assumed that the Townships will provide electronic copies of Site Plans, Drawings, and other related information in AutoCAD format, where available. Cambium has also assumed that the Townships will provide full access to any and/or all relevant technical reports, information, and similar documentation.
2. Cambium has assumed that full, unrestricted access to all areas of the waste disposal sites and adjacent land areas, watercourses, et cetera will be available during sampling, monitoring, and site visits.
3. Cambium has developed this work plan based on the current environmental compliance status of the waste disposal sites. Any proposed change in the current work program would result in an amended scope and associated costs to those presented in this work plan.
4. Cambium has assumed all on-site wells are currently in compliance with Ontario Regulation 903 and are equipped with dedicated sample tubing and footvalves.

This proposal, the work program, and report are governed by the attached Qualifications and Limitations. It is possible that unforeseen or unknown conditions or occurrences will be encountered, which could alter the services described above. If it is anticipated that the Estimated Cost will be exceeded as a result of a change in the program scope or additional services, Cambium will promptly notify and consult with Township of North Frontenac.



## 7.0 Closing

When reviewing the scope of work in this proposal, we trust you will recognize the quality, attention to detail, and client support associated with Cambium's services. If you have any questions or require clarification of any aspect of this submission, please do not hesitate to contact the undersigned at (705) 270-1314.

Cambium appreciates the opportunity to provide services for this project.

Respectfully submitted,

**Cambium Inc.**

Gary Muloin, C.E.T.

Senior Project Manager

Stephanie Reeder, P.Geo., C.E.T.

Group Manager – Waste Resources Management

Encl. General Terms of Client Engagement  
Financial Terms of Engagement  
Statement of Qualifications and Limitations  
Contact Details Form  
How to Make Payments to Cambium

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## **Appendix A**

# **Summary of Monitoring Programs**

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**Table 1 - Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b><u>Groundwater</u></b>			
MW14-1R, MW14-3R, MW14-4R, MW12-5C, MW14-6R MW14-7R  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Groundwater sample collection</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Twice annually  (spring and autumn)	ammonia, TKN, nitrite, nitrate, BOD, COD, conductivity, pH, TDS, DOC, phosphorous by ICP, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, mercury, zinc, hardness
MW12-5B  1 Trip Blank	<ul style="list-style-type: none"> <li>Groundwater sample collection</li> </ul>	Twice every five years (Next in spring and autumn 2028)	EPA 624 VOCs
MW14-2R	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> </ul>	Twice annually  (spring and autumn)	-
<b><u>Surface Water</u></b>			
SW1, SW2  QA/QC 1	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Twice annually  (spring and autumn)	ammonia, unionized ammonia (field, calc), TKN, nitrite, nitrate, BOD, COD, conductivity, pH, TSS, DOC, phenols, total phosphorus, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, zinc, hardness  <b>dissolved mercury</b>
<b><u>Landfill Gas</u></b>			
GP101, GP102, GP103, GP104	<ul style="list-style-type: none"> <li>Measure combustible gas % by volume methane</li> <li>Groundwater Elevations</li> </ul>	Once during warm conditions (spring or autumn)  Once during frozen ground conditions (i.e. December 1 through April 30)	% methane by volume

**Dissolved mercury** to be lab filtered with a 0.45 micron filter for all surface water samples.

Lab to provide unionized ammonia calculations based on field pH and temperature.



**Table 1 – Groundwater Monitoring Program**

Location	Task	Frequency	Parameters
<b>Groundwater</b>			
MW01, MW02, MW03S, MW03D, MW04, MW05, DP06-R, DP07-R, DP08-R, MW09, DP11, DP12, DP13, MW106S, MW106D, MW107S, MW107D, MW101S-24, MW101D-24, MW102-24, MW103-24  QA/QC 1 QA/QC 2	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Groundwater sampling</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Once annually  (spring)	pH, conductivity, hardness, ammonia, nitrite, nitrate, BOD, COD, TDS, DOC, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, barium, boron, iron, manganese
MW01, MW02, MW03S, MW03D, MW04, MW05, DP06-R, DP07-R, DP08-R, MW09, DP11, DP12, DP13, MW106S, MW106D, MW107S, MW107D, MW101S-24, MW101D-24, MW102-24, MW103-24  QA/QC 1 QA/QC 2	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Groundwater sampling</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Once annually  (autumn)	pH, conductivity, hardness, ammonia, TKN, nitrite, nitrate, BOD, COD, TDS, DOC, phosphorous by ICP, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, mercury, zinc
MW01, MW02, MW03S, MW03D, MW04, MW05, DP06-R, DP07-R, DP08-R, MW09, DP11, DP12, DP13, MW106S, MW106D, MW107S, MW107D, MW101S-24, MW101D-24, MW102-24, MW103-24  1 Trip Blank  QA/QC 1 QA/QC 2	<ul style="list-style-type: none"> <li>Groundwater sampling</li> </ul>	Twice Annually  (spring and autumn)	Benzene, 1,4-dichlorobenzene, dichloromethane, toluene, and vinyl chloride
All existing monitors	<ul style="list-style-type: none"> <li>Measure combustible gas % by volume in all monitors</li> </ul>	Twice annually  (spring and autumn)	Methane



**Table 1 – Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b>Groundwater</b>			
MW1R, MW2R, MW3R, MW4R, MW5R, MW6R, MW7, MW8  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Twice annually  (spring and autumn)	ammonia, nitrate, BOD, COD, conductivity, pH, TDS, DOC, TSS, alkalinity, chloride, sodium, calcium, magnesium, sulphate, barium, boron, iron, manganese, potassium, phosphorous by ICP, zinc, hardness
MW7, MW1R, MW3R, MW4R  Trip Blank 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Once annually  (autumn)	EPA 624 VOCs
<b>Surface Water</b>			
SW1, SW2, SW3, SW4, SW5  QA/QC 1	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Three times annually  (spring, summer, autumn)	Ammonia, unionized ammonia (field, calc), TKN, nitrate, BOD, COD, conductivity, pH, TSS, DOC, phenols, total phosphorus, alkalinity, chloride, sodium, calcium, potassium, magnesium, sulphate, barium, boron, chromium, copper, iron, manganese, lead, nickel, zinc, cadmium, hardness, turbidity, colour  <b>dissolved mercury</b>

**Dissolved mercury** to be lab filtered with a 0.45 micron filter for all surface water samples.

Lab to provide calculated unionized ammonia with provided field pH and temperature.



**Table 1 - Environmental Monitoring Programs**

Location	Task	Frequency	Parameters
<b><u>Groundwater</u></b>			
MW1, DP2, DP3, DP4, MW5  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> <li>Groundwater sampling</li> </ul>	Twice annually  (spring and autumn)	Bicarbonate, calcium, sodium, chloride, sulphate, potassium, magnesium, alkalinity, ammonia, colour, conductivity, pH, DOC, TDS, TSS, nitrite, nitrate, TKN, BOD, COD, total phenols, phosphorus by ICP, hardness All metals and trace metals with a PWQO including mercury, boron, iron, manganese Anion sum, cation sum, ion balance
MW1  1 Trip Blank	<ul style="list-style-type: none"> <li>Groundwater sampling</li> </ul>	Once every 5 years; next in 2029  (spring)	EPA 624 VOCs
<b><u>Surface Water</u></b>			
SW1, SW2, SW3  SW4  QA/QC 1	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Twice annually  (spring and autumn)	Bicarbonate, calcium, sodium, chloride, sulphate, potassium, magnesium, alkalinity, ammonia, unionized ammonia (field, calc) colour, conductivity, pH, DOC, TDS, TSS, nitrite, nitrate, TKN, BOD, COD, total phenols, total phosphorus, hardness All metals and trace metals with a PWQO including boron, iron, manganese Anion sum, cation sum, ion balance  <b>dissolved mercury, dissolved aluminum</b>
<b><u>Landfill Gas</u></b>			
GP1	<ul style="list-style-type: none"> <li>Measure combustible gas % by volume in all monitors</li> <li>Groundwater Elevations</li> </ul>	Twice annually  (spring and autumn)	Methane

**Dissolved mercury** to be lab filtered with a 0.45 micron filter for all surface water samples.

**Dissolved aluminum** to be lab filtered with a 0.2 micron filter (clay free) for all surface water samples.

Lab to calculate unionized ammonia with provided field pH and temperature.



**Table 1 - Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b><u>Groundwater</u></b>			
GW2-R	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Groundwater Sampling</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Three times annually  (spring, summer, and autumn)	ammonia, TKN, nitrite, nitrate, BOD, COD, phenols, conductivity, pH, TDS, DOC, phosphorous by ICP, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, mercury, zinc, hardness
<b><u>Surface Water</u></b>			
SW1, SW2, SW3  QA/QC 1	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Staff gauge elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Three times annually  (spring, summer, and autumn)	ammonia, unionized ammonia (field, calc), TKN, nitrite, nitrate, BOD, COD, phenols, conductivity, pH, TDS, DOC, total phosphorus, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, zinc, hardness  <b>dissolved mercury</b>
<b><u>Landfill Gas</u></b>			
All existing monitors	<ul style="list-style-type: none"> <li>Measure combustible gas % by volume methane</li> </ul>	Three times annually  (spring, summer, and autumn)	Methane

**Dissolved mercury** to be lab filtered with a 0.45 micron filter for all surface water samples.

Lab to calculate unionized ammonia with provided field pH and temperature.



**Table 1 Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b><u>Groundwater</u></b>			
BH02, BH06, BH08S, BH09S, BH10S, BH14S  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Sampling</li> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, dissolved oxygen, and oxygen reduction potential (ORP))</li> </ul>	Twice annually  (spring, autumn)	ammonia, nitrite, nitrate, BOD, COD, conductivity, pH, TDS, DOC, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, barium, boron, iron, hardness, manganese, TKN  Anion sum, cation sum, ion ratio, % difference
BH10S, BH14S  1 Trip Blank	<ul style="list-style-type: none"> <li>Groundwater sampling</li> </ul>	Once every five years (spring) Next completed in 2027	EPA 624 VOCs
All remaining wells	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> </ul>	Twice annually  (spring, autumn)	-
<b><u>Surface Water</u></b>			
SW1, SW3  QA/QC	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Twice annually  (spring, early autumn)	alkalinity, ammonia, chloride, chromium, conductivity, iron, nitrite, nitrate, TKN, pH, total phosphorus, TSS, TDS, sulphate, zinc, BOD, COD, phenols, hardness, manganese, sodium, DOC, barium, boron, calcium, magnesium, potassium  Anion sum, cation sum, ion ratio, % difference
<b><u>Landfill Gas</u></b>			
All existing monitors	<ul style="list-style-type: none"> <li>Measure combustible gas % by volume in all monitors</li> </ul>	Once annually (autumn)	Methane



**Table 1 - Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b><u>Groundwater</u></b>			
GW07R, GW08R, GW09R, GW10  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> <li>Groundwater Sampling</li> </ul>	Twice annually, every three years; next in 2026  (spring and autumn)	alkalinity, ammonia, barium, boron, calcium, chloride, conductivity, iron, magnesium, nitrate, pH, sodium, TDS, sulphate, COD, DOC, manganese, TKN, potassium, hardness
<b><u>Surface Water</u></b>			
SW1A, SW3A, SW3B, SW4, SW5  QA/QC 1	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Three times annually every three years; next in 2026  (spring, summer, and autumn)	ammonia, unionized ammonia (field, calc), TKN, nitrate, BOD, COD, conductivity, pH, TSS, DOC, TDS, alkalinity, calcium, chloride, sodium, potassium, magnesium, sulphate, barium, boron, manganese, iron, hardness

Lab to calculate unionized ammonia with provided field pH and temperature.



**Table 1 - Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b><u>Groundwater</u></b>			
MW1-R, MW4, MW5-R, MW6-R, DP1  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> <li>Groundwater Sampling</li> </ul>	Once annually  (spring)	ammonia, nitrite, nitrate, BOD, COD, conductivity, pH, TDS, DOC, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, barium, boron, iron, hardness
MW1-R, MW4, MW5-R, MW6-R, DP1  QA/QC 1	<ul style="list-style-type: none"> <li>Groundwater Elevations</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> <li>Groundwater Sampling</li> </ul>	Once annually  (autumn)	ammonia, TKN, nitrite, nitrate, BOD, COD, conductivity, pH, TDS, DOC, phosphorous by ICP, TSS, alkalinity, chloride, sodium, calcium, magnesium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, mercury, zinc, hardness
<i>One</i> monitor with highest field measured conductivity  1 Trip Blank	<ul style="list-style-type: none"> <li>Groundwater Sampling</li> </ul>	Once annually  (spring)	benzene, 1,4-dichlorobenzene, dichloromethane, toluene, vinyl chloride
<b><u>Surface Water</u></b>			
SW1, SW2, SW3, SW4, SW5  QA/QC 1	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Three times annually  (spring, summer, and autumn)	ammonia, unionized ammonia (field, calc), TKN, nitrite, nitrate, BOD, COD, conductivity, pH, TSS, DOC, phenols, total phosphorus, alkalinity, chloride, sodium, potassium, sulphate, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, zinc, manganese, hardness, TDS  Anion Sum, Cation Sum, Ion Ratio, % Difference <b>dissolved mercury</b>
<b><u>Landfill Gas</u></b>			
All existing monitors	<ul style="list-style-type: none"> <li>Measure combustible gas % by volume in all monitors</li> </ul>	Three times annually  (spring, summer, and autumn)	Methane

**Dissolved mercury** to be lab filtered with a 0.45 micron filter for all surface water samples.

Lab to provide calculated unionized ammonia with provided field pH and temperature.



**Table 1 – 2024 Environmental Monitoring Program**

Location	Task	Frequency	Parameters
<b><u>Groundwater and Surface Water</u></b>			
SW1, SW3, MW3  1 QA/QC	<ul style="list-style-type: none"> <li>• Groundwater elevations</li> <li>• Surface water sampling</li> <li>• Flow estimates</li> <li>• Field measurements (pH, temperature, conductivity, DO, and ORP)</li> </ul>	Once annually (spring)	alkalinity, ammonia, chloride, chromium, conductivity, iron, nitrite, nitrate, TKN, pH, total phosphorus, TSS, TDS, sulphate, zinc, BOD, COD, phenols, hardness, calcium, magnesium, manganese, potassium, sodium

*Notes:*

1. *MW3 should be field filtered.*
2. *Low flow sampling techniques should be used for MW3 sampling.*



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**Appendix B**  
**Client Engagement Documents**

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## General Terms of Client Engagement

We thank you for the opportunity to provide service to you and your business. It is Cambium's policy that our customers review and sign the General Terms of Client Engagement when accepting our services. Please review this document, which sets out our terms of engagement, to ensure you understand the scope of our business relationship and expectations. We feel this is a prudent exercise to make certain we have the resources necessary to maintain healthy working relationships with our service providers and suppliers; a critical component of Cambium's prompt delivery of service to clients such as you.

### Purpose and Scope

Cambium is to provide Township of North Frontenac with the scope of service described in the proposal Consulting Services for Environmental Monitoring and Reporting for Township Waste Management Sites dated 9/6/2024 and submitted to The Township of North Frontenac. Subject to any written agreement to the contrary, the scope is limited to the services described therein.

### Responsibilities

Clients are to arrange for reasonable access by Cambium to the subject site(s), relevant individuals, and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us.

It is possible that unforeseen or unknown conditions or occurrences may be encountered at a site, which could alter the timing of the delivery of services. If this occurs, Cambium Inc. will promptly consult with *Township of North Frontenac* for a satisfactory resolution but will act on the sole judgement of Cambium where risk to study team personnel is identified.

### Confidentiality

In conducting our scope of service, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. We will not disclose that information to other parties except as required or allowed for by law or with your express consent.



## **Financial Terms of Engagement**

### **Estimated Pricing**

Unless otherwise stated in writing, any estimates that we provide to you of our anticipated fees, disbursements, and charges for any services are only indicative of the amounts you can expect to be charged. Estimates are not quotes and are not binding on us.

### **Professional Services Fees**

The fee arrangement is based on the expected effort and the skill level of staff required within the presumed circumstances to complete the agreed scope of services. Where we have provided quotations for specific services within a proposal, the proposal will offer adequate detail of scope and schedule. In the event that circumstances of the services to be provided materially change from the original proposal, a revised quotation between the two parties will be agreed before any further work is undertaken.

### **Payment**

Please refer to 'How to Make Payments to Cambium' in the attached Client Project Information Form. The terms of payment are strictly 30 days from the invoice date. Overdue accounts (outstanding greater than 30 days) will incur a financing service fee of 1.5% per month. When Cambium is acting as a sub-consultant, the Client will honour our direct engagement and not convey any delays of payment experienced by the Client.

Should you not possess the current funds and/or are subject to a draw schedule that will impair your ability to meet your financial obligations with Cambium, we trust you will make the necessary arrangements to secure access to the appropriate funds independently. Cambium reserves the right, without penalty, to discontinue services in the event of non-payment that exceeds a reasonable limit of credit that we are able to extend to you.



## Acceptance of Obligations and Terms of Service

This engagement will start upon acceptance of the terms and obligations by Township of North Frontenac as noted by execution of this letter. Alternately, in cases where the Client has issued a Purchase Order Number, Cambium will consider this an acceptance of the terms of our engagement as per the proposal scope of services and estimate of fees. Where time is of the essence, Cambium staff may begin service by special request of the Client and/or the presence of Cambium staff at the project site. However, until this letter is executed, or a Purchase Order Number is issued, Cambium reserves the right to discontinue service.

Please confer with me immediately to clarify or discuss any aspect of the terms of this engagement. If the terms are acceptable, please sign this Engagement Letter and forward it to me as evidence of your acceptance of the terms of our engagement. We also ask that you also send a completed Client Project Information Form at the same time to ensure our contact information for this specific project is accurate and complete.

We, Township of North Frontenac agree to all of the terms and conditions as noted in this letter.

Consulting Services for Environmental  
Monitoring and Reporting for Township  
Waste Management Sites

10530-001

Project Name

Cambium Reference

Authorized Signature of Township of North  
Frontenac

Printed Name

Position

Date



## Statement of Qualifications & Limitations

### Limited Warranty

In performing work on behalf of a client, Cambium relies on its client to provide instructions on the scope of its retainer and, on that basis, Cambium determines the precise nature of the work to be performed. Cambium undertakes all work in accordance with applicable accepted industry practices and standards. Unless required under local laws, other than as expressly stated herein, no other warranties or conditions, either expressed or implied, are made regarding the services, work or reports provided.

### Reliance on Materials and Information

The findings and results presented in reports prepared by Cambium are based on the materials and information provided by the client to Cambium and on the facts, conditions and circumstances encountered by Cambium during the performance of the work requested by the client. In formulating its findings and results into a report, Cambium assumes that the information and materials provided by the client or obtained by Cambium from the client or otherwise are factual, accurate and represent a true depiction of the circumstances that exist. Cambium relies on its client to inform Cambium if there are changes to any such information and materials. Cambium does not review, analyze or attempt to verify the accuracy or completeness of the information or materials provided, or circumstances encountered, other than in accordance with applicable accepted industry practice. Cambium will not be responsible for matters arising from incomplete, incorrect or misleading information or from facts or circumstances that are not fully disclosed to or that are concealed from Cambium during the provision of services, work or reports.

Facts, conditions, information and circumstances may vary with time and locations and Cambium's work is based on a review of such matters as they existed at the particular time and location indicated in its reports. No assurance is made by Cambium that the facts, conditions, information, circumstances or any underlying assumptions made by Cambium in connection with the work performed will not change after the work is completed and a report is submitted. If any such changes occur or additional information is obtained, Cambium should be advised and requested to consider if the changes or additional information affect its findings or results.

When preparing reports, Cambium considers applicable legislation, regulations, governmental guidelines and policies to the extent they are within its knowledge, but Cambium is not qualified to advise with respect to legal matters. The presentation of information regarding applicable legislation, regulations, governmental guidelines and policies is for information only and is not intended to and should not be interpreted as constituting a legal opinion concerning the work completed or conditions outlined in a report. All legal matters should be reviewed and considered by an appropriately qualified legal practitioner.

### Site Assessments

A site assessment is created using data and information collected during the investigation of a site and based on conditions encountered at the time and particular locations at which fieldwork is conducted. The information, sample results and data collected represent the conditions only at the specific times at which and at those specific locations from which the information, samples and data were obtained and the information, sample results and data may vary at other locations and times. To the extent that Cambium's work or report considers any locations or times other than those from which information, sample results and data was specifically received, the work or report is based on a reasonable extrapolation from such information, sample results and data but the actual conditions encountered may vary from those extrapolations.

Only conditions at the site and locations chosen for study by the client are evaluated; no adjacent or other properties are evaluated unless specifically requested by the client. Any physical or other aspects of the site chosen for study by the client, or any other matter not specifically addressed in a report prepared by Cambium, are beyond the scope of the work performed by Cambium and such matters have not been investigated or addressed.

### Reliance

Cambium's services, work and reports may be relied on by the client and its corporate directors and officers, employees, and professional advisors. Cambium is not responsible for the use of its work or reports by any other party, or for the reliance on, or for any decision which is made by any party using the services or work performed by or a report prepared by Cambium without Cambium's express written consent. Any party that relies on services or work performed by Cambium or a report prepared by Cambium without Cambium's express written consent, does so at its own risk. No report of Cambium may be disclosed or referred to in any public document without Cambium's express prior written consent. Cambium specifically disclaims any liability or responsibility to any such party for any loss, damage, expense, fine, penalty or other such thing which may arise or result from the use of any information, recommendation or other matter arising from the services, work or reports provided by Cambium.

### Limitation of Liability

Potential liability to the client arising out of the report is limited to the amount of Cambium's professional liability insurance coverage. Cambium shall only be liable for direct damages to the extent caused by Cambium's negligence and/or breach of contract. Cambium shall not be liable for consequential damages.

### Personal Liability

The client expressly agrees that Cambium employees shall have no personal liability to the client with respect to a claim, whether in contract, tort and/or other cause of action in law. Furthermore, the client agrees that it will bring no proceedings nor take any action in any court of law against Cambium employees in their personal capacity.



## Cambium Senior Management Contact Information

In addition to your Cambium Project Lead, should you ever feel the need to speak with any senior staff, below they may be reached as follows:

**Phone:** 866.217.7900

**Email Format:** *firstname.lastname@cambium-inc.com*

<b>Name</b>	<b>Title</b>	<b>Email</b>
John Desbiens	President/CEO	john.desbiens
Jim Bailey	Vice President – Services	jim.bailey
Ron Savoy	Vice President – Business Administration	ron.savoy
Dave Bucholtz	Director – Program Operations	david.bucholtz
Stu Baird	Director – Technical Operations	stuart.baird



## How to Make Payments to Cambium

Retainer and invoice payments to Cambium can be made by cheque, credit card, email transfer, or wire transfer.

### Cheque

Please make the cheque payable to “Cambium Inc.” and send to our Main Office in Peterborough:

#### Postal Delivery:

PO Box 325, Peterborough, ON K9J 6Z3

#### Courier or Hand Delivery:

194 Sophia St, Peterborough, ON K9H 1E5

### Credit Card

When paying by credit card either in person or over the phone, please ask to speak with Accounts Receivable. Note that for your protection, we do not retain client credit card information on file.

### Email Transfer

Transfers of funds via email from your banking platform sent to [ar@cambium-inc.com](mailto:ar@cambium-inc.com). Please include the Cambium Reference # in the notes/message upon sending.

### Wire Transfer

Payments sent by wire transfer (also known as Electronic Funds Transfer or EFT) should be sent to our RBC Royal Bank receiving account using the following information. **Please include the Cambium Reference number (xxxx) in the Message section of the ETF.**

Cambium Inc. P.O. Box 325 Peterborough, ON, K9J 6Z3			
PAY TO THE ORDER OF _____		\$ _____	
		/DOLLARS	
	ROYAL BANK OF CANADA 401 George St. N. Peterborough, ON K9H 3R4	<b>VOID</b>	
MEMO _____			
003 (Financial Institution#)	03782 (Transit)		





# Committee of Adjustment Minutes

1:00 PM - Monday, November 25, 2024  
Council Chambers

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

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

## 1. Call to Order

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

## 2. Traditional Land Acknowledgement

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

## 3. Approval of Agenda

### a) *November 25, 2024*

**40-24 Moved by Jim Ogilvie, Seconded by Garry Wood**

**Be It Resolved That** the Committee approves the Agenda dated November 25, 2024, as circulated.

**Carried**

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

None.

## 5. Delegations

None.

## 6. Adoption of Minutes

- a) **Minutes of a Meeting held September 23, 2024**  
**41-24 Moved by Jim Ogilvie, Seconded by Garry Wood**

**Be It Resolved That** the Committee adopts the Minutes of a meeting held September 23, 2024, as circulated.

**Carried**

## **7. Business Arising Out of Minutes**

- a) **Resolution #37-24: Deferral of Application - File #A10/24 - Plan 1044, Lot 265, Geographic Township of Barrie (1122 Shoepack Lane) - Request for Permission to Expand Legal Non-Complying Structure**

Darnell Rubio, applicant, attend the meeting electronically.

Jennie Kapusta, Community Planner provided overview of the request for permission to expand a legal non-complying structure with the following additions:

- a covered screened in porch on water side with area of 22.3 sq m, and a setback of 19.8 metres from the high water mark; and
- an addition of a bedroom and bathroom at the east end of the existing dwelling with an area of 29.7 square metres and a setback of 23.5 metres to the high water mark.

Kapusta noted the septic system will be upgraded to accommodate the proposed increase in fixtures and interior living space.

Kapusta advised a slope stability assessment was provided by the property owner and peer reviewed by Mississippi Valley Conservation Authority (MVCA). Kapusta advised, during the initial peer review, MVCA requested additional information to support the assessment. The information was provided to the satisfaction of MVCA, who have no concerns or objections with proposed development. Kapusta noted the shoreline is vegetated and well screened, making it difficult to see the existing structure from the shoreline due to the vegetative buffer.

Kapusta advised no public comments had been received at this time. She recommended approval of the application subject to the conditions included in the planning report.

Wood advised he attended the site and the required notice was posted. He noted the slope is very steep from the cottage to the lake, but the slope stability assessment supports the proposed development. He advised the proposed development is appropriate with neighbouring development and recommended approval subject to the conditions included in the planning report.

Drechsler advised there were no public comments.

**42-24 Moved by Garry Wood, Seconded by Jim Ogilvie**

**Whereas** at the meeting on September 23, 2024, the Committee passed Resolution #37-24 deferring the application for File #A10/24 – Request for Permission to Expand Legal Non-Complying Structure until the issues identified by Mississippi Valley Conservation Authority (MVCA) in the Slope Stability Assessment had been resolved;

**Therefore Be It Resolved That** Planning Application File #A10/24 – Request for Permission to Expand Legal Non-Complying Structure – 1122 Shoepack Lane - shall be approved as the issues have been resolved to the satisfaction of MVCA;

**And That** the conditions noted in the planning report will be provided in the Notice of Decision;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by December 5, 2024.

**Carried**

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

None.

## 9. Consent Applications

None.

## 10. Minor Variance Applications

### a) *File #A12/24 - Part of Lot 24, Concession 7, Geographic Township of Barrie (1095D Eastview Lane) - Request for Permission to Expand Legal Non-Complying Structure*

John and Margaret Bingeman, applicants, were present for the hearing.

Dmitry Kurylovich, Senior Planner, provided an overview of request to demolish the existing dwelling and rebuild a larger dwelling within the same footprint while maintaining the existing setback of 20 metres from the shoreline to the edge of the proposed building. The area of the dwelling will increase from 2504 square feet to 2555 square feet with the following:

- Main floor footprint – 141 square metres (1,514 square feet)
- Covered Porch (road side) – 21.2 square metres (228 square feet)
- Screened room area – 14.4 square metres (155 square feet)
- Covered deck (water side) – 24 square metres (256 square feet)
- Uncovered deck area – 36.8 square metres (396 square feet)

Kurylovich advised the property is developed with a one storey dwelling, an existing sewage system and one accessory structure. He noted the new development will mostly expand towards the rear of the property, with a shift in the footprint. He advised the proposed deck will not encroach into the 20 metre setback.

Kurylovich advised Mississippi Valley Conservation Authority had no objections to the proposed development and noted there were no slope stability concerns. He advised no public comments were received regarding the proposed development. He noted the shoreline is mostly vegetated with a decent visual buffer; and that the existing waterbody setback will be maintained. Kurylovich recommended approval of the application subject to conditions included in the planning report.

Ogilvie attended the site on October 29, 2024. He advised the required marking cards were posted. He noted the property is not a large property with the existing dwelling located within the required setback; however the current septic system is located outside the 30 metre setback from the high water mark. He noted the proposed development is consistent with development on the neighbouring properties and recommended approval subject to the conditions included in the planning report.

Drechsler advised there were no public comments.

**43-24 Moved by Jim Ogilvie, Seconded by Garry Wood**

**Be It Resolved That** Planning Application File #A12/24 – Request for Permission to Expand Legal Non-Complying Structure – 1095D Eastview Lane - shall be approved subject to the conditions noted in the planning report;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by December 5, 2024.

**Carried**

- b) ***File #A13/24 - Lot 14, Concession 6, Geographic Township of Barrie (100 Hog Island) - Application for Minor Variance for Reduced Setback from High Water Mark***

John Disano and Ann Sheppard, applicants, attended the meeting electronically.

Dmitry Kurylovich, Senior Planner, provided an overview of the Minor Variance application to permit a Class 4 sewage disposal system within the 30 metre setback. He noted the location for the proposed system is 22 metres (74 feet) from the northern edge of the island and 23.7 metres (78 feet) from the southern edge of the island. Kurylovich advised the property is developed with a one storey dwelling with an area of 104 square metres located approximately 16.7 metres (55 feet) from the highwater mark of Kashwakamak Lake; a one storey accessory structure with an approximate footprint of 37.1 square metres (400 square feet), located approximately 14 metres (47 feet) from the highwater mark; and a privy.

Kurylovich advised the proposed location of the septic field appears to be the only flat area on the island suitable to support the installation of the system. He noted some trees may have to be removed during the installation. He advised the location is within the travelled path from the existing dwelling to the accessory structure.

Kurylovich advised Mississippi Valley Conservation Authority (MVCA) had no objections to the proposed sewage system and included a recommendation in their report for standard vegetation retention to increase shoreline resiliency. Kurylovich noted the Applicant's will need to obtain a septic permit from the Township's Chief Building Official. He noted no comments were received from the public. He further noted a Class 4 sewage system is a more robust method of sewage treatment than the existing privy.

Kurylovich advised the application meets the four tests of a minor variance; and recommended approval of the application subject to the conditions included in the planning report.

Ogilvie attended the water access site on October 25, 2024. He noted the marking cards were not posted at the time of inspection, however the applicant provided photos of the posted marking cards after the site visit, within the 10 day required period. He noted his concerns with the topsoil and possible bedrock at the proposed location of the sewage system.

Tooley ask if test holes had been dug to ensure appropriate soil. Mr. Disano advised the septic installer dug test holes and determined the system could be installed in the location indicated on the site plan provided with the application.

Wood asked how the system could be installed if topsoil was not available. Kurylovich noted granular soil could be brought on site as part of installation process.

Tooley noted the property is water access only and asked if there is an appropriate landing site for the boat with the required equipment without causing damage to shoreline vegetation. Mr. Disano advised he consulted with the septic installer who identified three potential areas to bring in equipment with minimal impact to existing vegetation.

Drechsler advised there were no public comments.

**44-24 Moved by Jim Ogilvie, Seconded by Garry Wood**

**Be It Resolved That** Planning Application File #A13/24 – Minor Variance for Reduced Setback from high water mark – 100 Hog Island - shall be approved subject to the conditions noted in the planning report;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by December 5, 2024.

**Carried**

- c) ***File #A14/24 - Part of Lot 40, South West Range, Geographic Township of Clarendon (7598 Road 509) - Application for Minor Variance for Oversized Secondary Dwelling Unit***

Kathleen McInall, applicant, was present for hearing

Dmitry Kurylovich, Senior Planner, provided an overview of the application to permit an oversized Secondary Dwelling Unit (SDU). He advised the gross floor area of the principle dwelling is 980 square feet, the Zoning By-law permits an SDU to be 45% of the gross floor area of the principle dwelling which equals 441 square feet. He noted the area of the proposed SDU is 480 square feet; and will be serviced with an independent septic system and drilled well.

Kurylovich advised the property is developed with a one storey dwelling, a Class 4 septic system, drilled well and storage shed. He advised the location of the proposed SDU is on the western side of the property; and that the site is flexible enough to support the SDU in various locations. Kurylovich noted there is a sloped area near the proposed location and the SDU may need to be shifted towards the middle of the property to make access easier. He advised the most appropriate location is away from the southwestern lot line.

Kurylovich advised Mississippi Valley Conservation Authority had no objections, and no slope stability concerns were identified. He noted planning staff had no objections to the proposed size or location of the proposed SDU.

Kurylovich advised the issue with SDUs in the Hamlet designation is the lots are typically smaller and more susceptible to well interference. He noted a new well is proposed to be located approximately 50 metres from the neighbouring well. He advised the Township currently has no requirements for well testing at the building permit or occupancy permit stage. Kurylovich recommended approval of the application with a condition for a well test in accordance with Provincial Guideline D-5-5. He provided an outline of the well test procedure including:

- a pump test for a minimum period of 6 hours;
- water levels monitored and observation of the well at appropriate frequency;
- water level recovery period;
- a qualified well driller to conclude in writing the well yield is adequate to support proposed use and neighbouring well is not impacted; and
- a water quality test

Wood advised he attended the site on November 4, 2024, and agrees that the application meets the four tests of a minor variance. He asked the applicant how the SDU would be accessed. Mrs. McInall advised the existing driveway will be extended toward the rear of the property where the SDU will be located. Ogilvie asked if access to the SDU could be provided from Road 506. Kurylovich advised the property owner would have to contact Public Works to determine if an additional driveway could be installed.

Drechsler advised there were no public comments.

**45-24 Moved by Garry Wood, Seconded by Jim Ogilvie**

**Be It Resolved That** Planning Application File #A14/24 – Minor Variance for Oversized Secondary Dwelling Unit – 7598 Road 509 - shall be approved subject to the conditions noted in the planning report;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed by December 5, 2024.

**Carried**

## 11. Other Business

a) ***Proposed 2025 Meeting Dates and Time for Committee of Adjustment***

**46-24 Moved by Jim Ogilvie, Seconded by Garry Wood**

**Be It Resolved That** the Committee receives for information the Administrative Report from the Clerk/Planning Manager entitled “Proposed 2025 Meeting Dates and Time for Committee of Adjustment”;

**And That** the Committee approves the Committee Meeting Schedule with all Meetings being held at 1:00 p.m. as follows:

Monday, January 27, 2025

Monday, February 24, 2025

Monday, March 24, 2025

Monday, April 28, 2025

Monday, May 26, 2025

Monday, June 23, 2025

Monday, July 28, 2025

Monday, August 25, 2025

Monday, September 22, 2025

Monday, October 27, 2025

Monday, November 24, 2025

Monday, December 15, 2025

**Carried**

## 12. Adjournment

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

**47-24 Moved by Garry Wood, Seconded by Jim Ogilvie**

**Be It Resolved That** the meeting adjourns at 2:17 p.m. until December 16, 2024 at 1:00 p.m. or at the call of the Chair.

**Carried**

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Chair

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Secretary

# MINUTES

## Joint Fire Committee Kaladar Barrie

9:00 AM - Friday, December 20, 2024

Northbrook Fire Hall 11905 Highway 41 Northbrook, Ontario

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**Present:** Councillor Wayne Good, Councillor Fred Fowler, Councillor Vernon Hermer, Councillor Ken Hook, Councillor Kirby Thompson and Councillor Helen Yanch

**Absent with Regret:** 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) December 20, 2024

**30-24 Moved by Councillor Kirby Thompson, Seconded by Councillor Fred Fowler**

**Be It Resolved That** the Committee approves the Agenda dated December 20, 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

**31-24 Moved by Councillor Fred Fowler, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee adopts the Minutes dated September 12, 2024, as circulated.

Carried

**6. Business Arising Out of Minutes**

None.

**7. Member Reports and Staff Administrative Reports**

**a) Secretary: 2025 Meeting Dates**

**32-24 Moved by Councillor Kirby Thompson, Seconded by Councillor Fred Fowler**

**Be It Resolved That** the Committee receives for information the Secretary's Administrative Report entitled "Meeting Dates for 2025";

**And That** the Committee sets the following dates and times for Meetings of the Joint Fire Committee for 2025:

February 14, 2025 at 9:00 a.m.

June 6, 2025 at 9:00 a.m.

September 12, 2025 at 9:00 a.m.

December 19, 2025 at 9:00 a.m.

**Carried**

**b) Kaladar/Barrie Fire Chief : Report Conference Take Aways Dec 20, 2024**

**33-24 Moved by Councillor Fred Fowler, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee receives the Administrative Report entitled "Conference Takeaways".

**Carried**

**c) Kaladar/Barrie Fire Chief: Fuel Costs**

**34-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** the Committee receives the Administrative Report entitled "Fuel Costs";

**And That** the Committee would like to remain purchasing fuel from local retailers.

**Carried**

**d) Kaladar/Barrie Fire Chief: Report Radio Issues Repeater Dec 2024**

**35-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** the Committee receives the Administrative Report entitled "Radio Issues/ Repeater".

**Carried**

**e) Kaladar/Barrie Fire Chief: Report Tanker Bids**

**36-24 Moved by Councillor Fred Fowler, Seconded by Councillor Wayne Good**

**Be It Resolved That** the Committee receives the Administrative Report entitled “Tanker Bids”.

**Carried**

**8. Financial Reports**

**a) Treasurer Reports**

**37-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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 November 30, 2024; and
2. General Ledger for the period of January 1, 2024 to November 30, 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**

None.

**10. Public Forum**

None.

**11. Closed Session**

None.

**12. Adjournment**

**a) Adjournment of the Meeting**

**38-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** the Committee adjourns the Meeting at 10:03 a.m. until February 14, 2025 or at the call of the Chair.

**Carried**

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Chair

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Secretary



# Economic Development Task Force Minutes

9:00 AM - Tuesday, February 18, 2025  
Council Chambers

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- Present:** Deputy Mayor John Inglis (Acting Chair); Councillor Roy Huetl; Cyndy Bonello; Paul Thiel; Dan Vaillancourt; Brandon Hartwig; and Tammy Watson
- Absent with Regret:** Councillor Stephanie Regent and Danielle Kecso.
- Also Present:** Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Richard Allen, Manager of Economic Development (County of Frontenac); and Lori Newman (Secretary)

## 1. Call to Order

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

## 2. Traditional Land Acknowledgement

Deputy Mayor John Inglis (Chair) read the Traditional Land Acknowledgement.

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

## 4. Economic Development Task Force Notes

- a) Notes of the January 20, 2025 EDTF Meeting as approved via email and were received for information at the January 31, 2025 Regular Meeting of Council.

## 5. Business Arising

- a) Welcome Package - Bonello

Cyndy Bonello and the MCD will arrange to meet in the upcoming weeks to go through the welcome packages and ensure all content is up to date.

- b) Business Dinner & Forum (April) – Vaillancourt, Regent, Huetl

The Business Dinner & Forum sub-committee reported that they are awaiting information regarding the menu and pricing from the staff at North of Seven Restaurant in Plevna. The MCD confirmed that the Clar-Mill Community Hall has been booked for April 25, 2025. The MCD confirmed that the MP and Township businesses have been emailed a "Save the Date" for this event. The sub-committee will be creating the invitations and requesting the MCD send to the MP and businesses as soon as the final details are provided by the caterer.

**c) Business Profiles –Thiel, Huetl**

Paul Thiel completed the February Business Profile featuring “Highland Vinyl Designs” and it will be included in the February 21, 2025 Council agenda. Councillor Roy Huetl will complete the March Business Profile.

**d) National Tradesman Day Breakfast (Sept) – MCD**

No update until August 2025.

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

No update at this time.

**f) WinterFest (February 22, 2025) – Bonello, Inglis, Watson**

The EDTF reviewed the map of food/beverages, entertainment, warming stations, Safety & First Aid, Restrooms, Parking, etc - as well as the “North Frontenac’s Got Talent” contestant schedule for 2025 Winterfest to be held on Saturday February 22nd at the Clar-Mill Hall 11:00 a.m. – 4:00 p.m. The sub-committee will be meeting to firm up the location plan for all of the vendor kiosks/booths after this EDTF meeting.

**g) Spring/Fall Foodilicious Event - Thiel, Regent, Kecso**

The sub-committee working on the Spring/Fall Foodilicious initiative have met and would like to potentially have this event take place in the Fall of 2025. Danielle Kecso has put together an agenda/format to share at the next EDTF meeting, for consideration.

**h) Mural Project - MCD**

The EDTF will discuss locations for the next Mural Project at the March 17th EDTF meeting. The MCD will provide the EDTF members a map of the current mural locations so that equal placement can be considered throughout the township.

**i) NF Commercial Signage – Regent, Kecso, Thiel**

The North Frontenac Commercial signage working group met to discuss options for moving forward with this project prior to the sign by-law being implemented. Danielle Kecso will bring the final paperwork to the next EDTF meeting for review prior to making recommendations to Council.

**j) Tradeshow – Bonello, Thiel**

Cyndy Bonello and Paul Thiel reported that they are still in need of additional volunteers for the upcoming 2025 Quinte Sportsman Boat & RV Show on March 7-9, 2025. Brochures/advertising products have been received from some of the Businesses in the Township but they are hoping to get more to take to the Tradeshow for promotion. Councillor Roy Huetl requested that the MCD look into pricing for the Ottawa Boat &

Outdoor show for 2026 and bring the information back to a future EDTF meeting for discussion

- k) Identify barriers to housing development and potential solutions – Inglis, Regent, Kecso, Hartwig

Danielle Kecso will bring mapping showing Township owned property that could potentially be developed for housing to the next EDTF for further discussion prior to making recommendations to Council.

## 6. New Business

- a) K&P Trail - Discussion with Richard Allan, County of Frontenac

As requested at the last EDTF meeting, Richard Allen presented an overview of the K & P Trail to the EDTF. He advised that the County owns and operates 78 of the 90 km of the former Kingston and Pembroke railway bed that stretches from South Frontenac to the boundary with Lanark County and since 2009 has developed it into a multi-use recreational trail shared by pedestrians, equestrians, cyclists and motorized users on a year-round basis. The County plans to continue redevelopment of the former railway an additional 20 kilometres from Clarendon Station to the municipal border shared with Lanark County. The trail continues North to Calabogie and Renfrew from that boundary. Richard outlined the economic benefits that could emerge as the trail route continues to grow and gain popularity. Events/Promotion/Advertising benefits the businesses and communities along the trail as the visitors spend at restaurants, snack shops and purchase fuel, etc. along their way. The EDTF agreed that this is a significant asset and attraction for the Township and the County and thanked Richard for his presentation.

The EDTF would like to create a sub-committee and discuss ideas and opportunities to partner and promote the K&P trail at the next EDTF meeting, for Council's consideration. (Roy Huetl and Cyndy Bonello expressed interest in being members of this sub-committee).

[2025 K&P Trail Presentation NFTWP EcDev Task Force](#)

## 7. Adjournment

- a) Meeting adjourned at 10:21 a.m.

**NOTE : The next meeting of the EDTF will take place on Monday, March 17, 2025 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 February 18, 2025 Notes of the Economic Development Task Force (EDTF).

Received by Council on March 14, 2025.





# The Frontenac K&P Trail

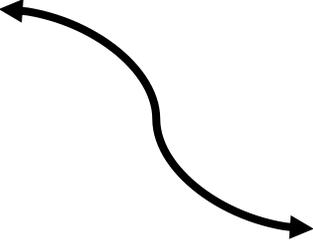


**FRONTENAC**

# Building Trail (Economy)



Infrastructure



to



Economy

# Current State

- 78 km operating from Orser Road to Clarendon Station
- 8 km recently constructed from Clarendon Station to the Mississippi
- Equal split between cycling, hiking, motorized as well as other uses such as horseback riding, cross-country skiing
- 63 km available for motorized use during the summer months
- All motorized users must have a permit or pass with an authorized partner .
- Estimated 197,110 visits to the trail in 2023





# North Frontenac Rehabilitation

- Rehabilitated 8 kilometres of Trail in Central and North Frontenac with funding support from the Rural Economic Development Program.
- Additional financial support on this project came from Ottawa Valley ATV Club, Frontenac ATV Club, Kick & Push Brewery, Sharbot Lake Business Group, Clarendon Station Accommodation and 1 private donation

Page 272 of 308

Page 8 of 19



# North Frontenac Rehabilitation



Page 273 of 308

Page 9 of 19



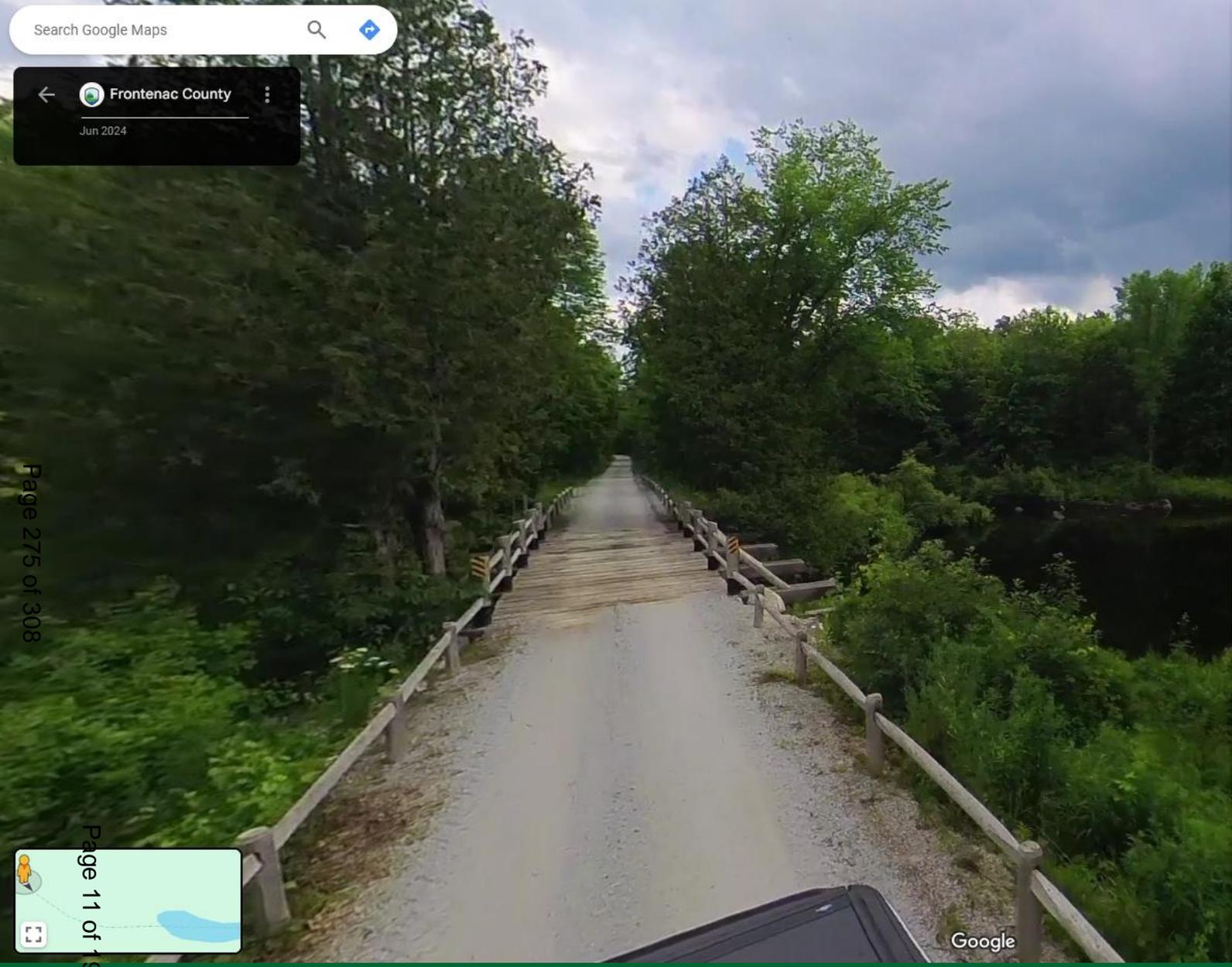
# North Frontenac Rehabilitation



Page 274 of 308

Page 10 of 19





# Streetview

Frontenac County added the K&P Trail to Google Street View, enhancing accessibility and trip planning.

- This project resulted in 360 degree footage of the K&P trail.
- Supports visitors, especially those with mobility challenges.
- Planning to capture North Frontenac and any gaps in Summer 2025.

Page 275 of 308

Page 11 of 19



# 2024 Events

**May 11: ATV Club Ride to Wheeler's**

**July 20: Back Road ATV Poker Run**

**July 21: Kick & Push Century Ride**

**September 15: ATV Club Ride to Calabogie**

**September 28: World Trails Conference Trail Journey**



# Trail Use Data

<b>Physical Counts</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Total Counts:	158,911	170,801	144,384
Peak Day	(Sept 4) 1615	(Jan 22) 2148	(Feb 5) 2264
Daily Average Use	435	468	437
<b>Mobile Data</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Total Visits	231,794	218,199	197,110
Unique Visitors	52,025	86,498	82,711
Number of Tourists (100 km)	11,705	11,729	15,632



# Economic Impact

## ATV & Side by Sides

- Average spend on a day trip in Ontario is \$249 per trip. ([Moto Canada, 2023](#)) and in 2020, 100% of respondents who primarily use ATV's on the K&P Trail reported spending money at local businesses.
- In 2023, approximately 3101 ATV's were counted on the K&P resulting in an estimated economic impact of \$381,702.



## Cycling

- Average daily spend for a cyclist on a day trip in Ontario is \$26, with 55% of all cyclists reporting spending money at local businesses while on a cycling trip ([Ontario by Bike, 2023](#)).
- In 2023, approximately 8097 cyclists were counted on the trail, resulting in an estimated economic impact of \$87,447.



# Eastern Ontario Rail Trail Loop

This partnership project is focused on establishing a new signature tourism experience in Eastern Ontario by capitalizing on recent capital trail investments resulting in a 360-kilometre off-road loop of rail trails.

## Partners:

- Ontario's Highlands Tourism Organization
- County of Renfrew
- County of Lanark
- Town of Smiths Falls
- Township of Rideau Lakes
- Cataraqui Conservation

Assessment was completed in July of 2024 and steps have now begun to complete the recommendations required prior to marketing the product to an international audience.



# Challenges & Opportunities

There are 75 kilometres of K&P Trail between Sharbot Lake and Calabogie with:

- Limited Food & Beverage
- Limited Accommodations
- Infrastructure Improvements needed

## Potential for:

- Food Trucks (weekend traffic)
- Accommodations – Cabins, Backcountry Camping, Glamping, Campgrounds
- Outfitting – Gear rentals, Bike Rentals, Trip Support
- Shuttle Services (Moving cars, luggage, people)
- Events (Races, Festivals, Challenges)

## Markets:

- Day Trips (Gravel Cycling)
- Bikepacking
- Distance Cycling



# Planned Trail Economy Projects

- User Survey (2025)
- Trail Etiquette Initiative (2025-2026)
- Rail Trail Loop (2025-2026)
  - Trail Towns Engagements
  - Branding and Marketing Campaigns
  - Joint Management Plan
- Policies (2025)
  - Adjacent Land Uses
  - Acquisition of adjacent lands



# Planned Capital Projects 2025-2029

- Rehabilitation of K&P Trail from Snow Road Station to County Boundary
- Snow Road Station Multi-Use Path
- Bridge repairs and replacements at:
  - » Hardwood Creek in Verona
  - » Fish Creek in Tichborne
  - » Black Creek in Mississippi Station
  - » Bolton Creek at Clarendon Station
  - » Cranberry Creek at Snow Road Station



# Questions?



# Environmental Task Force Minutes

9:00 AM - Tuesday, February 25, 2025

Council Chambers

**Present:** Councillor Roy Huetl (Chair); Councillor Fred Fowler; Paul Asselin; Ange Defosse; Bruce Moore; Marlene Spruyt; Mike Ward; and Katie Surra

**Absent with Regret:** Deputy Mayor John Inglis; and Darwyn Sproule, Public Works Manager, P. Eng.,

**Also Present:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.

## 1 Call to Order

The Chair called the meeting to order at 9:04 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 Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

## 4 Environmental Task Force Notes

- a) ***Notes of the Environmental Task Force Meeting dated January 28, 2025, as approved via email and received for information at the February 21, 2025 Regular Meeting of Council.***

## 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, Fred Fowler and Mike Ward***
4. ***Septic Inspection Programs - Bruce Moore, Kate Surra, Roy Huetl and Fred Fowler***
5. ***Carrying Capacity of Lakes - Bruce Moore, Kate Surra. Ange Defosse and***

**Mike Ward**

**6. Short-term Rentals - Bruce Moore, Kate Surra, Ange Defosse and John Inglis**

**1. Battery Storage Opportunities**

Innergex is interested in looking at some properties in North Frontenac in the spring. They are interested in having a video conference call with the Task Force and invite the Mayor and CAO to attend. Deputy Mayor Inglis will arrange the time for the call.

Asselin advised the West Ottawa System is experiencing resistance from local residents who are concerned about ground water contamination. This is something new and can likely be addressed during the construction phase to ensure the surface is not permeable. Therefore; if there is a proposal a lot of communications will be required to address public concerns.

The storage containers have a fire retardant system within them which should self-manage the fire. Also, the companies will provide equipment and training to the municipality's fire department.

**2. Net Metering**

Deputy Mayor Inglis has contacted two companies and is waiting on a response.

**3. Invasive Species**

Councillor Huetl advised he is still waiting for a date for the meeting with Mazinaw Lake Association and federal and provincial representatives. May need to use a dual approach one being prevention in lakes that are not already impacted and methods to reduce spread or eradicate the milfoil. Consider signage at boat launches not owned by the Township on lakes where milfoil is present to advise boaters of its presence and how to avoid spreading it to other lakes. Also, to avoid areas of the lake where the milfoil is present.

The Task Force invited Megan Ward who is completing her PhD in invasive species ecology to provide a presentation on Eurasian Milfoil.

**4. Septic Inspection Programs**

No meeting since the last Task Force Meeting. Councillor Huetl is planning to set-up a meeting in the next few weeks with the sub-committee. Prior to the meeting Councillor Huetl do some research with realtors and Mieske do some research on how to potentially get sale information sooner. Spruyt noted the delay in sales data can be dealt with if purchasers are aware of the requirement for inspections at the time of the sale.

**5. Carrying Capacity of Lakes**

This item doesn't have the urgency of some of the other items being addressed. It is also outside the of the Township's capacity as it falls under the jurisdiction of the Province and other agencies and is a long-term goal.

## 6. Short-term Rentals

Moore is hoping to set-up a meeting of the sub-committee within the next couple of weeks. There needs to be a clear statement of why action should be taken. Also, how environmental issues are linked to short-term rentals. A lack of complaints is not a reason to not regulate short-term rentals. Huetl noted that almost all municipalities are regulating short-term rentals and therefore; Air B&B is targeting municipalities that don't regulate them.

- b) ***Earth Day - April 22, 2025***  
<https://earthday.ca/>

## 6 New Business

- a) ***Community Action Poster/Flyer and One Earth Series at Libraries***

The Task Force reviewed the draft poster and were very impressed with the poster and thought it was a great idea. There were a few suggested amendments including adding the letter head. Defosse will provide the amended poster to be included with Notes when provided to Council. It is recommended that Council consider allowing the Task Force to publish a quarterly newsletter (one for each season) focusing on environmental issues based on the season. This can be distributed via social media, Township website, via email to Lake Associations and local businesses and posted at the Township office, Township halls and the waste sites.

- b) ***Quinte Phragmites Management Area Forum - Public Works Manager to Attend***

The Public Works Manager will provide an update to the Task Force after the forum.

- c) ***Biochar***

Asselin provided an update on a new technology where organic material is burnt so quickly the carbon is not released and the black powder remaining can be used to improve the quality of soils.

Biochar is a charcoal-like substance that's made by burning organic material from agricultural and forestry wastes (also called biomass) in a controlled process. Although it looks a lot like common charcoal, biochar is produced using a specific process to reduce contamination and safely store carbon.

<https://regenerationinternational.org/2018/05/16/what-is-biochar/>

- d) ***Community Improvement Plan Program***

Consider expanding the CIP to include funding for environmental issues. The Chair asked for this to be added to the March 25, 2025 Agenda for discussion.

## 7 Adjournment

a) *Meeting adjourned at 10:19 a.m.*

## 8 Recommendations

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Environmental Task Force dated February 25, 2025;

**And That** Council approves the Task Force creating and distributing a quarterly newsletter focusing on environmental issues based on the season.

# Call to Action

## FOR THE ENVIRONMENT SPRING 2025



### HELP CLEAN UP LOCAL ROADWAYS

Join local residents through the support of the Land O Lakes Garden Club on April 26 to help clean up our roadsides. Learn more at [landolakesgardenclub.com](http://landolakesgardenclub.com)

### DECREASE CONSUMPTION

Using what already exists decreases the use of new resources and waste in landfills. Try upcycling and repurposing items instead of tossing them, choosing second hand, or sharing unwanted items through the local Buy Nothing Group on Facebook or the Reuse Centre at the 506 Waste Site.

### SUPPORT LOCAL GROWERS

Join a local farm's CSA program or check out our local farmer's markets to decrease food packaging, increase local food resiliency, and invest in our local community.



**Choose reusable + decrease single use packaging**



**Avoid litter when using local trails + green spaces**



**Enjoy a chemical free lawn to protect ecosystems**



**Avoid idling your vehicle for cleaner air**



**Rinse recycling out + review recycling lists to avoid contaminating recycling processes**



**Choose local to decrease the impact of shipping + packaging**

50% 

### WASTE REDUCTION THROUGH COMPOSTING

Composting can reduce waste and greenhouse gas emissions while also benefiting local soil and gardens. Learn how to set one up simply at home at [countryliving.com](http://countryliving.com)

### TRY NATIVE PLANTS TO SUPPORT LOCAL BIODIVERSITY

Try choosing native plants to benefit local pollinator populations. Check out [davidsuzuki.org](http://davidsuzuki.org) to find native Ontario plants and ways to start or the native shoreline naturalization program through the Mississippi Valley Conservation Authority.



## 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 # 2025-12**

**Being a By-law to Establish a Procedural Policy for Members of the Committee of Adjustment/Planning Advisory Committee and to Repeal By-law #25-21**

**Whereas** Section 238(2) of the *Municipal Act, S.O. 2001, c.25*, as amended (the *Municipal Act*) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

**And Whereas** Section 238 (2.1) of the *Municipal Act* provides that the procedure by-law shall provide for public notice of Meetings;

**Now Therefore** Council repeals By-law #25-21 and enacts the attached Schedule "A" which shall be read and form part of this By-law as the Procedural Policy for the Committee of Adjustment/Planning Advisory Committee of the Corporation of the Township of North Frontenac;

**And That** this "Procedural Policy" applies to all Members of the Committee of Adjustment/Planning Advisory Committee of the Township of North Frontenac;

**And That** any additions to the Procedural Policy shall be authorized by By-law;

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

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

**Read** a first and second time **March 14, 2025**.

**Read** a third time and finally passed this **March 14, 2025**.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk

## Schedule 'A' to By-law #2025-21

### Committee of Adjustments/Planning Advisory Committee – Procedural Policy

#### Section 1.0 – Definitions

In this by-law:

**“Applicant”** means the owner or authorized agent who submitted the Planning Application.

**“Application”** means an Application made under the Planning Act, R.S.O. 1990, c.P, 13, for Minor Variance under Section 45, an Application for Consent under Section 53, an Application for power of sale and foreclosure under Section 50 or an Application for validation of title under Section 57.

**“Committee”** means the Committee of Adjustment/Planning Advisory Committee appointed by By-law of the Council of the Corporation of the Township of North Frontenac.

**“Inaugural Meeting”** means the first meeting of the Committee held after the passing of the Appointing By-law of the Committee at the commencement of each Council term.

**“Meeting”** means any Meeting or Hearing of the Committee held in accordance with the provisions of this Procedural By-law.

**“Member”** means an individual appointed by the Council of the Corporation of the Township of North Frontenac to the Committee of Adjustment/Planning Advisory Committee and includes the Alternate Member.

**“Pecuniary Interest”** means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.

**“Secretary/Treasurer”** means the Secretary/Treasurer of the Committee of Adjustments/Planning Advisory Committee or in their absence the person appointed as the Acting Secretary/Treasurer, as appointed by Council.

#### Section 2.0 – Notice of Application/Hearing

2.1 The Notice of Application/Hearing, including a copy of the Application to be considered at a hearing shall be given by the Secretary-Treasurer in a manner that the Committee of Adjustments/Planning Advisory Committee deems appropriate, in accordance with the Planning Act.

2.2 The Committee of Adjustments/Planning Advisory Committee shall hold a Public Hearing/Meeting on every Application before a decision is rendered.

2.3 The Secretary-Treasurer shall provide the Applicant with a copy of correspondence received from the Planner(s), applicable agencies and others who respond to the circulation of the Notice of Application/Hearing.

### **Section 3.0 – Site Visits**

3.1 Following receipt of the Application, the Committee Member assigned to complete the site visit shall attend the subject property and prepare a report for the Committee. The Member completing the site visit shall be determined on a rotating basis through the Members in alphabetical order and shall be notified by the Secretary-Treasurer.

3.2 The Member will attend the site visit without any other Members of the Committee (with the exception of the Alternate for training purposes) and may not discuss any merits of the Application or any issue/matter in connection with the Application to be considered by the Committee with the Applicant or any interested individuals.

#### Water Access Properties

3.3 Where the inspection is for a property which is water access only, the applicant shall provide transportation to the site for the Committee Member, Planning staff and other applicable persons. The Township will provide Personal Flotation Devices (PFDs) to the Committee Member and Planning staff.

If the Committee Member and/or Planning staff feel the transportation provided is unsafe or the conditions are unsafe to attend the site, they have the right to refuse to complete the site visit at that time. If the refusal is due to unsafe transportation, the Township will arrange transportation at the applicant's expense. If the unsafe conditions are due to the weather, the inspection will be rescheduled for the earliest date possible. This may result in the application being deferred if the inspection cannot be completed within the required time frame prior to the meeting date.

3.4 The Planner(s) and/or applicable Township staff may attend the site visit with the Committee Member.

### **Section 4.0 – Convening of Meetings**

4.1 The Committee shall meet once a month. The date and time of regular Meetings will be established for the following twelve (12) months at a Meeting prior to the end of the year. Every attempt will be made to hold the Meetings on a consistent day.

In the case of the year prior to the re-appointment of the Committee, the Meeting dates shall be set at the Inaugural Meeting of the Committee.

4.2 Additional Meetings may be held through a Special Meeting request by the Chair to the Secretary-Treasurer; at the request of the Council of North Frontenac; or by request of the Secretary-Treasurer to the Chair. The date of the Special Meeting will be dependent on the availability of Members.

4.3 Where it is determined by the Secretary-Treasurer that there are insufficient Agenda items for a Meeting, the Secretary-Treasurer shall cancel the Meeting, providing a minimum of 48 hours' notice of the cancellation to Committee Members, the Applicant(s) and any interested parties.

A Meeting may also be cancelled at the request of the Chair to the Secretary-Treasurer.

4.4 The Committee of Adjustment Meetings will take place in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna, unless otherwise specified. The room and location for the Committee Meetings shall be identified in the Notice of Application/Hearing circulated by the Secretary-Treasurer in accordance with the Planning Act.

4.5 All Committee Meetings shall be open to the public. Closed Session Meetings of the Committee may only be held in accordance with the Municipal Act, 2001 c. 25, s. 239 (2).

## **Section 5.0 – Quorum**

5.1 Pursuant Planning Act, R.S.O. 1990, c. P.13, s. 44 (5) where a Committee is composed of three Members, two Members constitute a quorum.

5.2 The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Chair or Secretary-Treasurer shall adjourn the Meeting, and the business shall be carried forward to the next Meeting or a Special Meeting.

5.3 If a Member of the Committee is absent from the Meeting, the Alternate Member of the Committee will assume the role and responsibilities of the absent Member.

5.4 Members of the Committee are encouraged to notify the Secretary-Treasurer when the Member is aware that they will be absent from any Meeting.

## **Section 6.0 Electronic Participation**

6.1 Members may participate in Meetings electronically and when doing so shall be counted towards quorum.

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

## **Section 7.0 – Chair**

7.1 The Chair of the Committee shall be elected by the Members of the Committee at the Inaugural Meeting of the Committee for a one-year term and on an annual basis every January thereafter. Any Member may be nominated, or nominate themselves, for the position of Chair and present their case for being named Chair. The incumbent is

free to run for the position. If no other Member wishes to run for the position, the incumbent will remain in the position.

7.2 The Chair shall be counted in determining quorum and shall be entitled to all the rights of a Member on the Committee, including voting.

7.3 Where the Chair is absent, the Secretary-Treasurer shall call for the election of an Acting Chair for the Meeting.

7.4 An Acting Chair shall be appointed for each Meeting or portion thereof in the Chair's absence.

## **Section 8.0 – Agenda**

8.1 The Committee Agenda will contain the following:

1. Call To Order
2. Opening Remarks
3. Traditional Land Acknowledgement
4. Requests for Withdrawal or Deferral of Application(s)
5. Approval of Agenda
6. Disclosures of Pecuniary Interest and General Nature Thereof
7. Delegations
8. Adoption of Minutes
9. Business Arising from Minutes
10. Consent Applications\*
11. Minor Variance Applications\*
12. Validation of Title Applications\*
13. Power of Sale and Foreclosure Applications\*
14. Zoning By-law Amendment Applications (Recommendations to Council) \*
15. Communications
16. Other Business (including reports from Secretary/Treasurer and Committee Members)
17. Adjournment

\*These items will only be included on the Agenda if a complete application has been submitted for consideration.

8.2 The Secretary-Treasurer will prepare an electronic Agenda for the use of the Members at Meetings. Agendas will be provided to each Member and include the following information:

- Copies of each Application;
- Reports from Planners and commenting Agencies;
- Comments Received from the Public prior to the preparation of the Agenda.

8.3 Agendas will be provided to Members via email a minimum of three (3) days prior to the Meeting. The Agenda shall also be posted to the Township's Website.

## **Section 9.0 - Disclosures of Pecuniary Interest**

9.1 The Chair shall call for any declaration of Pecuniary Interest from Members; the provisions of the Municipal Conflict of Interest Act shall apply.

9.2 At a Meeting in which a Member discloses a Pecuniary Interest, the Member must file a written statement on a form provided by the Secretary-Treasurer of the Member's interest at the Meeting or as soon as possible afterwards.

9.3 The Secretary-Treasurer shall establish and maintain a registry in which the following shall be kept:

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

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

9.4 All Members required to do so by the Provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 as amended, shall disclose any direct or indirect Pecuniary Interest for themselves or a family member; and shall state the general nature of such Pecuniary Interest; and it shall be recorded by the Secretary-Treasurer accordingly. It is recommended the Member leave the Meeting for the duration of the matter for which a Pecuniary Interest is declared by the Member.

9.4 Where a Member has a Pecuniary Interest, they shall not use their office in any way to attempt to influence any decision of the Committee.

## **Section 10.0 – Delegations**

10.1 Any person wishing to appear as a delegation must make a request to the Secretary-Treasurer 14 days prior to the Meeting. The delegate must provide a copy of their presentation to the Secretary-Treasurer to be included in the Agenda at least 7 days prior to the Meeting.

10.2 The Committee may require representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend Meetings as presenters or advisors because of their knowledge of a particular subject. Such invitations will be agreed upon by the Committee and the Secretary-Treasurer will make the request.

10.3 Delegations are permitted to attend the meeting electronically.

10.4 Delegations are limited to ten (10) minutes. The Chair may extend this time limit as deemed necessary. An additional ten (10) minute Committee question period is permitted following the presentation.

## **Section 11.0 – Procedures for Hearing/Meeting**

11.1 At the Opening of the Meeting, the Chair shall read the Opening Remarks and Traditional Land Acknowledgement.

11.2 The Chair shall call for any requests for deferral or withdrawal of any matters before the Committee;

- a. A request for a deferral of an Application to a later Meeting date must be for reasonable cause.
- b. The Committee may set a new Meeting date for consideration of the deferred Application.
- c. The Committee may indicate requirements or conditions for deferral, such as re-notification, amendment to the Application or additional information being submitted.

11.3 A request for a deferral of the matter on the scheduled Meeting date by the Applicant must be for reasonable cause. If the request for deferral is granted, the Committee, in consultation with the Secretary-Treasurer, will set a new Meeting date for the Application to be heard. The Committee may not discuss or take any action on the Application at the Meeting.

11.4 The Applicant may request that an Application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the Meeting date or at the Meeting. The Secretary-Treasurer will record that the Application was withdrawn from the Committee's Agenda and the Committee will discuss or take any action on the Application at the Meeting..

11.5 For each Agenda item, the Chair shall ask if the Applicant(s) are present and to introduce themselves.

11.6 The Committee will receive an overview from the County Planner of the application including comments provided from outside agencies and  
and others who responded to the circulation of the Notice of an Application/Hearing.

11.7 The Committee Member who attended the site will present a report regarding their findings during the report.

11.7 The Committee may ask questions of the Applicant(s) at this time, including if they understand the conditions requested or if they have any questions or comments.

11.8 At any time, the Chair or Committee may ask the Secretary-Treasurer to:

- Read aloud all comments received by agencies who responded to the circulation of the notice of the Application;
- Read aloud any letters received from persons expressing interest in the Application.

11.9 Following the presentation of the Application, the Chair shall invite anyone having an interest in the Application to identify themselves and express their interest. Remarks or questions shall be confined to the Application before the Committee.

11.10 The Members of the Committee may ask questions of the interested party relevant to the Application before them.

11.11 After hearing submissions from members of the public, the Committee shall give the Applicant(s) the opportunity to respond.

11.12 If an application is deferred by the Committee, any member of the public who provided comments on the application at the first meeting may provide additional comments at a subsequent meeting.

11.13 With respect to Applications for Consent (including Changes of Conditions) and Certificate of Validation, the Chair may ask the Secretary-Treasurer to read aloud the proposed conditions to be attached to the decision should the Committee approve the Application.

## **Section 12.0 - Motions**

12.1 The Committee shall consider all information provided on the Application and the Chair shall:

- a. Ask Members for a Motion with respect to the disposition of the Application;
- b. Permit discussions on the Motion;
- c. Call for a vote by the Committee on the Motion.

12.2 The Committee may make a Motion to approve deny or defer an Application.

12.3 If the Chair wishes to make a Motion or leave the chair for any reason, the duties of the Chair must be delegated to another Member until the Chair resumes the position.

## **Section 13.0 - Voting**

13.1 The Chair shall call the vote immediately after all the Members desiring to speak to a Motion have spoken.

13.2 All Members present shall be required to vote and, if any Member refuses to do so, they will be deemed to be voting in the negative.

13.3 Any Motion on which there is a tie vote shall be deemed to be defeated.

13.4 Each Member of the Committee shall indicate by a show of hands, or by any other form of acknowledgment, their position on the Motion. The majority decision of the Committee on the Motion shall constitute the decision of the Committee. If the initial Motion fails, a new Motion shall be requested by the Chair and continued until the majority of the Members approve a Motion.

13.5 The Alternate Member shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Meeting, unless they are acting the absence of a Committee Member.

## **Section 14.0 - Notice of Decision**

14.1 The Chair shall announce the Decision of the Committee.

14.2 No decision of the Committee on an Application is valid unless it is concurred by the majority of the Members that heard the Application. The Decision of the Committee shall be set out in writing and shall set out the reasons for the Decision.

14.3 A written Decision will be prepared for each hearing detailing any conditions imposed by the Committee. In the case of a Minor Variance, the Decision shall be signed by all Members who concur with the Decision. For Members participating electronically, the Decision will be provided through DocuSign by the Secretary/Treasurer to be signed by the Member.

14.4 A copy of the Decision shall be provided to the Committee. Decisions of the Committee shall be circulated in accordance with the Planning Act.

## **Section 15.0 - Minutes**

15.1 The Secretary-Treasurer shall prepare a record of Minutes of each Meeting containing a summary of the verbal representations made to the Committee. A copy of the draft Minutes shall be circulated to the Committee for consideration. Once approved, a copy of the Minutes shall be circulated to the Council of the Township of North Frontenac and posted to the Township's Website.

## **Section 16.0 – Rules of Procedure**

16.1 It shall be the duty of the Chair to:

- a. Call the Meeting to order;
- b. Ensure a Quorum is established and is maintained throughout the course of the Meeting;
- c. Put to a vote all Motions that arise in the course of the proceedings and announce the result of each vote;
- d. Decline to put to a vote Motions that infringe upon the rules set out under this Procedural Policy;
- e. Uphold on all occasions the rules and observance of order and decorum amongst the Members and attendees in accordance with this By-law;
- f. Rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Meeting;
- g. Adjourn the Meeting without question or suspend the Meeting to a time to be named by the Chair, if considered necessary due to grave disorder;
- h. Adjourn the Meeting when the business is concluded.

16.2 A Member shall not:

- a. Disobey the Rules of Procedure;

- b. Disturb other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Meeting;
- c. Display any behavior which may be considered disruptive, inconsiderate or disrespectful, or use any profane or offensive words or insulting expressions;
- d. Speak until recognized by the Chair;
- e. Interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
- f. Leave a Meeting at any time without advising the Chair;
- g. Comment or question on matters other than those directly pertaining to the subject Application before the Committee;
- h. Use their status on the Committee for personal or political gain.
- i. All cell phones and electronic devices shall be turned off or otherwise set so as to not emit any audible sound during the Meeting.

16.3 With respect to matters of conduct not specifically addressed in this By-law, generally shall be in accordance with the Statutory Powers Act, R.S.O. 1990, c.22 as amended and the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended. Conduct not covered by these Acts will be in accordance with Robert's Rules.

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

The Committee may, by Resolution, "waive" or suspend a rule of procedure with a majority vote of the Members present.

## **Section 17.0 – Point of Privilege**

17.1 A Member may, at any time, raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual(s) or the entire Committee, or the ability of an individual to participate.

17.2 A Point of Privilege shall take precedence over any other matter.

17.3 A Member shall not be permitted to enter into any debate or introduce any Motion not related to the Point of Privilege.

17.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision.

17.5 The Chair's decision shall be final unless a Member immediately appeals the decision. The questions "Shall the ruling of the Chair be upheld?" shall be called without debate and its results shall be final.

17.6 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a Motion in relation to the Point of Privilege.

17.7 A Member may, at any time, raise a Point of Order to a perceived violation of the rules of procedure.

17.8 The Chair shall decide upon the Point of Order and advise the Members of the decision. The decision of the Chair is final unless immediately appealed by a Member.

### **Section 18.0 – Council Liaison**

18.1 The Council Liaison to the Committee is a Member of Council appointed by the Council of the Township of North Frontenac.

18.2 The role of Council Liaison is to attend Meetings of the Committee and provide reports of the proceedings to Council.

18.3 The Council Liaison shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Meeting unless there is a clear infringement of Council's Policies (i.e. Official Plan, Zoning By-law, etc.).

### **Section 19.0 – Code of Conduct**

19.1 The Committee shall have regard for the Code of Conduct Policy for Members of Council which applies to Members of the Committee of Adjustments.

# The Corporation of the Township of North Frontenac

## By-law # 2025-13

### To Close, Stop up and Sell a Part of the 66' Original Road Allowance

**Whereas** it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called 'The Corporation', that part of the 66' original road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owners as they may direct;

**And Whereas** notice of this By-law has been posted at least ten days prior to the meeting on the Township Website; and on the said road allowance;

**And Whereas** Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard;

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

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowance shall be sold to the adjoining owner as follows:
  - a) **Part 3 on Registered Plan 13R-22146** as a lot addition to the lands described as PIN 36178-0026 (LT) for the purchase price of \$5437.46 plus \$706.87 HST for a total of \$6144.30 (Kashwkamak Lake)
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that Part of the said 66' original Road Allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that Part of the 66' original Road Allowance hereby permanently closed.
5. That Schedule "A" forms part of this By-law.
6. That Tony Fleming, legal counsel for The Corporation, is hereby authorized to amend Schedule "A" descriptions as may be required to carry out the intended transaction and finalize the registration of this By-law.
7. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.
8. All resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

**Read** a first and second time this 14<sup>th</sup> day of March 2025.

**Read** a third time and finally passed this 14<sup>th</sup> day of March 2025.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk

## Schedule A

**All That Part** of the Shore Road Allowance around Lake Kashwakamak lying in front of Lot 277, Registered Plan No 1044, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 3 on Registered Plan 13R-22146

The Corporation of the Township of North Frontenac

**By-law #2025-14**

**Being a By-law to Regulate the Location, Installation and Operation of Outdoor Solid-Fuel Combustion Appliances; and to Repeal By-law #14-20**

**Whereas** Section 125 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a local municipality may regulate the use and installation of heating and cooking appliances and the storage of fuel for use in heating and cooking appliances;

**And Whereas** Section 128 of the Municipal Act provides that Municipal Councils may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**And Whereas** Section 436 of the Municipal Act enables a municipality to enter upon land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of a By-law of the municipality are being complied with;

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

**1. Title and Application**

- a) This By-law shall be sited as the “Outdoor Solid-Fuel Combustion Appliances” By-law.
- b) This By-law applies to all lands within the geographic limits of the Township of North Frontenac.

**2. Definitions**

- a) “**Dwelling**” means a building used or intended to be used for human habitation and in which all usual domestic functions may be carried on. For the purposes of this By-law, dwelling shall not include a tent, bus, boat, vessel, motor vehicle or recreational vehicle.
- b) “**Municipal By-law Enforcement Officer**” means the designated by-law enforcement officer(s) of the Township of North Frontenac.
- c) “**Outdoor Solid-Fuel Combustion Appliance**” means an outdoor wood-burning appliance or a solid fuel burning appliance, which is used for the space heating of buildings, the heating of water or other such purpose and which is located in a separate building or on the exterior of the building or buildings which it serves.
- d) “**Waste**” means any material defined as waste in the Ontario Environmental Protection Act, as amended.

### 3. Scope

- a) No Outdoor Solid-Fuel Combustion Appliance shall be used for the incineration of waste.
- b) No person shall install or operate an Outdoor Solid-Fuel Combustion Appliance without a Building Permit issued by the Building Department in advance in accordance with the Ontario Building Code.
- c) No person shall install or operate an Outdoor Solid-Fuel Combustion Appliance which is not certified by the Canadian Standards Association (CSA).
- d) No person shall install an Outdoor Solid-Fuel Combustion Appliance which is not in compliance with the Ontario Building Code, the Fire Prevention and Protection Act, the Ontario Fire Code, the manufacturer's installation instructions and all other applicable law, including the provisions of this By-law
- e) No Outdoor Solid-Fuel Combustion Appliance shall be installed closer than:
  - i) 40 metres to a dwelling, excluding the dwelling on the same property;
  - ii) 15 metres from any front yard or exterior side yard as defined in the Township's Zoning By-law;
  - iii) 7 metres from any interior side or rear lot line, as defined in the Township's Zoning By-law;
  - iv) 10 metres from any structure on the same lot;
  - v) 2 metres from any combustible materials;
  - vi) 5 metres from any forest or woodland; and
  - vii) 3 metres from any overhanging vegetation.
- f) The perimeter of the ground area around the Outdoor Solid-Fuel Combustion Appliance to a distance of 3 metres (10 feet) minimum shall be of a non-combustible surface (i.e. gravel, sand, concrete pad).
- g) A maximum of one (1) Outdoor Solid-Fuel Combustion Appliance shall be permitted per property.
- h) The setback and installation requirements of this By-law does not apply to any Outdoor Solid-Fuel Combustion Appliance installed prior to the passing of this By-law and the replacement of an Outdoor Solid-Fuel Combustion Appliance provided it does not decrease any existing setbacks.
- i) No person shall cause or allow emissions of air contaminants from any Outdoor Solid-Fuel Combustion Appliance to the outdoor atmosphere that is likely to interfere with or disrupt the normal enjoyment of human life and property, including causing a visible plume migrating from an outdoor wood burning appliance and contacting buildings, structures and persons on adjacent

properties; and excessive smoke, odour, dust, airborne sparks, embers or impaired visibility on a public road.

#### **4. Enforcement**

- a) The By-law Enforcement Officer shall enforce this By-law.

#### **5. Offences**

- a) Every Person who contravenes any provision of this By-law is guilty of an offence, and all offences under this By-law are designated as continuing offences.
- b) A person who is convicted of a first offence under this By-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500 and a maximum fine of no more than \$5,000. The total of all daily fines imposed for the continuing offence may exceed \$100,000.
- c) A person who is convicted of a second or subsequent offence under this By-law is liable, for each day that the second or subsequent offence continues, to a maximum fine of more than \$10,000. The total of all daily fines imposed for the second or subsequent continuing offence may exceed \$100,000.
- d) If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

#### **6. Application**

- a) Any section, subsection or part thereof of this By-law be declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.
- b) This By-law shall come into force and take effect immediately upon the date of passing.

**Read** a first and second time this 14<sup>th</sup> day of March, 2025

**Read** a third time and passed this 14<sup>th</sup> day of March, 2025

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Mayor

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Clerk

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

**By-law #2025-15**

**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 March 14, 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 March 14, 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 March 14, 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 March 14, 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 **March 14, 2025**.

**Read** a third time and finally passed this **March 14, 2025**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**