

Regular Council Agenda - Amended (November 19, 2025)

9:00 AM - Friday, November 21, 2025

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

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

2. Traditional Land Acknowledgement

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

3. Approval of Agenda

- a) November 21, 2025

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

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Business Profile

- a) Artizan Knife 9

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

[Business Profile - Artizan Knife \(1\)](#)

6. Presentations

- a) Joel Wiebe, Senior Advisor for Community Relations, ALTO: High Speed Rail 10 - 24

Be It Resolved That Council receives for information the presentation from Joel Wiebe, Senior Advisor for Community Relations, ALTO, regarding a proposed High Speed passenger railway system connecting Toronto, Peterborough, Ottawa, Montreal, Laval, Trois-Rivieres and Quebec; and thanks him for his time spent today.

[Alto Overview Presentation](#)

Be It Resolved That Council receives for information the Chief Administrative Officer's presentation entitled "2024-2028 Strategic Plan - 2025 Updates".

[2025 Update to Strategic Plan](#)

- c) Sally McIntyre, General Manager, Mississippi Valley Conservation Authority: Summary of Changes and Comments regarding Proposed Changes under the Conservation Authorities Act

Be It Resolved That Council receives for information a presentation from Sally McIntyre, General Manager of Mississippi Valley Conservation Authority, regarding Proposed Changes under the Conservation Act; and thanks her for her time spent today.

Whereas the municipalities of the Mississippi and Carp river watersheds agreed to form a Conservation Authority in 1968 to address aging dam infrastructure, manage natural hazards, and enhance conservation;

And Whereas since 2020 over \$3 million of municipal dollars have been invested in the operation, maintenance, and capital renewal of the eleven dams and six conservation areas within the jurisdiction of Mississippi Valley Conservation Authority (MVCA) including seven dams in North Frontenac, with MVCA securing an additional \$1.38 million in grants to implement those capital works;

And Whereas the 11 municipalities lying within MVCA's jurisdiction fund approximately 68% of the annual operating budget of MVCA compared to a combined provincial and federal contribution of just 5%;

And Whereas the proposed St. Lawrence Regional Conservation Authority is to be over 18,500 square kilometres and serve 46 municipalities;

And Whereas the current municipal governance model of proportional representation based upon municipal assessment value would be impractical; and local governance over local monies and local assets could be undermined;

And Whereas Bill 68 "Plan to Protect Ontario (Budget Measures)" would allow a new provincial Agency to direct the strategic direction, finances, and operational activities of the new Regional Conservation Authority, imposing additional costs on municipalities to fund the Agency via fees levied on the new Regional Conservation Authority; and that per capita annual operating costs within MVCA's jurisdiction are predicted to increase from being one of the lowest at approximately \$18 per capita per year;

And Whereas the Township of North Frontenac is supportive of the enhanced municipal control over Conservation Authorities that took effect in 2024 with the categorization of Conservation Authorities programs and services and signing of Memorandums of Understanding; and the Township recognizes that MVCA has made significant demonstrable improvements in operational effectiveness in recent years

and is committed to continuous improvement;

And Whereas North Frontenac benefits from having conservation authority staff available locally that know our communities, developers, lake associations and Township staff;

Now Therefore Be It Resolved That as Bill 68 has already undergone Second Reading and time is of the essence, North Frontenac Council advises the following:

1. Council does not support direct or indirect municipal funding of the proposed Ontario Conservation Authority Agency;
2. Council does not support formation of the proposed “St. Lawrence Regional Conservation Authority” outlined in Environmental Registry Notice 025-1257;
3. Council requests that the Ministry pause approval of the proposed St. Lawrence Regional Conservation Authority to allow for meaningful and timely engagement with the municipalities and conservation authorities of Eastern Ontario;
4. Council requests that the Ministry examine alternative approaches to equalizing resources amongst CAs including review of the annual provincial transfer to conservation authorities that were halved in 2019 and have remained unchanged since; and
5. Council requests that the Ministry facilitate consistency amongst CAs by updating provincial technical guidelines that inform permitting by conservation authorities in Ontario; and

And That Council instructs the Clerk to provide this resolution to the Environmental Registry of Ontario consultations; the Minister of the Environment, Conservation and Parks, as well as the Opposition critics; MPP, John Jordan; the Association of Municipalities of Ontario (AMO); Conservation Ontario; and the other municipalities within MVCA's jurisdiction.

[MVCA Presentation](#)

7. Delegations

None.

8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 56 - 62

Be It Resolved That Council adopts the Minutes of a Regular Meeting held October 31, 2025, as circulated.

[Regular Council - 31 Oct 2025 - Minutes - Pdf](#)

9. Business Arising Out of Minutes

- a) Resolution #266-25: Lafolia Lane - OPA and ZBLA 63 - 87

Be It Resolved That Council receives for information the Planning Report Addendum and attachments prepared by Jennie Kapusta, Community Planner with the County of Frontenac, regarding Official Plan Amendment File Number OP02/22 and Zoning By-Law Amendment File Number Z08/22 for Ompah Palmerston Cottage Co-operative, located at 1099B Lafolia Lane;

And That Council will consider By-laws to amend the Official Plan and Zoning By-law later in the meeting.

[Resolution #266-25 Lafolia Lane](#)

[Planning Report Addendum - 1099B Lafolia Lane](#)

[Attachment 1 - Revised Development Plan](#)

[Attachment 2 - OPA DRAFT By-Law](#)

[Attachment 3 - ZBA DRAFT By-Law](#)

[Attachment 4 - Gemtec EIS Addendum](#)

[Attachment 5 - Letter to Council from Applicants](#)

[Attachment 6 - Illustration of Two Acre Plots](#)

[Attachment 7 - Egis Comments re EIS Addendum](#)

10. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 88 - 89

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

[Communications of Interest - Pdf](#)

- b) Communications 'B' Section - Action Items

- B1. Land O' Lakes Garden Club re: 3rd Annual Pitch In For Mother Earth (Litter Pick-up Day) 90

Be It Resolved That Council receives for information an email from Mary Kelly, Land O'Lakes Garden Club advising the 3rd Annual Pitch In for Mother Earth (PI4ME) campaign will be held April 25th 2026;

And That Council supports the annual PI4ME event and approves use of the Barrie Hall and parking lot on April 25, 2026;

And That Council waives the Hall rental fee for the PI4ME event;

And That Council approves the Township of Addington Highlands placing a bin on a temporary basis in the Barrie Hall parking lot;

And That the Public Works Manager (PWM) will prepare the required Memorandum of Understanding (MOU) between the Township and the Land O' Lakes Garden Club, requiring the Garden Club, in their leadership role, to:

- oversee the event;
- be responsible for and provide proof of insurance for the event and all volunteers;
- indemnify the Township; and
- commit to all safety provisions;

And That Council authorizes the PWM to approve the event with the Land O' Lakes Garden Club through a Memorandum of Understanding on an annual basis, including the use of the Barrie Hall without a fee.

[Request from Land O' Lakes Garden Club re 3rd Annual Pitch In For Mother Earth \(Litter Pick up Day\)](#)

11. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Transfer of Property to County of Frontenac for K&P Trail - Road Closing By-law 91 - 93
- Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Transfer of Property to County of Frontenac for K&P Trail - Road Closing By-law";
- And That** Council will consider a By-law later in the meeting to stop-up, close and sell the Concession Road Allowance between Concession 9 and 10, Lot 9 and 10.
- [Transfer of Property to County of Frontenac for K&P Trail - Road Closing By-law - Pdf](#)
- b) Clerk/Planning Manager: Appointment of Secretary/Treasurer of the Committee of Adjustment/Planning Advisory Committee 94 - 95
- Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Appointment of Secretary-Treasurer of the Committee of Adjustment/Planning Advisory Committee";
- And That** Council approves the Deputy Clerk/Assistant to the Planning Manager being appointed as Secretary-Treasurer of the Committee of Adjustment/Planning Advisory Committee;
- And That** Council will consider an Appointing By-law later in the meeting.
- [Appointment of Secretary/Treasurer of the Committee of Adjustment/Planning Advisory Committee - Pdf](#)
- c) Public Works Manager: Options to Manage Non-eligible Blue Box Material Post-transition 96 - 99
- Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Options to Manage Non-eligible Blue Box Material Post-transition";
- And That** Council approves providing collection and processing services for blue box materials from Industrial, Commercial, and Institutional (IC&I) users at the Township's six waste sites without a service fee commencing January 1, 2026;
- And That** the blue box program introduced for IC&I users will be monitored and assessed after one year considering the demand and associated costs, with the results reported to Council;
- And That** the Free Tag Incentive for household waste in exchange for each bag of recyclables will continue in accordance with By-law #2023-80.
- [Options to Manage Non-eligible Blue Box Material Post-transition - Pdf](#)
- d) Public Works Manager: Request to Extend the Year-round Maintenance Limits on East Bay Road 100 - 101
- Be It Resolved That** Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to Extend the

Year-round Maintenance Limits on East Bay Road”;

And That fifty (50)+/- properties are serviced by East Bay Road beyond Butterball Lane;

And That Council _____ the request to extend the limits of year-round maintenance on East Bay Road by 900m from Butterball Lane to Thacker Lane;

And That the Public Works Manager shall update Schedule "B" (Road Summary) and provide a copy of all changes to the Clerk in accordance with By-law #89-13;

And That Council instructs the Clerk to retain a copy of the revised Schedule B with the original By-law and provide a copy to Council and the Chief Administrative Officer (CAO).

[Request to Extend the Year-round Maintenance Limits on East Bay Road - Pdf](#)

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

- a) Committee of Adjustment/Planning Advisory Committee 102 - 105

Be It Resolved That Council receives for information the Minutes of a meeting of the Committee of Adjustment/Planning Advisory Committee held September 22, 2025.

[Committee of Adjustment - 22 Sep 2025 - Minutes - Pdf](#)

- b) Joint Health and Safety Committee 106 - 110

Be It Resolved That Council receives for information the Minutes of a meeting of the Joint Health and Safety Committee held August 22, 2025.

[JHSC Minutes August 22, 2025](#)

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

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

None.

15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. The Councillor may provide a verbal report for information purposes. 111 - 112

[Council Portfolios 2022-2026](#)

16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 113 - 123

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

- #2025-51 To Appoint a Secretary-Treasurer for the Committee of Adjustment/Planning Advisory Committee;
- #2025-52 To Close, Stop up and Sell a Portion of a Concession Road Allowance;

- #2025-53 To Amend the Official Plan for redesignate a property to Rural Cooperative Area 1;
- #2025-24 To Amend the Zoning By-law to rezone a property to Rural Cooperative Exception 1;

And That these By-laws be read a first, second and third time and finally passed.

[#2025-51 Appointment of Secretary Treasurer](#)

[#2025-52 Concession Road Closing](#)

[#2025-53 Official Plan Amendment \(1099B Lafolia Lane\)](#)

[#2025-54 Zoning By-law Amendment \(1099B Lafolia Lane\)](#)

17. Public Forum

18. Closed Session

- a) Closed Meeting of Council

Be It Resolved That Council retires to Closed Session at ____ .m. to:

- Adopt Closed Minutes of meetings held October 10, 2025 and October 24, 2025;
- To discuss an Agreement for Producer Responsibility Organization for Blue Box Materials under the following subsections of the Municipal Act Section 239(2):
 - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

20. Confirmatory By-law

- a) Confirming By-law #2025-55 124

Be It Resolved That By-law #2025-55, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held November 21, 2025, be read a first, second, and third time and finally passed.

[Confirming By-law #2025-55](#)

21. Adjournment

- a) Adjournment of Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until the Special Meeting beginning at 1:00 p.m. today.



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.

For 30 years, Artizan Knife, led by master craftsman Arthur Hannigan, has crafted exceptional hunting, military and kitchen knives. Specializing in custom design, repair and restoration, each blade reflects precision and durability. Arthur's expertise ensures every knife is a unique, high-quality piece, trusted by chefs, hunters and collectors for its outstanding balance and sharpness.

Artizan Knife

art_hannigan@yahoo.com

Facebook: Art Hannigan



OUR SERVICES

- Knife restoration
- Sharpening
- Knife maker
- Knife design



Township of North Frontenac
Council Meeting

High-Speed
Train

November
21, 2025

ALTO

Addressing the Key Challenges of Intercity Travel in the Corridor

Economic growth is stagnating in the Corridor. Productivity levels in Ontario and Québec are falling further behind fellow G7 countries and the rest of Canada.

Page 11 of 124

Escalating Transportation Costs

Individuals and businesses face high auto and air travel costs through delays and out-of-pocket expenses, while governments are pressured to increase spending to maintain and expand the network.

Network Capacity Constraints

The current transportation infrastructure in the Corridor is not equipped to handle the increasing congestion and travel demands resulting from rapid population growth. The need to connect disparate labour markets grows.

Disconnected Communities

The rail transportation network in the Corridor lacks direct links between communities. This lack of connectivity hinders the efficient movement of people and goods, leading to delays and a stagnant economy.

Offering Canadians a Service on par with European Standards

Operating at speeds of 300 km/h or more, on nearly 1,000 km of dedicated, electrified track, this state-of-the-art passenger rail network will connect major cities and allow more than 24 million people living along the Corridor to be where they need to be, when it really matters.

Fast

Reaching speeds of 300 km/h or more to significantly reduce overall travel time. That's at the heart of our vision, and it's necessary to achieve a real modal shift.

Reliable

Dedicated tracks will ensure the uninterrupted movement of trains. No more waiting and yielding the right of way to freight trains.

Frequent

More regular departures every hour so you can leave when you want, even at the last minute. I.e. 20-30 daily departures estimated in some markets.

A central infrastructure linking existing services and other local networks.

Alto

Toronto-Québec City



Alto is a Crown corporation leading a major societal infrastructure project: a high-speed passenger railway system connecting Toronto, Peterborough, Ottawa, Montréal, Laval, Trois-Rivières and Québec City through a network of dedicated electrified tracks.

Imagine...What If You Could Get to Your Destination Twice as Fast? **That's our vision**

This transformational investment would enhance the quality of life, foster stronger connections between communities and drive economic growth.

	TRAVEL TIMES TODAY	HIGH-SPEED RAIL TRAVEL TIMES	TIME SAVINGS
Toronto-Ottawa	<i>4 h 26 min</i>	2 h 09 min	2 h 17 min
Toronto-Montréal	<i>5 h 30 min</i>	3 h 07 min	2 h 23 min
Toronto-Peterborough*	<i>1 h 27 min</i>	0 h 40 min	0 h 47 min
Ottawa-Montréal	<i>1 h 59 min</i>	0 h 58 min	1 h 01 min
Montréal-Québec City	<i>3 h 17 min</i>	1 h 29 min	1 h 48 min
Montréal-Trois-Rivières*	<i>1 h 44 min</i>	0 h 50 min	0 h 54 min

*Passenger train service not available. Travel time indicated is by car only.

Impact on Canadian GDP (Annual Effects)



Productivity: The project will bring companies in different cities closer together, generate substantial agglomeration effects and boost overall productivity

\$21.0 billion



Increased workforce participation: Reduced commuting times and travel costs will encourage more people to enter the workforce.

\$2.7 billion



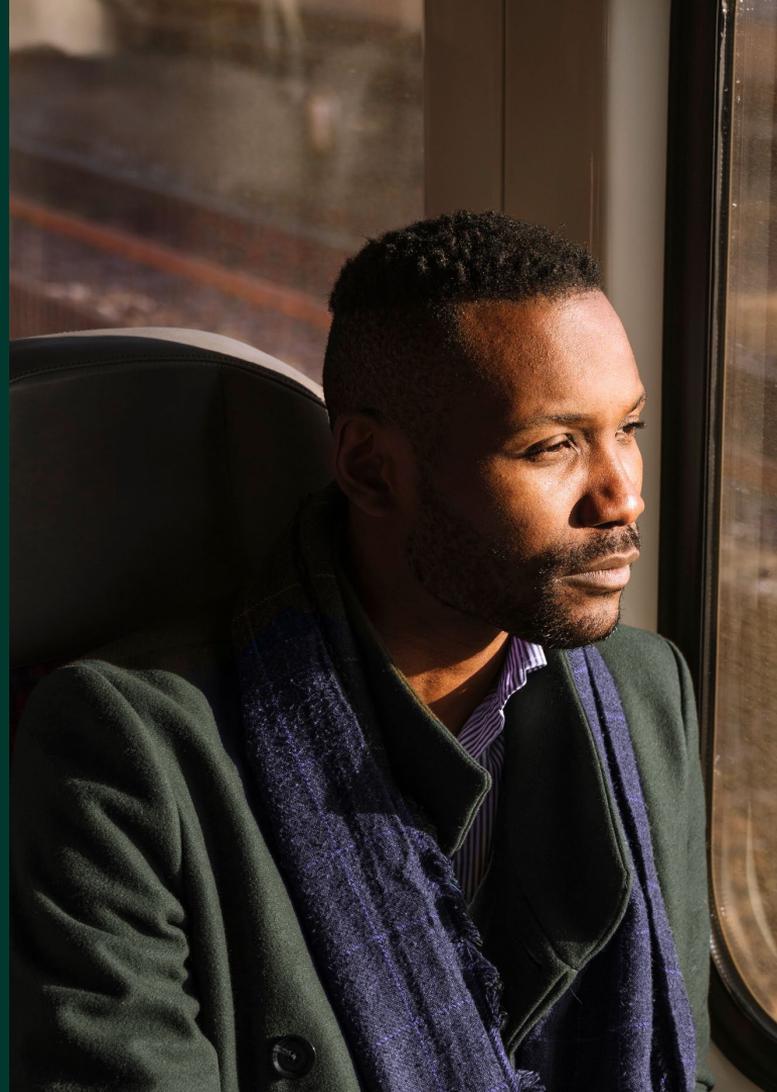
Tourism: Improved connectivity between cities will attract international tourism.

\$0.8 billion

Benefits will result in 1.1% of Canada's annual GDP (\$24.5-\$35 billion) expected from accelerated labour mobility, tourism and productivity.

7 Project Outcomes

1. Significantly increase intercity rail passengers
2. Enable safe intercity journeys
3. Enhance passenger experience in the Corridor
4. Minimize financial costs to taxpayers
5. Provide meaningful environmental benefits to support the Government of Canada's net-zero commitment
6. Contribute positively to the Government of Canada's commitment to reconciliation with Indigenous Peoples
7. Significantly increase availability of accessible and affordable services



Project Benefits for the Canadian Economy

Stimulating Demand for Canadian Goods and Services

The Toronto-Québec City High-Speed Rail Network project will create demand for Canadian goods and services (e.g., engineers, land surveyors, architects and rail experts).

The project could be used as a catalyst for greater inclusion of Canadian content as it will require substantial volumes of local materials and resources (i.e., steel, aluminum, copper, ballast, concrete, etc.)

Stimulate Internal Trade

Both during its construction and operation, the project will significantly increase connectivity between major economic hubs and facilitate internal trade.

Broadening Access to the Job Market

The project can improve job-skill matching and encourage greater workforce participation.

Increased productivity from infrastructure projects can offset decreased export demand, helping to stabilize the economy.

About Cadence

The Cadence Consortium is an alliance of experienced Canadian and international private partners.



Key Stages of the Project

Procurement Phase



Request for Qualifications (RFQ)

February 2023 – October 2023



Request for Proposals (RFP)

October 2023 – July 2024

We are here

Development Phase



Development

DEVELOPMENT AGREEMENT

GOVERNMENT OF CANADA'S FINAL INVESTMENT DECISION

Execution Phase



Construction



Operations and Maintenance

NETWORK AGREEMENT

Main Activities During Development Phase

In large infrastructure initiatives, a development phase is required to advance all the design components of the project before it is built. It is required to define what will be built, in what sequence, where, and how.

For the high-speed rail network, this phase will entail many activities, including:

- **Advancing a detailed design of the electrified high-speed train network** and all its technical features
- **Engaging key stakeholders** including organizations and elected officials
- **Fulfilling the Crown's duty to consult Indigenous communities and facilitating their participation for Indigenous communities** in the project
- **Establishing a corridor** for the high-speed train's new dedicated tracks
- **Engaging with railway companies** (host railways) to understand their assets and access in anticipation of future negotiations
- **Completing the impact assessment process** required prior to the construction

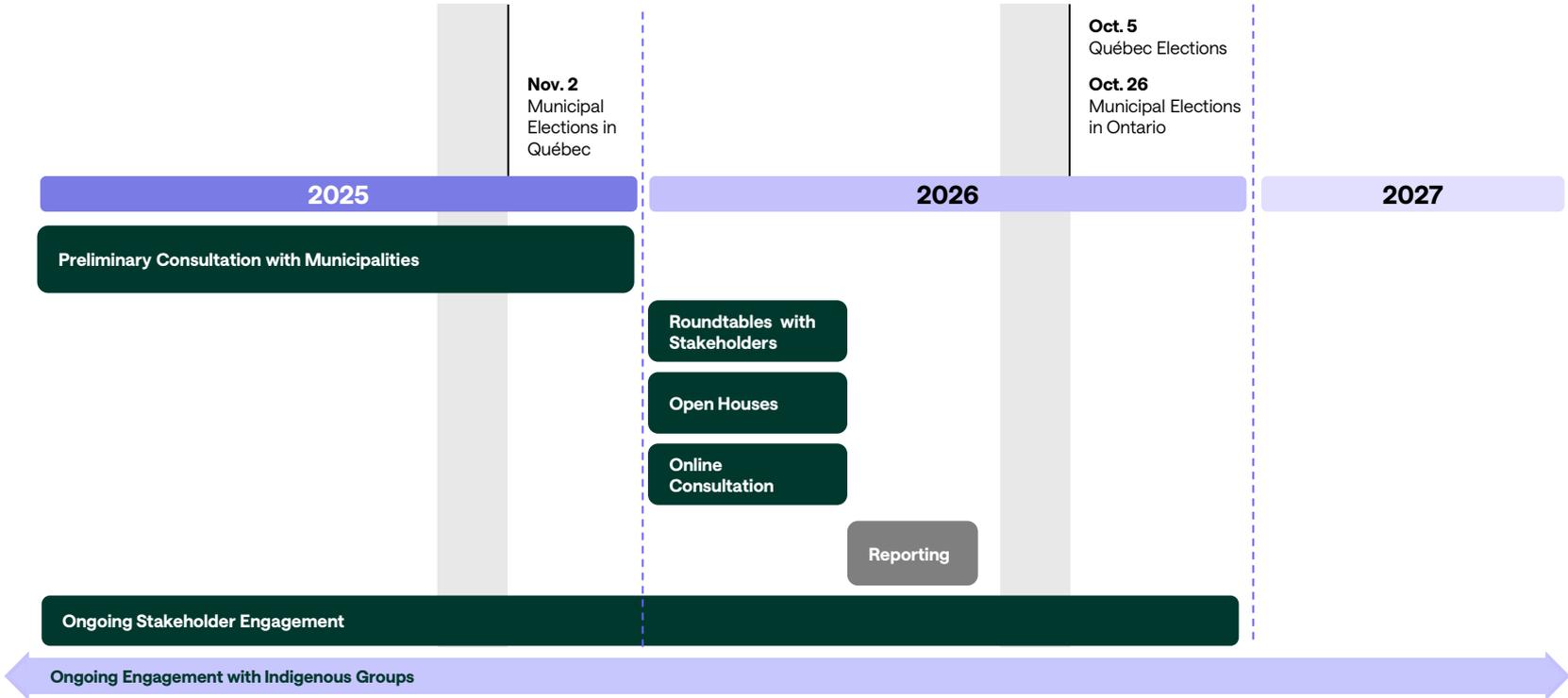
Community Benefits

Considerations

- Create **sustained and measurable** benefits for impacted communities along the project alignment.
- Be a catalyst for **housing opportunities**, including affordable housing.
- Ensure the **inclusion of marginalized and designated groups** including Indigenous communities and achieve **broader public policy objectives**.
- **Economic Empowerment** through local opportunities: Provide employment, business, and supply chain opportunities for **local communities**, integrating them into the project's development and operations.



Public Engagement Timeline



Engagement Principles

Drive to achieve social acceptability of the network through meaningful engagement that aligns with our corporate engagement principles of:

- **Trust and Accountability**
- **Collaboration and Inclusiveness**
- **Innovation**
- **Local Focus**
- **Openness and Responsibility**
- **Respectfulness**

With an understanding that goals will shift as the project evolves.



Closer,
faster,
together

ALTO



Township of
North Frontenac

2024 - 2028

STRATEGIC PLAN

2025 Update

Strategic Priorities



**Vibrant &
Inclusive
Community**



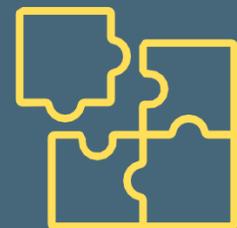
**Economic
Prosperity**



**Sustainable
Core Services**



**Environmental
Stewardship**





VISION

Empowering our community,
protecting our environment.

MISSION

Committed to our community's well-being by delivering
efficient, sustainable, and inclusive services that enrich
lives while protecting the environment.

VALUE

- ~ Progressive
- ~ Inclusive
- ~ Transparent
- ~ Accountable
- ~ Sustainable

Vibrant and Inclusive Community



Promote a Healthy Lifestyle

Desired Outcomes	Example	Responsible	Timeframe	Update
<p>Increased Community Engagement</p>	<ul style="list-style-type: none"> ➤ Fire Promotion, Prevention and Preparedness Initiatives ➤ Essential Services Fair ➤ Community Grants Program ➤ Volunteer Appreciation ➤ Social Media 	<p>DESFC</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Fire Prevention Week hosted joint interdepartmental wildland fire training and conducted a door-to-door smoke alarm inspection campaign. • Fire Promoted fire/life safety at the following: <ul style="list-style-type: none"> ○ Winter Fest ○ Summer Fest ○ Fire Department Open House ○ Local school presentations ○ Seniors and Law Enforcement Together (SALT) presentation • Essential Services Fair August 23, 2025 • Fire Department was the successful applicant for the 2024 Ontario Fire Protection Grant, application has been made for the 2025 Ontario Fire Protection Grant • Fire Department Christmas celebration to recognize achievements of volunteer fire fighters and first responders. • Fire department potluck dinners thought the year. • Weekly fire prevention messaging on social media • Fire Prevention Week messaging. • Emergency Preparedness Week messaging

Promote a Healthy Lifestyle

Desired Outcomes	Example	Responsible	Timeframe	Update
Increased Community Engagement	<ul style="list-style-type: none"> ➤ Community Grants Program ➤ Volunteer Appreciation ➤ Social Media 	MCD	2024 Ongoing	<ul style="list-style-type: none"> • 2025 Community Grant Program was successful. • 2025 Volunteer Appreciation Dinner was on October 8 • Posting all Council, Task Force and Committee meeting dates 2 days prior • Printed visitors' guides. • Continue to communicate via Facebook, X (formerly Twitter), Township Website, Engage Frontenac, Municipal 511.
Increased 4-Season Tourism/Recreational Opportunities	<ul style="list-style-type: none"> ➤ Advertising in the Frontenac Recreation Guide ➤ K&P Trail Development 	MCD, PWM, Frontenac County (K&P Trail)	2024 Ongoing	<ul style="list-style-type: none"> • Advertising in Frontenac Recreation Guide and Summer Fun Guide • Attendance at Tradeshow • County continues to develop and enhance the K&P Trail with support from the Township.
Continued Provision of Safe, Efficient and Enhanced Recreational Facilities, Trails and Parks.	<ul style="list-style-type: none"> ➤ Installing Pickleball Netting in Plevna Courts ➤ Accessible Privies ➤ K&P Trail 	MCD, PWM, Frontenac County (K&P Trail)	2024 Ongoing	<ul style="list-style-type: none"> • Grant received for rehabilitation of the Plevna Rink and Pickleball Courts • Provided a donation to a local trail group to rehabilitate the Crotch Lake Trail (Lindas Loop)

Provide Support to Community Partners for Healthcare, Senior and Youth Services

Desired Outcomes	Example	Responsible	Timeframe	Update
Increase Numbers of Doctors, Nurse Practitioners and other Health Care Professionals	<ul style="list-style-type: none"> ➤ Continue support for Doctor Recruitment and Incentives 	Mayor & Council	2024 Ongoing	<ul style="list-style-type: none"> • Renewed commitment to Contribute to Doctor Incentive to Lakelands Family Health Team of \$15,000/yr for five years beginning in 2024. • Contributed \$10,000 total in 2025 to Smiths Falls Hospital and L&A Hospital for MRI Machines. • Letter of Support for Lakelands Family Health Doctor for Residency
Affordable Accommodations (Including Opportunities for Seniors)	<ul style="list-style-type: none"> ➤ County Seniors Housing Funding 	Mayor & Council	2024 Ongoing	<ul style="list-style-type: none"> • 2025 Council appointed Housing Advisory Task Force (Mayor Lichty is the Chair).
Increased Collaboration with Community Service Agencies	<ul style="list-style-type: none"> ➤ Increase Communication Opportunities ➤ Seniors and Law Enforcement Together (S.A.L.T) ➤ After School Programs ➤ Use of Township Facilities for Initiatives 	Mayor & Council, MCD	2024 Ongoing	<ul style="list-style-type: none"> • Grant Funding for meals on wheels • Christmas Hamper Program Funding • Provide funding and use of Township Facilities for S.A.L.T. • Contributed to Rural Frontenac Community Services Intergenerational Programming and provide facilities. • Contributed to Rural Frontenac Community Services after school programs

Support Inclusivity

Desired Outcomes	Example	Responsible	Timeframe	Update
<p>Raised Awareness of Income and Lifestyle Disparities Throughout the Township</p>	<ul style="list-style-type: none"> ➤ Rural Frontenac Community Services and Land O’Lakes Community Services Presentations ➤ Invitations to the Essential Services Fair ➤ Recognition of Pride Month ➤ Recognition Mental Health Awareness Month 	<p>Mayor & Council</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Essential Services Fair took place in 2025. • Annually recognize Pride Month via Social Media and hang flag for the month of June. • Mental Health Awareness month in May, Social Media Posts, signage, green ribbons, annually, etc....
<p>Enhanced Support for Community Organizations and Agencies that Provide Assistance to the Least Advantaged Members of our Community</p>	<ul style="list-style-type: none"> ➤ Annual Donations to Foodbanks ➤ Seniors Home Support Program ➤ Seniors and Law Enforcement Together ➤ Communications ➤ Community Grant Program 	<p>Mayor & Council, CAO, Treasurer, MCD</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Annual Donations to Foodbanks • Seniors Home Support Program • Seniors and Law Enforcement Together • Communications • Community Grant Program • Contribute funding to swim programs

Support Inclusivity

Desired Outcomes	Example	Responsible	Timeframe	Update
Continued Support for Local Schools	➤ Continued annual funding and Local Government Week Activities	Mayor & Council, MCD	2024 Ongoing	<ul style="list-style-type: none"> • 2025 Contest for elementary school children re: Fire Chief for a Day and Mock Council contest. • Schools receive annual donations via budget. • Schools also have an opportunity annually to apply for Community Grant Program (CCS approved for \$950 in 2025 for school kitchen appliances and NAEC approved for \$1,000 for iPads). • 2026 Budget deliberations to include discussions re: Local Government Events throughout the future.

Economic Prosperity



Enhance and Support the Local Economy

Desired Outcomes	Example	Responsible	Timeframe	Update
Increased Number of Business Start-ups and Expansions	<ul style="list-style-type: none"> ➤ Branded Materials Program ➤ Economic Development Task Force (EDTF) Workplan 	MCD, EDTF, County of Frontenac Economic Development	2024 Ongoing	<ul style="list-style-type: none"> • 2025 Economic and Community Development Student Business Outreach and Marketing, etc. • Business Dinner & Breakfast
Stable Funding Provided for Economic Development	<ul style="list-style-type: none"> ➤ Budget and Grant Opportunities 	Mayor, Council & MCD	2025 Ongoing	<ul style="list-style-type: none"> • Council approved hiring of student position for 2025 to assist with Economic Development Initiatives. • Council provided funding for Trade Show and festivals in 2025. • Joint EDTF meetings with Central Frontenac beginning in 2025
Enhancement of the Community Improvement Plan (CIP)	<ul style="list-style-type: none"> ➤ EDTF to review the Township's CIP ➤ Frontenac County - Potential CIP 	MCD, CPM, EDTF, Council	2025-2026	<ul style="list-style-type: none"> • Council approved \$15,000 to fund CIP in 2025 - All funding allocated to businesses. • 2025/2026 - have started initial conversations for Council's consideration in 2026.

Enhance and Support the Local Economy

Desired Outcomes	Example	Responsible	Timeframe	Update
Continued Support for the Economic Development Task Force	<ul style="list-style-type: none"> ➤ EDTF to Provide a Workplan based on Council’s Strategic Plan 	Mayor & Council	2024 Ongoing	<ul style="list-style-type: none"> • Council approved the 2025 EDTF Workplan as amended.
Sufficient Staff and Resources to Support Economic Development	<ul style="list-style-type: none"> ➤ Continue to Monitor and Evaluate 	Mayor & Council, MCD	2024 Ongoing	<ul style="list-style-type: none"> • 2025 Economic and Community Development Student. • Funded Winter and Summer Festivals, business events, etc.

Preparation for Potential Development Opportunities

Desired Outcomes	Example	Responsible	Timeframe	Update
<p style="text-align: center;">Implementation of Development Policies that Encourage the Provision of a Wide Range of Housing Options, Amenities and Services within a Convenient Distance</p>	<ul style="list-style-type: none"> ➤ Delegated Authority for Site Plan Severances ➤ Community Planning Permit System ➤ Official Plan Amendment (OPA) ➤ Communal Services 	<p style="text-align: center;">Mayor & Council, CPM</p>	<p style="text-align: center;">2024 Ongoing</p>	<ul style="list-style-type: none"> • Delegated Authority for Site Plan Severances – Completed By-law #2024-10 • Community Planning Permit System – County-wide Template being created – Open House August 16, 2025 - Once template completed each Township to consider Township specific policies. • OPA Site Plan Control (fall/winter 2025/26); Additional Residential Units - Open House August 7, 2025 • Communal Services – OPA being drafted for consideration – Open House held June 6, 2025

Preparation for Potential Development Opportunities

Desired Outcomes	Example	Responsible	Timeframe	Update
Increased Tourism	<ul style="list-style-type: none"> ➤ EDTF Workplan ➤ Electric Vehicle Charging Stations ➤ Visitor Guide 	MCD, EDTF	2024 Ongoing	<ul style="list-style-type: none"> • Installation of new 100kW Fast EV Chargers for Public Usage. • Stargazing events at Stargazing pad • Support for development of K&P Trail. • Enhancements to the Crown Land Stewardship Program. • 2025 Visitors Guide updated and printed for distribution.
Promotion of a Range of Housing Options to Provide Affordable Housing Including Public-Private Partnerships (PPPs)	<ul style="list-style-type: none"> ➤ Housing Advisory Task Force (HATF) 	HATF	2026	<ul style="list-style-type: none"> • 2025 Creation of the Housing Advisory Task Force • Official Plan Amendment for Accessory Residential Units in process
Promotion of a Range of Housing Options to Provide Affordable Housing Including Public-Private Partnerships (PPPs)	<ul style="list-style-type: none"> ➤ Housing Advisory Task Force (HATF) 	HATF	2026	<ul style="list-style-type: none"> • 2025 Creation of the Housing Advisory Task Force • Official Plan Amendment for Accessory Residential Units in process

Identify Opportunities for Efficiencies

Desired Outcomes	Example	Responsible	Timeframe	Update
<p>Additional Cost Saving Partnerships and/or Shared Services for Efficiencies</p>	<ul style="list-style-type: none"> ➤ Joint Council Meetings ➤ Review By-laws and Procedures 	<p>Mayor, Council & Managers</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Joint EDTF meeting with Central Frontenac re: potential partnerships and cost sharing for Ec. Dev. Initiatives. • Continued joint partnerships for Waste site and fire services. • Joint request for proposal for new website

Sustainable Core Services



Continue to Invest in Municipal Infrastructure

Desired Outcomes	Example	Responsible	Timeframe	Update
<p>Enhance Standards for Roads and Other Core and Non-Core Infrastructure</p>	<ul style="list-style-type: none"> ➤ Asset Management Modernization (Work Orders) ➤ OSIM Budget Inspections 2026 ➤ Road Needs Study ➤ Ongoing Updates to All Assets ➤ Establish Levels of Service ➤ Fire Department and Fleet Management 	<p>PWM, DESFC, Treasurer</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • New Asset Management Plan approved by Council in July – to be updated at minimum every 5 years. • Operators are using electronic patrol / inspection reports. • Continue to enhance our tracking of Assets and providing greater guidance. • Annual fire apparatus and equipment maintenance and testing
<p>Long Term Plans for Municipal Buildings Relative to Safety, Functionality and Affordability</p>	<ul style="list-style-type: none"> ➤ Follow the Building Condition Assessment Plan 	<p>Managers</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Completed Asbestos Testing for all required Municipal Buildings • Accessibility improvements to Plevna Library
<p>Integration of the Asset Management Plan into Township Capital and Operational Planning</p>	<ul style="list-style-type: none"> ➤ Progressively Work Towards a Fully Funded Plan for Capital and Operations that can be Projected out over a Multi-Year Plan 	<p>Managers</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Per the Asset Management Plan (AMP) we will be approximately 1-15 years (depending on availability of grants) to be fully funded. Current Council has committed to an annual increase to support the AMP

Enhanced Township Services

Desired Outcomes	Example	Responsible	Timeframe	Update
Enhancement of Township Roads, Parking Areas and Boat Launches	<ul style="list-style-type: none"> ➤ Boat Launch Parking Improvements ➤ Implementation of new parking By-law Signage 	MCD, PWM, CAO	2024 Ongoing	<ul style="list-style-type: none"> • Reconstruction of Mountain Road, Section 1 of South Lavant Road, Matawatchan Road. • Improvements to the Brule Lake launch • Mackie, Marble & Helen Lane, continue working with the MNRF for approvals. • By-Law Signage purchased for future installation
Improved Governance and use of Community Halls	<ul style="list-style-type: none"> ➤ New Booking Software ➤ By-law Amendments 	MCD	2024 Ongoing	<ul style="list-style-type: none"> • New Accessible entrance doors installed at Clar Mill Hall and Barrie Hall • Getting grant ready for accessibility renovation to Clar Mill Hall Bathrooms (i.e. obtaining engineering)
Streamlined Access to Township Services Through New Technologies	<ul style="list-style-type: none"> ➤ Community Hall Booking Software ➤ Electronic Signature Program ➤ Cloudpermit Building Permit System 	Managers	2024 Ongoing	<ul style="list-style-type: none"> • Implemented Community Hall Booking software in 2024 – Going very well in 2025. • Implemented DocuSign.
Asset Management Plan Embedded in Township Operations	<ul style="list-style-type: none"> ➤ Implement Asset Tracking and Repairs 	Managers	2024 Ongoing	<ul style="list-style-type: none"> • In progress, roads department has started using the software for work orders and patrols.

Be Prepared for “Shovel-Ready” Projects when Funding Becomes Available

Desired Outcomes	Example	Responsible	Timeframe	Update
<p>Establishment of Protocols for Regular Contact with Provincial and Federal Authorities for Early Notice of Potential Programs</p>	<ul style="list-style-type: none"> ➤ Develop and Maintain Contacts within Federal and Provincial Governments 	<p>Mayor, Council & CAO</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • Review in 2026 (ongoing). • Regular communication with the MP and MPP on various initiatives. • Staff and Council attended Provincial Initiatives and updates throughout the year with various agencies. • Biannual meeting with MP and MPP
<p>Pre-Planning in All Departments for Shovel-Ready Opportunities</p>	<ul style="list-style-type: none"> ➤ Pre-Budgeting or Preapproval of Projects and Grants 	<p>Managers</p>	<p>2024 Ongoing</p>	<ul style="list-style-type: none"> • The Buckshot Lake Road project from 506/509 to past the Clar Mill Hall is shovel ready. • A culvert replacement on Shabomeka Lake Road is shovel ready. • Engineering being completed for Clar Mill Hall bathrooms to be shovel ready for future grant opportunities.

Optimize Waste Management Practices Through Diversion, Recycling and Repurposing

Desired Outcomes	Example	Responsible	Timeframe	Update
Reduced Use of Landfills	<ul style="list-style-type: none"> ➤ Continued Consultant Reporting (Grinding and Compacting) 	PWM	2024 Ongoing	<ul style="list-style-type: none"> • Grinding of construction demolition waste awarded. • Working to re-open the Ardoch WS to take advantage of available capacity and reduce pressure
Increased Volume of Recyclables	<ul style="list-style-type: none"> ➤ Mattress Recycling Program ➤ Transition to 2 Stream Recycling Systems ➤ Transition to Full Producer Responsibility 	PWM	2024-2025	<ul style="list-style-type: none"> • The mattress recycling program has been reviewed in detail and isn't practical for NF given the requirements of the service provider. We are reviewing options. • Transition to 2 Stream Recycling Systems has been completed. • Working with Circular Materials on agreement for January 1, 2026, to complete transfer of responsibility of Blue Box program
Enhancement of Repurposing Programs	<ul style="list-style-type: none"> ➤ Re-Use Centre 	PWM	2024 Ongoing	<ul style="list-style-type: none"> • Significant upgrades: solar system with 12v lighting, fans and air vents.

Establish the Township as an Employer of Choice

Desired Outcomes	Example	Responsible	Timeframe	Update
Organizational Review and Compensation Review Completed Every Five Years	<ul style="list-style-type: none"> ➤ The Compensation Review was Completed Previously in 2021 	CAO, Managers	2026	<ul style="list-style-type: none"> • CAO to include costing in 2026 Budget Deliberations for Compensation Review, for Council's consideration
Enhanced Training Opportunities for All Staff and Members of The Fire Department	<ul style="list-style-type: none"> ➤ Staff Appreciation ➤ Wellness Events ➤ Continuous Training 	CAO, Managers	2024 Ongoing	<ul style="list-style-type: none"> • Annual Staff Appreciation event in December • Considerable training delivered this year in PW for Operators, PWF and PWM • Fire Fighters participating in Fire Fit competitions. • Fire department training

Environmental Stewardship



Establish an Environmental Task Force Comprised of Councillors, Staff and Community Stakeholders to Develop and Promote Programs to Protect the Environment

Desired Outcomes	Example	Responsible	Timeframe	Update
Development of Policies and Programs to Protect the Environment	<ul style="list-style-type: none"> ➤ Planning Department to Work on Updated Policies ➤ Natural Heritage Study ➤ County Official Plan ➤ Community Planning Permit System (CPPS) 	Mayor & Council, CPM, County Planning Department	2024-2026	<ul style="list-style-type: none"> • The RFP for the Natural Heritage Study has been released, with a deadline of October 23, 2025, for the submission of proposals. • The work plan for the County Official Plan update was presented to PEDAC on September 21, 2025 • The CPPS by-law template will be finalized by County staff this fall and sent for a legal review. • Mandatory Septic Reinspection at time of sale is being researched
Development of an Action Plan to Manage/Mitigate Climate Change Impacts	<ul style="list-style-type: none"> ➤ Pending Environmental Task Force Recommendations 	Mayor & Council, Environmental Task Force	2024 Ongoing	<ul style="list-style-type: none"> • Environmental Task Force working on BESS and Net metering proposals

Communicate Directly with the Province Whenever Available and Keep Links of Communication Open at All Times

Desired Outcomes	Example	Responsible	Timeframe	Update
Follow-Up with Contacts Throughout the Year	➤ Regular Contact with Federal and Provincial Politicians; Employees, Departments, MMAH, etc..	Mayor & Council	2024 Ongoing	<ul style="list-style-type: none"> • Mayor frequent contact with MP and MPP • Biannual meeting with MP and MPP
Collaboration with Municipal Organizations and Other Municipalities to Advocate for Desired Change	➤ Supporting Requests from Other Municipalities and Providing Feedback on Potential Legislative Changes	Mayor & Council	2024 Ongoing	<ul style="list-style-type: none"> • Advocated re Strong Mayor Powers and EV charging costs. • Eurasian Water Milfoil and access to telecommunication infrastructure

Communicate Directly with the Province Whenever Available and Keep Links of Communication Open at All Times

Desired Outcomes	Example	Responsible	Timeframe	Update
<p style="text-align: center;">Regular Communication with Provincial Authorities</p>	<ul style="list-style-type: none"> ➤ Monitoring News Announcements for Changes ➤ Attending Conferences and Trainings 	<p style="text-align: center;">CAO, Managers</p>	<p style="text-align: center;">2024 Ongoing</p>	<ul style="list-style-type: none"> • Treasurer attended ROMA and MFOA conferences in 2025. • CAO, Treasurer and Clerk attended MMAH Briefings throughout 2025. • CAO and MCD attended 2025 OEMC. • PWM and PWF attended Good Roads 2025 • PWM attended sessions for minimum maintenance standards. • CPM and Deputy Clerk attended 2025 OACA. • DESFC OAFc annual general meeting and Trade Show
<p style="text-align: center;">Collaboration with County Staff to Modernize the Process for Calculation on Lake capacity</p>	<ul style="list-style-type: none"> ➤ Official Plan 	<p style="text-align: center;">CPM</p>	<p style="text-align: center;">2027</p>	<ul style="list-style-type: none"> • 10-year review is due in 2027

Questions?



Draft Summary and Comments Regarding Proposed Changes Under the *Conservation Authorities Act*

Provincial Direction	Initial Comments
Problem Statement	
<ul style="list-style-type: none"> • The 36 CAs have: <ul style="list-style-type: none"> • different policies, standards, fees, staffing levels and technical capabilities. • unpredictable and inconsistent turnaround times for approvals creating uncertainty and delays. • This undermines CAs ability to protect communities from floods and natural hazards. • There is a duplication in administrative costs. • More resources are needed for conservation. • CAs need to better align with provincial priorities on housing, the economy, infrastructure and climate resilience. 	<ul style="list-style-type: none"> • CA policies and standards differ in large part because provincial guidelines haven't been updated in ~20 years and are out of date. This forces CAs to make judgement calls within their jurisdictions. • Policies also differ due to different geography, local issues, and community priorities. This is a function of local governance, which is a fundamental principle of conservation authorities. • MVCA coordinates with Rideau Valley CA and South Nation CA in drafting and updating policies, but there are some differences. • MVCA coordinates with Rideau Valley CA and South Nation CA to provide consistent fees within the City of Ottawa. Our fees apply to ~70% of the proposed new regional CA. • Since the introduction of regulated timelines, most CAs meet timelines most of the time. MVCA meets deadlines 97% of the time. (139/144 applications YTD.) Delays can be due to staff absences and multiple permits on a single property that require sequencing.
Proposed Regional Consolidation (ERO Posting 025-1257)	
Amalgamation	
<ul style="list-style-type: none"> • Reduce 36 CAs to 7 Regional CAs • <i>St. Lawrence Regional Conservation Authority</i> to consolidate five: Mississippi, Cataraqui, Rideau, South Nation, and Raisin CAs. 	<ul style="list-style-type: none"> • Some CAs are definitely too small to consistently deliver on their core mandate. Some amalgamations were anticipated. • Some CAs deliver services at a lower per capita cost than others. This can be a function of their assessment base, population, the

Provincial Direction	Initial Comments
<ul style="list-style-type: none"> Number of municipalities in jurisdiction to increase from 11 to 46. 	<p>scope and size of programs delivered, the age and nature of their infrastructure, as well as due to organizational effectiveness and efficiency.</p> <ul style="list-style-type: none"> Greater efficiency is definitely possible through the introduction of shared administrative services. MVCA already has shared service agreements with Rideau Valley CA, South Nation CA, and Toronto Region CA to address individual program gaps and mitigate consulting and fixed operating costs. Larger organizations often have more complex and time consuming business processes, reduced levels of customer service, and less accountability to the ratepayer/customer. There is no commitment to retain local offices—this is to be determined in future by the Regional CA Board (see below.) No details regarding how existing CA reserves will be managed.
Governance/Mandate	
<ul style="list-style-type: none"> Municipal oversight to continue and each region is to operate autonomously. Regional Board to oversee new Regional CA. Regional CAs to be overseen by new provincial Agency that will have powers to issue mandatory and non-mandatory directives (see below.) No change in CA mandate. 	<ul style="list-style-type: none"> CA Board make-up will need to change due to the high number of municipalities in each region. No details are provided on how the Regional CAs will be accountable to the municipalities that pay for them. Further CA Act amendments are anticipated to set out whether Board members are to be nominated at the county/city level, elected (like school boards), appointed by the province, or a hybrid (like Health Units.)
Boundary Criteria	
<p>There are four criteria:</p> <ul style="list-style-type: none"> Maintaining watershed-based jurisdictions – aligning with natural hydrological boundaries... 	<p>The criteria do not address:</p> <ul style="list-style-type: none"> Financial fairness—currently all municipalities support watersheds within their geographic boundaries. How with transfers amongst

Provincial Direction	Initial Comments
<p>consistent with drinking water Source Protection Areas and Regions.</p> <ul style="list-style-type: none"> • Relationships between CAs and municipalities – reducing duplication and overlap for municipalities. • Balancing expertise and capacity across CAs – enhancing technical skills and resources across CAs. • Service continuity – ensuring uninterrupted delivery of local CA programs. 	<p>watersheds be managed (capital reserves, grant distributions, and asset investments.)</p> <ul style="list-style-type: none"> • Regulatory differences—does not distinguish between Ottawa River Basin and St. Lawrence River which are managed differently. • Operational effectiveness—travel times to sites, spans of control, management oversight over large distances, customer service. • Governance effectiveness—ability of Board members to meet, develop Board cohesion, and effectively represent interests of all member municipalities. • Existing partnership agreements (as outlined above.) • <i>Service Continuity is a transitional objective and not a useful criterion for setting boundaries.</i>
Proposed Ontario Provincial Conservation Agency (Bill 68, Schedule 3)	
Governance	
<ul style="list-style-type: none"> • A Crown agency. • Provincially appointed board members with fixed terms. • Required to meet a minimum 4 times/year. • First CEO to be appointed by Cabinet Secretary; thereafter by the Agency Board. 	<ul style="list-style-type: none"> • Proposed legislative changes “allow for” the creation of the Agency. There are sections of the <i>CA Act</i> that have never been actioned. Creation of the Agency requires further action by government. • The creation of an Agency would allow the government to impose directives without becoming directly involved.
Objects/Funding	
<ul style="list-style-type: none"> • Oversee Regional CA governance, operations, programs and services. • Oversee the transition to a regional model. • Promote consistent policies, standards and fees. 	<ul style="list-style-type: none"> • No mention of new provincial funding to support implementation. • Agency to levy fees on the Regional CAs once established. • Monies saved through consolidation and the implementation of digital strategies are to be used to pay Agency fees.

Provincial Direction	Initial Comments
<ul style="list-style-type: none"> • Assess and report on CA effectiveness. • Oversee and evaluate CA financial performance. • Guide and evaluate the strategic planning for alignment with provincial objectives. • Support the development and implementation of a centralized permit processing system. • Lead the development and implementation of digital strategies and shared services. • Support strategic investment including leveraging funding available to Ontario and CAs. • Advise the province on CA matters. 	
Scope of Powers	
<ul style="list-style-type: none"> • Issue mandatory and non-mandatory directives regarding key performance indicators (KPIs), key results or service delivery targets, service standards, information technology, procurement, training of members and employees, budgeting, asset management plans, strategic planning. • Directives are subject to pre-submission to the Minister, but do not require Ministerial approval. The Minister may use the Agency to issue directions and directives. • Agency may issue guidelines, require submission of information, data, report etc., require Regions to publish information. 	<ul style="list-style-type: none"> • Potentially significant overlap with Regional CA board responsibilities re: policy, financial and operational matters, and asset management. • Potential for unclear accountability where directives issued. • CAs must comply with Agency directives and directions. • Unknown consequences of failing to meet targets or operational failure.

Provincial Direction	Initial Comments
Accountability	
<ul style="list-style-type: none"> • Agency to enter into MOU with the Minister setting out expectations, accountabilities, and specific requirements. • Agency to report on activities and outcomes to the Minister every 3 years. • Agency can be audited. 	<ul style="list-style-type: none"> • No mention of whether the MOU will be made public. • No mention of who will be held accountable for outcomes.



Regular Council Minutes

9:00 AM - Friday, October 31, 2025

Council Chambers

Present: Mayor Gerry Lichty; Deputy Mayor John Inglis; Councillor Roy Huetl; Councillor Wayne Good; Councillor Stephanie Regent (Electronic Participation); Councillor Vernon Hermer; and Councillor Fred Fowler

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

1. Call to Order

The Mayor called the meeting to order at 9:00 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) *October 31, 2025*

342-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves the Agenda dated October 31, 2025, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None.

5. Business Profile

a) **Harlowe Green**

343-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Business Profile of Harlowe Green 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***

344-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council adopts the Minutes as circulated, a Regular Meeting of Council held October 10, 2025; and a Special Meeting of Council held October 24, 2025.

Carried

9. Business Arising Out of Minutes

a) ***Resolution #344-25: Battery Energy Storage System - Municipal Support Resolution and Lease Option Agreement***

345-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Whereas at the meeting on October 24, 2025, Council passed Resolution #344-25 receiving for information an Administrative Report regarding the proposed Battery Energy Storage System Project Update; and Council advised they would consider the Municipal Support Resolution and Lease Option Agreement at the October 31, 2025 Regular Meeting;

Now Therefore Be It Resolved That Council receives for information an email dated October 29, 2025 from Kevin Whyte, Government Relations and Development, Alectra, advising that the Alectra Team appreciated the interest and dialogue developed with the local community; and that Alectra will require more time to work through the feedback received;

And That Alectra requests consideration of the Option to Lease Agreement and Municipal Support Resolution be placed on hold;

And That Council accepts this request.

Carried

10. Communications

- a) **Clerk's Administrative Report - Communications 'A' Section**
346-25 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**

- B1 Thacker Lane Residents re: Request for Maintenance - East Bay Road**
347-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information a letter dated October 20, 2025, from Pat Lamanna on behalf of residents on Thacker Lane, advising the property owners on Thacker Lane currently use East Bay Lane for access;

And That the Township's Level of Service Policy By-law #89-13 (as amended) sets out the length of maintenance on East Bay Road to 1.38 kilometers;

And That Thacker Lane turns left off East Bay Road approximately 0.9 kilometres beyond the point where the Township ends its maintenance of East Bay Road; and property owners must contribute to the maintenance costs of both East Bay Road and Thacker Lane;

And That the residents request the Township assume maintenance of the 0.9 kilometres of East Bay Road which leads to Thacker Lane, with the property owners continuing to maintain Thacker Lane;

And That Council instructs the Public Works Manager to provide a recommendation regarding this request at an upcoming meeting.

Carried

- B2 Lions Club of Land O' Lakes re: Santa Claus Parade**
348-25 Moved by Councillor Roy Huetl, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information a letter dated October 27, 2025 from Lions Club of Land O'Lakes advising the Annual Northbrook Santa Claus Parade will take place on Saturday, November 22 at 3:30 p.m. and inviting the Township of North Frontenac to have a float in the parade;

And That the Lions Club thanks Council for their continued support and generous donation to the parade;

And That as the Kaladar/Barrie Fire Department has participated in past parades and it is jointly operated by the Township of North Frontenac and the Township of Addington Highlands they may wish to participate in the parade at the discretion of the Fire Chief;

And That Council approves providing Public Works trucks and/or equipment subject to availability of staff and provided there isn't inclement weather;

And That Council does not wish to participate in the Santa Claus Parade by adding a float, at this time.

Carried

11. Council, CAO, and Managers' Administrative Reports

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

349-25 Moved by Councillor Fred Fowler, Seconded by Councillor Roy Huetl

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

And That Council appoints Roy Huetl as the Deputy Mayor for a one year term;

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

Carried

b) ***Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Joly/Michelizza***

350-25 Moved by Councillor Roy Huetl, 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 – Joly/Michelizza";

And That, as required by By-law #2025-04, the following be declared as surplus and sold to the adjoining owner:

All That Part of the Shore Road Allowance adjoining Coxvale (Pine) Lake lying in front of Lot 1, Registered Plan 1144, geographic Township of Clarendon, being Part 1 on Registered Plan 13R-6196

And That an appraisal of the property is not necessary as this is a Shore Road Allowance;

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

Carried

c) ***Director of Emergency Services/Fire Chief: Request for Early Delivery of New Pumper-Tanker***

351-25 Moved by Councillor Fred Fowler, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Request for Early Delivery of New Pumper-Tanker";

And that Council approves early delivery of the new pumper-tanker;

And that Council authorizes the Treasurer to transfer the required funds from the Fire Sustainability TCA Reserve Fund.

And that Council will reconsider the immediate surplus sale of the 2011 Ford F550 mini pumper;

And that Council instructs the DESFC to review the apparatus in the current fleet and provide recommendations for Council's consideration at a future meeting.

Carried

- d) ***Manager of Community Development: Proposed Agreement with Hydro One for Temporary Use of Plevna Helipad and Area***

352-25 Moved by Councillor Roy Huetl, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Proposed Agreement with Hydro One for Temporary Use of Plevna Helipad and Area";

And That Council authorizes the Manager of Community Development, in consultation with the CAO, to execute a Lease Agreement with Hydro One on behalf of the Township; with the Agreement to include the Township's Insurance Provider's requirements and all other Township standard requirements.

And That Council instructs the Manager of Community Development to increase the fee to \$500 per week.

Carried

- e) ***Manager of Community Development: Local Government Week - Activities Follow-Up***

353-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Local Government Week - Activities Follow-Up".

Carried

- f) ***Manager of Community Development: Electric Vehicle (EV) Charging Stations - Update***

354-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Electric Vehicle (EV) Charging Stations - Update";

And That Council directs staff to continue to advocate for further discounts/solutions for EV Billing;

And That the Manager of Community Development will report back at a future Council Meeting once further information from ChargeON has been received.

Carried

- g) ***Public Works Manager: Request to Extend the Winter Maintenance Limits - Ragged Chutes Road***

355-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Request to Extend the Winter Maintenance Limits -

Ragged Chutes”;

And That Council denies the request to extend winter maintenance operations on an additional 800m section of Ragged Chutes Road, to coincide with the current summer maintenance limits.

Carried

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

a) *Housing Advisory Task Force*

356-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Notes of a Meeting of the Housing Advisory Task Force held October 8, 2025.

Carried

b) *Environmental Task Force*

357-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Notes of a Meeting of the Environmental Task Force held September 30, 2025.

Carried

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

None.

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

None.

15. Council Portfolio Verbal Reports

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

16. Introduction and Reading of By-laws

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

358-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

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

- #2025-48 To Appoint a Deputy Mayor
- #2025-49 To Stop up, Close and Sell a Shore Road Allowance

And That these By-laws be read a first, second and third time and finally passed.

Carried

17. Public Forum

The Mayor invited questions and comments from the public attending the meeting in person and virtually. These Public Comments will not form part of the Council Minutes.

18. Closed Session

None.

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

None.

20. Confirmatory By-law

a) ***Confirming By-law #2025-50***

359-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

Be It Resolved That By-law #2025-50 being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held October 31, 2025, be read a first, second, and third time and finally passed.

Carried

21. Adjournment

a) ***Motion to Adjourn***

360-25 Moved by Councillor Wayne Good, Seconded by Councillor Roy Huetl

Be It Resolved That Council adjourns the Meeting at 9:58 a.m. until November 21, 2025, or at the call of the Chair.

Carried

Mayor

Clerk



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

Date: August 12, 2025

Resolution # 266-25

Moved By:
Councillor Fred Fowler

Seconded By:
Councillor Vernon Hermer

Be It Resolved That Council receives for information the Planning Report prepared by Jennie Kapusta, Community Planner with the County of Frontenac, regarding the Official Plan Application File OP#02/22 and Zoning By-law Amendment File #Z08/22 for Ompah Palmerston Cottage Co-operative; and thanks her for her time spent today.

Carried

Mayor



Planning Report Addendum

To: Mayor and Members of Council

Prepared By: Jennie Kapusta, Community Planner, County of Frontenac

Reviewed By: Sonya Bolton, Manager of Community Planning, County of Frontenac

Re: Application for Official Plan Amendment and Zoning By-Law Amendment

Address: 1099B Lafolia Lane

Legal Description: Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston, Township of North Frontenac

File Number: OP02/22 and Z08/22

Owner(s): Ompah Palmerston Cottage Co-operative Ltd. (c/o Amber and Craig Hall)

Applicant: Same as owners

Date of Council Meeting: November 21, 2025

Recommendation – Official Plan Amendment

The following recommendation has been modified from the August 12, 2025 version to include a reference to the Development Plan for the proposed cooperative, to identify a change in the numbering of the applicable attachments, and to reference the planning report addendum:

Be It Resolved That the application for an Official Plan Amendment (File Number OP02/22) for Ompah Palmerston Cottage Co-operative, 1099B Lafolia Lane, be supported; and,

That Council endorses the Development Plan for the proposed cooperative development, as outlined in Attachment 1 to the planning report addendum dated November 21, 2025; and,

That the Official Plan of the Township of North Frontenac, as amended, be further amended, as per Attachment 2 to the planning report addendum dated November 21, 2025 (Draft By-law and Schedule A to Amend the Township of North Frontenac Official Plan), to redesignate a property described as Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane) from Rural Area to a site-specific Rural Cooperative Area 1, be presented to Council for all three readings; and

That Council direct staff to prepare and send the Official Plan Amendment package to the County of Frontenac for approval.

Recommendation – Zoning By-Law Amendment:

The following recommendation has been modified from the August 12, 2025 version to identify a change in the numbering of the applicable attachments, and to reference the planning report addendum:

Be It Resolved That the application for a Zoning By-Law Amendment (File Number Z08/22) for Ompah Palmerston Cottage Co-operative, 1099B Lafolia Lane be approved; and,

That Zoning By-Law Number 55-19 of the Township of North Frontenac, as amended, be further amended, as per Attachment 3 to the planning report addendum dated November 21, 2025 (Draft By-Law and Schedule A to Amend Zoning By-Law Number 55-19); and,

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the By-Law; and,

That the amending by-law be presented to Council for all three readings.

Background

At a Special Council Meeting held August 12, 2025, Council received the planning report and recommendation from County planning staff that provided details on the Official Plan Amendment and Zoning By-Law Amendment applications submitted to create a site-specific Rural Cooperative Area 1 and site-specific Rural Cooperative Exception Zone. The applications were filed to permit the establishment of a cottage cooperative development on the subject property. A copy of the August 12, 2025 planning report and all related attachments can be found on the Township’s website at the following link: [August 12, 2025 Council Agenda](#).

The purpose of the meeting on August 12, 2025 was to hear a presentation from the planners and receive comments from the public. The planning recommendation was to be considered at the August 28, 2025 meeting of Council, but on August 20, 2025, the applicants contacted Township staff and requested that a decision on the planning recommendation be deferred to allow them time to consider the comments made by the public.

In October, the applicants submitted a letter with some proposed changes to the development, which are outlined below, along with an addendum to the Environmental Impact Study (EIS).

The purpose of this planning report addendum is to provide Council with an update on the modifications made by the applicants, the review of the EIS addendum by the Township’s peer reviewer, and to address several issues that were raised at the meeting on August 12, 2025.

Proposal – Modifications

Following the meeting on August 12, 2025, the applicant reached out to the Township about some potential changes to their proposal that would address concerns about the density of the development on the peninsula and the impact on the fish habitat in the area known as Gravel Point. The applicant was directed by staff to prepare a re-submission with their proposed modifications, including an addendum to their EIS.

The applicant submitted the EIS addendum to the Township on October 17, 2025 (Attachment 4), and then a letter outlining the proposed changes on October 30, 2025 (Attachment 5). There are two modifications that have been made through the most recent submission:

1. The removal of the water access point (dock, marine storage facility and pathway) from the south side of the peninsula; and,
2. The relocation of one cottage from the western end of the peninsula further into the interior of the property.

The submission also included a sketch showing how the proposed cottages are located (with the above noted reconfiguration) in such a manner that they could meet the lot area and frontage requirements of the Township's Limited Service Waterfront Zone (Attachment 6), even though these applications do not include any proposals for consents (severances) to create new lots.

Technical Review

The EIS addendum submitted to the Township was sent to Egis for peer review following the same process as the previous submissions. Egis provided a review of the addendum dated October 29, 2025 (Attachment 7).

Based on their review of the addendum and the May 2025 EIS report, Egis agrees with the conclusion of GEMTEC that the new layout of the proposed development will not result in any additional negative impacts to the natural environment, provided the mitigation measures recommended in the May 2025 EIS are implemented. Egis has no further comments or suggested amendments to either the addendum or the May 2025 EIS.

The proposed revisions remove the dock and shoreline activity area on the south side of the peninsula, which reduces the need for boat traffic related to the development to enter the bay or navigate in proximity to the fish spawning area near the point. Also, relocating one of the cottages from the point to further east within the subject property reduces the density of development at the point and aids in limiting potential negative impacts on the fish habitat.

These proposed changes are consistent with the suggestions provided by the technical review agencies for options that would reduce the potential for any negative impacts because of the proposed development on the subject property. As these changes were consistent with previously provided suggestions, and the peer review by Egis did not express any concerns with the revisions, the revised submission was not circulated for review by the conservation authority or any of the other technical agencies and ministries that have provided comments on the proposal. However, the site plan control application required for the proposal will be circulated to all agencies, so that they can confirm all required mitigation measures outlined in the EIS and other technical documents are appropriately included in the site plan control agreement.

Comments Received

During the meeting on August 12, 2025, Township Council heard a presentation from County planning staff about their review of the applications and their recommendation. Members of Council were able to ask questions, and then they opened the floor to allow comments and

questions from the public. This meeting was in addition to the Statutory Public Meeting held in January 2023.

Other than clarification on next steps in the process, the Township did not receive any further comments about the applications between the August 12 meeting and the re-submission from the applicant at the end of October.

The Planning Analysis section of the report below includes a discussion on some technical issues that were raised at the meeting on August 12, 2025, and in some cases, provide clarification on information that appeared in the August 12 planning report.

Planning Analysis

Density of Development

Concerns were raised about the density of the proposed development. Although the proposal would be for a total of eight cottages over 14.5 hectares (35.8 acres), the concern was that most of the cottages would be clustered into a smaller area on the peninsula, which would negatively impact the fish habitat on Gravel Point. Questions were asked about how density is defined/calculated and why the proposal didn't have to meet the requirements of other cottages on lakes that are in the Limited Service Waterfront (LSW) Zone, which is a minimum lot area of 0.8 hectares (2 acres) and a minimum water frontage of 77 metres (252.6 feet).

In land use planning, residential density is calculated by dividing the lot area by the number of dwelling units. The numbers in the August 12, 2025 report reflect the overall area of the lot after the merger of the two original parcels. With respect to the issue of clustering development, this form of development, known sometimes as conservation design, can be used in multi-unit development in rural areas to preserve larger tracts of land in a natural state.

With respect to the lot area and frontage requirements of the LSW Zone, the applicants have made the above noted changes to their proposal and have submitted a drawing (Attachment 6), which illustrates how the layout of the proposed development could meet the lot area and water frontage requirements of the LSW Zone, if the proposal was to create new waterfront lots.

Development Plan and Site Plan Control

At the meeting on August 12, 2025, a question was asked about where the development plan is that is mentioned in the Township Official Plan that should be approved by Council. It was noted that this was of particular importance because Council no longer has any authority over the site plan control process.

With respect to the development plan policies in Section 4.4.3 of the Official Plan, the plan that the applicants submitted with their applications, the final version of which staff included as an attachment to the August 12 report, serves as the development plan. The applicants had called it their site plan, but it's really their development plan, as a site plan drawing is much more detailed and will come at the next phase with the site plan control agreement.

What the Official Plan policies address about the development plan, is essentially a high-level concept plan, which is presented to Council, to inform the zoning on the property. That is what has been done in this case. The wording towards the end of the policy is a little confusing because it talks about the development plan, an agreement, and site plan control. There's also

a reference to the site plan policies in the Official Plan. In reviewing the current Official Plan policies, it references that site plan control only applies to six or more residential uses. Please note, this policy is out of date because more recent changes from the province do not require site plan control for ten or fewer units, unless the property is located within 120 metres of a waterbody or 300 metres of a railway. Staff believe the additional policies in the Official Plan that talk about the development plan and a potential agreement may have been intended for any co-op proposal that did not meet the requirement for enacting site plan control. In this case, a more detailed development plan isn't needed at the Official Plan and Zoning By-Law Amendment stage because site plan control will apply, and the detailed drawings will be done at that time.

Staff understand the concern about council no longer having approval authority for site plan control. Unfortunately, that was a decision made by the province, so unless the Township doesn't want to use site plan control as a tool (and there is no other equivalent alternative), then staff hands are tied about the approval process for it; final approval is delegated to the Township Clerk/Planning Manager. The use of the development plan at the Official Plan and Zoning By-Law Amendment stage is to ensure that the zoning for the site enshrines the key requirements such as setbacks from the water, setbacks from other natural heritage features, maximum number of dwellings, etc. When processing the future site plan application and agreement, staff must ensure that all those zoning provisions are met.

Private Lane Access and Holding Symbol

The planning report dated August 12, 2025 outlined the current access conditions of Lafolia Lane, which is a privately owned right-of-way, and detailed concerns expressed by staff about emergency service access to the subject property. While the Township's Public Works Manager and Fire Chief had provided a list of the necessary upgrades to the existing lane, since the lane is privately owned, those upgrades are a civil matter between the owner of the lane and the applicant.

Given the health and safety concerns associated with the current access, the proposed zoning for the property includes a holding symbol that states that no further cottages or sleep cabins may be built until the subject property has access via a private lane that meets the emergency services access standards of the Township (refer to Attachment 3). The draft of the Zoning By-Law Amendment in the August 12 report also included reference to the future requirement of site plan control for the subject property and proposed cooperative development and that the lane upgrades recommended by the Township could be included with that agreement. This was included originally to address concerns the applicant had about ensuring some certainty about the types of changes that are expected. At the meeting on August 12, a member of the public noted that the future site plan control agreement for the subject property could not include improvements to other properties, including the privately owned lane. They are correct. For this reason, reference to site plan control in the holding provisions of the attached Zoning By-Law Amendment (Attachment 3) have been removed.

In addition to that change, there has also been a minor addition to the Official Plan Amendment (Attachment 2). As the Township Official Plan policies specifically address private lane development in relation to lot creation, which is not occurring with this proposal, the following sentence has been added to the site-specific policy for clarification: "Access is permitted via private lane, provided the lane meets emergency services access standards, to the satisfaction of the Township."

Waterfront Development

At the meeting on August 12, 2025, members of the public continued to express concern about the impact that the development could have on the lake, and in particular, the fish habitat at Gravel Point, and questioned whether a cooperative is appropriate on a waterfront property.

Some people expressed concerns about the possibility of one or more of the cottages being used for short-term rentals. That is true for any property in the Township. While the province permits municipalities to license short-term rentals, they cannot be prohibited and cannot be regulated any differently in the Zoning By-Law than other residential uses.

Other comments noted that cooperatives are not appropriate on waterfront properties and concerns were expressed about why this property was going to be allowed to have up to eight cottages, when other waterfront properties in the Township were not permitted to have additional residential units. While it is true that additional residential units are not permitted as of right on waterfront properties, anyone has the right to apply for an exception in the Zoning By-Law, provided they submit all required information, studies, etc. to the satisfaction of the Township. In the same way that the Township's Official Plan has a designation for Rural Cooperatives, but there is no existing pre-designated land for that use, so someone proposing a cooperative must apply to amend the Official Plan. The purpose of both the Official Plan and Zoning By-Law Amendment processes is to ensure that the appropriate information is submitted and to allow the public the opportunity to provide input.

In the case of this proposal, changes to the Official Plan designation have been made that recognizes that only residential uses will be permitted on the subject property, because the normal list of permitted uses for cooperatives are not appropriate for a waterfront property. The zoning also restricts the number of buildings, other structures, and water access points, including clarifying that a boathouse will not be permitted on the western or southern shorelines of the property. Further to the staff opinion provided in the August 12 planning report, the applicant has removed the water access area on the south side of the property and has moved one of the cabins from the peninsula further inland. The number of docks, waterfront activity areas, and related pedestrian access corridors have been decreased from four to three in the Zoning By-Law Amendment in Attachment 3.

If both the Official Plan Amendment and Zoning By-Law Amendment are approved, then the owner will be required to enter into a site plan control agreement with the Township that will further control the location and manner of development on the site, including implementing the mitigation measures outlined in all applicable studies, such as the EIS.

Conclusion

Planning staff continue to be of the opinion that the proposed Official Plan and Zoning By-law Amendments are consistent with the Provincial Planning Statement (2024) and meet the intent of both the Frontenac County and Township of North Frontenac Official Plans. The most recent re-submission from the applicant has moved one cottage from the end of the peninsula further inland and has removed the waterfront activity area on the south shore. These changes were made to address public concerns raised at the August 12, 2025 meeting, and as noted in the EIS peer review comments dated October 29, 2025, the layout of the development will not result in any additional negative impacts to the natural environment, provided the mitigation measures recommended in Section 7 of the EIS are implemented. All remaining issues, and

mitigation measures to be implemented, including those of the EIS, will be addressed through the site plan control process.

Planning staff are recommending the approval of the Development Plan and both the Official Plan Amendment and Zoning By-law Amendment as detailed in Attachments 1, 2, and 3 to this planning report addendum. Should Township Council support/adopt the proposed Official Plan Amendment, it will still need to be presented to Frontenac County Council for final approval.

Attachments

Attachment 1: Development Plan

Attachment 2: Draft By-law and Schedule A to Amend the Township of North Frontenac Official Plan

Attachment 3: Draft By-law and Schedule A to Amend Zoning By-law Number 55-19

Attachment 4: EIS Addendum from Gemtec dated October 17, 2025

Attachment 5: Letter from Applicant dated October 30, 2025

Attachment 6: Drawing from Applicant showing area and frontage for each cottage

Attachment 7: EIS Addendum Peer Review from Egis dated October 29, 2025



Legend

- Property Boundary
- Study Area
- Local Wetland
- Watercourse
- Existing Road
- Proposed Road
- Proposed Meandering with Permeable Surface
- Proposed Septic System
- Proposed Waterfront Zones:
 - Main Waterfront
 - Small Swim Dock
- Proposed Buildings:
 - Boat Docks
 - Bunkie
 - Community Building
 - Cottage
 - Existing Cottage
 - Gazebo
 - Studio
 - Trailer Site
 - Waterfront Storage
 - Workshop Meadow
 - Marine Storage Shed

Scale			
		32 Steacie Drive, Ottawa, ON K2K 2A9 T: (613) 836-1422 www.gemtec.ca ottawa@gemtec.ca	
Client:		Project:	
Craig and Amber Hall		100227.001	
Location			
1099B Lafolia Lane, Palmerston, Ontario			
Drawn By:	Chkd By:	Development Plan	
E.P.	D.P.		
Date: May 2025	Rev.		
© Queen's Printer for Ontario	2	Figure A.5	

The Corporation of the Township of North Frontenac

By-Law Number 2025-_____

**A By-Law to Amend the Official Plan for the Township of North Frontenac
(Amendment Number _____ Ompah Palmerston Cottage Co-operative, 1099B
Lafolia Lane, Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of
Palmerston – Redesignate from Rural to Site-Specific Rural Cooperative Area 1)**

Whereas a Statutory Public Meeting was held regarding this amendment on January 13, 2023; and,

Whereas a special Council meeting was held on August 12, 2025, which allowed for additional input from the public; and,

Whereas the Municipal Council of the Township of North Frontenac deems it appropriate to amend the Official Plan for the Township of North Frontenac, as it relates to a parcel of land located at 1099B Lafolia Lane, Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston;

Now Therefore, the Council of The Corporation of the Township North Frontenac, in accordance with the provisions of Section 17 of the *Planning Act, R.S.O. 1990.c.P.13*, as amended, enacts as follows:

1. The Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number _____ to the Official Plan for the Township of North Frontenac:
 - a. Amend the Land Use Schedule of the Township of North Frontenac Official Plan by changing the designation of the subject property from Rural to Site-Specific Rural Cooperative Area 1 for those lands shown on Schedule 'A' to this by-law; and,
 - b. Amend Section 4.4 of the Township of North Frontenac Official Plan by adding a new sub-section 4.4.6, as follows:

4.4.6 Site Specific Policies

- A. Ompah Palmerston Cottage Co-operative
(Assessment Roll Number (ARN) 1042-100-030-19800)

For those lands identified as 1099B Lafolia Lane, Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston (ARN 1042-100-030-19800), only residential uses are permitted. The residential co-operative use of the subject property, and any appropriate accessory uses, will be identified through a site-specific zone in the Township's Zoning By-Law. Access to the subject property is permitted via a private lane, provided the lane

meets emergency service access standards, to the satisfaction of the Township. All other policies of the Official Plan apply, including those associated with the Waterfront Area.

2. The Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Official Plan Amendment Number _____ for The Corporation of the Township of North Frontenac.
3. This by-law shall come into force and take effect on the date that Official Plan Amendment Number _____ is approved by the Council of The Corporation of the County of Frontenac, subject to the provisions of the *Planning Act, R.S.O, 1990.c.P.13*, as amended.

Read a first and second time this ____ day of _____ 2025.

Read a third time and finally passed this ____ day of _____ 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk

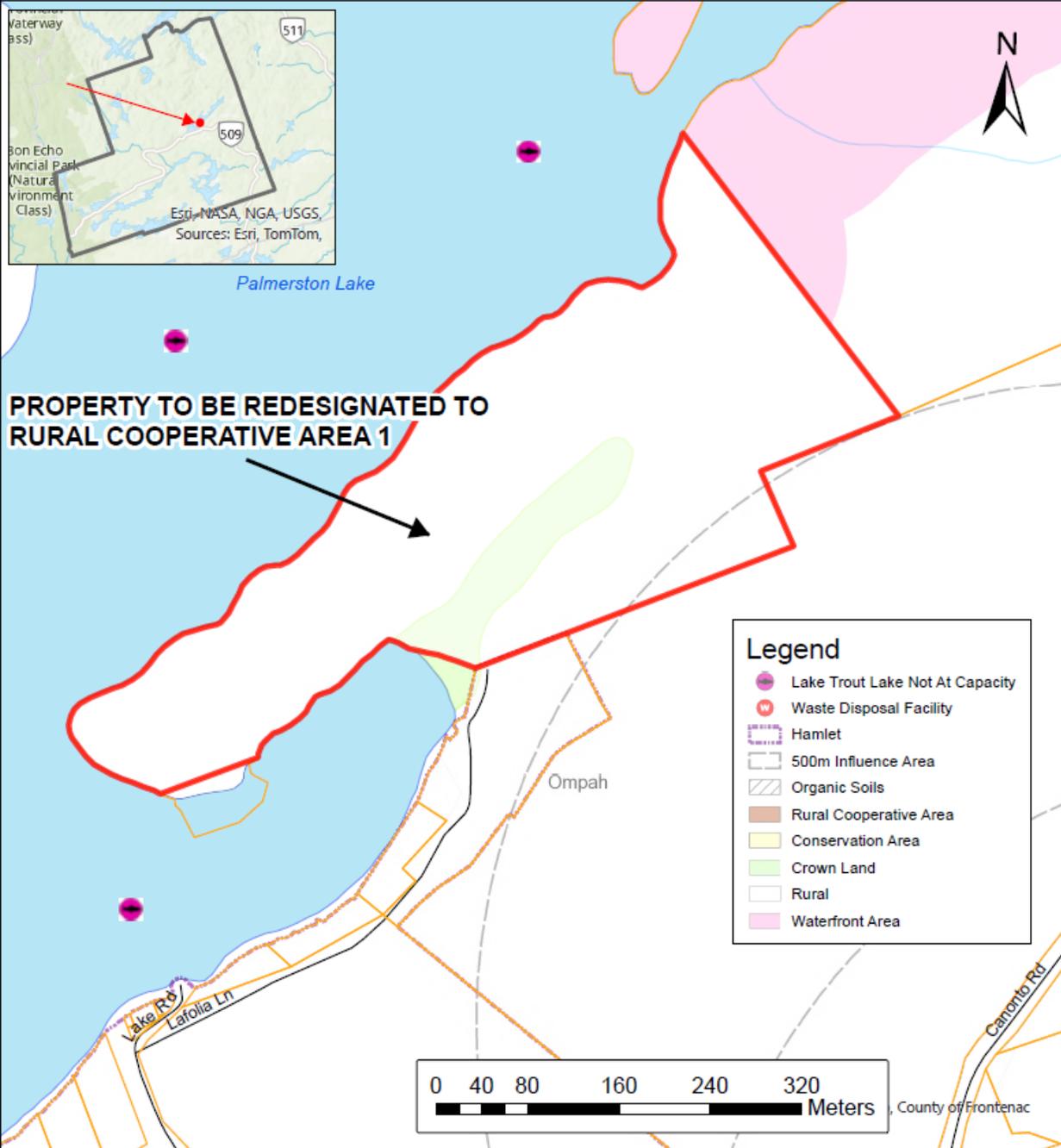
Township of North Frontenac

Schedule 'A' to By-Law Number 2025-_____



TOWNSHIP OF NORTH FRONTENAC

APPLICATION FOR OFFICIAL PLAN AMENDMENT
TO RURAL COOPERATIVE AREA 1
PART LOT 30, CONCESSION 1
GEOGRAPHIC TOWNSHIP OF PALMERSTON



The Corporation of the Township of North Frontenac

By-Law Number 25-XX

A By-Law to Amend Zoning By-Law Number 55-19, as amended (Zone Change from Limited Service Waterfront (LSW) and Limited Service Rural (LSR) to a site-specific Rural Co-operative Exception (CO-X1-H) Zone with a Holding Symbol; 1099B Lafolia Lane, Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston)

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

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

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

1. By-Law Number 55-19 of The Corporation of the Township of North Frontenac, as amended, is hereby further amended as follows:
 - 1.1 Schedule 'A' of By-Law Number 55-19, as amended, is hereby further amended to change the zoning of the subject lands legally described as Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston, Township of North Frontenac, from a Limited Service Waterfront (LSW) Zone and Limited Service Rural (LSR) Zone to a site-specific Rural Co-operative Exception (CO-X1-H) Zone with a Holding Symbol, as shown on Schedule 'A' attached to and forming part of By-Law Number 25-XX;
 - 1.2 By adding the following Sub-section (1) to Section 4.10.5 Rural Co-operative, Exception Zones:
 - (1) **Roll #1042-100-030-19800** (By-Law Number 25-XX)
CO-X1-H – Ompah Palmerston Cottage Cooperative, Part Lot 30 Concession 4, Palmerston Lake, Geographic Township of Palmerston, Township of North Frontenac:
 - (1) Despite the provisions of Sections 4.10.1 and Section 4.10.2 (CO Zone Permitted Uses) to the contrary, on lands zoned **CO-X1-H**, only the following uses are permitted:
 - (a) Permitted Uses – Principal
 - Dwelling – Mobile Home
 - Dwelling – Modular Home
 - Dwelling – Park Model Trailer
 - Dwelling – Single Detached
 - Dwelling – Tiny Home

- (b) Permitted Uses – Accessory
 - Accessory Buildings and Structures, as per Section 3.1 and Section 4.10.5(1)(4)
 - Home Based Business

- (2) Despite the provisions of Section 4.10.3(a) (CO Zone, Zone Requirements, All Uses) to the contrary, on lands zoned **CO-X1-H**, the following additional provisions shall apply:
 - (a) Maximum total number of dwelling units: eight

 - (b) Minimum required setback from the western property line/highwater mark of the peninsula known as Gravel Point: 33 metres

 - (c) Despite Section 4.10.5(1)(2)(b), the minimum required setback from the highwater mark along all remaining shorelines for all principal and accessory structures is 30 metres, unless otherwise indicated in this By-Law.

- (3) Despite the provisions of Section 4.10.4 (CO Zone, Additional Provisions) to the contrary, on lands zoned **CO-X1-H**, the following additional provisions shall apply:
 - (a) A maximum of three pedestrian access corridors, each not greater than seven metres in width passing through the natural vegetated buffer (shoreline) shall be permitted.

 - (b) A maximum of three waterfront activity areas for residential use may be permitted. One waterfront activity area may have a maximum cleared area of 20 metres of shoreline frontage and all others shall have a maximum cleared area of 15 metres of shoreline frontage.

- (4) Accessory uses, buildings, and structures shall be in accordance with Section 3.1 of the Zoning By-Law, except for the following:
 - (a) In addition to the provisions of Section 3.1.2(a), a boathouse is not permitted along the western or southern shoreline of the property.

 - (b) A maximum of three docks shall be permitted in accordance with Section 3.1.2(b).

 - (c) A maximum of three sleep cabins shall be permitted, in accordance with the provisions of Section 3.1.4.

 - (d) A maximum of two marine storage sheds shall be permitted, each in accordance with the provisions of Section 3.1.2(e),

except that the minimum setback from the highwater mark shall be 6 metres (19.7 feet).

- (e) A maximum of two viewing platforms shall be permitted in accordance with Section 3.1.2(c).
- (f) A maximum of three gazebos shall be permitted, in accordance with Section 3.1.2(c).
- (g) Waterfront structures which are unattached to a main building shall not exceed a combined footprint of more than 100 square metres for all structures within the 30-metre setback from the high-water mark.

(5) Holding Symbol (H)

(a) Prior to the removal of the holding symbol (H) associated with this site-specific zone on Schedule 'A' of By-Law Number 55-19, the following condition must be satisfied:

(1) Access via the private lane to the subject property must be upgraded to an emergency service access standard acceptable to the Township.

(b) Until such time as the holding symbol is removed, no additional dwellings and/or sleep cabins are permitted to be erected.

(c) Despite Section 3.20 of Zoning By-Law Number 55-19, the holding symbol does not restrict any renovations or expansions to the existing dwelling on the property, or the development of any other non-habitable accessory structures that are accessory to the existing residential dwelling, provided the development is in accordance with the provisions of the Zoning By-Law.

- 2. That all other provisions of By-Law Number 55-19 shall continue to apply.
- 3. That this by-law shall come into force and take effect in accordance with Section 34 of the *Planning Act, R.S.O, 1990*, as amended, either upon the date of passage or as otherwise provided by said Section 34.

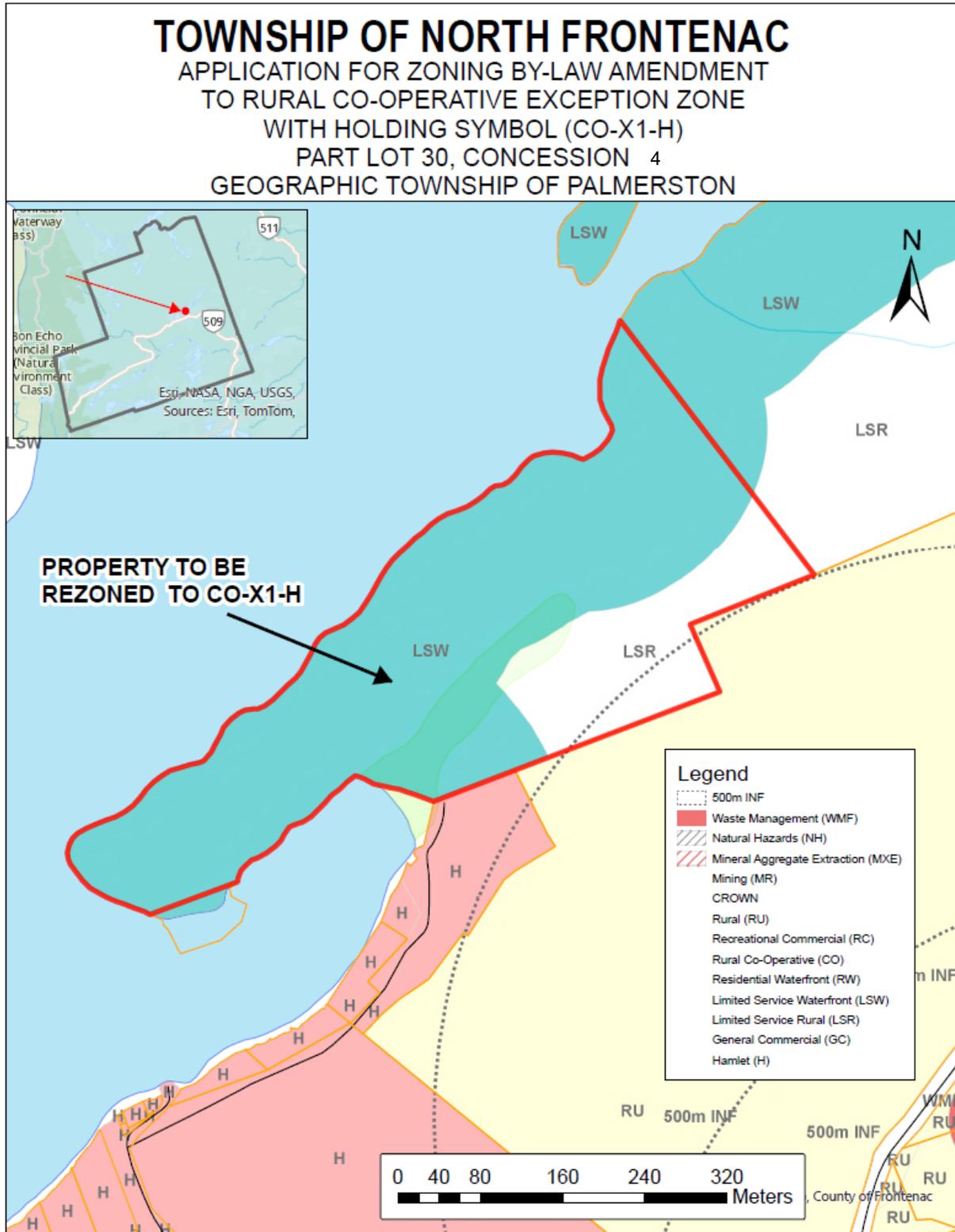
Read a first and second time this ____ day of _____, 2025.

Read a third time and adopted this ____ day of _____, 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Township of North Frontenac Schedule 'A' to By-Law Number 25-XX



October 17, 2025

File: 100227.001

Craig and Amber Hall
3215 Appleton Side Road
Carleton Place, ON
K7C 4M3

Attention: Mr. and Mrs. Hall

**Re: Environmental Impact Statement Addendum
Zoning Amendment and Cooperative Development
1099B Lafolia Lane, Township of North Frontenac, Ontario**

INTRODUCTION

Please accept this memorandum as an addendum to the May 13, 2025, Environmental Impact Statement (EIS) prepared for the above referenced property and development. The May 2025 EIS was prepared by GEMTEC Consulting Engineers and Scientists Limited (GEMTEC) in accordance with the Township of North Frontenac (Township) Official Plan and the 2024 Provincial Planning Statement (PSS). This addendum is intended to be read in conjunction with the above referenced EIS.

BACKGROUND

GEMTEC was retained by Mr. and Mrs. Hall (the proponents) in 2021 to prepared an EIS in support of a cooperative development consisting of seven residential cottages consisting of one to three bedrooms each, and individual septic systems. The footprint of each cottage is proposed to be 149 m². The proposed development is to occur over two parcel, comprising an area of 14.6 ha. Additional elements of the development assessed in the May 2025 EIS included a community building, two bunkies, waterfront areas, three waterfront gazebos, a workshop, trailer site, two marine storage sheds with a maximum footprint of 13 m², a boat dock, a swim dock and associated pathways.

The May 2025 EIS was peer reviewed, and subsequently approved by the Township. Through feedback provided at a recent public open house regarding the proposed development, the proponents have opted to revised the proposed development to address public concerns relating to the perceived density of the development.

This opinion is predicated on the reduced development footprint and relocation of waterfront amenities and cottages that were originally contemplated in the May 2025 EIS. By reducing the development footprint, the area of vegetation clearing required is reduced. By relocating waterfront amenities from the bay on the south side of the peninsula, potential impacts associated with clearing shoreline vegetation are no longer a concern. Furthermore, the removal of dock facilities and the marine storage shed from the south side of the peninsula will reduce the volume of recreational boat traffic within the bay and along the peninsula tip, further reducing the concerns relating to potential impacts to fish habitat.

CONCLUSION

The proposed project supported by this addendum to the May 2025 is the support of a zoning amendment to permit the development of a rural cooperative for the property municipally addressed as 1099B Lafolia Lane.

The proposed plan of a rural cooperative includes the creation of seven new residential cottages each with their own individual septic system, as well as a number of communal amenities, as illustrated in Figure 1.

Based on the results of the impact analysis prepared in the May 2025 EIS and that provided above in relation to the revised development concept (Figure 1), impacts to the natural environment are anticipated to be minimal. Provided that mitigation measures recommended in Section 7 of the May 2025 EIS are implemented as proposed, no significant residual impacts are anticipated from the proposed development.

Following review of the information pertaining to the natural heritage features of the site, the following general conclusions are provided by GEMTEC in regards to the May 2025 Environmental Impact Statement.

- No significant impacts to natural heritage features identified on-site, including fish habitat, significant wildlife habitat or habitats of species at risk are anticipated as a result of future residential development.
- The proposed project complies with the natural heritage policies of the Provincial Policy Statement.
- The proposed development complies with the natural heritage policies of the County of Frontenac Official Plan.

Sincerely,



Drew Paulusse, B.Sc.,
Senior Biologist

Enclosures: N:\Projects\100200\100227.001\04_Deliverables\Bio\EIS\100227.001_MEM_EIS Addendum_Rev0A_2025-10-17.docx

Ompah Palmerston Cottage Co-operative

1099B Lafolia Lane
North Frontenac, Ontario
K0H 2J0
(613) 880-7476
craig@equator.ca

October 30, 2025

Re: Corrections to Inaccurate Information & Modified Development Plan

To North Frontenac Council, Staff, and those concerned:

After attending the Public Council Meeting on August 12, 2025, we became aware of some misconceptions about the size of the property at 1099B Lafolia Lane and the resulting density concerns. In addition, we wanted to further address the public concerns about the sensitivity of the end of the peninsula, known as Gravel Point. As a result, we decided to clearly show that our development can meet the same criteria as is expected for Limited Service Waterfront development. In addition, we have made two significant changes to reduce any impact to the sensitive peninsula and adjacent bay. We would also like to note that the official agencies that have reviewed the project have approved of the development without these changes. However, in order to address public concern, we are willing to make these additional modifications.

CORRECTION TO PENINSULA AREA

The public mapping tools easily available do not accurately represent the land size of the peninsula. As a result, the area of Gravel Point has been incorrectly communicated. For example, the Palmerston Lake Association's petition indicated that we are proposing 5 cottages on 5 acres (2.2 hectares).

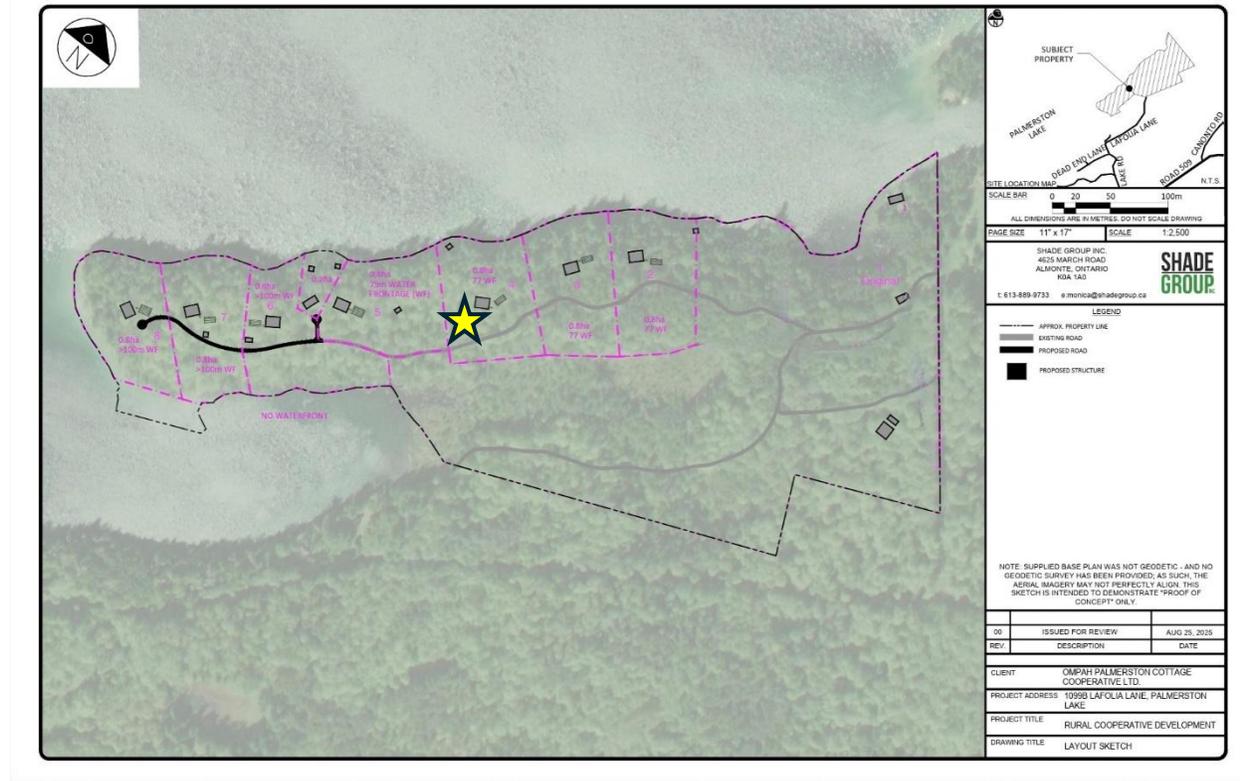
In the Stormwater Management report by Shade Group, GIS and LIDAR mapping tools were used to accurately show the area in question at the end of the peninsula is 7.7 acres (3.1 hectares). This was the area studied for water directional flow, erosion mitigation and drainage planning. Our original plan showed 5 cottages in that area which works well with the requirements of the Co-operative Zoning limitations.

RESPONSE TO DENSITY CONCERNS

Although the petition was incorrect in its claims, we would still like to address the density concerns. We are proposing to move one of the cottages at the end of the peninsula further toward the mainland. In fact, we propose that the latest version of the development plan should meet the criteria of Limited Service Waterfront zoning (which requires 2 acres (0.8 hectares) and 77m waterfront per lot). In the following diagram, you will see pink dashed lines delineating 2 acre

areas for each new cottage and a separate common area zone. The star indicates the location of the cottage that was removed from the end of the peninsula.

Please note that these are not meant to indicate severed lots, but rather just to demonstrate that the density meets the current LSW requirements.

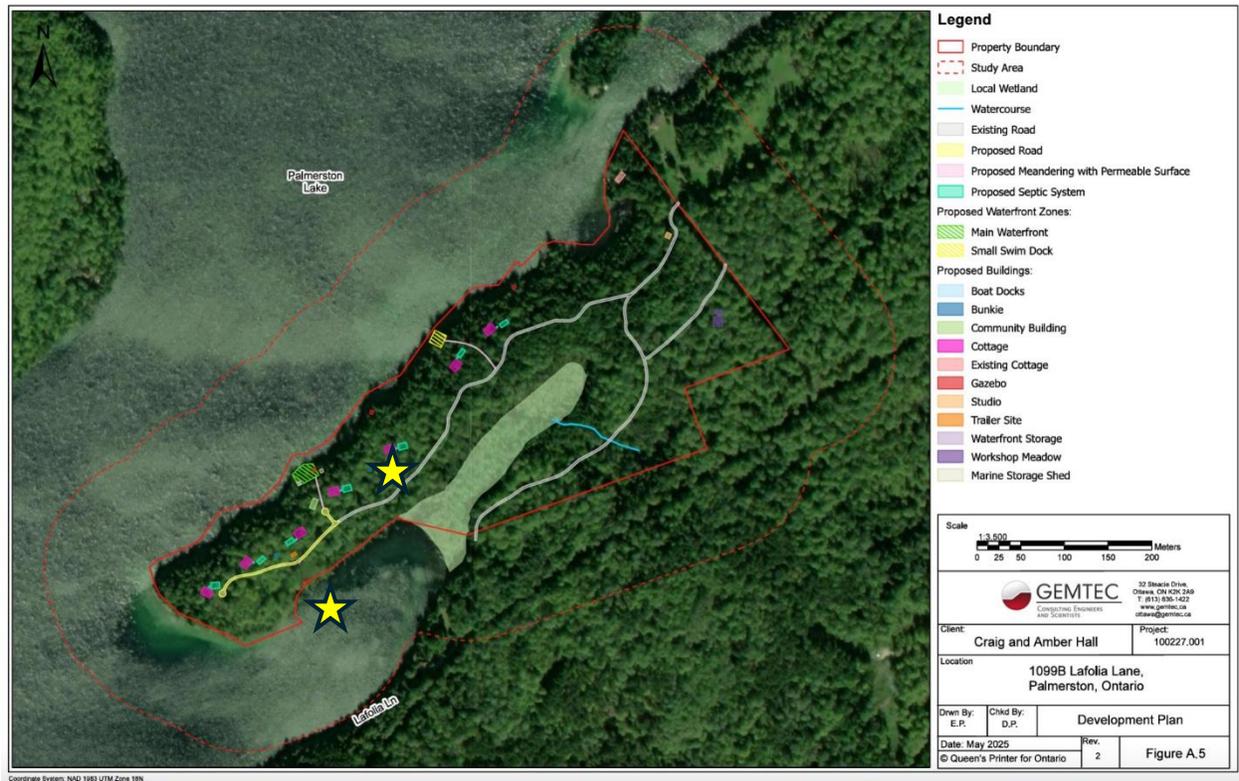


ELIMINATION OF BAYSIDE DOCK TO REDUCE TRAFFIC AROUND GRAVEL POINT AND NEAR WETLANDS

Another concern that was raised was the increased traffic around the sensitive lake trout spawning bed and proximity of the bayside dock to the sensitive wetlands. We will eliminate the bayside dock and marine storage shed from our site plan completely. This will prevent boat traffic around the sensitive Gravel Point and near the wetlands.

REVISED DEVELOPMENT PLAN

Moved Cottage and Removal of Bayside Dock and Marine Storage Shed noted by Yellow Stars.



We hope that the relocation of one of the cottages towards the mainland and the removal of the bayside dock and marine storage shed will show clearly that this development plan is meeting and exceeding the density and environmental concerns. Please don't hesitate to contact us if you have further questions.

Sincerely,

Craig and Amber Hall



MEMORANDUM

To: Tara Mieske
Clerk/ Planning Manager
Township of North Frontenac

From: Jeff King
Egis

Date: October 29, 2025

Re: Environmental Impact Statement (EIS) Zoning Amendment and Cooperative Development
(1099B Latifolia Lane, Palmerston, Ontario)

Dear Mrs. Mieske,

Egis (formerly McIntosh Perry) was retained by the Township of North Frontenac (the Township) in a Peer Review function to review the supporting documentation (an EIS) for an application for zoning amendment and future rural cooperative development. The application was made by Craig and Amber Hall (Owner). According to the EIS, the proposal involves development of a rural cooperative which includes the continuation of a currently existing roadway extending to the end of the peninsula and the creation of two new private roadways, providing access to seven (7) new residential cabins, one (1) existing dwelling, a community hall, two (2) bunkies, a studio, a meadow workshop, two marine storage sheds as well as cleared waterfront areas, bunkies and docks. The residential cabins are said to occupy approximately 0.7 ha of the existing 14.2 ha property. Components of the proposed project include the following: tree clearing and vegetation grubbing, fill placement and elevation grading, road construction, laneway construction, excavation and pouring of foundations, construction of single-family residential cabins and a variety of shared buildings and facilities, installation of septic tanks and general landscaping activities. The proponent retained Gemtec to conduct the required study in support of the application. Jeff King, Vice President, Environmental with Egis completed the initial review of the EIS on July 5, 2023, and Gemtec provided an updated EIS on March 5, 2024. A second review was provided on April 20, 2024. Gemtec provided a response and updated EIS dated July 25, 2024. A third review was provided on November 19th 2024. Gemtec provided a response on May 13, 2025 and Egis responded on July 7, 2025.

Further to this, Egis received a memorandum forwarded from Gemtec dated October 17, 2025 in regard to a revision to the proposal by the proponents to address public concerns. The memorandum was an addendum to the original EIS based on the removal of one dwelling and all infrastructure on the south side of the peninsula, with the intent to further protect sensitive aquatic resources. After careful review, Egis agrees with Gemtec's conclusion that the new layout of the development, will not result in any additional negative impacts to the natural environment, provided the mitigation measures recommended in section 7 of the EIS are

implemented. As such, Egis has no further comments or amendments to propose to this addendum to the May 2025 EIS.

Limitations

This letter was produced for the exclusive use of the Township and is intended to provide peer review guidance regarding the proposed development for 1099B Latifolia Lane in Palmerston, Ontario. It involved the review of a memorandum supplementing the original EIS prepared and revised as indicated in the introduction by Gemtec. The Reports were then reviewed by Egis; however, no field verification of any information was conducted.

Any use which a third party makes of this review and response, or any reliance on decisions made based on it, without a reliance letter are the responsibility of such third parties. Egis accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this review.

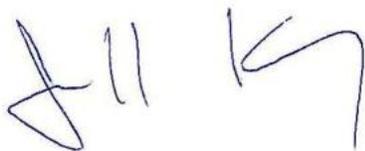
In evaluating the provided documents, Egis has relied in good faith on information provided by individuals as noted in the Report. We assume that the information provided is factual and accurate. We accept no responsibility for any deficiencies, misstatements or inaccuracies contained in the Report as a result of omissions, misinterpretation or fraudulent acts.

The findings, conclusions and/or recommendations of this letter are only valid as of the date of this letter. No assurance is made regarding any changes in conditions after this date. If additional information is discovered or becomes available at a future date, Egis should be requested to re-evaluate the conclusions presented in this letter, and provide amendments, if required.

We trust that this letter meets your present requirements. Please contact Jeff King if you have any questions about this review.

Respectfully Submitted,

Egis



Jeff King, B.Sc.

Vice President, Environmental

T: 613-229-2882

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by:
Date of Meeting: 21 Nov 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. Committee of Adjustment re: Minor Variance Application Decisions
2. Ministry of Environment, Conservation and Parks re: Proposal - New Sites under the Provincial Parks and Conservation Resources Act and Amendments under the Fish and Wildlife Conservation Act
3. Town of Niagara on the Lake re: Request for Support - Development of a Code of Conduct for Human Trafficking
4. Municipality of Bluewater re: Request for Support - Keeping Climate Change as a Foremost National Priority
5. Town of Plympton-Wyoming re: Request for Support - Conservation Authority Fee Freeze
6. Town of Bradford West Gwillimbury re: Request for Support - Removing HST/GST from New Homes to Support Housing Affordability
7. Town of Kearney re: Request for Support Regarding Public Safety Requirements
8. City of Cambridge re: Request for Support - Rent Protection for Tenants
9. Ministry of Environment Conservation and Parks re: Amendments to the Excess Soil Regulation and Records of Site Condition Regulation
10. Eastern Ontario Wardens' Caucus - EOWC News Release
11. Tay Valley Township re: Request for Support - Collaboration Action Sustainable Waste Management in Ontario
12. Applications for Consent - File #B15 (Lot Addition) and #B16 (ROW) - Salmond Lane
13. File #B12/24-#B16/24 - Creation of 2 New Lots, 2 ROWs and Lot Addition - 1069 and 1070 Perry Lane
14. Mississippi Valley Conservation Authority re: Proposed Changes to Conservation Authorities
15. Ministry of Natural Resources re: Input on Regulation Proposals under the Wildland Fire Management Act (WFMA)
16. Ontario Ombudsman re: October Newsletter
17. Quinte Conservation Authority re: Proposed Changes to Conservation Authorities
18. Applications for Consent - File #B17/25 & #B18/25 (Creation of Lots) and #B19/25 (ROW) - Struthadam Road
19. Ministry of Environment, Conservation and Parks re: Consultation Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities

20. Mississippi Valley Conservation Authority re: Board Summary Reports Sept/Oct
21. Frontenac OPP Detachment Board - Minutes dated January 16, March 20, September 18 and November 21, 2025
22. Frontenac Municipal Services Corporation re: Minutes dated February 6, May 20 and August 26, 2025
23. Eastern Ontario Regional Network re: Update Cell Gap Project - October 2025

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

1. Land O' Lakes Garden Club re: 3rd Annual Pitch In For Mother Earth (Litter Pick-up Day)

Hi Darwyn

I know it's early but we all seem to have gotten pretty busy these days and we wanted, to touch base with you well in advance of our chosen date for our 3rd Annual Pitch in for Mother Earth, (PI4ME) which would be Saturday, April 25th 2026.

If nothing has changed, with regards to your safety rules, we have them and will use these again for 2026.

We have a couple of new ideas, one being, possibly parking a trailer with a banner in an area that needs extra attention, indicating that people can drop the litter they pick up on this, rather than some making several trips to the hall and back out to pick up more.

If you'd like to get together we'd be happy to do this, let us know some possible dates and we can agree on one.

Will you be able to book the hall & parking lot for us on April 25th 2026. We would have AH drop a container there that day and use it to load up all we collect.

Looking forward to hearing back from you.

Thanks

Rebecca, Nawar & Mary

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 21 Nov 2025
Re: Transfer of Property to County of Frontenac for K&P Trail - Road Closing By-law

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Transfer of Property to County of Frontenac for K&P Trail - Road Closing By-law";

And That Council will consider a By-law later in the meeting to stop-up, close and sell the Concession Road Allowance between Concession 9 and 10, Lot 9 and 10.

Background:

At the Council Meeting on July 10, 2025, Council received an [Administrative Report](#) and passed the following Resolution:

218-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Transfer of Property to County of Frontenac for K&P Trail - Road Allowance By-law Required";

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

Researched By:

Tara Mieske, Clerk/Planning Manager

Comments:

The Township received the registered survey on October 16, 2025. Based on the exemption in the Sale of Land Policy public notice was not required. The Road Allowance being closed is Parts 4, 5 and 6 on 13R-23426 as shown in the survey below.

Financial Impact:

There will not be any financial implications for the Township. Per Resolution #260-23, Council authorized the transfer of PIN 36209-0012; 36209-0030; and 36209-0231 for a nominal sum. The legal fees to facilitate the transfers are being covered by the County.

Strategic Implications:

Vibrant and Inclusive Community - Promote a healthy lifestyle - Continued provision of safe, efficient and enhanced recreational facilities.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 21 Nov 2025
Re: Appointment of Secretary/Treasurer of the Committee of Adjustment/Planning Advisory Committee

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Appointment of Secretary-Treasurer of the Committee of Adjustment/Planning Advisory Committee";

And That Council approves the Deputy Clerk/Assistant to the Planning Manager being appointed as Secretary-Treasurer of the Committee of Adjustment/Planning Advisory Committee;

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

Background:

There are three approval processes for planning applications. Council is the approval authority for Official Plan and Zoning By-law Amendments; the Committee of Adjustment is the approval authority for Minor Variances and Severances (Consents) where the application does not meet the Delegated Authority provisions; and the Clerk/Planning Manager (CPM) for site plan control and undisputed consents. The proposed change will not impact these approval processes.

At the meeting held November 21, 2022, Council passed By-law #80-22 To Appoint a Committee of Adjustment/Planning Advisory Committee for the Term of Council (2022-2026). As per Item 4 of the By-law, Council appointed the Clerk/Planning Manager to serve as Secretary-Treasurer; and to provide administrative support for the Committee.

Researched By:

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

Comments:

A Secretary-Treasurer for a Committee of Adjustment is responsible for fulfilling statutory requirements under the Planning Act. This position provides administrative and management support to the Committee. The Secretary-Treasurer provides advice to the Committee in the performance of their duties and assists the general public through the application processes.

The Secretary-Treasurer receives, reviews and circulates Committee of Adjustment applications; schedules public meetings for the complete applications; provides notice to the required individuals and agencies under the Planning Act. In the case of severance applications, they ensure all conditions are met, review legal documents, and issue the certificates for the registration of new lots,

lot additions and easements. This position is responsible for maintaining records pertaining to the decisions of the Committee of Adjustment regarding planning applications.

Within the Planning Department, the Deputy Clerk/Assistant to the Planning Manager (DC/APM) is often the first point of contact with the public; acts as a liaison between the applicant(s) and County planning staff; and works with the applicant(s) through the planning process. In 2024, the DC/APM was certified as an Accredited Committee Secretary-Treasurer (ACST) through the Ontario Association of Committee of Adjustment and Consent Authority (OACA).

As the DC/APM is most involved in the day to day interactions with the applicants and County Planners for minor variances and consents, it is recommended that Council amend By-law #80-22 to appoint the DC/APM as Secretary-Treasurer for the Committee of Adjustment. The DC/APM has been the Acting Secretary-Treasurer in the absence of the CPM since 2016. It is proposed that the CPM would be the Acting Secretary-Treasurer in the absence of the DC/APM.

The DC/APM attends all Committee meetings and is responsible for administering the electronic meeting when not acting as the Secretary-Treasurer. If approved, the CPM will attend the Committee meetings and will be responsible for administering the electronic meeting. The Clerk will continue to administer Official Plan and Zoning By-law amendments and be the approval authority for site plan control applications and delegated consents.

Administrative changes of this nature are generally a CAO and Manager decision; however as a By-law is required to appoint the Secretary-Treasurer this proposal must be considered by Council. This proposal streamlines the process by designating a single contact person, which increases efficiency for planning staff, applicants, and Committee members. A secondary benefit is this is a training and succession planning opportunity.

Financial Impact:

None.

Strategic Implications:

Sustainable Core Services - Establish the Township as an employer of choice: Enhanced training opportunities for all staff.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 21 Nov 2025
Re: Options to Manage Non-eligible Blue Box Material Post-transition

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Options to Manage Non-eligible Blue Box Material Post-transition”;

And That Council approves providing collection and processing services for blue box materials from Industrial, Commercial, and Institutional (IC&I) users at the Township's six waste sites without a service fee commencing January 1, 2026;

And That the blue box program introduced for IC&I users will be monitored and assessed after one year considering the demand and associated costs, with the results reported to Council;

And That the Free Tag Incentive for household waste in exchange for each bag of recyclables will continue in accordance with By-law #2023-80.

Background:

Ontario's Blue Box Regulation, enacted under the Resource Recovery and Circular Economy Act, shifts the financial and operational responsibility for selected blue box materials from municipalities to producers (companies that supply these materials).

Blue Box (BB) recyclables are identified as either eligible or non-eligible materials in accordance with the program. Eligible items are typically generated by consumers. Consumers being individuals who use a product and the packaging for personal, family or household purposes. Non-eligible items are typically generated by Industrial, Commercial, and Institutional (IC&I) users, commonly businesses, factories, offices, and other non-residential facilities, differentiating it from residential waste. IC&I properties are excluded from the new system, meaning their recyclable products are not covered and municipalities remain responsible for managing the materials and for the associated costs.

Circular Materials (CM) is a not-for-profit producer responsibility organization (PRO) that supports producers of BB eligible materials.

During the transition period, from July 1st to December 31, 2025, the Township collects and hauls BB materials from our six (6) active waste sites and is compensated on a monthly basis for this service by CM. The transitional arrangement with CM included eligible and non-eligible BB material, with the Township compensating CM per tonne for the non-eligible material.

Starting January 1, 2026, CM is responsible for and assumes operational and financial responsibility for the BB program, other than for materials from non-eligible sources.

In general non-eligible sources include:

- Industrial or commercial properties
- Downtown core businesses
- Commercial farms
- Places of worship
- Daycares
- Not-for-profit organizations
- Weekend campgrounds, trailer-parks & short-term rentals (without permanent or seasonal households, duration and frequency of rentals etc)
- Public facing & internal areas of Municipal buildings/facilities (e.g., libraries, arenas)
- Post-secondary institutions (public or private)

And eligible sources include:

- Single-unit residential dwellings, including seasonal residential dwellings (cottages or permanent mobile homes).
- Multi-unit dwellings (condominiums, apartments).
- Retirement homes (operated by a municipality or entity, not for profit).
- Long-term care homes (not for profit).
- Schools (public and private; elementary and secondary).

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

Commencing January 1, 2026, CM have retained a contractor to supply bins at each of our six(6) waste sites to collect and manage eligible BB materials. We approached CM with a proposal where the Township would continue to supply bins and transport all BB materials after January 1, 2026. However, CM are using larger area based contracts, and were not interested in a local contract with the Township.

We are currently negotiating an agreement with CM, where the Township will staff and manage the recycling depot operation and be compensated accordingly. This draft agreement will be presented to Council separately for consideration. As noted above, a CM subcontractor will supply bins haul the materials from each site.

As noted above, the Township remains responsible for non-eligible BB materials. During the transition period, from July 1,2025 until the end of October, we made 85 trips (74 tonnes) hauling recyclables from our Waste Sites to the designated facility at Napanee on behalf of CM. Based on MPAC assessment records we determined that 2.83% of the BB materials generated in the Township are identified as IC&I. This in not a significant percentage and we compensate CM for this quantity (our share) on a monthly basis during the transition period.

Non-eligible BB Material

After upgrading over the last few years, the Township has modern bins (and stairs for access) for a two stream collection system. This two stream system is consistent with the operation being implemented by CM. We also have a relatively new lift truck to haul bins and manage recyclables.

There are a number of options available commencing January 1, 2026 to address non-eligible materials:

1) Place non-eligible material (co-mingled) in CM's bins with eligible BB material, and compensate CM accordingly. This would be the same approach currently implemented during the transition period, but with revised costing. Recently CM introduced a proposal to accept non-eligible materials, but hold the Township responsible for the tonnage of BB material in excess of what CM anticipates would be generated by the average household. This essentially makes the Township responsible for any overrun and the associated cost, regardless of the source or cause. We do not recommend considering this option given the wide fluctuation in recycling quantities given our seasonal population, and the resulting uncertainty regarding overruns / costs.

2) Negotiate providing bins and hauling services with CM's subcontractor. We do not recommend an arrangement where the Township is working as a subcontractor for a subcontractor.

3) Do not accept non-eligible BB materials. Several IC&I sources currently have separate arrangements to manage waste (such as private bin services), and would not be impacted. But there are also businesses that have invested in hardware and are very well equipped to sort, store and deliver BB materials along with waste, to the waste sites. We do not recommend considering this option because it is a reduction in service for many IC&I operations.

4) Accept non-eligible BB materials at the Waste Sites with (or without) a fee for service, at all (or some of the) six (6) Waste Sites. We recommend this option as follows:

- the Township has existing bins to accept and manage non-eligible materials. No additional cost or investment is required.

- the Township has a modern lift truck to haul and manage non-eligible materials. No additional investment is required to upgrade the equipment, and the truck is still required to haul waste from the transfer stations.

- existing staffing levels manage the current sites (waste and recycling) and will be sufficient to manage the proposed operation while accepting non-eligible. Additional staff will not be required.

4 a) Fees? It is difficult at this time to estimate the demand for or the cost of the proposed non-eligible BB program. We recommend adopting this option for a 12 month pilot project without a service fee, tracking demand / associated costs, and re-assess after one year.

4 b) Locations? The number of waste sites offering collection of non-eligible materials could be reduced while providing reasonable centralized access to IC&I users. We recommend continuing with the existing six (6) sites as a pilot project for a 12 month period, tracking usage at each of the sites, and re-assess after one year.

Staffing

Existing waste site Attendant manage the current sites (waste and recycling) and levels will be sufficient to manage the proposed operation while accepting non-eligible material. The Township will be compensated by CM for costs associated with operating the waste site BB recycling program. This will include staffing and other costs based on current negotiations with CM.

The Waste Recycling Hauler (Operator) position will be impacted given the reduction in the hauling of BB recycling. The Operator will assume other duties such as applying cover, operating the compactor, winter maintenance etc that are currently completed by Roads staff. As time permits the Operator will also be assigned to Roads.

Free Tag Incentive

Currently we offer the Free Tag Incentive for household waste in exchange for each bag of recyclables, to encourage recycling and reduce our landfill quantities. We reviewed this initiative with CM taking responsibility for eligible BB materials, and recommend the continuation of this program.

Financial Impact:

From July to October 2025 we hauled 74 tonnes of BB material to Napanee for CM making a total of 85 trips. As of January 1, 2026, the Township will not be responsible for the collection, hauling or processing of eligible BB material. The non-eligible BB materials that the Township will be responsible for is estimated at 9 tonnes annually (based on MPAC data) and ten trips to Napanee. The annual estimated cost to provide the BB program for non-eligible materials based on Option 4 above, is \$1,800 for processing and \$8,200 for trucking. Total annual cost of \$10,000.

There are no additional staffing costs because the sites are also staffed for waste / garbage services. CM will be providing compensation to the Township for costs required to operate the waste sites for CM's eligible BB items. The agreement and compensation from CM will be addressed by a Closed Report to Council.

Strategic Implications:

Optimize waste management practices through diversion, recycling and repurposing.

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Kelly Watkins, CAO Back-up
Date of Meeting: 21 Nov 2025
Re: Request to Extend the Year-round Maintenance Limits on East Bay Road

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to Extend the Year-round Maintenance Limits on East Bay Road";
And That fifty (50)+/- properties are serviced by East Bay Road beyond Butterball Lane;
And That Council _____ the request to extend the limits of year-round maintenance on East Bay Road by 900m from Butterball Lane to Thacker Lane;
And That the Public Works Manager shall update Schedule "B" (Road Summary) and provide a copy of all changes to the Clerk in accordance with By-law #89-13;
And That Council instructs the Clerk to retain a copy of the revised Schedule B with the original By-law and provide a copy to Council and the Chief Administrative Officer (CAO).

Background:

At a regular meeting of Council held on October 31, 2025, Council passed Resolution #347-25:
Be It Resolved That Council receives for information a letter dated October 20, 2025, from Pat Lamanna on behalf of residents on Thacker Lane, advising the property owners on Thacker Lane currently use East Bay Lane for access;
And That the Township's Level of Service Policy By-law #89-13 (as amended) sets out the length of maintenance on East Bay Road to 1.38 kilometers;
And That Thacker Lane turns left off East Bay Road approximately 0.9 kilometres beyond the point where the Township ends its maintenance of East Bay Road; and property owners must contribute to the maintenance costs of both East Bay Road and Thacker Lane;
And That the residents request the Township assume maintenance of the 0.9 kilometres of East Bay Road which leads to Thacker Lane, with the property owners continuing to maintain Thacker Lane;
And That Council instructs the Public Works Manager to provide a recommendation regarding this request at an upcoming meeting.

By-law #89-13 (as amended) sets out the length of maintenance on East Bay (EB) Road as 1.38 km. The section of EB Road beyond Butterball Lane is an unmaintained Township Road, and services fifty (50) +/- additional properties.

By-law #123-13 provides the policy regarding the Assumption of Unmaintained Municipal Roads. There is no obligation by Council to extend year-round maintenance limits on a Township Road. Council may, however, undertake or request a cost-benefit analysis to determine the impact of such a conversion. Where Council is satisfied that potential development is justifiable, the status of the road

may be changed to year-round. Council shall review each proposal to determine if the assumption of that road would best serve the Township and residents therein.

The request is to extend year-round maintenance from Butterball Lane to Thacker Lane, a length of 900m.

Researched By:

Darwyn Sproule, Manager of Public Works

Comments:

Just to note, the request is for maintenance on an additional 900m of EB Road. If this proposal is approved an additional request may follow from residents beyond Thacker Lane. The inspection and recommendations provided in this report are only for the requested 900m section of road.

The construction standard of EB Road from Butterball Lane to Thacker Lane is the same as the section of road currently maintained year-round by the Township. As a result, construction upgrades on the 900m section have not been identified.

A cost-benefit analysis has not been completed, given the minimal length requested, the associated maintenance costs and the significant number of properties serviced by EB Road.

Summer maintenance on the year-round portion of EB Road is completed by the Township. Winter maintenance (plowing and sanding) is currently contracted out by the Township. If the proposal is approved, the limits of the existing winter maintenance contract would be extended by 900m.

The estimated additional cost for summer maintenance (grading, granular, brushing etc) is \$1,000 annually.

The estimated additional winter maintenance cost (plowing and sanding) based on the 900m length, an average number of occurrences and extending the existing contract limits – is approximately \$3,000 per season.

There is an acceptable turn-around at the intersection of Thacker Lane and EB Road.

Financial Impact:

The annual cost of assuming year-round maintenance on the additional 900m of EB Road is estimated at \$4,000. There are fifty (50)+/- additional properties serviced by the extended service limits.

The costs associated with the assumption will be incorporated within the 2026 budget.



Committee of Adjustment Minutes

1:00 PM - Monday, September 22, 2025
Council Chambers

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

Absent with Regret Councillor Roy Huetl (Council Liaison)

Also Present: Tara Mieske, Secretary/Treasurer, Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; and Marnie Geerlinks, Administrative Assistant to the Clerk's Department

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) *September 22, 2025*

43-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That the Committee approves the Agenda dated September 22, 2025, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Delegations

None.

6. Adoption of Minutes

a) *Minutes of Meeting held August 25, 2025*

44-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That the Committee adopts the Minutes of a Meeting held August 25, 2025, as circulated.

Carried

7. Business Arising Out of Minutes

None.

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

None.

9. Consent Applications

None.

10. Minor Variance Applications

a) *File #A13/25 - Request for Permission to Enlarge Legal Non-Complying Structure (1053B Pine Cove Lane)*

Jill Shannon, applicant, attended the meeting electronically.

Dmitry Kurylovich, Senior Planner with the County of Frontenac, provided an overview of the application to expand a legal non-complying structure. The applicant is proposing to replace the existing unenclosed, uncovered deck and increase the area of the deck.

Kurylovich advised the property is developed with seven dwellings constructed between 1960-1980, prior to the current Zoning By-law. As the use of the property (multiple dwellings) does not comply with the current Zoning By-law, permission is required to expand the size of any non-complying structure/dwelling on the lot.

Kurylovich advised the property has an Official Plan designation of Waterfront Area; and is zoned Limited Service Waterfront. He noted the property is approximately 3.47 acres with 408 feet of water frontage on Kashwakamak Lake.

Kurylovich advised the existing dwelling is setback approximately 70 metres from the high water mark, and is serviced with an existing septic system. He advised the addition will allow the deck to run along the full length of dwelling, increasing the original footprint. He noted there will be no impact to the existing vegetation. Kurylovich advised the application was provided to Mississippi Valley Conservation Authority (MVCA) for review. MVCA advised there weren't any natural hazards identified, therefore their office had no objections to the proposed enlargement of the deck.

Kurylovich advised there were no public comments received regarding the application. He advised the application meets the two tests under Section 45(2) of the Planning Act

and recommended approval of the application subject to the conditions included in the planning report.

Jim Ogilvie advised he had no issues with the proposed development. Gary Wood noted he attended the site about a year ago when the dwelling was subject to a Minor Variance for an addition to the rear of existing dwelling. Carl Tooley advised he is supportive of the application.

Geerlinks advised there were no comments from the public participating electronically.

45-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That Planning Application File #A13/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by October 2, 2025.

Carried

b) File #A14/25 - Request for Permission to Enlarge Legal Non-Complying Structure (5853 Road 506)

Brooke Ross, applicant, was present for the meeting.

Dmitry Kurylovich, Senior Planner with the County of Frontenac, provided an overview of the application to expand a legal non-complying structure. The applicant is proposing to demolish and rebuild the deck with an increase in the footprint by expanding deck along the front of the dwelling and adding a covered porch area.

Kurylovich advised the existing dwelling is non-compliant because the dwelling is located 4 metres (13 feet) from the rear lot line whereas 7 metres (22.97 feet) is required by the current Zoning By-law. He noted that while the location of the deck and the proposed addition take place outside of the deficient setback, Section 3.24 of the Zoning By-law makes no exception as to where a proposed expansion takes place on a legal non-conforming/non-complying structure.

Kurylovich advised the property has an Official Plan designation of Rural and Mineral Aggregate Resource; and is zoned Rural. he noted the property is developed with a one storey dwelling and a Class 4 septic system. He noted the application was not circulated to Mississippi Valley Conservation Authority for review, as the property has no wetland areas or steep slopes. He advised there was one public comment received in support of the application.

Kurylovich advised the application meets the two tests under Section 45(2) of the Planning Act and recommended approval of the application subject to the conditions

included in the planning report.

Carl Tooley advised he attended the site on September 12 and that the required marking signs were posted at the time of inspection. He advised this appears to be a straightforward application and recommended approval of the application.

Geerlinks advised there were no comments from the public participating electronically.

46-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A14/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

And That the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by October 2, 2025.

Carried

11. Other Business

None.

12. Adjournment

a) *Adjournment of the Committee Meeting*

47-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That the meeting adjourns at 1:19 p.m. until October 27, 2025, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary

Present: Adam Robinson, Occupational Health & Safety Coordinator (OH&SC); Gary Thompson, Waste & Recycling Lead Hand; Alex Surra, Volunteer Fire Fighter; Trina Gorr, Volunteer Fire Firefighter; Geoff Culp, Waste & Recycling Attendant; Marnie Geerlinks, Secretary

Absent with Regret:

1. Call to Order

Robinson called the meeting to order at 9:30 AM

2. Adoption of Meeting Minutes

- a) ***Minutes of the JHSC Meeting dated April 30, 2025 were approved by the Co-Chair and were received for information by the JHSC. Minutes were received by Council at their Regular Meeting May 15, 2025 (Resolution #167-25 attached).***

[#167-25 May 15, 2025](#)

3. Business Arising From Minutes

- a) ***The Worker Representative(s) to bring forward additional amendments to the inspection sheets to be considered. The amendments to be reviewed and discussed prior to being sent to the CAO for consideration.***

It was suggested that the New Worker Representative review the inspection sheets prior to bringing forth proposed amendments. The New Worker agreed to read through the inspection sheets and submit his amendment suggestions.

The Worker representatives conceded to meet to discuss the suggested changes and bring forward the agreed upon suggested amendments to the next JHSC meeting Nov. 11, 2025 for discussion.

A Worker Representative suggested the JHSC Policy be reviewed to confirm that inspection sheets can be amended. The OHSC agreed and will refer to the JHSC Policy to confirm what the process is to amend the inspection sheets.

The OHSC thanked the Worker Representatives for their enthusiasm.

4. New Business

- a) ***Welcome New Worker Representative***

The JHSC welcomed Geoff Culp as the New Worker Representative. We look forward to working with him throughout the future.

b) *Elect Worker Representative Co-Chair*

The OHSC opened the floor to the Worker Representatives to elect a Worker Representative Co-Chair, Trina Gorr was nominated and accepted the position.

c) *Appoint Worker Representative(s) to complete the Mandatory Monthly Workplace Inspections*

Worker Representatives discussed the expectations and process of the Mandatory Monthly Inspections and moving forward will alternate between the two (2) Worker Representatives and the Worker Representative Co-Chair. Prior to completing the Mandatory Monthly Inspection the Worker Representative will contact the OHSC to coordinate using a Municipal Vehicle and receive the applicable forms/keys to be able to complete the inspections. The New Worker Representative has experience completing the inspections, from a previous position as a Worker Representative on the JHSC.

5. Communications

a) *Completed Workplace General Monthly Inspection Discrepancies from May 1, 2025 - July 31, 2025*

May 2025 Discrepancies - Completed
June 2025 Discrepancies - Completed
July 2025 Discrepancies - Completed
Provided to the JHSC for information purposes.

b) *Pending Workplace General Monthly Inspection Discrepancies from May 1, 2025 - July 31, 2025*

July 2025 Discrepancies - Pending
Provided to the JHSC for information purposes.

6. Other Business / Round Table

a) *Suggestion for a designated walkway for staff not wearing safety footwear in the Municipal Garage.*

After the completion of the July 15, 2025 Workplace Inspection at the Municipal Garage, a Worker Representative inquired about a designated walking area to accommodate staff who are not required to wear safety footwear while going to the upstairs office area. The JHSC to review details for consideration.

The Public Works Manager has suggested the following;

1. There is staff accommodating the upstairs general office area, it has been proposed that there is a clearly marked corridor from the Public Works Foreman's office door, around to the bottom of the stairs, providing access to the lunchroom and the upstairs office without the need to wear safety footwear.

2. There are instances when the Public Works Foreman's office is accessed to enter the shop area. It was suggested that a corridor from the Public Works Foreman's office door to the man door at the back of the garage be delineated as an area where safety footwear would not be required.

The JHSC Members discussed both corridor suggestions.

The OHSC stated the main concern is that a staff member needs to frequent this area on a regular basis for access to the downstairs office. Concern was brought up regarding the limited space, especially in the winter, because of trucks and equipment that may impede the ability to have a secure corridor through the garage.

The Worker Representatives agreed that a designated corridor/walkway is a good idea. OHSC requested that the Worker Representatives come forward with any other concerns or comments. He stated the JHSC Policy will be consulted with regards to any legal requirements for the walkway.

The CAO was consulted on the 2 (two) proposals for the delineated corridors.

Proposal 1 (one) was determined to be a good option to permit access and delineate a corridor from the Public Works Foreman's office door, around the bottom of the stairs, providing access to the lunchroom and upstairs office without the need to wear safety footwear.

It was determined that Proposal 2 (two) is not a feasible option because of safety concerns and limited space.

Note: The CAO was consulted on August 28, 2025.

b) *Eye Wash Stations*

A Worker Representative inquired what the policy is on changing the Eye Wash Stations solution.

The OHSC will consult the JHSC Policy or Green book regarding to solution change rates, optimal flow rate and confirm if there are any temperature parameters.

c) *First Aid Kits*

A Worker Representative asked if was necessary to thoroughly inspect all the first aid kits

monthly.

The JHSC Committee members agreed that we will continue to inspect the First Aid kits once a month during the monthly inspections.

d) JHSC Certification 1 & 2

A Worker Representative inquired about the JHSC Certification 1 & 2 and if their training would be grandfathered and that they would not require the mandatory refresher course every three (3) years. The OHSC confirmed that if training occurred before March 1, 2016 then the qualifications are grandfathered. The Worker Representative confirmed they will confirm if they completed their certification prior to March 1, 2026.

The New Worker Representative has expressed interest in completing the JHSC Certification.

e) OHSC Final Remarks

The OHSC thanked everyone for their input and attending the meeting today. He stated he is looking forward to working with the newly elected Worker Representative Co-Chair.

7. Next JHSC Meeting Date

a) November 11, 2025 @ 9:00 a.m. Fire Hall Meeting Room

8. Adjournment

Adjournment 10:16 a.m.

OH&SC Co-Chair

Co-Chair



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

Date: May 15, 2025

Resolution # 167-25

Moved By:

A handwritten signature in black ink, appearing to be "VA", is written over a white rectangular background.

Seconded By:

A handwritten signature in blue ink is written over a white rectangular background.

Be It Resolved That Council receives for information the Minutes of a Meeting of the Joint Health and Safety Committee held April 30, 2025.

Carried

Mayor

A handwritten signature in blue ink is written over a white rectangular background.



Council Portfolios

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

Mayor Gerry Lichty

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

Councillor Wayne Good

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

Councillor Stephanie Regent

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

Deputy Mayor Roy Huetl

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

Councillor Vernon Hermer

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

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

Councillor John Inglis

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

By-law #2025-51

Being a By-law to Appoint a Secretary-Treasurer for the Committee of Adjustment/Planning Advisory Committee for the Township of North Frontenac

Whereas the Council for The Corporation of the Township of North Frontenac passed By-law #80-22 at the meeting held November 21, 2022, appointing the Clerk/Planning Manager to serve as Secretary-Treasurer for the Committee of Adjustment/Planning Advisory Committee; and to provide administrative support for the Committee;

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

1. **That** Council amends By-law #80-22 to appoint the Deputy Clerk/Assistant to the Planning Manager as Secretary-Treasurer for the Committee of Adjustment/Planning Advisory Committee.
2. **That** the Clerk/Planning Manager will be the Acting Secretary-Treasurer in the absence of the Deputy Clerk/Assistant to the Planning Manager.
3. **That** all resolutions, by-laws or parts of by-laws passed which are contrary to or inconsistent with this by-law are hereby repealed.
4. **That** this by-law shall come into full force and effect from and after its passing.

Read a first and second time November 21, 2025

Read a third time and passed November 21, 2025

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law # 2025-52

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 to the County of Frontenac as they may direct;

And Whereas as per Section 4 of By-law #2025-04 being the Sale of Land Policy, the sale of land to a municipality is exempt from the policy therefore public notice was not required;

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 County of Frontenac as follows:
 - a) **Parts 4, 5 and 6 on Registered Plan 13R-23426** for the nominal purchase price of \$2.00.
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 Allowances 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 21st day of November, 2025.

Read a third time and finally passed this 21st day of November, 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule 'A'

All That Part of the Road Allowance between Concessions 9 and 10, Lot 9 and Lot 10, geographic Township of Palmerston, Township of North Frontenac, County of Frontenac, being Parts 4, 5 and 6 on Registered Plan 13R-23426.

The Corporation of the Township of North Frontenac

By-Law Number 2025-53

A By-Law to Amend the Official Plan for the Township of North Frontenac (Amendment Number 2) - Ompah Palmerston Cottage Co-operative, Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane) to Redesignate from Rural to Site-Specific Rural Cooperative Area 1

Whereas a Statutory Public Meeting was held regarding this amendment on January 13, 2023; and,

Whereas a special Council meeting was held on August 12, 2025, which allowed for additional input from the public; and,

Whereas the Council of the Township of North Frontenac deems it appropriate to amend the Official Plan for the Township of North Frontenac, as it relates to a parcel of land located at Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane);

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

1. The Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 2 to the Official Plan for the Township of North Frontenac:
 - a. Amend the Land Use Schedule of the Township of North Frontenac Official Plan by changing the designation of the subject property from Rural to Site-Specific Rural Cooperative Area 1 for those lands shown on Schedule 'A' to this by-law; and,
 - b. Amend Section 4.4 of the Township of North Frontenac Official Plan by adding a new sub-section 4.4.6, as follows:

4.4.6 Site Specific Policies

- A. Ompah Palmerston Cottage Co-operative
(Assessment Roll Number (ARN) 1042-100-030-19800)

For those lands identified as Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane - ARN 1042-100-030-19800), only residential uses are permitted. The residential co-operative use of the subject property, and any appropriate accessory uses, will be identified through a site-specific zone in the Township's Zoning By-Law. Access to the subject property is permitted via a private lane, provided the lane meets emergency service access standards, to the satisfaction of the Township. All other policies of the Official Plan apply, including those associated with the Waterfront Area.

2. The Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Official Plan Amendment Number 2 for The Corporation of the Township of North Frontenac.
3. This by-law shall come into force and take effect on the date of passing; and take effect upon approval of Official Plan Amendment Number 2 by the Council of The Corporation of the County of Frontenac, subject to the provisions of the *Planning Act, R.S.O, 1990.c.P.13*, as amended.

Read a first and second time this 21st day of November 2025.

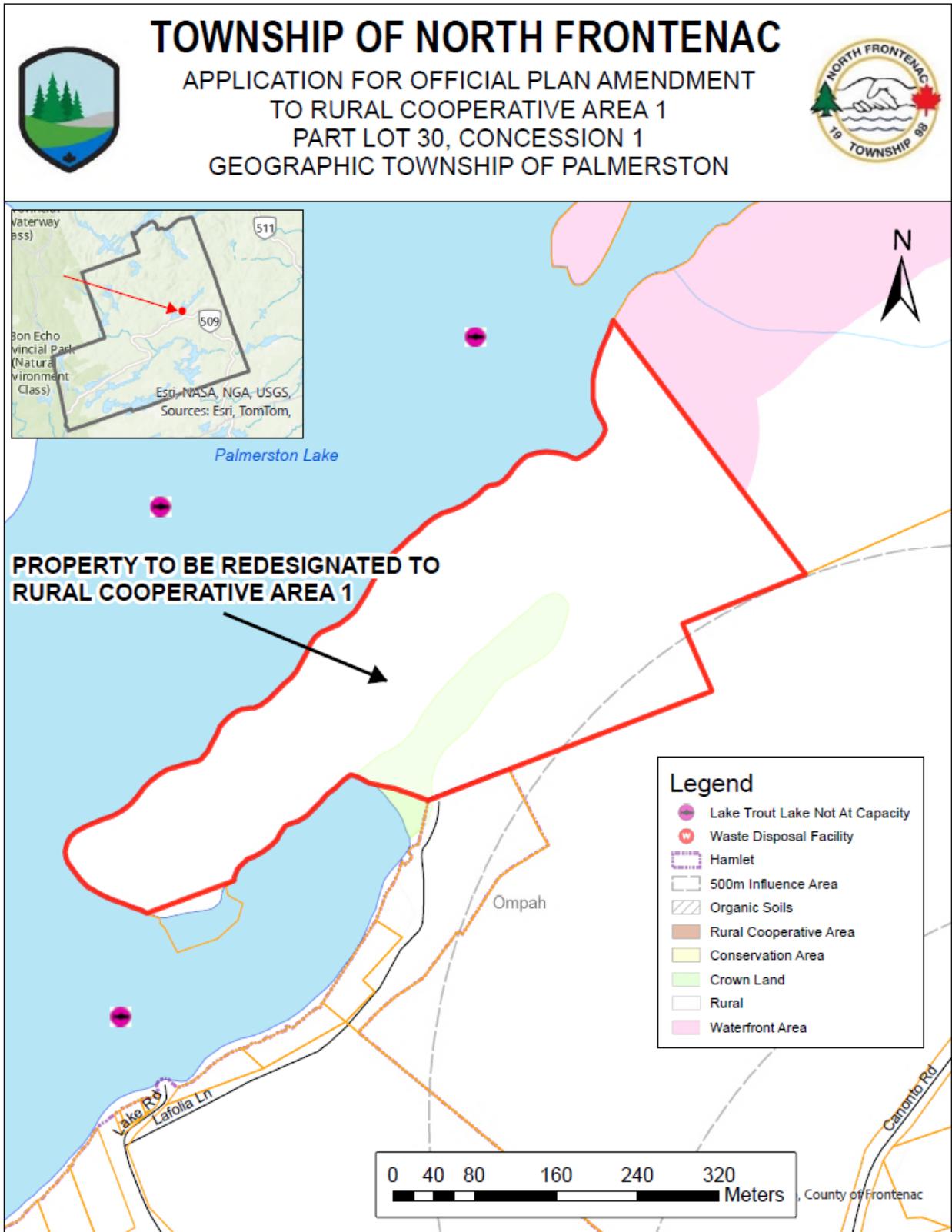
Read a third time and finally passed this 21st day of November 2025.

Gerry Lichy, Mayor

Tara Mieske, Clerk

Township of North Frontenac

Schedule 'A' to By-Law Number 2025-53



The Corporation of the Township of North Frontenac

By-Law Number 2025-54

A By-Law to Amend Zoning By-Law Number 55-19, as amended - Zone Change from Limited Service Waterfront (LSW) and Limited Service Rural (LSR) to a site-specific Rural Co-operative Exception (CO-X1-H) Zone with a Holding Symbol; Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane)

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

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

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

1. By-Law Number 55-19 of The Corporation of the Township of North Frontenac, as amended, is hereby further amended as follows:
 - 1.1 Schedule 'A' of By-Law Number 55-19, as amended, is hereby further amended to change the zoning of the subject lands legally described as Part Lot 30, Concession 4, Palmerston Lake, Geographic Township of Palmerston, from a Limited Service Waterfront (LSW) Zone and Limited Service Rural (LSR) Zone to a site-specific Rural Co-operative Exception (CO-X1-H) Zone with a Holding Symbol, as shown on Schedule 'A' attached to and forming part of By-Law Number 2025-54;
 - 1.2 By adding the following Sub-section (1) to Section 4.10.5 Rural Co-operative, Exception Zones:
 - (1) **Roll #1042-100-030-19800** (By-Law Number 2025-54) **CO-X1-H** – Ompah Palmerston Cottage Cooperative, Part Lot 30 Concession 4, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane):
 - (1) Despite the provisions of Sections 4.10.1 and Section 4.10.2 (CO Zone Permitted Uses) to the contrary, on lands zoned **CO-X1-H**, only the following uses are permitted:
 - (a) Permitted Uses – Principal
 - Dwelling – Mobile Home
 - Dwelling – Modular Home
 - Dwelling – Park Model Trailer
 - Dwelling – Single Detached
 - Dwelling – Tiny Home
 - (b) Permitted Uses – Accessory
 - Accessory Buildings and Structures, as per Section 3.1 and Section 4.10.5(1)(4)
 - Home Based Business

- (2) Despite the provisions of Section 4.10.3(a) (CO Zone, Zone Requirements, All Uses) to the contrary, on lands zoned **CO-X1-H**, the following additional provisions shall apply:
- a) Maximum total number of dwelling units: eight
 - b) Minimum required setback from the western property line/highwater mark of the peninsula known as Gravel Point: 33 metres
 - c) Despite Section 4.10.5(1)(2)(b), the minimum required setback from the highwater mark along all remaining shorelines for all principal and accessory structures is 30 metres, unless otherwise indicated in this By-Law.
- (3) Despite the provisions of Section 4.10.4 (CO Zone, Additional Provisions) to the contrary, on lands zoned **CO-X1-H**, the following additional provisions shall apply:
- a) A maximum of three pedestrian access corridors, each not greater than seven metres in width passing through the natural vegetated buffer (shoreline) shall be permitted.
 - b) A maximum of three waterfront activity areas for residential use may be permitted. One waterfront activity area may have a maximum cleared area of 20 metres of shoreline frontage and all others shall have a maximum cleared area of 15 metres of shoreline frontage.
- (4) Accessory uses, buildings, and structures shall be in accordance with Section 3.1 of the Zoning By-Law, except for the following:
- a) In addition to the provisions of Section 3.1.2(a), a boathouse is not permitted along the western or southern shoreline of the property.
 - b) A maximum of three docks shall be permitted in accordance with Section 3.1.2(b).
 - c) A maximum of three sleep cabins shall be permitted, in accordance with the provisions of Section 3.1.4.
 - d) A maximum of two marine storage sheds shall be permitted, each in accordance with the provisions of Section 3.1.2(e), except that the minimum setback from the highwater mark shall be 6 metres (19.7 feet).
 - e) A maximum of two viewing platforms shall be permitted in accordance with Section 3.1.2(c).
 - f) A maximum of three gazebos shall be permitted, in accordance with Section 3.1.2(c).
 - g) Waterfront structures which are unattached to a main building shall not exceed a combined footprint of more than 100 square metres for all structures within the 30-metre setback from the high-water mark.

(5) Holding Symbol (H)

- a) Prior to the removal of the holding symbol (H) associated with this site-specific zone on Schedule 'A' of By-Law Number 55-19, the following condition must be satisfied:
 - (1) Access via the private lane to the subject property must be upgraded to an emergency service access standard acceptable to the Township.
 - b) Until such time as the holding symbol is removed, no additional dwellings and/or sleep cabins are permitted to be erected.
 - c) Despite Section 3.20 of Zoning By-Law Number 55-19, the holding symbol does not restrict any renovations or expansions to the existing dwelling on the property, or the development of any other non-habitable accessory structures that are accessory to the existing residential dwelling, provided the development is in accordance with the provisions of the Zoning By-Law.
2. That all other provisions of By-Law Number 55-19 shall continue to apply.
3. That this by-law shall come into force and take effect in accordance with Section 34 of the *Planning Act, R.S.O, 1990*, as amended, either upon the date of passage or as otherwise provided by said Section 34.

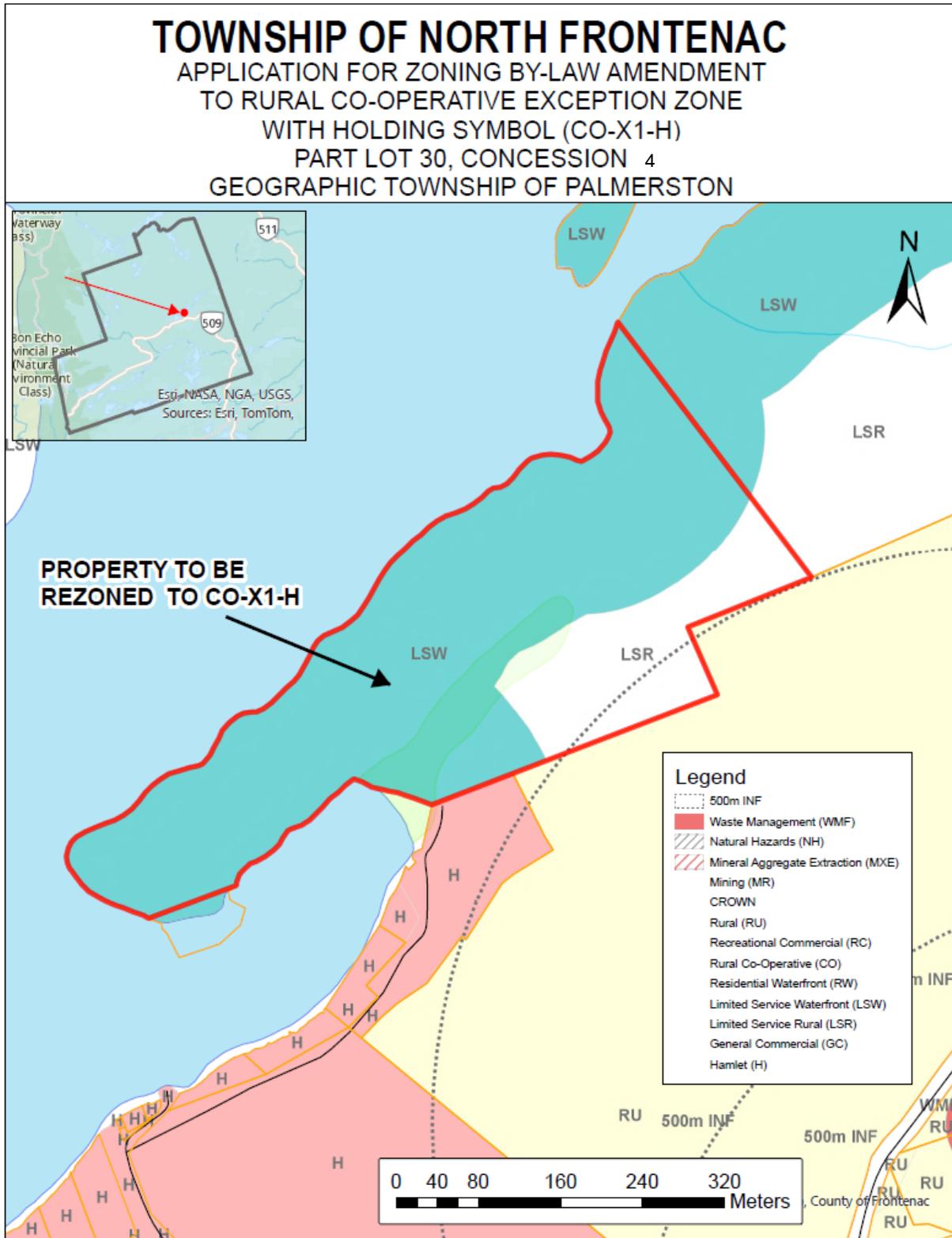
Read a first and second time this 21st day of November, 2025.

Read a third time and adopted this 21st day of November, 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Township of North Frontenac Schedule 'A' to By-Law Number 2025-54



The Corporation of the Township of North Frontenac

By-law #2025-55

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 November 21, 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 November 21, 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 November 21, 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 November 21, 2025, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

Read a first and second time this 21st day of November 2025.

Read a third time and finally passed this 21st day of November 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk