

Regular Council Agenda

5:00 pm - Thursday, August 28, 2025

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

- a) Public Notice regarding Recording of Meetings 10
[Recorded Meetings - Notice to Public](#)

2. Traditional Land Acknowledgement

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

3. Approval of Agenda

- a) August 28, 2025

Be It Resolved That Council approves the Agenda dated August 28, 2025, as circulated.

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Business Profile

- a) Frontenac Stump and Yard Service 11

Be It Resolved That Council receives for information the Business Profile of Frontenac Stump and Yard Service provided by the Economic Development Task Force.

[Business Profile - Frontenac Stump and Yard Services](#)

6. Presentations

- a) Richard Allen, Manager of Economic Development: Municipal Accommodation Tax Feasibility in Frontenac County 12 - 20

Be It Resolved That Council receives for information the presentation by Richard Allen, Manager of Economic Development with the County of Frontenac, regarding Municipal Accommodation Tax Feasibility in Frontenac County; and thanks him for his time spent today.

[Presentation - MAT Feasibility](#)

- b) Richard Allen, Manager of Economic Development: Rural Ontario Development Program - Rehabilitation of K&P Trail 21 - 39

Be It Resolved That Council receives the report “K&P Trail Development: Snow Road Station to Wilbur and Rural Ontario Development Program Funding Opportunity” and presentation from Richard Allen, Manager of Economic Development at Frontenac County;

And That the CAO prepare a letter of support to Frontenac County to aid in the application to the Rural Ontario Development Program for the purpose of rehabilitating the Frontenac K&P Trail from Snow Road Station to Wilbur, in the Township of North Frontenac;

And That the Township of North Frontenac shall provide \$10,000 to come from the Operating Contingency Reserve as part of the overall grant application and in support of the K&P Trail rehabilitation project, as outlined in the report;

And That the CAO shall provide a letter of support on behalf of the Township to the County of Frontenac and the Snow Road Snowmobile Club for the emergency replacement of the bridge over Antoine Creek.

[Power Point Presentation - K&P Trail](#)

[Report - K&P Trail Phase 6 Development and Rural Ontario Development Program](#)

[Rural Economic Development Grant Map](#)

- c) Paul Asselin, Member, Environmental Task Force

40 - 53

Be It Resolved That Council receives for information the presentation by Paul Asselin, on behalf of the Environmental Task Force, regarding Net Metering Proposal; and thanks him for his time spent today;

And That the estimated cost of the project is \$225,000, including permits and consulting services; and that Council approves the funds for the project to be taken from the Infrastructure Sustainability Reserve Fund with any savings realized being placed back into the Infrastructure Sustainability Reserve Fund;

And That Council directs staff to issue a Request for Proposal (RFP) for the supply and installation of a net metering system at the Township Office Complex (office building and/or fire hall);

And That Council approves a sole source assignment for engineering services with Eastern Engineering, as they are familiar with our facility due to some work completed in 2023, to assess the roof structure of both buildings, not to exceed \$15,000, to be completed prior to the RFP being issued;

And That the RFP shall be reviewed with the Environmental Task Force prior to being advertised.

[Resolution #190-25](#)

[Net Metering Proposal](#)

7. Delegations

None.

8. Adoption of Minutes

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

54 - 74

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

1. A Public Meeting held August 7, 2025;
2. A Regular Meeting held August 7, 2025; and
3. A Special Meeting held August 12, 2025.

[Public Council - 07 Aug 2025 - Minutes - Pdf](#)

[Regular Council - 07 Aug 2025 - Minutes - Pdf](#)

[Special Council - 12 Aug 2025 - Minutes - Pdf](#)

9. Business Arising Out of Minutes

- a) Resolution #266-25: Update - Official Plan Application File OP#02/22 and Zoning By-law Amendment File #Z08/22 75 - 78

Whereas at the meeting held August 12, 2025, Council passed Resolution #266-25 receiving for information the Planning Report prepared by Jennie Kapusta, Community Planner, regarding the Official Plan Application File OP#02/22 and Zoning By-law Amendment File #Z08/22 (Ompah Palmerston Cottage Co-operative);

Now Therefore Be It Resolved That Council receives for information an email dated August 21, 2025 from the Palmerston Lake Association, providing the results of a petition regarding the proposed development on Gravel Point;

And That Council receives for information an email dated August 21, 2025 from the Clerk/Planning Manager advising the applicants have requested a decision on the applications be deferred to allow them time to review the comments received at the August 12, 2025 Special Meeting; and that the Clerk will provide an update to Council at a future meeting.

[Resolution #266-25](#)

[Email from Joan Hayes](#)

[Email from Clerk](#)

- b) Resolution #245-25 - Draft Procedural Policy 79 - 84

Whereas at the meeting held August 7, 2025, Council passed Resolution #245-25 receiving for information an email from the Clerk/Planning Manager regarding the draft Procedural Policy provided for review at the July 10, 2025, Regular Council meeting; and that Council instructed the Clerk to include a provision limiting electronic participation by Council members in Closed sessions of Council and Committees; and prohibiting the use of electronic, recording and communication devices during a Closed sessions;

Now Therefore Be It Resolved That Council receives for information the sections of the Procedural Policy with the requested amendments;

And That Council receives the amendments regarding Budget Meetings and Process;

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

[Resolution #245-25](#)

[Amended Sections of Procedural Policy](#)
[Budget Meetings and Process \(see Item 11h\)](#)

- c) Resolution #150-25: Monthly Usage Reports - Electric Vehicle Chargers 85 - 87

Whereas at the meeting held April 25, 2025, Council instructed the Manager of Community Development to provide monthly usage reports of the EV chargers;

Now Therefore Be It Resolved That Council receives for information the EV Usage Report for July 2025.

[Resolution #150-25](#)
[EV Usage Report - July 2025](#)

10. Communications

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

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. Murray and Beverley Elliott re: Request for Winter Maintenance - Ragged Chutes Road 89

Be It Resolved That Council receives for information an email dated August 4, 2025, from Murray and Beverly Elliot, Residents, requesting that winter maintenance be extended from 1280 Ragged Chutes Road to their 911 number, as they have been clearing this section (approximately 1.6 kilometres) since 2010;

And That the Township's Level of Service Policy By-law #89-13 (as amended) sets out the length of maintenance on Ragged Chutes Road to 1.3 kilometers;

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

[Email to CAO from Resident re Winter Maintenance on Ragged Chutes Road](#)

- B2. Aerial Glyphosate Spraying 90 - 92

- Municipality of West Nipissing
- Barb Young, Resident

Be It Resolved That the Province of Ontario, through the Ministry of Natural Resources and Forestry, is planning to begin aerial spraying of glyphosate-based herbicides in Mazinaw-Lanark area;

And That new scientific evidence published since Health Canada's last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and

neurological diseases, reproductive toxicity, and ecosystem harm;
And That the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method;

And That Council supports the resolutions from the Municipality of West Nipissing and the Township of Moonbeam requesting that the Ministry of Natural Resources and Forestry reconsider the planned use of glyphosate-based herbicides and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed;

And That this resolution be provided to the Ministry of Natural Resources and Forestry; the Association of Municipalities of Ontario; John Jordan, MPP; and Barbara Young, Resident.

[Email from West Nipissing](#)

[Email from Resident Re Glyphosate Spraying by MNR in Ontario](#)

11. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Dean 93 - 95

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

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 abutting Marble Lake lying in front of Lot 25, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23307

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.

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

- b) Clerk/Planning Manager: Shore Road Allowance Application for Approval in Principle – McKittrick and Muradori/Cote 96 - 101

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

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

- Part of the Shore Road Allowance lying in front of Part Lot 27, Concession 8, geographic Township of Barrie (Marble Lake).
- Part of the Shore Road Allowance lying in front of Lot 4, Plan 1535, geographic Township of Clarendon (Big Gull Lake,).

[Shore Road Allowance Application for Approval in Principle – McKittrick and Muradori/Cote - Pdf](#)

- c) Director of Emergency Services/Fire Chief: Emergency Response Plan Annual Compliance Report - 2024 102 - 105

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chiefs Administrative Report entitled "Emergency Response Plan Annual Compliance Report - 2024".

[Emergency Response Plan Annual Compliance Report - 2024 - Pdf](#)

- d) Manager of Community Development: Electric Vehicle Charging Stations - Update 106 - 114

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

Whereas the Township of North Frontenac has completed the installation of public Electric Vehicle (EV) Chargers, which became operational on March 31, 2025, as part of our commitment to promoting sustainable transportation and reducing greenhouse gas emissions;

And Whereas the Township received its first electricity bill in July 2025 and was surprised by the unexpectedly high delivery charges applied to the EV Charger account;

And Whereas these delivery charges were not communicated or anticipated during the planning and budgeting phases of the project;

And Whereas Township staff have engaged in discussions with Hydro One and have been advised that the current rate classification and associated delivery charges are standard for EV Charger accounts;

And Whereas high delivery charges may discourage municipalities and private entities from investing in EV infrastructure, thereby undermining provincial and municipal climate goals;

Now Therefore Be It Resolved That the Council of the Township of North Frontenac respectfully urges the Ontario Energy Board (OEB) to further review and revise the current rate classifications and delivery charges applied to public EV Charging Stations to make them affordable to operate;

And Further That the Township of North Frontenac forward this resolution to the Ontario Energy Board, Hydro One, the Association of Municipalities of Ontario (AMO), and local Members of Provincial Parliament for their support and action;

And Further That a copy of this resolution be shared with other Ontario municipalities encouraging them to advocate for fair and sustainable utility rates for public EV infrastructure.

[Electric Vehicle Charging Stations - Update - Pdf](#)

- e) Manager of Community Development: Community Improvement Plan (CIP) - Recommended Amendment 115 - 116

Be It Resolved That Council receives for information the Manager of

Community Development's Administrative Report entitled "Community Improvement Plan (CIP) - Recommended Amendment";

And That Council directs the Manager of Community Development to work with the County of Frontenac Planners and Economic Development Task Force on a CIP amendment for Council's consideration.

[Community Improvement Plan \(CIP\) - Recommended Amendment - Pdf](#)

- f) Treasurer: New Website Platform Required 117 - 118

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "New Website Platform Required";

And That Council supports the selection of Sandbox Software Solutions as the successful proponent for our website;

And That Council instructs the Treasurer to take the One Time Fee and the first year of hosting from the Electronics/Software Sustainability Reserve Fund in the amount of \$28,500.

[New Website Platform Required - Pdf](#)

- g) Treasurer and Clerk/Planning Manager: Next Steps for Potential Vesting of Property (1042 090 010 07402 - 15404 Road 509) from Failed Tax Sale 119 - 121

Be It Resolved That Council receives for information the Administrative Report prepared by the Clerk/Planning Manager and the Treasurer entitled "Next Steps for Potential Vesting of Property from Failed Tax Sale";

And That Council chooses Option

[Next Steps for Potential Vesting of Property \(1042 090 010 07402 - 15404 Road 509\) from Failed Tax Sale - Pdf](#)

- h) Treasurer: 2026 Budget process and dates 122 - 127

Be It Resolved That Council receives for information the Administrative Report prepared by the Treasurer entitled "2026 Budget Process and Dates ";

And That Council reduce the time period as set out in subsection 7(3) of O.Reg 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 16 days (November 20, 2025 to December 5, 2025);

And That Council reduce the time period as set out in subsection 7(3) of O. Reg 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 4 days (December 9, 2025 to December 12, 2025);

And That Council approves the 2026 Budget Schedule as presented.

[2026 Budget process and dates - Pdf](#)

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

- a) Environmental Task Force 128 - 131

Be It Resolved That Council receives for information the notes dated July 29, 2025 from a meeting of the Environmental Task Force.

[Environmental Task Force - 29 Jul 2025 - Minutes - Pdf](#)

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

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

None.

15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. 132 - 133
The Councillor may provide a verbal report for information purposes.

[Council Portfolios 2022-2026](#)

16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 134 - 185

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

- #2025-35 To Adopt a Procedural Policy for Council and Committees;
- #2025-39 To Close and Sell Part of a Shore Road Allowance;

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

[2025-35 Procedural Policy](#)

[2025-39 Shore Road Closing](#)

17. Public Forum

18. Closed Session

- a) Closed Meeting of Council

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

- a. Adopt Closed Minutes of a Meeting held August 7, 2025; and
- b. To Consider Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose.

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

20. Confirmatory By-law

- a) Confirming By-law #2025-40 186

Be It Resolved That By-law #2025-40, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held August 28, 2025, be read a first, second, and third time and finally passed.

[2025-40 Confirming By-law - August 28, 2025](#)

21. Adjournment

- a) Motion to Adjourn

Be It Resolved That Council adjourns the Meeting at ____ .m. until September 18, 2025, or at the call of the Chair.



Please be advised North Frontenac Council Meetings are recorded. By attending a public meeting of Council, you are consenting to your image, voice and comments being recorded.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of the recording. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. It should be noted that no protection is afforded to Council Members, Employees or the public for comments made during Meetings which are subsequently challenged in a court of law and/or determined to be defamatory.

Notice is hereby provided that under the authority of the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Privacy Act (MFIPPA), that all information provided for at a public meeting or other public process are considered a public record.

Members of Council, Staff, Delegates and attendees should be mindful of using names of individuals or entities when discussing matters in public. Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour or comments.

Frontenac Stump and Yard Services

A husband-and-wife work team - Frontenac Stump and Yard Services was started 2024 by Trudy and Jamie, who saw a need for a low-impact stump removal and landscaping business in North Frontenac.

Beginning in April 2024, with 2025 being the first full time year, Trudy and Jamie have been able to keep very busy from April to late November/early December with a variety of services that they offer including flail mowing, wood chipping, brush removal, stump grinding and more. As a fully insured landscaping business, their main work objective is “to do the work so you don’t have to”. The process of a stump removal not only includes the grinding and removal of the stump but also the clean-up of the yard around the stump, addition of soil, and seeding that will have the grass growing in no time. Frontenac Stump and Yard Services is a low impact landscaping and stump removal business – they are able to fit in smaller areas (between buildings), and their equipment does not leave ruts in your yard. Servicing a wide area, including North Frontenac, Central Frontenac, Addington Highlands, and Centre Hastings, Frontenac Stump and Yard Services is there for all your landscaping needs.

Frontenac Stump and Yard Services

Stumped2024@gmail.com

Call/text: 613-200-9205

Facebook: Stump Grinding North Frontenac Ontario

<https://frontenacstumpandyardservices.ca/>





Municipal Accommodation Tax (MAT) Feasibility in Frontenac County

Growing Tourism Opportunities in Frontenac

Presentation to Township
of North Frontenac
August 28, 2025

What is MAT?

- An opportunity to raise funds to support Tourism initiatives
- It is a small levy, usually 4%, added to the cost of stays in hotels, motels, B&Bs, resorts and short-term rentals
- Accommodation providers collect the fee
- Enabled under Ontario Regulation 435/17
- 50% minimum directed to a tourism entity
- Funds are reinvested to grow the local visitor economy, supporting businesses and community amenities
- Approximately 80 Ontario municipalities already participating



Why Consider MAT in Frontenac County



- Tourism is growing; the MAT is a tool to build on that momentum to support investment in the visitor economy.
- New source of non-property tax revenue
- Neighbouring municipalities already use MAT: Kingston, Prince Edward County,
- Annual Revenue potential:
 - » County-wide: ~\$526,800 (2021 STR data)
 - » Additional from cabins, cottages, B&Bs, & hotels
 - » 50% of collected funds remain with each municipality - enough to fund visible, local tourism projects in North Frontenac such as trailheads, dark sky programming, trade shows or event sponsorships

Guiding Framework

Frontenac Destination Development Plan

- Developed with businesses, residents, visitors, community groups
- Ensures MAT revenues reflect shared priorities

Additional uses:

- Trails, signage, waterfront amenities, washrooms
- Marketing campaigns & visitor services
- Outdoor recreation, arts & culture, culinary experiences
- Sustainable sponsorship or grants for tourism events
- Trade Show attendance
- Research & Data collection



North Frontenac
Amateur Astronomy Club

4th Annual
FESTIVAL OF STARS

SEPTEMBER 19 - 21, 2025

FREE Admission FREE Parking FREE Activities

NEW Tent Camping - Book in Advance
Asking for a \$20 donation

5816 Road 506, Plevna, ON
nfaclub@gmail.com
(647) 273-4193

NORTH FRONTENAC ASTRONOMY PARK
A Dark-Sky Experience

Why This Matters for North Frontenac



- Dedicated, consistent revenue for local tourism priorities such as
 - Dark Sky events
 - Summer and Winter Festivals
 - Support for other events
- Potential to fund projects without relying on property tax
- Ensures visitors contribute to the costs of tourism infrastructure
- Opportunities to support events and enhance the visitor experience

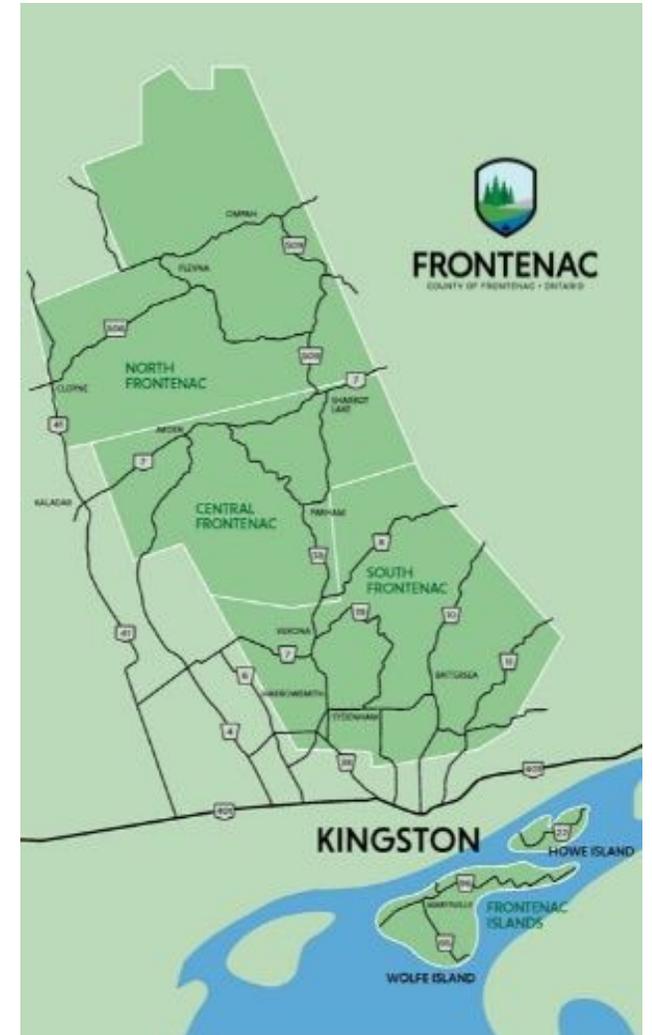
Regional Context & Competitiveness

Prince Edward County	4%	Highlands East	4%
Cornwall	5%	Algonquin Highlands	4%
Brockville	6%	Huntsville	4%
Gananoque	4%	Gravenhurst	4%
Belleville	4%	Orillia	4%
Quinte West	4%	Collingwood	4%
Petawawa	3%	Midland	3.5%
Pembroke	4%	South Bruce Peninsula	4%
Peterborough	4%	Toronto	6%
Dysart et al	2%	Ottawa	5%
Minden Hills	4%	Kingston	5%

Engagement Plan

Input from municipal partners, businesses, hosts, and community members will guide recommendations for how a MAT can support tourism and economic development.

- Engage Frontenac Project (September Launch)
- Survey (Sept 2025) – businesses, hosts, residents
- In Person Open Houses:
 - » Oct 29 Wolfe Island (AM),
 - » Oct 29 South Frontenac (PM)
 - » Oct 30 North Frontenac (AM),
 - » Oct 30 Central Frontenac (PM)
- Short-Term Rental Host Session: Nov 13 6:30–8:00pm (Online)



Project Timeline

- June–Aug 2025: Research & preparation
- Sept–Oct 2025: Engagement & Survey
- Nov 2025: Options review with partners
- Jan/Feb 2026: Report back to County Council with findings

Summary

- MAT is a potential tool to help ensure visitors contribute to the growth of our tourism economy and support the development of community amenities used by visitors and residents alike.
- Engagement from Township and Community Members will be essential to understanding the potential opportunity and shape shape recommendations to County Council about potential programs and approaches.
- The County seeks to provide key context and details about tourism and MAT implementation including related opportunities and challenges
- For future questions and discussion:
 - » Richard Allen
Manager of Economic Development
rallen@frontenacounty.ca
(613) 548-9400 ext. 330

K&P Trail Development: Snow Road Station to Wilbur and Rural Development Program Opportunity

Presentation to Township of North Frontenac
August 28, 2025

Background

- K&P Trail: strategic economic project for 15+ years
- 78 km rehabilitated into a multi-use trail
- Past RED funding successes (2020, 2024)
- Program renewed as Rural Ontario Development Program
- Land acquisition at in North Frontenac now substantially completed

North Frontenac Trail Rehabilitation: Surface Upgrades



North Frontenac Trail Rehabilitation: Robertsville



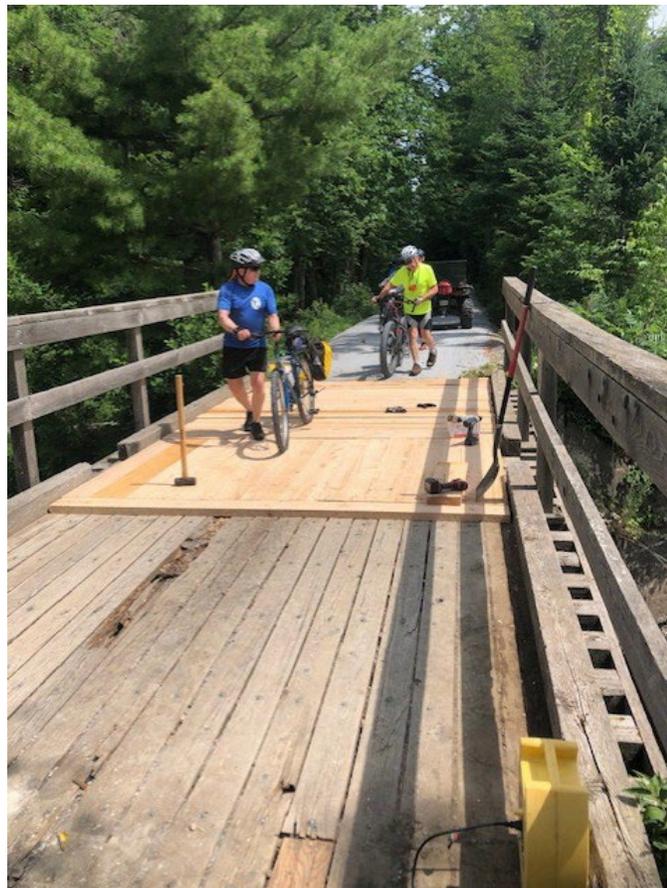
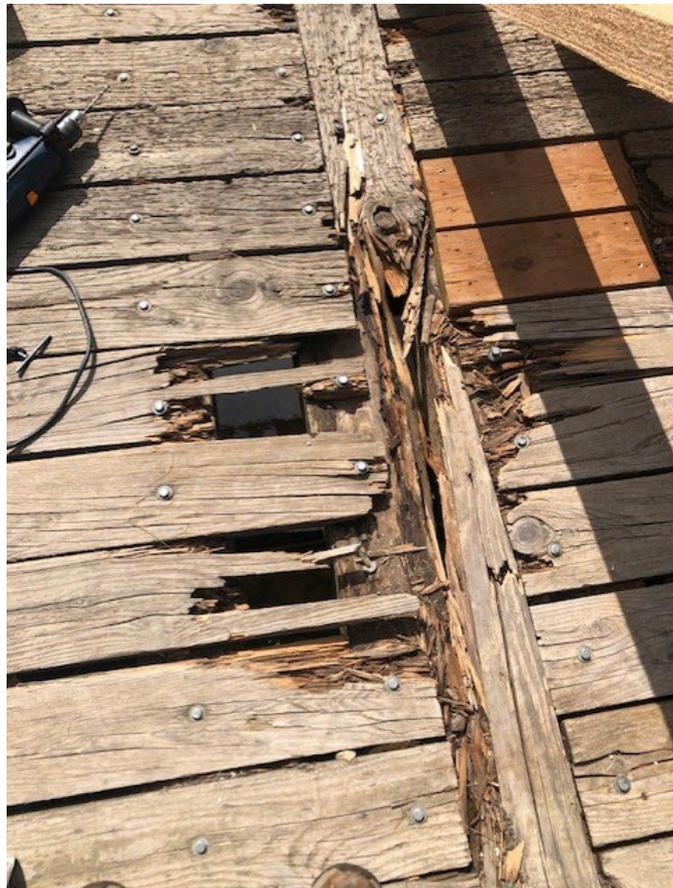
North Frontenac Trail Rehabilitation: Mississippi Station



North Frontenac Trail Rehabilitation: Mississippi Station



North Frontenac Trail Rehabilitation: Bridges



North Frontenac Trail Rehabilitation: 2024 RED Grant



On December 16, 2024 Parliamentary Assistant Steven Pissoneault and Member of Parliament John Jordan joined representatives from the Township and County in Mississippi Station for a ribbon cutting ceremony to announce the project

- Total Project Scope: 8 km (7 km in NF)
- Total Project Budget: \$700,000
- RED Funds: \$200,000
- Partners & Business Community:

4748 trips to and from Snow Road this year on the K&P as of 20 August 2025.



As part of this project, the County will aim to fix this ongoing water feature north of Snow Road Station

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Financial Implications

Total Project Cost: \$500,000

- RODP Grant: \$150,000 (35%)
- County of Frontenac: \$340,000 (63%)
- Township of North Frontenac: \$10,000 (2%)

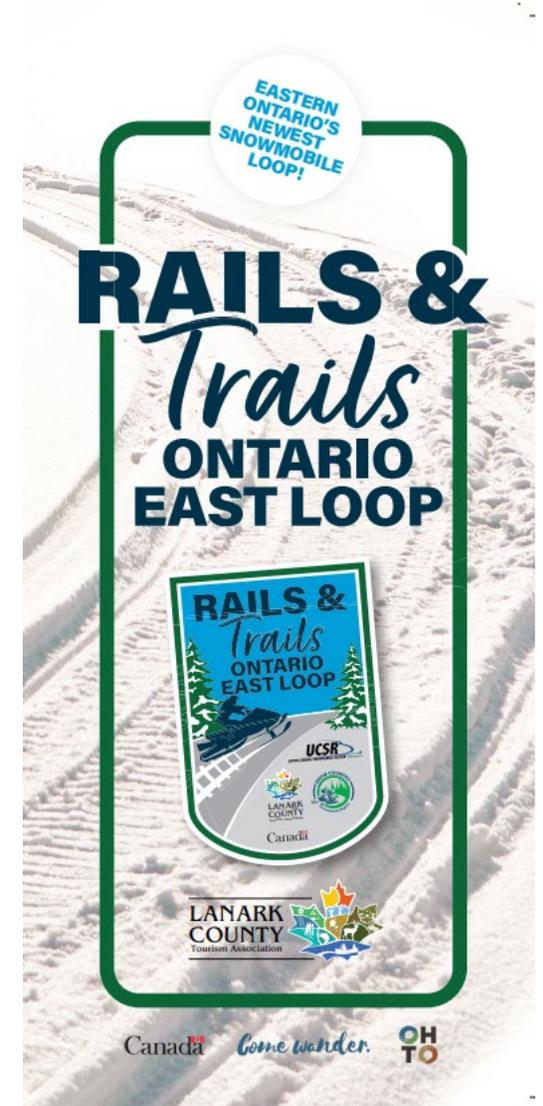
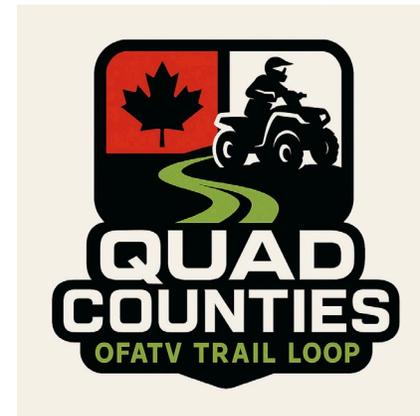
Tourism and Economic Benefits

This section of Trail forms part of major regional tourism loops:

- Eastern Ontario Rail Trail Loop (360 km cycling)
- Rails & Trails Ontario East Loop (267 km snowmobile)
- Quad Counties OFATV Loop (323 km ATV)

Benefits:

- Increased visitation,
- local business support,
- stronger tourism economy

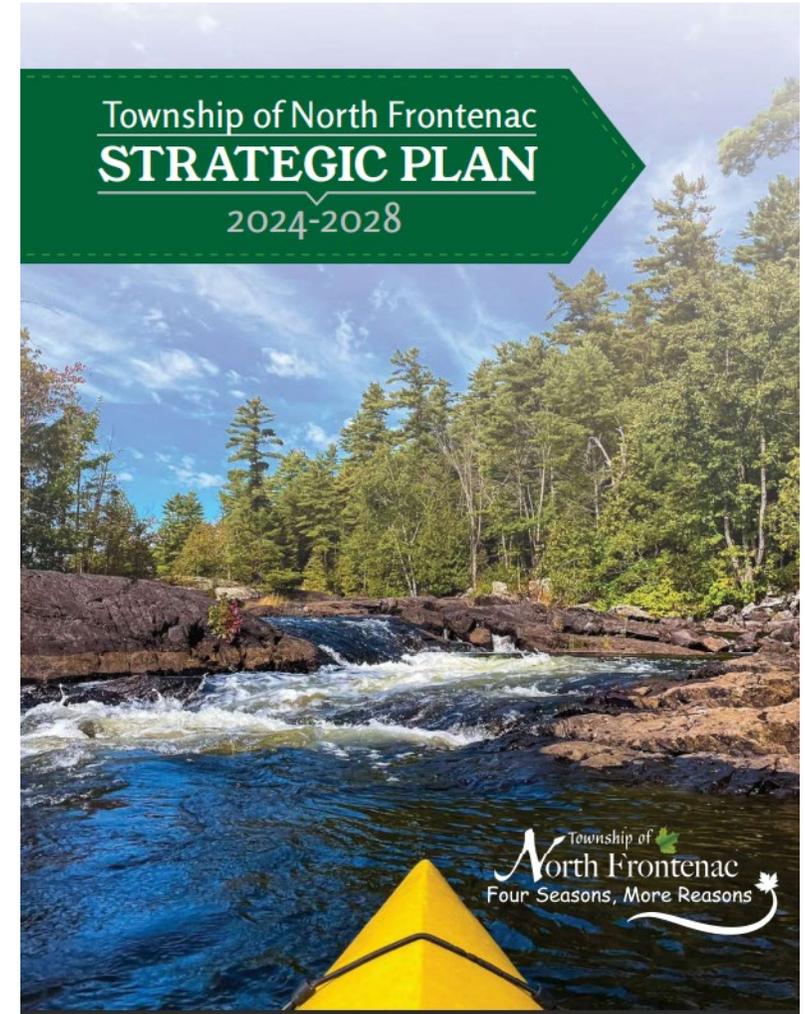


Alignment with Priorities

This project supports North Frontenac's Strategic goals of increased 4-season recreation opportunities and facilities, increased tourism, and leveraging external funding for local benefit.

The project also aligns with the County of Frontenac's Strategic Priorities, primarily:

Priority 2: Contribute to the Progress of Sustainable Economic Growth and Prosperity Throughout the County



Recommendation

- Receive the report and presentation
- Contribute \$10,000 toward the project
- Provide letters of support for:
 - » Application to the Rural Ontario Development Program for K&P Trail
 - » Antoine Creek bridge replacement in partnership with Snow Road Snowmobile Club



Report

Council Recommend Report

To: Mayor Lichy and North Frontenac Township Council

From: Richard Allen, Manager of Economic Development
at Frontenac County

Prepared by: Richard Allen, Manager of Economic Development

Date of meeting: August 28, 2028

Re: **K&P Trail Development: Snow Road Station to Wilbur and
Rural Ontario Development Program Funding Opportunity**

Recommendation

Be It Resolved That the Council of the Township of North Frontenac receive the report “K&P Trail Development: Snow Road Station to Wilbur and Rural Ontario Development Program Funding Opportunity” and presentation from Richard Allen, Manager of Economic Development at Frontenac County,

And Further That staff prepare a letter of support to Frontenac County to aid in the application to the Rural Ontario Development Program for the purpose of rehabilitating the Frontenac K&P Trail from Snow Road Station to Wilbur, in the Township of North Frontenac.

And Further That if the Township of North Frontenac provide \$10,000 as part of the overall grant application and in support of the K&P Trail rehabilitation project, as outlined in this report.

And Further That the Township of North Frontenac provide a letter of support to the County of Frontenac and the Snow Road Snowmobile Club for the emergency replacement of the bridge over Antoine Creek.

Background

The K&P Trail has been a strategic economic development project in Frontenac County for more than 15 years. To date, 78 kilometres of the former rail corridor have been rehabilitated into a high-quality, multi-use recreational trail.

The County has been successful in past funding applications, including the Rural Economic Development (RED) Program in 2020 and 2024. These projects rehabilitated major sections of the trail, with strong local and regional support. The program has since been renewed and strengthened under the new **Rural Ontario Development Program (RODP)**.

The County intends to apply to the Strategic Economic Infrastructure stream of the RODP to rehabilitate 6.8 kilometres of the trail between Snow Road Station and Wilbur. Applications that demonstrate strong partnerships, including financial contributions, receive higher scores. Township participation will therefore strengthen the County's application.

Land acquisition for the corridor through Snow Road Station is complete, and agreements with partner conservation authorities and counties are being finalized. Rehabilitation by neighbouring counties is expected in the coming years, further strengthening trail connections across the region.

The County is also supporting the Snow Road Snowmobile Club in seeking funding for the emergency replacement of the Antoine Creek bridge. This replacement would restore the "E" Trail Snowmobile route through Snow Road Station, improving user safety and access.

Scope of Project

The project will extend rehabilitation efforts north from Snow Road Station toward Wilbur. While the last 2–3 kilometres through Wilbur will not be upgraded at this time, this project will substantially complete trail improvements within Frontenac County.

Work will include:

- Brushing and mowing the trail corridor
- Clearing and preparation of lands
- Drainage improvements
- Placement of aggregates
- Grading, compaction, and finishing
- Installation of edge protection
- Installation of wayfinding signs and kilometre markers

The outcome will be a safe, accessible, and durable trail surface suitable for hiking, cycling, horseback riding, ATVs, and snowmobiles.

Funding and Partnerships

The estimated cost for this phase is \$500,000.

Source	Contribution	% of Total
Rural Ontario Development Program	\$150,000	35%
County of Frontenac	\$340,000	63%
Township of North Frontenac	\$10,000	2%

Frontenac County is requesting that the Township contribute \$10,000 toward the project and provide a letter of support. This contribution will demonstrate partnership and strengthen the application's competitiveness.

Tourism and Economic Benefits

The K&P Trail is central to several regional tourism initiatives that drive visitor traffic through North Frontenac, supporting local businesses and services.

The section identified for rehabilitation forms part of:

- **Eastern Ontario Rail Trail Loop** – a 360 km cycling loop being marketed internationally by 2030.
- **Rails & Trails Ontario East Loop** – a 267 km snowmobile loop designed as a 1–2 day experience.
- **Quad Counties ATV Loop** – a 323 km regional ATV route connecting communities across four counties.

By completing the K&P rehabilitation, the County and partners will be able to market safe, connected experiences along these loops. Increased trail tourism will benefit restaurants, accommodations, fuel stations, and other businesses in North Frontenac.

Alignment with Priorities

This project supports North Frontenac's goals of enhancing recreation, strengthening tourism, and leveraging external funding for local benefit.

It also aligns with the County of Frontenac's Strategic Priorities, including:

Priority 2: Contribute to the Progress of Sustainable Economic Growth and Prosperity Throughout the County

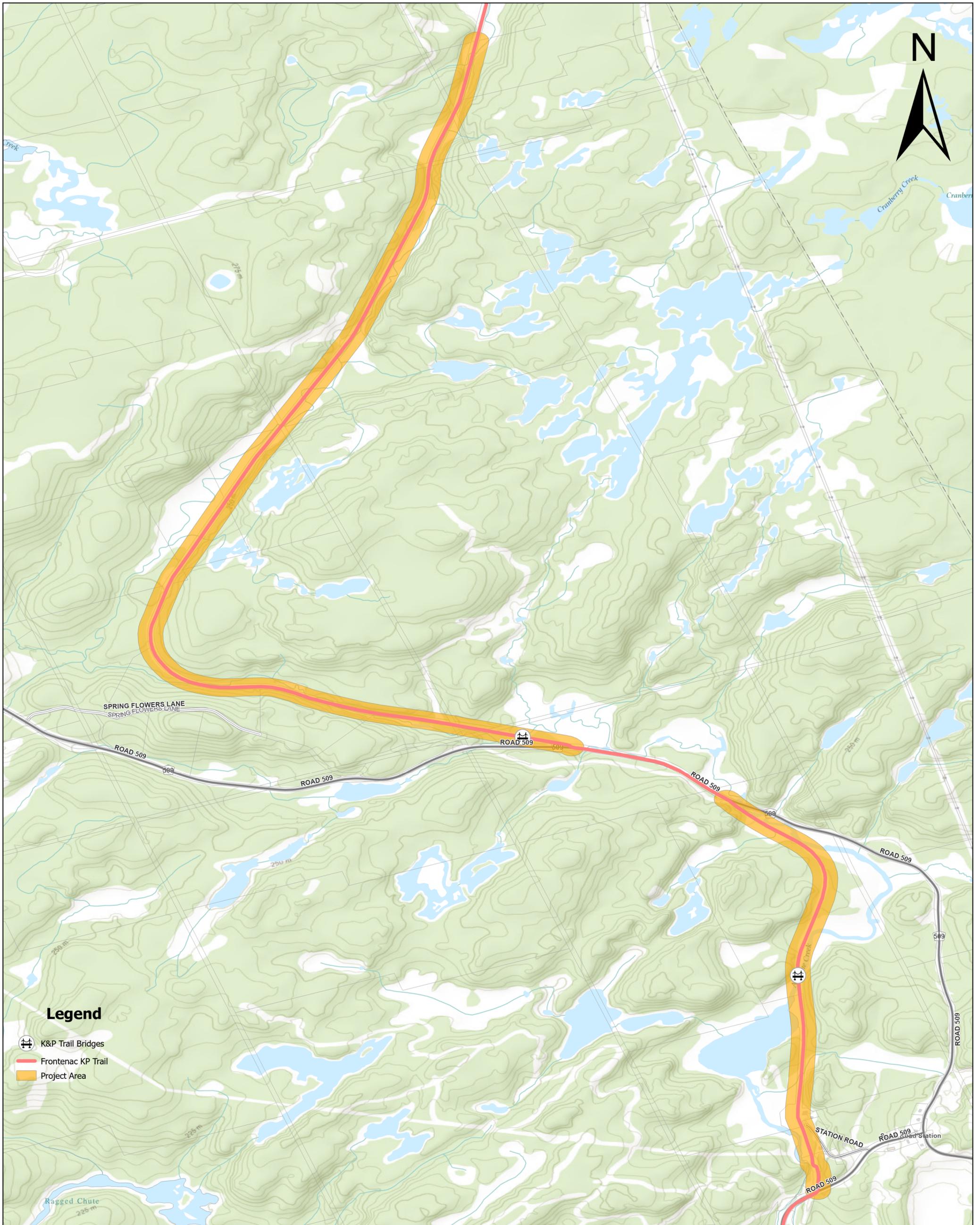
- Develop regional tools and policies to support long-term protection of lakes, rivers, and other important environmental features in Frontenac.
- Provide business support and resources to existing and prospective businesses.
- Attract new investments and businesses to Frontenac County.

Financial Implications

The Township's contribution of \$10,000 represents 2% of the total project cost and will leverage \$500,000 in overall investment.

Organizations, Departments and Individuals Consulted and/or Affected

Snow Road Snowmobile Club
Frontenac ATV Club
Mississippi Valley Conservation Authority
County of Lanark
County of Renfrew
Ontario's Highland's Tourism Organization





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

Date: June 12, 2025

Resolution # 190-25

Moved By:
Councillor Vernon Hermer

Seconded By:
Councillor Fred Fowler

Be it Resolved That Council receives for information an Administrative Report entitled "A Net Metering Proposal for the Township Office" from Deputy Mayor Inglis on behalf of the Environmental Task Force;

And That Council refers this matter back to the Task Force for review.

Carried

Mayor

Net Metering Proposal



Objective

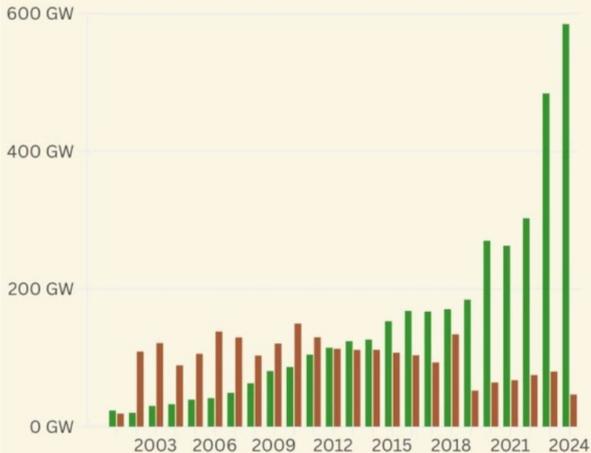
- Provide an appreciation of financial and energy security benefits
- Cash flow modeling used to communicate break even and return on investment (ROI) predictions
- Break even analysis is only a partial view as it ignores benefits after the break even point
- ROI quantifies benefits from project start to finish

Recent Electricity Grid Facts

Renewables dominate new power-plant construction

Global annual capacity additions, in gigawatts

Renewable Non-renewable



Source: IRENA

CANARY MEDIA

- 92.5% of 2024 grid capacity additions were renewable
- 91% of 2024 large new renewable projects delivered cheaper electricity than the lowest-cost fossil fuel alternative
- Grids are falling behind demand globally, including in Ontario, requiring major new investments
- Future grid energy prices expected to rise significantly to pay for these investments
- Example 1: Ontario residential electricity rates rose an average of 7.1% per year from 2006-2015 and 3.8% per year from 2016 to present
- Example 2: New York State residential electricity rates have increased 15% in 2025

Controlling one's own energy cost is becoming increasingly profitable

Net Metering Recap

- Allows a facility to install solar panels that feed electricity back into the grid
- Energy fed to the grid is deducted from the energy used by the facility
- The facility is billed for the net amount of energy used
- Credits are assigned when more electricity is generated than used within a billing period
- Credits expire if not used within one year

Note that the current microFIT system is fully independent of a proposed Net Metering system. It does not lower electricity bills but instead provides an independent revenue stream.

Net Metering Cost

- It is best to match annual panel output to annual facility use for optimum return on investment
- System cost is derived from solicited quotes by Quantum Energy and Eco Alternative Energy
- Cost of a system balanced with township office and fire hall electricity usage is estimated at approximately \$225,000, including required consulting fees

South Frontenac deployed a Net Metering system on one of their fire halls

Cash Flow Model

- A spreadsheet modeling tool was specifically developed for this presentation to demonstrate annual cash flows (i.e. annual savings) arising from the project.
- Example model output:

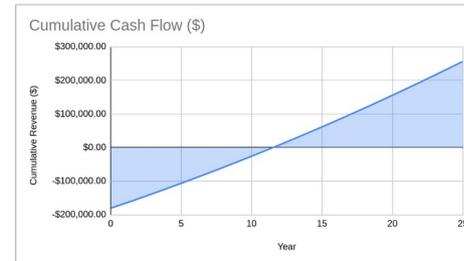
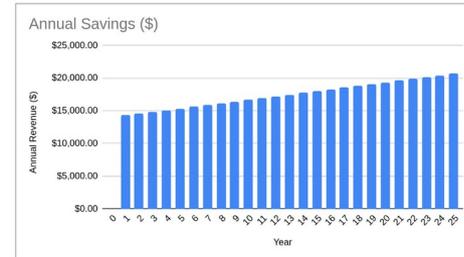
Cash Flow Variables

Cash Flow Calculator	
System Cost (\$):	\$180,600.00
System Capacity (kW):	77.4
Electricity Rate Increase (%/year):	3.00%
Inflation Rate (%/year):	3.00%
Panel Efficiency Loss (%/year):	1.00%
Annual Mtce Cost (% of initial system cost):	1.50%
Average Daylight Hours (hrs/day):	3.3
Electricity Export Rate (\$/kWh):	\$0.18

Loan Variables

Loan Calculator	
Principal Amount (\$):	\$180,600.00
Term (years):	0
Rate (%):	3.00%
Annual Payment (\$):	\$0.00

Year	Capacity (kW)	Loan Payment (\$)	Savings (\$)	Cumulative Cash Flow (\$)
0	77.40		\$0.00	-\$180,600.00
1	76.63		\$14,321.41	-\$166,278.59
2	75.85		\$14,573.02	-\$151,705.57
3	75.08		\$14,826.84	-\$136,878.72
4	74.30		\$15,082.72	-\$121,795.95
5	73.53		\$15,340.72	-\$106,455.23
6	72.76		\$15,600.57	-\$90,854.66
7	71.98		\$15,862.20	-\$74,992.47
8	71.21		\$16,125.48	-\$58,866.98
9	70.43		\$16,390.29	-\$42,476.69
10	69.66		\$16,656.48	-\$25,820.21
11	68.89		\$16,923.88	-\$8,896.32
12	68.11		\$17,192.34	\$8,296.02
13	67.34		\$17,461.68	\$25,757.69
14	66.56		\$17,731.70	\$43,489.39
15	65.79		\$18,002.20	\$61,491.60
16	65.02		\$18,272.98	\$79,764.58
17	64.24		\$18,543.81	\$98,308.38
18	63.47		\$18,814.43	\$117,122.82
19	62.69		\$19,084.61	\$136,207.43
20	61.92		\$19,354.06	\$155,561.49
21	61.15		\$19,622.51	\$175,184.00
22	60.37		\$19,889.64	\$195,073.64
23	59.60		\$20,155.14	\$215,228.78
24	58.82		\$20,418.67	\$235,647.44
25	58.05		\$20,679.87	\$256,327.31



Discounted Cash Flow

- Goods and services purchased in the future cost more in an economy experiencing inflation
- It is equivalent to say that future dollars have less purchasing power than present dollars
- Future dollars are discounted compared to present dollars
- Analogy – actual temperature versus “feel like” temperature

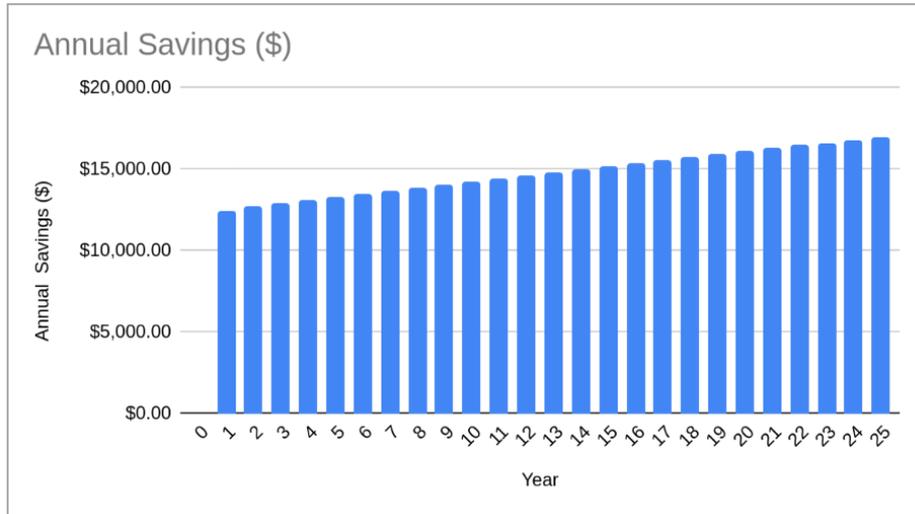
Model Accuracy

- There are numerous input variables, each of which impacts model results.
- Most input variables require some form of prediction:
 - future electricity rate increases, inflation rate, panel efficiency loss, maintenance costs, average daylight hours
- Two model outputs are provided:
 1. Conservative – each input variable is set to the most conservative value
 2. Optimistic – each input variable is set to the most optimistic value
- Reality likely lies somewhere in the range between these two models.
- As is usually the case in statistics, output quality is a reflection of input accuracy!

Input Variable Predictions

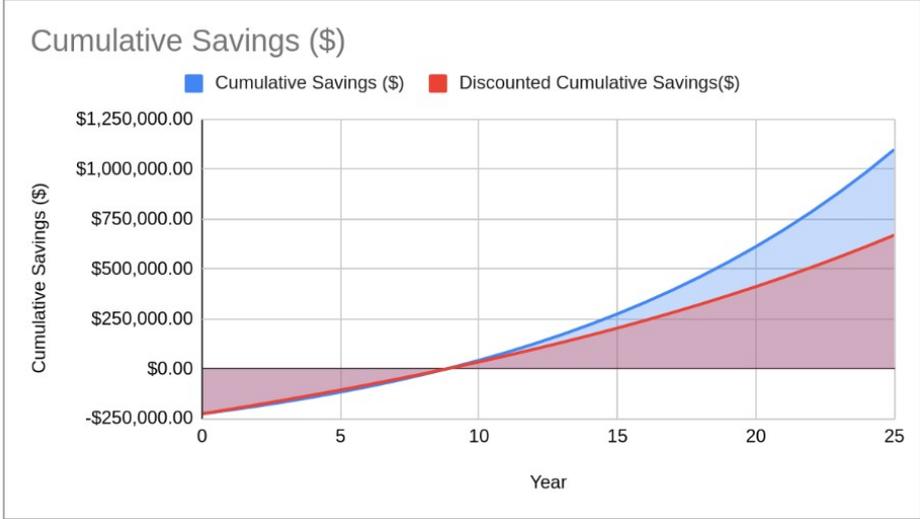
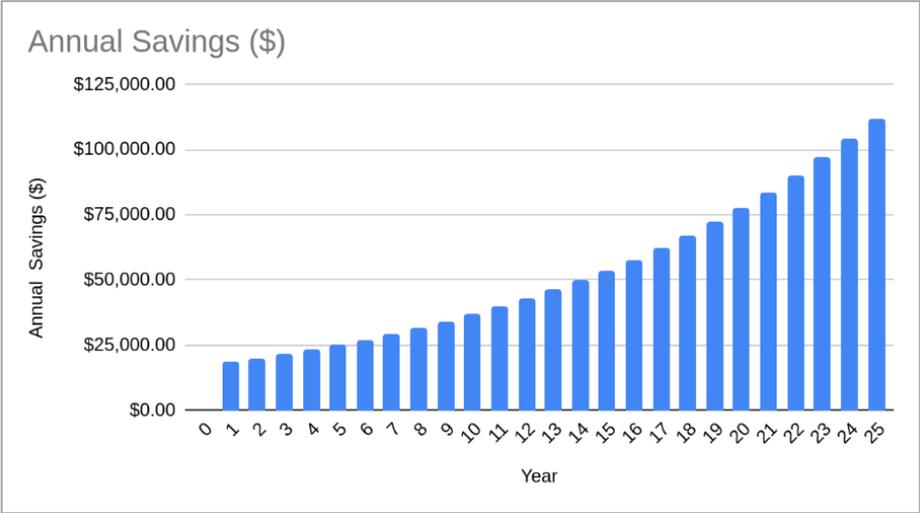
Input Variable	Description	Conservative	Optimistic
Electricity Rate Increase (%/year)	Electricity rate increase average over a 25 year period	3%	8%
Inflation Rate (%/year)	Inflation rate over a 25 year period	3%	2%
Panel Efficiency Loss (%/year)	Amount of panel capacity loss, as a percentage of the original panel capacity, over a 25 year period	1%	0.5%
Annual Mtce Cost (% of initial system cost)	Annual maintenance cost, as a percentage of the initial system cost, which increases by the inflation rate over a 25 year period	2%	1%
Average Daylight Hours (hours/day)	Number of average daylight hours per day averaged over an entire year	3.3	3.8
Electricity Export Rate (\$/kWh)	The portion of the electricity rate that applies to usage (Hydro One does not apply Net Metering credits to fixed delivery charges)	0.18	0.18

Conservative Model



Generates approximately \$370,000 of cumulative savings over 25 years
Return on investment (ROI) equals 4.2%

Optimistic Model



Generates approximately \$1,300,000 of cumulative savings over 25 years
Return on investment (ROI) equals 23.4%



Township of
North Frontenac



Conclusions

- Investing in a Net Metering system yields significant ROI over a long period of time
- Project ROI increases the more electricity rates are increased
- Provides the township with electricity price security
- The proposed maximum municipal office configuration has a significant startup cost of ~\$45,000 which reduces ROI and delays break even milestones:
 - Estimated \$15,000 Hydro One connection fee for township office
 - Estimated \$15,000 Hydro One connection fee for fire hall
 - Estimated \$15,000 for a roof structure and roof surface engineering study

Proposed Next Steps

1. Complete a business case for the approved microFIT project, including a transition to Net Metering post 2033
 - Assumes a 25 year warranty on recently approved new panel installation, which is standard for today's panel technology
2. Investigate a ≤ 10 KW Net Metering installation for the fire hall roof if the maximum office and fire hall configuration is not approved
3. Widen potential township site scope to assess opportunities for additional township buildings

The intent is to build a comprehensive road map for reducing electricity costs and increasing energy security over time



Public Council Minutes

4:00 p.m.- Thursday, August 7, 2025
Council Chambers

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

Absent with Regret: Councillor Roy Huetl; and Councillor Stephanie Regent

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Brooke Drechsler, Dipl. M.A., Deputy Clerk/Assistant to the Planning Manager; Darwyn Sproule, P. Eng., Public Works Manager; Brooke Ross, Dipl. M.A., Manager of Community Development; Sonya Bolton, Manager of Community Planning, County of Frontenac (Electronic Participation); and Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac

1. Call to Order and Purpose of Meeting

The Mayor called the meeting to order at 4:00 p.m. He advised the purpose of the meeting under the Planning Act is for Council to consider the following:

- A proposal to the Township’s Official Plan policies to permit up to three residential units within the Rural and Hamlet designations; and
- Rezone two properties located at Part Lot 31, Concession 2, Geographic Township of Clarendon from Recreational Commercial to Recreational Commercial Exception Zones 7 to 10

2. Traditional Land Acknowledgement

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

3. Approval of Agenda

- a) **August 7, 2025**
106-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves the Agenda dated August 7, 2025, as circulated for a Public Meeting regarding the following:

- an Official Plan Amendment regarding Additional Residential Unit policies; and

- a Zoning By-law Amendment to permit a Recreational Commercial Exception designation.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Planning Reports

a) ***Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac
"Proposed Policies Related to Additional Residential Units"***

Planner's Comments

Dmitry Kurylovich, Project Manager/Senior Planner with the County of Frontenac, advised the purpose of the Public Meeting is to review the process for Council to consider policies related to Additional Residential Units (ARUs); receive public comments and amend the proposed policies following direction from Council. Kurylovich noted the introduction of ARUs by the province is to increase the supply and variety of housing units while ensuring ARUs are properly serviced without affecting neighbouring properties and protecting natural heritage features.

Kurylovich advised ARUs are defined as self contained living spaces (separate kitchen, bathroom facilities, etc.); and can consist of an apartment, a stand alone structure and an attached structure. He advised the Planning Act allows municipalities to govern land use within their jurisdiction; and that the Province directed Official Plan policies regarding ARUs can be passed by municipalities and they cannot be appealed. He advised the Planning Act provides authority to municipalities to prohibit the use of ARUs outside of areas defined as Urban Residential Lands.

Kurylovich advised the Provincial Policy Statement (PPS) is an overarching policy, including obligations and minimum requirements the province sets out for each municipality. He advised the PPS allows residential development on rural lands where site conditions are suitable, and encourages development that can be sustained by rural service standards.

Kurylovich advised the County Official Plan (OP) includes provisions that permit the Townships within the County to develop policies regarding ARUs. He noted the County OP identifies the Waterfront Area as any lands within 150 metres of a waterbody. He advised the North Frontenac Township OP was developed with public input; and that the OP sets direction for Council and planning staff for all land use and development decisions within the Township. Kurylovich advised the OP permits a variety of housing options, including tiny homes; with the requirement that servicing on all residential uses shall not have a negative impact on neighbouring properties.

Kurylovich advised the OP sets out Waterfront Area; however Settlement Areas

designations under the OP are not subject to the Waterfront Area designation. He noted the OP states development along the shoreline must not dominate the aesthetic; and must protect the character of the lake. He advised the Ministry of Environment, Conservation and Parks (MECP) creates policies for Lake Trout waters and that, if a lake is designated at-capacity, a 300 metre setback from the high water mark is required for a septic system.

Kurylovich advised the Township's Zoning By-Law (ZBL) is the tool that implements the above noted policies and is the main vehicle to assess proposed development. He noted the ZBL passed in 2019 permits Tiny Homes and Secondary Dwelling Units (SDU) as accessory structures in select designations. He advised the current ZBL provisions allow for an SDU; however it can only have a footprint of 45% of the principle dwelling. Under the proposed policies, the larger of two structures will become the principle use, with the smaller structure deemed the ARU.

Kurylovich reviewed the proposed ARU policies, including required lot size and servicing standards. He noted the Township must ensure the lots can accommodate servicing needs; and that the proposed policies are in line with provincial guidelines.

Kurylovich advised the policies will require the lot to be accessed by a Township road, a private lane created through a plan of condominium/subdivision or a private lane constructed to Township standards. He noted emergency services must be able to access the lot and the lane cannot be overburdened. He noted if a planning application is submitted to the Township which results in a separation of the structures, the applicant must demonstrate the ARU is self sufficient and not dependent on the principle use.

Kurylovich advised MECP was supportive of the proposed policies. He advised Malroz Engineering Inc. assisted in creating the servicing standards as they are qualified in rural servicing. He advised that, at a meeting with the Economic Development Task Force, the EDTF indicated flexibility in the variety of housing is key, while continuing to protect well and lake water.

Kurylovich noted a letter was provided by the Kashwakamak Lake Association (Attachment #1) advising many lakes within North Frontenac have not been assessed in many years and proposing a 1,000 metre setback from the high water mark of any waterbody. Kurylovich advised the Waterfront Area is defined and supported within the Land Use planning community as 150 metres from shoreline. He noted the setback from a protected wetland area that triggers Environmental Impact Assessment is 120 metres. Kurylovich noted MECP is supportive of 150 metre setback which provides protection of the waterbodies from the potential impact of septic systems and will not increase density of development along the shoreline.

Public Comments

Don Morton asked if an ARU is constructed within the 300 metre area, and the waterbody is determined to be at capacity at a later date, would the existing structure be

"grandfathered". Kurylovich advised he can't see any legal mechanism to require the removal of the structure based on a revised/updated policy. Mayor Lichty asked if the policy could reflect that; Kurylovich advised he will discuss this with MECP and, if they are supportive, he will look to including language to that effect.

Mr. Morton asked if the ARUs are used as Short Term Accommodations (STAs), can permits be issued to local residents as opposed to larger corporations with no ties to the community. Kurlovich advised the province clearly states a Zoning By-Law cannot be used to regulate STAs; they have to be regulated through a licencing/permitting process.

Jim Wilson advised the area is considered the Land O'Lakes and noted the Township doesn't have to follow other municipalities. He noted the introduction of ARUs opens the back door to lakefront development. He advised the Township has no mandatory septic inspection program in place, and ARUs could negatively impact the quality of our lakes. Mr. Wilson advised he is supportive of building density within the Hamlet area; however he doesn't want to see policies put in place that we will regret later.

Jim Getman asked for clarification between the Rural and Hamlet designations He noted if the property is zoned Rural or Hamlet, an ARU shouldn't impact the waterfront. Kurylovich advised the OP mapping shows a 150 metre waterfront area; this mapping is then used to to determine the appropriate zoning designation.

Ed Rohr asked if the subject property is within the 150 metre setback, was topography considered for the measurement, as this could impact run off. Kurylovich advised the setback is based on a horizontal distance. He noted he was not sure if topography was considered during mapping; but various studies show 150 metres is the average setback to reduce impact.

Mr. Rohr asked if a structure is built within an area with topography that increases run off, could the application be denied. Kurylovich advised wording cannot be included in a Zoning By-Law that is conditional, the best way to mitigate impact on the waterfront is a strong vegetative buffer.

Council Comments

Councillor Good asked if test holes were done to determine the type of soil or ground. Kurylovich noted this was not done for the creation of the policies; however the Chief Building Official (CBO) looks at types of soil when a septic application is being reviewed. He noted if the conditions of the proposed site do not meet the Building Code, the CBO will not issue a permit.

Deputy Mayor Inglis noted the policy was not clear on the configuration of housing. Kurylovich advised all combinations suggested are permitted; however the policy does not speak specifically to any configuration, just permits 3 units in total.

Councillor Fowler asked if other jurisdictions permit ARUs on waterfront. Kurylovich noted ARUs are permitted on waterfront properties in other areas; but as the policies are

drafted they will not be permitted on lots with a waterfront zoning in North Frontenac.

Deputy Mayor Inglis asked about next steps and timelines. Kurylovich advised the public commenting period is still open. He will review all comments received and discuss with MECP.

He advised updated policies will be brought back to Council for consideration, followed by a Zoning By-Law Amendment to determine the technical requirements.

107-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Planning report prepared by Dmitry Kurylovich, Project Manager/ Senior Planner with the County of Frontenac, including proposed policies related to Additional Residential Units; and thanks him for his time spent today;

And That a final draft of the Additional Residential Unit policies will be provided to Council for consideration at a future meeting.

Carried

[Kashwakamak Lake Association](#)

b) File #Z03/25 - Zoning By-law Amendment - Struthadam Road (Sproule)

Dmitry Kurylovich, Project Manager/Senior Planner with the County of Frontenac, provided an overview of the application for a Zoning By-law Amendment for the two abutting properties on Struthadam Road. He advised these are lots of record, divided by a Township road. He noted the properties have been operating as a campground and all the parcels subject to the severance applications fall below the required lot area set out in the Recreational Commercial designation; therefore a Zoning By-Law Amendment is required to permit the undersized lots. He advised the Township maintained road creates a legal severance between the in-land parcel and the water parcel.

Kurylovich advised the existing campground started operating in the 1950's and sits adjacent to Little Green Lake, deemed an at capacity lake trout lake. He advised both lots are developed with dwellings, septic systems and recreational vehicles. Kurylovich noted any proposed development adjacent to and within 120 metres of an at capacity trout lake requires an Environmental Impact Assessment (EIA); and that new septic systems are not permitted within 300m of an at capacity lake. Kurylovich advised that, when it was determined the application is the result of estate planning, planning staff had extensive consultation with MECP and the applicants to find a solution to sever the parcels. He advised several conditions were discussed including:

- Tying the waterfront and in-land parcel together through zoning, essentially merging the lots;
- Registering a Site Plan Agreement on the parcels to regulate any further development; and
- Assessing the existing septic systems to ensure they are functioning properly.

Kurylovich advised that as no new development is being proposed, an EIA is not required. However any development on the property would trigger this requirement. He noted MECP is supportive of the proposed arrangement; provided there is an established site plan to regulate any future use.

Kurylovich advised only one public comment was received regarding the proposed lot sizes which suggested inspections of the existing septic systems and noting an EIA should be required. Kurylovich advised the reduced area of the subject properties will be addressed through the Zoning By-Law Amendment. The septic systems will be inspected during the severance process. A site plan will be registered on the property and any amendments to the site plan will require an EIA. Kurylovich recommended approval of the application.

108-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Planning Report prepared by Dmitry Kurylovich, Project Manager/ Senior Planner with the County of Frontenac, regarding a Zoning By-law Amendment Application; and thanks him for his time spent today;

And That Council will consider a By-law to amend the Zoning By-law at the Regular Meeting later today.

Carried

6. Public Comments

7. Adjournment

a) *Adjournment of the Meeting*

109-25 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council adjourns the Public Meeting at 5:21 p.m.

Carried

Mayor

Clerk



July 31, 2025

North Frontenac Council

Re: Official Plan Amendment – Proposed ARU Bylaw

Dear Mayor Lichty,

I am writing as a concerned Lake Association President of the largest lake in North Frontenac, Kashwakamak Lake, regarding the proposed Additional Residential Unit (ARU) bylaw currently under consideration as an Amendment to the Official Plan at your August 7th Council meeting. While I fully support the province's overall goal of expanding housing supply, it is essential that the implementation of this bylaw in our unique community align with both the provincial intent and local environmental realities and priorities.

The stated intent of Bill 23's ARU provisions is to encourage "*gentle density*" in **existing residential neighbourhoods**, making efficient use of existing infrastructure and services. In fact, as you may be aware, some municipalities have restricted ARU's to only areas with municipal water and sewage. Applying ARU permissions to rural and waterfront-adjacent lands, however, shifts this focus away from the established residential properties/hamlets and into sensitive environmental zones. Bill 23 provides that municipalities can adopt measures within the ARU Bylaw that are *appropriate for their region*.

While the current North Frontenac proposal precludes ARUs on waterfront properties, it allows ARUs on land designated Rural — much of which, in North Frontenac, lies within 150-200 metres of lake shorelines. In the absence of a clear policy for ARUs in land surrounding the lakes, this bylaw could have significant unintended consequences, including septic system stresses, erosion of natural environment, shoreline disturbance, congestion on the lakes and loss of natural buffers.

We understand that "at capacity" lakes will have a setback of 300 metres for ARUs. However, many lakes in North Frontenac, Kashwakamak Lake included, have not had capacity assessments completed in many years, despite substantial development over the past decade. Kashwakamak Lake, for example, has experienced extensive growth, and many would contend that several areas are already at or over capacity in terms of environmental health.

Our concern is that in the absence of sound principles built into the regulation protecting waterfront regions, this bylaw can and will be exploited — allowing incremental, overdevelopment of lands surrounding our lakes in ways that undermine the bylaw's stated intent and the Vision Statement for North Frontenac.

Recommendation

The ARU bylaw explicitly includes a provision prohibiting ARUs within 1000 metres of the high-water mark of any lake in North Frontenac. This measure would ensure that the bylaw's intent remains focused on existing residential properties/established residential areas, rather than becoming a vehicle for the overdevelopment of lands surrounding our lakes. Further, that a 1000 metre lakeshore buffer in the ARU bylaw aligns strongly with North Frontenac's Vision Statement:

- **Preserving the pristine natural environment**, especially around lakes

- Ensuring ARUs support **gentle density** on serviced lots/hamlets – **reinforcing rural resilience and character**, not shoreline areas that were never intended for intensification.

We respectfully request that Council consider incorporating this amendment into the proposed bylaw before its final reading.

Best regards,



Sue MacGregor

President

president@kashwakamak.ca

Kashwakamak Lake Association (KLA)

505 Driftwood Court

Pickering ON L1V 6K8

www.kashwakamak.ca

Cottage: 613-336-2693

Cell: 613-806-2355

c.c. Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac

Tara Mieske, Clerk/Planning Manager, North Frontenac County

NF Councillors



Regular Council Minutes

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

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

Absent with Regret: Councillor Roy Huetl; and Councillor Stephanie Regent

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Brooke Drechsler, Dipl. M.A., Deputy Clerk/Assistant to the 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 5:22 p.m.

2. Approval of Agenda

a) August 7, 2025

241-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

Be It Resolved That Council approves amending the Regular Agenda to consider By-law #2025-34 Zoning By-law Amendment - Sproule after Item #4 Disclosure of Pecuniary Interest and General Nature Thereof.

Carried

3. 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.

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Introduction and Reading of By-law

a) Zoning By-law Amendment File #Z03/25 - Sproule

242-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

- #2025-34 To Approve a Zoning By-law Amendment for a Recreational Commercial Exception Zone;

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

Carried

6. Business Profile

None.

7. Presentations

None.

8. Delegations

None.

9. Adoption of Minutes

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

243-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

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

Carried

10. Business Arising Out of Minutes

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

244-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

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

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

Carried

b) *Resolution #215-25: Procedural Policy*

245-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

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

And That Council instructs the Clerk to include a provision limiting electronic participation by Council Members in Closed sessions of Council and Committees; and prohibiting the use of electronic, recording and communication devices during a Closed session.

Carried

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

246-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

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

Now Therefore Be It Resolved That Council receives an email from Ken Hook, CDHS Director, advising that due to the presence of an invasive weed in the gardens, planting of the heritage plants will be delayed until next spring to provide time to eradicate the weed; and the CDHS requests the balance of the funds received through the Community Grant Program be retained until spring;

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

Carried

11. Communications

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

247-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

Carried

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

B1. *North Frontenac Astronomy Club: Request for Camping at Star Festival Email*

248-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good

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

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

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

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

Carried

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

249-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

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

Carried

12. Council, CAO, and Managers' Administrative Reports

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

250-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Be it Resolved That Council receives for Information the Chief Administrative Officer's

Administrative Report entitled "Appointment of Member of Council to the Frontenac O.P.P. Detachment Board";

And That Council appoints Councillor Fowler to the Frontenac O.P.P. Detachment Board.

Carried

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

251-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

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

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

Carried

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

252-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

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

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

Carried

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

253-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

And That Council approves the MCD's Application to the 2025 EASE Grant Application -

Accessible Beaches for 100% project funding;

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

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

Carried

- e) ***Manager of Community Development: Well Hook-Up - Barrie Community Hall***
254-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

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

Carried

- f) ***Manager of Community Development: Parking at Shabomeka Lake Landing/Boat Launch - Update***
255-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

And That Council chooses Option #2, creating a Pilot Program for the Shabomeka Lake Association in 2026 for a Water Access Trailer Permit to allow registered water-access-only property owners to submit one licensed trailer plate number per property, granting permission to store a trailer at the designated boat launch beyond the 72-hour limit;

And That Council instructs the Manager of Community Development to provide details of the policy at an upcoming Council meeting for consideration.

Carried

- g) ***Public Works Manager: Request to extend the 50 km/hr speed zone on Ardoch Road***
256-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

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

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

Carried

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

- a) **Committee of Adjustment/Planning Advisory Committee**
257-25 Moved by Councillor Wayne Good, Seconded by Councillor Vernon Hermer

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

- b) **Economic Development Task Force**
258-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

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

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

None.

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

None.

16. Council Portfolio Verbal Reports

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

17. Introduction and Reading of By-laws

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

259-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

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

- #2025-36 To Adopt a Speed Limit By-law;

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

Carried

18. 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.

Note: The DESFC, PWM and MCD left the meeting at this time.

19. Closed Session

a) *Closed Meeting of Council*

260-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council retires to Closed Session at 6:25 p.m. to:

- a. Adopt Minutes of a Closed Meeting held July 17, 2025;
- b. Discuss personal matters about an identifiable individual, including municipal or local board employees, specifically appointments to Township Task Forces; and
- c. A proposed or pending acquisition or disposition of land by the municipality or local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, specifically a Land Lease Agreement.

Carried

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

Note: The MCD returned to the meeting at this time.

The Mayor advised that, during Closed Session, Council adopted the Closed Minutes of a Meeting held July 17, 2025; discussed personal matters about an identifiable individual (see following Resolutions); and reviewed a proposed or pending acquisition or disposition of land by the municipality or local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, specifically a Land Lease Agreement.

a) *Appointment to Economic Development Task Force*

261-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council suspends the rules of the Township's Procedural Policy regarding the appointment of a Task Force member;

And That Council appoints Betty Hunter to the Economic Development Task Force until the end of the term of Council.

Carried

b) *Appointment to Housing Advisory Task Force*

262-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Whereas at the meeting on June 12, 2025, Council passed Resolution #184-25 to establish a Housing Advisory Task Force; and that Task Force shall consist of the Mayor, two members of Council and three Council appointed members of the public;

Now Therefore Be It Resolved That Council appoints the following members of the public to the Task Force:

- Tom Hunter
- JP Melville
- Steve Sunderland

Carried

21. Confirmatory By-law

a) ***Confirming By-law #2025-37***

263-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

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

Carried

22. Adjournment

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

264-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council adjourns the Meeting at 7:03 p.m. until August 12, 2025, or at the call of the Chair.

Carried

Mayor

Clerk



Special Council Minutes

10:00 a.m. - Tuesday, August 12, 2025
Council Chambers

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

Absent with Regret: Councillor Roy Huetl; and Councillor Stephanie Regent

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Tara Mieske, Dipl. M.M., Dipl. M.A., Clerk/Planning Manager, ; Brooke Drechsler, Dipl. M.A., Deputy Clerk/Assistant to the Planning Manager; Darwyn Sproule, P. Eng., Public Works Manager, Adam Robinson, Director of Emergency Services/Fire Chief; Marnie Geerlinks, Administrative Assistant to the Clerk/Planning Manager; Sonya Bolton, Manager of Community Planning, County of Frontenac; and Jennie Kapusta, Community Planner, County of Frontenac

1. Call to Order

The Mayor called the meeting to order at 10:00 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. Opening Remarks and Purpose of Meeting

a) *Chair's Opening Remarks*

[Opening Remarks](#)

4. Approval of Agenda

a) *August 12, 2025*

265-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves the Agenda for the Special Meeting regarding an Official Plan Amendment Application and a Zoning By-law Amendment Application dated August 12, 2025, as circulated.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

6. Presentation - County of Frontenac Planning Staff

- a) ***Application for Official Plan Amendment and Zoning By-law Amendment - Ompah Palmerston Cottage Co-operative Ltd.***

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

7. 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.

8. Confirmatory By-law

- a) ***Confirming By-law #2025-38***

267-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Be It Resolved That By-law #2025-38, being a By-law to confirm all actions and proceedings of Council for its Special Meeting held August 12, 2025, be read a first, second, and third time and finally passed.

Carried

9. Adjournment

- a) ***Adjournment of Meeting***

268-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council adjourns the Meeting at 12:58 p.m. until August 28, 2025 or at the call of the Chair.

Carried

Mayor

Clerk

**Procedure for Special Meetings
Regarding Proposed Amendments to the
Township of North Frontenac's Official Plan and Zoning By-law**

Opening Remarks

The Council of the Township of North Frontenac is conducting a Special Meeting regarding:

- An application to amend the Township's Official Plan to redesignate a property from Rural Area to a site-specific Rural Cooperative Area 1; and
- An application to amend the Township's Zoning By-law to rezone the subject property from Limited-Service Waterfront (LSW) and Limited Service Rural (LSR) to a site-specific Rural Co-operative Exception Zone (CO-X1).

The format of the Special Meeting is as follows:

1. County Planning staff will providing an overview of the applications, including comments received from outside agencies and members of the public, including recommendations.
2. Council members will ask Planning staff any questions or request clarification.
3. The applicants and/or agent will have an opportunity to ask questions or provide comments at this time.
4. At this point, members of the public will have an opportunity to ask questions or provide comments. Members of the public will remain seated and raise their hand to have an opportunity to address Council. The Chair will recognize each member of the public forward at which time the member will be asked to state their name. Every participant is expected to treat all others in attendance with dignity, understanding, and respect.
5. Virtual attendees will use the raise hand function to indicate they would like to address Council. Members of the public will be brought into the meeting one at a time to address Council.
6. People will be asked to limit their comments/questions to one address of no more than 5 minutes to ensure Council can hear from others in attendance and different points can be expressed. The Public Forum section will be limited to approximately 90 minutes.

Please be advised this meeting is to provide members of the public an opportunity to provide comments in support or in opposition of the proposed amendments.

Any person who wishes to receive a copy of the minutes of the meeting; a copy of the report on the proposed Amendments; or notification of the decision of the proposed Amendments to the Township of North Frontenac's Official Plan or Zoning By-law, should provide their full name, address, email address and contact numbers to the Clerk following the meeting, if they have not already done so. If you are attending the meeting in person, please add your name to the sign in sheet.



**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

From: Joan Hayes
Sent: August 21, 2025 9:56 PM
Subject: Petition for Inclusion in Agenda for Aug 28

Mayor Lichy and Councillors:

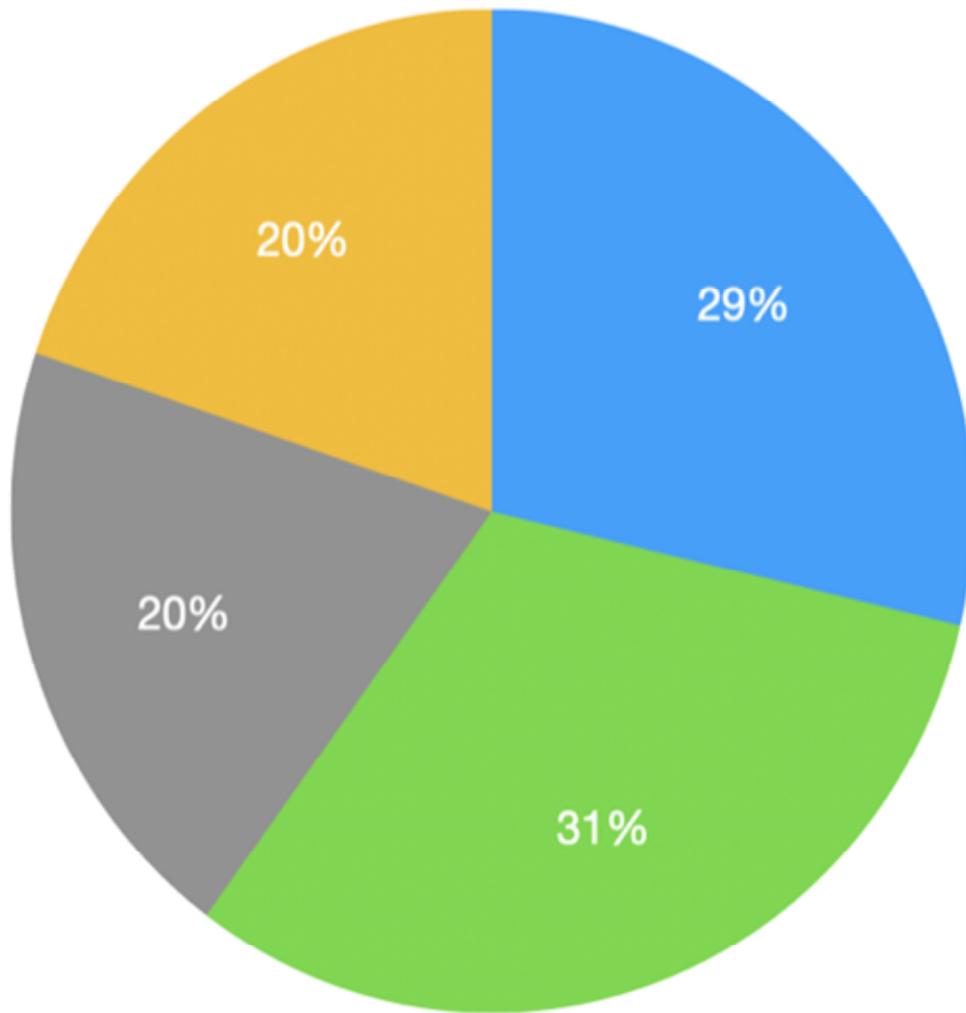
The Palmerston Lake Association respectfully presents the results of our “Put Your Foot Down” petition. Within the past month, 574 individuals have expressed clear opposition to the proposed development on the property commonly referred to as Gravel Point.

Your constituents’ message is clear: This proposal threatens our township through excessive density, dangerous precedent, and significant environmental risks. On Palmerston Lake specifically, 107 of 171 property owners with dwellings - 63% - have signed in opposition.

Over 147 personal comments were provided to the councillors in the red binders at the August 12, 2025, Special Meeting.

In light of this overwhelming response, we respectfully ask that Council recognize this petition as a clear expression of community opposition and reject the proposed development at Gravel Point.

- Constituents (Palmerston Lake)
- Constituents (Other North Frontenac Lakes)
- Palmerston Family & Friends
- Other Concerned Citizens



Breakdown of 574 Signatures:
60% are N. Frontenac Constituents

Sent: August 21, 2025 10:01 AM

Subject: OPA Application #OP 02/22 and ZBA Application #Z08/22 - Ompah Palmerston Cottage Co-Operative

Good Morning Corey,

Craig and Amber Hall have requested a decision on their applications be deferred to allow them time to review the comments received at the August 12, 2025, Special Meeting. They will be meeting with Planning Staff over the next couple of weeks. I will provide an update to Council following this meeting.

Thanks,

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



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

Date: August 7, 2025

Resolution # 245-25

Moved By:
Deputy Mayor John Inglis

Seconded By:
Councillor Wayne Good

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

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

And That Council instructs the Clerk to include a provision limiting electronic participation by Council Members in Closed sessions of Council and Committees; and prohibiting the use of electronic, recording and communication devices during a Closed session.

Carried

Mayor

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

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

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

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

The use of electronic recording or communication devices (including cellular phones) during a Closed Session is prohibited.

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

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

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

3.12 Curfew

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

3.13 Recording of Meetings

6.0 Attendance and Quorum

6.1 Quorum

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

6.2 No Quorum Present

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

a) Motion to Adjourn

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

b) Motion to Recess

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

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

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

6.3 Loss of Quorum During a Meeting

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

6.4 Conflict of Interest Act

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

6.5 Leaving a Meeting

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

6.6 Electronic Participation

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

Electronic participation will not be allowed at the following meetings:

a) Inaugural Meeting of Council

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

~~b)c)~~ Closed Meetings

The Township's Solicitor or other professionals may use electronic participation for a Closed Meeting at the discretion of the CAO.

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

6.7 Absence

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

6.8 No Quorum Possible

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

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

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

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

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

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

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

3.9 Public Meetings Related to Planning Matters

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

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

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

3.10 Budget Meetings and Process

3.10—As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. The budget must be proposed on or before February 1 of each year. If the Mayor does not propose a budget to Council by February 1, in accordance with the Act, the Treasurer shall prepare a budget for Council's consideration. Council can vote to adopt the budget as proposed.

After receiving the Mayor's proposed budget, Council may, within 30-days, pass motion(s) to amend the proposed budget. Council may pass a resolution to reduce the 30-day amendment period. If Council does not approve amendments within the 30-day amendment period, the budget is deemed to be adopted as proposed.

Within 10-days of the expiry of the Council amendment period, the Mayor may Veto any amendments by way of Mayoral decision.

The Mayor may shorten the 10-day Veto period. The Clerk will provide a copy of the Mayor's Decision to each Member of Council by the next business day.

Within 15-days of the expiry of the Mayor's veto period, Council may vote to override the Mayor's Veto and is subject to the requirements found under definitions within this By-law as indicated under Part VI.1 of the Act.

If multiple amendments have been vetoed, each Veto is to be voted on separately. Council may pass a resolution to reduce the 15-day Veto Override period. An approved Veto Override cannot be further vetoed by the Mayor.

Once all processes have been satisfied, the budget is deemed to have been adopted.

3.11 Joint Councils Meeting

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

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

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

3.12 Closed Session

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

- a) The security of the property of the Municipality or local board;
- b) Personal matters about an identifiable individual, including Municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an Act of Legislature or an Act of Parliament;
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;



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

Date: April 25, 2025

Resolution # 150-25

Moved By:
Deputy Mayor John Inglis

Seconded By:
Councillor Roy Huetl

Be It Resolved That Council instructs the Manager of Community Development to provide monthly usage reports of the EV chargers to Council members.

Carried

Mayor

Electric Vehicle Monthly Usage Report

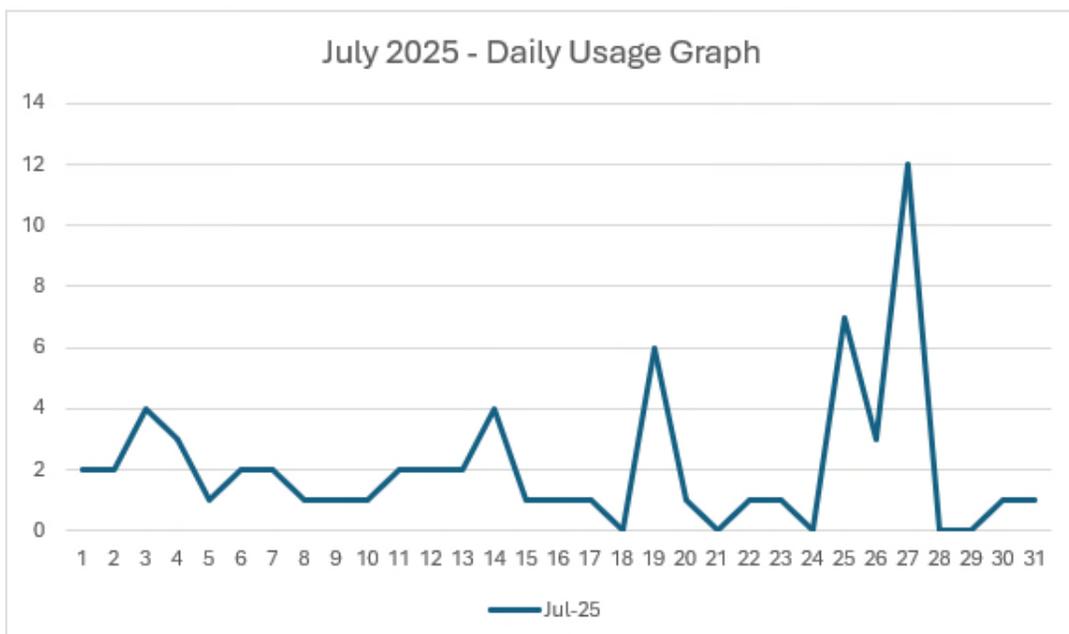
July 2025

Connection Start Time (local)	Connection Duration (hours:minutes)	Start State of charge (%)	End State of charge (%)	Total Amount	Total kWh
7/1/2025 1:15:17 PM	0:25	40	78	\$ 8.53	31.291
7/1/2025 7:30:32 PM	0:56	7	86	\$ 18.72	81.88
7/2/2025 12:34:41 PM	0:46	35	88	\$ 15.54	39.104
7/2/2025 12:41:25 PM	0:40	25	85	\$ 13.54	49.084
7/3/2025 10:57:10 AM	0:48	26	93	\$ 16.28	50.173
7/3/2025 11:56:36 AM	0:45	17	86	\$ 15.14	52.232
7/3/2025 1:39:21 PM	0:20	48	84	\$ 6.69	28.34
7/3/2025 5:10:34 PM	0:37	13	69	\$ 12.66	45.657
7/4/2025 9:08:10 AM	0:38	51	78	\$ 12.87	17.138
7/4/2025 2:50:17 PM	0:07	74	80	\$ 2.34	4.957
7/4/2025 11:39:37 PM	0:21	41	66	\$ 7.17	21.875
7/5/2025 3:59:27 PM	0:23	53	82	\$ 8.36	33.748
7/6/2025 10:14:57 AM	0:41	12	83	\$ 13.99	37.782
7/6/2025 3:34:09 PM	0:22	33	68	\$ 7.36	26.355
7/7/2025 2:05:59 PM	0:17	41	65	\$ 5.78	19.458
7/7/2025 3:20:43 PM	0:48	20	89	\$ 16.13	48.264
7/8/2025 3:02:23 PM	0:31	43	89	\$ 10.54	39.587
7/9/2025 2:20:27 PM	0:34	38	80	\$ 11.50	28.142
7/10/2025 8:53:33 PM	0:03	38	43	\$ 1.01	3.432
7/11/2025 10:06:17 AM	0:00	59	59	\$ -	0
7/11/2025 10:08:18 AM	0:00	59	59	\$ -	0
7/12/2025 1:13:55 PM	0:32	0	61	\$ 10.70	42.825
7/12/2025 3:35:58 PM	0:15	36	57	\$ 5.13	18.434
7/13/2025 1:06:07 PM	0:00	?	?	\$ -	0
7/13/2025 1:08:29 PM	0:25	40	79	\$ 8.55	29.717
7/14/2025 11:03:59 AM	0:28	62	79	\$ 9.36	11.271
7/14/2025 11:50:23 AM	0:40	29	98	\$ 13.37	21.157
7/14/2025 8:40:25 PM	0:51	16	99	\$ 17.25	64.645
7/14/2025 10:57:29 PM	0:46	36	89	\$ 15.37	59.686
7/15/2025 10:41:45 PM	1:33	13	99	\$ 31.07	76.396
7/16/2025 1:47:20 PM	0:12	41	59	\$ 4.02	15.12
7/17/2025 4:37:32 PM	0:38	29	79	\$ 12.94	56.37
7/19/2025 7:24:26 AM	0:47	0	83	\$ 15.71	27.767
7/19/2025 10:10:07 AM	0:36	27	81	\$ 12.17	44.402
7/19/2025 2:04:33 PM	0:15	37	60	\$ 5.02	21.085
7/19/2025 2:26:07 PM	0:49	15	91	\$ 16.63	21.946
7/19/2025 6:57:44 PM	0:17	49	71	\$ 5.86	24.51297
7/19/2025 6:48:49 PM	0:49	3	80	\$ 16.37	55.887
7/20/2025 11:48:32 AM	0:27	50	84	\$ 9.16	25.442
7/22/2025 12:24:51 PM	0:48	31	88	\$ 16.01	50.544
7/23/2025 5:21:33 PM	0:46	34	79	\$ 15.54	56.372

Electric Vehicle Monthly Usage Report

July 2025

7/23/2025 10:21:30 PM	0:14	53	66	\$ 4.85	17.226
7/25/2025 6:51:56 AM	0:30	0	54	\$ 10.03	32.504
7/25/2025 7:23:44 AM	0:31	54	85	\$ 10.37	31.839
7/25/2025 7:27:38 AM	0:39	28	80	\$ 13.06	45.775
7/25/2025 12:33:50 PM	1:00	27	94	\$ 20.16	21.557
7/25/2025 3:56:57 PM	0:30	46	90	\$ 10.22	36.941
7/25/2025 7:33:01 PM	0:12	42	60	\$ 4.19	14.703
7/25/2025 8:43:07 PM	0:44	58	89	\$ 14.87	20.605
7/26/2025 11:06:29 AM	0:27	40	80	\$ 9.21	31.33
7/26/2025 4:38:21 PM	0:11	51	69	\$ 3.89	16.322
7/26/2025 4:37:09 PM	0:14	17	59	\$ 4.96	6.952
7/27/2025 11:44:46 AM	0:16	39	60	\$ 5.36	19.208
7/27/2025 11:49:15 AM	0:37	10	76	\$ 12.37	33.145
7/27/2025 12:53:43 PM	0:15	62	79	\$ 5.19	16.175
7/27/2025 1:12:08 PM	0:31	71	99	\$ 10.47	25.657
7/27/2025 1:39:00 PM	0:22	51	79	\$ 7.34	21.188
7/27/2025 1:52:57 PM	0:34	40	74	\$ 11.53	23.258
7/27/2025 2:18:29 PM	0:39	55	96	\$ 13.04	46.936
7/27/2025 3:24:49 PM	0:31	6	51	\$ 10.53	36.491
7/27/2025 3:59:18 PM	0:13	66	80	\$ 4.36	18.344
7/27/2025 6:09:57 PM	0:17	0	54	\$ 5.69	20.334
7/27/2025 7:23:38 PM	0:46	10	80	\$ 15.46	66.142
7/27/2025 9:12:53 PM	0:32	42	80	\$ 10.70	36.688
7/30/2025 9:58:39 AM	0:13	69	80	\$ 4.52	10.566
7/30/2025 12:11:33 PM	0:58	8	90	\$ 19.54	64.612
7/31/2025 4:06:36 PM	0:43	15	79	\$ 14.37	51.741
Totals	10:35			\$ 700.66	2148.317



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: 28 Aug 2025
Re: Communications of Interest

Recommendation:

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

A. It is recommended that the following communication of interest to the Township be received for Council's information and filed.

1. Federation of Cottage Associations re: July 2025 Newsletter
2. Ontario Ombudsman re: July Newsletter
3. County of Frontenac re: Open Farms | Kick Off Event Invite
4. File #B11/25 (New Lot) and #B13/25 (ROW) - 7357A Road 506
5. File #B12/25 - Creation of New Lot - Norway Lake Lane
6. Notice of Passing - Zoning By-law Amendment Application File #Z03/25 - Struthadam Road (Sproule)
7. File #B10/25 - Lot Addition - 9531 Road 509 (Nadeau) - Notice of Decision
8. Ministry of Natural Resources re: Proposed Regulations to Support the Implementation of the proposed Geologic Carbon Storage Act, 2025
9. File #A13/25 - Request for Permission - 1053B Pine Cove Lane (Shannon)
10. MVCA re: Board Summary Report - July 14
11. Ministry of Natural Resources re: Proposed Updates to Certain Operational Policies under the Aggregates Resource Act
12. Township of West Lincoln re: Request for Support - H.E.R. Elect Respect Campaign
13. Eastern Ontario Wardens Caucus re: AMO 2025 Advocacy Briefing Package
14. Ministry of Environment Conservation and Parks re: Updated Compliance Policy
15. Mayoral Directive to Municipal Employees - Draft 2026 Operating and Capital Budget

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

1. Murray and Beverley Elliott re: Request for Winter Maintenance - Ragged Chutes Road
2. Aerial Glyphosate Spraying
 - Municipality of West Nipissing
 - Barb Young, Resident

From: Bev Elliott
Sent: August 4, 2025 10:07 PM
To: Corey Klatt
Cc: Mayor Lichty
Subject: WINTER MAINTENANCE ON RAGGED CHUTES ROAD

Hello Corey,

This letter is a request for North Frontenac Township to extend winter maintenance on Ragged Chutes Road to our 911 number (██████ Ragged Chutes Road). The current practice for the snow plow is to stop at 1280 Ragged Chutes Road. Since we moved here in 2010, we have been clearing the road from 1280 Ragged Chutes Road to our home; a distance of 1.6 km. The portion that the Township owns is .8 km. To be clear, we are not requesting you plow the road beyond our 911 number as we own the road from this point on. It does not seem fair to us that we bare all costs for winter maintenance on a road the Township owns.

Thank you for your attention to this matter. We shall await your reply.

Murray and Beverley Elliott

From: Hollie Girouard <hgirouard@municipality.westnipissing.on.ca>
Sent: August 14, 2025 3:29 PM
To: mike.harrisco@pc.ola.org; sylvia.jones@pc.ola.org; jvanthof-co@ndp.on.ca
Subject: West Nipissing Resolution 2025-263 – Moratorium on Aerial Glyphosate Spraying

Good afternoon,

Please find attached Resolution 2025-263, adopted by the Municipality of West Nipissing on August 12, 2025, requesting a moratorium on aerial spraying of glyphosate pending further independent review and updated risk assessment.

Why we're writing:

- Our Council is concerned about potential impacts on public health, water, wildlife, and local economies.
- We are requesting the Province to suspend aerial applications while updated, transparent science and risk evaluation are undertaken in consultation with municipalities, health partners, and Indigenous communities.

We respectfully request your consideration and a written response to Council regarding next steps.

Kind regards,

Hollie Girouard
Deputy Clerk



Council - Committee of the Whole

Resolution # 2025-263
Title: Approve Resolution Requesting a Moratorium on Aerial Spraying of Glyphosate in the Nipissing Forest
Date: August 12, 2025

Moved by: Councillor Fern Pellerin
Seconded by: Councillor Kaitlynn Nicol

WHEREAS the Province of Ontario, through the Ministry of Natural Resources and Forestry, is planning to begin aerial spraying of glyphosate-based herbicides in late August 2025 in the Nipissing Forest; and

WHEREAS the Nipissing Forest covers a significant portion, if not all, of the Municipality of West Nipissing, and residents and ecosystems may be impacted by this activity; and

WHEREAS new scientific evidence published since Health Canada’s last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases, reproductive toxicity, and ecosystem harm; and

WHEREAS the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method; and

WHEREAS many residents have expressed concern regarding the potential environmental and public health risks associated with aerial spraying of glyphosate-based herbicides;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of West Nipissing formally request that the Honourable Mike Harris Jr., Minister of Natural Resources and Forestry, reconsider the planned use of glyphosate-based herbicides in the Nipissing Forest and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed; and

BE IT FURTHER RESOLVED THAT this resolution be forwarded to:

The Honourable Mike Harris Jr., Minister of Natural Resources and Forestry

The Honourable Sylvia Jones, Minister of Health

MPP John Vanthof, Timiskaming–Cochrane

AMO (Association of Municipalities of Ontario)

FONOM (Federation of Northern Ontario Municipalities)

All municipalities within Northeastern Ontario

CARRIED

From: Barbara Young
Sent: August 21, 2025 12:30 PM
To: Tara Mieske
Cc: Fred Fowler; John Inglis; Barbara Young
Subject: Please direct this to Tara M. as per request from Corey K.

Hi Tara:

I spoke to Corey yesterday about the Glyphosate spraying in Ontario by the MNR. Our area including Norcan Lake down past Ompah etc. is considered the Mazinaw/Lanark Forest. The spraying has a 10 year span from 2021-2031. The link above in the Resolution highlighted is excellent, as it covers the concerns about spraying Glyphosate (poison) on the forest, as it destroys biodiversity etc. We need to protect the land, vegetation, waterways, air and humans from the harmful affects of aerial spraying of Glyphosate. Not to mention when there are so many fires burning in Canada, the last thing we need is our tax dollars paying to kill off vegetation in the forest, which only accelerates the fires as it makes a tinder box ready to burn.

I can send a link to the MNR site which shows the boundaries of all the targeted areas including our area. (See attached email.

Some Townships are looking into this and pushing back in opposition to such a destructive plan under the guise of ensuring "the long term health of the forest".

I can send you more information, but am a bit busy today. Could this item be put on an agenda for further discussion at a Township meeting? Not sure why the Townships offices have not been made aware of this 10 year commitment/practice by the MNR, as it will negatively affect us living in the rural areas.

I am hoping to attend the meeting this afternoon in Calabogie and can update you further on this issue.

Greater Madawaska Agenda for August 21st:

12.3 Aerial Spraying of Glyphosate - Motion brought forward by Councillor Popkie

Motion: That Council support Resolution #125-2025 carried by the Council of the Township of Moonbeam on August 7, 2025, urging the Federal and Provincial Governments to take immediate action to end the aerial spraying of glyphosate and calling for the province to form and fund an expert stakeholder advisory committee to advise on the best courses of action to protect the land, vegetation, wildlife, waterways, air and humans from the harmful effects of aerial spraying of glyphosate, and; Be it Further Resolved that a copy of this resolution be forwarded to the Township of Moonbeam, the Honourable Minister of Environment, Conservation and Parks, and the Association of Municipalities of Ontario.

[Resolution 125-2025 Moonbeam Aerial Spraying](#)

Regards,
Barb Young

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 28 Aug 2025
Re: Shore Road Allowance Closure and By-law - Dean

Recommendation:

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

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 abutting Marble Lake lying in front of Lot 25, Concession 8, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23307

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

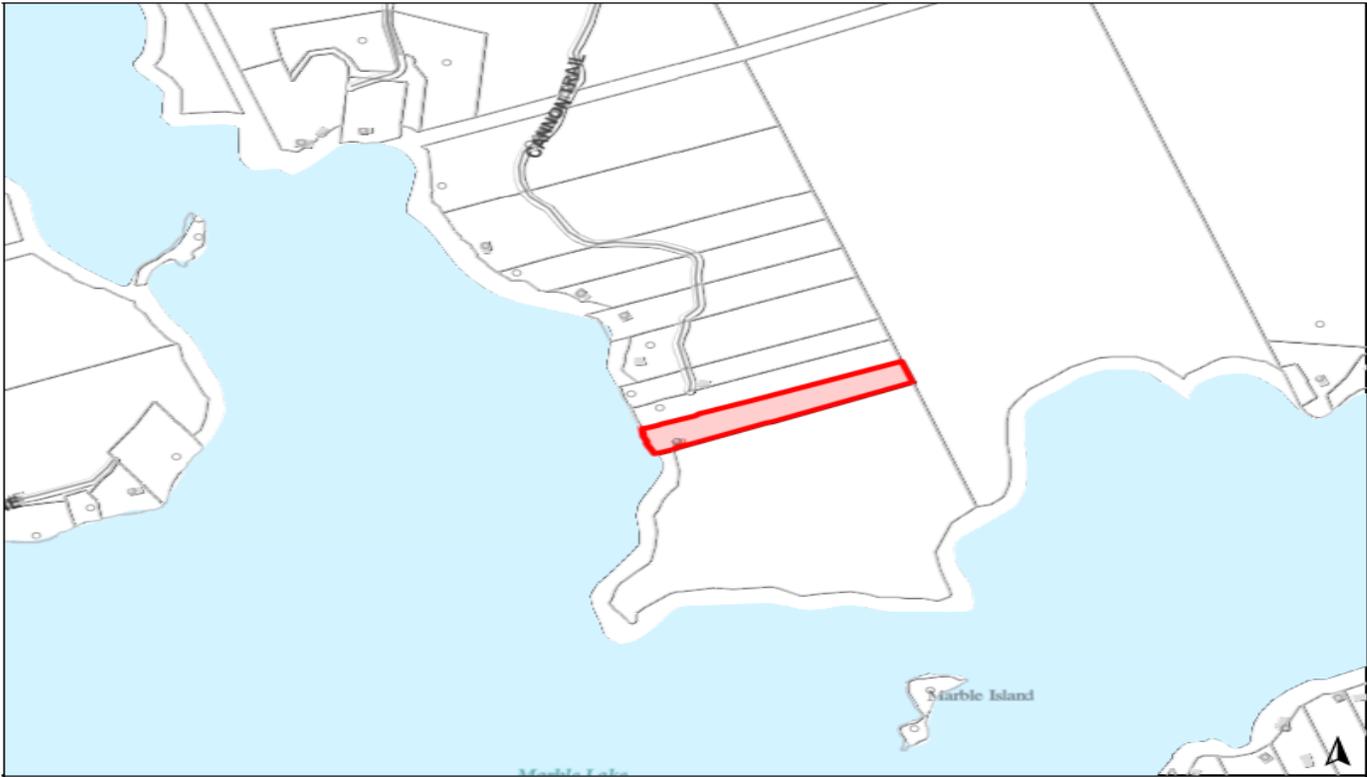
And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell this portion of the Shore Road Allowance.

Background:

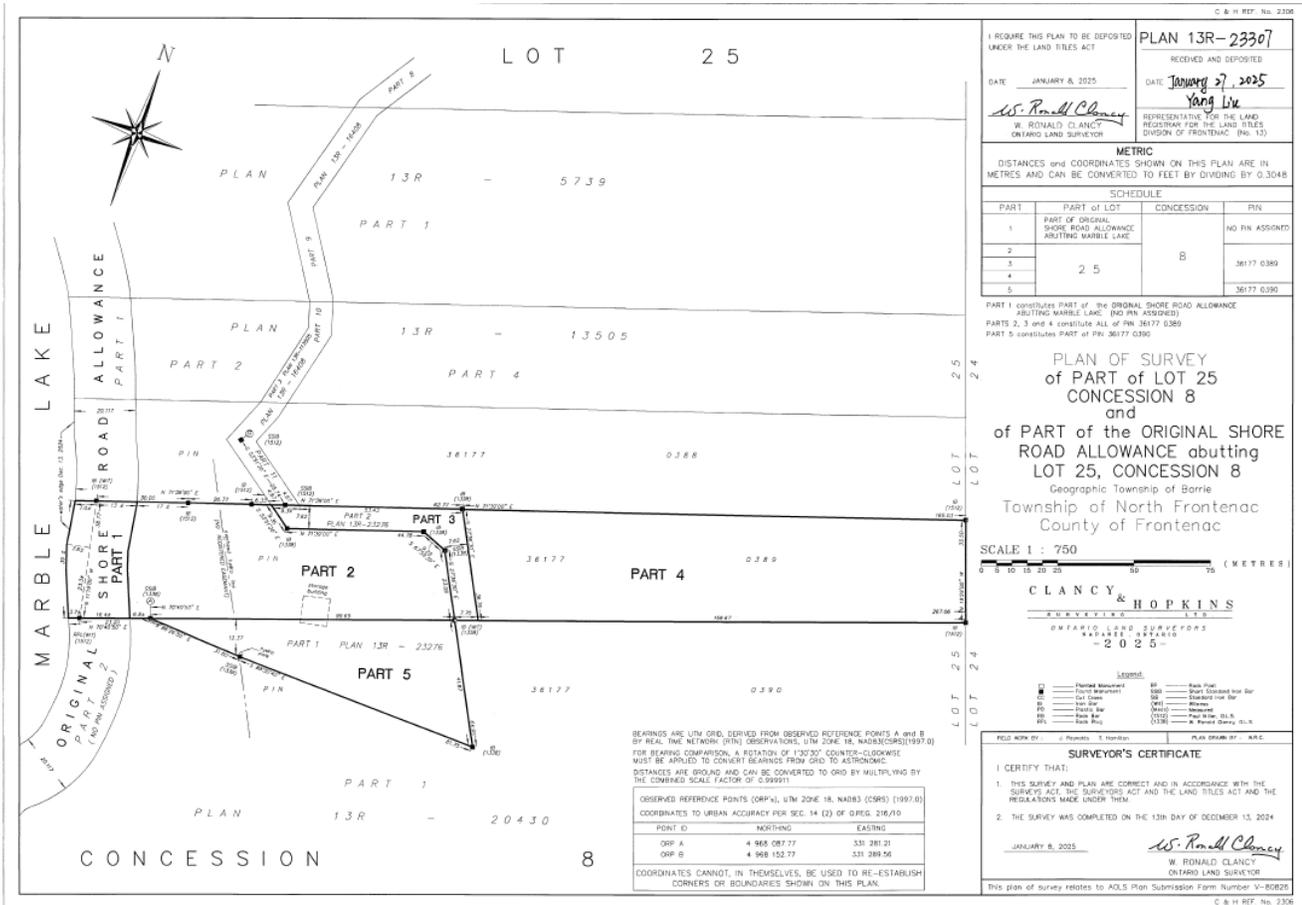
An Application was submitted by Jonathan Dean to purchase the Shore Road Allowance along the shore of Marble Lake, described as abutting Lot 25, Concession 8, geographic Township of Barrie, being Part 1 on Registered Plan 13R-23307 (see location map and survey below).

Council passed Resolution #220-25 on July 10, 2025, approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #2025-04).

Location Map



Survey



Researched By:

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

Comments:

None.

Financial Impact:

As per Fees and Charges By-law #2025-24, the administrative fee for a Shore Road Allowance is \$1,200.00 plus \$156.00 HST for a total of \$1,356.00 and was collected from the Applicant at the time of submission.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with the Fees and Charges By-law #2025-24.

Strategic Implications:

None.

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: 28 Aug 2025
Re: Shore Road Allowance Application for Approval in Principle – McKittrick and Muradori/Cote

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road Allowance Application for Approval in Principle – McKittrick and Muradori”;

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

- Part of the Shore Road Allowance lying in front of Part Lot 27, Concession 8, geographic Township of Barrie (Marble Lake).
- Part of the Shore Road Allowance lying in front of Lot 4, Plan 1535, geographic Township of Clarendon (Big Gull Lake,).

Background:

File #2025-08: David and Betty McKitterick - 1024 K&A Lane

The Township received a Shore Road Allowance Application from the applicants in December 2023 to close and purchase the Shore Road Allowance abutting the Applicant's property; however the required application fee was not provided at that time.

The applicants resubmitted their application on August 11, 2025, with the required fee. The following is a summary of the information provided by the applicant the Application:

- The Road Allowance has never been used as a public road;
- The closure and sale of the road will not prohibit access to any other property;
- There are no easements or restrictive covenants affecting the closure of this Road Allowance.

File #2025-06: Muradori/Cote - 1088 Marsh Dr. Big Gull Lake

The Township received a Shore Road Allowance Application from the applicants on August 5, 2025, to close and purchase the Shore Road Allowance abutting the Applicant's property. The required application fee was provided at that time.

The following is a summary of the information provided by the applicant regarding the Application:

- The Road Allowance has never been used as a public road;
- The closure and sale of the road will not prohibit access to any other property;
- There are no easements or restrictive covenants affecting the closure of this Road Allowance.

Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

File #2025-08: McKitterick - 1024 K&A Lane

After the original application was submitted in 2023, the Municipal Road Allowance Inspector attended the site and provided an Inspection Form dated December 15, 2023 advising the following:

- there are no natural features that would be disturbed;
- there are no neighboring properties or Township Roads in close proximity that would be affected by the Application; and
- it will not be necessary to make provisions for alternate access for anyone using this road as an access.

The draft survey of the subject property (Figure A); an aerial photo showing subject property (Figure B) and Municipal Inspector's sketch (Figure C) are shown below:

Figure A

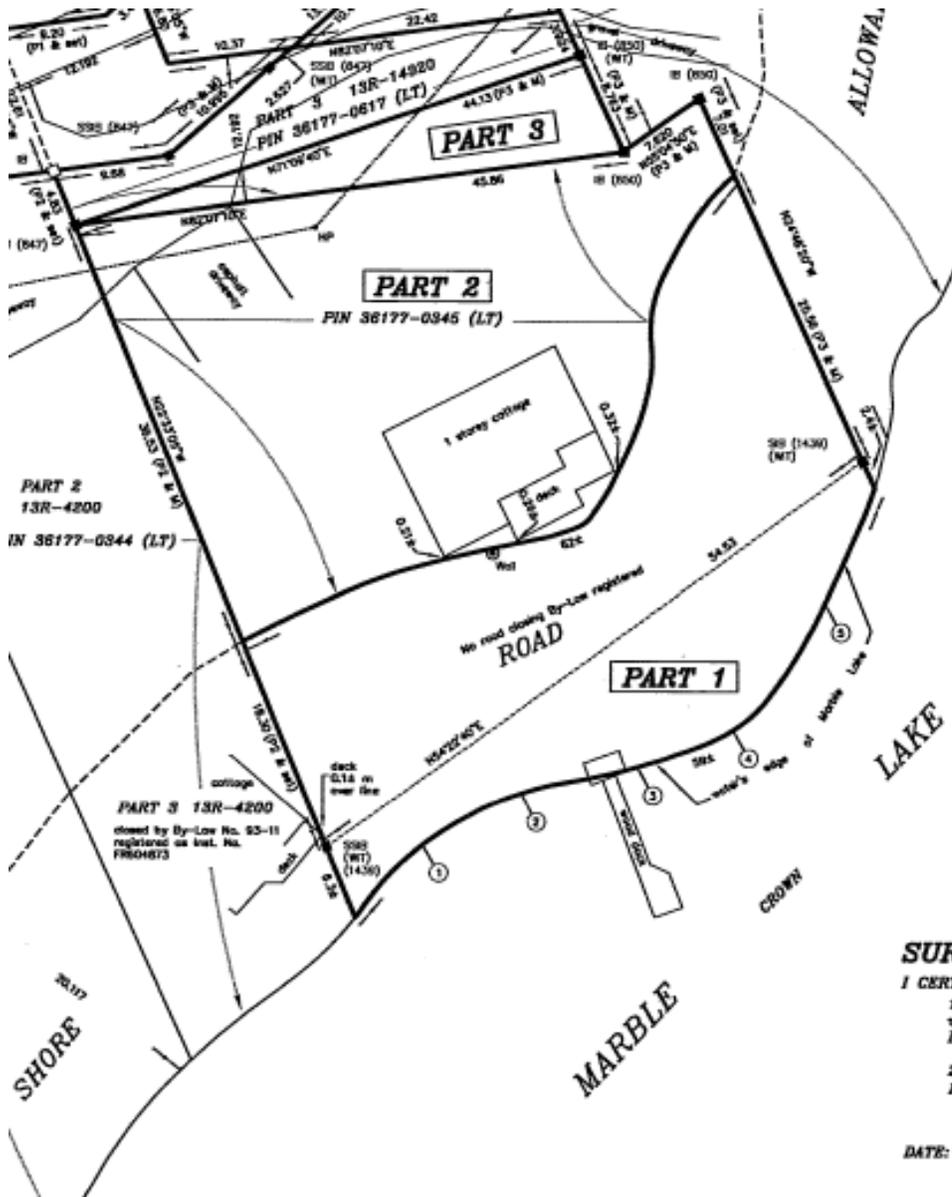


Figure B

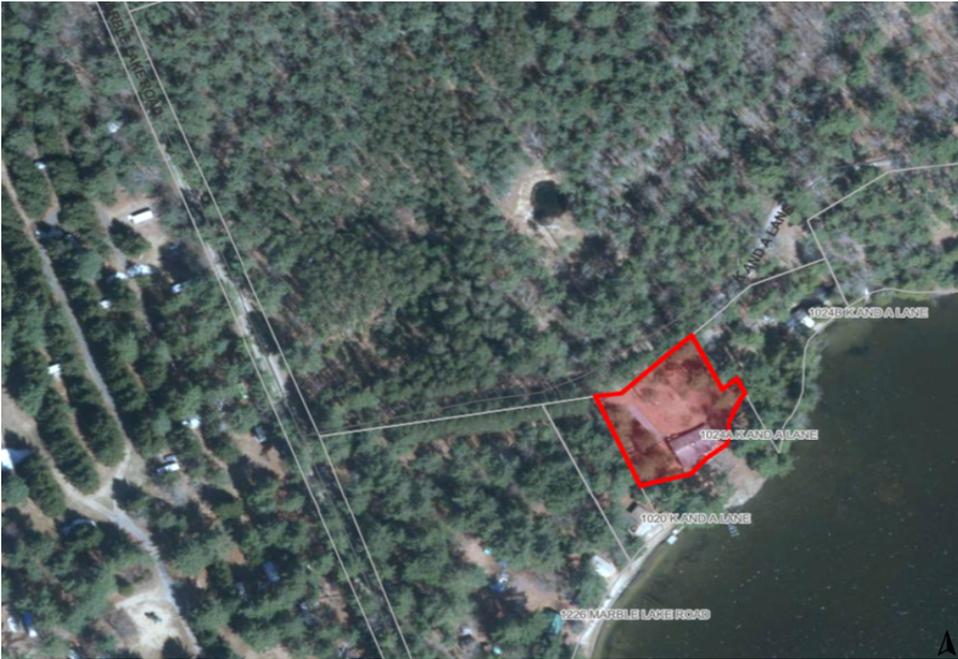


Figure C



File #2025-06: Muradori/Cote - 1088 Marsh Dr.

The Municipal Road Allowance Inspector attended the site and provided an Inspection Form dated August 6, 2025, advising the following:

- there are no natural features that would be disturbed;

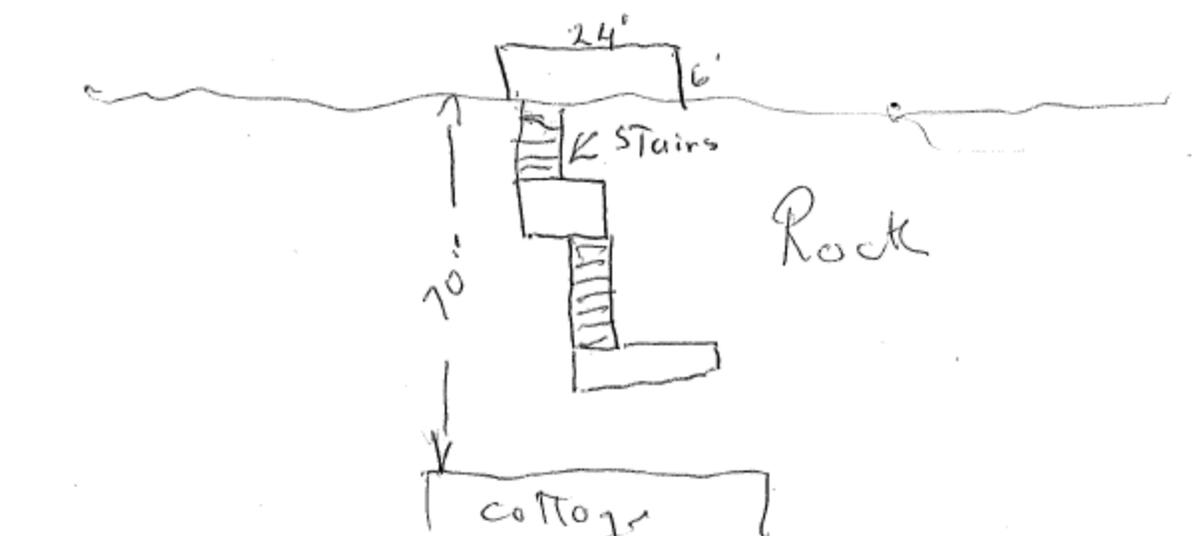
- there are no neighboring properties or Township Roads in close proximity that would be affected by the Application; and
- it will not be necessary to make provisions for alternate access for anyone using this road as an access.

An aerial photo showing subject property (Figure A) and Municipal Inspector's sketch (Figure B) are shown below:

Figure A



Figure B



Financial Impact:

The Administrative Fee of \$1,200 + HST has been received for both applications.

Strategic Implications:

None.

To: Mayor and Members of Council
From: Adam Robinson, Director of Emergency Management / Fire Chief
Approved by:
Date of Meeting: 28 Aug 2025
Re: Emergency Response Plan Annual Compliance Report - 2024

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chiefs Administrative Report entitled "Emergency Response Plan Annual Compliance Report - 2024".

Background:

The Township of North Frontenac has an Emergency Response Plan as required by the "Emergency Management and Civil Protection Act, Ontario Regulation 380/04 Standards 2004" (O. Reg.380/04). A legislated component of the Plan is to provide the Office of the Fire Marshal and Emergency Management (OFMEM) with an Annual Compliance Report. The Annual Compliance Report provides detailed information concerning the Municipalities compliance with the legislation.

On December 16, 2022 Council adopted By-Law #84-22 a By-Law to adopt an Emergency Management Program for the Township of North Frontenac, and to repeal By-Law #34-21. The adopted Program included a revised Emergency Plan.

Researched By:

Adam Robinson, Director of Emergency Services, Fire Chief (DESFC)/Community Emergency Management Coordinator (CEMC)

Comments:

The Annual Compliance Report is comprised of several components, made up of questions which refer to various sections of O. Reg. 380/04.

- CEMC designation and training - the Township is compliant with the requirements of this section. The DESFC has obtained the following training: Basic Emergency Management (BEM 200), Community Emergency Management Coordinator (EM300), Basic Incident Management System (IMS100), and Incident Management System (IMS200).
- Emergency Management Program Committee (EMPC) - the list of the EMPC Members is available and the required meetings have been held.
- Hazard Identification and Risk Assessment (HIRA) - the EMPC has reviewed the HIRA as required in 2024. The HIRA was provided with the Annual Compliance Report.
- Critical Infrastructure (CI) List - the list was reviewed by the EMPC in 2024. The list was provided with the Annual Compliance Report.
- Program By-Law - Municipal By-law #84-22 being a By-Law to adopt an Emergency Response Program, is in place for North Frontenac.

- Emergency Response Plan - the Emergency Plan was reviewed by the EMPC in 2024.
- Emergency Operations Center (EOC) - the Township has selected a location, with appropriate communication equipment, as well as an alternate location for the EOC.
- Annual Training - annual training was provided in 2024, as required
- Annual Exercise - an annual exercise was held in North Frontenac on November 28th, 2024.
- Emergency Information Officer - the Township has an Emergency Information Officer as required.
- Public Education - North Frontenac provided public education as required in 2024 throughout the year and during Emergency Preparedness week.
- Emergency Response Plan Annual Compliance Report - the Report was completed and submitted by the DESFC/CEMC for 2024.

The CEMC received the Emergency Management and Civil Protection Act Compliance Submission Results for 2024 from James Brown, Field Officer, Loyalist Sector, Office of Emergency Management. The Township of North Frontenac is compliant with the EMPCA and received recognition for a very detailed and complete submission for 2024.

Financial Impact:

None

Attachments:

[Township of North Frontenac-Compliance results-2024](#)

June 30, 2025

Township of North Frontenac

Dear Adam Robinson - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2024.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in 2024.

You may also be interested in learning of the following information for further context:

- 423 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2024, of which 418 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
 - Not conducting an annual exercise as prescribed;
 - CEMC did not complete training;
 - Not completing the annual MECG training; and/or
 - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: James Brown

Email: james.r.brown@ontario.ca

Phone: 613-242-4189

Sincerely,

Heather Levecque
Assistant Deputy Minister, Operations Division
Ministry of Emergency Preparedness and Response

cc: Mayor Gerry Lichty

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 28 Aug 2025
Re: Electric Vehicle Charging Stations - Update

Recommendation:

Resolution #1:

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

Resolution #2:

Whereas the Township of North Frontenac has completed the installation of public Electric Vehicle (EV) Chargers, which became operational on March 31, 2025, as part of our commitment to promoting sustainable transportation and reducing greenhouse gas emissions;

And Whereas the Township received its first electricity bill in July 2025 and was surprised by the unexpectedly high delivery charges applied to the EV Charger account;

And Whereas these delivery charges were not communicated or anticipated during the planning and budgeting phases of the project;

And Whereas Township staff have engaged in discussions with Hydro One and have been advised that the current rate classification and associated delivery charges are standard for EV Charger accounts;

And Whereas high delivery charges may discourage municipalities and private entities from investing in EV infrastructure, thereby undermining provincial and municipal climate goals;

Now Therefore Be It Resolved That the Council of the Township of North Frontenac respectfully urges the Ontario Energy Board (OEB) to further review and revise the current rate classifications and delivery charges applied to public EV Charging Stations to make them affordable to operate;

And Further That the Township of North Frontenac forward this resolution to the Ontario Energy Board, Hydro One, the Association of Municipalities of Ontario (AMO), and local Members of Provincial Parliament for their support and action;

And Further That a copy of this resolution be shared with other Ontario municipalities encouraging them to advocate for fair and sustainable utility rates for public EV infrastructure.

Background:

Council passed Resolution #484-23 on November 24, 2023

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs";

And That Council instructs the MCD to apply for the following funding opportunities in early 2024: Electric Vehicle ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) for two (2) level three charging stations at the Municipal Office with the Township paying for the remaining 10% of \$28,000 coming from the Infrastructure Sustainability Reserve Fund;

And That Council wishes to have the level 3 chargers pay for use at a cost determined by the MCD in consultation with the CAO and Treasurer;

And That Council directs the CAO to sign and enter into a funding agreement with the ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) upon the Township's successful application;

And That Council directs the MCD to install the Electric Vehicle Charging Stations at the Municipal Office if the Township is successful with its applications for funding.

The Township was successful in receiving both grants.

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development
Kelly Watkins, Dipl.M.A., Dipl.M.M., Treasurer

Comments:

The EV Charger project was completed and officially opened for use on March 31, 2025. Since opening, we've seen strong community uptake and consistent usage, confirming that the chargers are a valuable addition to our infrastructure. This project represents a positive step forward in supporting sustainable transportation and enhancing services for both residents and visitors.

In July 2025, the Township received its first Hydro bill for the EV Chargers and was surprised by the high delivery charges, which were not anticipated during project planning. After reviewing the bill in detail, Township staff engaged in thorough discussions with Hydro One to better understand the cost structure and rate classifications applied to EV Charger accounts. Hydro One provided the following clarification regarding the billing rates and delivery charges:

"Our Hydro Bill service is billed back on their General Service Demand (GSd) rate which is applicable for customers who are demonstrating an average peak demand of at least 50 kW. The 'peak demand' or 'peak kW' refers to the most amount of electricity consumed within one clock hour during the billing period. The delivery charge:

- The delivery cost is used to capture Hydro One's costs to deliver electricity to your business through Hydro One's transmission and distribution lines. These charges do vary from utility to utility based on the size of the utility area, age of equipment, customer density relative to one another and complexity of maintaining distribution equipment.
- For a General Service Demand customer, delivery charges are broken down into several key line items (*based on 2025 Hydro One Rate Order*):

GENERAL SERVICE DEMAND BILLED - GSd

This classification applies to a non-residential account not located in an Urban Density Zone whose average monthly maximum demand is equal to or greater than, or is forecast to be equal to or greater than, 50 kW. Hydro One establishes billing determinants for demand customers' Distribution charges at the greater of 100 per cent of kW and 90 per cent of kVA where kVA metering is installed. When a customer's power factor is known to be less than 90 per cent, a kVA meter or other equivalent electronic meter shall be used for measuring and billing.

MONTHLY RATES AND CHARGES - Delivery Component

Service Charge	\$	105.55
Distribution Volumetric Rate	\$/kW	21.3987
Rate Rider for Disposition of Group 1 Deferral/Variance Accounts (General) (2023) (Not applicable to former Chapleau PUC customers) - effective until December 31, 2025 (see Note 9)	\$/kW	(0.0855)
Rate Rider for Disposition of Group 1 Deferral/Variance Accounts (Non-WMP) (2023) (Not applicable to former Chapleau PUC customers) - effective until December 31, 2025 (see Note 10)	\$/kW	(0.1195)
Rate Rider for Disposition of Group 2 Deferral/Variance Accounts (2023) (Not applicable to former Chapleau PUC customers) - effective until December 31, 2025	\$/kW	(0.0710)
Rate Rider for Disposition of Global Adjustment Account (2023) - effective until December 31, 2025 (see Note 13)	\$/kWh	(0.0009)
Rate Rider for Disposition of Group 1 Deferral/Variance Accounts (General) (2024) (Not applicable to former Chapleau PUC customers) - effective until June 30, 2025 (see Note 9)	\$/kW	0.2611
Rate Rider for Disposition of Group 1 Deferral/Variance Accounts (Non-WMP) (2024) (Not applicable to former Chapleau PUC customers) - effective until June 30, 2025 (see Note 10)	\$/kW	0.2159
Rate Rider for Disposition of Account 1595 (Not applicable to former Chapleau PUC customers) - effective until June 30, 2025	\$/kW	0.3892
Rate Rider for Disposition of Global Adjustment Account (2024) (Not applicable to former Chapleau PUC customers) - effective until June 30, 2025 (see Note 13)	\$/kWh	(0.0045)
Rate Rider for Disposition of Capacity Based Recovery Account (2024) (Not applicable to former Chapleau PUC customers) - effective until June 30, 2025 (Applicable only for Non-WMP Class B Customers)	\$/kW	(0.1739)
Rate Rider for Disposition of Group 1 Deferral/Variance Accounts (2025) (Not applicable to former Chapleau PUC customers) - effective until December 31, 2025 - Approved on an Interim Basis	\$/kW	(0.3279)
Rate Rider for Disposition of Group 1 Deferral/Variance Accounts (Non-WMP) (2025) (Not applicable to former Chapleau PUC customers) - effective until December 31, 2025 (see Note 10) - Approved on an Interim Basis	\$/kW	(0.5624)
Rate Rider for Disposition of Capacity Based Recovery Account (2025) (Not applicable to former Chapleau PUC customers) - effective until December 31, 2025 (Applicable only for Non-WMP Class B Customers) - Approved on an Interim Basis	\$/kW	0.0172
Rate Rider for Disposition of Global Adjustment Account (2024) (Applicable to former Chapleau PUC customers only) - effective until April 30, 2025 (see Note 13)	\$/kWh	0.0027
Rate Rider for Disposition of Deferral/Variance Accounts (2024) (Applicable to former Chapleau PUC customers only) - effective until April 30, 2025	\$/kW	0.6919
Retail Transmission Rate - Network Service Rate (see Note 4)	\$/kW	3.0836
Retail Transmission Rate - Line and Transformation Connection Service Rate (see Note 5)	\$/kW	2.3487

- The delivery charge line items are a combination of fixed and variable costs. The variable charges use the peak KW or peak demand to determine these costs.
- Within the variable kW/kVA based delivery line items, we are billed on the most amount of electricity that we consume within one clock hour during the billing period (known as peak kW or peak demand). For example, if 100kW was used during one clock hour of the billing period and no electricity was used for the remainder, the delivery charge would be more than an individual who used 99 kW every hour for the entire month. Their bill would be much higher due to higher consumption charges (total amount of electricity that is used within a month) for electricity and regulatory charges, but delivery charges would be higher given how General Service Demand customers are billed.

Electrical Vehicle Charging Rate

As of March 31, 2025, the Ontario Energy Board (OEB) has confirmed the approval of an Electric Vehicle Charging (EVC) rate classification for eligible customers that will come into effect on *January 1, 2026*. Hydro One is learning more details about this rate and it's been confirmed that the

new rate will be included in the *Hydro One Rate Order* in 2026. The new rate should help with saving on your bills by discounting a few of the several elements that make up your delivery charges. The OEB listed the specific eligibility criteria for the new rate and your account appears to meet the criteria. We've attached an FAQ document provided by the OEB regarding the new rate".

Given the significant impact of these unanticipated delivery charges—and the fact that such costs could deter the adoption of public EV charging infrastructure—it is strongly recommended that this matter be further investigated by the Ontario Energy Board (OEB). Addressing this issue at the provincial level is essential to ensure that utility rate structures support, rather than hinder, the expansion of EV infrastructure across Ontario.

Financial Impact:

Costs of the project:

Total capital costs (less non recoverable HST): \$299,472.52
Total in-kind expenses (eligible to go towards total project costs for funding): \$23,826.00

Final total project costs: \$323,298.52.

All final reporting related to the EV Charger project has been submitted to the granting agencies. However, the final evaluations by those agencies are still pending. As a result, we are currently unable to confirm the final total amount of funding that will be received. It is anticipated, however, that the Township will not require the full \$28,000 that was initially approved to come from the Infrastructure Sustainability Reserve Fund to complete the project, which will help off-set the high delivery charges until which time the OEB hopefully reduces these rates.

Hydro One Bill Costs (including non-recoverable HST only):

- *March 19, 2025 - April 16, 2025* = \$1,889.31 (**\$1,807.16 being a delivery charge**) = \$82.15 total without delivery.
- *April 16, 2025 - May 16, 2025* = \$2,028.10 (**\$1,941.52 being a delivery charge**) = \$86.58 total without delivery.
- *May 16, 2025 - June 16, 2025* = \$2,032.03 (**\$1,858.88 being a delivery charge**) = \$173.15 total without delivery

Income from Chargers:

Income for the Charger is provided to the Township on a quarterly basis. From April 1, 2025 - June 30, 2025 the Township received \$565.70.

Replacement Costs/Asset Management:

The EV Chargers have a lifespan of approximately 10-15 years. Should Council wish to plan for replacement of the chargers, we will need to include the replacement of the EV Chargers within our Asset Management Plan. At a cost of approximately \$300,000 over 15 years would be an additional contribution into our Reserve Fund of \$20,000 per year.

Strategic Implications:

Sustainable Core Services > Enhance Township Services > Streamlined access to Township services through new technologies.

Environmental Stewardship > Development of an action plan to manage/mitigate climate change impacts.

Attachments:

[EVC Rate Frequently Asked Questions 20250331 \(2\)](#)

Electric Vehicle Charging (EVC) Rate: Frequently Asked Questions

(March 31, 2025)

1. What is the Electric Vehicle Charging (EVC) Rate?

The EVC Rate is a specialized electricity delivery rate designed for eligible Electric Vehicle (EV) charging stations in Ontario. It reduces the Retail Transmission Service Rates (RTSRs) that participating EV charging stations pay. The Ontario Energy Board (OEB) introduced the EVC Rate to support the efficient integration of EV charging infrastructure and to better reflect the causality of low load factor EV chargers towards the transmission costs to be recovered from customers. The EVC Rate responds to direction from the Minister of Energy (now the Minister of Energy and Mines) to the OEB to consider rate design options for Electric Vehicle (EV) charging.

2. Who is considered a “customer” under the EVC Rate?

A "customer" refers to the owner or operator of an EV charging station whose facilities are connected to or are intended to be connected to an electricity distributor's distribution system. It does not refer to the end-user of the EV charging service, such as the driver of a vehicle that uses the EV charging station.

3. Who is eligible for the EVC Rate?

EV charging stations must meet each of the following criteria to participate in the EVC Rate:

- Have at least one Direct Current Fast Charger,
- At least 90% of total monthly peak demand must be for EV charging,
- Monthly peak demand must be between 50 kW and 4,999 kW,
- 12-month average load factor must be 20% or less,
- Must not primarily serve commercial/public sector EV fleets,

- Any Distributed Energy Resource behind the account's meter must not exceed the station's annual peak demand.

4. How do I apply for the EVC Rate?

Eligible customers must submit an opt-in form to their local electricity distributor. This form will be developed and made available soon.

5. When does the EVC Rate take effect?

Electricity distributors will begin offering the EVC Rate starting in 2026, after their OEB-approved 2026 distribution rates become effective. An eligible customer may opt in to the EVC Rate at any time by submitting a form to the distributor. The OEB will make available a template opt-in form for distributors to use. On the form, the customer will attest that it meets the eligibility requirements for the EVC Rate. Distributors are encouraged to make the opt-in forms available at least 90 days in advance of the effective date of their 2026 rates.

Where a distributor receives an opt-in form that is complete, it must begin charging the customer the EVC Rate at the beginning of the next billing period or as soon as reasonably practicable thereafter. To be clear, however, although a distributor should begin accepting opt-in forms even before its 2026 rates have been approved, it must not begin charging any customers the EVC Rate until such approval.

6. How is the EVC Rate calculated?

Electricity distributors will use the EVC Rate to reduce the base RTSRs that participating EV charging stations would otherwise pay.

The EVC Rate is a numerical parameter that the OEB will provide to electricity distributors. The value of the EVC Rate parameter is 0.17.

A customer's total monthly RTSR payment under the EVC Rate will be calculated by multiplying the EVC Rate (0.17) by the base RTSR (including the network RTSR and the transformation and line connection RTSR) and then by the customer's billing period peak demand (kW). Participating customers will pay 17% of the base RTSR that other customers in a distributor's applicable General Service 50 kW to 4,999 kW classes will pay.

7. Do all electricity distributors have to offer the EVC Rate?

Yes, all rate-regulated electricity distributors in Ontario must make the EVC Rate available to eligible customers.

8. Are electricity distributors required to create new rate classes for EV charging stations?

No. When the EVC Rate is implemented in 2026, EV charging stations will remain within the applicable general service rate classes established by their electricity distributor (e.g., General Service 50 kW – 4,999 kW).

9. Where can I find more information about the EVC Rate?

More information about the EVC Rate can be found in the EVC Rate overview document that the OEB published on March 31, 2025. The document is available on the OEB's [Electric Vehicle Integration webpage](#).

10. Can electricity distributors rely on the customer's attestation on the opt-in form that they meet the eligibility requirements, or do they need to independently verify the customer's eligibility?

Distributors are entitled to rely on the information provided by the customer on the opt-in form. Independent verifications (such as field inspections) are not required. If the customer makes false statements in the opt-in form, they risk being removed from the EVC Rate and rebilled for the RTSR plus interest.

That does not mean, however, that distributors should accept at face value an opt-in form that appears to include questionable information. The guidance the OEB provided to distributors on [March 24, 2022](#), in respect of administering claims for the Ontario Electricity Rebate (OER) applies equally to the EVC Rate:

... the OEB expects distributors to undertake due diligence in cases where they may have some reason for doubting the customer's eligibility for the OER. Although distributors are not required under ORECA to police the administration of the OER, and are entitled to rely on information that is required to be provided to them under the General Regulation (see section 12), the fact is that distributors know their customers. Where a customer submits an OER claim that seems questionable on its face (for instance, to use an actual example that has been brought to OEB staff's attention, where a customer asserts that the account relates to a farm even though the distributor believes that the account is not actually used for farming purposes), the distributor should gather more information in order to satisfy itself that the account qualifies....

If, after making reasonable enquiries, the distributor is not satisfied that the account qualifies, it should deny the claim. Any disputes about eligibility that may arise between the distributor and the customer may be referred to the OEB if necessary.

11. How can a customer know whether no more than 10% of their monthly peak demand comes from auxiliary loads if there is only one meter on the site (i.e., if auxiliary loads are not separately metered)?

Customers are encouraged to apply their best judgment to measure or estimate the peak demands associated with their auxiliary loads compared to the peak demands of their EV chargers. Where a comparison of peak demands is not possible, customers may compare the overall capacity ratings of their auxiliary equipment with the peak demands of their EV chargers.

12. As a customer interested in opting into the EVC Rate, how can I calculate my EV charging station's 12-monthly load factor when I don't have 12 months of historical load data yet?

Where possible, customers opting into the EVC Rate should rely on their historical load data and on forecasts to calculate a reasonable expectation for a forward-looking 12-month average load factor. Where historical load data is not available, customers should base their attestation that they meet the EVC Rate load factor eligibility requirement on a reasonable forecast of their load factors.

13. I own a car dealership that includes a Direct Current Fast Charger for my customers' use. Do I qualify for the EVC Rate?

One of the eligibility requirements is that at least 90% of the account's total monthly peak demand must relate to electric vehicle charging. Assuming there is one account for the entire dealership including the charging station, it is unlikely that requirement would be met – more than 10% of the total monthly peak demand would likely relate to non-charging activities such as lighting and cooling the dealership.



To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 28 Aug 2025
Re: Community Improvement Plan (CIP) - Recommended Amendment

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Community Improvement Plan (CIP) - Recommended Amendment";

And That Council directs the Manager of Community Development to work with the County of Frontenac Planners and Economic Development Task Force on a CIP amendment for Council's consideration.

Background:

A Community Improvement Plan (CIP) allows municipalities to provide incentives in the form of financial assistance to property owners in defined areas to overcome shortfalls and barriers for improvement of these areas. CIPs have been proven to be an effective option for encouraging change and improvement using a focused approach that allows a municipality to be a partner with private sector property owners.

Council **DEFEATED** Resolution #40-25 on January 31, 2025:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Community Improvement Plan (CIP) - Information Report";

And That Council directs the Manager of Community Development to work with the County of Frontenac Planners and Economic Development Task Force on a CIP amendment for Council's consideration to come into place January 1, 2026. **DEFEATED**

Council passed Resolution #166-25 on May 15, 2025:

Be It Resolved That Council receives for information the Minutes of the Economic Development Task Force dated April 22, 2025;

And That Council approves the updated 2025 EDTF Work Plan. **Carried**

The approved EDTF Work Plan included: Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development
John Inglis, Deputy Mayor (Chair of EDTF)
Roy Huetl, Councillor (Member of EDTF)

Comments:

The Township's CIP has become a valuable tool for our local businesses and is a significant step towards achieving the Township's economic development goals. It supports a growing community of local businesses and we have received very positive feedback from our business owners, especially those who have taken advantage of the Program.

The current CIP allows for the following project categories: Façade Improvement; Accessibility Enhancements; Commercial Space Funding; and for assistance with the cost of some Municipal Fees (i.e. Planning Amendments, Building Permits, etc.)

Since the CIP was adopted in 2016, the Township has funded thirty-two (32) projects and has enough funding to fund three (3) projects in 2025.

The MCD, Deputy Mayor Inglis and Councillor Huetl met and based on the approved EDTF Work Plan recommends that the Township look at reviewing and amending the current CIP.

The objective is to conduct a comprehensive review of the existing programs with the potential to integrate an environmental component, such as the promotion of sustainable energy use. The process will include the development of a structured scoring system, the implementation of a defined application period rather than a first-come, first-served approach, a reassessment of funding allocations, and a thorough evaluation of business eligibility criteria.

The County Planners have advised they are able to complete this public process in fall/winter 2025. The process requires an Open House to obtain input from the public; based on the public, Council and EDTF input the Planners will draft policies for the amended CIP; a Public Meeting will be held to receive any further comments from the public. The final CIP will be provided to Council for consideration and if approved a By-law will be passed to adopt the amended CIP.

Financial Impact:

The County Planners hours will be included in our annual billing. Per the Shared Services Agreement the billing is based on the percentage of County Planning staff hours used by North Frontenac. The costs are based on a three year rolling average.

Strategic Implications:

Economic Prosperity > Enhance and Support the local economy

- Enhancement of the Community Improvement Plan (CIP)

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 28 Aug 2025
Re: New Website Platform Required

Recommendation:

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “New Website Platform Required”;

And That Council supports the selection of Sandbox Software Solutions as the successful proponent for our website;

And That Council instructs the Treasurer to take the One Time Fee and the first year of hosting from the Electronics/Software Sustainability Reserve Fund in the amount of \$28,500.

Background:

In 2017, we partnered with Central Frontenac to issue a joint Request for Proposal (RFP) for website design, redevelopment, and hosting services. The successful proponent was eSolutions Group, and we have been utilizing their services since that time.

We have been notified by eSolutions that their Content Management System(CMS) will be reaching end-of-life in 2026. CMS is software that allows users to create, manage, and modify website content without needing to write code from scratch. This also impacts the websites for the County of Frontenac, Frontenac Islands and Central Frontenac.

As we contract our Information Technology Services with the County of Frontenac they have taken the lead in looking at options in consultation with the Lower Tiers impacted. The group collectively discussed the possibility of continuing with eSolutions. However, due to some concerns and issues that have arisen over the years, it was agreed that this presents an opportunity to explore alternative service providers and therefore issue a joint RFP which included:

- Web hosting
- Easy-to-use content management system
- New homepage design, interior page design and templates for distinct websites
- Migration of existing core content
- Website maintenance and support

Researched By:

Kelly Watkins, Treasurer, Dipl.M.A., M.M.

Comments:

The County of Frontenac, in collaboration with the lower-tier Townships (excluding South Frontenac), issued a joint Request for Proposal (RFP) on June 9, 2025 and closed June 27, 2025.

A total of 32 proposals were received in response to the RFP. County of Frontenac staff conducted an initial review and shortlisted to five (5) proponents for further consideration. These shortlisted proponents were invited to deliver presentations to representatives from both the County and the lower-tier municipalities. These presentations were held the week of July 14, 2025.

Following the presentations, the submissions were scored collaboratively by County and lower-tier staff. Based on the evaluations/scoring, the successful proponent selected was Sandbox Software Solutions. Sandbox was chosen due to its strong overall scoring, offering best value for money, ease of use of their CMS system and positive references.

Financial Impact:

The RFP was issued with North Frontenac transitioning early in 2026 and therefore would have been a consideration for the 2026 Budget. However, with the end of life coming mid 2026, it would be better to get started late 2025 or early 2026 (potentially prior to budget being completed).

Therefore, It is recommended that the cost for implementation and first year of hosting to be taken from the Electronics/Software Sustainability Reserve Fund, which will allow us to sign a Contract and get started as soon as possible, rather than waiting until 2026. The one-time cost is \$22,288.28 and annual hosting of \$5,700 with an estimated total of 28,500 (including tax).

The Electronics/Software Sustainability Reserve Fund has a proposed Year End balance based on the 2025 budget of \$430,375.

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 28 Aug 2025
Re: Next Steps for Potential Vesting of Property (1042 090 010 07402 -
15404 Road 509) from Failed Tax Sale

Recommendation:

Be It Resolved That Council receives for information the Administrative Report prepared by the Clerk/Planning Manager and the Treasurer entitled "Next Steps for Potential Vesting of Property from Failed Tax Sale";
And That Council chooses Option _____.

Background:

On May 8, 2025, a Public Tax Sale was held, including the subject property located at 15404 Road 509. The sale was unsuccessful, as no tenders were received.

At the meeting held on [June 12, 2025](#), Council passed the following Resolution:

Resolution #188-25 Moved by Councillor Hermer Seconded by Councillor Fowler

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Unsuccessful Tax Sale - Options";

And That Council defers a decision on this matter; and instructs staff to complete research on potential development and report back to Council.

Carried

Researched By:

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

Comments:

The subject property is 53 acres, with frontage onto Road 509. The property is zoned Mining (MR) and is within the influence area of a property zoned Mineral Aggregate Extraction (MXE). A rezoning of the property would be required prior to the property being used for residential purposes. The Ministry of Energy and Mines provided the following comments:

"According to the Abandoned Mines Information System (AMIS), there are no sites within part of Lot 3, Concession 8, in the Township of Palmerston, North Frontenac.

There is no information recorded in AMIS that identifies an abandoned mine at this location. There is a drilling report completed by Frontenac Ventures Corp. in the County of Frontenac although it does not appear to include Lot 3, Con 8. [GEOL RADIOMETRIC SURV RPT](#). Seeing as there are no AMIS sites within this area, this is not something that our engineer would review or comment on. We would review and comment should the AMIS site be within 1000m of the proposed area for re-zoning."

Dmitry Kurylovich, Project Manager/Senior Planner, advised the next step in the rezoning process to support a residential use would be a Record of Site Condition and the associated environmental site assessments. This process will investigate the history of the property; determine if there is any contamination on the site; and advise of any clean up required.

The Planning Department contacted Cambium for an estimate cost of preparing a Record of Site Condition. Cambium advised a Phase One Environmental Site Assessment (ESA) would include the following:

- document review of historical information regarding previous and current land uses and information available from regulatory agencies
- Site reconnaissance, including a document review of available site records
- personnel interviews
- deliverables

The estimated cost of the ESA Phase One is \$5,200 plus HST.

The Treasurer received the following information from Real Tax, with respect to the Township's rights to test the property at this stage. The following comments were provided:

Key Provisions – Municipal Act, 2001 Sections 386.1 to 386.5 – Entry for Environmental or Structural Inspection

These sections were added to address exactly your kind of scenario: when a municipality is considering whether to vest property after a failed tax sale, and wants to assess potential liabilities (like contamination or structural hazards).

What These Sections Allow:

A municipality may enter land that has been offered for tax sale (but not yet vested) for the purpose of inspecting:

- Environmental condition (e.g. contamination).
- Structural integrity.
- Any other factor relevant to the decision to acquire the land.

This right exists only after the tax sale has been conducted and no one purchased the property, meaning it is now eligible for vesting by the municipality.

The inspection must be:

- Non-intrusive unless otherwise authorized, and
- Reasonable in scope and timing.

The municipality must give notice to the owner, occupant, or other interested parties, at least 7 days in advance, unless they waive notice.

Important Limitations:

This does not allow entry to just any property—only properties:

- That were subject to a tax sale, and
- That did not sell, i.e. municipality is considering vesting under Section 379(5).

Any destructive or intrusive environmental testing (e.g. soil boring for Phase II ESA) may still require:

- Owner consent (if known); or
- A court order, if intrusive beyond visual/Phase I methods.

It is unknown at this time if the property can be rezoned for a residential use. Prior to rezoning it would require a Phase One ESA, Phase Two ESA and Record of Site Condition filing. The ESA may determine it is not appropriate for a rezoning, mitigative measures required prior to the rezoning, or there are no outstanding environmental concerns. Also, a study will be required to ensure a sensitive land use (residence) is appropriate within the influence area of the Mineral Extraction zone.

Option 1

Readvertise (not consider vesting) through the Tax Sale process and reduce the cancellation price by 40%. This reduction aims to lower the minimum bid amount to a more attractive level, thereby increasing the likelihood of a successful sale.

Option 2

Complete the Phase One ESA. This study can be completed without the consent of the owner. It will include a document review of historical information regarding previous and current land uses, site reconnaissance, personnel interviews and deliverables. With this additional information Council can decide if they wish to further pursue the vesting of the property.

Financial Impact:

Option 1

The 40% reduction will reduce the outstanding taxes and Penalty and Interest (P&I). The Municipal portion and the P&I would be approximately \$90,000. The amount of reduction would be funded from the Operating Contingency Reserve to ensure we do not have a deficit at the end of the year.

Option 2

Approximately \$5,200 to complete the Environmental Site Assessment. Per the Procurement Policy anything over \$5,000 requires 3 quotes. We are asking Council to allow us to single source and use Cambium as we have a working relationship with them. It is recommended that this would be funded from the Operating Contingency Reserve.

The Operating Contingency Reserve has a projected year end balance per the 2025 budget of \$1,161,089.

Strategic Implications:

Vibrant and Inclusive Community - Provide support to community partners for healthcare, senior and youth services

Economic Prosperity - Prepare for potential development opportunities

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 28 Aug 2025
Re: 2026 Budget process and dates

Recommendation:

Be It Resolved That Council receives for information the Administrative Report prepared by the Treasurer entitled "2026 Budget Process and Dates ";

And That Council reduce the time period as set out in subsection 7(3) of O.Reg 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 16 days (November 20, 2025 to December 5, 2025);

And That Council reduce the time period as set out in subsection 7(3) of O. Reg 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 4 days (December 9, 2025 to December 12, 2025);

And That Council approves the 2026 Budget Schedule as presented.

Background:

On April 9, 2025, the Government of Ontario announced that changes were being made to Regulation 530/22 under the Municipal Act, 2001 to expand the list of Municipalities where the Head of Council has Strong Mayor Powers and duties, to include certain single-tier and lower-tier municipalities with a council composition size of six members or more, to help these municipalities move forward on shared provincial-municipal priorities.

These changes became effective in North Frontenac on May 1, 2025

This report is to inform Council of the revised budget process under the new framework.

Researched By:

Kelly Watkins, Treasurer

Comments:

Mayoral Direction

(Circulated to Council in Communications A and posted to website on August 21, 2025)

Mayor Gerry Lichty provided Mayoral Direction 2025-001 on August 21, 2025 to direct the CAO and Treasurer to:

1. Prepare a draft 2026 Operating and Capital Budget, following practices and processes that were used in the past;
2. That the CAO and the Treasurer provide the Mayor with periodic updates on the 2026 draft Budget;
3. That the proposed draft Budget be provided to each Member of Council, the Clerk and the public on November 20, 2025;

This Direction shall take effect on August 21, 2025 and remains in effect unless and until it is revoked or amended in writing by the Mayor.

Preparation of the Budget

(Graph for legislated timelines attached as provided by MMAH)

- The powers and duties of the municipality, with respect to proposing and adopting a budget are assigned to the Mayor.
- The Mayor cannot delegate the duty to prepare the budget. The budget must be provided by the Mayor prior to February 1st each year. Failing that, Council is responsible for preparing and adopting a budget.
- If the Mayor is prohibited by the Municipal Conflict of Interest Act from using the power and exercising the duty under section 284.16(2) regarding the preparation of the budget, Council may pass a resolution to amend the budget and the Mayor may not veto the resolution
- After receiving the proposed budget from the Mayor, Council may, within 30 calendar days (or shorter if approved by Council), pass a resolution making an amendment to the proposed budget. the Mayor may vote on the amendment(s) as a member of Council.
- If Council makes an amendment, the Mayor may veto the resolution within 10 days (or shorter if determined by the Mayor) of the end of the 30-day period (or shorter if approved by Council). The Mayor is required to provide the veto to each member of Council and to the Clerk, including the reasons for the veto.
- Council may override the Mayor's veto, with a two-thirds majority vote (vote of 5 out of 7) within 15 days (or shorter if approved by Council) of the expiry of the veto period. The Mayor may vote on the override.

After the expiry of the time period for council to override the Mayor's veto, the proposed budget is deemed to be adopted by the municipality and does not require a vote of Council.

Council Amendment Requirements

The Mayor must prepare a balanced budget for Council's consideration. The Mayor's budget must include estimates of both expenditures and revenues, including the amounts to be raised from the property tax levy and user fees, as required by bylaw.

Because the Township is required to adopt a balanced budget, proposed amendments that would result in an unbalanced budget are not in order and should not be accepted or put to a vote. Instead, such proposals must include offsetting provisions to maintain budget balance.

For example:

- A proposal to increase expenditures for a program must be accompanied by a matching reduction in another program, and/or an increase in a revenue source.

A proposal to reduce the amount to be collected from property taxes or user fees must be accompanied by a corresponding reduction in expenditures and/or increase in another revenue source.

Treasurer and Managers Report and Budget Summary

The Treasurer and Managers will prepare report(s) and the Treasurer will prepare the presentation for the Special Council Meeting. The Treasurer will also provide Council with changes between the staff proposed budget and the Mayors proposed budget as part of the presentation.

By-Law

Council is required to pass the Final Tax Rate By-Law to raise the property tax revenues contained in the budget. As the budget will be deemed adopted, motions to amend tax rates to increase or decrease the total levy will not be in order. Council cannot restrain the Mayor's exercise of his powers and duties.

The Final Tax Rate By-Law is approved by Council to set the tax rates, installment dates and penalties which will be provided to Council once the County approves the annual tax policy decisions (tax ratios, subclasses, discount factors).

In-Year Budget Amendments - Requiring an Additional Levy

- For the purpose of raising an additional levy (i.e. general local municipal levy or a special local municipal levy), the Mayor may prepare an in-year budget amendment, by providing the proposed budget amendment to the Members of Council, the Clerk and the public.
- Within 21 days after receiving the proposed budget amendment, Council may pass a resolution to amend the proposed budget. In the absence of a resolution, the budget amendment is deemed adopted after 21 days. Council may also pass a resolution to shorten the 21-day period, which would result in the budget being deemed to have been adopted at that time.
- If Council amends the budget within the 21-day period, the Mayor may veto the amendments made by Council within 5 days by providing each member of Council and the Clerk the written veto document and the reasons for the veto. The Mayor may also shorten this five-day limit. If the Mayor does not veto the amendment, it is deemed to be adopted by the Municipality.
- If the Mayor vetoes the amendment, Council may override the Mayor's veto by a vote of two-thirds (5 out of 7) of the Members of Council, within ten days after the five-day time period for the Mayor to veto the amendment. Council may shorten this time limit. The Mayor may cote on the Council override of the veto and may also shorted the 10-day time limit.
- After the expiry of the time period for Council to override the Mayor's veto, the proposed budget amendment is deemed to be adopted by the municipality.

Proposed Timelines

Action	Legislated timeline	Proposed shorter timeline	Proposed Dates	Notes
Managers prepare draft budget			August 22 to November 3	During the process there will be meetings with CAO, Treasurer and Managers as well as updates provided to the Mayor
Proposed budget provided to Mayor			Provided to Mayor by November 3,	Mayor will take this time to review the budget in detail and

			2025	provide any amendments from the staff provided budget
Distribution of 2026 Draft Budget to Council, Clerk and Public			November 20	Will be circulated in an Agenda for the proposed December 4th Special Council Meeting date
Council Amendment Period	30 days	16 days	November 20 to December 5	Shorten time line proposed to coincide with the proposed Special Council Meeting Date(s)
Presentation of Mayors Budget to Council			December 4 & 5 (5th if needed)	Special Public Council Meeting
Mayoral Veto Period	10 days	3 days	December 6 to December 8	No meeting required. If the Mayor does not veto any resolutions for change, the budget will be deemed adopted on December 9th.
Council Veto Override Period	15 days	4 days	December 9 to December 12	Propose shortening the timeline to be in line with the Regular Meeting of Council being held on December 12.
Tax Rate By-law			1st meeting in January	January meeting dates not set

Strategic Plan Review

The CAO will provide a report to Council at the October 10th Regular Council Meeting to review the Strategic Plan.

Procedural By-Law

The Clerk/Planning Manager has incorporated the legislated timelines and processes into the Procedural By-Law that is being considered at today's meeting.

Financial Impact:

There is no financial impact by adopting the 2026 Budget Schedule.

Attachments:

[20250822091505264](https://www2.saskatoon.ca/20250822091505264)

Visual - Strong Mayor Budget Process

**STRONG
MAYOR
BUDGET
TIMELINES**

By February 1
Head of Council
introduces proposed
budget

Up to 30 days after
receiving the proposed
budget
Council can shorten via
resolution

Up to 10 days following
council amendment period
Head of Council can
shorten by providing
document to members of
council and municipal clerk

Up to 15 days
following veto
period
Council can shorten
via resolution

Head of council
prepares a proposed
municipal budget and
provides to each
member of council,
municipal clerk and
makes available to the
public

Council can make
amendments to the
proposed budget by
passing resolutions
with a simple
majority vote

Head of council
vetoes one or more
council amendments

Council may override
some or all of the
head of council's
vetoes with a 2/3
majority of council
vote.

**STRONG
MAYOR
CRITERIA**

OR

OR

Head of Council **does**
not exercise veto
power

Council **does not**
make amendments
to the proposed
budget

Proposed
budget,
deemed to be
adopted by the
municipality

Proposed budget, as
amended by council
deemed to be
adopted by the
municipality

Proposed budget,
including any
amendments that
were: 1) not
vetoed or 2) that
were vetoed, and
the veto was
overridden, is
deemed to be
adopted by the
municipality



Environmental Task Force Minutes

9:00 AM - Tuesday, July 29, 2025
Council Chambers

Present: Councillor Roy Huetl (Chair); Deputy Mayor John Inglis; Councillor Fred Fowler; Paul Asselin; Marlene Spruyt; and Mike Ward.

Absent with Regret: Ange Defosse; Bruce Moore; and Katie Surra

Also Present: Tara Mieske, Clerk/Planning Manager and Darwyn Sproule, Public Works Manager.

1. Call to Order

The Chair called the Meeting to order at 9:05 a.m.

2. Traditional Land Acknowledgement

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

3. Disclosure of Pecuniary Interest and General Nature Thereof

None noted.

4. Environmental Task Force Notes

- a) ***Notes of the Environmental Task Force Meeting dated June 24, 2025, as approved via email and received for information at the July 10, 2025 Regular Meeting of Council.***

No comments.

5. Business Arising

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

1. Battery Storage Opportunities - John Inglis, Paul Asselin and Marlene Spruyt
The Task Force discussed the Public Information Sessions which are scheduled for August 27, 2025 with one in the afternoon and one in the evening. Details on the times and location will be provided closer to the date. The Task Force Members

were encouraged to attend. Some Council Members and applicable staff will also be in attendance.

The FAQs have been posted on Engage Frontenac page. The Task Force requested details on the Engage Frontenac activity. The Clerk advised she would provide these details.

The Public Works Manager advised they are working on the draft lease agreement in parallel with the public consultation process. After the public consultation process, the lease agreement will not proceed if Council does not support the project.

Task Force Members advised they are hearing positive comments on the project with respect to green energy and community benefit funding. Some concerns raised include clean-up of the site at the end of the project and safety.

The Task Force requested the Public Works Manager to discuss the potential of a volunteer expert to review the contract. They also suggested reviewing contracts with other municipalities. The Task Force also felt the agreement should be reviewed by the Township's solicitor or someone who specializes in this type of project.

2. Net Metering - John Inglis, Paul Asselin and Marlene Spruyt

Asselin advised he is preparing the presentation to be provided to Council at the August 28, 2025 Council Meeting. The presentation will address many of the questions raised by Council and provide more details on revenue, costs and return on investment.

The Public Works Manager advised there will be a report to Council on the Micro-fit panels that are currently located on the Municipal Complex. The report includes the past 10 years of income and costs. The current contract is in place until 2033 and the Township is receiving \$0.54 per kilowatt hour. Council will consider options at the August 7, 2025 Council Meeting.

3. Invasive Species - Roy Huetl, Fred Fowler and Mike Ward

Councillor Huetl advised he met with Mazinaw Property Owners Association, the local MPs and MPPs, other local politicians and the Ministry of Natural Resources policy advisors (MNR) on July 16, 2025 regarding Eurasian Milfoil.

The MNR advised they do not have a budget to assist with the control of invasive species. They advised Eurasian Milfoil has been present in Ontario for 80-90 years and it is not included on the top 10 invasive species list. They noted it finds its equilibrium and there isn't much that can be done to control it. They noted it provides a habitat for fish. They advised may do a case study at Mazinaw Lake. However; they have very limited resources and staff.

Ric Bresee, MPP, Hastings-Lennox and Addington, advised he would suggest to the Minister of the Environment, Conservation and Parks about adding an additional charge of \$2.00 per car into Bon Echo Provincial Park to assist with controlling Eurasian Milfoil.

The Task Force noted there isn't much they can do except potentially provide education on invasive species and how to limit the spread within the lake and to other lakes. Meghan Ward's booth at Summerfest well received and provided a great opportunity to provide education to local residents and visitors on invasive species. There may be an opportunity to include this in the quarterly newsletter.

Councillor Huetl advised he would provide a report to Council on opportunities for the Township to provide education on invasive species, including Eurasian Milfoil.

4. Septic Inspection Programs - Bruce Moore, Kate Surra, Roy Huetl and Fred Fowler

The volunteer septic inspection program is underway and residents are being encouraged to participate. There haven't been any sub-committee meetings regarding the Mandatory Inspections.

5. Short-term Rentals - Bruce Moore, Kate Surra, Ange Defosse and John Inglis

The sub-committee has not met since the last Task Force meeting. They need to consider the elements that should be incorporated into a potential Licensing By-law. This is a complex matter and there are a lot of things to be considered. The Task Force requested information from the CAO on number and type of complaints received with respect to short-term rentals.

b) *Quarterly Newsletter*

The Task Force discussed including educational material on Eurasian Milfoil in the fall newsletter. It was determined this would be a better topic for the next spring edition. The Task Force requested this be added to the next Agenda for further discussion.

6. New Business

a) *Recycling of Beer and Liquor Containers*

The Task Force discussed the closure of the Sharbot Lake and Northbrook Beer Stores this fall and the loss of these options for returning empty beer and liquor containers. It was noted North of 7 is a depot for the returning of containers. Also, there are community groups who collect containers at the waste sites to raise funds to help with their services and programs. It was suggested this and other recycling information may be an option for the fall newsletter.

7. Adjournment

a) **Meeting adjourned at 10:15 a.m. until August 26, 2025 at 9:00 a.m.**

Councillor Roy Huetl, Chair



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

Councillor Roy Huetl

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

Councillor Vernon Hermer

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

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

Deputy Mayor John Inglis

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

By-law #2025-35

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

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

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

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

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

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

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

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

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

Read a first and second time **August 28, 2025**.

Read a third time and finally passed this **August 28, 2025**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

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1.0 Introduction

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

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

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

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

2.0 Definitions

In this By-law:

Agenda means the Orders of the Day.

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

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

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

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

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

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

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

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

Defer means to delay or postpone to a future Meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Township means the Corporation of The Township of North Frontenac.

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

3.0 Meetings

3.1 Meeting Location

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

3.2 Open to the Public

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

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

3.3 Notice

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

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

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

3.4 Regular Meetings

Notice

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

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

Meeting Dates

At the beginning of the term at the first Regular Meeting of Council and in subsequent years at a regularly scheduled meeting in September or October, Council shall determine the Regular Meeting schedule for the upcoming year including the frequency of meetings, day of the week and time of commencement.

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

3.5 Special Meetings

Notice

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

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

Calling of Meetings

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

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

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

3.6 Public Meetings

Notice

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

Calling of Meetings

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

3.7 Emergency Meetings

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

3.8 Inaugural Meeting of Council

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

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

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

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

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

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

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

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

3.9 Public Meetings Related to Planning Matters

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

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

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

3.10 Budget Meetings and Process

As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. The budget must be proposed on or before February 1 of each year. If the Mayor does not propose a budget to Council by February 1, in accordance with the Act, the Treasurer shall prepare a budget for Council's consideration. Council can vote to adopt the budget as proposed.

After receiving the Mayor's proposed budget, Council may, within 30-days, pass motion(s) to amend the proposed budget. Council may pass a resolution to reduce the 30-day amendment period. If Council does not approve amendments within the 30-day amendment period, the budget is deemed to be adopted as proposed.

Within 10-days of the expiry of the Council amendment period, the Mayor may Veto any amendments by way of Mayoral decision.

The Mayor may shorten the 10-day Veto period. The Clerk will provide a copy of the Mayor's Decision to each Member of Council by the next business day.

Within 15-days of the expiry of the Mayor's veto period, Council may vote to override the Mayor's Veto and is subject to the requirements found under definitions within this By-law as indicated under Part VI.1 of the Act.

If multiple amendments have been vetoed, each Veto is to be voted on separately. Council may pass a resolution to reduce the 15-day Veto Override period. An approved Veto Override cannot be further vetoed by the Mayor.

Once all processes have been satisfied, the budget is deemed to have been adopted.

3.11 Joint Councils Meeting

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

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

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

3.12 Closed Session

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

- a) The security of the property of the Municipality or local board;
- b) Personal matters about an identifiable individual, including Municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an Act of Legislature or an Act of Parliament;
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; or
- l) The meeting is held for the purpose of educating or training the Members and at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of council or local board.

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

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

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

All information, including but not limited to Agendas, Reports, Minutes, notes received, reviewed or taken in a Closed Session are confidential. The Clerk will ensure electronic access to Closed Meeting Agendas and Minutes are removed each term of Council. The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

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

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

The use of electronic recording or communication devices (including cellular phones) during a Closed Session is prohibited.

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

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

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

3.13 Curfew

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

3.14 Recording of Meetings

All Meetings of Council, with the exception of Closed Sessions, will be recorded, and published to a Township social media platform within one business day of the meeting as a service to the public. The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof or delay the publishing of the Meeting.

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

4.0 Responsibilities of Members and Conduct During Meetings

4.1 Rules of Conduct for Members

Members of Council/Committee, shall not:

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

4.2 Rules of Conduct for Members of the Public

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

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

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

4.3 Declarations of Pecuniary Interests

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

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

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

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

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

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

4.4 Role of the Chair

The Chair is responsible for:

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

4.5 Absence of the Chair

Council Meetings

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

Committee Meetings

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

4.6 Rules of Debate

The following rules of debate shall apply:

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

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

5.0 Motions

5.1 Point of Order

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

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

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

5.2 Question of Privilege

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

5.3 Request for Information

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

5.4 Call the Question

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

5.5 Motion to Amend

A Motion to amend shall:

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

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

5.6 Motion to Defer

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

5.7 Motion to Adjourn

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

5.8 Suspend Rules of Procedure

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

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

5.9 Reconsideration

A Motion for Reconsideration on a Matter:

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

5.10 Voting

The following rules on Voting apply:

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

5.11 Recorded Vote

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

6.0 Attendance and Quorum

6.1 Quorum

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

6.2 No Quorum Present

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

a) Motion to Adjourn

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

b) Motion to Recess

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

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

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

6.3 Loss of Quorum During a Meeting

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

6.4 Conflict of Interest Act

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

6.5 Leaving a Meeting

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

6.6 Electronic Participation

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

Electronic participation will not be allowed at the following meetings:

a) Inaugural Meeting of Council

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

c) Closed Meetings

The Township's Solicitor or other professionals may use electronic participation for a Closed Meeting at the discretion of the CAO.

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

6.7 Absence

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

6.8 No Quorum Possible

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

7.0 Agendas

7.1 General

The Clerk will prepare an electronic Agenda.

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

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

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

7.2 Order of Business

Regular Meetings

The Agenda will contain the following:

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

Special Meetings

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

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

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

Public Meetings

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

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

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

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

7.3 Previous Public Meeting Matters

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

7.4 Business Profile

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

7.5 Presentations

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

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

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

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

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

7.6 Delegations

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

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

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

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

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

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

No Delegate shall:

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

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

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

No Delegations shall be permitted on the following topics:

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

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

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

7.7 Minutes of Meetings

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

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

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

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

7.8 Business Arising Out of Minutes

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

7.9 Communications

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

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

7.10 Members, CAO and Managers' Administrative Reports

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

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

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

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

7.11 External Committee/Task Force Notes and Matters

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

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

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

7.12 Giving Notice of Motion

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

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

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

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

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

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

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

7.14 Council Portfolio Positions

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

7.15 Public Forum

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

8.0 By-laws

8.1 General

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

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

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

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

8.2 Strong Mayor Powers – Vetoing a By-law

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

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

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

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

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

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

8.3 Strong Mayor Powers – Propose a By-law

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

8.4 Confirming By-law

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

9.0 Appointments – Positions and Procedures

9.1 Appointment Process

Nominations

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

Nomination Consideration and Vote by Council

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

Tally of Votes

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

Majority Vote

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

Multiple Majority Vote

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

Tie Vote

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

No Majority Vote

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

9.2 Appointment of County Council Members

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

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

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

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

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

9.3 Appointment of Deputy Mayor

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

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

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

9.5 Appointment of Municipal Services Corporation Board Member

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

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

9.6 Council Portfolio Positions

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

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

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

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

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

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

10.0 External Committees

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

External Committees are governed by their own Procedural Policy.

11.0 Committees of Council

11.1 Strong Mayor Powers

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

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

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

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

11.2 Establishment of Committees

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

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

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

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

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

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

11.3 Appointment of Chair and/or Vice Chair

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

11.4 Functions

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

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

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

11.5 Responsibilities of Members and Conduct During Meetings

Section 4 applies to Committees.

11.6 Participation

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

11.7 Dissolution of Committees

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

12.0 Local Boards

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

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

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

13.0 Task Forces

13.1 General

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

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

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

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

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

13.2 Composition

The Task Force shall be made of:

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

13.3 Appointment of Members

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

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

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

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

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

13.4 Procedural Matters

Open to the Public

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

Notice

The CAO/Manager shall post the date and time of the Task Force Meetings on the Website and the Municipal Office's Electronic Sign at least 48 hours in advance of the meeting.

Electronic Participation

Members may participate in Meetings electronically.

Quorum

Although Task Force Membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one Member of Council and the CAO or a Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

Attendance

In order to ensure the efficient and effective operation of the Task Force it is important the Members who have volunteered to participate in the Task Force attend and participate in Meetings. A Council Member on the Task Force may confidentially report to Council any Task Force Member who refuses or neglects to attend Meetings without just cause. Council may remove that person from the Task Force and appoint another person in their place.

Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

13.5 Responsibilities of the Chair

The Chair is responsible for:

- a) Consulting with the CAO/Manager on items to be included in the Agenda;
- b) The preservation of good order and decorum throughout Task Force meetings so that business can be carried out efficiently and effectively;
- c) Providing leadership;
- d) Opening the Meeting by taking the Chair and calling the Members to order;
- e) Ensuring the decisions of the Task Force are in conformity with the laws and By-laws governing the activities of the Township;
- f) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and
- g) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that rules of etiquette are observed by those in attendance.

Absence of the Chair

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

13.6 Voluntary Sector Member Conduct

The Voluntary Sector Members shall:

- a) Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith;
- b) Act with honesty, integrity and openness in advancing matters;
- c) Respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status;
- d) refrain from making statements known to be false or with the intent to mislead the Task Force, Council or the public;
- e) Not use their position on the Task Force to benefit materially from the process or the outcomes;
- f) Not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met; and
- g) Respect Council and the Task Force's decision-making process even if they disagree.

If a Voluntary Sector Member is in contravention of the above Section, a Member of the Task Force may contact the CAO who will arrange to confidentially report to Council any Task Force Member who is in contravention of the Procedural Policy. Council may direct the Chair to remove that person from the Task Force and appoint another person in their place.

13.7 Agenda

The CAO/Manager in consultation with the Chair, shall prepare an electronic Agenda and circulate to all Task Force Members at least five days prior to the Meeting.

Additions to the Agenda by Members, individuals or groups will not be accepted by the Manager or Chair after 4:00 p.m. 10 calendar days preceding the Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless the Task Force decides to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Meeting.

13.8 Recommendations to Council

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

Recommendations to Council shall be in the form of a Presentation, Administrative Report or written clear recommendations (i.e. identifying options) in the conclusion of the Task Force Notes of the meeting, with supporting documentation. These recommendations, shall be presented as Motions to Council for consideration. In the case of a Presentation or Administrative Report Sections 7.5 and 7.10 apply respectively.

13.9 Notes of the Task Force

Task Force Notes shall be drafted by the Secretary and provided to the Task Force Members for approval in principle. Once approved in principle by the Task Force, the Notes will be provided to the Clerk for inclusion in the next Council Agenda for information purposes and consideration of the recommendations.

Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Website.

13.10 Sub-Committees

The Task Force may establish a Sub-Committee to deal with a specific task/matter that is specific to a Task Force. Members of the Sub-Committee shall:

- a) Be appointed by the Task Force; and
- b) Make recommendations to the Task Force.

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

13.11 Expenses Incurred by Task Force and Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

The Task Force shall not expend any monies over \$500 annually without Council approval by Resolution.

13.12 Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

13.13 Resignation or Removal of Members

If a Voluntary Sector Member resigns or is removed from the Task Force, Council may appoint a Member from the previous recruitment. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Session. Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

13.14 Disbandment

The Task Force shall disband in accordance with the Terms of Reference, unless otherwise approved by Council. Council may also disband the Task Force if in the opinion of Council, the Task Force is no longer required. Council shall pass a Resolution to disband a Task Force.

14.0 Emergency Management Program Committee

14.1 General

Council adopted an Emergency Management Program which includes the establishment of the Emergency Management Program Committee (EMPC).

14.2 Composition

The composition of the EMPC shall be as set out in the Emergency Management Program.

14.3 Chair and Secretary

As set out in the Emergency Management Program, the Community Emergency Management Coordinator (CEMC) is appointed as Chair of the EMPC. In the absence of the CEMC, the Alternate CEMC shall assume the role of the Chair. The Clerk shall act as the Secretary of the EMPC.

14.4 Meetings of EMPC

The date of the next year's Meetings will be determined at the last meeting of the calendar year, except in the year of the Municipal Election. In the year of the Election, the dates shall be determined at the beginning of the new year.

14.5 Operating Principles

a) Agenda and Minutes

- i. The CEMC shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Committee Members 72 hours in advance of the meeting.
- ii. The Agenda shall contain the following:
 - Call to Order
 - Approval of the Agenda
 - Disclosures of Pecuniary Interest and General Nature Thereof
 - Delegations
 - Adoption of Notes
 - Business Arising Out of Notes
 - Communications
 - Administrative Reports
 - Adjournment

The Notes of the EMPC shall be confidential. If consideration of a matter is required by Council, the Chair (CEMC) shall provide an Administrative Report to Council, including recommendations.

b) Role of the Chair:

The Chair of the EMPC is responsible for:

- i. The preservation of good order and decorum throughout Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership;
- ii. Opening the Meeting by taking the Chair and calling the Members to order;

- iii. Ensure the decisions of the Committee are in conformity with all applicable Legislation and Municipal By-laws and Resolutions that govern the activities of the Township.
- iv. Provide an Administrative Report to Council following each Meeting, including recommendations.

c) Role of the Committee

- i. The Committee shall review the Emergency Management Program and shall advise Council on the development and implementation of the Township's Emergency Management Program. If amendments are recommended by the Committee these shall be provided to Council for consideration through an Administrative Report prepared by the CEMC.
- ii. The EMPC shall meet a minimum of three times annually to review the Program.
- iii. The EMPC shall comply with all applicable Legislation and Municipal By-laws and Resolutions.
- iv. Members may participate electronically.

d) Conduct of Committee Members

Members of the Committee, Delegates and Members of the public shall not:

- i. Use offensive words or language in or against the Council or the Committee or against any Member, staff and/or guest.
- ii. Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- iii. Interrupt a Member while speaking, except to raise a Point of Order; and
- iv. Speak on any subject other than the subject in the debate.

e) Quorum

In order to meet quorum, 50% of the Members must be in attendance. Members participating electronically shall be counted towards Quorum.

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

f) Advisory Persons

The Committee may require Members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

15.0 Town Hall Information Sessions

The Mayor may hold an Information Session in any Ward in accordance with the provisions of this Section.

The purpose of an Information Session is to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda. The purpose of an Information Session is not to materially advance the decision-making of Council, but rather to allow Ward Councillors to become better informed of issues that are important to the public and to disseminate information of interest to the public. The Mayor shall advise Council, the Clerk, and the CAO of each information session at least 10 calendar dates in advance. The Clerk shall provide Notice.

The only Members of Council entitled to attend an Information Session are the Mayor and the two Ward Councillors representing the Ward where the Information Session is held. The Mayor shall be present and can hold the Meeting with or without the two Ward Councillors present. No staff are required to be in attendance.

In the event that the number of Councillors attending an Information Session constitutes a quorum of Council, the Mayor shall immediately adjourn the Information Session.

In no circumstance shall any vote be taken at an Information Session, nor shall any debate amongst Council Members occur related to the business of Council.

Prior to commencing any Information Session, the Mayor shall read out a statement to the public advising that the Information Session is not a Meeting of Council and that no new business of Council shall be discussed or debated, nor shall any vote be taken. The Mayor shall advise the public that the purpose of the Information Session is to provide an update to the public on decisions and actions that Council has previously taken and to listen to comments and/or concerns from Members of the public. It will be a decision of individual Councillors as to whether any issues raised at the Information Session are brought forward at a regular Council Meeting by way of a Councillor's Administrative Report.

16.0 Council Vacancies

16.1 Vacant Seat Declared

Once Council declares the seat vacant, Council shall within 60 days, appoint a person to fill the vacancy or pass a By-law requiring a bi-election to be held to fill the vacancy. (Subject to the Municipal Act).

16.2 Filling Vacant Position

The Clerk shall provide Council with a report on the process to fill the vacant position based on the policies noted below and in accordance with the Municipal Act.

The vacant position of Mayor shall be filled through a Bi-election.

In the case of a Councillor, the position will be offered to the candidate from the vacant Ward who had the highest number of votes at the previous election, and if declined, to the candidate with the next highest number of votes, etc., provided the candidate received at least fifteen percent (15%) of the votes at the previous election.

If no appropriate Candidate is available, the Clerk shall advertise the vacancy for public interest in filling the position, from the Ward in which the vacancy occurred.

16.3 Advertise Vacancy

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two consecutive weeks, as well as having the advertisement placed on the Website and social media accounts.

16.4 Submission of Applications and Declaration of Qualifications

All Applicants submitting an application/resume to the Clerk shall also submit a signed Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination.

16.5 Applicants' Resumes

The Clerk shall provide all resumes/applications received to Council in the Closed Council Agenda package. Applications/resumes shall remain confidential and once the final decision is made all confidential copies shall be deleted.

16.6 Applicant's Presentation

The Clerk shall invite all Applicants to a Council Meeting after the application/ resume response deadline. At the end of the Meeting each Applicant, in alphabetical order, will be given an opportunity for a five minute presentation to Council.

16.7 Nominations

Following the Applicant presentations, the Chair shall call on Council for nominations from the Applicants who presented to fill the vacancy.

16.8 Nomination Consideration and Vote by Council

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

16.9 No Nominations

The Chair shall call three times in a row for additional nominations and if they receive none, the Chair will close the nomination process.

16.10 Tally of Votes

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

16.11 Majority Vote

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

16.12 Multiple Majority Vote

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

16.13 Tie Vote

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

16.14 No Majority Vote

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

16.15 Motion to Appoint Member

Council will immediately thereafter, consider a Motion to appoint the successful nominee to the vacant Member of Council position.

16.16 Swearing In of New Member of Council

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

17.0 Policy Review

It is recommended Council review the Procedural Policy for Members of Council/Committees during each term of Council or as deemed necessary. No amendment or repeal of this Policy or any part thereof shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal is given at a previous Meeting and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.

The Corporation of the Township of North Frontenac

By-law # 2025-39

To Close, Stop up and Sell a Part of the 66' Original Road Allowance

Whereas it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called 'The Corporation', that part of the 66' original road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owners as they may direct;

And Whereas notice of this By-law has been posted at least ten days prior to the meeting on the Township Website; and on the said road allowance;

And Whereas Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard;

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

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowance shall be sold to the adjoining owner as follows:
 - a) **Part 1 on Registered Plan 13R-23307** as a lot addition to the lands described as PIN 36177-0389 (LT) for the purchase price of \$4598.29 plus \$597.78 HST for a total of \$5196.07 (Marble Lake)
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that Part of the said 66' original Road Allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that Part of the 66' original Road Allowance hereby permanently closed.
5. That Schedule "A" forms part of this By-law.
6. That Tony Fleming, legal counsel for The Corporation, is hereby authorized to amend Schedule "A" descriptions as may be required to carry out the intended transaction and finalize the registration of this By-law.
7. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.
8. All resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

Read a first and second time this 28th day of August 2025.

Read a third time and finally passed this 28th day of August 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule A

All That Part of the Original Shore Road Allowance abutting Lot 25, Concession 8, Geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23307 (Marble Lake)

The Corporation of the Township of North Frontenac

By-law #2025-40

Confirming By-law

Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Regular Council Meeting held August 28, 2025

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

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

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

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the August 28, 2025, Regular Council Meeting, be confirmed and adopted by by-law;

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

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Regular Council Meeting held August 28, 2025, be confirmed as actions for which The Corporation of the Township of North Frontenac has the capacity, rights, powers and privileges of a natural person;
2. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac at its Regular Council Meeting held August 28, 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 28th day of August, 2025.

Read a third time and finally passed this 28th day of August, 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk