

# Public Council Agenda

9:00 AM - Friday, April 10, 2026

Council Chambers

[Zoom Meeting Registration](#)

## 1. Call to Order; Purpose of Meeting; and Chair's Opening Remarks

- a) Public Notice regarding Recording of Meetings 3  
[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) April 10, 2026

**Be It Resolved That** Council approves the Agenda for the Public Meeting dated April 10, 2026 regarding Zoning By-law Amendment File #Z01/26 and the Draft Community Improvement Plan, as circulated.

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

## 5. Application for Zoning By-law Amendment

- a) Portion of a Property Located at Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie to Change the Zoning from Limited Service Rural (LSR) to Limited Service Waterfront (LSW) 4 - 17  
**Address:** No Municipal Address – Norway Lake Lane  
**Legal Description:** Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie  
**File Number:** Z01/26  
**Owner(s)/Applicants:** Herman Ebbers and Theresa Hale-Ebbers, Micheal and Susan Heuvig, Daniel and Christine Mills

**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 to rezone a property from Limited Service Rural to Limited Service Waterfront;

**And That,** subject to any public comments raised at the meeting, Council will consider a By-law later in the Regular Meeting.

[Application for Zoning By-law Amendment for a Portion of a Property](#)

[Located at Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie - Pdf Appendix A](#)

- b) Public Comments

## 6. Proposed Draft Community Improvement Plan (CIP)

- a) Proposed Draft Community Improvement Plan (CIP)

18 -  
37

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) and Manager of Community Planning, Frontenac County's Administrative Report entitled "Proposed Draft Community Improvement Plan (CIP)";

**And That** Council receives for consideration all public comments regarding the proposed amendments;

**And That** Council proposes the following amendments to the Proposed Draft Community Improvement Plan:

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**And That** Council direct Planning staff to make any necessary revisions to the draft Community Improvement Plan and bring it back to Council at a future meeting for a decision.

[Proposed Draft Community Improvement Plan \(CIP\) - Pdf](#)

- b) Public Comments

## 7. Adjournment

- a) Motion to Adjourn

**Be It Resolved That** Council adjourns the Public Meeting at \_\_\_\_\_  
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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.

**To:** Mayor and Members of Council  
**From:** Dmitry Kurylovich, Project Manager/Senior Planner  
Sonya Bolton, Manager of Community Planning, County of Frontenac

**Approved by:**

**Date of Meeting:** 10 Apr 2026

**Re:** Application for Zoning By-law Amendment for a Portion of a Property Located at Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie to Change the Zoning from Limited Service Rural (LSR) to Limited Service Waterfront (LSW)

Address: No Municipal Address – Norway Lake Lane

Legal Description: Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie

File Number: Z01/26

Owner(s)/Applicants: Herman Ebbers and Theresa Hale-Ebbers, Micheal and Susan Heuving, Daniel and Christine Mills

### Recommendation:

**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 to rezone a property from Limited Service Rural to Limited Service Waterfront;

**And That**, subject to any public comments raised at the meeting, Council will consider a By-law later in the Regular Meeting.

### Background:

Proposal:

This application proposes to amend the zoning of a parcel of land approximately 0.92 hectares (2.3 acres) in area, with approximately 140 metres (460 feet) of frontage along Norway Lake Lane and 242 metres (794 feet) of frontage along an existing unnamed right-of-way.

The zoning is proposed to change from Limited Service Rural (LSR) to Limited-Service Waterfront (LSW).

Background

This application is required as a condition of a consent application that approved the creation of a new parcel with frontage on Norway Lake Lane. Consent Application B14/25 was approved on September 16, 2025 by the Clerk in accordance with By-law number 2024-10 (Delegated Approvals

By-law). The lot approved by Consent Application B14/25 was 4.1 hectares (10.13 acres) in area with 140 metres (460 feet) of frontage on Norway Lake Lane and 242 metres (794 feet) of frontage on an existing and unnamed private right-of-way.

The new lot approved by Consent Application B14/25 is mostly zoned Limited-Service Waterfront (LSW). The northern portion of the approved lot is zoned Limited Service Rural (LSR).

The purpose of this Zoning By-law Amendment is to ensure that the new parcel is zoned entirely as Limited-Service Waterfront (LSW).

## Background Information

### Lot Created by Consent Application B14/25

<u>Information Category</u>	<b>Response</b>
Area	4.1 hectares (10.13 acres)
Road Frontage	140 metres (460 feet) on Norway Lake Lane (private road) 242 metres (794 feet) on an unnamed private right of way.
Waterfront	None. The waterfront area adjacent to Blue Lake is owned by the Province. Although this property has no direct owned shoreline frontage, the subject property is functionally a waterfront lot.
Existing Development and Use	Vacant
Proposed Development or Use	Residential

### Researched By:

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

### Comments:

Pre-application Consultation:

The applicant consulted with Township and County staff prior to submitting this application and the preceding consent application.

### Public Meeting Process and Public Notice

In accordance with the *Planning Act*, signs were posted on the subject property 20 days in advance of the public meeting. In addition, the public meeting notice was mailed out to property owners within 120 metres of the subject property 20 days in advance of the public meeting.

Anyone may attend the public meeting and make a verbal statement, and/or submit comments in writing, either in support of or in opposition to the application.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of North Frontenac in respect of the proposed application, the person or

public body is not entitled to appeal the decision of the Township of North Frontenac to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at the public meeting or make written submission to the Township of North Frontenac in respect of the proposed amendment before the approval authority gives or refuses to give approval, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Anyone wishing to be notified of Council's decision on the subject application must submit a written request to:

Tara Mieske, Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506  
Plevna, ON K0H 2M0  
Email: [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)

## Comments

### Mississippi Valley Conservation Authority (MVCA)

MVCA provided comments on Consent Application B14/25 when the lot was proposed to be created. MVCA staff identified two wetlands on the subject property as well as areas that are subject to slope hazards. MVCA staff concluded that the proposed and retained lots have sufficient area for development outside of regulated areas (wetlands and slopes) and their associated setbacks.

### Public Comments

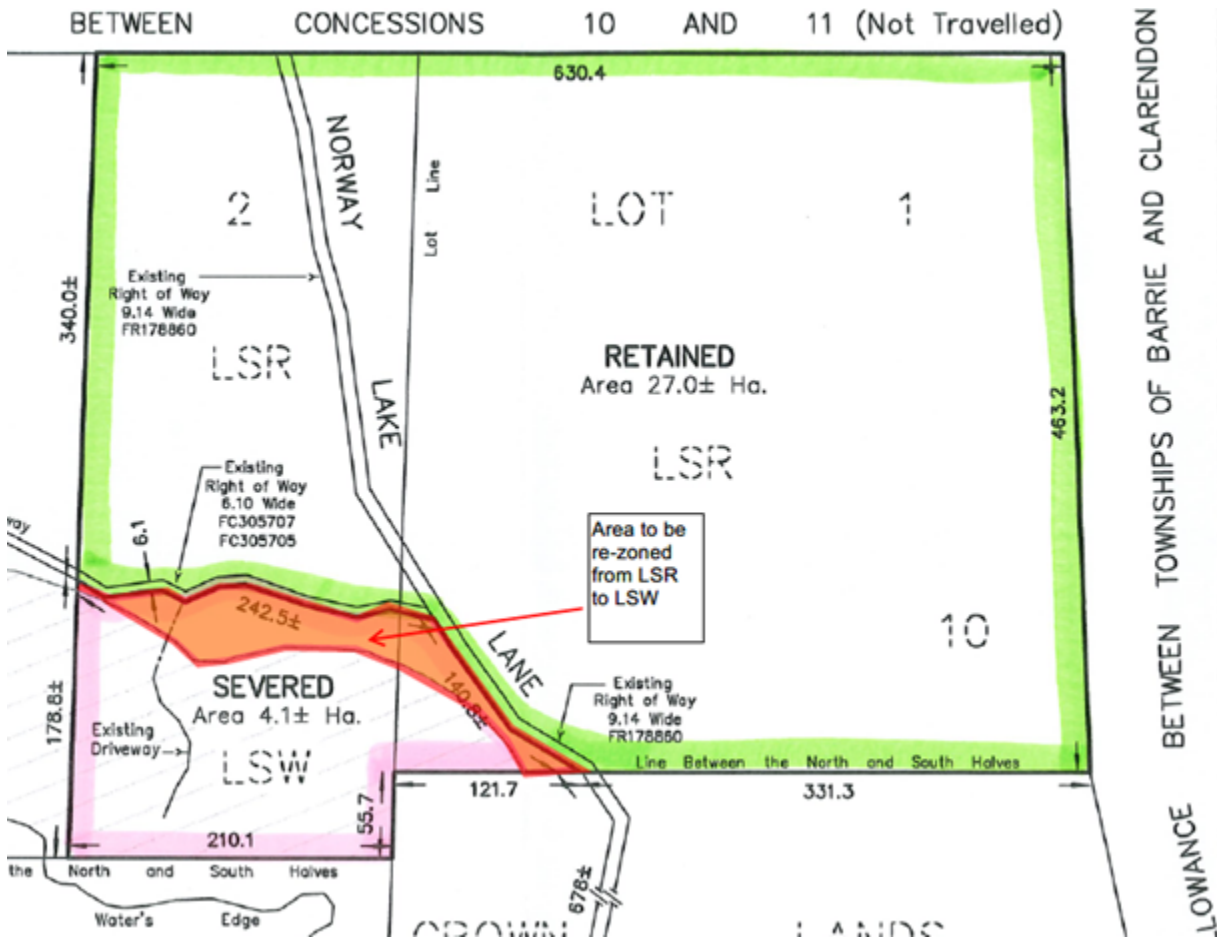
County planning staff are not aware of any public comments received regarding this matter.

### Conformity and Consistency with Policy Planning Documents

Applications for zoning by-law amendment are required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of North Frontenac Official Plan. It is the opinion of planning staff that the proposed zoning by-law amendment is consistent with and conforms to the planning policies of all these documents.

The key policies of each document that are applicable to the subject application are outlined in Appendix B of this report, and the policy issues are addressed in the planning analysis below.

County planning staff are of the opinion that the entirety of the lot to be created through Consent Application B14/25 should be zoned consistently. Applying a single zoning designation across the lot will reduce ambiguity in the interpretation of the Zoning By-law and help ensure that the resulting parcel aligns with the intent of the Official Plan.



**Figure 1:** Site Plan drawing showing the location of the proposed re-zoning. The lot approved by Consent Application B14/25 is outlined in black/pink and the retained parcel is outlined in Green. The area proposed for re-zoning is outlined in orange.

The LSW zone was created to apply to all lands within 150 metres of a waterbody. On larger parcels, this can result in split zoning, where the first 150 metres of a property is zoned LSW and the remainder is zoned Limited-Service Rural (LSR).

Split zoning is a technique that is typically used on large or constrained properties to ensure that development is compatible with the property's unique characteristics. Large waterfront lots are often split-zoned to ensure that intense uses, such as commercial, industrial and agricultural uses, are not located in an area that could have an impact on lake quality while at the same time not limiting the inland development potential of a property.

In this case, the northern portion of the new lot extends just beyond 150 metres from the water, which results in split zoning. However, given the size of the proposed lot and the portion of the property zoned Limited-Service Rural, County planning staff see no technical reason for the lot to be split-

zoned. To support proper and orderly development, it is recommended that the entire parcel be zoned consistently.

Overall, County planning staff are of the opinion that the proposed Zoning By-law Amendment will ensure the property is developed with uses permitted in the LSW zone and will support proper and orderly development in line with the Township's Zoning By-law, particularly with respect to permitted waterfront uses and lake protection policies.

#### Planning Analysis and Considerations

This application was reviewed against the policies of the Provincial Planning Statement, the County of Frontenac Official Plan, and the Township of North Frontenac Official Plan. The analysis below summarizes all relevant policies by theme. A list of all land-use planning policies relevant to these applications are found in Appendix B of this report.

#### Rural Character and Waterfront Character

Section 4.10 (Waterfront Areas) of the Official Plan generally defines areas within 150 metres of a waterbody as the Waterfront Area. The extent of this designation is flexible, reflecting the varied terrain and development conditions across the Township. It is intended to include all lands that are on the shoreline or that are physically or visually related to the waterfront. This means that in some cases, the Waterfront Area extends beyond 150 metres from the water, while in others it may be less than 150 metres.

County planning staff are of the opinion that the area proposed to be rezoned by this application functionally relates to the rest of the Waterfront Area designation and should therefore be zoned consistently.

Overall, this Zoning By-law Amendment supports the creation of a new waterfront parcel that meets the minimum lot size requirements for a new waterfront residential lot. The size of the new lot is in line with other properties that front onto Blue Lake.

County planning staff are of the opinion that the proposed Zoning By-law Amendment will have no negative impact on the surrounding area and will support orderly and appropriate waterfront development in accordance with the Township's Official Plan policies.

#### Natural Heritage

This application is not anticipated to have any impacts on any regulated natural heritage features. The proposed lot can support development that is properly separated from all regulated natural heritage features. The proposed rezoning will ensure that the uses permitted on the property are limited to those that are permitted within the Limited Service Waterfront (LSW) Zone.

#### Sewage Disposal System Services

The new lot is capable of supporting a new Class-4 sewage disposal system.

#### Natural Hazards

MVCA staff concluded that the new lot can support development outside of any wetland and slope hazard setbacks.

#### Conclusion

As of the writing of this report, no issues had been identified as part of the circulation process. Subject to any issues raised at the public meeting, the proposed Zoning By-Law Amendment is

consistent with the Provincial Policy Statement and conforms to both the County and Township Official Plans.

**Attachments:**

[Appendix A](#)

## **Appendix A: Relevant Planning Policy and Legislation**

### **Planning Act**

Section 34(1) of the Planning Act sets out the rules for creating and administering Zoning By-laws including amendments.

County planning staff confirm that the Zoning By-law Amendment followed the appropriate procedures set out in the Act.

### **Provincial Planning Statement (2024)**

The Provincial Planning Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth.

Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

When assessing development applications on rural lands, planning authorities must comply with Sections 2.5, 2.6, and 5.2 of the PPS, and apply the relevant policies of the following sections:

- Chapter 3: Infrastructure and Public Service Facilities of the PPS contains policies that direct the development of public and private infrastructure including transportation networks, sewage, water and stormwater services, waste management, and public spaces, recreation, parks, trails, and open spaces.
- Chapter 4: Wise Use and Management of Resources of the PPS contains policies that encourage the protection of natural heritage, water, agricultural land, mineral and aggregate resources, and cultural heritage and archaeological resources for their economic, environmental and social benefits.
- Chapter 5: Protecting Public Health and Safety of the PPS contains policies intended to reduce the potential for public cost or risk to Ontario’s residents from natural or human-made hazards. Conservation Authorities have provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the PPS.

The following policies are applicable to this application:

- Healthy, integrated and viable rural areas should be supported by (Section 2.5.1):
  - a) building upon rural character, and leveraging rural amenities and assets;
  - d) using rural infrastructure and public service facilities efficiently;

- e) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
- f) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
- g) conserving biodiversity and considering the ecological benefits provided by nature;
- On rural lands located in municipalities, permitted uses are:
  - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
  - c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;
- Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses. (Section 2.6.4)
- Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards (Section 5.1).

### **County of Frontenac Official Plan (2016)**

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability.

The following policies are applicable to this application:

- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational and institutional development, is permitted.
- Section 3.3.3.4 Special Policies – Waterfront Areas provides policies that are intended to improve and protect waterfront areas as a significant cultural, recreational, economic and natural environmental resource and to maintain or enhance the quality of the land areas adjacent to the shore.

- Section 4.2, Servicing, includes policies for the use of private on-site water and sewage services, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.
- Section 7, Environmental Sustainability, sets out policies for environmental sustainability and the protection of the natural heritage system and the ecological functions it provides.

### **Township of North Frontenac Official Plan (2017)**

The subject property is designated as Rural Area in the Township of North Frontenac Official Plan. The intent of the policies in the Rural Area designation are to maintain rural character and ensure that properties may be adequately serviced. Within the Rural Area the plan provides for a supply of land for a diversity of traditional and evolving rural uses including: rural residential, rural co-operative, recreational oriented uses and rural commercial and industrial uses. It is Council's intent that the water quality of all waterbodies in the Municipality will be maintained at their present level or enhanced. New development must be considered in light of its impact on the environmental quality of any lake or river.

The following policies are applicable to this application:

- The lot(s) to be severed and to be retained must meet the requirements of the Zoning By-law. (Section 3.15.2.D)
- The lot shall have the frontage on and direct access to a year round maintained public road unless otherwise exempted as follows (Section 3.15.2):
  - (i) A lot may be created which will have frontage on a publicly maintained seasonal road, or a designated recreational road owned by the Crown but managed through a Land Use Permit (LUP) by the Municipality, or a registered right-of-way or private lane which connects to a publicly maintained year round or seasonal road;
- Residential development may occur on individually created lots or by Plan of Subdivision. (Section 4.3.2.A)
- Lot sizes for rural residential development or waterfront residential development shall be no less than 0.8 ha (2 acres). (Section 4.3.2.A)
- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B)
- Residential development will be permitted where it has frontage on and direct access to year-round maintained roads, preferably the existing network of roads, or on private lanes, either of which must meet municipal standards for road construction (Section 3.15.2.H & 4.3.2.C)
- All residential development is subject to the natural and human made hazards requirements of this plan (Section 4.3.2.I)

- The Waterfront Area designation shall generally be defined as those lands extending inland 150 metres (500 feet). More specifically (Section 4.10.2.1):
  - A. Lands which physically or functionally relate to the waterfront area, although extending beyond 150 metres (500 feet) from the waterbody, shall be deemed to be within the Waterfront designation.
- For the purposes of Section 4.10.2.1, when determining whether lands physically or functionally relate to the waterfront, the following guidelines shall be considered (Section 4.10.2.2):
  - A. the boundary shall be extended beyond 150 metres (500 feet) from the waterbody to encompass a significant natural or built feature;
  - B. where a road is between 150 metres (500 feet) and 195 metres (650 feet) of a waterbody, the road shall form the boundary;
- It is a policy of Council to protect and manage the identified wetlands as ecosystems which are important as habitat for a variety of plant and animal species, for water quality, flood control and water storage and recharge areas and for their value for passive recreation (Section 4.12.2.B)
- Severances for new “infill” lots may be permitted along existing private lanes, provided that the condition of the lane abutting the new lots (severed and retained) are improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan. In addition, the whole of the lane travelled on reach the new proposed lots (severed and retained) will be required to be improved to a minimum standard to allow accessibility to the new lots (severed and retained) by emergency service vehicles (Section 5.3.B)

## **Appendix A: Relevant Planning Policy and Legislation**

### **Planning Act**

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County planning staff confirm that the Zoning By-law Amendment followed the appropriate procedures set out in the Act.

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The following policies are applicable to this application:

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- On rural lands located in municipalities, permitted uses are:
  - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
  - c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;
- Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses. (Section 2.6.4)
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The following policies are applicable to this application:

- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational and institutional development, is permitted.
- Section 3.3.3.4 Special Policies – Waterfront Areas provides policies that are intended to improve and protect waterfront areas as a significant cultural, recreational, economic and natural environmental resource and to maintain or enhance the quality of the land areas adjacent to the shore.

- Section 4.2, Servicing, includes policies for the use of private on-site water and sewage services, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.
- Section 7, Environmental Sustainability, sets out policies for environmental sustainability and the protection of the natural heritage system and the ecological functions it provides.

### **Township of North Frontenac Official Plan (2017)**

The subject property is designated as Rural Area in the Township of North Frontenac Official Plan. The intent of the policies in the Rural Area designation are to maintain rural character and ensure that properties may be adequately serviced. Within the Rural Area the plan provides for a supply of land for a diversity of traditional and evolving rural uses including: rural residential, rural co-operative, recreational oriented uses and rural commercial and industrial uses. It is Council's intent that the water quality of all waterbodies in the Municipality will be maintained at their present level or enhanced. New development must be considered in light of its impact on the environmental quality of any lake or river.

The following policies are applicable to this application:

- The lot(s) to be severed and to be retained must meet the requirements of the Zoning By-law. (Section 3.15.2.D)
- The lot shall have the frontage on and direct access to a year round maintained public road unless otherwise exempted as follows (Section 3.15.2):
  - (i) A lot may be created which will have frontage on a publicly maintained seasonal road, or a designated recreational road owned by the Crown but managed through a Land Use Permit (LUP) by the Municipality, or a registered right-of-way or private lane which connects to a publicly maintained year round or seasonal road;
- Residential development may occur on individually created lots or by Plan of Subdivision. (Section 4.3.2.A)
- Lot sizes for rural residential development or waterfront residential development shall be no less than 0.8 ha (2 acres). (Section 4.3.2.A)
- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B)
- Residential development will be permitted where it has frontage on and direct access to year-round maintained roads, preferably the existing network of roads, or on private lanes, either of which must meet municipal standards for road construction (Section 3.15.2.H & 4.3.2.C)
- All residential development is subject to the natural and human made hazards requirements of this plan (Section 4.3.2.I)

- The Waterfront Area designation shall generally be defined as those lands extending inland 150 metres (500 feet). More specifically (Section 4.10.2.1):
  - A. Lands which physically or functionally relate to the waterfront area, although extending beyond 150 metres (500 feet) from the waterbody, shall be deemed to be within the Waterfront designation.
- For the purposes of Section 4.10.2.1, when determining whether lands physically or functionally relate to the waterfront, the following guidelines shall be considered (Section 4.10.2.2):
  - A. the boundary shall be extended beyond 150 metres (500 feet) from the waterbody to encompass a significant natural or built feature;
  - B. where a road is between 150 metres (500 feet) and 195 metres (650 feet) of a waterbody, the road shall form the boundary;
- It is a policy of Council to protect and manage the identified wetlands as ecosystems which are important as habitat for a variety of plant and animal species, for water quality, flood control and water storage and recharge areas and for their value for passive recreation (Section 4.12.2.B)
- Severances for new “infill” lots may be permitted along existing private lanes, provided that the condition of the lane abutting the new lots (severed and retained) are improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan. In addition, the whole of the lane travelled on reach the new proposed lots (severed and retained) will be required to be improved to a minimum standard to allow accessibility to the new lots (severed and retained) by emergency service vehicles (Section 5.3.B)

**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
Sonya Bolton, Manager of Community Planning, County of Frontenac  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 10 Apr 2026  
**Re:** Proposed Draft Community Improvement Plan (CIP)

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) and Manager of Community Planning, Frontenac County's Administrative Report entitled "Proposed Draft Community Improvement Plan (CIP)";

**And That** Council receives for consideration all public comments regarding the proposed amendments;

**And That** Council proposes the following amendments to the Proposed Draft Community Improvement Plan:

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**And That** Council direct Planning staff to make any necessary revisions to the draft Community Improvement Plan and bring it back to Council at a future meeting for a decision.

### Background:

A Community Improvement Plan (CIP) allows municipalities to provide financial incentives to assist property owners in defined areas to overcome 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.

The Township's CIP has become a valuable tool for local businesses and is a significant step towards achieving the Township's economic development goals. It supports a growing community of local businesses, and the Township has received very positive feedback from business owners, especially those who have taken advantage of the grant programs in the CIP. A copy of the existing CIP document can found on the Township's website at the following link: [North Frontenac CIP](#).

On August 28, 2025, Council passed the following motion:

**"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." **Carried**

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.

### **Researched By:**

Brooke Ross, Manager of Community Development, Township of North Frontenac  
Sonya Bolton, Manager of Community Planning, County of Frontenac

### **Comments:**

#### **Purpose of the Public Meeting and the new CIP**

Since the above motion was passed, County and Township staff met with the Township's Economic Development Task Force (EDTF) to discuss the proposed changes, held a public open house on February 27, 2026, and presented the draft CIP to the EDTF on March 16, 2026. Engagement material can be found online at [North Frontenac CIP Update](#) and a copy of the draft CIP is included as Attachment 1 to this report.

The purpose and effect of the public meeting is to obtain feedback from the public regarding the amendments to the Community Improvement Plan (CIP), including how the CIP will affect future growth and economic development in the Township of North Frontenac. The purpose and effect of the new CIP is to create a new application in-take process that will evaluate applications against scoring criteria outlined in the CIP, include additional grant options under a new category of energy and environmental sustainability, and to make administrative changes to improve the organization of the document.

The statutory public meeting required by the Planning Act is scheduled for April 10, 2026. At this meeting, staff will provide a brief presentation about the draft CIP. After the presentation, staff will address questions from Council, as well as members of the public. No decisions will be made at the public meeting. Staff will bring a recommendation and final CIP document to a future Council meeting.

#### **Notification and Appeal Rights**

As required by the Planning Act, a notice of the statutory public meeting was provided by advertisement in the Frontenac News, 20 days in advance of the public meeting. In addition, the notice was also posted on the Township's website.

"Anyone who attends the public meeting may make verbal comments and/or provide a written submission about the proposed Community Improvement Plan. Also, any person may make written submissions at any time before Council makes a decision on the Community Improvement Plan.

If a person or public body would otherwise have an ability to appeal the decision of the Township of North Frontenac to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of North Frontenac before the proposed Community Improvement Plan is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of North Frontenac before the proposed Community Improvement Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If you wish to be notified of the decision of the Township of North Frontenac on the proposed Community Improvement Plan, you must make a written request to:

Tara Mieske  
Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506  
Plevna ON K0H 2M0  
613-479-2231, extension 225  
[clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)"

### **Financial Impact:**

The County Planner's hours spent on this file will be included in the Township's annual billing from the County. As per the Shared Services Agreement, the billing is based on the percentage of County Planning staff hours used by North Frontenac. The annual 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)

### **Attachments:**

[CIP - NEW TEMPLATE - 2026 \(v. 2026-03-31\) - Accessible](#)



Township of  
North Frontenac



Community  
Improvement  
Plan

2026

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# Section 1

## Introduction/Background

### 1.1 – Purpose and Context

Community Improvement Plans (CIP) are one of the many sustainable community planning tools found in the *Planning Act*. They can help communities and municipalities address challenges that prevent optimization of areas that are currently underutilized. This tool provides a means of planning and financing development activities that effectively assist in the use, reuse and restoration of lands, buildings and infrastructure. The priority of the Plan is to improve community development and foster economic growth.

A CIP is a document that identifies an area or areas of a municipality where, in the opinion of a Municipal Council, through consultation with the public, improvement is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason (Section 28 (1) of the *Planning Act*). CIPs can also be used to encourage redevelopment of vacant or abandoned brownfield properties.

A CIP is a way to allow municipalities to provide incentives in the form of financial assistance to property owners in defined areas to overcome shortfalls and barriers to improvement of these areas. A CIP also allows a municipality to acquire, rehabilitate and dispose of land and to provide grants to owners and tenants, as well as to undertake infrastructure and public space improvements. CIPs have been proven as 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.

For a municipality to have the ability to approve a CIP, it must have policies in its Official Plan that set out where, what, and how these plans should be used. Section 6.9.5 of the Township of North Frontenac Official Plan designates the entire municipality as a Community Improvement Area and encourages the use of Community Improvement Plans to support brownfield remediation and redevelopment, the rehabilitation, development, or redevelopment, of lands, buildings, and infrastructure, and energy-efficient improvements to buildings, structures, and facilities.

Other policies in the Official Plan outline how the Township of North Frontenac is committed to strengthening and diversifying its local economy by building on its natural assets and supporting sustainable growth. The Township aims to foster a balanced tax base and provide local employment opportunities through appropriate commercial, industrial, and home-based business development. Community Improvement Plan (CIP) programs will be used to

encourage the rehabilitation and redevelopment of existing properties, including the conversion of residential space to commercial use, the enhancement of hamlet and waterfront areas, and improvements that attract new businesses and visitors. The Township also recognizes the importance of accessibility and social equity, supporting upgrades that make businesses more inclusive for residents and visitors. Overall, these initiatives reflect the Township's ongoing commitment to encouraging environmentally sustainable development, expanding the service sector, and creating a vibrant, resilient local economy.

## 1.2 – Background

In 2009, the County of Frontenac implemented an Integrated Community Sustainability Plan (ICSP) that sought to ensure that growth and development across the County occurs in a sustainable manner respecting the natural environment while ensuring economic and social prosperity. The ICSP included action items to pursue a sustainable future, and one of the recommendations was to develop CIPs to promote revitalization. The intention was to use CIPs to promote economic stimulation and regeneration across the County. Initial funding for the CIPs was provided by the County to each township. Subsequent investments in North Frontenac's CIP have come directly from the Township Council.

In 2016, the first Community Improvement Plan (CIP) was implemented in North Frontenac. In preparation for the plan, an exercise was undertaken to determine each settlement area's appropriateness for a CIP. While Plevna was specifically evaluated for its potential, it was noted in the evaluation that, "The population and business community in Plevna is relatively small compared with other places in Frontenac County, so it may make more sense to have a Township-wide CIP for North Frontenac." As a result, the plan focused on Township-wide economic investment with the entirety of North Frontenac identified as the community improvement project area.

Since implementation, the Plan has seen modest uptake of existing incentive programs with the greatest investment occurring through the original CIP's Façade Improvement Program and Commercial Space Funding initiative. The CIP reduced the costs of a variety of privately-driven projects ranging from permanent business signage and window and door replacement, to accessible washroom and ramp installation. Projects have been undertaken across the Township reaffirming the Township-wide community improvement area.

In July 2017, the County of Frontenac completed an Accommodation Review and Strategy for Growth. The review assessed existing accommodation across the County and provided direction for opportunities to expand accommodation. This review also identified Community Improvement Plans as an important municipal tool to support the creation of new accommodations in the region, with the façade improvement program standing out as an opportunity to support existing accommodations.

The North Frontenac Township Council undergoes a strategic planning exercise each term of Council resulting in the North Frontenac Strategic Plan. The Plan sets the mission, vision and strategic goals and objectives for the Township. The Township of North Frontenac Community Improvement Plan is a significant step in achieving the Township's economic development goals and supporting a growing community of local businesses.

### 1.3 – Public Consultation

The previous CIP was adopted by Township Council in April 2021. In August 2025, Council passed a motion directing the Township's Manager of Community Development to work with the County of Frontenac planners and the Township's Economic Development Task Force (EDTF) on a CIP amendment for Council's consideration. Following two meetings with the EDTF, and a public open house held on February 27, 2026, a draft of the revised CIP was provided to the EDTF at their meeting on March 16, 2026. The revised CIP was presented to Township Council at a formal Public Meeting on April 10, 2026, and was adopted on **INSERT DATE AFTER ADOPTION**.

## Section 2

# Community Improvement Plan

### 2.1 – Project Area Information

As required by the *Planning Act*, the Township's Official Plan designates the entire municipality as a Community Improvement Area, for which one or more project areas can be designated through a by-law and a CIP prepared.

Through public consultation that has occurred since the first CIP was proposed, there has always been strong support for a Township-wide Community Improvement Plan to enhance the Township's natural, cultural, social, and economic environments. It was recognized that the rural nature and large geography of the Township meant that focusing on a specific settlement area would not be as beneficial as a broader plan looking at businesses across the Township.

By-Law Number 26-16 was passed on March 19, 2016, and designates the entire Township of North Frontenac as a Community Improvement Project Area.

### 2.2 – Goal and Objectives

The goals and objectives for the CIP were developed through consultation with the community and members of the EDTF. The goals and objectives reflected here are similar to the ones from the previous CIP, and include one addition to address energy and environmental sustainability.

Goals	Objectives
<p>Improve the visual quality and identity of the community by enhancing streetscapes, buildings, and public spaces, and by increasing awareness and visibility of local businesses.</p>	<ul style="list-style-type: none"> <li>• Encourage façade, signage, and property improvements that reflect the rural character of the township.</li> <li>• Support enhancements to streetscapes, gateways/entrances, and community focal areas that improve first impressions and reinforce local identity.</li> <li>• Promote coordinated branding and wayfinding initiatives to increase visibility and recognition of local businesses and destinations.</li> </ul>
<p>Strengthen commercial vitality and long-term economic resilience by supporting local businesses, encouraging reinvestment, and fostering a diverse and sustainable rural economy.</p>	<ul style="list-style-type: none"> <li>• Support the retention, expansion, and attraction of small and locally owned businesses that serve residents and visitors year-round.</li> <li>• Encourage reinvestment in underutilized or aging commercial, mixed-use, and agricultural-support buildings.</li> <li>• Promote flexible and adaptive use of buildings to support small businesses, value-added agriculture, and tourism.</li> </ul>
<p>Advance social equity and inclusive community engagement by improving access to services, supporting barrier-free and inclusive development, and strengthening public communication and participation.</p>	<ul style="list-style-type: none"> <li>• Improve accessibility and safety in public-facing buildings and spaces, including barrier-free entrances, washrooms, and pedestrian connections.</li> <li>• Support projects that increase access to essential goods, services, and community amenities for residents across the township.</li> <li>• Strengthen communication and outreach tools to ensure residents, businesses, and community groups are informed of improvement opportunities and able to participate.</li> </ul>
<p>Promote energy efficiency and environmental sustainability by encouraging building upgrades, renewable energy integration, climate-resilient design, and practices that reduce environmental impacts while supporting rural economic development.</p>	<ul style="list-style-type: none"> <li>• Encourage energy-efficient building retrofits and low-impact development practices that reduce operating costs and environmental impacts.</li> <li>• Support the use of renewable energy systems and climate-resilient design appropriate to rural buildings and sites.</li> <li>• Promote sustainable land and infrastructure practices that protect natural features, reduce resource consumption, and support long-term rural viability.</li> </ul>

## 2.3 – Financial Incentive Programs

The financial incentive programs described in this section have been included to specifically target revitalization and rehabilitation efforts appropriate for North Frontenac. These incentive programs can be used individually or in combination by the landowner/applicant, with certain restrictions on the maximum amount of funding available.

The sub-sections below describe the five different programs and the types of eligible costs covered by each. Where a cost proposed for grant funding is not specifically listed, the Township may determine, at its discretion, whether the cost is sufficiently similar in nature to the items identified below to be considered eligible.

### 2.3.1 Façade and Property Improvement Grant

- a. Building façades, exterior repairs, and finishes, including cladding materials, windows, doors, roof shingles/metal sheeting, architectural details and painting
- b. Signage, lighting, awnings, and storefront improvements
- c. Landscaping, patios, fencing, and entrance or streetscape elements

**Available funding:** The maximum amount of a grant is \$5,000 or two-thirds of the eligible project costs, whichever is less.

### 2.3.2 Building Renovation and Construction Grant

- a. Interior renovations tied to business start-up, expansion, or modernization
- b. Building code, fire, or health and safety upgrades
- c. Conversion of underutilized space to commercial, mixed-use, or employment uses
- d. Additions to existing commercial buildings and new structures on commercial properties
- e. New buildings for accommodation on a property that is zoned for Recreational Commercial uses and permits Tourist Establishments
- f. Installation of a septic/wastewater treatment system for the purposes of (1) expanding or creating a commercial business, or (2) for Recreational Commercial operations, bringing an existing system into compliance with current legislation

**Available funding:** The maximum amount of a grant is \$5,000 or two-thirds of the eligible project costs, whichever is less.

### 2.3.3 Accessibility and Community Inclusion Grant

- a. Barrier-free entrances, ramps, doorways, and automatic doors
- b. Accessible washrooms and interior circulation
- c. Exterior lighting and safety improvements, such as levelling or repairing pathways and other exterior surfaces
- d. Wayfinding and accessibility signage, including pavement markings for accessible parking spaces

**Available funding:** The maximum amount of a grant is \$5,000 or two-thirds of the eligible project costs, whichever is less.

### 2.3.4 Energy Efficiency and Environmental Sustainability Grant

- a. Insulation, windows, doors, and air sealing
- b. High-efficiency heating, cooling, and ventilation systems
- c. Renewable energy installations (e.g., solar PV)
- d. Water conservation, stormwater management, and low-impact design/landscaping

**Available funding:** The maximum amount of a grant is \$5,000 or two-thirds of the eligible project costs, whichever is less.

### 2.3.5 Planning and Building Administrative Grant

- a. Planning application fees
- b. Building and demolition permit fees
- c. Fees for the services of a qualified professional to prepare drawings, studies, or reports to support a planning or building permit application

**Available funding:** The maximum amount of this grant is \$7,000, or two-thirds of the eligible costs, whichever is less. Within this grant there is the following breakdown between permit fees and professional fees: for municipal planning application and building and demolition permit fees, the maximum grant is \$2,000, or two-thirds of the costs, whichever is less, and for professional services, the maximum grant is \$5,000, or two-thirds of the eligible costs, whichever is less. A pre-application consultation meeting is required with municipal planning or building staff prior to the application being submitted. Any costs associated with the pre-application consultation meeting are the responsibility of the applicant and cannot be included as an eligible cost under the CIP.

## 2.4 – Eligibility Requirements

All the financial incentive programs contained within this CIP are subject to general program requirements as well as the individual requirements of each selected program.

### 2.4.1 General Program Eligibility Requirements

The following eligibility requirements apply to all applications, where applicable, unless stated otherwise in the program specific eligibility requirements.

- a. Eligible properties include:
  - Those located within the boundaries of the Township of North Frontenac
  - Lands zoned to permit the existing or proposed use
  - Lawfully existing buildings (or structures eligible under the specific program)
- b. Eligible applicants include:
  - Property owners
  - Tenants with written owner authorization
  - Non-profit or community organizations occupying eligible buildings (with written owner authorization)
- c. All required planning approvals and permits, and approval of the CIP application, must be obtained prior to any construction or on-site work. Only project cost incurred after the grant approval will be considered eligible costs under the program.
- d. All Applicants shall be in good standing with regards to all municipal fees and property taxes liable on the property at the time of application and shall comply with all applicable municipal by-laws and provincial legislation.
- e. All Applicants shall have and provide a valid Business Registration Number or Harmonized Sales Tax (HST) Number.
- f. Programs that apply to commercial buildings can also apply to other types of non-residential buildings such as industrial and institutional, unless otherwise stated.
- g. In the case of Live/Work Units, only costs that are directly related to the commercial portion of the unit are applicable (i.e., building requirements for commercial use not required for residential use).
- h. In the case where one business owns multiple properties, their eligibility is per business not per property. Refer also to Section 3.3.a regarding general conditions.

## 2.4.2 Ineligible Projects and Costs

The following projects and costs are not eligible for a grant under the CIP;

- a. Routine maintenance or cosmetic work not visible or impactful
- b. Projects started prior to written CIP approval
- c. Home-based businesses/home occupations
- d. Mobile businesses (e.g., Refreshment Vehicle)
- e. Residential-only uses (unless part of a mixed-use or program-specific exception)
- f. Non-commercial properties who rent structures for short term accommodation
- g. Pre-application consultation and review fees required by the municipality or commenting agencies
- h. Legal fees, land acquisition costs, or development charges
- i. Costs associated with appeals, enforcement actions, or non-compliance
- j. Studies or drawings not required by the municipality or another agency

## 2.4.3 Program-Specific Eligibility Requirements

### 1. Façade and Property Improvement Grant

- a. Improvements must be visible from a public street or space
- b. Design must reflect rural character and surrounding context
- c. Signage must comply with municipal sign by-law

### 2. Building Renovation and Construction Grant

- a. Project must support an active commercial use, mixed-use, or employment use
- b. Interior improvements must be directly tied to business operation or reuse
- c. Temporary or seasonal uses may be eligible if contributing to local economy

### 3. Accessibility & Community Inclusion Grant

- a. Improvements must exceed minimum code requirements where feasible
- b. Priority for buildings that provide essential or frequently used services
- c. Public access required

#### **4. Energy Efficiency & Environmental Sustainability Grant**

- a. Improvements must demonstrate energy or environmental performance benefits
- b. Renewable energy systems must comply with provincial and utility requirements
- c. Energy audit or technical documentation may be required
- d. Improvements for stormwater management must deal with run-off on the subject property, with no negative impact to adjacent properties, roads or natural heritage features (e.g., wetlands, lakes)

#### **5. Planning and Building Administrative Grant**

- a. Application fees for zoning by-law amendment, minor variance, site plan control, or consents/severances
- b. Building permit, demolition permit, and occupancy permit fees
- c. Architectural, structural, mechanical, or electrical drawings required for permit issuance
- d. Surveys, grading plans, and servicing plans
- e. Environmental, traffic, stormwater, accessibility, energy, or other technical studies required by the municipality or an approval authority

## Section 3

# Implementation & Administration

### 3.1 – Application Process

#### 3.1.1 Pre-Application Consultation

Before submitting an application, applicants must meet with the Manager of Community Development (or the CAO) to review project eligibility. Applicants should bring:

- A description of the proposed work
- Estimated costs
- A project timeline
- Plans or drawings

Staff will advise whether the project aligns with the CIP objectives and which incentive programs may apply. Acceptance of an application does not guarantee approval.

#### 3.1.2 Application Submission

A complete application must be submitted and approved **before any work begins** and before applying for a building permit (if required). Applications will only be accepted within certain application in-take periods, which will be advertised by the Township.

#### 3.1.3 Review and Approval

- Applications are reviewed by the Manager of Community Development, with input from relevant municipal staff, and scored against the criteria outlined in this CIP document.
- A recommendation is provided to the CAO.
- The CAO makes the final decision.
- Applicants are notified within approximately 15 business days of the closing of the application period.

#### 3.1.4 Agreement

If approved, the applicant must enter into a formal grant agreement with the Township outlining the approved work, funding amount, timeline, and conditions.

### 3.1.5 Completion and Payment

- All costs are paid upfront by the applicant.
- Grants are reimbursed after the work is completed in accordance with the agreement and all required approvals are in place.
- Original receipts are required.

### 3.1.6 Disputes

Any disputes regarding approval, completed work, or grant payment amounts may be referred to Council for resolution.

## 3.2 – Application Requirements

Applications must include:

- A detailed description of the proposed development (e.g., building size, type, materials, number of storeys)
- A detailed work plan
- Cost estimates and contracts
- Plans, drawings, photos, and supporting reports
- Any additional information requested by the MCD and/or CAO

Projects must comply with:

- The Community Improvement Plan
- The Official Plan
- The Zoning By-law
- All other applicable municipal by-laws, policies, standards, and approval processes

Additional submission materials may be required at the discretion of the MCD and/or CAO.

## 3.3 – General Conditions

- a. Grants shall be limited to one per property per year, subject to a maximum lifetime funding amount per applicant/property of \$20,000.00 (including grants from previous CIP programs). For the purposes of this Plan, related or affiliated entities and adjacent properties operating as a single business shall be considered a single applicant.

- b. These municipal financial incentive programs can be augmented with other federal, provincial, municipal and private sector financial tools and program. However, the total of all grants, loans, and tax assistance provided under this Community Improvement Plan for any eligible property shall not exceed the eligible costs of the approved improvements for that property, in accordance with Section 28 of the *Planning Act*. Costs already covered by another incentive program shall not be considered an eligible cost under this CIP.
- c. Applications must be approved **before any work begins**.
- d. The Township may inspect properties that are subject to an application.
- e. The Township is not responsible for costs incurred before approval or for costs incurred in anticipation of funding.
- f. Programs may be discontinued at any time; however, approved applicants will continue to receive funding provided an agreement has been signed and they meet all conditions.
- g. If a related planning or building permit application is denied, funding under that program will not proceed.

### 3.4 – Application Scoring Matrix

This matrix applies to all CIP grant programs, with weighting that reflects Township priorities. Council or staff may set a minimum approval threshold for each round of applications. The final scoring matrix will be determined and approved by Council. The review and scoring of individual applications will be delegated to Township staff, with an information report provided to Council.

#### 1. Alignment with CIP Goals (maximum 30 points)

- Addresses one CIP goal (10 points)
- Addresses two CIP goals (20 points)
- Addresses three or more CIP goals (30 points)

#### 2. Community Benefit & Visibility (maximum 25 points)

- Highly visible improvement or public-facing benefit (10 points)
- Improves access to services, safety, or inclusivity (10 points)
- Contributes to community identity or sense of place (5 points)

### 3. Economic Impact (maximum 20 points)

- Supports local business retention or expansion (10 points)
- Creates or sustains employment or services (5 points)
- Encourages reinvestment in underutilized buildings (5 points)

### 4. Environmental & Energy Performance (maximum 15 points)

- Demonstrates measurable energy or resource efficiency gains (10 points)
- Incorporates climate-resilient or low-impact practices (5 points)

(Note: For non-energy programs, points may be awarded where sustainability is integrated into the project.)

### 5. Project Readiness & Feasibility (maximum 10 points)

- Clear scope, budget, and timeline (5 points)
- Required approvals identified or secured (5 points)

### 6. Priority Scoring (Optional Tie-Breakers)

Where applications score similarly, additional priority may be given to projects that:

- Are located in a designated hamlet, main street, or strategic area
- Leverage other funding sources
- Involve heritage or long-term community assets
- Are first-time CIP applicants

## 3.5 – Budget

Funds to operate the CIP are subject to annual Township budget allocations and approval and are at the sole discretion of the municipality. Funds from the CIP will be directed to eligible projects, which will be selected after the closing of an application in-take period and evaluated based on the scoring criteria and matrix outlined in this document.

## 3.6 – Amendments to the CIP

Amendments may be made to this CIP in accordance with the following:

- a. Council may discontinue any of the components of the CIP Program, without an amendment to this CIP, if, in the opinion of Council, the goals of this CIP are not being met.
- b. Council may vary the components of the CIP Program, without an amendment to this CIP, if, in the opinion of Council, the goals of this CIP are not being met, provided that

the variation does not exceed the maximum amount of grants permitted through this CIP.

- c. Any change to the CIP area, or an increase to the value of the financial programs, would require an amendment of the Plan in accordance with Section 28 of the *Planning Act*.
- d. The County of Frontenac is to be consulted when making amendments.

### 3.7 – Marketing the CIP

The successful implementation of the CIP depends on the ability of the initiatives and funding opportunities to be effectively communicated to property owners, business owners, and community organizations. The Township and County will work together to ensure the success of the Plan.

### 3.8 – Monitoring the Plan

This CIP is intended to provide a proactive approach to the revitalization of the Township. As such, the success of the program will be measured by the adoption of the programs by private property owners. To best meet the needs of potential program participants, the CIP is a flexible document responding to the needs of the participants and changing market conditions. Accordingly, a monitoring program is essential to receive feedback and refine elements of the Plan that would best achieve the objectives of the CIP. The following list provides potential qualitative and quantitative measures the Township could track to monitor the effectiveness of the program and provide a basis for future amendments:

- a. Monitor the number of approved applications by financial program type;
- b. Monitor the number of unsuccessful applications and determine the reason for project ineligibility;
- c. Monitor the total value of funding allocated by financial program type;
- d. Monitor the additional square footage of commercial spaces created through the programs;
- e. Monitor the number of new jobs created;
- f. Monitor the improvement of the visual appearance of the community as result of projects accessing the funding programs;
- g. Encourage program participants to submit comments based on their experience accessing program funding;
- h. Annually report on the success of the Plan.

Based on information from these monitoring procedures, required revisions to the CIP may become evident over time. Amendments to the Plan shall be approved by Council of the Township of North Frontenac in accordance with Section 3.6 above.