

Regular Council Agenda Amended (February 2, 2026)

Following Public Meeting - Friday, February 6, 2026
Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

2. Approval of Agenda

- a) February 6, 2026

Be It Resolved That Council approves the Agenda dated February 6, 2026, as circulated.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Closed Session

- a) Closed Meeting of Council

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

- Adopt Minutes of Closed Meetings held January 16, 2026;
- Discuss Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, specifically an Ontario Land Tribunal File.

5. Rise and Report (Overview of the Closed Session by the Chair)

6. Business Profile

- a) Nate's Tires

8

Be It Resolved That Council receives for information the Business Profile of Nate's Tires provided by the Economic Development Task Force (EDTF).

[Nate's Tire](#)

7. Presentations

- a) Eric Kohlsmith, Mississippi Rideau Septic System Office: Septic Re-inspection Results

9 - 18

Be It Resolved That Council receives for information the presentation from Eric Kohlsmith, Mississippi Rideau Septic System Office, regarding 202 Re-Inspection Results; and thanks him for his time spent today.

[2025 Septic Re-inspection Results](#)

- a) i. Public Works Manager - Administrative Report: 2025 Septic Re-

19 - 42

Inspection Program and Proposed Program for 2026

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "2025 Septic Re-Inspection Program and Proposed Program for 2026";

And That Council approves the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2026 season;

And That Council approves the Public Works Manager (PWM) signing the 2026 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

And That Council instructs the PWM to place a copy of the 2025 Sewage System Re-inspection Program Report on the Township's Website;

And That staff shall assist MRSSO with arranging presentations for Lake Associations participating in the 2026 program.

[2025 Septic Re-Inspection Program and Proposed Program for 2026 - Pdf](#)

8. Delegations

- a) Ontario Federation of Trail Riders and Bytown Motorcycle Association: 2026 Agreement with North Frontenac 43 - 50

Be It Resolved That Council receives for information the presentation from Lisa Thompson, Executive Director with the Ontario Federation of Trail Riders, regarding the proposed 2026 Agreement with the Township; and thanks her for her time spent today.

[Presentation Ontario Federation of Trail Riders](#)

- a) i. Manager of Community Development: By-Town Motorcycle Association (BMA) - 2026 Agreement Renewal 51 - 52

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "By-Town Motorcycle Association (BMA) - 2026 Agreement";

And That Council will consider a By-law later in the meeting to sign the 2026 Agreement with the BMA to honour the OFTR trail permit on the Crown Roads within the North Frontenac Parklands.

[By-Town Motorcycle Association \(BMA\) - 2026 Agreement Renewal - Pdf](#)

- b) Ottawa Valley ATV Club: 2026 Agreement with North Frontenac 53

Be It Resolved That Council receives for information the presentation from Jon Wilson, President and Trail Master with the Ottawa Valley ATV Club, regarding the proposed 2026 Agreement with the Township; and thanks him for his time spent today.

[OVATVC Email](#)

- b) i. Manager of Community Development: Ottawa Valley ATV Club 54 - 58

(OVATVC) - 2026 Annual Agreement

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Ottawa Valley ATV Club (OVATVC) - 2026 Annual Agreement";

And That Council will consider a By-law later in the meeting to sign the 2026 Agreement with the OVATVC to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

[Ottawa Valley ATV Club \(OVATVC\) - 2026 Annual Agreement - Pdf](#)

9. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 59 - 68

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

1. A Public Meeting of Council held January 16, 2026; and
2. A Regular Meeting of Council held January 16, 2026.

[Public Council - 16 Jan 2026 - Minutes - Pdf](#)

[Regular Council - 16 Jan 2026 - Minutes - Pdf](#)

10. Business Arising Out of Minutes

None.

11. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 69

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. Ministry of Municipal Affairs re: Township's Financial Information Return 70 - 84

Be It Resolved That Council receives for information an email dated January 7, 2026, from the Ministry of Municipal Affairs and Housing providing the following financial indicators:

- the Financial Indicator Threshold Report, which was calculated using the North Frontenac 2024 Financial Information Return (FIR) data; and
- the Municipal Financial Profile for North Frontenac.

[MFP25 North Frontenac Tp](#)

[FITC25 North Frontenac Tp](#)

- B2. ALTO re: Corridor Map and Virtual Engagement 85

Whereas Council received for information an email dated January 20, 2026 from Joel Wiebe, Senior Advisor, Community Relations with ALTO, advising the online consultation platform is available for the public to provide additional feedback and explore the interactive corridor map for

the high-speed rail (HSR) network between Toronto and Quebec City with a possible route coming through the Township of North Frontenac; **And Whereas** the Township of North Frontenac's Official Plan's Vision Statement of North Frontenac Council is to preserve the unique and pristine natural environment to promote a strong, resilient rural community;

Now Therefore Be It Resolved That with the limited information and consultation that has been provided to date, the Council of the Township of North Frontenac does not support the proposed corridor going through the Township of North Frontenac;

And That Council formally supports that a better suitable corridor and proposed stop would be within the boundaries of the City of Kingston which is the regional urban centre, economic hub as well as the transportation node for southeastern Ontario;

And That Council directs staff to provide this motion to The Honourable Steve Mackinnon, Federal Minister of Transportation; The Honourable Mark Carney, Prime Minister of Canada; MP Scott Reid; The Honourable Doug Ford, Premier of Ontario; MPP John Jordan; and Mark Imbleau, the President of Alto.

[Email from ALTO](#)

12. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Declaration of Council Member Office to be Vacant as per Municipal Act, Section 259 86 - 87

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Declaration of Council Member Office to be Vacant as per Municipal Act, Section 259";

And That, in accordance with Section 262 of the Municipal Act, Council declares the office of Councillor for Ward 1 vacant;

And That per the Township's Procedural Policy, Council instructs the Clerk to offer the position to Mike Hage as the candidate from Ward 1 who had the highest number of votes in Ward 1 at the previous election;

And That if Mr. Hage is agreeable to accepting the position to invite him to the February 27, 2026 Council Meeting to take the Oath of Office;

And That if Mr. Hage declines the position, the Clerk is instructed to advertise the vacancy as set-out in the Procedural Policy.

[Declaration of Council Member Office to be Vacant as per Municipal Act, Section 259 - Pdf](#)

- b) Chief Administrative Officer: Complaint Files - 2025 Annual Report 88 - 89

Be It Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "Confidential Complaint Files - 2025 Annual Report".

[Complaint Files - 2025 Annual Report - Pdf](#)

- c) Chief Building Official: Building Department Annual Activity - 2025 90 - 92

Be It Resolved That Council receives for information the Chief Building

Official's Administrative Report entitled "Building Department Annual Construction Activity 2025"

[Building Department Annual Activity - 2025 - Pdf](#)

- d) Clerk/Planning Manager: Planning Department Year End Report for 2025 93 - 97

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Planning Department Year End Report for 2025".

[Planning Department Year End Report for 2025 - Pdf](#)

- e) Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Kerr 98 - 99

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

And That, as required by By-law #2025-04,

All That Part of the Shore Road Allowance abutting Kashwakamak Lake adjoining Lot 308, Registered Plan 1045, formerly in the Township of Barrie, being Part 1 on Registered Plan 13R-14741 (Kashwakamak Lake)

be declared as surplus and sold to the adjoining owners. An appraisal of the property are 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 - Kerr - Pdf](#)

- f) Public Works Manager: Update to Civic Addressing and Private Lane Naming Procedure - By-law 100 - 122

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Update to Civic Addressing and Private Lane Naming Procedure - By-law";

And That Council approves revising the civic addressing and lane naming policy;

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

[Update to Civic Addressing and Private Lane Naming Procedure - By-law - Pdf](#)

- g) Public Works Manager: Pothole Prevention and Repair Program (PPRP) and Transfer Payment Agreement - Update 123 - 153

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Pothole Prevention and Repair Program (PPRP) and Transfer Payment Agreement - Update";

And That Council authorizes the Chief Administrative Officer (CAO) to sign the Transfer Payment Agreement (TPA) for the Ministry of Transportation's Pothole Prevention and Repair Program (PPRP) on behalf of the Township;

And That Council direct staff to collect, complete, and submit all required documentation and reports required by the program.

[Pothole Prevention and Repair Program \(PPRP\) and Transfer Payment Agreement - Update - Pdf](#)

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

- a) Housing Advisory Task Force 154 - 156

Be It Resolved That Council receives for information the Notes of a Meeting of the Housing Advisory Task Force held January 14, 2026.

[Housing Advisory Task Force - 14 Jan 2026 - Minutes - Pdf](#)

- b) Economic Development Task Force 157 - 173

Be It Resolved That Council receives for information the Notes of a meeting of the Economic Development Task Force held January 19, 2026;

And That Council approves the EDTF 2026 Work Plan.

[Economic Development Task Force - 19 Jan 2026 - Minutes - Pdf](#)

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

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

- a Councillor Hermer - Review of Procedural Policy, specifically Electronic Attendance at 17
) Open and Closed Council Meetings 4

Whereas at the Council meeting on January 16, 2026, Councillor Hermer served a Notice of Motion to discuss the Procedural Policy, specifically Section 6.6 Electronic Participation in Open and Closed Meetings, at the February 6, 2026, Council Meeting;

Now Therefore Be It Resolved That Council instructs the Clerk to update Section 6.6 regarding Electronic Participation to:

And That the Clerk provide a report to Council at an upcoming meeting regarding these changes and possible housekeeping amendments for Council's consideration.

[Resolution #20-26](#)

16. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. 175 - 176
The Councillor may provide a verbal report for information purposes.

[Council Portfolios 2022-2026](#)

17. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 177 - 203

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:

- #2026-08 To Close, Stop Up and Sell a Portion of a Shore Road Allowance
- #2026-09 To Enter into an Agreement with Ottawa Valley ATV Club
- #2026-10 To Adopt a Civic Addressing and Road Naming Policy
- #2026-11 To Enter into an Agreement with Bytown Motorcycle Association

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

[#2026-08 To Close and Sell Shore Road Allowance](#)

[#2026-09 To Enter into Agreement with OVATV for 2026](#)

[#2026-10 To Adopt a Civic Addressing and Road Naming Policy](#)

[#2026-11 To Sign Agreement with By-Town Motorcycle Association](#)

18. Public Forum

19. Closed Session

- a) Closed Meeting of Council

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

21. Confirmatory By-law

- a) Confirming By-law #2026-12 204

Be It Resolved That By-law #2026-12, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held February 6, 2026, be read a first, second, and third time and finally passed.

[#2026-12 Confirming By-law - February 6, 2026](#)

22. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until February 27, 2026, or at the call of the Chair.

NATE'S TIRE

Tire Sales & Service

Harlowe, Ont.

K0H 1B0

613-480-0417

Owner/Operator: Nate Whitelock

Website: coming soon

Email: natesrepair2016@gmail.com

Facebook



**Tire Sales
& Services**

Nate Whitelock

Owner/Operator

613-480-0417

natesrepair2016@gmail.com

In 2019 Nate seen an opportunity for having a dual business enterprise in our area and later found that one aspect of the business was busier than the other so he decided to discontinue one and concentrate on the tire service. His experience lies in the tire service industry as that was his job in the 1990's before moving to the area. He handles all aspects of tire service with all the equipment he has in his shop, including: installation, balancing and repairing. Nate also has the capability to purchase tires, rims for domestic vehicles and is certified for commercial vehicles as well. He also has a mobile service for tire changing and flat tire repair. If you are unable to get to his shop, he can pick up your vehicle do the work then return it to you. The majority of Nate's business is local; however, he will travel outside the area at an additional cost. At this time he is the only employee and will add staff if the need arises.



facebook.com/profile.php?id=100072205124641



Township of
North Frontenac

2025 Re- Inspection Results

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MississippiRideau
SEPTIC SYSTEM OFFICE

 **Mississippi Valley**
Conservation Authority

 **Rideau Valley**
Conservation Authority

Lake	#
Buckshot	14
Grindstone	4
Little	1
Mississagagon	
Marble	5
Mississippi	5
Morcan	4
Shawenegog	5
Shabomeka	15
Total	53

66% (58% in 2024) of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;

25 systems were identified as having no concern, 24 systems requiring remedial work and 4 properties had systems requiring repair/replacement.



Participation

Types of Systems

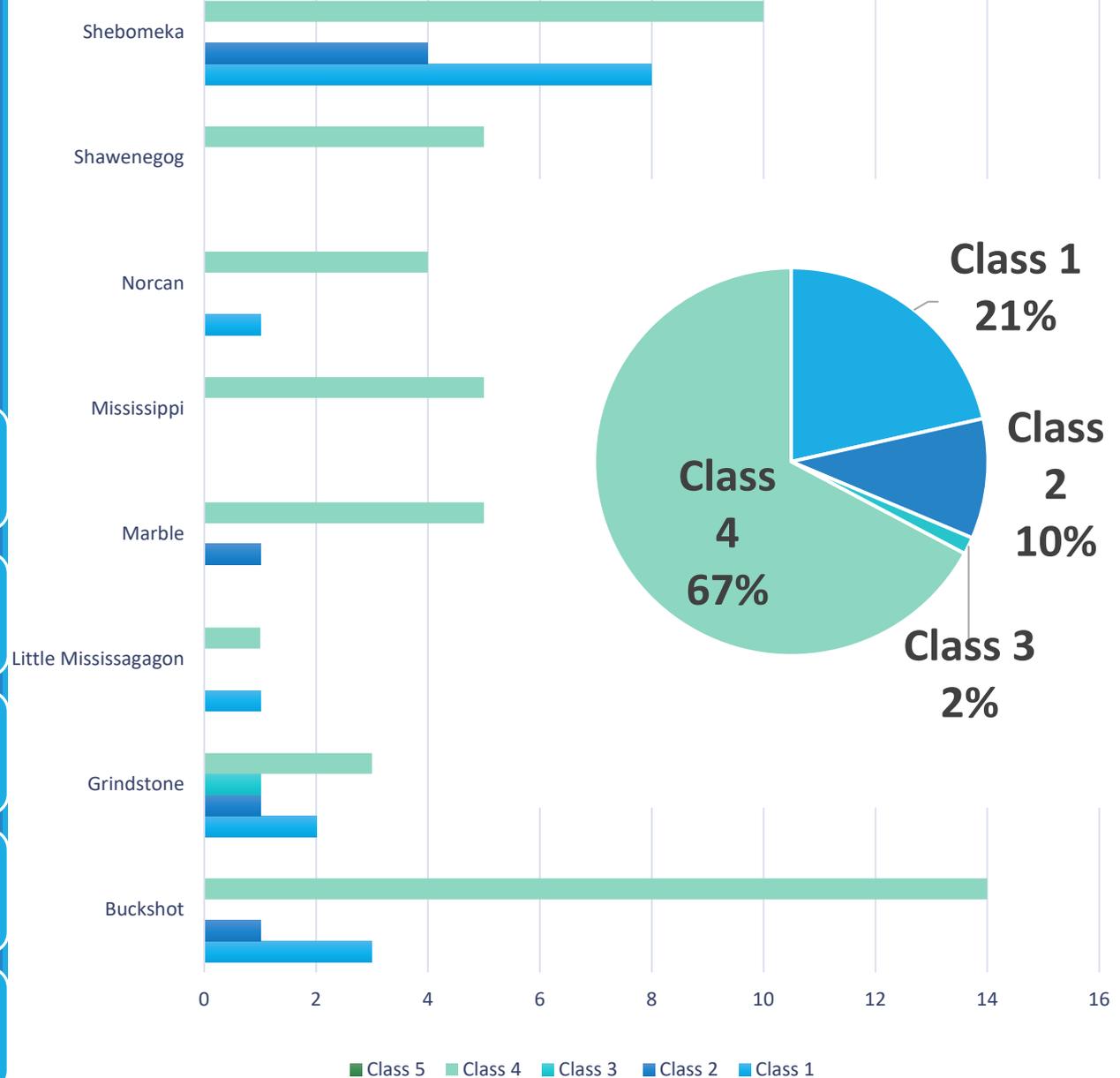
Class 1 - 15

Class 2 - 7

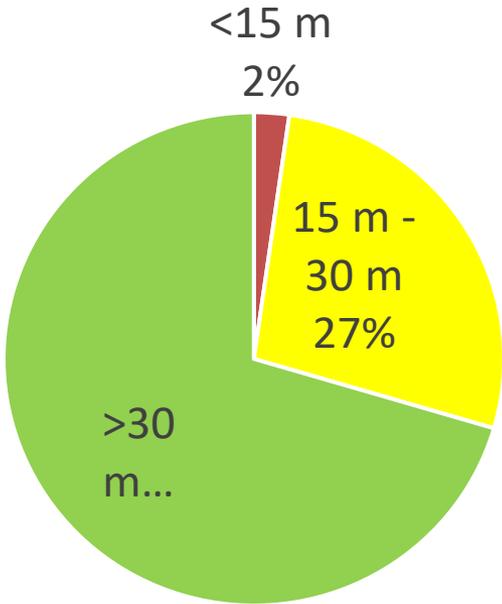
Class 3 - 1

Class 4 - 47

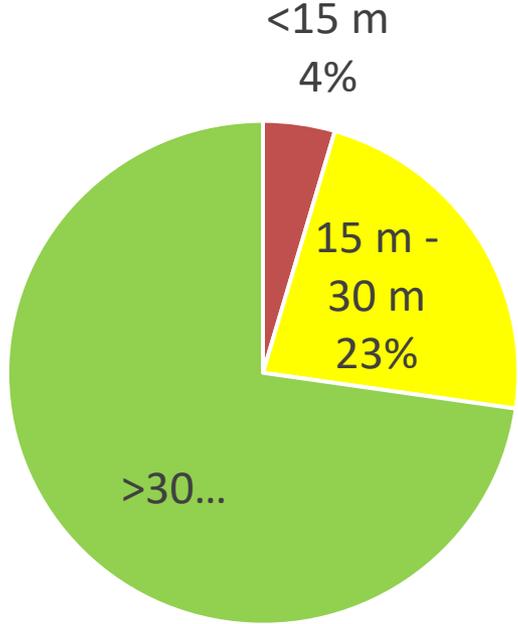
Class 5 - 0



Tank to Surface Water



Distribution pipe to Surface Water



Separation Distance

Tank Inspection

Effluent Filter

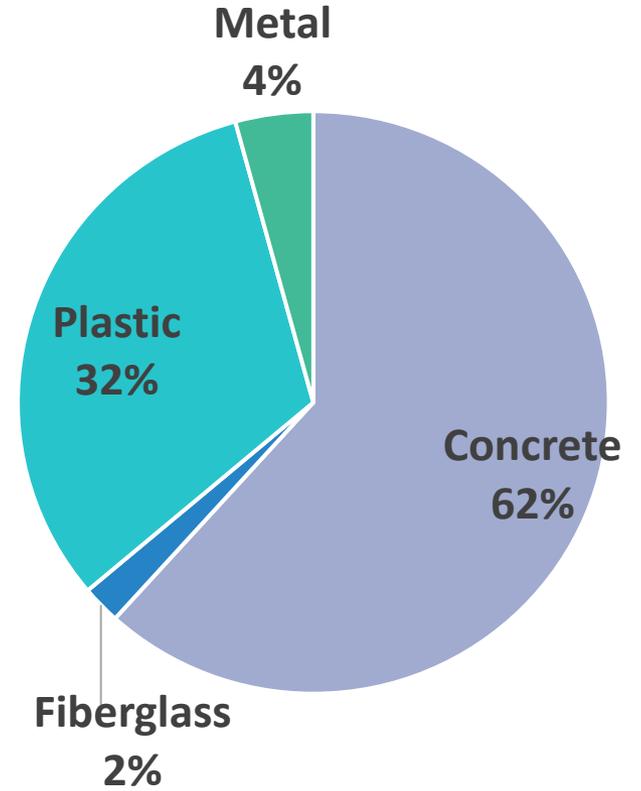
- 15 (32%)

Corrosion

- 5 (9%)

Pump out

- 9 (19%)



System Status – at the time of Inspection

No Concern

- No operational and/or maintenance issues identified.

Remedial Work

- Operational and/or maintenance issues were identified.

More Information Required

- One or more questions arose regarding the system(s)

System Replacement

- On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

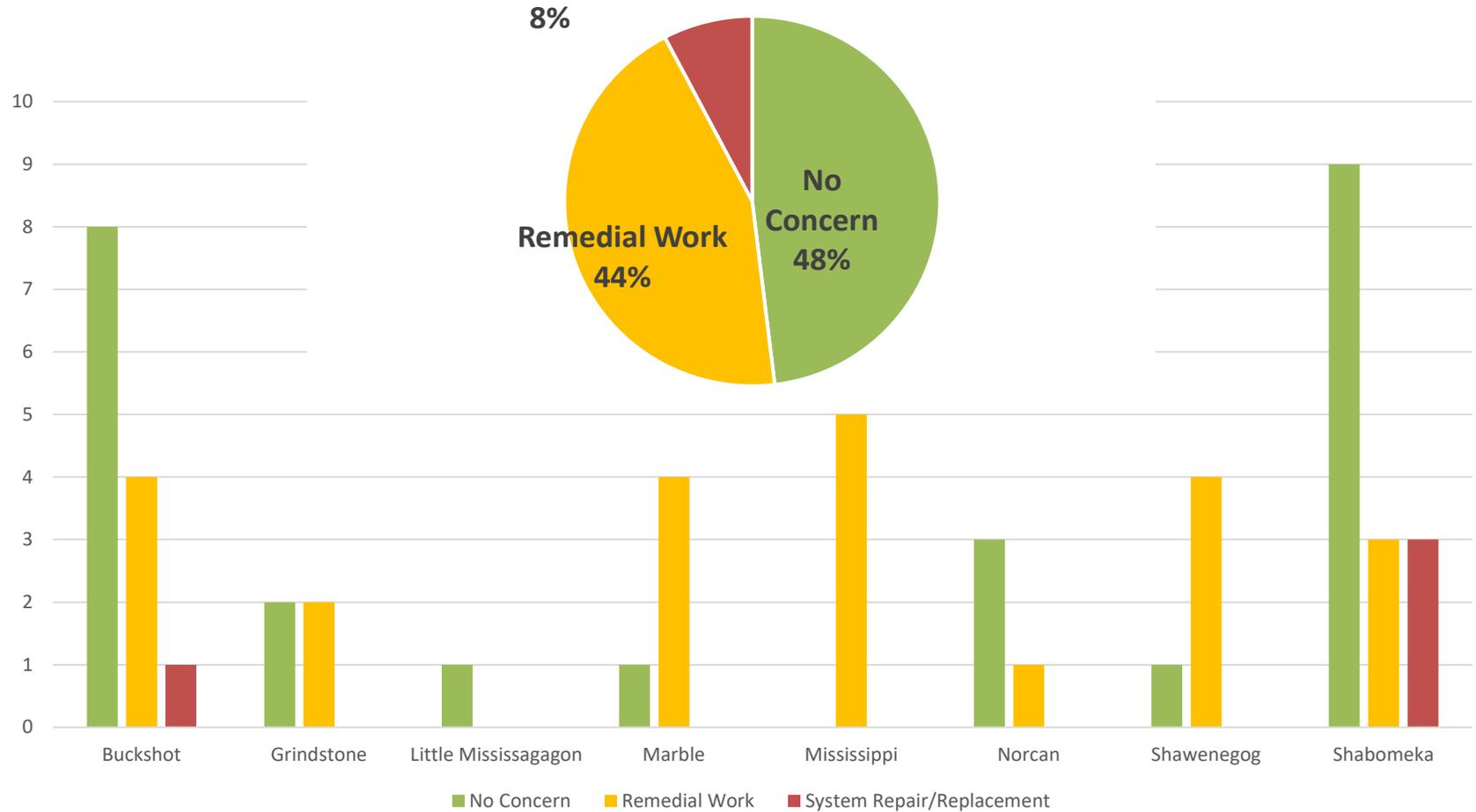


06

Failed System: Greywater to the Surface



System Repair/Replacement



System Status – at the time of Inspection

System Deficiencies

Item	Number of Systems
Pump Out	9
Baffle maintenance	1
Remove Roots	3
Vegetation issues	6
Effluent Level	2
Monitor Corrosion	5
Total	26
*note, some systems have more than one maintenance issue.	

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Thank you



c/o Mississippi Valley Conservation
10970 Highway 7, Carleton Place, ON K7C 3P1
tel 613-253-0006 ext. 254 cell 613-913-7570 fax 613-253-0122
ekohlsmith@mvc.on.ca

Eric Kohlsmith
Septic Inspector



To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Laura Manion, Public Works Administrative Assistant
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 06 Feb 2026
Re: 2025 Septic Re-Inspection Program and Proposed Program for 2026

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "2025 Septic Re-Inspection Program and Proposed Program for 2026";
And That Council approves the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2026 season;
And That Council approves the Public Works Manager (PWM) signing the 2026 Agreement with MRSSO for septic re-inspection services on behalf of the Township;
And That Council instructs the PWM to place a copy of the 2025 Sewage System Re-inspection Program Report on the Township's Website;
And That staff shall assist MRSSO with arranging presentations for Lake Associations participating in the 2026 program.

Background:

Starting in 2005, the Mississippi Rideau Septic System Office (MRSSO) provided a voluntary Septic Re-Inspection Program to North Frontenac Residents. This program provides septic inspections and education to residents residing on or around water bodies in North Frontenac Township.

On January 31, 2025 Council passed Resolution #27-25

Be It Resolved That Council receives for information the Public Works Managers Administrative Report entitled "2024 Septic Re-Inspection Program and Proposed Program for 2025";
And That Council approves the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2025 season;
And That Council approves the Public Works Manager (PWM) signing the 2025 Agreement with MRSSO for septic re-inspection services on behalf of the Township;
And That Council instructs the PWM to place a copy of the 2024 Sewage System Re-inspection Program Report on the Township's Website;
And That Township staff will assist MRSSO arrange presentations for Lakes involved in the 2025 program.

Researched By:

Darwyn Sproule, Public Works Manager
Laura Manion, Public Works Administrative Assistant

Comments:

Earlier in the meeting, Mr. Eric Kohlsmith from MRSSO presented details regarding the 2025 season and summary of the 2025 Septic System Re-inspection Program Report (copy attached).

Briefly, the 2025 sewage system re-inspection program mailed out 540 property owner packages for the voluntary program. The program completed 53 re-inspections, representing an increase from 31 inspections in 2024. Re-inspections were conducted on 8 lakes – Buckshot, Grindstone, Little Mississagagon, Marble, Mississippi, Norcan, Shawenegog, and Shabomeka Lakes.

Lake Names	Number of Inspections
Buckshot	14
Grindstone	4
Little Mississagagon	1
Marble	5
Mississippi	5
Norcan	4
Shawenegog	5
Shabomeka	15

Approximately 48% of systems inspected had no sewage system concerns. Interaction with property owners during the re-inspection was very positive with 66% of owners being present during the re-inspection.

Recommendations identified during the re-inspection program include:

- Continue with a re-inspection program.
- Send out Owner Packages earlier in the season - April / May.
- With the assistance of Township staff – arrange presentations for Lake Associations involved in the 2026 program.

The Environmental Task Force is preparing an administrative Report to Council for consideration addressing a proposed Mandatory Septic System Inspection program for properties at the time / point of sale. It is recommended to continue with the Voluntary program for 2026 given the time required to implement the mandatory program if it is approved. In addition, the Voluntary program addresses waterfront properties while the proposed point of sale program would not focus specifically on waterfront.

Financial Impact:

The voluntary septic re-inspection program budget has been approved at \$5,000 for 2026.

The 2025 budget was \$5,000 with the actual cost slightly over budget at \$6,035 given the increased level of participation by property owners.

Strategic Implications:

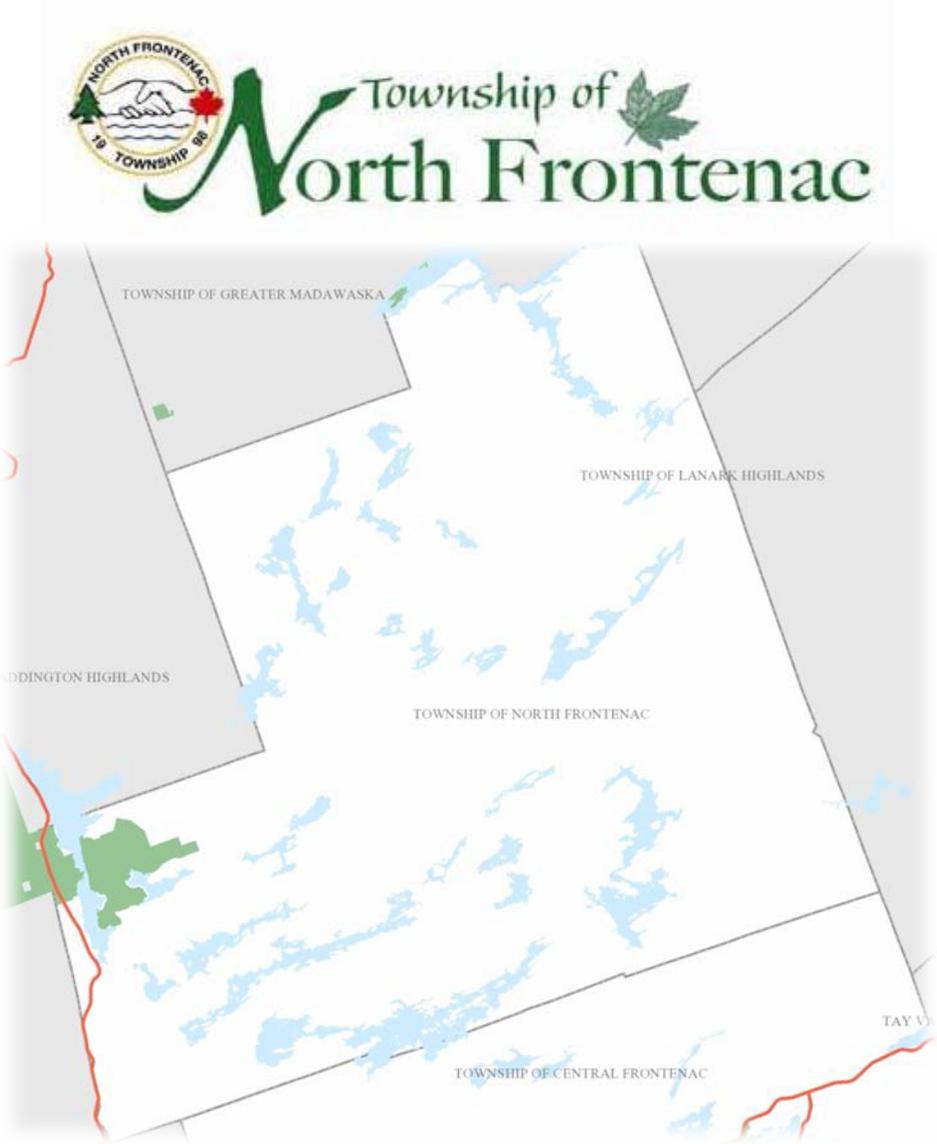
Development of policies and programs to protect the environment.

Attachments:

[2025 NF Re-inspection Report](#)

2025

Sewage System Re-Inspection Program Report



Prepared For Township of North Frontenac
Prepared By Eric Kohlsmith
Mississippi Rideau Septic System Office
February 6, 2025



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Executive Summary

During the 2025 sewage system re-inspection program, 53 re-inspections were conducted on 8 lakes – Buckshot, Grindstone, Little Mississagagon, Marble, Mississippi, Norcan, Shawenegog, and Shabomeka. Five hundred and forty (540) Property Owner Information packages were mailed.

Participants were asked to return the questionnaire included in the information package to the Mississippi Rideau Septic System Office (MRSSO). Appointments were provided on a first come first served basis. All returned questionnaires, that did not request an appointment, were scheduled an appointment and the property owner notified approximately one week in advance.

Thirty-five (35) out of fifty-three (53) properties owners (66%) were present onsite for the re-inspection appointment.

The table on the right is a breakdown of the number of inspections completed per lake. As a result of the program, twenty-five (25) properties were identified as having no concern, twenty-four (24) properties require remedial work, and four (4) properties were identified as needing system replacement for the 2025 season; one of the three was corrected before the end of the re-inspection season.

Lake	Completed
Buckshot	14
Grindstone	4
Little Mississagagon	1
Marble	5
Mississippi	5
Norcan	4
Shawenegog	5
Shabomeka	15
Total	53

The inspections began on July 21, 2025, and the last inspection was completed on September 18, 2025. Four (4) water access properties were inspected during the 2025 re-inspection program.

1.0 Introduction

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is integral to the continued life of the system. A Sewage System Re-Inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system.
2. A proactive approach to identifying risks to human health or the natural environment.
3. A database of inspected existing septic systems that can be used as a planning tool for municipalities.

Malfunctioning on-site sewage systems can have both human health and environmental impacts beyond the property on which it is located. Nutrient and bacteria rich effluent can travel through soil and rock fractures to surface water bodies, and ground water sources. Contamination of surface water can cause excess aquatic plant growth, depletion of oxygen in lakes, and alteration of the natural habitat of fish. Ground water contamination can cause drinking water to be boiled, sickness and even death. This makes it crucial that property owners be aware of the location and operation of the septic system. Under the Ontario Building Code, it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding communities.

The current re-inspection program combines homeowner education about septic system operation and maintenance with an inspection component. An effective follow-up procedure is essential to ensure that the program effectively manages identified sewage system problems.

The authority for the Mississippi Valley Conservation and Rideau Valley Conservation Authority, and other enforcement agencies, to conduct inspections of potentially unsafe sewage systems is provided by BCA s.15.9(1). The program Authority can be found in Appendix D.

The Ministry of Municipal Affairs and Housing amended the Building Code Act and the Ontario Building Code for a Sewage System Maintenance Inspection Program (Appendix E) in 2011. The Maintenance program is developed to help protect drinking water, the natural environment and support the implementation of the Clean Water Act.

In 2025, property owners were contacted in June, requesting their participation in the sewage system re-inspection program. A site visit was made, and a system inspection completed based on the type of system onsite, when the owner returned correspondence to the MRSSO. If there were situations requiring further attention, a copy of the sewage system re-inspection report would be provided to the Chief Building Official for enforcement accordingly.

The results for the 53 inspections completed were compiled and this report is the culmination of those efforts.

2.0 Program Initiation

2.1 Criteria for Selection of Properties

North Frontenac Township identified areas to be re-inspected based on historical re-inspection data and building permit information. Requirements for inclusion in the voluntary sewage system re-inspection program were determined to be waterfront properties. North Frontenac Township staff provides the list of selected properties for participation.

2.2 Re-Inspection Protocol

After receiving the participant list, an information package is mailed out to each property owner informing them of the re-inspection program, what their participation would entail, a description of the inspection to take place and a two-sided questionnaire to be completed by the homeowner and returned to our office (Appendix A).

Once a participant has contacted our office, either by returning the questionnaire, calling, faxing, emailing, or filling out our online form, the information is recorded in the database under four different categories:

- Questionnaire returned with appointment,
- Questionnaire returned without appointment,
- Appointment without a questionnaire,
- Removed from list (permit number or reason recorded)
 - 4 removed,
 - 3 - newer systems (2015 and newer)
 - 1 – Re-schedule to later year
- No Response

As stated in our information package (Appendix A), appointments are first come first served basis. Once the appointments made by property owners are scheduled, returned questionnaires without appointments are scheduled and the property owner notified of the appointment approximately one week in advance. The MRSSO goal is to schedule 10 appointments per day.

The tank inspection was deemed to be an invasive component of the re-inspection program, one which could potentially result in controversy if conducted without the permission of the homeowner. Permission was considered granted by receipt of a completed questionnaire or arranging an appointment. If explicit permission had not been granted, then the re-inspection was not conducted. A detailed description of a visual and a tank inspection can be found in Appendix C. If any doubt remained about

the location of the sewage system, then more information was requested of the homeowner.

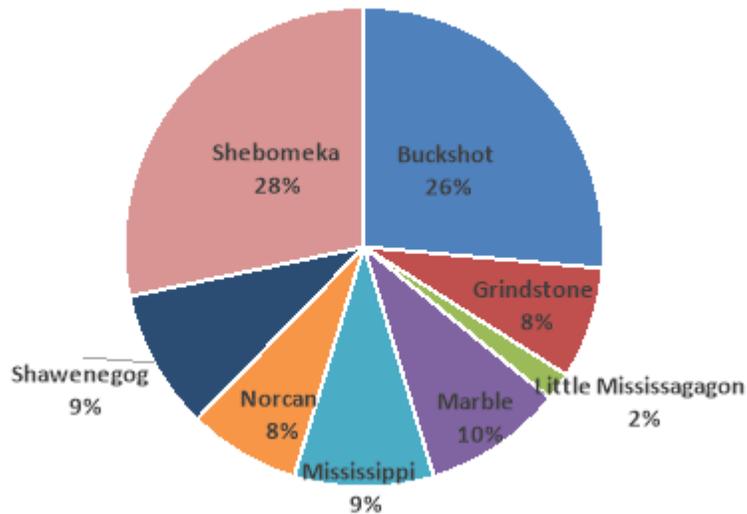
The re-inspection program in North Frontenac Township is a voluntary program. Five hundred and forty (540) Property Owner Packages (Appendix A) were mailed to perspective participants.

3.0 Results and Discussion

3.1 Distribution of Sewage System Re-Inspections

The sewage system re-inspection program completed 53 re-inspections. The eight (8) lakes involved this year were Buckshot, Grindstone, Little Mississagagon, Marble, Mississippi, Norcan, Shawenegog, and Shabomeka. (Figure 1).

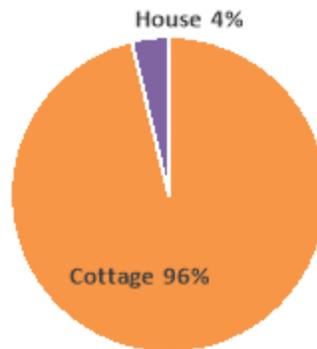
Figure 1 - Number of Properties per Lake



3.2 Property Use

As part of the questionnaire sent to property owners (Appendix A), it is requested that owners classify their property as either Cottage (seasonal), House (residential), Business (commercial) or Farm (Agricultural). Fifty-one (51) properties were identified as a cottage and (2) as a house.

Figure 2 - Property Use

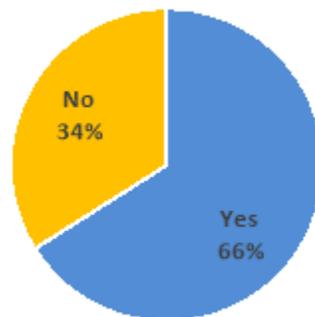


3.3 Property Owner Present

By interacting with property owners, we can create awareness of the importance of properly functioning on-site wastewater treatment systems. In 2025 we continued to build upon our experience from previous seasons. All returned questionnaires, that did not request an appointment, were scheduled an appointment and the property owner notified approximately one week in advance. It was noticed that most property owners were accommodating of this appointment and would be present.

During the 2025 re-inspections, thirty-five (35) out of fifty-three (53) property owners were present for the re-inspection of the onsite sewage system.

Figure 3 - Property Owners Present



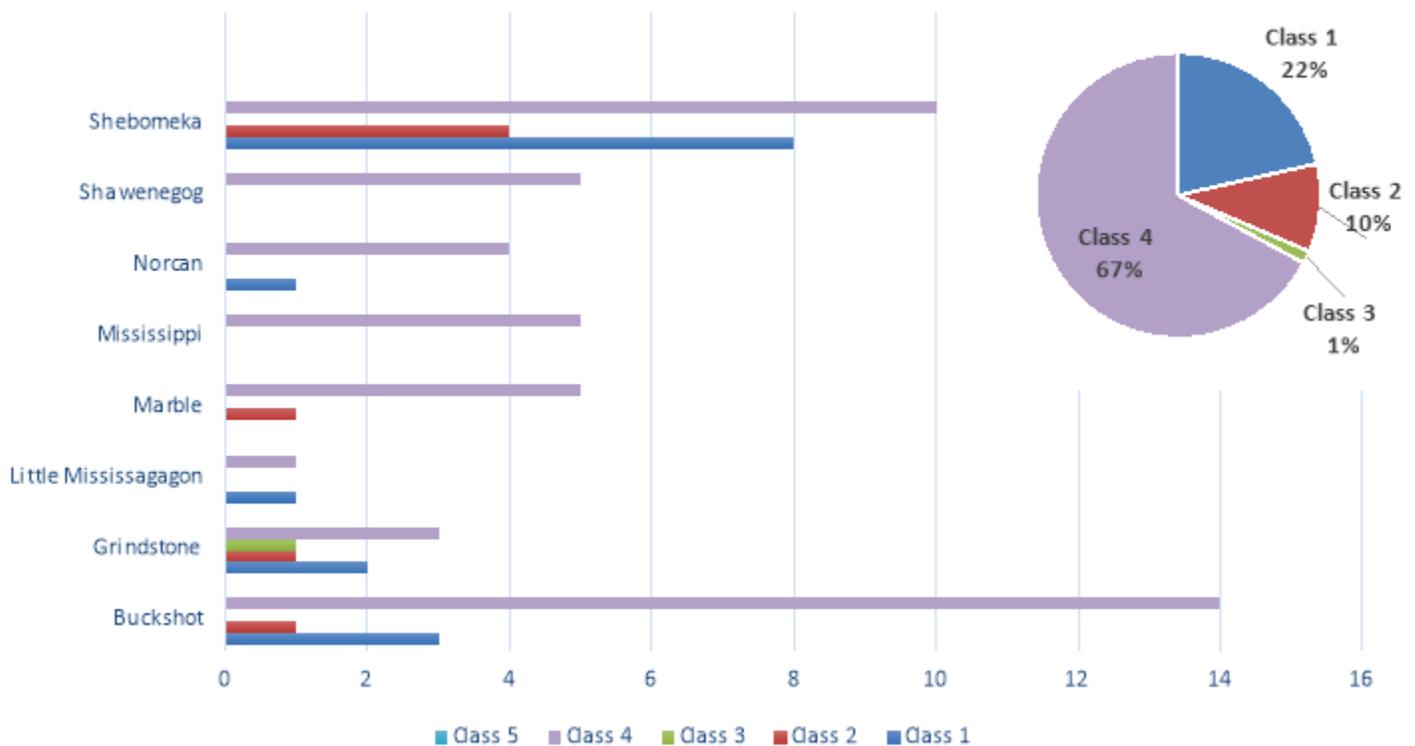
3.4 Class of Sewage System

There are 5 classes of wastewater treatment systems identified in Part 8 of the OBC as outlined below.

- Class 1** - Earth Pit, Vault, Pail and Portable Privies, Composting Toilets
- Class 2** - Greywater Systems
- Class 3** - Cesspools
- Class 4** - Septic Tank and Leaching bed
- Class 5** - Holding Tanks

Figure 4 displays the sewage system class distribution for each property where it was known, either from the visual inspection, or from information provided by the homeowner. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types of Class 4 system.

Figure 4 - Septic System Class



It is not uncommon, and many times necessary, for properties to have more than one class of system present on the property. For instance, if the primary class of system is a privy (Class 1) then generally a greywater pit (Class 2) system is required for greywater treatment (sinks, showers, laundry...). Fifteen properties had a Class 1, seven had a Class 2, and one property had a Class 3 system on site. It is strongly recommended that property owners with a Class 4 or Class 5 system direct all sources of greywater to that system; unless they have an approved Class 2 system – most are not. All types of systems were analyzed separately; therefore, there were more types of systems than properties.

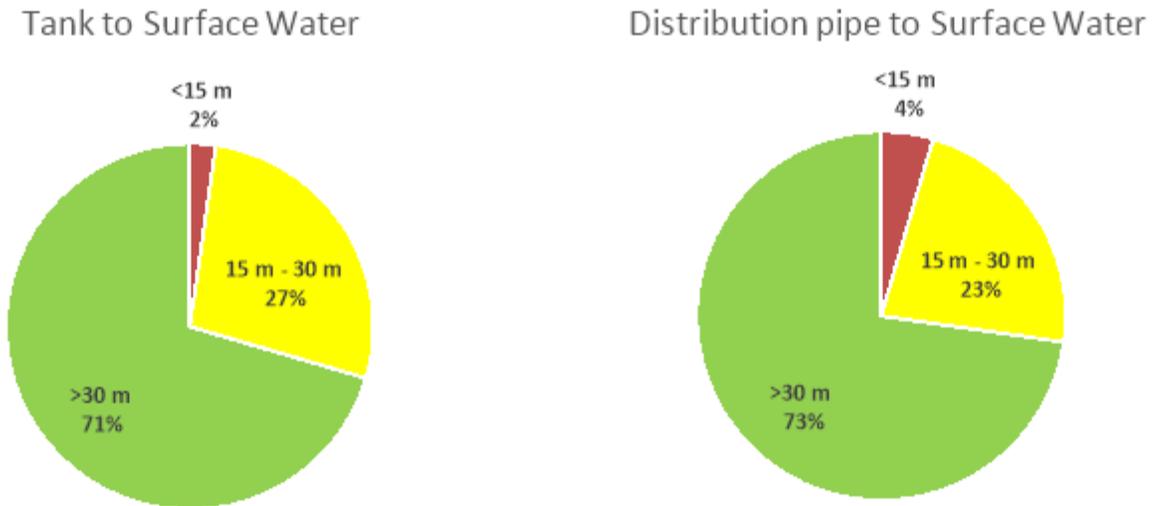
3.5 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 5 represents the separation distance measured from septic/holding tanks and distribution pipe to surface water. The measurements were sorted into three categories:

Private property:

- Less than 15m (<15m) – Does not meet OBC.
- Between 15m – 30m – Meets OBC but does not meet Zoning Bylaw requirements.
- Greater than 30m (>30m) – Meets OBC and Zoning Bylaw requirement.

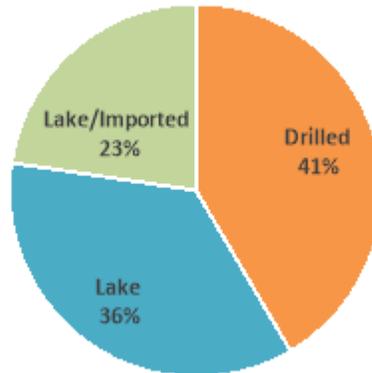
Figure 5 - Separation distance between Sewage Systems and Waterline



3.6 Wells and Drinking Water

Information was also collected during the field inspection on the drinking water source for the property. During the visual inspection, if a pipe pumping water from the water body was visible, and no well was located then the water source was assumed to be the lake (or river) and recorded as such. If no pipe was visible and a well was located, then the water source was recorded as a drilled well. Information provided by the homeowner would be more accurate than that found during the visual inspection and is preferable to identifying the water source on-site.

Figure 6 - Identified Water Source

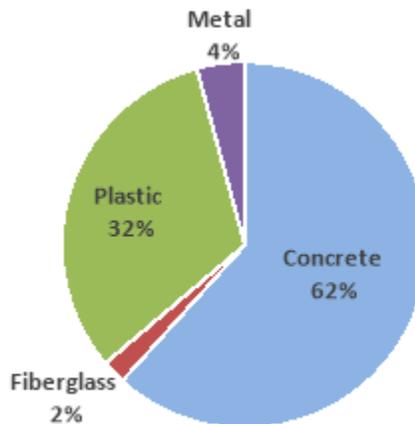


The KFL&A Public Health has free water testing available for residential properties, and water bottles are available for pick up at the satellite office in Cloyne. However, many people continue not to test their drinking water regularly.

3.7 Tank Inspection

The material of the tank was either provided by the property owner, determined when excavated or by using a soil probe to locate the tank and judge the material by the contact with the probe and the sound/feel it created. Tank information was available for all forty-seven (47) properties. Figure 7 shows the breakdown for the common tank materials found: concrete and plastic.

Figure 7 - Tank Material



Gases in a septic, that are produced by the breakdown



of sewage, can react with the concrete causing it to corrode. **9%** of concrete tanks inspected had signs of concrete deterioration due to corrosion. The corrosion can impact the proper operation of the tank by causing baffles to fall off, partition walls to crumble, and/or effluent to escape around the outlet pipe. The structural integrity of the tank can also be compromised creating a safety hazard.

Fifteen (15) septic tanks were found to have an effluent filter installed. Effluent filters are generally a plastic screen with narrow slots (1.6 mm opening) which allows the effluent to pass through and helps retain solids in the tank. Effluent filters can also improve the effluent quality by providing a place for bacteria to grow. The combined effect means lower strength effluent entering the leaching bed extending the life of the system. The OBC requires an effluent filter in all new systems installed since 2007; septic installers or sewage haulers can install a filter into an existing tank upon request. Although filters function passively, they do require regular maintenance to ensure proper operation. Regular maintenance requires the filter to be removed from its housing and rinsed off into the septic tank. The MRSSO recommends annual cleaning of the filter. As shown in Illustration 2, an unmaintained effluent filter can clog, potentially causing sewage break-out to the surface of the ground or back-up into the dwelling.



Illustration 2 - Clogged Effluent Filter

3.8 Sewage System Status

When completing an inspection of the existing sewage system, the MRSSO has developed the following terms to identify the overall septic system status or condition:

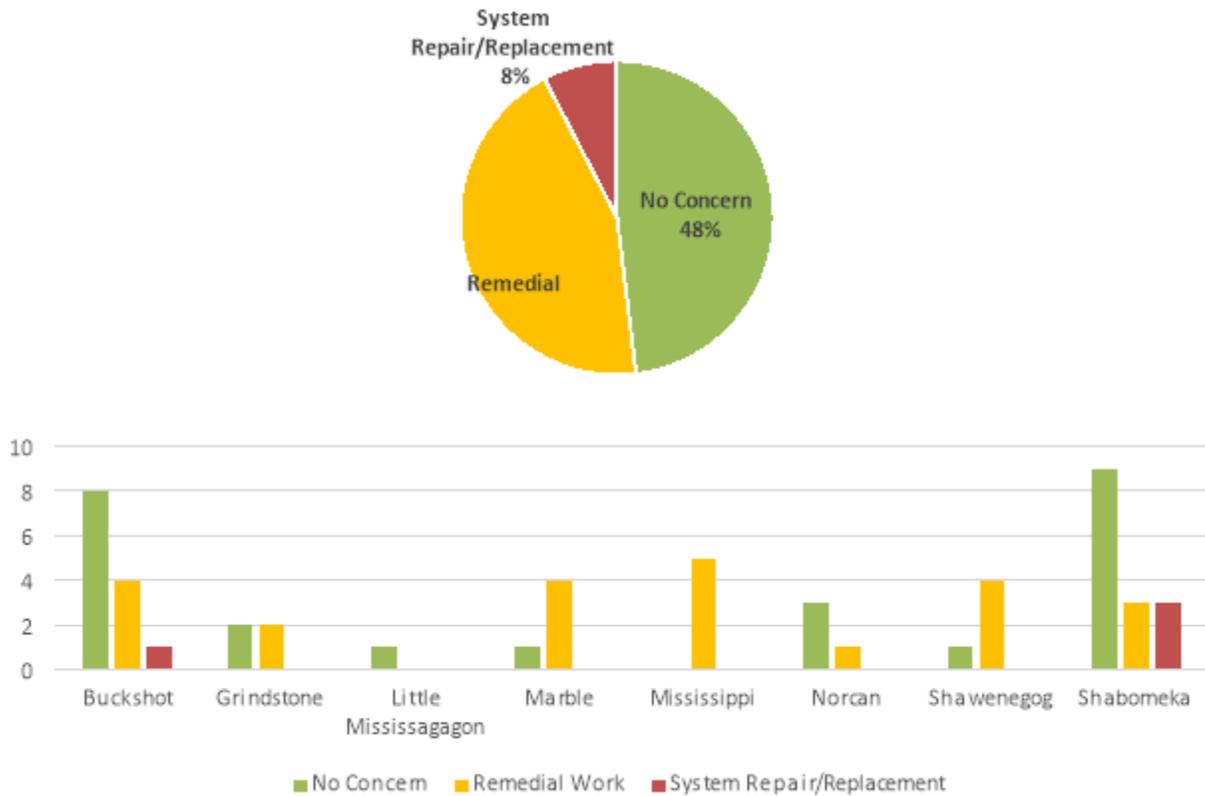
No Concern – At the time of inspection there were no operational and/or maintenance issues identified.

Remedial Work Required – At the time of inspection operational and/or maintenance issues were identified, but generally do not require a permit to remedy.

More Information Required – At the time of inspection one or more questions arose regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system.

System Replacement Required – At the time of inspection if it was determined that the onsite system was not being maintained or operated properly and was posing or could pose a risk to human health or the environment.

Figure 8 - System Status



Every septic system requires regular maintenance to ensure it is operating efficiently, effectively and safely. Regular maintenance items are generally classified as remedial work required. Table 1 provides the most common remedial work items found during the 2025 re-inspection program.

Table 1– Remedial Work Identified

Item	Number of Systems
Pump Out	9
Baffle maintenance	1
Remove Roots	3
Vegetation issues	6
Effluent Level	2
Monitor Corrosion	5
Total	26

*note, some systems have more than one maintenance issue.

3.9 Follow-up and Enforcement

Sewage systems that the MRSSO have identified as a significant threat to the environment and/or public health have been forwarded to the Chief Building Official. During the re-inspection season, four (4) properties were identified as needing replacement. Of the four properties, the systems that were identified as needing replacements were four Class 1 systems, four Class 2 systems, and one Class 4 system. It is not uncommon, and many times necessary, for properties to have more than one class of system present on the property.

Enforcement of violations on the properties identified by the re-inspection program would be at the discretion of the Township Building department.

4.0 Recommendations

The following recommendations are a result of opportunities identified during the re-inspection program:

- Continue with a re-inspection program.
- Send Property Owner Packages earlier in the season – April/May, 2026
- With the assistance of Township staff – arrange presentations for Lakes involved in 2026 program.

5.0 Conclusions

Fifty-three (53) re-inspections were completed in this year's program providing property owners with information to help ensure their system is functioning properly and protecting the environment.

Full inspections were completed on all properties that participated. Approximately 48% of systems inspected had no sewage system concerns. It should be noted that age generally is not a significant factor in the system deficiencies. Of larger impact is the diligence on behalf of the property owner with regards to operation and maintenance of the septic system.

Interaction with property owners during the re-inspection program this year was very positive. 66% of property owners chose to be present during their re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Working together we can protect our watershed resources. Participation in this program is one step towards protecting groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Appendix A: Re-Inspection Protocol & Property Owner Information Package

10970 Hwy. 7, Carleton Place, ON K7C 3P1
T (613) 253-0006 F (613)253-0122 mrssso@mvc.on.ca



July 4th, 2025

«ownername_1» «ownername_2»
«Mailing1»
«CityProvCountry» «Postal_Zip»

5 Easy Steps to Your Voluntary Sewage System Re-Inspection Program

We are pleased to provide re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

Here are the five steps of the Septic Re-inspection Program — from start to finish.

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrssso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place [ON_K7C 3P1](#)

Questionnaire can be filled out and returned online at <https://bit.ly/mrssso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Book an appointment

To have an inspection scheduled at «inspection_location», call MRSSO at 613-253-0008 option 3 to book your appointment. If we can drop-in at any time, let us know! If you would like to meet with us, appointments can be made between 9 a.m. and 4 p.m. on a [first come, first served](#) basis.

Page | 1

Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$80 (\$40/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank. **Please do not pump the septic tank before the re-inspection.** Holding tanks (Class 5) should be pumped as required.

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump the septic tank before inspection. Holding tanks (Class 5) should be pumped as required.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A copy of the septic re-inspection report will be left for the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator
813-253-0006 option 3
mrssso@mvc.on.ca



6648 Road 506
P.O. Box 97, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953 Fax: (613) 479-2352
www.northfrontenac.ca

NORTH FRONTENAC SUPPORTS A HEALTHY ENVIRONMENT FOR ALL TO ENJOY. THE SEWAGE SYSTEM RE-INSPECTION PROGRAM IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY.

July 2025

A properly functioning sewage system is an integral part of a healthy shoreline environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological contamination into an adjacent water body. The key to proper maintenance and operation of an on-site sewage system is education. The Septic Re-inspection Program is aimed at achieving a better understanding of system function, owner intervention and preventative measures. The costly implications of poor maintenance are significant to the owner and to the community. The success of the re-inspection program so far shows owners are committed to protecting their lake lifestyle, as is the Township. Information and advice has been welcomed, despite the fact that in a few instances remedial action may be required.

The Mississippi Rideau Septic System Office (MRSSO), on behalf of the Township of North Frontenac, will be conducting re-inspections in your area this summer. The MRSSO is a co-operation between the Mississippi Valley and the Rideau Valley Conservation Authorities, contracted to conduct the Sewage System Re-inspection Program. Re-inspections will be more rigorously scheduled to better accommodate property owners wishing to be on-site – please see the 5-Step Letter (enclosed) for more information. If you wish to be present during the re-inspection of your property, appointments will be made on a first come, first served basis. In addition, we are asking that you have your septic tank located and the lids exposed (excavated) prior to the arrival of MRSSO staff. If you require MRSSO staff assistance to locate/excavate the tank a \$40/lid (usually 2 lids) to a maximum of \$80 total will be charged for this service. Invoices will be issued on-site.

Your active involvement in the Septic Re-Inspection Program is encouraged and begins with reading the attached 5-Step Letter. Please fill in the accompanying questionnaire to the best of your ability. After the re-inspection is completed, a report stating the status of the system and any deficiencies present will be left on-site. Advice on proper maintenance will be provided both on-site and in writing on the report. The MRSSO will forward reports to the South Frontenac Building Department, the Principal Authority for North Frontenac. The Building Department may initiate a dialogue and define an action plan with owners of systems deemed to be a concern. **If you were previously involved in a re-inspection program or had a new sewage system installed in the last 10 years, since 2015, please accept our apologies. We ask that you contact the MRSSO (phone, email, return mail or fax) and advise us of the new sewage system permit number and date of installation or re-inspection number. We will update our records and remove you from the re-inspection program for 2025.**

Any comments about the Program in general or Council's strategy can be directed to Darwyn Sproule, P. Eng., Public Works Manager at (613) 479-2231 or 1-800-234-3953. Program specifics or questions about your involvement in the Program should be directed to the MRSSO, (613) 253-0006.

On behalf of Council, thank you in advance for your co-operation.

Sincerely,

Darwyn Sproule, P. Eng., Public Works Manager.

PROGRAM AUTHORITY

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so was transferred from the Environmental Protection Act to Part 8 of the Ontario Building Code which defines a sewage system as a "building". Implementation of Code requirements is meant to ensure proper installation, operation and maintenance of on-site sewage systems. A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the Code is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the Ontario Building Code.

PERSONAL INFORMATION collected as part of the Septic Re-inspection Program will be used to facilitate communication between the Township, MRSSO and individual owners and will be protected in a confidential manner in accordance with the Municipal Freedom of Information and Protection of Privacy Act. A summary report, containing no owner names, will be prepared for public viewing. Questions about the collection of personal information should be directed to Darwyn Sproule, P. Eng., Public Works Manager.]

Questionnaire

Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select **'Other'** please specify. Please use the space noted as **'Correction'** to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

Property Owner					<i>Correction – New Property Owner, Spelling of Name...</i>	
Mailing Address					<i>Correction – New Mailing Address...</i>	
Telephone Number () ()	Alternate Number () ()			Email Address		
Re- Inspection Property Location					Length of Ownership	Lake Name
Roll Number					Property Size	# Bedrooms Floor Area
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>	
General Location of Tank					Do you require assistance locating/excavating your tank?*	
					Yes <input type="checkbox"/>	No <input type="checkbox"/>
					* There is a maximum charge of \$40 for this service	
Sewage System Type	Class 1 <input type="checkbox"/> Outhouse/Composting	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank	
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Advanced Treatment Unit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Last Pump out					Pump Out Frequency	
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Sewage Pump		
					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outhouse Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	High Level Alarm		
					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date System(s) Installed					Composting Toilet	Yes <input type="checkbox"/> No <input type="checkbox"/> Overflow? Yes <input type="checkbox"/> No <input type="checkbox"/>
					Sewage System Permit #	
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/> Type of Treatment

Participant Signature: _____ Participant Name: _____
 (Signature) (Please Print)

Appendix B: Septic Tank Pump-out Frequency Table & OBC Requirements

One of the most frequent questions a homeowner asks is “How often should I pump my tank?” Most government documents and extension publications suggest that a septic tank should be pumped out every 3-5 years.¹ The following table provides the theoretical pumping interval for permanent residential properties, assuming the number of people in the home, and the tank size. For a home with three people and a standard 3600 L (952 US gal) tank, the author recommends a pump out every 3.7 years. This table, however, does not provide direction for seasonal owners, who might only be using their cottage for three months of the year. Another resource is the OBC, which requires that a septic tank be pumped out when the sludge and scum occupy 1/3 of the working capacity of the tank (8.9.3.4.(1)). This will prevent the sewage from traveling too quickly through the septic tank, not allowing the solids and fats to properly separate from the effluent. To give the homeowner, on an individual basis, an estimation of the frequency for pumping out their septic tank, the depth of sludge and scum was measured during the tank inspection.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3,790 (3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Appendix C: Ontario Building Code References

OBC 8.1.2.1. Classification of Systems

- Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting).
- Class 2 – a greywater system
- Class 3 – a cesspool
- Class 4 – a leaching bed system
- Class 5 – a holding tank

OBC Table 8.2.1.5. Clearance Distances for Sewage Systems

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water or well other than a well with watertight casing to a depth less than 6m	Horizontal distance (m) from lake, river, pond, stream, reservoir or spring not used as a source of portable water	Minimum horizontal distance to property line
<i>Earth Pit Privy</i>	15	30	15	3
<i>Privy</i>	10	15	10	3
<i>Vault</i>				
<i>Pail</i>				
<i>Greywater System</i>	10	15	15	3
<i>Cesspool</i>	30	60	15	3

Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3

Structure	5
Well with a watertight casing to a depth of 6m	15
Any other well	30
Lake	15
Pond	15
Reservoir	15
River	15
A spring not used as a source of potable water	15
Stream	15
Property Line	3

Minimum Clearances for Holding Tanks (m)

Structure	1.5
Well with a watertight casing to a depth of 6m	15
Any other well	15
Spring	15
Property Line	3

Appendix D: Program Authority

The *Building Code Act* (BCA)(1992), and Part 8 of the Ontario Building Code (OBC) regulates the design, construction, operation and maintenance of sewage systems. The OBC however, has powers which only extend to those systems with a design flow of less than 10,000 Litres/day, serving no more than one lot. Systems which do not fall within these parameters are regulated by the Ministry of the Environment, under the *Ontario Water Resources Act*.

This act provides inspectors with the right of entry onto land “to determine whether a building is unsafe”, under part 1 of the OBC an on-site sewage system is treated as a building and BCA s.15.9(3) deems a sewage system to be “unsafe” if it is not maintained or operated in accordance with the BCA and the OBC. BCA s.18 outlines the powers that an inspector may exercise for the purposes of carrying out an inspection. If the inspector finds the system to be “unsafe”, he or she may make an order under BCA s.15.9(4) setting out the steps necessary to render the building safe, and may require that the steps be taken within a certain period of time.

Further authority will be given with amendments proposed to the BCA under the *Clean Water Act, 2005*. This act was passed on October 18, 2006, and will help protect drinking water sources for all residents of Ontario.

A visual inspection of the sewage system can determine if the system is “unsafe”, defined in OBC 8.9.1.2 as a breakout of effluent onto the surface, contamination of a well or of a surface water source. Clearance distances to the well and surface water from the sewage system can also be verified by a visual inspection. To determine if the system is being maintained and operated in accordance with the OBC and the BCA, an “invasive” inspection of the tank is necessary.



Ontario Federation of Trail Riders



OFTR & BMA

Presentation to
North Frontenac
Council

Overview

Overview

Thank you for the opportunity to speak with you today. We appreciate the ongoing relationship between North Frontenac Township, the Bytown Motorcycle Association, and the Ontario Federation of Trail Riders. We're here to provide a brief update on trail use within the township and to discuss a request regarding our annual fee.

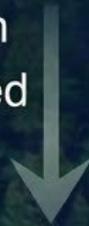
Membership

Membership and Usage Context

Over the past year, we've seen some changes in membership and riding patterns that have influenced trail use:



Membership at the Bytown Motorcycle Club has shifted from 1,176 to 1,016 members.



Province-wide, OFTR membership is down by approximately 1,150 members.



Users



As a result, there are fewer riders overall using trail systems across the province, including in North Frontenac. This broader trend has naturally led to lower localized trail use.



Calabogie
Boogie

Additionally, the Calabogie Boogie two-day event no longer routes through North Frontenac. While this decision was logistical in nature, it has reduced both rider traffic and exposure in the township compared to previous years.

Trail Use in North Frontenac

Current trail use within North Frontenac consists of approximately 3 km of trail.



This section currently functions primarily as a connector rather than a destination riding area.



Overall usage is modest at this time, reflecting the limited scope of the existing trail footprint.



We view this area as relatively undeveloped from a trail perspective and see potential for thoughtful expansion in the future.

Opportunities



We would welcome the opportunity to work collaboratively with the Township to explore options for responsibly expanding and enhancing the trail network over time, in a way that aligns with municipal goals, land use considerations, and community interests.

Our Request



- In light of the current membership levels, adjusted trail usage, and changes to event activity, we are respectfully requesting a reduction in our annual fee to \$3,000.



This request reflects our goal of aligning costs with current use while continuing to be responsible partners in trail management.

Closing



We greatly value our relationship with North Frontenac Township and remain committed to responsible trail use, collaboration, and maintaining positive, respectful relationships with the municipality and local community.

Thank you for your time and consideration. We'd be happy to answer any questions or provide additional information.

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: 06 Feb 2026
Re: By-Town Motorcycle Association (BMA) - 2026 Agreement Renewal

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "By-Town Motorcycle Association (BMA) - 2026 Agreement";

And That Council will consider a By-law later in the meeting to sign the 2026 Agreement with the BMA to honour the OFTR trail permit on the Crown Roads within the North Frontenac Parklands.

Background:

In 2023 Council approved the first Agreement with BMA. The purpose of the Agreement was to honor the BMA/Ontario Federation of Trail Riders (OFTR) Trail Permit on the Crown Roads within the Crown Land Stewardship Program (CLSP). The Crown Roads are currently maintained by the Township via a yearly Land Use Permit with the Ministry of Natural Resources (MNR). The Agreement has continued since that time and is working well.

Researched By:

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

Comments:

The BMA advised they consider themselves as a group of off-road motorcycle enthusiasts dedicated to the safe and responsible practice of their sport for all ages. They feel strongly that this is the best strategy to preserve and expand off road riding opportunities in the Ottawa area and Eastern Ontario. By demonstrating responsible riding and the responsible use of private and public lands they will be able to successfully advocate for increased support and recognition for the sport and the many social and economic benefits that off-road riding activities bring to communities. Demonstrating responsible riding and land use will involve closer engagement and partnerships with local authorities and various levels of government but they are committed to these activities to improve opportunities, primarily for their members, but also for all off-road riding activities that share their goals.

It is recommended the Township of North Frontenac renews the annual Agreement with the BMA for the 2026 season (April 1st to November 15th). The Agreement is attached to the signing By-law, included in the Agenda package.

Financial Impact:

In 2023, 2024 AND 2025 the BMA provided a donation of \$6,500 per year to the North Frontenac Parklands to assist with the maintenance of Crown Roads within the CLSP.

In 2026, due to a major decline in the BMA permit sales, the BMA has agreed to provide \$3,000.

The Calabogie Boogie event, would only be required to purchase additional 'day passes' for riders who would not fall under the proposed Agreement.

From: Jon Wilson
Sent: January 15, 2026 2:56 PM
Subject: Re: Feb 6 delegation from OVATVC

Hi Tara,

The presentation is for information and in support of continuation of our annual agreement that I believe Brooke already has on the agenda as its own item. Other than Council's endorsement of that agreement, we aren't asking for anything else. Should Council have any questions either as part of my delegation or after, I'm happy to have that discussion with them.

I'll be sure to send the presentation ahead, so staff are prepared.

Thanks,
Jon Wilson
President & Trails Master
Ottawa Valley ATV Club

From: Jon Wilson
Sent: January 15, 2026 11:05 AM
Subject: Feb 6 delegation from OVATVC

Hello Tara,

For the agenda purposes I will be covering the following:

- brief history of who we are and the area we cover
- highlights from 2025
- goals & plans for 2026

It's looking like it will be 10-15 slides including photos.

Thanks,

Jon Wilson
President & Trails Master
Ottawa Valley ATV Club



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: 06 Feb 2026
Re: Ottawa Valley ATV Club (OVATVC) - 2026 Annual Agreement

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Ottawa Valley ATV Club (OVATVC) - 2026 Annual Agreement";

And That Council will consider a By-law later in the meeting to sign the 2026 Agreement with the OVATVC to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

Background:

The OVATVC's objective is to promote safe and responsible ATV riding in Ontario; to help develop and maintain trails and to help to develop and promote ATVing as a sport. Their Core Values are to value sponsors, have fun, ride safely, be family oriented, maintain a high level of professionalism and manage activities in an organized manner. The OVATVC trail network is a regional tourism destination that supports local communities within its service area and their network targets a diverse group of outdoor recreation activities. Furthermore; the OVATVC partners with many of the municipalities surrounding North Frontenac.

In 2022 Council approved the first Agreement with OVATVC. The purpose of the Agreement was to honor the Ontario Federation of ATV's (OFATV) (their larger umbrella club) Trail Permit on the Crown Roads within the North Frontenac Parklands. The Crown Roads are currently maintained by the Township via a yearly Land Use Permit with the Ministry of Natural Resources (MNR).

The OVATVC is required to provide the Township with proof of insurance (minimum \$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands.

Researched By:

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

Comments:

The partnership between the Township and the OVATVC continues to be beneficial for both the Parklands and the OVATVC. We meet ATV and dirt bike riders on the Crown Roads within the CLSP on a regular basis who have the OFATV permit. Moreover; the funding contributed to the CLSP has been instrumental in assisting our Program.

It is recommended the Township of North Frontenac renews the annual Agreement with the OVATVC for the 2026 season (April 1st to November 15th).

Financial Impact:

In 2022, 2023 and 2024 the OVATVC provided a donation of \$20,000 each year; and provided \$6,500 in 2025 to the North Frontenac Parklands to assist with our Program.

The OVATVC have proposed a \$6,500 contribution again for 2026.

Attachments:

[2026 Agreement with OVATV ACC](#)



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 6th Day of February, 2026

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Ottawa Valley ATV Club

hereinafter called the "OVATVC"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Natural Resources (MNR);

And Whereas the Township agrees to honour the Ontario Federation of ATV's (OFATV's) Trail Pass for use of these Crown Roads throughout the 2026 season;

And Whereas the OVATVC agrees to provide the Township a 2026 contribution of \$6,500;

And Whereas the OVATVC agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2026;

And Whereas the OVATVC agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFATVs 2026 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2026 LUP with the MNR, throughout the 2026 season.

2. The term of this Agreement shall be from April 1, 2026 – November 15, 2026.
3. The OVATVC shall pay the Township \$6,500 prior to April 1, 2026.
4. The OVATVC covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2026.
5. The OVATVC shall maintain in force at all times during the term of this Licence, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than five million dollars, and to provide the Municipality with proof of such insurance upon entering into the Agreement.
6. The OVATVC shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the OVATVC or anyone for whom it is responsible at law; or (b) arising from any breach by the OVATVC of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the OVATVC:

Ottawa Valley All-Terrian Vehicle Club (OVATVC)
1226 McLean Drive
Braeside, ON K0H 1G0

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 20

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the OVATVC, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

9. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.

10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

Ottawa Valley ATV Club

Signed by:
Signature:  _____
0D980DF4ECFE4CF...

Name & Title: Jon Wilson, President & Trails Manager

I have the authority to bind the corporation.



Public Council Minutes

9:00 AM - Friday, January 16, 2026
Council Chambers

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

Absent with Regret: Councillor Stephanie Regent

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager, Dipl. M.A.; Darwyn Sproule, Public Works Manager, P. Eng.; Adam Robinson, Director of Emergency Services/Fire Chief; Brooke Ross, Manager of Community Development, Dipl. M.A.; and Kelly Watkins, Treasurer, Dipl. M.A., M.M.

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

The Mayor called the meeting to order at 9:02 a.m. He advised the purpose of the meeting is to receive public comments regarding an amendment the Fees and Charges By-law.

2. Traditional Land Acknowledgement

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

3. Approval of Agenda

a) *January 16, 2026*

1-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Be It Resolved That Council approves the Agenda for the Public Meeting regarding amendments to the Fees and Charges By-law dated January 16, 2026, as circulated.
Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Council, CAO, and Managers' Administrative Reports

- a) **Manager of Community Development: Fee for Rink Advertising/Sponsorship**
2-26 Moved by Councillor John Inglis, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information a summary of the proposed amendment to the Fees and Charges By-law to add a fee for Rink Boards Advertising/Sponsorship;

And That Council will consider comments received by the Public at today's meeting and the By-law later in the Regular Meeting.

Carried

6. Public Comments

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.

7. Adjournment

- a) **Motion to Adjourn**

3-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Be It Resolved That Council adjourns the Public Meeting at 9:04 a.m.

Carried

Mayor

Clerk



Regular Council Minutes

9:00 AM - Friday, January 16, 2026

Council Chambers

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

Absent with Regret: Councillor Stephanie Regent

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager, Dipl. M.A.; Darwyn Sproule, Public Works Manager, P. Eng.; Adam Robinson, Director of Emergency Services/Fire Chief; Brooke Ross, Manager of Community Development, Dipl. M.A.; and Kelly Watkins, Treasurer, Dipl. M.A., M.M.

1. Call to Order

The Mayor called the meeting to order at 9:05 a.m.

2. Approval of Agenda

a) *January 16, 2026*

4-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves the Agenda dated January 16, 2026, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Business Profile

a) *Lyons Heating and Cooling*

5-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Business Profile of Lyons Heating and Cooling provided by the Economic Development Task Force (EDTF).

Carried

5. Presentations

None.

6. Delegations

- a) ***Sarah McCullough, Youth Program Supervisor, Rural Frontenac Community Services***

6-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the presentation from Sarah McCullough, Youth Program Supervisor with Rural Frontenac Community Services entitled "Rural Frontenac Community Services Youth Program - Enabling Youth to Live Rural Life to its Fullest"; and thanks her for her time spent today.

Carried

7. Adoption of Minutes

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

7-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

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

- A Special Meeting of Council held December 4, 2025;
- A Public Meeting of Council held December 12, 2025; and
- A Regular Meeting of Council held December 12, 2025.

Carried

8. Business Arising Out of Minutes

None.

9. Communications

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

8-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

Carried

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

- B1. *Township of South Frontenac re: Request for Support - Defend Local Autonomy***

9-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be it Resolved That Council receives for information a Resolution approved by South Frontenac Council at their meeting held December 9, 2025 directing South Frontenac staff to submit a formal letter of objection to the Premier of Ontario and the Minister of Municipal Affairs and Housing, expressing their concern with the "Strong Mayor" model;

the proposed consolidation of Conservation Authorities; and the municipal planning implications of Bill 60, the "Fighting Delays, Building Faster" Act, as all represent a systematic erosion of municipal democratic agency and local environmental oversight; **And That** North Frontenac Council supports the objections presented by the Council of South Frontenac; and directs North Frontenac staff to provide this resolution of support to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); and the Township of South Frontenac.

Carried

10. Council, CAO, and Managers' Administrative Reports

a) ***Clerk/Planning Manager: Shore Road Allowance and By-Law - Strong***

10-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

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

And That, as required by By-law #2025-04:

- **All That Part** of the Shore Road Allowance lying in front of Lot 286, Registered Plan 1044, geographic Township of Barrie, being Part 1 on Registered Plan 13R-12429 (Kashwakamak Lake);

be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances;

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

Carried

b) ***Manager of Community Development: Rental Agreement with the First Resource Management Group Inc. (Mazinaw-Lanark Forest Inc.) for Rental of Office Space at the Barrie Community Hall***

11-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Rental Agreement with the First Resource Management Group Inc. (Mazinaw-Lanark Forest Inc.) for Rental of Office Space at the Barrie Community Hall";

And That Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the Agreement with the First Resource Management Group Inc.

Carried

c) ***Manager of Community Development: Draft Rink Board Advertising Policy***

12-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Draft Rink Board Advertising Policy";

And That Council approves the Rink Board Advertising Policy;
And That Council will consider a By-law later in the meeting to adopt the Policy;
And That funds from this initiative will be placed in the Recreation Sustainability TCA Reserve Fund for future initiatives.

Carried

- d) ***Manager of Community Development: 2026-2029 Helipad Agreement with Ornge for Plevna and Ompah Helipads***

13-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2026-2029 Helipad Agreement with Ornge for Plevna and Ompah Helipads";

And That Council authorizes the Manager of Community Development to sign the 2026-2029 Helipad Agreements with Ornge for Plevna and Ompah Helipads.

Carried

- e) ***Manager of Community Development: Community Improvement Plan (CIP) - 2025 Annual Report***

14-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Community Improvement Plan (CIP) - 2025 Annual Report".

Carried

- f) ***Treasurer: 2026 Insurance Renewal***

15-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "2026 Insurance Renewal";

And That Council instructs the Treasurer to provide Council with an update on a potential Joint Request For Proposal prior to the 2027 Insurance renewal.

Carried

- g) ***Treasurer: Final Tax Rate By-Law and Regulation 284/09***

16-26 Moved by Councillor John Inglis, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Final Tax Rate By-Law and Regulation 284/09";

And That in accordance with Ontario regulation 284/09, Council recognizes and adopts expenses excluded from the 2026 approved Budget such as amortization and post retirement benefits identified in this report;

And That Council approve increasing the minimum notice amount from \$10 to \$20 for arrears notices on unpaid taxes;

And That the 2026 Final Tax Rate By-law for the Township of North Frontenac be considered later in the meeting.

Carried

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

a) *Housing Advisory Task Force*

17-26 Moved by Councillor John Inglis, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the Notes dated December 10, 2025 of the Housing Advisory Task Force (HATF);

And That Council approves the 2025-2026 HATF Work Plan.

Carried

b) *Economic Development Task Force*

18-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Be It Resolved That Council receives for information the Notes dated December 15, 2025 of the Economic Development Task Force (EDTF);

And That Council approves the EDTF updated Terms of Reference;

And That Council approves of the EDTF not advertising to fill the vacant position on the EDTF at this time.

Carried

c) *Environmental Task Force*

19-26 Moved by Councillor John Inglis, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the Notes dated December 23, 2025 of the Environmental Task Force.

Carried

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

a) *Councillor Hermer - Review of Procedural Policy*

20-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Councillor Hermer serves a Notice of Motion to discuss the Procedural Policy, specifically Section 6.6 Electronic Participation in Open and Closed Meetings, at the February 6, 2026 Council Meeting

Carried

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

- a) **Resolution #433-25: Deputy Mayor Huetl - Amendments to Official Plan and Zoning By-law (Rural Co Operative Designation on Waterfront Properties)**

21-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Whereas at the meeting held December 12, 2025, Council received a Notice of Motion from Deputy Mayor Huetl regarding amending the Township's Official Plan and Zoning By-law to discourage Rural Cooperatives on Waterfront Properties to be considered at the January 16, 2026 Council Meeting;

Now Therefore Be It Resolved That Council instructs the Clerk/Planning Manager to review options to amend the Township's Official Plan and Zoning By-law to discourage Rural Cooperatives on waterfront properties; and report back to Council.

Carried

14. Council Portfolio Verbal Reports

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

15. Introduction and Reading of By-laws

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

22-26 Moved by Councillor John Inglis, Seconded by Deputy Mayor Roy Huetl

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:

- #2026-01 To Authorize Borrowing to Meet Current Expenditures;
- #2026-02 To Adopt Fees and Charges By-law;
- #2026-03 To Close, Stop Up and Sell Shore Road Allowance;
- #2026-04 To Sign Lease Rental Agreement with First Management Resource Group Inc.;
- #2026-05 To Adopt Rink Board Advertising Policy;
- #2026-06 To Adopt Final Tax Rate.

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

Carried

16. 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, MCD and PWM left the meeting at this time.

17. Closed Session

- a) **Closed Meeting of Council**

23-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Be It Resolved That Council retires to Closed Session at 10:31 a.m. to:

- a. Adopt Minutes of a Closed Meeting held December 12, 2025;
- b. Discuss Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, specifically an Ontario Land Tribunal File; and
- c. Discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

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

The Mayor advised that, during Closed Session, Council:

- a. Adopted Minutes of a Closed Meeting held December 12, 2025;
- b. Discussed Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, specifically an Ontario Land Tribunal File; and
- c. Discussed personal matters about an identifiable individual, including municipal or local board employees.

19. Confirmatory By-law

a) *Confirming By-law #2026-07*

24-26 Moved by Councillor John Inglis, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That By-law #2026-07 being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held January 16, 2026 be read a first, second, and third time and finally passed.

Carried

20. Adjournment

a) *Motion to Adjourn*

25-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor John Inglis

Be It Resolved That Council adjourns the Meeting at 12:07 p.m. until February 6, 2026 or at the call of the Chair.

Carried

Mayor

Clerk

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: Corey Klatt, Chief Administrative Officer
Date of Meeting: 06 Feb 2026
Re: Communications of Interest

Recommendation:

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

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

1. Eastern Ontario Regional Network re: Monthly Update - December 2025
2. Eastern Ontario Wardens Caucus re: News Release - January 12, 2026
3. Town of Aylmer re: Request for Support - Action for Justice and Protection of Canada's Children
4. Eastern Ontario Wardens Caucus re: OMERS Governance Changes and Bill 68
5. Lanark County re: Notice of Consultation and Public Meeting - OPA 16, OPA 17 and OPA 18
6. ALTO re: Corridor Map and Virtual Engagement
7. Municipality of North Grenville re: Request for Support - Enhanced School Bus Safety and the Implementation of Stop-Arm Camera
8. Town of Wasaga Beach re: Request for Support - Reform to Sentencing, Parole, and Public Access to the Ontario Sex Offender Registry
9. MPAC re: Municipal Partnerships Report
10. EOWC re: The EOWC Champions Regional Priorities and Partnerships at ROMA 2026
11. MVCA re: Proposed 2026 Fee Schedule
12. EORN re: Monthly Update - Cell Gap Project - January 2026
13. MVCA re: Board Summary Report - Jan 12 Meeting

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

1. Ministry of Municipal Affairs re: Township's Financial Information Return

MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

North Frontenac Tp

Frontenac BM

Date Prepared: January 5, 2026
 MSO Office: Eastern
 Prepared By: Lilit Karapetyan

2024 FIR Load Status: Submitted Under Review
 Last Updated: December 17, 2025

2024 Households: 3,649
 2024 Population: 2,285
 2025 MFCI Index: *8 8.8

Median Household Income: *4 68,000
 2025 Annual Repayment Limit: 2,032,014
 Borrowing Capacity 7% over 10 yrs: 14,272,016

STATISTICAL INFORMATION

						2024 AVERAGES FOR:					
						South - LT - Counties - Rural	PROVINCE				
	2020 FY20	2021 FY21	2022 FY22	2023 FY23	2024 FY24			24/23 %	23/22 %	22/21 %	21/20 %
Population *3	1,898	2,285	2,285	2,285	2,285	6,658	43,285	0.0%	0.0%	0.0%	20.4%
Households *3	3,575	3,586	3,586	3,631	3,649	3,322	17,316	0.5%	1.3%	0.0%	0.3%
Municipal Expenses *7	\$ 8,177,312	\$ 8,590,896	\$ 10,245,749	\$ 10,526,411	\$ 11,061,502	\$ 13,218,562	\$ 166,965,187	5.1%	2.7%	19.3%	5.1%
Own Source Revenues	\$ 7,117,486	\$ 7,406,315	\$ 8,232,111	\$ 8,306,743	\$ 8,901,532	\$ 13,118,336	\$ 137,576,621	7.2%	0.9%	11.1%	4.1%
Own Source Revenue per Household	\$ 1,991	\$ 2,065	\$ 2,296	\$ 2,288	\$ 2,439	\$ 4,016	\$ 4,653	6.6%	-0.3%	11.1%	3.7%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	63.6%	73.5%	72.8%	70.3%	73.4%	79.9%	75.2%	4.4%	-3.4%	-1.0%	15.5%
Total Revenues	\$ 11,186,763	\$ 10,079,038	\$ 11,315,314	\$ 11,813,933	\$ 12,130,933	\$ 16,301,615	\$ 202,555,666	2.7%	4.4%	12.3%	-9.9%
Annual Repayment Limit	\$ 1,683,019	\$ 1,705,057	\$ 1,740,421	\$ 1,820,547	\$ 1,890,412	\$ 3,540,150	\$ 23,539,246	3.8%	4.6%	2.1%	1.3%
Own Purpose Taxation	\$ 6,211,662	\$ 6,340,035	\$ 6,560,114	\$ 6,801,197	\$ 7,230,188	\$ 7,667,429	\$ 75,866,770	6.3%	3.7%	3.5%	2.1%
Direct Water Billings as % of Gross Water Expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	65.6%	63.0%				
Taxable Res. Assessment as a % of Total Taxable Assessment	99.0%	99.0%	99.0%	99.0%	99.0%	82.3%	80.4%				

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

						2024 AVERAGES FOR:					
						South - LT - Counties - Rural	PROVINCE				
	2020	2021	2022	2023	2024						
Taxable	919,764,343	928,100,243	934,189,693	942,071,938	947,913,263	1,165,046,335	9,608,820,461				
PIL	7,089,110	7,055,810	6,894,110	6,444,910	6,552,810	15,530,290	130,900,289				
Total	926,853,453	935,156,053	941,083,803	948,516,848	954,466,073	1,180,576,624	9,739,720,751				

MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

North Frontenac Tp

Frontenac BM

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Prepared By: Lilit Karapetyan

2024 FIR Load Status: Submitted Under Review
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2024 Population: 2,285
2025 MFCI Index: *8 8.8

Median Household Income: *4 68,000
2025 Annual Repayment Limit: 2,032,014
Borrowing Capacity 7% over 10 yrs: 14,272,016

RESIDENTIAL TAXES

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
# of Residential Households	3,566	3,597	3,597	3,621	3,637	3,577	12,332	0.4%	0.7%	0.0%	0.9%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 1,969	\$ 2,003	\$ 2,063	\$ 2,154	\$ 2,259	\$ 2,888	\$ 2,954	4.9%	4.4%	3.0%	1.7%
Avg Total Property Taxes per Avg Residential Household	\$ 2,319	\$ 2,357	\$ 2,417	\$ 2,509	\$ 2,615	\$ 3,283	\$ 3,353	4.2%	3.8%	2.5%	1.6%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	4.5%	4.5%	4.7%	4.8%	3.8%	3.8%	4.2%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	974	987	987	994	997	2,917	11,867	0.3%	0.7%	0.0%	1.3%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 1,788	\$ 1,817	\$ 1,872	\$ 1,957	\$ 2,054	\$ 2,869	\$ 2,930	4.9%	4.6%	3.0%	1.7%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,105	\$ 2,138	\$ 2,192	\$ 2,280	\$ 2,378	\$ 3,260	\$ 3,322	4.3%	4.0%	2.5%	1.6%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	4.1%	4.1%	4.2%	4.4%	3.5%	3.8%	4.2%				

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

	2020	2021	2022	2023	2024	24/23 %	23/22 %	22/21 %	21/20 %
Lower / Single-Tier General Rate	0.0067388	0.0067927	0.0069944	0.0072030	0.0075873	5.3%	3.0%	3.0%	0.8%
Upper-Tier General Rate	0.0018645	0.0018782	0.0019350	0.0020807	0.0021205	1.9%	7.5%	3.0%	0.7%
Education Rate	0.0015300	0.0015300	0.0015300	0.0015300	0.0015300	0.0%	0.0%	0.0%	0.0%

TAXES RECEIVABLE

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 853,028	\$ 769,928	\$ 862,504	\$ 942,849	\$ 1,152,481	\$ 1,272,747	\$ 7,084,694	22.2%	9.3%	12.0%	-9.7%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	9.1%	8.0%	8.7%	9.2%	10.7%	8.9%	11.2%				
Current Year Taxes Receivable as % of Total Taxes Receivable	23.7%	18.9%	22.1%	20.9%	25.7%	63.9%	62.6%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	545.7%	766.5%	505.4%	360.4%	277.1%	208.3%	296.3%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	37.7%	37.4%	33.4%	33.0%	30.0%	26.5%	28.0%				

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2025 Annual Repayment Limit: 2,032,014
Borrowing Capacity 7% over 10 yrs: 14,272,016

GRANTS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Total Unconditional Grants	\$ 2,036,600	\$ 1,887,066	\$ 1,828,400	\$ 1,836,000	\$ 1,822,300	\$ 966,011	\$ 1,110,132	-0.7%	0.4%	-3.1%	-7.3%
Ontario Municipal Partnership Fund	\$ 1,777,700	\$ 1,817,100	\$ 1,828,400	\$ 1,836,000	\$ 1,822,300	\$ 961,256	\$ 1,074,336	-0.7%	0.4%	0.6%	2.2%
As a % of Municipal Expenses	21.7%	21.2%	17.8%	17.4%	16.5%	8.5%	7.5%				
Other	\$ 258,900	\$ 69,966	\$ -	\$ -	\$ -	\$ 4,754	\$ 35,796	0.0%	0.0%	-100.0%	-73.0%
Total Ontario Conditional Grants	\$ 507,576	\$ 562,102	\$ 1,197,369	\$ 1,602,240	\$ 1,117,212	\$ 937,278	\$ 34,294,364	-30.3%	33.8%	113.0%	10.7%
As a % of Municipal Expenses	6.2%	6.5%	11.7%	15.2%	10.1%	6.9%	12.9%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	31.1%	28.5%	29.5%	32.7%	26.6%	14.4%	21.2%				

COVID - 19

COVID-19 Municipal Operating Funding Allocations - Actual

	2020	2021	TOTAL
- Phase 1 Allocation	\$ 215,900		
- Phase 2 Application Based Allocation	\$ -		
- Phase 2 2021 Allocation		\$ 43,000	
2021 Provincial COVID-19 Recovery Funding for Municipalities		\$ 64,966	
Total COVID-19 Municipal Operating Funding	\$ 215,900	\$ 107,966	\$ 323,866

COVID-19 Municipal Funding - Amounts Recognized

	2022	2023	2024	TOTAL
Safe Restart Agreement - Municipal Operating Funding	\$ -	\$ -	\$ -	\$ -
Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ -	\$ -	\$ -
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	\$ -	\$ -	\$ -	\$ -
			Funding not recognized:	\$ 323,866
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -

* Note: Because a municipality has recognized all of their funding, does not necessarily mean that they have used all of their funding. Some may still be in a reserve / reserve fund.

	2022	2023	2024
Total COVID-19 Expenses as reported on SLC 42 6009 01	\$ -	\$ -	\$ -

TOTAL DEBT BURDEN

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Total Debt Burden	\$ 619,735	\$ 591,565	\$ 563,395	\$ 535,225	\$ 507,056	\$ 4,333,589	\$ 75,663,933	-5.3%	-5.0%	-4.8%	-4.5%
Per Household	\$ 173	\$ 165	\$ 157	\$ 147	\$ 139	\$ 1,349	\$ 1,563	-5.7%	-6.2%	-4.8%	-4.8%
Debt Servicing Cost	\$ 28,169	\$ 28,170	\$ 47,108	\$ 46,195	\$ 45,329	\$ 515,024	\$ 7,892,040	-1.9%	-1.9%	67.2%	0.0%

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Per Household	\$ 8	\$ 8	\$ 13	\$ 13	\$ 12	\$ 160	\$ 206	-2.4%	-3.2%	67.2%	-0.3%
As a % of Municipal Expenses	0.3%	0.3%	0.5%	0.4%	0.4%	3.6%	3.6%				
As a % of Own Purpose Taxation	0.5%	0.4%	0.7%	0.7%	0.6%	6.8%	6.9%				
As a % of Own Source Revenue	0.4%	0.4%	0.6%	0.6%	0.5%	3.9%	4.2%				
As a % of Total Revenues (Less Donated TCAs)	0.3%	0.3%	0.4%	0.4%	0.4%	3.1%	3.1%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	168	112	63	73	75	33	23				

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LIABILITIES (Including Post-Employment Benefits)

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.4%				
Post-Employment Benefits	\$ -	\$ -	\$ 77,200	\$ 75,500	\$ 76,700	\$ 149,318	\$ 31,066,787	1.6%	-2.2%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,117	\$ 6,228,794	0.0%	0.0%	0.0%	0.0%

RESERVES AND RESERVE FUNDS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Total Reserves	\$ 153,649	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 6,525,205	\$ 37,281,943	0.0%	0.0%	0.0%	-2.4%
Total Discretionary Reserve Funds	\$ 9,457,532	\$ 8,980,817	\$ 8,221,338	\$ 7,796,603	\$ 8,155,585	\$ 4,781,238	\$ 70,178,692	4.6%	-5.2%	-8.5%	-5.0%
Total Reserves and Discretionary Reserve Funds	\$ 9,611,181	\$ 9,130,817	\$ 8,371,338	\$ 7,946,603	\$ 8,305,585	\$ 11,306,443	\$ 107,460,635	4.5%	-5.1%	-8.3%	-5.0%
Per Household	\$ 2,688	\$ 2,546	\$ 2,334	\$ 2,189	\$ 2,276	\$ 3,424	\$ 3,677	4.0%	-6.3%	-8.3%	-5.3%
As a % of Total Taxes Receivable	677.3%	666.0%	558.6%	492.4%	447.0%	1078.9%	996.9%				
As a % of Municipal Expenses	117.5%	106.3%	81.7%	75.5%	75.1%	81.7%	72.4%				
As a % of Own Purpose Taxation	154.7%	144.0%	127.6%	116.8%	114.9%	141.4%	131.2%				

FINANCIAL ASSETS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	66.8%	69.7%	54.0%	21.9%	15.3%	29.5%	29.2%				
Net Financial Assets or Net Debt as % of Own Source Revenues	105.0%	94.8%	74.3%	31.2%	20.9%	36.8%	36.3%				
Net Working Capital as a % of Municipal Expenses	135.6%	126.6%	78.7%	67.1%	66.8%	81.1%	67.0%				
Net Book Value of Capital Assets as a % of Cost of Capital Assets	20.8%	22.0%	22.7%	23.7%	23.7%	54.1%	55.4%				
Asset Sustainability Ratio (Target: > 90%)	166.6%	205.2%	206.4%	190.8%	144.5%	174.9%	201.9%				
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	79.2%	78.1%	76.9%	75.6%	74.7%	48.6%	47.4%				

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SURPLUS / DEFICIT

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 2,971,962	\$ 1,446,758	\$ 1,036,767	\$ 1,238,439	\$ 983,279	\$ 2,829,060	\$ 25,965,345	-20.6%	19.5%	-28.3%	-51.3%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 4,570,679	\$ 3,113,259	\$ 2,989,498	\$ 1,709,845	\$ 3,342,018	\$ 4,932,243	\$ 42,311,164	95.5%	-42.8%	-4.0%	-31.9%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	41.8%	19.5%	12.6%	14.9%	11.0%	13.2%	15.8%				
Current Ratio (Target: >= 100%)	1049.7%	1842.6%	1260.1%	878.9%	1213.4%	717.6%	644.9%				

OTHER INDICATORS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Rates Coverage Ratio (Target: >=40%)	80.6%	78.4%	68.3%	69.2%	71.4%	78.0%	73.5%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	777.3%	1339.7%	947.0%	645.3%	909.0%	545.41%	481.23%
Operating Balance as a % of Total Revenues (Less Donated TCAs) ^{*5}	26.6%	14.4%	9.2%	10.5%	8.1%	11.4%	13.4%
Cumulative Annual Growth Rate ^{*6}	5.9%	2.3%	-2.2%	-6.9%	-2.5%	-0.1%	-0.3%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.0%	0.0%	0.2%	0.2%	0.1%	1.0%	0.9%

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VULNERABILITY MEASURES

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		4.4%	-3.4%	-1.0%	15.5%
						South - LT - Counties - Rural	PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	63.6%	73.5%	72.8%	70.3%	73.4%	79.9%	75.2%				
Own Source Revenue per Household	\$ 1,991	\$ 2,065	\$ 2,296	\$ 2,288	\$ 2,439	\$ 4,016	\$ 4,653	6.6%	-0.3%	11.1%	3.7%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 1,969	\$ 2,003	\$ 2,063	\$ 2,154	\$ 2,259	\$ 2,888	\$ 2,954	4.9%	4.4%	3.0%	1.7%
	4.5%	4.5%	4.7%	4.8%	3.8%	3.8%	4.2%				

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

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 This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*

NOTES

- 1* 2020 to 2024 assessment uses phase-in assessment based on 2016 property values.
- 2* Average tax rates are calculated where necessary when amalgamations occur.
- 3* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4* Median Household Income - Source: Ministry of Finance - 2025 OMPF
- 5* Total Revenues include revenues from other municipalities.
- 6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7* Total Municipal Expenses exclude amounts for other municipalities
- 8* MFCI index - Source: Ministry of Finance (2025 OMPF Calculation). This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2020	146	444
2021	146	444
2022	146	442
2023	139	426
2024	101	341

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CALCULATIONS

STATISTICAL INFORMATION

Population *3	SLC 02 0041 01
Households *3	SLC 02 0040 01
Municipal Expenses *7	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm
Own Purpose Taxation	ARLs for all municipalities (except the City of Toronto) are posted here as they are made available. SLC 10 0299 01
Direct Water Billings as % of Gross Water Expenditures	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11)
Taxable Res. Assessment as a % of Total Taxable Assessment	SLC 26 0010 17 / SLC 26 9199 17

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

RESIDENTIAL TAXES

of Residential Households
Avg Municipal Property Taxes Per Avg Residential Household
Avg Total Property Taxes per Avg Residential Household
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)

Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes: Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.

If labeled (Excl. RDUs) Recreational units are excluded.

An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.

of Residential Households Excluding Recreational Properties (Excl. RDUs)
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)

An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier. (the estimated tax rates are provided by OPTA).

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RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

Lower / Single-Tier General Rate SLC 22 0010 12 / SLC 22 0010 16
 Upper-Tier General Rate SLC 22 0010 13 / SLC 22 0010 16
 Education Rate SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles SLC 70 0699 01
 Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
 Current Year Taxes Receivable as % of Total Taxes Receivable SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
 Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec. (SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
 Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable (SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants SLC 10 0699 01
 Ontario Municipal Partnership Fund SLC 10 0620 02
 As % of Municipal Expenses SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Other SLC 10 0699 01 - SLC 10 0620 01
 Total Ontario Conditional Grants SLC 10 0810 01 + SLC 10 0815 01
 As a % of Municipal Expenses (SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Total Ontario Conditional and Unconditional Grants SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 As a % of Municipal Expenses (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

COVID - 19

COVID-19 Municipal Operating Funding Allocations - Actual

- Phase 1 Allocation Phase 1 Allocations - Actual
 - Phase 2 Application Based Allocation Phase 2 Application Based Allocations - Actual
 - Phase 2 2021 Allocation Phase 2 2021 Allocations - Actual
 2021 Provincial COVID-19 Recovery Funding for Municipalities 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations - Actual
 Total COVID-19 Municipal Operating Funding Phase 1 Allocations + Phase 2 Application Based Allocations + Phase 2 2021 Allocations + 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations

COVID-19 Municipal Funding - Amounts Recognized

Safe Restart Agreement - Municipal Operating Funding SLC 10 0626 01
 Provincial COVID-19 Recovery Funding for Municipalities SLC 10 0629 01
 TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED SLC 10 0626 01 (FY20) + SLC 10 0626 01 (FY21) + SLC 10 0629 01 (FY21)

Funding not recognized:

Total COVID-19 Municipal Operating Funding - Total COVID-19 Municipal Operating Funding Recognized
 Safe Restart Agreement - Public Transit Funding SLC 10 0627 01
 Social Services Relief Fund (SSRF) SLC 10 0628 01
 Total COVID-19 Expenses as reported on SLC 42 6009 01 SLC 42 6009 01

TOTAL DEBT BURDEN

Total Debt Burden SLC 74 9910 01
 Per Household SLC 74 9910 01 / SLC 02 0040 01

MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

North Frontenac Tp

Frontenac BM

Date Prepared: January 5, 2026
 MSO Office: Eastern
 Prepared By: Lilit Karapetyan

2024 FIR Load Status: Submitted Under Review
 Last Updated: December 17, 2025

2024 Households: 3,649
 2024 Population: 2,285
 2025 MFCI Index: *8 8.8

Median Household Income: *4 68,000
 2025 Annual Repayment Limit: 2,032,014
 Borrowing Capacity 7% over 10 yrs: 14,272,016

Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Debt Service Coverage Ratio (Target: Ratio >= 2)	(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

North Frontenac Tp

Frontenac BM

Date Prepared: January 5, 2026
 MSO Office: Eastern
 Prepared By: Lilit Karapetyan

2024 FIR Load Status: Submitted Under Review
 Last Updated: December 17, 2025

2024 Households: 3,649
 2024 Population: 2,285
 2025 MFCI Index: *8 8.8

Median Household Income: *4 68,000
 2025 Annual Repayment Limit: 2,032,014
 Borrowing Capacity 7% over 10 yrs: 14,272,016

LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Post-Employment Benefits SLC 70 2899 01
 Total Reserves and Reserve Funds for Post-Employment Benefits SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

RESERVES AND RESERVE FUNDS

Total Reserves SLC 60 2099 03
 Total Discretionary Reserve Funds SLC 60 2099 02
 Total Reserves and Discretionary Reserve Funds SLC 60 2099 02 + SLC 60 2099 03
 Per Household (SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
 As a % of Total Taxes Receivable (SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
 As a % of Municipal Expenses (SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 As a % of Own Purpose Taxation (SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs) SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
 Net Financial Assets or Net Debt as % of Own Source Revenues SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Net Working Capital as a % of Municipal Expenses (SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Net Book Value of Capital Assets as a % of Cost of Capital Assets (SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
 Asset Sustainability Ratio (Target: > 90%) SLC 51 9910 03 / SLC 51 9910 08
 Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) SLC 51 9910 10 / SLC 51 9910 06

SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs) SLC 10 2099 01 - SLC 10 1831 01
 Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09 SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
 Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues (SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Current Ratio (Target: >= 100%) (SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%) (SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
 Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
 Operating Balance as a % of Total Revenues (Less Donated TCAs)*5 (SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
 Cumulative Annual Growth Rate *6 ((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY - 3) ^ (1/3) - 1))
 Interest Payments as a % of Total Revenues (Less Donated TCAs) SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)

FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

North Frontenac Tp

Date Prepared:	05-Jan-26
MSO Office:	Eastern
Prepared By:	Lilit Karapetyan
Tier	LT

2024 Households:	3,649
2024 Population	2,285
2025 MFCL Index	8.8

Median Household Income:	68,000
Taxable Residential Assessment as a % of Total Taxable Assessment:	99.0%
Own Purpose Taxation:	7,230,188

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2020	9.1%	7.2%	8.5%	LOW
		2021	8.0%	6.5%	7.4%	LOW
		2022	8.7%	6.9%	7.6%	LOW
		2023	9.2%	7.7%	7.9%	LOW
		2024	10.7%	8.1%	8.9%	MODERATE
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2020	105.0%	54.9%	56.8%	LOW
		2021	94.8%	54.0%	59.8%	LOW
		2022	74.3%	50.8%	54.0%	LOW
		2023	31.2%	36.6%	38.7%	LOW
		2024	20.9%	34.2%	36.8%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2020	117.5%	82.4%	86.5%	LOW
		2021	106.3%	86.6%	89.6%	LOW
		2022	81.7%	81.7%	86.9%	LOW
		2023	75.5%	76.3%	86.9%	LOW
		2024	75.1%	68.0%	81.7%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2020	777.3%	456.2%	529.2%	LOW
		2021	1339.7%	497.5%	581.7%	LOW
		2022	947.0%	402.2%	497.5%	LOW
		2023	645.3%	391.9%	501.9%	LOW
		2024	909.0%	433.6%	545.4%	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2020	0.3%	2.3%	3.1%	LOW
		2021	0.3%	2.5%	2.9%	LOW
		2022	0.4%	2.4%	2.8%	LOW
		2023	0.4%	2.3%	3.1%	LOW
		2024	0.4%	2.7%	3.1%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2020	79.2%	45.2%	46.9%	HIGH
		2021	78.1%	45.9%	47.4%	HIGH
		2022	76.9%	45.5%	47.6%	HIGH
		2023	75.6%	44.6%	46.9%	HIGH
		2024	74.7%	46.6%	48.6%	MODERATE
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2020	41.8%	16.6%	17.1%	LOW
		2021	19.5%	16.8%	16.5%	LOW
		2022	12.6%	17.0%	17.2%	LOW
		2023	14.9%	17.2%	18.0%	LOW
		2024	11.0%	14.3%	13.2%	LOW

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

North Frontenac Tp

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

North Frontenac Tp

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

From: Joel Wiebe
Sent: January 20, 2026 10:31 PM
To: Corey Klatt <CAO@northfrontenac.ca>;
mayorlichtynorthfrontenac@gmail.com
Subject: Corridor Map and Virtual Engagement

Hello Corey and Mayor Lichty,

It was great to connect at ROMA!

Firstly, thank you for taking the time to host me for a delegation. I appreciated your time, insights and perspectives shared during those conversations.

As we embark on our first wave on consultations, we are pleased to invite you to participate in our online [consultation platform](#), where you can provide additional feedback and explore the interactive [Corridor map](#). We encourage you to use the maps to comment on potential alignment locations, areas of concern and places where an alignment may not be appropriate – and why. All feedback will help inform the next stages in development.

If you have any questions, please do not hesitate to let me know.

Thank you,

Joel Wiebe (he/him)
Senior Advisor, Community Relations

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: 06 Feb 2026
Re: Declaration of Council Member Office to be Vacant as per Municipal Act, Section 259

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Declaration of Council Member Office to be Vacant as per Municipal Act, Section 259";

And That, in accordance with Section 262 of the Municipal Act, Council declares the office of Councillor for Ward 1 vacant;

And That per the Township's Procedural Policy, Council instructs the Clerk to offer the position to Mike Hage as the candidate from Ward 1 who had the highest number of votes in Ward 1 at the previous election;

And That if Mr. Hage is agreeable to accepting the position to invite him to the February 27, 2026 Council Meeting to take the Oath of Office;

And That if Mr. Hage declines the position, the Clerk is instructed to advertise the vacancy as set-out in the Procedural Policy.

Background:

As per Section 259 (1) of the Municipal Act, 2001, S.O. 2001, c.25:

The office of a member of council of a municipality becomes vacant if the member,

(a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;

(b) fails to make the declaration of office before the deadline in section 232;

(c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;

(d) resigns from his or her office and the resignation is effective under section 260;

(e) is appointed or elected to fill any vacancy in any other office on the same council;

(f) has his or her office declared vacant in any judicial proceeding;

(g) forfeits his or her office under this or any other Act; or

(h) dies, whether before or after accepting office and making the prescribed declarations.

As of February 1, 2026, Councillor Stephanie Regent (Ward 1 Councillor) has been absent for three successive months. The record of attendance is as follows:

October 31, 2025 (Regular Council Meeting) - Attended Electronically

November 21, 2025 (Regular and Special Council Meeting) - Absent

December 4, 2025 (Special Council Meeting - Budget) - Absent

December 12, 2025 (Public and Regular Meeting) - Absent

January 16, 2026 (Public and Regular Meeting) - Absent

On January 27, 2026 the CAO and Clerk Planning Manager provided Councillor Regent with a letter advising that per the Municipal Act her seat as a Member of Council would be considered vacant as of February 1, 2026 and therefore as a result would be declared vacant at the February 6, 2026 Council Meeting.

Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

As per Section 262(1) of the Municipal Act, "If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings."

Per Section 16.1 of the Township's Procedural Policy, "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 by-election to be held to fill the vacancy. (Subject to the Municipal Act)."

Per Section 16.2 of the Procedural Policy, "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. 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."

It is recommended Council follow the process set-out in the Procedural Policy to fill the vacancy. The Candidate with the next highest number of votes for Ward 1 Councillor in the 2022 Election who received at least 15% of the votes was Mike Hage.

Council can choose not to follow their Procedural Policy and direct the Clerk to fill the vacant seat through a by-election or by advertising the position.

Council will also need to consider appointing a Member of Council to the Long Term Care and Social Services Portfolio and a Member as a Representative to the Lakeland's Family Health Team Committee at an upcoming meeting.

Financial Impact:

None.

To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by:
Date of Meeting: 06 Feb 2026
Re: Complaint Files - 2025 Annual Report

Recommendation:

Be It Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "Confidential Complaint Files - 2025 Annual Report".

Background:

As previously directed by Council, the Chief Administrative Officer (CAO) shall provide an annual Administrative Report advising of the status of all Confidential Complaint Files including the number of confidential complaints received during the annual reporting period; and to include previous active and closed complaint files.

Researched By:

Taylor Cooper, CAO Executive Assistant.

Comments:

36 Confidential Complaints were received in 2025. An update of the number of Confidential Complaints (active/closed) from 2020 up to and including December 31, 2025 is as follows:

2020 – 54 total complaints received; 54 closed complaints & 0 active complaints.
2021 – 62 total complaints received; 61 closed complaints & 1 active complaint.
2022 – 34 total complaints received; 34 closed complaints & 0 active complaints.
2023 - 34 total complaints received; 33 closed complaints & 1 active complaint.
2024 - 26 Total Complaints received, 25 closed complaints & 1 active complaint.
2025 - 36 Total Complaints received, 30 closed complaints & 6 active complaints.

Total Complaints received 2020 – 2025 = 246

Total Closed Complaints 2020 – 2025 = 237

Total Active Complaints 2020 – 2025 = 9

By-law complaints by category for 2025:

10 Zoning
5 Yard Standards
2 Building
6 Recreational Vehicle
11 Animal Control
2 Noise

Financial Impact:

Staff time, including the CAO, CAO Executive Assistant, applicable Township Manager(s) and Chief Building Official. Also, if applicable, the By-law Enforcement Officer; and/or the Township Solicitors, when required and approved by the CAO.

The 2025 approved Budget for the By-law Department's expenditures was \$75,125 which includes staff time for the CAO Executive Assistant, Chief Building Official, contracted services (including mileage), legal fees, etc...

By-law Legal fees for 2025 were budgeted at \$11,500 (\$10,000 general and \$1,500 for Parking By-law) and the year to date is \$13,848.04 pending year-end; which includes \$1,344.56 (pending year-end) in expenses for Closed Resolutions C05-21 and C14-24. Council approved these expenses to be funded from the Operating Contingency Reserve.

Strategic Implications:

N/A

To: Mayor and Members of Council
From: Don Reed, Chief Building Official
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 06 Feb 2026
Re: Building Department Annual Activity - 2025

Recommendation:

Be It Resolved That Council receives for information the Chief Building Official's Administrative Report entitled "Building Department Annual Construction Activity 2025"

Background:

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

Researched By:

Donald Reed, Chief Building Official
Jaycee Graves, Permit Clerk

Comments:

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

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

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

- a) Moving from a fee schedule based on price per square foot to a model based on construction cost value (\$14/\$1,000 of Construction value);
- b) That a minimum fee for all projects be set at \$80 to encourage all residents to apply for permits, even on smaller projects, to ensure compliance with the Ontario Building Code and Zoning By-law setbacks, etc.;
- c) That an \$80 Administration Fee be added for Application/Plan Review to cover the cost of staff time (above and beyond inspections);

AND THAT the Clerk give notice of a Public Meeting for Shawn Merriman, Chief Building Official (CBO) and Dan Halladay, Building Inspector to present the proposed changes to the Building Permit Fees and Building By-laws on June 1, 2018;

AND THAT following the Public Meeting, Council will consider a By-law to amend the Building Permit Fees and Charges, Schedule 'C' in the Township's Fees and Charges By-law. **Carried"**

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

In 2022, the Township adopted the Cloud Permit online program, an electronic process for all property owners to assist with and enhance customer service. This electronic process allows the public to apply for Building Permits remotely and book inspections online. Adoption of this program assisted in better monitoring of all permits in house and of files for Tarion and Stats Canada reporting.

In 2023, the Building Department saw significant changes to the Ontario Building Code due to the upcoming amended 2024 Ontario Building Code Regulations. The updated 2024 Building Code aligned with the National Building Code and outlined qualification changes for staff. The Building Department had a decrease in the number of Building Permits issued in 2023, however, Septic Permits were taken on in house, and we anticipated a significant increase in total permits (Building and Septic) for 2024.

In 2024, the Building Department completed a full year after taking on Septic Permits from the Township of South Frontenac in addition to Building Permits. Overall, there was a 15% increase in permits issued for the year. Staff continued to utilize the Cloud Permit System allowing all applicants to apply and view status updates for Building Permits and all inspections that have been completed electronically. Additionally, in 2024, the Full-time Building Department Permit Clerk position was filled which has assisted the Chief Building Official with all activities with Building and Septic Permits. There was an uprise in new permanent builds being issued that kept the Building Department very active. The Building Department also began attending training sessions to administer the new Ontario Building Code (OBC).

In 2025, the Building Department transitioned to the updated 2024 Ontario Building Code (as discussed above), coming into full effect April 30, 2025. The Chief Building Official has stayed current in the code by taking training courses. There has been very good uptake of the new 2024 OBC, as the CBO was able to share his training with local contractors. We had an increase in Permits issued in 2025; while Building Departments in some municipalities have slowed down this year. North Frontenac forged ahead very strongly. This has a lot to do with the introduction of the Cloud Permit process as well as enforcement of in-house Zoning Compliance approval as a first step in Building Applications. In addition, we were able to process Applications in a more timely and efficient manner. We look forward to 2026 as we had record inquiries leading up to the end of the year.

2023	2024	2025
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	2023	2024	2025
Total Permits	130	148	155
New Recreational Dwelling	13	9	1
New Single-Family Dwelling	13	14	24
Accessory Buildings	53	44	49
Deck/Shed/Solar Panel/Sign Pole		15	20
Sleep Cabin/Bunkie/Carport/Boathouse		9	8
Garage		22	22
Septic Permits (effective Sept 2023)	14	40	54
Demolition	8	11	10
Additions/Renovations	34	23	39
Heating	0	1	1
Commercial/Industrial	0	3	1
Change of Use	1	1	0
Denied/Cancelled	2	1	1
Building orders (Active)	0	0	0
Building Orders (Closed)	1	3	0
Permits Pending (Minor Variances)	3	0	2

Financial Impact:

	2023	2024	2025
Permit Revenue	\$185,129	\$224,706	\$189,030
Construction Value	\$12,182,955	\$11,951,446	\$8,779,640

Strategic Implications:

Enhance Township Services

- Streamlined access to Township services through new technologies

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: 06 Feb 2026
Re: Planning Department Year End Report for 2025

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Planning Department Year End Report for 2025”.

Background:

A summary of the Planning Applications received for 2025 are noted below. The number of Applications considered by Council and the Committee of Adjustment has remained relatively consistent over the last three years.

Researched By:

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

Comments:

Total Planning Applications	
2025	40
2024	43
2023	36

Consents (Severances)

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

On February 2, 2024, Council passed By-law #2024-10 delegating approval for undisputed Consent applications to the Clerk. Undisputed consent applications are severance applications proposing limited lot creation, lot line adjustments (lot additions) and the creation of rights of way. Applications must meet all applicable planning policies and must be supported by technical agencies (i.e. Conservation Authority). If there are relevant concerns or objections provided by a member of the Committee of Adjustment who attends the site, members of the public or the technical agencies, the application will be escalated to the Committee of Adjustment for consideration. In 2025, 11 consent applications were considered under Delegated Approval.

Year	Committee of Adjustment Decisions	Delegated Approval Decisions
2025	7	11
2024	17	9
2023	18	N/A

Minor Variance/Request for Permission

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

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

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

Year	Number of Applications
2025	18
2024	14
2023	15

Site Plan Control

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

Year	Number of Applications
2025	0
2024	1
2023	0

Zoning By-law Amendments

If a property owner would like to use or develop their property in a way that is not permitted under the Zoning By-law, they may submit a Zoning By-law Amendment Application. An amendment may also

be included as a condition of a severance, if the parcels do not have the same zoning designation or the use of the property is changing.

In 2024, the Committee of Adjustment approved severances on two separate properties, both of which required Zoning By-law Amendment applications as a condition of severance. Council considered and approved the first application at a Public Meeting on April 4, 2025 to rezone the proposed lots from Recreational Commercial to the following designations:

- Limited Service Rural (LSR)
- Limited Service Waterfront (LSW)
- Recreational Commercial Exception Zone 6 (RC-X6)

Council considered and approved the second application at a public meeting to rezone the proposed lots from Recreational Commercial to the following designations:

- Recreational Commercial Exception 7
- Recreational Commercial Exception 8
- Recreational Commercial Exception 9
- Recreational Commercial Exception 10

Council considered and denied a Zoning By-law Amendment at a Public Meeting held December 12, 2025 to consider rezoning a property to a site specific Limited Service Waterfront Zone. The designation would permit the construction of a single family dwelling within the influence area of a waste management facility; and permit a reduction in the setback from the high water mark.

Year	Number of Applications
2025	4
2024	3
2023	3

Official Plan Amendment

An Official Plan Amendment is required if a proposed development does not comply with the Official Plan policies. There were no Official Plan Amendments applications received in 2025. Council also approved proceeding with two Township initiated applications to consider policies for additional residential units and policies for communal services.

The Township held a Public Meeting on August 7, 2025 to consider amendments to bring the Official Plan Policies into compliance with the recent legislative changes regarding Additional Residential Units. This is a Township initiative, therefore no application was submitted

Year	Number of Applications
2025	0
2024	0
2023	0

Part Lot Control/Deeming By-laws

The Part Lot Control provisions of the Planning Act permit a municipality to pass By-laws to remove part-lot control from all or any part of a registered plan of subdivision. A Deeming By-law deems an area of land to no longer be a part of a registered subdivision. There were no Part-Lot Control/Deeming By-laws considered in 2025.

Year	Number of Applications
------	------------------------

2025	0
2024	0
2023	1

Pre-consultation Meetings

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

Through 2025, planning staff reviewed and provided comments on planning proposals through email; and telephone conversations with applicants. Meetings were scheduled through Teams or in-person with property owners to discuss the more complex proposals (i.e. multiple severances, complex minor variances, and larger development projects)

Year	Number of Meetings
2025	28
2024	3
2023	35

Zoning Compliance Letter

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

Year	Number of Letters Issued
2025	23
2024	25
2023	22

Planning Clearance Certificate

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

Year	Number of Certificates Issued
2025	61
2024	70

Ontario Land Tribunal Appeals

There were two appeals filed with the Ontario Land Tribunal in 2025.

Ompah Palmerston Cottage Co-operative Ltd. (OPCC)

An Official Plan Amendment application and Zoning By-law Amendment application was submitted by the OPCC in 2022, with a public meeting held in January 2023. After additional studies were completed and an additional Special Meeting held on August 12, 2025, the applications were considered by Council at a meeting on November 21, 2025. Council denied the application and a Notice of Decision was issued on November 24, 2025. On December 12, 2025, the Township was notified the OPCC was submitting an appeal of the decision to the Ontario Land Tribunal.

Leptick - 1230D Austris Road

A Zoning By-law Amendment application was submitted by the applicants on October 27, 2025. The proposal was initially submitted as a Minor Variance to be considered by the Committee of Adjustment; however, due to the complex nature of the application, Planning staff determined a Zoning By-law Amendment was the appropriate planning process. The application was considered by Council at a meeting on December 12, 2025. Council denied the application and a Notice of Decision was issued on December 16, 2025. On January 2, 2026, the Township was notified the applicants were submitting an appeal of the decision to the Ontario Land Tribunal.

Community Planning Permit System

County staff have been working with the consultant to prepare a template for the CPPS By-law. There has been some public consultation through the Engage Frontenac platform. Public meetings are anticipated sometime in 2026.

Financial Impact:

Planning fees are collected for planning applications, pre-consultation meetings, zoning compliance letters and zoning clearance certificates. A total of \$39,619 was collected in 2025.

The Township has an Agreement with the County of Frontenac to provide planning services. The 2025 budget was \$103,500. A portion of two Township staff salaries are allocated to planning within the budget.

Strategic Implications:

Economic Prosperity - Prepare for potential development opportunities.

Environmental Stewardship - Development of policies to protect the environment.

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: 06 Feb 2026
Re: Shore Road Allowance Closure and By-law - Kerr

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 – Kerr”;

And That, as required by By-law #2025-04,

All That Part of the Shore Road Allowance abutting Kashwakamak Lake adjoining Lot 308, Registered Plan 1045, formerly in the Township of Barrie, being Part 1 on Registered Plan 13R-14741 (Kashwakamak Lake)

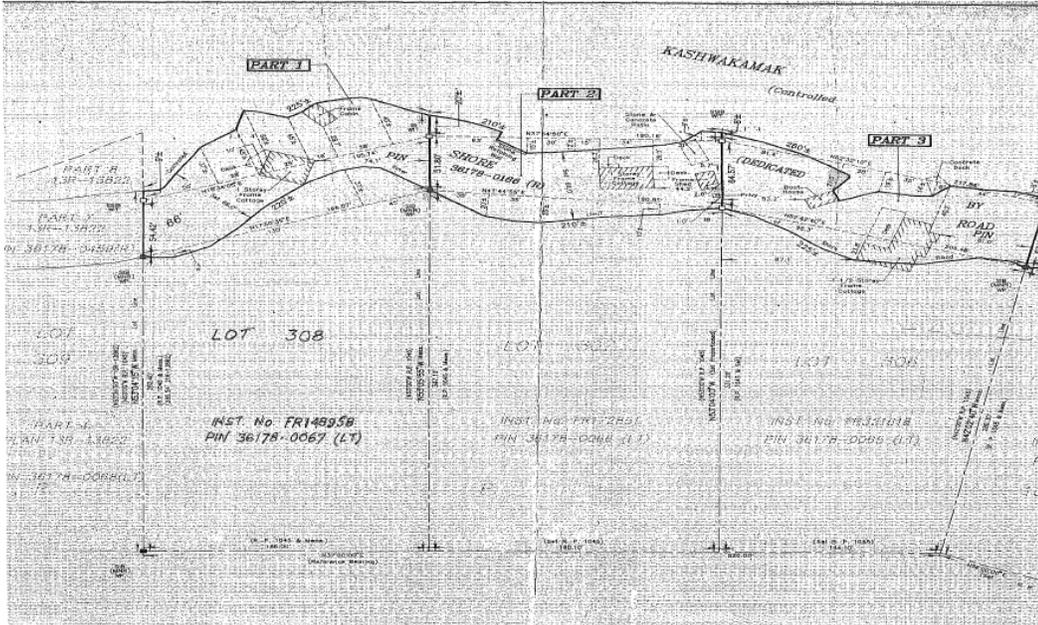
be declared as surplus and sold to the adjoining owners. An appraisal of the property are not necessary as this is a Shore Road Allowance;

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 Andrew and Kathryn Kerr to purchase the Shore Road Allowance along the shore of Kashwakamak Lake, in front of Lot 308, Registered Plan 1045 geographic Township of Barrie, being Part 1 on Registered Plan 13R-14741 (see below map and survey). Council passed Resolution #419-25 on December 12, 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).





Researched By:

Tara Mieske, Clerk/Planning Manager
Marnie Geerlinks, Administrative Assistant to Clerk/Planning Manager

Comments:

None.

Financial Impact:

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

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: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 06 Feb 2026
Re: Update to Civic Addressing and Private Lane Naming Procedure - By-law

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Update to Civic Addressing and Private Lane Naming Procedure - By-law”;
And That Council approves revising the civic addressing and lane naming policy;
And That Council will consider an updated By-law later in the meeting.

Background:

Most 911 systems were built using analog technology. Systems now need to be upgraded to a digital or Internet Protocol (IP) based 911 system, referred to as Next Generation 911 (NG911). We need to make our GIS data ready.

The proposed policy was drafted by County GIS Staff based on consultation with the Townships of North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands. The updated policy ensures a regional system for road naming and civic addressing supported by a consistent procedure to ensure proper operation of the NG911 system (copy attached). This includes the maintenance of suitable records, and that the proper notifications and GIS data updates are sent to the appropriate agencies.

This policy is to ensure the Municipal-wide system for civic addressing is upheld to ensure proper operation of NG911.

Researched By:

Darwyn Sproule, Public Works Manager
Corey Klatt, Chief Administrative Officer
Kelly Watkins, Treasurer

Comments:

This proposed policy will provide a consistent process for civic addressing and lane naming across all the lower tier municipalities in Frontenac County. Previously there were some local inconsistencies between individual municipalities.

Other than minor edits and formatting, the proposed policy is consistent with North Frontenac's current Civic Addressing and Lane Naming procedures. There are no significant changes. Any by-laws, procedures, or names in registered plans inconsistent with the new policy will be repealed.

Municipal authorities are responsible to enter into the *Next Generation 9-1-1 Authority Service Agreement* with Bell Canada. This agreement will supersede all existing *9-1-1 PERS Agreements* and/or *Province Wide E9-1-1 Service Agreements*.

A delegate for each municipality is appointed as the authority to administer the civic addressing and road naming policy, keeping their CAO informed of any major concerns with the civic addressing program. The Public Works Manager (PWM) has been given the responsibility by North Frontenac Council, to assign property identification numbers ensuring that the appropriate number blades are installed and to accept new lane name applications for consideration by Council in accordance with the proposed policy.

Financial Impact:

There are no additional costs for the Township associated with approving the proposed policy, other than staff time to prepare the policy and revise the by-law. User fees for civic addressing and lane naming have not changed and are specified within the Fees and Charges By-law.

Attachments:

[Unified Road Naming and Civic Addressing Policy - FINAL](#)



Road Naming and Civic Addressing Policy



Last Updated: 12-02-2025



Subject: Road Naming and Civic Addressing Policy

Approved: December, 2025

Revision Date: N/A

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Revision Date: N/A

1.0 Policy Statement

This policy ensures a regional system for road naming and civic addressing is upheld by a consistent procedure to ensure proper operation of the Next Generation-9-1-1 system. This includes the maintenance of suitable records, and that the proper notifications and GIS data updates are sent to the appropriate agencies when applicable.

2.0 Application

This policy applies to the Township of North Frontenac, Township of Central Frontenac, Township of South Frontenac, Township of Frontenac Islands, and the County of Frontenac.

3.0 Review

This policy will be reviewed as required. Any by-laws, procedures, or names in registered plans inconsistent with this document will be repealed.

4.0 Definitions

“Civic address” shall mean the name of the road, or in the case of water access and island lots, the name of the island and/or the name of the waterbody and the number assigned by the municipality to a property in accordance with this policy for the purpose of describing the property’s location within the municipality.

“Council” shall mean the governing body of each municipality.

“County” shall mean the County of Frontenac.

“Delegate” shall mean the municipally appointed authority responsible for administering and enforcing the Road Naming and Civic Addressing policy.

“Highway” shall mean any road or road allowance, either opened or unopened under the jurisdiction of the municipality, except where such highway is designated as a Provincial Highway.

“Municipality” shall mean the Township of North Frontenac, Township of Central Frontenac, Township of South Frontenac, or the Township of Frontenac Islands.

“Next Generation-9-1-1”, or “NG-9-1-1”, shall mean the upgrade to 911 infrastructure happening across North America that will replace E9-1-1 technology with a modern Internet Protocol-based system capable of consuming GIS data layers for call routing.



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“Number” shall mean the multi-digit number assigned by the municipality in accordance with this Policy as part of the civic address for the property.

“Number blade” shall mean a plate on which the number or sub-number forming part of the civic address of a property is affixed in accordance with this Policy.

“Owner” shall mean the person who is the registered owner of the property according to the last revised assessment roll for the municipality.

“Property” shall mean a separate parcel of land to which an assessment roll number has been assigned according to the last revised assessment roll for the municipality.

“Private lane” shall mean a road and lanes that have not been assumed by the Municipality or under private ownership, which serves two (2) or more legally conveyable lots and may include a right-of-way registered on title and maintenance of which is the responsibility of the abutting landowners.

“Provincial highway” shall mean a highway under the jurisdiction of the Province of Ontario.

“Regional GIS data aggregator” shall mean the entity responsible for aggregating, maintaining, validating and communicating the authoritative data layers required for Next Generation-9-1-1 service.

“Road” shall mean any assumed road, unassumed road, or private lane that has been named or renamed in accordance with the road naming by-law(s) for each municipality.

“Signpost” shall mean a support erected in accordance with this Policy to which a number blade is attached for the purpose of identifying the civic address of a property.

“Sub-number” shall mean a number together with such additional numbers or alphabetic characters as may be required to identify the civic address of a property, unit or building that uses the same entrance as another property, unit or building to which a separate civic address has been assigned.

“Water access property” shall mean an improved lot fronting on a lake, river or situated on an island, which can only be reached via boat or aircraft (no road access).

5.0 Authority

Municipal authorities are responsible to enter into the *Next Generation 9-1-1 Authority Service Agreement* with Bell Canada. This agreement will supersede all existing 9-1-1 *PERS Agreements* and/or *Province Wide E9-1-1 Service Agreements*.

A delegate for each municipality is appointed as the authority to administer and enforce the civic addressing and road naming policy, keeping their CAO informed of any major concerns with the civic addressing program.

6.0 Roles and Responsibilities

6.1 Municipal Delegate:

The designated authority is responsible for:

- Assigning civic addresses, installing signs, and accepting new lane applications for Council to consider.
- Maintaining a complete and consistent addressing system.
- Ensuring that no proposed new name or change conflicts with or is similar to an existing public or private road name within the same municipality, or an existing official road name within 5km of any neighbouring municipality, and if possible, within the entire 9-1-1 service area.
- Acting as the point of contact with residents relating to civic addressing and road naming matters.
- Notifying the property owner immediately after assignment of new or changed civic number or road name.
- Making necessary updates to municipal records.
- Notifying County GIS of a civic address or road addition, deletion, or change within 3 business days (or no greater than 30 days) of approval to update mapping.
- Ensuring original supporting documents are filed under the appropriate roll number.

6.2 County GIS:

The County GIS team are responsible for:

- Acting as the regional GIS data aggregator.
- Maintaining an Official Road Network dataset.
 - Digitizing new roads and road ranges.

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- Advising the municipal delegate whether a proposed new name or change conflicts with or is similar to an existing public or private road name within the same municipality, or an existing official road name within 5km of any neighbouring municipality.
- Apply QA/QC methods to ensure accuracy and completeness.
- Maintaining an Official Civic Address point dataset.
 - Digitizing new Civic Address points.
 - Apply QA/QC methods to ensure accuracy and completeness.
- Reviewing road and civic addressing updates from the municipality to ensure the information is accurately captured in the GIS mapping.
- Provide recommendations to the municipal delegate to help resolve issues and anomalies in the civic addressing and road naming system.
- Acting as initial point of contact with external emergency agencies and Public Safety Answering Points (PSAPs) to verify civic addressing.
- Notifying the NG-9-1-1 provincial data aggregator of any new or revised information including but not limited to:
 - new or revised civic addresses, new or revised road centrelines, names and ranges, new island, or water access only (WAO) properties within 3 days of notification from municipal delegate.
- Provide and maintain a GIS mapping tool to view current information related to existing road names and ranges to assist with civic addressing.
- Notifying relevant external agencies and organizations with updated information as required, including but not limited to Geospatial Ontario, KFL&A Mutual Aid fire personnel, and Canada Post.

7.0 Road Naming

7.1 General Recommendations

All new road names or road name changes must be established by official by-law.

Each road that requires naming must have a NAME and a SUFFIX; a directional prefix or suffix can be added if appropriate.

Without exception, there shall be no duplication of road names within the municipality.



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No proposed new name or change can conflict or be similar to an existing road name within the same municipality, or an existing official road name within 5km of any neighbouring municipality, and if possible, within the entire 9-1-1 service area.

All roads being named or re-named under this policy shall have a suffix that identifies it as either a public or private road. The use of the term “Road, Street, or Crescent” is reserved for municipal assumed public roads. Additional suffixes reserved for either public or private roads may be defined in a municipality’s Roads Name Listing by-law.

While all efforts in administering prior policies have been made to ensure suffixes to road names reflect whether roads are public or private, in no case shall the suffix be considered to be determinative in establishing whether or not a road is public or private.

7.2 Naming Considerations

The total length of a road name cannot exceed 27 characters (including punctuation, spaces, and suffix).

Avoid the following:

- Names containing misspellings, overly complicated, or cryptic names.
- Awkward, corrupt spelling, discriminatory, or derogatory names.
- Homonyms or names close in pronunciation to an existing road.
- Phonetically difficult names, uncommon spellings, or the name of a living person.
- Names containing common phrases.

The use of apostrophes and hyphens are permitted (e.g., O'Malley Rd. or Moreland-Dixon Rd) but are discouraged.

The following symbols are not permitted:

- | | |
|--------------------|-----------------------------|
| • Underscore __ | • Parenthesis (()) |
| • Forward Slash // | • Colon :: |
| • Equal sign == | • Semi colon ;; |
| • Greater than << | • Brackets [[]] |
| • Less than >> | • Period .. |
| • Star ** | • Comma ,, |
| • Plus sign ++ | • Ampersand ('and' sign) && |



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Where a road crosses into another municipality it will only be named or renamed where the other municipality officially accepts the name through official by-law.

7.3 Public Roads

All municipal public roads must be assigned a name in accordance with this policy regardless of the number of civic addresses on it.

7.4 Private Lanes

Shared access driveways with a maximum of 4 civic addresses are not required to be named as a private lane unless there is a reasonable expectation that more civic addresses will be applied for in the future.

The name for a private lane may be chosen by the owner from a list names for new or renamed roads that has been pre-approved by a municipality's council if available or suggested as part of the New Lane Application. The owner submitting an application bears the associated advertising and administrative costs for a name request other than what's on a municipality's pre-approved names list.

The municipality may name, rename, or refuse to name, or rename a private lane where they determine it is in the best interest of the public to do so, or where costs to the municipality would be prohibitive.

In circumstances where existing private lane names have been assigned an incorrect suffix, the municipality may decide to rename the private lane to change the suffix or clarify the private status by amending the road sign to indicate it is "private" at the expense of the municipality.

7.5 Public Notification (Private Lane Naming or Renaming)

When a road name is proposed by the owner as part of the New Lane Application, public notice will be given of proposed name prior to council considering it.

Notice will be posted at the municipal office and on the website at least 10 days prior to the meeting where council will consider the by-law.



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7.6 Property Owner Notification

The delegate will provide notice to all property owners using the lane at least 30 days prior to the meeting where council will consider the by-law, providing them the opportunity to give comments on the proposed name.

The notification will include the suggested name and a copy of the road naming policy. Each owner will be given the opportunity to suggest an alternative name by notifying the municipality by mail or email within 20 days of issuance of the letter.

If an alternative name is submitted to the municipality and it complies with Section 7.2 “Naming Considerations”, it will be provided to council for consideration.

Anyone else interested in the road will be deemed ‘notified’ by the publications on the municipal website and in meeting minutes.

If an owner chooses a name from a municipality’s pre-approved names list for new or renamed roads, it is the owner’s responsibility to discuss and agree upon the chosen name with all property owners using the lane in lieu of the municipal notification outlined above.

Except as provided above, after a change or name addition has been approved by council and passed through by-law, it shall be the responsibility of the property owner(s) on the private lane to notify any persons or agencies of their address change, where it is in their personal interest to do so.

8.0 Civic Addressing

8.1 General Recommendations

A civic address is required for every property that has an entrance onto a municipal road, unassumed road, private lane, water access only (WAO) or island, that has been improved or to which there is a reasonable expectation that emergency response could be dispatched. This includes but is not limited to residential (permanent or seasonal), vacant (ie. with a facility under construction), commercial, industrial (ie. quarries, hydro substations, tower sites), recreational (ie. parks, boat launches, cemeteries), religious and education (ie. schools, churches) properties.

In some instances, there may be reasonable cause for the assignment of a civic address for properties that are not improved, such as crown land, for navigational purposes.



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Without exception, there shall be no duplication of a civic address within the municipality, and no duplication of a number on any one road, lane, lake, or island.

Civic addresses shall be assigned in accordance with this policy. Where difficulties occur, the municipal delegate shall make a decision on the civic address or sub-address assignment in consultation with the CAO for the municipality. In these cases, the goal will be to adhere as closely as possible to this policy while providing balance, logic, and flexibility in the assigned number scheme.

Each municipality shall maintain an accurate and current record of all civic addresses assigned to properties within the municipality.

Any new civic numbers will be reviewed by County GIS to ensure correct parity, sequence, road name, and range.

Prior to number assignment, owner must submit a complete application, copy of full legal description of the property, plan, survey, or sketch showing proposed location of building including the point of intersection of the approved entrance with abutting road.

Civic address numbers are assigned when the application is deemed complete, and fee paid, and an approved entrance is established on the highway.

The municipality will give the owner a notice of civic address by their preferred method of contact indicated in the application.

No building permit or recreational vehicle license shall be issued until an address is assigned, the fee paid, and owner notified of their address by the municipality.

With respect to civic address numbers for new lots created by consent (severance) application, the Township of North Frontenac and Township of Frontenac Islands shall issue a civic number during the severance process at the expense of the property owner, provided a municipally approved entrance exists on a highway. The Township of Central Frontenac and Township of South Frontenac issue a civic number outside of the severance process.

If a civic address is a condition to sever, the applicant is required to construct an entrance, subject to an entrance permit if required. The owner will assume all



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responsibility / cost of reassigning the civic number if the entrance is moved to a different approved location along the property line.

Numbers for new lots in plans of subdivision shall be assigned as per the subdivision agreement.

Semi-detached or townhouses with direct access to the road for each unit are assigned a separate civic number.

Any new entrance that is established on a private lane does not require an entrance permit but must complete the address application in order to obtain a civic number for that private entrance.

The center of the driveway is used as the starting point to metre individual properties for a civic address number unless there are exceptional circumstances (e.g., water access and island properties).

Numbering will continue consecutively along the entire road, even if it crosses a municipal boundary. The municipality will continue sequentially numbering on a road that enters from adjacent municipality that has an established system.

Corner lots shall be numbered based on the road that provides the approved access.

8.2 Determining Civic Addresses

The 10 metre frontage interval method is used to determine civic numbers. Two civic numbers are available (but not necessarily used) for every unit (10 metres) of frontage along the road – one on the left and one on the right. Even numbers should be assigned on the right and odd on the left; no mixed parity is allowed on any road.

A modifier (100/101 or 1000/1001) may be added to the civic address interval calculation. If used as part of a municipality’s interval calculation, the desired modifier must be used consistently for all civic address assignments in that municipality.

For road access properties, the number is determined by measuring the distance from the start of the road to the entrance using a metering device or through the use of the GIS mapping. Numbers are determined using the following calculation:

Example:

- 432 m (to centre of entrance from point where metering begins)

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- $432/10$ (frontage interval) = 43.2 (drop everything after the decimal)
- $43 * 2$ (two numbers, one even and one odd, are available for each frontage interval) = 86
- 86 + modifier (100 or 1000) is used as civic number for even side of the road.
- 86 + modifier (101 or 1001) is used as civic number for odd side of the road. If no modifier is used, the civic number should be assigned as 85 or 87.

The civic address for a road access property consists of the civic number and road name (ie. 123 Sample Road).

8.3 Sub-Addressing

A maximum of 4 sub-numbers may be assigned to the same entrance. Sub-addressing should be alpha-numeric. (Example: A, B, C, D)

The combined address should appear on number blade at the shared main entrance. (Example: 123 A-D)

An additional blade for each individual sub-number should be posted for each property entrance. (Example: 123A, 123B, 123C, 123D)

Where the maximum amount of sub-numbers is exceeded, the entrance must be named as a private lane. Any existing numbers will be re-addressed to the newly established lane following Section 8.2 of this policy at the expense of the municipality.

8.4 Multi Unit Properties

Multi-unit properties, trailer parks, campgrounds, apartment building complexes, or land cooperatives should be assigned one civic number by the municipality based on the shared entrance or access point.

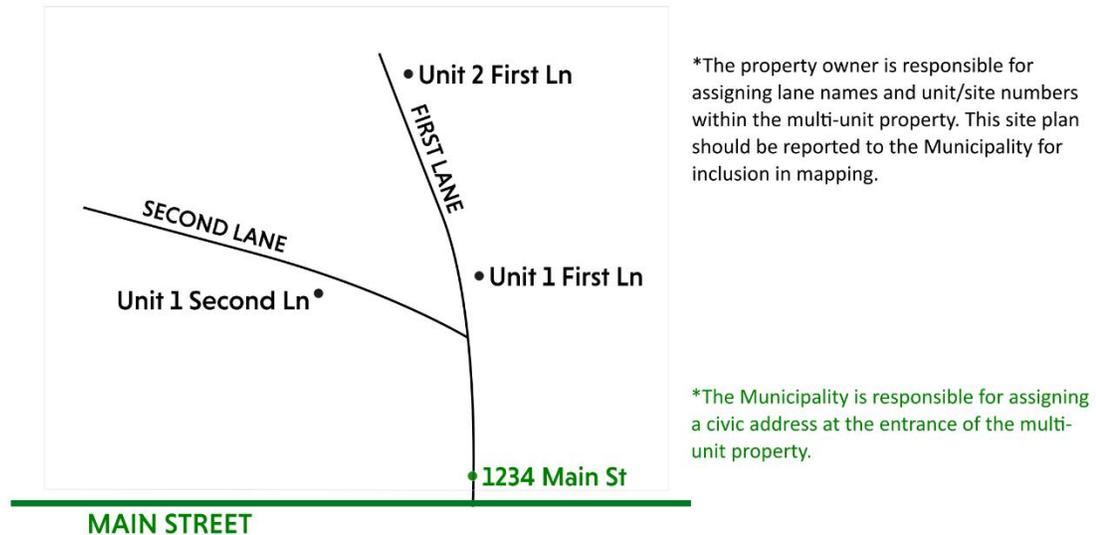
Individual units or sites should be assigned unit numbers by the property owner(s). The owner(s) should provide a layout to the municipality, that includes the internal road network and unit numbers so that the information can be included in the GIS mapping.

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Below is a typical representation of what occurs for a multi-unit property:



9.0 Water Access Only / Island Naming

9.1 General Recommendations

Water access addressing is implemented by making available an official civic address for water access only properties that is standardized, maintained, and communicated, similar to road access civic addressing, by the responsible addressing authorities.

Road civic addressing will be given precedence where a lot coincides with both road based and water access addressing.

In the event of a water access property with posted signage that becomes accessible by road, its water access address will be changed to the road based civic address associated with that particular lot.

A property shall not be assigned both a road based civic address and water access address as this represents an undesirable scenario that will delay the proper response type to that location.

Water access numbers will be derived using the location of the main point of access to the improved area, typically a dock. If there is more than one access point or no clear access point to a lot the most logical site will be used.



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Due to the difficult nature in accurately measuring the perimeter of a waterbody feature, civic addressing staff should rely on the aid of GIS mapping tools to generate new water access civic addresses.

Should something affect the number that was assigned for a property (such as a new development or new access/dock area) property owners should consult with the municipality. A new number may need to be assigned, since addressing must follow a logical order along the shoreline or island.

9.2 Naming Convention

Where access to a property is by water only, the name designated within the addressing datasets for that particular portion of shoreline (waterbody or island) will, with preference, be that in which is recorded by the Ontario Geographic Names Board (OGNB), the provincial body that officiates naming.

In all other instances, being only a locally known name or no name present for that geographic location, landowners are required to submit application to OGNB.

The proposed name will be appropriate, non-offensive, and have proof of support by the “community” (the municipality may offer a letter of support along with a OGNB comment period).

Names that are pending approval by the OGNB may be used for addressing purposes in the interest of time and safety until such becomes official. In this case, the property owner shall be made aware at the time of civic address assignment about pending official name approval and that the island name may be subject to change if ultimately denied by the OGNB.

Changes to unofficial names that had been used to establish water access addressing can be undertaken at the discretion of the Municipality.

9.3 Determining Address for a Shoreline

Water access properties along the shoreline of a waterbody are to be addressed using the 10 metre frontage interval method, originating from the most southerly point of the waterbody around the perimeter in a clockwise direction.

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Addressing along watercourses may require a linear approach, measuring through the centre of the feature instead of the shoreline perimeter.

A modifier (101 or 1001) may be added to the shoreline civic number interval calculation. If used as part of a municipality's interval calculation, the desired modifier must be used consistently for all shoreline WAO civic number assignments in that municipality.

For Water Access Only (WAO) – Shoreline Addressing:

- The most southerly point of the waterbody is the starting point for the measurement and moves clockwise around the lake perimeter to the point of main access to the property.
- All WAO shoreline civic numbers are assigned an odd number.
- The civic address for a shoreline property consists of the civic number and waterbody name (ie. 101 Sample Lake).

Example:

- 432 m (to the main access from most southerly point of the waterbody)
- $432/10$ (frontage interval) = 43.2 (drop everything after the decimal)
- $43 * 2$ (two numbers, one even and one odd, are available for each frontage interval. Only the odd number is used for shoreline properties.) = 86
- 85 or 87 + modifier (101 or 1001) is used as civic number for the shoreline property.

9.4 Determining Address for an Island

Water access properties on an island are to be addressed using the 10 metre frontage interval method, originating from the most southerly point of the island around the perimeter in a clockwise direction.

A modifier (100 or 1000) may be added to the island civic number interval calculation. If used as part of a municipality's interval calculation, the desired modifier must be used consistently for all island WAO civic number assignments in that municipality.



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For Water Access Only (WAO) - Island Addressing:

- If there is only one development on an island, the number can default to 100 regardless of access location. This strategy can be used for up to two developments on one island (ie. 100 and 200).
- For more than two developments, use the calculation below:
- The most southerly point of the island is the starting point for the measurement and moves clockwise around the island perimeter to the point of main access to the property.
- All WAO island properties are assigned an even number.
- The civic address for an island property consists of the civic number, island name and waterbody name (ie. 100 Pretend Island, Sample Lake).

Example:

- 432 m (to the main access from most southerly point of the island)
- $432/10$ (frontage interval) = 43.2 (drop everything after the decimal)
- $43 * 2$ (two numbers, one even and one odd, are available for each frontage interval. Only the even number is used for island properties.) = 86
- 86 + modifier (100 or 1000) is used as civic number for the island property.

9.5 Designated Access Points for Emergency Services

Water access addressing does not guarantee direct response to the exact location on the water due to a number of factors and service provision standards that vary by emergency services that are responsible for a particular jurisdiction.

Landowners shall be aware of designated major access points (being typically public boat launch or marina) whereby they would be expected to meet emergency services for medical evacuation type emergencies when a water-based response is not possible.

10.0 Sign Installation, Specifications, and Maintenance

10.1 General Recommendations

A properly installed and maintained civic address sign is required to be posted at every property for which a civic address is required (8.1).



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When a new or adjusted road name is approved, the municipal delegate will erect new signage and add the name into the Roads Name Listing by-law. The municipality shall erect and maintain street name signs at corners of every named highway, road, private road on public or private property. There is an exception for provincial highways, which requires the municipality to notify the province of the new road name, send the by-law along with official documentation, and request that the Ministry of Transportation (MTO) erect the appropriate signage.

Signage must be erected as soon as possible after approval; only in the case of restricted access due to weather conditions should there be any delay.

Official municipal civic address and road name signage should be the only signage displayed to avoid confusion during emergency response.

10.2 Installation of Civic Address Signage for Road Access Properties

Upon number assignment, the municipal delegate constructs the number blade and signpost, and installs it in accordance with the following:

- The signpost must be not less than 1.2m and not greater than 1.7m above the ground.
- Signpost must be installed in a uniform manner 1.5m from the principal driveway entrance and 2+m from the shoulder of the road.
- The number blade must be clearly visible to oncoming traffic from both directions and not interfere with road maintenance.
- Where it cannot be erected by these rules due to unusual circumstance, the municipal delegate is authorized to determine (in consultation with the owner) a suitable alternative location that best complies.
- The number blade is constructed out of a 12-gauge aluminum blade, 162 mm by 305 mm (or as required), aluminum covered in blue engineering grade reflectorized 3M Scotch lite or MTO approved material equal on both sides of the blade. The numbers in white engineering grade reflectorized 3M Scotch lite or MTO approved material.
- The signpost is to be made of coated galvanized square tubular steel, 25 mm by 25 mm conforming to Ontario standard, with the exception that the holes shall be punched/drilled as required.
- All hardware is stainless steel/zinc coated.
- In all aspects the number blade and signpost must conform to MTO Standard Specifications.

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10.3 Installation of Signage for Water Access Only (WAO) and Island Properties

Standardized civic address signage will be supplied by the municipality.

Property owner, contractor, or staff installation of the number blade and signpost for WAO properties will be at the discretion of the municipality.

The WAO signage must be installed within 30 days of the receipt of materials:

- If a property owner or contractor is installing signage, the person receiving the materials is required to sign for receipt and must be given a copy of this policy for installation instruction and standards.
- Number blades and signposts must be installed near the dock, firmly mounted on the shoreline in stable ground.
- Number blades shall be posted in a way that is clearly visible year-round from the water in front of the property.

10.4 Sign Maintenance

Property owners are responsible for the maintenance of the number blade and signpost once installed.

- Signs should at all times be kept in good condition, free of obstruction, and visible to oncoming traffic.
- Signs shall not be moved, removed, altered, defaced, damaged, or destroyed without prior written approval from the municipality.
- In the event of damage or removal of a sign through no fault of the municipality, the landowner shall request a replacement at the expense of the owner.

11.0 Fees, Charges and Penalties

All fees, charges and penalties are to be in accordance with the relevant by-law(s) at each municipality.

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12.0 Enquiries for Additional Information

For more information on this policy please contact the appropriate municipality:

- Township of North Frontenac
- Township of Central Frontenac
- Township of South Frontenac
- Township of Frontenac Islands
- County of Frontenac

13.0 Reference Documents

- 9-1-1 Public Emergency Service Reporting (PERS) – Municipal Address Manual
- NENA Information Document for GIS Data Stewardship for Next Generation 911
- NENA Standard for NG9-1-1 GIS Data Model NENA-STA-006.2-2022
- Next Generation 9-1-1 Authority Service Agreement
- Ministry of Transportation Ontario Traffic Manual
- Ontario Geographic Names Board: <https://www.ontario.ca/page/geographic-names>

Appendix A – List of Abbreviations

Abbreviation	Definition
CAO	Chief Administrative Officer
E9-1-1	Enhanced 9-1-1
GIS	Geographic Information System
MTO	Ministry of Transportation Ontario
NENA	National Emergency Number Association
NG-9-1-1	Next Generation 9-1-1
OGNB	Ontario Geographic Names Board
PERS	Public Emergency Reporting Service
PSAP	Public Safety Answering Point
QA / QC	Quality Assurance / Quality Control
WAO	Water Access Only

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 06 Feb 2026
Re: Pothole Prevention and Repair Program (PPRP) and Transfer Payment Agreement - Update

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Pothole Prevention and Repair Program (PPRP) and Transfer Payment Agreement - Update";
And That Council authorizes the Chief Administrative Officer (CAO) to sign the Transfer Payment Agreement (TPA) for the Ministry of Transportation's Pothole Prevention and Repair Program (PPRP) on behalf of the Township;
And That Council direct staff to collect, complete, and submit all required documentation and reports required by the program.

Background:

The Ministry of Transportation (MTO) has introduced the Pothole Prevention and Repair Program (PPRP), as a one-time transfer payment to help municipalities with pothole prevention and repair work. Through this program, eligible municipalities may receive up to \$38,000.00 in funding. Match funding is not required.

When the Public Works Department first contacted MTO, we were told the Township was not eligible for the program. Based on this information, the program was not brought forward to Council at that time.

On the last day (afternoon) of eligibility, MTO called and advised staff that the Township was eligible to apply. At that time the application only required submitting basic Township contact information, and we did that just prior to the deadline. Then on January 23, 2026 we received confirmation that the Township's application had been approved for funding, subject to signing a Transfer Payment Agreement (TPA) and meeting the program deliverables.

Acceptance to the program requires the Township to complete and return the TPA by the deadline (Friday February 6, 2026). The draft Agreement has been prepared and is attached to this report.

Researched By:

Mckenzie Millar, C.Tech, rcji, BCIN - Technical Services Officer

Comments:

The Pothole Prevention and Repair Program provides an opportunity for the Township to access provincial funding to support routine roadway maintenance activities undertaken by Public Works. The funding will offset costs associated with pothole prevention and repair, and supplement the Operating budget. The reporting period pertaining to the work is April 1, 2025 to March 31, 2026.

Council was not previously informed of this opportunity given the short notice, timing and initial indication from MTO that the Township was not eligible.

The TPA and required documents are ready for submission on the due date (February 6th) if the CAO is authorized by Council to execute the Agreement . Public Works will submit the required documentation to ensure compliance with program guidelines and reporting obligations.

This funding commitment from MTO is great news.

Financial Impact:

The program provides grant funding of up to \$38,000.00. There is no requirement for the Township to provide upfront or matching funds. A Final Report is required documenting the road maintenance supported by the program, including: number of kilometers maintained, project details and invoices / payment certificates.

The Grant will be reported for the 2025 year end, as the reporting period is April 1, 2025 to March 31, 2025 and this will assist with the over budget in 2025 for Hardtop Maintenance.

Strategic Implications:

Enhance Township Services: Enhancement of Township Roads

Attachments:

[North Frontenac PPRP-TPA-Jan2026](#)

**ONTARIO TRANSFER PAYMENT AGREEMENT
POTHOLE PREVENTION AND REPAIR PROGRAM**

THE AGREEMENT is effective as of the 30th day of January 2026.

BETWEEN:

**His Majesty the King in right of Ontario
as represented by Hon. Minister of Transportation

(the “Province”)**

- and -

**Corporation Of The Township Of North Frontenac

(the “Recipient”)**

WHEREAS the Recipient has requested funding from the Province for the Project (as defined in section A.1.2) and the Province has agreed to provide such funding to the Recipient subject to certain terms and conditions;

AND WHEREAS the Agreement sets out the terms and conditions upon which the Province has agreed to provide funds, up to the Maximum Funds (as defined in section A1.2) to the Recipient for the purpose of carrying out the Project, and upon which the Recipient has agreed to carry out the Project.

NOW THEREFORE in consideration of the mutual covenants and agreements contained in the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

Schedule “A” - General Terms and Conditions
Schedule “B” - Project Specific Information
Schedule “C” - Project Description and Timelines

Schedule "D" - Eligible Expenditures and Ineligible Expenditures
Schedule "E" - Payment Plan
Schedule "F" - Reporting and Compliance Audit
Sub-Schedule F1 - Project Reports

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to its subject matter and contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions, identified in Schedule "B" and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 One and the Same Agreement. The Agreement may be executed in any number of counterparts, with the same effect as if the Parties had signed the same document, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 Amending the Agreement. The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor*

General Act (Ontario);

- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to:
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

- SIGNATURE PAGE FOLLOWS -

IN WITNESS WHEREOF the Parties have executed the Agreement on the dates set out below.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Transportation

Date

Name: Prabmeet Sarkaria

Title: Minister

**Corporation Of The Township Of North
Frontenac**

Date

Name: Corey Klatt

Title: CAO

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.
- (f) all accounting terms not otherwise defined in the Agreement have their ordinary meanings.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date set out at the top of the Agreement.

“Eligible Expenditures” means the costs of the Project that are eligible for funding by the Province under the Agreement and that are further described in Scheduled D.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Final Report” means the report described in Schedule “F”.

“Funding Year” means in the case, the period commencing on the Effective Date and ending on the following March 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Materials” means material, machinery, equipment and fixtures forming part of the Project.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F” and Sub-schedule “F1”.

“Requirements of Law” means all applicable requirements, laws, statutes,

codes, acts, ordinances, approvals, orders, decrees, injunctions, by laws, rules, regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities.

“Substantial Performance” means when the Work or a substantial part thereof has passed inspection and testing and is ready for use or is being used for intended purposes.

A1.3 References This Agreement refers to the following standards, specifications or publications:

Ontario Provincial Standard Specifications, Construction

OPSS PROV 127

OPSS MUNI 301

OPSS MUNI 303

OPSS MUNI 304

OPSS MUNI 310

OPSS MUNI 336

OPSS MUNI 337

OPSS MUNI 341

OPSS MUNI 369

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) that, unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient with \$38,000 in Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E" ; and

- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2 ;
- (b) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the maximum funds set out in Schedule B.”;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by any other funding program or source. .

A4.4 Interest-Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Rebates, Credits, and Refunds. The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 Disposal. The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose off any asset purchased or created with the Funds or for which the Funds were provided.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (i) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours enter upon the Recipient’s premises to conduct an audit or investigation of the Recipient regarding the Recipient’s compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient’s representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient’s allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 Indemnify. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
 - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A10.3 Subcontractor insurance. The Recipient will ensure that any subcontractors retained to perform any part or parts of the Project will obtain and maintain all the necessary and appropriate insurance that a prudent person in the business of the subcontractor would obtain and maintain.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the

Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;

- (d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 Opportunity to Remedy. If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 Recipient not Remediating. If the Province provides the Recipient with an

opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the maximum funds set out in Schedule B.” , the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B”.

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or courier.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Condonation not a waiver. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 Waiver. Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 Joint and Several Liability. Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

A28.0 ELECTRONIC SIGNATURE

A28.1 Electronic Signature. The Province and the Recipient agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. An electronic signature of an authorized signing representative may be evidenced by (i) a manual signature, (ii) a digital signature including the name of the authorized signing representative in the respective signature line of the Agreement, (iii) an image of a manual signature, (iv) an Adobe signature, or (v) any other digital signature with the prior written consent of both Parties, placed in the respective signature line of the Agreement and the Agreement delivered by electronic means to the other Party,

including by email.

END OF GENERAL TERMS AND CONDITIONS

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION

Maximum Funds	\$38,000
Program Title	Pothole Prevention and Repair Program
Expiry Date	June 30, 2026
Insurance	\$ 5,000,000
Contact information for the purposes of Notice to the Province	<p>Position: James Flanders, Team Lead, Special Highway Operations Initiatives Highway Operations Management Branch, Operations Division</p> <p>Address: 2nd Floor 301 St. Paul Street St. Catharines, Ontario L2R 7R4</p> <p>Email: PPRP@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT DESCRIPTION AND TIMELINES

C1.0 PROJECT DESCRIPTION

C1.1 Project Details. The Project will use the pothole prevention and repair measures set out in section C1.2, C1.3 and C1.4 on road(s) under the jurisdiction of the Recipient. The Project will deploy one or a combination of the methods set out in this Schedule “C”.

C1.2 Pothole Prevention Strategies

- (a) Rout and Seal, means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.
- (b) Microsurfacing means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement.as per OPSS MUNI 336.
- (c) Slurry Seal means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.
- (d) Single Surface Treatment means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304
- (e) Double Chip Seal means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.and
- (f) Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

C1.3 Pothole Repair Strategies

- (a) Hot Mix Asphalt (HMA) Patching of Flexible Pavement means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.
- (b) Scarification and Grading of Unpaved Roadways means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.
- (c) Concrete – Pavement and Joint Seal Repairs means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

C1.4 Other

- (a) Project design works related to pothole preservation and repair works that will be completed between April 1, 2025 and March 31, 2026.

C2.0 PROJECT TIMELINES

C2.1 Project Timelines. The Recipient will begin the Project by April 1, 2025, and will achieve Substantial Performance of the Project by March 31, 2026.

SCHEDULE “D”

ELIGIBLE AND INELIGIBLE EXPENDITURES

D1.0 ELIGIBLE EXPENDITURES

D1.1 Eligible Expenditures. Subject to Article D2.0, Eligible Expenditures include the direct costs incurred and paid by the Recipient between April 1, 2025, and March 31, 2026 and that, in the opinion and at the sole discretion of the Province, are considered to have been properly and reasonably incurred and are necessary for the successful implementation of the Project, and include:

- (a) Purchase and delivery of materials required for the Project;
- (b) Project design related to preservation and repair works that will be completed between the period of April 1, 2025, and March 31, 2026;
- (c) Labour for contracted construction and repairs if used for Eligible Expenditures;
- (d) Recipient-owned equipment to be reimbursed at OPSS 127 Rates if used for Eligible Expenditures;
- (e) Updating Road Condition Reports if prepared by an external consultant;
- (f) Any other costs, as determined by the Province from time to time and at its sole discretion.

D1.2 Required Documentation. Eligible Expenditures must be documented through paid invoices or original receipts, or both, satisfactory to the Province.

D2.0 INELIGIBLE EXPENDITURES

D2.1 Ineligible Expenditures. Without limitation, the following costs, unless they have received the prior written approval of the Province, will be considered Ineligible Expenditures:

- (a) Costs not associated with the Project;
- (b) Costs incurred before April 1, 2025, or after March 31, 2026;
- (c) Costs associated with feasibility studies and design work that will not be completed between April 1, 2025 and March 31, 2026;
- (d) Any costs related to a project that has already received funding for eligible expenses from another funding source;
- (e) Administrative costs;
- (f) Audit and financial reporting costs;
- (g) Any other costs, as determined by the Province from time to time and at its sole discretion.

**SCHEDULE “E”
PAYMENT PLAN**

Project Milestones	Required Reports/ Documents	Date	Payment
# 1 TPA Dually Executed		January 30, 2026 to February 27, 2026	100% of Maximum Funds
# 2 Compliance Reporting	<ul style="list-style-type: none"> • As per F1.1 	January 30, 2026	
# 3 Final Reporting	<ul style="list-style-type: none"> • As per F2.1 	April 17, 2026	

SCHEDULE “F” REPORTING AND COMPLIANCE AUDIT

F1.0 DEFINITION

F1.1 Definition. In this Schedule “F”:

“Generally Accepted Auditing Standards” means Canadian Generally Accepted Auditing Standards as adopted by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board applicable as of the date on which such a record is kept or required to be kept in accordance with such standards.

F2.0 REPORTS, DOCUMENTS AND SUBMISSION DATES

F2.1 Description and Submission Dates The Recipient will submit to the Province, at the email address pprp@ontario.ca, the Reports and other documents described as requested that are further described in Sub-schedule “F1” and section A.10.2 by their respective submission dates.

F3.0 COMPLIANCE AUDIT

F3.1 Compliance Audit. The Province may, at its sole discretion and within timelines set out by the Province, request that the Recipient carry out a Project compliance audit in accordance with Generally Accepted Auditing Standards and delivers the corresponding compliance audit report(s) within the timelines set out by the Province.

F3.2 Compliance Audit Requirements. If the Province requests a Project compliance audit pursuant to section F3.1, the Recipient will retain at the Recipient’s expense and within the timelines set out by the Province, an accredited external independent auditor(s) to carry out the audit and will deliver any compliance audit reports(s) from such audit to the province within seven Business Days of the Recipient’s receipt of the report.

F3.3 Compliance Audit Objectives. The key objectives of the compliance audit(s) are to:

- (a) determine whether Funds were expended for the purposes intended and with due regard to the economy, efficiency and effectiveness;
- (b) determine compliance with the Agreement;

- (c) ensure that the Project, Reports and other reports, and financial information are complete, timely, accurate, in accordance with the terms and conditions of the Agreement;
- (d) ensure that information and monitoring processes and systems are sufficient for the identification, capture, validation and monitoring of the service performance measures;
- (e) assess the overall management and administration of the Project;
- (f) provide recommendations for improvement or redress; and
- (g) ensure that prompt and timely corrective action is taken on audit findings.

SUB SCHEDULE “F1” PROJECT REPORTS

F1.0. COMPLIANCE REPORT

F1.1. The Recipient shall submit the following to the Province by January 30th, 2026:

- (a) a copy of the Recipient’s 2022 Asset Management Plan or current;
- (b) a copy of the Recipient’s most recent Pavement/Road Condition Reports;
- (c) a confirmation of submission of the Recipient’s 2024 Financial Information Return to Ministry of Municipal Affairs and Housing;
- (d) the number of pothole complaints received by the Recipient in the 2024 and 2025 calendar years, as available;
- (e) additional information requested by the Province.

F1.2.0 FINAL REPORT

F1.2.1 Description and Submission Date. The Recipient shall submit to the Province a description of the activities completed and certify the completion of the Project as per the Agreement. The reporting period for the Projects and information that pertains to them is April 1, 2025 to March 31, 2026. The deadline to submit required reporting is April 17, 2026.

The final report will include the following:

- (a) Quantitative data on road maintenance supported by the Program, that the Recipient carried out, including the number of kilometres maintained;
- (b) Project details of activities and/or materials related to the use of the Funds. Examples of accepted documentation include: invoices and payment certificates, post construction report, purchase and delivery of assets or supplies;
- (c) Other activities that achieved the Project’s objectives.

F1.2.2 Reporting Failure. The Province requires submission of the program reports to inform future development of the Program, ensure effective administration and monitor performance of the Program. Any failure by the Recipient to provide Reports to the Province as set out in this Agreement may result in an Event of Default by the Recipient under Section A12.1.



Housing Advisory Task Force Minutes

9:00 AM - Wednesday, January 14, 2026
Council Chambers

Present: Mayor Gerry Lichty (Chair); Councillor John Inglis; Councillor Wayne Good; JP Melville; Tom Hunter (virtual) and Steve Sunderland

Absent with Regret:

Also Present: Kelly Watkins, Dipl.M.A., Dipl.M.M., Treasurer and Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development (MCD)

1. Call to Order

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

2. Traditional Land Acknowledgement

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Housing Advisory Task Force Notes

- a) Notes of the December 10, 2025 HATF Meeting as approved via email and were received for information at the January 16, 2026 Regular Meeting of Council.

The HATF briefly discussed different Abbeyfield models that are present in Ontario. The February HATF meeting will include a presentation from Abbeyfield.

Rob Lesperance, Resident shared a 5 minute overview of his previous presentation to Council, of his model which looks at remote workers to seniors. It is based on annual income, what is considered to be affordable housing (\$1500/month), tiny home solutions and maximum of 650 square feet. The HATF has asked Rob to present the full presentation at a future HATF meeting.

5. Business Arising

- a) 2025 - 2026 Work Plan

When a developer comes, what challenges do they find. The EDTF sub group went through this exact question and came to the conclusion that this Township has similar restrictions to other communities.

Developmental Concerns that HATF see:

- Sharing Septic systems (under 10,000L), sharing well, 5-6 small homes, with one common owner: Planning mechanisms don't allow this to happen currently. Could potentially develop this concept, a process map and run it through testing mechanisms and see what road blocks are hit. Councillor Inglis and Steve Sunderland will work on a demonstration plan and bring this back to the March HATF meeting for discussion.
- It is very important to have appropriate site selection for a proposed project (i.e. potable water, near a plowed roadway, access to utilities, etc.).
- Possible Provincial/Federal Funding opportunities - one is Municipal led and one is privately led. Potential funding can support a business model that would fund this and not have the financials dependent on the Township. JP Melville will do a presentation on this at a future HATF Meeting.
- Current stock of Municipal Land - this will be included in the next HATF Meeting.
- Financing - 20% is required to be put down for a mortgage, plus \$5,000 - \$10,000 in additional costs, just to start up. Township could potentially lend money as an option, lease land, provide land with a conditional agreements on what the development would look like or provide potential tax breaks to property owners to donate land. Need to ensure we are working within bonusing regulations, there are requirements we would need to follow.
- Two different types of communities in North Frontenac, we have our seasonal residents and we have our permanent year round residents. Keep the development small which should hopefully help our year round permanent residents, but also keep the development small enough that it wont create over-development and keep our land similar to why people like to cottage here.
- Potential direction for the Township to think more about purchasing more land.
- The cost of the land is sometimes arbitrary, its more about how much it is actually going to cost to start to build (red tape, planning applications, studies, etc.)
- What does it cost to buy an existing home (cheapest \$374k, most expensive 1.3m) - average homes are \$375 - \$600k in North Frontenac on current listings.
- For information a \$332k purchase for a mobile home concept (\$422 a square foot), not always are these options any cheaper for people to obtain. This did not include any services, etc.

Key Takeaways:

- Rob Lesperance Presentation (Feb 11 HATF)
- Abbeyfield Presentation (Feb 11 HATF)
- JP Melville Presentation re: Funding Opportunities (Feb 11 HATF)
- Treasurer provide current tax rates (Feb 11 HATF)
- MCD to provide current Township property listing (Feb 11 HATF)
- Art Hannigan Presentation (March 11 HATF)
- John Inglis and Steve Sunderland Concepts (March 11 HATF)

This Task Force is not talking about social housing, that is dealt with through the City of Kingston. It was mentioned that we cannot tackle every problem, but we can try to sort out some.

6. New Business

None.

7. Adjournment

- a) Meeting adjourned at 10:39 a.m.

Recommendations to Council

Be It Resolved That Council receives for information the January 14, 2026, Notes of the Housing Advisory Task Force (HATF).

Received by Council on February 6, 2026.

Mayor Gerry Lichty, Chair



Economic Development Task Force Minutes

10:00 AM - Monday, January 19, 2026
Council Chambers

Present: Councillor John Inglis (Chair); Deputy Mayor Roy Huetl; Cyndy Bonello; Paul Thiel; Dan Vaillancourt and Betty Hunter.

Absent with Regret:

Also Present: Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Richard Allen, Manager of Economic Development (County of Frontenac); Sonya Bolton, Manager of Community Planning (County of Frontenac) and Lori Newman (Secretary)

1. Call to Order

The meeting was called to order by the Chair at 10:00 a.m.

2. Traditional Land Acknowledgement

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Economic Development Task Force Notes

- a) Notes of the December 15, 2025 EDTF Meeting as approved via email and were received for information at the January 16, 2026 Regular Meeting of Council.

5. Presentations

- a) Sonya Bolton, Manager of Community Planning, Frontenac County re: Amendments to Township Community Improvement Plan

Sonya Bolton, Manager of Community Planning, Frontenac County presented an overview regarding potential amendments and improvements to the Township Community Improvement Plan and requested feedback from the EDTF prior to planning an informal public consultation and presenting to Council.

The EDTF did not have any further comments and advised Sonya to proceed with scheduling the Public Meeting, prior to this going to Council for future consideration.

[2026-01-19 EDTF - CIP Presentation](#)

- b) Jim Knapp, Frontenac ATV Club

Jim Knapp and Bill Hunt (President and Vice President of the Frontenac ATV Club)

provided the EDTF with a summary of their Mission and Vision of providing riding opportunities and establishing a consistent trail access model for recreational ATV riders across Ontario.

The EDTF and Frontenac ATV club members discussed potential points of interest and events that could be incorporated into new trail development and ride/route planning in North Frontenac in the future.

The Frontenac ATV Club, Richard Allen, Roy Heutl and Cyndy Bonello will continue discussions and efforts as this would be a beneficial collaboration for all involved and report back to the EDTF in the future.

6. Business Arising

a) Review 2026 Work Plan

The EDTF Members reviewed and approved the 2026 EDTF Workplan to be provided to Council for consideration (attached).

[2026 EDTF Work Plan - updated January 19, 2026 ACC](#)

b) Welcome Package – Bonello

Cyndy Bonello and the MCD will arrange to meet in the upcoming weeks to go through the Welcome Packages and ensure all content is up to date and put together a stock of packages so that the “Welcome Letters” can resume being mailed out.

c) Business Dinner & Forum (April) – Vaillancourt, Huetl, Hunter

The Business Dinner and Forum working group advised that this event will take place Friday, April 17, 2026 from 5:00 p.m. to 8:00 p.m. at the Clar-Mill Hall in Plevna. Betty Hunter will confirm the date, time and menu with the Caterer and advise the MCD when “Save The Dates” can be sent out to the Businesses. This event was previously approved by Council.

d) Business Profiles –Thiel

Paul Thiel completed the February 2026 Business Profile and will be working on the March Business Profile in the next few weeks. Roy Huetl requested to be removed from this initiative as his schedule is too busy to assist Paul. The MCD reminded the EDTF that the 2026 Summer Student position will be able to assist with completing the Business Profiles.

e) National Tradesman Day Breakfast (Sept) – MCD

The MCD advised the EDTF that planning for this event won’t begin until August 2026.

f) Bi-annual Business Owners Workshop Meetings (June + November) – Bonello, Vaillancourt

Cyndy Bonello and Dan Vaillancourt advised that the first Bi-annual Business Owners Workshop Meeting has been scheduled for Wednesday, June 10, 2026 from 7:00 p.m. to 9:00 p.m. at the Barrie Community Hall in Cloyne. Advertising will begin mid-April.

- g) Attend Two (2) - Three (3) Tradeshows per year – Bonello, Thiel, Hunter

The working group will be meeting with Central Frontenac's Economic Development Committee on January 22, 2026 to discuss Tradeshows: cost-sharing details, volunteer scheduling, etc. The group will bring back information/updates to the next EDTF meeting for discussion.

- h) SummerFest (July) – Bonello, Inglis, Vaillancourt, Hunter

No update at this time.

- i) WinterFest (February 21, 2026) – Bonello, Inglis, Hunter

The WinterFest working group will hold a meeting this week to discuss details regarding the vendors and activities for the Winter Festival to be held February 21, 2026 at the Clar-Mill Community Hall in Plevna.

- j) Mural Project - MCD

The MCD confirmed that the advertising for the 2026 Mural Project is underway and the deadline for applications is March 2, 2026.

[2026 Art Mural Poster ACC](#)

- k) Advertising Initiatives to improve visitors coming to North Frontenac

The MCD circulated the new Township marketing materials that were ordered in anticipation of the 2026 Tradeshows as well as to share with area businesses. These new brochures and tent cards have a QR code that takes the user to the Recreation and Leisure page of the Township Website.

7. New Business

8. Adjournment

- a) Meeting adjourned at 11:46 a.m.

NOTE : The next meeting of the EDTF will take place on Tuesday, February 17, 2026 at 10:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

Recommendations to Council

Be It Resolved That Council receives for information the January 19, 2026 Notes of the Economic Development Task Force (EDTF);

And That Council approves the EDTF 2026 Work Plan.

Received by Council on February 6, 2026.

Councillor John Inglis, Chair



Community Improvement Plan

Economic Development Task Force – January 19, 2026

1

Overview

- Purpose: Present key components of the CIP to the EDTF for feedback, prior to public consultation
- Components (revised and new)
 - Goals and objectives
 - Grant programs
 - Eligibility criteria
 - Scoring matrix

2

Goals & Objectives (1)

Goal

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.

Objectives

- Encourage façade, signage, and property improvements that reflect the rural character of the township.
- Support enhancements to streetscapes, gateways/entrances, and community focal areas that improve first impressions and reinforce local identity.
- Promote coordinated branding and wayfinding initiatives to increase visibility and recognition of local businesses and destinations.

3

Goals & Objectives (2)

Goal

Strengthen commercial vitality and long-term economic resilience by supporting local businesses, encouraging reinvestment, and fostering a diverse and sustainable rural economy.

Objectives

- Support the retention, expansion, and attraction of small and locally owned businesses that serve residents and visitors year-round.
- Encourage reinvestment in underutilized or aging commercial, mixed-use, and agricultural-support buildings.
- Promote flexible and adaptive use of buildings to support small businesses, value-added agriculture, and tourism.

4

Goals & Objectives (3)

Goal

Advance social equity and inclusive community engagement by improving access to services, supporting barrier-free and inclusive development, and strengthening public communication and participation.

Objectives

- Improve accessibility and safety in public-facing buildings and spaces, including barrier-free entrances, washrooms, and pedestrian connections.
- Support projects that increase access to essential goods, services, and community amenities for residents across the township.
- Strengthen communication and outreach tools to ensure residents, businesses, and community groups are informed of improvement opportunities and able to participate.

5

Goals & Objectives (4)

Goal

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.

Objectives

- Encourage energy-efficient building retrofits and low-impact development practices that reduce operating costs and environmental impacts.
- Support the use of renewable energy systems and climate-resilient design appropriate to rural buildings and sites.
- Promote sustainable land and infrastructure practices that protect natural features, reduce resource consumption, and support long-term rural viability.

6

Grant Programs

Existing

1. Façade Improvement Program
2. Accessibility Enhancements
3. Commercial Space Funding
4. Municipal Fees Grant Program

Proposed

1. Façade & Property Improvement
2. Building Renovation & Construction
3. Accessibility & Community Inclusion
4. Energy Efficiency & Environmental Sustainability
5. Planning & Building Administrative Grant

7

Eligibility Criteria

New!

Grants shall be limited to one per property per year, subject to a maximum lifetime funding amount per applicant of [to be determined].

For the purposes of this Plan, related or affiliated entities and adjacent properties operating as a single business shall be considered a single applicant.

8

Eligible Properties

- Located within the boundaries of the Township of North Frontenac
- Zoned to permit the existing or proposed use
- Lawfully existing buildings (or structures eligible under the specific program)

9

Eligible Applicants

- Property owners
- Tenants with written owner authorization
- Non-profit or community organizations occupying eligible buildings

10

Project Requirements

- All required planning approvals and permits obtained prior to construction
- Project costs incurred **after** grant approval
- Compliance with all applicable municipal by-laws and provincial legislation
- No outstanding municipal taxes, fees, or property standards orders at time of approval and payment
- Project must align with at least one CIP goal

11

Ineligible Projects and Costs

- Routine maintenance or cosmetic work not visible or impactful
- Projects started prior to written CIP approval
- Home-based businesses/home occupations
- Residential-only uses (unless part of a mixed-use or program-specific exception)
- Pre-application consultation and review fees required by the municipality or commenting agencies
- Legal fees, land acquisition costs, or development charges
- Costs associated with appeals, enforcement actions, or non-compliance
- Studies or drawings not required by the municipality or another agency

12

Eligibility – Façade & Property Improvement

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

13

Eligibility – Building Renovation & Construction

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

14

Eligibility – Accessibility and Community Inclusion

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

15

Eligibility – Energy Efficiency & Environmental Sustainability

- Improvements must demonstrate energy or environmental performance benefits
- Renewable energy systems must comply with provincial and utility requirements
- Energy audit or technical documentation may be required
- 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)

16

Eligibility – Planning and Building Administrative Grant

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

17

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 (e.g., 60 points).
- 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.

18

Scoring Matrix (continued)

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)

19

Scoring Matrix (continued)

1. Alignment with CIP goals (maximum 30 points)
2. Community benefit and visibility (maximum 25 points)
3. Economic impact (maximum 20 points)
4. Environmental and energy performance (maximum 15 points)
5. Project readiness and feasibility (maximum 10 points)

20

Scoring Matrix (continued)

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

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

Minimum passing score:
60 points

Program stacking:
Allowed, subject to an overall per-property cap

Budgetary discretion:
Final approval subject to budget availability



Economic Development Task Force

2026 Work Plan

Objectives

1. Increased number of business startups and expansions
2. Increased Tourism

Initiatives

1. Increased number of business startups and expansions

- a. Welcome Package – Bonello
- b. Business Dinner & Forum (April) – Vaillancourt, Huetl, Hunter
- c. Business Profiles –Thiel
- d. National Tradesman Day Breakfast (Sept) – MCD
- e. Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD
- f. Bi-annual Business Owners Workshop Meetings – Bonello, Vaillancourt

2. Increased Tourism

- a. Attend Two (2) Tradeshows – Bonello, Thiel, Hunter
- b. SummerFest (July) – Bonello, Inglis, Vaillancourt, Hunter
- c. WinterFest (February) – Bonello, Inglis, Hunter
- d. Mural Project - MCD
- e. ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello
- f. Strengthen relationship with Frontenac County Economic Development Team – County Representatives
- g. Advertising Initiatives to improve visitors coming to North Frontenac

2026 ART MURAL PROJECT

LOOKING FOR ARTISTS AND ARTISANS

**Feature your work in a
 public space**

**Since
 2017**

North Frontenac's Mural Project partners with local artists to create murals which are placed in public spaces throughout the municipality.

Open to painters, photographers and other visual artists and artists who's work can be presented as a mural.

2026 Locations:

-  Plevna Waste Site
-  Municipal Office
-  Sand Lake Beach
-  Dempsey Cemetery
-  Mississagagon Lake Boat Launch

Successful applicants receive:



One (1) sheet of 96" x 48" MDO plywood.



\$100 towards the cost of materials.



Free installation.



Certificate of Recognition.

For information
 package please
 contact

613-479-2231

recreation@northfrontenac.ca

Applications must be received prior to 4:00pm on March 2, 2026



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

Date: January 16, 2026

Resolution # 20-26

Moved By:
Councillor Vernon Hermer

Seconded By:
Councillor Fred Fowler

Be It Resolved That Councillor Hermer serves a Notice of Motion to discuss the Procedural Policy, specifically Section 6.6 Electronic Participation in Open and Closed Meetings, at the February 6, 2026 Council Meeting

Carried

Mayor



Council Portfolios

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

Mayor Gerry Lichty

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

Councillor Wayne Good

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

Councillor Stephanie Regent

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

Deputy Mayor Roy Huetl

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

Councillor Vernon Hermer

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

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

Councillor John Inglis

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

By-law # 2026-08

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-14741** as a lot addition to the lands described as Lot 308, Plan 1045 (PIN 36178-0067) for the purchase price of \$7,187.40 plus \$934.36 (HST) for a total of \$8,121.76.
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 6th day of February, 2026.

Read a third time and finally passed this 6th day of February, 2026.

Gerry Lichty, Mayor

Brooke Drechsler, Deputy Clerk

Schedule A

All That Part of the 66' Road Allowance abutting Kashwakamak Lake adjoining Lot 308, Plan 1045, formerly in the Township of Barrie, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-14741.

The Corporation of the Township of North Frontenac

By-law # 2026-09

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with Ottawa Valley ATV Club (OVATVC) to honour the OVATVC Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2026 Season

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and the Clerk are authorized to sign the Agreement with Ottawa Valley ATV Club (OVATV) to honour the OVATVC Trail Pass for use of Crown Roads included in the Township's Land Use Permit for the 2026 season and that said Agreement shall be attached heretofore as Schedule A;

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 **February 6, 2026.**

Read a third time and finally passed this **February 6, 2026.**

Gerry Lichty, Mayor

Brooke Drechsler, Deputy Clerk



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 6th Day of February, 2026

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Ottawa Valley ATV Club

hereinafter called the "OVATVC"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF);

And Whereas the Township agrees to honour the Ontario Federation of ATV's (OFATV's) Trail Pass for use of these Crown Roads throughout the 2026 season;

And Whereas the OVATVC agrees to provide the Township a 2026 contribution of \$6,500;

And Whereas the OVATVC agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2026;

And Whereas the OVATVC agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFATVs 2026 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2026 LUP with the MNMNR, throughout the 2026 season.
2. The term of this Agreement shall be from April 1, 2026 – November 15, 2026.
3. The OVATVC shall pay the Township \$6,500 prior to April 1, 2026.
4. The OVATVC covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2026.
5. The OVATVC shall maintain in force at all times during the term of this Licence, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than five million dollars, and to provide the Municipality with proof of such insurance upon entering into the Agreement.
6. The OVATVC shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the OVATVC or anyone for whom it is responsible at law; or (b) arising from any breach by the OVATVC of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the OVATVC:

Ottawa Valley All-Terrian Vehicle Club (OVATVC)
1226 McLean Drive
Braeside, ON K0H 1G0

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2M0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the OVATVC, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

9. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.
10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

Ottawa Valley ATV Club

Signature: A digital signature box containing the handwritten name "Jon Wilson" and a unique alphanumeric identifier "00900DF4E0FE48F" below it.

Name &
Title: Jon Wilson, President & Trails Manager

I have the authority to bind the corporation.

The Corporation of the Township of North Frontenac

By-Law Number 2026-10

Being a By-law to Adopt a Policy to Regulate the Administration and Maintenance of the Established Civic Addressing System within the Township of North Frontenac including the Purchase and Installation of Civic Address Numbers and the Naming of Private Lanes; and to Repeal By-law #49-21

Whereas Section 116 (1) of the Municipal Act, S.O. 2001, c. 25, as amended authorizes a Municipality to establish, maintain and operate a centralized communication system for emergency response purposes;

And Whereas Section 116 (2) states a Municipality that has passed a by-law under Section 116 (1) may at any reasonable time enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

And Whereas for the purposes of emergency response, public safety, and orderly land use planning, Council has determined that a system shall be established for numbering every property along every public highway, unassumed road and private lane, and every water access and island lot within the municipality and assigning a civic address number to those properties on which a building has been erected;

And Whereas the Corporation of the Township of North Frontenac deems it necessary that a requirement for the purchase and installation of a civic address sign shall be determined in accordance with this Policy;

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

1. **That** the “Road Naming and Civic Addressing Policy”, attached hereto as Schedule ‘A’ of this By-law is hereby adopted by Council.
2. **That** Schedule ‘A’ attached hereto shall be read with and form part of this By-law.
3. **That** this By-law shall come into force and take effect on the date of its passing and be known as the “Road Naming and Civic Addressing Policy”.
4. **That** the Public Works Manager, or designate, shall be appointed as Delegate for the Township and shall be responsible for the administration and enforcement of the “Road Naming and Civic Addressing Policy”.
5. **That** By-law #49-21 is hereby repealed in its entirety.

6. **That** all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this By-law are hereby repealed.
7. **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.
8. **That** any person who contravenes any of the provision of this B-law shall, in addition to any other penalty provided for in this By-law, be guilty of an offence.
9. **That** this By-law shall come into force and take effect on the date of final passing.

Read a first and second time **February 6, 2026.**

Read a third time and finally passed this **February 6, 2026.**

Gerry Lichty, Mayor

Brooke Drechsler, Deputy Clerk

Schedule 'A' to Road Naming and Civic Addressing Policy

1.0 Policy Statement

This policy ensures a regional system for road naming and civic addressing is upheld by a consistent procedure to ensure proper operation of the Next Generation-9-1-1 system. This includes the maintenance of suitable records, and that the proper notifications and GIS data updates are sent to the appropriate agencies when applicable.

2.0 Application

This policy applies to the Township of North Frontenac.

3.0 Review

This policy will be reviewed as required. Any by-laws, procedures, or names in registered plans inconsistent with this document will be repealed.

4.0 Definitions

"Civic address" shall mean the name of the road, or in the case of water access and island lots, the name of the island and/or the name of the waterbody and the number assigned by the municipality to a property in accordance with this policy for the purpose of describing the property's location within the municipality.

"Council" shall mean the Council of the Corporation of the Township of North Frontenac.

"County" shall mean the County of Frontenac.

"Delegate" shall mean the municipally appointed authority responsible for administering and enforcing the Road Naming and Civic Addressing policy.

"Highway" shall mean any road or road allowance, either opened or unopened under the jurisdiction of the municipality, except where such highway is designated as a Provincial Highway.

"Municipality" shall mean the Township of North Frontenac.

"Next Generation-9-1-1", or "NG-9-1-1", shall mean the upgrade to 911 infrastructure happening across North America that will replace Enhanced 9-1-1 (E9-1-1) technology with a modern Internet Protocol-based system capable of consuming GIS data layers for call routing.

"Number" shall mean the multi-digit number assigned by the municipality in accordance with this Policy as part of the civic address for the property.

“Number blade” shall mean a plate on which the number or sub-number forming part of the civic address of a property is affixed in accordance with this Policy.

“Owner” shall mean the person who is the registered owner of the property according to the last revised assessment roll for the municipality.

“Property” shall mean a separate parcel of land to which an assessment roll number has been assigned according to the last revised assessment roll for the municipality.

“Private lane” shall mean a road and lanes that have not been assumed by the Municipality or under private ownership, which serves two (2) or more legally conveyable lots and may include a right-of-way registered on title and maintenance of which is the responsibility of the abutting landowners.

“Provincial highway” shall mean a highway under the jurisdiction of the Province of Ontario.

“Regional GIS data aggregator” shall mean the entity responsible for aggregating, maintaining, validating and communicating the authoritative data layers required for Next Generation-9-1-1 service.

“Road” shall mean any assumed road, unassumed road, or private lane that has been named or renamed in accordance with the road naming by-law(s) for each municipality.

“Signpost” shall mean a support erected in accordance with this Policy to which a number blade is attached for the purpose of identifying the civic address of a property.

“Sub-number” shall mean a number together with such additional numbers or alphabetic characters as may be required to identify the civic address of a property, unit or building that uses the same entrance as another property, unit or building to which a separate civic address has been assigned.

“Water access property” shall mean an improved lot fronting on a lake, river or situated on an island, which can only be reached via boat or aircraft (no road access).

5.0 Authority

Municipal authorities are responsible to enter into the *Next Generation 9-1-1 Authority Service Agreement* with Bell Canada. This agreement will supersede all existing *9-1-1 Public Emergency Reporting Service (PERS) Agreements* and/or *Province Wide E9-1-1 Service Agreements*.

A Delegate for each municipality is appointed as the authority to administer and enforce the civic addressing and road naming policy, keeping their Chief Administrative Officer (CAO) informed of any major concerns with the civic addressing program.

6.0 Roles and Responsibilities

6.1 Municipal Delegate:

The designated authority is responsible for:

- Assigning civic addresses, installing signs, and accepting new lane applications for Council to consider.
- Maintaining a complete and consistent addressing system.
- Ensuring that no proposed new name or change conflicts with or is similar to an existing public or private road name within the same municipality, or an existing official road name within 5km of any neighbouring municipality, and if possible, within the entire 9-1-1 service area.
- Acting as the point of contact with residents relating to civic addressing and road naming matters.
- Notifying the property owner immediately after assignment of new or changed civic number or road name.
- Making necessary updates to municipal records.
- Notifying County GIS of a civic address or road addition, deletion, or change within 3 business days (or no greater than 30 days) of approval to update mapping.
- Ensuring original supporting documents are filed under the appropriate roll number.

6.2 County Geographic Information System (GIS):

The County GIS team are responsible for:

- Acting as the regional GIS data aggregator.
- Maintaining an Official Road Network dataset.
 - Digitizing new roads and road ranges.
 - Advising the municipal Delegate whether a proposed new name or change conflicts with or is similar to an existing public or private road name within the same municipality, or an existing official road name within 5km of any neighbouring municipality.
 - Apply Quality Assurance/Quality Control methods to ensure accuracy and completeness.
- Maintaining an Official Civic Address point dataset.
 - Digitizing new Civic Address points.
 - Apply Quality Assurance/Quality Control methods to ensure accuracy and completeness.
- Reviewing road and civic addressing updates from the municipality to ensure the information is accurately captured in the GIS mapping.
- Provide recommendations to the Delegate to help resolve issues and anomalies in the civic addressing and road naming system.

- Acting as initial point of contact with external emergency agencies and Public Safety Answering Points (PSAPs) to verify civic addressing.
- Notifying the NG-9-1-1 provincial data aggregator of any new or revised information including but not limited to:
 - new or revised civic addresses, new or revised road centrelines, names and ranges, new island, or water access only (WAO) properties within 3 days of notification from Delegate.
- Provide and maintain a GIS mapping tool to view current information related to existing road names and ranges to assist with civic addressing.
- Notifying relevant external agencies and organizations with updated information as required, including but not limited to Geospatial Ontario, KFL&A Mutual Aid fire personnel, and Canada Post.

7.0 Road Naming

7.1 General Recommendations

All new road names or road name changes must be established by official by-law.

Each road that requires naming must have a NAME and a SUFFIX; a directional prefix or suffix can be added if appropriate.

Without exception, there shall be no duplication of road names within the municipality.

No proposed new name or change can conflict or be similar to an existing road name within the same municipality, or an existing official road name within 5km of any neighbouring municipality, and if possible, within the entire 9-1-1 service area.

All roads being named or re-named under this policy shall have a suffix that identifies it as either a public or private road. The use of the term “Road, Street, or Crescent” is reserved for municipal assumed public roads. Additional suffixes reserved for either public or private roads may be defined in a municipality’s Roads Name Listing by-law.

While all efforts in administering prior policies have been made to ensure suffixes to road names reflect whether roads are public or private, in no case shall the suffix be considered to be determinative in establishing whether or not a road is public or private.

7.2 Naming Considerations

The total length of a road name cannot exceed 27 characters (including punctuation, spaces, and suffix).

Avoid the following:

- Names containing misspellings, overly complicated, or cryptic names.
- Awkward, corrupt spelling, discriminatory, or derogatory names.

- Homonyms or names close in pronunciation to an existing road.
- Phonetically difficult names, uncommon spellings, or the name of a living person.
- Names containing common phrases.

The use of apostrophes and hyphens are permitted (e.g., O'Malley Rd. or Moreland-Dixon Rd) but are discouraged.

The following symbols are not permitted:

- | | |
|--------------------|-----------------------------|
| • Underscore _ _ | • Parenthesis (()) |
| • Forward Slash // | • Colon :: |
| • Equal sign == | • Semi colon ;; |
| • Greater than << | • Brackets [[]] |
| • Less than >> | • Period .. |
| • Star ** | • Comma ,, |
| • Plus sign ++ | • Ampersand ('and' sign) && |

Where a road crosses into another municipality it will only be named or renamed where the other municipality officially accepts the name through official by-law.

7.3 Public Roads

All municipal public roads must be assigned a name in accordance with this policy regardless of the number of civic addresses on it.

7.4 Private Lanes

Shared access driveways with a maximum of 4 civic addresses are not required to be named as a private lane unless there is a reasonable expectation that more civic addresses will be applied for in the future.

The name for a private lane may be chosen by the owner from a list names for new or renamed roads that has been pre-approved by a municipality's council if available or suggested as part of the New Lane Application. The owner submitting an application bears the associated advertising and administrative costs for a name request other than what's on a municipality's pre-approved names list.

The municipality may name, rename, or refuse to name, or rename a private lane where they determine it is in the best interest of the public to do so, or where costs to the municipality would be prohibitive.

In circumstances where existing private lane names have been assigned an incorrect suffix, the municipality may decide to rename the private lane to change the suffix or

clarify the private status by amending the road sign to indicate it is “private” at the expense of the municipality.

7.5 Public Notification (Private Lane Naming or Renaming)

When a road name is proposed by the owner as part of the New Lane Application, public notice will be given of proposed name prior to council considering it.

Notice will be posted at the municipal office and on the website at least 10 days prior to the meeting where council will consider the by-law.

7.6 Property Owner Notification

The Delegate will provide notice to all property owners using the lane at least 30 days prior to the meeting where council will consider the by-law, providing them the opportunity to give comments on the proposed name.

The notification will include the suggested name and a copy of the road naming policy. Each owner will be given the opportunity to suggest an alternative name by notifying the municipality by mail or email within 20 days of issuance of the letter.

If an alternative name is submitted to the municipality and it complies with Section 7.2 “Naming Considerations”, it will be provided to council for consideration.

Anyone else interested in the road will be deemed ‘notified’ by the publications on the municipal website and in meeting minutes.

If an owner chooses a name from the municipality’s pre-approved names list (if available) for new or renamed roads, it is the owner’s responsibility to discuss and agree upon the chosen name with all property owners using the lane in lieu of the municipal notification outlined above.

Except as provided above, after a change or name addition has been approved by council and passed through by-law, it shall be the responsibility of the property owner(s) on the private lane to notify any persons or agencies of their address change, where it is in their personal interest to do so.

8.0 Civic Addressing

8.1 General Recommendations

A civic address is required for every property that has an entrance onto a municipal road, unassumed road, private lane, water access only (WAO) or island, that has been improved or to which there is a reasonable expectation that emergency response could be dispatched. This includes but is not limited to residential (permanent or seasonal), vacant (ie. with a facility under construction), commercial, industrial (ie. quarries, hydro

substations, tower sites), recreational (ie. parks, boat launches, cemeteries), religious and education (ie. schools, churches) properties.

In some instances, there may be reasonable cause for the assignment of a civic address for properties that are not improved, such as crown land, for navigational purposes.

Without exception, there shall be no duplication of a civic address within the municipality, and no duplication of a number on any one road, lane, lake, or island.

Civic addresses shall be assigned in accordance with this policy. Where difficulties occur, the Delegate shall make a decision on the civic address or sub-address assignment in consultation with the CAO for the municipality. In these cases, the goal will be to adhere as closely as possible to this policy while providing balance, logic, and flexibility in the assigned number scheme.

Each municipality shall maintain an accurate and current record of all civic addresses assigned to properties within the municipality.

Any new civic numbers will be reviewed by County GIS to ensure correct parity, sequence, road name, and range.

Prior to number assignment, owner must submit a complete application, copy of full legal description of the property, plan, survey, or sketch showing proposed location of building including the point of intersection of the approved entrance with abutting road.

Civic address numbers are assigned when the application is deemed complete, and fee paid, and an approved entrance is established on the highway.

The municipality will give the owner a notice of civic address by their preferred method of contact indicated in the application.

No building permit, recreational vehicle license or entrance permit shall be issued until an address is assigned, the fee paid, and owner notified of their address by the municipality.

With respect to civic address numbers for new lots created by consent (severance) application, the Township of North Frontenac and Township of Frontenac Islands shall issue a civic number during the severance process at the expense of the property owner, provided a municipally approved entrance exists on a highway. The Township of Central Frontenac and Township of South Frontenac issue a civic number outside of the severance process.

If a civic address is a condition to sever, the applicant is required to construct an entrance, subject to an entrance permit if required. The owner will assume all responsibility / cost of reassigning the civic number if the entrance is moved to a different approved location along the property line.

Numbers for new lots in plans of subdivision shall be assigned as per the subdivision agreement.

Semi-detached or townhouses with direct access to the road for each unit are assigned a separate civic number.

Any new entrance that is established on a private lane does not require an entrance permit but must complete the address application in order to obtain a civic number for that private entrance.

The center of the driveway is used as the starting point to metre individual properties for a civic address number unless there are exceptional circumstances (e.g., water access and island properties).

Numbering will continue consecutively along the entire road, even if it crosses a municipal boundary. The municipality will continue sequentially numbering on a road that enters from adjacent municipality that has an established system.

Corner lots shall be numbered based on the road that provides the approved access.

8.2 Determining Civic Addresses

The 10 metre frontage interval method is used to determine civic numbers. Two civic numbers are available (but not necessarily used) for every unit (10 metres) of frontage along the road – one on the left and one on the right. Even numbers should be assigned on the right and odd on the left; no mixed parity is allowed on any road.

A modifier (100/101 or 1000/1001) may be added to the civic address interval calculation. If used as part of a municipality's interval calculation, the desired modifier must be used consistently for all civic address assignments in that municipality.

For road access properties, the number is determined by measuring the distance from the start of the road to the entrance using a metering device or through the use of the GIS mapping. Numbers are determined using the following calculation:

Example:

- 432 m (to centre of entrance from point where metering begins)
- $432/10$ (frontage interval) = 43.2 (drop everything after the decimal)
- $43 * 2$ (two numbers, one even and one odd, are available for each frontage interval) = 86
- $86 + \text{modifier}$ (100 or 1000) is used as civic number for even side of the road.

- 86 + modifier (101 or 1001) is used as civic number for odd side of the road. If no modifier is used, the civic number should be assigned as 85 or 87.
The civic address for a road access property consists of the civic number and road name (ie. 123 Sample Road).

8.3 Sub-Addressing

A maximum of 4 sub-numbers may be assigned to the same entrance. Sub-addressing should be alpha-numeric. (Example: A, B, C, D)

The combined address should appear on number blade at the shared main entrance. (Example: 123 A-D)

An additional blade for each individual sub-number should be posted for each property entrance. (Example: 123A, 123B, 123C, 123D)

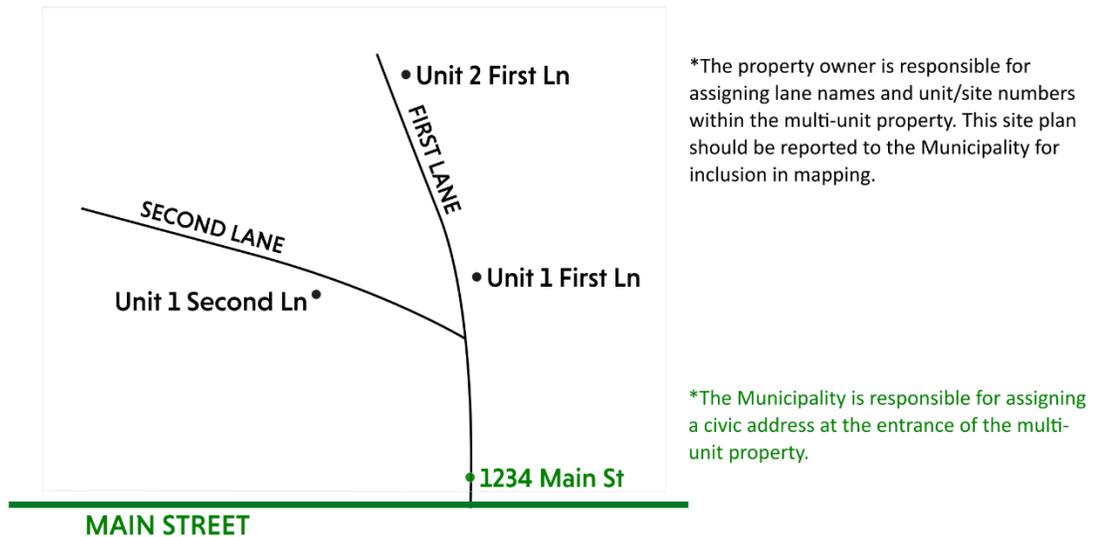
Where the maximum amount of sub-numbers is exceeded, the entrance must be named as a private lane. Any existing numbers will be re-addressed to the newly established lane following Section 8.2 of this policy at the expense of the municipality.

8.4 Multi Unit Properties

Multi-unit properties, trailer parks, campgrounds, apartment building complexes, or land cooperatives should be assigned one civic number by the municipality based on the shared entrance or access point.

Individual units or sites should be assigned unit numbers by the property owner(s). The owner(s) should provide a layout to the municipality, that includes the internal road network and unit numbers so that the information can be included in the GIS mapping.

Below is a typical representation of what occurs for a multi-unit property:



9.0 Water Access Only / Island Naming

9.1 General Recommendations

Water access addressing is implemented by making available an official civic address for water access only properties that is standardized, maintained, and communicated, similar to road access civic addressing, by the responsible addressing authorities.

Road civic addressing will be given precedence where a lot coincides with both road based and water access addressing.

In the event of a water access property with posted signage that becomes accessible by road, its water access address will be changed to the road based civic address associated with that particular lot.

A property shall not be assigned both a road based civic address and water access address as this represents an undesirable scenario that will delay the proper response type to that location.

Water access numbers will be derived using the location of the main point of access to the improved area, typically a dock. If there is more than one access point or no clear access point to a lot the most logical site will be used.

Due to the difficult nature in accurately measuring the perimeter of a waterbody feature, civic addressing staff should rely on the aid of GIS mapping tools to generate new water access civic addresses.

Should something affect the number that was assigned for a property (such as a new development or new access/dock area) property owners should consult with the municipality. A new number may need to be assigned, since addressing must follow a logical order along the shoreline or island.

9.2 Naming Convention

Where access to a property is by water only, the name designated within the addressing datasets for that particular portion of shoreline (waterbody or island) will, with preference, be that in which is recorded by the Ontario Geographic Names Board (OGNB), the provincial body that officiates naming.

In all other instances, being only a locally known name or no name present for that geographic location, landowners are required to submit application to OGNB.

The proposed name will be appropriate, non-offensive, and have proof of support by the “community” (the municipality may offer a letter of support along with a OGNB comment period).

Names that are pending approval by the OGNB may be used for addressing purposes in the interest of time and safety until such becomes official. In this case, the property owner shall be made aware at the time of civic address assignment about pending official name approval and that the island name may be subject to change if ultimately denied by the OGNB.

Changes to unofficial names that had been used to establish water access addressing can be undertaken at the discretion of the Municipality.

9.3 Determining Address for a Shoreline

Water access properties along the shoreline of a waterbody are to be addressed using the 10 metre frontage interval method, originating from the most southerly point of the waterbody around the perimeter in a clockwise direction.

Addressing along watercourses may require a linear approach, measuring through the centre of the feature instead of the shoreline perimeter.

A modifier (101 or 1001) may be added to the shoreline civic number interval calculation. If used as part of a municipality’s interval calculation, the desired modifier must be used consistently for all shoreline WAO civic number assignments in that municipality.

For Water Access Only (WAO) – Shoreline Addressing:

- The most southerly point of the waterbody is the starting point for the measurement and moves clockwise around the lake perimeter to the point of main access to the property.
- All WAO shoreline civic numbers are assigned an odd number.
- The civic address for a shoreline property consists of the civic number and waterbody name (ie. 101 Sample Lake).

Example:

- 432 m (to the main access from most southerly point of the waterbody)
- $432/10$ (frontage interval) = 43.2 (drop everything after the decimal)
- $43 * 2$ (two numbers, one even and one odd, are available for each frontage interval. Only the odd number is used for shoreline properties.) = 86
- 85 or 87 + modifier (101 or 1001) is used as civic number for the shoreline property.

9.4 Determining Address for an Island

Water access properties on an island are to be addressed using the 10 metre frontage interval method, originating from the most southerly point of the island around the perimeter in a clockwise direction.

A modifier (100 or 1000) may be added to the island civic number interval calculation. If used as part of a municipality's interval calculation, the desired modifier must be used consistently for all island WAO civic number assignments in that municipality

For Water Access Only (WAO) - Island Addressing:

- If there is only one development on an island, the number can default to 100 regardless of access location. This strategy can be used for up to two developments on one island (ie. 100 and 200).
- For more than two developments, use the calculation below:
- The most southerly point of the island is the starting point for the measurement and moves clockwise around the island perimeter to the point of main access to the property.
- All WAO island properties are assigned an even number.
- The civic address for an island property consists of the civic number, island name and waterbody name (ie. 100 Pretend Island, Sample Lake).

Example:

- 432 m (to the main access from most southerly point of the island)
- $432/10$ (frontage interval) = 43.2 (drop everything after the decimal)

- 43 * 2 (two numbers, one even and one odd, are available for each frontage interval. Only the even number is used for island properties.) = 86
- 86 + modifier (100 or 1000) is used as civic number for the island property.

9.5 Designated Access Points for Emergency Services

Water access addressing does not guarantee direct response to the exact location on the water due to a number of factors and service provision standards that vary by emergency services that are responsible for a particular jurisdiction.

Landowners shall be aware of designated major access points (being typically public boat launch or marina) whereby they would be expected to meet emergency services for medical evacuation type emergencies when a water-based response is not possible.

10.0 Sign Installation, Specifications, and Maintenance

10.1 General Recommendations

A properly installed and maintained civic address sign is required to be posted at every property for which a civic address is required (8.1).

When a new or adjusted road name is approved, the Delegate will erect new signage and add the name into the Roads Naming By-law. The municipality shall erect and maintain street name signs at corners of every named highway, road, private road on public or private property. There is an exception for provincial highways, which requires the municipality to notify the province of the new road name, send the by-law along with official documentation, and request that the Ministry of Transportation (MTO) erect the appropriate signage.

Signage must be erected as soon as possible after approval; only in the case of restricted access due to weather conditions should there be any delay.

Official municipal civic address and road name signage should be the only signage displayed to avoid confusion during emergency response.

10.2 Installation of Civic Address Signage for Road Access Properties

Upon number assignment, the Delegate constructs the number blade and signpost, and installs it in accordance with the following:

- The signpost must be not less than 1.2m and not greater than 1.7m above the ground.
- Signpost must be installed in a uniform manner 1.5m from the principal driveway entrance and 2+m from the shoulder of the road.
- The number blade must be clearly visible to oncoming traffic from both directions and not interfere with road maintenance.

- Where it cannot be erected by these rules due to unusual circumstance, the Delegate is authorized to determine (in consultation with the owner) a suitable alternative location that best complies.
- The number blade is constructed out of a 12-gauge aluminum blade, 162 mm by 305 mm (or as required), aluminum covered in blue engineering grade reflectorized 3M Scotch lite or MTO approved material equal on both sides of the blade. The numbers in white engineering grade reflectorized 3M Scotch lite or MTO approved material.
- The signpost is to be made of coated galvanized square tubular steel, 25 mm by 25 mm conforming to Ontario standard, with the exception that the holes shall be punched/drilled as required.
- All hardware is stainless steel/zinc coated.
- In all aspects the number blade and signpost must conform to MTO Standard Specifications.

10.3 Installation of Signage for Water Access Only (WAO) and Island Properties

Standardized civic address signage will be supplied by the municipality.

Property owner, contractor, or staff installation of the number blade and signpost for WAO properties will be at the discretion of the municipality.

The WAO signage must be installed within 30 days of the receipt of materials:

- If a property owner or contractor is installing signage, the person receiving the materials is required to sign for receipt and must be given a copy of this policy for installation instruction and standards.
- Number blades and signposts must be installed near the dock, firmly mounted on the shoreline in stable ground.
- Number blades shall be posted in a way that is clearly visible year-round from the water in front of the property.

10.4 Sign Maintenance

Property owners are responsible for the maintenance of the number blade and signpost once installed.

- Signs should at all times be kept in good condition, free of obstruction, and visible to oncoming traffic.
- Signs shall not be moved, removed, altered, defaced, damaged, or destroyed without prior written approval from the municipality.
- In the event of damage or removal of a sign through no fault of the municipality, the landowner shall request a replacement at the expense of the owner.

11.0 Fees, Charges and Penalties

All fees and charges are to be in accordance with the Township's Fees and Charges By-law.

The Corporation of the Township of North Frontenac
By-law # 2026-11

Being a By-law to authorize the Mayor and the Clerk to Sign an Agreement with By-Town Motorcycle Association (BMA) to Honour the Ontario Federation of Trail Riders (OFTR) Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2026 Season

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and the Clerk are authorized to sign the Agreement with By-Town Motorcycle Association to honour the Ontario Federation of Trail Riders Trail Pass for use of Crown Roads included in the Townships Land Use Permit for the 2026 season and that said Agreement shall be attached heretofore as Schedule A;

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 **February 6, 2026.**

Read a third time and finally passed this **February 6, 2026.**

Gerry Lichty, Mayor

Brooke Drechsler, Deputy Clerk



6648 Road 506, Plevna, Ontario K0H 2M0
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 6th Day of February 2026

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
 OF THE FIRST PART

and –

By-Town Motorcycle Association

hereinafter called the "BMA"
 OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry of Natural Resources (MNR);

And Whereas the Township agrees to honour the Ontario Federation of Trail Riders (OFTR) Trail Pass for use of these Crown Roads throughout the 2026 season;

And Whereas the BMA agrees to provide the Township a 2026 contribution of \$3,000;

And Whereas the BMA agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2026;

And Whereas the BMA agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the OFTRs 2026 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2026 LUP with the MNR, throughout the 2026 season.

2. The term of this Agreement shall be from April 1, 2026 – November 15, 2026.
3. The BMA shall pay the Township \$3,000 prior to March 31, 2026.
4. The BMA covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2026.
5. The BMA shall maintain in force at all times during the term of this Licence, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than five million dollars, and to provide the Municipality with proof of such insurance upon entering into the Agreement.
6. The BMA shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the BMA or anyone for whom it is responsible at law; or (b) arising from any breach by the BMA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
7. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
8. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the BMA:

By-Town Motorcycle Association
c/o Ryan Lariviere
5951 Pineglade Crescent
Orleans, ON K1W 1G9

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2M0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the BMA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

9. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.

10. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

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

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

By-Town Motorcycle Association

Signature: _____

Name & Title _____

Signature: _____

Name & Title Lisa Thompson Executive Director

We have the authority to bind the corporation.

The Corporation of the Township of North Frontenac

By-law #2026-12

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 February 6, 2026

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 February 6, 2026, 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 February 6, 2026, 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 February 6, 2026, 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 6th day of February 2026.

Read a third time and finally passed this 6th day of February 2026.

Gerry Lichty, Mayor

Brooke Drechsler, Deputy Clerk