

## Regular Council Agenda - Amended

9:00 AM - Friday, February 27, 2026

Council Chambers

[Zoom Registration Link](#)

### 1. Call to Order

- a) Public Notice regarding Recording of Meetings 9  
[Recorded Meetings - Notice to Public](#)

### 2. Traditional Land Acknowledgement

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

### 3. Oath of Office

- a) Office of Council Member  
 Mike Hage - Ward 1

### 4. Approval of Agenda

- a) February 27, 2026

**Be It Resolved That** Council approves the Agenda dated February 27, 2026, as circulated.

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

### 6. Business Profile

None.

### 7. Presentations

None.

### 8. Delegations

- a) Lindsay Nash, Outreach and Stewardship Coordinator, Quinte Conservation Authority: Green Municipal Fund - Growing Canada's Community Canopies 10 - 20

**Be It Resolved That** Council receives for information the presentation from Lindsay Nash, Outreach and Stewardship Coordinator, Quinte Conservation and thanks her for her time spent today;

**And That** Council supports Quinte Conservation's application for the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC) for existing and proposed planting projects with a focus on

planting a diverse range of native tree and shrub species for long term/permanent forestry intentions;

**And That** Council instructs the Clerk to write a letter of support from North Frontenac Township to aid in Quinte Conservations Application to the GMF;

**And That** Council instructs the Manager of Community Development to work with Quinte Conservation if they are successful in receiving the grant to identify sites where an increase in tree canopy would be beneficial;

**And That** Council approves/denies the request from Quinte Conservation for a 50% match cost share in the amount of \$ \_\_\_\_\_

[GMF GCCC Fund Presentation to Council](#)

- b) Donald Morton Jr.: Proposed Definition Update to Zoning By-law #55-19 - Tiny Homes and Tiny Homes on Wheels 21 - 30

**Be It Resolved That** Council receives for information a presentation from Donald Morton Jr. regarding a Proposed Definition Update to Zoning By-law #55-19 - Tiny Homes and Tiny Homes on Wheels; and thanks him for his time spent today;

[Proposed Definition Update to Zoning By-law #55-19 Tiny Homes on Wheels](#)

## 9. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 31 - 42

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

1. A Public Meeting of Council held February 6, 2026; and
2. A Regular Meeting of Council held February 6, 2026.

[Public Council - 06 Feb 2026 - Minutes - Pdf](#)

[Regular Council - 06 Feb 2026 - Minutes - Pdf](#)

## 10. Business Arising Out of Minutes

- a) Kaladar Barrie Joint Fire Committee: Resolution #06-26 - 2026 Draft Budget 43 - 50

**Whereas** at the meeting held February 13, 2026, the Kaladar Barrie Joint Fire Committee passed Resolution #06-26 receiving for information the draft 2026 Budget for the Kaladar Barrie Fire Department and approved the budget with the following amendment;

- Increase contribution to reserves to \$250,000

**Now Therefore Be It Resolved That** Council receives for information the draft Kaladar Barrie Fire Department 2026 Budget;

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

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

[Resolution #06-26](#)  
[Kaladar Barrie Joint Fire Committee Budget 2026](#)

- b) Council Portfolios: Appointment as the Lakelands Family Health Team Representative 51 - 52

**Be It Resolved That** Council appoints the following Council member as the Lakelands Family Health Team Representative:

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[Council Portfolios 2022-2026](#)

- c) Resolution #427-25: Diabetes Canada Textile Donation Bins – Plevna & 506 Waste Site Locations 53 - 54

**Whereas** at the meeting held December 12, 2025, Council received for information an Administrative Report from the Public Works Manager entitled “Diabetes Canada Textile Donation Bins – Plevna and 506 Waste Site Locations”;

**And Whereas** Council approved By-law #2025-61 to enter into a Service Agreement with Diabetes Canada to provide two donation bins at the waste site locations;

**Now Therefore Be It Resolved That** Council receives for information a letter dated February 19, 2026 from Diabetes Canada advising they are unable to proceed with the proposed locations due to current operational limitations within the region.

[Resolution #427-25](#)  
[Letter - Diabetes Canada](#)

## 11. Communications

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

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

- b) Communications 'B' Section - Action Items

- B1 Land O' Lakes Garden Club re: Cloyne Pioneer Cemetery Request 55

**Be It Resolved That** Council receives for information an email dated January 30, 2026, from Nancy Stachan, Secretary with Land O'Lakes Garden Club (LOLGC), requesting North Frontenac take over the maintenance of the Township owned Cloyne Pioneer Cemetery on Little Pond Road;

**And That** Council approves this request and instructs the Manager of Community Development to negotiate this into the current Grass Cutting Contract;

**And That** Council instructs the Treasurer to not provide the maintenance fee of \$200 approved in the 2026 Budget to the LOLGC; and that the maintenance fee will be removed from future budgets.

[Land O' Lakes Garden Club Request](#)

B2 MPP John Jordan: Motion for Rideshare Programs Provincial Regulatory Framework

56

**Be it Resolved That** Council receives for information a letter from the office of MPP John Jordan, Lanark-Frontenac-Kingston, advising MPP Jordan will be presenting a Motion to the House of the Provincial Legislature to establish a standardized regulatory framework for Rideshare programs;

**And That** a rural rideshare program would offer enhanced convenience and flexibility for residents; and has the potential to significantly impact regional economic development;

**And That** Council supports this proposal as it will provide Ontarians living in rural and northern areas with more transportation choice, and freedom, facilitating greater access to employment, education, and healthcare opportunities; therefore, presenting a seamless and consistent opportunity for all users regardless of geographic location;

**And That** Council instructs the Clerk to provide a letter of support to MPP Jordan.

[Provincial Regulatory Framework for Rideshare Programs](#)

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

a) Sonya Bolton, Manager of Community Planning, County of Frontenac: 57 - 60  
Proposed Official Plan Amendment for Site Plan Control Policies

**Be It Resolved That** Council receives for information the Planning Report prepared by Sonya Bolton, Manager of Community Planning with the County of Frontenac, entitled "Proposed Official Plan Amendment for Site Plan Control Policies";

**And That** Council will consider a By-law later in the meeting to adopt the proposed Official Plan Amendment Number 3 to update the Site Plan Control policies in the Township Official Plan;

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

**And That** Council direct staff to draft a new Site Plan Control By-Law in accordance with the updated Official Plan policies and present the draft at a future Council meeting.

[Planning Report - Proposed Official Plan Amendment for Site Plan Control Policies - Pdf](#)

b) Dmitry Kurylovich, Project Manager/Senior Planner, County of 61 - 75  
Frontenac: Proposed Official Plan Amendment to Permit up to Three (3) Dwelling Units on Rural and Hamlet Lots

**Be It Resolved That** Council receives for information the Planning Report prepared by Dmitry Kurylovich, Project Manager/Senior Planner with the County of Frontenac, entitled "Proposed Official Plan Amendment to Permit up to Three (3) Dwelling Units on Rural and Hamlet Lots";

**And That** Council approves the Servicing Standards for Additional Residential Units (ARUs) as a stand-alone technical reference document to be used as terms-of-reference material for the development of Additional Residential Units;

**And That** Council will consider a By-law later in the meeting to adopt the proposed Official Plan Amendment Number 2 to permit up to three residential/dwelling units on lands designated as Rural or Hamlet;

**And That** Council directs staff to prepare and send the Official Plan Amendment package to the County of Frontenac for approval;

**And That** Council directs staff to begin the process of amending Zoning By-Law Number 55-19 to include provisions related to Additional Residential Units that comply with the updated Official Plan policies found in this amendment.

[Proposed Official Plan Amendment to Permit up to Three \(3\) Dwelling Units on Rural and Hamlet Lots - Pdf](#)

- c) Councillor John Inglis: Council Resolution Regarding Possible Alto Train Route.

76 - 77

**Be it Resolved That** Council does not wish to host the ALTO high speed train route through the Township, as stated in the Resolution passed at the February 6, 2026 Council meeting. However, if a decision is made to traverse North Frontenac, due consideration must be given to the area's unique and pristine natural environment by ensuring the following:

- That the route not cross any lake waters;
- That wildlife corridors be installed every 500 meters along the route;
- That all public roads crossing the route be left continuous with an overpass or underpass;
- That the route stay clear of all lands being considered as a park around Crotch Lake;
- That interference with existing settlements and other land developments be as minimal as possible;
- That a community benefit payment be made to the Township annually, amounting to 5% or more of the total tax levy, for a period of 30 years or more; and
- That local businesses be used wherever possible during the construction and operating phases of the project.

[Council Resolution Regarding Possible Alto Train Route. - Pdf](#)

- d) Clerk/Planning Manager: Use of Corporate Resources for Election Purposes Policy

78

**Be it Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Use of Corporate Resources for Election Purposes Policy";

**And That** Council will consider a By-law later in the Meeting to adopt a Use of Corporate Resources for Election Purposes Policy.

[Use of Corporate Resources for Election Purposes Policy - Pdf](#)

- e) Clerk/Planning Manager: Regulating Election Signs within the Township 79
- Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Regulating Election Signs within the Township";  
**And That** Council will consider a By-law later in the meeting to adopt the Election Sign Policy.  
[Regulating Election Signs within the Township - Pdf](#)
- f) Clerk/Planning Manager: Amendments to By-law #68-22 To Regulate Animals in the Township of North Frontenac 80 - 81
- Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendments to By-law #68-22 To Regulate Animals in the Township of North Frontenac";  
**And That** Council will consider a By-law later in the meeting to adopt the updated Animal Control By-law and repeal By-law #68-22.  
[Amendments to By-law #68-22 To Regulate Animals in the Township of North Frontenac - Pdf](#)
- g) Director of Emergency Services/Fire Chief: Ministry of Natural Resources (MNR) Municipal Forest Fire Management Agreement Extension 82 - 223
- Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief's (DESFC) Administrative Report entitled "Ministry of Natural Resources (MNR) Municipal Forest Fire Management Agreement Extension";  
**And That** Council instructs DESFC to sign the Extension Agreement for the Municipal Forest Fire Management Agreement, with the Ministry of Natural Resources for 2026 - 2031  
**And That** Council instructs the Clerk to attach a copy of the Extension Agreement to the current Municipal Forest Fire Management Agreement dated January 18, 2016, By-Law #10-16.  
[Ministry of Natural Resources \(MNR\) Municipal Forest Fire Management Agreement Extension - Pdf](#)  
[10-16 Municipal Forest Fire Agreement with MNR with attachment 10-16 - Attach 2 - Municipal Forest Fire Agreement with MNR - 2021-2026](#)
- h) Manager of Community Development: North Frontenac Parkland Annual Report 2025 224 - 233
- Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "North Frontenac Parklands Annual Report 2025".  
[North Frontenac Parkland Annual Report 2025 - Pdf](#)
- i) Treasurer: 2025 Council/Committee Remuneration & Expenses 234 - 236
- Be It Resolved That** Council receives for information the Treasurer's

Administrative Report entitled “2025 Council/Committee Remuneration and Expenses”.

[2025 Council/Committee Remuneration & Expenses - Pdf](#)

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

- a) Joint Health & Safety Committee 237 - 240

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Joint Health & Safety Committee dated November 12, 2025.

[JHSC - 12 Nov 2025 - Minutes - Pdf](#)

- b) Housing Advisory Task Force 241 - 273

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Housing Advisory Task Force held February 11, 2026.

[Housing Advisory Task Force - 11 Feb 2026 - Minutes - Pdf](#)

- c) Economic Development Task Force 274 - 276

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Economic Development Task Force held February 17, 2026.

[Economic Development Task Force - 17 Feb 2026 - Minutes - Pdf](#)

- d) Kaladar Barrie Joint Fire Committee 277 - 279

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Joint Fire Committee held December 19, 2025.

[Joint Fire Committee Kaladar Barrie - 19 Dec 2025 - 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)

None.

### 16. Council Portfolio: Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. 280 - 281  
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: 282 - 317

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

- #2026-13 To Adopt a Use of Corporate Resources for Elections Purposes Policy;
- #2026-14 To Adopt an Animal Control By-law and Establish Set

Fines;

- #2026-15 To Adopt an Elections Signs Policy;
- #2026-16 To Approve an Official Plan Amendment regarding Additional Residential Units;
- #2026-17 To Approve an Official Plan Amendment regarding Site Plan Control Policies;

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

[2026-13 Use of Corporate Resources for Election Purposes](#)

[2026-14 Animal Control By-law Repeal By-law #68-22](#)

[2026-15 To Regulate Election Signs](#)

[2026-16 OPA - Additional Residential Units](#)

[2026-17 OPA - Site Plan Control Policies](#)

## 18. Public Forum

## 19. Closed Session

- a) Closed Meeting of Council

**Be It Resolved That** Council retires to Closed Session at \_\_\_\_ .m. to:

- Adopt Minutes of a Closed Meeting held February 6, 2026;
- To Receive a Request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- Litigation or Potential Litigation, including matters before administrative tribunals, affecting the Municipality or local board, more specifically Notice of Legal Proceedings received.

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

## 21. Confirmatory By-law

- a) Confirming By-law #2026-18

318

**Be It Resolved That** By-law #2026-18, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held February 27, 2026, be read a first, second, and third time and finally passed.

[2026-18 Confirming By-law - February 27, 2026](#)

## 22. Adjournment

- a) Adjournment of Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until March 20, 2026, or at the call of the Chair.



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

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

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

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

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



# Quinte CONSERVATION



*Bay of Quinte Monitoring*



*Habitat Restoration and Enhancement*



*Water Quality Monitoring*

# Lindsay Nash

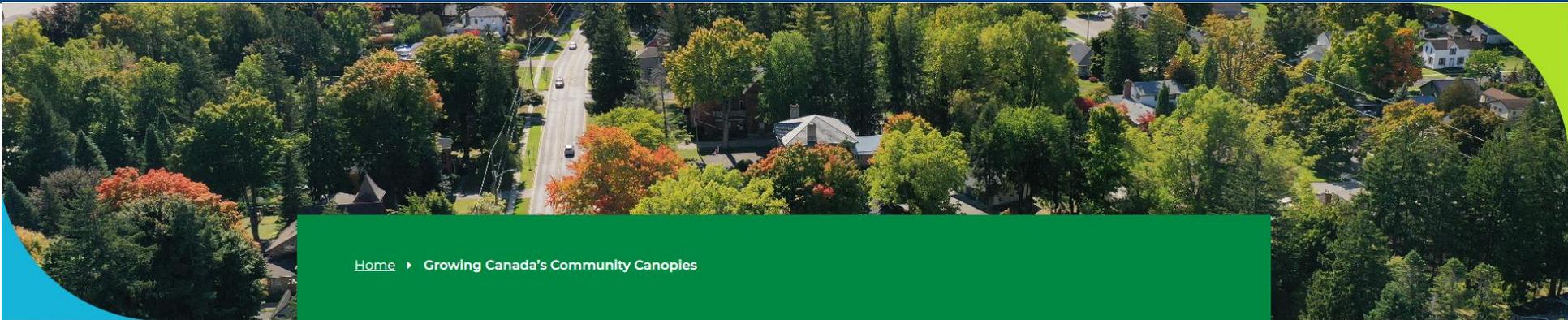
Outreach and  
Stewardship  
Coordinator



613-968-3434 ext. 124

[LNash@QuinteConservation.ca](mailto:LNash@QuinteConservation.ca)





[Home](#) ▶ Growing Canada's Community Canopies

## Growing Canada's Community Canopies

Helping communities plant the right type of trees in the right places

Page 12 of 38

### RECOMMENDED COUNCIL ACTION,

Quinte Conservation is proposing to obtain **council support to apply as the lead** for the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC).



GREEN  
MUNICIPAL  
FUND

FONDS  
MUNICIPAL  
VERT

A program of

**FCM**

# Project Description

Quinte Conservation (alongside QUFN) be lead applicant for the GMF GCCC fund.

Providing 18 member municipalities the *option* to **leverage funding** and **staff support** for planting projects; existing and proposed.



As lead, Quinte Conservation will focus on planting a **diverse** range of **native** tree and shrub species.

See Growing Canada's Community Canopies Application Guide (Appendix 1).

# Project Description – Eligible

Funding opportunities are for **long term/permanent** forestry intention and can include the following project types:

- street tree planting,
- urban planting,
- park tree planting,
- riparian planting,
- forest restoration,
- and reforestation on public or private lands.



# Project Description – Not Eligible

Please note, projects to transition healthy natural wetlands and grassland ecosystems into forests are not eligible.



A maintenance plan and a survival assessment report are required following each project.

Annual Community Trees Bare-root Giveaway likely not eligible.

# Project Description - Timeline

**February 2026:** Obtain council support at their February meetings. Quinte Conservation can only apply with support of council. Even if municipal programs are not included, private interest groups within the municipality could then access these funds.

**March 27, 2026:** Deadline for municipalities to respond with project participation and a general project outline.

**April 24, 2026:** QC will formally apply for the fund with a professionally reviewed planting plan and an urban forestry grant coach.

**Late fall 2026 or spring 2027:** Plant trees for a period of up to two years.

**2027- 2028:** Maintain and monitor planted trees.

See Growing Canada's Community Canopies Application Guide (Appendix 1).

## QC expectations in working with municipal partners and private interest groups:

- A letter of support from council
- A financial contribution of 50%
- A tree planting budget with the source of funding identified
- Identification of existing/proposed programs
- Identify sites where an increase in tree canopy would be beneficial, either on private or public lands
- Any data or current tree/canopy studies to support or identify the need for trees



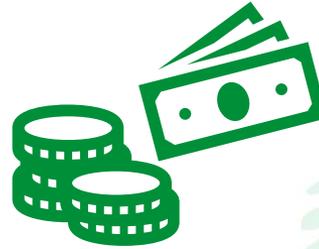
## QC will:

- Coordinate administrative and logistical aspects of the application
- Assist with leveraging additional funding where possible
- Act as a liaison between municipalities, local interest groups, and GMF GCCC funders
- Submit final reporting

# Financial Details

## 50% match cost share:

- minimum project cost of \$50,000
- maximum of \$10 million (for eligible costs)
- maximum of \$1 million for infrastructure costs



**Half** of budget covered by the GMF fund, and the other half could come from:

- municipal budget
- private interest groups
- other grants (not funded by the 2 Billion Trees Program/Tree Canada)
- fundraising
- other

**Can** increase (not replace) municipal tree planting budgets.

**Cannot** be part of any legal tree planting requirements.



See GMF Eligible and Ineligible Costs GCCC Tree Planting Funding for eligible costs (Appendix 2).

Implementing a watershed wide tree planting initiative through **different levels of partnership creates capacity** for the community to **work together**, while supporting climate resilience close to home.

## Benefits of planting trees:

- Climate resiliency through flood retention
- Reducing carbon dioxide from the air
- Oxygen produced by trees is good for physical health
- Reducing heat island effects in urban areas
- Cooling buildings in summer with shade (lower energy bills)
- Providing a windbreak to buildings in winter (lower energy bills)
- Improved mental health through connection with nature
- Diverse native tree species promotes healthy soils
- Diverse native tree species promotes habitat for a wide range of insects, birds, and mammals that are specific to Quinte.



**QC's Vision:** advance watershed knowledge and **collective actions** to strengthen our natural ecosystems.

# Questions?



Page 20 of 318

Lindsay Nash  
Outreach and Stewardship Coordinator  
613-968-3434 ext. 124  
[Lnash@quinteconservation.ca](mailto:Lnash@quinteconservation.ca)



# Updating Zoning By-law #55-19 to include THOWs

A small correction to the “Dwelling – Tiny Home” definition (wheels/hitch barrier)

Tiny Homes on Wheels have been around for decades.  
They are a practical housing form for people seeking affordable rural living.

Presenter: Donald Morton

# The miss in the current definition

## By-law #55-19 (current)

“Dwelling – Tiny Home ...  
... minimum gross floor area of 19 m<sup>2</sup> but less than  
37.2 m<sup>2</sup>  
and any wheels shall be removed.”

- This clause blocks Tiny Homes on Wheels (THOWs) even when installed as dwellings.
- In practice, it also pressures owners to remove or alter the hitch (symbolic “de-trailerizing”).
- Enforceable permanence comes from installation + permits, not from removing parts.



# What “installed as a dwelling” looks like

## Typical real-world installation

- Wheels typically off the ground on cribbing/pads/piers
- Unit levelled and anchored (tie-downs / anchorage)
- Stairs/landing installed; safe egress
- Connected to approved services (as applicable)
- Permitted and inspected under the Ontario Building Code

weight off the wheels is normal practice

The enforceable test is siting + anchoring + permits, not wheel/hitch removal.

# The by-law already separates the right categories

The framework exists already. The definition needs one modernization so a chassis-built tiny home can still be treated as a dwelling when it is installed and permitted as a building.

## **Tiny Home (dwelling)**

Year-round accommodation  
Permanent dwelling form  
Building permit + inspections

## **Park Model Trailer**

Seasonal occupancy category  
CSA Z241 reference in definition  
Requires building permit for placement

## **Recreational Vehicle**

Travel trailer / motorhome / camper  
Not a year-round dwelling category  
Handled separately in the by-law

# Ontario's approach: treat it as a building when sited as a building

## What provincial guidance emphasizes

- Building Code compliance (permits + inspections)
- Siting: remains in one location
- Fixed/anchored to the site
- Connected to services (as applicable)
- Clear distinction from RV use

Bottom line: wheels can exist. The deciding factor is whether the unit is installed and permitted as a building once placed on a lot.



This aligns the Township definition with the permit-based safety system already in place.

# Wheels and hitch: expected practice vs forced disassembly

## Expected (normal practice)

- Wheels off the ground on supports
- No tow vehicle attached
- Anchored/secured to the site
- Stairs/landing installed

## Problems created by forced removal

- Wheel removal adds cost without improving safety
- Hitch removal becomes an unnecessary barrier
- Enforcement shifts to parts instead of installation



Hitch exists even when the unit is installed as a dwelling

## Before (current)

“... and any wheels shall be removed.”

Effect: blocks THOWs

Creates hitch removal pressure

## After (proposed)

Allow chassis-built tiny homes when installed and permitted as buildings:

- fixed/anchored to the site
- wheels off ground (normal practice)
- serviced as applicable
- permit + inspections

“Dwelling – Tiny Home ... supports year-round accommodation ...  
... may be constructed on a chassis and may include wheels and a hitch,  
provided that when located on a lot it is fixed/anchored to the site,  
connected to approved services where applicable, and permitted/inspected  
under the Ontario Building Code and all applicable law.”

This definition continues to exclude Park Model Trailers and Recreational Vehicles.

Key enforcement test: installed as a building (anchored + serviced + permitted).

# Practical outcomes on the ground

## Clear compliance pathway

Residents know the standard: permits + anchoring + servicing.

## Easier enforcement

Staff enforce installation criteria instead of parts removal.

## Fewer grey-zone units

Clear lines reduce RV-like workarounds and confusion.

## Safety stays central

Building Code inspections remain the gatekeeper for occupancy.



# Requested Council direction

That Council direct staff to bring forward an amendment to Zoning By-law #55-19 updating “Dwelling – Tiny Home” to permit Tiny Homes on Wheels (THOWs) as year-round dwellings when installed and permitted as buildings, while preserving exclusions for Park Model Trailers and Recreational Vehicles.

Thank you.  
Donald Morton



# Public Council Minutes

9:00 AM - Friday, February 6, 2026  
Council Chambers

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

**Absent with Regret:** Deputy Mayor Roy Huetl

**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.; Kelly Watkins, Treasurer, Dipl. M.A., M.M.; Sonya Bolton, Manager of Community Planning, County of Frontenac (Electronic Participation); and Marnie Geerlinks, Administrative Assistant to the Clerk/Planning Manager

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

The Mayor called the meeting to order at 9:00 a.m.

## 2. Traditional Land Acknowledgement

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

## 3. Approval of Agenda

### a) February 6, 2026

**26-26 Moved by Councillor Wayne Good, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council approves the Agenda for the Public Meeting regarding amendments to the Township's Official Plan, specifically Site Plan Control policies, dated February 6, 2026, as circulated.

**Carried**

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

None.

## 5. Administrative Reports

### a) Sonya Bolton, Manager of Community Planning, County of Frontenac: Proposed

## **Official Plan Amendment for Site Plan Control**

Sonya Bolton, Manager of Community Planning with the County of Frontenac, provided an overview of Site Plan Control (SPC), which is a tool under the Planning Act to ensure the development of land is designed properly and the municipality's standards for development are respected. She advised the Township's Official Plan will have to be amended to include the updated policies prior to the SPC By-law being adopted by Council at a future meeting.

Bolton advised SPC can address numerous parts of developments such as:

- site design, including accessibility and sustainability;
- driveways, parking and loading spaces, pedestrian access and emergency vehicle routes;
- grading, drainage and servicing components; and
- landscaping, lighting and on-site waste facilities

Bolton advised the proposed amendments to the current site plan control policy will ensure the Township's Official Plan is compliant with the Planning Act. She advised the next steps in the process are as follows:

- prepare a final version of the Official Plan Amendment (OPA) By-law for consideration at a future Council meeting
- if approved by Township Council, the OPA By-law will be provided to County Council for final approval, as the upper tier approval authority
- provide the draft SPC By-law to Council for consideration at a future meeting

### **27-26 Moved by Councillor Wayne Good, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Administrative Report prepared by Sonya Bolton, Manager of Community Planning, County of Frontenac, entitled "Proposed Official Plan Amendment for Site Plan Control";

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

**And That** Council instructs Planning Staff to make any necessary revisions to the draft Official Plan Amendment; and bring it back to Council at a future meeting for a decision.

**Carried**

## **6. Public Comments**

***The Mayor invited questions and comments from the public attending the meeting in person and virtually.***

Kelly Willis asked where the public can find the current Official Plan. The Mayor advised the Official Plan can be found on the website or the public can contact the Township's

Planning department for further information.

## 7. Adjournment

a) *Adjournment of the Meeting*

**28-26 Moved by Councillor Wayne Good, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council adjourns the Public Meeting at 9:18 a.m

**Carried**

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Mayor

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Clerk



# Regular Council Minutes

9:00 AM - Friday, February 6, 2026

Council Chambers

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

**Absent with Regret:** Deputy Mayor Roy Huetl

**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.; and Kelly Watkins, Treasurer, Dipl. M.A., M.M.

## 1. Call to Order

The Mayor called the meeting to order at 9:18 a.m.

## 2. Approval of Agenda

### a) February 6, 2026

**29-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

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

**Carried**

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

None.

## 4. Closed Session

### a) Closed Meeting of Council

**30-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council retires to Closed Session at 9:18 a.m. to:

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

**Carried**

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

The Mayor advised that, during Closed Session, Council adopted Minutes of a Closed Meeting held January 16, 2026; and discussed Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, specifically an Ontario Land Tribunal File.

**Note:** Adam Robinson, Director of Emergency Service/Fire Chief; Brooke Ross, Manager of Community Development; and Don Reed, Chief Building Official, joined the meeting at this time.

## 6. Business Profile

### a) *Nate's Tires*

**31-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

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

**Carried**

## 7. Presentations

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

**32-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the presentation from Eric Kohlsmith, Mississippi Rideau Septic System Office, regarding 2025 Re-Inspection Results; and thanks him for his time spent today.

**Carried**

### b) *Public Works Manager - Administrative Report: 2025 Septic Re-Inspection Program and Proposed Program for 2026*

**33-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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.

**Carried**

**8. Delegations**

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

**34-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

- b) **Manager of Community Development: By-Town Motorcycle Association (BMA) - 2026 Agreement Renewal**

**35-26 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 “By-Town Motorcycle Association (BMA) - 2026 Agreement”;

**And That** Council agrees to reduce the annual fee from \$6,500 to \$3,000;

**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.

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

**Carried 4-1 on a recorded vote**

- c) **Ottawa Valley ATV Club: 2026 Agreement with North Frontenac**

**36-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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.

**Carried**

- d) **Manager of Community Development: Ottawa Valley ATV Club (OVATVC) - 2026 Annual Agreement**

**37-26 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 “Ottawa Valley ATV Club (OVATVC) - 2026

Annual Agreement”;

**And That** Council approves the annual fee of \$6,500;

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

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

**Carried 4-1 on a recorded vote**

## 9. Adoption of Minutes

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

**38-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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.

**Carried**

## 10. Business Arising Out of Minutes

None.

## 11. Communications

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

**39-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

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

**40-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**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.

**Carried**

**B2. ALTO re: Corridor Map and Virtual Engagement**

**41-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**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 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.

**Carried**

**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**

**42-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

**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.

**Carried**

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

**43-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Chief Administrative Officer's

Administrative Report entitled "Confidential Complaint Files - 2025 Annual Report".  
**Carried**

- c) **Chief Building Official: Building Department Annual Activity - 2025**  
**44-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

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

- d) **Clerk/Planning Manager: Planning Department Year End Report for 2025**  
**45-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

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

- e) **Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Kerr**  
**46-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

**Note: The CBO left the meeting at this time.**

- f) **Pothole Prevention and Repair Program (PPRP) and Transfer Payment Agreement - Update**  
**47-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

- g) ***Public Works Manager: Update to Civic Addressing and Private Lane Naming Procedure - By-law***

**48-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

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

- a) ***Housing Advisory Task Force***

**49-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

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

**Carried**

- b) ***Economic Development Task Force***

**50-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**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.

**Carried**

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

None.

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

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

**51-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

**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:

- limit the number of meetings a Council member can attend electronically, outside of extenuating circumstances;
- and to include provisions regarding Council attendance at meetings, both in person and electronic;

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

**Carried**

## 16. Council Portfolio Verbal Reports

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

## 17. Introduction and Reading of By-laws

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

**52-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

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

- #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.

**Carried**

## 18. Public Forum

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

## 19. Confirmatory By-law

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

**53-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

**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.

**Carried**

## 20. Adjournment

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

**54-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council adjourns the Meeting at 12:14 p.m. until February 27, 2026, or at the call of the Chair.

**Carried**

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Mayor

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Clerk



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

**Date:** February 13, 2026

**Resolution # 6-26**

**Moved By:**  
Councillor - Addington Highlands  
Helen Yanch

**Seconded By:**  
Deputy Mayor Roy Huetl

**Be It Resolved That** the Committee receives for information the 2026 Draft Budget for the Kaladar Barrie Fire Department:

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

- Increase the contribution to the Reserves to \$250,000

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

**Carried**

Chair

Kaladar / Barrie Fire Dept. budget for 2026

	2026	2025	K/B FD	% difference over
	Proposed	Budgeted		year
<b>volunteer Honorariums 16-2110-2</b>	175,000.00	175,000.00	Depends on # of , type of & duration of calls & mandatory training. includes employer expenses WSIB \$18,494 honorariums captains 7x \$600 + admin assistant \$12,000 + acting fire chief 5 weeks x \$500 to fill in during holidays recruit training, fire fighters doing pub ed for fire prevention, hall duties, meetings, H&S	<b>0.00</b>
<b>fire wages 16-2115-2</b>	112,620.00	110,620.00	Training officer 15hr. week chief 30 hr. week inc. non union adjustments as per policy, pay scale includes all EI, CPP , EH, etc.	<b>1.81</b>
benefits 16-2116-2	6,200.00	6,200.00	standard as per AH policy	<b>0.00</b>
Employee Health 16-2118-2	1,469.00	1,512.00	in 2018 MOL requirement PTSD plan and EAP (VFIS \$3.00 Per month per ff = \$36 per ff per year = (1,512)	<b>-2.84</b>
ff benefit package			* taken out last year & left out this year as too many other large increases this year	
<b>Utilities &amp; Communications</b>	43,000.00	43,000.00		<b>0.00</b>
16-2120-2			Hydro - hydro 6,000 Propane - heat for both fire halls 9,200 internet service for Northbrook station est. (900) phones - Emerge. Forwarded line, 2 fire halls, cell + chiefs fax / fire info line (1,700) dispatch 7,180 as per agreement Whos responding - dispatch back up system 1,200 annual CRTC license for base radios only 1,160 pager & radio repairs, & batteries 950 - repair when feasible portable mobile radios 8,000 radios take a lot of abuse on calls Radios went up over \$300 ea. two years ago * radio head sets for pump operators didn't do last year waiting on posable repeater costs	
<b>Maintenance, vehicles &amp; Equipment</b>	22,000.00	21,000.00		<b>4.76</b>
16-2130-2			Trucks - safeties, maintenance & repairs 8,350 Break down emergency repairs 5,400 Rust proofing 2,400 vehicle registrations, parts, etc. 1,300 Pumper inspections / certification 1,350 emergency lights & equipment on boat 3,200 (not done as \$ used on repairs to trucks)	

Page 44 of 318



Kaladar / Barrie Fire Dept. budget for 2026

<b>PPE</b>	2026 proposed			
16-2145-2	40,000.00	46,000.00	part of due diligence OHSa says employer must provide appropriate ppe according to standards	-13.04
			* Bush Fire Boot Allowance have 32 ff's who qualify for \$150 boot allowance every 2 years (5,550)	
			Gloves (structure & extrication) ongoing - wear out quickly due to type of use + 10 year rule	
			Bunker Boots ongoing as we replace damaged or worn out boots \$850ea. NFPA 10 year rule	
			Fire Helmets to meet reg 714/94.(4) - 10 year NFPA regulations	
			Coveralls for wild fires -OHSa says that we cannot use bunker gear \$350 ea.	
			Tyvek suits - rationed them so have a supply of them so far. Depends on types of calls, etc.	
			safety glasses, hearing protection, respiratory protection, etc.	
			Balaclavas - part of ppe for fighting fires - 10 year rule new recruits needing them & replacements	
	**		bunker suits new applicants if they pass next level will require bunker gear as well as some needing replacement est 27,000 (9)	
			Bunker suits must be sized for person wearing it and meet standard. reg714/94 part 5(1,2) BS - grant will cover some	
			annual inspections and must be replaced every 10 years or sooner if fail inspection.	
			coats got most couple years ago need a few as new recruits come in & get trained	
<b>Insurance</b>	24,000.00	22,875.00	insurance rates keep going up	4.92
16-2150-2				
<b>Training</b>	30,000.00	30,000.00	training = safer & more efficient operations	0.00
16-2160-2			Mandatory certification comes into play July 2026 Ontario Fire Collage being closed = increased training costs	
			Driver training D & Z course, licencing drivers for trucks	
			Other / outside training OHSa sec25(2)(a) Depends on # of ff's that are available to take when courses offered	
			Mutual Aid dues, more and more online & blended training	
			Medical EFR & CPR etc. Annual CPR recert, EFR recert + some new members full course	
			MTO requirements for D license holders = medical exams & rewriting DZ	
			Training materials & supplies course books are expensive	
			bringing in instructors if cheaper than sending FFs out	
			chief officer courses and mandatory MOL PTSD, TWM, WAH training. Officer development and advanced courses	
			mileage, recruit and travel training costs	
			fire fighter fitness & wellness program 15,000 - (is a mandatory requirement & part of our "cancer prevention program")	
			MLFTU use last year	

Kaladar / Barrie Fire Dept. budget for 2026

	2026 Proposed	2025 budgeted		
<b>Fire Prevention</b>	8,000.00	9,000.00	FP program including signs, smoke alarm program, public presentations, membership PFSC, advertising, hand outs, etc	<b>-11.11</b>
16-2170-2			this is a very important part of the fire service and a requirement of compliance under the FPPA	
			Fire prevention contract for fire safety inspections, code enforcement and vulnerable occupancies compliance.	
			* won a grant last 2 years which helped offset costs.	
<b>legal&amp; administration fees</b>	1,290.00	1,290.00	JFC admin. Costs, auditing, legal ?, payroll admin fee	<b>0.00</b>
16-2175-2				
other				
<b>Sub Total before capital -operating</b>	<b>530,579.00</b>	<b>528,497.00</b>	Operating costs before capital.	
				0.393947364
<b>Capital &amp; Reserves</b>	<b>budgeted 2026</b>	<b>budgeted 2025</b>		
22-2107-2				
Drops	applied for another	applied for grant	working on getting funding (grants) (includes training) \$50,000 only if successful in getting grant	
nozzles	6,000.00		new nozzles a 2.5" and 2 1.5" nozzles	
Wild Fire Pump	12,000.00		new wajax pump to replace the old one we cobeled up last summer	
22-2103-2				
Tanker 612	779,000.00	850,000.00	* tanker 612 part of long range planning current status is up to 2.5 years to delivery. No bids last year	
Wildland 621	98,000.00		replacement of Wild fire truck with a 1 ton crew cab 8' box	
<b>equipment replacement reserve</b>	250,000.00	200,000.00	* Joint fire agreement states that moneys will be put into a funded reserve and managed by the treasurer	<b>25.00</b>
16-2185-2			revenue from calls and reports placed into reserves,	
16-2186-2			* trucks have increased 40% over past 2 years (should be putting in minimum \$220,000 each year) LTC plan says \$281,700	
			As of <b>end of 2025 we should have approx..</b> \$1,161,023 in capital replacement reserve & \$164,381 in accident call reserve	
			<b>totaling \$1,325,404</b> - - if we add 220,000 to reserves this year = \$1,545,404 less \$71,740 for downpayment on tanker	
			less expenses in 2026 for WL621 \$98,000 and remainder of Tanker 612 779,000 would leave us around \$668,404 to start	
			2027 All depending on year end adjustments & interest	
<b>Section total</b>	<b>1,145,000.00</b>	<b>1,050,000.00</b>		<b>9.05</b>





Kaladar / Barrie Fire Dept. budget for 2026

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### Council Portfolios

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

#### Mayor Gerry Lichty

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

#### Councillor Wayne Good – Ward 1

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

#### Deputy Mayor Roy Huetl – Ward 2

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

### Councillor Vernon Hermer – Ward 2

<b>Portfolio:</b> Lake Associations – Ward 2 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>
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### Councillor Fred Fowler - Ward 3

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

### Councillor John Inglis – Ward 3

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

**Date:** December 12, 2025

**Resolution # 427-25**

**Moved By:**  
Councillor John Inglis

**Seconded By:**  
Deputy Mayor Roy Huetl

**Be It Resolved That** Council receives for information the Public Works Manager’s Administrative Report entitled “Diabetes Canada Textile Donation Bins – Plevna & 506 Waste Site Locations”;

**And That** Council will consider a By-law later in the meeting to enter into a service agreement, including insurance requirements, with Diabetes Canada to provide two (2) donation bins - one at Plevna Waste Site and one at 506 Waste Site.

**Carried**

Mayor

February 19, 2026

**Attention:**

McKenzie Millar, C.Tech, rcji, BCIN  
Technical Services Officer  
Township of North Frontenac  
6648 Road 506, Plevna,  
Ontario, K0H 2M0

Dear Ms. Millar,

Thank you for your correspondence and for presenting Diabetes Canada and the National Diabetes Trust with the exciting opportunity to establish textile collection services at the Plevna and 506 Municipal Waste Sites. We sincerely appreciate your consideration and the effort invested in exploring potential collaboration between the National Diabetes Trust (Diabetes Canada) and the Township of North Frontenac.

Following a thorough internal review, we must respectfully advise that we are unable to proceed with the proposed locations at this time. Current operational limitations within the region prevent us from expanding our service footprint without risking our ability to maintain consistent and reliable service across existing commitments.

This decision is made with careful consideration and does not reflect a lack of interest in partnering with your community. We remain grateful for the opportunity and value the prospect of future engagement when our operational capacity allows for sustainable expansion.

We appreciate your understanding and thank you once again for considering partnering with the National Diabetes Trust and Diabetes Canada. Should circumstances change, we would welcome the opportunity to revisit this proposal.

Yours sincerely,



**Simon Langer**  
Manager, Government and Strategic Partnerships  
National Diabetes Trust (Diabetes Canada)

**From:** Garden Club  
**Sent:** January 30, 2026 12:56 PM  
**To:** Brooke Ross  
**Cc:** Lynn Osborne  
**Subject:** Cloyne Pioneer Cemetery

Hello Brooke,

As per our conversation today, the Land O' Lakes Garden Club has a Request to Council.

We are requesting North Frontenac Township to take over the maintenance (grass cutting) of the Cloyne Pioneer Cemetery on Little Pond Road, as has been done in the past.

If approved, the \$200.00 given to the LOLGC for the cemetery maintenance, would no longer be required.

Thank you for your attention.

Warm Regards,  
Nancy Strachan  
LOLGC Secretary

**JOHN JORDAN**  
MPP - Lanark-Frontenac-Kingston



**Queen's Park Office**

Room 167/168/169  
Main Legislative Building  
Queen's Park, Toronto, ON M7A 1A1  
🌐 [www.johnjordanmpp.ca](http://www.johnjordanmpp.ca)

**Constituency Office**

PO Box 31 • Unit 207  
91 Cornelia Street West  
Smiths Falls, ON K7A 5L3  
☎ 613-284-1630  
✉ [john.jordan@pc.ola.org](mailto:john.jordan@pc.ola.org)

That, in the opinion of this House, the Government of Ontario should create a streamlined, standard Provincial Regulatory Framework for Rideshare Programs. This Framework will create a path for municipalities to work with rideshare organizations to provide Ontarians living in rural and northern areas with more transportation choice, and freedom, facilitating greater access to employment, education, and healthcare opportunities, offered within the region.

**To:** Mayor and Members of Council  
**From:** Sonya Bolton, Manager of Community Planning, County of Frontenac  
Sonya Bolton, Manager of Community Planning, County of Frontenac  
**Approved by:**  
**Date of Meeting:** 27 Feb 2026  
**Re:** Planning Report - Proposed Official Plan Amendment for Site Plan Control Policies

**Recommendation:**

**Be It Resolved That** Council receives for information the Planning Report prepared by Sonya Bolton, Manager of Community Planning with the County of Frontenac, entitled "Proposed Official Plan Amendment for Site Plan Control Policies";  
**And That** Council will consider a By-law later in the meeting to adopt the proposed Official Plan Amendment Number 3 to update the Site Plan Control policies in the Township Official Plan;  
**And That** Council direct staff to prepare and send the Official Plan Amendment package to the County of Frontenac for approval;  
**And That** Council direct staff to draft a new Site Plan Control By-Law in accordance with the updated Official Plan policies and present the draft at a future Council meeting.

**Background:**

The purpose of this report is to provide information about a proposed amendment to the Township Official Plan. The purpose of the proposed amendment is to make sure that the Township's policies regarding Site Plan Control comply with the Planning Act, including changes that have been made over the last several years through various provincial bills.

Site Plan Control is a municipal planning tool used to ensure that development is well designed, safe, functional, and compatible with surrounding properties, while meeting municipal development standards. Under Section 41 of the Ontario Planning Act, municipalities may apply Site Plan Control in areas designated in the Official Plan.

The process includes a site plan agreement between the municipality and the property owner, which is registered on title and continues to apply even if the property is sold. Through Site Plan Control, municipalities may review and approve matters such as building location and design, site layout, pedestrian and vehicle access, landscaping and buffering, lighting and servicing, grading and drainage, sustainable design features, and road access or widening requirements.

**Researched By:**

Sonya Bolton, Manager of Community Planning, County of Frontenac

**Comments:**

**Proposal**

The current Site Plan Control policies can be found in Section 6.9.10 of the Township [Official Plan](#). The proposed revised policies have been included as Schedule A with the proposed [By-law](#) to be considered later in the meeting.

There are two key changes proposed with the amendment and draft policies:

- Including wording that designates the entire Township of North Frontenac as a Site Plan Control area. This is absent from the current policies and is required by the Planning Act.
- Removing the list of land uses and types of development that are subject to Site Plan Control. It is not a requirement of the Planning Act to list these in the Official Plan. Instead, the list of uses and types of development to be controlled are to be outlined in the municipality's Site Plan Control By-Law.

The additional policies in the draft amendment address what is required for a complete application, including what is to be shown on drawings, conditions that the municipality can impose on the property owner as part of any approval, and a requirement for the property owner to enter into an agreement with the municipality.

### **Public Meeting and Comments**

The statutory public meeting required by the Planning Act was held on February 6, 2026. At the time of writing this report, no written comments had been received about the proposed amendment.

At the public meeting, a member of the public asked about accessing an up-to-date copy of the Official Plan, and they were directed to speak with Township staff.

A member of Council made a comment about the onus placed on one member of staff to approve these types of applications. This was in reference to changes to the Planning Act through Bill 109 in 2022 that required the Council of a municipality to delegate the authority to approve a Site Plan Control application to municipal staff. The Township of North Frontenac, through By-Law Number 2024-10, has delegated authority for Site Plan Control application decisions to the Township Clerk/Planning Manager. This will not change as part of the proposed amendment.

In response to the comment, staff assured Council that the Clerk/Planning Manager is guided by the Official Plan, Zoning By-Law, Site Plan Control By-Law, all approved by Council, and all other applicable legislation when reviewing these applications, and is also able to circulate the applications to other departments and technical agencies for feedback and to ensure that the Site Plan Control agreement is drafted correctly.

### **Planning Analysis**

- **Planning Act**

Section 41 of the Planning Act enables the municipality to pass a Site Plan Control By-law provided that the municipal Official Plan designates all or part of the municipality as a Site Plan Control area. The municipality can define the types of development and land uses that Site Plan Control applies to. As noted above, the Site Plan Control process allows municipalities to review and approve matters such as building location and design, site layout, pedestrian and vehicle access, landscaping and buffering, lighting and servicing, grading and drainage, sustainable design features, and road access or widening requirements. Site Plan Control does not apply to interior design, the layout of interior areas (other than those items referred to above that are accessible to the public), exterior design

(other than access to affordable housing units), or the manner of construction and the standards of construction.

The Planning Act allows municipalities to require a property owner to enter into a Site Plan Control agreement for all work outlined in a Site Plan Control By-law, and that the agreement be registered on title to the property. The Planning Act also requires the Council of a municipality to delegate the authority to approve a Site Plan Control application to either an officer, employee, or agent of the municipality.

The revised policies outlined in the draft [By-law](#) meet the requirements of the Planning Act, including designating the entire Township as a Site Plan Control area.

- **Provincial Planning Statement**

The Provincial Planning Statement (PPS), 2024, provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

The PPS sets minimum standards and municipalities implement them through Official Plans and tools like Site Plan Control. Site Plan Control allows municipalities to review development proposals to ensure that they consider alignment with provincial policy directions related to growth and intensification, housing, infrastructure and servicing, environmental protection, climate resilience, public health and safety, land use compatibility, transportation, stormwater management, and cultural heritage.

It is the opinion of County planning staff that the proposed Site Plan Control policies are consistent with the PPS.

- **County Official Plan**

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability. Like the PPS, Site Plan Control is a tool used to by municipalities to ensure that development aligns with the policies of the Official Plan.

It is the opinion of County planning staff that the proposed Site Plan Control policies comply with the policies of the County Official Plan.

- **Township Official Plan**

The Township of North Frontenac has unique social and environmental conditions that require varied approaches to land development. The Township’s Official Plan creates the objectives and policies for guiding land use changes by protecting and managing the natural environment, directing and influencing growth patterns and facilitating the vision of Council to develop a strong and diverse economy in the Township, and to ensure all aspects necessary for a healthy community are protected, managed and made available to existing and future residents.

The Site Plan Control policies of the Township's Official Plan need to be updated to comply with provincial legislation and policy. Once adopted and approved, these policies will assist the Township in ensuring that future development complies with the intent of its Official Plan.

- **Site Plan Control By-Law**

The Township's current Site Plan Control By-Law (By-Law Number [20-21](#)) was passed by Council on April 16, 2021. Given the significant number of changes to provincial policies and legislation, there is a need to update this by-law. The proposed Official Plan Amendment to update the Township's Site Plan Control policies is required before a new Site Plan Control By-Law can be passed. County planning staff will be working with Township staff to prepare a draft of the new Site Plan Control By-Law, which will be presented to Council at a future meeting.

**Conclusion**

Planning staff are satisfied that the proposed Official Plan Amendment for Site Plan Control policies comply with the provisions of the Planning Act, are consistent with the PPS, and comply with the general intent and purpose of both the County and Township Official Plans.

When the Official Plan Amendment is adopted by the Township, the amendment will need to be forwarded to Frontenac County, as County Council is the approval authority for all amendments to the Township Official Plan.

In addition to the Official Plan Amendment, staff are seeking direction from Township Council to update the Township's Site Plan Control By-Law and present the draft document at a future Council meeting.

**Financial Impact:**

None.

**Strategic Implications:**

None.

**To:** Mayor and Members of Council  
**From:** Dmitry Kurylovich, Project Manager/Senior Planner  
Sonya Bolton, Manager of Community Planning, County of Frontenac  
**Approved by:**  
**Date of Meeting:** 27 Feb 2026  
**Re:** Proposed Official Plan Amendment to Permit up to Three (3) Dwelling Units on Rural and Hamlet Lots

### Recommendation:

**Be It Resolved That** Council receives for information the Planning Report prepared by Dmitry Kurylovich, Project Manager/Senior Planner with the County of Frontenac, entitled "Proposed Official Plan Amendment to Permit up to Three (3) Dwelling Units on Rural and Hamlet Lots";  
**And That** Council approves the Servicing Standards for Additional Residential Units (ARUs) as a stand-alone technical reference document to be used as terms-of-reference material for the development of Additional Residential Units;  
**And That** Council will consider a By-law later in the meeting to adopt the proposed Official Plan Amendment Number 2 to permit up to three residential/dwelling units on lands designated as Rural or Hamlet;  
**And That** Council directs staff to prepare and send the Official Plan Amendment package to the County of Frontenac for approval;  
**And That** Council directs staff to begin the process of amending Zoning By-Law Number 55-19 to include provisions related to Additional Residential Units that comply with the updated Official Plan policies found in this amendment.

### Background:

On August 7, 2025, Council passed [Resolution #107-25](#) that provided direction to planning staff to initiate the process of amending the Official Plan to permit Additional Residential Units (ARUs) in the Township.

County planning staff conducted research on existing best practices for ARUs in rural settings which included a review of ARU policies from other municipalities. County planning staff also worked with Malroz Engineering, the County's peer reviewer for hydrogeological reports, to draft a set of servicing standards that would ensure that ARUs are properly serviced with water and sewage services and will not impact adjacent wells. The standards were drafted in accordance with Ontario Guideline D5-5 Private Wells: Water Supply Assessments.

County planning staff discussed the initial version of the ARU policies with the Ministry of Environment Conservation and Parks (MECP) to ensure the policies would be in-line with existing lake management policies.

A statutory public meeting was held at the Township Office on August 7, 2025. The purpose of this public meeting was to provide an opportunity for the public and Council to review and provided

feedback on the proposed policies. Planning staff wanted to make sure that this public consultation session was held during the summer months, where seasonal resident attendance would be maximized. Updates and information regarding the project, including additional information for public input was available through the [Township's Engage Frontenac portal](#).

Following the public meeting County planning staff reviewed the policies in the context of public concerns raised during the public consultation period, considering comments received in person, by e-mail, and through the Engage Frontenac platform.

County planning held another meeting with MECP to discuss the proposed policies with respect to public feedback. Overall, MECP are satisfied that the policies presented in the Official Plan Amendment and noted that the proposed servicing standards are in-line with existing Provincial and local policies, and Provincial direction.

### Researched By:

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

### Comments:

#### Proposal

The purpose of this Official Plan Amendment is to permit up to three (3) residential units within the Rural and Hamlet designations of the Official Plan.

An ARU is defined as a self-contained residential unit located on the same lot as a primary dwelling. An ARU includes its own kitchen, bathroom, living space, and sleeping area. ARUs can take various forms, such as:

- Detached structures (e.g., backyard cottages or carriage houses).
- Attached/interior units (e.g., attached in-law suites, basement apartment, converted garage).

The goals of these policies are:

- To provide a variety of housing options.
- To increase the housing supply.
- To ensure that ARUs can be serviced appropriately without impacting neighboring properties.
- To ensure that natural areas and natural heritage features are protected.

The proposed [By-law](#) to amend the Official Plan is included in the By-law Section of the agenda package.

#### Consultation

Malroz Engineering – County of Frontenac's Hydrogeological and Geo-Environmental Consultant

County planning staff worked with Malroz Engineering to draft servicing standards ([Attachment 1](#)) to aid in the implementation of ARU policies to ensure that additional dwellings can be adequately serviced with water, and to ensure they will not have a negative impact on adjacent land users and wells.

The Draft Servicing Standards were prepared with reference to Provincial Guidelines D-5-5 (Private Wells: Water Supply Assessment). The D-5-5 is a standard guideline that is used for ensuring adequate supply of water for development in rural areas across the Province. The Servicing Standards are also aligned with the Township of South Frontenac and the City of Kingston but tailored specifically to the North Frontenac context.

These standards were drafted as a County project; therefore, the work was not billed to the Township of North Frontenac.

## Ministry of Environment, Conservation, and Parks (MECP)

MECP staff were initially consulted regarding development on the waterfront as well as servicing. MECP staff were supportive of the policies pertaining to additional residential units on Rural and Hamlet properties in principle. MECP staff suggested that appropriate servicing standards must be implemented to ensure that the ARUs are able to be adequately serviced.

Following the public meeting, County planning staff engaged with MECP staff once more to discuss the proposed policies, servicing standards, suggested implementation strategies, and the comments raised by a member of the public that suggested a waterfront setback of 1,000 metres for any new ARU use.

The following issues were discussed:

- How far the Waterfront Area designation extends from surface water features and if the policies would permit development on back lots that are located behind those directly on the waterfront. The specific issue is how do the proposed policies regulate the 150 metre (492 foot) waterbody setback if the waterfront lot is only 50 metres (164 feet) deep, for example.
- Servicing Standards need to identify a minimum lot size that would permit ARUs. This is especially important given the Township's sensitive groundwater quality, which may be prone to contamination due to the underlying geology and shallow soil conditions. Overall ARU policies need to ensure that development is not permitted near surface water features (e.g. streams, lakes, rivers).

Overall MECP was satisfied with the proposed Official Plan policies, servicing standards, and proposed implementation methods.

## Consultation with the Township's Economic Development Task Force (EDTF)

To initiate the ARU project, County planning staff met with the EDTF on October 2nd, 2024. The main considerations that came out of this meeting included:

- Ensuring flexibility in the policies to allow up to three detached residential units on one lot of record.
- Ensuring that ARUs can be properly serviced with water and septic and to ensure no impact on adjacent wells.
- Ensuring protection of the waterfront and other natural heritage features.

## Public Comments

### **Waterfront Setback**

Public comments were received regarding additional residential units on the waterfront. Planning staff responded to the comments by stating that the proposed draft policies do not permit ARUs on lands within the Waterfront Area designation of the Official Plan and do not permit ARUs within 300 metres (984 feet) of a designated at-capacity lake.

Additional comments included concerns regarding the waterfront area designation and that the 150 metre distance was not enough to protect the quality or character of the Township's waterbodies. As a follow up to the comments received during the in-person public consultation session, a letter was received by staff on September 16th, 2025 from a member of the public that proposed a 1,000-metre (3,280 foot) waterbody setback for ARUs.

The letter raised concerns with the proposed 150 metre (492.12 foot) waterbody setback, the lack of lake capacity studies, the lack of regulations pertaining to mandatory septic inspections and short-term rentals. The letter also raised concerns regarding gaps in the Official Plan Designation and the Zoning By-law that would permit ARUs in areas adjacent to the water. The underlying intent of the 1,000-metre (3,280 foot) waterbody setback was to ensure that ARUs would be located outside of walking or all terrain vehicle travel distance from a lake.

**Planning Response:**

- The 150 metre (492 foot) waterbody setback for non-capacity lakes exists in an established waterfront planning framework which includes the Township Official Plan and the County of Frontenac Official Plan that define the Waterfront Area as those lands that extend 150 metres (492.12 feet) from the shore of a lake. The County of Frontenac is in the process of undertaking a new natural heritage strategy. If this strategy recommends that the waterfront area designation should be expanded beyond the current 150 metre (492 foot) setback, these polices will then be amended into the Township and County Official Plan in the future.
- The proposed 1,000-metre (3,280 foot) waterbody setback for all lakes would exceed the 300 metre (984 foot) waterbody setback for at-capacity lakes, and 120 metre (393 foot) setback for Provincially Significant Wetlands and Areas of Natural and Scientific Interest, making it more restrictive than the most restrictive waterfront and natural heritage-related development policies in the County. Planning staff acknowledge and share the public's interest in protecting water quality and waterfront character; however, such protection must be achieved through proportionate and policy-consistent measures.
- Regulations of mandatory septic inspection and regulation of short-term rentals are separate issues and should be treated as such through specific by-laws. Regulating ARUs for the purpose of regulating septic inspection or short-term rentals is not an appropriate use of policy.
- County planning staff reviewed the extent of the Waterfront Area designation as well as the corresponding Residential Waterfront and Limited-Service Waterfront Zones to identify gaps in coverage. Planning staff were able to identify a number of lots within 150 metres (494 feet) of lakes and rivers that are not protected by the Waterfront Area designation or Residential Waterfront Zone. To ensure these gaps are addressed, County planning staff will recommend a minimum waterbody setback of 150 metres (494 feet) for all ARUs and 300 metres (984 feet) for all ARUs near At-Capacity Lakes in the implementing Zoning By-law, regardless of the underlying Zone or Official Plan designation.
- Most of the waterfront development in North Frontenac are accessed from private lanes. The proposed policies do not permit ARUs on any private lane that does not meet the Private Lane Policies of the Official Plan. Therefore, the number of large lots that have waterfrontage that may support additional dwelling units more than 150 metres (494 feet) from the shoreline of any lake or major river is limited simply due to the way they are accessed.
- It is important to highlight that the current Zoning By-law permits Secondary Dwelling Units to be constructed on Rural-zoned and Limited Service Rural-zoned lands, outside of the Waterfront Area designation. At the present time, the 150 metre (494 foot) setback restriction for ARUs proposed by the policies of this Official Plan amendment do not exist, meaning lots that are located near the waterfront that are zoned Rural or Limited Service Rural (accessed by private lanes) are already permitted to construct a second dwelling. Since these zoning

provisions were introduced in 2014, the Township has not received any applications for Secondary Dwelling units within 150 metres (494 feet) of a lake.

### **Grandfathering Existing ARUs**

Another member of the public asked if it is possible to draft a policy that would ensure 'grandfathering' or legal-non-compliance in situations where an ARU was constructed in an area that in the future may prohibit ARUs due a changing capacity status of a nearby lake or waterbody.

The resident wanted to make sure that legally established ARUs would not be mandated to be demolished if a nearby lake was later deemed to be at-capacity.

**Planning Response:** County planning staff are of the opinion that an explicit policy ensuring continuation of ARUs is reductant as this issue is already addressed by Section 3.5 of the Official Plan. Section 3.5 applies to all legally established uses that have since become non-conforming and non-complying. Section 3.5 states:

“Nothing in this Plan shall affect the continuance of uses (non-conforming) or setbacks (non-complying) on properties legally established under the provisions of any zoning by-law in force on the date of approval of this Plan.”

### Planning Analysis

The section below identifies the policies used as the basis for the proposed ARU policies.

#### Planning Act

Section 17 (24.1) the Planning Act allows municipalities to pass policies that will permit up to three residential units on any parcel of land by restricting the ability to appeal these policies.

This section allows the municipality to pass policies that permit the following arrangement:

- (a) A second residential unit within a detached house, semi-detached house, or rowhouse on a lot where residential use is allowed, provided all ancillary buildings or structures together contain no more than one unit.
- (b) A third residential unit is permitted within a detached house, semi-detached house, or rowhouse on a lot where residential use is allowed, provided ancillary buildings or structures do not contain any residential units.
- (c) One residential unit is permitted in an ancillary building or structure on a lot with a detached house, semi-detached house, or rowhouse, if the main house contains no more than two units, and no other ancillary buildings contain residential units.

The policy essentially permits up to three residential units in one house, or two residential units in one house or attached to the house with one additional residential unit in a detached accessory structure.

Any policies that propose a different arrangement than what is outlined in Section 17(24.1) can be appealed to the Ontario Land Tribunal.

Based on feedback received from the EDTF, the policies presented in this Official Plan amendment would permit on one lot the following:

- Up to three detached residential units, or
- up to three residential units in one house, or
- up to two residential units in one house or attached to the house with one additional residential unit in a detached accessory structure.

Section 16(3) of the Planning Act states that an Official Plan may not contain policies that prohibit the use of up to three residential units on Urban Residential Land.

The Planning Act defines Urban Residential Land as a parcel of land that is located within a settlement area and served by sewage works that are owned by a municipality, a municipal service board, or a municipal drinking water system as defined by the *Safe Drinking Water Act, 2002*.

This section does not apply to the Township of North Frontenac as the Township contains no lands that meet the definition of Urban Residential Land. This means that the Township has the authority to pass policies that prohibit the use of ARUs in certain areas.

#### Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

Section 2.6.1(c) states that residential development is permitted on rural lands where site conditions are suitable for the provision of appropriate sewage and water services.

Section 2.6.2 encourages development that can sustained by rural service levels.

Section 3.6(4) permits individual on-site sewage services and individual on-site water serviced provided that site conditions are suitable for the long-term provision of such services with no negative impact.

Section 4.2 requires municipalities to protect, improve, and restore quality and quantity of water by planning for efficient and sustainable use of water resources through practices for water conservation and sustaining water quality, and ensuring consideration of environmental lake capacity.

County planning staff are of the opinion that the policies proposed in this Official Plan Amendment and the accompanying servicing standards meet the requirements set out in the Provincial Planning Statement.

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

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

Section 5.6.2 states that Township Official Plans shall permit the use of a second residential unit in a detached house, semi-detached house or rowhouse if no building or structure ancillary to the house contains a second residential unit; and further, to allow the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house, or rowhouse if the house contains a single residential unit.

This policy sets out the minimum number of dwelling units that are permitted. The policy does not prohibit more than two residential unit on a parcel of land.

Section 3.3.3.4 – Special Policies Waterfront Areas identifies all Waterfront Areas as any area located within 150 metres (492 feet) of a waterbody. The Waterfront Area designation does not apply to settlement areas/hamlets. These policies also set out policies that encourage protection of shoreline vegetation and require Township zoning by-laws and official plans to set a minimum waterbody setback of 30 metres (98.4 feet) for all new development.

Section 7.1.4.4.1 – Lake Trout Lakes requires municipalities to protect at-capacity lake trout lakes by creating Official Plan policies that protect these lakes, including restrict new lot creation within 300 metres of an at-capacity lake and exceptions to various development prohibitions.

Section 4.2 – Servicing sets out a goal that aims to ensure that citizens of Frontenac County have access to potable drinking water.

Section 4.2.1.5 – Private Services states that individual on-site sewage service and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

County planning staff are of the opinion that the policies proposed in this Official Plan Amendment and the accompanying servicing standards meet the requirements set out in the County of Frontenac Official Plan.

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

The Township of North Frontenac has unique social and environmental conditions that require varied approaches to land development. The Township's Official Plan creates the objectives and policies for guiding land use changes by protecting and managing the natural environment, directing and influencing growth patterns and facilitating the vision of Council to develop a strong and diverse economy in the Township, and to ensure all aspects necessary for a healthy community are protected, managed and made available to existing and future residents.

Section 2.3.7 states that the purpose of the Official Plan is to provide for a range of housing types, densities, and tenures by allowing for additional residential units within the Township. This policy specifically states that the requirement to provide additional residential units does not apply to lots on the waterfront.

Section 3.5 states that Nothing in this Plan shall affect the continuance of uses (non-conforming) or setbacks (non-complying) on properties legally established under the provisions of any zoning by-law in force on the date of approval of this Plan.

Section 4.1.2 (A) permits a variety of residential uses and housing types in Hamlets, including secondary dwelling units.

Section 4.1.2 (E) permits Garden suites, which are defined as detached residential structures containing a bathroom and kitchen facilities. Garden suites are meant to be temporary uses and require an agreement to be registered for its use.

Section 4.1.3 (B) seeks to ensure that lots in Hamlets can be adequately serviced with water supply and sewage disposal.

Section 4.1.3 (G) encourages development to occur on existing approved lots before considering new development. The policy also promotes opportunities for intensification and redevelopment where it can be accommodated in the Hamlets through existing building stock, infill, on existing lots of record and through the rehabilitation and redevelopment of brownfields.

Section 4.3.2 (B) states that in Rural areas, outside of Hamlets, residential development shall be adequately serviced with on-site water and sewage disposal.

Section 4.3.2 (C) permits residential development where it has frontage on and direct access to year-round maintained roads, preferably the existing network of roads, or on private lanes, either of which must meet municipal standards for road construction.

Section 4.3.2 (I) requires all residential development to meet all influence areas and minimum separation distances.

Section 4.3.4 sets out policies that permit Tiny Houses as an alternative method of housing within the municipality. A Tiny House is defined as a building that is less than 37.2 square metres (400 square feet).

Section 4.3. requires rural residential uses to comply with the Waterfront Area section of the Official Plan.

Section 4.10 sets out the policies for the protection and enhancement of the Township's Waterfront Areas. This section generally defines a Waterfront Areas generally include all lands extending 150 metres (500 feet) from the ordinary high water mark of any water body that measures more than 8 hectares in area, or a major river or waterway. The Waterfront Area is identified on the Land Use Schedule. The Waterfront Area designation identifies and describes the overall low-density shoreline development, which is composed of residential, waterfront, commercial and open space uses, and is related to the recreational and aesthetic opportunities presented by a significant water resource.

Section 4.10.2.2(G) states that Settlement Areas are not subject to the Waterfront Area designation.

Section 4.10.3 (D) states that limiting the density of buildings and structures in the Waterfront Area is an important part in protecting the character of the lakes and rivers in North Frontenac. Many factors affect waterfront character such as the number of structures, setbacks, shoreline vegetative buffers, height, size and form of buildings, size and location of shoreline structures, and the historic development of a particular lake or river. A strong vision through the policies in this Plan to limit density related to these factors is fundamental.

Section 4.10.3 (E) requires the protection of the integrity of the natural environment, landscape, shorelines and water quality.

Section 4.10.5 (N) requires development to be controlled on the waterfront such that it does not dominate the natural shoreline.

Section 4.10.6 (E) sets out permitted uses in the Waterfront Area. Residential uses in the Waterfront Area must be limited to low-density residential development.

Section 4.10.8 Sets out special policies for Lake Trout Water and At-Capacity Lakes. This section generally restricts the installation of new sewage systems within 300 metres (984 feet) of an at-capacity lake and requires special consideration for Lake Trout waters that are not at-capacity. Overall, this section seeks to limit development potential on the sensitive lakes in the Township.

Section 4.12.2 (B) states that development within 120 metres of a Provincially Significant Wetland may require an Environmental Impact Assessment and consideration of the Provincial Natural Heritage Reference Manual.

County planning staff are of the opinion that the policies proposed in this Official Plan Amendment and the accompanying servicing standards meet the general intent of the Township of North Frontenac Official Plan.

#### Township of North Frontenac Zoning By-law Number 55-19

The Township Zoning By-law permits Tiny Homes as Single Detached Dwellings in all Zones that permit residential uses within the Township.

Section 3.1.3 sets out rules for Secondary Dwelling Units in the Township. One significant change that the Official Plan policies presented in this report will effectively modify is Section 3.1.3 (e) which currently limits the size of a Secondary Dwelling Unit to 45% of the floor area of the Principal Dwelling, up to 100 square metres (1,076 square feet). Recognizing the variety of sizes of both existing lots and dwellings in the Township, County staff have proposed to remove this restriction under the proposed ARU policy.

Secondary Dwelling Units are permitted in the following Zones:

- Residential Multiple (RM)
- Hamlet (H)
- Rural (RU)
- Limited Service Rural (LSR)
- Rural Co-operative (CO)
- General Commercial (GC)

If this Official Plan is approved, the Township of North Frontenac will be required to do amendments to Section 3.1.3 of the Zoning By-law as well as the permitted uses in each Zone. The future Zoning By-law Amendment will be brought forward to a public meeting and Council approval at a future date.

#### Conclusion

County planning staff are of the opinion that the proposed Official Plan Amendment (Attachment 1) achieves the following:

- Provides flexibility in the on-site location, size, number, and type of ARUs within the Township.
- Ensures that ARUs are adequately serviced without impacting adjacent wells and neighbouring properties.
- Ensures that Waterfront Areas are protected from impacts related to additional development in the context of existing County and Township Waterfront Area policies.
- Ensure that ARUs can be accessed by emergency services and do not place any undue burden on existing private lanes within the Township.

Planning staff are of the opinion that the proposed policies are in-line with all applicable legislation and planning policies and recommend Council to approve the Official Plan Amendment for Additional Residential Units.

**Financial Impact:**

None.

**Attachments:**

[Attachment 1](#)

## **Servicing Standards for Additional Residential Units**

### **Purpose of this document:**

- To serve as a technical servicing standard to support Planning Act applications that propose additional residential units.
- To ensure that new residential uses are properly serviced with an adequate amount of water that is safe for human consumption for the long-term.
- To ensure that the water supply on adjacent properties is not negatively impacted.

### **Pre-Application Consultation:**

Anyone proposing to construct an additional residential unit must consult with Township Planning staff and their agents prior to the submission of a Planning Act Application.

The purpose of the pre-application consultation is to establish the appropriate scope/level of analysis needed to support the application.

### **Type of Servicing:**

Drilled wells are preferred. If a dug well is proposed, its use must be justified by a Qualified Person, and the accompanying report shall address how the dug well affects the suitability of the proposal.

### **Levels of Analysis:**

- 1. Additional Residential Units using the same well (existing or new) as the primary/principal dwelling.**
  - a. Water quantity test
  - b. Water quality test
  - c. Monitoring of adjacent wells if other wells are located within 150 metres (492 feet) of the subject well on the same or neighboring property.
  - d. Confirmation that the water supply well complies with O. Reg. 903, as amended.
  - e. **Submission: Letter of Opinion from a Qualified Well Driller or Qualified Water Treatment Specialist or Professional Engineer or Geoscientist that:**

- i. Clearly states that the yield of water from the well is adequate year around for the total demand of the dwellings.
  - ii. The water quality is potable, and the water takings are unlikely to cause interference with other water users/wells.
  - iii. Identifies any recommended water treatment.
- 2. **Additional Residential Units utilizing a new or an existing standalone well located more than 150 metres (492 feet) from any existing well on the same or neighboring property.**
  - a. Water quantity test
  - b. Water quality test
  - c. Confirmation that the water supply well complies with O. Reg. 903, as amended.
  - d. **Submission: Letter of Opinion from a Qualified Well Driller or Professional Engineer or Geoscientist.**
    - i. Clearly states that the yield of water from the well is adequate year around for the total demand of the dwellings.
    - ii. The water quality is potable, and the water takings are unlikely to cause interference with other water users/wells.
    - iii. Identifies any recommended water treatment.
- 3. **Additional Residential Units utilizing new wells within 150 metres (492. feet) of adjacent wells outside of a designated Settlement Area.**
  - a. Water quantity test
  - b. Water quality test
  - c. Monitoring of all adjacent wells within 150 metres (492.13 feet) of the subject well.
  - d. Confirmation that the water supply well complies with O. Reg. 903, as amended.
  - e. **Submission: Letter of Opinion from a Qualified Well Driller or Qualified Water Treatment Specialist or Professional Engineer or Geoscientist that:**

- i. Clearly states that the yield of water from the well is adequate year around for the total demand of the dwellings
- ii. The water quality is potable, and the water takings are unlikely to cause interference with other water users/wells.
- iii. Identifies any recommended water treatment.

**4. Additional Residential Units utilizing new or existing well within 150 metres (492. feet) of an adjacent well(s) within a designated Settlement Area/Hamlet.**

- a. Water quantity test
- b. Water quality test
- c. Monitoring of all adjacent wells within 150 metres (492.13 feet) of the subject well.
- d. Confirmation that the water supply well complies with O. Reg. 903, as amended.
- e. **Submission: Scoped Hydro-Geological Assessment from a Professional Engineer / Geoscientist qualified in rural servicing.**

**Minimum Standards.**

- **Water Quantity Parameters:**
  - For dwellings with four (4) bedrooms or less: The well must achieve a minimum flow rate of 13.75 liters (3.5 gallons) per minute for two (2) hours.
  - For dwellings with five (5) or more bedrooms the well must achieve a minimum flow rate of 3.75 liters per minute multiplied by the number of bedrooms in the dwelling plus an additional bedroom.
    - Example: for a five (5) bedroom house the minimum flow rate is  $6 \times 3.75 = 22.5$  liters per minute for sustained for two (2) hours.
  - For shared wells, the calculated flow rate shall be determined by the total number of bedrooms and fixtures that utilize the same well.
  - Where a test well can safely supply water at the calculated rate, pumping tests conducted at lower rates are not acceptable, nor is the subsequent recommendation of compensatory systems to address low well yields

solely for the purpose of limiting the migration of poorer-quality water into the well.

- Reduced pumping test rates may only be used where preliminary testing demonstrates that the calculated rate cannot be sustained over the long term. In such cases, systems intended to compensate for low well yields may be considered, and the yield requirement shall be applied to both the well and any compensatory system on a daily basis.
- The Well Water Quantity Test must be performed in accordance with Section 4.3: Well Water Quantity Testing of [Ontario Guideline D-5-5](#).

- **Water Quality Parameters:**

- In accordance with the Groundwater Quality Parameter Tables 1, 2, and 3 found in the appendix of the [Ontario Guideline D-5-5](#)
- Other parameters that may be indicated such as through proximity to a Potentially Contaminating Activity (PCA) as defined in Ontario Regulation. 153/04, as amended.

- **Monitoring Parameters:**

- Select wells determined to be relevant shall be attempted to be monitored for interference within 150 meters (492 feet) of the subject well.
- This should include regular manual or automatic water levels collected with a data logger.
- The monitoring procedure shall be in-line with Section 4.3.1 Pump Test Procedure of Ontario Guideline D-5-5.
- If the applicant or their agent is not permitted to test the neighboring well by the owner of the well, the applicant's qualified professional shall submit a letter indicating that the owner of the well refused to test the well.

- **Reports**

- The report shall clearly provide data collected during the work. This includes appropriate tables and figures, laboratory certificates of analyses, water well records, logger data, etc.
- The report shall include a clear statement that the well meets the requirements outlined in Ontario Regulation 903, and that the well provides a sustainable yield of potable quality water without interference.

- The report shall make recommendations regarding supplemental water supply systems, water treatment and any other items identified by the Qualified Person.

### **Peer Review:**

The Township has an obligation to ensure that any technical assessment or letter of opinion submitted meets all required technical criteria as prescribed by this document or through consultation with the Township.

All submissions are subject to peer review by the Township's consulting qualified professional. All fees associated with the peer review of any technical documents must be paid by the applicant.

### **Scoping of Hydrogeological assessment:**

Hydrogeological assessments shall be scoped on a case-by-case basis in coordination with the Township's peer reviewer, ensuring that each assessment is tailored to the specific context, development type, and environmental sensitivities of the site.

Scoping will be guided by the most appropriate and current Ontario guidelines, such as those issued by the Ministry of the Environment, Conservation and Parks (MECP), and will also draw upon recognized industry standards and best practices. This approach ensures that each assessment provides reliable data to support land use planning decisions, water supply verification, and long-term environmental protection.

Key considerations during the scoping phase may include:

- Site characteristics (e.g., geology, hydrology, proximity to sensitive receptors)
- Scale and type of proposed development
- Existing water supply and infrastructure
- Potential for cumulative impacts
- Minimum water supply requirements as per applicable regulations and guidelines

The objective of the scoping phase is to define the scope and methodology of the assessment in a way that ensures regulatory compliance, scientific defensibility, and practical relevance to planning and development needs

**To:** Mayor and Members of Council  
**From:** John Inglis, Councillor  
**Approved by:**  
**Date of Meeting:** 27 Feb 2026  
**Re:** Council Resolution Regarding Possible Alto Train Route.

### Recommendation:

**Be it Resolved That** Council does not wish to host the ALTO high speed train route through the Township, as stated in a Resolution passed at the February 6, 2026 Council meeting. However, if a decision is made to traverse North Frontenac, due consideration must be given to the area's unique and pristine natural environment by ensuring the following:

**And That** the route not cross any lake waters;

**And That** wildlife corridors be installed every 500 meters along the route;

**And That** all public roads crossing the route be left continuous with an overpass or underpass;

**And That** the route stay clear of all lands being considered as a park around Crotch Lake;

**And That** interference with existing settlements and other land developments be as minimal as possible;

**And That** a community benefit payment be made to the Township annually, amounting to 5% or more of the total tax levy, for a period of 30 years or more;

**And That** local businesses be used wherever possible during the construction and operating phases of the project.

### Background:

In 2024 the Federal government announced that a high speed rail link would be built between Toronto and Quebec City with stops in Peterborough, Ottawa, Montreal and Laval. The train would be on a dedicated dual track and be powered by electricity. It would travel at speeds of up to 300 kilometers per hour, resulting in a 2 hour travel time from Toronto to Ottawa. The project was described as a long overdue nation-building initiative, and would cost in the order of 80 billion dollars. At this point, a Federal Crown Corporation called ALTO has been formed and there are a number of private sector corporations involved in the financing and construction aspects as well.

The first phase of the project will be built from Ottawa to Montreal. The Toronto to Ottawa phase is expected to be built later but to have a route finalized in 2026. There are currently public information sessions happening in nearby communities, and public comments about the project are being

solicited. North Frontenac Council received a presentation from ALTO Community Relations Advisor Joel Wiebe in December 2025.

### Researched By:

Councillor John Inglis

### Comments:

The current route map includes a large area passing through North and Central Frontenac, from Arden in the south to Ompah in the north. If a straight line is drawn from Toronto to Ottawa, it crosses Road 509 north of Snow Road. Given the high speed of the train and the associated need for few curves, plus the necessity for the shortest feasible route in order to achieve a 2 hour trip time to Ottawa, it is reasonably likely that North Frontenac will be on the chosen route. It is also likely that technical issues will be more important in choosing that route than public input.

The route map includes a southern leg as an option. The southern geography is easier to build on but the distance is considerably more, there is more built infrastructure to negotiate, there is greater population density, and much valuable farmland would be lost. South Frontenac Township has already stated that it should not go there, but should rather stop in Kingston. A Kingston stop is not part of the overall plan of ALTO and appears to be a very unlikely possibility. Thus the conclusion of this report is that the northern option is more likely, and that North Frontenac may be the best choice option for ALTO.

Given that this project is probably going to go ahead and will run into opposition wherever it goes, the best option for North Frontenac at this time is probably to state loudly and publicly what protections we need to see in place with a local route choice. It is pointless for Council to state that we don't want it here and that it should go through Kingston.

### Financial Impact:

A community benefit as proposed would add \$380,000 or more per year to Township revenues. During the construction phase local contractors would be employed for several years. During operation there would be ongoing maintenance jobs that would be locally sourced. The passage of thousands of travellers through North Frontenac's landscape, although only for about 8 minutes per trip, would likely promote some population growth.

**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:** 27 Feb 2026  
**Re:** Use of Corporate Resources for Election Purposes Policy

**Recommendation:**

**Be it Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Use of Corporate Resources for Election Purposes Policy”;

**And That** Council will consider a By-law later in the Meeting to adopt a Use of Corporate Resources for Election Purposes Policy.

**Background:**

The *Municipal Elections Act, 1996, as amended* (the Act), Section 88.18 provides “Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

**Researched By:**

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

**Comments:**

The Act requires a Municipality to establish rules and procedures with respect to the [Use of Municipal Resources](#) during an election. The Policy serves as a guide for Members of Council, Candidates, Third Party Advertisers, Township Staff and electors on the appropriate use of Corporate Resources for election purposes. It would ensure all Members of Council, Candidates and Registered Third Party Advertisers are treated fairly and will provide direction to Township staff on the use of Corporate Resources.

**Financial Impact:**

None.

**Strategic Implications:**

None.

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 27 Feb 2026  
**Re:** Regulating Election Signs within the Township

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Regulating Election Signs within the Township";

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

### Background:

In 2022, Council passed By-law #27-22 providing a policy regarding the Use of Corporate Resources for Election Purposes. This by-law included provisions regarding where Election signs were permitted and restricted with respect to Township owned property.

### Researched By:

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

### Comments:

Election signs advertise or promote candidates in federal, provincial, or municipal elections. This can include, but is not limited to ground signs, posters, vehicle wraps, mobile signs on vehicles or trailers and bumper stickers intended to influence a person to vote for or against any candidate.

The proposed [Election Signs Policy](#) provides rules specific to the display of election signs on private and public properties; outlines when election signs can be displayed and when they must be removed; and provides details on sign size and content. The intent of the policy is to provide clarity and consistency for candidates and the public, which will improve the overall candidate experience.

The Policy will be provided to candidates upon filing their nominations papers.

### Financial Impact:

There may be costs for staff to remove signs that are not in compliance with the provisions of the By-law.

### Strategic Implications:

N/A

**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:** 27 Feb 2026  
**Re:** Amendments to By-law #68-22 To Regulate Animals in the Township of North Frontenac

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendments to By-law #68-22 To Regulate Animals in the Township of North Frontenac";  
**And That** Council will consider a By-law later in the meeting to adopt the updated Animal Control By-law and repeal By-law #68-22.

### Background:

At the Regular Meeting of Council held September 23, 2022, Council adopted By-law #68-22 To Regulate Animals within the Township.

### Researched By:

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

### Comments:

Staff are proposing the following amendments to the current By-law:

Amendment #1: Section 5 - Animals Running at Large

After the By-law was adopted in 2022, it was provided to Ministry of the Attorney General (MAG) for approval of set fines under the Provincial Offences Act. Based on recent complaints submitted to the Township, it was determined a set fine should be included for any animal running at large. Therefore the following provision has been added to allow for a set fine of \$150 to be implemented, if approved by the MAG:

"No person shall permit an animal to run at large"

The set fines approved as a Schedule to the [Animal Control By-law](#) passed in 2022 will remain the same.

Amendment #2: Section 8 - Kennels

The provisions for kennels are proposed to be removed from the Zoning By-law in an upcoming Housekeeping amendment. Therefore staff recommend the Animal Control By-law be amended to include the zoning designations which permits a kennel, as well as a minimum lot size of 0.8 hectares.

Staff are also recommending various housekeeping amendments to make the language within the By-law more prohibitive and compliant with recommendations from the Ministry of the Attorney General.

**Financial Impact:**

None.

**Strategic Implications:**

None.

**To:** Mayor and Members of Council  
**From:** Adam Robinson, Director of Emergency Management / Fire Chief  
**Approved by:**  
**Date of Meeting:** 27 Feb 2026  
**Re:** Ministry of Natural Resources (MNR) Municipal Forest Fire Management Agreement Extension

### Recommendation:

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief's (DESFC) Administrative Report entitled "Ministry of Natural Resources (MNR) Municipal Forest Fire Management Agreement Extension";

**And That** Council instructs DESFC to sign the Extension Agreement for the Municipal Forest Fire Management Agreement, with the Ministry of Natural Resources for 2026 - 2031

**And That** Council instructs the Clerk to attach a copy of the Extension Agreement to the current Municipal Forest Fire Management Agreement dated January 18, 2016, By-Law #10-16.

### Background:

The Township of North Frontenac is located within Ontario's officially designated "fire region" under the Province's Wildland Fire Management legislation. This means the Province has identified our area as potentially having a higher risk of wildfires due to its location and natural environment.

Because we are located within the provincial fire region, outdoor burning and certain activities are regulated during fire season under both provincial and municipal rules. The Province of Ontario, through its Aviation, Forest Fire and Emergency Services (AFFES), is primarily responsible for fighting wildfires in Crown protection areas (CPA), and the Municipality is responsible for fighting wildfires in Municipal protection (MPA) areas. These protection areas are pre-determined through By-law #10-16 "Municipal Forest Fire Management Agreement between the Corporation of the Township of North Frontenac and The Ministry of Natural Resources" (see attached).

Note - Should the North Frontenac Fire Department be required to assist the MNR with a wildfire in the CPA, the Municipality gets reimbursed for suppression costs. Should the MNR assist with a wildfire in the MPA, the Township would reimburse the MNR for suppression costs (includes ground crew support, and air attack).

### Researched By:

Adam Robinson, Director of Emergency Services, Fire Chief

## Comments:

The DESFC recommends extending the current Agreement with no changes to the predetermined protection areas for an additional five (5) years from March, 2026 to March, 2031.

The extended Agreement amendments include:

- Schedule F, an Agreement Review Checklist.
- Risk Analysis, Fire Suppression Resources and Fire Education/Prevention.
- Appendix C, amends remuneration rates for 2026.
- Protection map outlining Crown protection Area (CPA) and Municipal protection area (MPA)

The Ministry of Natural Resources (MNR) will provide a copy of the Extension Agreement once it is signed. The Extension Agreement will be valid from March 2026 until March 2031. A copy of the Extension Agreement will be required to be attached to the existing Agreement.

It is important to note that the Extension Agreement will include the following provision: “Minor changes will be required to be made outside of the regular fire season, or between November 1 and March 31. There will be extenuating circumstances where an Agreement may be reopened during the official wildfire season.”

## Financial Impact:

The new annual rate of remuneration is \$1,211.58, subject to CPI annually, based on Crown Protection Area and Municipal Protection Area. This is paid directly to the Township from the MNR based on the current Municipal Forest Fire Agreement.

## Attachments:

[10-16 - Attach 2 - Municipal Forest Fire Agreement with MNR - 2021-2026](#)

[10-16 Municipal Forest Fire Agreement with MNR with attachment](#)

March 15, 2021

Hi Eric,

Please find enclosed your copy of the Municipal Protection Agreement Renewal valid from April 1, 2021 through March of 2026 when it will be scheduled for renewal. This copy should be attached to the existing agreement. The agreement can be reopened for adjustments prior to 2026 should you wish to make changes. Minor changes must be made outside of the regular fire season, or between Nov 1 to March 31. There are extenuating circumstances where an agreement can be reopened during the official wildfire season, including major storm or insect damage to large areas of fuel. As always, please reach out for any questions or concerns with the agreement and we'll be happy to work with you.

Thank-you!

I HOPE THIS FINDS YOU WELL ERIC. I LOOK FORWARD  
TO WORKING WITH YOU IN THE FUTURE - STAY SAFE!

-Kevin

**Kevin Kerkhof**

Fire Management Technician | Aviation, Forest Fire and Emergency Services (AFFES)  
Ministry of Natural Resources and Forestry | Government of Ontario  
1204 Stanhope Airport Road | Algonquin Highlands | Ontario | K0M 1J1  
Office: (705) 754-1902 ex 5011 Cell: (705) 854-1442 | E-mail: [kevin.kerkhof@ontario.ca](mailto:kevin.kerkhof@ontario.ca)



**Appendix F  
Agreement Review Checklist  
(To be completed by MNR)**

**Name of Community**            North Frontenac

**Fire Management Area:**    Haliburton

**Date Reviewed:**

**MNR Person Completing Review: Kevin Kerkhof**

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone? No

Has there been any new cottage subdivision areas developed? No

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area? No

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes. No

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR. Yes

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone. No

**2. Risk Analysis:**

**Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required? No

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area? No

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area? No

**3. Fire Suppression Resources:**

**Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones No

**Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA? Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones No

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package? No

Has the fire department ever sent staff to an SP230 course? Yes

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now? No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area? Yes

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers? Yes

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan? No

Is the community willing to develop a FireSmart Community Wildfire Plan? Yes

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established? No

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA? Yes

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up? Yes

Does the community have a by-law enforcement officer? Yes

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard. No

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes? No

Does the community conduct school wildfire prevention programs? No

**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 2021 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

Fire Management Supervisor: 

Municipal Representative: 

The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director’s copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.

### Fire Department Assessment Sheet

#### Name of Municipality

Fire Department Information	Fire Stn 1	Fire Stn 2	Fire Stn 3
Wildland Fire Calls - 2020		2	3
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs			2
Captains	2	2	2
Fire Fighters	10	12	10
<b>Training</b>	SP103	SP103	SP103
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs	50%	50%	50%
Monday to Friday Dispatch Time estimate	to station - 5-7 min on scene 15-25 min	to station - 5-7 min on scene 15-25 min	to station - 5-7 min on scene 15-25 min
Weekend Daytime Availability	50%-65%	50%-65%	50%-65%
Weekend Dispatch Time Estimate	to station 5-7 min on scene 15-25 min	to station 5-7 min on scene 15-25 min	to station 5-7 min on scene 15-25 min
Fire Hall Monitor MNR Indices	Chief and Assistant Chief	Chief and Assistant Chief	Chief and Assistant Chief
<b>Apparatus</b>			
Specialized Fire Vehicle			
Engines	1	1	1
Water Tenders		1	1
Off Road 4x4, or light transport vehicle		1	2
ATV	1	1	1
Fire Boat	1		1
Trailers, IC Command Post	1	1	1
Vehicle rentals available to support fire services			
<b>Fire Line Equipment</b>			
Forestry Hose - feet	3200	3200	4800
Portable Fire Pumps	2	2	2
Port a Tank	1	1	2
Shovels	6	6	6
Pulaski	2	2	2
Back Pack Water Can	3	3	3

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

**BY-LAW #10-16**

**BEING A BY-LAW TO REPEAL BY-LAW #7-12 AND #16-15 AND TO ENTER INTO A MUNICIPAL FOREST FIRE MANAGEMENT AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC AND THE MINISTRY OF NATURAL RESOURCES**

**NOW THEREFORE** the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and Clerk are authorized to sign said Agreement on behalf of the Township of North Frontenac 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 full force and effect from and after its passing.

**READ A FIRST AND SECOND TIME, THIS 18<sup>TH</sup> DAY OF JANUARY 2016.**

**READ A THIRD TIME AND FINALLY PASSED THIS 18<sup>TH</sup> DAY OF JANUARY 2016.**

  
MAYOR

  
CLERK

This Municipal Forest Fire Management Agreement (hereinafter referred to as "Agreement") made in duplicate this 18<sup>th</sup> day of January, 2016.

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural Resources and Forestry (hereinafter referred to as the "Ministry" or "MNR")

AND

The Corporation of "Township of North Frontenac" (hereinafter referred to as the "Municipality")

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as "FFPA"), as amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA with respect to the prevention, control and extinguishment of Fires within the limits of the Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### DEFINITIONS

1. In this Agreement the following terms have the following meanings:
  - a) "Apparatus" means a Fire service vehicle that carries firefighting personnel and/or equipment, including without limitation pumpers, tankers and boats, and a Fire response vehicle that carries portable firefighting equipment to suppress Fires;
  - b) "Border Fire" means a Fire that straddles any part of a boundary between the Crown Protection Area and the Municipal Protection Area;

This Municipal Forest Fire Management Agreement (hereinafter referred to as "Agreement")  
made in duplicate this            day of            , 20    .

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural  
Resources and Forestry (hereinafter referred to as the "Ministry" or "MNRF")

AND

The Corporation of "Township of North Frontenac"  
(hereinafter referred to as the "Municipality")

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its  
expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires  
Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as "FFPA"), as  
amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA  
with respect to the prevention, control and extinguishment of Fires within the limits of the  
Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other  
good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged,  
the parties agree as follows:

#### **DEFINITIONS**

1. In this Agreement the following terms have the following meanings:
  - a) "Apparatus" means a Fire service vehicle that carries firefighting personnel and/or  
equipment, including without limitation pumpers, tankers and boats, and a Fire response  
vehicle that carries portable firefighting equipment to suppress Fires;
  - b) "Border Fire" means a Fire that straddles any part of a boundary between the Crown  
Protection Area and the Municipal Protection Area;

- c) “Comprehensive Protection Charge” and “CPC” mean either the annual rate for each hectare of Patented Land within the Crown Protection Area payable by the Municipality to the Ministry or the annual rate for each hectare of unalienated Crown land owned by the Crown in right of Ontario within the Municipal Protection Area payable by the Ministry to the Municipality (set out in Appendix “A” attached hereto and forming part hereof which will be annually adjusted prior to the start of the Fire Season annually to reflect the annual rate per hectare as set out in Appendix “C”), is charged with respect to land protected by one party for the other party and comprises all costs for prevention, management, and suppression of Fires;
- d) “Consumer Price Index” and “CPI” mean the index published by Statistics Canada for September of one year to August of the next year for the Province of Ontario in the All - Items category as defined by Statistics Canada;
- e) “Crown Protection Area” and “CPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” attached hereto and forming part hereof which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- f) “Fire” means any type of outdoor fire, including without limitation a campfire, grass, brush or forest fire, a fire in a charcoal barbecue, an outside wood burning furnace or a stove;
- g) “Fire Season” means the period from April 1 to October 31 in each year (as set out in Section 10 of the FFPA);
- h) “Incident” means a report of smoke or Fire to either party which is required to be investigated by the applicable party to determine if a Fire is occurring or an infraction of the FFPA or a municipal bylaw may be occurring;
- i) “Municipal Protection Area” and “MPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” and any area(s) within an area of Unincorporated Territory deemed to be included in the MPA with the written agreement of the parties pursuant to paragraph 4 b) which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- j) “Officer” means an officer as defined in or those persons deemed to be officers for the purposes of the FFPA;
- k) “Patented Land” means all privately owned land and patented land acquired and owned by the Crown in right of Ontario; and
- l) “Unincorporated Territory” means an area(s) which may be represented by a local services board where Fire protection services may be provided by the adjacent Municipality under the terms within their Municipal agreement. This area will be deemed to be included as part of the MPA area with the written agreement of the parties pursuant to paragraph 4 b).

## **FIRE PREVENTION AND COMPLIANCE**

2. a) The Municipality at its expense shall:
  - i) when implementing a Fire prevention plan for all areas of the Municipality, design a Fire prevention/education program based on the principles of the Ministry's FireSmart program;
  - ii) control open air burning in a coordinated fashion in the Municipality through bylaws or a municipal Fire permit system consistent with the FFPA and applicable Ministry of Environment guidelines, as may be amended or replaced from time to time; and
  - iii) be responsible for the management and enforcement of any municipal Fire permit system enacted by it under authority of a bylaw.
- b) The Ministry at its expense shall be responsible for Fire prevention activities for areas of Unincorporated Territory when included under the terms of this agreement.

## **ANNUAL FIRE SUMMARY**

3. Each party shall provide a written summary of all Fires (Appendix "G") which it actioned under the Agreement during the most recent Fire Season to the other party on or before November 30th of each year that this Agreement is in effect.

## **CHANGES TO CROWN PROTECTION AREA AND MUNICIPAL PROTECTION AREA**

4. a) The CPA and MPA may be amended at any time upon terms satisfactory to both parties from November 1 to March 31 of any year during the Agreement with Appendix "A and B" being revised to reflect such changes agreed upon by the parties. All proposed changes must be implemented before April 1. However, when any of the following occur within the limits of the Municipality, the parties shall review as soon as possible the affected land area to determine which designation (CPA or MPA) applies to the area in question:
  - Annexation of land area;
  - Adjustment of the Municipality's boundaries; or
  - Large areas of recent storm/insect damage.

Implementation of the applicable designation to the area in question shall occur as soon as possible so that Incident response and Fire suppression services are provided.

- b) An area(s) of Unincorporated Territory may be deemed to be included in the MPA with Appendix "A" and Appendix "B" being revised to reflect such changes agreed upon by the parties. In such circumstances, the Municipality shall pass such by-laws as may be required to allow its Fire Department to leave the Municipality to respond to Incidents and to suppress Fires in the Unincorporated Territory.

## TRAINING REQUIREMENTS

5. a) The Municipality agrees that the following Ministry Fire training programs will be taught to all staff within the Municipality's Fire Department assigned to Fire operations:
  - Municipal Fire Department Forest Fire Training (SP103); and
  - Air Attack Safety Training Module for Municipal Fire Operations.
- b) Following execution of the Agreement by both parties, the Ministry shall provide the Municipality free of charge the instructor training kit for each course listed in paragraph 5 a). The kits are designed to be utilized by local Fire Department training programs. The Ministry will provide technical advice if required to assist Municipality instructors to understand the training material as presented in the kits.
- c) The Municipality shall ensure that all Municipality staff responsible to respond to Incidents and suppress Fires are trained by the programs described in paragraph 5 a) and shall create training records and keep them up to date.

## INCIDENTAL RESPONSE AND SUPPRESSION ACTIONS

6. a) In consideration of the applicable CPC to be paid by the Municipality under paragraph 10 a) for a Fire Season, the Ministry at its expense shall respond to Incidents and suppress Fires within the Crown Protection Area. However, where on the request of the Ministry, the Municipality responds to an Incident or suppresses a Fire in the CPA, the Ministry shall pay the Municipality in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" attached to and forming part of this Agreement.
- b) In consideration of the applicable CPC to be paid by the Ministry under paragraph 10 a) for a Fire Season, the Municipality at its expense shall respond to Incidents and suppress Fires within the Municipal Protection Area. However, where on the request of the Municipality, the Ministry responds to an Incident or suppresses a Fire in the MPA, the Municipality shall pay the Ministry in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C".

At the request of the Municipality, the Ministry may assist in the investigation of any Fires which are of a contentious nature and undertake prosecutions for contravention of the FPPA.

- c) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, each party following receipt of an Incident within the limits of the Municipality shall immediately notify the other party of the Incident. The party with primary responsibility to do so shall investigate and determine if a Fire is occurring and if so, suppress the Fire and determine if an infraction of the FPPA or a municipal bylaw may be occurring.

- d) The Municipality shall ensure that its Fire resources when responding to an Incident or suppressing a Fire shall monitor the Fire Marshal High Band radio frequency of 154.070 in the event that Ministry aircraft arrive to support the Fire suppression operations.
- e) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, the party which first arrives on the scene of a Fire shall begin suppression of the Fire whether in the CPA or MPA. Compensation according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" associated with such action will not be paid to that party if the other party is responsible for suppressing Fires in the area in question unless and until the latter is notified of the Fire and approves continued action by that party.
- f) The Ministry shall exercise its powers under section 21.(1) of the FFPA and assume control of Fire suppression activities when it is determined in the opinion of an Officer that present suppression activities by the Municipality have the potential to result in one or more of the following conditions:
  - Loss of life;
  - Significant loss of private property; or
  - Significant loss of public property.
- g) Where the Ministry assumes control of Fire suppression activities under paragraph 6 f), the Municipality shall pay the Ministry in accordance with paragraph 11 b) for such activities according to the applicable rate(s) and fee(s) set out in Appendix "C".
- h) Where the Ministry and Municipality work together to suppress a Fire, both parties will follow the procedures set out in the Inter-Agency Fire Response Operating Guidelines, a copy of which is contained in Appendix "D" attached hereto and forming part hereof, as may be amended or replaced from time to time.

## **BORDER FIRES**

- 7. a) Where the Municipality and the Ministry, separately or together, suppress a Border Fire, each party shall pay its applicable percentage of the total suppression cost incurred by both parties calculated according to the applicable rate(s) and fee(s) set out in Appendix "C" in doing so as follows: for the Municipality, the percentage of area burned that is contained within the MPA and for the Ministry, the percentage of area burned that is contained within the CPA.
- b) Where the amount payable by a party under paragraph 7 a) exceeds the amount payable to that party for suppressing the Border Fire, that party shall pay the other party the excess amount in accordance with paragraph 11 b).

## **DISPUTES**

8. In the event a response to a Fire under the Agreement results in a dispute between the parties or where the Ministry assumes control of Fire suppression activities under paragraph 6 f), either party may request the other party to conduct with it a joint review of the management of the Fire, where the dispute, including cost sharing, may be resolved. The review panel will consist of an equal number of members representing each party.

## **CONCURRENT CALLS**

9. When a party is taking action to suppress a Fire and a higher priority emergency occurs that requires that party to leave the Fire, the parties agree that, unless the Fire is threatening human life, the new emergency takes precedence over the Fire.

Prior to leaving the Fire, the party which first took action to suppress the Fire shall notify and make arrangements for the other party to suppress the Fire and where possible, have one of its staff remain at the scene of the Fire to provide a briefing on the Fire to the other party taking over suppression of the Fire.

## **PAYMENTS**

10. a) The applicable CPC's payable by the parties are set out in Appendix "A" and the CPC rates are outlined in Appendix "C". The Ministry shall provide the Municipality at the time of renewal an updated copy of Appendix "A" indicating the applicable CPC fees for the Agreement term. Where discussions are ongoing to make modifications to the existing MPA or CPA fire management zones, the applicable changes to the CPC fee will be processed once the final MPA/CPA zone modifications are completed.
- b) The Ministry will provide notification to the municipality prior to February 28 each year of the agreement, changes to the CPC rate to be used in Appendix "A" for CPC calculations.
- c) Each party shall pay the other party within thirty (30) days of receipt of an invoice from the other party for the applicable CPC for each hectare of Patented Land within the CPA or each hectare of unalienated Crown land owned by the Crown in right of Ontario within the MPA, as applicable, for the forthcoming Fire Season.
- d) The Fire suppression rates and fees for ground and aerial Fire suppression services payable by the parties for the first year of the initial term of the Agreement are set out in Appendix "C". Such rates and fees payable for each subsequent year that the Agreement exists shall be such rates and fees payable in the previous year increased prior to the start of the Fire Season by the Ministry by the percentage change in the most current CPI (as compared to the previous year's CPI). The Ministry shall provide the Municipality an

updated version Appendix “C” to reflect any changes in such rates and fees by March 31 of each year.

Each party shall pay the other party any suppression rates and fees in accordance with paragraph 11 b).

- e) If applicable, the Ministry shall also pay to the Municipality, CPC fees as set out in Appendix “A” for all land, whether private or Crown land, in an Unincorporated Territory area deemed to be included in the MPA according to the terms of this agreement pursuant to sub paragraph 4 b).
11. a) To qualify for payment according to the applicable rate(s) and fee(s) in Appendix “C” for services provided under the Agreement, a party must provide the other party with a completed Municipal Fire Information and Cost Report (Form 210), a copy of which is attached hereto as Appendix “E” and forms part hereof, within 30 days of the end of the suppression activity on each Fire actioned.
- b) Amounts payable by the Municipality to the Ministry based on applicable rates and fees in Appendix “C” will be offset against amounts payable by the Ministry to the Municipality based on applicable rates and fees in Appendix “C” for each Fire Season. Any balance owing to either party on November 30 of each year that this Agreement is in effect will be an amount due to that party as of that date and shall be payable within thirty (30) days of receipt of an invoice from that party.

## **INDEMNITY**

12. a) The municipality or Crown is responsible for its own insurance and shall carry all the necessary and appropriate insurance that a prudent person in the business of the municipality or crown would maintain, including but not limited to commercial general liability insurance.
- b) The municipality is not covered by the Province of Ontario’s insurance program and no protection will be afforded to the municipality by the Government of Ontario for any claim that may arise out of the Agreement.
- c) The Crown is not covered by the municipalities’ insurance program and no protection will be afforded to the crown by the municipality for any claim that may arise out of the Agreement.
- d) Regardless of any other provisions of this Agreement to the contrary, neither party shall be liable for any consequential, indirect, incidental, special or punitive damages, including without limitation lost revenues, savings or profit, suffered by the other party or any third party with respect to any Claims arising out of or otherwise in connection with the Agreement even if the party in question has been advised of the possibility thereof.

- e) Fire fighters employed by or volunteering for a party are deemed to be employees of that party for the purposes of benefits under the Workplace Safety and Insurance Act whether working on Crown land or private land in the CPA, the MPA or the Unincorporated Territory.
- f) Each party shall be responsible for all damage to or loss of any Apparatus or other equipment which it supplies for use in suppressing Fires under this Agreement. The Fire suppression rates described in Appendix "C" include recovery of costs for normal wear and tear on Apparatus and such other equipment as well as the cost of repair of periodic breakage or accidental damage.

#### **TERM AND TERMINATION; RENEWALS**

- 13. a) This Agreement shall commence April 1, 20 16 and must be reviewed every 5 year(s), unless terminated by either party in accordance with paragraph 13 b).
- b) Each party may terminate the Agreement:
  - (i) immediately upon written notice to the other party without liability if the other party commits or permits a breach of any of its obligations under this Agreement and fails to remedy such breach within thirty (30) days of receipt of written notice from the party not in breach demanding such breach be remedied; or
  - (ii) upon thirty (30) days prior written notice without liability for its convenience during the months of October to March prior to the next Fire Season.
- c) An Agreement review must be completed within sixty (60) days prior to April 1 of the review year, using the Agreement Review Checklist, Appendix "F", unless either party has provided written notice to the other party at least sixty (60) days prior to April 1 or earlier, of the scheduled review year under paragraph 13 a) that it wants to terminate the Agreement.
- d) If there are no changes made to the CPA or MPA areas (except for CPC's payable and suppression rates as described in section 10). Appendix "F" must be signed by the local Fire Management Supervisor and municipal official and attached to the Agreement document.
- e) At anytime when changes are made to the CPA or MPA areas that affect Fire response requirements and financial obligations to either party, a new Agreement document must be drafted and submitted to the Director of AFFES and Mayor/Reeve for signatures.

## GENERAL PROVISIONS

14. a) This Agreement represents the entire agreement between the parties regarding Fire prevention, control and extinguishment and supersedes any prior understanding or agreement, collateral, oral or otherwise, with respect to such subject matter existing between the parties at the date this Agreement comes into effect.

This Agreement consists of the terms and conditions in the main body of this Agreement and its Appendices and any amendments executed in accordance with the terms of this Agreement.

In the event of any conflict or inconsistency between provisions of any of the documents which form part of this Agreement, the provision in the first mentioned document below shall govern:

- (i) any amendment to this Agreement;
  - (ii) terms and conditions in the main body of this Agreement; and
  - (iii) Appendices to this Agreement.
- b) Except as otherwise provided in paragraphs 10 a) and 10 d) with respect to changes to rates and fees, any change to this Agreement shall be by written amendment signed by the parties.
- c) Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this Agreement or at any time during the term of this Agreement, shall be void and of no legal effect.
- d) Any failure by a party to insist in one or more instances upon strict performance by the other party of any of the terms or conditions of this Agreement shall not be construed as a waiver by the first party of its right to require strict performance of any such terms or conditions and the obligations of the other party with respect to such performance shall continue in full force and effect.
- e) Neither party shall have any power or authority to bind the other party or to assume or create any obligation or responsibility, express or implied, on the other party's behalf. Neither party shall hold itself out as an agent, partner or employee of the other party.
- f) Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the parties or constitute an appointment under the *Public Service of Ontario Act, 2006*, S.O. 2006, c.35, as amended or replaced from time to time.

- g) In this Agreement, words in the singular include the plural and vice-versa and words in one gender include all genders. The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.

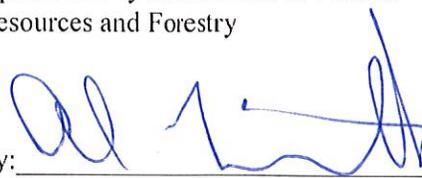
### SURVIVING PROVISIONS

15. Paragraphs 10 a), 10 d) (second paragraph only), 11 a), 11 b), 12 a), 12 b), 12 c), 12 d) 12 f), 14 and this paragraph of the Agreement shall survive its termination or expiry and continue to bind the parties.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized representatives.

Her Majesty the Queen in right of Ontario as  
represented by the Minister of Natural  
Resources and Forestry

Date: 2016.03.01

By:  \_\_\_\_\_

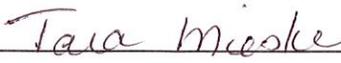
Director, Aviation, Forest Fire and  
Emergency Services Branch  
Provincial Services Division  
Name  
(pursuant to delegated authority)

The Corporation of

Date: 01/18/2016

By:  \_\_\_\_\_

Position: Mayor  
Name: Ron Higgins

By:  \_\_\_\_\_

Position: Clerk  
Name: Tara Mieske

**APPENDIX A - Application of Comprehensive Protection Charges to Land Types**

Municipality

North Frontenac

Agreement Review Period

Year: 2016 To

Per Hectare CPC Rate

\$1.21

CPC Year:

2016

CPI Increase

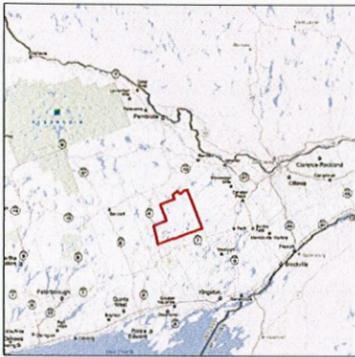
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LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	
Comprehensive Protection Charge										Hectares By Type
Unalienated Crown Land	Crown does not pay Municipal Taxes	6,808	\$1.21	100%	8,237.87	57,858	\$1.21		-	64,666
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	899	\$1.21	100%	1,088.38	2,336	\$1.21		-	3,235
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	41,410	\$1.21		-	6,945	\$1.21	100%	8,403.87	48,355
Private Land ( Managed Forests )	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.21		-		\$1.21	50%	-	0
Patent Mining Lands ( Crown has Full Timber Rights ) <b>Patented after March 26, 1918</b>	Unit Class of M L (Mining lands) with a Tax Rate of C. ( Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.21	100%	-		\$1.21		-	0
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.21	100%	-		\$1.21		-	0
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.21		-		\$1.21		-	0
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.21	100%	-		\$1.21		-	0
<b>TOTALS</b>		49,117			9,326.26	67,139			\$ 8,403.87	116,256
<b>NOT AN INVOICE</b>		Crown Owes the Municipality				Municipality Owes the Crown				
					\$922.38					\$0.00

Page 103 of 318

**CPC payment invoices must be sent in after April 1 of the current fire year**

Township of North Frontenac  
Municipal Agreement Areas  
Haliburton  
Fire Management Headquarters



Information  
Haliburton Management Area  
Fire Agreement Areas  
Date: November 19th, 2015

- Municipal Boundary
- Hydro Line
- Natural Gas Pipeline
- Unknown Pipeline
- Unknown Transmission Line
- Lake
- Roads**
- Not classified
- National Road Class**
- Freeway
- Expressway / Highway
- Collector
- Arterial
- Rapid Transit
- Local
- Service
- Resource / Recreation
- Winter
- Land Ownership**
- Patent Land, Managed Forest
- Provincial Park
- Conservation Reserve
- Crown Game Preserve
- Crown Land
- Crown Leased Land
- Federal Land
- Patent Land
- Water
- Administrative Boundaries**
- Townships
- Fire Management Agreement Area**
- Protection Type**
- Crown Protection Area
- Federal Protection Area
- Municipal Protection Area
- Northern Fire Protection Area

**DRAFT**

1:64,757



Notes / Notes

Data Source: NRVIS (Natural Resources Values Information System), Ministry of Natural Resources Administrative District files, data collected from land, historical files, information provided by interested parties, reports prepared by population and data provided by other Ministries.

North American Datum 1983, UTM 17

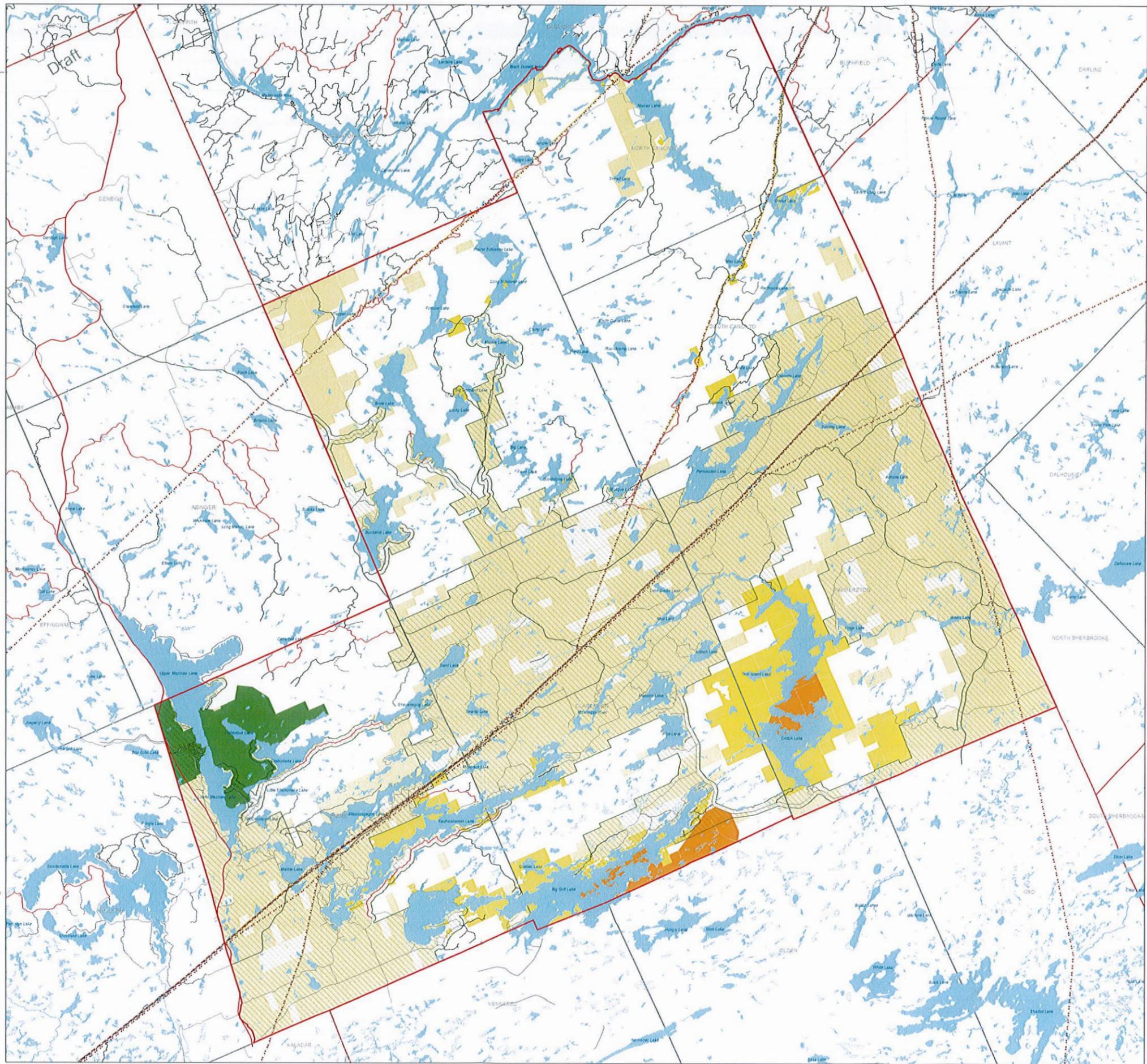
This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

This map may contain cartographic errors or omissions.

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Printed in Ontario, Canada

Published: Nov. 19th, 2015

Map Reference: Township of North Frontenac, Haliburton FMH  
Information disponible en français



Appendix C

Municipal Fire Agreement Rates to / from Municipalities  
Valid for 2016

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p>2013—\$0.95/Ha 2014—\$1.04/Ha 2015—\$1.12/Ha 2016 \$1.21/Ha 2017 \$1.29/Ha</p> <p><b>NOTE:</b></p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$754.00 per fire or</li> <li>• \$220.45 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with maximum 4 staff, includes suppression gear.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver and pickup crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2015 Rates</b></p> <p>CL415 Dispatch Fee = \$2034.85 Hourly rate = \$4069.69</p> <p>Twin Otter Dispatch Fee = \$812.12 Hourly rate = \$1624.23</p> <p>Birddog Hourly rate = \$1751.91</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2015</b></p> <p>Light \$As per invoice Intermediate \$ 904.31 per hour, Medium \$2404.42 per hour , Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>



# ***INTER-AGENCY FIRE RESPONSE OPERATING GUIDELINES***

## FORWARD

This directive will be applied when the Ministry of Natural Resources and Forestry (MNRF) fire fighters or aircraft and municipal fire departments both respond to the same forest fire. The purpose of this directive is to ensure safe and effective cooperation between fire response agencies.

## DEFINITIONS

**Incident Commander:** the person in charge at the scene of the incident. This person is assigned by the agency responsible for the fire.

**Agency Representative:** the lead person for MNRF (i.e., Fire Ranger Crew Leader, Fire Operations Technician, Fire Management Technician, Fire Operations Supervisor) and the lead person for the municipality (usually the Fire Chief, Deputy Fire Chief or Fire Officer). One of the Agency Representatives is usually the Incident Commander responsible for the fire and the other is the lead representative for the agency supporting the fire response.

## RESPONSIBILITY FOR FIRES

Inside the fire region where no municipal agreement with the MNRF is in place, municipalities are responsible at their expense to extinguish grass, brush or forest fires within their municipal boundaries under Section 21 (1) of the Forest Fires Prevention Act (FFPA).

- Where a fire starts on Crown land within a municipal jurisdiction, the MNRF will reimburse the municipality for its suppression costs.

When a municipality has a municipal fire agreement with the MNRF, the response areas will be broken down into Municipal Protection Areas (MPA) and a Crown Protection Areas (CPA).

- Municipal Fire Departments are responsible for fires within the MPA
- MNRF is responsible for fires within the CPA

Municipalities, while still responsible for extinguishing fires within their municipality or MPA area, may turn over the suppression of a fire to the MNRF, or other suppression organization, under the following circumstances:

1. The fire department determines the fire has grown in size and/or complexity beyond their capabilities;
2. A structural fire situation or higher municipal emergency has developed that requires all the municipal resources;
3. Under rare circumstances where the MNRF determines that the actions taken by a municipality inside the fire region are inadequate, the MNRF may exercise its powers under Section 21 (1) of the FFPA, and assume suppression operations of the fire until such a time that fire suppression operations may be returned to the municipality.

When one agency supports the other in fire suppression efforts, the supporting agency will recover costs from the agency that has jurisdiction of the incident. For those areas that have a Municipal Agreement with the MNRF, the terms and conditions of that agreement will be followed. For all other areas, all invoices will be submitted according to each agency's policy.

## **AUTHORITY OVER RESOURCES**

- A municipality will direct its resources and retain all authority for the co-ordination of police, ambulance and other agency involvement;
- MNRF will retain authority for air attack and all MNRF personnel;
- Where heavy equipment is required, the municipality will use its authority to procure and direct it during a joint fire response.

## **INITIAL ARRIVAL AT A FIRE**

Irrespective of responsibility, the first organization arriving at a fire scene will commence fire suppression and is in charge of the fire until the appropriate lead agency arrives and assumes the command function. When an MNRF Agency Representative arrives at a fire that appears to be the responsibility of a municipality (inside an MPA or a municipality without an agreement):

1. The MNRF Agency Representative will immediately seek out the person in charge on behalf of the municipality (usually the Fire Chief or Deputy Fire Chief). If the MNRF is first to the fire site, the MNRF Agency Representative will focus on suppression operations until a municipal official arrives.
2. The MNRF official will identify himself/herself as the Agency Representative for the MNRF and will ask if the municipality requires continued assistance from the MNRF.
3. If the Municipal Agency Representative says they do not require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the Municipal Agency Representative who has authorized this), and contact the Sector Response Officer (SRO). If the SRO and MNRF Agency Representative agree that the municipality can control the fire, MNRF resources can return to base. If the MNRF Agency Representative, through personal observation of the fire, fire behaviour, and values at risk, believes that the situation is beyond the capability of the municipal resources at the scene, he/she will discuss further support with the SRO.
4. If the Municipal Agency Representative says that they require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the representative who has authorized this) and update the SRO.
5. The MNRF Agency Representative will update the local SRO with all information discussed in the field. The SRO will document this information in the SRO log book as a permanent record.
6. To avoid confusion, the MNRF Agency Representative will document the location of the fire using a GPS device. This is very important if the fire is located near a boundary with the CPA or another municipality.

All communication with the Municipal Agency Representative will be through the MNRF Agency Representative. The SRO will be contacted immediately if there is uncertainty about the responsibility for the fire, the status of the fire, or whether there are agreements in place.

## INCIDENT COMMAND

The representative of the agency responsible for the fire will be the Incident Commander unless the other Agency takes responsibility for the fire, as described above. Each agency will retain authority over its own resources, as described above.

Agency Representatives for both the MNRF and municipalities will wear a vest or other visible and clear identification indicating that they are in charge on behalf of their agency.

The style of joint operations will be at one of two levels, depending on fire conditions:

**Table 1: Factors used to determine Level of Operation**

	<b>Level 1 Operations</b>	<b>Level 2 Operations</b>
<b>Fire Behaviour Fire Complexity Risk to Values</b>	Fire Intensity Class 1 or 2 1 to 2 crews Low to Moderate	Fire Intensity Class 3 or higher 3 or more crews High to Extreme
<b>MNRF resource commitment</b>	1 or 2 crews Air Attack uncommon	3 or more crews Air Attack common
<b>Incident Commander</b>	MNRF Incident Commander level IV or V Municipal Captain or Lieutenant	MNRF Incident Commander level I, II or III Municipal Chief or Deputy Chief
<b>Operations</b>	Agency Reps meet, discuss situation, and agree on suppression plan. Both agencies' reps will work with their respective resources and can work apart from one another.	Set up a Command Post. Agency Reps remain together to ensure communication between Agencies and to coordinate suppression actions.
<b>Communication</b>	Contact between Agency Reps as required. MNRF Rep should provide MNRF radio to Municipal Rep. If no radio, Agency Reps will meet at regular times to discuss operations and adjust suppression operations.	Agency Reps remain together and communicate to fire fighters using respective communication systems. MNRF will provide MNRF radio to Municipal Rep to maintain communication link if Reps must be apart for a period of time.

***Every effort should be made to provide radio contact between Agency Representatives. All MNRF Radios will be retrieved when the MNRF operation leaves.***

## **AIR OPERATIONS**

Water bombing in conjunction with ground attack can present a hazard to ground crews. This hazard can be minimized with diligent air/ground co-ordination.

Where the municipality hires aircraft for fire suppression operations, and MNRF water bombers are working on the fire, the MNRF Air Attack Officer will control airspace and all aircraft activities. Only aircraft with direct radio communication with the Air Attack Officer can operate on the fire. Where the municipality has hired aircraft that are under the direction of a Municipal Incident Commander and no MNRF aircraft are involved in fire suppression, the MNRF Agency Representative should work closely with the Incident Commander to maximize the efficiency and safety of any aircraft operations on the fire.

## **AIR ATTACK**

If an MNRF Agency Representative is on the ground, air attack will communicate directly with the MNRF Agency Representative using the assigned MNRF radio frequency. This would include identifying any aircraft hired by the municipality.

If air attack arrives before MNRF personnel are on site, air attack will make contact with the Municipal Incident Commander prior to commencing bombing operations. All initial air-to-ground communications with the Municipal Incident Commander will be done on the VHF/FM frequency 154.070 MHZ (Provincial Office of the Fire Marshal frequency).

When the MNRF is not at a fire, requests for air attack may be made by a Municipal Incident Commander directly to the appropriate MNRF Sector Response Officer (SRO). This request is then relayed by the SRO to the MNRF Regional Duty Officer. If air attack is approved, the SRO will then notify the Municipal Incident Commander and advise them to immediately monitor 154.070 MHZ at the fire. The SRO will also advise the Municipal Incident Commander of the type, number of aircraft, the Bird Dog number and the Air Attack Officer's name, being dispatched to the incident along with an estimated time of arrival.

### **Lone Wolf Operations**

Because of the general complexity of interagency fire responses, every effort will be made to have an Air Attack Officer on-site. When this is not possible, lone wolf operations (where the bombing operation is not under the control of an Air Attack Officer) will be permitted when air/ground communications can be established between the pilot and the Incident Commander or MNRF Agency Representative. Bombing operations can only occur once the pilot is assured that it is safe to do so. As Municipal Incident Commanders may be unfamiliar with air attack and municipal fire fighters may be less visible than FireRangers, extreme caution must be used on lone wolf operations. Guidelines for these operations are included in the MNRF Air Attack Manual.

**Table 2: General direction for air attack operations on interagency fires**

The Air Attack Officer (AAO) and agency representatives share the responsibility for the safety of ground crews.

The AAO is responsible for determining the presence of ground crews before commencing air attack.

The AAO must be aware of each ground crew's exact location.

The drop zone includes a safety area of 120 by 350 meters around the target that must be clear of all personnel.

Air/ground communications must be maintained between the birddog aircraft or AAO and the ground crew(s). Unless otherwise directed, this communication link will be through the MNRF Agency Representative, if present, or the Municipal Incident Commander.

Birddog aircraft, CL-415's and Twin Otters are equipped with high band (VHF/FM) radios. High band radios are required for air/ground communications (154.070 MHZ) with the Municipal Incident Commander when MNRF ground personnel are not at the fire.

All Out of Province (OOP) water bombers are accompanied by a birddog aircraft. During their operational briefing, OOP birddogs are advised of the importance of Interagency Operating Procedures and the OFM radio frequency.

Air attack will be discontinued if the safety of ground crews might be jeopardized.

Any near miss, or direct hit of ground personnel by a drop, is an "incident" and must be reported immediately to the MNRF Agency Representative who will take prompt, corrective, action; as well as informing the local SRO. The local SRO will inform the Regional Duty Officer. An Incident Report must be completed.

## **TRAINING**

SP-103 "Municipal Fire Department Forest Fire Training" is recommended for municipal fire fighters that engage in fighting grass, brush, or forest fires.

SP-230 "Wildland Fire Strategies and Tactics Workshop for Municipalities" provides training suitable for Municipal Incident Commanders.

**Fire Information Report for Municipalities**  
(This section completed by Municipality only)

Issued to \_\_\_\_\_ Date: \_\_\_\_\_  
yyyy-mm-dd

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Number \_\_\_\_\_ Municipal # \_\_\_\_\_ M.N.R.F # \_\_\_\_\_

Fire Reported to Municipality Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Fire Reported to M.N.R.F Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Zone \_\_\_\_\_ Basemap \_\_\_\_\_ Block \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Surveyed Township \_\_\_\_\_

Initial Response Group \_\_\_\_\_ Fire Cause \_\_\_\_\_

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Fuel Type \_\_\_\_\_ MPA/CPA \_\_\_\_\_

Hectares Burned Crown land \_\_\_\_\_ Private land \_\_\_\_\_

Source of Ignition \_\_\_\_\_ Responsible Group \_\_\_\_\_

Fire Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Fire Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Incident Commander \_\_\_\_\_ Phone Number \_\_\_\_\_



Municipal Fire Agreement Cost Report Form 210 Part II

Border Fires (areas between MPA/CPA) must be completed electronically by MNRF

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 Municipal fire cost data must be input under Agency's Total Costs when assistance provided.

M.N.R.F USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry	C.P.A.	0.0	#DIV/0!	\$0.00	#DIV/0!
Municipality	M.P.A.	0.0	#DIV/0!	#DIV/0!	#DIV/0!
TOTALS		0.0	#DIV/0!	\$0.00	#DIV/0!
Amount Re-imbursed to Municipality				#DIV/0!	
Amount to be Invoiced to Municipality				#DIV/0!	

Municipal Fire Agreement Cost Report Form 210 Part III

Fire Managers to complete Part III

Issue invoice to: Municipality  MNRF  Other     
 Insert Costs to be Billed

Agency to assume the cost: Yes  No

Refer to court for cost collection or infractions (MNRF use only) Yes  No

Invoice issued to:  

Invoices to MNRF/MUN will be processed at the end of fire season for the end of the year reconcillation process.  
 Third party invoices are to be processed once the Fire Manager has approved the invoice.

Comments: Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. **MNRF use only**

Signature of Authorized Management Representative  
 Certified Accurate, Complete and True

Date  yyyy-mm-dd

**Appendix F  
Agreement Review Checklist  
(To be completed by MNR)**

**Name of Community** Township of North Frontenac

**Fire Management Area:** Haliburton

**Date Reviewed:** January 6, 2016

**MNR Person Completing Review: Dan Thompson**

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone?

No

Has there been any new cottage subdivision areas developed?

No

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area?

No

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes.

No

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR?

Yes

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone.

No

**2. Risk Analysis:**

**Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required?

No

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area?

No

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area?

No

**3. Fire Suppression Resources:**

**Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones

No

**Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?

Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones No

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package? Yes

Has the fire department ever sent staff to an SP230 course? Yes

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now? No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area? Yes

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers? Yes

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan? Yes

Is the community willing to develop a FireSmart Community Wildfire Plan? Yes

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established? No

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA? Yes

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up? Yes

Does the community have a by-law enforcement officer? Yes

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard. Yes

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes? Yes

Does the community conduct school wildfire prevention programs? No

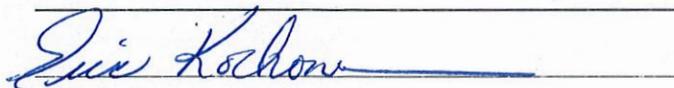
**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 2016 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

**Fire Management Supervisor:**

**Municipal Representative:**



The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.



**Township of North Frontenac**

<b>Fire Department Information</b>	<b>Fire Stn 1</b>	<b>Fire Stn 2</b>	<b>Fire Stn 3</b>
	Plevna	Ompah	Snow Road
Wildland Fire Calls - 2015	3	1	0
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs	1		
Deputy Chiefs	1	1	1
Captains	2	1	2
Fire Fighters	8	10	16
<b>Training</b>	SP103	SP103	SP103
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs	5	4	5
Monday to Friday Dispatch Time estimate	15 min	15 min	15 min
Weekend Daytime Availability	6	8	12
Weekend Dispatch Time Estimate	15 min	10 min	15 min
Fire Hall Monitor MNR Indices	yes	yes	yes
<b>Apparatus</b>			
Specialized Fire Vehicle	4x4 mini pumper	4x4 wildland unit	4x4 wildland unit
Engines	pumper	pumper	pumper
Water Tenders	3000		3500
Off Road 4x4, or light transport vehicle	1-3/4 ton	1-3/4 ton	1-1/2 ton
ATV	1	1	1
Fire Boat	1	1	0
Trailers, IC Command Post	equipment trailer	combo boat/trailer	equipment trailer
Vehicle rentals available to support fire services	yes	yes	yes
<b>Fire Line Equipment</b>			
Forestry Hose - feet	3000	2400	2400
Portable Fire Pumps	4	3	3
Port a Tank	3	2	2
Shovels	10	10	10
Pulaski	1	2	2
Back Pack Water Can	6	6	6

Ministry of Natural Resources and Forestry

Ministère des Richesses naturelles et des Forêts

Al Tithecott, Director  
Aviation, Forest Fire and  
Emergency Services

Al Tithecott, directeur  
Services d'urgence, d'aviation et de  
lutte contre les feux de forêt



70 Foster Drive, Suite 400  
Sault Ste. Marie, ON P6A 6V5  
Tel: 705 945 5937  
Fax: 705 945 5785

70, Foster Drive, bureau 400  
Sault Ste Marie ON P6A 6V5  
Tél. : 705 945 5937  
Télééc. : 705 945 5785

March 1, 2016

RECEIVED

MAR 8 - 2016

Twp. of North Frontenac  
Per.....

Ms. Jenny Duhamel  
Clerk/Planning Manager  
Township of North Frontenac  
6648 Rd. 506  
Plevna ON K0H 2M0

Dear Ms. Duhamel:

Please find enclosed your Municipality's signed copy of the Ministry of Natural Resources and Forestry fire suppression agreement for your files.

This current fire suppression agreement is valid from 2016 to 2021. As per the conditions of the municipal agreement your township will receive annual updates for fire suppression rates and adjusted Comprehensive Protection Charges throughout the five year period from the local Fire Management Headquarters in North Bay.

The Municipality can issue an invoice to MNRF after April 1, 2016 for the Comprehensive Protection Charges identified in Appendix A of the agreement.

If you have any questions regarding the fire suppression agreement, please contact Jim Murphy, Provincial Agreements and Partnerships Advisor, at (705) 945-6671.

Thank you.

Yours sincerely,

Al Tithecott  
Director

c: Jim Murphy  
Provincial Agreements and Partnerships Advisor

Enclosure

This Municipal Forest Fire Management Agreement (hereinafter referred to as "Agreement") made in duplicate this 18<sup>th</sup> day of January, 2016.

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural Resources and Forestry (hereinafter referred to as the "Ministry" or "MNRF")

AND

The Corporation of "Township of North Frontenac" (hereinafter referred to as the "Municipality")

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as "FFPA"), as amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA with respect to the prevention, control and extinguishment of Fires within the limits of the Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### DEFINITIONS

1. In this Agreement the following terms have the following meanings:
  - a) "Apparatus" means a Fire service vehicle that carries firefighting personnel and/or equipment, including without limitation pumpers, tankers and boats, and a Fire response vehicle that carries portable firefighting equipment to suppress Fires;
  - b) "Border Fire" means a Fire that straddles any part of a boundary between the Crown Protection Area and the Municipal Protection Area;

- c) “Comprehensive Protection Charge” and “CPC” mean either the annual rate for each hectare of Patented Land within the Crown Protection Area payable by the Municipality to the Ministry or the annual rate for each hectare of unalienated Crown land owned by the Crown in right of Ontario within the Municipal Protection Area payable by the Ministry to the Municipality (set out in Appendix “A” attached hereto and forming part hereof which will be annually adjusted prior to the start of the Fire Season annually to reflect the annual rate per hectare as set out in Appendix “C”), is charged with respect to land protected by one party for the other party and comprises all costs for prevention, management, and suppression of Fires;
- d) “Consumer Price Index” and “CPI” mean the index published by Statistics Canada for September of one year to August of the next year for the Province of Ontario in the All - Items category as defined by Statistics Canada;
- e) “Crown Protection Area” and “CPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” attached hereto and forming part hereof which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- f) “Fire” means any type of outdoor fire, including without limitation a campfire, grass, brush or forest fire, a fire in a charcoal barbecue, an outside wood burning furnace or a stove;
- g) “Fire Season” means the period from April 1 to October 31 in each year (as set out in Section 10 of the FFPA);
- h) “Incident” means a report of smoke or Fire to either party which is required to be investigated by the applicable party to determine if a Fire is occurring or an infraction of the FFPA or a municipal bylaw may be occurring;
- i) “Municipal Protection Area” and “MPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” and any area(s) within an area of Unincorporated Territory deemed to be included in the MPA with the written agreement of the parties pursuant to paragraph 4 b) which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- j) “Officer” means an officer as defined in or those persons deemed to be officers for the purposes of the FFPA;
- k) “Patented Land” means all privately owned land and patented land acquired and owned by the Crown in right of Ontario; and
- l) “Unincorporated Territory” means an area(s) which may be represented by a local services board where Fire protection services may be provided by the adjacent Municipality under the terms within their Municipal agreement. This area will be deemed to be included as part of the MPA area with the written agreement of the parties pursuant to paragraph 4 b).

## **FIRE PREVENTION AND COMPLIANCE**

2. a) The Municipality at its expense shall:
  - i) when implementing a Fire prevention plan for all areas of the Municipality, design a Fire prevention/education program based on the principles of the Ministry's FireSmart program;
  - ii) control open air burning in a coordinated fashion in the Municipality through bylaws or a municipal Fire permit system consistent with the FFPA and applicable Ministry of Environment guidelines, as may be amended or replaced from time to time; and
  - iii) be responsible for the management and enforcement of any municipal Fire permit system enacted by it under authority of a bylaw.
- b) The Ministry at its expense shall be responsible for Fire prevention activities for areas of Unincorporated Territory when included under the terms of this agreement.

## **ANNUAL FIRE SUMMARY**

3. Each party shall provide a written summary of all Fires (Appendix "G") which it actioned under the Agreement during the most recent Fire Season to the other party on or before November 30th of each year that this Agreement is in effect.

## **CHANGES TO CROWN PROTECTION AREA AND MUNICIPAL PROTECTION AREA**

4. a) The CPA and MPA may be amended at any time upon terms satisfactory to both parties from November 1 to March 31 of any year during the Agreement with Appendix "A and B" being revised to reflect such changes agreed upon by the parties. All proposed changes must be implemented before April 1. However, when any of the following occur within the limits of the Municipality, the parties shall review as soon as possible the affected land area to determine which designation (CPA or MPA) applies to the area in question:
  - Annexation of land area;
  - Adjustment of the Municipality's boundaries; or
  - Large areas of recent storm/insect damage.

Implementation of the applicable designation to the area in question shall occur as soon as possible so that Incident response and Fire suppression services are provided.

- b) An area(s) of Unincorporated Territory may be deemed to be included in the MPA with Appendix "A" and Appendix "B" being revised to reflect such changes agreed upon by the parties. In such circumstances, the Municipality shall pass such by-laws as may be required to allow its Fire Department to leave the Municipality to respond to Incidents and to suppress Fires in the Unincorporated Territory.

## **TRAINING REQUIREMENTS**

5. a) The Municipality agrees that the following Ministry Fire training programs will be taught to all staff within the Municipality's Fire Department assigned to Fire operations:
  - Municipal Fire Department Forest Fire Training (SP103); and
  - Air Attack Safety Training Module for Municipal Fire Operations.
- b) Following execution of the Agreement by both parties, the Ministry shall provide the Municipality free of charge the instructor training kit for each course listed in paragraph 5 a). The kits are designed to be utilized by local Fire Department training programs. The Ministry will provide technical advice if required to assist Municipality instructors to understand the training material as presented in the kits.
- c) The Municipality shall ensure that all Municipality staff responsible to respond to Incidents and suppress Fires are trained by the programs described in paragraph 5 a) and shall create training records and keep them up to date.

## **INCIDENTAL RESPONSE AND SUPPRESSION ACTIONS**

6. a) In consideration of the applicable CPC to be paid by the Municipality under paragraph 10 a) for a Fire Season, the Ministry at its expense shall respond to Incidents and suppress Fires within the Crown Protection Area. However, where on the request of the Ministry, the Municipality responds to an Incident or suppresses a Fire in the CPA, the Ministry shall pay the Municipality in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" attached to and forming part of this Agreement.
- b) In consideration of the applicable CPC to be paid by the Ministry under paragraph 10 a) for a Fire Season, the Municipality at its expense shall respond to Incidents and suppress Fires within the Municipal Protection Area. However, where on the request of the Municipality, the Ministry responds to an Incident or suppresses a Fire in the MPA, the Municipality shall pay the Ministry in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C".

At the request of the Municipality, the Ministry may assist in the investigation of any Fires which are of a contentious nature and undertake prosecutions for contravention of the FFPA.

- c) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, each party following receipt of an Incident within the limits of the Municipality shall immediately notify the other party of the Incident. The party with primary responsibility to do so shall investigate and determine if a Fire is occurring and if so, suppress the Fire and determine if an infraction of the FPPA or a municipal bylaw may be occurring.

- d) The Municipality shall ensure that its Fire resources when responding to an Incident or suppressing a Fire shall monitor the Fire Marshal High Band radio frequency of 154.070 in the event that Ministry aircraft arrive to support the Fire suppression operations.
- e) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, the party which first arrives on the scene of a Fire shall begin suppression of the Fire whether in the CPA or MPA. Compensation according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" associated with such action will not be paid to that party if the other party is responsible for suppressing Fires in the area in question unless and until the latter is notified of the Fire and approves continued action by that party.
- f) The Ministry shall exercise its powers under section 21.(1) of the FFPA and assume control of Fire suppression activities when it is determined in the opinion of an Officer that present suppression activities by the Municipality have the potential to result in one or more of the following conditions:
  - Loss of life;
  - Significant loss of private property; or
  - Significant loss of public property.
- g) Where the Ministry assumes control of Fire suppression activities under paragraph 6 f), the Municipality shall pay the Ministry in accordance with paragraph 11 b) for such activities according to the applicable rate(s) and fee(s) set out in Appendix "C".
- h) Where the Ministry and Municipality work together to suppress a Fire, both parties will follow the procedures set out in the Inter-Agency Fire Response Operating Guidelines, a copy of which is contained in Appendix "D" attached hereto and forming part hereof, as may be amended or replaced from time to time.

## **BORDER FIRES**

- 7. a) Where the Municipality and the Ministry, separately or together, suppress a Border Fire, each party shall pay its applicable percentage of the total suppression cost incurred by both parties calculated according to the applicable rate(s) and fee(s) set out in Appendix "C" in doing so as follows: for the Municipality, the percentage of area burned that is contained within the MPA and for the Ministry, the percentage of area burned that is contained within the CPA.
- b) Where the amount payable by a party under paragraph 7 a) exceeds the amount payable to that party for suppressing the Border Fire, that party shall pay the other party the excess amount in accordance with paragraph 11 b).

## **DISPUTES**

8. In the event a response to a Fire under the Agreement results in a dispute between the parties or where the Ministry assumes control of Fire suppression activities under paragraph 6 f), either party may request the other party to conduct with it a joint review of the management of the Fire, where the dispute, including cost sharing, may be resolved. The review panel will consist of an equal number of members representing each party.

## **CONCURRENT CALLS**

9. When a party is taking action to suppress a Fire and a higher priority emergency occurs that requires that party to leave the Fire, the parties agree that, unless the Fire is threatening human life, the new emergency takes precedence over the Fire.

Prior to leaving the Fire, the party which first took action to suppress the Fire shall notify and make arrangements for the other party to suppress the Fire and where possible, have one of its staff remain at the scene of the Fire to provide a briefing on the Fire to the other party taking over suppression of the Fire.

## **PAYMENTS**

10. a) The applicable CPC's payable by the parties are set out in Appendix "A" and the CPC rates are outlined in Appendix "C". The Ministry shall provide the Municipality at the time of renewal an updated copy of Appendix "A" indicating the applicable CPC fees for the Agreement term. Where discussions are ongoing to make modifications to the existing MPA or CPA fire management zones, the applicable changes to the CPC fee will be processed once the final MPA/CPA zone modifications are completed.
- b) The Ministry will provide notification to the municipality prior to February 28 each year of the agreement, changes to the CPC rate to be used in Appendix "A" for CPC calculations.
- c) Each party shall pay the other party within thirty (30) days of receipt of an invoice from the other party for the applicable CPC for each hectare of Patented Land within the CPA or each hectare of unalienated Crown land owned by the Crown in right of Ontario within the MPA, as applicable, for the forthcoming Fire Season.
- d) The Fire suppression rates and fees for ground and aerial Fire suppression services payable by the parties for the first year of the initial term of the Agreement are set out in Appendix "C". Such rates and fees payable for each subsequent year that the Agreement exists shall be such rates and fees payable in the previous year increased prior to the start of the Fire Season by the Ministry by the percentage change in the most current CPI (as compared to the previous year's CPI). The Ministry shall provide the Municipality an

updated version Appendix "C" to reflect any changes in such rates and fees by March 31 of each year.

Each party shall pay the other party any suppression rates and fees in accordance with paragraph 11 b).

- e) If applicable, the Ministry shall also pay to the Municipality, CPC fees as set out in Appendix "A" for all land, whether private or Crown land, in an Unincorporated Territory area deemed to be included in the MPA according to the terms of this agreement pursuant to sub paragraph 4 b).
11. a) To qualify for payment according to the applicable rate(s) and fee(s) in Appendix "C" for services provided under the Agreement, a party must provide the other party with a completed Municipal Fire Information and Cost Report (Form 210), a copy of which is attached hereto as Appendix "E" and forms part hereof, within 30 days of the end of the suppression activity on each Fire actioned.
- b) Amounts payable by the Municipality to the Ministry based on applicable rates and fees in Appendix "C" will be offset against amounts payable by the Ministry to the Municipality based on applicable rates and fees in Appendix "C" for each Fire Season. Any balance owing to either party on November 30 of each year that this Agreement is in effect will be an amount due to that party as of that date and shall be payable within thirty (30) days of receipt of an invoice from that party.

## **INDEMNITY**

12. a) The municipality or Crown is responsible for its own insurance and shall carry all the necessary and appropriate insurance that a prudent person in the business of the municipality or crown would maintain, including but not limited to commercial general liability insurance.
- b) The municipality is not covered by the Province of Ontario's insurance program and no protection will be afforded to the municipality by the Government of Ontario for any claim that may arise out of the Agreement.
  - c) The Crown is not covered by the municipalities' insurance program and no protection will be afforded to the crown by the municipality for any claim that may arise out of the Agreement.
  - d) Regardless of any other provisions of this Agreement to the contrary, neither party shall be liable for any consequential, indirect, incidental, special or punitive damages, including without limitation lost revenues, savings or profit, suffered by the other party or any third party with respect to any Claims arising out of or otherwise in connection with the Agreement even if the party in question has been advised of the possibility thereof.

- e) Fire fighters employed by or volunteering for a party are deemed to be employees of that party for the purposes of benefits under the Workplace Safety and Insurance Act whether working on Crown land or private land in the CPA, the MPA or the Unincorporated Territory.
- f) Each party shall be responsible for all damage to or loss of any Apparatus or other equipment which it supplies for use in suppressing Fires under this Agreement. The Fire suppression rates described in Appendix "C" include recovery of costs for normal wear and tear on Apparatus and such other equipment as well as the cost of repair of periodic breakage or accidental damage.

**TERM AND TERMINATION; RENEWALS**

- 13. a) This Agreement shall commence April 1, 20 16 and must be reviewed every 5 year(s), unless terminated by either party in accordance with paragraph 13 b).
- b) Each party may terminate the Agreement:
  - (i) immediately upon written notice to the other party without liability if the other party commits or permits a breach of any of its obligations under this Agreement and fails to remedy such breach within thirty (30) days of receipt of written notice from the party not in breach demanding such breach be remedied; or
  - (ii) upon thirty (30) days prior written notice without liability for its convenience during the months of October to March prior to the next Fire Season.
- c) An Agreement review must be completed within sixty (60) days prior to April 1 of the review year, using the Agreement Review Checklist, Appendix "F", unless either party has provided written notice to the other party at least sixty (60) days prior to April 1 or earlier, of the scheduled review year under paragraph 13 a) that it wants to terminate the Agreement.
- d) If there are no changes made to the CPA or MPA areas (except for CPC's payable and suppression rates as described in section 10). Appendix "F" must be signed by the local Fire Management Supervisor and municipal official and attached to the Agreement document.
- e) At anytime when changes are made to the CPA or MPA areas that affect Fire response requirements and financial obligations to either party, a new Agreement document must be drafted and submitted to the Director of AFFES and Mayor/Reeve for signatures.

## GENERAL PROVISIONS

14. a) This Agreement represents the entire agreement between the parties regarding Fire prevention, control and extinguishment and supersedes any prior understanding or agreement, collateral, oral or otherwise, with respect to such subject matter existing between the parties at the date this Agreement comes into effect.

This Agreement consists of the terms and conditions in the main body of this Agreement and its Appendices and any amendments executed in accordance with the terms of this Agreement.

In the event of any conflict or inconsistency between provisions of any of the documents which form part of this Agreement, the provision in the first mentioned document below shall govern:

- (i) any amendment to this Agreement;
  - (ii) terms and conditions in the main body of this Agreement; and
  - (iii) Appendices to this Agreement.
- b) Except as otherwise provided in paragraphs 10 a) and 10 d) with respect to changes to rates and fees, any change to this Agreement shall be by written amendment signed by the parties.
- c) Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this Agreement or at any time during the term of this Agreement, shall be void and of no legal effect.
- d) Any failure by a party to insist in one or more instances upon strict performance by the other party of any of the terms or conditions of this Agreement shall not be construed as a waiver by the first party of its right to require strict performance of any such terms or conditions and the obligations of the other party with respect to such performance shall continue in full force and effect.
- e) Neither party shall have any power or authority to bind the other party or to assume or create any obligation or responsibility, express or implied, on the other party's behalf. Neither party shall hold itself out as an agent, partner or employee of the other party.
- f) Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the parties or constitute an appointment under the *Public Service of Ontario Act, 2006*, S.O. 2006, c.35, as amended or replaced from time to time.

- g) In this Agreement, words in the singular include the plural and vice-versa and words in one gender include all genders. The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.

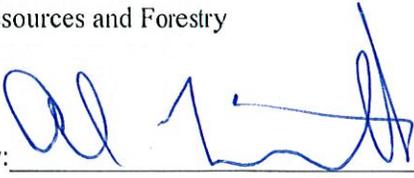
### SURVIVING PROVISIONS

15. Paragraphs 10 a), 10 d) (second paragraph only), 11 a), 11 b), 12 a), 12 b), 12 c), 12 d) 12 f), 14 and this paragraph of the Agreement shall survive its termination or expiry and continue to bind the parties.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized representatives.

Her Majesty the Queen in right of Ontario as  
represented by the Minister of Natural  
Resources and Forestry

Date: 2016.03.01

By:  \_\_\_\_\_

Director, Aviation, Forest Fire and  
Emergency Services Branch  
Provincial Services Division  
Name  
(pursuant to delegated authority)

The Corporation of

Date: 01/18/2016

By:  \_\_\_\_\_

Position: Mayor  
Name: Ron Higgins

By:  \_\_\_\_\_

Position: Clerk  
Name: Tara Mieske

**APPENDIX A - Application of Comprehensive Protection Charges to Land Types**

Municipality

North Frontenac

Agreement Review Period

Year: 2016 To 2021

Per Hectare CPC Rate

\$1.21

CPC Year:

2016 CPI Increase %

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total			
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	Hectares			
By Type													
Comprehensive Protection Charge													
Unalienated Crown Land	Crown does not pay Municipal Taxes	6,808	\$1.21	100%	8,237.87	57,858	\$1.21		-	64,666			
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	899	\$1.21	100%	1,088.38	2,336	\$1.21		-	3,235			
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	41,410	\$1.21		-	6,945	\$1.21	100%	8,403.87	48,355			
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.21		-		\$1.21	50%	-	0			
Patent Mining Lands (Crown has Full Timber Rights) <b>Patented after March 26, 1918</b>	Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.21	100%	-		\$1.21		-	0			
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.21	100%	-		\$1.21		-	0			
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.21		-		\$1.21		-	0			
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.21	100%	-		\$1.21		-	0			
<b>TOTALS</b>		49,117			9,326.26	67,139			\$ 8,403.87	116,256			
<b>NOT AN INVOICE</b>		Crown Owes the Municipality				\$922.38				Municipality Owes the Crown		\$0.00	

**CPC payment invoices must be sent in after April 1 of the current fire year**

**Township of North Frontenac**  
**Municipal Agreement Areas**  
**Haliburton**  
**Fire Management Headquarters**



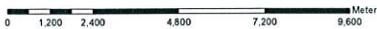
Information  
 Haliburton Management Area  
 Fire Agreement Areas  
 Date: November 19th, 2015

- Municipal Boundary
- Hydro Line
- Natural Gas Pipeline
- Unknown Pipeline
- Unknown Transmission Line
- Lake
- Roads**
- Not classified
- National Road Class**
- Freeway
- Expressway / Highway
- Collector
- Arterial
- Rapid Transit
- Local
- Service
- Resource / Recreation
- Winter
- Land Ownership**
- Patent Land, Managed Forest
- Provincial Park
- Conservation Reserve
- Crown Game Preserve
- Crown Land
- Crown Leased Land
- Federal Land
- Patent Land
- Water
- Administrative Boundaries**
- Townships
- Fire Management Agreement Area**
- Protection Type**
- Crown Protection Area
- Federal Protection Area
- Municipal Protection Area
- Northern Fire Protection Area

**DRAFT**



1:64,757



Notes / Notes

Data Source: NRVIS (Natural Resources Values Information System), Ministry of Natural Resources Administrative District files, data collected from land, historical files, information provided by interested parties, reports prepared by population and data provided by other Ministries.

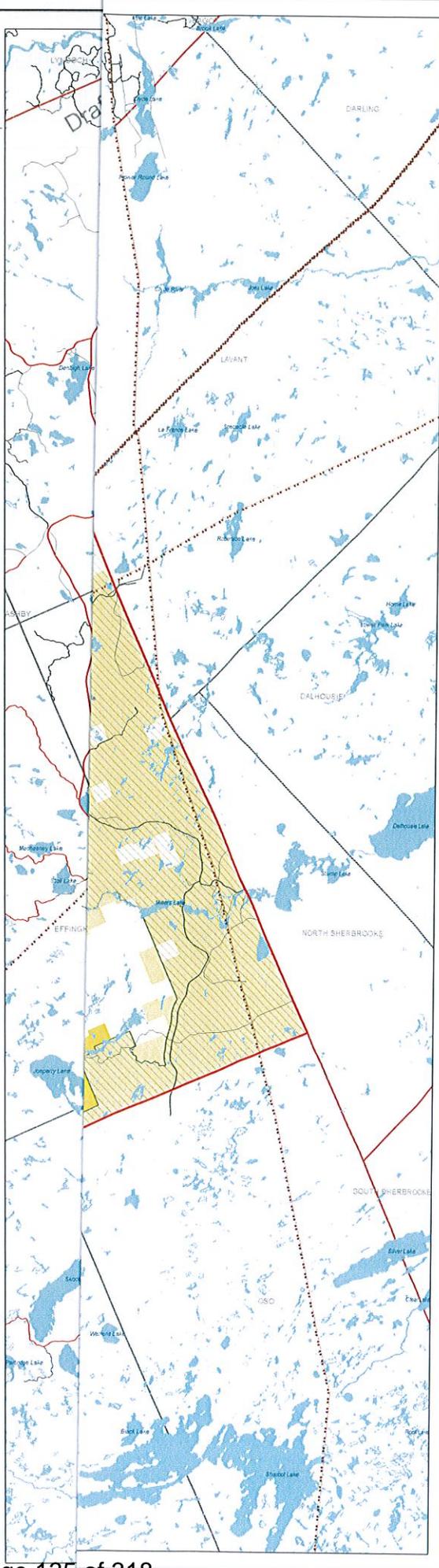
North American Datum 1983, UTM 17

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

This map may contain cartographic errors or omissions.

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 Printed in Ontario, Canada

Published: Nov. 19th, 2015  
 Map Reference: Township of North Frontenac, Haliburton FMH  
 Information disponible en français



Appendix C

Municipal Fire Agreement Rates to / from Municipalities  
Valid for 2016

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p>2013—\$0.95/Ha 2014—\$1.04/Ha 2015—\$1.12/Ha 2016 \$1.21/Ha 2017 \$1.29/Ha</p> <p><b>NOTE:</b></p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$754.00 per fire or</li> <li>• \$220.45 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with maximum 4 staff, includes suppression gear.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver and pickup crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2015 Rates</b></p> <p>CL415 Dispatch Fee = \$2034.85 Hourly rate = \$4069.69</p> <p>Twin Otter Dispatch Fee = \$812.12 Hourly rate = \$1624.23</p> <p>Birddog Hourly rate = \$1751.91</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2015</b></p> <p>Light \$As per invoice Intermediate \$ 904.31 per hour, Medium \$2404.42 per hour , Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>



# ***INTER-AGENCY FIRE RESPONSE OPERATING GUIDELINES***

## FORWARD

This directive will be applied when the Ministry of Natural Resources and Forestry (MNRF) fire fighters or aircraft and municipal fire departments both respond to the same forest fire. The purpose of this directive is to ensure safe and effective cooperation between fire response agencies.

## DEFINITIONS

**Incident Commander:** the person in charge at the scene of the incident. This person is assigned by the agency responsible for the fire.

**Agency Representative:** the lead person for MNRF (i.e., Fire Ranger Crew Leader, Fire Operations Technician, Fire Management Technician, Fire Operations Supervisor) and the lead person for the municipality (usually the Fire Chief, Deputy Fire Chief or Fire Officer). One of the Agency Representatives is usually the Incident Commander responsible for the fire and the other is the lead representative for the agency supporting the fire response.

## RESPONSIBILITY FOR FIRES

Inside the fire region where no municipal agreement with the MNRF is in place, municipalities are responsible at their expense to extinguish grass, brush or forest fires within their municipal boundaries under Section 21 (1) of the Forest Fires Prevention Act (FFPA).

- Where a fire starts on Crown land within a municipal jurisdiction, the MNRF will reimburse the municipality for its suppression costs.

When a municipality has a municipal fire agreement with the MNRF, the response areas will be broken down into Municipal Protection Areas (MPA) and a Crown Protection Areas (CPA).

- Municipal Fire Departments are responsible for fires within the MPA
- MNRF is responsible for fires within the CPA

Municipalities, while still responsible for extinguishing fires within their municipality or MPA area, may turn over the suppression of a fire to the MNRF, or other suppression organization, under the following circumstances:

1. The fire department determines the fire has grown in size and/or complexity beyond their capabilities;
2. A structural fire situation or higher municipal emergency has developed that requires all the municipal resources;
3. Under rare circumstances where the MNRF determines that the actions taken by a municipality inside the fire region are inadequate, the MNRF may exercise its powers under Section 21 (1) of the FFPA, and assume suppression operations of the fire until such a time that fire suppression operations may be returned to the municipality.

When one agency supports the other in fire suppression efforts, the supporting agency will recover costs from the agency that has jurisdiction of the incident. For those areas that have a Municipal Agreement with the MNRF, the terms and conditions of that agreement will be followed. For all other areas, all invoices will be submitted according to each agency's policy.

## **AUTHORITY OVER RESOURCES**

- A municipality will direct its resources and retain all authority for the co-ordination of police, ambulance and other agency involvement;
- MNRF will retain authority for air attack and all MNRF personnel;
- Where heavy equipment is required, the municipality will use its authority to procure and direct it during a joint fire response.

## **INITIAL ARRIVAL AT A FIRE**

Irrespective of responsibility, the first organization arriving at a fire scene will commence fire suppression and is in charge of the fire until the appropriate lead agency arrives and assumes the command function. When an MNRF Agency Representative arrives at a fire that appears to be the responsibility of a municipality (inside an MPA or a municipality without an agreement):

1. The MNRF Agency Representative will immediately seek out the person in charge on behalf of the municipality (usually the Fire Chief or Deputy Fire Chief). If the MNRF is first to the fire site, the MNRF Agency Representative will focus on suppression operations until a municipal official arrives.
2. The MNRF official will identify himself/herself as the Agency Representative for the MNRF and will ask if the municipality requires continued assistance from the MNRF.
3. If the Municipal Agency Representative says they do not require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the Municipal Agency Representative who has authorized this), and contact the Sector Response Officer (SRO). If the SRO and MNRF Agency Representative agree that the municipality can control the fire, MNRF resources can return to base. If the MNRF Agency Representative, through personal observation of the fire, fire behaviour, and values at risk, believes that the situation is beyond the capability of the municipal resources at the scene, he/she will discuss further support with the SRO.
4. If the Municipal Agency Representative says that they require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the representative who has authorized this) and update the SRO.
5. The MNRF Agency Representative will update the local SRO with all information discussed in the field. The SRO will document this information in the SRO log book as a permanent record.
6. To avoid confusion, the MNRF Agency Representative will document the location of the fire using a GPS device. This is very important if the fire is located near a boundary with the CPA or another municipality.

All communication with the Municipal Agency Representative will be through the MNRF Agency Representative. The SRO will be contacted immediately if there is uncertainty about the responsibility for the fire, the status of the fire, or whether there are agreements in place.

**INCIDENT COMMAND**

The representative of the agency responsible for the fire will be the Incident Commander unless the other Agency takes responsibility for the fire, as described above. Each agency will retain authority over its own resources, as described above.

Agency Representatives for both the MNRF and municipalities will wear a vest or other visible and clear identification indicating that they are in charge on behalf of their agency.

The style of joint operations will be at one of two levels, depending on fire conditions:

**Table 1: Factors used to determine Level of Operation**

	<b>Level 1 Operations</b>	<b>Level 2 Operations</b>
<b>Fire Behaviour Fire Complexity Risk to Values</b>	Fire Intensity Class 1 or 2 1 to 2 crews Low to Moderate	Fire Intensity Class 3 or higher 3 or more crews High to Extreme
<b>MNRF resource commitment</b>	1 or 2 crews Air Attack uncommon	3 or more crews Air Attack common
<b>Incident Commander</b>	MNRF Incident Commander level IV or V Municipal Captain or Lieutenant	MNRF Incident Commander level I, II or III Municipal Chief or Deputy Chief
<b>Operations</b>	Agency Reps meet, discuss situation, and agree on suppression plan. Both agencies' reps will work with their respective resources and can work apart from one another.	Set up a Command Post. Agency Reps remain together to ensure communication between Agencies and to coordinate suppression actions.
<b>Communication</b>	Contact between Agency Reps as required. MNRF Rep should provide MNRF radio to Municipal Rep. If no radio, Agency Reps will meet at regular times to discuss operations and adjust suppression operations.	Agency Reps remain together and communicate to fire fighters using respective communication systems. MNRF will provide MNRF radio to Municipal Rep to maintain communication link if Reps must be apart for a period of time.

***Every effort should be made to provide radio contact between Agency Representatives. All MNRF Radios will be retrieved when the MNRF operation leaves.***

## **AIR OPERATIONS**

Water bombing in conjunction with ground attack can present a hazard to ground crews. This hazard can be minimized with diligent air/ground co-ordination.

Where the municipality hires aircraft for fire suppression operations, and MNRF water bombers are working on the fire, the MNRF Air Attack Officer will control airspace and all aircraft activities. Only aircraft with direct radio communication with the Air Attack Officer can operate on the fire. Where the municipality has hired aircraft that are under the direction of a Municipal Incident Commander and no MNRF aircraft are involved in fire suppression, the MNRF Agency Representative should work closely with the Incident Commander to maximize the efficiency and safety of any aircraft operations on the fire.

## **AIR ATTACK**

If an MNRF Agency Representative is on the ground, air attack will communicate directly with the MNRF Agency Representative using the assigned MNRF radio frequency. This would include identifying any aircraft hired by the municipality.

If air attack arrives before MNRF personnel are on site, air attack will make contact with the Municipal Incident Commander prior to commencing bombing operations. All initial air-to-ground communications with the Municipal Incident Commander will be done on the VHF/FM frequency 154.070 MHZ (Provincial Office of the Fire Marshal frequency).

When the MNRF is not at a fire, requests for air attack may be made by a Municipal Incident Commander directly to the appropriate MNRF Sector Response Officer (SRO). This request is then relayed by the SRO to the MNRF Regional Duty Officer. If air attack is approved, the SRO will then notify the Municipal Incident Commander and advise them to immediately monitor 154.070 MHZ at the fire. The SRO will also advise the Municipal Incident Commander of the type, number of aircraft, the Bird Dog number and the Air Attack Officer's name, being dispatched to the incident along with an estimated time of arrival.

### **Lone Wolf Operations**

Because of the general complexity of interagency fire responses, every effort will be made to have an Air Attack Officer on-site. When this is not possible, lone wolf operations (where the bombing operation is not under the control of an Air Attack Officer) will be permitted when air/ground communications can be established between the pilot and the Incident Commander or MNRF Agency Representative. Bombing operations can only occur once the pilot is assured that it is safe to do so. As Municipal Incident Commanders may be unfamiliar with air attack and municipal fire fighters may be less visible than FireRangers, extreme caution must be used on lone wolf operations. Guidelines for these operations are included in the MNRF Air Attack Manual.

**Table 2: General direction for air attack operations on interagency fires**

The Air Attack Officer (AAO) and agency representatives share the responsibility for the safety of ground crews.

The AAO is responsible for determining the presence of ground crews before commencing air attack.

The AAO must be aware of each ground crew's exact location.

The drop zone includes a safety area of 120 by 350 meters around the target that must be clear of all personnel.

Air/ground communications must be maintained between the birddog aircraft or AAO and the ground crew(s). Unless otherwise directed, this communication link will be through the MNRF Agency Representative, if present, or the Municipal Incident Commander.

Birddog aircraft, CL-415's and Twin Otters are equipped with high band (VHF/FM) radios. High band radios are required for air/ground communications (154.070 MHZ) with the Municipal Incident Commander when MNRF ground personnel are not at the fire.

All Out of Province (OOP) water bombers are accompanied by a birddog aircraft. During their operational briefing, OOP birddogs are advised of the importance of Interagency Operating Procedures and the OFM radio frequency.

Air attack will be discontinued if the safety of ground crews might be jeopardized.

Any near miss, or direct hit of ground personnel by a drop, is an "incident" and must be reported immediately to the MNRF Agency Representative who will take prompt, corrective, action; as well as informing the local SRO. The local SRO will inform the Regional Duty Officer. An Incident Report must be completed.

## **TRAINING**

SP-103 "Municipal Fire Department Forest Fire Training" is recommended for municipal fire fighters that engage in fighting grass, brush, or forest fires.

SP-230 "Wildland Fire Strategies and Tactics Workshop for Municipalities" provides training suitable for Municipal Incident Commanders.

**Fire Information Report for Municipalities**  
**(This section completed by Municipality only)**

Issued to \_\_\_\_\_ Date: \_\_\_\_\_  
yyyy-mm-dd

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Number \_\_\_\_\_ Municipal # \_\_\_\_\_ M.N.R.F # \_\_\_\_\_

Fire Reported to Municipality Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Fire Reported to M.N.R.F Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Zone \_\_\_\_\_ Basemap \_\_\_\_\_ Block \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Surveyed Township \_\_\_\_\_

Initial Response Group \_\_\_\_\_ Fire Cause \_\_\_\_\_

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Fuel Type \_\_\_\_\_ MPA/CPA \_\_\_\_\_

Hectares Burned Crown land \_\_\_\_\_ Private land \_\_\_\_\_

Source of ignition \_\_\_\_\_ Responsible Group \_\_\_\_\_

Fire Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Fire Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Incident Commander \_\_\_\_\_ Phone Number \_\_\_\_\_

Municipal Fire Agreement Cost Report Form 210

Part I

Fire Number MNR/Municipal \_\_\_\_\_ Start Date \_\_\_\_\_ Out Date \_\_\_\_\_  
 yyyy-mm-dd yyyy-mm-dd

Fire Cause \_\_\_\_\_ Municipality \_\_\_\_\_

Location: Basemap \_\_\_\_\_ MPA/CPA or \_\_\_\_\_ Final Size \_\_\_\_\_  
 or lot and conc Border (ha)

Border Fire Only Crown Protection Area (Ha)  Municipal Protection Area (Ha)

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Invoice Date \_\_\_\_\_ Invoice Number \_\_\_\_\_  
 dd/mm/yyyy

**A. Personnel / Apparatus**

(i.) Flat Rate for Response/False Alarm \$754.00  =  \$0.00  
 (min. amount paid out for a response)

(ii.) Half hour per number of apparatus   x \$220.45 =  \$0.00  
 input max. number of units on fire at one time # apparatus units total # half hours for all units

Half hour on fire per units of 8 or less people   x \$220.45 =  \$0.00  
 input max. number of units on fire at one time # personnel units total # half hours for all units

People must be assigned to apparatus prior to forming personnel units (4staff/apparatus) Sub-total must be >\$754.00 Sub-total  \$0.00

Reimbursement claimed (greater of i or ii) Total  \$0.00

**B. Aircraft** See Appendix C in municipal agreement document for detailed explanation

CL215 / 415 Dispatch Fee \$2,034.85 x # of Aircraft  =  \$0.00

Flying Rate \$4,069.69 x Total Hours  =  \$0.00

Twin Otter Dispatch Fee \$812.12 x # of Aircraft  =  \$0.00

Flying Rate \$1,624.23 x Total Hours  =  \$0.00

Birddog Flying Rate \$1,751.91 x Total Hours  =  \$0.00

Helicopters

# of Light   x Total Hours  =  \$0.00  
 ACIMS

# of Intermediate  \$904.31 x Total Hours  =  \$0.00

# of Medium  \$2,404.42 x Total Hours  =  \$0.00

# of Heavy   x Total Hours  =  \$0.00  
 ACIMS

Air attack and helicopter fees are only for time over fire. No helitak fee for delivery and pick up of crew only. Total Aircraft Costs  \$0.00

**C. Other Expenditures Approved in Suppression Plan (Appendix C descriptions)**  
 (Attach description of expenses and invoices)

Total Other Expenditures

Total of A, B and C  \$0.00

(Joint Fire Operations Enter MNR + Municipal Costs Non Border Fire)   =  \$0.00  
 MNR Municipal

Municipal Fire Agreement Cost Report Form 210 Part II

Border Fires (areas between MPA/CPA) must be completed electronically by MNRF

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 Municipal fire cost data must be input under Agency's Total Costs when assistance provided.

M.N.R.F USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry C.P.A.	0.0	#DIV/0!	\$0.00	#DIV/0!	#DIV/0!
Municipality M.P.A.	0.0	#DIV/0!		#DIV/0!	#DIV/0!
<b>TOTALS</b>	0.0	#DIV/0!	\$0.00	#DIV/0!	
				Amount Re-imbursed to Municipality	#DIV/0!
				Amount to be Invoiced to Municipality	#DIV/0!

Municipal Fire Agreement Cost Report Form 210 Part III

Fire Managers to complete Part III

Issue invoice to: Municipality  MNRF  Other     
 Insert Costs to be Billed

Agency to assume the cost: Yes  No

Refer to court for cost collection or infractions (MNRF use only) Yes  No

Invoice issued to:  

Invoices to MNRF/MUN will be processed at the end of fire season for the end of the year reconciliation process.  
 Third party invoices are to be processed once the Fire Manager has approved the invoice.

Comments: Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. **MNRF use only**

Signature of Authorized Management Representative  
 Certified Accurate, Complete and True

Date   yyyy-mm-dd

**Appendix F  
Agreement Review Checklist  
(To be completed by MNRF)**

**Name of Community**                      Township of North Frontenac

**Fire Management Area:**              Haliburton

**Date Reviewed:**                          January 6, 2016

**MNRF Person Completing Review: Dan Thompson**

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone? No

Has there been any new cottage subdivision areas developed? No

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area? No

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes. No

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR. Yes

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone.

No

**2. Risk Analysis:**

**Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required?

No

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area?

No

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area?

No

**3. Fire Suppression Resources:**

**Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones

No

**Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?

Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones No

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package? Yes

Has the fire department ever sent staff to an SP230 course? Yes

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now? No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area? Yes

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers? Yes

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan? Yes

Is the community willing to develop a FireSmart Community Wildfire Plan? Yes

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established? No

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA? Yes

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up? Yes

Does the community have a by-law enforcement officer? Yes

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard. Yes

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes? Yes

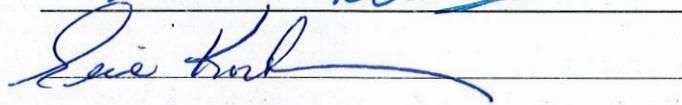
Does the community conduct school wildfire prevention programs? No

**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 2016 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

Fire Management Supervisor: \_\_\_\_\_ 

Municipal Representative: \_\_\_\_\_ 

The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.



**Township of North Frontenac**

<b>Fire Department Information</b>	Fire Stn 1	Fire Stn 2	Fire Stn 3
	Plevna	Ompah	Snow Road
Wildland Fire Calls - 2015	3	1	0
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs	1		
Deputy Chiefs	1	1	1
Captains	2	1	2
Fire Fighters	8	10	16
<b>Training</b>	SP103	SP103	SP103
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs	5	4	5
Monday to Friday Dispatch Time estimate	15 min	15 min	15 min
Weekend Daytime Availability	6	8	12
Weekend Dispatch Time Estimate	15 min	10 min	15 min
Fire Hall Monitor MNR Indices	yes	yes	yes
<b>Apparatus</b>			
Specialized Fire Vehicle	4x4 mini pumper	4x4 wildland unit	4x4 wildland unit
Engines	pumper	pumper	pumper
Water Tenders	3000		3500
Off Road 4x4, or light transport vehicle	1-3/4 ton	1-3/4 ton	1-1/2 ton
ATV	1	1	1
Fire Boat	1	1	0
Trailers, IC Command Post	equipment trailer	combo boat/trailer	equipment trailer
Vehicle rentals available to support fire services	yes	yes	yes
<b>Fire Line Equipment</b>			
Forestry Hose - feet	3000	2400	2400
Portable Fire Pumps	4	3	3
Port a Tank	3	2	2
Shovels	10	10	10
Pulaski	1	2	2
Back Pack Water Can	6	6	6

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

**BY-LAW #10-16**

**BEING A BY-LAW TO REPEAL BY-LAW #7-12 AND #16-15 AND TO ENTER INTO A MUNICIPAL FOREST FIRE MANAGEMENT AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC AND THE MINISTRY OF NATURAL RESOURCES**

**NOW THEREFORE** the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and Clerk are authorized to sign said Agreement on behalf of the Township of North Frontenac and that said Agreement shall be attached heretofore as Schedule A;

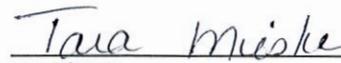
**AND THAT** all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

**AND THAT** this by-law shall come into full force and effect from and after its passing.

**READ A FIRST AND SECOND TIME, THIS 18<sup>TH</sup> DAY OF JANUARY 2016.**

**READ A THIRD TIME AND FINALLY PASSED THIS 18<sup>TH</sup> DAY OF JANUARY 2016.**

  
MAYOR

  
CLERK

This Municipal Forest Fire Management Agreement (hereinafter referred to as "Agreement") made in duplicate this 18<sup>th</sup> day of January, 2016.

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural Resources and Forestry (hereinafter referred to as the "Ministry" or "MNR")

AND

The Corporation of "Township of North Frontenac" (hereinafter referred to as the "Municipality")

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as "FFPA"), as amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA with respect to the prevention, control and extinguishment of Fires within the limits of the Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### **DEFINITIONS**

1. In this Agreement the following terms have the following meanings:
  - a) "Apparatus" means a Fire service vehicle that carries firefighting personnel and/or equipment, including without limitation pumpers, tankers and boats, and a Fire response vehicle that carries portable firefighting equipment to suppress Fires;
  - b) "Border Fire" means a Fire that straddles any part of a boundary between the Crown Protection Area and the Municipal Protection Area;

This Municipal Forest Fire Management Agreement (hereinafter referred to as "Agreement")  
made in duplicate this            day of            , 20    .

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural  
Resources and Forestry (hereinafter referred to as the "Ministry" or "MNRF")

AND

The Corporation of "Township of North Frontenac"  
(hereinafter referred to as the "Municipality")

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its  
expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires  
Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as "FFPA"), as  
amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA  
with respect to the prevention, control and extinguishment of Fires within the limits of the  
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THEREFORE in consideration of the mutual promises and agreements set out below and other  
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  - a) "Apparatus" means a Fire service vehicle that carries firefighting personnel and/or  
equipment, including without limitation pumpers, tankers and boats, and a Fire response  
vehicle that carries portable firefighting equipment to suppress Fires;
  - b) "Border Fire" means a Fire that straddles any part of a boundary between the Crown  
Protection Area and the Municipal Protection Area;

- c) “Comprehensive Protection Charge” and “CPC” mean either the annual rate for each hectare of Patented Land within the Crown Protection Area payable by the Municipality to the Ministry or the annual rate for each hectare of unalienated Crown land owned by the Crown in right of Ontario within the Municipal Protection Area payable by the Ministry to the Municipality (set out in Appendix “A” attached hereto and forming part hereof which will be annually adjusted prior to the start of the Fire Season annually to reflect the annual rate per hectare as set out in Appendix “C”), is charged with respect to land protected by one party for the other party and comprises all costs for prevention, management, and suppression of Fires;
- d) “Consumer Price Index” and “CPI” mean the index published by Statistics Canada for September of one year to August of the next year for the Province of Ontario in the All - Items category as defined by Statistics Canada;
- e) “Crown Protection Area” and “CPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” attached hereto and forming part hereof which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- f) “Fire” means any type of outdoor fire, including without limitation a campfire, grass, brush or forest fire, a fire in a charcoal barbecue, an outside wood burning furnace or a stove;
- g) “Fire Season” means the period from April 1 to October 31 in each year (as set out in Section 10 of the FFPA);
- h) “Incident” means a report of smoke or Fire to either party which is required to be investigated by the applicable party to determine if a Fire is occurring or an infraction of the FFPA or a municipal bylaw may be occurring;
- i) “Municipal Protection Area” and “MPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” and any area(s) within an area of Unincorporated Territory deemed to be included in the MPA with the written agreement of the parties pursuant to paragraph 4 b) which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- j) “Officer” means an officer as defined in or those persons deemed to be officers for the purposes of the FFPA;
- k) “Patented Land” means all privately owned land and patented land acquired and owned by the Crown in right of Ontario; and
- l) “Unincorporated Territory” means an area(s) which may be represented by a local services board where Fire protection services may be provided by the adjacent Municipality under the terms within their Municipal agreement. This area will be deemed to be included as part of the MPA area with the written agreement of the parties pursuant to paragraph 4 b).

## **FIRE PREVENTION AND COMPLIANCE**

2. a) The Municipality at its expense shall:
  - i) when implementing a Fire prevention plan for all areas of the Municipality, design a Fire prevention/education program based on the principles of the Ministry's FireSmart program;
  - ii) control open air burning in a coordinated fashion in the Municipality through bylaws or a municipal Fire permit system consistent with the FFPA and applicable Ministry of Environment guidelines, as may be amended or replaced from time to time; and
  - iii) be responsible for the management and enforcement of any municipal Fire permit system enacted by it under authority of a bylaw.
- b) The Ministry at its expense shall be responsible for Fire prevention activities for areas of Unincorporated Territory when included under the terms of this agreement.

## **ANNUAL FIRE SUMMARY**

3. Each party shall provide a written summary of all Fires (Appendix "G") which it actioned under the Agreement during the most recent Fire Season to the other party on or before November 30th of each year that this Agreement is in effect.

## **CHANGES TO CROWN PROTECTION AREA AND MUNICIPAL PROTECTION AREA**

4. a) The CPA and MPA may be amended at any time upon terms satisfactory to both parties from November 1 to March 31 of any year during the Agreement with Appendix "A and B" being revised to reflect such changes agreed upon by the parties. All proposed changes must be implemented before April 1. However, when any of the following occur within the limits of the Municipality, the parties shall review as soon as possible the affected land area to determine which designation (CPA or MPA) applies to the area in question:
  - Annexation of land area;
  - Adjustment of the Municipality's boundaries; or
  - Large areas of recent storm/insect damage.

Implementation of the applicable designation to the area in question shall occur as soon as possible so that Incident response and Fire suppression services are provided.

- b) An area(s) of Unincorporated Territory may be deemed to be included in the MPA with Appendix "A" and Appendix "B" being revised to reflect such changes agreed upon by the parties. In such circumstances, the Municipality shall pass such by-laws as may be required to allow its Fire Department to leave the Municipality to respond to Incidents and to suppress Fires in the Unincorporated Territory.

## TRAINING REQUIREMENTS

5. a) The Municipality agrees that the following Ministry Fire training programs will be taught to all staff within the Municipality's Fire Department assigned to Fire operations:
  - Municipal Fire Department Forest Fire Training (SP103); and
  - Air Attack Safety Training Module for Municipal Fire Operations.
- b) Following execution of the Agreement by both parties, the Ministry shall provide the Municipality free of charge the instructor training kit for each course listed in paragraph 5 a). The kits are designed to be utilized by local Fire Department training programs. The Ministry will provide technical advice if required to assist Municipality instructors to understand the training material as presented in the kits.
- c) The Municipality shall ensure that all Municipality staff responsible to respond to Incidents and suppress Fires are trained by the programs described in paragraph 5 a) and shall create training records and keep them up to date.

## INCIDENTAL RESPONSE AND SUPPRESSION ACTIONS

6. a) In consideration of the applicable CPC to be paid by the Municipality under paragraph 10 a) for a Fire Season, the Ministry at its expense shall respond to Incidents and suppress Fires within the Crown Protection Area. However, where on the request of the Ministry, the Municipality responds to an Incident or suppresses a Fire in the CPA, the Ministry shall pay the Municipality in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" attached to and forming part of this Agreement.
- b) In consideration of the applicable CPC to be paid by the Ministry under paragraph 10 a) for a Fire Season, the Municipality at its expense shall respond to Incidents and suppress Fires within the Municipal Protection Area. However, where on the request of the Municipality, the Ministry responds to an Incident or suppresses a Fire in the MPA, the Municipality shall pay the Ministry in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C".

At the request of the Municipality, the Ministry may assist in the investigation of any Fires which are of a contentious nature and undertake prosecutions for contravention of the FPPA.

- c) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, each party following receipt of an Incident within the limits of the Municipality shall immediately notify the other party of the Incident. The party with primary responsibility to do so shall investigate and determine if a Fire is occurring and if so, suppress the Fire and determine if an infraction of the FPPA or a municipal bylaw may be occurring.

- d) The Municipality shall ensure that its Fire resources when responding to an Incident or suppressing a Fire shall monitor the Fire Marshal High Band radio frequency of 154.070 in the event that Ministry aircraft arrive to support the Fire suppression operations.
- e) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, the party which first arrives on the scene of a Fire shall begin suppression of the Fire whether in the CPA or MPA. Compensation according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" associated with such action will not be paid to that party if the other party is responsible for suppressing Fires in the area in question unless and until the latter is notified of the Fire and approves continued action by that party.
- f) The Ministry shall exercise its powers under section 21.(1) of the FFPA and assume control of Fire suppression activities when it is determined in the opinion of an Officer that present suppression activities by the Municipality have the potential to result in one or more of the following conditions:
- Loss of life;
  - Significant loss of private property; or
  - Significant loss of public property.
- g) Where the Ministry assumes control of Fire suppression activities under paragraph 6 f), the Municipality shall pay the Ministry in accordance with paragraph 11 b) for such activities according to the applicable rate(s) and fee(s) set out in Appendix "C".
- h) Where the Ministry and Municipality work together to suppress a Fire, both parties will follow the procedures set out in the Inter-Agency Fire Response Operating Guidelines, a copy of which is contained in Appendix "D" attached hereto and forming part hereof, as may be amended or replaced from time to time.

## **BORDER FIRES**

7. a) Where the Municipality and the Ministry, separately or together, suppress a Border Fire, each party shall pay its applicable percentage of the total suppression cost incurred by both parties calculated according to the applicable rate(s) and fee(s) set out in Appendix "C" in doing so as follows: for the Municipality, the percentage of area burned that is contained within the MPA and for the Ministry, the percentage of area burned that is contained within the CPA.
- b) Where the amount payable by a party under paragraph 7 a) exceeds the amount payable to that party for suppressing the Border Fire, that party shall pay the other party the excess amount in accordance with paragraph 11 b).

## **DISPUTES**

8. In the event a response to a Fire under the Agreement results in a dispute between the parties or where the Ministry assumes control of Fire suppression activities under paragraph 6 f), either party may request the other party to conduct with it a joint review of the management of the Fire, where the dispute, including cost sharing, may be resolved. The review panel will consist of an equal number of members representing each party.

## **CONCURRENT CALLS**

9. When a party is taking action to suppress a Fire and a higher priority emergency occurs that requires that party to leave the Fire, the parties agree that, unless the Fire is threatening human life, the new emergency takes precedence over the Fire.

Prior to leaving the Fire, the party which first took action to suppress the Fire shall notify and make arrangements for the other party to suppress the Fire and where possible, have one of its staff remain at the scene of the Fire to provide a briefing on the Fire to the other party taking over suppression of the Fire.

## **PAYMENTS**

10. a) The applicable CPC's payable by the parties are set out in Appendix "A" and the CPC rates are outlined in Appendix "C". The Ministry shall provide the Municipality at the time of renewal an updated copy of Appendix "A" indicating the applicable CPC fees for the Agreement term. Where discussions are ongoing to make modifications to the existing MPA or CPA fire management zones, the applicable changes to the CPC fee will be processed once the final MPA/CPA zone modifications are completed.
- b) The Ministry will provide notification to the municipality prior to February 28 each year of the agreement, changes to the CPC rate to be used in Appendix "A" for CPC calculations.
- c) Each party shall pay the other party within thirty (30) days of receipt of an invoice from the other party for the applicable CPC for each hectare of Patented Land within the CPA or each hectare of unalienated Crown land owned by the Crown in right of Ontario within the MPA, as applicable, for the forthcoming Fire Season.
- d) The Fire suppression rates and fees for ground and aerial Fire suppression services payable by the parties for the first year of the initial term of the Agreement are set out in Appendix "C". Such rates and fees payable for each subsequent year that the Agreement exists shall be such rates and fees payable in the previous year increased prior to the start of the Fire Season by the Ministry by the percentage change in the most current CPI (as compared to the previous year's CPI). The Ministry shall provide the Municipality an

updated version Appendix "C" to reflect any changes in such rates and fees by March 31 of each year.

Each party shall pay the other party any suppression rates and fees in accordance with paragraph 11 b).

- e) If applicable, the Ministry shall also pay to the Municipality, CPC fees as set out in Appendix "A" for all land, whether private or Crown land, in an Unincorporated Territory area deemed to be included in the MPA according to the terms of this agreement pursuant to sub paragraph 4 b).
11. a) To qualify for payment according to the applicable rate(s) and fee(s) in Appendix "C" for services provided under the Agreement, a party must provide the other party with a completed Municipal Fire Information and Cost Report (Form 210), a copy of which is attached hereto as Appendix "E" and forms part hereof, within 30 days of the end of the suppression activity on each Fire actioned.
- b) Amounts payable by the Municipality to the Ministry based on applicable rates and fees in Appendix "C" will be offset against amounts payable by the Ministry to the Municipality based on applicable rates and fees in Appendix "C" for each Fire Season. Any balance owing to either party on November 30 of each year that this Agreement is in effect will be an amount due to that party as of that date and shall be payable within thirty (30) days of receipt of an invoice from that party.

## **INDEMNITY**

12. a) The municipality or Crown is responsible for its own insurance and shall carry all the necessary and appropriate insurance that a prudent person in the business of the municipality or crown would maintain, including but not limited to commercial general liability insurance.
- b) The municipality is not covered by the Province of Ontario's insurance program and no protection will be afforded to the municipality by the Government of Ontario for any claim that may arise out of the Agreement.
- c) The Crown is not covered by the municipalities' insurance program and no protection will be afforded to the crown by the municipality for any claim that may arise out of the Agreement.
- d) Regardless of any other provisions of this Agreement to the contrary, neither party shall be liable for any consequential, indirect, incidental, special or punitive damages, including without limitation lost revenues, savings or profit, suffered by the other party or any third party with respect to any Claims arising out of or otherwise in connection with the Agreement even if the party in question has been advised of the possibility thereof.

- e) Fire fighters employed by or volunteering for a party are deemed to be employees of that party for the purposes of benefits under the Workplace Safety and Insurance Act whether working on Crown land or private land in the CPA, the MPA or the Unincorporated Territory.
- f) Each party shall be responsible for all damage to or loss of any Apparatus or other equipment which it supplies for use in suppressing Fires under this Agreement. The Fire suppression rates described in Appendix "C" include recovery of costs for normal wear and tear on Apparatus and such other equipment as well as the cost of repair of periodic breakage or accidental damage.

**TERM AND TERMINATION; RENEWALS**

- 13. a) This Agreement shall commence April 1, 20 16 and must be reviewed every 5 year(s), unless terminated by either party in accordance with paragraph 13 b).
- b) Each party may terminate the Agreement:
  - (i) immediately upon written notice to the other party without liability if the other party commits or permits a breach of any of its obligations under this Agreement and fails to remedy such breach within thirty (30) days of receipt of written notice from the party not in breach demanding such breach be remedied; or
  - (ii) upon thirty (30) days prior written notice without liability for its convenience during the months of October to March prior to the next Fire Season.
- c) An Agreement review must be completed within sixty (60) days prior to April 1 of the review year, using the Agreement Review Checklist, Appendix "F", unless either party has provided written notice to the other party at least sixty (60) days prior to April 1 or earlier, of the scheduled review year under paragraph 13 a) that it wants to terminate the Agreement.
- d) If there are no changes made to the CPA or MPA areas (except for CPC's payable and suppression rates as described in section 10). Appendix "F" must be signed by the local Fire Management Supervisor and municipal official and attached to the Agreement document.
- e) At anytime when changes are made to the CPA or MPA areas that affect Fire response requirements and financial obligations to either party, a new Agreement document must be drafted and submitted to the Director of AFFES and Mayor/Reeve for signatures.

## GENERAL PROVISIONS

14. a) This Agreement represents the entire agreement between the parties regarding Fire prevention, control and extinguishment and supersedes any prior understanding or agreement, collateral, oral or otherwise, with respect to such subject matter existing between the parties at the date this Agreement comes into effect.

This Agreement consists of the terms and conditions in the main body of this Agreement and its Appendices and any amendments executed in accordance with the terms of this Agreement.

In the event of any conflict or inconsistency between provisions of any of the documents which form part of this Agreement, the provision in the first mentioned document below shall govern:

- (i) any amendment to this Agreement;
  - (ii) terms and conditions in the main body of this Agreement; and
  - (iii) Appendices to this Agreement.
- b) Except as otherwise provided in paragraphs 10 a) and 10 d) with respect to changes to rates and fees, any change to this Agreement shall be by written amendment signed by the parties.
- c) Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this Agreement or at any time during the term of this Agreement, shall be void and of no legal effect.
- d) Any failure by a party to insist in one or more instances upon strict performance by the other party of any of the terms or conditions of this Agreement shall not be construed as a waiver by the first party of its right to require strict performance of any such terms or conditions and the obligations of the other party with respect to such performance shall continue in full force and effect.
- e) Neither party shall have any power or authority to bind the other party or to assume or create any obligation or responsibility, express or implied, on the other party's behalf. Neither party shall hold itself out as an agent, partner or employee of the other party.
- f) Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the parties or constitute an appointment under the *Public Service of Ontario Act, 2006*, S.O. 2006, c.35, as amended or replaced from time to time.

- g) In this Agreement, words in the singular include the plural and vice-versa and words in one gender include all genders. The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.

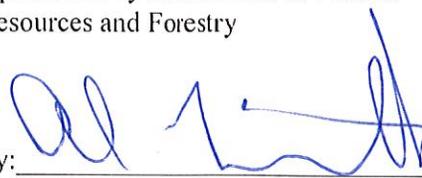
### SURVIVING PROVISIONS

15. Paragraphs 10 a), 10 d) (second paragraph only), 11 a), 11 b), 12 a), 12 b), 12 c), 12 d) 12 f), 14 and this paragraph of the Agreement shall survive its termination or expiry and continue to bind the parties.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized representatives.

Her Majesty the Queen in right of Ontario as  
represented by the Minister of Natural  
Resources and Forestry

Date: 2016.03.01

By:  \_\_\_\_\_

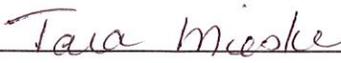
Director, Aviation, Forest Fire and  
Emergency Services Branch  
Provincial Services Division  
Name  
(pursuant to delegated authority)

The Corporation of

Date: 01/18/2016

By:  \_\_\_\_\_

Position: Mayor  
Name: Ron Higgins

By:  \_\_\_\_\_

Position: Clerk  
Name: Tara Mieske

**APPENDIX A - Application of Comprehensive Protection Charges to Land Types**

Municipality

North Frontenac

Agreement Review Period

Year: 2016 To

Per Hectare CPC Rate

\$1.21

CPC Year:

2016

CPI Increase

%

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total
Comprehensive		CROWN PAYS				MUNICIPALITY PAYS				Hectares
Protection Charge		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	By Type
Unalienated Crown Land	Crown does not pay Municipal Taxes	6,808	\$1.21	100%	8,237.87	57,858	\$1.21		-	64,666
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	899	\$1.21	100%	1,088.38	2,336	\$1.21		-	3,235
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	41,410	\$1.21		-	6,945	\$1.21	100%	8,403.87	48,355
Private Land ( Managed Forests )	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.21		-		\$1.21	50%	-	0
Patent Mining Lands ( Crown has Full Timber Rights ) <b>Patented after March 26, 1918</b>	Unit Class of M L (Mining lands) with a Tax Rate of C. ( Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.21	100%	-		\$1.21		-	0
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.21	100%	-		\$1.21		-	0
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.21		-		\$1.21		-	0
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.21	100%	-		\$1.21		-	0
<b>TOTALS</b>		49,117			9,326.26	67,139			\$ 8,403.87	116,256
<b>NOT AN INVOICE</b>		Crown Owes the Municipality				Municipality Owes the Crown				
		\$922.38				\$0.00				

Page 166 of 318

**CPC payment invoices must be sent in after April 1 of the current fire year**

Township of North Frontenac  
Municipal Agreement Areas  
Haliburton  
Fire Management Headquarters



Information  
Haliburton Management Area  
Fire Agreement Areas  
Date: November 19th, 2015

- Municipal Boundary
- Hydro Line
- Natural Gas Pipeline
- Unknown Pipeline
- Unknown Transmission Line
- Lake
- Roads**
- Not classified
- National Road Class**
- Freeway
- Expressway / Highway
- Collector
- Arterial
- Rapid Transit
- Local
- Service
- Resource / Recreation
- Winter
- Land Ownership**
- Patent Land, Managed Forest
- Provincial Park
- Conservation Reserve
- Crown Game Preserve
- Crown Land
- Crown Leased Land
- Federal Land
- Patent Land
- Water
- Administrative Boundaries**
- Townships
- Fire Management Agreement Area**
- Protection Type**
- Crown Protection Area
- Federal Protection Area
- Municipal Protection Area
- Northern Fire Protection Area

**DRAFT**

1:64,757



Notes / Notes

Data Source: NRVIS (Natural Resources Values Information System), Ministry of Natural Resources Administrative District files, data collected from land, historical files, information provided by interested parties, reports prepared by population and data provided by other Ministries.

North American Datum 1983, UTM 17

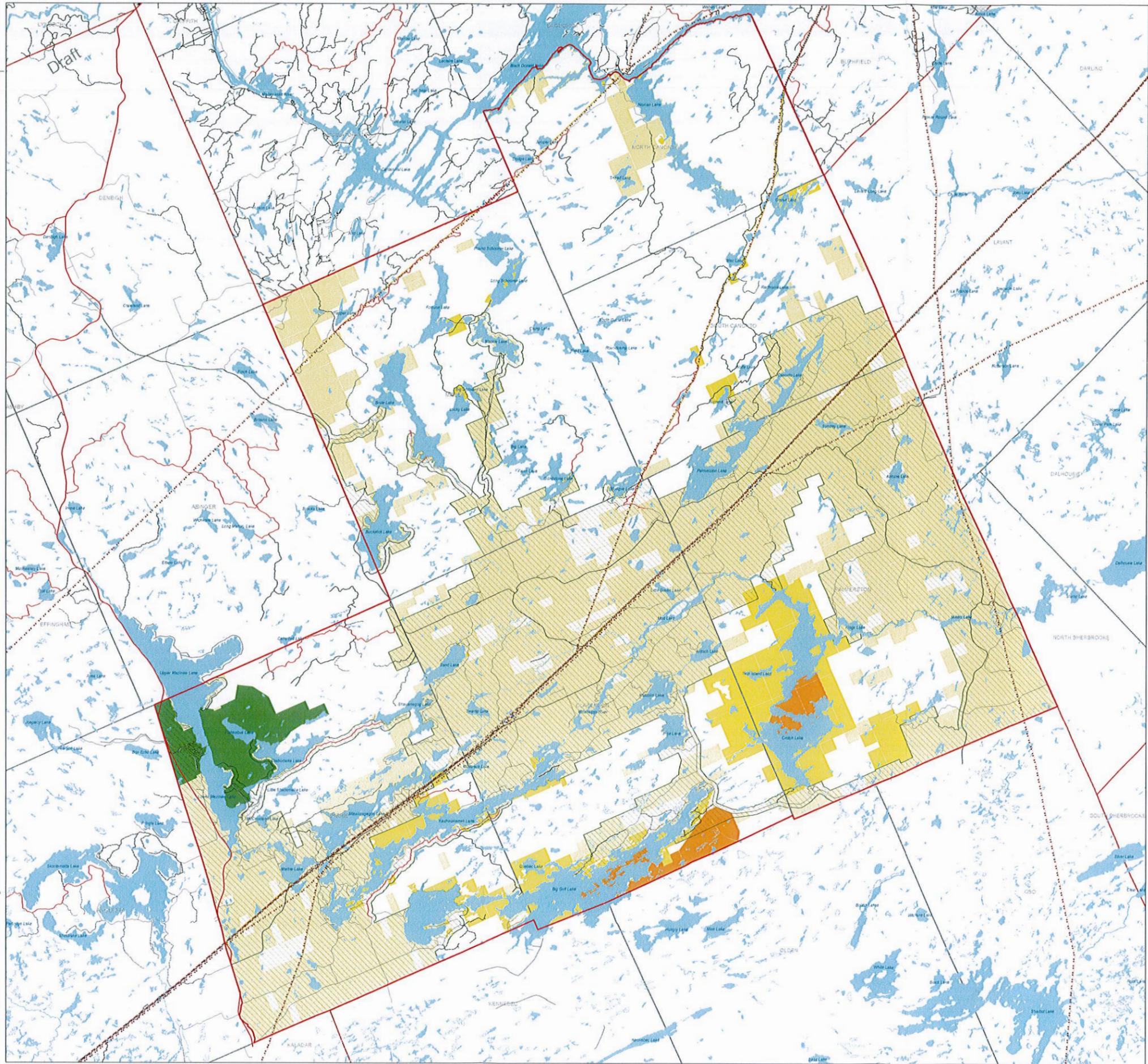
This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

This map may contain cartographic errors or omissions.

©2015 Queen's Printer for Ontario  
Printed in Ontario, Canada

Published: Nov. 19th, 2015

Map Reference: Township of North Frontenac, Haliburton FMH  
Information disponible en français



Appendix C

Municipal Fire Agreement Rates to / from Municipalities  
Valid for 2016

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p>2013—\$0.95/Ha 2014—\$1.04/Ha 2015—\$1.12/Ha 2016 \$1.21/Ha 2017 \$1.29/Ha</p> <p><b>NOTE:</b></p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$754.00 per fire or</li> <li>• \$220.45 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with maximum 4 staff, includes suppression gear.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver and pickup crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2015 Rates</b></p> <p>CL415 Dispatch Fee = \$2034.85 Hourly rate = \$4069.69</p> <p>Twin Otter Dispatch Fee = \$812.12 Hourly rate = \$1624.23</p> <p>Birddog Hourly rate = \$1751.91</p>								
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2015</b></p> <table border="0"> <tr> <td>Light</td> <td>\$As per invoice</td> </tr> <tr> <td>Intermediate</td> <td>\$ 904.31 per hour,</td> </tr> <tr> <td>Medium</td> <td>\$2404.42 per hour ,</td> </tr> <tr> <td>Heavy</td> <td>(calculated at time of hire)</td> </tr> </table> <p>(flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>	Light	\$As per invoice	Intermediate	\$ 904.31 per hour,	Medium	\$2404.42 per hour ,	Heavy	(calculated at time of hire)
Light	\$As per invoice								
Intermediate	\$ 904.31 per hour,								
Medium	\$2404.42 per hour ,								
Heavy	(calculated at time of hire)								
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>								



# ***INTER-AGENCY FIRE RESPONSE OPERATING GUIDELINES***

## FORWARD

This directive will be applied when the Ministry of Natural Resources and Forestry (MNRF) fire fighters or aircraft and municipal fire departments both respond to the same forest fire. The purpose of this directive is to ensure safe and effective cooperation between fire response agencies.

## DEFINITIONS

**Incident Commander:** the person in charge at the scene of the incident. This person is assigned by the agency responsible for the fire.

**Agency Representative:** the lead person for MNRF (i.e., Fire Ranger Crew Leader, Fire Operations Technician, Fire Management Technician, Fire Operations Supervisor) and the lead person for the municipality (usually the Fire Chief, Deputy Fire Chief or Fire Officer). One of the Agency Representatives is usually the Incident Commander responsible for the fire and the other is the lead representative for the agency supporting the fire response.

## RESPONSIBILITY FOR FIRES

Inside the fire region where no municipal agreement with the MNRF is in place, municipalities are responsible at their expense to extinguish grass, brush or forest fires within their municipal boundaries under Section 21 (1) of the Forest Fires Prevention Act (FFPA).

- Where a fire starts on Crown land within a municipal jurisdiction, the MNRF will reimburse the municipality for its suppression costs.

When a municipality has a municipal fire agreement with the MNRF, the response areas will be broken down into Municipal Protection Areas (MPA) and a Crown Protection Areas (CPA).

- Municipal Fire Departments are responsible for fires within the MPA
- MNRF is responsible for fires within the CPA

Municipalities, while still responsible for extinguishing fires within their municipality or MPA area, may turn over the suppression of a fire to the MNRF, or other suppression organization, under the following circumstances:

1. The fire department determines the fire has grown in size and/or complexity beyond their capabilities;
2. A structural fire situation or higher municipal emergency has developed that requires all the municipal resources;
3. Under rare circumstances where the MNRF determines that the actions taken by a municipality inside the fire region are inadequate, the MNRF may exercise its powers under Section 21 (1) of the FFPA, and assume suppression operations of the fire until such a time that fire suppression operations may be returned to the municipality.

When one agency supports the other in fire suppression efforts, the supporting agency will recover costs from the agency that has jurisdiction of the incident. For those areas that have a Municipal Agreement with the MNRF, the terms and conditions of that agreement will be followed. For all other areas, all invoices will be submitted according to each agency's policy.

## **AUTHORITY OVER RESOURCES**

- A municipality will direct its resources and retain all authority for the co-ordination of police, ambulance and other agency involvement;
- MNRF will retain authority for air attack and all MNRF personnel;
- Where heavy equipment is required, the municipality will use its authority to procure and direct it during a joint fire response.

## **INITIAL ARRIVAL AT A FIRE**

Irrespective of responsibility, the first organization arriving at a fire scene will commence fire suppression and is in charge of the fire until the appropriate lead agency arrives and assumes the command function. When an MNRF Agency Representative arrives at a fire that appears to be the responsibility of a municipality (inside an MPA or a municipality without an agreement):

1. The MNRF Agency Representative will immediately seek out the person in charge on behalf of the municipality (usually the Fire Chief or Deputy Fire Chief). If the MNRF is first to the fire site, the MNRF Agency Representative will focus on suppression operations until a municipal official arrives.
2. The MNRF official will identify himself/herself as the Agency Representative for the MNRF and will ask if the municipality requires continued assistance from the MNRF.
3. If the Municipal Agency Representative says they do not require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the Municipal Agency Representative who has authorized this), and contact the Sector Response Officer (SRO). If the SRO and MNRF Agency Representative agree that the municipality can control the fire, MNRF resources can return to base. If the MNRF Agency Representative, through personal observation of the fire, fire behaviour, and values at risk, believes that the situation is beyond the capability of the municipal resources at the scene, he/she will discuss further support with the SRO.
4. If the Municipal Agency Representative says that they require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the representative who has authorized this) and update the SRO.
5. The MNRF Agency Representative will update the local SRO with all information discussed in the field. The SRO will document this information in the SRO log book as a permanent record.
6. To avoid confusion, the MNRF Agency Representative will document the location of the fire using a GPS device. This is very important if the fire is located near a boundary with the CPA or another municipality.

All communication with the Municipal Agency Representative will be through the MNRF Agency Representative. The SRO will be contacted immediately if there is uncertainty about the responsibility for the fire, the status of the fire, or whether there are agreements in place.

## INCIDENT COMMAND

The representative of the agency responsible for the fire will be the Incident Commander unless the other Agency takes responsibility for the fire, as described above. Each agency will retain authority over its own resources, as described above.

Agency Representatives for both the MNRF and municipalities will wear a vest or other visible and clear identification indicating that they are in charge on behalf of their agency.

The style of joint operations will be at one of two levels, depending on fire conditions:

**Table 1: Factors used to determine Level of Operation**

	<b>Level 1 Operations</b>	<b>Level 2 Operations</b>
<b>Fire Behaviour Fire Complexity Risk to Values</b>	Fire Intensity Class 1 or 2 1 to 2 crews Low to Moderate	Fire Intensity Class 3 or higher 3 or more crews High to Extreme
<b>MNRF resource commitment</b>	1 or 2 crews Air Attack uncommon	3 or more crews Air Attack common
<b>Incident Commander</b>	MNRF Incident Commander level IV or V Municipal Captain or Lieutenant	MNRF Incident Commander level I, II or III Municipal Chief or Deputy Chief
<b>Operations</b>	Agency Reps meet, discuss situation, and agree on suppression plan. Both agencies' reps will work with their respective resources and can work apart from one another.	Set up a Command Post. Agency Reps remain together to ensure communication between Agencies and to coordinate suppression actions.
<b>Communication</b>	Contact between Agency Reps as required. MNRF Rep should provide MNRF radio to Municipal Rep. If no radio, Agency Reps will meet at regular times to discuss operations and adjust suppression operations.	Agency Reps remain together and communicate to fire fighters using respective communication systems. MNRF will provide MNRF radio to Municipal Rep to maintain communication link if Reps must be apart for a period of time.

***Every effort should be made to provide radio contact between Agency Representatives. All MNRF Radios will be retrieved when the MNRF operation leaves.***

## **AIR OPERATIONS**

Water bombing in conjunction with ground attack can present a hazard to ground crews. This hazard can be minimized with diligent air/ground co-ordination.

Where the municipality hires aircraft for fire suppression operations, and MNRF water bombers are working on the fire, the MNRF Air Attack Officer will control airspace and all aircraft activities. Only aircraft with direct radio communication with the Air Attack Officer can operate on the fire. Where the municipality has hired aircraft that are under the direction of a Municipal Incident Commander and no MNRF aircraft are involved in fire suppression, the MNRF Agency Representative should work closely with the Incident Commander to maximize the efficiency and safety of any aircraft operations on the fire.

## **AIR ATTACK**

If an MNRF Agency Representative is on the ground, air attack will communicate directly with the MNRF Agency Representative using the assigned MNRF radio frequency. This would include identifying any aircraft hired by the municipality.

If air attack arrives before MNRF personnel are on site, air attack will make contact with the Municipal Incident Commander prior to commencing bombing operations. All initial air-to-ground communications with the Municipal Incident Commander will be done on the VHF/FM frequency 154.070 MHZ (Provincial Office of the Fire Marshal frequency).

When the MNRF is not at a fire, requests for air attack may be made by a Municipal Incident Commander directly to the appropriate MNRF Sector Response Officer (SRO). This request is then relayed by the SRO to the MNRF Regional Duty Officer. If air attack is approved, the SRO will then notify the Municipal Incident Commander and advise them to immediately monitor 154.070 MHZ at the fire. The SRO will also advise the Municipal Incident Commander of the type, number of aircraft, the Bird Dog number and the Air Attack Officer's name, being dispatched to the incident along with an estimated time of arrival.

### **Lone Wolf Operations**

Because of the general complexity of interagency fire responses, every effort will be made to have an Air Attack Officer on-site. When this is not possible, lone wolf operations (where the bombing operation is not under the control of an Air Attack Officer) will be permitted when air/ground communications can be established between the pilot and the Incident Commander or MNRF Agency Representative. Bombing operations can only occur once the pilot is assured that it is safe to do so. As Municipal Incident Commanders may be unfamiliar with air attack and municipal fire fighters may be less visible than FireRangers, extreme caution must be used on lone wolf operations. Guidelines for these operations are included in the MNRF Air Attack Manual.

**Table 2: General direction for air attack operations on interagency fires**

The Air Attack Officer (AAO) and agency representatives share the responsibility for the safety of ground crews.

The AAO is responsible for determining the presence of ground crews before commencing air attack.

The AAO must be aware of each ground crew's exact location.

The drop zone includes a safety area of 120 by 350 meters around the target that must be clear of all personnel.

Air/ground communications must be maintained between the birddog aircraft or AAO and the ground crew(s). Unless otherwise directed, this communication link will be through the MNRF Agency Representative, if present, or the Municipal Incident Commander.

Birddog aircraft, CL-415's and Twin Otters are equipped with high band (VHF/FM) radios. High band radios are required for air/ground communications (154.070 MHZ) with the Municipal Incident Commander when MNRF ground personnel are not at the fire.

All Out of Province (OOP) water bombers are accompanied by a birddog aircraft. During their operational briefing, OOP birddogs are advised of the importance of Interagency Operating Procedures and the OFM radio frequency.

Air attack will be discontinued if the safety of ground crews might be jeopardized.

Any near miss, or direct hit of ground personnel by a drop, is an "incident" and must be reported immediately to the MNRF Agency Representative who will take prompt, corrective, action; as well as informing the local SRO. The local SRO will inform the Regional Duty Officer. An Incident Report must be completed.

## **TRAINING**

SP-103 "Municipal Fire Department Forest Fire Training" is recommended for municipal fire fighters that engage in fighting grass, brush, or forest fires.

SP-230 "Wildland Fire Strategies and Tactics Workshop for Municipalities" provides training suitable for Municipal Incident Commanders.

**Fire Information Report for Municipalities**  
(This section completed by Municipality only)

Issued to \_\_\_\_\_ Date: \_\_\_\_\_  
yyyy-mm-dd

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Number \_\_\_\_\_ Municipal # \_\_\_\_\_ M.N.R.F # \_\_\_\_\_

Fire Reported to Municipality Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Fire Reported to M.N.R.F Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Zone \_\_\_\_\_ Basemap \_\_\_\_\_ Block \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Surveyed Township \_\_\_\_\_

Initial Response Group \_\_\_\_\_ Fire Cause \_\_\_\_\_

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Fuel Type \_\_\_\_\_ MPA/CPA \_\_\_\_\_

Hectares Burned Crown land \_\_\_\_\_ Private land \_\_\_\_\_

Source of Ignition \_\_\_\_\_ Responsible Group \_\_\_\_\_

Fire Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Fire Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Incident Commander \_\_\_\_\_ Phone Number \_\_\_\_\_



Municipal Fire Agreement Cost Report Form 210 Part II

Border Fires (areas between MPA/CPA) must be completed electronically by MNRF

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 Municipal fire cost data must be input under Agency's Total Costs when assistance provided.

M.N.R.F USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry	C.P.A.	0.0	#DIV/0!	\$0.00	#DIV/0!
Municipality	M.P.A.	0.0	#DIV/0!	#DIV/0!	#DIV/0!
TOTALS		0.0	#DIV/0!	\$0.00	#DIV/0!
				Amount Re-imbursed to Municipality	#DIV/0!
				Amount to be Invoiced to Municipality	#DIV/0!

Municipal Fire Agreement Cost Report Form 210 Part III

Fire Managers to complete Part III

Issue invoice to: Municipality  MNRF  Other     
 Insert Costs to be Billed

Agency to assume the cost: Yes  No

Refer to court for cost collection or infractions (MNRF use only) Yes  No

Invoice issued to:  

Invoices to MNRF/MUN will be processed at the end of fire season for the end of the year reconcillation process.  
 Third party invoices are to be processed once the Fire Manager has approved the invoice.

Comments: Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. **MNRF use only**

Signature of Authorized Management Representative  
 Certified Accurate, Complete and True

Date   yyyy-mm-dd

**Appendix F  
Agreement Review Checklist  
(To be completed by MNR)**

**Name of Community** Township of North Frontenac

**Fire Management Area:** Haliburton

**Date Reviewed:** January 6, 2016

**MNR Person Completing Review:** Dan Thompson

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone?

No

Has there been any new cottage subdivision areas developed?

No

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area?

No

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes.

No

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR?

Yes

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone.

No

**2. Risk Analysis:**

**Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required?

No

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area?

No

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area?

No

**3. Fire Suppression Resources:**

**Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones

No

**Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?

Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones No

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package? Yes

Has the fire department ever sent staff to an SP230 course? Yes

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now? No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area? Yes

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers? Yes

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan? Yes

Is the community willing to develop a FireSmart Community Wildfire Plan? Yes

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established? No

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA? Yes

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up? Yes

Does the community have a by-law enforcement officer? Yes

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard. Yes

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes? Yes

Does the community conduct school wildfire prevention programs? No

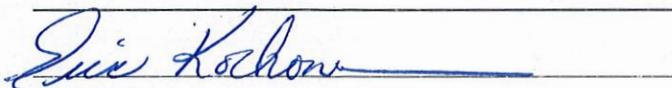
**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 2016 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

**Fire Management Supervisor:**

**Municipal Representative:**



The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.



**Township of North Frontenac**

<b>Fire Department Information</b>	<b>Fire Stn 1</b>	<b>Fire Stn 2</b>	<b>Fire Stn 3</b>
	Plevna	Ompah	Snow Road
Wildland Fire Calls - 2015	3	1	0
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs	1		
Deputy Chiefs	1	1	1
Captains	2	1	2
Fire Fighters	8	10	16
<b>Training</b>	SP103	SP103	SP103
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs	5	4	5
Monday to Friday Dispatch Time estimate	15 min	15 min	15 min
Weekend Daytime Availability	6	8	12
Weekend Dispatch Time Estimate	15 min	10 min	15 min
Fire Hall Monitor MNR Indices	yes	yes	yes
<b>Apparatus</b>			
Specialized Fire Vehicle	4x4 mini pumper	4x4 wildland unit	4x4 wildland unit
Engines	pumper	pumper	pumper
Water Tenders	3000		3500
Off Road 4x4, or light transport vehicle	1-3/4 ton	1-3/4 ton	1-1/2 ton
ATV	1	1	1
Fire Boat	1	1	0
Trailers, IC Command Post	equipment trailer	combo boat/trailer	equipment trailer
Vehicle rentals available to support fire services	yes	yes	yes
<b>Fire Line Equipment</b>			
Forestry Hose - feet	3000	2400	2400
Portable Fire Pumps	4	3	3
Port a Tank	3	2	2
Shovels	10	10	10
Pulaski	1	2	2
Back Pack Water Can	6	6	6

Ministry of Natural Resources and Forestry

Ministère des Richesses naturelles et des Forêts

Al Tithecott, Director  
Aviation, Forest Fire and  
Emergency Services

Al Tithecott, directeur  
Services d'urgence, d'aviation et de  
lutte contre les feux de forêt

70 Foster Drive, Suite 400  
Sault Ste. Marie, ON P6A 6V5  
Tel: 705 945 5937  
Fax: 705 945 5785

70, Foster Drive, bureau 400  
Sault Ste Marie ON P6A 6V5  
Tél. : 705 945 5937  
Télééc. : 705 945 5785



March 1, 2016

RECEIVED

MAR 8 - 2016

Twp. of North Frontenac  
Per.....

Ms. Jenny Duhamel  
Clerk/Planning Manager  
Township of North Frontenac  
6648 Rd. 506  
Plevna ON K0H 2M0

Dear Ms. Duhamel:

Please find enclosed your Municipality's signed copy of the Ministry of Natural Resources and Forestry fire suppression agreement for your files.

This current fire suppression agreement is valid from 2016 to 2021. As per the conditions of the municipal agreement your township will receive annual updates for fire suppression rates and adjusted Comprehensive Protection Charges throughout the five year period from the local Fire Management Headquarters in North Bay.

The Municipality can issue an invoice to MNRF after April 1, 2016 for the Comprehensive Protection Charges identified in Appendix A of the agreement.

If you have any questions regarding the fire suppression agreement, please contact Jim Murphy, Provincial Agreements and Partnerships Advisor, at (705) 945-6671.

Thank you.

Yours sincerely,

Al Tithecott  
Director

c: Jim Murphy  
Provincial Agreements and Partnerships Advisor

Enclosure

This Municipal Forest Fire Management Agreement (hereinafter referred to as "Agreement") made in duplicate this 18<sup>th</sup> day of January, 2016.

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural Resources and Forestry (hereinafter referred to as the "Ministry" or "MNRF")

AND

The Corporation of "Township of North Frontenac" (hereinafter referred to as the "Municipality")

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as "FFPA"), as amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA with respect to the prevention, control and extinguishment of Fires within the limits of the Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### DEFINITIONS

1. In this Agreement the following terms have the following meanings:
  - a) "Apparatus" means a Fire service vehicle that carries firefighting personnel and/or equipment, including without limitation pumpers, tankers and boats, and a Fire response vehicle that carries portable firefighting equipment to suppress Fires;
  - b) "Border Fire" means a Fire that straddles any part of a boundary between the Crown Protection Area and the Municipal Protection Area;

- c) “Comprehensive Protection Charge” and “CPC” mean either the annual rate for each hectare of Patented Land within the Crown Protection Area payable by the Municipality to the Ministry or the annual rate for each hectare of unalienated Crown land owned by the Crown in right of Ontario within the Municipal Protection Area payable by the Ministry to the Municipality (set out in Appendix “A” attached hereto and forming part hereof which will be annually adjusted prior to the start of the Fire Season annually to reflect the annual rate per hectare as set out in Appendix “C”), is charged with respect to land protected by one party for the other party and comprises all costs for prevention, management, and suppression of Fires;
- d) “Consumer Price Index” and “CPI” mean the index published by Statistics Canada for September of one year to August of the next year for the Province of Ontario in the All - Items category as defined by Statistics Canada;
- e) “Crown Protection Area” and “CPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” attached hereto and forming part hereof which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- f) “Fire” means any type of outdoor fire, including without limitation a campfire, grass, brush or forest fire, a fire in a charcoal barbecue, an outside wood burning furnace or a stove;
- g) “Fire Season” means the period from April 1 to October 31 in each year (as set out in Section 10 of the FFPA);
- h) “Incident” means a report of smoke or Fire to either party which is required to be investigated by the applicable party to determine if a Fire is occurring or an infraction of the FFPA or a municipal bylaw may be occurring;
- i) “Municipal Protection Area” and “MPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” and any area(s) within an area of Unincorporated Territory deemed to be included in the MPA with the written agreement of the parties pursuant to paragraph 4 b) which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- j) “Officer” means an officer as defined in or those persons deemed to be officers for the purposes of the FFPA;
- k) “Patented Land” means all privately owned land and patented land acquired and owned by the Crown in right of Ontario; and
- l) “Unincorporated Territory” means an area(s) which may be represented by a local services board where Fire protection services may be provided by the adjacent Municipality under the terms within their Municipal agreement. This area will be deemed to be included as part of the MPA area with the written agreement of the parties pursuant to paragraph 4 b).

## **FIRE PREVENTION AND COMPLIANCE**

2. a) The Municipality at its expense shall:
  - i) when implementing a Fire prevention plan for all areas of the Municipality, design a Fire prevention/education program based on the principles of the Ministry's FireSmart program;
  - ii) control open air burning in a coordinated fashion in the Municipality through bylaws or a municipal Fire permit system consistent with the FFPA and applicable Ministry of Environment guidelines, as may be amended or replaced from time to time; and
  - iii) be responsible for the management and enforcement of any municipal Fire permit system enacted by it under authority of a bylaw.
- b) The Ministry at its expense shall be responsible for Fire prevention activities for areas of Unincorporated Territory when included under the terms of this agreement.

## **ANNUAL FIRE SUMMARY**

3. Each party shall provide a written summary of all Fires (Appendix "G") which it actioned under the Agreement during the most recent Fire Season to the other party on or before November 30th of each year that this Agreement is in effect.

## **CHANGES TO CROWN PROTECTION AREA AND MUNICIPAL PROTECTION AREA**

4. a) The CPA and MPA may be amended at any time upon terms satisfactory to both parties from November 1 to March 31 of any year during the Agreement with Appendix "A and B" being revised to reflect such changes agreed upon by the parties. All proposed changes must be implemented before April 1. However, when any of the following occur within the limits of the Municipality, the parties shall review as soon as possible the affected land area to determine which designation (CPA or MPA) applies to the area in question:
  - Annexation of land area;
  - Adjustment of the Municipality's boundaries; or
  - Large areas of recent storm/insect damage.

Implementation of the applicable designation to the area in question shall occur as soon as possible so that Incident response and Fire suppression services are provided.

- b) An area(s) of Unincorporated Territory may be deemed to be included in the MPA with Appendix "A" and Appendix "B" being revised to reflect such changes agreed upon by the parties. In such circumstances, the Municipality shall pass such by-laws as may be required to allow its Fire Department to leave the Municipality to respond to Incidents and to suppress Fires in the Unincorporated Territory.

## **TRAINING REQUIREMENTS**

5. a) The Municipality agrees that the following Ministry Fire training programs will be taught to all staff within the Municipality's Fire Department assigned to Fire operations:
  - Municipal Fire Department Forest Fire Training (SP103); and
  - Air Attack Safety Training Module for Municipal Fire Operations.
- b) Following execution of the Agreement by both parties, the Ministry shall provide the Municipality free of charge the instructor training kit for each course listed in paragraph 5 a). The kits are designed to be utilized by local Fire Department training programs. The Ministry will provide technical advice if required to assist Municipality instructors to understand the training material as presented in the kits.
- c) The Municipality shall ensure that all Municipality staff responsible to respond to Incidents and suppress Fires are trained by the programs described in paragraph 5 a) and shall create training records and keep them up to date.

## **INCIDENTAL RESPONSE AND SUPPRESSION ACTIONS**

6. a) In consideration of the applicable CPC to be paid by the Municipality under paragraph 10 a) for a Fire Season, the Ministry at its expense shall respond to Incidents and suppress Fires within the Crown Protection Area. However, where on the request of the Ministry, the Municipality responds to an Incident or suppresses a Fire in the CPA, the Ministry shall pay the Municipality in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" attached to and forming part of this Agreement.
- b) In consideration of the applicable CPC to be paid by the Ministry under paragraph 10 a) for a Fire Season, the Municipality at its expense shall respond to Incidents and suppress Fires within the Municipal Protection Area. However, where on the request of the Municipality, the Ministry responds to an Incident or suppresses a Fire in the MPA, the Municipality shall pay the Ministry in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C".

At the request of the Municipality, the Ministry may assist in the investigation of any Fires which are of a contentious nature and undertake prosecutions for contravention of the FFPA.

- c) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, each party following receipt of an Incident within the limits of the Municipality shall immediately notify the other party of the Incident. The party with primary responsibility to do so shall investigate and determine if a Fire is occurring and if so, suppress the Fire and determine if an infraction of the FPPA or a municipal bylaw may be occurring.

- d) The Municipality shall ensure that its Fire resources when responding to an Incident or suppressing a Fire shall monitor the Fire Marshal High Band radio frequency of 154.070 in the event that Ministry aircraft arrive to support the Fire suppression operations.
- e) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, the party which first arrives on the scene of a Fire shall begin suppression of the Fire whether in the CPA or MPA. Compensation according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" associated with such action will not be paid to that party if the other party is responsible for suppressing Fires in the area in question unless and until the latter is notified of the Fire and approves continued action by that party.
- f) The Ministry shall exercise its powers under section 21.(1) of the FFPA and assume control of Fire suppression activities when it is determined in the opinion of an Officer that present suppression activities by the Municipality have the potential to result in one or more of the following conditions:
  - Loss of life;
  - Significant loss of private property; or
  - Significant loss of public property.
- g) Where the Ministry assumes control of Fire suppression activities under paragraph 6 f), the Municipality shall pay the Ministry in accordance with paragraph 11 b) for such activities according to the applicable rate(s) and fee(s) set out in Appendix "C".
- h) Where the Ministry and Municipality work together to suppress a Fire, both parties will follow the procedures set out in the Inter-Agency Fire Response Operating Guidelines, a copy of which is contained in Appendix "D" attached hereto and forming part hereof, as may be amended or replaced from time to time.

## **BORDER FIRES**

- 7. a) Where the Municipality and the Ministry, separately or together, suppress a Border Fire, each party shall pay its applicable percentage of the total suppression cost incurred by both parties calculated according to the applicable rate(s) and fee(s) set out in Appendix "C" in doing so as follows: for the Municipality, the percentage of area burned that is contained within the MPA and for the Ministry, the percentage of area burned that is contained within the CPA.
- b) Where the amount payable by a party under paragraph 7 a) exceeds the amount payable to that party for suppressing the Border Fire, that party shall pay the other party the excess amount in accordance with paragraph 11 b).

## **DISPUTES**

8. In the event a response to a Fire under the Agreement results in a dispute between the parties or where the Ministry assumes control of Fire suppression activities under paragraph 6 f), either party may request the other party to conduct with it a joint review of the management of the Fire, where the dispute, including cost sharing, may be resolved. The review panel will consist of an equal number of members representing each party.

## **CONCURRENT CALLS**

9. When a party is taking action to suppress a Fire and a higher priority emergency occurs that requires that party to leave the Fire, the parties agree that, unless the Fire is threatening human life, the new emergency takes precedence over the Fire.

Prior to leaving the Fire, the party which first took action to suppress the Fire shall notify and make arrangements for the other party to suppress the Fire and where possible, have one of its staff remain at the scene of the Fire to provide a briefing on the Fire to the other party taking over suppression of the Fire.

## **PAYMENTS**

10. a) The applicable CPC's payable by the parties are set out in Appendix "A" and the CPC rates are outlined in Appendix "C". The Ministry shall provide the Municipality at the time of renewal an updated copy of Appendix "A" indicating the applicable CPC fees for the Agreement term. Where discussions are ongoing to make modifications to the existing MPA or CPA fire management zones, the applicable changes to the CPC fee will be processed once the final MPA/CPA zone modifications are completed.
- b) The Ministry will provide notification to the municipality prior to February 28 each year of the agreement, changes to the CPC rate to be used in Appendix "A" for CPC calculations.
- c) Each party shall pay the other party within thirty (30) days of receipt of an invoice from the other party for the applicable CPC for each hectare of Patented Land within the CPA or each hectare of unalienated Crown land owned by the Crown in right of Ontario within the MPA, as applicable, for the forthcoming Fire Season.
- d) The Fire suppression rates and fees for ground and aerial Fire suppression services payable by the parties for the first year of the initial term of the Agreement are set out in Appendix "C". Such rates and fees payable for each subsequent year that the Agreement exists shall be such rates and fees payable in the previous year increased prior to the start of the Fire Season by the Ministry by the percentage change in the most current CPI (as compared to the previous year's CPI). The Ministry shall provide the Municipality an

updated version Appendix "C" to reflect any changes in such rates and fees by March 31 of each year.

Each party shall pay the other party any suppression rates and fees in accordance with paragraph 11 b).

- e) If applicable, the Ministry shall also pay to the Municipality, CPC fees as set out in Appendix "A" for all land, whether private or Crown land, in an Unincorporated Territory area deemed to be included in the MPA according to the terms of this agreement pursuant to sub paragraph 4 b).
11. a) To qualify for payment according to the applicable rate(s) and fee(s) in Appendix "C" for services provided under the Agreement, a party must provide the other party with a completed Municipal Fire Information and Cost Report (Form 210), a copy of which is attached hereto as Appendix "E" and forms part hereof, within 30 days of the end of the suppression activity on each Fire actioned.
- b) Amounts payable by the Municipality to the Ministry based on applicable rates and fees in Appendix "C" will be offset against amounts payable by the Ministry to the Municipality based on applicable rates and fees in Appendix "C" for each Fire Season. Any balance owing to either party on November 30 of each year that this Agreement is in effect will be an amount due to that party as of that date and shall be payable within thirty (30) days of receipt of an invoice from that party.

## **INDEMNITY**

12. a) The municipality or Crown is responsible for its own insurance and shall carry all the necessary and appropriate insurance that a prudent person in the business of the municipality or crown would maintain, including but not limited to commercial general liability insurance.
- b) The municipality is not covered by the Province of Ontario's insurance program and no protection will be afforded to the municipality by the Government of Ontario for any claim that may arise out of the Agreement.
  - c) The Crown is not covered by the municipalities' insurance program and no protection will be afforded to the crown by the municipality for any claim that may arise out of the Agreement.
  - d) Regardless of any other provisions of this Agreement to the contrary, neither party shall be liable for any consequential, indirect, incidental, special or punitive damages, including without limitation lost revenues, savings or profit, suffered by the other party or any third party with respect to any Claims arising out of or otherwise in connection with the Agreement even if the party in question has been advised of the possibility thereof.

- e) Fire fighters employed by or volunteering for a party are deemed to be employees of that party for the purposes of benefits under the Workplace Safety and Insurance Act whether working on Crown land or private land in the CPA, the MPA or the Unincorporated Territory.
- f) Each party shall be responsible for all damage to or loss of any Apparatus or other equipment which it supplies for use in suppressing Fires under this Agreement. The Fire suppression rates described in Appendix "C" include recovery of costs for normal wear and tear on Apparatus and such other equipment as well as the cost of repair of periodic breakage or accidental damage.

**TERM AND TERMINATION; RENEWALS**

- 13. a) This Agreement shall commence April 1, 20 16 and must be reviewed every 5 year(s), unless terminated by either party in accordance with paragraph 13 b).
- b) Each party may terminate the Agreement:
  - (i) immediately upon written notice to the other party without liability if the other party commits or permits a breach of any of its obligations under this Agreement and fails to remedy such breach within thirty (30) days of receipt of written notice from the party not in breach demanding such breach be remedied; or
  - (ii) upon thirty (30) days prior written notice without liability for its convenience during the months of October to March prior to the next Fire Season.
- c) An Agreement review must be completed within sixty (60) days prior to April 1 of the review year, using the Agreement Review Checklist, Appendix "F", unless either party has provided written notice to the other party at least sixty (60) days prior to April 1 or earlier, of the scheduled review year under paragraph 13 a) that it wants to terminate the Agreement.
- d) If there are no changes made to the CPA or MPA areas (except for CPC's payable and suppression rates as described in section 10). Appendix "F" must be signed by the local Fire Management Supervisor and municipal official and attached to the Agreement document.
- e) At anytime when changes are made to the CPA or MPA areas that affect Fire response requirements and financial obligations to either party, a new Agreement document must be drafted and submitted to the Director of AFFES and Mayor/Reeve for signatures.

## GENERAL PROVISIONS

14. a) This Agreement represents the entire agreement between the parties regarding Fire prevention, control and extinguishment and supersedes any prior understanding or agreement, collateral, oral or otherwise, with respect to such subject matter existing between the parties at the date this Agreement comes into effect.

This Agreement consists of the terms and conditions in the main body of this Agreement and its Appendices and any amendments executed in accordance with the terms of this Agreement.

In the event of any conflict or inconsistency between provisions of any of the documents which form part of this Agreement, the provision in the first mentioned document below shall govern:

- (i) any amendment to this Agreement;
  - (ii) terms and conditions in the main body of this Agreement; and
  - (iii) Appendices to this Agreement.
- b) Except as otherwise provided in paragraphs 10 a) and 10 d) with respect to changes to rates and fees, any change to this Agreement shall be by written amendment signed by the parties.
- c) Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this Agreement or at any time during the term of this Agreement, shall be void and of no legal effect.
- d) Any failure by a party to insist in one or more instances upon strict performance by the other party of any of the terms or conditions of this Agreement shall not be construed as a waiver by the first party of its right to require strict performance of any such terms or conditions and the obligations of the other party with respect to such performance shall continue in full force and effect.
- e) Neither party shall have any power or authority to bind the other party or to assume or create any obligation or responsibility, express or implied, on the other party's behalf. Neither party shall hold itself out as an agent, partner or employee of the other party.
- f) Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the parties or constitute an appointment under the *Public Service of Ontario Act, 2006, S.O. 2006, c.35*, as amended or replaced from time to time.

- g) In this Agreement, words in the singular include the plural and vice-versa and words in one gender include all genders. The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.

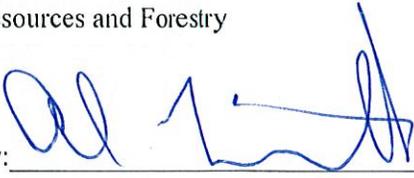
### SURVIVING PROVISIONS

15. Paragraphs 10 a), 10 d) (second paragraph only), 11 a), 11 b), 12 a), 12 b), 12 c), 12 d) 12 f), 14 and this paragraph of the Agreement shall survive its termination or expiry and continue to bind the parties.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized representatives.

Her Majesty the Queen in right of Ontario as  
represented by the Minister of Natural  
Resources and Forestry

Date: 2016.03.01

By:  \_\_\_\_\_

Director, Aviation, Forest Fire and  
Emergency Services Branch  
Provincial Services Division  
Name  
(pursuant to delegated authority)

The Corporation of

Date: 01/18/2016

By:  \_\_\_\_\_

Position: Mayor  
Name: Ron Higgins

By:  \_\_\_\_\_

Position: Clerk  
Name: Tara Mieske

**APPENDIX A - Application of Comprehensive Protection Charges to Land Types**

Municipality

North Frontenac

Agreement Review Period

Year: 2016 To 2021

Per Hectare CPC Rate

\$1.21

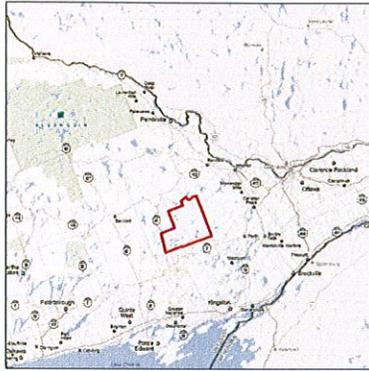
CPC Year:

2016 CPI Increase %

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total	
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	Hectares By Type	
Comprehensive Protection Charge		CROWN PAYS				MUNICIPALITY PAYS					
Unalienated Crown Land	Crown does not pay Municipal Taxes	6,808	\$1.21	100%	8,237.87	57,858	\$1.21		-	64,666	
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	899	\$1.21	100%	1,088.38	2,336	\$1.21		-	3,235	
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	41,410	\$1.21		-	6,945	\$1.21	100%	8,403.87	48,355	
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.21		-		\$1.21	50%	-	0	
Patent Mining Lands (Crown has Full Timber Rights) <b>Patented after March 26, 1918</b>	Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.21	100%	-		\$1.21		-	0	
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.21	100%	-		\$1.21		-	0	
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.21		-		\$1.21		-	0	
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.21	100%	-		\$1.21		-	0	
<b>TOTALS</b>		49,117			9,326.26	67,139			\$ 8,403.87	116,256	
<b>NOT AN INVOICE</b>		Crown Owes the Municipality				\$922.38	Municipality Owes the Crown				\$0.00

**CPC payment invoices must be sent in after April 1 of the current fire year**

**Township of North Frontenac**  
**Municipal Agreement Areas**  
**Haliburton**  
**Fire Management Headquarters**



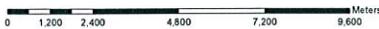
Information  
 Haliburton Management Area  
 Fire Agreement Areas  
 Date: November 19th, 2015

- Municipal Boundary
- Hydro Line
- Natural Gas Pipeline
- Unknown Pipeline
- Unknown Transmission Line
- Lake
- Roads**
- Not classified
- National Road Class**
- Freeway
- Expressway / Highway
- Collector
- Arterial
- Rapid Transit
- Local
- Service
- Resource / Recreation
- Winter
- Land Ownership**
- Patent Land, Managed Forest
- Provincial Park
- Conservation Reserve
- Crown Game Preserve
- Crown Land
- Crown Leased Land
- Federal Land
- Patent Land
- Water
- Administrative Boundaries**
- Townships
- Fire Management Agreement Area**
- Protection Type**
- Crown Protection Area
- Federal Protection Area
- Municipal Protection Area
- Northern Fire Protection Area

**DRAFT**



1:64,757



Notes / Notes

Data Source: NRVIS (Natural Resources Values Information System), Ministry of Natural Resources Administrative District files, data collected from land, historical files, information provided by interested parties, reports prepared by population and data provided by other Ministries.

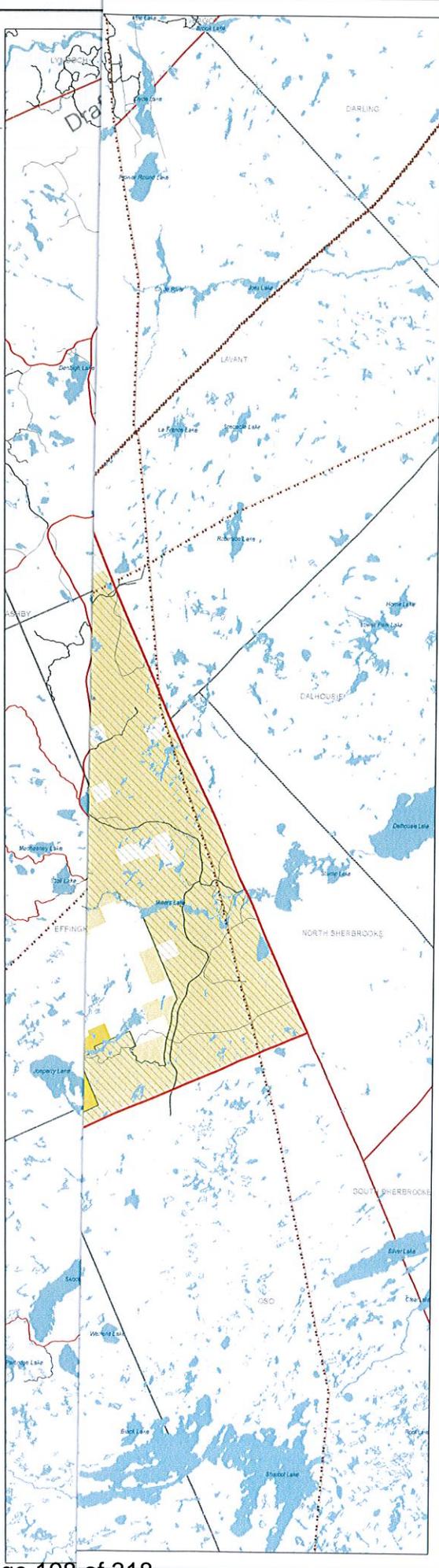
North American Datum 1983, UTM 17

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

This map may contain cartographic errors or omissions.

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 Printed in Ontario, Canada

Published: Nov. 19th, 2015  
 Map Reference: Township of North Frontenac, Haliburton FMH  
 Information disponible en français



Appendix C

Municipal Fire Agreement Rates to / from Municipalities  
Valid for 2016

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p>2013—\$0.95/Ha 2014—\$1.04/Ha 2015—\$1.12/Ha 2016 \$1.21/Ha 2017 \$1.29/Ha</p> <p><b>NOTE:</b></p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$754.00 per fire or</li> <li>• \$220.45 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with maximum 4 staff, includes suppression gear.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver and pickup crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2015 Rates</b></p> <p>CL415 Dispatch Fee = \$2034.85 Hourly rate = \$4069.69</p> <p>Twin Otter Dispatch Fee = \$812.12 Hourly rate = \$1624.23</p> <p>Birddog Hourly rate = \$1751.91</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2015</b></p> <p>Light \$As per invoice Intermediate \$ 904.31 per hour, Medium \$2404.42 per hour , Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>



# ***INTER-AGENCY FIRE RESPONSE OPERATING GUIDELINES***

## FORWARD

This directive will be applied when the Ministry of Natural Resources and Forestry (MNRF) fire fighters or aircraft and municipal fire departments both respond to the same forest fire. The purpose of this directive is to ensure safe and effective cooperation between fire response agencies.

## DEFINITIONS

**Incident Commander:** the person in charge at the scene of the incident. This person is assigned by the agency responsible for the fire.

**Agency Representative:** the lead person for MNRF (i.e., Fire Ranger Crew Leader, Fire Operations Technician, Fire Management Technician, Fire Operations Supervisor) and the lead person for the municipality (usually the Fire Chief, Deputy Fire Chief or Fire Officer). One of the Agency Representatives is usually the Incident Commander responsible for the fire and the other is the lead representative for the agency supporting the fire response.

## RESPONSIBILITY FOR FIRES

Inside the fire region where no municipal agreement with the MNRF is in place, municipalities are responsible at their expense to extinguish grass, brush or forest fires within their municipal boundaries under Section 21 (1) of the Forest Fires Prevention Act (FFPA).

- Where a fire starts on Crown land within a municipal jurisdiction, the MNRF will reimburse the municipality for its suppression costs.

When a municipality has a municipal fire agreement with the MNRF, the response areas will be broken down into Municipal Protection Areas (MPA) and a Crown Protection Areas (CPA).

- Municipal Fire Departments are responsible for fires within the MPA
- MNRF is responsible for fires within the CPA

Municipalities, while still responsible for extinguishing fires within their municipality or MPA area, may turn over the suppression of a fire to the MNRF, or other suppression organization, under the following circumstances:

1. The fire department determines the fire has grown in size and/or complexity beyond their capabilities;
2. A structural fire situation or higher municipal emergency has developed that requires all the municipal resources;
3. Under rare circumstances where the MNRF determines that the actions taken by a municipality inside the fire region are inadequate, the MNRF may exercise its powers under Section 21 (1) of the FFPA, and assume suppression operations of the fire until such a time that fire suppression operations may be returned to the municipality.

When one agency supports the other in fire suppression efforts, the supporting agency will recover costs from the agency that has jurisdiction of the incident. For those areas that have a Municipal Agreement with the MNRF, the terms and conditions of that agreement will be followed. For all other areas, all invoices will be submitted according to each agency's policy.

## **AUTHORITY OVER RESOURCES**

- A municipality will direct its resources and retain all authority for the co-ordination of police, ambulance and other agency involvement;
- MNRF will retain authority for air attack and all MNRF personnel;
- Where heavy equipment is required, the municipality will use its authority to procure and direct it during a joint fire response.

## **INITIAL ARRIVAL AT A FIRE**

Irrespective of responsibility, the first organization arriving at a fire scene will commence fire suppression and is in charge of the fire until the appropriate lead agency arrives and assumes the command function. When an MNRF Agency Representative arrives at a fire that appears to be the responsibility of a municipality (inside an MPA or a municipality without an agreement):

1. The MNRF Agency Representative will immediately seek out the person in charge on behalf of the municipality (usually the Fire Chief or Deputy Fire Chief). If the MNRF is first to the fire site, the MNRF Agency Representative will focus on suppression operations until a municipal official arrives.
2. The MNRF official will identify himself/herself as the Agency Representative for the MNRF and will ask if the municipality requires continued assistance from the MNRF.
3. If the Municipal Agency Representative says they do not require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the Municipal Agency Representative who has authorized this), and contact the Sector Response Officer (SRO). If the SRO and MNRF Agency Representative agree that the municipality can control the fire, MNRF resources can return to base. If the MNRF Agency Representative, through personal observation of the fire, fire behaviour, and values at risk, believes that the situation is beyond the capability of the municipal resources at the scene, he/she will discuss further support with the SRO.
4. If the Municipal Agency Representative says that they require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the representative who has authorized this) and update the SRO.
5. The MNRF Agency Representative will update the local SRO with all information discussed in the field. The SRO will document this information in the SRO log book as a permanent record.
6. To avoid confusion, the MNRF Agency Representative will document the location of the fire using a GPS device. This is very important if the fire is located near a boundary with the CPA or another municipality.

All communication with the Municipal Agency Representative will be through the MNRF Agency Representative. The SRO will be contacted immediately if there is uncertainty about the responsibility for the fire, the status of the fire, or whether there are agreements in place.

**INCIDENT COMMAND**

The representative of the agency responsible for the fire will be the Incident Commander unless the other Agency takes responsibility for the fire, as described above. Each agency will retain authority over its own resources, as described above.

Agency Representatives for both the MNRF and municipalities will wear a vest or other visible and clear identification indicating that they are in charge on behalf of their agency.

The style of joint operations will be at one of two levels, depending on fire conditions:

**Table 1: Factors used to determine Level of Operation**

	<b>Level 1 Operations</b>	<b>Level 2 Operations</b>
<b>Fire Behaviour Fire Complexity Risk to Values</b>	Fire Intensity Class 1 or 2 1 to 2 crews Low to Moderate	Fire Intensity Class 3 or higher 3 or more crews High to Extreme
<b>MNRF resource commitment</b>	1 or 2 crews Air Attack uncommon	3 or more crews Air Attack common
<b>Incident Commander</b>	MNRF Incident Commander level IV or V Municipal Captain or Lieutenant	MNRF Incident Commander level I, II or III Municipal Chief or Deputy Chief
<b>Operations</b>	Agency Reps meet, discuss situation, and agree on suppression plan. Both agencies' reps will work with their respective resources and can work apart from one another.	Set up a Command Post. Agency Reps remain together to ensure communication between Agencies and to coordinate suppression actions.
<b>Communication</b>	Contact between Agency Reps as required. MNRF Rep should provide MNRF radio to Municipal Rep. If no radio, Agency Reps will meet at regular times to discuss operations and adjust suppression operations.	Agency Reps remain together and communicate to fire fighters using respective communication systems. MNRF will provide MNRF radio to Municipal Rep to maintain communication link if Reps must be apart for a period of time.

***Every effort should be made to provide radio contact between Agency Representatives. All MNRF Radios will be retrieved when the MNRF operation leaves.***

## **AIR OPERATIONS**

Water bombing in conjunction with ground attack can present a hazard to ground crews. This hazard can be minimized with diligent air/ground co-ordination.

Where the municipality hires aircraft for fire suppression operations, and MNRF water bombers are working on the fire, the MNRF Air Attack Officer will control airspace and all aircraft activities. Only aircraft with direct radio communication with the Air Attack Officer can operate on the fire. Where the municipality has hired aircraft that are under the direction of a Municipal Incident Commander and no MNRF aircraft are involved in fire suppression, the MNRF Agency Representative should work closely with the Incident Commander to maximize the efficiency and safety of any aircraft operations on the fire.

## **AIR ATTACK**

If an MNRF Agency Representative is on the ground, air attack will communicate directly with the MNRF Agency Representative using the assigned MNRF radio frequency. This would include identifying any aircraft hired by the municipality.

If air attack arrives before MNRF personnel are on site, air attack will make contact with the Municipal Incident Commander prior to commencing bombing operations. All initial air-to-ground communications with the Municipal Incident Commander will be done on the VHF/FM frequency 154.070 MHZ (Provincial Office of the Fire Marshal frequency).

When the MNRF is not at a fire, requests for air attack may be made by a Municipal Incident Commander directly to the appropriate MNRF Sector Response Officer (SRO). This request is then relayed by the SRO to the MNRF Regional Duty Officer. If air attack is approved, the SRO will then notify the Municipal Incident Commander and advise them to immediately monitor 154.070 MHZ at the fire. The SRO will also advise the Municipal Incident Commander of the type, number of aircraft, the Bird Dog number and the Air Attack Officer's name, being dispatched to the incident along with an estimated time of arrival.

### **Lone Wolf Operations**

Because of the general complexity of interagency fire responses, every effort will be made to have an Air Attack Officer on-site. When this is not possible, lone wolf operations (where the bombing operation is not under the control of an Air Attack Officer) will be permitted when air/ground communications can be established between the pilot and the Incident Commander or MNRF Agency Representative. Bombing operations can only occur once the pilot is assured that it is safe to do so. As Municipal Incident Commanders may be unfamiliar with air attack and municipal fire fighters may be less visible than FireRangers, extreme caution must be used on lone wolf operations. Guidelines for these operations are included in the MNRF Air Attack Manual.

**Table 2: General direction for air attack operations on interagency fires**

The Air Attack Officer (AAO) and agency representatives share the responsibility for the safety of ground crews.

The AAO is responsible for determining the presence of ground crews before commencing air attack.

The AAO must be aware of each ground crew's exact location.

The drop zone includes a safety area of 120 by 350 meters around the target that must be clear of all personnel.

Air/ground communications must be maintained between the birddog aircraft or AAO and the ground crew(s). Unless otherwise directed, this communication link will be through the MNRF Agency Representative, if present, or the Municipal Incident Commander.

Birddog aircraft, CL-415's and Twin Otters are equipped with high band (VHF/FM) radios. High band radios are required for air/ground communications (154.070 MHZ) with the Municipal Incident Commander when MNRF ground personnel are not at the fire.

All Out of Province (OOP) water bombers are accompanied by a birddog aircraft. During their operational briefing, OOP birddogs are advised of the importance of Interagency Operating Procedures and the OFM radio frequency.

Air attack will be discontinued if the safety of ground crews might be jeopardized.

Any near miss, or direct hit of ground personnel by a drop, is an "incident" and must be reported immediately to the MNRF Agency Representative who will take prompt, corrective, action; as well as informing the local SRO. The local SRO will inform the Regional Duty Officer. An Incident Report must be completed.

## **TRAINING**

SP-103 "Municipal Fire Department Forest Fire Training" is recommended for municipal fire fighters that engage in fighting grass, brush, or forest fires.

SP-230 "Wildland Fire Strategies and Tactics Workshop for Municipalities" provides training suitable for Municipal Incident Commanders.

**Fire Information Report for Municipalities**  
**(This section completed by Municipality only)**

Issued to \_\_\_\_\_ Date: \_\_\_\_\_  
yyyy-mm-dd

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Number \_\_\_\_\_ Municipal # \_\_\_\_\_ M.N.R.F # \_\_\_\_\_

Fire Reported to Municipality Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Fire Reported to M.N.R.F Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Zone \_\_\_\_\_ Basemap \_\_\_\_\_ Block \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Surveyed Township \_\_\_\_\_

Initial Response Group \_\_\_\_\_ Fire Cause \_\_\_\_\_

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Fuel Type \_\_\_\_\_ MPA/CPA \_\_\_\_\_

Hectares Burned Crown land \_\_\_\_\_ Private land \_\_\_\_\_

Source of ignition \_\_\_\_\_ Responsible Group \_\_\_\_\_

Fire Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Fire Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy-mm-dd hh:mm

Incident Commander \_\_\_\_\_ Phone Number \_\_\_\_\_



Municipal Fire Agreement Cost Report Form 210 Part II

Border Fires (areas between MPA/CPA) must be completed electronically by MNRF

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 Municipal fire cost data must be input under Agency's Total Costs when assistance provided.

M.N.R.F USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry C.P.A.	0.0	#DIV/0!	\$0.00	#DIV/0!	#DIV/0!
Municipality M.P.A.	0.0	#DIV/0!	[ ]	#DIV/0!	#DIV/0!
<b>TOTALS</b>	0.0	#DIV/0!	\$0.00	#DIV/0!	
Amount Re-imbursed to Municipality					#DIV/0!
Amount to be Invoiced to Municipality					#DIV/0!

Municipal Fire Agreement Cost Report Form 210 Part III

Fire Managers to complete Part III

Issue invoice to: Municipality  MNRF  Other  [ ]  
 Agency to assume the cost: Yes  No   
 Refer to court for cost collection or infractions (MNRF use only) Yes  No

[ ]  
Insert Costs to be Billed

Invoice issued to: [ ]

Invoices to MNRF/MUN will be processed at the end of fire season for the end of the year reconciliation process.  
 Third party invoices are to be processed once the Fire Manager has approved the invoice.

Comments: Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. **MNRF use only**

Signature of Authorized Management Representative  
 Certified Accurate, Complete and True

Date yyyy-mm-dd

**Appendix F  
Agreement Review Checklist  
(To be completed by MNRF)**

**Name of Community**                      Township of North Frontenac

**Fire Management Area:**              Haliburton

**Date Reviewed:**                          January 6, 2016

**MNRF Person Completing Review: Dan Thompson**

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone? No

Has there been any new cottage subdivision areas developed? No

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area? No

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes. No

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR. Yes

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone.

No

**2. Risk Analysis:**

**Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required?

No

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area?

No

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area?

No

**3. Fire Suppression Resources:**

**Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones

No

**Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?

Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones No

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package? Yes

Has the fire department ever sent staff to an SP230 course? Yes

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now? No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area? Yes

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers? Yes

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan? Yes

Is the community willing to develop a FireSmart Community Wildfire Plan? Yes

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established? No

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA? Yes

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up? Yes

Does the community have a by-law enforcement officer? Yes

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard. Yes

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes? Yes

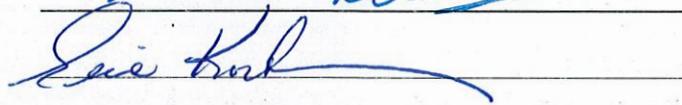
Does the community conduct school wildfire prevention programs? No

**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 2016 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

**Fire Management Supervisor:** \_\_\_\_\_ 

**Municipal Representative:** \_\_\_\_\_ 

The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.



**Township of North Frontenac**

<b>Fire Department Information</b>	Fire Stn 1	Fire Stn 2	Fire Stn 3
	Plevna	Ompah	Snow Road
Wildland Fire Calls - 2015	3	1	0
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs	1		
Deputy Chiefs	1	1	1
Captains	2	1	2
Fire Fighters	8	10	16
<b>Training</b>	SP103	SP103	SP103
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs	5	4	5
Monday to Friday Dispatch Time estimate	15 min	15 min	15 min
Weekend Daytime Availability	6	8	12
Weekend Dispatch Time Estimate	15 min	10 min	15 min
Fire Hall Monitor MNR Indices	yes	yes	yes
<b>Apparatus</b>			
Specialized Fire Vehicle	4x4 mini pumper	4x4 wildland unit	4x4 wildland unit
Engines	pumper	pumper	pumper
Water Tenders	3000		3500
Off Road 4x4, or light transport vehicle	1-3/4 ton	1-3/4 ton	1-1/2 ton
ATV	1	1	1
Fire Boat	1	1	0
Trailers, IC Command Post	equipment trailer	combo boat/trailer	equipment trailer
Vehicle rentals available to support fire services	yes	yes	yes
<b>Fire Line Equipment</b>			
Forestry Hose - feet	3000	2400	2400
Portable Fire Pumps	4	3	3
Port a Tank	3	2	2
Shovels	10	10	10
Pulaski	1	2	2
Back Pack Water Can	6	6	6

March 15, 2021

Hi Eric,

Please find enclosed your copy of the Municipal Protection Agreement Renewal valid from April 1, 2021 through March of 2026 when it will be scheduled for renewal. This copy should be attached to the existing agreement. The agreement can be reopened for adjustments prior to 2026 should you wish to make changes. Minor changes must be made outside of the regular fire season, or between Nov 1 to March 31. There are extenuating circumstances where an agreement can be reopened during the official wildfire season, including major storm or insect damage to large areas of fuel. As always, please reach out for any questions or concerns with the agreement and we'll be happy to work with you.

Thank-you!

I HOPE THIS FINDS YOU WELL ERIC. I LOOK FORWARD  
TO WORKING WITH YOU IN THE FUTURE - STAY SAFE!

-Kevin

**Kevin Kerkhof**

Fire Management Technician | Aviation, Forest Fire and Emergency Services (AFFES)  
Ministry of Natural Resources and Forestry | Government of Ontario  
1204 Stanhope Airport Road | Algonquin Highlands | Ontario | K0M 1J1  
Office: (705) 754-1902 ex 5011 Cell: (705) 854-1442 | E-mail: [kevin.kerkhof@ontario.ca](mailto:kevin.kerkhof@ontario.ca)



**Appendix F  
Agreement Review Checklist  
(To be completed by MNR)**

**Name of Community**            North Frontenac

**Fire Management Area:**    Haliburton

**Date Reviewed:**

**MNR Person Completing Review:** **Kevin Kerkhof**

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone? No

Has there been any new cottage subdivision areas developed? No

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area? No

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes. No

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR. Yes

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone. No

**2. Risk Analysis:**

**Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required? No

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area? No

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area? No

**3. Fire Suppression Resources:**

**Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones No

**Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA? Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones No

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package? No

Has the fire department ever sent staff to an SP230 course? Yes

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now? No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area? Yes

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers? Yes

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan? No

Is the community willing to develop a FireSmart Community Wildfire Plan? Yes

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established? No

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA? Yes

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up? Yes

Does the community have a by-law enforcement officer? Yes

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard. No

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes? No

Does the community conduct school wildfire prevention programs? No

**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 2021 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

Fire Management Supervisor: 

Municipal Representative: 

The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.

### Fire Department Assessment Sheet

#### Name of Municipality

Fire Department Information	Fire Stn 1	Fire Stn 2	Fire Stn 3
Wildland Fire Calls - 2020		2	3
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs			2
Captains	2	2	2
Fire Fighters	10	12	10
<b>Training</b>	SP103	SP103	SP103
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs	50%	50%	50%
Monday to Friday Dispatch Time estimate	to station - 5-7 min on scene 15-25 min	to station - 5-7 min on scene 15-25 min	to station - 5-7 min on scene 15-25 min
Weekend Daytime Availability	50%-65%	50%-65%	50%-65%
Weekend Dispatch Time Estimate	to station 5-7 min on scene 15-25 min	to station 5-7 min on scene 15-25 min	to station 5-7 min on scene 15-25 min
Fire Hall Monitor MNR Indices	Chief and Assistant Chief	Chief and Assistant Chief	Chief and Assistant Chief
<b>Apparatus</b>			
Specialized Fire Vehicle			
Engines	1	1	1
Water Tenders		1	1
Off Road 4x4, or light transport vehicle		1	2
ATV	1	1	1
Fire Boat	1		1
Trailers, IC Command Post	1	1	1
Vehicle rentals available to support fire services			
<b>Fire Line Equipment</b>			
Forestry Hose - feet	3200	3200	4800
Portable Fire Pumps	2	2	2
Port a Tank	1	1	2
Shovels	6	6	6
Pulaski	2	2	2
Back Pack Water Can	3	3	3

**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:** 27 Feb 2026  
**Re:** North Frontenac Parkland Annual Report 2025

**Recommendation:**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "North Frontenac Parklands Annual Report 2025".

**Background:**

Management, operations and maintenance of the North Frontenac Parklands (NFPL) is governed by the Township of North Frontenac. The NFPL is an innovative collaboration between the Township of North Frontenac, the Ministry of Natural Resources (MNR) and the Ministry of Environment, Conservation and Parks (MECP).

**Researched By:**

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development  
Riley Kay, CLSP Administrative Assistant

**Comments:**

The 2025 Annual Report is attached.

**Financial Impact:**

The 2025 Annual Report is attached.

**Strategic Implications:**

Vibrant and Inclusive Community & Economic Prosperity

**Attachments:**

[2026 NFPL Annual Report ACC](#)  
[NFPL Statement of Revenue and Expenditures ACC](#)



*Eastern Ontario's Backcountry Experience*

**North Frontenac Township Crown Land Stewardship Program**

# **2025 Annual Report**

## The Program

Management, operations and maintenance of the North Frontenac Parklands (NFPL) is governed by the Township of North Frontenac. The NFPL is an innovative collaboration between the Township of North Frontenac, the Ministry of Natural Resources (MNR) and the Ministry of Environment, Conservation and Parks (MECP).

The mission of the NFPL is to “provide resource stewardship and maintenance of the Crown Lands and provide a model of influence and public awareness for the necessity to conserve and preserve our natural resources.”

Under the NFPL/MNR/MECP partnership the Township of North Frontenac assumes management and operating maintenance responsibilities for approximately 174 active Campsites on 11 lakes, 33 km of Crown Road, Access Points and 1 Hiking Trail located within the Township boundaries. Over 70% of the total geographic area of the Township is Crown Land.

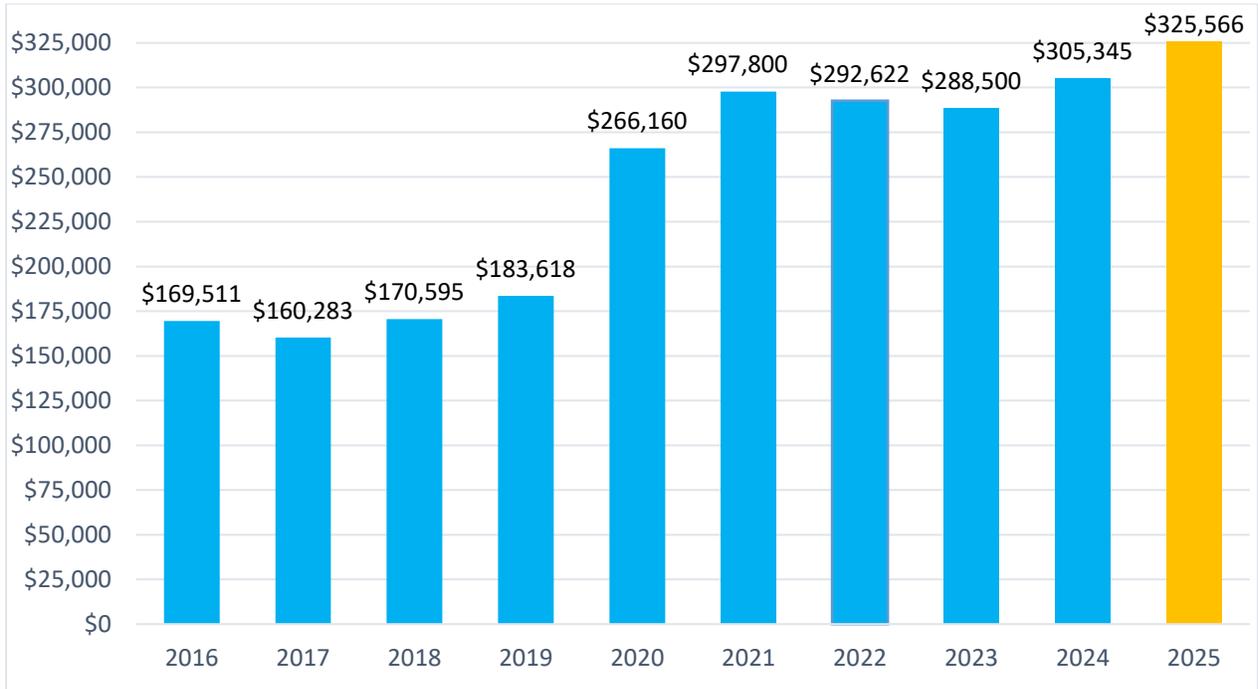
Under the program the Township obtains funds from the sale of Camping and Road Access Permits which are reinvested into stewardship and maintaining the North Frontenac Parklands.

## Campsite Bookings

### Revenue

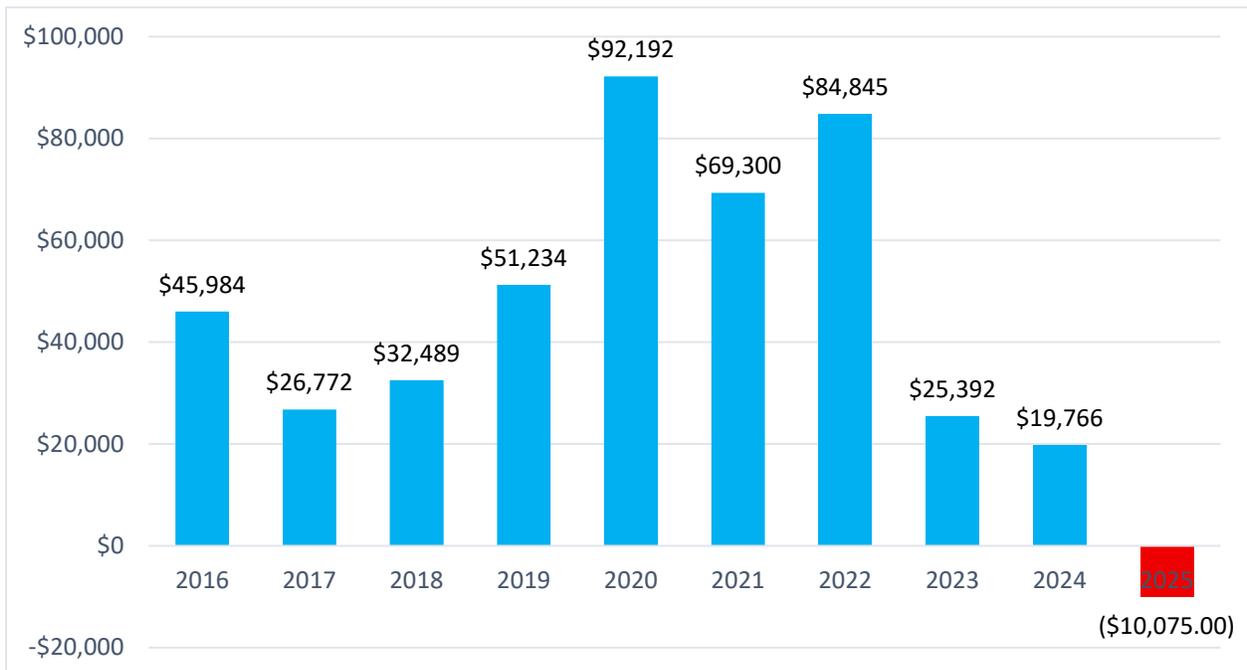
Permit Type	Revenue Collected	Revenue Collected
	2025	2024
Camping	\$278,959	\$259,600
Daily Road Permits	\$18,949	\$20,538
Weekly Road Permits	\$10,177	\$9,259
Seasonal Road Permits	\$10,234	\$9,398
Resident Seasonal Road Permits	\$7,247	\$6,550
Total Permit Sales	\$325,566	\$305,345

## All Permit Sales Summary 2016-2025 (Camping & Crown Road Access Permits)



Therefore, the 2025 CLSP sales were at a 6.62% increase or \$20,221 more than 2025 totals.

## Excess of Revenues over Expenditures



If, at year-end, the program has a surplus (revenues exceed expenditures), the excess funds are transferred to the Parklands Reserve Fund. If, at year-end, the program has a

deficit (expenditures exceed revenues), funds are transferred from the Reserve Fund to cover the shortfall.

## Summary

The Crown Land Stewardship Program (CLSP) continues to enhance tourism opportunities in North Frontenac Township and assists in keeping the Crown Roads, Boat Launches and Campsites within the Program maintained. The Township continues to fund the program via the sale of Camping and Road Access Permits, which are required to be reinvested into the program, per our Agreement with MNR.

In 2025 we continued working in Partnership with the By-Town Motorcycle Association (BMA), Eastern Ontario Trails Alliance (EOTA) and Ottawa Valley ATV Club (OVATVC) to honour their trail permits on Crown Roads within the Parklands. In return they provide financial opportunities for the Program. In 2025 we received approximately \$25,000 worth of gravel and grading by EOTA, \$6,500 from OVATVC and \$6,500 from BMA.

In 2025 we did see a deficit of \$10,075.00. This is a result in general increase in operating costs due to an ambitious year with lots of work completed.

In 2025, along with maintenance, grading, brushing, gravel, ditching and culvert replacements, we were able to purchase new equipment to assist staff, resurface several kilometers of Arcol Road, enhance the Parklands Storage Garage/Parking area, and install new metal reflective campsite signs on all campsites within the Parklands. Staff also completed their advanced tree hazard assessment training to assist with assessment and removal of potentially hazardous trees.

The CLSP continues to offer employment opportunities. All staff take pride in their work and take on a sense of ownership within the Program. In 2025 the Program employed four (4) full time seasonal positions (40 hours/week) in the field as well as two (2) students for approximately 9 weeks (students continue to be teamed up with Employees and are taught valuable work and safety skills which they can take with them throughout the careers they choose). Also, the CLSP pays for a portion of an Administrative Assistant position year round. The employee dedicates half of their time (18.75 hours/week) to the Crown Land Stewardship Program assisting with enquiries from new and returning outdoor enthusiasts, maintaining and updating the website and booking system, and performing other office tasks related to the program. The position continues to immensely benefit the Program and response time to enquiries. We continue to receive many positive comments from campers as to our efforts to always provide excellent customer service and take pride in the services we provide.

Employees continue to spend time educating campers in regards to campfire safety, stewardship of the land and rules and regulations regarding the CLSP. Campers continue to frequently comment that they are very pleased with the efforts of the municipality in providing an amazing recreational experience. The CLSP continues to maintain an outstanding reputation regarding the recreational opportunities and features provided via the Program and will continue to be a destination for outdoor enthusiasts throughout the future as efforts and enhancements to the Program continue.

The program welcomed campers in 2025 from Canada; - Ontario, Québec, Alberta, British Columbia, New Brunswick, Newfoundland, Nova Scotia, Nunavut, and Saskatchewan. United States; - Florida, Maryland, Michigan, Minnesota, New Jersey, New York, Ohio, Pennsylvania, and Vermont; and Providenciales, Turks & Caicos.

In 2025 campers and visitors continued to be responsible overall with the removal of their own garbage and left very little sign of usage on the campsites and boat launches within the Program. Most visitors continue to show pride in keeping our campsites and lakes clean.

## **Compliments Received in 2025 from Campers**

As mentioned above we continue to receive many positive compliments from campers regarding the CLSP. Some of the comments in 2025 include:

*“My family camped at North Frontenac for the first time this summer. We were absolutely struck by the beauty of the Parkland. Thank you for sharing this special space with campers!!”*

*“My husband and I have been going to site 5 [on Govan Lake] for 10 years- we call it PARADISE!!”*

*“We were very impressed with the campsites on Round and [Long] Schooner lakes. They are amazing. We have camped a lot in Algonquin, and wanted to try somewhere different. Loved it and want to return!”*

*“We are looking forward to our first trip to North Frontenac – folks speak highly of it.”*

*“Thank you for all the work you do to keep North Frontenac Parklands accessible and beautiful for all visitors.”*

## **Complaints Received in 2025 from Campers**

- Noise/disruptive behaviour (6)
- Fires not extinguished (2)
- Cottage proximity to site (1)
- Insects/wildlife (4)
- Site not empty at check-out time (2)
- Parking (Boat Launch Area) (3)
- Garbage/toilet contents left behind (3)
- Fire Pit (1)
- Privy (1)

## Future

We continue to look into potential expansion for road-side campsites. We have submitted a proposal to the MNR for consideration and if approved will bring a proposal to Council in the future, should this be feasible.

Parking has been an on-going concern, and we continue to work with the MNR to expand parking at Helen Lane Boat Launch on Big Gull Lake (awaiting MNR approval as previously approved by Council). Parking continues to be monitored in all other areas of the Program as well.

Roadway enhancements continue for the Crown Roads within the Program. Each year we gravel and grade these roads to enhance them as much as possible. This remains a large priority within the program.

It is hoped the MNR will be able to contribute some financial assistance to the CLSP in 2026 and beyond to help ensure continued safety, revenue, and sustainability of the Crown Roads, trails, boat launches and campsites throughout the Program.

Staff are excited about the upcoming 2026 camping season. It is always great to see many returning customers and we sincerely look forward to meeting new campers who will have the chance to enjoy our beautiful area for camping and recreational opportunities.

*Enclosure (1) Township of North Frontenac Statement of Revenue and Expenditures.*



## Township of North Frontenac Statement of Revenue and Expenditures

*Revised Budget  
For General Fund (01)  
For the Fiscal Period 2025-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
01-620-0-31035	Aggregrate Revenue for Licence #1 \$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 0.00	100.00%
01-620-0-31080	Provincial Grants - Miscellaneous ( 0.00	20,301.12	0.00	0.00	0.00%
01-620-0-31621	OVATV Club 20,000.00	20,000.00	20,000.00	6,500.00	67.50%
01-620-0-31622	BMA Association Contribution 6,000.00	6,500.00	6,500.00	6,500.00	0.00%
01-620-0-40000	User Fees 10,000.00	8,228.38	15,537.00	8,427.32	45.76%
01-620-0-40005	CLSP-OnRes MNR Permits Pd Onli 332,405.00	297,116.94	362,205.00	317,138.18	12.44%
01-620-0-40006	CLSP-OnRes Transaction Fees Col 20,000.00	39,000.19	40,000.00	43,145.23	(7.86%)
01-620-0-40140	WSIB - Salaries Reimbursed		0.00	220.58	0.00%
01-620-0-40200	Sale of Land/Equipment 0.00	3,321.01	0.00	0.00	0.00%
01-620-0-44400	Labour Charged to another Dept (i. 3,000.00	0.00	3,000.00	4,025.00	(34.17%)
01-620-0-44401	Mileage-1/2 Ton-Charged Back to 3,500.00	6,012.30	3,500.00	5,757.12	(64.49%)
01-620-0-45000	Contributions from Reserves/Reser 155,000.00	89,403.18	0.00	0.00	0.00%
01-620-0-48620	Contribution from CLSP Reserve F 0.00	0.00	40,000.00	10,074.81	74.81%
<b>Total General Fund Revenues</b>	<b>\$ 553,505.00</b>	<b>\$ 493,483.12</b>	<b>\$ 494,342.00</b>	<b>\$ 401,788.24</b>	<b>18.72%</b>

<b>Expenditures</b>					
01-620-0-50100	Salaries \$ 177,865.00	\$ 171,098.32	\$ 180,740.00	\$ 171,974.11	4.85%
01-620-0-50105	Income Protection Year End Payout 1,330.00	0.00	1,040.00	1,119.75	(7.67%)
01-620-0-50108	Mechanic/Shop Rate Charged Back 22,000.00	20,552.50	32,500.00	12,755.00	60.75%
01-620-0-50110	Benefits - Health/Dental/Life 5,993.00	5,063.17	4,075.00	5,486.14	(34.63%)
01-620-0-50115	Boot Allowance 1,000.00	708.98	1,000.00	624.76	37.52%
01-620-0-50120	Mileage 400.00	688.09	400.00	210.89	47.28%
01-620-0-50130	Benefits - E.H.T. (Ministry of Financ 3,494.00	3,336.40	3,545.00	3,507.64	1.05%
01-620-0-50140	Benefits - W.S.I.B. 5,250.00	5,544.08	5,320.00	5,188.10	2.48%
01-620-0-50150	Benefits-Rec Gen(CPP & EI)Emplo 12,892.00	7,223.36	12,570.00	9,756.02	22.39%
01-620-0-50160	Benefits - OMERS 16,403.00	14,448.71	16,160.00	20,309.12	(25.68%)
01-620-0-50175	Contracted Services 0.00	2,253.47	3,650.00	3,808.19	(4.33%)
01-620-0-50200	Office Supplies and Stationery 2,300.00	2,022.69	2,300.00	2,250.57	2.15%
01-620-0-50205	Other Materials (Includes Shop Sup 1,000.00	1,735.12	2,000.00	1,772.84	11.36%
01-620-0-50207	Protective Clothing 1,000.00	899.58	1,650.00	1,681.21	(1.89%)
01-620-0-50210	Heat		2,622.00	2,622.00	0.00%
01-620-0-50220	Utilities (Hydro) 0.00	0.00	522.00	366.05	29.88%
01-620-0-50230	Building Maintenance 2,150.00	1,822.76	12,450.00	11,545.87	7.26%
01-620-0-50260	Advertising 500.00	242.70	500.00	127.38	74.52%
01-620-0-50265	Promotions (Special Events) 200.00	44.00	200.00	0.00	100.00%
01-620-0-50270	Telephone (Includes Fax) 675.00	747.92	925.00	1,089.58	(17.79%)
01-620-0-50290	Legal Services 200.00	0.00	200.00	0.00	100.00%
01-620-0-50299	Other Services/Miscellaneous 2,500.00	1,268.91	2,500.00	0.00	100.00%
01-620-0-50330	Insurance 12,800.00	12,800.00	14,720.00	17,543.00	(19.18%)
01-620-0-50340	Computers 16,000.00	18,213.11	16,000.00	20,245.82	(26.54%)
01-620-0-50350	Training/Seminars 2,000.00	2,045.32	4,000.00	3,648.10	8.80%
01-620-0-50390	Dispatch/Communications 1,600.00	290.62	1,600.00	1,139.90	28.76%
01-620-0-50500	Bank Service Charges and Interest 20,000.00	22,238.57	20,000.00	25,982.40	(29.91%)
01-620-0-52360	Medicals/Drivers Abstract/CPIC 60.00	0.00	60.00	112.00	(86.67%)
01-620-0-52640	MNR Parks - Land Use Permits 900.00	408.88	900.00	415.70	53.81%
01-620-0-52641	MNR Aggregate Permit Fee 2,450.00	1,695.12	2,450.00	0.00	100.00%

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2025-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
01-620-0-52645	400.00	81.50	400.00	83.00	79.25%
01-620-0-52800	57,000.00	10,852.24	54,000.00	1,943.31	96.40%
01-620-0-53009	0.00	52.50	0.00	0.00	0.00%
01-620-0-53702	250.00	35.00	250.00	0.00	100.00%
01-620-0-53808	1,100.00	1,200.13	500.00	696.02	(39.20%)
01-620-0-53908	500.00	1,234.40	500.00	205.53	58.89%
01-620-0-53909	400.00	160.41	400.00	28.90	92.78%
01-620-0-53912	3,200.00	4,497.76	1,000.00	1,613.40	(61.34%)
01-620-0-53914	500.00	379.69	500.00	188.26	62.35%
01-620-0-53915	400.00	160.41	400.00	0.00	100.00%
01-620-0-53916	400.00	61.05	1,000.00	301.72	69.83%
01-620-0-53918	400.00	583.04	1,000.00	677.15	32.29%
01-620-0-53919	500.00	195.11	500.00	447.64	10.47%
01-620-0-53920	400.00	160.41	400.00	0.00	100.00%
01-620-0-53921	400.00	704.08	1,000.00	1,343.71	(34.37%)
01-620-0-53922	100.00	0.00	100.00	0.00	100.00%
01-620-0-53924	0.00	0.00	400.00	394.60	1.35%
01-620-0-53925	400.00	170.47	1,000.00	676.79	32.32%
01-620-0-53926	0.00	106.40	500.00	13.51	97.30%
01-620-0-53927	0.00	342.16	1,000.00	76.56	92.34%
01-620-0-54000	8,500.00	7,754.74	2,000.00	122.41	93.88%
01-620-0-54001	600.00	604.04	800.00	831.70	(3.96%)
01-620-0-54100	400.00	0.00	400.00	0.00	100.00%
01-620-0-54200	18,513.00	13,316.63	18,513.00	13,734.00	25.81%
01-620-0-54300	700.00	381.25	700.00	48.00	93.14%
01-620-0-55501	2,000.00	0.00	7,000.00	7,215.75	(3.08%)
01-620-0-55502	0.00	21,003.26	3,500.00	3,256.32	6.96%
01-620-0-55504	66,000.00	40,826.16	30,000.00	23,823.39	20.59%
01-620-0-55550	1,000.00	556.32	3,500.00	2,304.43	34.16%
01-620-0-58050	60,000.00	54,956.56	0.00	0.00	0.00%
01-620-0-58500	0.00	19,765.90	0.00	0.00	0.00%
01-620-0-58600	16,480.00	16,480.00	16,480.00	16,480.00	0.00%
<b>Total General Fund Expenditures</b>	<b>\$ 553,505.00</b>	<b>\$ 494,014.00</b>	<b>\$ 494,342.00</b>	<b>\$ 401,788.24</b>	<b>18.72%</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (530.88)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**Township of North Frontenac**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2025-13 Auditor Adjustments*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 553,505.00	\$ 493,483.12	\$ 494,342.00	\$ 401,788.24	18.72%
Total Expenditures	\$ 553,505.00	\$ 494,014.00	\$ 494,342.00	\$ 401,788.24	18.72%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (530.88)	\$ 0.00	\$ 0.00	0.00%

**To:** Mayor and Members of Council  
**From:** Kelly Watkins, Treasurer, Dipl. M.A., M.M,  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 27 Feb 2026  
**Re:** 2025 Council/Committee Remuneration & Expenses

### Recommendation:

**Be It Resolved** That Council receives for information the Treasurer's Administrative Report entitled "2025 Council/Committee Remuneration and Expenses".

### Background:

Section 284 of the Municipal Act, S.O. 2001, c.25 states:

(1) Statement

The Treasurer of a municipality shall in each year on or before March 31 provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each Member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- (b) each Member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a Member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

(2) Mandatory item

The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.

(3) Statement to be provided to municipality

If, in any year, anybody, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year.

(4) Public records

Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.

### Researched By:

Sandra Lessard, Deputy Treasurer

**Comments:**

The annual Taxation By-law approves the current year's budget, which includes the amounts paid for remuneration paid to Council and Committee Members. Per Res #689-15, Council and Committee remuneration receives the annual Cost of Living adjustment (COLA) as approved by Council.

Resolution #688-15 approved Council to be paid for mileage within the Township limits for portfolio activities, Committee and Task Force Meetings but not paid for Council Meetings (regular and/or special).

**Financial Impact:**

For details, please see the statement attached.

**Attachments:**

[2025 Statement Councillors and Committee Members - ACC](#)

**2025 Councillors and Committee Members**

Name	Renumeration	Mileage	Conference Expense	Councillor Training	Office expenses	Mississippi Valley Conservation		OPP Detachment Board	Planning Advisory Committee			Totals	
						Meetings	Mileage	Inspections	Meetings / Training / Conference	Mileage	Office expense		
Fowler, Fred	\$19,933.17	\$1,949.68			\$600.00			\$500.00				\$22,982.85	
Good, Wayne	\$19,933.17				\$600.00						\$392.92	\$20,926.09	
Hermer, Vernon	\$19,933.17	\$116.71			\$600.00							\$20,649.88	
Inglis, John	\$24,701.07				\$600.00							\$25,301.07	
Lichty, Gerald	\$30,577.36	\$3,051.29	\$720.42		\$600.00							\$34,949.07	
Huetl, Roy	\$20,761.73				\$600.00	1,891.70	\$1,261.56					\$24,514.99	
Regent, Stephanie	\$19,564.28				\$600.00			\$1,500.00				\$21,664.28	
Tooley, Carl									\$848.80	\$1,321.21	\$1,095.77	\$125.00	\$3,390.78
Ogilvie, Jim									\$424.50	\$1,899.42	\$688.58	\$125.00	\$3,137.50
Wood, Gary									\$339.52	\$1,201.10	\$893.47	\$125.00	\$2,559.09
Smith, Brent									\$212.20	\$1,201.10	\$297.61	\$125.00	\$1,835.91
<b>TOTALS:</b>	<b>\$155,403.95</b>	<b>\$5,117.68</b>	<b>\$720.42</b>	<b>\$0.00</b>	<b>\$4,200.00</b>	<b>\$1,891.70</b>	<b>\$1,261.56</b>	<b>\$2,000.00</b>	<b>\$1,825.02</b>	<b>\$5,622.83</b>	<b>\$3,368.35</b>	<b>\$500.00</b>	<b>\$181,911.51</b>

Respectfully submitted to Council on February 27, 2026  
 Please see County Treasurer for a separate County of Frontenac Administrative Report regarding 2025 Remuneration and Reimbursement of Expenses to Council Members

- Present:** Adam Robinson, Occupational Health & Safety Coordinator (OH&SC);  
Trina Gorr, volunteer Firefighter, Co-Chair; Gary Thompson, Waste &  
Recycling Lead Hand; Geoff Culp, Waste & Recycling Attendant;  
Marnie Geerlinks, Administrative Assistant, Secretary
- Absent with Regret:** Alex Surra Volunteer Firefighter

### **1. Call to Order**

- a) ***Meeting was called to Order at 9:03 am***

### **2. Adoption of Meeting Minutes**

- a) ***Minutes of the JHSC Meeting dated August 22, 2025 were approved by the two (2) Co-Chairs and were received for information by the JHSC.***

Chair and Co-Chair signed the Minutes dated August 22, 2025.

### **3. Business Arising From Minutes**

- a) ***Minutes will be received by Council at their Regular Meeting on November 21, 2025.***

### **4. New Business**

### **5. Communications**

- a) ***Workplace General Monthly Inspection Discrepancies – Complete***
- b) ***Workplace General Monthly Inspection Discrepancies – Pending***
- c) ***Workplace General Monthly Inspection Discrepancies from August 2025 – October 2025.***

### **6. Other Business / Round Table**

- a) ***Defibrillation Electrodes***

Robinson thanked the Worker Representative for putting the defibrillation electrodes, Lifepak pads, where they were required during the October JHSC inspection.

**b) *Inspection Sheet Review***

A Worker Representative asked if every inspection sheet should have all the items to be inspected with N/A beside inspection items that do not apply to that site; or should each sheet be customized with only the specific inspection items for each inspection location.

It was suggested one template with every item listed might be easier and Robinson stated that the previous inspection sheets were like this with N/A beside the items that were not applicable.

It was agreed that JHSC Inspection sheets will list all the inspection items and will have N/A next to non applicable items.

Robinson reiterated that inspection sheets are available that have been approved by Council listing all items and are not site specific, and that the Worker Representatives will continue to use these going forward.

A Worker Representative asked if Naloxone kits could be added to the Community Hall inspection sheets because there are Naloxone kits on site but not listed on the inspection sheets.

Robinson will determine if we should keep the Naloxone kits at the Community Halls. He stated that going forward, by using the generic inspection sheets, every sheet will have the Naloxone kits listed. Note: Robinson and CAO spoke. If there are any Naloxone kits at the Community Halls they are to be removed as they are not required at the halls.

A Worker Representative inquired if Health and Safety boards and WSIB need to be up at the Community Halls.

It was agreed that the Worker Representative that conducts the November 2025 inspection is to note if there are Health and Safety and WSIB boards up at the Community Halls.

It was suggested that during inspections it is valuable for the Worker Representative to take notes on any housekeeping items. Identifying these issues will provide Robinson with the information to determine what, if any, action needs to be taken.

A Worker Representative asked why we are inspecting the Barrie Fire Station. Robinson stated this is something we will keep doing. (This asset is owned by North Frontenac Township).

A Worker Representative stated that fire extinguishers and first aid kits are to be tagged,

and inspected by a supervisor who will sign the tags once they have passed inspection, and that the Worker Representative that is conducting the monthly inspection is only to check that the tag has been signed.

The Worker Representative was asked to bring forward the legislation on this for further review and discussion.

The Worker Representatives will arrange an inspection schedule for 2026, in order to rotate inspections.

A Worker Representative asked if there is value in having a targeted inspection each month, that would focus on a particular item, and would require a more in depth inspection of that item.

Robinson stated that currently the supervisors inspect all equipment once a year.

It was noted that there are certification labels on most types of equipment and that equipment and certificates are checked by supervisors.

A Worker Representative asked if hand tools or extension cords need to be on the forms.

Robinson stated it is only the tools that are owned by the Township of North Frontenac that we would be responsible for, and that "hand tools" are listed on the inspection forms.

A Worker Representative inquired if offices are considered part of the workplace and therefore should be inspected.

Robinson stated that based on the size of the offices, that a Worker Representative can view the office from the doorway to identify any issues. Entrance into a space for inspection is only required if the space can not be viewed from the doorway. He confirmed if there are any Health and Safety issues in an office then he would like it to be noted.

## **7. Next JHSC Meeting Date**

- a) *January 12, 2026 @ 9:00 a.m. Fire Hall Meeting Room***

## **8. Adjournment**

- a) *Meeting adjourned at 10:08 am***

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OH&SC Co-Chair

---

Co-Chair



# Housing Advisory Task Force Minutes

9:00 AM - Wednesday, February 11, 2026  
Council Chambers

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**Present:** Mayor Gerry Lichty (Chair); Councillor John Inglis; JP Melville; Tom Hunter and Steve Sunderland.

**Absent with Regret:** Councillor Wayne Good

**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 January 14, 2026 HATF Meeting as approved via email and were received for information at the February 6, 2026 Regular Meeting of Council.

## 5. Business Arising

- a) Township Property List

<https://www.northfrontenac.com/en/township-services/municipal-property-listing.aspx>

The HATF briefly reviewed the Township property list (properties currently owned by the Township) and potential properties that could be used for potential future development opportunities.

- b) 2026 Tax Rates

The HATF received the 2026 Tax Rates for information.

## 6. Presentations

- a) Ron Black, Abbeyfield

The HATF received for information the presentation from Ron Black from Abbeyfield

(attached). The HATF thanked Ron for his time and information today.

[presentation Abbeyfield Lakefield \(Canada\) North Frontenac](#)

**b) JP Melville, HATF Member re: Funding Opportunities**

The HATF received for information the presentation from JP Melville, HATF Member (attached). The HATF thanked JP for the information.

The HATF discussed potential partnership opportunities: i.e. Municipality donate land, Contractors build the facility and combine this for a funding application. Think of building up, repurposing a current facility or adding on to that building. The HATF discussed the possibility of having a brainstorming session to see what everyone else could bring to the table, in the future.

[Housing Committee comments Funding for 11 Feb 2026 ACC](#)

**7. New Business**

None.

**8. Public Forum**

**9. Adjournment**

**a) Meeting adjourned at 10:31 a.m.**

**Recommendations to Council**

**Be It Resolved That** Council receives for information the February 11, 2026 Notes of the Housing Advisory Task Force (HATF).

Received by Council on February 27, 2026.

---

Mayor Gerry Lichty, Chair

A Unique – Small Scale Model for Seniors  
Shared Accommodation



Presentation for North Frontenac Township

# Abbeyfield Success

- Abbeyfield has been a successful model of affordable housing for moderate income seniors for over 70 years. Starting in the United Kingdom in 1957 and spreading to 800 Houses in 15 countries around the world, including 20 houses in Canada.
- Abbeyfield houses are ideal for many who seek a place that preserves their privacy while promoting a sense of security, community, companionship and support.
- Monthly costs will be +/- \$2300 compared to a retirement home at >\$5500 per month. Includes rent & the services of a cook & house Manager.

# Abbeyfield Success

- A home in shared accommodation for 12-20 elderly persons living Independently on low to moderate income
- Monthly costs will be +/- \$2000 compared to a retirement home at >\$5000 per month. Includes rent & the services of a cook & house Manager.
- Abbeyfield houses are managed by volunteer boards of directors and involve volunteers in residents' activities.
- Full/part time housekeeper/cook/administrator

# Abbeyfield House Society of Lakefield

- AHS� was founded by Dewi Jones in 2017 looking housing options for his sister in the UK
- AHS� Incorporated in 2019 as a not-for-profit without share capital and acquired CRA charitable status.
- After AHS� was denied a donation of property by the municipality in July 2020, a resident came forward with an opportunity to purchase a 4-acre property in Lakefield
- AHS� Purchased 93 Ermatinger in January 2021 at fair market value.

# Supporting Social Enterprise Projects

- Total cost to purchase of property = \$650K
- Unable to acquire loans from chartered lenders or municipalities to purchase the property
- Community Futures KL funded 70% = \$450K
- AHSL Board Member Bond Loans = \$70K
- Social Enterprise Community Bond Investors = \$130K
- **Apartment rental income from the bungalow covers our interest only loans and operating costs for the property purchase**



# Abbeyfield House Society of Lakefield

- The Abbeyfield Lakefield development site is a four-acre property with 150' frontage on serviced land in Lakefield
- Property has a 50 year old bungalow with basement walkout that currently has two rentable three-bedroom apartments
- Current Official Plan designation = Residential Type1 & Future Development at the rear of the property
- AHSL completed a Zoning By-law & Official Plan Amendment to Medium Density Residential R3 exception & a severance for the existing house and urban sized lot.
- Retained 3.5 acres will be used for the AHSL build.

# Abbeyfield Site Challenges

- Approximately 1.5 acres deemed environmentally protected that wasn't previously mapped by the local conservation authority (ORCA)
- ORCA reduced the setback from 30m to 10m to allow access to the rear of the property for development.
- Significant planning challenges resulted in the long laneway, additional servicing costs, reduced development area and managing the hydro geological aspects of the property.

# Project Planning Costs

- Township/County development pre-consultation meeting identified studies required to complete planning justification, severance and zoning/OPA requirements. Planning fees and professional services budget to exceeded \$125K for this phase.
- The project meets the CMHC definition of affordable housing (70% market) & CMHC is engaged in this shared accommodation project at the request of federal housing ministry. CMHC had not previously supported similar NFP projects.
- CMHC has provided initial Seed Funding grant & loan up to \$80K to assist in our planning costs to date. No funding to complete site plan approval or construction drawings is provided.

# Project Planning Costs

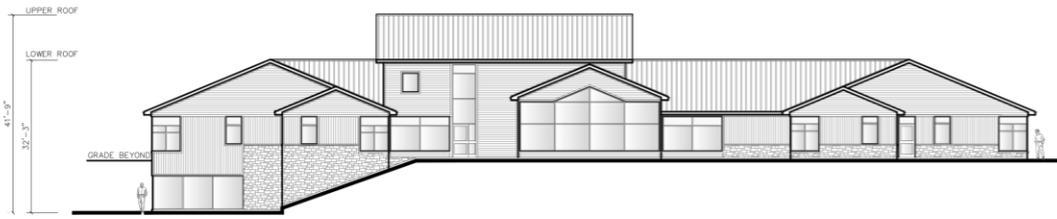
- Completed the Official Plan Amendment and property severance of the existing house in 2024.
- Sold existing house and urban lot in 2024 for more than we paid for the original property, outside of real estate fees.
- Retained 3.5-acre zoned R3 Exception (Shared Accommodation) was valued at >\$1 Million.
- Secured a \$250K loan from CKL Community Futures to complete Site Plan and Construction Drawings.

# The Abbeyfield House

- The home will compliment local architecture and employ an appropriate level of finishes.
- 17 one bed suites of 450 sq.ft. with en-suite bathrooms and kitchenettes will be built. 5 barrier free and 12 accessible units.
- Two, 2-bedroom units will, one for the live-in House Manager and the second for two Trent Uuniversity BSW or BN students.
- The home will include shared dining, kitchen, library/computer room, sitting rooms and laundry facilities.
- The home will include a meeting room and accessible washrooms for NFP groups and residents to stay active.

# Preliminary Drawings

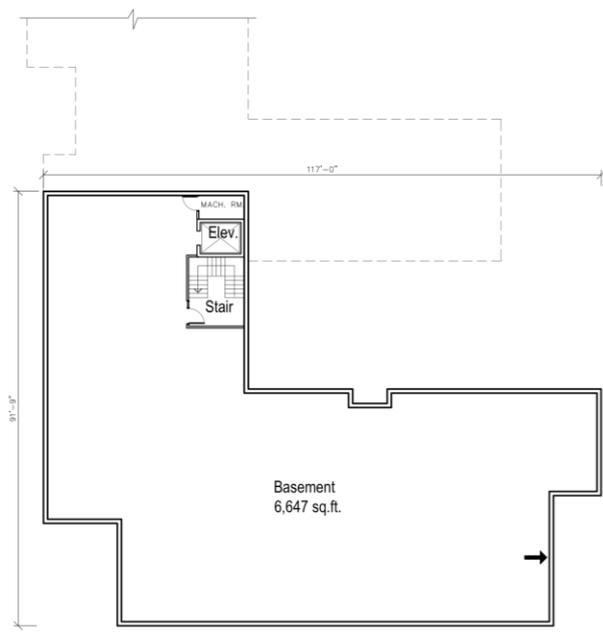




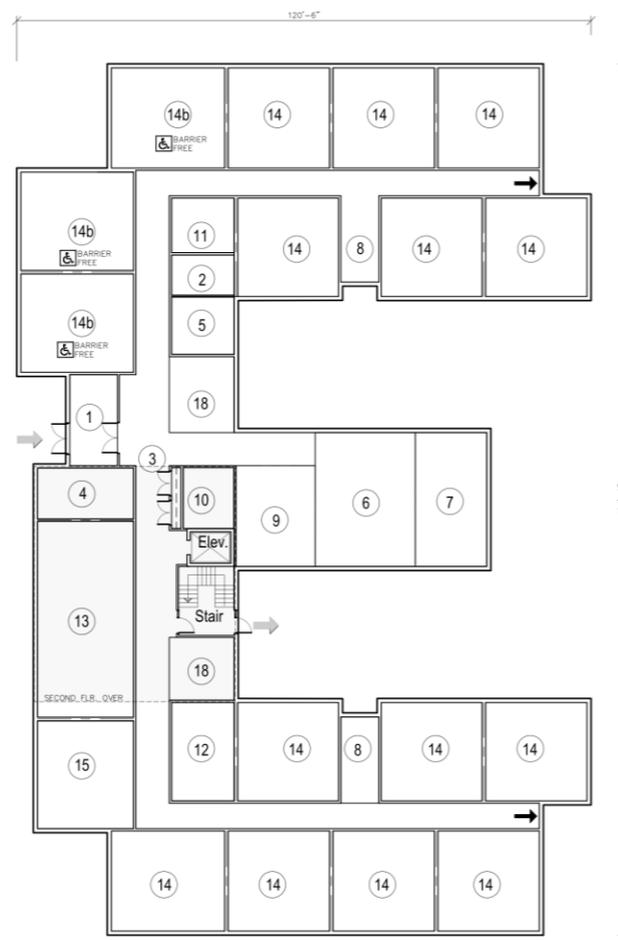
SOUTH (REAR) ELEVATION



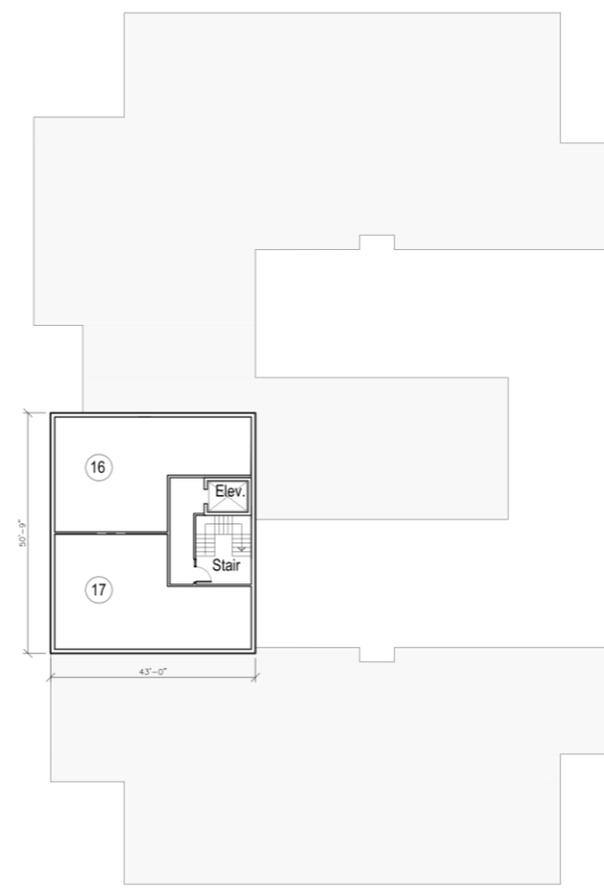
NORTH (FRONT) ELEVATION



BASEMENT FLOOR PLAN



GROUND FLOOR PLAN



SECOND FLOOR PLAN

Legend:

- 1. Main Entrance & Waiting (192 sq.ft.)
- 2. Universal Washroom (112 sq.ft.)
- 3. Coats (25 sq.ft.)
- 4. Manager's Office (217 sq.ft.)
- 5. Resident Service Room (160 sq.ft.)
- 6. Dining Room (594 sq.ft.)
- 7. Great Room (424 sq.ft.)
- 8. Small Sitting Room (146 sq.ft.)
- 9. Kitchen (353 sq.ft.)
- 10. Pantry (136 sq.ft.)
- 11. Laundry Room (151 sq.ft.)
- 12. Computer/Library (273 sq.ft.)
- 13. Meeting Room (833 sq.ft.)
- 14. Residential Home (450 sq.ft.)
- 14b. Barrier-Free Residential Home (500 sq.ft)
- 15. Visitor/Rental Home (458 sq.ft.)
- 16. Student Second Floor (700 sq.ft.)
- 17. Manager's Apartment Second Floor (700 sq.ft.)
- 18. Sitting Areas (Approx. 200 sq. ft.)



REV.	DATE	DESCRIPTION
1.	May 4/22	For Engage Engineering (re-issued)
2.	May 15/22	For Engage Engineering (re-issued)
3.	July 6/22	Issued for Re-Zoning

THE GENERAL CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT. THIS DRAWING SHALL NOT BE USED FOR ANY OTHER PURPOSES UNTIL ISSUED BY THE ARCHITECT.

CHRISTOPHER Z. TWORKOWSKI

ARCHITECT

34 BRIDGE STREET, UNIT 3  
LAKEFIELD, ONT. K0L 2H0 705-652-1646

PROJECT TITLE

SCHEMATIC FLOOR PLANS  
CONCEPTUAL ELEVATIONS

SHEET TITLE

DATE ISSUED	JULY 6/22	DATE DRAWN	JULY 6/22	DRAWN BY	DRS	CHECKED BY	CZT
SCALE		1/16" = 1'-0"					
PROJECT No.		2209					
SHEET No.		A-1					

# Development Challenges

- Property challenges forces a new building plan to include a full two storey House.
- Property elevation requires a sanitary pump station to move effluent from the house
- Additional engeneering costs to complete a grading plan to manage water on the property because of large amount of hard surfaces.
- These changes took another 6 months to complete.



**ABBNEYFIELD RESIDENCE**  
 95 Ermatinger Street,  
 Lakefield, Ontario  
 K0L 2H0

CLIENT:  
 Marshall Design Studios

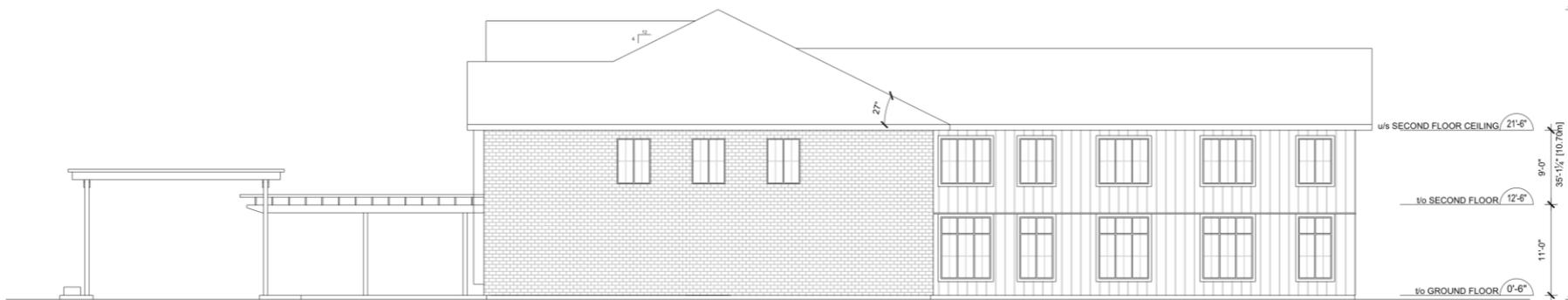
**ASTERISK**  
 ENGINEERING CORPORATION  
 1480 Bath Rd, Suite 201  
 Kingston-On, K7M 4X6  
 Phone: (613) 542-2040  
 www.asteriskengineering.com

ISSUED FOR	REV	DATE

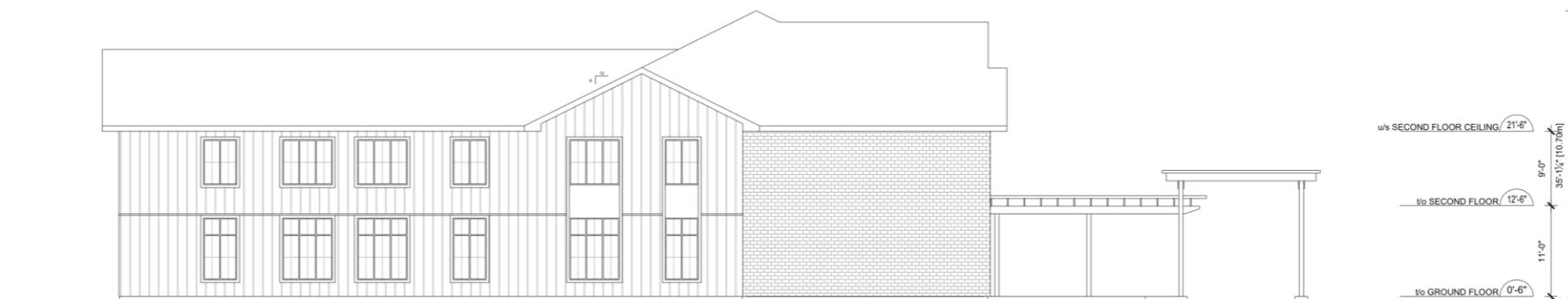
**LEGENDS/NOTES:**  
 Do not scale drawings. Refer to Architectural drawings for dimensions. All elevations /dimensions shall be verified with Architectural drawings and any discrepancy shall be reported immediately to consultant. Read this drawing in conjunction with ALL applicable Architectural, Structural, Mechanical, Electrical and other disciplines involved. This drawings are "design drawings" only and are not intended to be used as shop drawings.



1 FRONT ELEVATION (NORTH)  
 AR-04 SCALE: 1/8" = 1'-0"



2 SIDE ELEVATION (WEST)  
 AR-04 SCALE: 1/8" = 1'-0"



3 SIDE ELEVATION (EAST)  
 AR-04 SCALE: 1/8" = 1'-0"

STAMP:

DRAWING TITLE:

**ELEVATIONS**

SCALE:	AS NOTED	UNITS:	in, UNO
DESIGN:	TC	CHECKED:	TC
		DRAWN:	JC

DATES:  
 JUNE 28, 2024

PROJ. No.:	DWG No.:
24-102	AR-04

# Moving Forward

- AHSL completed all engineering, environmental studies and our conceptual site plan by June 2022.
- Planning justification, severance application, zoning change and official plan amendment were submitted in July 2022 for peer review.
- Township/County peer reviews application and provides feedback for any additional information required before going to the public meeting and council approval.
- After completing additional studies, our application for ZBA & OPA finally make it to public meetings in July & August 2023.
- I declared a perceived conflict of interest at the public meeting.

# Site Plan Approval - A

- Detailed site plan work was initiated in the fall of 2023
- Due to additional storm water management, hard surface and site servicing challenges within the site, it took significant time to complete the site plan.
- Site plan was submitted for peer review in summer of 2024 and returned to us in fall 2024 for additional work.

# Site Plan Approval - B

- Revised site plan was submitted for peer review in April 2025 and returned to us in June with additional minor changes requested.
- Revised site plan with final changes submitted to Selwyn planning Department in September 2025.
- After 8 years, thousands of volunteer hours and almost \$225K in planning costs, the plan was approved in October 2025!!!



# What's Next?

- Completed construction drawings by December 2025 at a cost of \$180K. Total pre-construction \$\$ in excess of \$400K.
- Class C Proforma (\$9M) for application submission to Build Canada Homes for construction financing has been completed
- Approval of financial package in April 2026 in negotiation
- Site clearing this fall/winter in readiness for construction early 2026, occupancy in fall 2027

# Capital Campaign

- AHSL engaged fundraising consultants to do a pre capital campaign assessment to confirm community support.
- The Assessment outcome supported a \$1.1M capital campaign goal would be feasible.
- \$500K in donations and \$600K in gifts in kind from construction service providers and naming rights within the House and property.
- Capital Campaign will start this spring 2026 after we receive support from Build Canada Homes.

# Municipalities Role in Affordable Housing

- 1. **\*\*Zoning and Land Use Policies\*\***: Adjust zoning regulations (exception zoning) to encourage the development of affordable housing in appropriate areas.
- 2. **\*\*Density Bonuses\*\***: Offer developers incentives, like increased density allowances, in exchange for building a certain percentage of affordable units.
- 3. **\*\*Land Acquisition\*\***: Acquire public land for affordable housing projects or partner with developers to utilize underutilized land.
- 4. **\*\*Financial Incentives\*\***: Provide grants, tax breaks, or low-interest IO loans to developers of affordable housing organizations.
- 5. **\*\*Streamlined Permitting\*\***: Simplify and expedite the permitting process for affordable housing projects to reduce costs and delays.

# Municipalities Role in Affordable Housing

- 6. **\*\*Inclusionary Zoning\*\***: Mandate that a certain percentage of units in new developments are affordable.
- 7. **\*\*Partnerships\*\***: Collaborate with nonprofit organizations, community land trusts, religious and ethnic organizations and private sector to jointly develop affordable housing.
- 8. **\*\*Supportive Policies\*\***: Develop policies that address transportation, infrastructure, and community services to make affordable rural housing areas more attractive.
- 9. **\*\*Mixed-Income Developments\*\***: Encourage mixed-income developments that combine affordable units with market-rate ones.

# The Next Abbeyfield in Canada



THE FUTURE HOME OF **ABBEYFIELD LAKEFIELD**



**THANKS TO OUR TEAM**





Time  
to enjoy  
older age

Thank You!  
Questions?

[abbeyfieldlakefield.ca](http://abbeyfieldlakefield.ca)

18 January 2026

Housing Committee  
North Frontenac Township  
6648 Road 506, Plevna, ON  
K0H 2M0

**RE: Exploration of Funding and Partnership Opportunity Impacting Housing**

**Subject:** 11 Feb Housing Committee - strategic consideration provincial or federal funding

Dear Housing Committee,

For discussing, I am proposing that the Township strategically consider funding opportunities as either direct or indirect impacts on housing objectives of the Committee. The discussion is for consideration only.

In the absence of any well established, community based housing organizations in North Frontenac, federal housing funding may be the least likely target. For example, Canada Mortgage and Housing Corporation (CMHC) has changed their policies many times in recent years and so are somewhat unreliable from a planning perspective. Otherwise, public funding opportunities tend to be very specific and such opportunities can come and go quite quickly..

Strategies are somewhat as follows and aim to align municipal business readiness / investment with housing opportunities where applicable.

- All pending expenditures or asset allocations (e.g. land) on the part of the Township might be levered as an investment in housing and how they might link to creating housing opportunities. A funder might recognize these and co-invest.
- Direct collaboration with any private sector business investment, can facilitate either additional funding to the Township or the private sector partner. Additional funds can be levered to improve housing precursors (e.g. jobs, upgraded waste management septic systems etc)
- Projects can focus on identifying and supporting opportunities for local business development that influence housing. Such projects can include infrastructure improvements and partnerships that enhance North Frontenac's capacity to attract both investment and new residents and workers.

Some example ideas follow, along with links and summaries for a few funders.

Regards,

JP Melville

As above, a key element of this strategy is the opportunity to **combine funding with planned or preexisting private-sector investments and/or planned or preexisting municipal investments related to economic development.**

By aligning municipal and private efforts, the Township can maximize external funding impact, promote job creation, and prepare for new residential housing development in areas of economic growth.

Theoretical Examples:

- Township will or already plans to spend \$100,000 to improve a property to make it viable for housing development; funder contributes matching
- Private sector partner will or already plans to spend \$ x on expansion to create jobs; municipality partners to ensure adequate housing opportunities exist for new permanent employees within township
- Existing housing or short term rental property (ies) for sale, where expansion is possible, future buyer can be provided incentive if they collaborate with Township to build several additional, low cost living suites (e.g. funder contribution pays for renovations for three units and septic upgrades).
- Lots made available with basic servicing (ie electrical, snow plowing, road maintenance) for portable homes / tiny homes / semi-permanent micro homes etc.

Suggested Activities:

- Outreach to potential private sector partners (e.g. builders, real estate vendors, tourism, aggregates etc.)
- Outreach to representatives of various funds
- Review of planned Township investments and determine how these might be deemed eligible as matching funds to any funder
- Township support and encouragement to community groups to tackle housing in ways that suit their interests (including but not limited to community bonds, life lease investments etc.)
- Hold a quarterly forum with speakers for one year, open to public, on specific and of-interest topics to residents

## SAMPLE LIST FUNDS

I expect that Staff are well aware of most of these funds or sites.

I have included Canada Mortgage and Housing Corporation for information only; many of the funds are closed, no longer available, or probably not relevant to the circumstances of North Frontenac.

<https://www.ontario.ca/page/eastern-ontario-development-fund>

<https://feddev-ontario.canada.ca/en/funding-southern-ontario/funding-organizations-help-businesses-grow-southern-ontario-what-we-support>

<https://fcm.ca/en>

- <https://greenmunicipalfund.ca/funding/urban-forestry-plans-studies>
- <https://greenmunicipalfund.ca/sustainable-affordable-housing>

<https://frontenacbusiness.ca/business-loans-and-support-services/funding-opportunities>

<https://www.cmhc-schl.gc.ca>

### Summary of EODF:

<https://www.ontario.ca/page/eastern-ontario-development-fund>

The Eastern Ontario Development Fund (EODF) supports business growth and community economic development.

### Current Deadlines:

27 May 2026

23 September 2026

### Eligibility:

**Businesses** must have operated for at least three years, employ at least 10 people (or 5 in rural areas), invest a minimum of \$500,000 (\$200,000 in rural areas), and commit to job creation.

**Community projects, led by municipalities or sector organizations**, must invest at least \$100,000, show private-sector support, and produce measurable outcomes in job and business growth.

### Funding:

Business projects can receive up to 15% of project costs through loans (up to \$5 million, partly forgivable) or grants (up to \$1.5 million for strategic or rural projects).

Community projects may receive up to 50% of eligible costs, to a maximum of \$1.5 million.

Funding cannot be combined with other provincial programs.

### Application Process / Screen:

<https://www.ontario.ca/form/regional-development-program-community-economic-development-stream-eligibility-self-screener>

The Eastern Ontario Development Fund (EODF) is a provincial economic development program that provides financial support for projects and investments that:

- grow the economy of Eastern Ontario;
- create jobs;
- attract private sector investment;
- improve productivity and innovation;
- support community development initiatives. ([Ontario](#))

### 1. Community Economic Development Stream

Economic development initiatives that create measurable impacts, such as private sector investment, job creation, infrastructure improvements, innovation clusters, or business-attraction strategies.

### 2. Business Stream

Job creation.

### Summary of FEDDEV:

<https://feddev-ontario.canada.ca/en/funding-southern-ontario/funding-organizations-help-businesses-grow-southern-ontario-what-we-support>

FedDev Ontario supports not-for-profit organizations and municipalities in southern Ontario that foster business growth and community economic development.

This funding is heavily focussed on business growth, with some specific attention paid to small and rural communities:

“attract diversification and investment to small and rural communities”..

### Who can apply

Businesses, incorporated not-for-profit or community economic development organizations, municipalities in Southern Ontario

### Funding scale

- Project-based, with applicants normally requesting \$125,000 up to \$10 million per project in funding.
- FedDev Ontario typically covers up to ~50% of eligible project costs; applicants must provide matching funding (cash or in-kind).
- Repayable contributions (often interest-free) are common depending on the program structure.

### Eligible outcomes

Projects must lead to incremental economic impacts such as:

- Job creation and retention
- Revenue growth or productivity gains
- Innovation uptake or commercialization support
- Enhanced business support capacity within the community



# Economic Development Task Force Minutes

10:00 AM - Tuesday, February 17, 2026  
Council Chambers

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**Present:** Councillor John Inglis (Chair), Deputy Mayor Roy Huetl, Betty Hunter, Paul Thiel, Dan Vaillancourt and Cyndy Bonello

**Absent with Regret:**

**Also Present:** Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development (MCD); Richard Allen, Manager of Economic Development (County of Frontenac); and Lori Newman (Secretary)

## 1. Call to Order

The meeting was called to order by the Chair at 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 January 19, 2026 EDTF Meeting as approved via email and were received for information at the February 6, 2026 Regular Meeting of Council.

## 5. Business Arising

### a) Increased number of business startups and expansions

**Welcome Package – Bonello** - Cyndy Bonello and the MCD will be meeting today to go through the Welcome Packages and ensure that all content is up to date and will assemble a stock of packages so that the “Welcome Letters” can resume being mailed out.

**Business Dinner & Forum (April) – Vaillancourt, Huetl, Hunter** - The Business Dinner and Forum working group advised that the Guest Speakers and Caterer have been confirmed for the Business Dinner & Forum taking place on Friday, April 17, 2026 from 5:30 p.m. to 8:00 p.m. at the Clar-Mill Hall in Plevna. The invitations have been sent out to businesses.

**Business Profiles – Thiel** - Paul Thiel completed the February 2026 Business Profile on “Nate’s Tires” and will be working on the March Business Profile in the next few weeks.

**National Tradesman Day Breakfast (Sept) – MCD** - The MCD advised the EDTF that planning for this event will not begin until August 2026.

**Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD** - The MCD advised the EDTF that the Public Open House for the Proposed Changes to the Township’s Community Improvement Plan will take place on Friday, February 27, 2026 at the Township Municipal Office from 1:00 p.m. – 2:30 p.m. with a brief presentation at 1:30 p.m. Sonya Bolton, Manager of Community Planning, Frontenac County will present the overview regarding the proposed amendments and improvements to the Township Community Improvement Plan and will collect all comments and recommendations and bring to the March 16th EDTF meeting for discussion and consideration prior to planning a formal public meeting and presenting to Council.

**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 details have been finalized and is scheduled for Wednesday, June 10, 2026 from 7:00 p.m. to 9:00 p.m. at the Barrie Community Hall in Cloyne. Advertising for this will begin mid-April.

**b) Increased Tourism**

**Attend Two (2) Tradeshows per year – Bonello, Thiel, Hunter**

The working group reported that they had a great meeting with Central Frontenac’s Economic Development Committee on January 22, 2026 to discuss the Tradeshows; cost-sharing details; volunteer scheduling, etc. The groups are both preparing and getting organized for the March 13-15, 2026 Quinte Sportsman Boat and RV Show.

**SummerFest (July) – Bonello, Inglis, Vaillancourt**

No update at this time.

**WinterFest (February 21, 2026) – Bonello, Inglis, Hunter**

The WinterFest working group will hold a meeting today to discuss last minute details regarding the vendors and activities for the Winter Festival which is taking place February 21, 2026 at the Clar-Mill Community Hall in Plevna. It was also advised that there was not enough interest to hold the Talent Show portion of the Festival this year.

**Mural Project – MCD**

The MCD confirmed that applications are being received for the 2026 Art Mural Project. The deadline for applications is March 2, 2026 prior to 4:00 p.m.

**ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello**

Roy Huetl and Cyndy Bonello will be meeting with Richard Allen, Manager of Economic Development, County Of Frontenac, today to discuss options for organizing and promoting ATV Tours/Rides with routes planned within & throughout North Frontenac

Township and will bring back information to the next EDTF meeting for discussion, prior to making recommendations to Council.

**Strengthen relationship with Frontenac County Economic Development Team – County Representatives**

Richard Allen advised that the County is working on developing a new online Business Directory to co-ordinate with all of the Frontenac County Municipal websites scheduled to be updated in the next year. He also advised that the new County Community Development Officer has been hired and will be introduced to the EDTF at the April 20th EDTF meeting.

**Advertising Initiatives to improve visitors coming to North Frontenac**

There has been excellent feedback reported from the Township Businesses regarding the new brochures and tent cards that were provided (includes a QR code that takes the user to the Recreation and Leisure page of the Township Website). It was also reported that there is already a high demand for the annual “Explore Township Of North Frontenac” publication. The 2026 Edition will be available in April 2026 and the MCD will inform the EDTF so that they can be distributed to the area businesses.

**6. New Business**

None.

**7. Adjournment**

- a) Meeting adjourned at 10:40 a.m.

**Recommendations to Council**

**Be It Resolved That** Council receives for information the February 17, 2026 Notes of the Economic Development Task Force (EDTF)

Received by Council on February 27, 2026.

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Councillor John Inglis, Chair

# MINUTES

## Joint Fire Committee Kaladar Barrie

9:00 AM - Friday, December 19, 2025

Northbrook Fire Hall 11905 Highway 41 Northbrook, Ontario

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**Present:** Addington Highlands Members: Councillor Ken Hook and Councillor Kirby Thompson  
North Frontenac Members: Councillor Wayne Good (Chair), Councillor Vernon Hermer, and Councillor Roy Huetl

**Absent with Regrets** Councillor Helen Yanch

**Also Present:** Casey Cuddy, Fire Chief (Kaladar Barrie); Tara Mieske, Secretary; Christine Reed, CAO/Clerk-Treasurer; and Adam Robinson, Director of Emergency Services/Fire Chief (North Frontenac)

### 1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

### 2. Approval of Agenda

#### a) December 19, 2025

**29-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl**

**Be It Resolved That** the Committee approves the Agenda dated December 19, 2025, as circulated.

**Carried**

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

None declared.

### 4. Delegations

None.

### 5. Adoption of Minutes

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

**30-25 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** the Committee adopts the Joint Fire Committee Minutes dated

September 12, 2025, as circulated.

**Carried**

## **6. Business Arising Out of Minutes**

None.

## **7. Member Reports and Staff Administrative Reports**

- a) **Secretary: Proposed 2026 Meeting Dates and Options for Electronic Meeting Participation**

**31-25 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl**

**Be It Resolved That** the Committee receives for information the Secretary's Administrative Report entitled "Meeting Dates for 2026";

**And That** the Committee sets the following dates and times for Meetings of the Joint Fire Committee for 2026 at 9:00 a.m.:

February 13, 2026

June 5, 2026

September 18, 2026

October 30, 2026

**And That** the Committee chooses Option #1 with respect to electronic participation in Committee meetings, with Zoom set up at both Townships Chambers, with the Budget meeting and the meeting on September 18th held in person at Northbrook Fire Hall.

**Carried**

- b) **Fire Chief: O AFC Conference Take Aways**

**32-25 Moved by Councillor Kirby Thompson, Seconded by Deputy Mayor Roy Huetl**

**Be It Resolved That** the Committee receives the Fire Chief's Administrative Report entitled "O AFC Conference Takeaways".

**Carried**

- c) **Fire Chief: Quick Updates**

**33-25 Moved by Councillor Ken Hook, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee receives the Fire Chief's Administrative Report entitled "Quick Updates".

**Carried**

## **8. Financial Reports**

- a) **Treasurer's Report**

**34-25 Moved by Councillor Kirby Thompson, Seconded by Councillor Ken Hook**

**Be It Resolved That** the Committee receives for information the following from the

Treasurer for the Kaladar/Barrrie Fire Department:

1. Budgetary Control for the period of January 1, 2025 to November 30, 2025;
2. General Ledger for the period of January 1, 2025 to November 30, 2025;

**And That** the attached 2025 information is unaudited financial information and is subject to adjustments that may be identified when audit work is performed on our year-end financial statements, which could result in significant differences from this unaudited financial information.

**Carried**

**9. Communications**

None.

**10. Public Forum**

None.

**11. Closed Session**

None.

**12. Rise and Report**

**13. Adjournment**

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

**35-25 Moved by Councillor Ken Hook, Seconded by Councillor Kirby Thompson**

**Be It Resolved That** the Committee adjourns the Meeting at 9:43 a.m. until February 13, 2026 or at the call of the Chair.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



### Council Portfolios

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

#### Mayor Gerry Lichty

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

#### Councillor Wayne Good – Ward 1

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

#### Deputy Mayor Roy Huetl – Ward 2

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

### Councillor Vernon Hermer – Ward 2

<b>Portfolio:</b> Lake Associations – Ward 2 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>
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### Councillor Fred Fowler - Ward 3

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

### Councillor John Inglis – Ward 3

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

## By-law # 2026-13

### Being a By-law to adopt a Use of Corporate Resources for Election Purposes Policy

**Whereas** pursuant the *Municipal Elections Act, 1996*, as amended, Section 88.18 requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the election campaigning period;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. That the “Use of Corporate Resources for Election Purposes” 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.

**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 27, 2026.**

**Read** a third time and finally passed this **February 27, 2026.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Schedule 'A' to By-law #2026-13

### Use of Corporate Resources for Election Purposes Policy

#### 1. Purpose

Section 88.18 of the *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended* (the Act) requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.

Section 88.8(4) of the Act specifies that a municipality shall not make a contribution to a Candidate and Section 88.12(4) specifies that a municipality shall not make a contribution to a Registered Third Party.

The purpose of this policy is to provide a consistent approach and direction regarding the use of Corporate Resources during the Campaign Period in accordance with the Act.

As campaign contributions may take the form of money, goods or services, any use of corporate resources for election related purposes, by candidates, third party advertisers or Township Staff, is not permitted.

This Policy applies to all Members of Council, Candidates, persons acting on behalf of a Candidate; Registered Third Party Advertisers in a Municipal Election, and Township Staff (including firefighters) during a Campaign Period.

This Policy is intended to:

- a) ensure compliance with the Municipal Elections Act, 1996, with respect to the role of the Township contributions to a municipal and trustee election campaign;
- b) ensure Candidates and Registered Third Parties are treated fairly and consistently within the Township;
- c) ensure the integrity of the election process is maintained at all times;
- d) establish the appropriate use of resources during an election period, in order to:
  - protect the interests of Members of Council, Candidates, Registered Third Party Advertisers, Township Staff and the Corporation and
  - ensure accountable and transparent election practices.

#### 2. Scope

This Policy applies to all Members of Council, Candidates, persons acting on behalf of a Candidate; Registered Third Party Advertisers in a Municipal Election, and Township Staff (including firefighters) during a Campaign Period.

#### 3. Definitions

**Act** means the *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended*.

**Campaign Period** means Campaign Period means for Candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed). For Registered Third Parties "Campaign Period" is the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of the election (unless a request for an extension of Campaign Period has been filed).

**Campaign Related Activities** means any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.

**Campaign Related Materials** means any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for

example, print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the Township's Sign Policy

**Candidate** means a person who has filed a Nomination Form for an office pursuant to Section 33 of the Act.

**Clerk** means the Clerk of the Township of North Frontenac or their designate.

**Corporate Resources** means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to: Township Staff, services, facilities, parks, community halls, materials, equipment, monetary funds, technology, Township IT system and resources, databases, social media, intellectual property and supplies.

**Election Campaign Advertising/Advertisement** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

**Member of Council** means a Member of the Council of the Corporation of the Township of North Frontenac.

**Policy** means this Use of Corporate Resources for Election Purposes Policy.

**Registered Third Party Advertiser** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the municipal election.

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

**Township Staff** means an employee of the Corporation of the Township of North Frontenac including volunteers while they are acting in an official capacity with the Township.

## **4. Policy**

This policy applies to the use of Corporate Resources during the Campaign Period.

### **4.1 General Provisions**

- a) Campaign Related Activities are not permitted at the Township Municipal Complex (6648 Road 506, Plevna, ON).
- b) Corporate Resources shall not be used for any election related purposes. Use of the Township photocopier shall be in accordance with the Township's Fees and Charges By-law.
- c) Candidates shall not create, print, publish, sponsor or distribute any Campaign Related Materials using Corporate Resources. This prohibition also applies to the use of any Township equipment, facilities, social media or websites, if the access is through Township Staff.
- d) Photographs produced for or owned by the Township shall not be used for Campaign Related Activities, including Council photos or headshots produced for Township business. Photographs taken with Township equipment or sent through Township accounts shall not be utilized.
- e) Distribution lists or contact lists developed or provided utilizing Municipal Resources shall not be used for Campaign Related Activities.
- f) A Member of Council attending an event as a Representative of Township Council is not permitted to conduct Campaign Related Activities while participating in Township business. A Member of Council may speak at an event as a Representative of Township Council but is not permitted to use the event as an opportunity for Campaign Related Activities.

- g) Candidates or Registered Third Party Advertisers are not permitted to engage in Campaign Related Activities directed at Township Staff while those employees are at their workplace or engaged in work for the Township.
- h) Township Staff may not participate in Campaign Related Activities in support of a municipal Candidate or Registered Third Party Advertiser during their working hours.
- i) Use of the Township logo, crest, or corporate program identifiers on any Election Campaign Advertisement, either printed material, a campaign website or social media account is not permitted.
- j) All Election Signs must comply with the provisions set out in the Township's Election Sign Policy.

#### **4.2 Technology**

- a) Municipal Resources such as computers, cell/smart phones, telephones, tablets, printers, scanners, copiers, e-mail, voicemail, file storage, or any other equipment or technology owned by the Township shall not be used for Campaign Related Activities.
- b) Websites and domain names that are operated or funded by the Township shall not include any Campaign Related Materials or links to any sites which include Campaign Related Material. The Candidate's List posted on the Township's election webpage may include one link per Candidate to a website which features Campaign Related Material.
- c) Social media accounts such as Facebook and Twitter used for Campaign Related Activities shall not be used for Township purposes, be created or supported by Township resources and must not use any Township logos or trademarks. Existing accounts used by Members of Council for their work as elected officials, shall not be designated as campaign sites. To avoid confusion, Members of Council who choose to use social media accounts for Campaign Related Activities must include for the duration of the Campaign Period, a clear statement on each campaign account's homepage indicating that the account is being used for Campaign Related Activities.

#### **4.3 Use of Municipal Facilities and Property**

- a) Candidates and Third Party Advertisers are permitted to use any Township facility that provides for public rentals for Campaign Related Activities, providing that all proper processes are followed and applicable fees are paid. Campaign Related Material is permitted to be displayed in the rented portion of the facility for the duration of the facility rental period. All Campaign Related Material must be removed once the rental period is over.
- b) Candidates and Third Party Advertisers shall not otherwise campaign and/or distribute/display campaign literature or materials on Township owned or leased property.
- c) Candidates and Third Party Advertisers shall not participate in Campaign Related Activities and/or distribute/display Campaign Related Materials during any function/event hosted by the Township, whether on municipal property or not.

#### **4.4 Township Staff**

- a) Township Staff shall not participate in Campaign Related Activities during their normal working hours or anytime they are receiving remuneration from the Township. This includes providing administrative support to Candidates such as photocopying or providing technical assistance.
- b) Notices, posters or similar material promoting, supporting or opposing a particular Candidate are not to be produced, displayed or distributed by staff on Township work sites or property.

- c) Township Staff may engage in Campaign Related Activities on their own personal time, as long as those activities are separate from their official positions and duties. Township Staff must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work.
- d) While engaging in election Campaign Related Activities, Township Staff shall not wear any clothing, such as a uniform or badge, which identifies them as a Township Staff.
- e) While engaging in election Campaign Related Activities, Township Staff shall not use any vehicles, equipment, technology, supplies or other resources that are owned, leased or issued by the Township of North Frontenac.

## **5. Limitation**

Nothing in this Policy shall preclude a Member of Council from performing their job as a Member of Council, nor inhibit them from representing the interests of the constituents who elected them.

## **6. Responsibility**

The Clerk or designate is responsible for communicating this policy to Members of Council, Candidates, Third Party Advertisers and Township Staff.

Members of Council, Candidates, Third Party Advertisers and Township Staff are accountable to comply with this policy.

## **7. Administration**

The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the overall intent of the policy.

The Corporation of the Township of North Frontenac

**By-law #-2026-14**

**Being a By-law to Regulate Animals in the Township of North Frontenac and Repeal By-law #68-22, as amended**

**Whereas** Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (“the Act”) provides that powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

**And Whereas** Section 11 (1) of the Act provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**And Whereas** Section 11 (2) of the Act provides that a municipality may pass by-laws respecting: Economic, social and environmental well-being of the municipality; Health, safety and well-being of persons; Protection of persons and property;

**Whereas** Section 11 (3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws respecting Animals;

**And Whereas** Section 103 of the Municipal Act provides that if a municipality passes a by-law with respect to the being at large or trespassing of animals, it may provide for the seizure and impounding of animals being at large or trespassing and the sale of impounded animals;

**And Whereas** Section 128 provides that, without limiting Sections 9, 10, and 11, a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances; and in the opinion of Council under this section, if arrived at in good faith, is not subject to review by any court;

**And Whereas** Section 425 of the Act establishes that any person who contravenes any by-law of the municipality is guilty of an offence;

**And Whereas** Section 444 of the Act provides that a municipality may make an order requiring a person who contravened a By-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**And Whereas** Section 446 (3) of the Act provides that the municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

**1. Short Title**

This by-law shall be known as the Animal Control By-law.

**2. Definitions**

For the purpose of this By-law:

“Agricultural Use” means the use of land, building(s) or structure(s) for Animal husbandry including the raising, boarding, and keeping of all forms of livestock, and all related activities such as breeding, training, feeding, manure storage and grazing.

“Animal” means any member of the Animal kingdom other than a human, excluding cats and rabbits.

“Backyard Chickens” means female chickens kept on a residential property.

“By-law Enforcement Officer” means a person appointed as a By-law Enforcement Officer for the Township of North Frontenac.

“Dog” means a domesticated canine Animal of the species *canis familiaris*, male or female.

“Impound” means the Animal is taken into custody and transported. In the case of dogs, they are held in accordance with the Agreement between the Township and the service provider contracted by the Township for that purpose.

“Kennel” means a premise, building or structure where dogs, cats or other similar domestic Animals are kept, and intended for commercial purposes such as breeding, boarding, training or sale. Dogs kept as household pets, for livestock herding (where Agricultural Uses are permitted), and for hunting and working service Dogs/police Dogs shall not be classed as a Kennel.

“Livestock” means any domestic fowl (including hens, geese, ducks, turkeys, guinea fowl, etc.) horse, donkey, mule, bull, ox, cow or other cattle, goat, swine, sheep, llama, mink, fox, emu or ostrich or similar Animal.

“Owner” means any person who possess or harbours an animal; and where the owner is a minor, the person responsible for the custody of the minor; and includes a person who is temporarily the keeper or in control of the animal and “owns” has the same meaning.

“Person” means includes an owner, individual, partnership, association, firm or Corporation, business entity or club, or any other incorporated or unincorporated group or organization.

“Public Nuisance” means an act which unreasonably interferes with the health, property or comfort of the public or obstructs the public in the exercise or enjoyment of rights common to all.

“Running at Large” means an Animal that is in a place other than the property owned or, occupied by the Owner, where the Animal is not restrained or controlled by means of a leash, bridle, halter, rope or other physical restraint.

“Township” means The Corporation of the Township of North Frontenac.

### **3. General Restrictions**

- a) No Person shall permit an Animal to become a public nuisance.
- b) An Animal shall be considered a public nuisance in the following circumstances:
  - i) It makes noise that is likely to annoy or disturb an ordinary person;
  - ii) It causes damage to public or private property;
  - iii) It interferes with or dumps or scatters garbage;
  - iv) It chases, threatens, or interferes with persons using public or private property in the area where the Animal is harboured;
  - v) It swims at a public beach;
  - vi) It is in a public park and not restrained or controlled by means of a leash, bridle, halter, rope or other physical restraint;
  - vii) When running at large, is likely to obstruct the free flow of traffic or is likely to interfere with the ability to provide emergency services.
- c) No Person shall allow an Animal on any Township public beach.
- d) No Person shall leave any excrement left by their Animal on any property, other than the property of the Owner or other property by permission. The excrement shall be removed immediately and disposed of in a sanitary manner.

### **4. Prohibited Animals**

- a) No Person shall possess or display in public the following prohibited animals:
  - Reptiles:
    - Crocodilians (such as alligators, crocodiles, Gavials)
    - All snakes which reach an adult length greater than three (3) metres
    - All lizards which reach an adult length greater than two (2) metres
  - Other:
    - All venomous and poisonous animals (includes but is not limited to snakes, frogs, lizards or insects)
- b) No Person shall keep an Animal that is prohibited by or under any Federal or Provincial legislation.
- c) Sections 4a) and 4b) do not apply to the following:

- i. A licensed establishment designed to handle the otherwise prohibited Animals, reptiles or insects;
- ii. A recognized zoo;
- iii. A person who is a licensed herpetologist or person working under their direction.
- iv. Honey bee keepers and apiaries.

## **5. Animals Running at Large**

- a) No Person shall permit an animal to run at large.
- b) All Animals shall be restrained or controlled by means of a leash, bridle, halter, rope or other physical restraint and be under the control of a Person when the Animal is on any land in the Township other than land owned by the Owner, unless prior consent is given by the Person owning the land on which the Animal is found.
- c) Any Animal which is found, with or without a tag in the case of a Dog, Running at Large in contravention of this By-law may be seized and impounded by the By-law Enforcement Officer. The Owner of the animal shall be responsible for the payment of any fines and fees incurred.
- d) The Owner of the livestock shall be responsible to provide fencing and other measures to prevent Livestock from Running at Large.
- e) If Livestock is found to be Running at Large, the Owner of the livestock shall be liable for all damages caused and for the expenses, if any, incurred by the Township to respond to the incident.
- f) The Township shall make reasonable efforts to determine the identity of the Owner of the Livestock and to inform the Owner within a reasonable time. All reasonable efforts would be made to contain the Animal(s).
- g) If a Dog seized and impounded bears a tag issued by the Township, the By-law Enforcement Officer shall search the register kept for that purpose and notify the registered Owner(s) of the dog within a reasonable time frame. The sections of the By-law which have been contravened will be provided to the registered Owner(s) of the Dog and the Officer shall indicate the location of the pound.
- h) In the case of a Dog seized and impounded and claimed within five clear days, the Dog shall be released to the Owner(s) of the Dog upon the payment of the costs for the Pound Fee to seize and deliver the Dog to the Pound Operator. The Owner(s) of the Dog is responsible for all fees payable to the Pound Operator, including administrative costs, boarding and veterinary services upon the Owner(s) of the Dog claiming such Animal in accordance with the Pound Operator's contract. Any Dog not claimed within the five clear days will be dealt with in accordance with the Agreement between the Township and the Pound Operator.

- i) Any Animal found Running at Large in contravention of this By-law that is gravely injured or that is exhibiting the characteristics of viciousness to such an extent that the By-law Enforcement Officer attending the Animal fears for their own health and safety, or the health and safety of others in the vicinity, may be destroyed at the Officer's discretion.

**6. Backyard Chickens**

- a) On residential properties, hens may be kept and housed in an enclosed, roofed coop or structure in accordance with this By-law and based on the following:

Lot Size	Number of Hens Permitted	Maximum Coop Area	Maximum Coop Height
0.2 hectares to 1.2 hectares	Maximum six (6) Hens	Maximum 3 metre square	Maximum 4.5 metres
Over 1.2 hectares to 4 hectares	Maximum twelve (12) Hens	Maximum 10 square metres	Maximum 4.5 metres
Over 4 hectares	Maximum twenty-five (25) Hens	Maximum 15 square metres	Maximum 4.5 metres

- b) Hen coops must be constructed to fully enclose a hen to prevent it from escaping; to prevent other Animals from entering the hen coop; and with lockable roofs and doors.
- c) No Person shall keep a rooster.
- d) No person shall allow Hens to be outside an enclosed/fenced hen run when not in their coop.
- e) Hen coops and runs shall be located a minimum distance of 7 metres from the rear and interior side lot lines and are not permitted in any exterior side yard or front yard.
- f) Hen coops and runs shall be maintained in a clean condition and kept free from obnoxious odours, substances and vermin; and be designed to ensure proper ventilation and sufficient space for the hens.
- g) Stored manure shall be kept in an enclosed structure, such as a compost bin.
- h) No hens, hen runs/yards or coops shall be located within 30 metres of any water body.
- i) No person shall have more than one hen coop on a property.

## **7. Licensing of Dogs**

- a) Every dog within North Frontenac owned by a permanent or seasonal resident must be licenced with the Township of North Frontenac.
- b) Every Owner of a Dog that has reached the age of 6 months shall make application to licence the Dog with the Township within 30 days of acquisition of the Dog, or the dog attaining 6 months, whichever event occurs first. Licences are available annually or for the lifetime of the Dog.
- c) A licence fee as set out in the Township's Fees and Charges By-law shall be included with the application. All licence fees are non-refundable.
- d) Upon licencing, the Owner of the Dog shall be furnished with a Dog tag which shall be kept securely fixed on the Dog at all times until the tag is renewed or replaced.
- e) The annual licence of the Dog expires on December 31<sup>st</sup> of every calendar year. A Lifetime Dog Tag is no longer valid upon the passing of the licenced dog or a change of ownership of the licenced dog.
- f) The annual licence of a Dog shall be purchased by March 31<sup>st</sup> in each year. After March 31<sup>st</sup>, the cost of the annual licence shall increase.
- g) Each Dog tag shall have a serial number and the year in which it was issued, in the case of the annual Dog tags. A record shall be kept by the Treasury Department for the purpose of showing the name and address of the Owner and the serial number of the tag.
- h) No tag shall be transferred to or displayed on any Dog other than the Dog for which it was issued.
- i) An Owner of a Dog may obtain a replacement for a tag that has been lost or destroyed by paying the prescribed fee as set out in the Township's Fees and Charges By-law.

## **8. Kennels**

- a) No person shall operate a Kennel in the Township for commercial purposes such as breeding, boarding, training or sale unless such operation is licenced with the Township.
- b) The Owner of a Kennel shall pay an annual licence fee as set out in the Township's Fees and Charges By-law. As well as a licence fee, in the case of Dogs, for all individual Dogs at the Kennel during the year.
- c) The annual licence expires on December 31<sup>st</sup> of every calendar year.
- d) The annual licence fee for a Kennel shall be purchased by March 31<sup>st</sup> in each year. After March 31<sup>st</sup>, the cost of the annual licence shall increase.

- e) The Kennel shall be in compliance with this By-law and all other applicable legislation and Township By-laws.
- f) A Kennel is permitted on a property with the following Zoning designations per the Zoning By-law:
- Rural
  - Limited Service Rural
  - Residential Waterfront
  - Limited Services Waterfront
  - General Commercial
  - Rural Co-operative
- g) The Owner of the Kennel shall provide the following to obtain a Kennel licence:
- i. A complete application in the form provided by the Township;
  - ii. An accurate plan of the property showing:
    - The location of the buildings, structures, septic system and well in relation to the property lines;
    - The location of runs, waste containment, training areas and any other facilities to be used for Kennel purposes in relation to the property lines;
    - The distance between buildings and their existing uses situated on the adjacent properties.
- g) Where permitted, a Kennel shall be subject to the following provisions:
- The minimum lot size for a kennel shall be 0.8 hectares.
  - No part of any kennel shall be located less than 70 metres from an abutting or neighbouring lot occupied by a sensitive land use or a lot Zoned for residential use. The measurement shall be taken as the shortest horizontal distance between the kennel and the nearest lot line of the sensitive land use or the lot Zoned for a residential use;
  - No part of any kennel shall be located within 30 metres of any lot line;
  - No part of any kennel shall be located within a front yard or exterior side yard;
  - Provisions of the Zone in the lot in which the Kennel is located shall apply for lot coverage;
  - The maximum height for a kennel shall be 6 metres
  - No part of any kennel shall be located within 100 metres of the high water mark of water body; and
  - Site Plan Control shall apply.

## 9. Enforcement

- a) The By-law Enforcement Officer shall enforce this By-law and keep records of all calls and Animals seized and impounded.

- b) The By-law Enforcement Officer is hereby authorized, in the course of their duties of seizing and Impounding Animals Running at Large contrary to this By-law, to use such reasonable means at their disposal to seize and impound such Animals as may be required by the circumstances.
- c) If the By-law Enforcement Officer is satisfied a contravention of this By-law has occurred, the Officer may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the Owner or Occupier of the land on the which the contravention occurred to discontinue the contravention,
- d) An order under this section shall identify:
  - i. The location where the contravention occurred;
  - ii. The reasonable particulars of the contravention; and
  - iii. The date and time by which there must be compliance with the order.
- e) If a person fails to do a matter or thing, including comply with an order under this By-law, as directed or required by the By-law, the Township may, in default of it being done by the person directed or required to do it, do the mater or thing at the person's expense. All costs incurred by the Township may be recovered from the owner and/or Licence holder by action or placed on the tax roll for the property where the contravention occurred and collected in the same manner as municipal property taxes.

## **10. Offences**

- a) Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to payment of a fine or other penalty as provided by the Provincial Offences Act.
- b) If this By-law is contravened and a conviction is entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any other penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **11. Application**

- a) Any section, subsection or part thereof of this By-law be declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.
- b) This By-law shall come into force and take effect immediately upon the date of passing.
- c) By-law #68-22, as amended is hereby repealed.

**Read** a first and second time **February 27, 2026.**

**Read** a third time and finally passed this **February 27, 2026.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## The Corporation of the Township of North Frontenac

### By-law # 2026-15

#### Being a By-law to Regulate Election Signs in the Township of North Frontenac

**Whereas** subsection 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by By-law; and

**And Whereas** subsection 11 (3), paragraph 7 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes the Corporation of the Township of North Frontenac to pass By-laws respecting signs;

**And Whereas** section 23.2 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

**And Whereas** subsection 63 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a By-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing any object placed or standing on or near a highway;

**And Whereas** section 425 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, establishes that any person who contravenes any By-law of The Corporation of the Township of North Frontenac is guilty of an offence;

**And Whereas** section 429 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may establish a system of fines for offences under a By-Law of the municipality passed under that Act;

**And Whereas** section 445 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a By-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

**And Whereas** the Council of The Corporation of the Township of North Frontenac is of the opinion that the legislative powers under this By-law shall be delegated to the Township Clerk, or their designate;

**And Whereas** the Corporation of the Township of North Frontenac deems it expedient to pass a By-law to regulate the placement of election signs for federal, provincial and municipal elections and by-elections;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. That the "Election Sign" 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.

**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 27, 2026.**

**Read** a third time and finally passed this **February 27, 2026.**

---

**Gerry Lichty, Mayor**

---

**Tara Mieske, Clerk**

**Schedule 'A' to By-law #2026-15**  
**Election Sign Policy**

**1. Application of this By-law**

1.1. This By-law applies to all Election Signs Placed within the Township of North Frontenac.

**2. Short Title of this By-law**

2.1. The short title of this By-law is the "Election Sign By-law".

**3. Administration of this By-law**

3.1. The administration of this By-law is hereby delegated to the Township Clerk or their designate.

**4. Interpretation of this By-law**

4.1. In this By-law, the definitions and interpretations set out shall apply, unless unusual circumstances require otherwise as determined by the Township, and any words not specifically defined in this By-law shall carry their dictionary definition.

4.2. In this By-law, unless otherwise specifically indicated:

- a) Words used in the singular number include the plural and vice versa;
- b) Word variations, for example, Place, Placed, Placement and Placing shall have a similar meaning.

**5. Definitions**

5.1. With the exception of clause and sub-clause headings, defined terms in this By-law have the first letter capitalized. Words that are defined in sub-clause 5.2 below but appear within this By-law without the first letter capitalized shall have their ordinary and plain dictionary meaning.

5.2. In this By-law the following terms shall have the following meaning:

**"Advance Voting Day"** means one or more days, held not more than thirty (30) days before Voting Day, that are designated by the Township Clerk or relevant official as defined in the Canada Elections Act and the Elections Act (Ontario) for electors to cast ballots prior to Voting Day.

**"Billboard Election Sign"** means an outdoor sign erected and maintained by a Person engaged in the sale or rental of the space on the Billboard Election Sign to a Candidate or Registered Third Party for the purposes of advertising, promoting,

opposing or taking a position with respect to any Candidate or political party, or influencing electors to vote for or against an issue associated with a Candidate or political party, or influencing electors to vote for or against any Candidate or any question, law or by-law submitted to the electors.

**“By-Election”** means any Election other than a regular Election in the case of a municipal Election or a general Election in the case of a provincial or federal Election.

**“Campaign Office”** means a building or structure, or part of a building or structure, used by a Candidate or an agent of a Candidate or by a Registered Third Party or an agent of a Registered Third Party as part of an Election campaign and where a Candidate’s or Registered Third Party’s campaign staff is normally present and the public may enter to obtain information regarding the Candidate or Registered Third Party.

**“Campaign Office Election Sign”** means any sign Placed on a Campaign Office which only displays the name of a Candidate in a municipal Election, or the name of a Candidate and / or the name and / or logo of a political party in a federal or provincial Election, or the name of a Registered Third Party in a municipal Election, and the location of a Candidate’s or Registered Third Party’s Campaign Office, and contains no other message.

**“Canada Elections Act”** means the federal statute cited as the Canada Elections Act, S. C. 2000, c.9, as amended.

**“Candidate”** means a Person who has been nominated to run in a municipal, provincial or federal Election, and shall be deemed to include a Registered Third Party seeking to influence electors to vote for or against any Candidate or any question or by-law submitted to the electors under section 8 of the Municipal Elections Act.

**“Election”** means a general federal or provincial Election or a regular municipal Election or By-Election and any question or by-law submitted to the electors and includes an Election to a Local Board or commission.

**“Election Act”** means the provincial statute cited as the Election Act, R. S. O. 1990, c.E.6, as amended.

**“Election Sign”** means any image, words, sign, picture, device, notice or visual medium, or any combination thereof, including, without limitation, any poster, placard, bulletin and banner which:

- a) advertises, promotes, opposes or takes a position with respect to any Candidate or political party in a federal, provincial or municipal Election or By-Election, including an Election of a Local Board or commission; or
- b) is intended to influence electors to vote for or against an issue associated with a Candidate or political party in a federal, provincial or municipal Election or By-Election; or
- c) is intended to influence electors to vote for or against any Candidate or any question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario), or section 8 of the Municipal Elections Act.

For the purposes of clarification, an Election Sign does not include any Election campaign literature (e.g. pamphlets and brochures) but does include Campaign Office Election Sign, Third Party Advertisement and Vehicle Election Sign.

**“Electoral District”** means the geographic area represented by a member of a municipal council or a school board.

**“Local Board”** means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof.

**“Median Strip”** means that portion of a Street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by means of a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout, cul-de-sac or similar arrangement.

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

**“Municipal Elections Act”** means the provincial statute cited as the *Municipal Elections Act, 1996*, S. O. 1996, c.32, as amended.

**“Person”** means, but is not limited to, an individual, business, firm, corporation, unincorporated business, Trade Union, partnership, or association, and includes a Registered Third Party.

**“Place”** means to attach, install, erect, build, construct, reconstruct, move, display or affix. Placed, Placement and Placing shall have a similar meaning.

**“Public Property”** means property owned by or under the control of the Township, any of its agencies, Local Boards or commissions, including property included in an Land Use Permit with Crown, excluding Streets and shall also be deemed to include, benches, municipal garbage containers or other structures located on a Street regardless of whether the shelters, containers or structures are owned by the Township.

**“Public Utility Pole”** means a pole owned or controlled by an entity which provides a public utility service.

**“Registered Third Party”** or **“Third Party Advertiser”** means one of the following whose notice of registration has been certified by the Township Clerk pursuant to section 88.6 of the Municipal Elections Act:

- a) An individual who is normally a resident in Ontario; or
- b) A corporation that carries on business in Ontario; or
- c) A Trade Union that holds bargaining rights for employees in Ontario.

**“Sidewalk”** means that portion of a Street with a surface that is improved and designed or ordinarily used for the use of pedestrians and shall include a multi-use path.

**“Sight Triangle”** means the triangular space formed by the Travelled Roadways of the Streets abutting a corner lot and a line drawn from a point in one Travelled Roadway to a point in the other Travelled Roadway, each such point being 5.0 m (16.5 ft.) from the point of intersection of the Travelled Roadways (measured along the curb lines or edge of pavement). Where the two Travelled Roadways do not intersect at a point, the point of intersection of the Travelled Roadways shall be deemed to be the intersection of the projection of the curb lines or edge of pavement.

**“Street”** means the allowance for a public road and includes the travelled and untraveled portions of the Street, including the Median Strips, Traffic Islands, shoulders and Sidewalks.

**“Third Party Advertisement”** means a sign or advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate in a municipal Election or an Election of a Local Board or commission, or intended to influence persons to vote for or against any Candidate or any question or by-law submitted to the electors under section 8 of the

Municipal Elections Act, and which has been Placed without the authorization, direction or involvement of a Candidate.

**“Township”** means The Corporation of the Township of North Frontenac.

**“Township Clerk”** means the Clerk of the Township or a person designated by them for the purpose of this By-law.

**“Trade Union”** means a Trade Union as defined in the federal *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

**“Traffic Island”** means a small, raised area in the middle of a Street that provides a safe place for pedestrians to stand and marks a division between two or more opposing streams of traffic.

**“Travelled Roadway”** means that portion of a Street that is designed or ordinarily used for vehicular traffic and delineated by the curb line or the edge of pavement.

**“Vehicle Election Sign”** means any form of Election Sign displayed in or on a vehicle, including a vehicle wrap.

**“Voting Day”** means the day on which the final vote is to be taken in an Election or By-Election.

**“Voting Place”** means the location(s) where electors cast their ballots as approved by the federal, provincial, or municipal Election officials and includes the entire property and all the boundaries associated with it, including any abutting Streets, when such Voting Place is located within a public or private premises and shall also include the common elements when the Voting Place is located within a private premises and shall include a Voter Help Centre in a Municipal Election.

**“Writ of Election”** means the date as defined in the Canada Elections Act and the Elections Act (Ontario).

## **6. Candidate or Registered Third Party Responsible for Election Signs**

- 6.1 The Candidate or the Registered Third Party, as the case may be, to whom an Election Sign relates shall be responsible for the Placing, removal and maintenance of the Election Sign and shall ensure that all requirements of this By-law are met.

## **7. General Provisions**

- 7.1 No Person shall Place or permit to be Placed an Election Sign within the limits of the Township, except in accordance with this By-law and all applicable legislation.
- 7.2 This By-law shall not apply to signs Placed by the Township or the provincial or federal governments to provide information concerning an Election or By-Election or any part of an Election or By-Election process.
- 7.3 No Person shall Place or permit to be Placed an Election Sign on or abutting Public Property, including on the Street adjacent to the Public Property.
- 7.4 For a municipal Election, no Person shall Place or permit to be Placed an Election Sign outside of the boundaries of the Electoral District(s) where the Candidate is running for office.
- 7.5 No Person shall Place or permit to be Placed an Election Sign on, in, or within 50.0 m (164 ft.) of a Voting Place or a place where the administration of Election processes is conducted on Advance Voting Day or Voting Day.
- 7.6 No Person shall Place or permit to be Placed an Election Sign within a cemetery or on the Street adjacent to the cemetery.
- 7.7 No Person shall pull down or remove an Election Sign without the consent of the Candidate or Registered Third Party to whom the Election Sign relates or the owner or occupant of the property on which the Election Sign was Placed, except as otherwise provided for by this By-law.
- 7.8 No Person shall deface or willfully cause damage to an Election Sign.
- 7.9 No Candidate or Third Party Advertiser, as the case may be, to whom an Election Sign relates shall permit an Election Sign to be left in a state of disrepair.
- 7.10 Except for a sign Placed pursuant to sub-clause 7.2 of this By-law, no Person shall Place or permit to be Placed on any Election Sign a logo, trademark, crest or official mark, in whole or in part, owned or licensed by the Township.
- 7.11 No Person shall Place or permit to be Placed an Election Sign on private property without permission or consent of the owner or occupant of the property.

- 7.12 No Person shall Place or permit to be Placed an Election Sign on private property that:
- a) is illuminated, has flashing lights, or rotating parts;
  - b) measures more than 1.0 m (3.25 ft.) by 2.0 m (6.5 ft.) and has a height that is more than 2.15 m (7.0 ft.) above the ground;
  - c) obstructs, impedes or interferes with any fire escape, fire exit door, window, skylight, flue, air intake or exhaust, or any means of access by a firefighter to any part of a building or fire hydrant;
  - d) interferes with the safe operation of vehicular traffic, cyclists or the safety of pedestrians, including the visibility of warning devices and traffic signals;
  - e) impedes or obstructs Township maintenance operations; or
  - f) overhangs a public Sidewalk or that is near a public Sidewalk in any manner that may interfere with or obstruct the normal flow of pedestrian traffic.
- 7.13 No more than two (2) Election Signs per Candidate or Registered Third Party shall be Placed on each Street frontage of a residential property.
- 7.14 No more than two (2) Election Signs per Candidate or Registered Third Party shall be Placed on each Street frontage of a non-residential property.
- 7.15 In accordance with section 88.2 of the *Municipal Elections Act*, as amended, owners or tenants in an apartment building, condominium building, non-profit housing co-operative or a gated community may Place Election Signs on the premises that they own or lease subject to any reasonable restrictions on the size or type of Election Sign that may be established by the landlord, property manager, co-operative or condominium corporation.
- 7.16 All Election Signs on private property shall be removed in accordance with sub-clauses 9.4 and 9.5 of this By-law.
- 7.17 Sub-clauses 7.12 a) and 7.12 b) of this By-law shall **not** apply to Campaign Office Election Signs or specified Vehicle Election Signs (i.e. vehicle wrap).
- 7.18 Billboard Election Signs are not permitted within the Township of North Frontenac.

## **8. Election Signs on Streets**

8.1 No Person shall Place or permit to be Placed an Election Sign on a Street that:

- a) Is within the Travelled Roadway, on the shoulder or Sidewalks;
- b) Interferes with safe operation of vehicular traffic or the safety of pedestrians including the visibility of warning devices and traffic signals;
- c) Is within a Sight Triangle, obstructs visibility in intersections or private entrances or creates a safety condition;
- d) Impedes or obstructs Township maintenance operations;
- e) Measures more than 3 feet (91.4 cm) by 4 feet (121.9 cm) and has a height of more than 6 feet (183 cm) above the ground;
- f) Is attached to a light standard; a traffic control sign or signal; a guardrail or other form of traffic safety structure or facility; a bridge; a trestle; a hydrant; or a fence; or
- g) That is illuminated, has flashing lights or rotating parts.

8.2 An Election Sign shall be removed from a Street if the property owner adjacent to the Street does not consent or objects to the placement of the Election Sign.

## **9. Timing for the Placement and Removal of Election Signs**

9.1 No Person shall Place or permit to be Placed any Election Sign for a federal or provincial Election or By-Election prior to the day the Writ of Election is issued.

9.2 No Person shall Place or permit to be Placed any Election Sign for a municipal Election or By-Election until a Candidate has filed their nomination papers with the Township Clerk and paid the required filing fee.

9.3 Campaign Office Election Signs may be Placed once a Candidate has filed their nomination papers with the Township Clerk and paid the required filing fee or a Registered Third Party has registered with the Township Clerk.

9.4 All Election Signs shall be removed within fifteen (15) days following the Election or By-Election.

9.5 Where an Election Sign has been Placed on private property, it is the responsibility of the owner or occupant of the property to ensure that the Election Sign(s) is removed within. Fifteen (15) days following the Election or By-Election.

## **10. Special Provisions for Vehicle Election Signs**

10.1 No Person shall Place or permit to be Placed a Vehicle Election Sign except in accordance with the provisions of this By-law.

10.2 No Vehicle Election Sign shall be Placed on Public Property.

- 10.3 Notwithstanding sub-clause 10.2 of this By-law, a Vehicle Election Sign may be Placed by a Candidate or Registered Third Party on or in a vehicle while such vehicle is in use on any Street in the Township in accordance with all applicable laws and by-laws.
- 10.4 On Advance Voting Day and Voting Day, no Person shall Place or permit to be Placed a Vehicle Election Sign on a Voting Place or a place where the administration of Election processes is conducted or within 50.0 m (164.0 ft.) of a Voting Place or a place where the administration of Election processes is conducted.

### **11. Special Provisions for Campaign Office Elections Signs**

- 11.1 Campaign Office Election Signs may be Placed once a Candidate has filed their nomination papers with the Township Clerk and paid the required filing fee or a Registered Third Party has registered with the Township Clerk.
- 11.2 Campaign Office Election Signs Placed pursuant to sub-clause 11.1 of this By-law shall only display:
- a) the name of a Candidate in a municipal Election or By-Election; or
  - b) the name of a Candidate and the name and / or logo of a political party in a federal or provincial Election or By-Election; or
  - c) the name of a Registered Third Party in a municipal Election or By-Election; and
  - d) the location of a Candidate's or Registered Third Party's Campaign Office; and shall contain no other message.
- 11.3 A Candidate or Registered Third Party shall designate only one building or part thereof in the Township as the Campaign Office where the Election Signs are to be Placed and must advise the Township Clerk, in writing, of the address of the Campaign Office prior to Placing any Campaign Office Election Signs.
- 11.4 Other Election Signs may be Placed on the Campaign Office property in accordance with sub-clauses 9.1 and 9.2 and 7.2 of this By-law and all other applicable regulations respecting Election Signs.

### **12. Special Provisions for Third Party Advertisements**

- 12.1 A Third Party Advertiser must be registered with the Township Clerk prior to Placing any Election Signs.
- 12.2 Third Party Advertisements shall contain valid and up-to-date contact information, including the name of the Registered Third Party, the municipality where the Registered Third Party is registered, and a telephone number, mailing address or e-mail address at which the Registered Third Party may be contacted, in order to identify at least one individual

responsible for the Placing of the Third Party Advertisements including any Election Sign(s).

- 12.3 The information required in sub-clause 12.2 of this By-law shall be provided with a minimum font size of 24.

### **13. By-law Not Applicable to Highways under Provincial Jurisdiction**

- 13.1 Notwithstanding sub-clause 7.1 above, this By-law shall not apply to any road allowances under the jurisdiction of the Ministry of Transportation including without limitation Highway 41.

### **14. By-law Not Applicable to Public Utility Poles**

- 14.1 Notwithstanding sub-clause 7.1 above, this By-law shall not apply to any Public Utility Pole under the jurisdiction of a public utility service.

### **15. No Sign Permit or Permit Fee**

- 15.1 Notwithstanding any other By-law of the Township to the contrary, no fee shall be charged by the Township and no permit shall be required in order to Place an Election Sign in accordance with this By-law.

### **16. Removal of Unlawful Election Signs**

- 16.1 Where an Election Sign has been Placed in contravention of any provision of this By-law, a Provincial Offences Officer or any other individual designated by the Township Clerk may cause the Election Sign to be removed immediately without notice or compensation and / or take any further action as provided within this By-law.
- 16.2 Election Signs that pose any risk to the health and safety of pedestrians, cyclists or motorists shall be removed without notice or compensation.
- 16.3 On Advance Voting Day and Voting Day, unlawful Election Signs may be removed without notice or compensation by a Provincial Offences Officer or any other individual designated by the Township Clerk.
- 16.4 Removed Election Signs will be stored at the Township office located at 6648 Road 506, Plevna, Ontario.
- 16.5 Any Election Sign that has been removed by the Township and stored for more than thirty (30) days may be destroyed or otherwise disposed of by the Township without notice and without compensation.

## **17. Offence and Penalty Provisions**

- 17.1 Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine of not more than Ten Thousand Dollars (\$10,000) for a first offence and not more than Twenty-Five Thousand Dollars (\$25,000) for any subsequent offence.
- 17.2 If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.
- 17.3 No Person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with a Provincial Offences Officer or any other individual designated by the Township Clerk in the exercise of a power or the performance of a duty under this By-law.

## **18. Liability for Damages**

- 18.1 The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any Person Placing or owning any Election Sign for personal injury or property damage resulting from the Placing of such Election Sign or resulting from the negligence or willful acts of such Person, or his or her agents or employees, in the construction, Placing, maintenance, repair or removal of such Election Sign.

## **19. Conflict**

- 19.1 If a provision of this By-law is in conflict with a provision of any applicable act, regulation or other by-law, the provision that establishes the higher or more restrictive standard shall apply.

## **20. Severability Clause**

- 20.1 If a court of competent jurisdiction declares any provision, or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every other provision of this By-law shall continue in full force and effect unless the court makes an order to the contrary.

## **21. Effective Date**

- 21.1 This By-law shall come into force and take effect on the date of its passing.

# The Corporation of the Township of North Frontenac

## By-law # 2026-16

### Being a By-law to Amend the Official Plan for the Township of North Frontenac (Amendment Number 2 – Additional Residential Units)

**Whereas** a Public Meeting was held regarding this amendment on August 7, 2025; and,

**Whereas** the Municipal Council of the Township of North Frontenac deems it appropriate to amend the Official Plan for the Township of North Frontenac, as it relates to policies regarding Additional Residential Units;

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

1. The Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 2 to the Official Plan for the Township of North Frontenac:
  - a. Add a new definition for Additional Residential Unit (ARU) alphabetically within Appendix 1 “Definitions”:

#### **Additional Residential Unit (ARU):**

means an additional habitable dwelling that is a self-contained residential unit located on the same lot as a primary dwelling. An ARU includes its own kitchen, bathroom, living space, and sleeping area. ARUs can take various forms, such as:

- a. Detached structures (e.g., backyard cottages or carriage houses); or,
    - b. Attached/interior units (e.g., attached in-law suites, basement apartment, converted garage).
  - b. Delete subsection (e) within the definition of ‘Residential Intensification’ in Appendix 1: Definitions of the Official Plan and replace with the following:
    - (e) the conversion or expansion of existing residential buildings to create new residential units or accommodation, to construct additional residential units including accessory apartments, secondary suites, and rooming houses

- c. Delete Section 2.3.7 in its entirety and replace with the following text:

To provide for a range of housing types and densities that meet the existing and future needs of a predominantly rural community, including an aging population wishing to remain in their community, affordable housing is recognized as a matter of Provincial interest under the *Planning Act*. Recent legislative changes now facilitate the creation of up to three residential units on a single lot where residential use is permitted.

This policy shall not apply to sleeping cabins or “bunkies,” nor to buildings or structures located on waterfront properties, where additional residential units could result in adverse impacts on water quality and the natural environment.

- d. Add a Subsection 3.2.1 “Additional Residential Units (ARUs)” into Section 3.2 “Accessory Uses” with the text shown in Schedule ‘A’ to this By-law.
- e. Delete Section 4.1.2.A “Hamlets – Permitted Uses” in its entirety and replace with the following text:

A. Residential uses: single detached and two-unit dwellings, group homes and garden suites. Two-unit dwellings shall include semi-detached dwellings, duplexes and converted dwellings. Higher density residential uses will also be permitted which serve the changing demographic profile of the community such as housing for retirees, continuum-of-care facilities, small block apartments and town housing. Council will endeavor to provide for affordable housing in meeting future housing demands.

Council shall allow the use of additional residential units on a single lot of record by authorizing a total of three residential units in the following manner, subject to policies outlined in Section 3.2.1,

- f. Delete Section 4.3.1 “Rural Residential Uses – Permitted Uses” in its entirety and replace with the following text:

For the purposes of this Plan, housing types may include permanent rural residential uses including single detached and two unit dwellings, mobile homes and accessory uses including additional residential units and/or a garden suite. Housing types may also include continuum-of-care facilities and tenured housing oriented to

short-term or seasonal occupancy such as condominiums, fractional ownership and time-sharing. Recreational vehicles are not considered to be a form of housing, but rather for short term recreational-oriented accommodation.

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

**Read** a first and second time **February 27, 2026.**

**Read** a third time and finally passed this **February 27, 2026.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Township of North Frontenac

### Schedule 'A' to By-Law Number 2026-16

#### 3.2.1 Additional Residential Units (ARUs)

The intent of this section is to address housing needs by increasing the supply and variety of housing options, ensuring ARUs are properly serviced without affecting neighboring properties, and protect the natural environment and water resources

1. ARUs are not permitted within the Waterfront Area designation of this Plan.
2. ARUs are not permitted within 300 metres (984.2 feet) of a designated At-Capacity Lake.
3. Additional dwelling units may be permitted on lands where a single detached dwelling, semi-detached dwelling, or townhouse is the principal use permitted in the Rural and Settlement Area/Hamlet designations in Appendix 2 of this Plan, provided that:
  - a. The lot size is sufficient to accommodate the additional residential unit(s) as outlined by the Township Zoning By-law.
  - b. The additional dwelling unit(s) can be adequately serviced in compliance with the Township's Residential Servicing Standards.
  - c. The property contains no more than a total of three (3) residential units.
  - d. A sleep cabin and/or loft-above-a-garage does not fall under the definition of ARU.
  - e. A Garden Suite is considered a residential unit under this policy.
  - f. The ARU(s) have a smaller footprint and gross floor area compared to the principal dwelling. If the ARU is larger than principal dwelling, the largest of the two becomes the 'principal/primary dwelling' for the purposes of the Zoning By-law.
  - g. The ARU(s) can be serviced with water and wastewater in accordance with the Township of North Frontenac's "Servicing Standards for Additional Residential Units".
  - h. The lot has direct access from a year-round maintained publicly owned road, or a private road within an approved plan of condominium, or a private road that has been constructed to Township's Private Lane Standards and that is maintained year-round.

- i. The ARU complies with the Natural Heritage and Natural Hazard sections of this Official Plan.
  - j. Access (i.e. driveways) to the ARU(s) is constructed to a standard that allows access by emergency service vehicles.
4. Any application resulting in the creation of a new lot of record that has the effect of separating an ARU from the principal dwelling must demonstrate that the ARU can be serviced by its own well and sewage disposal system and meet all the policies outlined in Section 3.15 (Subdivision, Condominiums, Consents and Part-lot Control) of this Plan. Creating a new lot of record from an ARU where the well and/or sewage system is shared with another dwelling located on a separate lot of record is not permitted.
5. The ARU(s) are properly addressed in accordance with the Township Civic Addressing By-law, as amended.

**The Corporation of the Township of North Frontenac  
By-Law Number 2026-17**

**A By-Law to Amend the Official Plan for the Township of North Frontenac  
(Amendment Number 3 – Site Plan Control Policies)**

**Whereas** a Public Meeting was held regarding this amendment on February 6, 2026;

**And Whereas** the Council of the Township of North Frontenac deems it appropriate to amend the Official Plan for the Township of North Frontenac, as it relates to policies regarding Site Plan Control;

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

1. The Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 3 to the Official Plan for the Township of North Frontenac:
  - a. Delete Section 6.9.10. “Site Plan Control – Section 41” of the Township of North Frontenac Official Plan in its entirety and replace it with the new text shown in Schedule ‘A’ to this by-law.
2. The Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Official Plan Amendment Number 3 for The Corporation of the Township of North Frontenac.
3. This by-law shall come into force and take effect on the date that Official Plan Amendment Number 3 is approved by the Council of The Corporation of the County of Frontenac, subject to the provisions of the *Planning Act, R.S.O, 1990.c.P.13*, as amended.

**Read** a first and second time **February 27, 2026.**

**Read** a third time and finally passed this **February 27, 2026.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Township of North Frontenac

### Schedule 'A' to By-Law Number 2026-17

#### 6.9.10. Site Plan Control

1. Site Plan Control will be used by the Township as a means of achieving high quality design, functional and accessible sites and developments, and sustainable communities, in accordance with the Planning Act and the policies of this Plan.
2. The entire area within the Township of North Frontenac is designated as a Site Plan Control Area.
3. The Township's Site Plan Control By-Law, as amended from time to time under Section 41 of the Planning Act, may affect all or part of the Site Plan Control Area, and will outline the land uses and types of development that are subject to Site Plan Control. The Site Plan Control By-Law may also identify specific developments considered to be minor or exempt from Site Plan Control where the Township considers that such approval would serve no useful purpose due to the scale and type of development or where the development is otherwise exempt by the Planning Act.
4. Applications submitted under the Site Plan Control By-Law will be subject to the provisions of the By-Law, and any guidelines prepared by the Township to guide its implementation.
5. In addition to the policies of this section, individual land use designations in this Plan establish criteria for the review of Site Plan Control applications and will be referred to as part of the review of any Site Plan Control application.
6. In accordance with the Planning Act and the policies of this Plan, an applicant may, at the Township's discretion, be required to submit the following as part of a complete application for Site Plan Control:
  - a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works (i.e., physical infrastructure), including all facilities designed to have regard for accessibility for persons with disabilities.
  - b) Drawings showing floor plans, elevations, and cross-section views of each building (including a building to be used for fewer than 25 dwelling units located on any lands in the Township) that are sufficient to display:
    - 1) The massing and conceptual design of the proposed building;
    - 2) The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
    - 3) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;

- 4) Exterior access and design of the building(s) or portions of the building(s) containing affordable housing; and,
  - 5) Facilities designed for persons with disabilities.
- c) Drawings showing sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.
- d) Drawings showing all elements of site design, including, but not limited to:
- 1) All vehicle access points;
  - 2) All walkways, ramps, and pedestrian access points;
  - 3) All off-street loading spaces and parking areas;
  - 4) Location of all lighting structures;
  - 5) Landscaping of the property for the protection and/or screening of adjoining lands, water bodies or natural heritage features, including the type of vegetation and techniques to be used, the existing vegetation that is to be preserved, and any structures such as walls, fences or barriers that are to be used; and,
  - 6) The location and type of facilities and enclosures for the storage of recyclables, garbage, and other waste materials.
- e) A grading plan for the property to illustrate how storm, surface and waste waters will be disposed of to prevent erosion or flooding, including the period during construction of the project. Plans will show the location and connections for all services to municipal services, including elevations and inverts.
- f) Any other drawings, plans, studies, and information listed in Section 6.9 of this Plan and/or identified through Pre-Application Consultation.
7. As a condition to the approval of the plans and drawings referred to in Section 6.9.10.6, a municipality may require the owner of the land to:
- a) Provide to the satisfaction of, and at no expense to the municipality, any or all of the following:
    - 1) Widening of municipal-owned roads that abut the subject property, in accordance with Section 5.2.9 of this Plan.
    - 2) Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs.

- 3) Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
  - 4) Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
  - 5) Facilities designed to have regard for accessibility for persons with disabilities.
  - 6) Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
  - 7) Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
  - 8) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
  - 9) Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
  - 10) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
- b) The Township shall require an owner subject to Site Plan Control to enter into one or more agreements – at the owner's sole risk and expense – to ensure the required works and facilities are provided, properly maintained, and that the development proceeds in accordance with the approved plans. Site Plan Control agreements shall be registered against the title of land to which they apply.
8. In the review of Site Plan Control applications, the Township may circulate to municipal departments and outside agencies that are considered to have a vested interest for their comments prior to the approval of any Site Plan Control application or Site Plan Control agreement.

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

**By-law #2026-18**

**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 27, 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 27, 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 27, 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 27, 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 27<sup>th</sup> day of February 2026.

**Read** a third time and finally passed this 27<sup>th</sup> day of February 2026.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk