

## Regular Council Agenda

9:00 AM - Friday, October 23, 2026

Council Chambers

[Zoom Meeting Registration](#)

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### 1. Call to Order

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

### 2. Traditional Land Acknowledgement

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

### 3. Approval of Agenda

- a) October 23, 2026

**Be It Resolved That** Council approves the Agenda dated October 23, 2026, as circulated.

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

### 5. Business Profile

None.

### 6. Presentations

None.

### 7. Delegations

None.

### 8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 11 - 24

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

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

[Public Council - 02 Oct 2026 - Minutes - Pdf](#)

[Regular Council - 02 Oct 2026 - Minutes - Pdf](#)

### 9. Business Arising Out of Minutes

- a) Resolution #302-26: Public Works Manager - Update to Speed By-law 25

**Whereas** at the meeting held October 2, 2026, Council passed Resolution #302-26 receiving for information an Administrative Report prepared by the Public Works Manager (PWM) entitled "Road 509 - Ompah Speed Zone Review"; and directing the PWM to prepare an update to the Speed Limit By-law for consideration at a future meeting;  
**Now Therefore Be It Resolved That** Council will consider a By-law later in the meeting to update the Speed Limit By-law.

[Resolution #302-26](#)

- b) Resolution #299-26: Policy for proposed Plevna Multi-Use Recreation Facility Rental Agreement and Rental Rules and Regulations 26

**Whereas** at the meeting held October 2, 2026, Council passed Resolution #299-26 receiving for information an Administrative Report entitled "Plevna Multi-Use Recreation Facility - Rental Options"; and that Council approved in principle the proposed Plevna Multi-Use Recreation Facility Rental Agreement and Rental Rules and Regulations ;  
**Now Therefore Be It Resolved That** Council will consider a By-law later in the meeting to adopt the Plevna Multi-Use Recreation Facility Policy.

[Resolution #299-26](#)

- c) Resolution #298-26: Plevna Rink Board Advertisement Sponsorship Policy 27 - 28

**Whereas** at the meeting held on October 2, 2026, Council passed Resolution #298-26 receiving for information an Administrative Report prepared by the Manager of Community Development entitled "Rink Board Advertisements"; and that Council approved all businesses who placed an advertisement on the rink boards during Round #1 have their agreement become effective October 14, 2026, for a period of one year thereafter;

**Now Therefore Be It Resolved That** Council receives an email from the Manager of Community Development regarding a request from the Land O' Lake Lions Club that any groups that donated over the amount of a rink board advertising space receive a rink board at no cost for the first year;

**Be It Resolved That** Council approves an exemption from the Plevna Rink Board Advertisement Sponsorship Policy to allow the following groups who donated money to the Plevna Rink Project to receive a Rink Advertisement at no charge for the first year with the option to renew in subsequent years at the regular renewal cost;

**And That** the following organizations/businesses be exempt for the following:

Large Rink Ads:

- Hockey Moms Association & Ompah Youth Group;
- Clarendon Miller Community Volunteers; Land O' Lakes Lions Club;

- Lookout Home Hardware and
- The Huetl Family

Small Rink Ad:

- Ompah Community Centre Association.

[Resolution #298-26](#)

[Email re Rink Board Advertising](#)

- d) Resolution #298-26 and #299-26 - Amendments to Fees and Charges By-law 29 - 30

**Whereas** at the meeting held on October 2, 2026, Council passed Resolutions #298-26 receiving for information an Administrative Report entitled "[Rink Board Advertisements](#)"; and #299-26 receiving for information an Administrative Report entitled "[Plevna Multi-Use Recreation Facility - Rental Options](#)"; and that Council approved in principle the proposed amendments to the Fees and Charges By-law noted in each report;

**And that** Public Notice was provided in accordance with the Notice By-law;

**Now Therefore Be It Resolved That** Council will consider a By-law later in the meeting to adopt the updated Fees and Charges By-law.

[Resolution #298-26 and #299-26](#)

- e) Resolution #290-26: Snow Road Community Hall - Acoustic Panels 31 - 32

**Whereas** at the meeting held October 2, 2026, Council received for information a request from the Snow Road Community Hall Committee requesting permission from Council to install twenty acoustic panels on the ceiling of the Snow Road Community Hall; and that Council deferred the decision to provide time for the Chief Building Official to review the proposal and determine if the ceiling is capable of supporting the proposed panels;

**Now Therefore Be It Resolved That** Council receives for information an email dated October 16, 2026, from Chris Beeg, Chief Building Official, advising the following items are required, due to the Assembly Occupancy with access to the public and unknown construction detail of the existing roof/ceiling system;

- Manufacturer's documentation confirming the Flame Spread ratings and Smoke Development Classification in accordance testing standard CAN/ ULC-S102 (OBC 3.1.12.1), the Fire Code made under the Fire Protection and Prevention Act or Section 2.3. of Division B of the CCBFC NRC\_CONST-56437E, "National Fire Code of Canada" in absence of the Fire Code noted before (OBC 3.1.13.1.);
- Manufacturer's engineered details for the mounting system of the acoustic panels;
- Third party engineering review of the existing roof/ceiling system and/or design of any structural modification deemed necessary to support the acoustical panels;
- A building permit application if the engineering review identifies

modifications to the existing the roof/ceiling system;  
**And That** Council directs the Manager of Community Development to provide this information to the Snow Road Community Hall Committee;  
**And That** if the Committee provides the information requested by the Chief Building Official, Council approves the request to install the acoustic panels;  
**And That** any costs incurred to complete the recommendations of the Chief Building Official will be the responsibility of the Snow Road Community Hall Committee.

[Resolution #290-26](#)  
[Email re Acoustic Panels](#)

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|----|----------------------------------------------------------------------------------------------------------|---------|
| f) | Resolution #96-26: Snow Road Community Hall - Withdrawal of Contribution towards the Plevna Rink Project | 33 - 34 |
|----|----------------------------------------------------------------------------------------------------------|---------|

**Whereas** at the meeting held March 20, 2026, Council passed Resolution #96-26 receiving for information an Administrative Report from the Manager of Community Development entitled "[Plevna Rink Project - Budget Considerations](#)"; and that the report advised the bids received for the construction of the Plevna Rink Project exceeded the approved budget; and that community partners agreed to provide financial contributions towards the project;

**Now Therefore Be It Resolved That Council** Council receives correspondence from the Snow Road Community Centre advising that, at its Annual General Meeting held on October 1, 2026, the membership reconsidered and did not support the Board's original decision to provide the \$5,000 donation;

**And That** Council directs the Treasurer to transfer \$5,000 form the Build Communities Strong Fund (Previously the Canada Community Building Fund) which has an estimated year-end balance of \$1,055,940.

[Resolution #96-26](#)  
[Email re Snow Road](#)

## 10. Communications

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|----|------------------------------------------------------------|----|
| a) | Clerk's Administrative Report - Communications 'A' Section | 35 |
|----|------------------------------------------------------------|----|

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

[Communications of Interest - Pdf](#)

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

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|-----|------------------------------------------------------|----|
| B1. | Resident re: Request for Street Light at Shiner Road | 36 |
|-----|------------------------------------------------------|----|

**Be It Resolved That** Council receives for information an email dated October 8, 2026, from James and Janet Trimboli, Residents, requesting a street light be installed on Shiner Road for safety reasons;

**And That** Council instructs the Manager of Community Development and Public Works Manager to review the request for a site inspection to

evaluate the condition of the pole; and report back to Council at a future meeting.

[Email from Resident](#)

## 11. Council, CAO, and Managers' Administrative Reports

- a) Clerk/Planning Manager: Shore Road Allowance Closure Approval in Principle - Abbott/Strowger 37 - 39

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

**And That** Council approves in principle the Application to close, stop up and sell part of the Shore Road Allowance lying in front of Lot 4, Registered Plan 1037, geographic Township of Barrie (Upper Mazinaw Lake).

[Shore Road Allowance Closure Approval in Principle - Abbott/Strowger - Pdf](#)

- b) Clerk/Planning Manager: 1143B Don Anna Road - Transfer of Part 2 on Plan 13R-9109 40 - 41

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Transfer of Part 2 on Plan 13R-9109";

**And That** Council approves of the transfer of Part 2 on Plan 13R9109 from the Township of North Frontenac to the owner of 1143B Don Anna Road provided the current property owner pays all legal costs associated with the Transfer.

[1143B Don Anna Road - Transfer of Part 2 on Plan 13R-9109 - Pdf](#)

- c) Clerk/Planning Manager: Assumption of Portions of Mountain Road and Skootamatta Lake Road 42 - 45

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Assumption of Portions of Mountain Road and Skootamatta Lake Road";

**And That** Council will consider a By-law later in the meeting to dedicate and assume portions of Mountain Road and Skootamatta Lake Road as noted in the report;

**And That** Council instructs the Clerk to have the Municipal Solicitor register the By-law against each of the properties.

[Assumption of Portions of Mountain Road and Skootamatta Lake Road - Pdf](#)

- d) Manager of Community Development: Proposed Amendments to the Community Grants Policy 46 - 55

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Proposed Amendments to the Community Grants Policy";

**And That** Council will consider a By-law later in the meeting to adopt the updated Community Grants Policy for the Township of North Frontenac.

[Proposed Amendments to the Community Grants Policy - Pdf](#)

- e) Manager of Community Development: Learning and Engagement Accelerator Fund (L.E.A.F) – Grant Opportunity – Further Enhancements to the Plevna Rink/Pickleball Courts. 56 - 57

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Learning and Engagement Accelerator Fund (L.E.A.F) – Grant Opportunity – Further Enhancements to the Plevna Rink/Pickleball Courts";

**And That** Council approves the MCD's Application for Funding to the Learning and Engagement Accelerator Fund (L.E.A.F) for 100% project funding;

**And That** Council directs the CAO to sign the Application for Funding and enter into a Funding Agreement with Learning and Engagement Accelerator Fund (L.E.A.F) if the Township is successful;

**And That** Council directs the MCD to have the Bleachers, Sound System and Accessible Outhouse purchased and installed if the Application for Funding is successful.

[Learning and Engagement Accelerator Fund \(L.E.A.F\) – Grant Opportunity – Further Enhancements to the Plevna Rink/Pickleball Courts. - Pdf](#)

- f) Manager of Community Development: Updates to "Tailgate Event" Permits under the Liquor Licence and Control Act, 2019 58 - 61

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Updates to "Tailgate Event" Permits under the *Liquor Licence and Control Act, 2019*";

**And That** Council does not wish to designate cultural or community events for Bring Your Own (BYO) Event Permit purposes at this time, including events held on Township-owned or Township-controlled property;

**And That** Council approves the continuation of special-event alcohol service and sales (excluding BYO) where organizers obtain all required Alcohol and Gaming Commission of Ontario (AGCO) permits, Township approvals, insurance, and comply with applicable by-laws, facility agreements, and event conditions.

[Updates to "Tailgate Event" Permits under the Liquor Licence and Control Act, 2019 - Pdf](#)

- g) Manager of Community Development: North Frontenac Parklands - Proposed Increase to Booking Fees 62 - 64

**Be It Resolved That** Council receives for information the Administrative Report from the Manager of Community Development

entitled "North Frontenac Parklands - Proposed Increase to Booking Fees;"

**And That** Council approves in principle the amendments to the Fees & Charges By-law to

- remove the \$3.00 Administrative Fees and incorporate within each price;
- add a \$5.00 card processing fee for every refund; and
- increase the fees for road passes and camping permits as noted in the Administrative Report effective January 1, 2027;

**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting.

[North Frontenac Parklands - Proposed Increase to Booking Fees - Pdf](#)

- h) Public Works Manager: Assumption of Maintenance on Old Station Road 65 - 68

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Assumption of Maintenance on Old Station Road";

**And That** in this instance and after considering use of the name 'Old Station Road' and the provisions of By-law #2026-10 for lane naming, that Council will consider a naming by-law later in the meeting adopting the name Old Station Road.

**And That** Council approves adopting year-round maintenance on Old Station Road and directs the Public Works Manager to update the Level of Service Policy (Schedule "B") in accordance with By-law #89-13 and notify the Clerk / Planning Manager of all changes relating to Old Station Road.

[Assumption of Maintenance on Old Station Road - Pdf](#)

- i) Public Works Manager: Lease of Additional Property at the Municipal Office 69

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Lease of Additional Property at the Municipal Office";

**And That** Council approve a lease agreement including an annual payment of \$1,000 and a one time retroactive payment of \$2,000;

**And That** Council approves the cost of \$3,000 to be transferred from the Operating Contingency Reserve;

**And That** staff will draft a lease agreement for review by the Township's Solicitor;

**And That** Council approves the Chief Administrative Officer signing the lease agreement and related documents on behalf of the Township.

[Lease of Additional Property at the Municipal Office - Pdf](#)

- j) Secretary for Committee of Adjustment/Planning Advisory Committee: Proposed Procedural Policy for the Committee of Adjustment/Planning Advisory Committee 70 - 84

**Be It Resolved That** Council receives for the information the Administrative Report prepared by the Secretary for the Committee of Adjustment/Planning Advisory Committee entitled "Proposed Procedural Policy for the Committee of Adjustment/Planning Advisory Committee"; **And That** Council will consider a By-law later in the meeting to adopt the new Procedural Policy.

[Proposed Procedural Policy for the Committee of Adjustment/Planning Advisory Committee - Pdf](#)

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

- a) Housing Advisory Task Force 85 - 88

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Housing Advisory Task Force dated October 14, 2026.

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

- b) Committee of Adjustment/Planning Advisory Committee 89 - 94

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held August 24, 2026.

[Committee of Adjustment - 24 Aug 2026 - Minutes - Pdf](#)

- c) Joint Health and Safety Committee 95 - 96

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Joint Health and Safety Committee held on July 24, 2026.

[Joint Health and Safety - 24 Jul 2026 - Notes - Pdf](#)

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

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

- a) None.

## 15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible and provided a verbal report for information purposes. 97 - 99

[Council Portfolios](#)

## 16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 100 - 160

**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:

- #2026-53 To Adopt a Procedural Policy for the Committee of Adjustment/Planning Advisory Committee;

- #2026-54 To Establish Portions of Mountain Road and Skootamatta Lake Road as Highway;
- #2026-55 To Adopt a Fees and Charges By-law;
- #2026-56 To Adopt Policy for the Plevna Multi Use Facility;
- #2026-57 To Adopt a Community Grant Policy;
- #2026-58 To Name a Public Highway - Old Station Road;
- #2026-59 To Adopt a Speed Limit By-law

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

[#2026-53](#)

[#2026-54](#)

[#2026-55](#)

[#2026-56](#)

[#2026-57](#)

[#2026-58](#)

[#2026-59](#)

## 17. Public Forum

## 18. 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 October 2, 2026; and
- Discuss Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

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

## 20. Confirmatory By-law

- a) Confirming By-law #2026-60

161

**Be It Resolved That** By-law #2026-60 being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held October 23, 2026, be read a first, second, and third time and finally passed.

[#2026- 60](#)

## 21. Adjournment

- a) Adjournment of Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until the Inaugural Meeting of Council on November 16, 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.

## Public Council Minutes

9:00 AM - Friday, October 2, 2026

Council Chambers

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

**Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A. (CAO); Tara Mieske, Clerk/Planning Manager, Dipl. M.A., M.M. (CPM); Adam Robinson, Director of Emergency Services/Fire Chief (DESFC); Brooke Ross, Manager of Community Development, Dipl. M.A., M.M. (MCD); Kelly Watkins, Treasurer/CAO Back Up, Dipl. M.A., M.M.; Darwyn Sproule, Public Works Manager, P. Eng. (PWM); Brooke Drechsler, Deputy Clerk, Assistant to the Planning Manager, Dipl. M.A.; Chris Beeg, Chief Building Official (CBO); Jaycee Graves, Building Permit Clerk; Sonya Bolton, Manager of Community Planning, County of Frontenac; and Dmitry Kurylovich, Senior Planner/Project Manager, County of Frontenac;

### 1. Call to Order and Purpose of Meeting

The Mayor called the meeting to order at 9:00 a.m. and read the opening remarks.

### 2. Traditional Land Acknowledgement

The Secretary read the Traditional Land Acknowledgement.

### 3. Approval of Agenda

**October 2, 2026**

**281-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council approves the Agenda for the Public Meeting regarding a Zoning By-law Amendment to include provisions regarding Additional Residential Units dated October 2, 2026, as circulated.

**Carried**

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

None declared.

## 5. County Planner's Administrative Report

### a) ***Public Meeting to Amend the Township Zoning By-law to Permit up to Three (3) Dwelling Units on Rural and Hamlet Lots***

Dmitry Kurylovich, Senior Planner/Project Manager with the County of Frontenac, provided an overview of the purpose of the public meeting regarding amendments to the Comprehensive Zoning By-law to permit additional residential dwelling units on Rural and Hamlet lots. He noted comments have been received since the publication of the agenda and these comments have been provided to Council. Mr. Kurylovich also noted the purpose of the meeting is to receive comments from the public on the proposal and Council is not required to make a decision at the Meeting today.

**282-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Planning Report prepared by Dmitry Kurylovich Senior Planner/Project Manager, County of Frontenac, regarding the Public Meeting to Amend the Township Zoning By-law to Permit up to Three Dwelling Units on Rural and Hamlet Lots;

**And That** Council will receive and consider public input regarding the proposed zoning provisions related to additional residential units;

**And That** Council directs staff to provide a report that addresses technical and public comments received and the Zoning By-law Amendment to Council for consideration at an upcoming meeting.

**Carried**

## 6. Comments from Council

Council Members provided the following comments:

- Councillor Hermer advised he is not supportive of Additional Residential Units (ARUs) in the Hamlet zone.
- Councillor Inglis noted the current Zoning By-law permits a Secondary Dwelling Unit and speaks to "an adequate supply of potable water" with no requirement for a Holding Symbol. He asked if this is a loophole in the By-law. Mr. Kurylovich advised he views this as an unfinished process. He advised there is nothing outside the Ontario Building Code (OBC) to address water issues; but not all parameters are addressed in the OBC.
- Councillor Hage noted the removal of the holding symbol adds a layer of "red tape" to the development process and asked about the impact of the symbol on other development in the Township. Mr. Kurylovich advised the process to remove the holding symbol only applies to ARUs. He noted the holding symbol must be clearly defined to address an identified issue, in this situation the potential impact

on water sources.

- Deputy Mayor Huetl noted the requirement to prove an adequate supply of potable water only occurs at the time of application; and asked about monitoring future impacts. Mr. Kurylovich advised there is no mechanism for future monitoring. He advised the issue being addressed is that there is an adequate functioning well and that it will not have a negative impact on neighbouring wells at the time of application.
- Councillor Good noted the provisions are set out for year round access and asked about impact on properties accessed by a private lane. Mr. Kurylovich advised the policies only permit ARUs on properties with year round access, not on private lanes (unless they meet Private Lane Standards). He advised the quality of private lanes throughout the Township varies, and there is no requirement for the lanes to be upgraded. He noted the owner of a private lane may not want the additional density of use on the existing lane. He also advised the intent of the ARUs is to address year round permanent housing, not to provide additional seasonal use.
- Councillor Inglis advised he is in favour of the provisions, but noted the Hamlet zone currently allows an apartment as a permitted use. He advised the ARUs are not really adding additional housing to the Hamlet zone but would create the number of units permitted in the Rural zone.
- Councillor Fowler asked if a different planning process would be required if a property owner would like to have more than three units. Mr. Kurylovich advised the provisions only permit three units; a request for more units would be addressed through a different process.
- Mayor Lichty asked what would happen if a neighbour refused access to their well during the testing phase. Mr. Kurylovich advised it is beneficial for the neighbour to permit access as this will protect them in the future. If they refuse access a letter will need to be provided to the Township advising this. It would also be difficult for a neighbour to claim a negative impact in the future if they refused the testing.
- Councillor Fowler asked if the well could be on a separate lot with deeded access provided to the user. Mr. Kurylovich advised this may be supported if this was an existing situation; however this would most likely not be supported as a new proposal.

## **7. Public Comments**

Members of the public provided the following comments:

- James Falchetto, Resident, noted there was a need to provide more information to residents regarding the provisions. He referred to the Ministry of Environments D5 series, which speaks to sewage and water services. Mr. Kurylovich advised the Building Code provides the ability to regulate septic systems and the Servicing Standards for Additional Dwelling Units includes details. He noted he will ensure the information is made easily available to the public.

## **8. Adjournment**

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

**283-26 Moved by Councillor Fred Fowler, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council adjourns the Public Meeting at 9:55 a.m.

**Carried**

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Mayor

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Clerk

## Regular Council Minutes

9:00 AM - Friday, October 2, 2026

Council Chambers

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

**Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A. (CAO); Tara Mieske, Clerk/Planning Manager, Dipl. M.A., M.M. (CPM); Adam Robinson, Director of Emergency Services/Fire Chief (DESFC); Brooke Ross, Manager of Community Development, Dipl. M.A., M.M. (MCD); Kelly Watkins, Treasurer/CAO Back Up, Dipl. M.A., M.M.; Darwyn Sproule, Public Works Manager, P. Eng. (PWM); Brooke Drechsler, Deputy Clerk, Assistant to the Planning Manager, Dipl. M.A.; Willis Deline, Facilities/Recreation Supervisor; Sonya Bolton, Manager of Community Planning, County of Frontenac; and Dmitry Kurylovich, Senior Planner/Project Manager, County of Frontenac

### 1. Call to Order

The Mayor called the meeting to order at 9:56 a.m.

### 2. Approval of Agenda

#### a) *October 2, 2026*

**284-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council approves the Agenda dated October 2, 2026, as circulated.  
**Carried**

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

None declared.

### 4. Business Profile

#### a) *Bon Echo Family Campground*

**285-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Business Profile of Bon Echo

Family Campground provided by the Economic Development Task Force (EDTF).  
**Carried**

## 5. Presentations

None.

## 6. Delegations

None.

## 7. Adoption of Minutes

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

**286-26 Moved by Councillor Fred Fowler, Seconded by Councillor Mike Hage**

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

1. A Regular Meeting of Council held September 11, 2026; and
2. A Meeting of the Personnel and Audit Committee held September 15, 2026.

**Carried**

## 8. Business Arising Out of Minutes

### a) *Resolution #239-26 re: Proposed Municipal Representation on Conservation Authority Regional Board - Support from Township of South Frontenac*

**287-26 Moved by Councillor Fred Fowler, Seconded by Councillor Mike Hage**

**Whereas** Council passed Resolution #239-26, requesting the Ministry of Environment, Conservation and Parks (MECP) consider increasing the number of members for Frontenac County to two for the St. Lawrence River Region Conservation Authority and instructing the Resolution be provided to other Frontenac County Townships for support;

**Therefore Be It Resolved That** Council receives the Memo from the Township of South Frontenac supporting Council's Resolution and making a similar request to MECP.

**Carried**

## 9. Communications

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

**288-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler**

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

**Carried**

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

**B1. *Township of McNab/Braeside - Letter of Support: Ontario Provincial Police Municipal Policing Cost Model***

**289-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information a letter dated September 10, 2026, from the Township of McNab/Braeside sent to the Honourable Michael S. Kerzner, Office of the Solicitor General, stating the Township is in strong opposition to the current Ontario Provincial Police (OPP) municipal policing cost model and the significant cost increases being imposed on small rural municipalities;

**And That** while the Province has limited the increase in OPP policing costs for 2027 to a maximum of 11%, this increase is not reasonable or sustainable for small rural municipalities;

**And That** the Council of the Township of North Frontenac supports the Township of McNab/Braeside and respectfully requests that the Province undertake a comprehensive review of the OPP municipal policing cost model and develop a more equitable, predictable and sustainable approach to policing costs for small rural municipalities;

**And That** Council instructs the Clerk to provide this resolution to the Premier of Ontario, Office of the Solicitor General, MPP John Jordan, and the Township of McNab/Braeside.  
**Carried**

**B2. *Snow Road Community Hall Committee re: Request to Install Acoustic Panels***

**290-26 Moved by Councillor Fred Fowler, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council receives for information an email dated September 14, 2026, from Rick Morey, member of the Snow Road Community Hall Committee, requesting permission from Council to install twenty acoustic panels on the ceiling of the Snow Road Community Hall, to reduce echo and improve listener comfort;

**And That** the estimate cost for the panels is between \$1,700 and \$3,000 to be covered by the Hall Committee;

**And That** Council approves the installation of the panels and thanks the Committee for their generous donation;

**And That** once the panels are installed, the Township will assume ownership of the panels and any additional equipment required for the operation of the panels;

**And That** the Snow Road Hall Committee shall work with the Manager of Community Development and ensure all contractor documentation (including insurance, WSIB, etc.) is obtained and provided to the Township prior to commencement of the project;

**And That** a list of all volunteers working on the project shall be provided to the Manager of Community Development for insurance purposes.

**Deferred**

**B3. *Manager of Community Development re: FCC AgriSpirit Fund Response - Plevna Multi-Use Recreational Facility Inclusive and Accessibility Upgrades***

**291-26 Moved by Councillor Fred Fowler, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council receives an email dated September 21, 2026, from the Manager of Community Development (MCD) advising an application had been submitted for the FCC AgriSpirit Fund Response to improve accessibility and community participation at our local multi-use recreational facility by installing an accessible outhouse, outdoor speaker system, accessible picnic tables and bleachers;

**And That** the MCD advised the application was not selected for funding at this time due to the high volume of applicants, as well as other factors including alignment with our funding focus areas and ensuring equitable distribution of funds throughout the country.

**Carried**

## **10. Council, CAO, and Managers' Administrative Reports**

**a) Clerk/Planning Manager: Planning Applications - Requirement for Archaeological Assessments**

**292-26 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 "Planning Applications - Requirement for Archaeological Assessments".

**Carried**

**Note:** The DC/APM and County Planning Staff left the meeting at this time.

**b) Clerk/Planning Manager: Concession and Shore Road Allowance Closure and By-law - Clayton Amendment**

**293-26 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 "Concession and Shore Road Allowance Closure and By-law - Clayton Amendment";

**And That**, as required by By-law #2026-25, Road Allowances described as Part 6, 7 and 10 on Registered Plan 13R-5891 be declared as surplus and sold to the adjoining owners; and that an appraisal of the property is not necessary as this is a Road Allowance;

**And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell the identified portions of the Road Allowances;

**And That** prior to the By-law being registered, the Clerk ensure the legal work being completed by the Applicants' solicitor is completed and the neighbour has been notified regarding Part 7.

**Carried**

**c) Clerk/Planning Manager: Deeming By-law Required for Shore Road Allowance Closure - Muradori/Cote**

**294-26 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 "Deeming By-law Required for Shore Road Allowance Closure - Muradori/Cote";

**And That** Council will consider a Deeming By-law later in the meeting.

**Carried**

- d) ***Director of Emergency Services/Fire Chief: Proposed North Frontenac Fire Department Annual Award - Angela Sproule Memorial Award***

**295-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Proposed North Frontenac Fire Department Annual Award - Angela Sproule Memorial Award";

**And That** Council instructs the DESFC to consult with the North Frontenac Fire Department Senior Officers, to select an annual recipient for the Angela Sproule Memorial Award to be presented annually at the Firefighter Appreciation Dinner;

**And That** The Angela Sproule Memorial Award be permanently displayed in the North Frontenac Council Chambers.

**Carried**

- e) ***Manager of Community Development: Attendance at the 2026 Ontario East Municipal Conference (OEMC)***

**296-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

**Be it Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Attendance at the 2026 Ontario East Municipal Conference".

**Carried**

- f) ***Manager of Community Development: Carleton University - International, Multidisciplinary Research Team to Introduce Dark Skies, Community Futures (DARKFUTURES), a Proposed Comparative Research Project***

**297-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Carleton University - International, Multidisciplinary Research Team to Introduce Dark Skies, Community Futures (DARKFUTURES), a Proposed Comparative Research Project";

**And That** Council authorizes the Manager of Community Development to work with DARKFUTURES on the research project;

**And That** Council instructs the Mayor, Chief Administrative Officer and the Manager of Community Development to sign the letter of support for the DARKFUTURES funding Application.

**Carried**

g) ***Manager of Community Development: Rink Board Advertisements***

**298-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

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

**And That** Council approves the amendments to the Rink Board Advertising Policy;

**And That** Council will consider a By-law later in the meeting to adopt the amended Policy;

**And That** Council approves that all businesses who placed an advertisement on the rink boards during Round #1, have their Agreements become effective October 14, 2026 (date of grand opening) for a period of one year thereafter;

**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting.

**Carried**

h) ***Manager of Community Development: Plevna Multi-Use Recreation Facility - Rental Options***

**299-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Plevna Multi-Use Recreation Facility - Rental Options";

**And That** Council approves in principle the amendments to the Fees & Charges By-law to add fees for the Plevna Multi-Use Recreation Facility:

- Event Rentals (i.e. wedding, concert, craft show, family gatherings, etc.): Half Day w/o Liquor \$45, Full Day w/o Liquor \$80, Full Day w/ Liquor \$260 (includes \$100 deposit)
- Community Hall Groups & Non-profit groups that currently receive discounted booking fees for Community Hall Rentals - \$15/booking
- Funerals/Luncheons - by donation
- Ice and Court Rental - free, unless event includes alcohol.

**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting;

**And That** Council will consider a By-law at an upcoming Meeting to adopt a new By-law to Approve the Plevna Multi-Use Recreational Facility Rental Agreement and Rental Rules and Regulations.

**Carried**

i) ***Manager of Community Development: Tappings Landing Dock - Mazinaw Lake***

**300-26 Moved by Councillor John Inglis, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Tappings Landing Dock - Mazinaw Lake";

**And That** Council approves in principle Option #2 to keep the new floating dock and

replace the permanent dock with a 40' permanent dock at an approximate cost of \$20,000 if the Township of Addington Highlands agrees to pay 50% of the installation, maintenance and capital replacement costs;

**And That** if Addington Highlands approves their share of costs Council directs the Treasurer to add a \$10,000 contribution for this project in the 2027 Budget; a \$500 per year maintenance budget and directs the Treasurer to include both dock replacements within the Township's capital planning for Council's consideration during 2027 Budget Deliberations;

**And That** Council directs the Manager of Community Development to request that the Township of Addington Highlands consider contributing \$10,000 as well for the initial permanent dock installation, and then continues to budget \$500 annually for maintenance and include the replacement of both docks within their capital planning;

**And That** if Mazinaw Property Owners Association (MPOA) would like to expand the permanent dock, they be permitted to fundraise for additional floating or post dock attachments to be added to the new proposed 40' permanent dock (working with the Manager of Community Development for donations, installation, permits, etc.).

**Carried**

**Note:** Willis Deline, Facilities/Recreation Supervisor, left the meeting at this time.

j) ***Public Works Manager: Revision to the 10 year Capital Plan (Culverts) for 2026 - Update***

**301-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Revision to the 10 year Capital Plan (Culverts) for 2026 - Update".

**Carried**

k) ***Public Works Manager: Road 509 - Ompah Speed Zone Review***

**302-26 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 "Road 509 - Ompah Speed Zone Review";

**And That** the Public Works Manager will prepare an update to the Speed Limit By-law (#2024-78) for consideration by Council at a future meeting;

**And That** Council directs the Public Works Manager to retain a consultant to complete a speed zone review for the Village of Plevna (Road 509/506 from James Road to North Road) and report to Council at a future meeting.

**Carried**

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

a) ***Economic Development Task Force***

**303-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Minutes of the Economic Development Task Force dated September 21, 2026.

**Carried**

**b) *Kaladar Barrie Joint Fire Committee***

**304-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Minutes of the Kaladar Barrie Joint Fire Committee dated June 12, 2026.

**Carried**

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

None.

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

None.

**14. Council Portfolio Verbal Reports**

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

**15. Introduction and Reading of By-laws**

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

**305-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**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:

- #2026-49 Road Closing Clayton - Amended;
- #2026-50 Rink Board Advertising Policy;
- #2026-51 Deeming By-law - SRA (Muradori)

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

**Carried**

**16. Public Forum**

- a)**

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

**Note:** The DESFC and the MCD left the meeting at this time. As Deputy Mayor Huetl attended the meeting electronically, he did not participate in the Closed Session.

## **17. Closed Session**

### **a) *Closed Meeting of Council***

**306-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council retires to Closed Session at 11:22 a.m. to:

1. Adopt Minutes of a Closed Meeting held September 11, 2026;
2. Discuss a proposed or pending acquisition or disposition of land by the municipality or local board, more specifically a potential lease of land between the Township and a resident.

**Carried**

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

### **a)**

The Mayor advised that, during Closed Session, Council did the following:

1. Adopted Minutes of a Closed Meeting held September 11, 2026; and
2. Discussed a proposed or pending acquisition or disposition of land by the municipality or local board, more specifically a potential lease of land between the Township and a resident.

## **19. Confirmatory By-law**

### **a) *Confirming By-law #2026-52***

**307-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** By-law #2026-52, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held October 2, 2026 be read a first, second, and third time and finally passed.

**Carried**

## **20. Adjournment**

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

**308-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council adjourns the Meeting at 12:02 p.m. until October 23, 2026 or at the call of the Chair.

**Carried**

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Mayor

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Clerk



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

**Date:** October 2, 2026

**Resolution # 302-26**

**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 "Road 509 - Ompah Speed Zone Review";

**And That** the Public Works Manager will prepare an update to the Speed Limit By-law (#2024-78) for consideration by Council at a future meeting;

**And That** Council directs the Public Works Manager to retain a consultant to complete a speed zone review for the Village of Plevna (Road 509/506 from James Road to North Road) and report to Council at a future meeting.

**Carried**

Mayor



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

**Date:** October 2, 2026

**Resolution # 299-26**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor John Inglis

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Plevna Multi-Use Recreation Facility - Rental Options";

**And That** Council approves in principle the amendments to the Fees & Charges By-law to add fees for the Plevna Multi-Use Recreation Facility:

- Event Rentals (i.e. wedding, concert, craft show, family gatherings, etc.): Half Day w/o Liquor \$45, Full Day w/o Liquor \$80, Full Day w/ Liquor \$260 (includes \$100 deposit)
- Community Hall Groups & Non-profit groups that currently receive discounted booking fees for Community Hall Rentals - \$15/booking
- Funerals/Luncheons - by donation
- Ice and Court Rental - free, unless event includes alcohol.

**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting;

**And That** Council will consider a By-law at an upcoming Meeting to adopt a new By-law to Approve the Plevna Multi-Use Recreational Facility Rental Agreement and Rental Rules and Regulations.

**Carried**

Mayor



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

**Date:** October 2, 2026

**Resolution # 298-26**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor John Inglis

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Rink Board Advertisements";  
**And That** Council approves the amendments to the Rink Board Advertising Policy;  
**And That** Council will consider a By-law later in the meeting to adopt the amended Policy;  
**And That** Council approves that all businesses who placed an advertisement on the rink boards during Round #1, have their Agreements become effective October 14, 2026 (date of grand opening) for a period of one year thereafter;  
**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting.

**Carried**

Mayor

**From:** Brooke Ross <[Recreation@northfrontenac.ca](mailto:Recreation@northfrontenac.ca)>  
**Subject:** Plevna Rink Board Advertisement Sponsorship Policy

Hi Corey,

Mayor Lichty received a request from the Land O' Lake Lions Club, asking that any groups that donated over the amount of a rink board advertising space receive a rink board advertisement at no cost for the first year, and then they will have a choice in subsequent years to renew the advertisement annually. Mayor Lichty asked staff to include this in the next Council Agenda.

If Council approves, the following groups would be eligible to have a rink board advertisement at no cost for year one (with the option to renew in subsequent years at the regular renewal cost):

**Large Rink Ad (Regular \$1,000 + hst):**

\$15,600 - Hockey Moms Association & Ompah Youth Group  
\$10,000 - Clarendon Miller Community Volunteers  
\$10,000 - Land O' Lakes Lions Club  
\$5,000 - Lookout Home Hardware  
\$5,000 - The Huetl Family

**Small Rink Ad (Regular \$650 + hst):**

\$1,000 - Ompah Community Centre Association

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



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

**Date:** October 2, 2026

**Resolution # 298-26**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor John Inglis

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Rink Board Advertisements";  
**And That** Council approves the amendments to the Rink Board Advertising Policy;  
**And That** Council will consider a By-law later in the meeting to adopt the amended Policy;  
**And That** Council approves that all businesses who placed an advertisement on the rink boards during Round #1, have their Agreements become effective October 14, 2026 (date of grand opening) for a period of one year thereafter;  
**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting.

**Carried**

Mayor



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

**Date:** October 2, 2026

**Resolution # 299-26**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor John Inglis

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Plevna Multi-Use Recreation Facility - Rental Options";

**And That** Council approves in principle the amendments to the Fees & Charges By-law to add fees for the Plevna Multi-Use Recreation Facility:

- Event Rentals (i.e. wedding, concert, craft show, family gatherings, etc.): Half Day w/o Liquor \$45, Full Day w/o Liquor \$80, Full Day w/ Liquor \$260 (includes \$100 deposit)
- Community Hall Groups & Non-profit groups that currently receive discounted booking fees for Community Hall Rentals - \$15/booking
- Funerals/Luncheons - by donation
- Ice and Court Rental - free, unless event includes alcohol.

**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting;

**And That** Council will consider a By-law at an upcoming Meeting to adopt a new By-law to Approve the Plevna Multi-Use Recreational Facility Rental Agreement and Rental Rules and Regulations.

**Carried**

Mayor



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

**Date:** October 2, 2026

**Resolution # 290-26**

**Moved By:**  
Councillor Fred Fowler

**Seconded By:**  
Councillor Mike Hage

**Be It Resolved That** Council receives for information an email dated September 14, 2026, from Rick Morey, member of the Snow Road Community Hall Committee, requesting permission from Council to install twenty acoustic panels on the ceiling of the Snow Road Community Hall, to reduce echo and improve listener comfort;

**And That** the estimate cost for the panels is between \$1,700 and \$3,000 to be covered by the Hall Committee;

**And That** Council approves the installation of the panels and thanks the Committee for their generous donation;

**And That** once the panels are installed, the Township will assume ownership of the panels and any additional equipment required for the operation of the panels;

**And That** the Snow Road Hall Committee shall work with the Manager of Community Development and ensure all contractor documentation (including insurance, WSIB, etc.) is obtained and provided to the Township prior to commencement of the project;

**And That** a list of all volunteers working on the project shall be provided to the Manager of Community Development for insurance purposes.

**Deferred**

Mayor

**From:** Chris Beeg

**Subject:** RE: Draft Motion - Acoustic Panels (Snow Road)

Good morning Brooke,

For the proposed installation of 18 Acoustic Panels on ceiling for the Snow Road Community Hall the following items are required, due to the Assembly Occupancy with access to the public and unknown construction detail of the existing roof/ceiling system.

Manufacturer's documentation confirming the Flame Spread ratings and Smoke Development Classification in accordance testing standard CAN/ ULC-S102 (OBC 3.1.12.1), the Fire Code made under the Fire Protection and Prevention Act or Section 2.3. of Division B of the CCBFC NRC\_CONST-56437E, "National Fire Code of Canada" in absence of the Fire Code noted before (OBC 3.1.13.1.)

Manufacturer's engineered details for the mounting system of the acoustic panels.

Third party engineering review of the existing roof/ceiling system and/or design of any structural modification deemed necessary to support the acoustical panels.

A building permit application will be required only if the engineering review identifies modifications to the existing the roof/ceiling system.

Regards,

Chris Beeg, CBCO  
Chief Building Official



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

**Date:** March 20, 2026

**Resolution # 96-26**

**Moved By:**  
Deputy Mayor Roy Huetl

**Seconded By:**  
Councillor Vernon Hermer

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Plevna Rink Project - Budget Considerations";

**And That** Council select Option C regarding the project budget overage:

**And That** Council approves the project proceeding at the negotiated contract price, recognizing a current funding shortfall of \$129,705 and directs the Treasurer to transfer up to \$135,000 from the Canada Community-Building Fund (CCBF) to this project to address the shortfall and provide a small contingency.

**Carried**

Mayor

**From:** Brooke Ross <[Recreation@northfrontenac.ca](mailto:Recreation@northfrontenac.ca)>

**Sent:** October 14, 2026, 4:04 PM

**Subject:** Snow Road Community Centre - Rescinded \$5,000 Donation

Hi Corey,

Please be advised that notification was received from the Treasurer of the Snow Road Community Center advising that their Annual General Meeting was held on October 1<sup>st</sup> and a motion was put forward to the membership to reaffirm their commitment to the \$5,000 the group previously agreed to.

At the meeting it was decided by the members that they did not support the board's original decision and that the donation will not be contributed to the Plevna Rink Project.

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

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:**  
**Date of Meeting:** 23 Oct 2026  
**Re:** Communications of Interest

**Recommendation:**

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

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

1. Ontario Human Rights Commissioner re: 2026 Daniel G. Hill Human Rights Awards
2. File #A15/26 - Notice of Decision - 1117 Don Anna Road
3. Kingston Frontenac Public Library 2025 Annual Report
4. Ombudsman Ontario re: September Newsletter
5. Information and Privacy Commissioner re: Transparency Showcase 3.0 is here!
6. Ministry of Seniors and Accessibility re: 2026 Ontario Senior Achievement Award
7. Thank You card from The Perth & Smith Falls District Hospital Foundation
8. Eastern Ontario Wardens Caucus re: September 2026 Newsletter
9. Town of Aurora re: Request for Support - Cannabis Retail Review Task Force - Findings and Recommendations
10. Township of Ramara re: Request for Support - Transport Canada Review and Amendment of Water Aerodrome Public Consultation Requirements
11. Eastern Ontario Regional Network re: September 2026 Update - Frontenac County Townships

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

1. Resident re: Request for Street Light at Shiner Road

**From:** James Trimboli  
**Subject:** Safety Proposal to Council

8 October 2026

To: North Frontenac Council  
From: James and Janet Trimboli  
Address: Shiner Road, Mississippi Station, Ontario K0H 2C0

Subject: Safety  
Request: Street Light

Justification:  
Three Martins school buses utilize this laneway daily.

Buses 1 & 2: Are park outs and remain on the property for the duration of the 2026-2027 school year.

Bus 3: Picks up/drops off and turns around twice a day at this location.

Bus 1: Pre-trip 05:30 Departure 05:45, Evening return after afternoon run 17:30

Bus 2: Pre-trip 06:30 Departure 06:45, Evening return after afternoon run 17:45

We would recommend a sight visit to evaluate the condition of existing power pole. It appears weathered and smaller than a standard power pole.

Thank you for considering our request to help secure the safety of operators, equipment and students.

James and Janet

**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:** 23 Oct 2026  
**Re:** Shore Road Allowance Closure Approval in Principle - Abbott/Strowger

### Recommendation:

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

**And That** Council approves in principle the Application to close, stop up and sell part of the Shore Road Allowance lying in front of Lot 4, Registered Plan 1037, geographic Township of Barrie (Upper Mazinaw Lake).

### Background:

The Township received a Shore Road Allowance Application to close and purchase the Shore Road Allowance abutting the Applicant's property.

The following is a summary of the information provided by the applicant regarding Application #2026-09 (3670 Upper Mazinaw Lake Road):

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

### Researched By:

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

### Comments:

The Municipal Road Allowance Inspector's Inspection Form was completed on September 25, 2026 with no objections.

He advised there are no natural features; neighbouring properties that would be impacted; or Township Roads affected by the Application. He noted the shoreline is rocky and well treed.

Below is the Key Map (Figure A) and sketch (Figure B) provided by the Municipal Road Inspector.

Figure A

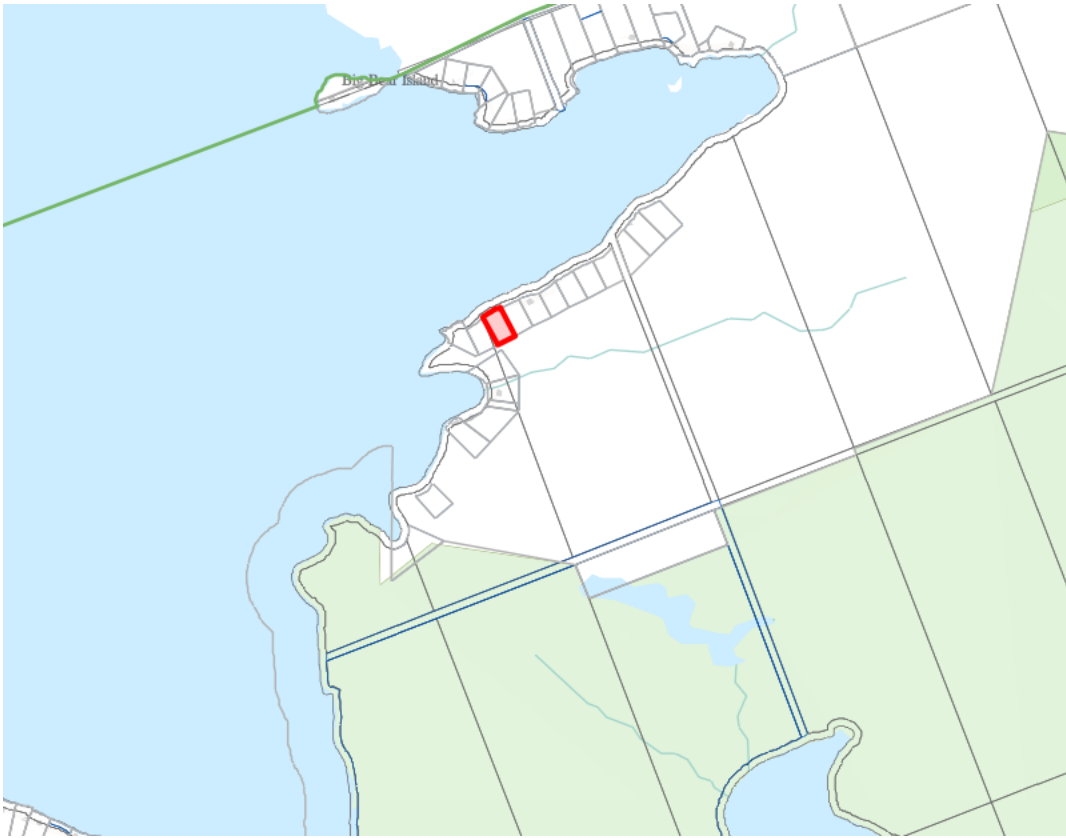
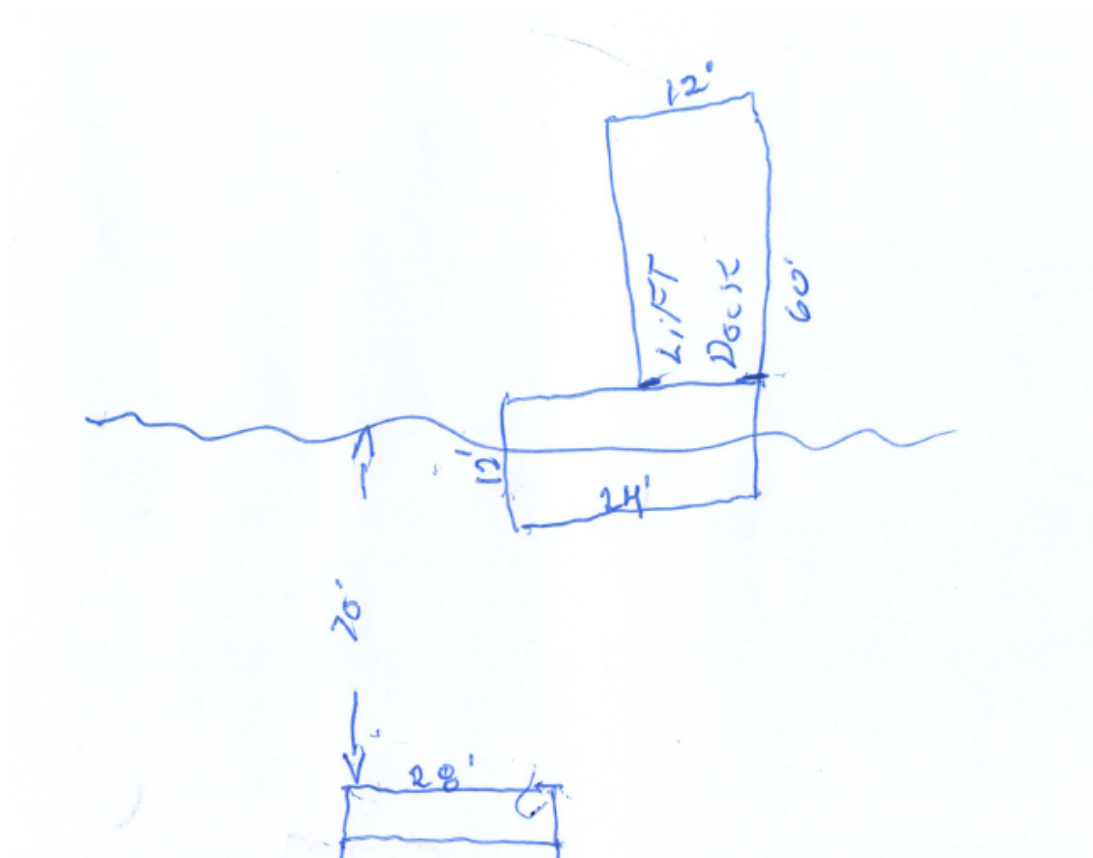


Figure B



#### Financial Impact:

The applicants provided the Administrative Fee of \$1,200 + \$156 HST total of \$1,356, at the time of submitting the Application.

#### 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:** 23 Oct 2026  
**Re:** 1143B Don Anna Road - Transfer of Part 2 on Plan 13R-9109

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Transfer of Part 2 on Plan 13R-9109";  
**And That** Council approves of the transfer of Part 2 on Plan 13R9109 from the Township of North Frontenac to the owner of 1143B Don Anna Road provided the current property owner pays all legal costs associated with the Transfer.

### Background:

The solicitor for the owner of the property located at 1143B Don Anna Road contacted the Township with respect to a title issue discovered during the process of selling the property. When the Plan of Subdivision was created an additional area was surveyed between the Shore Road Allowance and the new lots which was to be transferred to the Township.

In 1991, the property owner of Lot 16, Plan 1202 (1143B Don Anna Road) applied to purchase the Shore Road Allowance. The surveyor identified two parts on Registered Plan 13R-9109. Part 1 was transferred to the property owner but Part 2 was not included in the By-law or Transfer.

### Researched By:

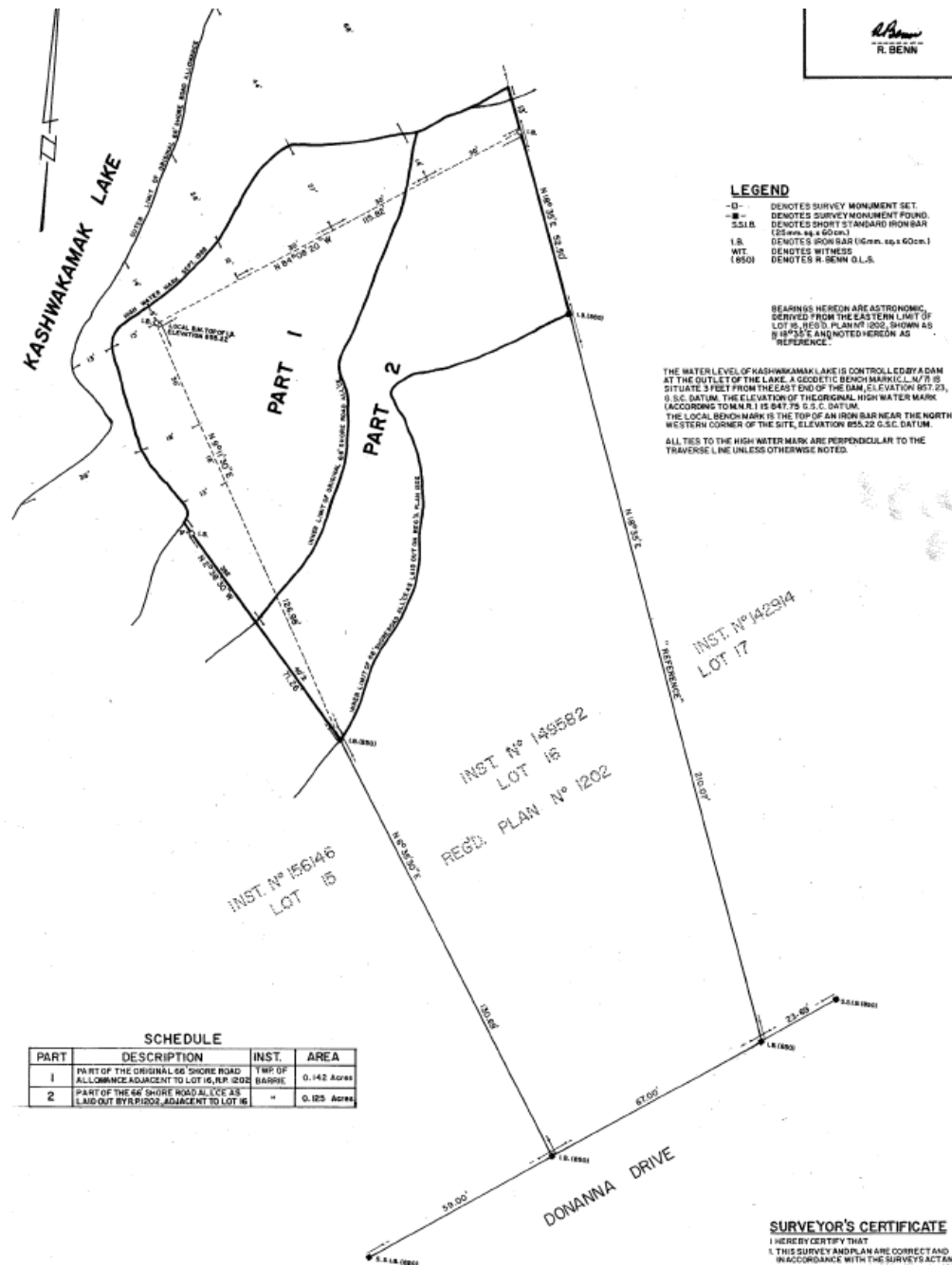
Tara Mieske, Clerk/Planning Manager  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

### Comments:

David Munday, Solicitor with Cunningham Swan, reviewed the title materials provided by the solicitor for the property owner and advised the following:

"It appears that circa 1990 - 1991, both the predecessor Township of Barrie and the owners of Lot 16, Plan 1202 apparently took the position that the Shore Road Allowance 'as laid out by Plan 1202' wasn't actually a Road Allowance and that it could be conveyed by the owner of Lot 16, Plan 1202. This is reflected in Instrument No. FR550122, being a Transfer of Lot 16, Plan 1202 and Part 2, 13R9109.

On conversion to Land Titles Conversion Qualified (LTCQ), Teranet/Land Registry Office disagreed, did not recognize Instrument No. FR550122 as conveying Part 2, 13R9109, and converted the property to Land Titles showing the former Township of Barrie as the owner by virtue of Plan 1202 dedicating the streets shown as public highways."



It is recommended that the portion of Road Allowance shown on Plan 1202 and described as Part 2 on 13R9109 be stopped up and closed and the conveyed to the owner of the abutting property; and that the owner of the abutting lands will be responsible for legal costs, with the Township solicitor registering the By-law.

### Financial Impact:

The legal costs to complete the transfer are to be covered by the property owner of 1143B Don Anna Road.

### 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:** 23 Oct 2026  
**Re:** Assumption of Portions of Mountain Road and Skootamatta Lake Road

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Assumption of Portions of Mountain Road and Skootamatta Lake Road";

**And That** Council will consider a By-law later in the meeting to dedicate and assume portions of Mountain Road and Skootamatta Lake Road as noted in the report;

**And That** Council instructs the Clerk to have the Municipal Solicitor register the By-law against each of the properties.

### Background:

As per Section 31 (2) of the Municipal Act:

"After January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money."

As per Section 26 of the Municipal Act, 2001, all highways that existed on December 31, 2002 are highways unless they have been closed. Therefore any road where the Municipality has expended money on the creation and maintenance of the road prior to 2003 is considered a Municipal Road. In order for any road which is not identified (given a PIN number) to be recognized it must be surveyed. Once surveyed, the road may be transferred from the property owner to the Municipality and a By-law must be passed to dedicate and assume the road allowance

### Researched By:

Tara Mieske, Clerk/Planning Manager  
Darwyn Sproule, Public Works Manager

### Comments:

Mountain Road - Part 2 on Registered Plan 13R-23569

At the July 10, 2025 Council Meeting, Council received a report entitled "[Assumption of a Portion of Mountain Road to Correct the Title Properties](#)" and Council passed the following Resolution:

**Be It Resolved That** Council receives for information the Public Works Manager's and the Clerk/Planning Manager's Administrative Report entitled "Assumption of a Portion of Mountain Road to Correct the Title of Properties";

**And That** Council receives the request from the Solicitor for Barry and Marie Tooley and Gina and Richard Kellar providing the history of the properties and the need to have a registerable legal description to correct the respective titles;

**And That** Council is agreeable to accepting title to the portion of Mountain Road through Lot 11 and Lot 12, North East Range, geographic Township of Miller provided the road is surveyed to a width of 20 metres (66 feet) at the expense of the property owners;

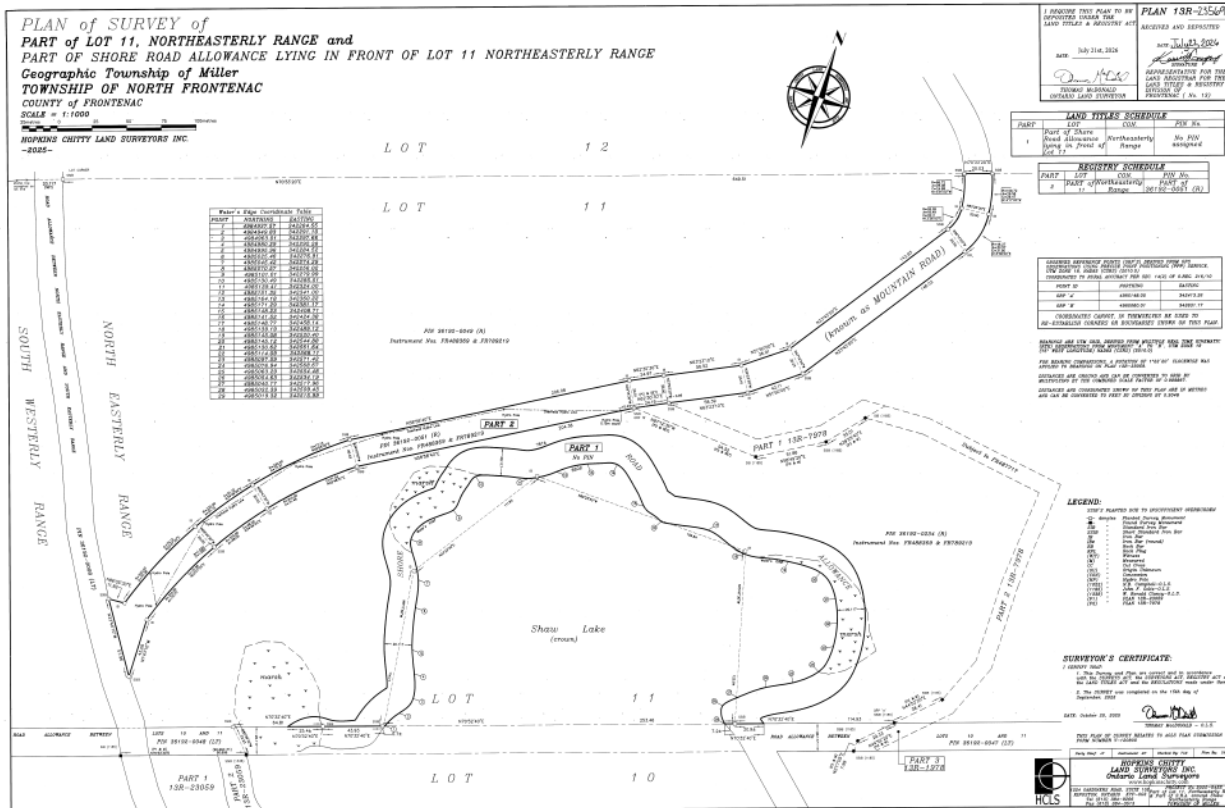
**And That** Council approves paying the legal fees for the preparation of the Transfer, registering the Transfer and By-law and Law Society Fees, and miscellaneous disbursement at an estimated cost of \$1,000. All legal work completed by the Township's Solicitor for Sherriff Certificates, Mortgage Discharges, Appraisals, and any unforeseen title issues shall be covered by the property owners;

**And That** Council instructs the Treasurer to transfer the Township's legal costs associated with the property transfer, including preparation of the Transfer, title search and registering the By-law from the Contingency Reserve Fund;

**And That** Council authorizes the Mayor and Clerk to sign the Transfer for this portion of the Road Allowance and Council will consider a By-law at a future meeting to assume this portion of Mountain Road;

**And That** Council approves the Clerk signing an Undertaking prepared by the property owner's solicitor advising Council will pass the necessary By-laws to dedicate the portion of Mountain Road identified on the required survey as public highways once the property is transferred.

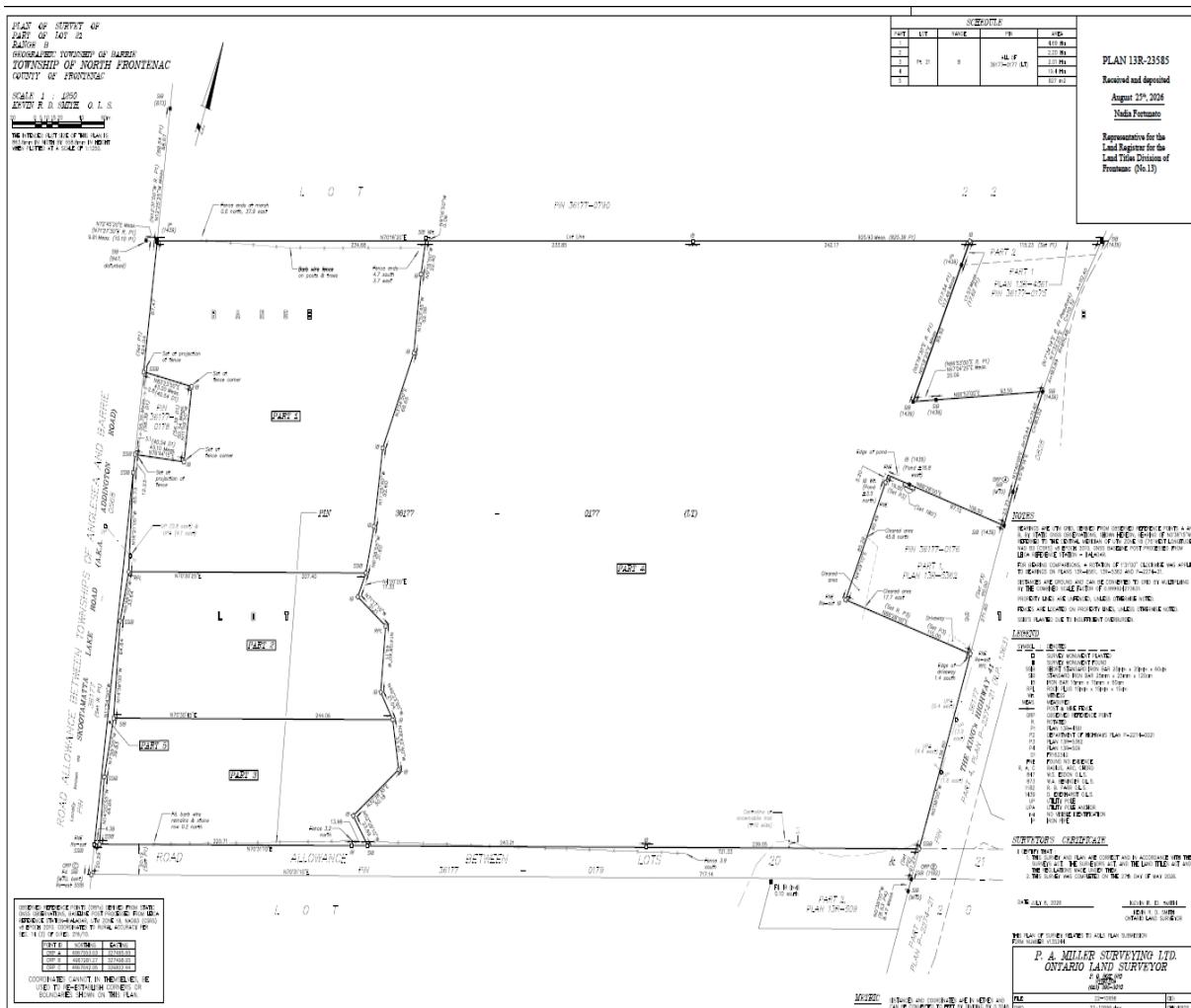
The Transfer to the Township was completed on September 23, 2026. A By-law is included in the Agenda to assume this portion of Mountain Road.



1. The surveyor who prepares the reference plan referred to in Condition Number 4 shall also determine by survey the dedication Skootamatta Lake Road along the entire frontage of the proposed severed parcel. This right-of-way widening shall be measured 10 metres (33 feet) from the centreline of the existing travelled road (Skootamatta Lake Road) to the east and west limit of the road. The owner shall dedicate to the Township land along the frontage of the severed lands, to the satisfaction of the Township, in the following manner:
  - a. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner's expense and filed with the Secretary-Treasurer prior to the stamping of the deeds;
  - b. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the name of "The Corporation of the Township of North Frontenac", and shall include the following attached to the Transfer/Deed as a Schedule:

"The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended."
  - c. In the event the road is a trespass road, the surveyor shall include a part to describe the existing extent of the forced road, in addition to the widening, and the applicant shall include that parcel in with the Transfer/Deed referred to in b. above.
  - d. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances shall be delivered to the Secretary-Treasurer prior to signing of the Certificate of Official.

The portion of Skootamatta Lake Road described as Part 5 on Registered Plan 13R-23585, Part of Lot 21, Range B, Township of Barrie, was transferred to the Township on October 8, 2026. A By-law is included in the Agenda to assume this portion of Mountain Road.



**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:** 23 Oct 2026  
**Re:** Proposed Amendments to the Community Grants Policy

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Proposed Amendments to the Community Grants Policy";

**And That** Council will consider a By-law later in the meeting to adopt the updated Community Grants Policy for the Township of North Frontenac.

### Background:

In 2025 Council passed By-Law #2025-02 the Community Grants Policy (Attachment #1). Community Grant funding demonstrates Council's commitment to working with Community Organizations.

The purpose of this Policy is to establish a procedure for all proposed grants to Community Organizations.

The goal of the Community Grants program is to assist in the development and operation of Not-For-Profit Community Organizations who provide programs, services or events that promote and/or enhance the overall wellbeing of the community.

The Policy states "Council commits a maximum of \$10,000 to the annual budget and the maximum Grant application permitted for a Community Organization is \$1,000".

### Researched By:

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

### Comments:

The current Community Grants Policy requires updating to incorporate changes previously approved by Council through Resolution and during the 2026 Budget Deliberations, including changes related to annual exemptions. The proposed amendments reflect and formalize Council's previous decisions to ensure the Policy accurately aligns with current practices and direction.

| Organization              | Current Amount | Revised Amount | Authority/Basis      |
|---------------------------|----------------|----------------|----------------------|
| Mazinaw Lake Swim Program | \$1,500        | \$2,000        | Approved 2026 Budget |

|                                            |         |         |                             |
|--------------------------------------------|---------|---------|-----------------------------|
| Sand Lake Swim Program                     | \$1,500 | \$2,000 | Approved 2026 Budget        |
| Clarendon Central School Parent Council    | \$1,000 | \$2,000 | Approved 2026 Budget        |
| North and Central Frontenac Food Bank Inc. | \$2,000 | \$2,500 | Approved Resolution #399-25 |

While reviewing the By-law, staff identified additional amendments that are recommended to improve clarity and ensure the By-law reflects current practices. The following changes are recommended:

| Policy Area                  | Proposed Amendment                                                                                                      | Rationale                                                                                  |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Recipient eligibility        | Require a separate bank account in the organization's name. Grant funding may not be deposited into a personal account. | Clear payment audit trail; reduces financial-control risk. Confirm account before payment. |
| Eligible projects and events | Exclude projects or events that generate profit for a business or individual.                                           | Ensures public funds support not-for-profit community benefit.                             |

**Financial Impact:**  
None.

**Strategic Implications:**  
Vibrant and Inclusive Community

**Attachments:**  
[#2025-02 - Community Grants Policy](#)

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

## **By-law # 2025-02**

**Being a By-law to Establish a Policy for Community Grants for the Corporation of the Township of North Frontenac**

**Whereas** Council includes funding in the annual budget for Community Grants and deems it necessary to establish a Policy to allocate these funds to various community organizations;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac does hereby adopt the "Community Grants Policy" attached hereto as Schedule "A"; Schedule "B"; and Schedule "C";

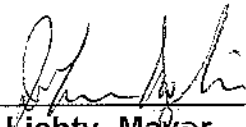
**And That** all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed;

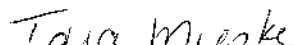
**And That** By-law #2024-03 is hereby repealed;

**And That** this By-Law shall come into force and take effect on the date of its passing.

**Read** a first and second time **January 10, 2025.**

**Read** a third time and finally passed this **January 10, 2025.**

  
\_\_\_\_\_  
Gerry Lichty, Mayor

  
\_\_\_\_\_  
Tara Mieske, Clerk

## **Schedule "A"**

### **1. Definitions**

In this Policy:

- a) "Community Organization" means not-for-profit unincorporated groups or registered charitable organizations who operate a business or provide a service within the geographic boundaries of the Township and have been in existence for a period of a minimum of two (2) years.
- b) "Council" means the Council of The Corporation of the Township of North Frontenac.
- c) "Township" means The Corporation of the Township of North Frontenac.

### **2. Purpose**

Community Grant funding demonstrates Council's commitment to working with Community Organizations. The purpose of this Policy is to establish a procedure for all proposed grants to Community Organizations.

The goal of the Community Grants program is to assist in the development and operation of not-for-profit community organizations who provide programs, services or events that promote and/or enhance the overall wellbeing of the community.

### **3. Guidelines**

- a) To help ensure projects are prioritized based on the needs of the community and to provide financial guidelines, when Council is considering Applications, Council commits a maximum of \$10,000 to the annual budget effective 2020 (over and above the existing approved expenditures).
- b) Criteria for Community Grant Recipients
  - Projects must have a well-defined purpose and take place within the calendar year of receiving the Community Grant.
  - The request could provide a new or improved community service or an economic and/or social benefit.
  - To ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000.
  - Council will only consider requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year).
- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.
- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Manager of Community Development will publish an annual Notice regarding the application process on the Township's website and Social Media accounts and in the local paper.
- g) The Manager of Community Development will publish annually on the Township's website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline will not be considered.
- i) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- j) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.

- k) Some Community Organizations are provided funding through the annual budget; however, if these Community Organizations require additional funding for special projects, they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.
- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well).

#### **4. Application Submission (see Schedule "B")**

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the Community Organization only has one person appointed to have signing authority).
- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested project(s) or proposal(s) including a list and description of actual and pending costs.
- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
  - Address: 6648 Road 506, Plevna, ON K0H 2M0.
  - Fax: 613-479-2352
  - Email: [recreation@northfrontenac.ca](mailto:recreation@northfrontenac.ca)
- e) Applications must be received and date stamped prior to the annual deadline of April 30th to be considered for a Community Grant under this Policy.
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

#### **5. Application Evaluation**

- a) Community Grant Applications shall be evaluated by Council who will review them and rate them on their impact to the community and the ability to support and improve the quality of life for residents.
- b) Should multiple Applicants meet the Application requirements and goals of the funding, a fixed amount will be granted to each Community Organization based on Council's evaluation and within budget constraints and the amount applied for by each Community Organization (not to exceed \$1,000).
- c) Council may refuse an Application that:
  - does not meet the criteria set out in this Policy for funding;
  - Council believes, with reasonable grounds, has made false statements on the Application;
  - has breached Conditions of this Policy in the past;
  - Council believes the Community Organizations goals or projects are not in the public's interest or that the Community Organization may not carry on business with honesty or integrity; or
  - Council believes has a financial situation that indicates the Community Organization will not be conducted in a financially feasible manner.
- d) All Applicants shall be notified by the Manager of Community Development, in writing of Council's decision on the Community Grant made during the Council Meeting where Community Grants are considered. If the Community Grant is approved the Letter of Award shall include any terms and conditions that apply to the Community Grant.

#### **6. Reporting (see Schedule "C")**

- a) Within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development. The Final Report is intended to help the Community Organization evaluate the initiative and help Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

## **7. Effective Date**

- a) This Community Grants Policy came into effect on February 28, 2020 (see Section 4e) re: April 30th deadline).

## **8. Exemptions**

- a) Some Community Organizations are provided funding through the annual budget. These include:
  - i. Cloyne and District Historical Society - \$500
  - ii. Land O' Lakes Community Services - \$1.50 per household in Ward 1 per Resolution #103-15 \$2,250
  - iii. Land O' Lakes Community Services Christmas Hamper Program \$500
  - iv. Land O' Lakes Lions Club Food Bank - \$2,000
  - v. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$700
  - vi. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
  - vii. Land O' Lakes Lions Club – Toll Road Hand Out \$180
  - viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500
  - ix. Mazinaw Lake Swim Program – \$1500 per Resolution #59-18
  - x. North Frontenac Community Services – Northern Rural Youth Program - \$6000 per Resolution #07-23Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
  - xi. Sand Lake Swim Program - \$1500 per Resolution #59-18
  - xii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
  - xiii. Clarendon Central Public School – \$1,000
  - xiv. North and Central Frontenac Food Bank Inc. - \$2,000
- b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

## Community Grant Application Form

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

|                                                                                                       |  |                  |
|-------------------------------------------------------------------------------------------------------|--|------------------|
| Date:                                                                                                 |  |                  |
| Committee or Organization Name:                                                                       |  |                  |
| <b>Organization</b>                                                                                   |  |                  |
| Address                                                                                               |  |                  |
| Phone Number                                                                                          |  |                  |
| Email Address                                                                                         |  |                  |
| Website                                                                                               |  |                  |
| <b>Contact Person</b>                                                                                 |  |                  |
| Name                                                                                                  |  |                  |
| Phone Number                                                                                          |  |                  |
| Email Address                                                                                         |  |                  |
| <b>Alternate Contact Person</b>                                                                       |  |                  |
| Name                                                                                                  |  |                  |
| Phone Number                                                                                          |  |                  |
| E-mail Address                                                                                        |  |                  |
| Did you consult with Township Staff?<br>(Note: This is only required if working on Township property) |  | Yes ____ No ____ |

**Project or Proposal:**

|                                                                                                                                                                                                                                                                                                                                                                                                          |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <p><b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b></p> <p>The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake; what will be accomplished; and the desired outcomes. (This could include reference letters, website pages, photos, etc.)</p> |    |
| Amount requested:                                                                                                                                                                                                                                                                                                                                                                                        | \$ |

Has your organization received a grant previously from this Township program?

Yes \_\_\_\_\_ No \_\_\_\_\_

|                        |    |         |  |
|------------------------|----|---------|--|
| Amount<br>(cumulative) | \$ | Year(s) |  |
|------------------------|----|---------|--|

**Other Information:**

The following are to be included with this Application. Please check to indicate attached:

- \_\_\_\_\_ A statement of the Community Organization’s constitution and a mission or statement of purpose
- \_\_\_\_\_ Description of services and programs offered and geographical area served by your organization
- \_\_\_\_\_ Description of clientele participating or utilizing services/program
- \_\_\_\_\_ Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge.  
We agree to complete a “Final Report” and disclose all relevant information to the Township.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

Schedule "C"

Within sixty (60 days of the end of the project or by December 31st of the year the Community Grant was provided) the Community Organization shall submit a final Report to the Manager of Community Development. Please answer the following questions.

|                                 |  |
|---------------------------------|--|
| Date:                           |  |
| Committee or Organization Name: |  |
| Organization                    |  |
| Name:                           |  |
| Phone Number:                   |  |
| Email Address:                  |  |
| Website:                        |  |
| Contact Person                  |  |
| Name:                           |  |
| Phone Number:                   |  |
| Alternate Contact Person        |  |
| Name:                           |  |
| Phone Number:                   |  |

A statement of Budget versus actual on how the grant funding was used for the project(s) must be included with the Final Report.

Please check to indicate attached \_\_\_\_\_

|                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Summary of the Project or Proposal Outcome</b><br>Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc. (200 words maximum) |
|                                                                                                                                                                                                                              |

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of my knowledge. And have disclosed all relevant information.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

**Privacy and Accessibility:**

The information contained within this Application Form and any applicable attachments is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, public meeting of Council, and therefore will become public information.

**To:** Mayor and Members of Council  
**From:** Brooke Ross, Manager of Community Development, Dipl.M.A.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 23 Oct 2026  
**Re:** Learning and Engagement Accelerator Fund (L.E.A.F) – Grant Opportunity – Further Enhancements to the Plevna Rink/Pickleball Courts.

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Learning and Engagement Accelerator Fund (L.E.A.F) – Grant Opportunity – Further Enhancements to the Plevna Rink/Pickleball Courts";  
**And That** Council approves the MCD's Application for Funding to the Learning and Engagement Accelerator Fund (L.E.A.F) for 100% project funding;  
**And That** Council directs the CAO to sign the Application for Funding and enter into a Funding Agreement with Learning and Engagement Accelerator Fund (L.E.A.F) if the Township is successful;  
**And That** Council directs the MCD to have the Bleachers, Sound System and Accessible Outhouse purchased and installed if the Application for Funding is successful.

### Background:

Council previously approved this project to be submitted to the FCC AgriSpirit Fund; however, the Application was not successful.

The Commonwell's Learning and Engagement Accelerator Fund (L.E.A.F.) supports projects that grow capacity and resiliency in communities across Ontario. Specifically, L.E.A.F. supports programs and facilities that re-energize learning and engagement within communities.

The Application deadline is October 30, 2026.

### Researched By:

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

### Comments:

As Council is aware, the Outdoor Rink/Pickleball Courts in Plevna are currently undergoing an extensive re-build. The Learning and Engagement Accelerator Fund (L.E.A.F.) provides a good opportunity to apply for funding to potentially further enhance the new recreational space.

Although sports teams or sports equipment purchases are not eligible, it is proposed that we apply to install bleachers, an accessible outhouse and a sound system.

### Financial Impact:

Bleachers - \$4,000 + tax  
Gravel for bleachers - \$2,000 + tax  
Outdoor Sound System - \$3,800 + tax  
Accessible Outhouse - \$5,000 + tax  
Accessible Pathway to Outhouse - \$3,000 + tax

Total Grant Application \$17,800 + tax

The Learning and Engagement Accelerator Fund (L.E.A.F.) is 100% funding.

### **Strategic Implications:**

Vibrant and Inclusive Community  
Continue to Invest in Municipal Infrastructure

**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:** 23 Oct 2026  
**Re:** Updates to "Tailgate Event" Permits under the Liquor Licence and Control Act, 2019

### Recommendation:

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Updates to "Tailgate Event" Permits under the *Liquor Licence and Control Act, 2019*";

**And That** Council does not wish to designate cultural or community events for Bring Your Own (BYO) Event Permit purposes at this time, including events held on Township-owned or Township-controlled property;

**And That** Council approves the continuation of special-event alcohol service and sales (excluding BYO) where organizers obtain all required Alcohol and Gaming Commission of Ontario (AGCO) permits, Township approvals, insurance, and comply with applicable by-laws, facility agreements, and event conditions.

### Background:

There have been recent changes to the Ontario Regulation 747/21 under the Liquor Licence and Control Act, 2019 (LLCA) which introduce a new "bring-your-own" (BYO) event permit, which expands what was previously known as the "tailgating permit". This new permit allows individuals, aged 19 and older to bring and consume their own alcohol within a designated area at specific events. These events can include community or cultural gatherings which have been approved by a municipality, as well as events that are held in connection with and near professional, semi-professional or post-secondary sporting events.

Municipalities play a key role in determining whether this permit can be used for community events. They are not required to allow these events but may also choose to designate specific events as eligible. Municipalities can create their own processes for deciding which events qualify, either by reviewing applications on a case-by-case basis through council or delegating authority to a municipal official (i.e. CAO or Clerk). If a municipality does not wish to permit BYO events, it can formally opt out through a resolution. Importantly, existing municipal rules for events held on public property, like parks remain unchanged.

For events tied to sporting events, the process is simpler. These types of BYO events do not require municipal designation and continue under the same rules which existed previously. This distinction means that community or cultural events face an additional approval step, while sporting-related events do not.

Event organizers who would like to use the BYO permit for a community or cultural event must first obtain confirmation from the municipality that their event has been designated as eligible. Once they have this confirmation, they can apply for the permit through the AGCO (Alcohol and Gaming Commission of Ontario) portal. The AGCO will only issue a permit if proof of municipal designation is provided.

The provincial framework dictates that Ontario's BYO rules for public parks and events cannot take effect locally without explicit municipal intervention. Under the *Liquor Licence and Control Act* the AGCO will only issue BYO permits if the local municipality has already passed a specific By-law authorizing alcohol consumption in that designated public space. Essentially, the provincial legislation functions as an "opt-in" model, if a Council remains silent or decides not to draft a supportive By-law, the default status remains a strict ban on public drinking. This structure gives local governments total autonomy to veto the provincial initiative simply through interaction, ensuring that community standards local liability concerns and policing resources remain entirely under municipal control.

The government introduced this change to offer greater flexibility for event organizers and to potentially reduce costs. By allowing attendees to bring their own alcohol, events can adopt a more casual, 'picnic-style' atmosphere, which may increase attendance and accessibility. While the change is optional, and events that rely on selling alcohol can continue operating as they have been. Despite this increased flexibility, all events operating under a BYO permit must still comply with existing health and safety requirements. Permit holders remain responsible for ensuring that alcohol is consumed safely and that all legal standards are met.

| <b>Item</b>                  | <b>Former Tailgate Permit Framework</b>                                                                             | <b>Current BYO Event Permit Framework</b>                                                                                                           |
|------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Permit name                  | Tailgate Event Permit                                                                                               | Bring-Your-Own (BYO) Event Permit                                                                                                                   |
| Eligible event type          | Public event connected with and in proximity to a professional, semi-professional, or post-secondary sporting event | Includes the former sports-related events and municipally designated cultural or community events                                                   |
| Location                     | Outdoor premises at ground level                                                                                    | Outdoor premises at ground level                                                                                                                    |
| Alcohol brought by attendees | Permitted within the defined permit area                                                                            | Permitted within the defined permit area                                                                                                            |
| Municipal role               | Generally limited to event/property approvals and statutory notice requirements                                     | Municipal Council or its delegate must designate a cultural or community event if the organizer is relying on the new expanded eligibility category |
| Municipal obligation         | No obligation to facilitate the permit                                                                              | No obligation to designate events or create a designation process                                                                                   |
| Permit types                 | Sale Tailgate Permit or No-Sale Tailgate Permit                                                                     | Sale BYO Permit or No-Sale BYO Permit                                                                                                               |
| Alcohol sales by organizer   | Permitted only under a Sale                                                                                         | Permitted under a Sale BYO                                                                                                                          |

**Researched By:**

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development  
Alyssa Borger, Economic/Community Development Student

**Comments:**

The AGCO, not the Township, issues and enforces the alcohol permit. However, a municipality that chooses to establish a BYO designation process becomes involved in determining which public community or cultural events may access the expanded permit category.

Municipal approval or designation does not transfer the permit holder's statutory obligations to the municipality. However, municipal involvement may increase operational and reputational exposure where an event has inadequate controls, insufficient security, impaired driving concerns, public complaints, property damage, or demands on emergency services.

North Frontenac's rural geography, distances between communities, seasonal tourism activity, limited on-site staffing, and potential reliance on volunteer-led events require particular consideration. A BYO model can make it more difficult for an organizer to monitor alcohol quantities, containers, sharing, and the source of alcohol compared with a conventional controlled-service area.

The new BYO option does not replace the existing Special Occasion Permit framework for special events where alcohol is sold or served.

| <b>Event Model</b>                                                        | <b>Typical AGCO Authority</b>                | <b>Alcohol Source</b>                                                            |
|---------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------|
| Community event with a beer garden, bar, or alcohol service               | Sale SOP                                     | Purchased and sold or served by the permit holder                                |
| Private function with complimentary alcohol                               | No-Sale SOP                                  | Supplied and served by the permit holder                                         |
| Eligible charity or public event                                          | Sale or No-Sale SOP, depending on operations | Supplied by the permit holder                                                    |
| Sports-related or municipally designated community/cultural outdoor event | Sale BYO or No-Sale BYO SOP                  | Attendee-supplied alcohol, with optional organizer sales under a Sale BYO Permit |

A regular Sale or No-Sale SOP remains the more appropriate model when an organizer wants a controlled beer garden, bar, or designated alcohol-service area. Under this approach, the permit holder controls the inventory, point of sale, service, quantities, and trained servers.

For North Frontenac events, a regular Sale SOP is likely to remain the lower-risk and more readily managed option where alcohol is proposed. It allows event organizers to retain direct control over alcohol entering and being served at the event.

The Township of North Frontenac (through CAO approval) currently supports local events, businesses and community initiatives through the provision of letters of support for Special Occasion Permit (SOP) applications (sale or no sale). These letters are provided upon request and indicate

that the Township is aware of and supports the proposed event, particularly where it contributes to tourism, community engagement and the local economic activity.

A Special Occasion Permit, issued by the Alcohol and Gaming Commission of Ontario (AGCO) allows for the sale and/or service of alcohol at an event that is not held in a licensed establishment (i.e. private function, public event or community festival). Event organizers are responsible for applying for the permit and ensuring compliance with all applicable regulations, including health and safety requirements.

This existing practice reflects the Township’s role in facilitating and supporting local events while maintaining compliance with provincial legislation. The provision of municipal support letters does not replace provincial approvals but serves as a part of the overall application process for event organizers seeking to host events involving alcohol.

It is recommended that the CAO continue to review requests on a case-by-case basis to designate the event as Municipally significant for all community or cultural gatherings for sale and no sale only. Currently, we get very few of these requests (approximately 1-2 per year).

It is also recommended that Council does not establish a cultural/community BYO designation at this time due to increased liability risks, the potential for unregulated, over-consumption on public property, the lack of municipal oversight regarding alcohol safety and minors, and the high likelihood of increased littering, broken glass and additional property maintenance for Township staff.

**Financial Impact:**

None.

**Strategic Implications:**

Vibrant and Inclusive Community

**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:** 23 Oct 2026  
**Re:** North Frontenac Parklands - Proposed Increase to Booking Fees

### Recommendation:

**Be It Resolved That** Council receives for information the Administrative Report from the Manager of Community Development entitled "North Frontenac Parklands - Proposed Increase to Booking Fees;"

**And That** Council approves in principle the amendments to the Fees & Charges By-law to

- remove the \$3.00 Administrative Fees and incorporate within each price;
- add a \$5.00 card processing fee for every refund; and
- increase the fees for road passes and camping permits as noted in the Administrative Report effective January 1, 2027;

**And That** Council instructs the Clerk to amend the Fees & Charges By-law at an upcoming meeting.

### Background:

On October 30, 2013, Council passed By-law #114-13 authorizing the operation of municipal campgrounds and charging of fees for the use of campsites and Crown roads within the North Frontenac Parklands.

In November 2023 the Camping Only fees were increased from \$22.50 to \$25.00 (plus \$3.00 Administrative Fee). The Road Access Fees have not been increased since 2013.

### Researched By:

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

### Comments:

Township staff are proposing an increase to camping and road access fees for the North Frontenac Parklands for 2027 camping (effective January 1, 2027).

This increase is recommended to assist with keeping our fees inline with inflation and to ensure that we are able to provide enhanced maintenance and stewardship within the Program. As costs continue to rise and grants/donations have been reduced (less being received annually from the ATV groups, and MNR funding that was previously allotted to the Program no longer exists), it makes it difficult to provide the needed maintenance and service levels expected by the many users of the Program.

Per Section #41 of our Land Use Permit *"Any fee changes will require consultation with the MNR staff at the Kemptville Kingston District."* Township staff obtained approval from MNR on October 13, 2026 for the fee increases (see attached).

### Financial Impact:

It is recommended that Council approves the proposed amendments to the Fees & Charges By-law. It is intended to remove the additional \$3.00 Administrative Fees and incorporate within each price; add a \$5.00 card processing fee for every refund and the following increases to fees effective January 1, 2027:

|                            | <b>Current</b>             | <b>Proposed Effective</b><br>January 1, 2027 |
|----------------------------|----------------------------|----------------------------------------------|
| Road - Day                 | \$9.50 + \$3.00 Admin Fee  | \$13.00 (includes all taxes and fees)        |
| Road - Week                | \$22.50 + \$3.00 Admin Fee | \$27.00 (includes all taxes and fees)        |
| Road - Seasonal            | \$45.00 + \$3.00 Admin Fee | \$50.00 (includes all taxes and fees)        |
| Road - Seasonal (Resident) | \$22.50 (no Admin Fee)     | \$25.00 (includes all taxes and fees)        |
| Camping - Night            | \$25.00 + \$3.00 Admin Fee | \$30.00 (includes all taxes and fees)        |

Township staff compared these prices with similar backcountry camping venues to ensure we are still inline or below comparative parks:

#### **Algonquin Park**

Backcountry Camping \$11.00/person/night (average 4 people = \$44 + hst)

Summer Vehicle permit \$75.00 + hst

Additional Vehicle Fee \$12.50 + hst /night

#### **Bon Echo Provincial Park**

Backcountry Camping \$9.00/person/night +hst (average 4 people = \$36 + hst)

No electricity site \$38.75/night (includes 1 vehicle)

Additional Vehicle Fee Parking Only \$12.50 + hst /night

Annual vehicle permit \$111.87

Day vehicle permit \$12.25 - \$21.00

### Strategic Implications:

The Townships Strategic mission is "empowering our community, protecting our environment" and vision "committed to our community's well-being by delivering efficient, sustainable, and inclusive services that enrich lives while protecting the environment". The strategic priority "Vibrant and Inclusive Community" has a strategic action "promote a healthy lifestyle" which includes outcomes as: increased community engagement, increased 4-season tourism/recreational opportunities and continued provision of safe, efficient and enhanced recreational facilities, trails and parks.

### Attachments:

[20261013141349843](#)

**October 13, 2026**  
**Brooke Ross**  
**Township of North Frontenac**

RE: Land Use Permit No. KEKI-2026-PLA-00008-LUP-001

**Subject: Authorization to increase North Frontenac Parklands Fees**

Dear Brooke Ross,

We have received and reviewed the Township of North Frontenac's request to move forward with an increase in fees associated with North Frontenac Parklands camping and road use.

This letter serves as the Township of North Frontenac's authorization to proceed with the following fee increases for the 2027 camping season:

|                        | 2026<br>current | 2027<br>(INCREASE) |
|------------------------|-----------------|--------------------|
| Road –<br>Day          | \$12.50         | \$13.00            |
| Road -<br>Week         | \$25.50         | \$27.00            |
| Road -<br>Seasonal     | \$45.00         | \$50.00            |
| Road – S -<br>Resident | \$22.50         | \$25.00            |
| Camping                | \$28.00         | \$30.00            |

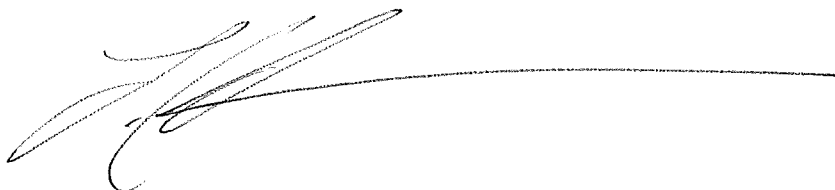
***Note: these fees include HST and camping permits include a road permit complimentary with the purchase of a camping spot.***

As per the current conditions listed in North Frontenac Township's land use permit, any future fee changes will require consultation with the Ministry of Natural Resource's Kemptville-Kingston District.

If you have any questions, please contact Logan Calkins at [Logan.Calkins@Ontario.ca](mailto:Logan.Calkins@Ontario.ca).

Kind Regards,

Logan Calkins, A/Integrated Resource Management Technical Specialist





**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 23 Oct 2026  
**Re:** Assumption of Maintenance on Old Station Road

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Assumption of Maintenance on Old Station Road";

**And That** in this instance and after considering use of the name 'Old Station Road' and the provisions of By-law #2026-10 for lane naming, that Council will consider a naming by-law later in the meeting adopting the name Old Station Road.

**And That** Council approves adopting year-round maintenance on Old Station Road and directs the Public Works Manager to update the Level of Service Policy (Schedule "B") in accordance with By-law #89-13 and notify the Clerk / Planning Manager of all changes relating to Old Station Road.

### Background:

At a regular meeting of Council on August 13, 2026, Council passed Resolution #231-26:

**Be It Resolved That** Council receives for information the presentation from Richard Allen, Manager of Economic Development, County of Frontenac providing an update regarding K&P Trail Development; and thanks him for his time spent today;

**And That** Council approves the use of the following road allowances:

Road 509 from the Mississippi River to Snow Road Station;

Unmaintained Road north/west of 509 in Snow Road Station (Old Station Road);

600 meters of 509 North of Snow Road Station;

**And That** the Partnership Agreement with the County including the road allowances noted above be provided to Council at an upcoming meeting for consideration.

Old Station Road is a 225m long forced road that completes a loop from Road 509 to Station Road and back to Road 509. Station Road is maintained year round and Old Station Road is currently unmaintained. Old Station Road was maintained at one time as the 'main' road prior to the realignment of Road 509 (see the included map).



The owners of property adjacent to the 'Unmaintained Road north/west of 509 in Snow Road Station (Old Station Road)' as referenced above, have expressed concerns for some time regarding Old Station Road issues and the shared use of a portion of the road with a recreational trail. Both the Township and County have had ongoing discussions and correspondence with the property owner, regarding Old Station Road and the K&P Trail respectively.

Property owner's concerns include:

- status of Old Station Road as a forced road.
- property owner's paper title for a small triangular area at the Road 509 intersection.
- maintenance completed by the property owner while other members of the public travel the road.
- additional wear and tear, rutting, wash boarding, potholes, displacement of granular material, dust and deterioration of the gravel road as a result of increased traffic and recreational trail use.
- need for maintenance efforts including periodic grading, placement of new granular material, drainage maintenance and reasonable dust control where warranted.
- winter maintenance and adverse impact on emergency access. Owner's 911 address is on Old Station Road from Road 509.

#### Researched By:

Darwyn Sproule, Public Works Manager

#### Comments:

Township concerns relating to Old Station Road include:

- liability in the event of injury or damage or claims given the private maintenance being completed on the Township road by the adjacent property owner.
- a potential accident involving the property owner and a public user during private maintenance operations.
- increased exposure given regular use of the road by the public.
- license agreements have not been requested for winter maintenance operations on unmaintained Township roads, but typically there isn't a significant level of public access /use.
- ongoing concern regarding forced road status and questioning of title.
- impact on partnership arrangements and the ability of the County to share maintenance expenses with the Township.
- ongoing efforts to address property owner's concerns.

## Trail Provisions

The K& trail being developed includes shared use on the first 125m of Old Station Road to access the original rail bed. The draft Trail Use Agreement includes the County's responsibility for the development, maintenance, operation and signage of the trail on the lands specified in the Agreement. Also per the Agreement, the necessary action required on the road will be determined jointly with the Township's representative.

Although the County cannot work on the Township Road, they have confirmed they would partner financially with the Township regarding dust control, gravel etc on the 125m section of road / shared use trail.

## Road Naming

The road is known as Old Station Road but has not been named officially. By-law #2026-10, known as the "Road Naming and Civic Addressing" by-law, addresses the regional system for road naming. The by-law includes recommendations, naming considerations and notice provisions. All road names must be established by by-law. We recommend, given the historic use of the name Old Station Road, that in this instance that we forego the provisions of By-law #2026-10 and prepare a naming by-law for consideration by Council.

## Recommendation

For the Township to assume year-round maintenance on Old Station Road being 225m long. The recommendation is proposed given property owner and Township concerns associated with road conditions, public access, maintenance completed by others, emergency services, increased public use, liability, license agreement challenges and concerns identified by an adjacent property owner.

In our opinion, this action will:

- address the adjacent property owner's concerns and end the significant effort and costs to address the ongoing issues.
- re-inforce road status, forced road and ownership questions.
- address liability concerns by eliminating private maintenance completed by others on a Township owned road.
- eliminate the need for the adjacent owner to obtain a License Agreement for road maintenance when we don't require the same from others.
- address access for emergency services.
- maintenance costs are minimal.

- take advantage of a working partnership with the County for associated work / costs.

The recommendation is to assume the road for maintenance purposes and update By-law #89-13, and does not involve ownership considerations since the road is owned by the Township.

#### **Financial Impact:**

Old Station Road is 225m long. Year-round maintenance would include plowing, sanding, dust control, mowing, grading and application of gravel every five years. Expected costs for several of these operations will be minimal given the provisions in the draft Partnership Agreement with the County .

The winter maintenance cost is estimated at \$2,000 with the work included in a larger winter maintenance contract. The work could also be completed with Township equipment and staffing. The cost of supplying and placing gravel every five years, distributed annually, is estimated at \$250.

The costs are minimal and could be addressed within the regular operating budget for Roads.

#### **Strategic Implications:**

Enhance standards for roads and other core and non-core infrastructure



**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 23 Oct 2026  
**Re:** Lease of Additional Property at the Municipal Office

#### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Lease of Additional Property at the Municipal Office";  
**And That** Council approve a lease agreement including an annual payment of \$1,000 and a one time retroactive payment of \$2,000;  
**And That** Council approves the cost of \$3,000 to be transferred from the Operating Contingency Reserve;  
**And That** staff will draft a lease agreement for review by the Township's Solicitor;  
**And That** Council approves the Chief Administrative Officer signing the lease agreement and related documents on behalf of the Township.

#### Background:

The Township requires the use of property adjacent to the Municipal Office to accommodate parking and drainage at the Municipal Office. A potential lease arrangement has been negotiated with the adjacent property owner for Council's consideration.

#### Researched By:

Darwyn Sproule, Manager of Public Works

#### Comments:

The negotiated lease arrangement will be for 20 years with a minimum 30 days' notice of cancellation (by either party) provision. In the event of cancellation the annual lease payment will be prorated. The terms include an annual payment of \$1,000 and a one-time retroactive payment of \$2,000. The Township will provide proof of insurance coverage for the leased area with the terms reviewed by the Township's insurance provider. The leased area will be used for parking and drainage, and maintained by the Township. A draft lease agreement will be prepared by staff and reviewed with the Solicitor.

#### Financial Impact:

The lease agreement will include an annual payment of \$1,000 and a one-time retroactive payment of \$2,000. The initial lease payment (2026) will be taken from the Operating Contingency Reserve and then included as a budget item for subsequent years. Legal Services will be paid from the regular operations budget for Roads.

**To:** Mayor and Members of Council  
**From:** Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 23 Oct 2026  
**Re:** Proposed Procedural Policy for the Committee of Adjustment/Planning Advisory Committee

#### Recommendation:

**Be It Resolved That** Council receives for the information the Administrative Report prepared by the Secretary for the Committee of Adjustment/Planning Advisory Committee entitled "Proposed Procedural Policy for the Committee of Adjustment/Planning Advisory Committee";

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

#### Background:

At the Regular Council meeting held March 25, 2022, Council approved [By-law #22-22](#) To Establish a Procedural Policy for Members of the Committee of Adjustment/Planning Advisory Committee.

At the Committee of Adjustment/Planning Advisory ('the Committee') meeting held May 25, 2026, the Committee passed the following resolution:

#### **Resolution #20-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the Committee of Adjustment/Planning Advisory Committee receives for information the proposed draft protocol for deferred applications prepared by Garry Wood (Chair);

**And That** Township staff will look into the proposed changes to the circulation and deferral procedures for planning applications and provide a report to the Committee at a future meeting;

**And That** any proposed amendments to the Procedural Policy for the Committee of Adjustment/Planning Advisory Committee will be provided to Council for consideration.

**Carried**

#### Researched By:

Brooke Drechsler, Secretary for the Committee of Adjustment/Planning Advisory Committee

#### Comments:

The Committee of Adjustment/Planning Advisory Committee ('the Committee') operates as an independent, quasi-judicial body under the Planning Act. A clear procedural policy ensures all parties (applicants, neighbouring property owners and members of the public) receive proper notice, a fair opportunity to participate in the hearings and transparent access to information before a decision is made by the Committee. Standardized rules for agendas, quorums, voting and public notice can reduce the potential for administrative errors that can lead to appeals before the Ontario Land Tribunal or challenges through a Judicial Review by the Court.

A Procedural Policy establishes the rules for how meetings are conducted, how submissions are handled and decisions/reasons are communicated to the applicant and public. As this Committee is composed of members of the public rather than members of Council, a procedural policy provides a clear framework to assist with their decision making duties.

The following amendments are proposed to the existing Procedural Policy:

Definitions: This section was updated to reflect the changes in the body of the Policy.

#### Section 2.0 Authority, Clarification and Appointments

This section was added to provide additional information on the legislation and policies that govern the Committee. A provision was added to address absenteeism, composition, length of term (no more than three terms), etc.

#### Section 3.0 Quorum

Clarification regarding the role of the Alternate Member was added.

#### Section 4.0 Site Visits

Provisions were removed as the Township has adopted a Site Visit Policy.

#### Section 5.0 Calling of Hearings

This section was updated to reflect the current standard practice for convening of meetings.

#### Section 6.0 Electronic Participation

Clarification was added on providing notice to attend electronically.

#### Section 7.0 Appointment of the Chair

The term of the Chair was increased to two years. This will allow for greater consistency in the functioning of hearings.

#### Section 9.0 Disclosures of Pecuniary Interest/Conflict of Interest

The following underlined section was added to Section 9.5 for clarification:

Where a Member has a Pecuniary Interest, they shall not use their office in any way to attempt to influence any decision of the Committee.

The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the Hearing to influence the voting on any such question.

#### Section 10.0 Delegations

Wording was added to clarify public wishing to provide comments on an application are not required to be a delegation and to limit the time for a delegate to present.

#### Section 11.0 Procedures for Hearing

This section was updated to establish a standard procedure for the hearing of an application. A provision (11.3.d) has been added regarding the length of time (no more than 5 minutes) a member of the public may provide comments.

## Section 12.0 Deferrals or Request for Withdrawal

This section includes provisions for the deferral of an application (by request of the applicant, Secretary, Planner or the Committee). A deferral by the Committee shall be for a period of six months, to a maximum of three deferrals per application.

This section also sets out provisions for the withdrawal of an application by an applicant.

## Section 13.0 Motions

This section was updated to establish a standard procedure for the consideration of motions.

## Section 14.0 Voting

The following provision was added for clarification:

14.6 No discussion shall be permitted after the Chair has announced the decision of the Committee.

## Section 17.0 Rules of Procedure and Conduct

As part of the review process, a Committee member attends the subject property to evaluate the proposal and provide a report to the Committee. The property owner may be on site during the site visit. Therefore, the following was added to ensure an impartial review is performed by the Committee Member:

A Member shall not Discuss an Application with an Applicant, Agent or member of the public prior to the hearing.

Section 17.4 and 17.5 were added to ensure attendees understand their role within the hearing and expectations of behaviour while participating in the hearing.

## Section 20.0 Adjournment

This section was added to allow the Committee to adjourn in a reasonable time but provides flexibility based on the circumstances.

## Section 22.0 Code of Conduct

This section reminds the Committee and public the Code of Conduct applies to the Committee and their Hearings.

### **Financial Impact:**

None.

### **Strategic Implications:**

None.

### **Attachments:**

[Draft Procedural Policy](#)

## **Schedule 'A' to By-law #XX-XX**

### **Committee of Adjustments/Planning Advisory Committee – Procedural Policy**

#### **Section 1.0 – Definitions**

In this by-law:

**“Act”** means the Planning Act, R.S.O. 1990, c P.13, as Amended.

**“Applicant”** means the property owner(s) or authorized agent acting on behalf of the owner(s) who submitted the Planning Application.

**“Application”** means an Application made under the Planning Act, R.S.O. 1990, c.P, 13, for Minor Variance under Section 45, an Application for Consent under Section 53, an Application for power of sale and foreclosure under Section 50 or an Application for validation of title under Section 57.

**“Chair”** means a Member of the Committee appointed as the Chairperson of the Committee.

**“Committee”** means the Committee of Adjustment/Planning Advisory Committee appointed by By-law of the Council of the Corporation of the Township of North Frontenac.

**“Hearing”** means any hearing of the Committee held in person and/or electronic means, or another means as determined by the Secretary-Treasurer.

**“Inaugural Hearing”** means the first Hearing of the Committee held after the passing of the Appointing By-law of the Committee at the commencement of each Council term.

**“Member”** means an individual appointed by the Council of the Corporation of the Township of North Frontenac to the Committee and includes the Alternate Member.

**“Pecuniary Interest”** means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as Amended.

**“Point of Order”** means any alleged breach of the rules or irregularity in the proceedings of the Hearing.

**“Public Notice”** means the Notice of Complete Application/Hearing for an Application as prescribed by the Act.

**“Secretary/Treasurer”** means the Secretary/Treasurer of the Committee or in their absence the person appointed as the Acting Secretary/Treasurer, as appointed by Council.

## **Section 2.0 Authority, Clarification and Appointments**

2.1 The Committee is a quasi-judicial body, operating independently from Council, as authorized by the Act, to make decisions on planning Applications as set out in the By-law to Appoint the Committee.

2.2 The procedures contained in this by-law shall be observed in all proceedings of the Committee and shall be the procedures for the order and dispatch of Hearings conducted by the Committee.

2.3 Procedural matters not governed by the provisions of this By-law shall be governed by Robert's Rules of Order 12<sup>th</sup> Edition.

2.4 In the event of a conflict between this by-law and the Act, the Act prevails.

2.5 The Committee shall be composed of three (3) sitting Members appointed by Township Council and one (1) Alternate Member appointed by Township Council. The term runs concurrently with the Term of Council or until such time as successor(s) are appointed.

2.6 A member shall not be appointed for more than three (3) consecutive terms of Council (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the member.

2.7 A vacancy on the Committee shall occur if a Member is absent for three (3) successive Hearings without confirmation from Council.

2.8 A Member who is unable to carry out their duties through illness or otherwise shall provide a note to the Secretary-Treasurer, who will notify the Clerk of the Member's absence and intended date of return. Council will confirm the absence or deem the seat vacant. Upon Council's confirmation, a Member may be absent from their seat for three successive Hearings from the date of their illness or otherwise.

2.9 If the vacancy should occur in an election year and the vacancy occurs after the Nomination Period begins, the seat shall remain vacant until Council has completed its Membership appointments for the new term.

## **Section 3.0 – Quorum**

3.1 Pursuant to the Act, s. 44 (5) where a Committee is composed of three Members, two Members constitute a quorum.

3.2 The time limit for a Quorum is thirty (30) minutes after the time appointed for the Hearing. If no Quorum is present after thirty (30) minutes, the Chair or Secretary-Treasurer shall adjourn the Hearing, and the business shall be carried forward to the next Hearing or a Special Hearing.

3.3 If a Member of the Committee is absent from the Hearing, the Alternate Member of the Committee will assume the role and responsibilities of the absent Member.

3.4 Members of the Committee are encouraged to notify the Secretary-Treasurer when the Member is aware that they will be absent from any Hearing.

3.5 The Alternate Member shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Hearing, unless they are acting in the absence of a Committee Member.

## **Section 4.0 – Site Visits**

4.1 Site visits will be completed in accordance with the Township's Site Visit Policy.

## **Section 5.0 – Calling of Hearings**

5.1 The Committee shall meet once a month. At a Hearing prior to the end of the year, the date and time of the regular Hearings for the following year will be established. Every attempt will be made to hold the Hearings on a consistent day.

In the case of the year prior to the re-appointment of the Committee, the Hearing dates shall be set at the Inaugural Hearing of the Committee.

5.2 Additional Hearings may be held through a Special Hearing request by the Chair to the Secretary-Treasurer; at the request of the majority of the Members, at the request of the Council of the Township of North Frontenac; or by request of the Secretary-Treasurer to the Chair. The date of the Special Hearing will be dependent on the availability of Members.

5.3 Where it is determined by the Secretary-Treasurer that there are insufficient Agenda items for a Hearing, the Secretary-Treasurer shall cancel the Hearing, providing 7 days notice of the cancellation to Committee Members and any interested parties.

5.4 A Hearing may also be cancelled at the request of the Chair to the Secretary-Treasurer, providing a minimum of 48 hours' notice of the cancellation to the Members, the Applicants and any interested parties. The notice will also be provided on the Township's website and social media account

5.5 The Committee Hearings will take place in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna, unless otherwise specified in the Public Notice.

5.6 All Committee Hearings shall be open to the public. Closed Session Hearings of the Committee may only be held in accordance with the Municipal Act, 2001 c. 25, s. 239 (2).

5.7 Public Notice shall be given by the Secretary-Treasurer in accordance with the Act.

5.8 The Committee shall hold a Public Hearing on every Application before a decision is rendered.

## **Section 6.0 - Electronic Participation**

6.1 Members may participate in Hearings electronically and when doing so shall be counted towards quorum.

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

## **Section 7.0 – Appointment of the Chair**

7.1 The Chair of the Committee shall be elected by the Members at the Inaugural Hearing of the Committee for a two-year term. Any Member may be nominated, or nominate themselves, for the position of Chair and present their case for being named Chair. The incumbent is free to run for the position. If no other Member wishes to run for the position, the incumbent will remain in the position.

7.2 The Chair shall be counted in determining quorum and shall be entitled to all the rights of a Member, including voting.

7.3 Where the Chair is absent, the Secretary-Treasurer shall call for the election of an Acting Chair for the Hearing.

7.4 An Acting Chair shall be appointed for each Hearing or portion thereof in the Chair's absence.

## **Section 8.0 – Agenda**

8.1 The Committee Agenda will contain the following:

1. Call To Order
2. Opening Remarks
3. Traditional Land Acknowledgement
4. Requests for Withdrawal or Deferral of Application(s)
5. Approval of Agenda
6. Disclosures of Pecuniary Interest and General Nature Thereof
7. Adoption of Minutes
8. Consent Applications\*
9. Applications under Section 45 of the Planning Act\*
10. Validation of Title Applications\*
11. Power of Sale and Foreclosure Applications\*
12. Recommendations to Council on Planning Applications where Council is the Approval Authority\*

- 13. Delegations
- 14. Communications
- 15. Administrative Reports
- 16. Adjournment

\*These items will only be included on the Agenda if a complete Application has been submitted and the required Public Notice has been completed.

8.2 The Secretary-Treasurer will prepare an electronic Agenda for the use of the Members at Hearings. Agendas will be provided to each Member and include the following information:

- Public Notice;
- Reports from Planners and Agencies;
- Comments Received from the Public prior to the preparation of the Agenda.

8.3 Agendas will be provided to Members via email a minimum of three (3) days prior to the Hearing. The Agenda shall also be posted to the Township's CivicWeb Portal.

8.4 The Secretary-Treasurer shall provide the Applicant with a copy of correspondence received from the Planner(s), applicable agencies and others who respond to the circulation of the Public Notice.

## **Section 9.0 - Disclosures of Pecuniary Interest/Conflict of Interest**

9.1 The Chair shall call for any declaration of Pecuniary Interest from Members; the provisions of the Municipal Conflict of Interest Act and the Township's Code of Conduct Policy shall apply.

9.2 At a Hearing in which a Member discloses a Pecuniary Interest, the Member must file a written statement on a form provided by the Secretary-Treasurer of the Member's interest at the Hearing or as soon as possible afterwards.

9.3 The Secretary-Treasurer shall establish and maintain a registry in which the following shall be kept:

- a. A copy of each statement filed;
- b. A copy of each declaration recorded.

The registry shall be available for public inspection on the Township's Website.

9.4 All Members required to do so by the Provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 as Amended, shall disclose any direct or indirect Pecuniary Interest for themselves or a family member; and shall state the general nature of such Pecuniary Interest; and it shall be recorded by the Secretary-Treasurer accordingly. It is recommended the Member leave the Hearing for the duration of the matter for which a Pecuniary Interest is declared by the Member.

9.5 Where a Member has a Pecuniary Interest, they shall not use their office in any way to attempt to influence any decision of the Committee. The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the Hearing to influence the voting on any such question.

## **Section 10.0 – Delegations**

10.1 Members of the public wishing to provide comments on an Application are not required to make a request.

Any person wishing to appear as a delegation must make a request to the Secretary-Treasurer 14 days prior to the Hearing. The delegate must provide a copy of their presentation to the Secretary-Treasurer to be included in the Agenda at least 7 days prior to the Hearing.

10.2 The Committee may request representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend Hearings as presenters or advisors because of their knowledge of a particular subject. Such invitations will be agreed upon by the Committee and the Secretary-Treasurer will make the request.

10.3 Delegations are permitted to attend the Hearing electronically.

10.4 Delegations are limited to ten (10) minutes. The Chair may extend this time limit as deemed necessary. An additional ten (10) minute Committee question period is permitted following the presentation.

## **Section 11.0 – Procedures for Hearing**

In accordance with the provisions of the Municipal Act 2001, all Hearings of the Committee shall be open to the public.

11.1 After the Hearing has been Called to Order, the Chair shall:

- Read the Opening Remarks and Traditional Land Acknowledgement;
- Call for requests for deferral or withdrawal of any matters before the Committee (see Section 12 below);
- Call for approval of the Agenda;
- Call for disclosure of any Pecuniary Interest of Members;
- Call for approval of the Minutes of the previous Committee Meetings.

11.2 The Chair, with the permission of the Committee, shall determine the order of the items on the agenda to facilitate the Hearing in the most expeditious manner.

11.3 For each Agenda item, the Chair shall follow the following procedure:

- a) Ask the Applicant to introduce themselves and provide any new information regarding their Application.
- b) Request the Planner to provide an overview of the Application including comments provided from outside agencies and others who responded to the circulation of the Public Notice.
- c) Request the Member who attended the site to present a report regarding their findings during the site visit.
- d) Invite any person having an interest in the Application to identify themselves and express their interest. Remarks or questions shall be confined to the Application before the Committee. Public submissions shall be limited to a single presentation not exceeding five (5) minutes.
- e) Invite Members to ask questions of the Applicant, including if they understand the conditions requested or if they have any questions or comments.
- f) After hearing submissions from all interested parties give the Applicant(s) the opportunity to respond to any comments received from the Members, commenting agencies and interests parties. This response shall be limited to five (5) minutes.
- g) After hearing all submissions, the Members shall deliberate and put forward a motion (See Section 12) to approve, defer or deny the Application. The Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final. If the motion is defeated, a new motion shall be put forward with a different decision, and the Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final.
- h) Advise the Applicant of the decision and request the Secretary-Treasurer provide details on what happens next in the process.

11.4 At any time, a Member may ask the Secretary-Treasurer to:

- Read aloud all comments received by agencies who responded to the circulation of the Public Notice;
- Read aloud any letters received from persons expressing interest in the Application.

11.5 The Committee shall review the draft conditions to determine if they are reasonably related to the Application and make necessary changes;

11.6 The Committee shall confirm with the Applicant whether they are able to indicate acceptance of the draft conditions should the Application be favourably considered.

11.7 The Committee shall receive any delegations to the meeting.

11.8 The Committee shall review any communications provided by outside agencies.

11.9 The Committee shall receive any Administrative Reports provided by Planning Staff or other appropriate persons.

11.10 The Chair shall call for an adjournment of the meeting.

## **Section 12.0 – Deferrals or Request for Withdrawal**

### **Request for Deferral on Hearing Date**

12.1 A request for deferral of a matter on the scheduled Hearing date by the Applicant must be for reasonable cause and must be made at the Hearing or by written request.

12.2 Any Member, the Planner, or the Secretary-Treasurer may request a deferral of a matter on the scheduled Hearing date for a reasonable cause.

12.3 After hearing the request from the Applicant, the Members shall deliberate and put forward a motion to defer the Application (See Section 11). The Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final. If the motion is defeated, a new motion shall be put forward with a different decision, and the Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final.

12.4 If the Committee grants the request for deferral, the Committee in consultation with the Secretary-Treasurer shall set a new hearing date for the Application to be heard and indicate any other requirements of the deferral, such as re-notification, and the deferral fee (if applicable).

12.5 The Committee may not discuss or take any action on the deferred Application at the Hearing.

### **Committee Decision to Defer the Application**

12.6 The Committee may indicate requirements or conditions for deferral, such as re-notification, recommended amendments to the Application or additional information being submitted.

12.7 Any deferral granted by the Committee shall be for a period of six (6) months or sooner, to a maximum of three (3) deferrals per Application. If the deferral process is exhausted, the Application shall be deemed to be withdrawn.

12.8 If an Application is deferred by the Committee, any member of the public who provided comments on the Application at the first Hearing may provide additional comments at a subsequent Hearing.

### **Request to Withdraw Application**

12.9 The Applicant may request that an Application be withdrawn. Such requests may be made to the Secretary-Treasurer in writing in advance of the Hearing date or at the Hearing.

12.10 The Secretary-Treasurer shall record that the Application was withdrawn and the Committee shall take no further action on the matter at the Hearing.

## **Section 13.0 - Motions**

13.1 After hearing all submissions, the Chair shall:

- a. Ask the Members to deliberate and put forward a motion (See Section 12) to approve, defer or deny the Application; and shall set out the reasons for such a disposition;
- b. Upon receipt of a motion from a Member, ask for a seconder to the motion;
- c. Upon receipt of a seconder, permit discussion on the Motion;
- d. Call for a vote.

13.2 In the case of consideration of another matter, the Chair shall request a motion from a Member, upon receipt of a seconder, permit discussion on the motion and call for a vote.

13.3 If the Chair wishes to make a Motion or leave the chair for any reason, the duties of the Chair must be delegated to another Member until the Chair resumes the position.

## **Section 14.0 - Voting**

14.1 After hearing all submissions, the Chair shall call the vote immediately after all the Members desiring to speak to a Motion have spoken.

14.2 All Members present shall be required to vote and, if any Member refuses to do so, they will be deemed to be voting in the negative.

14.3 Any Motion on which there is a tie vote shall be deemed to be defeated.

14.4 Each Member shall indicate by a show of hands, or by any other form of acknowledgment, their position on the Motion. The majority decision of the Committee on the Motion shall constitute the decision of the Committee. If the initial Motion fails, a new Motion shall be requested by the Chair and continue until the majority of the Members approve a Motion.

14.5 Once a motion has been carried, the Chair shall announce the decision of the Committee.

14.6 No discussion shall be permitted after the Chair has announced the decision of the Committee.

## **Section 15.0 - Notice of Decision**

15.1 No decision of the Committee on an Application is valid unless it is concurred by the majority of the Members that heard the Application. The Decision of the Committee shall be set out in writing and shall set out the reasons for the Decision.

15.2 A written Decision will be prepared for each hearing detailing any conditions imposed by the Committee. In the case of a Minor Variance, the Decision shall be signed by all Members who concur with the Decision. For Members participating electronically, the Decision will be provided through Docusign by the Secretary-Treasurer to be signed by the Member.

15.3 Decisions of the Committee shall be circulated in accordance with the Act. A copy of the Decision shall be provided to the Committee.

## **Section 16.0 - Minutes**

16.1 The Secretary-Treasurer shall prepare a record of Minutes of each Hearing containing a summary of the verbal representations made to the Committee. A copy of the draft Minutes shall be circulated to the Committee for consideration. Once approved, a copy of the Minutes shall be circulated to the Council of the Township of North Frontenac and posted to the Township's Website.

## **Section 17.0 – Rules of Procedure and Conduct**

17.1 It shall be the duty of the Chair to:

- a. Call the Hearing to order;
- b. Ensure a Quorum is established and is maintained throughout the course of the Hearing;
- c. Put to a vote all Motions that arise in the course of the proceedings and announce the result of each vote;
- d. Decline to put to a vote Motions that infringe upon the rules set out under this Procedural Policy;
- e. Uphold on all occasions the rules and observance of order and decorum amongst the Members and attendees in accordance with this By-law;
- f. Rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Hearing;
- g. Adjourn the Hearing without question or suspend the Hearing to a time to be named by the Chair, if considered necessary due to grave disorder;
- h. Adjourn the Hearing when the business is concluded.

17.2 A Member shall not:

- a. Discuss an Application with an Applicant or a member of the public prior to the Hearing
- b. Disobey the terms of this By-law;

- c. Disturb other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Hearing;
- d. Display any behavior which may be considered disruptive, inconsiderate or disrespectful, or use any profane or offensive words or insulting expressions;
- e. Speak until recognized by the Chair;
- f. Interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
- g. Leave a Hearing at any time without advising the Chair;
- h. Comment or question on matters other than those directly pertaining to the subject Application before the Committee;
- i. Use their status on the Committee for personal or political gain.
- j. Leave cell phones or other electronic devices set to emit any audible sound during the Hearing.

17.3 In the event that a Member engages in grave misconduct in the course of their duties as a Member, Council may remove said Member from the Committee.

17.4 Attendees at a Hearing shall maintain order and shall not engage in any behaviour which may be considered disruptive, inconsiderate, disrespectful or intimidating to others.

17.5 Any person who disrupts a Hearing shall be asked by the Chair to stop the disruptive behaviour and if the person persists, they shall be asked to leave the Hearing.

17.6 With respect to matters of conduct not specifically addressed in this By-law, generally shall be in accordance with the Statutory Powers Act, R.S.O. 1990, c.22 as Amended and the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as Amended. Conduct not covered by these Acts will be in accordance with Robert's Rules.

17.7 The Committee may decide, by Resolution, to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

## **Section 18.0 – Point of Privilege**

18.1 A Member may, at any time, raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual(s) or the entire Committee, or the ability of an individual to participate.

18.2 A Point of Privilege shall take precedence over any other matter.

18.3 A Member shall not be permitted to enter into any debate or introduce any Motion not related to the Point of Privilege.

18.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision. The Chair's decision shall be final unless a Member immediately appeals the decision. The question "Shall the ruling of the Chair be upheld?" shall be called without debate and its results shall be final.

18.5 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a Motion in relation to the Point of Privilege.

## **Section 19.0 - Point of Order**

19.1 A Member may, at any time, raise a Point of Order to a perceived violation of the rules of procedure.

19.2 The Chair shall decide upon the Point of Order and advise the Members of the decision. The Chair's decision shall be final unless a Member immediately appeals the decision. The question "Shall the ruling of the Chair be upheld?" shall be called without debate and its results shall be final.

## **20.0 - Adjournment**

20.1 All hearings shall stand adjourned when the Committee has completed all business as listed on the Agenda, or after 3 hours, whichever is earlier, unless otherwise determined through a motion by a majority of the Members present.

20.2 If there are remaining Applications on the Agenda which have not been heard by the time required to adjourn the Hearing, the Secretary-Treasurer shall assign a date to resume the public hearing and further Public Notice shall be required to be provided to those in attendance who have requested to be notified.

## **Section 21.0 – Council Liaison**

21.1 The Council Liaison to the Committee is a Member of Council appointed by the Council of the Township of North Frontenac.

21.2 The role of Council Liaison is to attend Hearings of the Committee and provide reports of the proceedings to Council.

21.3 The Council Liaison shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Hearing unless there is a clear infringement of Council's Policies (i.e. Official Plan, Zoning By-law, etc.).

## **Section 22.0 – Code of Conduct**

22.1 The Committee shall have regard for the Code of Conduct Policy for Members of Council which applies to Members of the Committee.

## Housing Advisory Task Force Minutes

9:00 AM - Wednesday, October 14, 2026

Council Chambers

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**Present:** Mayor Gerry Lichty (Chair); Councillor John Inglis; Councillor Wayne Good; JP Melville; and Tom Hunter.

**Absent with Regret:** Steve Sunderland

**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

### 4. Housing Advisory Task Force Notes

- a) Notes of the August 12, 2026 HATF Meeting as approved via email and were received for information at the September 11, 2026 Regular Meeting of Council.

### 5. Business Arising

- a) HATF Accomplishments/Summary

The HATF created a summary of accomplishments and considerations for a future HATF, should one be appointed by the new Council following the 2026 elections.

[HATF Summary - October 14, 2026](#)

### 6. New Business

### 7. Adjournment

- a) Meeting adjourned at 10:11 a.m.

### Recommendations to Council

**Be It Resolved That** Council receives for information the October 14, 2026 Notes of the Housing Advisory Task Force (HATF).

Received by Council on October 23, 2026.

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Mayor Gerry Lichty, Chair

## **Housing Advisory Task Force (HATF)**

### **Summary/Accomplishments/Considerations**

*To be included in the first HATF meeting, should Council establish the HATF again*

**October 14, 2026**

- Defined the term affordable housing 80% of local market about \$260,000
- Defined affordable ownership and rental costs for North Frontenac (i.e. affordable = attainable)
- Learned cost of building
- Promoted “3 residences on one property” zoning change
- Investigated several options for affordable houses
- Investigated Abbyfield Homes housing concept
- Considered planning/permit requirements (Township, MVCA, Archeology)
- Considered built in place homes as well as manufactured homes
- Proposed several development scenarios for 2 to 6 residences – looking at non-waterfront
- Developed HATF housing proposal including possible site layout/costs
- Received presentations from tiny home manufacturers
- Pondered the public/private development question
- Decided that we need to market North Frontenac as a possible place to live
- Reviewed and discussed Frontenac Municipal Services Corporation (FMSC) model using communal water and waste systems
- Received and reviewed housing proposal from member of the public
- Reviewed existing properties owned by North Frontenac
- Determined that North Frontenac is too small to build and maintain affordable housing
- Decided that we should establish an environment to attract builders and potential homeowners
- Began initial consideration for a housing/builders expo starting in 2027
- Began discussions on developing a 25 year North Frontenac Rural Development Program
- Discussed the possibility of the Township purchasing and holding property for future housing development opportunities
- Partnership with Economic Development Task Force & County of Frontenac
- Discussed the potential to increase use of the County of Frontenac economic development staff.

**What has not been completed/items to consider for a future HATF:**

- did not identify the market for housing in North Frontenac (downsizing seniors vs younger people with limited financial resources)
- did not learn details about homelessness and precarious housing in North Frontenac
- did not recommend that Council apply for any grants
- did not ask Council for a commitment for a budget
- did not decide on a specific project to pursue
- did not recommend that Council authorize building anything
- did not discuss how to free up the \$337,500 of seniors funding allocated to North Frontenac
- did not fully address opportunities for public/private partnerships, providing incentives for developers, and so on
- did not address in depth potential opportunities regarding revolving loan funds, investment program, potential to piggy-back on Kingston Renovates Program
- did not discuss rental options, lease-to-own possibilities, and related options regarding the previous Township RFP issued by the previous Council

## Committee of Adjustment Minutes

1:00 PM - Monday, August 24, 2026

Council Chambers

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**Present:** Garry Wood (Chair); Carl Tooley (Member); Jim Ogilvie (Member); and Brent Smith (Alternate Member)

**Absent with Regret** Deputy Mayor Roy Huetl, Council Liaison

**Also Present:** Tara Mieske, Secretary/Treasurer; Marnie Geerlinks, Administrative Assistant to the Clerk's Department; Councillor Roy Huetl, Council Liaison; and Dmitry Kurylovich, Community Planner, County of Frontenac (Electronic Participation)

### 1. Call to Order

*The Chair called the meeting to order at 1:00 p.m.*

### 2. Traditional Land Acknowledgement

*The Secretary-Treasurer read the Traditional Land Acknowledgement.*

### 3. Approval of Agenda

#### a) August 24, 2026

**39-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the Committee approves the Agenda for August 24, 2026, as circulated.

**Carried**

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

*None declared.*

### 5. Delegations

*None.*

### 6. Adoption of Minutes

#### a) Minutes of Meeting held July 27, 2026

**40-26 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held on July 27,

2026, as circulated.

**Carried**

**7. Business Arising Out of Minutes**

***None.***

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

***None.***

**9. Consent Applications**

***None.***

**10. Minor Variance Applications**

- a) ***File #A13/26: Part of Lot 27, Concession 8, Geographic Township of Barrie (1042 K&A Lane) - Minor Variance for an Oversized Sleep Cabin with a Reduced Setback from High Water Mark of Marble Lake***

Richard Tomalty, the applicant, attended the hearing electronically.

Dmitry Kurylovich, Senior Planner, provided an overview of the application for permission to Expand a Legal Non-Complying Structure, Garage/Sleep Cabin that proposes to:

- Construct a 25 square metre (270 square foot) irregular shaped deck attached to an existing 22.3 square metre (240 square foot) garage/sleep cabin.
- The proposed deck will result in a setback of approximately 16.7 metres (55 feet) from the highwater mark of Marble Lake.

Kurylovich advised that the existing structure is non-compliant because of the deficient waterbody setback. He noted that the structure is located approximately 20 metres (65 feet) from the highwater mark of Marble Lake whereas 30 metres (98.4 feet) is required by the current Zoning By-law. Kurylovich added that the proposed deck will result in a setback of approximately 16.7 metres (55 feet) from the highwater mark of Marble Lake, expanding the footprint. He noted that the proposed deck will be built around a young tree that is within the proposed area for the deck. He also noted that the property has a sufficient vegetative buffer.

Kurylovich advised that the existing development contains:

- A one storey 22.3 square metre (240 square foot) accessory structure (garage/sleep cabin) located approximately 20 metres (65 feet) from the highwater mark of Marble Lake. Approximately 12.2 square metres (1132 square feet) of the structure is used as a sleep cabin, the rest being used for storage;
- A two-storey dwelling with a 55 square metre (590 square foot) ground floor area

- footprint and a 23.7 square metre (256 square foot) attached deck;
- A septic transfer tank that is located between the existing dwelling and Marble Lake; a septic holding tank behind the dwelling; and a sewage disposal system that is located north of the development near K&A Lane, approximately 50 metres (165 feet) from Marble Lake; and
- A storage shed within 30 metres (98.4 feet) of Marble Lake.

Kurylovich advised that the Mississippi Valley Conservation Authority (MVCA) reviewed the application, with no objections. He noted that MVCA staff generally suggest against encroachments into existing deficient waterbody setbacks, however in this case, the proposed deck is far enough from the shoreline to minimize the potential for erosion impacts, provided mitigation measures are implemented.

Kurylovich advised that there was one public comment received from a nearby resident on August 2, 2026. The resident had no objections to the proposed deck, providing the existing shed is confirmed to be structurally capable of supporting the additional weight and snow loads. The residents' main concerns are increased construction traffic and potential damage to K&A Lane, which is the sole access to their property.

Kurylovich advised that the County staff are of the opinion that the application meets the criteria under Section 45(2) of the Planning Act and recommends approval subject to the conditions included in the planning report.

Tomalty, the applicant, stated that they will monitor the work, minimize impact and revegetate if any vegetation is removed during construction.

Carl Tooley advised he attended the site on August 3, 2026 and noted that the required signs were posted and well marked for the location of the proposed deck. Tooley advised that the proposed deck will wrap around the existing structure and stated it will be three feet on the west side to ten feet on east side. Tooley advised that the proposed deck will improve safety of access to the structure. He noted that there is a young tree that may need to be removed when the proposed deck is constructed. Tooley advised that Marble Lake is not deemed a sensitive lake or at capacity and recommended approval of the application subject to conditions included in the Planning Report.

Tomalty asked what was meant by haybales mentioned during the reading of the Planning Report. Kurylovich explained that haybales are for mitigative/erosion control and should be implemented to control run off from going into the lake. Tomalty advised that there will be minimal removal of material; only the material removed for the posts of the proposed deck, and confirmed mitigative measures will be taken.

Brent Smith inquired about black piping that was evident in one of the site photos. Tomalty stated this is the water line and that there are plans to relocate it during or after the proposed development.

Geerlinks advised there were no public comments.

**41-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** Planning Application File #A13/26, a Request for Permission to enlarge a Legal Non-Conforming/Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

**And That** the secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body described by September 3, 2026.

**Carried**

**b) File #A14/26: Lot 235, Plan 1044, Geographic Township of Barrie (1441B South Kash Lake Lane) - Request for Permission to Expand Legal Non-Conforming/Non-Complying Structure**

Christine Whitmore and Milan Rukavina, Applicants were present in Chambers for the hearing.

Dimitry Kurylovich, Senior Planner with the County of Frontenac provided an overview of the application for permission to expand a legal non-complying structure with the following developments:

- A one storey dwelling with walk out that has a footprint of approximately 147 square metres (1,582 square feet) and a setback of 29 metres (95.1 feet) from the highwater mark;
- A screened in porch on the western side of the dwelling with a footprint of approximately 21 square metres (226 square feet) and a setback of 28 metres (91.9 square feet) from the highwater mark;
- An unenclosed, uncovered deck on the waterside of the dwelling with a footprint of approximately 47 square metres (506 square feet) and a set back of 24 metres (78.7 feet) from the highwater mark; and two covered porches located on the unenclosed, uncovered deck'
- A proposed entry porch on the east side of the dwelling with a footprint of 5.5 square metres (59.2 square feet); and
- A new sewage disposal system located approximately 36 metres (118.1 feet) from the shoreline.

Kurylovich advised that the existing dwelling is non-compliant because of the deficient waterbody setback. He stated the existing development is approximately 22 metres (72.2 feet) from the highwater mark of Kashwakamak Lake.

Kurylovich advised that the proposed development will result in a structure that is larger than the existing structure but will be set further back from the water with a one storey structure that will increase the current set back of 22 metres (72.2 feet) to 29 metres (95.1 feet); and that the relocation of the septic disposal system will be an increase in the

current setback of 21 metres (67 feet) to 36 metres (118.1 feet) from the shoreline. He explained that the existing structure will be removed and replaced with the new proposed development.

Kurylovich advised that the MVCA initially conducted a desktop review noted that the existing and proposed dwelling sits on a flat area between two slopes. He stated that MVCA conducted a site visit and concluded that a Slope Stability Assessment (SSA) was not required.

Kurylovich advised that the County staff are of the opinion that the application meets the criteria under Section 45 (2) of the Planning Act and recommends approval subject to the conditions included in the Planning Report.

Jim Ogilvie advised he attended the site on August 18, 2026 and noted that the required signs were posted at this time. Ogilvie stated the location is well forested with Birch, Hemlock and Maple trees. He stated the driveway is at a sufficient grade with a small staging area for equipment and construction materials. Ogilvie advised there will be no impact on neighboring properties and recommended approval of the application subject to conditions included in the Planning Report.

Geerlinks advised there were no public comments.

**42-26 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** Planning Application File #A14/26, a Request for Permission to enlarge a Legal Non-Conforming/Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

**And That** the secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body described by September 3, 2026.

**Carried**

## **11. Other Business**

***None.***

## **12. Adjournment**

### **a) Motion to Adjourn**

**43-26 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the meeting adjourns at 1:34 p.m. until September 28, 2026, at 1:00 p.m. or at the call of the Chair.

**Carried**

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Chair

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Secretary

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

**Absent with Regret:** Trina Gorr, Volunteer Firefighter, Co-Chair

#### **1. Call to Order**

Meeting called to order at 9:02 am.

#### **2. Adoption of Meeting Minutes**

- a) *Minutes of the JHSC Meeting dated April 14, 2026 were approved by the two (2) Co-Chairs and were received for information by the JHSC.*

#### **3. Business Arising From Minutes**

- a) *Eye Wash Station Tags.*

The Occupational Health & Safety Coordinator (OH&SC) confirmed that the paper inspection tags will be used for signing at all eye wash stations. All laminated cards will be removed from all eye wash stations during the August, 2026 JHSC Workplace Inspections.

#### **4. New Business**

- a) *The Annual Health and Safety Workplace Inspection scheduling.*

The OH&SC confirmed that when the Annual Workplace inspection is conducted, the Monthly Workplace Inspection will also be performed for that month.

- b) *Monthly inspection forms.*

The OH&SC advised the Committee that a note pad has been included with the inspection package, and recommended that the Worker Representative performing the inspections record specific information regarding housekeeping if necessary.

#### **5. Communications**

- a) *Workplace General Monthly Inspection Discrepancies – Pending now Complete*

Provided to the JHSC for information purposes.

b) ***Workplace General Monthly Inspection Discrepancies – Pending***

Provided to the JHSC for information purposes.

**6. Other Business / Round Table**

A Worker Representative asked whether the way the inspection sheet had been completed may have contributed to a misunderstanding of the identified deficiency. The OH&SC advised that the Worker Representative continue completing the inspection sheets as per status quo.

**7. Next JHSC Meeting Date**

a) ***October 5, 2026 @ 9:00 a.m. Firehall Meeting Room.***

**8. Adjournment**

  
\_\_\_\_\_  
OH&SC Co-Chair

  
\_\_\_\_\_  
Co-Chair



## Council Portfolios

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

### Mayor Gerry Lichty

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

### Councillor Mike Hage – Ward 1

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

**Councillor Fred Fowler - Ward 3**

|                                                                  |                                                                                                                                       |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Portfolio:</b><br>Eastern Ontario Trails Alliance (EOTA)      | <b>Responsibility:</b> <ul style="list-style-type: none"><li>• Board Member</li></ul>                                                 |
| <b>Portfolio:</b><br>North Frontenac Trails Enhancement          | <b>Responsibility:</b> <ul style="list-style-type: none"><li>• Provide updates to Council</li></ul>                                   |
| <b>Portfolio:</b><br>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><br>Lake Associations – Ward 3 Lakes            | <b>Responsibility:</b> <ul style="list-style-type: none"><li>• Council Liaison</li></ul>                                              |
| <b>Portfolio:</b><br>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><br>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**

**Portfolio:**

Lake Associations – Ward 3 Lakes

**Responsibility:**

- Council Liaison

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

**By-law #2026-53**

**Being a By-law to Establish a Procedural Policy for Members of the Committee of Adjustment/Planning Advisory Committee; and to repeal By-law #22-22**

**Whereas** Section 238(2) of the *Municipal Act*, S.O. 2001, c.25, as amended (the *Municipal Act*) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

**And Whereas** Section 238 (2.1) of the *Municipal Act* provides that the procedure by-law shall provide for public notice of Meetings;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac deems it expedient to enact a by-law to adopt a Procedural Policy for the Committee of Adjustment/Planning Advisory Committee of the Corporation of the Township of North Frontenac;

**And That** the Council of The Corporation of the Township of North Frontenac does hereby adopt the Procedural Policy for the Committee of Adjustment/Planning Advisory Committee of the Corporation of the Township of North Frontenac attached hereto as Schedule 'A';

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

**And That** By-law #22-22 is hereby repealed in its entirety;

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

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

**Read** a first and second time **October 23, 2026**

**Read** a third time and finally passed this **October 23, 2026**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## **Schedule 'A' to By-law #2026-53**

### **Committee of Adjustments/Planning Advisory Committee – Procedural Policy**

#### **Section 1.0 – Definitions**

In this by-law:

**“Act”** means the Planning Act, R.S.O. 1990, c P.13, as Amended.

**“Applicant”** means the property owner(s) or authorized agent acting on behalf of the owner(s) who submitted the Planning Application.

**“Application”** means an Application made under the Planning Act, R.S.O. 1990, c.P, 13, for Minor Variance under Section 45, an Application for Consent under Section 53, an Application for power of sale and foreclosure under Section 50 or an Application for validation of title under Section 57.

**“Chair”** means a Member of the Committee appointed as the Chairperson of the Committee.

**“Committee”** means the Committee of Adjustment/Planning Advisory Committee appointed by By-law of the Council of the Corporation of the Township of North Frontenac.

**“Hearing”** means any hearing of the Committee held in person and/or electronic means, or another means as determined by the Secretary-Treasurer.

**“Inaugural Hearing”** means the first Hearing of the Committee held after the passing of the Appointing By-law of the Committee at the commencement of each Council term.

**“Member”** means an individual appointed by the Council of the Corporation of the Township of North Frontenac to the Committee and includes the Alternate Member.

**“Pecuniary Interest”** means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as Amended.

**“Point of Order”** means any alleged breach of the rules or irregularity in the proceedings of the Hearing.

**“Public Notice”** means the Notice of Complete Application/Hearing for an Application as prescribed by the Act.

**“Secretary/Treasurer”** means the Secretary/Treasurer of the Committee or in their absence the person appointed as the Acting Secretary/Treasurer, as appointed by Council.

## **Section 2.0 Authority, Clarification and Appointments**

2.1 The Committee is a quasi-judicial body, operating independently from Council, as authorized by the Act, to make decisions on planning Applications as set out in the By-law to Appoint the Committee.

2.2 The procedures contained in this by-law shall be observed in all proceedings of the Committee and shall be the procedures for the order and dispatch of Hearings conducted by the Committee.

2.3 Procedural matters not governed by the provisions of this By-law shall be governed by Robert's Rules of Order 12<sup>th</sup> Edition.

2.4 In the event of a conflict between this by-law and the Act, the Act prevails.

2.5 The Committee shall be composed of three (3) sitting Members appointed by Township Council and one (1) Alternate Member appointed by Township Council. The term runs concurrently with the Term of Council or until such time as successor(s) are appointed.

2.6 A member shall not be appointed for more than three (3) consecutive terms of Council (for a total of 12 years). Any interim appointments are not to be included in the consideration of the total term of appointment of the member.

2.7 A vacancy on the Committee shall occur if a Member is absent for three (3) successive Hearings without confirmation from Council.

2.8 A Member who is unable to carry out their duties through illness or otherwise shall provide a note to the Secretary-Treasurer, who will notify the Clerk of the Member's absence and intended date of return. Council will confirm the absence or deem the seat vacant. Upon Council's confirmation, a Member may be absent from their seat for three successive Hearings from the date of their illness or otherwise.

2.9 If the vacancy should occur in an election year and the vacancy occurs after the Nomination Period begins, the seat shall remain vacant until Council has completed its Membership appointments for the new term.

## **Section 3.0 – Quorum**

3.1 Pursuant to the Act, s. 44 (5) where a Committee is composed of three Members, two Members constitute a quorum.

3.2 The time limit for a Quorum is thirty (30) minutes after the time appointed for the Hearing. If no Quorum is present after thirty (30) minutes, the Chair or Secretary-Treasurer shall adjourn the Hearing, and the business shall be carried forward to the next Hearing or a Special Hearing.

3.3 If a Member of the Committee is absent from the Hearing, the Alternate Member of the Committee will assume the role and responsibilities of the absent Member.

3.4 Members of the Committee are encouraged to notify the Secretary-Treasurer when the Member is aware that they will be absent from any Hearing.

3.5 The Alternate Member shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Hearing, unless they are acting in the absence of a Committee Member.

## **Section 4.0 – Site Visits**

4.1 Site visits will be completed in accordance with the Township's Site Visit Policy.

## **Section 5.0 – Calling of Hearings**

5.1 The Committee shall meet once a month. At a Hearing prior to the end of the year, the date and time of the regular Hearings for the following year will be established. Every attempt will be made to hold the Hearings on a consistent day.

In the case of the year prior to the re-appointment of the Committee, the Hearing dates shall be set at the Inaugural Hearing of the Committee.

5.2 Additional Hearings may be held through a Special Hearing request by the Chair to the Secretary-Treasurer; at the request of the majority of the Members, at the request of the Council of the Township of North Frontenac; or by request of the Secretary-Treasurer to the Chair. The date of the Special Hearing will be dependent on the availability of Members.

5.3 Where it is determined by the Secretary-Treasurer that there are insufficient Agenda items for a Hearing, the Secretary-Treasurer shall cancel the Hearing, providing 7 days notice of the cancellation to Committee Members and any interested parties.

5.4 A Hearing may also be cancelled at the request of the Chair to the Secretary-Treasurer, providing a minimum of 48 hours' notice of the cancellation to the Members, the Applicants and any interested parties. The notice will also be provided on the Township's website and social media account

5.5 The Committee Hearings will take place in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna, unless otherwise specified in the Public Notice.

5.6 All Committee Hearings shall be open to the public. Closed Session Hearings of the Committee may only be held in accordance with the Municipal Act, 2001 c. 25, s. 239 (2).

5.7 Public Notice shall be given by the Secretary-Treasurer in accordance with the Act.

5.8 The Committee shall hold a Public Hearing on every Application before a decision is rendered.

## **Section 6.0 - Electronic Participation**

6.1 Members may participate in Hearings electronically and when doing so shall be counted towards quorum.

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

## **Section 7.0 – Appointment of the Chair**

7.1 The Chair of the Committee shall be elected by the Members at the Inaugural Hearing of the Committee for a two-year term. Any Member may be nominated, or nominate themselves, for the position of Chair and present their case for being named Chair. The incumbent is free to run for the position. If no other Member wishes to run for the position, the incumbent will remain in the position.

7.2 The Chair shall be counted in determining quorum and shall be entitled to all the rights of a Member, including voting.

7.3 Where the Chair is absent, the Secretary-Treasurer shall call for the election of an Acting Chair for the Hearing.

7.4 An Acting Chair shall be appointed for each Hearing or portion thereof in the Chair's absence.

## **Section 8.0 – Agenda**

8.1 The Committee Agenda will contain the following:

1. Call To Order
2. Opening Remarks
3. Traditional Land Acknowledgement
4. Requests for Withdrawal or Deferral of Application(s)
5. Approval of Agenda
6. Disclosures of Pecuniary Interest and General Nature Thereof
7. Adoption of Minutes
8. Consent Applications\*
9. Applications under Section 45 of the Planning Act\*
10. Validation of Title Applications\*
11. Power of Sale and Foreclosure Applications\*
12. Recommendations to Council on Planning Applications where Council is the Approval Authority\*

- 13. Delegations
- 14. Communications
- 15. Administrative Reports
- 16. Adjournment

\*These items will only be included on the Agenda if a complete Application has been submitted and the required Public Notice has been completed.

8.2 The Secretary-Treasurer will prepare an electronic Agenda for the use of the Members at Hearings. Agendas will be provided to each Member and include the following information:

- Public Notice;
- Reports from Planners and Agencies;
- Comments Received from the Public prior to the preparation of the Agenda.

8.3 Agendas will be provided to Members via email a minimum of three (3) days prior to the Hearing. The Agenda shall also be posted to the Township's CivicWeb Portal.

8.4 The Secretary-Treasurer shall provide the Applicant with a copy of correspondence received from the Planner(s), applicable agencies and others who respond to the circulation of the Public Notice.

## **Section 9.0 - Disclosures of Pecuniary Interest/Conflict of Interest**

9.1 The Chair shall call for any declaration of Pecuniary Interest from Members; the provisions of the Municipal Conflict of Interest Act and the Township's Code of Conduct Policy shall apply.

9.2 At a Hearing in which a Member discloses a Pecuniary Interest, the Member must file a written statement on a form provided by the Secretary-Treasurer of the Member's interest at the Hearing or as soon as possible afterwards.

9.3 The Secretary-Treasurer shall establish and maintain a registry in which the following shall be kept:

- a. A copy of each statement filed;
- b. A copy of each declaration recorded.

The registry shall be available for public inspection on the Township's Website.

9.4 All Members required to do so by the Provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 as Amended, shall disclose any direct or indirect Pecuniary Interest for themselves or a family member; and shall state the general nature of such Pecuniary Interest; and it shall be recorded by the Secretary-Treasurer accordingly. It is recommended the Member leave the Hearing for the duration of the matter for which a Pecuniary Interest is declared by the Member.

9.5 Where a Member has a Pecuniary Interest, they shall not use their office in any way to attempt to influence any decision of the Committee. The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the Hearing to influence the voting on any such question.

## **Section 10.0 – Delegations**

10.1 Members of the public wishing to provide comments on an Application are not required to make a request.

Any person wishing to appear as a delegation must make a request to the Secretary-Treasurer 14 days prior to the Hearing. The delegate must provide a copy of their presentation to the Secretary-Treasurer to be included in the Agenda at least 7 days prior to the Hearing.

10.2 The Committee may request representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend Hearings as presenters or advisors because of their knowledge of a particular subject. Such invitations will be agreed upon by the Committee and the Secretary-Treasurer will make the request.

10.3 Delegations are permitted to attend the Hearing electronically.

10.4 Delegations are limited to ten (10) minutes. The Chair may extend this time limit as deemed necessary. An additional ten (10) minute Committee question period is permitted following the presentation.

## **Section 11.0 – Procedures for Hearing**

In accordance with the provisions of the Municipal Act 2001, all Hearings of the Committee shall be open to the public.

11.1 After the Hearing has been Called to Order, the Chair shall:

- Read the Opening Remarks and Traditional Land Acknowledgement;
- Call for requests for deferral or withdrawal of any matters before the Committee (see Section 12 below);
- Call for approval of the Agenda;
- Call for disclosure of any Pecuniary Interest of Members;
- Call for approval of the Minutes of the previous Committee Meetings.

11.2 The Chair, with the permission of the Committee, shall determine the order of the items on the agenda to facilitate the Hearing in the most expeditious manner.

11.3 For each Agenda item, the Chair shall follow the following procedure:

- a) Ask the Applicant to introduce themselves and provide any new information regarding their Application.
- b) Request the Planner to provide an overview of the Application including comments provided from outside agencies and others who responded to the circulation of the Public Notice.
- c) Request the Member who attended the site to present a report regarding their findings during the site visit.
- d) Invite any person having an interest in the Application to identify themselves and express their interest. Remarks or questions shall be confined to the Application before the Committee. Public submissions shall be limited to a single presentation not exceeding five (5) minutes.
- e) Invite Members to ask questions of the Applicant, including if they understand the conditions requested or if they have any questions or comments.
- f) After hearing submissions from all interested parties give the Applicant(s) the opportunity to respond to any comments received from the Members, commenting agencies and interests parties. This response shall be limited to five (5) minutes.
- g) After hearing all submissions, the Members shall deliberate and put forward a motion (See Section 12) to approve, defer or deny the Application. The Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final. If the motion is defeated, a new motion shall be put forward with a different decision, and the Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final.
- h) Advise the Applicant of the decision and request the Secretary-Treasurer provide details on what happens next in the process.

11.4 At any time, a Member may ask the Secretary-Treasurer to:

- Read aloud all comments received by agencies who responded to the circulation of the Public Notice;
- Read aloud any letters received from persons expressing interest in the Application.

11.5 The Committee shall review the draft conditions to determine if they are reasonably related to the Application and make necessary changes;

11.6 The Committee shall confirm with the Applicant whether they are able to indicate acceptance of the draft conditions should the Application be favourably considered.

11.7 The Committee shall receive any delegations to the meeting.

11.8 The Committee shall review any communications provided by outside agencies.

11.9 The Committee shall receive any Administrative Reports provided by Planning Staff or other appropriate persons.

11.10 The Chair shall call for an adjournment of the meeting.

## **Section 12.0 – Deferrals or Request for Withdrawal**

### **Request for Deferral on Hearing Date**

12.1 A request for deferral of a matter on the scheduled Hearing date by the Applicant must be for reasonable cause and must be made at the Hearing or by written request.

12.2 Any Member, the Planner, or the Secretary-Treasurer may request a deferral of a matter on the scheduled Hearing date for a reasonable cause.

12.3 After hearing the request from the Applicant, the Members shall deliberate and put forward a motion to defer the Application (See Section 11). The Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final. If the motion is defeated, a new motion shall be put forward with a different decision, and the Members shall vote on the motion. If the motion is approved by a majority of the Members the decision is final.

12.4 If the Committee grants the request for deferral, the Committee in consultation with the Secretary-Treasurer shall set a new hearing date for the Application to be heard and indicate any other requirements of the deferral, such as re-notification, and the deferral fee (if applicable).

12.5 The Committee may not discuss or take any action on the deferred Application at the Hearing.

### **Committee Decision to Defer the Application**

12.6 The Committee may indicate requirements or conditions for deferral, such as re-notification, recommended amendments to the Application or additional information being submitted.

12.7 Any deferral granted by the Committee shall be for a period of six (6) months or sooner, to a maximum of three (3) deferrals per Application. If the deferral process is exhausted, the Application shall be deemed to be withdrawn.

12.8 If an Application is deferred by the Committee, any member of the public who provided comments on the Application at the first Hearing may provide additional comments at a subsequent Hearing.

### **Request to Withdraw Application**

12.9 The Applicant may request that an Application be withdrawn. Such requests may be made to the Secretary-Treasurer in writing in advance of the Hearing date or at the Hearing.

12.10 The Secretary-Treasurer shall record that the Application was withdrawn and the Committee shall take no further action on the matter at the Hearing.

## **Section 13.0 - Motions**

13.1 After hearing all submissions, the Chair shall:

- a. Ask the Members to deliberate and put forward a motion (See Section 12) to approve, defer or deny the Application; and shall set out the reasons for such a disposition;
- b. Upon receipt of a motion from a Member, ask for a seconder to the motion;
- c. Upon receipt of a seconder, permit discussion on the Motion;
- d. Call for a vote.

13.2 In the case of consideration of another matter, the Chair shall request a motion from a Member, upon receipt of a seconder, permit discussion on the motion and call for a vote.

13.3 If the Chair wishes to make a Motion or leave the chair for any reason, the duties of the Chair must be delegated to another Member until the Chair resumes the position.

## **Section 14.0 - Voting**

14.1 After hearing all submissions, the Chair shall call the vote immediately after all the Members desiring to speak to a Motion have spoken.

14.2 All Members present shall be required to vote and, if any Member refuses to do so, they will be deemed to be voting in the negative.

14.3 Any Motion on which there is a tie vote shall be deemed to be defeated.

14.4 Each Member shall indicate by a show of hands, or by any other form of acknowledgment, their position on the Motion. The majority decision of the Committee on the Motion shall constitute the decision of the Committee. If the initial Motion fails, a new Motion shall be requested by the Chair and continue until the majority of the Members approve a Motion.

14.5 Once a motion has been carried, the Chair shall announce the decision of the Committee.

14.6 No discussion shall be permitted after the Chair has announced the decision of the Committee.

## **Section 15.0 - Notice of Decision**

15.1 No decision of the Committee on an Application is valid unless it is concurred by the majority of the Members that heard the Application. The Decision of the Committee shall be set out in writing and shall set out the reasons for the Decision.

15.2 A written Decision will be prepared for each hearing detailing any conditions imposed by the Committee. In the case of a Minor Variance, the Decision shall be signed by all Members who concur with the Decision. For Members participating electronically, the Decision will be provided through Docusign by the Secretary-Treasurer to be signed by the Member.

15.3 Decisions of the Committee shall be circulated in accordance with the Act. A copy of the Decision shall be provided to the Committee.

## **Section 16.0 - Minutes**

16.1 The Secretary-Treasurer shall prepare a record of Minutes of each Hearing containing a summary of the verbal representations made to the Committee. A copy of the draft Minutes shall be circulated to the Committee for consideration. Once approved, a copy of the Minutes shall be circulated to the Council of the Township of North Frontenac and posted to the Township's Website.

## **Section 17.0 – Rules of Procedure and Conduct**

17.1 It shall be the duty of the Chair to:

- a. Call the Hearing to order;
- b. Ensure a Quorum is established and is maintained throughout the course of the Hearing;
- c. Put to a vote all Motions that arise in the course of the proceedings and announce the result of each vote;
- d. Decline to put to a vote Motions that infringe upon the rules set out under this Procedural Policy;
- e. Uphold on all occasions the rules and observance of order and decorum amongst the Members and attendees in accordance with this By-law;
- f. Rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Hearing;
- g. Adjourn the Hearing without question or suspend the Hearing to a time to be named by the Chair, if considered necessary due to grave disorder;
- h. Adjourn the Hearing when the business is concluded.

17.2 A Member shall not:

- a. Discuss an Application with an Applicant or a member of the public prior to the Hearing
- b. Disobey the terms of this By-law;
- c. Disturb other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Hearing;
- d. Display any behavior which may be considered disruptive, inconsiderate or disrespectful, or use any profane or offensive words or insulting expressions;
- e. Speak until recognized by the Chair;

- f. Interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
- g. Leave a Hearing at any time without advising the Chair;
- h. Comment or question on matters other than those directly pertaining to the subject Application before the Committee;
- i. Use their status on the Committee for personal or political gain.
- j. Leave cell phones or other electronic devices set to emit any audible sound during the Hearing.

17.3 In the event that a Member engages in grave misconduct in the course of their duties as a Member, Council may remove said Member from the Committee.

17.4 Attendees at a Hearing shall maintain order and shall not engage in any behaviour which may be considered disruptive, inconsiderate, disrespectful or intimidating to others.

17.5 Any person who disrupts a Hearing shall be asked by the Chair to stop the disruptive behaviour and if the person persists, they shall be asked to leave the Hearing.

17.6 With respect to matters of conduct not specifically addressed in this By-law, generally shall be in accordance with the Statutory Powers Act, R.S.O. 1990, c.22 as Amended and the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as Amended. Conduct not covered by these Acts will be in accordance with Robert's Rules.

17.7 The Committee may decide, by Resolution, to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

## **Section 18.0 – Point of Privilege**

18.1 A Member may, at any time, raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual(s) or the entire Committee, or the ability of an individual to participate.

18.2 A Point of Privilege shall take precedence over any other matter.

18.3 A Member shall not be permitted to enter into any debate or introduce any Motion not related to the Point of Privilege.

18.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision. The Chair's decision shall be final unless a Member immediately appeals the decision. The question "Shall the ruling of the Chair be upheld?" shall be called without debate and its results shall be final.

18.5 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a Motion in relation to the Point of Privilege.

## **Section 19.0 - Point of Order**

19.1 A Member may, at any time, raise a Point of Order to a perceived violation of the rules of procedure.

19.2 The Chair shall decide upon the Point of Order and advise the Members of the decision. The Chair's decision shall be final unless a Member immediately appeals the decision. The question "Shall the ruling of the Chair be upheld?" shall be called without debate and its results shall be final.

## **20.0 - Adjournment**

20.1 All hearings shall stand adjourned when the Committee has completed all business as listed on the Agenda, or after 3 hours, whichever is earlier, unless otherwise determined through a motion by a majority of the Members present.

20.2 If there are remaining Applications on the Agenda which have not been heard by the time required to adjourn the Hearing, the Secretary-Treasurer shall assign a date to resume the public hearing and further Public Notice shall be required to be provided to those in attendance who have requested to be notified.

## **Section 21.0 – Council Liaison**

21.1 The Council Liaison to the Committee is a Member of Council appointed by the Council of the Township of North Frontenac.

21.2 The role of Council Liaison is to attend Hearings of the Committee and provide reports of the proceedings to Council.

21.3 The Council Liaison shall not take an active role in the discussion of Applications; address the Applicant; or provide comments regarding the proceedings of the Hearing unless there is a clear infringement of Council's Policies (i.e. Official Plan, Zoning By-law, etc.).

## **Section 22.0 – Code of Conduct**

22.1 The Committee shall have regard for the Code of Conduct Policy for Members of Council which applies to Members of the Committee.

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

**By-Law #2026-54**

**Being a By-law to Establish as a Highway a Portions of Mountain Road and Skootamatta Lake Road**

**Whereas** the Municipal Act, 2001, S.O. 2001, c.25, Section 27 provides for a municipality to pass by-law in respect of a highway if it has jurisdiction over the highway;

**And Whereas** the Municipal Act, 2001, S.O. 2001, c.25, Section 31 provides that land may become a highway by virtue of a by-law establishing the highway;

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

1. **That** a road located in Part of Lot 11, North Easterly Range, geographic Township of Miller, more specifically described as Part 2 on Registered Plan 13R-23569 is hereby established as a public highway;
2. **That** a road located in Part Lot 21, Range B, geographic Township of Barrie, more specifically described as Part 5 on Registered Plan 13R-23585 is hereby established as a public highway;
3. **That** this By-law be registered on title at the Land Registry Office in Kingston, Ontario;
4. **That** this By-law shall come into force and take effect upon registration of this By-law.
5. **That** all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

**Read** a first and second time this 23<sup>rd</sup> day of October, 2026.

**Read** a third time and finally passed this 23<sup>rd</sup> day of October, 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 #2026-55**

**Being a By-law to Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac and Provide for the Recovery of Applicable Costs; and to Repeal By-law #2026-02**

**Whereas** Section 391 (1) and (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a Municipality to impose fees or charges including costs incurred by the Municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control;

**And Whereas** Section 398 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the Treasurer of a Municipality to add fees and charges imposed by the Municipality to the tax roll for the following property in the Municipality and collect them in the same manner as Municipal taxes: 1) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; 2) In all other cases, any property for which all of the owners are responsible for paying the fees and charges;

**And Whereas** Section 444 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to 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 which the contravention occurred to discontinue the contravening activity;

**And Whereas** Section 445 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to 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 which the contravention occurred to do work to correct the contravention;

**And Whereas** Section 446 (1) (3) and (5) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality who has the authority to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the Municipality or if the Municipality is required to do it, the matter or thing shall be done at the person's expense; the Municipality may recover the costs of doing a matter or thing by adding the costs to the tax roll and collecting them in the same manner as property taxes; and the costs include interest calculated at a rate of 15 per cent or such lesser rate as may be determined by the Municipality, calculated for the period commencing on the day the Municipality incurs the costs and ending on the day the costs, including the interest, are paid in full;

**And Whereas** Section 69 of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the Council of a Municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 7 (1) of the Building Code Act S.O, 1992, Chapter 23, authorizes the Council of a Municipality to pass by-laws requiring the payment of fees and prescribing the amount of fees for applications and issuance of permits;

**Now Therefore** Council of the Corporation of the Township of North Frontenac enacts this “Fees and Charges By-law” as follows:

**That** the fees and charges for various Municipal services as shown in the Schedules attached hereto and forming part of this By-law were previously adopted by Council and shall remain in effect unless Council adopts a By-law amending and/or repealing same:

|              |                                  |
|--------------|----------------------------------|
| Schedule ‘A’ | General Fees and Charges         |
| Schedule ‘B’ | Waste Management                 |
| Schedule ‘C’ | Licences                         |
| Schedule ‘D’ | Fire                             |
| Schedule ‘E’ | Planning                         |
| Schedule ‘F’ | Disposition of Land              |
| Schedule ‘G’ | Public Works                     |
| Schedule ‘H’ | Parks, Recreation and Facilities |
| Schedule ‘I’ | Building and Septic              |
| Schedule ‘J’ | Cemeteries                       |

**And That** all fees and charges will be subject to applicable taxes unless otherwise noted;

**And That** fees and charges may be subject to processing fees when paid by credit card;

**And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;

**And That** all fees and charges set out in this By-law shall be payable prior to the provision of the service unless an Agreement in writing is made to the contrary and approved by the Chief Administrative Officer (CAO);

**And That** any request for a reduction or waiving of fees shall be provided in writing to the Clerk for Council’s consideration, including a staff report if required; and be approved by Council Resolution;

**And That** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, after a period of 30 days, such fees or charges may be added to the Tax Roll for any real property in the Township of North Frontenac, the property owner(s) of which is responsible for paying the fee or charge and shall be collected in like manner as Municipal Taxes;

**And That** Council does hereby delegate the Treasurer of the Township, in consultation with the CAO, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges;

**And That** the fees set out in the Fees and Charges in this By-law shall be reviewed on an annual basis by each applicable Manager and the Manager shall advise the CAO of any recommended changes to ensure the Township's Fees/Charges are fair, reasonable and are not greater than the actual cost to provide the service;

**And That** if there is a discrepancy in fee prices, the fees set out herein supersedes any fees listed in other By-laws;

**And That** any additions/amendments to the "Fees and Charges By-law" shall be authorized by By-law;

**And That** Notice of proposed additions/amendments shall be provided in accordance with the Notice By-law and/or applicable legislation;

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

**And That** this By-Law shall come into force and take effect on the date of its passing;

**And That** By-law #2026-02 is hereby repealed;

**And That** all resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

**Read** a first and second time **October 23, 2026**

**Read** a third time and finally passed this **October 23, 2026**

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Gerry Lichty, Mayor

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Tara Mieske, Clerk

## **Schedule 'A' General**

### **1. Administration**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Township**

#### **a. Photocopies – Black and White (per page)**

- Letter \$0.25
- Legal \$0.30
- Ledger \$0.50
- Waterproof Paper \$1.00

#### **b. Photocopies – Coloured (per page)**

- Letter \$0.50
- Legal \$0.60
- Ledger \$1.00
- Waterproof Paper \$2.00

#### **c. Fax (per page)**

- Incoming (per page copy fee only) \$0.25
- Outgoing (local area or toll free - where no long distance charge apply) \$1.00
- Outgoing (Ontario/Canada - where long distance charges apply - \$0.50 per page after first page) \$1.75
- Outgoing (USA/ Overseas/ International - \$0.50 per page after first page) \$2.00

#### **d. Mapping (per page)**

- Small Maps - 8.5" x 11" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$1.00
- Medium Maps - 11" x 17" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$2.00
- Township Street Atlas (North Frontenac Portion of County Atlas) - printed and bound in a duo-tang, colour (requires advance notice) is \$12.00
- The Township will work with outside agencies (Bell 911, Public Health Unit, MNR etc.) by referring them to [www.frontenacmaps.ca](http://www.frontenacmaps.ca) and providing any necessary mapping materials free of charge.

#### **e. Records Searches and Enquires**

- Archived File Retrieval (minor searches lasting less than one hour) is no charge
- Archived File Retrieval (complex searches lasting longer than one hour, then charged per hour after the first hour) is \$30.00 per hour.

#### **f. Treasury / Misc.**

- Dishonoured Cheques \$35.00
- Tax Certificate \$40.00
- Tax Certificate (if required with less than 48 hours' notice provided) \$80.00
- Tax Sale Registration Administration Fee \$350.00
- Extension Agreement \$200.00
- Tax Sale Packages no charge
- Copy of Audited Financial Statements, Approved Budget and or Agendas and or Approved Minutes (electronic version available on Township website) no charge
- Building Report Letters \$40.00
- Building Report Letters (if required with less than 48 hours' notice provided) \$80.00
- Other Misc. Letter Preparation as requested by Property Owner \$25.00
- Laminating (per page) \$3.00

#### **g. Commissioner of Oaths (Certified Copy)**

\$25.00 per Document

### **2. Merchandise**

#### **a. Merchandise**

- Township of North Frontenac Hats \$8.85

#### **b. Township Branded Merchandise**

- All Products will be sold at Cost + Consignment as determined by the CAO, in consultation with the Treasurer

### **3. Sponsorship Program Fee**

#### **a. Fees for Scenic Route and Historic Loop Signs**

- Sign Sponsorship Program Fee - \$120.00 per stop and/or sign

Signs will be displayed for a minimum of three (3) years with the Township replacing any lost or damaged sign during this period.

#### **b. Fees for Rink Board Advertising**

Rink Board Advertising Program Fee:

- 48"w x 34"h = \$650 year one, and annual renewal (October 14<sup>th</sup> annually) (if chosen by the sponsor) at a cost of \$200.
- 96"w x 34"h = \$1,000 year one, and annual renewal (October 14<sup>th</sup> annually) (if chosen by the sponsor) at a cost of \$300.

### **4. Kennel Licence and Dog Tags**

#### **a. Kennels**

- Kennel License (for persons owning 4 or more dogs; plus dog tag fee for each dog) \$30.00

#### **b. Dog Tags**

- Dog Tags – between January 1<sup>st</sup> and March 31<sup>st</sup> \$15.00
- Dog Tags – after March 31<sup>st</sup> \$25.00
- Lifetime Dog Tag \$100.00
- Replacement Tag \$7.50
- Pound Fee for impounded dog \$100.00 (Levied to the owner of any animal picked up and taken to the Humane Society by the Animal Control Officer. These fees are payable at the Humane Society upon the owner claiming such animal and made payable to the Township of North Frontenac)

### **5. Electric Vehicle Charger**

#### **a. Electric Vehicle Charger**

Price set by Manager of Community Development, in consultation with the CAO and Treasurer

## **Schedule 'B' Waste Management**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Township**

### **1. Landfill Tipping Fees**

- Single Bag Tag \$2.00 each
  - Waste Volume Fee \$20.00 / cubic yard
- Includes household and commercial construction/demolition waste and shingles. Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- Brush and Yard Waste \$10.00 / cubic yard
- Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- Box Spring or Mattress \$20.00 each
  - Chair \$10.00 each
  - Sofa \$20.00 each
  - Sofa Bed \$30.00 each
  - Carpet
    - small = up to 50 square feet \$5.00
    - medium = 51 to 144 sq ft \$15.00
    - large = over 144 square feet \$25.00
  - Carpet Tile \$0.25 each
  - Tent \$4.00 each
  - Plastic Lawn Chair/ Misc. Plastic \$4.00 each
  - Insulated Cooler \$6.00 each
  - Miscellaneous Waste per Bag (Bulky Item Bin) \$4.00 each
  - Rigid Plastic \$4.00 each
  - Boat Tarp / Shrink Wrap \$10.00 each
  - Artificial Christmas Tree \$10.00 each
  - White Goods (Appliances containing "Freon" or any Ozone depleting refrigerant – Refrigerators, Freezers, Air Conditioners etc).
- Fee Exempt if Freon has been removed by a Qualified Person.  
Unit must be properly tagged to qualify. \$30.00 each

### **2. Bag Tag Fees**

Bag or other acceptable container of waste equivalent to one standard 26"X36" garbage bag.

Oversized bags or other acceptable equivalent container of waste shall require additional tags or fee as may be determined by the Waste Site Attendant or Official based on the volume.

## **Schedule 'C' – Licences**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Recreational Vehicle(s)**

- a. Annual License Fee as per provisions set out the Recreational Vehicle By-law
  - Fee – \$300.00 (\$25.00 per month)
- b. Application Fee (non-refundable deposit) – Review Application, Initial Location Inspection and Placement Inspection
  - Fee – \$80.00
- c. Removal Inspection
  - Fee – \$40.00
- d. Administrative Fee for Recreational Vehicle Placed without a Licence
  - Fee – \$300.00
- e. Stored Recreational Vehicle (as defined in the Recreational Vehicle Licence By-law)
  - Fee – No Charge

### **2. Refreshment Vehicle**

- a. Application
  - Fee – \$150.00 (Non-refundable)
- b. Annual Administration
  - Fee – \$150.00
- c. Removal of Refreshment Vehicle
  - Fee – \$40.00

### **3. Shipping Container**

- a. Administrative/Licence for a Shipping Container 15 square metres or less
  - No Fee
- b. Administrative/ Licence for a Shipping Container exceeding 15 square metres
  - Fee – \$150.00
- c. Administrative/ Licence for a Shipping Container placed without a Licence
  - Fee – \$300.00

## **Schedule 'D' – Fire**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Fees for Services**

- a. Providing inspection reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- b. Providing fire reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- c. Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)
  - Fee for Service – \$60.00 per hour
- d. Inspection of private Home Day Care facilities or Group Homes with 3 or fewer residents
  - Fee for Service – No Charge
- e. Inspection of Group Homes with more than 3 residents
  - Fee for Service – No Charge
- f. Requested inspections for premises or buildings not mentioned elsewhere
  - Single occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
  - Multiple occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
- g. Two unit residential inspection for compliance with Section 9.8 of the Fire Code,
  - Fee for Service – \$60.00 per hour
- h. Institutional inspection
  - Fee for Service – \$60.00 per hour
- i. Residential inspection for compliance with Section 9.5 of the Fire Code
  - Fee for Service – \$60.00 per hour
- j. Liquor Licensing requests for:
  - Patios:
    - Fee for Service – \$60.00 per hour if inspection is required  
\$25.00 if no inspection is required
  - Special Occasions:
    - Fee for Service – \$60.00 per hour if inspection is required  
\$25.00 if no inspection is required
  - Premises:
    - Fee for Service – \$60.00 per hour if inspection is required  
\$25.00 if no inspection is required
- k. Motor Vehicle Incidents – Responding to and providing vehicle fire extinguishment and extrication services to owners and or drivers (Provincial Highways)
  - Fee for Service – Processed through the Ministry of Transportation Fire Response Criteria

- l. Motor Vehicle Incidents – For emergency response, collision, or motor vehicle fire on any property owned by or within the Municipality of North Frontenac, including Secondary Roads and Private Lanes, and provides firefighting, emergency service or other essential equipment
  - Fee for Service – Based on the Ministry of Transportation, Fire Response Criteria, for non-resident and/or residents of the Municipality
- m. Fire Services for extinguishing fires set by persons for the purposes of burning grass, brush, rubbish or other such material or burning in barrels, drums, or wild land/forest fires etc.
  - Fee for Service – Per North Frontenac's Current Burning By-law
- n. Specialized equipment and/or resources to control or minimize loss (not provided by fire department)
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- o. Clean-up of spills as defined in the Environmental Protection Act, Part X, as amended
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- p. Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- q. Demolish, clean-up and make safe after a fire (if not completed by property owner)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- r. Where there have been more than 3 false fire alarms and or faulty equipment or more than 2 nuisance calls in a twelve month period to the same address
  - Fee for Service – \$100.00 per truck per response
- s. Administration Fee
  - Fee for Service – \$50.00

**Note:** Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response.

## **2. Criteria for Exemption or Reduction of Fees for Services**

- a. Non-Profit Organizations and Non-Profit Events
  - Fee – No Charge

## **3. Respecting fees associated with Fire Department responses for Outdoor Fires**

- a. Pumper
  - Rate per hour – \$300.00
- b. Tanker
  - Rate per hour – \$300.00

- c. Wild Land (Pickup Truck)
  - Rate per hour – \$250.00
- d. Squad
  - Rate per hour – \$250.00
- e. Off Road Vehicles (ATV, Boat, etc.)
  - Rate per hour – \$100.00
- f. Fire Fighter
  - Rate per Firefighter per hour – \$25.00
- g. Site Inspection
  - Rate – \$30.00
- h. Investigation
  - Rate per hour – \$30.00

## **Schedule 'E' – Planning**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Pre-Application Consultation**

- a. Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium - \$300.00
- b. All other types of Planning Applications - \$100.00

### **2. Official Plan**

- a. Official Plan Amendment (OPA) - \$2,000.00
  - Deposit for OPA Application - \$2,000.00

### **3. Zoning Amendment**

- a. Zoning By-law Amendment (ZBA) - \$1,500.00
  - Deposit for ZBA Application - \$1,000.00
- b. ZBA Application as a condition of a consent - \$750.00
- c. Removal of Holding (H) Symbol - \$700.00
- b. Temporary Use By-law - \$1,200.00

### **4. Minor Variance/Request for Permission**

- a. Standard Applications (Minor Variance/Request for Permission) - \$1,200.00
- b. Accessory uses to a principal use on non-waterfront properties - \$700.00
- c. Minor variance application in combination with a consent application - \$700.00

### **5. Consents**

- a. Severance to Create a New Lot - \$1,200.00
- b. Lot Addition or Easement - \$750.00
- c. Amendments to Conditions - \$300.00
- d. Right-of-Way/Easement application submitted concurrently with Application for New Lot - \$250
- c. Cancellation of Consent - \$350.00
- d. Validation of Title - \$700.00

### **6. Plan of Subdivision**

- a. 1 to 20 units - \$2,500.00
  - Deposit to Township - \$3,000.00
- b. Greater than 20 units - \$3,500.00
  - Deposit to Township - \$5,000.00
- c. Amendment to conditions following draft plan approval - \$700.00
- d. Draft Plan Approval Extension – \$500.00
- e. Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,000.00

## **7. Deeming By-law/Part Lot Control**

- a. Deeming By-law (Application Fee) - \$400.00
- b. Registration of Deeming By-law – Legal Fees to be charged to Applicant
- c. Part Lot Control By-law - \$700.00

## **8. Site Plan Control**

- a. Minor Application (developments equal to or less than 200 square metres in area) - \$1,500.00
  - Deposit - \$1,000.00
- b. Major Application (developments greater than 200 square metres in area) - \$2,500.00
  - Deposit - \$2,000.00
- c. Amendment to Site Plan Control Agreement - \$1,200.00
- d. Modification: Amending agreement not required - \$1,000.00
- e. Request for Security Reduction/Release - \$400.00

## **9. Other Planning and Administrative Items**

- a. Public Notices
  - Notice to Cancel a Public Meeting - \$100.00
  - Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00
- b. Development Agreement (includes registration) - \$700.00
- c. Minimum Distance Separation (MDS)
  - Calculation - \$200.00
  - Re-calculation - \$100.00
- d. Zoning Compliance Review
  - Formal Letter (3-5 Business Days) \$120.00
  - Formal Letter (2 Business Days or less) \$240.00
- e. Zoning Clearance Certificate - \$80.00
- f. Review by Planner (outside a formal application) - \$120.00/hour
- g. Archive/File Search Fee - As per the Fees and Charges By-Law

## **10. Site Inspections**

- a. Chief Building Official - As per the Fees and Charges By-Law
- b. Public Works - \$60.00 per visit
- c. Director of Emergency Services/Fire Chief - As per the Fees and Charges By-Law

## **Schedule 'F' – Disposition and Use of Township Land**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Disposition of Township Land**

- a. Administrative Fee (Non-Refundable)
  - Fee – \$1,200 + applicable taxes
- b. Application Re-activation (after the passing of the By-law)
  - Fee – \$250 + applicable taxes
- c. Land Costs for Shore Road Allowance
  - Fee – \$0.55 per square foot
- d. Land Costs for Concession, Lot, Reserve, Forced Road Application (not leading to water)
  - Fee – \$0.55 per square foot
- e. Land Costs for Concession, Lot, Reserve, Forced Road Application (leading to water)
  - Fee – \$0.55 per square foot

### **2. Use of Township Land**

- a. Licence Agreement Application - \$300
- b. Annual Administrative Fee - \$150

## **Schedule 'G –Public Works**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Roadside Ditch Alteration**

- a. Permit
  - a. Fee – \$100.00 plus Security Deposit of \$500.00

### **2. Civic Address Signs**

- a. Purchase and installation of civic address number sign
  - Fee – \$100.00
- b. Purchase of civic address number sign and post only (water access and island properties – installation is the responsibility of the owner)
  - Fee – \$75.00
- c. Additional special civic sign installation charge (in the event drilling of rock is required to facilitate the installation of the sign as determined by the Public Works Manager)
  - Fee – \$100.00
- d. Purchase of replacement civic address number sign and post
  - Fee – \$40.00

### **3. Private Lane Name Signs**

- a. Purchase and installation of Private Lane Name sign and post installed (new or amended lane names, or replacement sign)
  - Fee – \$400.00

### **4. Construction of Entrances**

- a. Entrance Permit
  - Fee – \$70.00

### **5. Use of Township Equipment**

- a. Township Equipment and Vehicles – In Accordance with Ministry of Transportation Rates
- b. Township Employees – \$35.00 per hour

## **Schedule 'H' – Parks, Recreation and Facilities**

### **Crown Land Stewardship Program**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

#### **1. Campsite**

- a. Campsite per night \$25.00
- b. Non-Profit Group\* Camping per night \$17.50

Plus \$3.00 Booking-Administrative Fee

#### **2. Road Pass**

- a. Daily \$9.50
- b. Weekly Road Pass \$22.50
- c. Resident – Seasonal Road Pass \$22.50
- d. Non-Resident – Seasonal Road Pass \$45.00
- e. Not for Profit Group\* Daily Road Pass \$8.75
- f. Fundraising and or Organized Events Daily Road Pass \$8.75

Plus \$3.00 Booking-Administrative Fee

\*Eligibility of Not for Profit groups to be determined by the Manager of Community Development in consultation with Chief Administrative Officer.

### **Community Halls and Council Chambers Rentals**

**Fees and Fines may be paid by Credit Card with the third-party processing fee paid by the Township**

#### **3. Community Hall**

- a. Full Day w/ liquor \$160.00 + \$100.00 refundable deposit
- b. Full Day w/o liquor \$80.00 Half Day (< 6 hrs) - \$45.00
- c. Local Community Groups (> 4hrs) & Church Groups \$15.00
- d. Community Hall Committee Meetings - No Charge
- e. Funeral Receptions/Lunches – Donation

#### **4. Plevna Multi Use Recreation Facility**

- a. Event Rentals (i.e. wedding, concert, craft show, family gatherings, etc.):
  - Half Day w/o Liquor \$45
  - Full Day w/o Liquor \$80
  - Full Day w/ Liquor \$260 (includes \$100 deposit)
- b. Community Hall Groups & Non-profit groups
  - \$15/booking
- c. Funerals/Luncheons - by donation
- d. Ice and Court Rental – free (if includes alcohol reference 4a. above)

#### **5. Council Chambers**

- a. Community Groups Half Day (4 to 6 hours)
  - Fee – \$35.00
- b. Community Groups (4 hours or less)
  - Fee – \$15.00
- c. Church Groups
  - Fee – Donation
- d. Civic Marriage Ceremony
  - Fee – No Charge

**Additional Security Deposits at any or all events may be required at the discretion of the Township Representative**

## **Schedule 'I' – Building and Septic**

### **Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

#### **1. Permit Fee Schedule**

- a. Class of Permit – Non- Refundable Application/Plan Review
  - Permit Fee \$80.00.
  - Additional Fee for water access and remote properties (Not Applicable)
- b. Class of Permit – Building Permit (All Structures) Groups A, B, C, D, E or F.
  - Permit Fee \$14.00 to \$1,000.00 Construction Value – Construction Value based on Statistics Canada. Note: There is a minimum fee of \$180.00 for all structures.
  - Additional Fee for water access and remote properties \$300.00 (Builds more than \$30,000.00 and \$150.00 (Builds \$30,000.00 or less)
- c. Class of Permit – On-site Sewage Systems
  - Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system - \$978.00 per sewage system
  - Construction or alteration of a Class A sewage system. (Class A system represents flows greater than 4500 litres) - \$1080 fee per sewage system
  - Installation or replacement of septic tank only - \$772.00 per sewage system
- d. Class of Permit – Other (flat fee only):
  - Plumbing Permit \$180.00
  - Change of Use, Renewal, Moving \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Wood Stoves and or Fuel burning appliances \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Pool \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Retaining Wall \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - All signs (per sign basis) \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Change of ownership and or transfer of permit \$180.00
    - Additional Fee for water access and remote properties \$150.00
- e. Class of Permit – Building Without a Permit Penalty Surcharge. The Chief Building Official is authorized to act on behalf of the Township of North Frontenac to charge a Building without a Permit Fee. This fee will be payable by person starting a construction project, which require a Building Permit, without first obtaining a Building Permit.

- Permit Fee – 100% of the Building Permit Fee, with a maximum charge of \$5,000 plus cost if exceeds the maximum.
- Additional Fee for water access and remote properties is not applicable.
- f. Not ready for Inspection \$180.00
- g. Class of Permit – Group “C” Residential Demolitions – All or Part of a building
  - Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- h. Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building.
  - Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- i. Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building
  - Permit Fee \$600.00
  - Additional Fee for water access and remote properties \$150.00
- j. Class of Permit – Additional Inspection Fee per the Building By-law
  - Permit Fee \$100.00 per inspection
  - Additional Fee for water access and remote properties \$60.00 per inspection.

## 2. Occupancy Class

- Group A Occupancy – Assembly Occupancy
- Group B Occupancy – Care or Detention Occupancy
- Group C Occupancy – Residential Occupancy
- Group D Occupancy – Business and Personal Services Occupancy
- Group E Occupancy – Mercantile Occupancy
- Group F Occupancy – Industrial Occupancy

## 3. Discounts

All Registered Charities in the Township of North Frontenac shall receive a 25% discount on all applicable building permit fees effective as of the date of passage of the Building By-law.

## 4. Classes of Permits

The following classification of permits shall apply in the Township of North Frontenac:

- a. Construction (Building) Permit: this permit applies to most forms of construction including new construction, repairs, renovation, under Parts 2, 3, 4, 7, 8, 9 and 11, respectively of the Building Code for Group A-F Occupancies and includes plumbing and farm buildings, moving buildings and signs governed under Section 3.14 of the Building Code.

- b. Demolition Permit: this permit applies to govern the type and method of demolition under the Building Code. The applicant for a demolition permit is required to retain a professional engineer to undertake a general review of the project during demolition if the building meets certain criteria as outlined in Article 2.3.2.3 of the building Code.
- c. Conditional Permit: this permit may be issued in the discretion of the chief building official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirements of clauses 8(3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
- d. On-site Sewage System Permit: This permit applies to On-site Sewage System in Class 2, 3, 4, or 5 and Class A.
- e. Change of Use Permit: this class of permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2(1) of the Building Code) even though no construction may be proposed.
- f. Partial Permit: this class of permit may be issued to expedite construction because of weather conditions, financing or other legitimate reasons.

## 5. Refunds

- a. Where building permit has been issued but construction has not started:
  - 50% of the Building Fees if request is within 3 years of permit being issued
  - No refund if request is received 3 years after permit being issued

## **Schedule 'J' - Cemeteries**

Fees may be paid by Credit Card with the third party processing fee paid by the Individual

### **1. Tariff of Fees – Plots**

- a. **Lot**
  - Interment Rights \$ \$500.00
  - Care and Maintenance \$ 333.34
  - Fee \$833.34 plus HST \$108.33, Total \$941.67
- b. **Cremation Lot**
  - Interment Rights \$250.00
  - Care and Maintenance \$175.00
  - Fee \$425.00 plus HST \$55.25 Total \$480.25
- c. **Lot (non-Resident)**
  - Interment Rights \$600.00
  - Care and Maintenance \$400.00
  - Fee \$1000.00 plus HST \$130.00, Total \$1,130.00
- d. **Cremation Lot (non-Resident)**
  - Interment Rights \$300.00
  - Care and Maintenance \$200.00
  - Fee \$500.00 plus HST \$65.00, Total \$565.00
- e. **Repurchase Plot**
  - Administration Fee \$100.00, HST \$13.00, Total \$113.00
- f. **Transfer (no sales allowed)**
  - Administration Fee \$100.00, HST \$13.00, Total \$113.00
- g. **Mark a Plot or Monument**
  - Administrative Fee \$100, HST \$13.00, Total \$113.00

### **2. Marker and or Monument**

- a. **Flat Marker** Less than 173 square inches
  - Care and Maintenance is \$0.00
- b. **Flat Marker** Greater than 173 square inches
  - Care and Maintenance is \$100.00, HST \$13.00, Total \$113.00
- c. **Upright Monument** Less than 4 feet in height or length
  - Care and Maintenance is \$200.00, HST \$26.00, Total \$226.00
- d. **Upright Monument** Greater than 4 feet in height or length
  - Care and Maintenance is \$400.00, HST \$52.00, Total \$452.00

### **3. Fees for Interment and or Disinterment**

As Set out in the Contract for Interments, as amended from time to time.

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

## **By-law # 2026-56**

### **Being a By-law to Establish a Policy for the Terms, Conditions, Responsibilities and Requirements for the Rental and Use of the Plevna Multi-Use Recreation Facility**

**Whereas** the Council of the Corporation of the Township of North Frontenac deems it expedient to enact a By-law to establish a policy applying to all individuals, businesses, and organizations which establishes the terms, conditions, responsibilities and requirements for the rental and use of the Plevna Multi-Use Facility;

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

**That** the Plevna Multi-Use Facility Rental Agreement consisting of the attached Schedule "A" being the Plevna Multi-Use Facility Rental Agreement By-law and Schedule "B" being the Plevna Multi-Use Recreation Facility Rentals application is hereby adopted;

**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 its passing.

**Read** a first and second time **October 23, 2026**.

**Read** a third time and finally passed this **October 23, 2026**.

---

Gerry Lichty, Mayor

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Tara Mieske, Clerk

## **Schedule 'A' to By-law #2026-56**

### **1. Title**

1.1 This By-law may be cited as the **“Plevna Multi-Use Recreation Facility Rental Agreement By-law.”**

### **2. Definitions**

For the purposes of this By-law:

**Applicant** - A person, organization, group, business, association or corporation applying to rent the Facility.

**Booking** - A confirmed reservation for use of all or part of the Facility.

**Council** - The Council of The Corporation of the Township of North Frontenac.

**Designated Staff** - The Chief Administrative Officer, Manager of Community Development, Recreation staff, or any person authorized by the Township to administer Facility rentals.

**Facility** - The Plevna Multi-Use Recreation Facility, including the arena or ice surface, dry-floor area, hall or event space, meeting rooms, kitchen, washrooms, lobby, parking area and other related spaces or amenities identified in the Rental Agreement.

**Licensee** - The Applicant whose rental application has been approved and who has entered into a Rental Agreement with the Township.

**Rental Agreement** - The agreement, including all schedules, terms, conditions, permits and approved amendments, between the Township and the Licensee for use of the Facility.

**Special Event** - A wedding, reception, craft show, trade show, tournament, fundraiser, concert, community event, dance, banquet or other non-routine activity requiring additional planning, permits, equipment, staffing, security or approvals.

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

### **3. Application and Approval**

3.1 All rentals of the Facility shall be subject to a completed Rental Agreement approved by Designated Staff.

3.2 The Township may require an Applicant to submit a rental application, event plan, floor plan, proof of insurance, payment, deposit, liquor documentation, food-service documentation, safety plan or any other information reasonably necessary to assess the proposed use.

3.3 A Booking is not confirmed until:

- a. the Rental Agreement has been signed by the Licensee and accepted by the Township;
- b. required deposits and rental fees have been paid or payment arrangements approved by the Township;
- c. required insurance documentation has been provided and accepted; and
- d. all applicable permits, licences and approvals have been obtained.

3.4 The Township may refuse, cancel or impose conditions on a Booking where the proposed use:

- a. may create a risk to public safety, persons or property;
- b. is inconsistent with the intended use, capacity or operational requirements of the Facility;
- c. conflicts with another Township program, public purpose or emergency need;
- d. may contravene municipal, provincial or federal law;
- e. may reasonably be expected to cause damage, nuisance, excessive noise, disruption or unsafe conditions; or
- f. is not in the best interests of the Township.

3.5 The Township reserves the right to assign, reassign, cancel or modify bookings where required for special events, municipal operations, emergency purposes, maintenance, repairs, capital works, elections, public health requirements or other circumstances beyond the Township's control.

#### **4. Permitted Uses**

4.1 The Facility may be rented for approved recreational, sport, cultural, social, business and community uses, including but not limited to:

- a. ice sports, including hockey, figure skating, public skating, shinny, broomball and curling-related activities where facilities permit;
- b. dry-floor sports and recreation, including pickleball, ball hockey, lacrosse, fitness activities, indoor walking, youth programming and other approved activities;
- c. tournaments, leagues, training sessions, camps and clinics;
- d. weddings, wedding receptions, anniversaries, celebrations of life, family gatherings and banquets;
- e. meetings, workshops, conferences and training sessions;
- f. craft shows, vendor markets, trade shows and exhibits;
- g. fundraisers, community dinners, dances, concerts and cultural events; and
- h. other uses approved in writing by Designated Staff.

4.2 The use of the Facility shall be limited to the areas, dates, times, equipment and activities identified in the Rental Agreement.

4.3 The Licensee shall not sublet, assign, transfer or permit another person or organization to use the Facility under its Booking without prior written approval from the Township.

4.4 The Township may establish or amend schedules of rental fees, deposits, staffing charges, equipment charges and other applicable rates from time to time.

## **5. Priority of Use**

5.1 The Township may establish booking priorities for Facility use, including priority for:

- a. Township programs and services;
- b. emergency or public-safety needs;
- c. community organizations serving Township residents;
- d. recurring sport organizations, leagues and user groups in good standing;
- e. community events, tournaments and economic-development activities;
- f. resident private rentals; and
- g. non-resident or commercial rentals.

5.2 Priority status does not guarantee a Booking or renewal of a previous Booking.

5.3 The Township may require annual, seasonal or recurring user groups to enter into a separate use agreement.

## **6. Fees, Deposits and Payment**

6.1 The Licensee shall pay all applicable rental fees, taxes, staffing costs, equipment charges, cleaning fees, damage deposits and other charges set out in the Rental Agreement or the Township's approved fees and charges schedule.

6.2 The Township may require a refundable damage deposit before the Booking is confirmed.

6.3 The Township may apply all or part of a damage deposit toward:

- a. repair or replacement of damaged Township property;
- b. extraordinary cleaning or waste removal;
- c. additional staffing, security, supervision or overtime;
- d. unpaid rental fees or other charges;
- e. costs arising from non-compliance with the Rental Agreement; or
- f. any other cost reasonably incurred by the Township as a result of the Licensee's use of the Facility.

6.4 Any outstanding balance beyond the damage deposit shall be paid by the Licensee within thirty (30) days of the date of invoice, unless otherwise specified by the Township.

6.5 Failure to pay outstanding amounts may result in cancellation of future bookings, refusal of future applications and collection action by the Township.

## **7. Cancellations and Changes**

7.1 A request to cancel or amend a Booking shall be submitted to the Township in writing.

7.2 Refunds, credits and cancellation charges shall be administered in accordance with the Township's approved fees and charges schedule or the terms of the Rental Agreement.

7.3 The Township may retain all or part of a deposit where cancellation occurs after the date specified in the Rental Agreement or where the Township is unable to re-rent the reserved space.

7.4 The Township may cancel a Booking without liability where use of the Facility is not possible due to weather, power failure, mechanical failure, emergency, public health direction, maintenance, repair, natural disaster, labour disruption or any other circumstance beyond the Township's reasonable control.

7.5 Where the Township cancels a Booking under subsection 7.4, the Township may, at its discretion, offer a credit, alternate date or refund of rental fees paid, excluding expenses already incurred specifically for the Licensee's event.

## **8. Insurance and Indemnification**

8.1 The Licensee shall maintain commercial general liability insurance in an amount satisfactory to the Township and, unless otherwise approved in writing, not less than **Two Million Dollars (\$2,000,000)** per occurrence for all events that include alcohol.

8.2 The Township may require higher insurance limits based on the nature, size, risk profile or attendance of the Booking.

8.3 The Licensee shall provide a certificate of insurance naming **The Corporation of the Township of North Frontenac** as an additional insured, in a form acceptable to the Township for all events that include alcohol.

8.4 The Licensee shall indemnify and save harmless the Township, its Council members, officers, employees, volunteers, agents and contractors from and against all claims, demands, actions, causes of action, losses, damages, costs and expenses arising from or connected with the Licensee's use of the Facility, except to the extent caused by the negligence or wilful misconduct of the Township.

8.5 The Licensee is responsible for the acts and omissions of its guests, participants, employees, volunteers, contractors, vendors, spectators and invitees.

## **9. General Conditions of Use**

9.1 The Licensee shall comply with all applicable federal, provincial and municipal laws, regulations, by-laws, policies, orders, licences, permits and Township directions.

9.2 The Licensee shall ensure that the Facility is used safely, respectfully and only for the approved purpose.

9.3 The Licensee shall not exceed the maximum occupancy approved by the Township, Fire Chief, Building Department or other authority having jurisdiction.

9.4 The Licensee shall keep exits, aisles, corridors, fire routes, access routes, fire extinguishers, emergency equipment and accessible entrances clear at all times.

9.5 The Licensee shall not alter, damage, deface, remove or interfere with Township property, equipment, fixtures, signage or building systems.

9.6 The Licensee shall not use nails, screws, staples, tape that damages surfaces, adhesives, confetti, glitter, rice, fireworks, open flames, fog machines, pyrotechnics, propane appliances, inflatables, temporary structures or other items without prior written approval from the Township and any required permit or inspection.

9.7 Smoking and vaping are prohibited in the Facility and in any area where prohibited by law or Township policy.

9.8 The Licensee shall not bring hazardous materials, illegal substances, weapons or dangerous goods onto the Facility except where specifically authorized in writing and permitted by law.

9.9 The Licensee shall ensure that music, sound equipment and other amplified noise is maintained at a reasonable level and complies with applicable noise requirements.

9.10 The Township may enter the Facility at any time to inspect conditions, respond to an emergency, enforce the Rental Agreement or carry out municipal operations.

## **10. Sports and Recreation Use**

10.1 For ice sports, the Licensee shall ensure that all participants use appropriate equipment and comply with applicable sport-association, league, insurance and safety requirements.

10.2 For hockey, ringette, figure skating, shinny, broomball and similar activities, the Licensee is responsible for providing adequate on-ice supervision and qualified officials, instructors or coaches where appropriate.

10.3 For pickleball, ball hockey, lacrosse, fitness activities and other dry-floor uses, the Licensee shall ensure that:

- a. equipment is appropriate for the surface and approved by the Township;
- b. nets, boards, tables, seating and other equipment are used and stored as directed;
- c. activities do not damage flooring, walls, arena boards, glass, equipment or other Facility property; and
- d. the space is restored to the condition in which it was received.

10.4 The Licensee shall not permit activities that could damage the ice surface, arena floor, protective flooring, boards, glass or other Facility infrastructure.

10.5 The Township may require protective flooring, additional staff, supervision or a site plan for dry-floor events held in arena or ice-pad areas.

## **11. Weddings, Events and Special Events**

11.1 A Licensee holding a wedding, reception, craft show, market, banquet, concert, fundraiser, tournament or other Special Event may be required to provide:

- a. an event schedule and set-up/tear-down plan;
- b. a floor plan showing tables, seating, vendor booths, displays, exits and equipment;
- c. a list of vendors, caterers, contractors and service providers;
- d. proof of insurance from the Licensee and, where required, vendors;
- e. an emergency and evacuation plan;
- f. a security plan;
- g. a liquor-service plan and documentation;
- h. a food-service plan and any required public health approvals;
- i. additional staffing or facility supervision; and
- j. any other information reasonably required by the Township.

11.2 The Licensee shall ensure that all vendors, caterers, contractors and exhibitors comply with applicable legislation, health requirements, fire safety requirements, insurance requirements and Township directions.

11.3 The Township may require electrical, fire, building or other approvals before temporary equipment, displays, booths, cooking equipment, stages, decorations or other installations are permitted.

11.4 The Licensee shall be responsible for the timely removal of all decorations, displays, rental equipment, vendor materials, waste and personal property.

## **12. Alcohol Service**

12.1 Alcohol may only be served, sold or consumed at the Facility where expressly authorized in writing by the Township and where the Licensee has obtained all required

approvals, including an appropriate Special Occasion Permit or other authorization issued by the Alcohol and Gaming Commission of Ontario, where applicable.

12.2 The Licensee shall provide the Township with a copy of all required liquor documentation before the event.

12.3 The Licensee shall comply with all applicable requirements of the *Liquor Licence and Control Act, 2019*, its regulations, and any Township alcohol policy.

12.4 The Township may require the Licensee to provide trained bartenders, Smart Serve-certified staff, licensed security personnel, ticketing controls, age-verification procedures, a designated-driver plan and other reasonable risk-management measures.

12.5 Alcohol service shall end at the time specified in the Rental Agreement or as otherwise directed by the Township.

12.6 The Township or its authorized representative may require alcohol service to stop immediately where unsafe, unlawful or inappropriate conduct occurs.

### **13. Set-Up, Clean-Up and Return of Facility**

13.1 The Licensee shall complete set-up, event activities, clean-up and removal of all materials within the booked rental time.

13.2 The Licensee shall leave the Facility in a clean, safe and orderly condition.

13.3 At the conclusion of the Booking, the Licensee shall:

- a. remove all personal property, decorations, equipment and waste;
- b. return tables, chairs, sports equipment and other Township property to the designated location;
- c. ensure that all lights, appliances, doors and equipment are secured as directed;
- d. report damage, hazards, spills, accidents or incidents to Township staff immediately; and
- e. comply with all check-out procedures provided by the Township.

13.4 The Township may charge the Licensee for extraordinary cleaning, waste disposal, repairs, replacement or staff time resulting from the Booking.

### **14. Township Authority and Enforcement**

14.1 Designated Staff may issue instructions, impose reasonable conditions, suspend activities, refuse entry, require removal of persons or property, or terminate a Booking where necessary to protect public safety, Township property or the orderly operation of the Facility.

14.2 The Township may terminate a Rental Agreement immediately where the Licensee:

- a. provides false or misleading information;
- b. fails to pay required fees or deposits;
- c. fails to provide required insurance or permits;
- d. breaches a term of the Rental Agreement or this By-law;
- e. permits illegal, unsafe, disruptive or inappropriate conduct;
- f. causes or permits damage to the Facility; or
- g. fails to follow a lawful direction of Township staff, emergency personnel or another authority having jurisdiction.

14.3 Termination of a Booking does not relieve the Licensee of responsibility for fees, damages, expenses or liabilities arising from the Booking.

14.4 The Township's decision respecting Facility use, rental conditions, cancellation or enforcement shall be final, subject to any applicable Township policy or Council direction.

## **15. Severability**

15.1 If any section, subsection, clause or provision of this By-law is declared invalid or unenforceable by a court of competent jurisdiction, the remainder of the By-law shall continue in full force and effect.

## **16. Repeal and Effective Date**

16.1 This By-law shall come into force and effect on the date it is finally passed.

## Schedule 'B' to By-law #2026-56

### Plevna Multi-Use Recreation Facility Rentals

Between the Township of North Frontenac and the Applicant(s)

|                                                                                                                                                                                                |  |                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------|--|
| <b>Purpose of Rental</b>                                                                                                                                                                       |  | <b>Number of people expected</b> |  |
| <b>Section 2 - Applicant Information</b>                                                                                                                                                       |  |                                  |  |
| <b>Applicant Name</b>                                                                                                                                                                          |  |                                  |  |
| <b>Contact Name</b>                                                                                                                                                                            |  |                                  |  |
| <b>Address</b>                                                                                                                                                                                 |  |                                  |  |
| <b>Phone number</b>                                                                                                                                                                            |  |                                  |  |
| <b>E-mail Address</b>                                                                                                                                                                          |  |                                  |  |
| <b>Section 3 - Does your event have food?</b>                                                                                                                                                  |  |                                  |  |
| <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If no, proceed to Section 4) (Note: copy of Food Handlers Certificate must be provided prior to the event)             |  |                                  |  |
| <b>Name of Person with Food Handlers Certificate</b>                                                                                                                                           |  |                                  |  |
| <b>Section 4 - Does your event have liquor?</b>                                                                                                                                                |  |                                  |  |
| <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If no, proceed to Section 5) (Note: copy of Special Occasion Permit and Insurance must be provided prior to the event) |  |                                  |  |
| <b>Name of Insurance Company</b>                                                                                                                                                               |  |                                  |  |
| <b>Policy #</b>                                                                                                                                                                                |  | <b>Phone Number</b>              |  |
| <b>Section 5 — Is this a large Public Event? (i.e. fair/festival, etc.)</b>                                                                                                                    |  |                                  |  |
| <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If no, proceed to Section 6) (Note: if YES, provide a copy of Special Event Application approval from Public Health)   |  |                                  |  |
| <b>Section 6 - Fees</b>                                                                                                                                                                        |  |                                  |  |
| <b>Rental Fee</b>                                                                                                                                                                              |  | <b>Security Deposit</b>          |  |

I/We have read and understand the rules and regulations attached as Schedule 'A' to By-law #2026-56 of the Township of North Frontenac pertaining to the rental of the Plevna Multi-Use Recreation Facility, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Community Dev.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

| FOR OFFICE USE ONLY |  |                  |  |
|---------------------|--|------------------|--|
| Rental Fee          |  | Security Deposit |  |
| Total Paid          |  | Receipt #        |  |

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

## **By-law # 2026-57**

### **Being a By-law to Establish a Policy for Community Grants for the Corporation of the Township of North Frontenac**

**Whereas** Council includes funding in the annual budget for Community Grants and deems it necessary to establish a Policy to allocate these funds to various community organizations;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac does hereby adopt the "Community Grants Policy" attached hereto as Schedule "A"; Schedule "B: and Schedule "C";

**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** By-law #2025-02 is hereby repealed;

**And That** this By-Law shall come into force and take effect on the date of its passing.

**Read** a first and second time **October 23, 2026**.

**Read** a third time and finally passed this **October 23, 2026**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## **Schedule “A”**

### **1. Definitions**

In this Policy:

- a) “Community Organization” means not-for-profit unincorporated groups or registered charitable organizations who operate a business or provide a service within the geographic boundaries of the Township and have been in existence for a period of a minimum of two (2) years.
- b) “Council” means the Council of The Corporation of the Township of North Frontenac.
- c) “Township” means The Corporation of the Township of North Frontenac.

### **2. Purpose**

Community Grant funding demonstrates Council’s commitment to working with Community Organizations. The purpose of this Policy is to establish a procedure for all proposed grants to Community Organizations.

The goal of the Community Grants program is to assist in the development and operation of not-for-profit community organizations who provide programs, services or events that promote and/or enhance the overall wellbeing of the community.

### **3. Guidelines**

- a) To help ensure projects are prioritized based on the needs of the community and to provide financial guidelines, when Council is considering Applications, Council commits a maximum of \$10,000 to the annual budget effective 2020 (over and above the existing approved expenditures).
- b) Criteria for Community Grant Recipients
  - Projects must have a well-defined purpose and take place within the calendar year of receiving the Community Grant.
  - The request could provide a new or improved community service or an economic and/or social benefit.
  - To ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000.
  - Council will only consider requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year).
  - Grant recipients require a separate bank account in the organizations name. Grant funding shall not be deposited into a personal account.
  - Projects or Events shall not generate profit for a business or individual
- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.
- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Manager of Community Development will publish an annual Notice regarding the application process on the Township’s website and Social Media accounts and in the local paper.
- g) The Manager of Community Development will publish annually on the Township’s website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline will not be considered.
- i) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- j) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.

- k) Some Community Organizations are provided funding through the annual budget; however, if these Community Organizations require additional funding for special projects, they are permitted to apply for same through this Community Grants Policy.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.
- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well).

#### **4. Application Submission (see Schedule "B")**

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the Community Organization only has one person appointed to have signing authority).
- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested project(s) or proposal(s) including a list and description of actual and pending costs.
- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
  - Address: 6648 Road 506, Plevna, ON K0H 2M0.
  - Fax: 613-479-2352
  - Email: [recreation@northfrontenac.ca](mailto:recreation@northfrontenac.ca)
- e) Applications must be received and date stamped prior to the annual deadline of April 30th to be considered for a Community Grant under this Policy.
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

#### **5. Application Evaluation**

- a) Community Grant Applications shall be evaluated by Council who will review them and rate them on their impact to the community and the ability to support and improve the quality of life for residents.
- b) Should multiple Applicants meet the Application requirements and goals of the funding, a fixed amount will be granted to each Community Organization based on Council's evaluation and within budget constraints and the amount applied for by each Community Organization (not to exceed \$1,000).
- c) Council may refuse an Application that:
  - does not meet the criteria set out in this Policy for funding;
  - Council believes, with reasonable grounds, has made false statements on the Application;
  - has breached Conditions of this Policy in the past;
  - Council believes the Community Organizations goals or projects are not in the public's interest or that the Community Organization may not carry on business with honesty or integrity; or
  - Council believes has a financial situation that indicates the Community Organization will not be conducted in a financially feasible manner.
- d) All Applicants shall be notified by the Manager of Community Development, in writing of Council's decision on the Community Grant made during the Council Meeting where Community Grants are considered. If the Community Grant is approved the Letter of Award shall include any terms and conditions that apply to the Community Grant.

**6. Reporting (see Schedule “C”)**

- a) Within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Manager of Community Development. The Final Report is intended to help the Community Organization evaluate the initiative and help Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

**7. Effective Date**

- a) This Community Grants Policy came into effect on February 28, 2020 (see Section 4e) re: April 30th deadline).

**8. Exemptions**

- a) Some Community Organizations are provided funding through the annual budget. These include:
  - i. Cloyne and District Historical Society - \$500
  - ii. Land O’ Lakes Community Services - \$1.50 per household in Ward 1 per Resolution #103-15 \$2,250
  - iii. Land O’ Lakes Community Services Christmas Hamper Program \$500
  - iv. Land O’ Lakes Lions Club Food Bank - \$2,000
  - v. Land O’ Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$700
  - vi. Land O’ Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
  - vii. Land O’ Lakes Lions Club – Toll Road Hand Out \$180
  - viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500
  - ix. Mazinaw Lake Swim Program – \$2,000 per Resolution #59-18 & 2026 Budget
  - x. North Frontenac Community Services – Northern Rural Youth Program - \$6,000 per Resolution #07-23
  - xi. Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
  - xii. Sand Lake Swim Program - \$2,000 per Resolution #59-18 & 2026 Budget
  - xiii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
  - xiv. Clarendon Central Public School Parent Council – \$2,000 – approved 2026 Budget
  - xv. North and Central Frontenac Food Bank Inc. - \$2,500 per Resolution #399-25
- b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

Schedule “B”

Community Grant Application Form

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

|                                                                                                       |  |          |         |
|-------------------------------------------------------------------------------------------------------|--|----------|---------|
| Date:                                                                                                 |  |          |         |
| Committee or Organization Name:                                                                       |  |          |         |
| Organization                                                                                          |  |          |         |
| Address                                                                                               |  |          |         |
| Phone Number                                                                                          |  |          |         |
| Email Address                                                                                         |  |          |         |
| Website                                                                                               |  |          |         |
| Contact Person                                                                                        |  |          |         |
| Name                                                                                                  |  |          |         |
| Phone Number                                                                                          |  |          |         |
| Email Address                                                                                         |  |          |         |
| Alternate Contact Person                                                                              |  |          |         |
| Name                                                                                                  |  |          |         |
| Phone Number                                                                                          |  |          |         |
| E-mail Address                                                                                        |  |          |         |
| Did you consult with Township Staff?<br>(Note: This is only required if working on Township property) |  | Yes ____ | No ____ |

Project or Proposal:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Project Overview Description: (750 words maximum) and Desired Outcomes</b><br>The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake; what will be accomplished; and the desired outcomes. (This could include reference letters, website pages, photos, etc.)<br><br>Will this project/event proceed without Township funding ____ Yes ____ No |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |
| Amount requested:                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$ |

Has your organization received a grant previously from this Township program?

Yes \_\_\_\_\_ No \_\_\_\_\_

|                        |    |         |  |
|------------------------|----|---------|--|
| Amount<br>(cumulative) | \$ | Year(s) |  |
|------------------------|----|---------|--|

**Other Information:**

The following are to be included with this Application. Please check to indicate attached:

- \_\_\_\_\_ A statement of the Community Organization’s constitution and a mission or statement of purpose
- \_\_\_\_\_ Description of services and programs offered and geographical area served by your organization
- \_\_\_\_\_ Description of clientele participating or utilizing services/program
- \_\_\_\_\_ Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of our knowledge.  
We agree to complete a “Final Report” and disclose all relevant information to the Township.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

Schedule “C”

Within sixty (60 days of the end of the project or by December 31st of the year the Community Grant was provided) the Community Organization shall submit a final Report to the Manager of Community Development. Please answer the following questions.

|                                 |  |
|---------------------------------|--|
| Date:                           |  |
| Committee or Organization Name: |  |
| Organization                    |  |
| Name:                           |  |
| Phone Number:                   |  |
| Email Address:                  |  |
| Website:                        |  |
| Contact Person                  |  |
| Name:                           |  |
| Phone Number:                   |  |
| Alternate Contact Person        |  |
| Name:                           |  |
| Phone Number:                   |  |

A statement of Budget versus actual on how the grant funding was used for the project(s) must be included with the Final Report, including receipts and/or bank statements of funding actuals.

Please check to indicate attached \_\_\_\_\_

|                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Summary of the Project or Proposal Outcome</b><br>Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc. (200 words maximum) |
|                                                                                                                                                                                                                              |

**Disclaimer and Signature:**

*We certify that our answers are true and complete to the best of my knowledge. And have disclosed all relevant information.*

*The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

**Privacy and Accessibility:**

The information contained within this Application Form and any applicable attachments is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, public meeting of Council, and therefore will become public information.

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

**By-Law Number 2026-58**

**Being a By-law to Name the Old Shiner Road and Amend By-law #07-2003 being the Naming and/or Renaming of Public Highways and Private Lanes**

**Whereas** By-law #07-2003, respecting The Naming and/or Renaming of Public Highways and Private Lanes was enacted February 10, 2003;

**And Whereas** By-law #2026-10, respecting the Road Naming and Civic Address Policy was enacted on February 6, 2026;

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

- a) **That** Schedule “B” of By-Law #07-2003 is amended to include “Old Station Road”, a Township Road located in Lot 11, Concession 10, geographic Township of Palmerston, extending from Road 509 northerly to the intersection with Station Road in Snow Road Station;
- b) **That** given the historic use of the name Old Station Road, Council foregoes the Notice provisions as set out in Section 7.5 of By-law #2026-10;
- c) **That** all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed;
- d) **That** this By-Law shall come into force and take effect on the date of its passing.

**Read** a first and second time **October 23, 2026**.

**Read** a third time and finally passed this **October 23, 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 #2026-59**

**Being a By-law to Set the Maximum Rates of Speed for Motor Vehicles Driven on  
Highways and Gravel Roads in the Township of North Frontenac and to Repeal  
By-law #2024-78**

**Whereas** Subsections (2) and (3), Section 128 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8 authorizes the council of a municipality, by by-law, to prescribe a rate of speed for motor vehicles driven on a highway/road or portion of highway/road under its jurisdiction;

**And Whereas** it is deemed necessary and expedient that the maximum rates of speed for motor vehicles driven on certain highways/roads in the Township of North Frontenac, be prescribed by by-law;

**Now Therefore** the Council of the Township of North Frontenac hereby enacts as follows:

- a) **That** when any highway or portion of a highway set out in Schedule “A” appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in the Schedule “A”.
- b) **That** when any Municipal road set out in Schedule “B” appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in Schedule “B”.
- c) **That** The penalties provided in Subsections (14) and (15) of Section 128 of the Highway Traffic Act and any amendments thereto, shall apply to offences against this By-law.
- d) **That** By-law #2024-78 is hereby repealed;
- e) **That** this By-Law shall come into force and take effect on the date of its passing.

**Read** a first and second time **October 23, 2026**.

**Read** a third time and finally passed this **October 23, 2026**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

**By-law #2026-59 - Schedule "A"**

**Speed Limits Reduced to 60 Kilometres per Hour**

|                     |                                                                     |
|---------------------|---------------------------------------------------------------------|
| Coxvale             | Ardoch Road commencing 1.0 km north of Helen Lane southerly 1.3 km  |
| Fernleigh           | Road 506 commencing 0.6 km east of North Road westerly 1.1 km       |
| Mississippi Station | Road 509 commencing 0.6 km north of Gulley Road southerly 1.2 km    |
| Ompah               | Road 509 commencing 40 metres east of Sunrise Lane easterly 1.63 km |
| Ompah               | Road 509 commencing 2.66 km east of Sunrise Lane easterly 1.35 km   |

**Speed Limits Reduced to 50 Kilometres per Hour**

|            |                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------|
| Ardoch     | Ardoch Road commencing 1.0 km north of River Road southerly for 1.3 km                                     |
| Harlowe    | Harlowe Road commencing at the intersection with Henderson Road westerly 0.6 km                            |
| Harlowe    | Henderson Road commencing at the intersection with Harlowe Road southerly 0.9 km                           |
| Harlowe    | Gull Lake Road commencing at the intersection with Henderson Road easterly 1.3 km                          |
| Harlowe    | Kashwakamak Road commencing at intersection with Harlowe Road northerly 0.2 km                             |
| Myers Cave | Road 506 commencing 0.4 km east of Myers Cave Road westerly for 0.8 km                                     |
| Ompah      | Road 509 commencing 4 km east of Sunrise Lane easterly to 0.4 km west of Canonto Road                      |
| Snow Road  | Road 509 commencing 0.35 km west of the Elphin-Maberly Road easterly then southerly 1.75 km                |
| Snow Road  | Elphin-Maberly Road from the intersection with Road 509 easterly 2.0 km to the boundary with Lanark County |

**Speed Limits Reduced to 40 Kilometres per Hour**

|        |                                                                              |
|--------|------------------------------------------------------------------------------|
| Ompah  | Road 509 commencing 0.3 km west of West Palmerston Drive easterly for 1.0 km |
| Plevna | Road 509 commencing at Buckshot Lake Road easterly 1.25 km                   |
| Plevna | Road 506 commencing at Buckshot Lake Road southerly 1.2 km                   |
| Plevna | Buckshot Lake Road commencing at Road 509/506 westerly 0.85 km               |

By-law #2026-59 - Schedule "B"

Speed Limits Reduced to 60 Kilometres per Hour

| Road Name             | Speed Zone Starting Point        | Speed Zone Ending Point           | Length (km) | Comment                 |
|-----------------------|----------------------------------|-----------------------------------|-------------|-------------------------|
| Arcal Road            | Canonto Road                     | For 4.2 km                        | 4.20        |                         |
| Cruise Road           | Canonto Road                     | South Lavant Road                 | 5.06        |                         |
| Folger Road           | Cruise Road                      | Lanark Highland Township Boundary | 3.71        |                         |
| Gemmill Road          | Elphin Maberly Road              | Lanark Highland Township Boundary | 1.24        |                         |
| Grindstone Lake Road  | Mountain Road                    | End                               | 4.30        |                         |
| Gull Lake Road        | 1.3 km east of Kashawakawak Road | End                               | 2.10        |                         |
| Kashwakamak Lake Road | 0.2 km north of Harlowe Road     | End                               |             |                         |
| Marble Lake Road      | Head Road                        | For 3.0 km                        | 4.40        |                         |
| Mosque Lake Road      | Road 509                         | Hydro Lane                        | 2.4         |                         |
| Mountain Road         | Brule Lake Road                  | End                               | 8.00        | Seasonal on last 4.0 km |
| North Road            | Road 506                         | Road 506                          | 7.30        |                         |
| Quackenbush Road      | Matawatchan Road                 | End                               | 4.60        | Seasonal                |
| River Road            | 5.2 km southwest from Road 509   | 1.3 km east of Ardoch Road        | 4.70        |                         |
| Robertsville Road     | Road 509                         | Lanark Highland Township Boundary | 5.10        |                         |
| Russ Brown Road       | Buckshot Lake Road               | End                               | 2.70        | Seasonal                |
| Schooner Road         | Mountain Road                    | End                               | 1.14        |                         |
| Shiner Road           | Gulley Road                      | End                               | 3.70        | Seasonal on last 1.2 km |
| Smith Road            | 1.1 km west of Ardoch Road       | For 3.6 km                        | 4.70        |                         |
| South Road            | Twin Oaks Road                   | 1.4 km south of Twin Oaks Road    | 1.40        |                         |
| Struthadam Road       | Road 506                         | River Road                        | 8.22        | Seasonal on 6.2 km      |
| Twin Oaks Road        | South Road                       | End                               | 1.45        |                         |
| Whites Road           | Kashawakamak Road                | End                               | 2.00        |                         |
| Wilbur Road           | South Lavant Road                | End                               | 4.33        |                         |
| Wintergreen Road      | Highway 41                       | Myers Cave Road                   | 5.60        |                         |

Speed Limits Reduced to 50 Kilometres per Hour

| Road Name                  | Speed Zone Starting Point                                          | Speed Zone Ending Point                                   | Length (km) | Comment  |
|----------------------------|--------------------------------------------------------------------|-----------------------------------------------------------|-------------|----------|
| Austris Road               | Ardoch Road                                                        | End                                                       | 2.50        |          |
| Brule Lake Road            | Mountain Road                                                      | End                                                       | 4.63        |          |
| Black Road                 | Whites Road                                                        | End                                                       | 0.50        |          |
| Greer Road                 | Ardoch Road                                                        | End                                                       | 5.00        |          |
| Hills Lake Road            | B.uckshot Lake Road                                                | End                                                       | 2.40        |          |
| Martin Road                | Road 506                                                           | End                                                       | 0.54        |          |
| Morrow Road                | Road 509                                                           | End                                                       | 3.74        | Seasonal |
| Myers Cave Road            | Starting at a point 2.35 km south of Road 506 on the northerly end | To a point 4.85 km south of Road 506 on the southerly end |             |          |
| Norean Lake Lane           | Mountain Chute Road                                                | End                                                       | 3.80        |          |
| North Mazinaw Heights Road | North Frontenac Portion                                            |                                                           |             |          |
| Ragged Chutes Road         | Road509                                                            | End                                                       | 1.30        |          |
| Skootamatta Lake Road      | Highway 41 (South)                                                 | Highway 41 (North)                                        |             |          |
| South Road                 | 1.4 km from Twin Oaks Road                                         | End                                                       | 0.70        |          |
| Sunday Lake Drive          | Cruise Road                                                        | End                                                       | 3.40        |          |
| Thompson Road              | Gull Lake Road                                                     | End                                                       | 0.51        |          |

**Speed Limits Reduced to 40 Kilometres per Hour**

| <b>Road Name</b>        | <b>Speed Zone Starting Point</b>                         | <b>Speed Zone Ending Point</b> | <b>Length (km}</b> | <b>Comment</b>           |
|-------------------------|----------------------------------------------------------|--------------------------------|--------------------|--------------------------|
| Beach Road              | Sand Lake Road                                           | For 0.85 km                    | 0.85               |                          |
| Brown's Bay Road        | Road 506                                                 | For 0.65 km                    | 0.65               | Seasonal on last 0.55 km |
| Chatham Road            | Canonto Road                                             | End                            | 2.10               | Seasonal                 |
| Crotch Lake Access Road | Ardoch Road                                              | End                            | 1.09               | Seasonal on last 1.0 km  |
| Delyea Road             | Myers Cave Road                                          | End                            | 0.47               |                          |
| Don Anna Road           | Myers Cave Road                                          | End                            | 0.70               |                          |
| Donaldson Road          | Road 509                                                 | End                            | 0.60               |                          |
| East Bay Road           | Buckshot Lake Road                                       | End                            | 1.38               |                          |
| Gutheinz Road           | Road 506                                                 | End                            | 2.00               | Seasonal                 |
| Head Road               | Highway 41                                               | End                            | 2.90               |                          |
| James Road              | Road 509                                                 | End                            | 0.80               | Seasonal on last 0.5 km  |
| Ladyslipper Road        | Myers Cave Road                                          | End                            | 0.30               | Seasonal                 |
| Lake Road               | Road 509                                                 | End                            | 0.65               |                          |
| Levere Road             | Highway 41                                               | End                            | 0.30               |                          |
| Lothlorien Road         | River Road                                               | End                            | 0.30               |                          |
| MacDonald Road          | Canonto Road                                             | End                            | 0.71               |                          |
| Marble Lake Road        | From Road 506 to the North Side of 1177 Marble Lake Road |                                |                    |                          |
| Martelock Road          | Road 509                                                 | End                            | 0.10               |                          |
| Mississagagon Lake Road | Road 506                                                 | End                            | 0.40               |                          |
| North Shore Road        | 0.35 km east of Buckshot Lake Road                       | End                            | 1.64               |                          |
| Nowell Road             | Wintergreen Road                                         | End                            | 0.15               |                          |
| Oak Road                | Myers Cave Road                                          | End                            | 0.85               |                          |
| Perry Road              | Road 506                                                 | End                            | 0.37               |                          |
| Schonauer Road          | River Road                                               | End                            | 0.80               |                          |
| Shabomeka Lake Road     | Head Road                                                | End                            |                    |                          |
| Smarts Road             | Highway 41                                               | Levere Road                    | 0.25               |                          |
| Smith Road              | 4.7 km west of Ardoch Road                               | End                            | 2.50               |                          |
| South Bush Road         | Road 509                                                 | End                            | 6.40               | Seasonal on last 4.4 km  |
| Spencer Road            | Highway 41                                               | End                            | 0.94               |                          |
| St. Pierres Road        | Road 509                                                 | End                            | 0.20               |                          |
| Station Road            | Road 509                                                 | End                            | 0.18               |                          |
| Swauger Lake Road       | Road 506                                                 | End                            | 0.50               |                          |
| Veley Road              | 2.0 km from Henderson Road                               | End                            | 0.68               |                          |
| Wellman Road            | Head Road                                                | End                            | 0.28               |                          |

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

**By-law #2026-60**

**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 October 23, 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 October 23, 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 October 23, 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 October 23, 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 23<sup>rd</sup> day of October, 2026.

**Read** a third time and finally passed this 23<sup>rd</sup> day of October, 2026.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk