



# Regular Council Minutes

5:00 p.m. - Thursday, July 10, 2025  
Council Chambers

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**Present:** Mayor Gerry Lichty, Deputy Mayor John Inglis, Councillor Stephanie Regent, Councillor Wayne Good, Councillor Vernon Hermer, Councillor Roy Huetl, and Councillor Fred Fowler

**Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Tara Mieske, Dipl. M.A., M.M. Clerk/Planning Manager; Kelly Watkins, Dipl. M.A., M.M., Treasurer (Electronic Participation); Darwyn Sproule, P. Eng., Public Works Manager, Adam Robinson, Director of Emergency Services/Fire Chief; Brooke Ross, Dipl. M.A., Manager of Community Development; and McKenzie Millar, Technical Service Officer

## 1. Call to Order

The Mayor called the meeting to order at 5:00 p.m.

## 2. Traditional Land Acknowledgement

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

## 3. Approval of Agenda

a) *July 10, 2025*

**200-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council approves the Agenda dated July 10, 2025, as circulated.  
**Carried**

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

None declared.

## 5. Business Profile

None.

## 6. Presentations

### a) *Treasurer - Asset Management Plan*

**201-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Asset Management Plan".

**And That** the Asset Management Plan (AMP) is a vital document that supports the effective and sustainable delivery of services to our residents by ensuring the management of capital assets in a cost-effective, resilient, and efficient manner;

**And That** the Asset Management Plan aligns with the requirements of the Ontario Regulation 588/17, which mandates municipalities to develop and maintain a comprehensive asset management plan;

**And That** Council approves the Asset Management Plan as presented, ensuring compliance with the provisions of Ontario Regulation 588/17;

**And That** Council consider a By-Law later in the meeting.

**Carried**

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

## 7. Delegations

### a) *Willis - Pisani - Concession Road Allowance Application*

**202-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council receives for information the presentation from Richard Pisani and Kelly Willis regarding the Closure of Concession Road Allowance between Concession 6 and 7, Lot 38; and thanks them for their time spent today;

**And That** Council will consider this matter under Section 11, Administrative Reports.

**Carried**

### b) *Shabomeka Lake Association*

**203-25 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent**

**Be It Resolved That** Council receives for information the presentation from the Shabomeka Lake Association, requesting Council consider the following:

- allowing residents with water access properties on Shabomeka Lake to leave boats and trailers at the boat launch area provided they have identification showing they are permitted to do so; and
- establishing a process to get temporary permits for items which need to stay longer than 72 hours, such as during construction projects for people without road access;

**And That**, as per Section 5.6 of the Procedural Policy requests made to Council through a Delegation shall be deferred until the next Regular Council Meeting to allow Council to obtain the necessary information to make an informed decision;

**And That** Council instructs the Manager of Community Development to look into options for parking and storage of cars, boats and trailers and temporary permits for other items at the Shabomeka Boat launch and questions about the beach; and provide information to Council at the next Regular Council Meeting;

**And That** the Public Works Manager provided an update on the culvert at the causeway on Shabomeka Lake Road advising the replacement is currently being designed.

**Carried**

## 8. Adoption of Minutes

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

**204-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council adopts the Minutes of a Meeting held June 12, 2025, as circulated.

**Carried**

## 9. Business Arising Out of Minutes

a) ***Resolution #285-23 - Frontenac Municipal Services Corporation - Shareholders Agreement***

**205-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Whereas** Council passed Resolution #285-23 at their meeting on June 20, 2023 agreeing to join the Municipal Services Corporation;

**Therefore Be It Resolved That** Council receives for information the County of Frontenac's Report regarding the Frontenac Municipal Services Corporation Shareholders Agreement;

**And That** Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the proposed Agreement.

**Carried**

b) ***Resolution #290-24 -Update regarding Additional Dwelling Units - Public Meeting August 7, 2025***

**206-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Whereas**, at the meeting held August 22, 2024, Council passed Resolution #290-24 receiving for information the Clerk/Planning Manager's Administrative Report entitled " Proposal to Update the Township Official Plan and Zoning By-law to Permit Additional Dwelling Units"; and Council instructed County Planning Staff to initiate the process of amending the Official Plan and Zoning By-law and to consult with the Economic

Development Task Force (EDTF);

**Therefore Be It Resolved That** Council receives for information an email dated June 11, 2025 from the Clerk/Planning Manager advising Dmitry Kurylovich, Project Manager/Senior Planner with the County of Frontenac, has researched policies, servicing options and consulted with the EDTF as directed; and has drafted Official Plan policies for public consultation:

**And That** Council instructs the Clerk/Planning Manager to prepare Notice of a Public Meeting to be held August 7, 2025 at 4:00 p.m. to receive any public comments and consider the draft policies.

**Carried**

c) ***Resolution #139-24 - Lions Club of Land O' Lakes - Proposal for November Memorial Banners***

**207-25 Moved by Councillor Wayne Good, Seconded by Deputy Mayor John Inglis**

**Whereas** Council passed Resolution #139-24 at their meeting on April 5, 2024 approving the Lions Club of Land O'Lakes placing Memorial Banners honouring veterans within the Township;

**Now Therefore Be It Resolved That** Council receives a letter dated June 27, 2025 from the Lions Club providing an update on the Memorial Banner program and advising they would like to place an additional 5 banners in Plevna;

**And That** Council supports the program and thanks the Lions Club for their initiative to recognize veterans;

**And That** Council instructs the Manager of Community Development to assist with determining the location and mounting of the flags where feasible.

**Carried**

d) ***Resolution #150-25: Manager of Community Development - Electronic Vehicle Charging Station Usage Report***

**208-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Whereas** at the meeting held April 25, 2025, Council passed Resolution #150-25 instructing the Manager of Community Development to provide monthly usage reports of the EV Chargers to Council;

**Now Therefore Be It Resolved** Council receives for information the June 2025 Usage Report and the graph showing the three month averages.

**Carried**

## **10. Communications**

a) ***Communications of Interest***

**209-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives for information Section 'A' Items of the Clerk's

Administrative Report entitled “Communications of Interest.”

**Carried**

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

- B1. *Roy Whittaker, Resident re: Request for Speed Limit Reduction Ardoch Road***  
**210-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne**  
**Good**

**Be It Resolved That** Council receives a letter dated June 13, 2025, from Roy Whittaker, Resident requesting Council consider reducing the speed limit on Ardoch Road within the town limits of Ardoch;

**And That** the Public Works Manager will review this request and provide a recommendation to Council at a future meeting.

**Carried**

- B2. *Prince Edward County re: Request for Support - Advocacy to the Federal Government for 'Disability without Poverty'***

**211-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne**  
**Good**

**Whereas** Council received a request for support from Prince Edward County requesting support advocating the Federal Government for “Disability without Poverty”; and that one in four Ontarians live with a disability;

**And Whereas** persons with disabilities are twice as likely to live in poverty and would require an average of 30% more income just to reach the poverty line;

**And Whereas** the new federal benefit for people with disabilities “the Canada Disability Benefit” (approximately \$200/month) is about to be rolled out and the Federal government has yet to exempt this new federal benefit from being considered income for federal tax purposes;

**Now Therefore Be It Resolved That** the Council of North Frontenac supports Prince Edward County’s request to the Prime Minister that the Government of Canada commit to exempting the Canada Disability Benefit from income tax and work towards supporting Canadians with a disability to live without poverty;

**And That** a copy of this Resolution be provided to the Prime Minister; the federal Minister of Finance; the federal Minister of Health; the Federation of Canadian Municipalities; the Rural Ontario Municipal Association; the Eastern Ontario Wardens’ Caucus; the Association of Municipalities of Ontario; and Prince Edward County.

**Carried**

- B3. *County of Frontenac re: Open Farms Proclamation***

**212-25 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne**  
**Good**

**Whereas** the Township of North Frontenac recognizes the importance of agriculture in the region;

**And Whereas** the Township believes a strong agricultural economy is essential for enduring communities, for the health of our residents, and to establish a strong community in support of food security for our citizens as well as our businesses, and organizations;

**And Whereas** the Township has a vision of a strong agriculture community that is rooted in the character of Frontenac and its residents: welcoming, natural, healthy, clean, tranquil, entrepreneurial, and rural by choice and conviction;

**And Whereas** the Township is committed to supporting agriculture to grow businesses, attract more visitors and expand the tax base;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac hereby declares September 5, 6 and 7, 2025, as Open Farms in the Township of North Frontenac and reminds individuals of the importance of this celebration which supports local agriculture and food businesses in our communities

**And That** the Township encourages all residents to support local farms and food businesses by participating.

**Carried**

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

a) ***Clerk/Planning Manager: Concession Road Allowance Closure - Pisani/Willis - Update***

**213-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Wayne Good**

**Be it Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Concession Road Allowance Closure - Pisani/Willis - Update";

**And That**, based on the provisions of the Sale of Land Policy, Council denies the Application to close, stop-up and sell a portion of the Concession Road Allowance between Concessions 6 and 7 in Lot 38, geographic Township of Clarendon.

**Carried**

b) ***Clerk/Planning Manager: Licence Agreement Application for Use of Concession Road Allowance - 2649991 Ontario Incorporated (Manion)***

**214-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Licence Agreement Application for Use of Concession Road Allowance - 2649991 Ontario Incorporated (Manion)";

**And That** Council instructs the Clerk to advise the Applicant, Council approves in principle of their request to open a laneway along the westerly limit on the 66' foot Concession Road Allowance between Concessions 6 and 7, Lots 36, 37 and 38, geographic Township of Clarendon, provided they survey the Road Allowance; obtain any permits if required from Mississippi Valley Conservation; apply for an entrance permit and civic address; and provide a Certificate of Insurance;

**And That** once this information is provided to the Clerk, Council authorizes the Mayor

and Clerk to sign the Licence Agreement, including the terms and conditions listed in the sample Agreement provided with this Report;

**And That** the Applicant shall work with the Public Works Foreman on the standards for the construction of the road and the clearing width shall not exceed 9 metres (30 feet) and the driving surface width shall not exceed 6 metres (20 feet).

**Carried**

c) ***Clerk/Planning Manager: Draft Procedural Policy***

**215-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Draft Procedural Policy";

**And That** Council instructs the Clerk to make the following amendments to the draft Procedural Policy:

- Local Board Section Wording - check;

**And That** the amended Policy be provided to Council at an upcoming meeting for Council's consideration.

**Carried**

d) ***Clerk/Planning Manager: By-law for the Rules and Regulations for the Operation, Care and Control of Municipally Owned Cemeteries***

**216-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "By-law for the Rules and Regulations for the Operation, Care and Control of Municipally Owned Cemeteries";

**And That** the By-law was submitted to the Bereavement Authority of Ontario for review and received approval on June 10, 2025;

**And That** Council will consider a By-law to Regulate and Govern the Operation of Township Owned Cemeteries later in the meeting.

**Carried**

e) ***Clerk/Planning Manager: Amendments to the Township's Official Plan and Site Plan Control By-law***

**217-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendments to the Township's Official Plan and Site Plan Control By-law";

**And That** a Public Meeting to receive comments regarding the proposed amendments to the Official Plan will be held on August 28, 2025 at 5:00 p.m. prior to the Regular Council Meeting.

**Carried**

f) ***Clerk/Planning Manager: Transfer of Property to County of Frontenac for K&P Trail***

**- Road Allowance By-law Required**

**218-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Transfer of Property to County of Frontenac for K&P Trail - Road Allowance By-law Required";

**And That** Council instructs the Clerk to prepare the Road Closing By-law for Council's consideration at a future Council Meeting.

**Carried**

**g) Clerk/Planning Manager: 2025 OACA Conference - May 11-14, 2025**

**219-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Deputy Clerk/Assistant to the Planning Manager and Clerk/Planning Manager's Administrative Report entitled "2025 OACA Conference - May 11-14, 2025".

**Carried**

**h) Clerk/Planning Manager: Shore Road Allowance Application for Approval in Principle – Dean**

**220-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

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

**And That** Council approves in principle the Application to close, stop up and sell part of the Shore Road Allowance described as Part Lot 25, Concession 8, geographic Township of Barrie Part 1 on Registered Plan 13R-23307 (Marble Lake).

**Carried**

**i) Public Works Manager and Clerk/Planning Manager: Assumption of a Portion of Mountain Road to Correct the Title of Properties**

**221-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Public Works Manger'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.

**Carried**

j) ***Director of Emergency Services/Fire Chief: 2025 Automatic Aid Agreement Between Central Frontenac and North Frontenac***

**222-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "2025 Automatic Aid Agreement between Central Frontenac and North Frontenac";

**And That** Council approves-in-principle the Automatic Aid Agreement between Central Frontenac and North Frontenac and Council will consider a By-law at an upcoming meeting, once Central Frontenac Council considers it;

**And That** Council instructs the Treasurer to transfer any expenses for the Automatic Aid Agreement for 2025 from the Emergency Services Reserve Fund;

**And That** Council requests the Mayor to incorporate the stand-by fee into future year budgets until such time it is no longer required.

**Carried**

k) ***Director of Emergency Services/Fire Chief: Proposed 2025 Automatic Aid Agreement Between Greater Madawaska Township and North Frontenac Township***

**223-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Proposed 2025 Automatic Aid Agreement Between Greater Madawaska Township and North Frontenac Township";

**And That** Council approves the new proposed Automatic Aid Agreement with Greater Madawaska Township;

**And That** Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the proposed Agreement with Greater Madawaska Township.

**Carried**

- l) ***Manager of Community Development: Donations/Sponsorships for Plevna Rink Project***

**224-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Donations/Sponsorships for Plevna Rink Project";

**And That** Council approves the Manager of Community Development developing a Plevna Rink Boards Advertising Program and other fundraising initiatives with Community Groups (i.e. potential community dinner) and/or Businesses (i.e. potential donation of labour/works);

**And That** Council approves the Treasurer to establish a new Plevna Rink Project Reserve to be in place during the project and closed once the project is complete.

**Carried**

- m) ***Manager of Community Development: Rental Agreement between the Township of North Frontenac and the North Frontenac Historical Society & Archives (NFHSA) to occupy the office space at the Lavant Garage***

**225-25 Moved by Councillor 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 "Rental Agreement between the Township of North Frontenac and the North Frontenac Historical Society & Archives (NFHSA) to occupy the office space at the Lavant Garage";

**And That** Council will consider a By-law later in the meeting to authorize the Mayor and Clerk to sign the Rental Agreement with the NFHSA.

**Carried**

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

- a) ***Committee of Adjustment/Planning Advisory Committee***

**226-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated May 26, 2025.

**Carried**

- b) ***Environmental Task Force***

**227-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Notes of the Environmental Task Force dated June 24, 2025.

**Carried**

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

None.

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

None.

**15. Council Portfolio Verbal Reports**

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

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

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

**228-25 Moved by Councillor Roy Huetl, 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:

- #2025-27 To Regulate and Govern the Operation of Cemeteries
- #2025-28 To Adopt an Asset Management Plan
- #2025-29 To Enter into Automatic Aid Agreement with Greater Madawaska
- #2025-30 To Enter into Frontenac Municipal Services Corporation Agreement
- #2025-31 To Enter into Lease Agreement with North Frontenac Historical Society and Archives

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

**Carried**

**17. Public Forum**

- a) ***Note: The DESFC, MCD, PWM and TSO left the meeting at this time.***

**18. Closed Session**

- a) ***Closed Meeting of Council***

**229-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council retires to Closed Session at 7:05 p.m. to:

- a. Adopt Minutes of a Closed Meeting held June 12, 2025;
- b. Consider Personal matters about an identifiable individual, including Municipal or local board employees; and
- c. Consider Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose.

**Carried**

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

- a) ***The Mayor advised that, during Closed Session, Council did the following:***
- a. ***Adopted Minutes of a Closed Meeting held June 12, 2025;***
  - b. ***Considered Personal matters about an identifiable individual, including Municipal or local board employees; and***
  - c. ***Considered Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose.***

**230-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council accepts the resignation of Councillor Regent from the Economic Development Task Force;

**And That** Council appoints Deputy Mayor Inglis as the Interim Chair of the EDTF;

**And That** Council accepts the resignation of Councillor Regent from the O.P.P. Detachment Board;

**And That** Council instructs the CAO to provide to Council the process from the Detachment Board for reappointment of the Board Member at an upcoming Council Meeting;

**And That** Council thanks Councillor Regent for her contributions to the EDTF and OPP Detachment Board.

**Carried**

## 20. Confirmatory By-law

- a) ***Confirming By-law #2025-32***

**231-25 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** By-law #2025-32, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held July 10, 2025 be read a first, second, and third time and finally passed.

**Carried**

## 21. Adjournment

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

**232-25 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council adjourns the Meeting at 8:07 p.m. until August 7, 2025, or at the call of the Chair.

**Carried**

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Mayor

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Clerk