

Regular Council Agenda

9:00 AM - Friday, April 5, 2024

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

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

2. Traditional Land Acknowledgement

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

3. Approval of Agenda

- a) April 5, 2024

Be It Resolved That Council approves the Agenda dated April 5, 2024, 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 10 - 26

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

1. A Regular Meeting of Council held on March 15, 2024; and
2. A Meeting of the Personnel and Audit Committee held on March 19, 2024.

[March 15, 2024 - Regular Minutes](#)

[March 19, 2024 - Personnel and Audit Committee Minutes](#)

9. Business Arising Out of Minutes

- a) Resolution #40-24: Reserve/Reserve Fund Policy 27 - 43

Whereas at the meeting held on February 2, 2024, Council passed Resolution #40-24 receiving for information the Treasurer's Administrative Report entitled "Reserve and Reserve Fund Draft Policy" and Council instructed the Treasurer to bring a By-law to the next regular scheduled meeting for Council's consideration of the Reserve and Reserve Fund Policy;

And Whereas, in an email dated March 22, 2024, the Treasurer advised the By-law was not brought back to the next regular scheduled Council meeting as the Budget process was not completed and may have lead to changes in the policy;

Therefore Be It Resolved That Council receives for information the final Reserve and Reserve Fund Policy and the Reserve Fund Summary and Target Review;

And That Council will consider a By-law later in the meeting to adopt the Reserve and Reserve Fund Policy.

[Resolution #40-24](#)

[Email from Treasurer](#)

[Reserve and Reserve Fund Policy - Final](#)

[Reserve Fund Summary and Target Review](#)

10. Communications

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

44

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

[Communications of Interest - Pdf](#)

- b) Communications 'B' Section - Action Items

- B1. Township of Tay Valley re: Declaration of a Climate Change Crisis

45 - 46

Be It Resolved That Council receives for information an email dated March 7, 2024 from Tay Valley Township advising the Council of Tay Valley passed a Resolution regarding Climate Change;

And That Climate Change annually contributes to hundreds of billions of dollars in property and infrastructure damage worldwide; and jeopardizes the health and risks the extinction of millions of species worldwide; and harms the health and security of people through intense wildfires, flooding, storms, droughts, rising sea levels, the spread of invasive insects bearing diseases, negative impacts on agriculture, and food supply interruption;

And That there is now a large body of evidence and climate change risk scenarios which point to the imperative for steep and permanent reductions in greenhouse gas emissions, immediately and in the coming decades;

And That the Council of the Township of North Frontenac supports Tay Valley Township in their official declaration of a climate change crisis for the purposes of naming, framing, and deepening our commitment in our

climate action plan to protecting our local ecosystems, local economy, and our community from climate change;

And That Council instructs the Clerk to provide this resolution to the Prime Minister of Canada; all federal ministers with portfolios related to climate change; Scott Reid, MP; the Premier of Ontario; all Ontario ministers with portfolios related to climate change; Tay Valley Township; and the Association of Municipalities of Ontario.

[B1](#)

- B2. Township of Amaranth re: Request for Support - Operational Budget Funding Resolution

47 - 48

Be It Resolved That Council receives for information a resolution passed on March 6, 2024 by the Council of the Township of Amaranth regarding Operational Budget Funding;

And That the City of Toronto recently received Provincial funding to cover a \$1.2 billion dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget; and that all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing;

And That the Council of the Township of North Frontenac supports the Township of Amaranth with their request to the Province of Ontario to treat all municipalities fairly and provide equal representative operational budget funding amounts to all Ontario municipalities;

And That Council instructs the Clerk to provide this resolution to the Premier of Ontario; the Association of Municipalities of Ontario; and the Township of Amaranth.

[B2](#)

- B3. Lions Club of Land O'Lakes re: Proposal for November Memorial Banners

49 - 63

Be It Resolved That Council receives for information a letter dated January 31, 2024 from the Lions Club of Land O'Lakes providing information regarding the Memorial Banner Program honouring veterans in communities across Canada and supporting Homeless Veteran programs;

And That the Lions Club of Land O'Lakes would like to purchase ten banners at a cost of \$150 per banner with a photo of a veteran, their name and regiment, to be hung from light poles or hydro poles;

And That the Lions Club of Land O'Lakes is requesting approval of the project and suggestions of best placement from the Council of North Frontenac;

And That Council approves the placement of the banners within the Township of North Frontenac on poles owned by the Township;

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

[B3](#)

11. Council, CAO, and Managers' Administrative Reports

- a) Chief Administrative Officer: Proposed Environmental Task Force per Township of North Frontenac Strategic Plan 2024-2028. 64 - 73

Be it Resolved That Council receives for information the Chief Administrative Officer's (CAO) Administrative Report entitled "Proposed Environmental Task Force per Township of North Frontenac Strategic Plan 2024-2028";

And That Council appoints _____ as the Chair of the Task Force;

And That Council appoints Councillor(s) _____ as Members of the Task Force;

And That as recommended by the CAO Council appoints Darwyn Sproule, P. Eng., Public Works Manager as the Manager (Staff member) for the Task Force and that Tara Mieske, Dipl.M.A., M.M., Clerk/Planning Manager (CPM) be appointed as the Secretary (Staff member) for the Task Force;

And That the Chair of the Task Force will recommend individuals who responded to the advertisement for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting at an upcoming Council Meeting.

[Proposed Environmental Task Force per Township of North Frontenac Strategic Plan 2024-2028](#)

[Procedural By-law #26-23 - Section 13](#)

- b) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law – Taylor 74 - 76

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

And That, as required by By-law #20-23,

- All That Part of the Shore Road Allowance adjacent to Part of Lot 8, Southwest Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac, being Part 1 on Registered Plan 13R-23096 (Clarendon (Big Gull) Lake).

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

[Shore Road Allowance Closure and Sale By-law – Taylor](#)

- c) Clerk/Planning Manager: Line Fences Act Update 77 - 78

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Line Fences Act";

And That Council instructs the Clerk/Planning Manager to draft a By-law for the Non-Application of the Line Fences Act for Council's consideration at a future meeting;

And That Council instructs the Clerk/Planning Manager to draft a Fence By-law including provisions for height and permitted materials and the

current provisions included in the Township's Zoning By-law for Council's consideration at a future meeting.

[Line Fences Act Update](#)

- d) Community Emergency Management Coordinator's (CEMC): 79 - 82
Emergency Preparedness Week May 5-11, 2024

Be It Resolved That Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 5-11, 2024";

And That Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

And That Council declares May 5-11, 2024 as Emergency Preparedness Week;

And That Council approve the Mayor's Declaration;

And That Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's website and social media and in the Frontenac News;

And That Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

And That Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's website and social media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

[Emergency Preparedness Week May 5-11, 2024](#)

- e) Director of Emergency Services/Fire Chief: North Frontenac Fire 83 - 128
Department (NFFD) Annual Report - 2023

Be It Resolved That Council receives the Director of Emergency Services/Fire Chiefs Administrative Report entitled "North Frontenac Fire Department Annual Report 2023" for information purposes.

[NFFD Annual Report Presentation - 2023
Annual Report 2023](#)

- f) Manager of Community Development: County Economic Development 129
Staff - Working in North Frontenac Once a Month

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "County Economic Development Staff - Working in North Frontenac Once a Month".

[County Economic Development Staff - Working in North Frontenac
Once a Month](#)

- g) Manager of Community Development: 2024 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands 130 - 161

Be It Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “2024 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands”.

And That Council approves the 2024 Land Use Permit for operation of the North Frontenac Parklands.

[2024 Land Use Permit with the MNRF for the NFPL](#)

- h) Public Works Manager: Grant Opportunity - Housing Enabling Water Systems Fund 162 - 164

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Grant Opportunity - Housing Enabling Water Systems Fund”;

And that Council approve submitting an application to the Housing-Enabling Water Systems Fund (HEWSF) program to deliver the Buckshot Lake Road project, including stormwater infrastructure repairs and replacements in the Village of Plevna;

And That the Chief Administrative Officer (CAO) is authorized to sign the HEWSF application;

And That Council approves a sole source Consultant Services agreement with the Greer Galloway Group to complete the planning, detailed design, consultation and external agency approvals, not to exceed \$20,000.

And That Staff will update Council at a future meeting regarding the status of the HEWSF application.

[Grant Opportunity - Housing Enabling Water Systems Fund](#)

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

- a) Economic Development Task Force 165 - 168

Be It Resolved That Council receives for information the March 18, 2024 Notes of the Economic Development Task Force (EDTF);

And That Council approves the proposed EDTF Work Plan:

1. **Increased number of business startups and expansions**
 - a. Fall Business Bus Tour – Vaillancourt, Hunter
 - b. Welcome Package – Bonello
 - c. Business Breakfast (Oct.) – Hunter, Huetl, Bonello
 - d. Business Profiles – Lancaster, Thiel
2. **Increased Tourism**
 - a. SummerFest – Bonello, Hunter, Inglis
 - b. WinterFest – Bonello, Hunter, Inglis
 - c. Spring/Fall Foodilicious Event - Thiel, Huetl, Regent, Walker
 - d. Mural Project
 - e. Information Booth Kiosk – Regent, Kecso, Thiel (further

information to follow in the future as the project and funds will require further consideration)

3. **Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)**

- a. Identify barriers to housing development and potential solutions – Inglis, Regent, Lancaster

[March 18, 2024 - Economic Development Task Force - Minutes - 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) Resolution #128-24: Deputy Mayor Inglis - Presentation Regarding Municipal Opportunities IESO's Energy Procurement Process 169

Whereas at the meeting on March 15, 2024 Council passed Resolution #128-24 receiving the Notice of Motion from Deputy Mayor John Inglis requesting Council receive a virtual presentation on April 26, 2024 from Lisa Asbruk, Cunningham Swan, on the topic of municipal opportunities related to the IESO's current energy procurement process; and approved discussing this matter at the April 5, 2024 Council meeting;

Therefore Be It Resolved That Council approves the motion and instructs the Clerk to schedule Lisa Asbruk as a Presentation on April 26, 2024.

[Resolution #128-24](#)

15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. The Councillor may provide a verbal report for information purposes. 170 - 171

[Council Portfolios 2022-2026](#)

16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 172 - 188

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:

- By-law #2024-28 - Road Closing By-law - Taylor;
- By-law #2024-29 To Adopt Reserve Fund Policy

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

[#2024-28](#)

[#2024-29](#)

[#2024-29 Schedule 'A'](#)

17. Public Forum

18. Closed Session

None.

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

None.

20. Confirmatory By-law

- a) Confirming By-law #2024-30

189

Be It Resolved That By-law #2024-30, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 5, 2024 be read a first, second, and third time and finally passed.

[#2024-30](#)

21. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until April 26, 2024 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.



Regular Council Minutes

9:00 AM - Friday, March 15, 2024

Council Chambers

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

Absent with Regret:

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A., Kelly Watkins, Treasurer, Dipl. M.A., M.M., Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M., Darwyn Sproule, Public Works Manager, P. Eng., Eric Korhonen, Director of Emergency Management / Fire Chief, and Brooke Ross, Manager of Community Development, Dipl.M.A.

1. Call to Order

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

2. Land Acknowledgment

a) *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) *March 15, 2024*

98-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council approves the Agenda dated March 15, 2024, as circulated.
Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Huetl declared an interest in Communications Item B3: Township of Perry - Request for Support re: Amend Blue Box Regulation: 'Ineligible' Sources'; and Item 11k) Public Works Manager: Blue Box Depot Services Agreement with Circular Materials.

5. Business Profile

None.

6. Presentations

- a) ***Joe Gallivan, Director of Planning and Economic Development, County of Frontenac and Sonya Bolton, Manager of Community Planning, County of Frontenac: 2023 Planning Services and 2024-2025 Planning Priorities***

99-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives the presentation from Joe Gallivan, Director of Planning and Economic Development, County of Frontenac and Sonya Bolton, Manager of Community Planning, County of Frontenac for information and thanks them for their time spent today;

And That Council receives the County Planners' Administrative Report entitled "2023 Planning Services and 2024-2025 Planning Priorities".

Carried

- b) ***Cambium Inc. - Annual Updates: Township of North Frontenac Waste Sites***

100-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the presentation from Dave Bucholtz, C. Tech., EP, Director of Environmental Services, Cambium, providing the Annual Update regarding the Township of North Frontenac Waste Sites; and thanks him for his time spent today.

Carried

7. Delegations

- a) ***Land O'Lakes Garden Club - Earth Day Initiative***

101-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the presentation from Rebecca Clark and Nawar Hage, Land O'Lakes Garden Club, providing details of the Earth Day Initiative on April 20, 2024; and thanks them for their time spent today.

Carried

- b) ***Public Works Manager: Land O' Lakes Garden Club Proposed Earth Day Event***

102-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Land O’ Lakes Garden Club Proposed Earth Day Event”;

And That the Township has an Adopt-a-Road Policy for events that include litter pick-up along Township Roads;

And That the Township is committed to environmental stewardship and supports efforts to clean up the right of way, however, the activity must be done safely;

And That the event proposed by the Land O’ Lakes Garden Club is large in scope, potentially involves many volunteers at multiple locations, is difficult to oversee and as a result is beyond the scope of the Township's Adopt-a-Road Policy;

And That as a result of the scope there is considerable risk, potential liability and insurance concerns for the Township associated with the proposed event;

And That a Memorandum of Understanding (MOU) is required between the Township and the Land O’ Lakes Garden Club, requiring the Garden Club, in their leadership role, to oversee the event, be responsible for and provide proof of insurance for the event and all volunteers, indemnify the Township and commit to all safety provisions;

And That in the absence of a satisfactory MOU addressing the concerns provided by the Township's Insurance Provider, Council denies the request to host the event on Township of North Frontenac roads;

And That Council approves the Township of Addington Highlands place a bin on a temporary basis at the Barrie Hall;

And That if all requirements of the MOU can be met Council approves the CAO signing the MOU.

Carried

8. Adoption of Minutes

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

103-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

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

1. A Special Meeting of Council held February 16, 2024; and
2. A Regular Meeting of Council held February 23, 2024.

Carried

9. Business Arising Out of Minutes

a) *Treasurer: 2024 Budget Update*

104-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer

Whereas at the meeting on February 16, 2024 Council passed Resolution #70-24 approving in principle the 2024 Draft Budget with amendments;

Therefore Be It Resolved That Council receives for information an email dated March 7, 2024 from Kelly Watkins, Treasurer, providing an overview of the amendments and

advising with the amendments the additional dollars raised is \$406,241 or a 5.99% increase;

And That Council will consider a By-law later in the meeting to adopt the 2024 Final Budget and 2024 tax rates.

Carried

10. Communications

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

105-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer

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

Carried

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

B1. *Prince Edward County - Request for Support re: Expand the Life Span of Fire Apparatus*

106-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information a letter dated January 22, 2024 from Prince Edward County advising that the Council of Prince Edward County passed Resolution 2024-46 advising that Fire Apparatus is governed by industry best practices, the application of law and recognized industry partners;

And That no provincial funding is available for new fire trucks; however small and rural municipalities must meet the same standards set by Fire Underwriters Survey (FUS) as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety standard;

And That North Frontenac Council supports the request from Prince Edward County to the FUS for the creation a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

And That Council instructs the Clerk to provide a copy of the Resolution to the Premier of Ontario; the Minister of Labour, Immigration, Training and Skills Development; the Minister of Municipal Affairs and Housing; John Jordan, MPP; and Prince Edward County.

Carried

B2. *Baseball for Dad: Go Green for Mental Health Awareness*

107-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives the request from Baseball for Dad regarding their

“Go Green for Mental Health Awareness” campaign being held during Mental Health Awareness Week May 4-10, 2024;

And That Council approves Baseball for Dad to hang green Mental Health Awareness ribbons on Township property throughout our communities; and encourage people to take a selfie and post on social media;

And That the Manager of Community Development will promote the campaign on the Township’s Social Media accounts.

Carried

B3. *Township of Perry - Request for Support re: Amend Blue Box Regulation: 'Ineligible' Sources'*

108-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information a letter dated February 26, 2024 from the Township of Perry advising under Ontario Regulation 361/21 Blue Box producers are fully accountable and financially responsible for their products and packaging once they’ve reached end of life; and that should a municipality continue to provide services to “ineligible” sources, the municipality will be required to oversee the collection, transportation and processing of the recycling, assuming 100% of the cost;

And That Council supports the request that the Province amend Ontario Regulation 361/21 Blue Box so producers are responsible for end-of-life management of recycling products from all sources; and instructs the Clerk to provide this Resolution to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks, the Honourable John Jordan, MPP for Lanark-Frontenac-Kingston and the Township of Perry.

Carried

B4. *Resident Request re: Exemption from Noise By-law*

109-24 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council receives for information an email dated March 6, 2024 from Tyler Seniuk advising they will be hosting live music acts on August 24, 2024 on North Shore Road and requesting an exemption from the Noise By-law #65-21, Section 3.3 g) which restricts excessive noise and the disturbance of any person because of sound from an instrument or radio, or loud parties between 12:00 AM and 7:00 AM that is clearly audible at neighbouring premises or residential properties;

And That Council approves the exemption to the Noise By-law to permit the live music acts on August 24, 2024 from 1:00 pm until 12:00 am;

And That Council instructs the Clerk to provide a copy of this Resolution to Mr. Seniuk and Township's By-law Enforcement Officer.

Carried

11. Council, CAO, and Managers' Administrative Reports

a) **Chief Administrative Officer: Update Regarding North Frontenac Technical Services Officer Position**

110-24 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis

Be it Resolved That Council receives for information the Chief Administrative Officers Administrative Report entitled "Update Regarding North Frontenac Technical Services Officer Position".

Carried

b) **Chief Administrative Officer: Resignation of Deputy Mayor Inglis as Chair of the North Frontenac Economic Development Task Force**

111-24 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor John Inglis

Be it Resolved That Council receives for information the Chief Administrative Officer's Administrative Report entitled "Resignation of Deputy Mayor Inglis as Chair of the North Frontenac Economic Development Task Force" (EDTF);

And That per the Townships Procedural By-law, Council by Resolution shall appoint the Chair of the EDTF from the Council Members appointed to the Task Force; therefore Councillor Regent is appointed as the Chair of the EDTF (effective immediately) and Deputy Mayor Inglis will continue as a Member of the EDTF;

And That Council thanks Deputy Mayor Inglis for his hard work and dedication as the Chair of the EDTF throughout the past nine (9) years.

Carried

c) **Clerk/Planning Manager: Assumption of a Portion of River Road**

112-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Assumption of a Portion of River Road";

And That Council accepts the offer from Rod Recine to transfer the portion of River Road to the Township, subject to an entrance permit being obtained for the naturally severed lot and the road being surveyed to a width of 20 metres (66 feet) at the expense of Mr. Recine;

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 owner;

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 River 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 River Road identified on the required survey as public highways once the property is transferred.

Carried

- d) ***Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law - Rogers 113-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl***

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

And That, as required by By-law #20-23,

- **All That Part** of the Shore Road Allowance lying in front of Part of Lot 1, Registered Plan 1115, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23058 (Mazinaw Lake)

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

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

Carried

- e) ***Director of Emergency Services/Fire Chief: Electric Vehicle Lithium-Ion Battery Fire and Explosion Awareness for Fire Services Training 114-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl***

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Electric Vehicle Lithium-Ion Battery Fire and Explosion Awareness for Fire Services Training".

And That Council instructs the DESFC to continue to investigate training opportunities for the Firefighters regarding lithium-ion powered Electric Vehicles.

Carried

- f) ***Director of Emergency Services/Fire Chief: Emergency First Responder Day (May 1st), and International Firefighters Day (May 4th) 115-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler***

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "Emergency First Responder Day (May 1st), and International Firefighters Day (May 4th)."

Carried

- g) ***Manager of Community Development: Township Branded Material Program -***

Addition of North Frontenac Flag

116-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Township Branded Material Program - Addition of North Frontenac Flag";

And That Council approves the North Frontenac Flag being included in the Township Branded Material Program to be sold and flown by any purchaser.

Carried

- h) ***Manager of Community Development: By-Town Motorcycle Association (BMA) - Update regarding 2024 Agreement***

117-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "By-Town Motorcycle Association (BMA) - Update regarding 2024 Agreement";

And That Council will consider a By-law later in the meeting to sign the 2024 Agreement with the BMA to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

Carried

- i) ***Manager of Community Development: North Frontenac Parklands - Proposed By-law Updates***

118-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "North Frontenac Parklands - Proposed By-law Updates";

And That Council will consider a By-law later in the meeting to repeal By-laws #11-99, #97-13 and #114-13 and adopt a new By-law to Authorize the Operations of North Frontenac Parklands for the Use of Campsites and Crown Roads;

And That Council directs the Clerk/Planning Manager to submit the recommended Set Fines to the Regional Senior Justice/Judge for consideration and authorizes the CAO to amend the recommended Set Fines if necessary.

Carried

- j) ***Manager of Community Development: 2024 Renewal of Annual Township Agreement with Eastern Ontario Trails Alliance (EOTA)***

119-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2024 Renewal of Township Agreement with the Eastern Ontario Trails Alliance";

And That Council will consider a By-law later in the meeting to sign the 2024 Agreement

with the Eastern Ontario Trails Alliance to honour their trail permit on the Crown Roads within the North Frontenac Crown Land Stewardship Program.

Carried

k) ***Public Works Manager: Blue Box Depot Services Agreement with Circular Materials***

120-24 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 "Blue Box Depot Services Agreement with Circular Materials";

And That Council directs Staff to send a letter of intent to Circular Materials (CM) that states the Township of North Frontenac will choose the Opt-in option and keep recycling procedures as they currently are during the transition period;

And That with details regarding the level of compensation yet to be confirmed by CM, the Opt-in decision for the transition period is conditional on adequate compensation being provided to the Township;

And That during the transition period Council accept that non-eligible sources of blue box materials will continue to use the program and CM will be compensated at a rate yet to be negotiated;

And That the required Statements of Work and Service Agreement will be presented to Council at a future meeting for consideration.

Carried

[Pecuniary Interest - Councillor Huetl](#)

l) ***Treasurer: 2023 Council / Committee Remuneration & Expenses***

121-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "2023 Council/Committee Remuneration and Expenses".

Carried

m) ***Councillor Roy Huetl: Acknowledge the Month of June as Pride Month***

122-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information Councillor Huetl's Administrative Report entitled "Acknowledge the Month of June as Pride Month";

And That Council approves flying the Progressive Pride Flag at the Township Hall and use social media in the month of June as promotion;

And That the Township of North Frontenac ask the County of Frontenac and other municipalities within the County to support this Resolution by also celebrating June as Pride Month.

Carried

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

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

123-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Minutes a Meeting of the Economic Development Task Force dated February 20, 2024;

And That Council approves Deputy Mayor Inglis responding to an e-mail from a local business regarding the Municipal Campground advising of the requirements of the Municipal Act and the Township's Community Improvement Plan.

Carried

b) ***Committee of Adjustment/Planning Advisory Committee***

124-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee dated December 18, 2023.

Carried

c) ***Kaladar Barrie Joint Fire Committee - Minutes and Annual Report***

125-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives for information Minutes of a Meeting of the Joint Fire Committee dated September 8, 2023 and the 2023 Kaladar Barrie Fire Department Annual Report.

Carried

d) ***Kaladar Barrie Fire Department - Draft Budget 2024***

126-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Whereas the Kaladar Barrie Joint Fire Committee passed Resolution #7-24 receiving for information the 2024 Draft Budget; and approved the following amendment:

- Increase fire wages to \$104,000;

Now Therefore Be It Resolved That Council receives for information the Kaladar Barrie Fire Department Draft 2024 Budget;

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

And That a copy of this Resolution be provided to the Township of Addington Highlands and the Joint Fire Committee.

Carried

127-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council requests the Joint Fire Committee discuss having the Kaladar/Barrie Fire Chief attend a North Frontenac Council meeting prior to each annual budget.

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)

a) ***Deputy Mayor Inglis - Request for Virtual Presentation***

128-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives the Notice of Motion from Deputy Mayor Inglis requesting Council receive a virtual presentation on April 26, 2024 from Lisa Asbreuk, Cunningham Swan, on the topic of municipal opportunities related to the IESO's current energy procurement process;

And That Council approves discussing this matter at the April 5, 2023 Council Meeting.

Carried

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

a) ***Resolution #93-24: Councillor Hermer - Reimbursement from the Province of Ontario of tax dollars invested towards Doctor recruitment***

129-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Whereas at their meeting on February 23, 2024, Councillor Hermer served Notice of Motion to discuss reimbursement from the Province of Ontario of municipal tax dollars provided towards doctor recruitment for all municipalities who have done so;

Therefore Be It Resolved That Council requests the Province consider reimbursing all municipalities who have provided funding toward doctor recruitment and instructs the Clerk to provide a copy of this Resolution to the Premier, the Minister of Health, the Association of Municipalities of Ontario; and the Township of Addington Highlands.

Carried

15. Council Portfolio Verbal Reports

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

16. Introduction and Reading of By-laws

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

130-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

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

- #2024-02 To Sign Agreement with BMA for 2024;
- #2024-21 To Appoint an Alternate Member to the Committee of Adjustment/Planning Advisory Committee;

- #2024-22 To Amend Fees and Charges By-law #63-23 - Remove CRINS;
- #2024-23 To Authorize Operations of North Frontenac Parklands for Campsites and Crown Roads;
- #2024-24 To Sign Agreement with EOTA for 2024;
- #2024-25 To Adopt Final Tax Rate;
- #2024-26 To Close up and Sell Shore Road Allowance - Rogers;

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

Carried

17. Public Forum

None.

18. Closed Session

None.

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

None.

20. Confirmatory By-law

a) *Confirming By-law #2024-27*

131-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That By-law #2024-27, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held March 15, 2024 be read a first, second, and third time and finally passed.

Carried

21. Adjournment

a) *Adjournment of the Council Meeting*

132-24 Moved by Councillor Fred Fowler, Seconded by Councillor Roy Huetl

Be It Resolved That Council adjourns the Meeting at 12:00 p.m. until April 5, 2024 or at the call of the Chair.

Carried

Mayor

Clerk



Township of North Frontenac



Declaration of Pecuniary Interest

As per Section 5.1 of the Municipal Conflict of Interest Act, at a meeting at which a member discloses an interest, the member must file a written statement on the form provided by the Clerk of the member's interest at the meeting or as soon as possible afterwards.

I, Roy Huettl, declare a pecuniary interest in
(Print full name)

Item B3 and 11k on the March 15, 2024 Council Meeting Agenda.
(Agenda Item #) (Date of Council Meeting)

I am making this declaration due to (general nature of pecuniary interest):

My daughter has direct interest with Circular Materials.

I confirm that I will not vote on the matter, I will not take part on discussion on any question in respect of the matter, and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question.


(Signature of Council Member)

March 15 2014
(Date)

Clerk's Acknowledgement:

Received on March 15, 2024 by Tara Mieske
(Date) (Print full name)


Signature of Clerk or Designate



Personnel and Audit Committee Minutes

9:00 AM - Tuesday, March 19, 2024
Council Chambers

Present: Deputy Mayor John Inglis (Chair); Councillor Fred Fowler and Councillor Vernon Hermer

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Kelly Watkins, Treasurer, Dipl. M.A., M.M.; and Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.

1. Call to Order

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

2. Traditional Land Acknowledgement

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

3. Approval of Agenda

a) March 19, 2024

1-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That the Committee approves the Agenda of the Personnel and Audit Committee dated March 19, 2024, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Presentations

None.

6. Delegations

None.

7. Adoption of Minutes

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

2-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That the Committee approves the Minutes dated December 12, 2023, as circulated and adopted by Council on January 12, 2024.

Carried

8. Business Arising Out of Minutes

None.

9. Communications

None.

10. Administrative Reports

a) ***Director of Emergency Service/Fire Chief: North Frontenac Fire Department (NFFD) Roster Update***

3-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That the Personnel and Audit Committee receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "North Frontenac Fire Department (NFFD) Roster" and the current Roster dated February 26, 2024.

Carried

b) ***Treasurer: Debt and Investment update***

4-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Personnel and Audit Committee receives the Treasurer's Administrative Report entitled "Debt and Investment Update", for information purposes.

Carried

c) ***Treasurer: Statement of Revenue & Expenditures - 2024 Variance Report as of March 12, 2024***

5-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That the Personnel and Audit Committee receives for information the Treasurer's Administrative Report entitled "Statement of Revenue & Expenditures –2024 Variance Report as of March 12, 2024";

Carried

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

None.

12. Public Forum

None.

13. Adjournment

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

6-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That the Personnel and Audit Committee adjourns the meeting at 9:25 a.m until May 21, 2024 or at the call of the Chair.

Carried

Mayor

Clerk



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

Date: February 2, 2024

Resolution # 40-24

Moved By:
Councillor Wayne Good

Seconded By:
Councillor Stephanie Regent

Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “Reserve and Reserve Fund Draft Policy”;
And That Council approves in principle the draft Reserve and Reserve Fund Policy and instructs the Treasurer to bring a By-law to the next regular scheduled Council Meeting for the Reserve and Reserve Fund Policy, for consideration.

Carried

Mayor

Sent: March 22, 2024 8:21 AM

Subject: April 5th Business Arising - Reserve / Reserve Fund Policy

I have attached the Draft Reserve and Reserve Fund Policy as presented to Council on February 2, 2024 and the updated summary based on the Final year end for 2023, for information.

Resolution #40-24

Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

“Be It Resolved That Council receives for information the Treasurer’s Administrative Report entitled “Reserve and Reserve Fund Draft Policy”;

And That Council approves in principle the draft Reserve and Reserve Fund Policy and instructs the Treasurer to bring a By-law to the next regular scheduled Council Meeting for the Reserve and Reserve Fund Policy, for consideration.”

Carried

We did not bring the By-law back to the next regular scheduled meeting as we waited until after the Budget process was complete in case there were discussions that would lead to changes to the proposed policy. As nothing was brought forward, I am providing the Bylaw for Councils consideration at the April 5th Council meeting.

Thank you,

Kelly Watkins, Dipl.M.A., M.M.

Treasurer



Reserve and Reserve Fund Policy

RESERVE AND RESERVE FUND POLICY

1.0 POLICY STATEMENT

This Policy governs the management and administration of Reserves and Reserve Funds. The Municipal Act, 2001, Section 290(2) provides that a municipality's budget shall set out amounts to be paid into and out of Reserve/Reserve Funds. A municipality may establish Reserve/Reserve Funds for any purpose for which it has authority to spend money. Council approval is required for any transactions outside of the approved budget or Reserve and Reserve Fund Policies that impact a Reserve or Reserve Fund.

2.0 PURPOSE & OBJECTIVES

The purpose of this policy is to provide guiding principles, internal controls, management and administrative responsibilities for Reserves and Reserve Funds managed by the Township of North Frontenac.

Reserves and Reserve Funds are important long-term financial planning tools and are used to set aside Funds for a future purpose. Reserve and Reserve Funds are established for a variety of purposes, including:

- to promote financial stability and flexibility;
- to stabilize the cost for the replacement and rehabilitation of Township Assets;
- to assist in Funding temporary or one time revenue shortfalls or expenses not included in the operating budget;
- to provide a source of internal financing; and
- adhere to statutory requirements.

3.0 DEFINITIONS

Reserve – monies set aside by approval of Council and not restricted by legislation. Reserves can be related to projects that are of a nature described and managed by approval of Council. Reserves will be used for stabilization purposes. Reserves do not receive an annual interest allocation.

Reserve Fund – monies set aside for a specific purpose as required by legislation, a municipal by-law or agreement. North Frontenac has two (2) categories of Reserve Funds, Obligatory and Discretionary. Reserve Funds receive interest allocation during the year.

Discretionary Reserve Fund – monies set aside for a specific purpose by Council and/or by municipal by-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new by-law must be passed under section 417(4) of the Municipal Act.

Obligatory Reserve Fund – means a Reserve Fund created whenever a statute or legislation requires that Funds received be segregated from the general Funds of the Township through financial agreement or legislative direction. Obligatory Reserve Funds are created solely for

the purpose prescribed for them. The Funds are raised for a specific purpose and Council cannot redirect the Funds to be used for any other purpose than the intended purpose of the Reserve Fund.

Tangible Capital Asset Reserve Fund – monies set aside to stabilize the Funding of the 10 year Tangible Capital Asset Planned Spending approved by Council. If Council should decide to spend the money for purposes other than what it was originally intended for, then a Resolution is required to reallocate the Funds.

Deferred Revenue – means revenue that is considered a liability on the Municipalities financial statements for something that has not yet been provided. Deferred revenue is set aside in an obligatory Reserve Fund for a specific purpose by legislation, regulation or agreement. Canada Community Building Fund is an example.

The Reserve and Reserve Fund Policy applies to all Reserves and Reserve Funds established by the Township of North Frontenac.

4.0 ESTABLISHMENT AND MODIFICATION

Council Resolution is required for the creation or dissolution of any Reserve or Reserve Fund. The Treasurer will review any proposed new Reserve or Reserve Fund prior to seeking council approval to ensure the policy is in line with current financial strategies, policies and procedures. Reserves and Reserve Funds shall be established through the following processes:

- Inclusion in the annual operating or capital budget which is approved by Council; or
- Through Resolution of Council;

Prior to the establishment of a new Reserve and/or Reserve Fund Council must approve the purpose, source of Funds, use of Funds and target balance.

5.0 CONTRIBUTIONS TO / DRAWS FROM

All contributions to and/or withdrawals from Reserves and Reserve Funds shall be approved by Council, normally as part of the annual budget approval process or specifically by resolution with the following exceptions:

- Transfers that are the direct result of Council approved by-laws or resolutions
- Use of “revolving” Reserves and Reserve Funds for the purpose approved by Council (lending the money internally and then pay back)
- Transfer of Funds between Reserve cost centres for Reserve restructure which in the opinion of the Treasurer have not changed the purpose for which the Funds were intended
- Transfer of Funds between asset replacement Reserves based upon Reserve adequacy analysis or other related information, at the discretion of the Treasurer
- Final Reserve and Reserve Fund transfers will be based on actual expenditure costs rather than budgeted amounts
- Transfers should not place the Fund in a negative position
- The Treasurer is hereby authorized to transfer the annual surplus over \$150,000 (if applicable) to the North Frontenac Contingency Reserve.

6.0 LENDING / TEMPORARY BORROWING

Temporary inter fund borrowing between Reserve and Reserve Funds shall be permitted, with the exception of the Obligatory Reserve Funds, to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs. However, the following conditions must be met in order to allow borrowing from Reserve Funds:

- Borrowing must not adversely affect the intended purpose of the Reserve
- A plan to repay the Reserve within a reasonable timeframe is required and must be documented
- Interest, equivalent to the Township's interest on Reserve Fund bank accounts, will be applied to the outstanding amount borrowed
- Deemed appropriate by the Treasurer

Excludes borrowing from any Obligatory Reserve Fund.

7.0 CONSOLIDATION / CLOSURE

A Reserve or Reserve Fund shall be closed or consolidated, on the recommendation of the Treasurer, when the program or project it supports meets any of the following criteria:

- No longer in the scope of the Municipalities strategic plan;
- Program commitments have been met and no future commitments are expected; and
- The Treasurer is confident that balances in other areas can mitigate the need to hold any remaining Reserve or Reserve Fund balance

Reserves and Reserve Funds identified for consolidation/closure shall be reported to Council for review and approval. Reports to Council shall include recommendations regarding the timing of wind down, closure and the allocation of Fund balances. The Schedule A to be amended in order to close a Reserve Fund.

8.0 STANDARD OF CARE / RESPONSIBILITIES

The Treasurer shall:

- Develop and update this policy as necessary and present changes to Council;
- Ensure that the principles and requirements contained in this policy are applied consistently across all departments;
- Determine need for Reserves and Reserve Funds for operating and capital budgets;
- Perform the transfers to and from Reserves and Reserve Funds as authorized by Council;
- Recommend establishing, closing and consolidating Reserves and Reserve Funds;
- Recommend strategies for the adequacy of Reserve levels; and
- Report to Council the Reserve balances and forecast as part of the annual budget approval process.

Municipal Council shall:

- In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- Approve transactions to and from Reserves and Reserve Funds through the budget process or by specific Resolution.

The Chief Administrative Officer shall:

- Support the Treasurer in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all departments.

Department Managers shall:

- Provide the Treasurer with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle Reserves;
- Inform (in writing) the Treasurer when a Reserve or Reserve Fund transfer are required; and
- Inform (in writing) with the Treasurer when Reserve Funds are required for unbudgeted transactions prior to seeking Council approval.

9.0 INVESTMENT INCOME EARNED ON RESERVE FUNDS

Reserve Funds may be invested and done so in a manner that is in accordance with the Municipalities approved Investment Policy. Investment income earned on the total cash and investment portfolio shall be credited to each separate Fund in proportion to the amount invested from it.

10.0 REPORTING

The Treasurer shall communicate the following reports to Council, the public and the Ministry of Municipal Affairs and Housing through the following reports:

- **Annual Audited Financial Statements** – the annual audited financial statements shall include a statement of financial position, financial activities, and changes in Fund balances for Reserves and Reserve Funds;
- **Reserve and Reserve Fund Report** – a financial plan forecasting Reserve and Reserve Fund balances and a comparison to target objectives shall be prepared annually at budget based on the most current information available;
- **Budget Reports** – Reserve and Reserve Fund balances, projected contributions and planned drawdowns shall be presented in each multi-year budget. Annual changes to Reserve and Reserve Fund balances shall be presented with each annual budget update, or specifically by resolution if required.

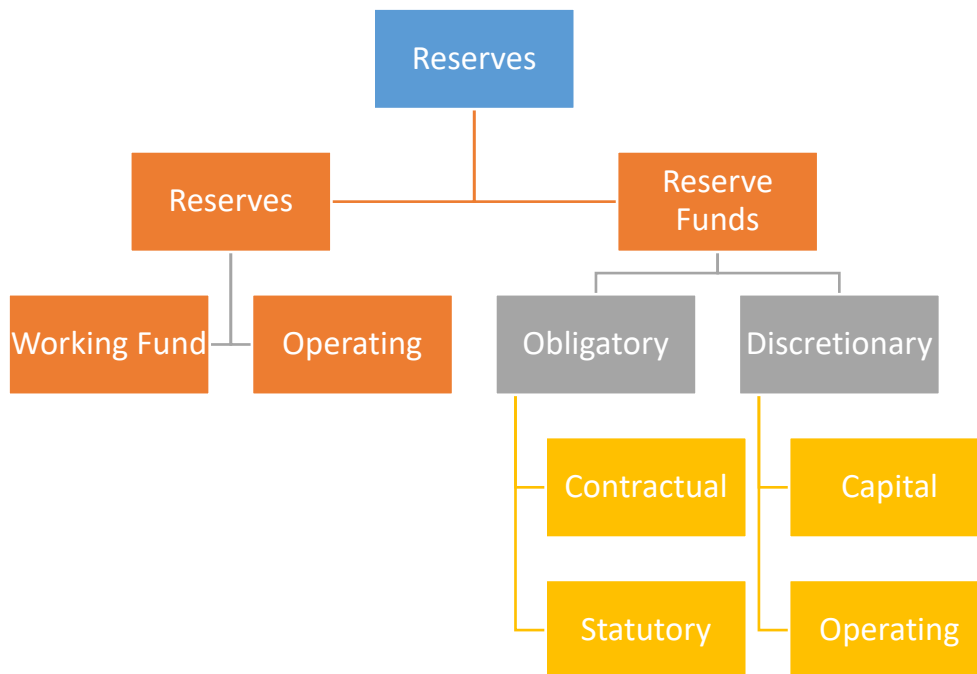
11.0 REVIEW

This Policy shall be presented to Council for review and update, if applicable, every four years, in the third (3rd) year of each Council term, or as deemed necessary by Council or the Treasurer.

The Treasurer has the authority to administratively amend Appendix A: Reserve and Reserve Fund Policy Schedule when deemed necessary. Administrative amendments authorized are:

- Updating Appendix A for council approved changes, additions or deletions of individual Reserve and Reserve Fund policies
- Updating Appendix A for refinement of the Reserve and Reserve Fund targets as new and improved information becomes available through the Asset Management or other initiatives.

12.0 CLASSIFICATION/CATEGORIES AND LIST OF RESERVES AND RESERVE FUNDS



APPENDIX “A”

The following individual Reserves and Reserve Funds have been established with Council’s approval:

Reserves

Operating Contingency Reserve

- Purpose:** To provide for expenses that are not part of the approved budget and in-year revenue deficits.
- Source of Funds:** Allocation from the annual operating budget as needed to hit target and/or surplus from annual year-end. The Treasurer is hereby authorized to transfer the annual surplus to the Operating Contingency Reserve.
- Use of Funds:** To provide Funding for unforeseen events or extraordinary expenditures that may occur during the year (ex. Legal, insurance deductible, integrity commissioner, employment matters, accessibility, and municipal services corporation etc. (excluding capital)).
- Target Balance:** 10 – 12% of expenses based on the last Audited Consolidated Statement of Operations.

Reserve Funds (Obligatory and Discretionary)

Obligatory Reserve Funds

Recreational Land (Planning Act) (previously Special Parks – Park Levy)

- Purpose:** Created in accordance with subsection 42 (14) and (15) of the Planning Act for the purpose of cash-in-lieu of conveyance of land for a park or other public recreation purpose, including the erection, improvement or repair of buildings, and the acquisition of machinery for park or other public recreation purposes.
- Source of Funds:** Funds transferred in as collected through Park Levy.
- Use of Funds:** Funds transferred out for park or public recreation purposes, as per the Planning Act sec 42 (15).
- Target Balance:** Beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60% of the monies at the beginning of each year.

Building Department

- Purpose:** Building Code Statute Law Amendment Act, 2002, imposes specific restrictions on the use of building code revenues. The purpose of the Reserve is to accumulate annual building code surpluses, the Reserve Fund is intended to ensure that, even if building activity in a municipality slows down, there are sufficient Funds to maintain building department services for a time without affecting the municipality's finances.
- Source of Funds:** From annual building code revenue surplus.
- Use of Funds:** Municipalities are required to segregate fees generated through building code permits and restrict them for building code related purposes. Based on this, uses are limited to:
- Offset unfavourable revenue variances due to severe economic conditions;
 - Subsidize any negative year-end position.
- Target Balance:** One (1) year operating expenditures of last Audited Statements. Once achieved a detailed review of Permit Fees and expenses will be conducted.

Canada Community Building Fund (CCBF)

- Purpose:** The Canada Community-Building Reserve Fund provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.
- Source of Funds:** A semi-annual allocation of funds from the AMO on behalf of the Federal Government per the Agreement for the Transfer of Federal Gasoline Tax Revenues. Funds must be held in an interest bearing account. Annual allocation from the County of Frontenac.
- Use of Funds:** Funds must be used for the construction, renewal or enhancement of capital assets within categories established by the Government of Canada.
- Target Balance:** Reserve balance must not drop below \$0. Funds can only be held up to a maximum of 5 years from the year received.

Waste Closure Costs

- Purpose:** To ensure Funds are available for future costs to close Waste Sites once required
- Source of Funds:** Allocation from the annual Operating Budget.
- Use of Funds:** Funds are used annually for any post closure costs as indicated in the operating budget. This can include consulting and/or remedial work.
- Target Balance:** Based on Consultant report for Waste Disposal Closure and Post-Closure Cost Projections, report received annually. Reserve Fund Contribution is total closure costs less current Reserve Fund Balance divided by estimated years to closure. Maximum would be full Funding for Closure Costs.

Ontario Community Infrastructure Fund (OCIF)

- Purpose:** To provide Funding for projects approved as eligible under the Ontario Community Infrastructure Fund Agreement. OCIF was established by the Government of Ontario to assist small communities in addressing road, bridges, water and wastewater core infrastructure needs.
- Source of Funds:** Annual transfer from the Government of Ontario as outlined in the Agreement. The current agreement provides Funding until 2027.
- Use of Funds:** Funds are to be used for capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets. The Agreement sets out the eligible projects/categories as well as the terms & conditions in further detail. Funds are not to be used for growth-related expansion projects. To be used if funds were not fully used in the year received and carried over to the following year.
- Target Balance:** No established maximum limit, Reserve balance must be in a positive position.

Discretionary Reserve Funds

Tangible Capital Asset (TCA)

Purpose:	Established to Fund specific replacement, renewal or acquisition of capital assets.
Included:	Fire Sustainability – TCA Road Sustainability – TCA Waste Sustainability – TCA Recycling Sustainability – TCA Infrastructure Sustainability – TCA Ward 1 – TCA Electronics/Software Sustainability – TCA Streetlights Sustainability – TCA Building Department Sustainability – TCA Community Hall Sustainability – TCA Recreation Sustainability – TCA CLSP (MNR Parks) Sustainability – TCA Property/Building Maintenance Sustainability - TCA
Source of Funds:	Allocations from annual operating budget based on the Capital Plan; surplus asset sales; annual allocations in operating budget.
Use of Funds:	Funds are to be used for the purchase, repair, and expansion of capital assets (ex. roads, bridges, vehicles, equipment and facilities).
Target Balance:	The balance of each Reserve Fund should be sufficient to fund average annual replacement for capital purchases based on the ten year unconstrained capital forecast with an annual 2% inflation incorporated. The balance should be +/- 15% of the target.

Discretionary Reserve Fund (Operating)

Cannabis

Purpose:	To help with the implementation costs of recreational cannabis legalization.
Source of Funds:	Government of Ontario through the OCLIF (Ontario Cannabis Legalization Implementation Fund)
Use of Funds:	May be used for any expenses that meets the program criteria.
Target Balance:	No established maximum limit, Reserve balance must be positive. Reserve Fund to be removed once it reaches zero

Safe Restart – Covid 19

- Purpose: Funding was received to provide Municipalities with operating pressures during Covid-19
- Source of Funds: Funds received from Federal-Provincial Governments as a one time during Covid-19
- Use of Funds: Funds are to be used for operating pressures as the result of Covid-19. The Funds have been used for enhancements to electronics, internet, staffing, protective measures, etc.
- Target Balance: Reserve Fund to be removed once it reaches zero

Seniors Initiatives

- Purpose: To provide funds to assist with stay at home initiatives for seniors
- Source of Funds: Allocation from annual operating budget, if required.
- Use of Funds: To be allocated for programs that assist to keep seniors in their own homes longer.
- Target Balance: Minimum \$25,000 and maximum \$50,000

Election

- Purpose: To spread out the cost to Fund expenses related to elections every four (4) years.
- Source of Funds: Allocation from the annual operating budget. Projected cost divided by 4 to create an annual contribution.
- Use of Funds: To cover all cost for election related expenses (training, election services, mailings, etc.) that occurs every four (4) years. Any balance is carried forward in the Reserve.
- Target Balance: The balance of this Reserve in the year of the election should be sufficient to Fund the election.

Economic Development

Purpose: Development and execution of business initiatives, Strategic Plan and Tourism

Source of Funds: Allocation from the annual operating budget and revenue from sale of branded materials, maps, etc.

Use of Funds: Events to promote business, community awareness, branded materials

Target Balance: No established maximum limit, Reserve balance must be positive.

Medical Services (Doctor Recruitment)

Purpose: Assistance to recruit Doctors to the area.

Source of Funds: Allocation from the annual operating budget.

Use of Funds: Incentive to recruit a doctor to the area

Target Balance: The balance of this Reserve should be sufficient to assist in funding the most recent recruitment efforts and anticipated future recruitment needs.

Emergency Services (i.e. Extreme Weather events, Wildfires, Salaries etc.)

Purpose: To Fund unexpected costs due to wildfires, unforeseen weather events and salary – fire suppression over budget at year end.

Source of Funds: Allocation from annual operating budget and year end salaries – fire suppression surplus

Use of Funds: Extreme weather occurrences, wildfire calls and salaries – fire suppression over budget.

Target Balance: Minimum \$300,000 and Maximum \$500,000. At year end if the Reserve Fund is in excess of the maximum target any additional funds will be placed in the Fire Sustainability Reserve Fund.

Roads – Winter Maintenance

- Purpose:** To cover costs in the event of a shortfall in the Winter Control Operating Budget. The Reserve funds will assist in minimizing the financial implications resulting from additional winter operations due to weather.
- Source of Funds:** Allocation from the surplus from the annual operating budget for winter control, if any. An annual contribution will be added to the Reserve Fund until the minimum has been achieved. Budget versus actual for accounting object codes 55505 to 55512.
- Use of Funds:** Additional funding for winter maintenance expenditures on Township Roads in the event of a deficiency in the Operating Budget amount for winter control. Budget versus actual for objects 55505 to 55512.
- Target Balance:** The balance is recommended to have a minimum of \$200,000 and to a maximum of 50% of the five (5) year average actual for winter control. At yearend if the Reserve Fund is in excess of the 50% any additional Funds will be placed in the Roads Sustainability Reserve Fund – TCA.

Cemetery

- Purpose:** For cemetery care and any future expansion.
- Source of Funds:** A portion of plot sales, care and maintenance Fund interest and cemetery fees.
- Use of Funds:** General maintenance.
- Target Balance:** No established maximum, Reserve Fund must be in a positive position

Community Halls

- Purpose:** Operations and non-capital projects for Community Halls
- Source of Funds:** Fees from the annual sale of land (Shore Road Allowances).
- Use of Funds:** To be used for non-capital projects to enhance the Community Halls.
- Target Balance:** The balance is recommended to be a minimum of \$50,000 and maximum of \$100,000 . At yearend if the Reserve Fund is in excess of the maximum any additional Funds will be placed in the Community Halls Sustainability Reserve Fund – TCA.

North Frontenac Parklands

Purpose: Management, operations and maintenance of the North Frontenac Parklands.

Source of Funds: Allocation of surplus Funds from annual operating budget.

Use of Funds: To maintain/enhance the Crown Roads, Boat Launches and Campsites within the Land Use Permit through MNR. Funds cannot be allocated to other municipal services. May be used in any given year if there is a shortfall in the operating budget. Funds may be transferred to the MNR TCA Reserve Fund if drops below zero.

Target Balance: To be reviewed once balance exceeds the prior years budgeted expenses.

Planning

Purpose: To cover the expense of unexpected planning updates, planning document reviews, etc.

Source of Funds: Allocation from the annual operating budget.

Use of Funds: To Fund the cost of additional planning expenses.

Target Balance: Sufficient to Fund the document review per legislative requirements.

Township of North Frontenac						as of Mar. 19/24		
Reserves / Reserve Funds						(pending year end adjustments)		
Proposed Reserve and Reserve Funds	Reserve Account #	Previous Reserve and Reserve Fund	Category	Proposed Target	calculations	Current Balance	Action	
Operating Contingency Reserve	01-000-0-24100	Contingency	Reserve	10 - 12% of expenses based on the last Audited Consolidated Statement of Operations	\$10,278,547.00	\$1,202,006.16	No action required	
	01-000-0-24010	Working Capital			10% = \$1,027,855			
	01-100-0-24016	Integrity Commissioner			12% = \$1,233,425			
	01-260-0-24065	Accessibility						
Recreational Land (Planning Act)	01-900-0-24002	Special Parks Reserve Fund - Park Levy Only	Obligatory Reserve Fund	Allocate 60% of actual beginning balance		\$23,837.43	Need to allocate 60% . \$12,500 is allocated, need to allocate an additional \$3,023.16	
Building Dept Surplus	01-250-0-24025			One (1) year operating expenditures of last audited statements	2022 expenditures = \$192,694	\$33,071.90	Below target, fees adjusted late 2023, to be reviewed again in 2025 or as needed.	
Canada Community Building Fund (CCBF) formerly Federal Gas Tax (Obligatory Reserve Fund)	01-000-0-24030			Must be a positive balance		\$1,087,494.11	Can be held for up to 5 years from receipt of funds. No obligation to spend in 2024.	
Waste (Obligatory) for Closure Costs	01-400-0-24000			Total closure costs less current balance / by est. yrs. to closure		\$781,584.46	Continue to contribute based on Consultant report.	
OCIF - Formula based Funding	01-000-0-24035			Must be a positive balance		\$43,647.97	To be brought forward in 2024 budget	
Infrastructure Sustainability TCA - All Departments as required	01-000-0-24800		Discretionary Reserve Fund - Capital	To fund annual requirements based on Replacement Schedules, calculated with a annual 2% inflation increase.	\$6,000,000 plus / minus 15% Min \$5,100,000 / Max \$6,900,000	\$1,662,371.94	To meet the proposed target, will require additional annual contributions	
Fire Sustainability - TCA	01-200-0-24800					\$187,312.71		
Protection - Equipment TCA (Communication Tower)	01-260-0-24800					\$21,005.22		
Road Sustainability TCA	01-300-0-24800					\$1,016,059.47		
Waste Sustainability TCA	01-400-0-24800					\$351.92		
Recycling Sustainability TCA	01-450-0-24800					\$126.68		
Capital Acquisition - Ward 1 - TCA	01-000-1-24801					\$34,190.21		
Electronics/Software Sustainability TCA - All Depts.	01-110-0-24860					\$372,384.95		
Streetlights Sustainability TCA	01-280-0-24800					\$69,466.44		
Building Dept. Sustainability TCA	01-250-0-24800					\$47,624.02		
Community Hall - Sustainability TCA	01-610-0-24800					\$227,452.70		
Recreation - Sustainability TCA	01-615-0-24800					\$85,372.44		
CLSP (MNR Parks) - Sustainability TCA	01-620-0-24800					\$38,685.75		
Prop/Bldg Maintenance - Sustainability TCA	01-750-0-24800					\$5,463.37		
						TCA Total		
Cannabis	01-000-0-24014		Discretionary Reserve Fund - Operating	Must be a positive balance		\$14,184.05	No projects identified in 2024	
Safe Restart - COVID 19	01-000-0-24017			Remove when zero balance		\$66,713.44	To allocate remaining funds in 2024	
Seniors Initiatives	01-000-0-24018			Minimum of \$25,000 and maximum \$50,000		\$104,505.79	Review of initiatives to come to Council prior to July renewal	
Election - Council	01-100-0-24000			Sufficient to fund year of election		\$16,068.17	No action required	
Economic Development	01-170-0-24000	Promotion/Marketing Reserve Fund		Must be a positive balance		\$23,287.06	Considertion for future events/projects	
Medical Services (Doctor Recruitment)	01-190-0-24090			Sufficient to fund the project		\$31,240.06	Consideration of contributions for futture recruitment	
Emergency Services (i.e. Extreme Weather, Wildfires, Salaries etc.)	01-260-0-24060	Wildfires, Fire Salaries, Wildfires - Ward 1		Minimum of \$300,000 and maximum \$500,000		\$336,456.92	No action required, within target	
Community Halls	01-610-0-24000			Minimum of \$50,000 and maximum \$100,000		\$534,235.37	Transfer amount over maximum to Community Hall TCA Reserve Fund	
Roads - Winter Maintenance	01-300-0-24000			Minimum of \$200,000 and maximum of 50% of five (5) yr. average actual	\$462,349.58	\$560,906.53	No action required, within target	
Cemetery - North Frontenac	01-500-0-24000					\$67,049.54	No action required	
North Frontenac Parklands	01-620-0-24000	MNR Parks		Review once exceeds prior years budgeted expenses		\$388,809.36	No action required, within target	
Planning - Update/Reviews/LPAT appeals, etc.	01-700-0-24000					\$39,324.70	No action required	
GRAND TOTAL RESERVES AND RESERVE FUNDS:							\$9,122,290.84	

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: 05 Apr 2024
Re: 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. Quinte Conservation re: Watershed Conditions Statement - Water Safety Statement;
2. Township of Amaranth re: Request for Support - Pause Advancement of Highway 413;
3. Town of Cobourg re: Request for Support - Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act;
4. Town of Aurora re: Request for Support - Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use;
5. Town of Goderich Resolution re: Request for Support - Return to Combined ROMA & OGRA Conferences;
6. City of Quinte West re: Request for Support - Housing Funding;
7. Town of Aurora re: Request for Support - Council/Committee Meeting Structure Under Strong Mayor Powers;
8. Severance Application - File #B01/24 - Creation of One New Lot - 8090 Road 509;
9. Mazinaw Lanark Forest re: Inspection of 2024-2025 Annual Work Schedule for Mazinaw-Lanark Forest;
10. MVCA re: Water Conditions Statement: Water Safety-March 22, 2024;
11. Federation of Ontario Cottage Associations re: Elert - March 2024;
12. MVCA re: Board Summary Report dated March 11, 2024;
13. Township of Asphodel-Norwood re: Concerns raised by Public Health Ontario regarding the Auditor General of Ontario's Recommendation to Close Laboratories;
14. Township of Adelaide Metcalfe re: Request For Support - Increase Tile Drain Loan Amount;
15. KFL&A Public Health re: Board of Health Votes in Favour of Voluntary Merge.

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

1. Township of Tay Valley re: Declaration of a Climate Change Crisis;
2. Township of Amaranth re: Request for Support - Operational Budget Funding Resolution;
3. Lions Club of Land O'Lakes re: Proposal for November Memorial Banners.

From: John Inglis
Sent: March 12, 2024 9:25 AM
To: Tara Mieske
Subject: Re: Communications - Township of Tay Valley re: Declaration of a Climate Change Crisis

Hi Tara,

I'd like to bring this to B, to recommend that we support TVT's resolution and to forward our own statement to the circulation list proposed by TVT.

Thanks,
John

On Mon, 11 Mar 2024 20:19:11 +0000, Tara Mieske wrote:

Good Afternoon – For inclusion in the April 5, 2024, Council Agenda, Communications, A Section.

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk/Planning Manager

From: TVT Deputy Clerk
Sent: March 7, 2024 10:47 AM
Subject: Council Direction - Declaration of a Climate Change Crisis

Right Honourable Justin Trudeau, Prime Minister of Canada:

The Council of the Corporation of Tay Valley Township at its meeting on February 27th, 2024 adopted the following resolution:

RESOLUTION #C-2024-02-15

MOVED BY: Korrine Jordan

SECONDED BY: Greg Hallam

“**WHEREAS**, climate change annually contributes to hundreds of billions of dollars in property and infrastructure damage worldwide, stressing local to national and international economies;

WHEREAS, climate change jeopardizes the health and risks the extinction of millions of species worldwide, stressing and weakening the health and integrity of ecosystems everywhere;

WHEREAS, climate change harms the health and security of people through intense wildfires, flooding, storms, droughts, rising sea levels, the spread of invasive insects

bearing diseases, negative impacts on agriculture, and food supply interruption, thus further stressing social, economic, and political systems;

WHEREAS, there is now a large body of evidence and climate change risk scenarios which point to the imperative for steep and permanent reductions in greenhouse gas emissions, immediately and in the coming decades, in order to avoid many climate change “tipping points” which, if crossed, will render further and devastating ecological, economic, and societal losses;

AND WHEREAS, a crisis can be defined as "a dangerous situation requiring immediate action";

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township officially declares a climate change crisis for the purposes of naming, framing, and deepening our commitment in our climate action plan to protecting our local ecosystems, local economy, and our community from climate change;

THAT, this resolution be revisited each term of Council and within the first year of the new council;

AND THAT, this resolution be provided to Prime Minister Trudeau and all federal ministers with portfolios related to climate change; to all federal Opposition party leaders; to MP Scott Reid; to Premier Ford and all Ontario ministers with portfolios related to climate change; to MPP John Jordan and all other Ontario MPPs; to all Ontario Municipalities and the local media.”

ADOPTED

Aaron Watt, Deputy Clerk
Tay Valley Township

From: John Inglis
Sent: March 14, 2024 9:23 AM

Subject: Re: Communications - Township of Amaranth re: Request for Support - Operational Budget Funding Resolution

Hi Tara,

I'd like to bring this forward for support.

John Inglis

On Thu, 14 Mar 2024 12:41:32 +0000, Tara Mieske wrote:

Good Afternoon – For inclusion in the April 5, 2024, Council Agenda, Communications, A Section. Thanks Tara

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk/Planning Manager

From: Holly Boardman
Sent: March 13, 2024 3:52 PM

Subject: Operational Budget Funding Resolution

Good Afternoon

Please see the attached resolution passed by the Township of Amaranth Council.

Regards,

Holly Boardman
Deputy Clerk
Township of Amaranth



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 12, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Sent by email to: Paul.Calandra@pc.ola.org

Re: Operational Budget Funding

At its regular meeting of Council held on March 6, 2024, the Township of Amaranth Council passed the following resolution.

Resolution #: 4

Moved by: G Little

Seconded by: A. Stirk

Whereas all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;

Whereas all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;

Whereas the City of Toronto has recently received Provincial funding to cover a \$1.2 billion dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget, and;

Whereas the City of Toronto has the lowest tax rates in the Province, approximately 40% less than the average Dufferin rural municipal tax rate.

Be it Resolved That the Township of Amaranth call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.

CAO/Clerk

C: Premier of Ontario; AMO; Ontario Municipalities

From: Lynn Lowe
Sent: March 25, 2024 2:26 PM
Subject: Re: Proposal for November Memorial Banners

Hello Brooke,
Please find attached the Memorial Banner Program information.
We did speak at AH Council last week. They approved of the program however, we must get approval from MTO and Hydro One. We are in the process of completing that. If the program is successful.

Thank you for your support.

Lion Lynn Lowe, Secretary



LIONS CLUB OF LAND O' LAKES

RECEIVED

FEB 29 2024

Twp. of North Frontenac
Per.....

Thursday 31st of Jan, 2024

To: Township of North Frontenac
From: Lions Club of Land O'Lakes
Subject: Proposal for November Memorial Banners

**Dear Ms. Tara Mieske & Ms. Brooke Hawley,
Good Day,**

Lions Club of Land O'Lakes would like to sponsor memorial banners for Remembrance Day. These flags are normally mounted from light poles or hydro poles. They have a photo of a veteran as well as their name and regiment. We would like to hang 10 in Northbrook and 10 in Cloyne.

The cost of the flags is approximately \$150. As Lions and community we will be fully sponsoring the cost of the flags, but would request your approval of the project, and your suggestion for best placement, as well as your support in mounting the flags.

A photo is attached.
Thank you for your consideration.
N.B. A similar letter sent to Township of Addington Highlands.

Lion Lynn Osborne

President

Lions Club of Land O'Lakes

613-336-9426

lynn.osborne@gmail.com

Lion Lynn Lowe

Secretary

Lions Club of Land O'Lakes

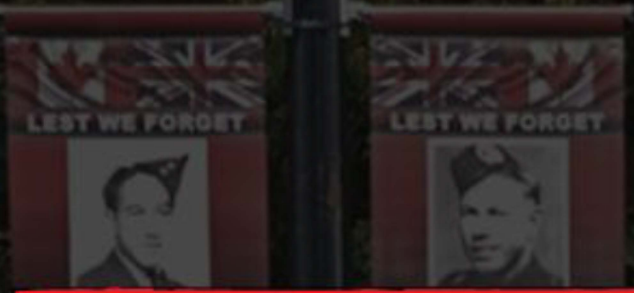
519-217-1404

eventscluboflandolakes@gmail.com



MEMORIAL BANNER PROGRAM

SOME GAVE ALL ... ALL GAVE SOME



FOREWARD

We started working with our first banner program in 2016 with the Harriston Legion.

Since then over 50 more programs have joined us in honouring our veterans in Communities all across the Canada.

Our goal is to continue working with these programs in any community that wishes to work with us.

WELCOME TO THE PROGRAM



HONOUR THEIR SACRIFICE



Edward Stanley Miller
WWII - Air Force
Tara Miller & Christopher Miller

Blenheim District
Freedom Library &
2019



PROGRAM OVERVIEW

Legion/Community Support

These programs only exist because of your support. Each program needs a volunteer to collect and share the information.

Applications and Proofs

Banners are sponsored and have applications with photos submitted. From there we will create proofs for approval prior to printing.

Approvals and Printing

Once all corrections have been made we will print and ship the banners. All banners are heavy duty full colour double sided and have been used across Canada.

Unveiling

Once received, banners can be unveiled and enjoyed by all. Easy to install, stored and have a long life.





YOUR PROJECT YOUR COMMUNITY

These programs only exist because you want this program in your community. They are only successful through the hard work that you do.

When you choose to work with us, we will assist you to make sure that you have all the information you need, proper templates and proofs and at the end of the day, an outstanding banner to show family and friends.

But at the end of the day - this is your program.



Applications and Proofs

Once you are ready to start your program with us, contact us to get started.

Once the initial proof design is decided, all other banners will be created from this concept.

Every banner program is custom to each project and the community it is held in so there are certain details that we will need to go over. From here we will create an initial proof for you to help show what the banners will look like.

We have systems in place for the applications, creating proofs, sharing your program's information.

Every application will have an electronic proof created that you will approve prior to printing.

Veterans Memorial Banner Project
 Royal Canadian Legion Branch 192 Carleton Place
 Banners: \$299 each, includes tax, shipping, storage, labour

Our Veterans Banners memorialize a past or present member of the Canadian Armed Forces or RCMP. They will fly annually along the main streets of Carleton Place, 2-3 weeks surrounding Remembrance Day

Banner Veteran George Roderick McDonald
 as it will appear on the banner Joe and Carol McDonald
 Postal code 122 Maitland St Carleton Place Ont
Canada
4363@yahoo.com
daughter.intow
time, Cold War, etc WW2
ammunition Company

Approvals and Prints

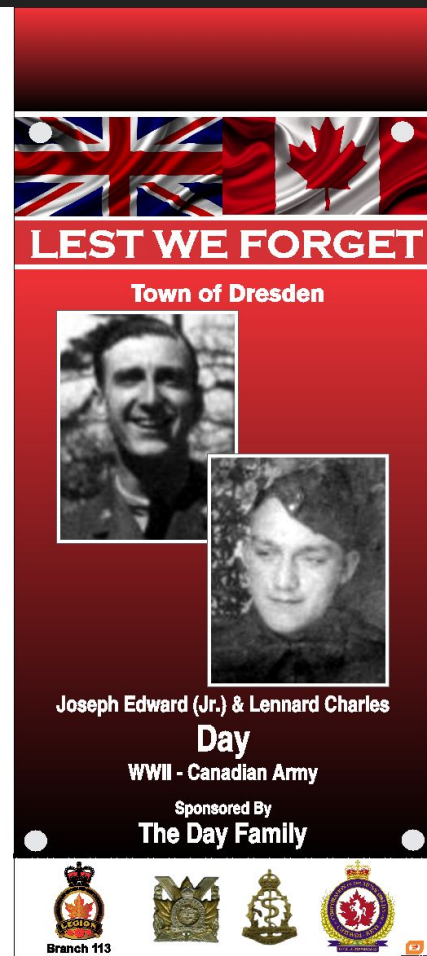
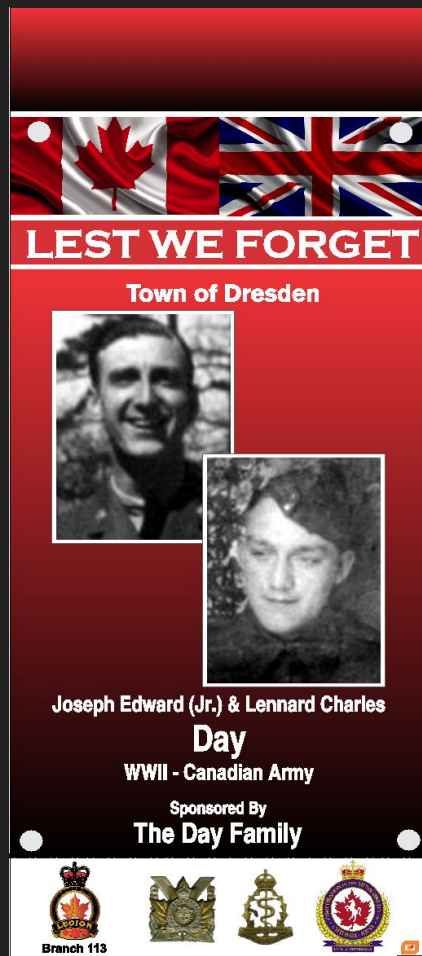
We only print after the banners have been approved by you and the family members.

After approval has been granted, we print, sew, and inspect each banner.

We do not restrict the number of changes either - it is important to us to make sure that the banners are satisfactory and reflect the Veteran and their service.

They are then shipped in a safe manner to ensure they arrive to you in tact and ready to be shared.

Any banner that has an issue we will look after.





UNVEILING

Time to enjoy the fruits of your labour. Take pictures, video and share with the community and your visitors. Share memories of the Veterans and All your work is over.

Or is it? We have made the program easy to grow and expand...as long as you have somewhere to hang them. During the time they are hung, you will probably have received inquiries about how a family can have their Veteran included in next years program and everything starts all over again.

Program Locations



Active with more than 50 programs across Canada and add more every year.

WHY US

EXPERIENCE

There are a lot of other businesses that print banners, even in your own community. So why use us?

We have been specifically printing banners for Veteran programs across Canada for almost a decade.

We understand how they need to look, protocols for flags, honours, and other essential aspects of the banners.

QUALITY

With programs across Canada, our banners have been exposed to pretty much every condition that this great Nation could throw at them.

But sometimes something happens and there is an issue. We will reprint any material failure.

We have numerous comments about how great the banners we deliver are.

PRICING

Our pricing is focused on ensuring that these programs can exist.

Banners are priced so that, if needed, we can and have, just print one banner.

Not every program knows exactly how many banners they need to start...or if they will ever just need one. Our pricing takes care of that concern.

VETERAN MANAGED

Internally to us, this program is managed by a Canadian Veteran who served many years with the Canadian Army and works directly with every project coordinator to make sure your program is as successful as possible.

Our entire team stands behind these programs and are proud to be involved with them and the impact they have on communities across Canada.

We are a Canadian Company based in Hanover Ontario.

PRICING COSTS

Our pricing has been set so that programs can run across Canada no matter how many banners they need. We have helped programs start with as few as 3 banners. We also have programs who asked for one.

Also with the majority of the programs reliant on sponsors having consistent pricing makes it easier for Program Managers.

Our pricing is based on size:

- 30"x60" or smaller (majority of programs) - \$150
- Over this size is \$185

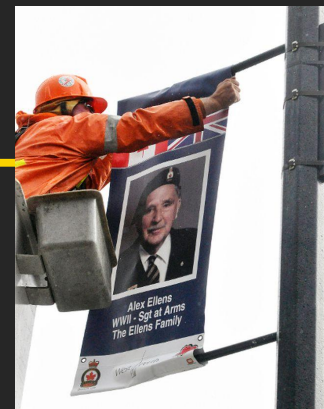


There maybe other costs that a program needs to take into consideration. Permit costs, installation, and take down. Please consult with your region to see what these costs may incur. If there are extra costs, there are possible solutions to help.

OTHER PRODUCTS

We are a marketing and promotional products company and offer other products to support Programs and our community:

- Banner hangers
- Mini table top banner
- Apparel
- And much more





HOMELESS VETERANS

One reason that we love working with these programs is because it shows one portion of Canada's history that we would never see. As we work on banners, stories of certain Veterans are shared with us by Programs either directly or through social media posts about their banners.

Unfortunately, there are a number of faceless Veterans that we don't know about but might see and are ignored. Those are our Homeless Veterans.

A portion of our sales goes to support Homeless Veteran programs. Currently we give back to the Legion's program but are also reviewing other programs to support. Even with the impact of COVID during 2020, we were still able to give back \$5 000.

Whatever we can do we will for as long as this program continues.



**BEHIND EVERY
STRONG SOLDIER IS A
COURAGEOUS FAMILY
WHO STANDS BY
THEM AND LOVES
THEM WITH ALL
THEIR HEART.**

To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by:
Date of Meeting: 05 Apr 2024
Re: Proposed Environmental Task Force per Township of North Frontenac Strategic Plan 2024-2028.

Recommendation:

Be it Resolved That Council receives for information the Chief Administrative Officer's (CAO) Administrative Report entitled "Proposed Environmental Task Force per Township of North Frontenac Strategic Plan 2024-2028";
And That Council appoints _____ as the Chair of the Task Force;
And That Council appoints Councillor(s) _____ as Members of the Task Force;
And That as recommended by the CAO Council appoints Darwyn Sproule, P. Eng., Public Works Manager as the Manager (Staff member) for the Task Force and that Tara Mieske, Dipl.M.A., M.M., Clerk/Planning Manager (CPM) be appointed as the Secretary (Staff member) for the Task Force;
And That the Chair of the Task Force will recommend individuals who responded to the advertisement for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting at an upcoming Council Meeting.

Background:

On February 23, 2024 Council Resolution #77-24 provided:
"Whereas at the meeting held on January 8, 2024 Council passed Resolution #02-24 receiving for information the presentation by Steve Lichty, Capital Park Consulting Inc. regarding the Draft Strategic Plan; and Council requested Capital Park Consulting Inc. make changes to the Strategic Plan and provide another draft at the February 23, 2024 meeting;
Therefore Be It Resolved That Council receives for information the updated Strategic Plan from Capital Park Consulting;
And That Council approves the Strategic Plan; and instructs the CAO to provide a report to Council, including a workplan, for consideration at a future Council meeting.
Carried".

Researched By:

Corey Klatt, Chief Administrative Officer

Comments:

Within the Township of North Frontenac's Strategic Plan, 2024-2028 under the Environmental Stewardship Category it was recommended to establish an Environmental Task Force comprised of Councillors, Staff and Community Stakeholders to develop and promote programs to protect the environment and to develop an action plan to manage/mitigate climate change impacts.

By-Law #26-23 Section 13 of the Procedural Policy for Members of Council, Committees and Task Forces sets out the procedure for creating a Task Force (see attached). In summary a Task Force is established for a special purpose or to address a specific task. The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Force and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings.

Moreover, per the Procedural Policy the Task Force shall be made of at least one (1) but not more than three (3) Members of Council; the CAO and/or at least one (1) Manager; Voluntary Sector Members whose knowledge of the Task Force's mandate would be an asset; and a Secretary.

Council by Resolution shall appoint the Council Member(s) and CAO and/or Manager(s) who will be members of the Task Force from the Council Member(s) appointed. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed.

Prior to the Inaugural Meeting of a new Task Force, the CAO/Manager appointed to the Task Force shall advertise for volunteer members in the local newspaper; on the Township's Website; and on the Township's Social Media accounts.

The Chair will recommend individuals who responded to the advertisement, for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting. Knowledge of the Task Force's mandate would be an asset.

The Clerk will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking the voluntary participants and advising them of their appointment.

The CAO shall appoint a secretary for the Task Force from staff.

It is recommended that Darwyn Sproule, P. Eng., Public Works Manager be appointed as the Manager (staff member) for the Task Force and that Tara Mieske, Dipl.M.A., M.M., Clerk/Planning Manager (CPM) be appointed as the Secretary (staff member) for the Task Force as it is anticipated that their knowledge and expertise within the Departments they manage will be very beneficial throughout Task Force discussions.

Financial Impact:

Unknown at this time. Task Force Members' expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

Moreover; funding will be required for initiatives recommended by the Task Force and approved by Council. This information will follow for Council consideration depending on future recommendations by the Task Force.

Attachments:

[Procedural By-law #26-23 - Section 13](#)

creed, sex, sexual orientation, age, marital status, family status or disability;

- iii. Interrupt a member while speaking, except to raise a point of order;
- iv. Speak on any subject other than the subject in the debate.

e) **Quorum**

In order to meet quorum, 50% of the Members must be in attendance and at least one of which shall be a Member of Council. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Township's Website.

f) **Advisory Persons**

The Committee may require members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

13.0 Task Forces

13.1 General

Within three (3) months of the beginning of the term of Council, Council shall review each Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution either appoint Members to the Task Force or disband the Task Force.

A Task Force is established for a special purpose or to address a specific task. A Task Force shall not be governed by this section of the Procedural Policy and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Forces and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings.

13.2 Composition

The Task Force shall be made of:

- a) At least one (1) but not more than three (3) Members of Council;
- b) The CAO and/or at least one (1) Manager;
- c) Voluntary sector members whose knowledge of the Task Force's mandate would be an asset;
- d) A Secretary.

13.3 Appointment

Council by Resolution shall appoint the Council Member(s) and CAO and/or Manager(s) who will be members of the Task Force. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed.

Prior to the Inaugural Meeting of a new Task Force, the CAO/Manager appointed to the Task Force shall advertise for volunteer members in the local newspaper; on the Township's Website; and on the Township's Social Media accounts. In the case of a Task Force continuing from the previous term of Council, the volunteer members from the previous term shall be invited to continue as volunteer members and Council shall determine if an advertisement for new volunteer members is required.

The Chair will recommend individuals who responded to the advertisement, for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting. Knowledge of the Task Force's mandate would be an asset.

The Clerk will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking the voluntary sector participants and advising them of their appointment.

The CAO shall appoint a Secretary for the Task Force from staff.

13.4 Procedural Matters

The CAO and/or Manager sitting on the Task Force shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Task Force Members and post notice of the meetings on the Township's Website forty eight (48) hours in advance of the meeting. The date and time of the Task Force meeting shall be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the meeting.

Members may participate in Meetings electronically.

The Task Force shall:

- a) Comply with all applicable legislation and Municipal By-laws and Resolutions.
- b) All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.
- c) While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number) Task Force Meetings shall not be held in-person and shall be held using electronic participation, unless approved by the Chair and Chief Administrative Officer/Manager appointed to the Task Force ensuring compliance with all Provincial and/or Public Health Regulations.
- d) Not make any decisions or expend any monies without Council approval by Resolution over \$500 annually.
- e) Task Force Notes shall, once approved in principle by the Task Force, be provided to the Clerk for inclusion in the next Council Agenda for information purposes. Task Force Notes shall provide written clear recommendations (i.e.

identifying options) in the conclusion of the Notes of the meeting, with supporting documentation. These recommendations, once approved in principle by the Task Force, shall be presented as Motions to Council for consideration.

- f) Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Township's Website.
- g) Disband in accordance with their Terms of Reference, unless otherwise approved by Council. (For housekeeping purposes only, the Clerk will have Council pass a Resolution to disband all Task Forces).

13.5 Operating Principles

a) Quorum

Although Task Force membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

b) Reaching Agreement

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

c) Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

d) Expenses Incurred by Task Force Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

e) Resignation of Task Force Member

If a Voluntary Sector Member resigns the Task Force, Council may appoint a member from the previous recruitment at the beginning of the term. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Meeting.

Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

f) Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

13.6 Voluntary Sector Members

The Voluntary Sector Members shall:

- a) Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith.
- b) act with honesty, integrity and openness in advancing the joint process.
- c) not use their position on the Task Force to benefit materially from the process or the outcomes.
- d) not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met.

13.7 Sub-Committees

Sub Committee may be established to deal with a specific task/matter that is specific to a Task Force and shall:

- a) Be appointed by Council at the recommendation of the Task Force;
- b) Make recommendations to the Task Force.

13.8 Disbandment

Council may disband a Sub-Committee at any time when determined the Committee's mandate has been met; or the Sub-Committee is no longer required.

14.0 General

14.1 Appointment of County Council Members

The County Council Second Member shall be appointed to serve on County Council along with the Mayor for the term of Council. At the Inaugural meeting of Council any member, excluding the Mayor may present their case to be selected as the County Council Second Member and once all presentations are complete Council will vote to select the County Council Second Member. The County Council Second Member shall be appointed by By-law.

The County Council Alternate Member appointed under Section 268 of the Municipal Act to act in place of a County Council Member when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy) shall be appointed at the Inaugural meeting of Council. Any member, excluding the Mayor or the Member appointed as the County Council Second Member may present their case to be selected as the County Council Alternate Member and once all presentations are complete Council will vote to select the Alternate Member. The County Council Alternate Member shall be appointed by By-law. When acting as

creed, sex, sexual orientation, age, marital status, family status or disability;

- iii. Interrupt a member while speaking, except to raise a point of order;
- iv. Speak on any subject other than the subject in the debate.

e) **Quorum**

In order to meet quorum, 50% of the Members must be in attendance and at least one of which shall be a Member of Council. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Township's Website.

f) **Advisory Persons**

The Committee may require members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

13.0 Task Forces

13.1 General

Within three (3) months of the beginning of the term of Council, Council shall review each Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution either appoint Members to the Task Force or disband the Task Force.

A Task Force is established for a special purpose or to address a specific task. A Task Force shall not be governed by this section of the Procedural Policy and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Forces and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings.

13.2 Composition

The Task Force shall be made of:

- a) At least one (1) but not more than three (3) Members of Council;
- b) The CAO and/or at least one (1) Manager;
- c) Voluntary sector members whose knowledge of the Task Force's mandate would be an asset;
- d) A Secretary.

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The Chair will recommend individuals who responded to the advertisement, for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting. Knowledge of the Task Force's mandate would be an asset.

The Clerk will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking the voluntary sector participants and advising them of their appointment.

The CAO shall appoint a Secretary for the Task Force from staff.

13.4 Procedural Matters

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Members may participate in Meetings electronically.

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- b) All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.
- c) While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number) Task Force Meetings shall not be held in-person and shall be held using electronic participation, unless approved by the Chair and Chief Administrative Officer/Manager appointed to the Task Force ensuring compliance with all Provincial and/or Public Health Regulations.
- d) Not make any decisions or expend any monies without Council approval by Resolution over \$500 annually.
- e) Task Force Notes shall, once approved in principle by the Task Force, be provided to the Clerk for inclusion in the next Council Agenda for information purposes. Task Force Notes shall provide written clear recommendations (i.e.

identifying options) in the conclusion of the Notes of the meeting, with supporting documentation. These recommendations, once approved in principle by the Task Force, shall be presented as Motions to Council for consideration.

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d) Expenses Incurred by Task Force Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

e) Resignation of Task Force Member

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- c) not use their position on the Task Force to benefit materially from the process or the outcomes.
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13.7 Sub-Committees

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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: 05 Apr 2024
Re: Shore Road Allowance Closure and Sale By-law – Taylor

Recommendation:

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

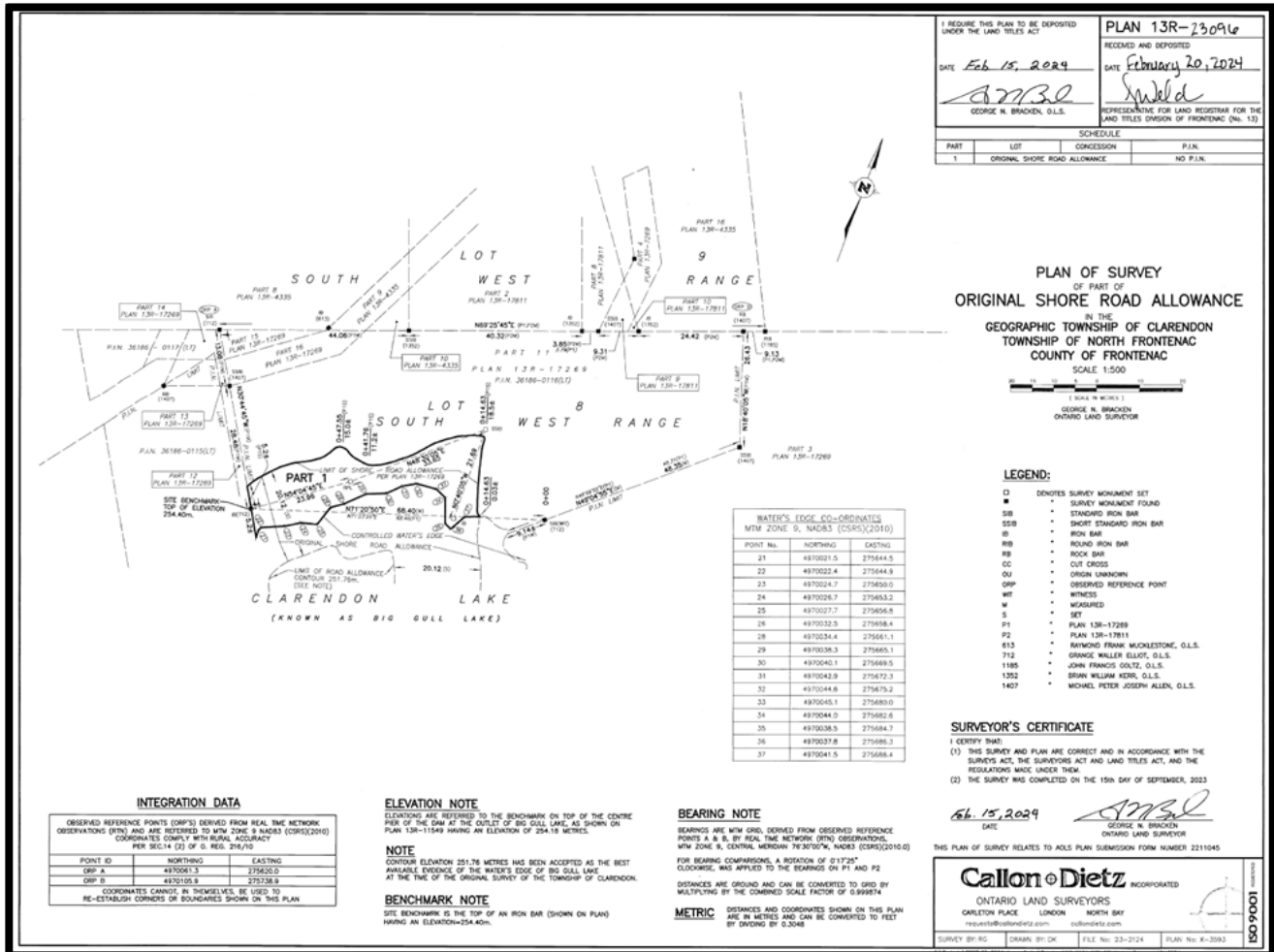
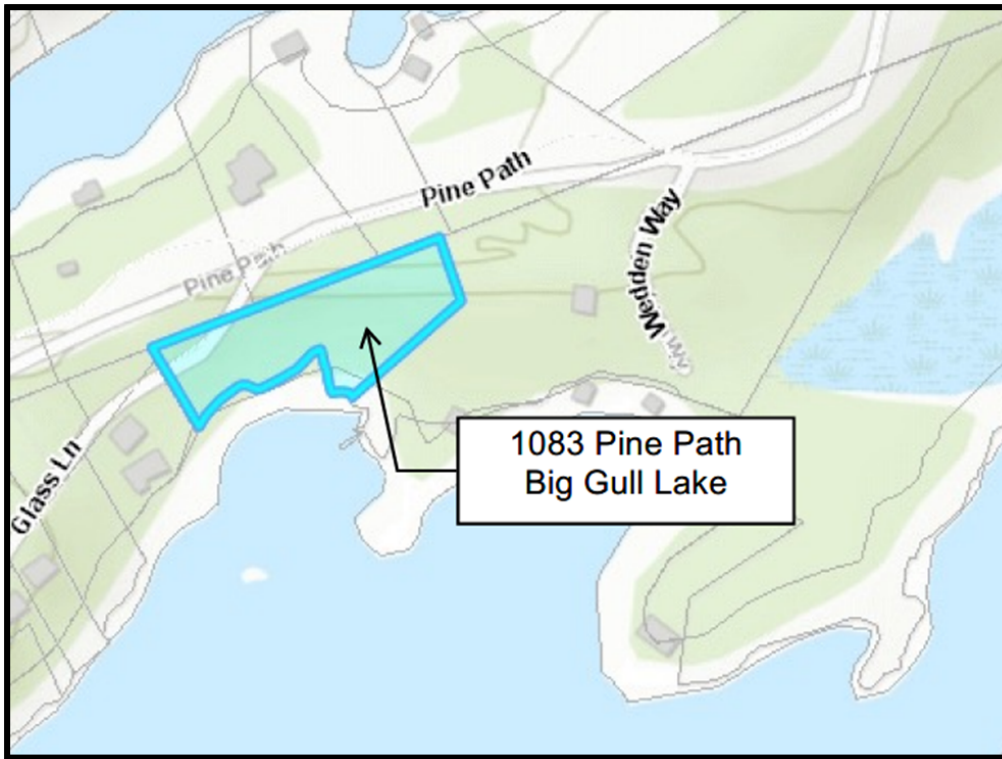
And That, as required by By-law #20-23,

- All That Part of the Shore Road Allowance adjacent to Part of Lot 8, Southwest Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac, being Part 1 on Registered Plan 13R-23096 (Clarendon (Big Gull) Lake).

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

Background:

An Application was submitted by Jason and Monique Taylor to purchase the Shore Road Allowance along the shore of Clarendon (Big Gull) Lake, adjacent to Part of Lot 8, Southwest Range, geographic Township of Clarendon, being Part 1 on Registered Plan 13R-23096 (see below map and survey). Council passed Resolution #268-23 on June 9, 2023 approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #20-23).



Researched By:

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

Comments:

None.

Financial Impact:

This Application was submitted prior to the new Fees and Charges By-law being enacted.

Per By-law #75-22, the Shore Road Application process required an Administration fee of \$1,000 plus \$130 HST for a total of \$1,130. This fee has been collected from the Applicant.

The Township will receive Land Costs for the sale of the Shore Road Allowance in accordance with the Fees and Charges By-law #75-22.

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: 05 Apr 2024
Re: Line Fences Act Update

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Line Fences Act";

And That Council instructs the Clerk/Planning Manager to draft a By-law for the Non-Application of the Line Fences Act for Council's consideration at a future meeting;

And That Council instructs the Clerk/Planning Manager to draft a Fence By-law including provisions for height and permitted materials and the current provisions included in the Township's Zoning By-law for Council's consideration at a future meeting.

Background:

The Line Fences Act (the Act) is one of the oldest pieces of legislation. It was introduced in 1834. The Act was established to provide an avenue to settle disputes of adjoining property owners with respect to the construction, maintenance and repair of a fence on rural or agricultural properties. The construction and maintenance of fences built along a boundary line has historically been considered a shared responsibility. Applications made under the Act are only made when neighbours cannot agree amongst themselves.

Fencing in residential areas can involve disagreement regarding matters that fall outside the original intended jurisdiction of the Act, such as fence type, height and condition. The location of the boundary is also outside the provisions of the Act. It should also be noted that the Act only applies to the request for new fences or the repair of damaged fences. It cannot be invoked retroactively after a fence has been constructed.

While the Act is applicable to all municipalities, Section 98 (1) of the Municipal Act states "A local municipality may provide that the Line Fences Act does not apply to all or any part of the municipality".

Researched By:

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

Comments:

Under the Act, the municipality is required to appoint a minimum of three (3) fence viewers as the adjudicators of any disputes and determine the provisions of costs. In the past, Council has appointed members of the Committee of Adjustment as Line Fence Viewers.

When reviewing the By-law to appoint the Fence Viewers it was requested by some of the Committee Members they would like to have training. Currently only one member of the Committee of Adjustment has received training. There has been no opportunity for practical experience as the Township has not had request for a Fence Viewing in over 15 years.

Training was previously provided by the Ministry of Municipal Affairs and Housing (MMAH) but when contacted MMAH advised they no longer provide the training and the responsibility for the Line Fences Act has been transferred to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). We are unable to find training for the Fence Viewers or staff who would be responsible for the administration of the Act

While attempting to arrange training, we have learned many municipalities have chosen to opt out of the Line Fences Act and use alternative by-laws to regulate and enforce the construction and maintenance of fences within the municipality. It is recommended that Council consider exempting the Township from the Line Fences Act. An individual who wishes to construct a fence would construct it on their property, at their own expense. Should an issue regarding boundaries arise, this would be a private matter, outside the Township's jurisdiction.

The Township has provisions regarding fences in the Zoning By-law as follows:

3.15 Fences

- (a) The maximum height of a fence along an interior side or rear lot line for a residential or recreational commercial use shall be 2 metres;
- (b) The maximum height of a fence along a front lot line or exterior lot line for a residential use or a recreational commercial use shall be 1.5 metres;
- (c) The maximum height of a fence along any lot line in the General Commercial (GC), or Industrial (I) Zones, or on lands used primarily used for commercial or agricultural purposes, shall be 3 metres;
- (d) Barbed-wire fences and electric fences may only be used for agricultural purposes, utilities, an impound lot, commercial operations where security is required, or for Municipal purposes;
- (e) No fence shall be erected that may pose a safety hazard due to obstruction of a sight triangle.

It is also recommended Council consider the implementation of a Fence By-law under the Municipal Act to set standards for fences throughout the Township (i.e. height, material and condition) and incorporate the provisions in the Zoning By-law and remove the provisions from the Zoning By-law which is implemented under the Planning Act.

Financial Impact:

The Fees and Charges By-law includes costs for Fence Viewings under the Line Fences Act so the intention is the costs would be covered by the fees. Therefore there won't be any financial impacts.

To: Mayor and Members of Council
From: Eric Korhonen, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 05 Apr 2024
Re: Emergency Preparedness Week May 5-11, 2024

Recommendation:

Be It Resolved That Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 5-11, 2024";

And That Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

And That Council declares May 5-11, 2024 as Emergency Preparedness Week;

And That Council approve the Mayor's Declaration;

And That Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's website and social media and in the Frontenac News.

And That Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

And That Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's website and social media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Background:

Emergency Preparedness Week (EP Week) is an annual event that takes place each year during the first full week of May and is an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

Annually, the CEMC provides Council with an Administrative Report in April regarding Emergency Preparedness Week for information purposes with a Mayoral Declaration (Attachment #1) for consideration, to be posted on the Township's Website and Social Media and included in the Frontenac News.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, requires Municipalities to develop and implement an Emergency Management Program and Council of the Municipality shall adopt this program by By-Law. The program shall provide public education on the risks to public safety and on public preparedness for emergencies. North Frontenac adopted an Emergency Management Program on December 3, 2018, By-Law #104-18.

The North Frontenac Emergency Management Program Committee annually, joins forces with the Federal Government, and the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared.

Researched By:

Eric Korhonen, Community Emergency Management Coordinator (CEMC)
Sonia McLuckie, Admin Assistant

Comments:

This year the week of May 5-11, 2024, will be recognized as EP Week.

This year's program will educate and promote public awareness during EP Week, through social media, the Township's website and the Frontenac News. Each day during the 2024 EP Week (Monday – Friday) the CEMC will post a different Public Service bulletin on the Township's social media and website giving residents safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Emergencies in our area such as floods, wild fires, wind events, heat events and other hazards can strike at any moment leaving us without life sustaining essentials such as drinking water, food, light, heat and shelter. It's critically important to be prepared before such events occur. The Canadian government recommends having an emergency kit on hand with enough supplies to last at least 72 hours.

There are many 72 hour personal emergency kits available to the public, which meet Canadian government recommendations for emergency preparedness. In the event of an emergency you can grab it and go, knowing you have the necessary supplies to survive until help arrives.

The CEMC would like to campaign during EP Week 2024 to encourage residents of North Frontenac Township to be prepared for a disaster. The CEMC has designed a quiz that is proposed to be launched on May 5, 2024 and run until May 11, 2024 and all submissions will be entered into a draw to win a 2 Person 72 Hour Emergency Survival Kit.



Financial Impact:

Monies to come from Protection and Emergency Services Budget – Emergency Plan.

- Mayor's Declaration to be inserted in the Frontenac News - estimated cost of advertisement \$170.
- 2 Person 72 Hour Emergency Survival Kit \$180.

Total Costs: Approximately \$350

Attachments:

[Emergency Preparedness Week May 5-11, 2024 Declaration](#)



**Mayor's Declaration Annual Emergency Preparedness Week
"Plan for Every Season"**

It's time for Emergency Preparedness Week, from May 5-11, 2024. North Frontenac Emergency Management Program Committee is joining forces with the Ontario Fire Marshal and Emergency Management (OFMEM) to remind local residents of the importance of having an emergency plan and a survival kit and building on the fundamentals of emergency preparedness.

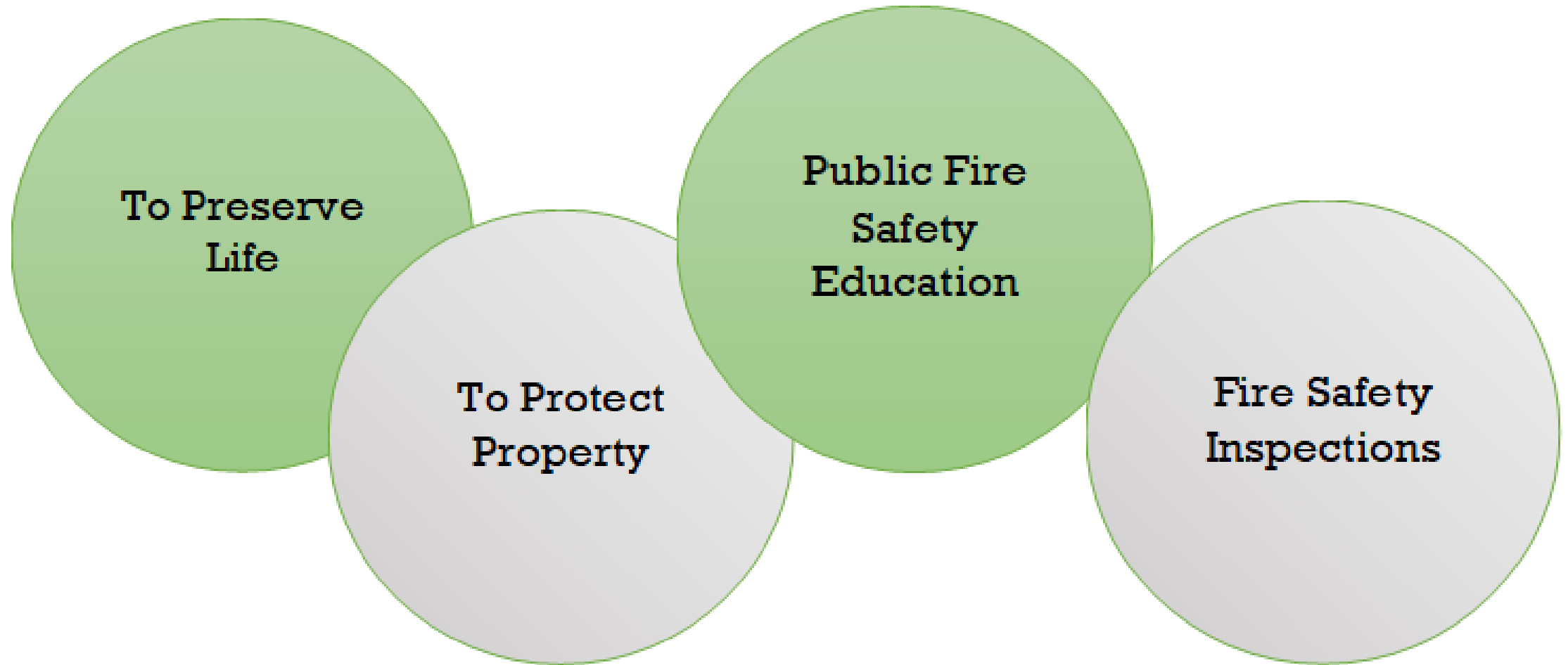
The focus of this year's Provincial Emergency Preparedness (EP) Week campaign is "*Plan for Every Season*"

Therefore, I Gerry Lichty, Mayor of the Township of North Frontenac do hereby declare May 5-11, 2024, as Emergency Preparedness Week throughout the Township, and I urge all the people of North Frontenac to prepare an emergency plan and an emergency survival kit for their home and to support the efforts of North Frontenac's Emergency Management Program Committee during Emergency Preparedness Week 2024.

Annual Report



PRIMARY RESPONSIBILITIES



FIRE PREVENTION AND EDUCATION.....

- COTTAGE ASSOCIATIONS
- KINGSTON, FRONTENAC, LENNOX & ADDINGTON FIRE PREVENTION COMMITTEE
- SMOKE DETECTOR / CARBON MONOXIDE DOOR-TO-DOOR
- SEASONAL EVENTS:
 - ❖ Winterfest
 - ❖ Summerfest
 - ❖ Essential Services Fair
 - ❖ Local Government Week
 - ❖ 12 Days of Christmas
 - ❖ Fire Prevention Week 2023



2023 Appointments



Adam Robinson
June 26, 2023
Assistant Fire Chief



Brooke Ross
December 22, 2023
**EFR Captain – Clarendon Miller
Station**

Long Service Awards

RESPECT IS EARNED. LOYALTY IS RETURNED.



Firefighter Certifications

Regulation

- The Fire Protection and Prevention Act was amended in 2022 to include a regulation outlining the mandatory certification requirements for fire protection services in Ontario.
- The regulation introduces mandatory minimum certification standards and job performance requirements for firefighters in an effort to ensure that firefighters across Ontario have consistent training.
- The new regulation requires firefighters to be certified to specific minimum certification standards when delivering certain types of fire protection services.
- All of the certification standards incorporate the standards and job performance requirements that have already been developed by the National Fire Protection Association, an international non-profit organization that provides information on fire-related hazards.

The Purpose

The purpose of the new certification model is to provide fire departments with the flexibility to meet local training needs based on levels of fire protection services, while promoting the safety of firefighters and the public.

Department Complaints - Fireworks

- Most complaints received by the Township of North Frontenac (Township) are concerns around the negative impact fireworks have on pets, people working shift work, wildlife, environment due to the noise and fear that fireworks may cause fires resulting in property damage or injury.
- Fireworks in the Township are regulated by the Open Air Burn By-Law #53-19 – Section 7, Section 14 and the Noise By-Law 70-20 - Section 3.0.
- The NFFD and the Kaladar Barrie Fire Department currently respond to complaints for fireworks only during a Fire Ban. This is problematic as usually the displays/events are over before the Departments arrive. This response consumes available volunteer resources and incurs vehicle and wage expenses for the Township.

Who's Responding

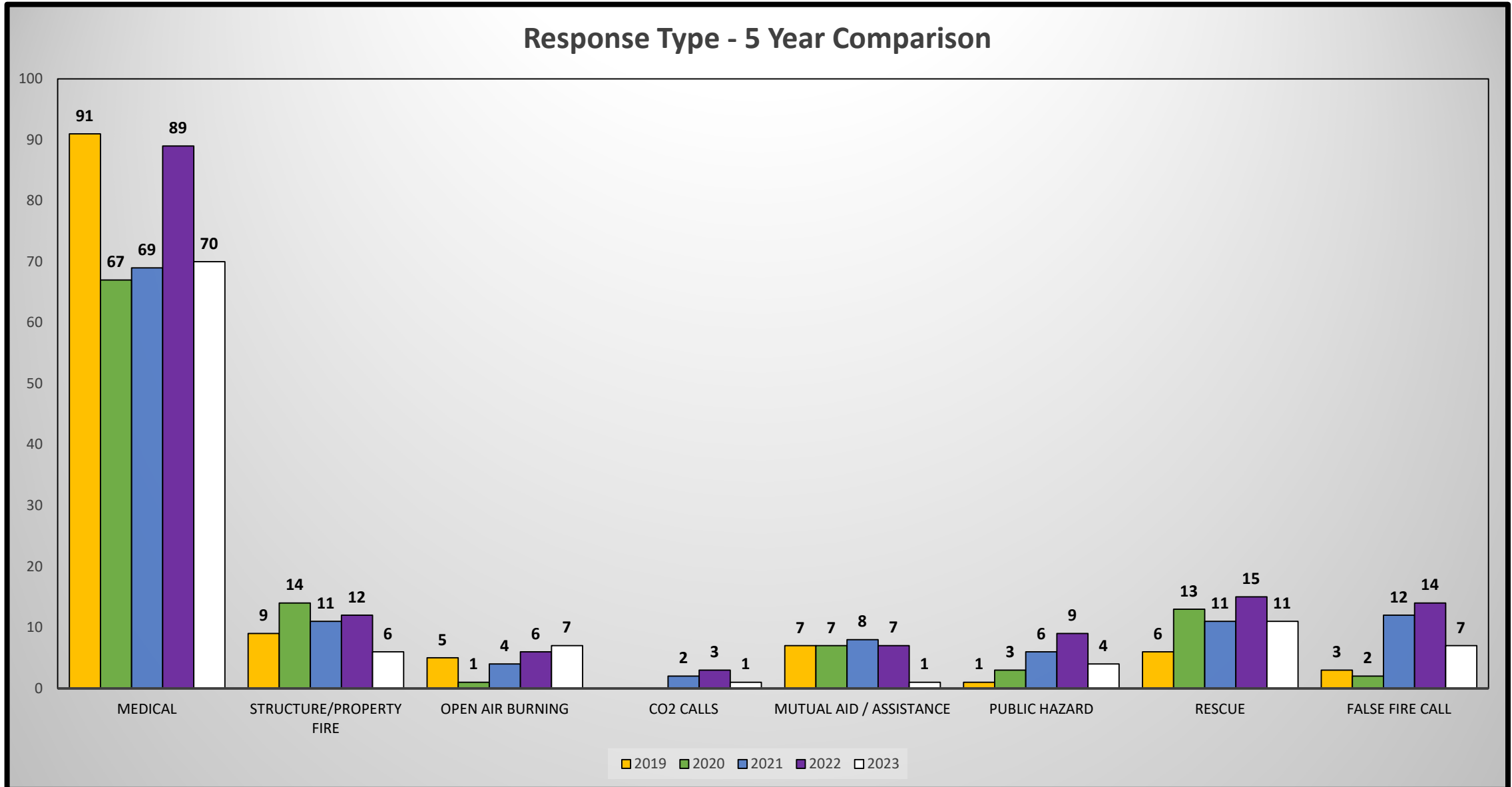
Is an App that is meant for electronic devices and has been in existence for over ten years, with over thirty-five thousand daily users and has dispatched over five-million messages!

INSTANTLY KNOW WHO'S RESPONDING TO EVERY INCIDENT
WHO'S RESPONDING?
+ PAGER ALERTS TO CELL PHONE +

REAL-TIME ALERTING - DETAILED MAPPING - LIVE RADIO STREAMS
TURN BY TURN - PREPLANS - PTT - SCHEDULING

Fire and Medical Call Volume

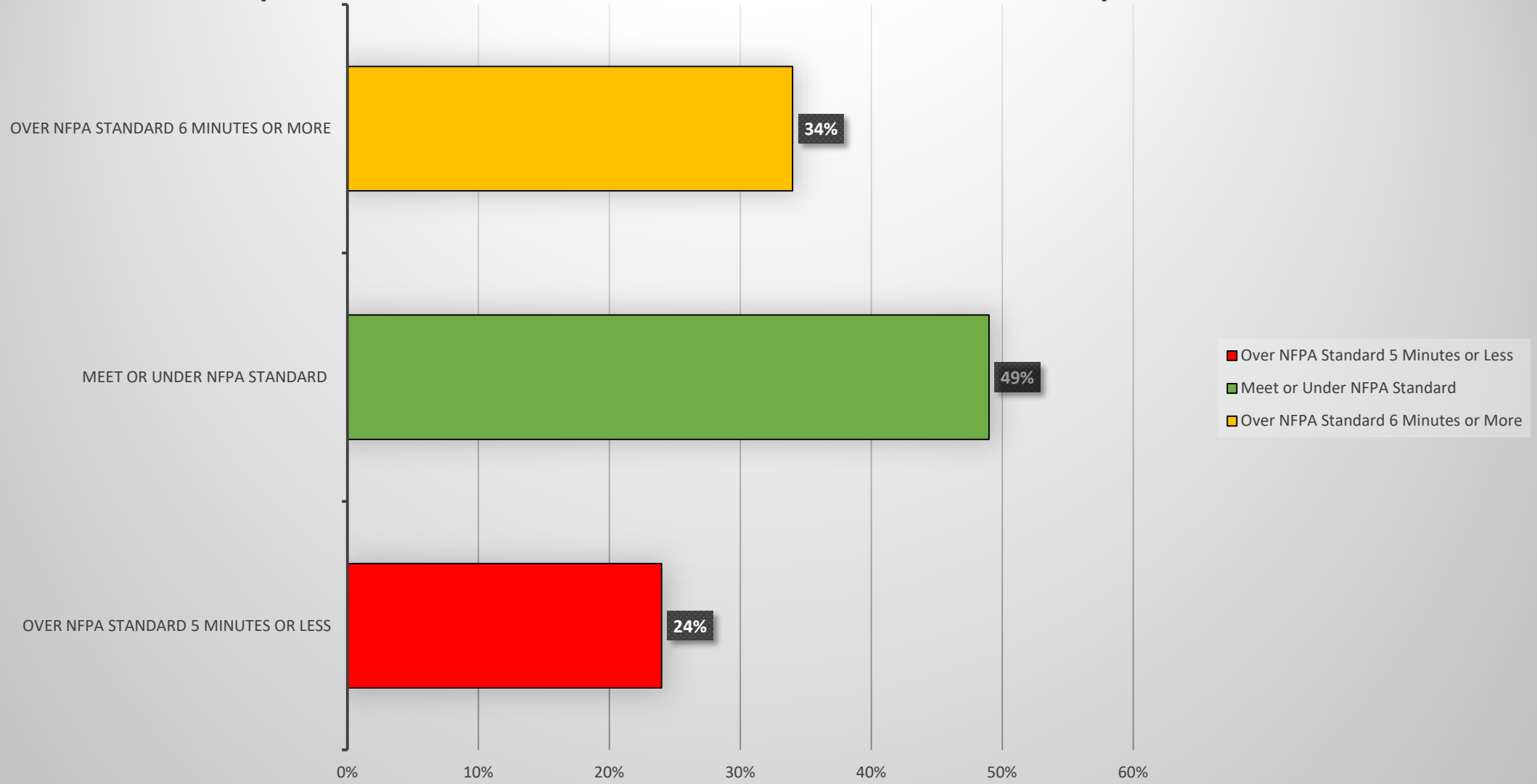
Five Year Comparison



NFPA 1720 Standard Response Time

Medical / Other

2023 Response Time - NFPA 1720 Standards - Medical Other - 70 Responses



June 4,
2023



Centennial Lake Wildfire

Executive Summary

- The Department saw a decrease in requests for aid by 38 calls in 2023 as compared to 2022 (155, a record year). Tiered Medical Emergencies continue to be our number one request for aid at 70%. Our Department responded to one structure fire in 2023, which may be accredited to our active Fire Prevention and fire, life safety efforts.
- Summer seasons continue to have less requests for emergency response when compared with the summer season from late May to early September, having an average of three times the requests for emergency response.
- The Department continues to adhere to the Office of the Fire Marshal's recommendations of the Three Lines of Defense. Fire Prevention and Public Education as our first line of defense. Fire Code Compliance as our second line of defense and Emergency Response is our third opportunity to keep our community safe.
- As technologies, medications, equipment and apparatus' evolve, the Department and Firefighters will need to adapt and train not just to achieve Certification and remain current with base level Certification but to evolve as the equipment and methods for fire and emergency response improve.

Closing Remarks

2023 Annual Report



Our Mission

The Township of North Frontenac Fire Department will Prepare, Prevent and Protect our Community from harm. We strive to provide the highest level of service through Public Education and Prevention, Fire Safety Standards and Code Enforcement and Emergency Response while maintaining fiscal responsibility.

Our Visio

Proud of our past and excited about our future, the North Frontenac Fire Department will be excellent in Fire Service, dynamic in Medical Response and always responsive to community needs, delivered by well trained personnel with broad roles and skills.

Our Value

- Quick response with compassion and professionalism;
 - Public safety and community self-reliance;
- Positive, supportive, and safe work environment;
 - Courage to innovate;
- Continuous improvement of community services;
- Quality leadership with vision, honesty, integrity, and open communication;
 - Strive to Achieve Excellence in Service;
 - Pride and Compassion

Fire Chief – Eric Korhonen

The North Frontenac Fire Department (NFFD) provides fire services to the residents of the Township of North Frontenac Wards two (2) and three (3). The service is provided in a traditional way. The NFFD is managed by the Fire Chief, who reports to the Chief Administrative Officer (CAO) for day to day issues but provides Council with recommendations on financial and policy decisions for the Department.

Our goals are:

- To educate our residents and visitors, by raising awareness of fire and life safety hazards;
- To inspect homes to ensure our residents are protected and have a means of early notification to evacuate in the event of a fire emergency;
- To respond to emergencies to protect life and property.

The Firefighters of North Frontenac train and respond to protect lives and property and they do so with compassion and empathy.

The requirements to become certified to meet legislation have changed. The time commitment to attain certification is no longer several hours once a week.

Volunteers are required to commit to become a professional Firefighter while balancing their personal lives, work commitments and family.

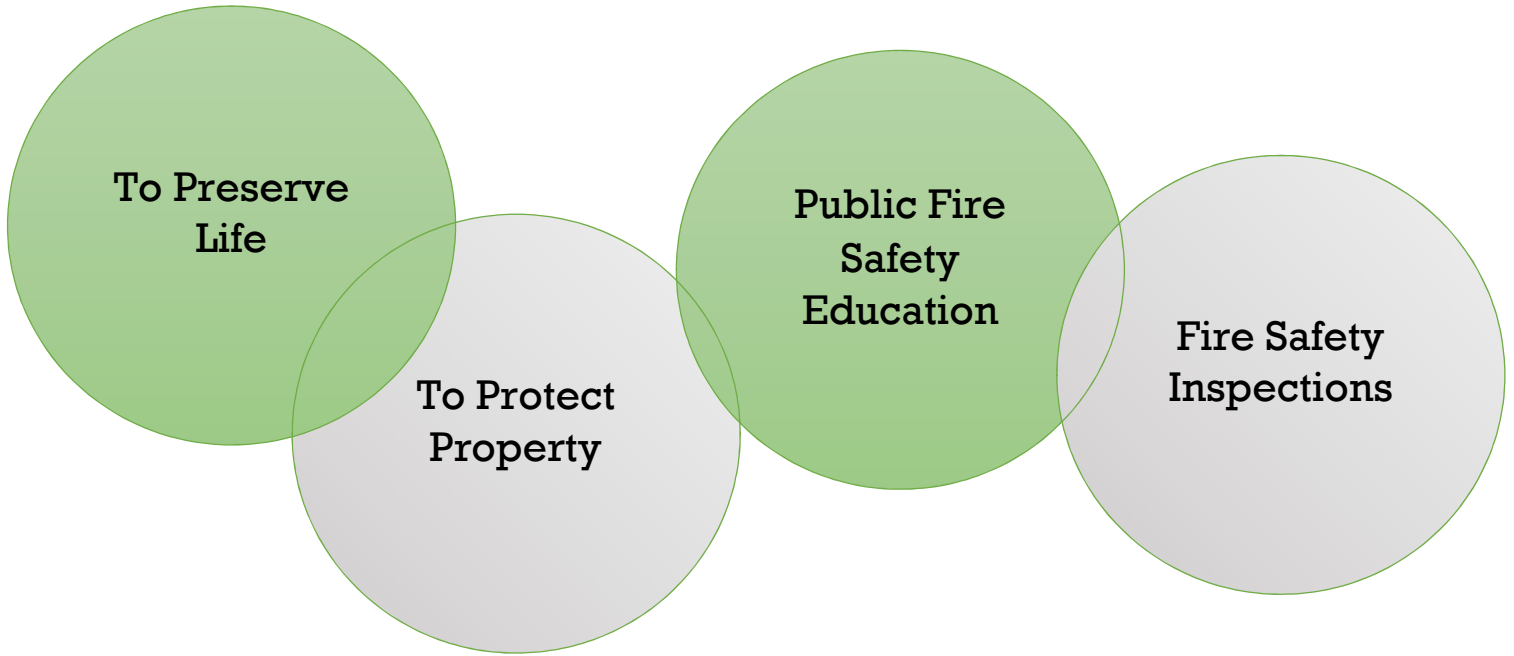
We need to recognize, commend and thank the dedicated men and women who make up the NFFD.

Together we can continue to make North Frontenac a safe place to live, work and play.

Assistant Fire Chief - Adam Robinson

Through the three lines of defence (Public Education, Fire Safety Standards and Enforcement, and Emergency Response) we teach our community how to be fire safe and attend calls for assistance when the need arises.

The North Frontenac Fire Department aims to educate the public to assist with their safety. While the responsibility to keep families safe within the home ultimately lies with each resident, we are here to make that easier. We are partners in safety and work hand-in-hand with our residents to create a community where no one is hurt by fire. We are always available to provide advice and guidance on any fire safety or emergency preparedness questions or concerns residents may have. Through practicing fire safety, having working smoke and carbon monoxide alarms, planning an escape and ensuring the home, business or workplace comply with Fire and Building codes residents are doing their part.



North Frontenac's Primary Responsibilities



Guiding Legislation

Key examples are:

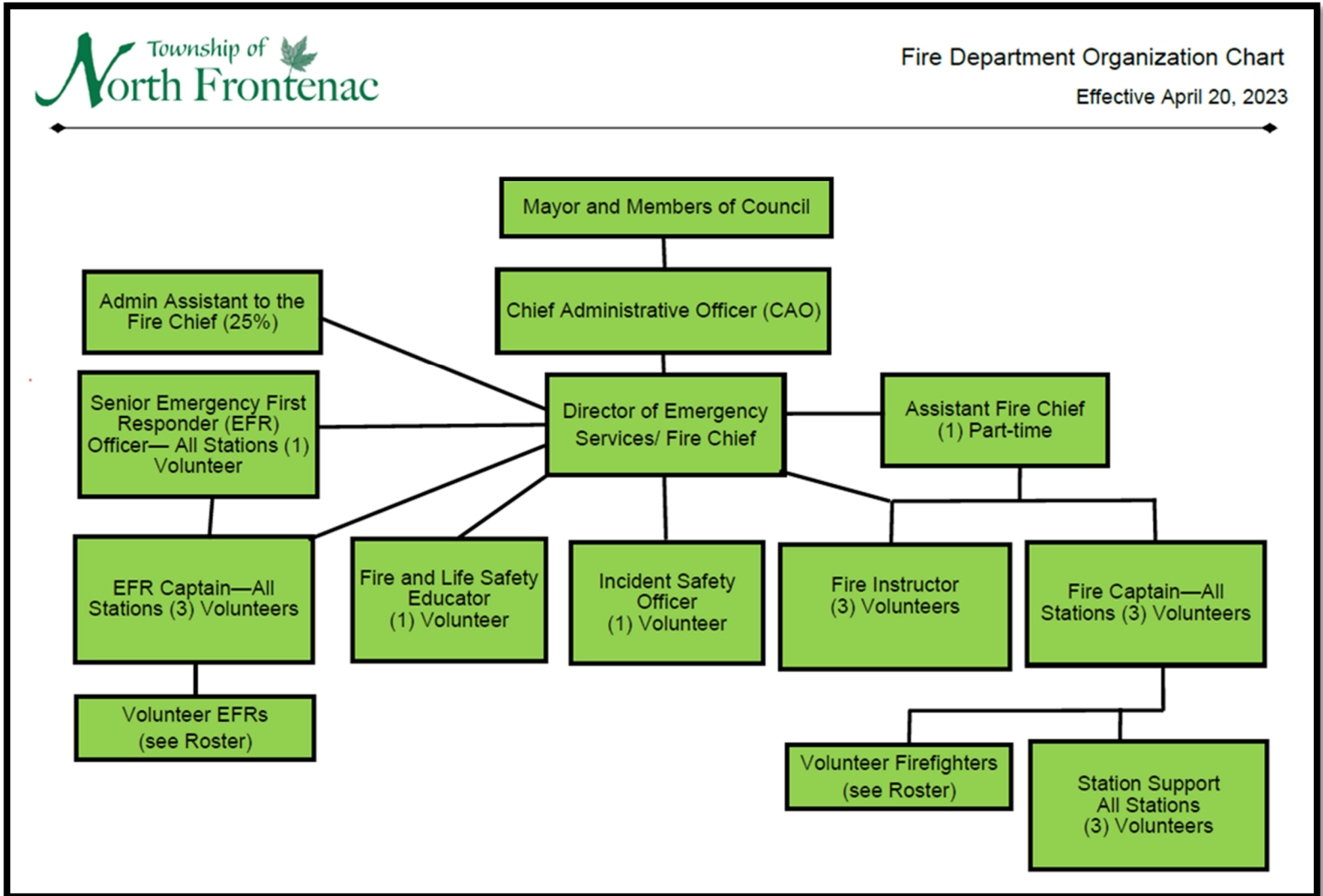
- Fire Protection and Prevention Act
- Ontario Fire Code
- Ontario Building Code
- Employment Standards Act
- Forest Fire Prevention Act
- Ontario Health & Safety Act (OH&SA)
- Ontario Health & Safety (OH&S) - Section 21 Guidance Notes
- Emergency Management and Civil Protection Act
- Ontario Fire Marshal (OFM) Public Fire Safety Guidelines
- National Fire Protection Association (NFPA) Standards
- By-Law #76-18 “North Frontenac Fire Department (NFFD) Establishing and Regulating By-law”
- By-Law #121-12 “Kaladar/Barrie Establishing and Regulating By-law’
- By-law #53-19 “Burning by-law”
- By-law #05-17 “Fire Prevention Policy”
- Agreement with Addington Highlands – Joint Fire Committee
- Fire Department Policies and Procedures such as: Standard Operating Guidelines (SOG’s) and Standard Operating Procedures (SOP’s)

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Section 1.0 – Department Operations

1.1 – Organizational Chart



1.2 – Fire Prevention, Fire, Fire Life Safety Education

Cottage Associations:

In the spring Buckshot Lake Association and Malcolm Lake Association annual meetings were attended. The safety of Smoke and Carbon Monoxide alarms, proper use of fire extinguishers, safe campfire practices, safe use of fireworks and wildfire awareness were discussed. A few other topics that were brought up were the clearance of driveways for emergency vehicles to gain access and the clearance around buildings of any trees or debris as identified in Fire Smart to protect properties and homes in the event of a wildfire.

Kingston, Frontenac, Lennox & Addington Fire Prevention Committee:

The Fire and Life Safety Educator (FLSE), Jacqueline Leach, chaired monthly Kingston, Frontenac, Lennox & Addington (KFL&A) Fire Prevention Committee meetings, where members discussed fire prevention efforts in their communities.

The KFL&A Committee presented to the member Fire Chiefs a business plan for 2023, outlining projects and opportunities to promote fire and life safety initiatives in local communities and was successful in receiving support for approximately \$5,000. These projects included Private Lanes Access for Emergency Vehicles, Short Term Rental Accommodation Safety Pamphlets and KFL&A promotional apparel.

Smoke Detector / Carbon Monoxide Door-to-Door:

The door-to-door Smoke Alarm Program took place throughout the month of October and during Fire Prevention week. Homes on Canonto Road, Buckshot Lake Road, Ardoch Road and on Road 506 were inspected for working Smoke and Carbon Monoxide Alarms. In total over 30 alarms were provided to residents who were not adequately protected. A working smoke alarm provides early warning in the event of a Fire and is required by the Fire Protection and Prevention Act.



Seasonal Events:

Winterfest

Fire Prevention and Public Education started in February of 2023 with the Townships Winterfest event. Public was engaged in discussions and demonstrations about Smoke and Carbon Monoxide alarm checks, keeping their heating exhausts and chimneys clean, and clear of obstructions during the winter months.

Summerfest

North Frontenac Fire Department (NFFD) attended this event in July, with a great turn out for Public Education on Smoke/Co alarms. Prizes including: a lithium smoke alarm, Sparky bobble head and 5lb fire extinguisher were put into a draw for attendees of the event.

Essential Services Fair

In August the FLSE along with Firefighters from the NFFD and Kaladar Barrie Fire Department attended the bi-annual Essential Services Fair, hosted by the Township of North Frontenac to engage and teach residents and visitors about personal safety in a fire emergency. The event was very well attended.

Local Government Week

In 2023 the Township hosted Local Government Week at the Municipal Complex in Plevna. The NFFD attended with the Fire Prevention Trailer and hosted 3 events throughout the day, including medical response and Fire Prevention (Smoke/CO alarm safety, escape planning and safe cooking for children). The fire prevention bouncy castle was a huge attraction and a fun way to get children to participate and enjoy the day. During Local Government week, our 3 regional schools, Clarendon Central Public School, Granite Ridge Education Center, and North Addington Education Centre, were invited to create a poster about fire safety. The participating students were entered into a contest to become Fire Chief for a day. The contest was a big hit. The winner got to spend the day with the Fire Chief and Assistant Fire Chief. The day included a ride in a fire truck to school; a tour of the Fire Stations; and lunch with the Chief's. The event was a great opportunity to get children engaged and involved in fire and life safety.

Fire Drills

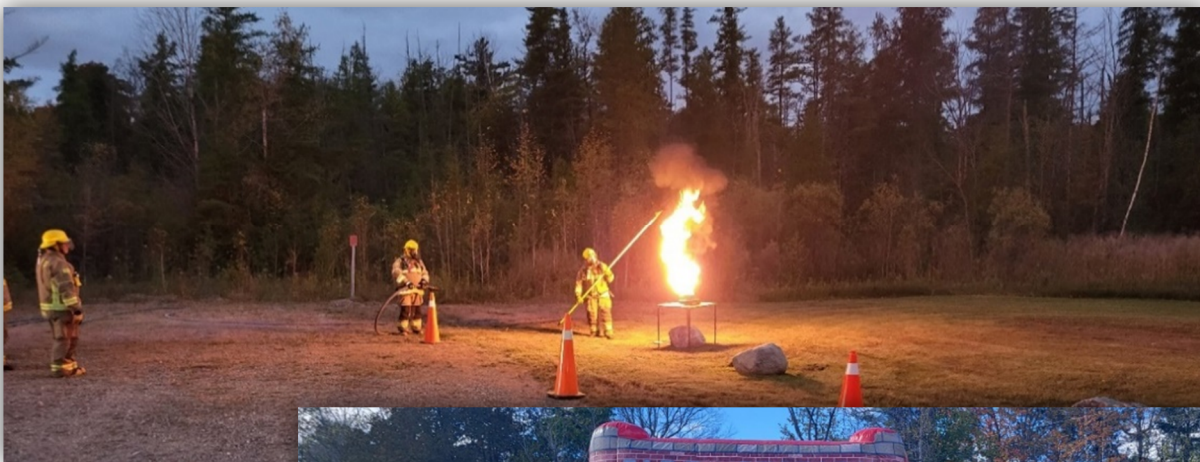
Clarendon Central Public School was visited by the NFFD in the fall for the annual Fire Alarm drill, which went very well. Followed by a presentation to the students from the Fire Life Safety Educator.

12 Days of Christmas

Over the Holidays, we promoted the 12 Days of Holiday Safety on the Township's social media pages. A different safety measure was posted each day discussing how to keep your family/friends and home safe during the holidays.

Fire Prevention Week 2023

The Department hosted an Open House at the Ompah Fire Station during Fire Prevention Week September 8-14 of 2023. The KFL&A Fire Prevention Trailer, bouncy castle, live fire demonstrations, and a BBQ were some of the many events provided to engage the public.



Section 2.0 - Administration

2.1 – Department Management & Staffing

The NFFD is managed by one Fire Chief and one Part-time Assistant Fire Chief. Additional Staffing include:

Administrative Assistant (at 25% - Part-time)

- Responsible for administrative duties as assigned by the DESFC, which include: drafting reports, draft agendas and minutes, submission of reports to the OFMEM, etc...

Emergency First Responder (EFR) Officer

- Required to assist the Fire Chief with the safe, efficient coordination, and direction of NFFD Firefighters;
- Responsible for Supervision of EFR Captains and Responders;
- Required to respond to Emergencies, attend weekly training, and maintain annual and tri annual certifications.

Fire Life Safety Educator (FLSE)

- Responsible for educating and engaging the public in Fire and Life Safety topics including: Smoke and Carbon Monoxide alarms, escape planning, and personal safety in emergency situations;
- Attend KFL&A Fire Prevention Committee Meetings;
- Required to respond to Emergencies, attend weekly training, and maintain annual and tri annual certifications.

Fire Instructors

- Required to assist the Assistant Fire Chief/ Training Officer with the safe and efficient coordination, and direction of NFFD Firefighters while in a training environment;
- Responsible for assisting the Training Officer in the training of Firefighters in Firefighting Standards, methods and techniques as presented by the National Fire Protection Association, the Fire Marshal and other partner agencies;
- Required to respond to Emergencies, attend weekly training, and maintain annual and tri annual certifications.

Incident Safety Officer

- Required to assist incident command with the safe, efficient coordination, and direction of NFFD Firefighters while on an emergency scene or in a training environment;
- To ensure NFFD Firefighters adhere to safety practices and procedures. Identify health and safety concerns when firefighters are performing their duties;

- Required to respond to Emergencies, attend weekly training, and maintain annual and tri annual certifications.

Emergency First Responder (EFR) Captain – One at each station

- Required to assist the EFR Officer with the safe, efficient coordination, and direction of NFFD Firefighters;
- Required to respond to Emergencies, attend weekly training, and maintain annual and tri annual certifications.

Fire Captain – One at each Station

- Required to assist the Assistant Fire Chief with the safe, efficient coordination, and direction of NFFD Firefighters;
- Required to respond to Emergencies, attend weekly training, and maintain annual and tri annual certifications.

Firefighters

- Responsible to respond to emergencies involving but not limited to Tiered Medical, structure fires, wild land fires, search and rescue, and motor vehicle accidents;
- Required to attend weekly training, and maintain annual and tri annual certifications.

Station Support

- Responsible for support of assigned Fire Stations, to assist with emergency readiness, station duties and post emergency response.



2.2 – Appointments

In 2023 the North Frontenac Fire Department had a vacancy for an Assistant Fire Chief and Clarendon Miller Station, Emergency First Responder (EFR) Captain. Both positions were completed in 2023.

Assistant Fire Chief



Adam Robinson

Date of Hire: June 26, 2023

EFR Captain - Clarendon Miller Station



Brooke Ross

Date of Hire: December 22,
2023



2.3 – Long Service Awards

Long Service Awards are presented to both full time and part-time volunteer Firefighters by the Provincial Fire Services. This award represents appreciation for the hard work and dedication of our Firefighters. Long Services Awards are recognized by the Province and included in the *Fire Protection and Prevention Act, 1997*.

This year, the Township of North Frontenac Fire Department is recognising three dedicated Firefighters for their exemplary service. One Firefighter for thirty years of service and dedication and three for their fifteen years of service and dedication.

Long Service Awards RESPECT IS EARNED. LOYALTY IS RETURNED.



Michelle Ross

For

15 Years of Service

Eric Korhonen

For

15 Years of Service

Long Service Awards

RESPECT IS EARNED. LOYALTY IS RETURNED.



Donna Schonauer

For

15 Years of Service



Kevin Wheeler

For

30 Years of Service



2.4 – Firefighter Certifications 2023

The Fire Protection and Prevention Act was amended in 2022 to include a regulation outlining mandatory certification requirements for fire protection services in Ontario. The regulation introduces mandatory minimum certification standards and job performance requirements for firefighters in an effort to ensure that firefighters across Ontario have consistent training.

The new regulation requires firefighters to be certified to specific minimum certification standards when delivering certain types of fire protection services. All of the certification standards incorporate the standards and job performance requirements that have already been developed by the National Fire Protection Association, an international non-profit organization that provides information on fire-related hazards.

The purpose of the new certification model is to provide fire departments with the flexibility to meet local training needs based on levels of fire protection services, while promoting the safety of firefighters and the public.

Completion of OFC Online Programs

- One Firefighter – Hazardous Materials Awareness, NFPA 1072
- Three Firefighters – Legislation 101
- Twelve Firefighters – Water Rescue Awareness NFPA 1006

Completion of Certification or Recognized Training Programs

- One Firefighter – NFPA 1001, Firefighter Level 2
- Seven Firefighters – Emergency First Response, Re-Certification
- Fifteen Firefighters – Emergency First Response, CPR/Defibrillator
- One Firefighter – Fire Life Safety Educator (FLSE) Level 2

Overall Volunteer Firefighters Commitment to Training

- 180 hours to certify to Provincial and Municipal Standards of Qualification
- 940 hours to maintain their muscle memory and to improve their response skills and techniques at regular weekly training

New Recruits

- Ompah Station: One Firefighter recruit
- Snow Road Station: One Firefighter recruit
- Clarendon Miller Station: Three Firefighter recruits

2.5 – Automatic & Mutual Aid Agreements

The North Frontenac Fire Department (NFFD) has Automatic Aid Agreements in place for the protection of the Norcan Lake Area with Greater Madawaska as well as an Agreement with Central Frontenac. Our current Agreements are as follows:

1. Greater Madawaska Automatic Aid Agreement — June 29, 2023 for two years by By-law #41-23.
2. Central Frontenac Automatic Aid Agreement — July 20, 2023 for one year by By-law #43-23.

Other Agreements:

- ❖ Ministry of Natural Resources and Forestry (MNRF) — Wild Land Fire Agreement passed January 18, 2016 by By-law #10-16;
- ❖ Kingston Fire and Rescue Dispatch Agreement — Amended June 17, 2020 by By-law #23-20.
- ❖ County of Frontenac — Tiered Medical Response passed July 13, 2018 by By-law #53-18;
- ❖ Kingston, Frontenac, Lennox and Addington (KFL&A) — Mutual Aid Passed September 22, 2003;
- ❖ Addington Highlands, Central and North Frontenac — Mutual Aid Passed June 9, 2003 by By-law #21-03

Mutual Aid Assistance:

Ontario Provincial Police (OPP)

- ❖ NFFD assisted OPP with one (1) Water Rescue response

Kaladar/Barrie Fire Department (KBFD)

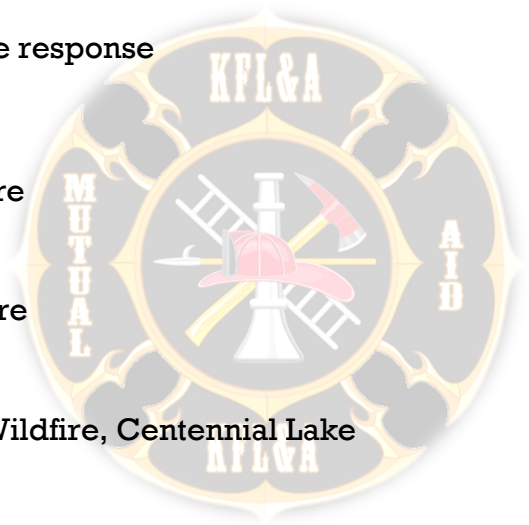
- ❖ NFFD assisted KB with one (1) Structure Fire
- ❖ KBFD assisted NFFD with one (1) Structure Fire

Central Frontenac Fire Department (CFFD)

- ❖ CFFD assisted NFFD with one (1) Structure Fire

Greater Madawaska Fire Department

- ❖ NFFD assisted Greater Madawaska FD with Wildfire, Centennial Lake



2.6 – Complaints - Fireworks

In 2023 the Fire Department received 2 complaints regarding the use of Fireworks during a Restricted Fire Zone, as implemented by the Province of Ontario. The Department also attended 2 Cottage Association meetings where members were provided an opportunity to discuss their concerns about Fireworks in North Frontenac.

In Canada, fireworks are regulated by the Explosive Act, Explosive Regulation 2013, and are separated into three classes: consumer fireworks, which are low-hazard and designed for recreational use; display fireworks, which are high-hazard and designed for professional use, such as the Township's Canada Day show; and special effect pyrotechnics, also high-hazard and designed for professional use. Most fireworks used by the general public fall into the consumer fireworks category.

Most complaints received by the Township of North Frontenac (Township) are concerns around the negative impact fireworks have on pets, people working shift work, wildlife, environment due to the noise and fear that fireworks may cause fires resulting in property damage or injury.

Public opinion is divided into two categories, those that appreciate fireworks because of the vibrant colours and the loud explosions and those that do not because of loud noise, polluting byproduct, (off gases and casings) and the noise impact on pets and wildlife.

Many Urban and Rural communities throughout Ontario are considering or have implemented Fireworks Regulating By-laws which prohibit the sale and ignition of fireworks except for specific holidays and permit the sale of consumer fireworks only for a period of time preceding the recognized holidays.

Currently the use of Fireworks in the Township are regulated by the Open Air Burn By-Law #53-19 – Section 7, Section 14 (Attachment 1) and the Noise By-Law 70-20 - Section 3.0 (Attachment 2). The NFFD and the Kaladar Barrie Fire Department currently respond to complaints for fireworks only during a Fire Ban. This is problematic as usually the displays/events are over before the Departments arrive. This response consumes available volunteer resources and incurs vehicle and wage expenses for the Township.

Section 3.0 - Communications

3.1 – WHO’s Responding

Who's Responding

Is an App that is meant for electronic devices and has been in existence for over ten years, with over thirty-five thousand daily users and has dispatched over five-million messages!

The Township of North Frontenac Fire Department introduced the Who's Responding App in 2023 and has been utilizing its features ever since. The App ensures the department no longer has to have a Firefighter use a cell phone to assist with dispatch as the App messages everyone's device at the same time with no lag-time in-between.



The Department was effectively dispatched 83 times for emergency calls using the Who's Responding App!

Special Features

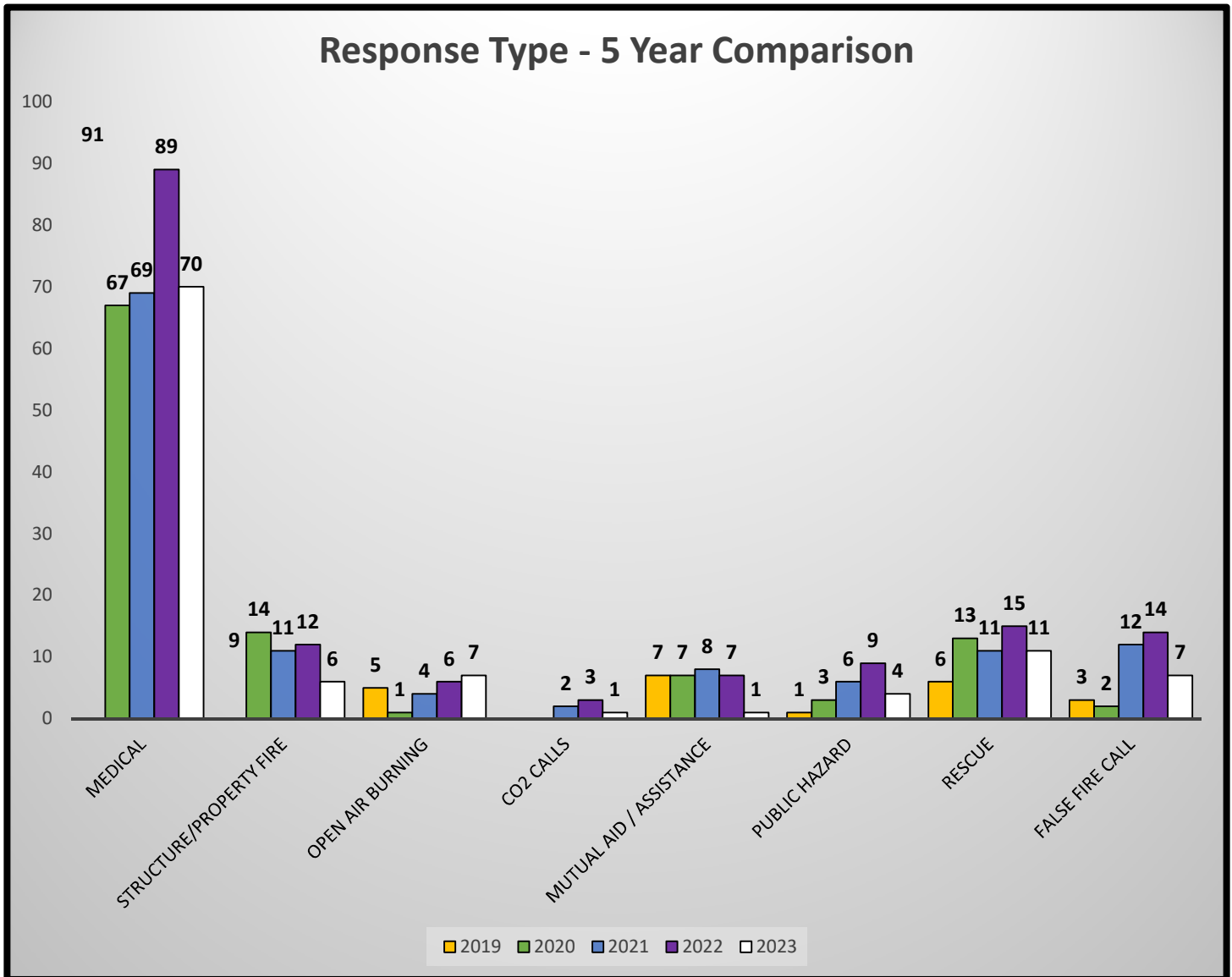
- Real-time notifications
- Responder Tracking
- Optional GPS Tracking
- Availability
- Push-to-Talk (PTT)
- Internal Messaging
- Virtual Pager
- Turn-by-Turn Navigation
- Live Radio Streams

INSTANTLY KNOW WHO'S RESPONDING TO EVERY INCIDENT
WHO'S RESPONDING?
+ PAGER ALERTS TO CELL PHONE +

REAL-TIME ALERTING - DETAILED MAPPING - LIVE RADIO STREAMS
TURN BY TURN - PREPLANS - PTT - SCHEDULING

Section 4.0 – Fire and Medical Call Volume

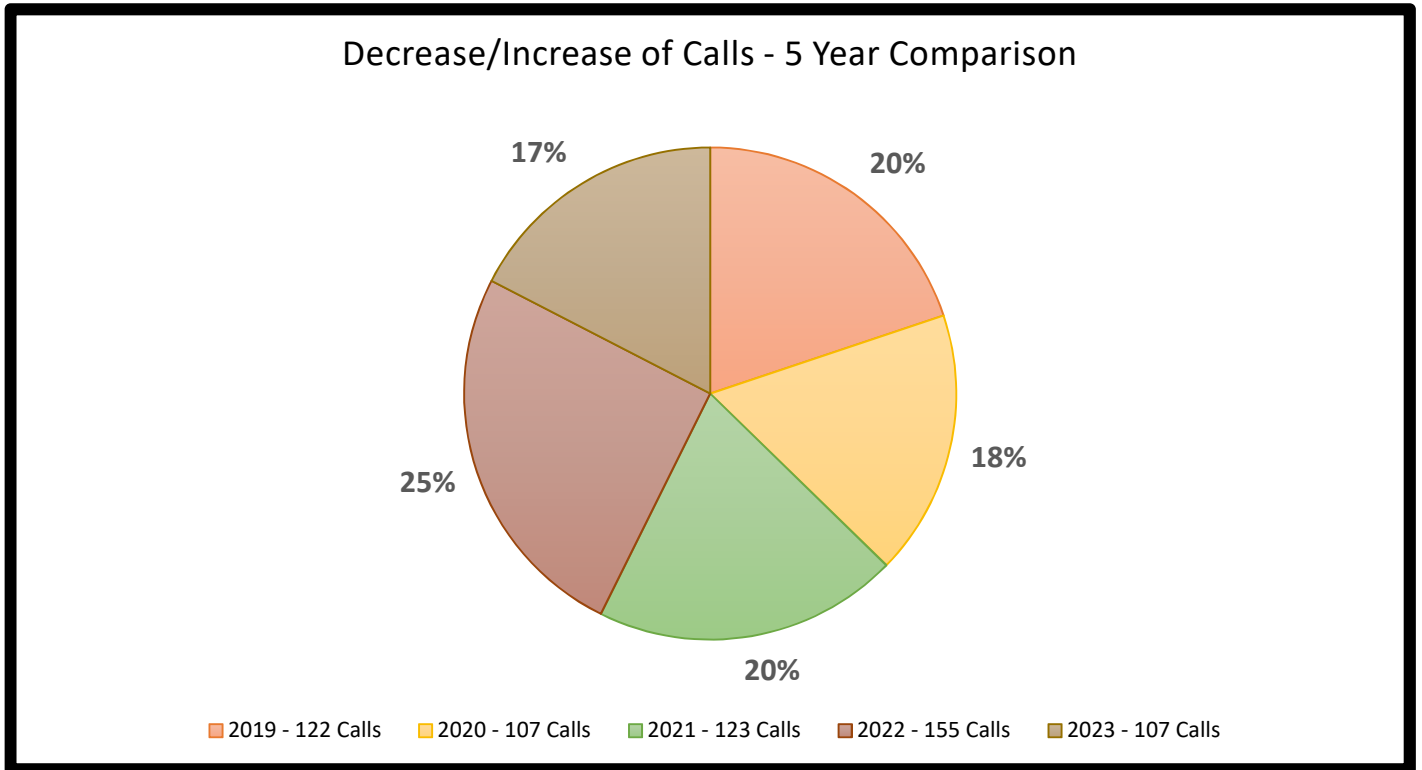
4.1 – Five Year Comparison



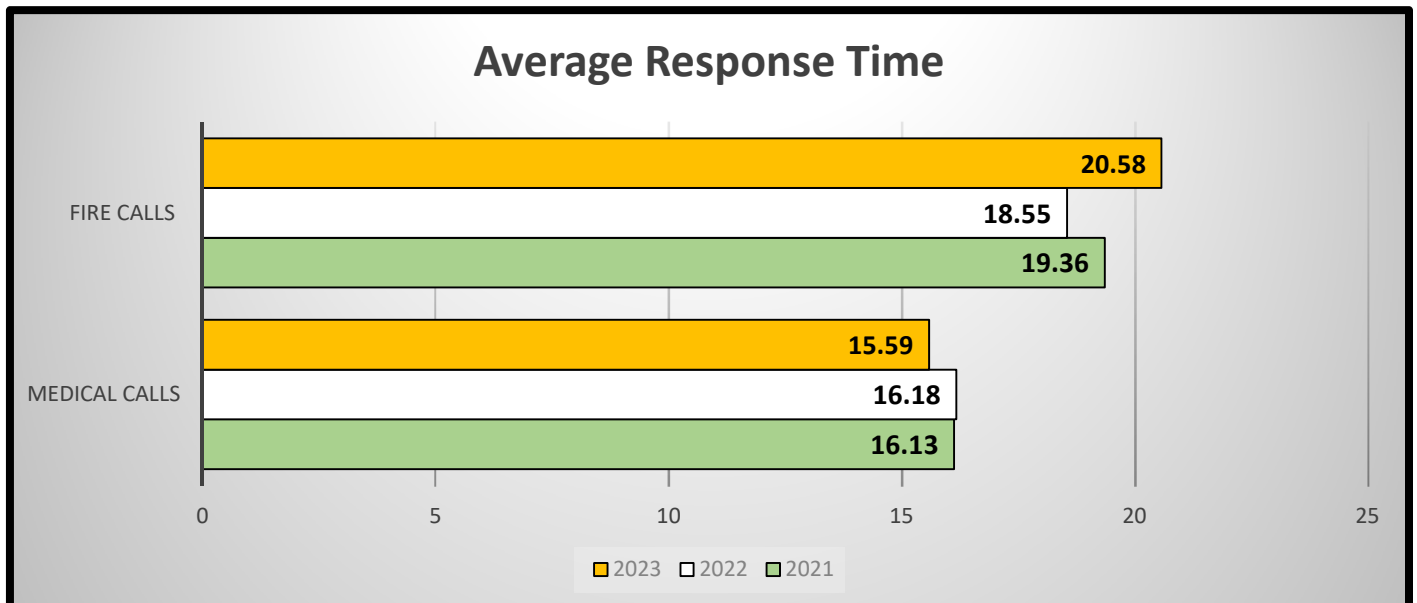
The Fire Department is required to record all emergency calls and complete a Standard Incident Report (SIR) with the Office of the Fire Marshall for each call. Emergency calls are categorized using codes provided by the Ontario Fire Marshal Emergency Management (OFMEM) based on the nature of the call.

OFMEM reports structure/property fires as one code but includes exposures (any other asset on a property exposed to a fire) as fire calls. In 2023, the Department responded to a total of 107 calls and there were no exposure reports.

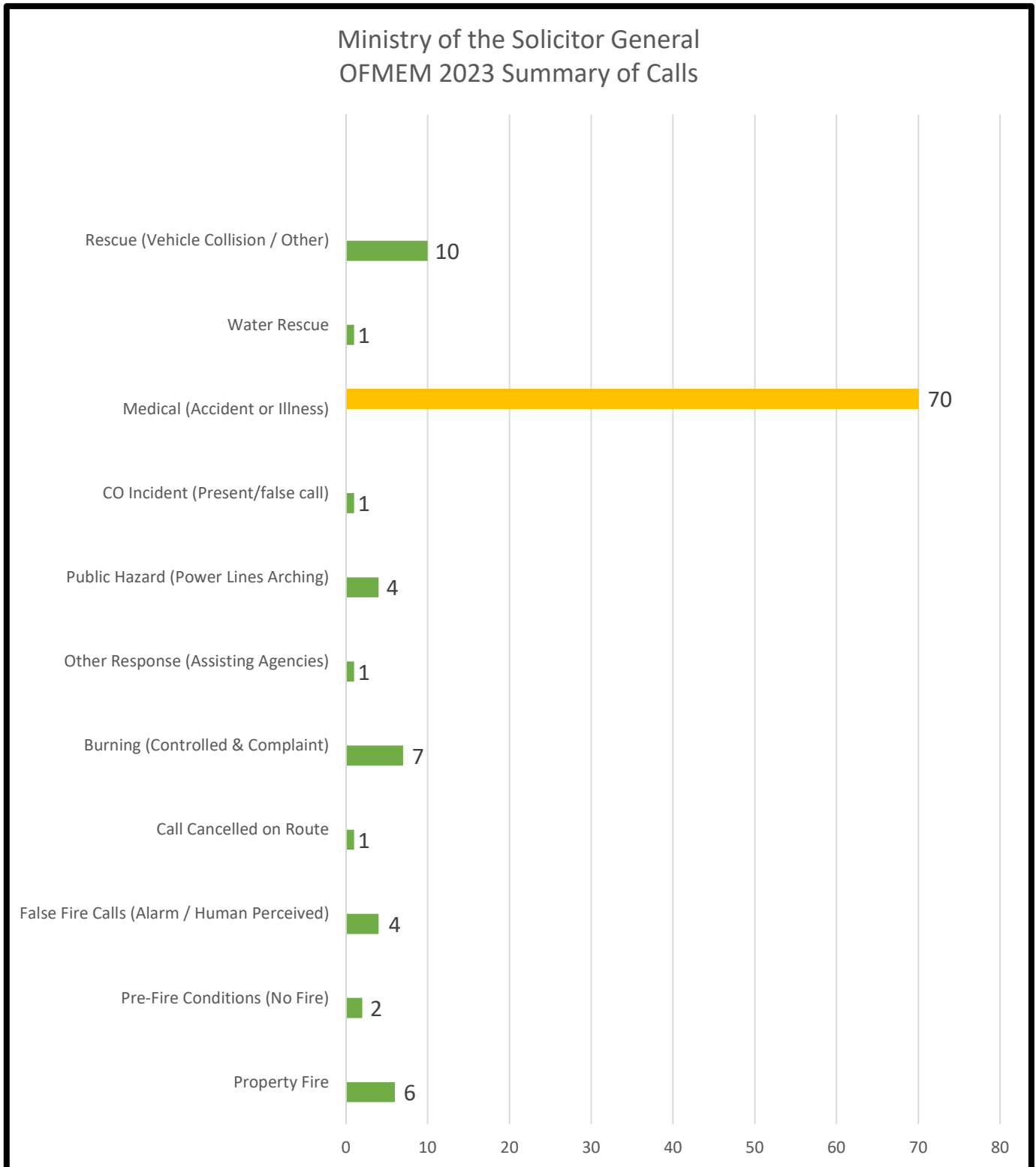
4.2 – Decrease/Increase of Call Volume



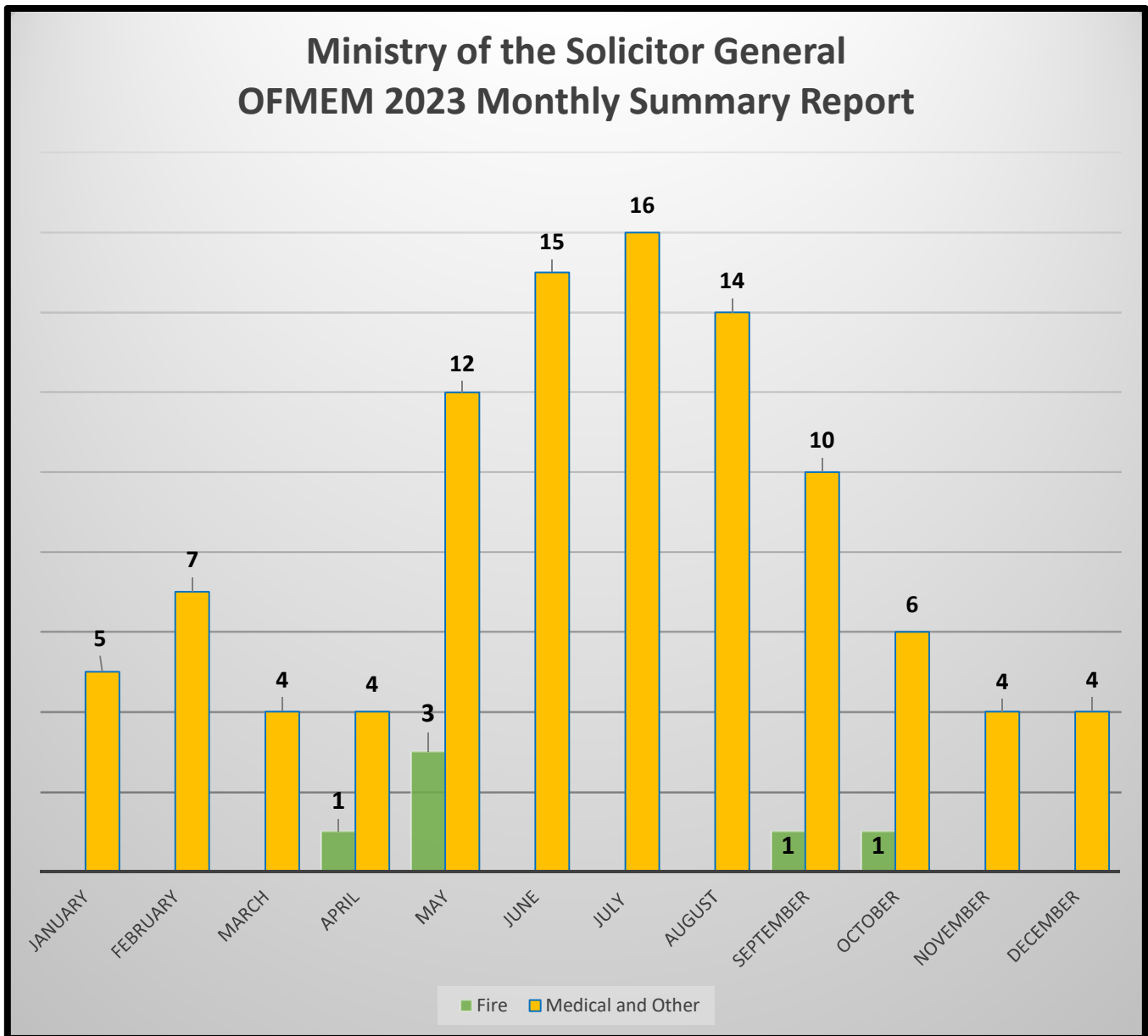
4.3 – Average Response Time



4.4 – Ontario Fire Marshal – Summary of Calls

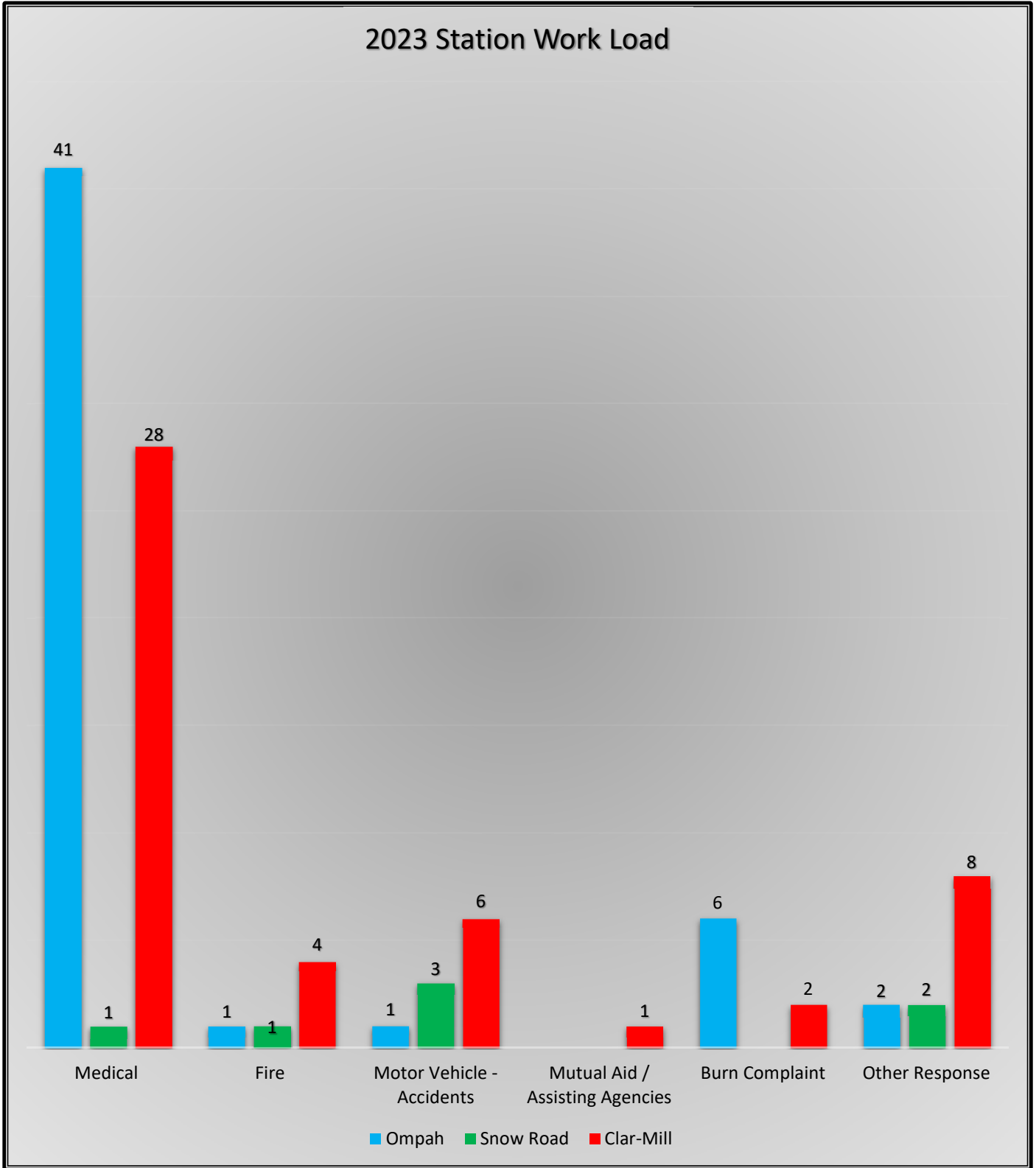


Ontario Fire Marshal – Monthly Summary Report

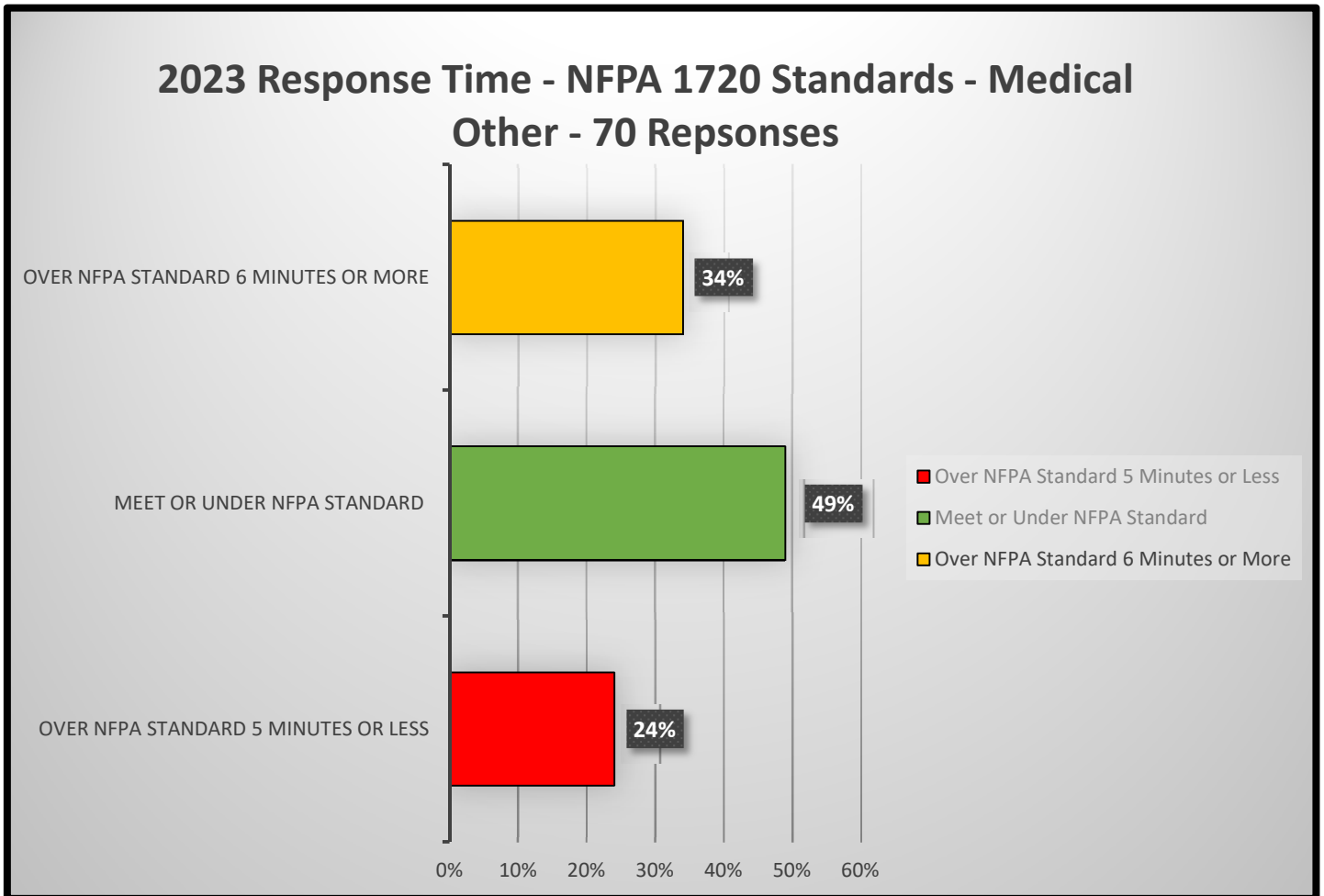


Every Emergency Response is reported to the OFMEM. After each response the Department receives from our Dispatch Center a call summary. These summaries are reviewed by the Fire Officers who generate internal reports. The Department internal reports with the Dispatch call summaries are reviewed by the Fire Chief and Assistant Chief; then the data is submitted to the OFMEM by the Administrative Assistant to the Fire Chief via an online portal for annual statistical documentation.

4.5 – Station Workload



4.6 – NFPA 1720 Standard Response Time



NFPA 1720 Standard for the Organization and Deployment of Fire Suppression, Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments – 14 minutes.

In 2023 the average response time, (20:58 minutes) first on scene, for Fire response increased on average by 2 minutes and 3 seconds, and decreased for Medical calls (15:59) relative to 2022 response times by approximately 1 minute. The increase in the average response time can be attributed to:

- The decrease or increase in response times is not attributed to Firefighter availability or response times to the stations, but can be attributed to property locations relative to Fire Station location and the distance travelled to the response location, quality of access impacting the time required to arrive at the property, either by unmaintained private road or water.

4.7 – Level of Response

The Department's 'Level of Response' to a structure fire continues to be a three-Station response. This ensures an adequate initial response of both apparatus and personnel.

The Department's 'Level of Response' to a medical emergency is a two-Station response. It is the Incident Commands (IC) duty to stand down any Firefighters in excess of those required to ensure a safe and effective response to the emergency, or ask for further assistance when needed.

The Department's 'Level of Response' to a wildfire emergency continues to be a three-Station response. Vehicle extrications are responded to by the Snow Road and Clarendon Miller Stations based on the location of the emergency with support from Ompah Station as required.

These response protocols allow the Department to respond effectively and efficiently, based on available personnel, apparatus and location of emergency. They are flexible based on the needs and circumstances of the Department.

- Fire Calls: approximately 25% of calls are in excess of 10 kilometers from the Fire Halls, with an average of 3 initial personnel on scene, and an average of 15 total personnel on scene for Fire Calls.
- Medical Calls: approximately 20 – 25% of calls are in excess of 10 kilometers from the Fire Halls with an average of 3 initial personnel on scene, and an average of 5 total personnel on scene for Tiered Medical Calls.
- Structure Fires: There was 1 structure fire in 2023. The Department will continue to record and study the average response time as stated in section 11.4.2 of the Fire Master Plan.

Section 5.0 – Fleet

5.1 – Department 2023 Upgrade

Clarendon Miller Fleet addition:

- 2022 Dodge Ram
- Dispatched as North Frontenac Car 1



Section 6.0 – Training

6.1 – Fire and Medical Training

- 180 hours to certify to Provincial and Municipal Standards of Qualification
- 940 hours to maintain their muscle memory and to improve their response skills and techniques



Wildfire Training







Section 7.0 – Conclusions

7.1 – Centennial Lake Wildfire

Centennial Lake Wildfire – June 4, 2023

On June 4, 2023 what started as a campfire on an island on Centennial Lake turned into a massive 45 hectare fire when the fire jumped to the mainland and quickly spread due to dry conditions. The fire burned for five days before being declared under control by the Ministry of Natural Resources (MNR). The North Frontenac Fire Department assisted with manpower and marine unit along with eight other neighboring Departments providing aid to the MNR. The affected areas were Black Mountain Estates, Little Bay Lane, Airds Lake Road and Sniders Trailer Park. The fire led to the evacuation of a number of dwellings in the area of Centennial Lake.

The Centennial Lake wildfire and wildfires burning in province of Quebec created a poor air quality index in North Frontenac for several weeks and impacted air qualities as far south as New York State.



7.2 – Executive Summary

This Report provides a summary and review of the Fire Department's activities for 2023. This Report is meant to provide Council with a snap shot, which may provide an opportunity for a service delivery alignment of approved services with the needs and circumstances of the Municipality. The Department saw a decrease in requests for aid by 38 calls in 2023 as compared to 2022 (155, a record year). Tiered Medical Emergencies continue to be our number one request for aid at 70%. Our Department responded to one structure fire in 2023, which may be accredited to our active Fire Prevention and fire, life safety efforts.

Our summer seasons continue to have less requests for emergency response when compared with the summer season from late May to early September, having an average of three times the requests for emergency response.

The Department continues to review services to reduce costs while maintaining the capacity to protect the residents and property in North Frontenac.

The Department continues to adhere to the Office of the Fire Marshal's recommendations of the Three Lines of Defense. Fire Prevention and Public Education as our first line of defense. Fire Code Compliance as our second line of defense and Emergency Response is our third opportunity to keep our community safe.

Our population continues to grow and evolve as more people move to the country looking for a vacation property or to take up permanent residency. The Firefighters continues to adapt as their families struggle with time management and resources. The reliance on neighbouring Departments using Automatic and Mutual Aid Agreements becomes more prevalent as the availability of Firefighters is impacted.

As technologies, medications, equipment and apparatus' evolve, the Department and Firefighters will need to adapt and train not just to achieve Certification and remain current with base level Certification but to evolve as the equipment and methods for fire and emergency response improve.

7.3 – Closing Remarks

A good Firefighter adapts. We adapt to change, we plan ahead, and we consider our options.

The Fire Department is aware there will be challenges moving forward. Fire Departments across Canada are facing similar concerns:

- A reduced volunteer base.
- The increasing legislative requirements to become professional Firefighters.
- Increased job performance demands through education and training.
- Limited resources.
- Balancing family life and work commitments with the desire to protect life and property in the communities in which we live.

The North Frontenac Fire Department will continue to investigate opportunities to engage Firefighters to meet the challenges of today; to recognize individuals for their commitment to the communities they have chosen to protect. We will explore and meet the challenges of tomorrow, today, while we continue to meet the expectations of our residents in keeping our communities safe and protected.

Volunteer Firefighters – Community Oriented – Caring – Trained Professionals





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: 05 Apr 2024
Re: County Economic Development Staff - Working in North Frontenac
Once a Month

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "County Economic Development Staff - Working in North Frontenac Once a Month".

Background:

None.

Researched By:

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

Comments:

The Township has been working with Frontenac County Economic Development staff remotely (for the most part) throughout the past several years; however, in 2024 the intention is that a member of the County's Economic Development staff will spend more time in North Frontenac to strengthen the connection between Township and County with respect to Economic Development.

In 2024, much of this time will be spent on the development of the K&P trail; however it is anticipated that County staff will try to spend one day a month working in the Township Office in hopes of strengthening communication and collaboration between the County and Township on Economic Development (and Trail) related matters. Whenever possible, these days will align with Economic Development Task Force Meetings starting on April 15, 2024.

County staff will also be available to meet with local businesses and Township staff to discuss shared initiatives or to provide advice on Township-led projects. The goal of this practice is to ensure that both the Township and County are aware of each others projects, activities and services in order to provide alignment or efficiency to create more meaningful programs and outcomes. Additionally, County Economic Development staff are planning to present their departmental business plan to North Frontenac Council in the coming months.

Financial Impact:

None.

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: 05 Apr 2024
Re: 2024 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “2024 Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) for the North Frontenac Parklands”.

And That Council approves the 2024 Land Use Permit for operation of the North Frontenac Parklands.

Background:

On March 22, 2024 the Township received the Annual Land Use Permit (LUP) from the Ministry of Natural Resources and Forestry (MNRF) which is effective April 1, 2024 until November 30, 2024 (attached).

Researched By:

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

Comments:

The LUP provided is for all Crown Land Roads, Campsites and Boat Launches within the North Frontenac Parklands that are outside of a Conservation Reserve. This is an annual LUP which is valid from April 1st until November 30th each year and is administered by the MNRF.

Note: The MNRF advised that it is no longer a requirement to sign the LUP for the Parklands as the Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. As a result a Signing By-law is not required.

The Township also has a LUP with the Ministry of Environment, Conservation and Parks (MECP) for campsites within North Frontenac Parklands that are within a Conservation Reserve. This additional LUP came into effect in 2020 and is for a five year term which is valid until November 30, 2025.

Financial Impact:

The fee for the Land Use Permit in 2024 is \$454.05 including HST and is budgeted for within the Township’s North Frontenac Parklands Department.

Attachments:

[2024 Land Use Permit](#)



Wednesday, March 20, 2024

KEKI-2024-PLA-00001-LUP-001

The Corporation of the Township of North Frontenac
6648 Road 506 P.O. Box 97
Plevna, ONTARIO
K0H 2M0
CANADA

Dear Permittee

Re: New Land Use Permit Keki-2024-PLA-00001-LUP-001

The Ministry Natural Resources and Forestry (the Ministry) is writing to inform you that a review has been completed for the issuance of a new Land Use Permit (LUP) located in North Frontenac.

Attached to this email, you will find the new Land Use Permit (LUP). The Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. This new process can be done entirely online. However, if you do not want to communicate by email, please reach out to the Ministry using the contact information below and request to communicate through regular mail.

Please carefully review the terms and conditions of the new LUP. Also carefully review the fee chart below which summarizes the amount you will be charged for the issuance of the new LUP.

To let the Ministry know whether or not you wish to validate this new LUP, **please 'Reply All' to this email within 30 days. Note that the attached permit will not be valid until the Ministry has received and processed the initial payment.** The process for making this initial payment is outlined below.

Should you not wish to continue with the occupation you are then responsible for reviewing your expiring LUP to ensure that you comply with all its terms and conditions, including any requirements to remove any structures or remediate the land. Failure to comply with these terms and conditions may lead to the Ministry considering enforcement action.

Please see the summary of the amount you will be charged below. The payment due for your LUP will be \$225.00 and administrative fees of \$176.81 + HST.

Please remit a payment of \$454.05 (13% HST included). Payment may be made by cheque or money order, **make it payable to The Minister of Finance**. Kindly mail your payment to the following address:

Ministry of Natural Resources and Forestry
 Kemptville District
 10-1 Campus Drive
 Kemptville, Ontario K0G 1J0
Attn: Veronique Gagne

If you have any questions about the process, or the terms and conditions of your expiring or new LUP, please contact Taylor Grosklag of the Kemptville-Kingston District Office at 613-240-9398 or Taylor.Grosklag@ontario.ca. If there are any changes to your personal information (e.g. billing address, name), please notify this same office.

In order for us to serve you better, please call ahead to make an appointment.

Sincerely,



Veronique Gagne
 Kemptville-Kingston District
 Tel: 613-302-4370
Veronique.gagne@ontario.ca
 Ministry of Natural Resources and Forestry

Encl.

Summary of Fees:

Fee Type	Fee	HST	Total
Initial Administration Fee	176.81	22.99	199.80
Annual Administration Fee		0.00	0.00
Lands Fee	225.00	29.25	254.25
Annual Fee (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
Total Amount Due on Issuance (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	401.81	52.24	454.05

This Land Use Permit is issued by His Majesty the King in right of Ontario, as represented by the Minister of Natural Resources and Forestry under the authority of Public Lands Act and its regulations, and is subject to the limitations and provisions thereof, and to the terms and conditions set forth herein.

PERMITTEE

This Land Use Permit is issued to:
The Corporation of the Township of North Frontenac

Post Office Address of Permittee:
6648 Road 506 P.O. Box 97
Plevna, ONTARIO K0H 2M0
CANADA

Phone Number of the Permittee:
613-479-2231

Email Address of Permittee:
recreation@northfrontenac.ca

PURPOSE

This Land Use Permit authorizes the holder for:
Campground
Seasonal

LOCATION OF LAND

This Land Use Permit applies to the following location(s):
Per Schedules A,B,C,D,E,F, and G, seasonal campground
Area: HA
ARN:

As per sketch and description which is attached hereto. A copy of this sketch and description is on file with the Ministry and available for inspection at any time during normal business hours. If there is any inconsistency between the two sketches and descriptions, the sketch and description on file with the Ministry shall prevail.

PERMIT EFFECTIVE DATE: April 1, 2024

PERMIT EXPIRY DATE: November 30, 2024

Summary of Fees

Fee Type	Fee	HST	Total
Initial Administration Fee	176.81	22.99	199.80
Annual Administration Fee		0.00	0.00
Lands Fee	225.00	29.25	254.25
Annual Fee (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
Total Amount Due on Issuance (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	401.81	52.24	454.05

This Land Use Permit is subject to additional restrictions as set out in the conditions attached.

The issuance of this Land Use Permit does not relieve the Permittee from the responsibility of acquiring any other approvals as may be required by law nor does it relieve the Permittee from any other legal requirements, whether under the Public Lands Act and its regulations or otherwise.

This Land Use Permit is not valid until payment of the Total Amount Due on Issuance outlined above has been received by the Ontario Shared Services.

Ministry Approval

Issued by: Adam Worth	Signature: 	Date Signed: Mar 21, 2024
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boxSIGN 4YWZZ27Q-192355Y3

Conditions Attached: Yes

Number of Schedules:

This Land Use Permit is subject to the following conditions:

Standard Conditions

It is agreed by the parties that:

1. This Land Use Permit gives the Permittee the non-exclusive right to occupy the described lands only. The described lands may be used only for the permitted purpose specified in this Land Use Permit and no other purpose.
2. The Permittee shall at all times comply with all applicable laws, regulations, by-laws, government orders and directions in its use of the described lands.
3. The Permittee shall be solely responsible for obtaining any other necessary permits, licenses and approvals relating to the use of the described lands by the Permittee.
4. The Permittee may not affix any building, structure, or works on the described lands (including posting any signs or notices), nor make any alteration, renovation, enlargement, reconstruction or other improvement to the described lands without the written approval of the Ministry, except as otherwise expressly permitted in this Land Use Permit.
5. The Permittee shall maintain the described lands in a clean, sanitary and safe condition, in accordance with any applicable legislation, regulations, by-laws, government orders and directions. Without limiting the generality of the foregoing, the Permittee is an occupier for the purposes of the Occupier's Liability Act and Trespass to Property Act, and shall take such care as in all circumstances is reasonable to see that persons entering on the described lands, and the property brought on the described lands by these persons, are reasonably safe while on the described lands.
6. The Permittee shall not allow waste, garbage or other objectionable material to collect on the described lands.
7. The Permittee shall not bring any hazardous substances or other contaminants onto the described lands without the approval of the Ministry. The Ministry may impose conditions on any such approval. In the event that the described lands are contaminated by any act or omission of the Permittee or its invitees, the Permittee shall undertake all necessary remediation of the described lands to contain and remove such contamination, at its sole cost and expense. If the Permittee fails to undertake such remediation or to diligently complete such remediation, the Ministry may undertake such remediation on the Permittee's behalf, at the expense of the Permittee.
8. The Permittee shall deliver to the Ministry a completed occupier's self-reporting form with accompanying photographs from time to time on request of the Ministry, depicting the then-current state of the described lands.
9. The Ministry may inspect the described lands from time to time for the purpose of ascertaining compliance with Sections 4, 5, 6 and 7 of this Land Use Permit. The Ministry may issue a notice of repair and maintenance to the Permittee. The Permittee shall immediately undertake all repairs and maintenance outlined in such notice. If the Permittee fails to undertake such repairs and maintenance or to diligently complete such repairs and maintenance, the Ministry may undertake such repairs and maintenance on the Permittee's behalf, at the expense of the Permittee.
10. Access to the described lands, and quality of that access, is strictly the responsibility of the Permittee.
11. If the term of this Land Use Permit is longer than one year, the Permittee will pay the fee shown in this Land Use Permit (which is subject to change if so indicated), concurrently with the signing and delivery of this Land Use Permit by the Permittee to the Ministry and thereafter by no later than each anniversary of the commencement of the term. If the fee is indicated as a one-time fee, the Permittee shall pay the fee shown in this Land Use Permit concurrently with signing and delivery of this Land Use Permit by the Permittee to the Ministry.
12. The Permittee shall be responsible for prompt payment of all real property and other taxes that may be levied against the described lands and the Permittee's use thereof (including payments that may be made by the Crown in lieu of such taxes).
13. The Permittee shall be responsible for all utilities consumed by the Permittee on the described lands and shall pay the cost of such utilities to the Ministry or directly to the applicable utility company, as the Ministry may direct.
14. The Permittee shall indemnify, defend, save and keep harmless the Crown, its officers, employees, elected officials, servants and agents from and against any and all claims, demands, suits, actions, damages, losses, costs or expenses arising out of any injury to persons (including death) and loss or damage to property, which may be or be alleged to be caused by or suffered as a result of or in any manner associated with: (a) the exercise of any right or privilege granted to the Permittee by this Land Use Permit; and (b) any act or omission of the Permittee or its invitees while on the described lands.
15. The Permittee shall keep a copy of this permit available at all times while on the described lands and shall produce it on demand to any Ministry official.
16. This Land Use Permit may not be assigned or transferred, mortgaged or pledged. If the Permittee is a corporation, the Permittee may not undergo any change of control. Sublicenses or other sharing of occupancy is prohibited. The Permittee shall notify the Ministry prior to any proposed sale or transfer of the improvements installed or made on or behalf of the Permittee on the described lands and the sale or transfer of such improvements shall not entitle the purchaser or transferee to an assignment of this Land Use Permit or the

issuance of a new land use permit.

17. This Land Use Permit and all rights of the Permittee shall automatically terminate on the earlier of:

- (a) the stated expiry date;
- (b) the death, bankruptcy or insolvency of the Permittee;
- (c) if the Permittee is a corporation, on the winding up or dissolution of the Permittee.

The Permittee shall not be entitled to a refund of any fees paid by the Permittee in such circumstances.

18. Without limiting the Ministry's other rights in the Land Use Permit or at law, the Ministry may terminate the Land Use Permit upon 15 days' notice to the Permittee (or such longer period as may be provided by the Ministry in its sole discretion), where:

- (a) the Permittee has failed to comply with any of the terms and conditions of this Permit and such failure is not rectified within the notice period provided by the Ministry; or
- (b) the Ministry considers it to be in the public interest to do so;

provided that where there are less than 15 days remaining in the term of the Land Use Permit, then the Ministry may terminate the Land Use Permit immediately on notice to the Permittee. The Permittee shall not be entitled to a refund of any fees paid by the Permittee in the circumstances described in Section 18(a), but shall be entitled to a proportionate refund in the circumstances described in Section 18(b).

19. Upon termination of this Land Use Permit or prior to expiry of this Land Use Permit if the Permittee will be granted no further right to occupy the lands in question, the Permittee shall remove all improvements, property or other assets belonging to or installed by or on behalf of the Permittee on the described lands (including any signs or notices posted by the Permittee), at its sole cost and expense. The Permittee shall leave the described lands in a clean and safe condition, restored to its original state prior to the use of the described lands by the Permittee. The Permittee shall also promptly deliver to the Ministry a completed occupier's self-reporting form and accompanying photographs of the described lands evidencing the completion of such obligations. Any improvements, property or assets remaining on the described lands following expiry or termination of the Land Use Permit may be disposed of by the Ministry at the expense of the Permittee or, at the option of the Ministry, may be retained by the Ministry as the property of the Crown without compensation to the Permittee. If the Permittee fails to leave the described lands in a clean and safe condition, restored to its original state, the Ministry may undertake such work as is necessary to restore the lands to the required condition, at the cost and expense of the Permittee.

20. The Permittee acknowledges and agrees that:

- (a) upon expiry or earlier termination of the Land Use Permit, the decision to issue a new permit is at the sole discretion of the Ministry, and the Permittee has no right to, nor reasonable expectation for, the issuance of a new permit based on prior use of the described lands;
- (b) the successive issuance of any permit or permits for the use of the described lands will not create any future rights or interests whatsoever in the land;
- (c) the making of any improvements to or on the described lands (whether or not permitted by the Ministry) will not confer upon the Permittee any right to use the described lands other than within the terms of this permit, nor will it give the Permittee any right to an expectation of future permits;
- (d) there are no other representations, warranties or conditions between the Crown and the Permittee, for the use of the described lands or that the described lands are fit for the Permittee's intended or permitted purpose;
- (e) this Land Use Permit does not convey any right, title or interest in the described lands and is a Land Use Permit only;
- (f) this Land Use Permit does not convey any right, title or interest in any trees standing, growing or being on the described lands, or in any minerals, sand, gravel or similar materials, in, on, or under the described lands. Use of any such materials, unless specifically authorized herein, must have separate written authorization from a Ministry Official.

21. The Permittee's obligations set forth in Sections 4, 5, 6, 7, 9, 11, 12, 13, 14 and 19 shall survive the expiry or earlier termination of the Land Use Permit.

22. This Permit is a record for the purposes of (and is subject to) the provisions of the Freedom of Information and Protection of Privacy Act.

ADDITIONAL TERMS AND CONDITIONS

23. The permittee must maintain boat launching areas in a clean, safe and usable condition and must ensure that the area is kept clear of parked cars, campers, etc.
24. The permittee must remove, on a regular basis, all garbage collected from the campsites to an authorized waste disposal site.
25. The permittee must remove any hazardous trees from the campsites and boat launching area.
26. The permittee must erect and maintain any required signs. Signs required by MNRF will be supplied by MNRF. All other signs will be provided by the permittee but must be approved by MNRF prior to being erected.
27. The permittee may charge fees for use of the roads, camping, for boat launching and parking. Notwithstanding the foregoing, employees of Bell Canada, Hydro One, and provincial and federal government departments are exempt from payment of boat launching and parking fees, but only when using the site for purposes associated with carrying out their respective business activities. All fees collected can only be used towards the Crown Land Stewardship Program.
28. MNRF reserves the right to prohibit overnight camping at any campsite at any time and shall provide the permittee with at least one week's notice of any campsite closures. In such cases, the permittee will provide the required sign(s) and the permittee will be responsible for erecting and maintaining the signs as well as enforcement of the closures.
29. The permittee will set aside a number of existing campsites (in consultation with MNRF staff) which will be designated day use only.
30. No new campsites or the expansion of existing campsites and access points can be undertaken without the written permission from the MNRF Kemptville Kingston District.
31. The Land Use Permit area lies within a Land Claim. If a settlement is negotiated during the term of the permit and involves Crown land within the permit area, the Land Use Permit shall become null and void.
32. Mineral exploration activities may still take place within the permit area subject to the Public Lands Act and the Mining Act.
33. The cutting of trees (excluding condition 16), other than by an authorized harvesting operation, would not be allowed without written authorization from the MNRF Kemptville Kingston District office.
34. Forestry operations on Crown land, as authorized in a Forest Management Plan, must be permitted to be conducted uninterrupted.
35. During the term of the LUP, the permittee must carry a minimum of \$2,000,000.00 liability insurance, pertaining specifically to their activities on this site, naming His Majesty the King in the Right of Ontario as represented by the Minister of Natural Resources as an insured party.
36. The permittee must complete and submit an Annual Report (revenues collected & expenditures) at the conclusion of each calendar year.
37. A written summary of problems, complaints and comments to be submitted by year end which have been received by the Township office and field staff patrolling the roads, access points and campsites.
38. Any fee changes will require consultation with the MNRF staff at the Kemptville Kingston District.
39. Commercial use of the Crown land under LUP will only be considered with prior approval of MNRF staff at the Kemptville Kingston District.

40. This permit may, upon sixty (60) days written notice or such further period of time as the MNRF official prescribes, be revoked or cancelled if MNRF no longer wishes to participate in the Crown Land Stewardship Program with the Municipality of North Frontenac.

Additional Conditions relating to the Schooner Lake municipal campground (see attached sketch):

41. Only walk-in tent sites are permitted within the "C" zone of the ANSI.
42. The permittee must ensure the grass areas of the campground are mown as required and must remove any hazardous trees from the campground.
43. The permittee must maintain the vault privy in a clean, sanitary and safe condition and must maintain a supply of toilet paper. The permittee must also pump out the vault privy as required.

Revised March 2024

Schedule "A"

MNRF ACCESS POINTS - North Frontenac Twp.

Barrie Township	Kashwakamak Lake	L 8 C 8
	Kashwakamak Lake	L 18 C 5
	Marble Lake	L 26 C 7
	Mississagagon Lake	L 5 C 9
Clarendon Township	Big Gull Lake	L 8 SWR
Miller Township	Big Ohlmann Lake	L 21 C 8
	Brule Lake	L 13 C 5
	Dan Lake	L 25 C 7
	Fortune Lake	L 28 C 8
	Grindstone Lake	L 4 C 10
	Lucky Lake	L 21 C 8
	Mackie Lake	L 23 C 11
	Schooner Lake	L 29 C 11
North Canonto Township	Govan Lake	L 30 C 1
Palmerston Township	Crotch Lake	L 18 C 3
	Crotch Lake	L 3 C 1
South Canonto Township	Granite Lake	L 13 C 5
	Mair Lake	L 23 C 9
	Redhorse Lake	L 22 C 6

Schedule “B”

All those parcels or tracts of land in the Townships of MILLER, SOUTH CANONTO, NORTH CANONTO and PALMERSTON, now in the Municipality of North Frontenac, in the County of Frontenac and Province of Ontario, more particularly described as follows --

PARCEL ONE (Schooner Lakes Road)

FIRSTLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the SCHOONER LAKES FOREST ACCESS ROAD within Lots 18, 19, 20, 21, 22, 24, 25, 26, 27 and 28 Concession 8; Lots 28 and 29 Concession 9; Lots 28 and 29 Concession 10; and Lots 28, 29 and 30 Concession 11;

SECONDLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the MACKIE LAKE ROAD within Lots 21 and 22 Concession 10; and Lots 22 and 23 Concession 11.

PARCEL TWO (Mosque Lake Road)

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the MOSQUE LAKE FOREST ACCESS ROAD within Lots 13 and 14 Concession 5; and Lots 14, 15, 16, 17 and 18 Concession 6.

PARCEL THREE (Canonto Road)

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD “A” within Lots 21, 22 and 23 Concession 3; Lots 22 and 23 Concession 4; Lots 20, 21, 22 and 23 Concession 5; Lots 18, 19 and 20 Concession 6; Lots 18 and 19 Concession 7; Lots 19, 20, 21, 22 and 23 Concession 8; Lots 23, 24 and 25 Concession 9; and Lots 25, 26, 27 and 28 Concession 10;

...2

SECONDLY:

That part of the said Township of NORTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "A" within Lots 28, 29, 30, 31 and 32 Concession 1; and within the unsubdivided portion of the said Township commencing at the road's intersection with the north limit of Lot 32 Concession 1, thence in a northerly direction to it's intersection with the west limit of the allowance for road between North Canonto and Blithfield Townships;

THIRDLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "C" (Redhorse Lake) within Lots 20, 21 and 22 Concession 6.

PARCEL FOUR (Crotch Lake Road)

That part of the said Township of PALMERSTON composed of all Crown land within 33 feet of the centerline of the existing road known as the CROTCH LAKE FOREST ACCESS ROAD within Lots 19 and 20 Concession 3.

Schedule “C”

Crotch Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	E1/2 6	1	
Clarendon	E1/2 7	1	
Clarendon	10	1	
Clarendon	11	1	
Clarendon	12	1	
Clarendon	13	1	
Clarendon	14	1	
Clarendon	15	1	
Clarendon	16	1	
Clarendon	17	1	
Clarendon	18	1	
Clarendon	19	1	
Clarendon	20	1	
Clarendon	10	2	
Clarendon	11	2	
Clarendon	E1/2 12	2	
Clarendon	E1/2 13	2	
Clarendon	E1/2 14	2	
Clarendon	15	2	
Clarendon	16	2	
Clarendon	E1/2 19	2	
Clarendon	E1/2 20	2	
Palmerston	3	1	<ul style="list-style-type: none"> • 3.26 acre parcel of land as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID

			<ul style="list-style-type: none"> • 0.8 acre parcel as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 63754 • Parts 3 & 5, Plan 13R-1743
Palmerston	4	1	
Palmerston	5	1	
Palmerston	6	1	
Palmerston	7	1	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	8	1	<ul style="list-style-type: none"> • Part Lot 8, Con. 1 as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 28319
Palmerston	9	1	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	10	1	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	11	1	
Palmerston	12	1	
Palmerston	13	1	
Palmerston	14	1	
Palmerston	W1/2 3	2	<ul style="list-style-type: none"> • Part 1 & 6, Plan 13R-1743
Palmerston	W1/2 4	2	
Palmerston	5	2	
Palmerston	6	2	
Palmerston	10	2	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	11	2	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation Reserve
Palmerston	12	2	
Palmerston	13	2	
Palmerston	14	2	
Palmerston	17	2	
Palmerston	E1/2 18	2	
Palmerston	W1/2 5	3	
Palmerston	6	3	<ul style="list-style-type: none"> • a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	7	3	
Palmerston	8	3	<ul style="list-style-type: none"> • Crown land within Crotch Lake Conservation

			Reserve
Palmerston	9	3	• a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	11	3	• Crown land within Crotch Lake Conservation Reserve
Palmerston	12	3	
Palmerston	13	3	
Palmerston	14	3	
Palmerston	15	3	
Palmerston	16	3	
Palmerston	17	3	
Palmerston	18	3	
Palmerston	19	3	
Palmerston	20	3	
Palmerston	W1/2 6	4	
Palmerston	W1/2 7	4	
Palmerston	W1/2 8	4	
Palmerston	W1/2 9	4	
Palmerston	W1/2 10	4	
Palmerston	W1/2 11	4	
Palmerston	12	4	
Palmerston	13	4	
Palmerston	14	4	
Palmerston	15	4	
Palmerston	16	4	
Palmerston	17	4	
Palmerston	W1/2 18	4	
Palmerston	W1/2 of W1/2 19	4	
Palmerston	W1/2 12	5	

Together with all islands in Crotch Lake not within Crotch Lake Conservation Reserve, Twin Island and Fawn Lakes except Island “C” opposite Lot 5, Con. 2,

Schedule "D"

FIRSTLY:

All of the islands in Govan Lake, North and South Canonto Township, designated as islands 1 to 22 and the North Half of Lots 30, 31 32 33, 34 and 35, Concession 10, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as outlined on a map attached as Appendix 1.

SECONDLY:

All of the North Half of Lot 23, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

THIRDLY:

All of the South Half of Lot 21, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

FOURTHLY:

All of the islands in Redhorse Lake, South Canonto Township, designated as islands 1 to 4 as shown on a map attached as Appendix 3.

FIFTHLY:

All of Lot 13, Concession 5, South Canonto Township, saving and accepting two private recreational camps, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 4.

SIXTHLY:

The municipal campground area located on Schooner Lake, within Part Lots 29 & 30, Concession 11, in Miller Township, containing 11.0 hectares more or less. The islands in Long Schooner Lake, designated as islands 1 to 8 and the islands in Round Schooner Lake in Miller Township, designated as islands 9 to 16 as shown on a map attached as Appendix 6.

SEVENTHLY:

All those Crown lands being parts of Lots 28 & 29, Concession 9, in Miller Township, known as Proudfoot Bay on Fortune Lake and parts Lots 20 & 21, Concession 8, in Miller Township, on Lucky Lake as shown on a map attached as Appendix 7.

Palmerston Township, County of Frontenac as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 62959.

Schedule "E"

Big Gull Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	4	6	<ul style="list-style-type: none"> • Reg. Plan 1465 • Crown land within Hungry Lake Conservation Reserve
	W1/2 2	7	
	W1/2 3	7	
	4	7	
	3	8	
	5	8	
	6	8	<ul style="list-style-type: none"> • Reg. Plan 1564
	5	9	
	5	10	
	4	11	
	5	11	<ul style="list-style-type: none"> • 1.18 acres on point
	6	11	
	1	12	<ul style="list-style-type: none"> • .18 acres on point
	6	12	<ul style="list-style-type: none"> • 1 acre on point
	7	12	
	1	13	
	5	13	
	6	13	
	7	13	
	8	13	
	9	13	
	1	14	
	4	14	
	6	14	
	7	14	
	8	14	
	9	14	
	5	SWR	<ul style="list-style-type: none"> • Reg. Plan 1324 • Crown land within Hungry Lake Conservation Reserve
	6	SWR	<ul style="list-style-type: none"> • Reg. Plan 1232

	7	SWR	<ul style="list-style-type: none"> • Reg. Plan 1232 & 1007 + 1 private parcel
		SWR	<ul style="list-style-type: none"> •
Barrie	1	1	<ul style="list-style-type: none"> • Reg. Plan 1099 & 1419
	4	1	<ul style="list-style-type: none"> • GR 119136, EW-21, EW-12 & CL8130 (details file with Bancroft District office)
	3	2	
	4	2	
	5	2	
	6	2	
	7	2	
	8	2	<ul style="list-style-type: none"> • Reg. Plan 1550
	11	2	<ul style="list-style-type: none"> • Reg. Plan 1325
	S1/2 5	3	
	6	3	
	7	3	
	8	3	
	8	4	
	9	4	
	10	4	
	11	4	
	12	4	
	13	4	
Barrie	Islands		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Clarendon	Islands		
	9		
	10 (A)		<ul style="list-style-type: none"> • BE. 31 (east side of island)
	11 (S)		

	14 (E)		
	16 (F)		
	21		
	23 (P)		
	24		
	25		• NW side private
	26		
	27 (V)		
	28		
Quebec Lake	29		
Quebec Lake	30		
Quebec Lake	31		

Schedule “F”

Kashwakamak Lake Crown Land Area
(as shown on a map attached as Appendix “8”)

TOWNSHIP	LOT	CON	SAVING AND EXCEPTING
Barrie	20	5	BE 14, .72 ac
	21		SR, BE 13, .75 ac + BE 14 .72 ac + Michell Islanders LUP site
	N1/2 1	6	
	N1/2 2		Reg. Plan 1550
	N1/2 4		Reg. Plan 1550 & 1114
	Block “B”	Plan 1114	
	Block “E”	Plan 1114	
	4	7	Reg. Plan 1125
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	S1/2 5	8	
	S1/2 6		
	7		
	8		
Clarendon	W1/2 of W1/2 16	10	
	16	11	
	17		
	19		2 Small private parcels
	20		
	N1/2 16	12	
	S Part 17, south		

	shore		
	17(south shore)	13	Reg. Plan 1560
	E1/2 16	14	Reg. Plan 1559
Barrie	Islands		
	1		Reg. Plan 1537
	2		
	3		
	4 (C)		
	5		
	6 (E)		
	7 (F)		
	8		
	9 (G)		
	10		
	11		
	12 (H)		
	13		
	14		
	15		
	WP 16		
Clarendon	Islands		
	EP 16		
	17		
	18(C)		
	19		
	20 (D)		
	21 (E)		
	22 (F)		

Schedule "G"

Mississagagon Lake Crown Land Area
(As shown on map attached as Appendix "8")

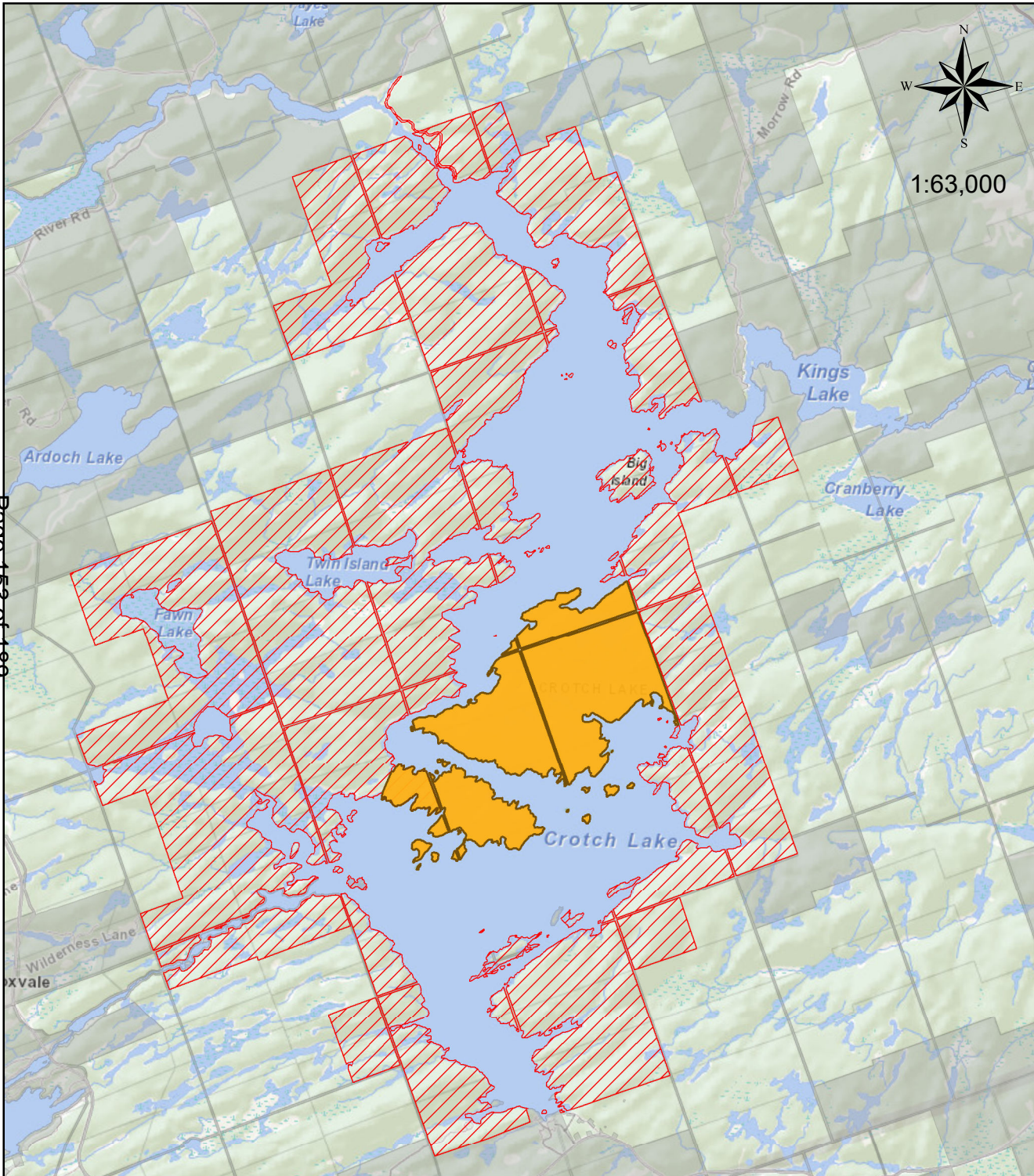
TOWNSHIP	LOT	CON	SAVING AND EXCEPTING
Barrie	4	9	
	5		

Appendix "1"



Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

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Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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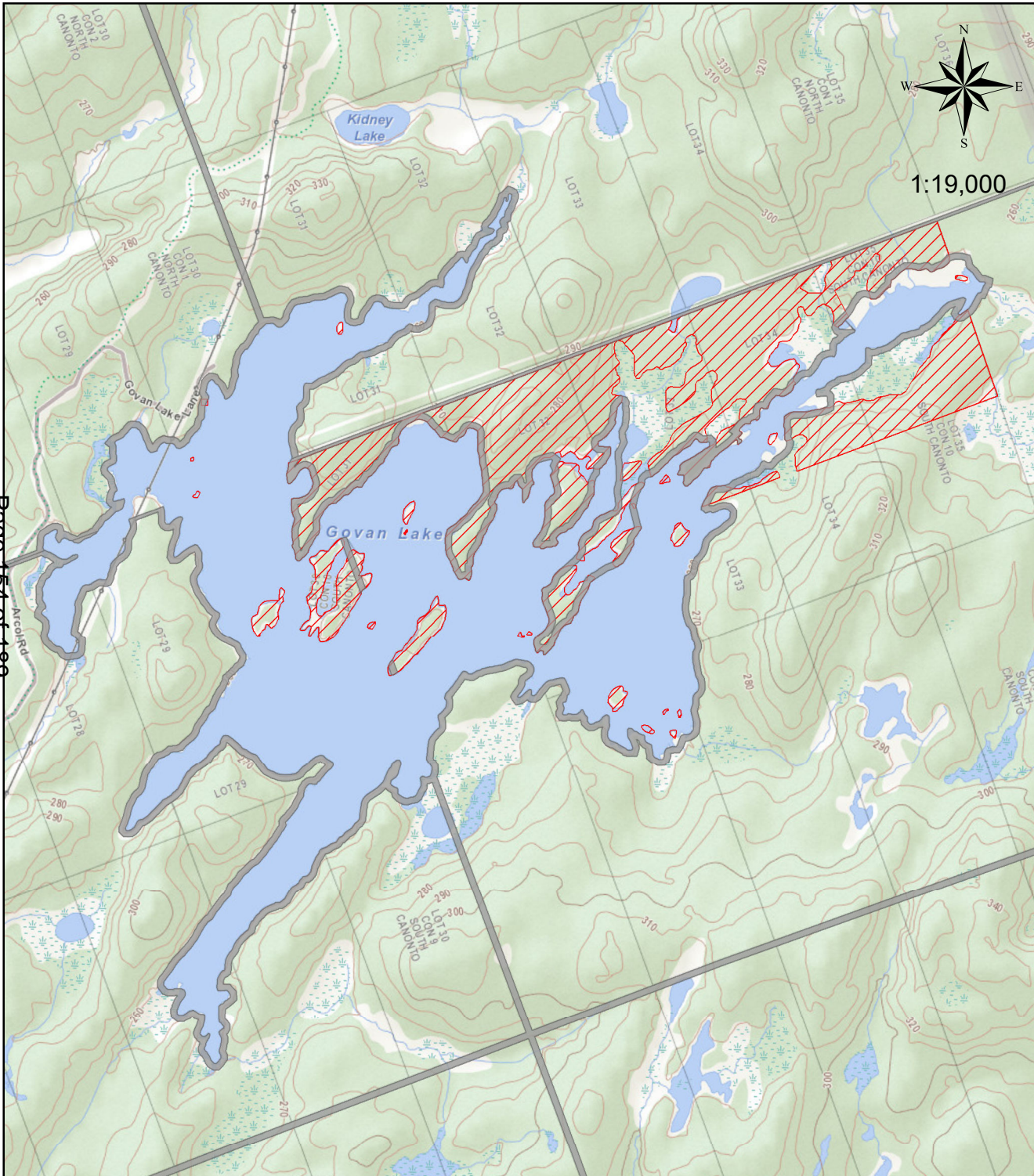
This sketch to be used for reference only

Appendix "2"



Stewardship Land Use Permit

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Legend

-  LUP Tenure Area
-  Patent Land

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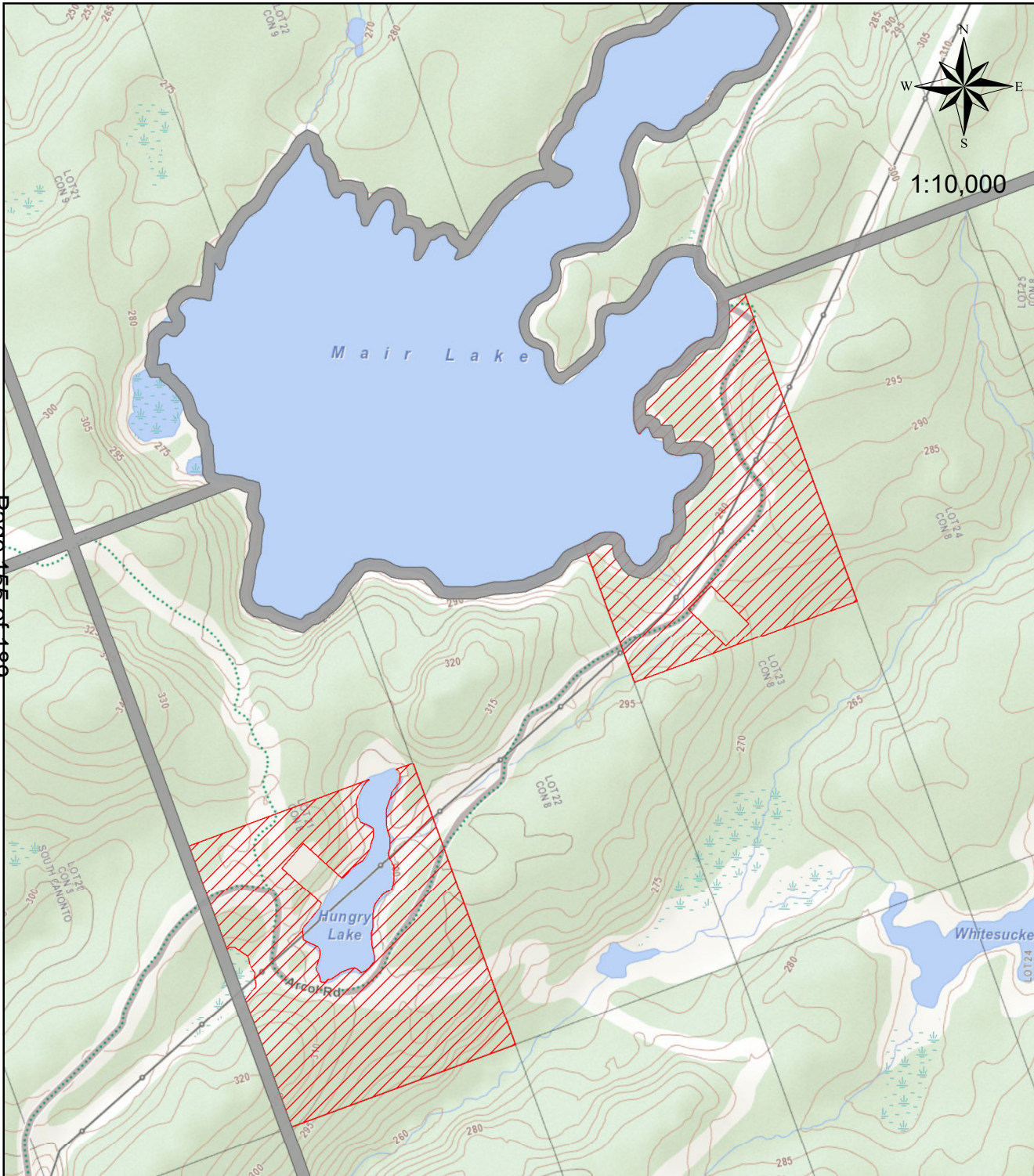
This sketch to be used for reference only

Appendix "3"

Stewardship Land Use Permit



The Corporation of the Township of North Frontenac

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1:10,000

Legend

-  LUP Tenure Area
-  Patent Land

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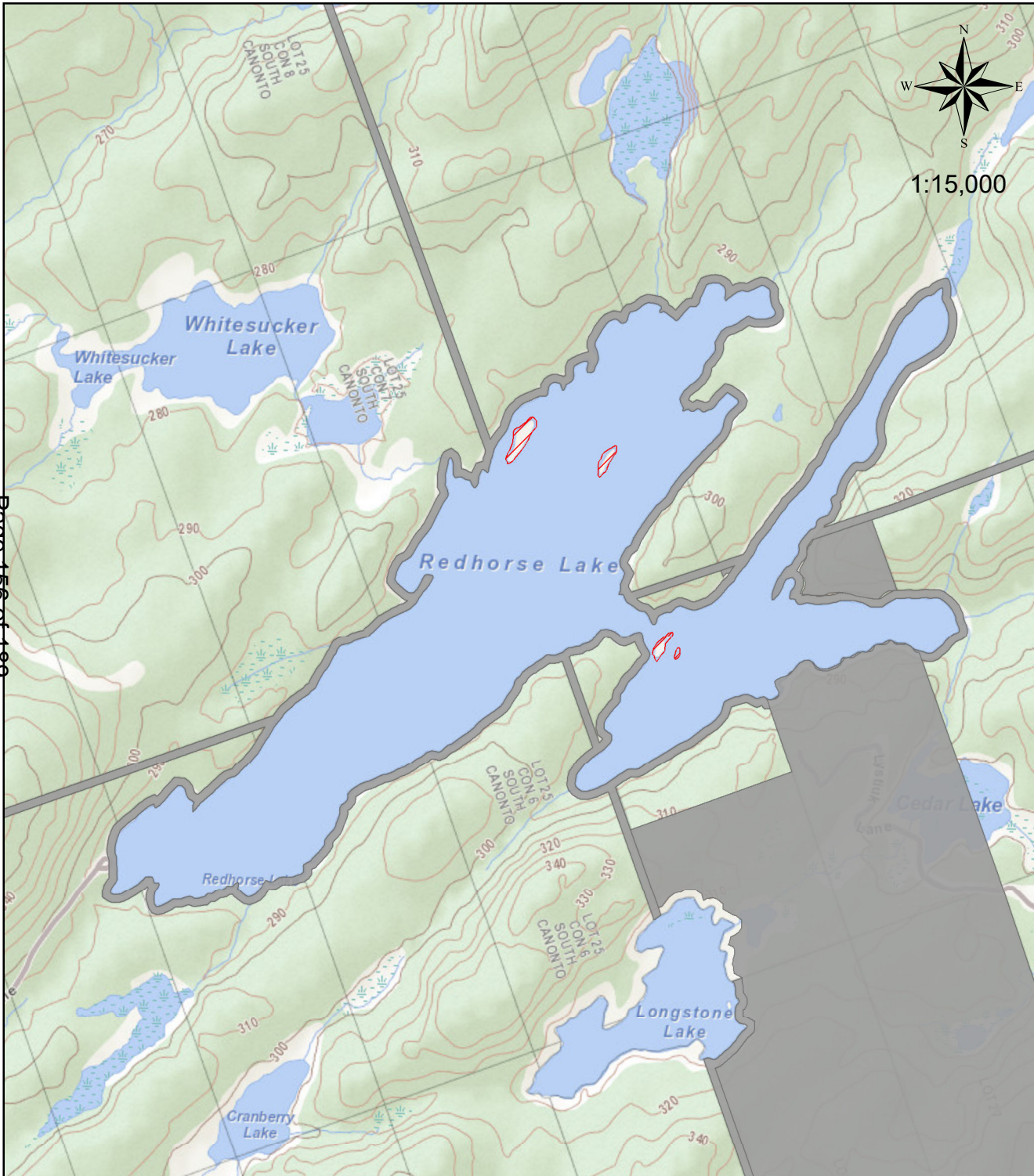
This sketch to be used for reference only

Appendix "4"



Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

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Legend

-  LUP Tenure Area
-  Patent Land

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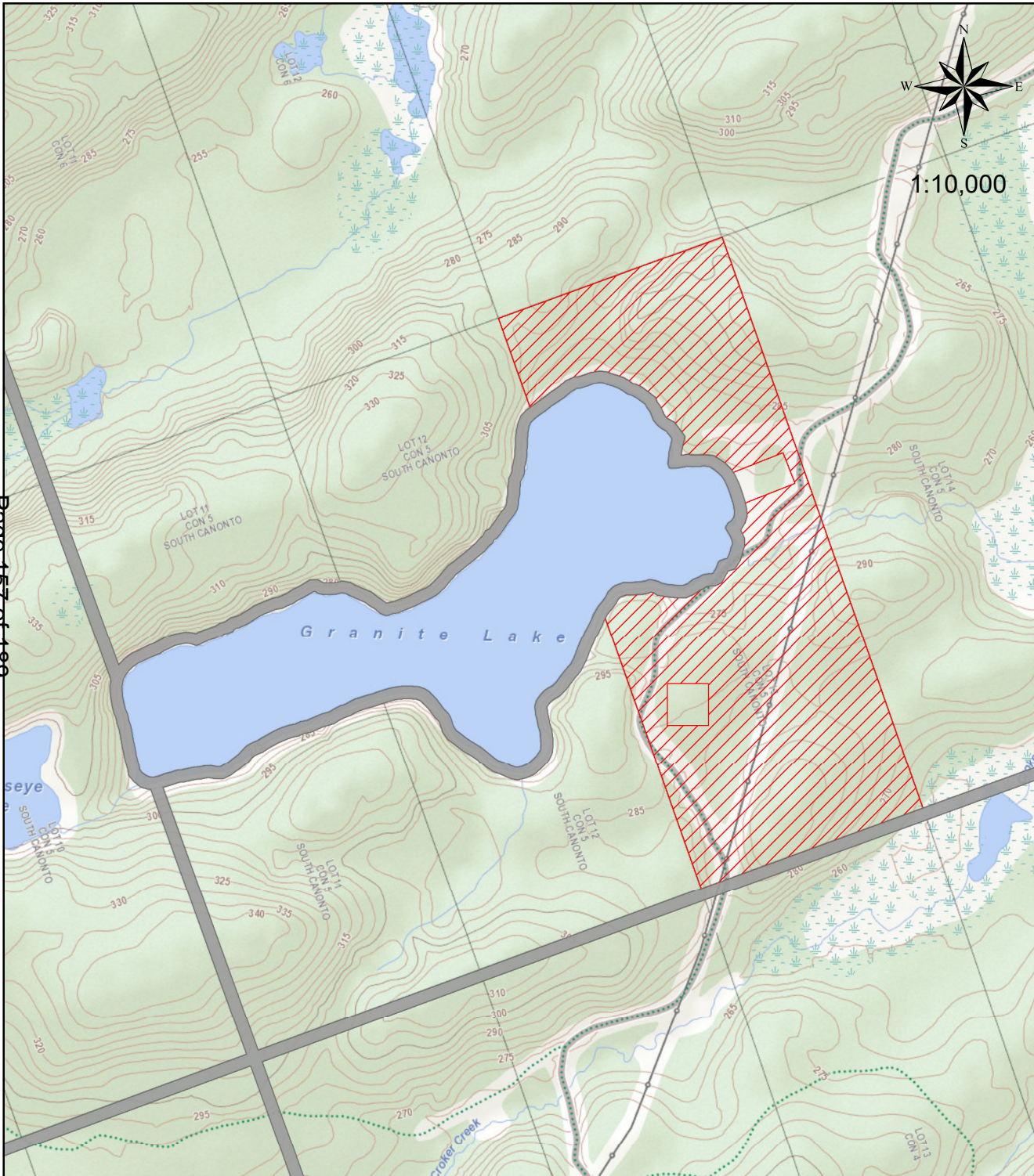
This sketch to be used for reference only

Appendix "5"



Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

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Legend

-  LUP Tenure Area
-  Patent Land

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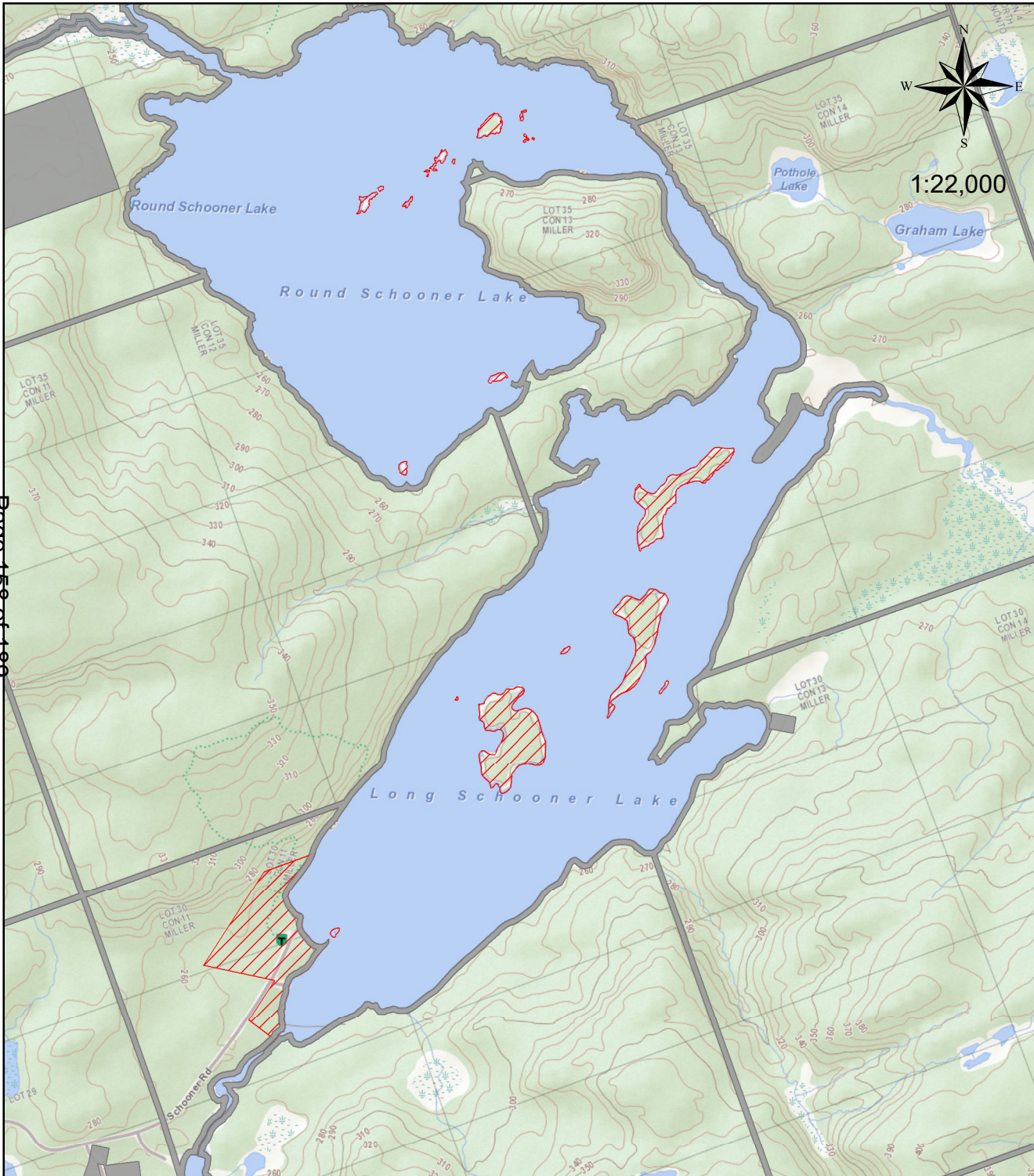
This sketch to be used for reference only

Appendix "6"



Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

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Legend

-  LUP Tenure Area
-  Patent Land

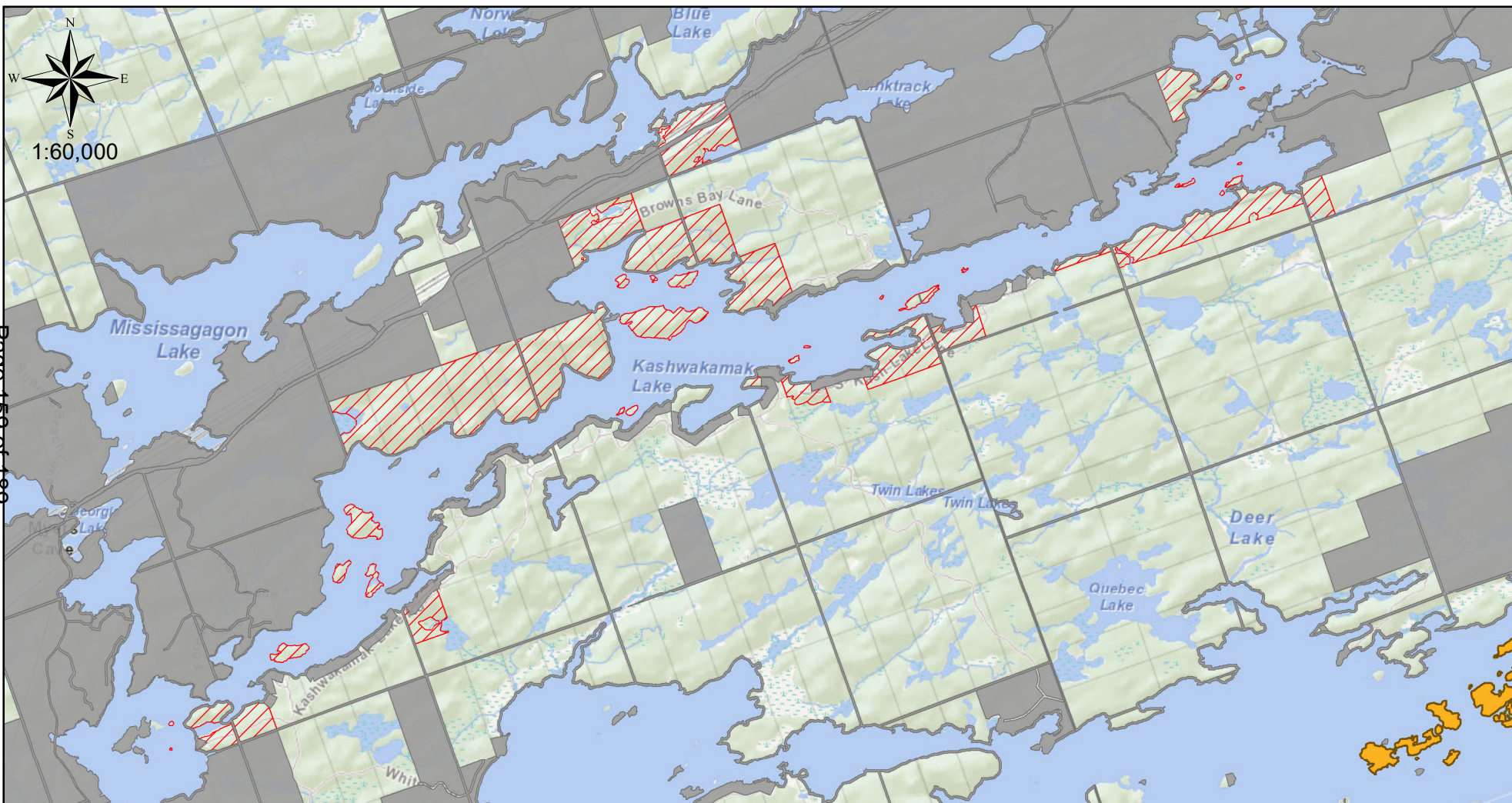
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The Corporation of the Township of North Frontenac

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Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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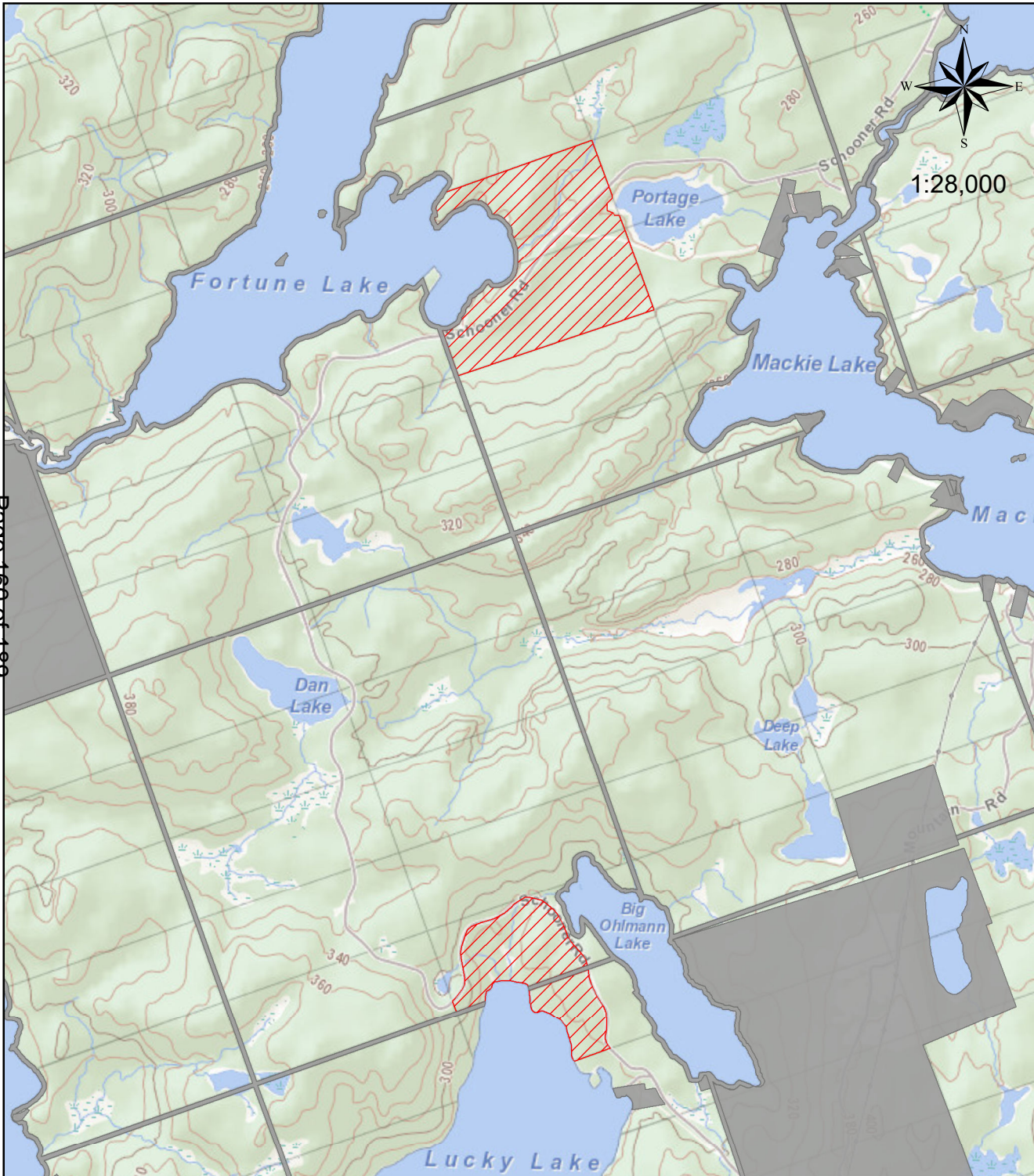
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Appendix "7"



Stewardship Land Use Permit

The Corporation of the Township of North Frontenac

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Legend

-  LUP Tenure Area
-  Patent Land

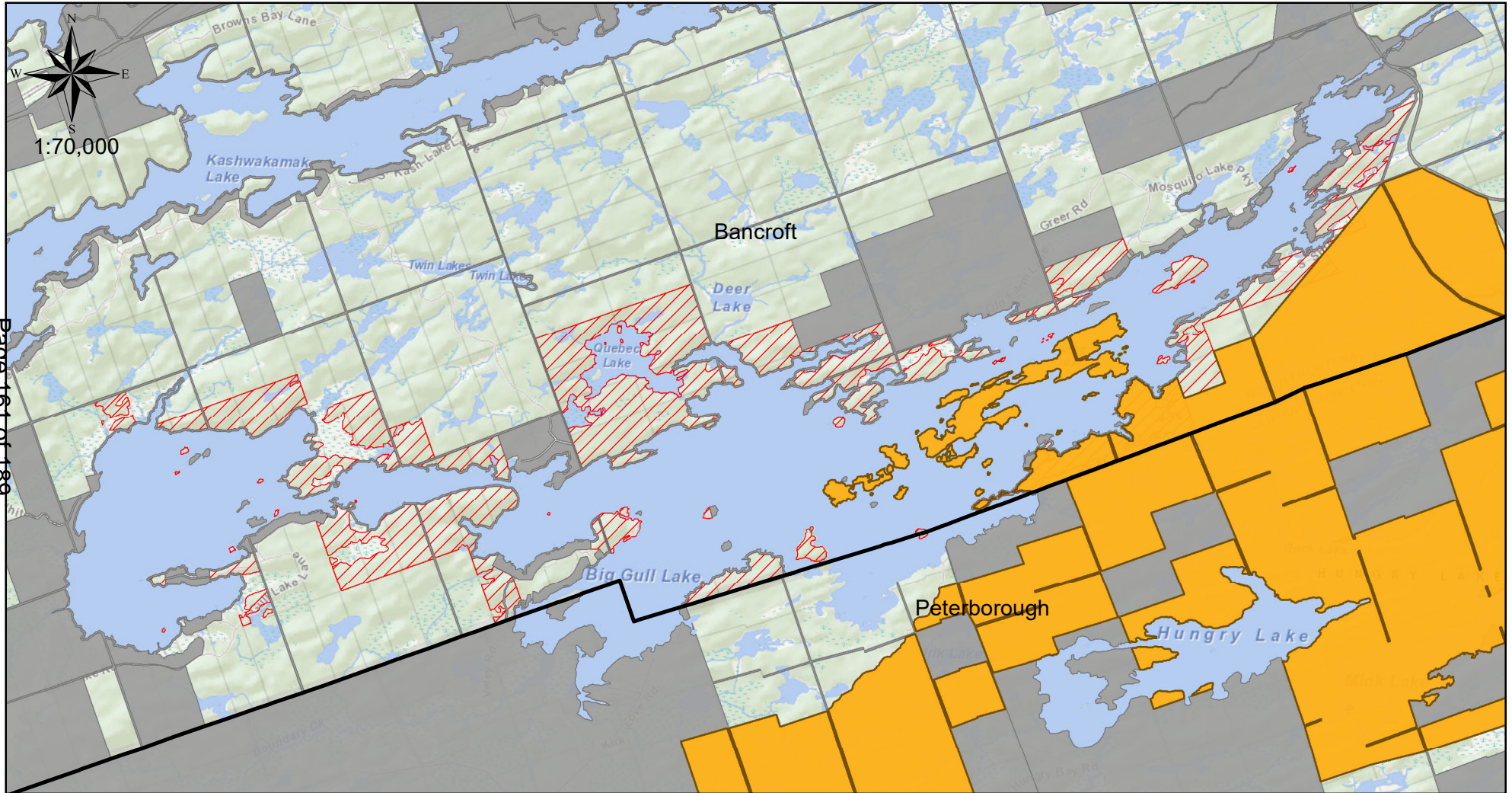
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Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 05 Apr 2024
Re: Grant Opportunity - Housing Enabling Water Systems Fund

Recommendation:

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “Grant Opportunity - Housing Enabling Water Systems Fund”;

And that Council approve submitting an application to the Housing-Enabling Water Systems Fund (HEWSF) program to deliver the Buckshot Lake Road project, including stormwater infrastructure repairs and replacements in the Village of Plevna;

And That the Chief Administrative Officer (CAO) is authorized to sign the HEWSF application;

And That Council approves a sole source Consultant Services agreement with the Greer Galloway Group to complete the planning, detailed design, consultation and external agency approvals, not to exceed \$20,000.

And That Staff will update Council at a future meeting regarding the status of the HEWSF application.

Background:

The Housing-Enabling Water Systems Fund (HEWSF) is an application-based program. Projects funded through the program will aim to protect communities by investing in the repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing. The provision of the HEWSF is governed by the Government of Ontario.

Eligible projects under this intake should meet the following project outcomes:

- enable growth and housing opportunities.
- increase access to potable water; and
- increase treatment and or management of wastewater and stormwater.

Note: The funding intake is a competitive process and approval is not guaranteed.

Eligible applicants include all municipalities that own water, waste water and stormwater infrastructure. Each single municipality is allowed to submit only one application.

The focus of the Township's application will be the management of stormwater and related assets.

Researched By:

Darwyn Sproule, Public Works Manager

Comments:

The Township owns aging stormwater infrastructure in Plevna that warrants a more detailed inspection and potential repair / rehabilitation. Two culverts on Road 506 within the village that serve as stormwater outlets warrant replacement. There is also an opportunity to expand stormwater infrastructure on Buckshot Lake Road from Road 506 to north of the Clarendon Miller Community Hall to address historic drainage concerns. A site inspection, survey and preliminary design have been prepared while working towards a shovel ready project. The preliminary estimate for the project, including the replacement of the two culverts is \$770,000.

The Province will fund a maximum of 73% with the Municipality required to fund the remaining eligible project costs (27%).

Eligible project types include (responses in **BOLD**):

- A project must include a capital component and may also include pre-construction planning and design work). **Project will include capital works.**
- A project should enable housing development. **Improved stormwater management and drainage will benefit local and future housing in the immediate area.**
- A project can be any of the following: rehabilitation / repair, reconstruction or expansion. **Proposed scope will include reconstruction and expansion.**
- Projects must have a clear start and end point. The project must start no later than September 30, 2024 and be completed by March 31, 2027. The start date could be design, planning, engineering or project management. **The specified dates can be met.**
- Projects can be stand-alone or a component of a larger project. **Stand-alone project.**
- Project must be in the process of or completed the design and planning phase. **Planning completed with detailed design pending.**
- Project must meet all relevant provincial regulatory requirements. **Project will be compliant.**
- Applicant must include a clearly defined scope of work in order to enable a comprehensive assessment of the project. **Scope will be clearly defined.**

Eligible Asset Type (response in **BOLD**):

- Stormwater assets (eg linear assets including conveyance piping/ ditching/culverts). **Township drainage and stormwater management assets are eligible.**

The deadline to submit the application is April 19, 2024.

Ontario will assess projects primarily in relation to the following criteria (response in **BOLD**):

1. Technical Merit (Housing and Water). **Technical aspects will be described.**
2. Project readiness. **We can be ready and meet the dates.**
3. Financial Capacity and Need. **We certainly need the financial assistance.**
4. Critical Public Health and Safety. **Drainage and stormwater management improvements will be demonstrated.**

Priority will be given to those projects that are more advanced in planning and design (eg Stage 4 of the Environmental Assessment).

To date the survey and planning work has been completed under the consultant services budget item for Roads by the Greer Galloway Group (GGG - Township's Consultant for OSIM inspection services given the storm sewers, culverts and drainage). Given the tight schedule to complete the detailed design, consultation and agency approvals, we are submitting this request to sole source a detailed design assignment for GGG at an estimated cost of \$20,000.

If the application isn't successful, the project would be held as 'shovel-ready' for a future grant opportunity.

Financial Impact:

If the Township's application is successful, the Province would fund (73%) \$562,100 of the total cost, and the Township would be responsible for the balance of \$207,900. The Township portion would be taken from the Infrastructure Sustainability Reserve Fund with a estimated year end balance of \$1,874,988.68 per the 2024 approved Budget.

The design fee of \$20,000 will be taken from the Infrastructure Sustainability Reserve Fund with a estimated year end balance of \$1,874,988.68 per the 2024 approved Budget.



Economic Development Task Force Minutes

9:30 AM - Monday, March 18, 2024

Council Chambers

Notes of the Economic Development Task Force held on Monday, March 18, 2024 at 9:30 AM at the Council Chambers.

Present: Deputy Mayor John Inglis (Chair), Councillor Roy Huetl, Councillor Stephanie Regent, Betty Hunter, Cyndy Bonello, Paul Thiel, Derrick Lancaster and Dan Vaillancourt

Absent with Regret: Danielle Kesco

Also Present: Brooke Ross, Manager of Community Development, Dipl.M.A., Lori Newman, Office Support - All Departments, and Matt Walker, Economic Development and Emergency Information Officer

1. Call to Order

a) *Introduction of new Chair of the EDTF*

The meeting was called to order by the Chair at 9:38 a.m. It was announced that Councillor Stephanie Regent will be taking over the position of EDTF Chair and Deputy Mayor John Inglis will remain on the EDTF as a member.

2. Disclosure of Pecuniary Interest and General Nature Thereof

None.

3. Economic Development Task Force Notes

a) *Notes of the February 20, 2024 EDTF Meeting as approved via email and were received for information at the March 15, 2024 Regular Meeting of Council.*

4. Business Arising

a) *Business Profiles (Huetl, Thiel)*

Councillor Roy Huetl completed the February Business Profile and Paul Thiel will be completing the March Business Profile. Derrick Lancaster volunteered to assist with the Business Profiles with Paul Thiel; therefore, Roy Huetl will no longer be working on this project.

b) *Summer Event – updates (Inglis, Hunter, Bonello)*

The Summer Event sub-committee reported that they are continuing to confirm and collect the Agreement Forms for 2024 Summer Fest. The sub-committee will continue to report back to the EDTF with updates.

c) *Economic Development Budget*

The MCD reviewed the Economic Development budget highlights with the EDTF members to ensure that the 2024 EDTF Work Plan is created taking these numbers into consideration.

It was discussed by some members of the EDTF regarding their disappointment in the Economic Development Officer (EDO) position not continuing and the reduction in funding for the Community Improvement Plan (CIP). It was further discussed that it was a tough budget year and some difficult decisions had to be made. The EDTF will continue to hope for Council's support for future initiatives.

d) *Final - Township Strategic Plan*

The EDTF discussed the Township Strategic Plan now that it has been finalized. It's important to align the EDTF Work Plan in a way that is in line with the Township's Strategic Priorities.

e) *Terms of Reference*

The EDTF reviewed the Economic Development Task Force Terms of Reference before discussing the EDTF Work Plan.

f) *2023 EDTF Work Plan*

The EDTF reviewed the previous 2023 Work Plan.

g) *2024 Proposed Draft EDTF Work Plan*

The EDTF assigned EDTF members to working groups for each initiative, for Council's consideration.

Objectives

1. Increased number of business startups and expansions
2. Increased Tourism
3. Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)

Initiatives

1. **Increased number of business startups and expansions**
 - a. Fall Business Bus Tour – Vaillancourt, Hunter

- b. Welcome Package – Bonello
- c. Business Breakfast (Oct.) – Hunter, Huetl, Bonello
- d. Business Profiles – Lancaster, Thiel

2. Increased Tourism

- a. SummerFest – Bonello, Hunter, Inglis
- b. WinterFest – Bonello, Hunter, Inglis
- c. Spring/Fall Foodilicious Event - Thiel, Huetl, Regent, Walker
- d. Mural Project
- e. Information Booth Kiosk – Regent, Kecso, Thiel

3. Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)

- a. Identify barriers to housing development and potential solutions – Inglis, Regent, Lancaster

h) *Initiatives for Consideration*

The EDTF discussed initiatives that will be unable to continue due to the EDO position ending in July 2024 and initiatives that will have to be taken over by the EDTF or MCD (outlined in Work Plan).

5. New Business

- a) ***The EDTF discussed the 2024 Art Mural Project for Round 9 (previously approved by Council). The MCD will have the advertisement posted on the Township Website, Social Media accounts and the Frontenac News***

6. Adjournment

- a) ***Meeting adjourned at 11:34 a.m.***

Be It Resolved That Council receives for information the March 18, 2024 Notes of the Economic Development Task Force (EDTF);

And That Council approves the proposed EDTF Work Plan:

1. Increased number of business startups and expansions

- a. Fall Business Bus Tour – Vaillancourt, Hunter
- b. Welcome Package – Bonello
- c. Business Breakfast (Oct.) – Hunter, Huetl, Bonello
- d. Business Profiles – Lancaster, Thiel

2. Increased Tourism

- a. SummerFest – Bonello, Hunter, Inglis
- b. WinterFest – Bonello, Hunter, Inglis
- c. Spring/Fall Foodilicious Event - Thiel, Huetl, Regent, Walker
- d. Mural Project

- e. Information Booth Kiosk – Regent, Kecso, Thiel (further information to follow in the future as the project and funds will require further consideration)
3. **Promotion of a range of housing options to provide affordable housing including Public-Private Partnerships (PPEs)**
- a. Identify barriers to housing development and potential solutions – Inglis, Regent, Lancaster

Deputy Mayor John Inglis, Chair
Township of North Frontenac
Economic Development



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

Date: March 15, 2024

Resolution # 128-24

Moved By:
Councillor Vernon Hermer

Seconded By:
Councillor Roy Huetl

Be It Resolved That Council receives the Notice of Motion from Deputy Mayor Inglis requesting Council receive a virtual presentation on April 26, 2024 from Lisa Asbreuk, Cunningham Swan, on the topic of municipal opportunities related to the IESO's current energy procurement process;
And That Council approves discussing this matter at the April 5, 2023 Council Meeting.

Carried

Mayor



Council Portfolios

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

Mayor Gerry Lichty

Portfolio: County Business	Responsibility: <ul style="list-style-type: none"> Update Council on County Council Activities and Decisions
Portfolio: North Frontenac Lake Association Alliance (NFLAA)	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Wayne Good

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

Councillor Stephanie Regent

Portfolio: Health	Responsibility: <ul style="list-style-type: none"> Representative on the Lakelands Family Health Team Committee
Portfolio: Long-Term Care and Social Services	Responsibility: <ul style="list-style-type: none"> Council Liaison
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Roy Huetl

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

Councillor Vernon Hermer

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

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

Deputy Mayor John Inglis

Portfolio: Lake Associations – Ward 3 Lakes	Responsibility: <ul style="list-style-type: none">• Council Liaison
---	--

The Corporation of the Township of North Frontenac

By-law # 2024-28

To Close, Stop up and Sell a Part of the 66' Original Road Allowance

Whereas it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called 'The Corporation', that part of the 66' original road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owner(s) as they may direct;

And Whereas notice of this By-law has been posted at least ten days prior to the meeting, at the Municipal Office; on the Township Website; and on the said road allowance;

And Whereas Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard;

Now therefore the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowances shall be sold to the adjoining owner(s) as follows:
 - a) **Part 1 on Registered Plan 13R-23096** as a lot addition to the lands described as PIN 36186-0116(LT) for the purchase price of \$1,027.68 plus \$133.60 HST for a total of \$1,161.28 (Clarendon (Big Gull) Lake).
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that Part of the said 66' original Road Allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that Part of the 66' original Road Allowance hereby permanently closed.
5. That Schedule "A" forms part of this By-law.
6. That Tony Fleming, legal counsel for The Corporation, is hereby authorized to amend Schedule "A" descriptions as may be required to carry out the intended transaction and finalize the registration of this By-law.
7. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.
8. All resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

Read a first and second time **April 5, 2024.**

Read a third time and finally passed this **April 5, 2024.**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule A

All That Part of the Shore Road Allowance adjacent to Part of Lot 8, Southwest Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23096.

The Corporation of the Township of North Frontenac

By-law # 2024-24

**Being a By-law to Adopt a Reserve and Reserve Fund Policy for the
Township of North Frontenac**

Whereas the Municipal Act 2001, S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

And Whereas the Municipal Act 2001, S.O. 2001, c 25, Section 293, as amended provides that the Minister may make regulations regarding a municipality's reserve fund;

Now Therefore the Council of the Corporation of the Township of North Frontenac hereby enacts the following:

1. **That** the Council for the Township of North Frontenac hereby adopts the Reserve and Reserve Fund Policy attached hereto as Schedule 'A' and forming part of this By-law;
2. **That** this By-law shall come into force and take effect on the date of its final passing;
3. **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 **April 5, 2024**.

Read a third time and finally passed this **April 5, 2024**.

Gerry Lichty, Mayor

Tara Mieske, Clerk



Reserve and Reserve Fund Policy

RESERVE AND RESERVE FUND POLICY

1.0 POLICY STATEMENT

This Policy governs the management and administration of Reserves and Reserve Funds. The Municipal Act, 2001, Section 290(2) provides that a municipality's budget shall set out amounts to be paid into and out of Reserve/Reserve Funds. A municipality may establish Reserve/Reserve Funds for any purpose for which it has authority to spend money. Council approval is required for any transactions outside of the approved budget or Reserve and Reserve Fund Policies that impact a Reserve or Reserve Fund.

2.0 PURPOSE & OBJECTIVES

The purpose of this policy is to provide guiding principles, internal controls, management and administrative responsibilities for Reserves and Reserve Funds managed by the Township of North Frontenac.

Reserves and Reserve Funds are important long-term financial planning tools and are used to set aside Funds for a future purpose. Reserve and Reserve Funds are established for a variety of purposes, including:

- to promote financial stability and flexibility;
- to stabilize the cost for the replacement and rehabilitation of Township Assets;
- to assist in Funding temporary or one time revenue shortfalls or expenses not included in the operating budget;
- to provide a source of internal financing; and
- adhere to statutory requirements.

3.0 DEFINITIONS

Reserve – monies set aside by approval of Council and not restricted by legislation. Reserves can be related to projects that are of a nature described and managed by approval of Council. Reserves will be used for stabilization purposes. Reserves do not receive an annual interest allocation.

Reserve Fund – monies set aside for a specific purpose as required by legislation, a municipal by-law or agreement. North Frontenac has two (2) categories of Reserve Funds, Obligatory and Discretionary. Reserve Funds receive interest allocation during the year.

Discretionary Reserve Fund – monies set aside for a specific purpose by Council and/or by municipal by-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new by-law must be passed under section 417(4) of the Municipal Act.

Obligatory Reserve Fund – means a Reserve Fund created whenever a statute or legislation requires that Funds received be segregated from the general Funds of the Township through financial agreement or legislative direction. Obligatory Reserve Funds are created solely for

the purpose prescribed for them. The Funds are raised for a specific purpose and Council cannot redirect the Funds to be used for any other purpose than the intended purpose of the Reserve Fund.

Tangible Capital Asset Reserve Fund – monies set aside to stabilize the Funding of the 10 year Tangible Capital Asset Planned Spending approved by Council. If Council should decide to spend the money for purposes other than what it was originally intended for, then a Resolution is required to reallocate the Funds.

Deferred Revenue – means revenue that is considered a liability on the Municipalities financial statements for something that has not yet been provided. Deferred revenue is set aside in an obligatory Reserve Fund for a specific purpose by legislation, regulation or agreement. Canada Community Building Fund is an example.

The Reserve and Reserve Fund Policy applies to all Reserves and Reserve Funds established by the Township of North Frontenac.

4.0 ESTABLISHMENT AND MODIFICATION

Council Resolution is required for the creation or dissolution of any Reserve or Reserve Fund. The Treasurer will review any proposed new Reserve or Reserve Fund prior to seeking council approval to ensure the policy is in line with current financial strategies, policies and procedures. Reserves and Reserve Funds shall be established through the following processes:

- Inclusion in the annual operating or capital budget which is approved by Council; or
- Through Resolution of Council;

Prior to the establishment of a new Reserve and/or Reserve Fund Council must approve the purpose, source of Funds, use of Funds and target balance.

5.0 CONTRIBUTIONS TO / DRAWS FROM

All contributions to and/or withdrawals from Reserves and Reserve Funds shall be approved by Council, normally as part of the annual budget approval process or specifically by resolution with the following exceptions:

- Transfers that are the direct result of Council approved by-laws or resolutions
- Use of “revolving” Reserves and Reserve Funds for the purpose approved by Council (lending the money internally and then pay back)
- Transfer of Funds between Reserve cost centres for Reserve restructure which in the opinion of the Treasurer have not changed the purpose for which the Funds were intended
- Transfer of Funds between asset replacement Reserves based upon Reserve adequacy analysis or other related information, at the discretion of the Treasurer
- Final Reserve and Reserve Fund transfers will be based on actual expenditure costs rather than budgeted amounts
- Transfers should not place the Fund in a negative position
- The Treasurer is hereby authorized to transfer the annual surplus over \$150,000 (if applicable) to the North Frontenac Contingency Reserve.

6.0 LENDING / TEMPORARY BORROWING

Temporary inter fund borrowing between Reserve and Reserve Funds shall be permitted, with the exception of the Obligatory Reserve Funds, to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs. However, the following conditions must be met in order to allow borrowing from Reserve Funds:

- Borrowing must not adversely affect the intended purpose of the Reserve
- A plan to repay the Reserve within a reasonable timeframe is required and must be documented
- Interest, equivalent to the Township's interest on Reserve Fund bank accounts, will be applied to the outstanding amount borrowed
- Deemed appropriate by the Treasurer

Excludes borrowing from any Obligatory Reserve Fund.

7.0 CONSOLIDATION / CLOSURE

A Reserve or Reserve Fund shall be closed or consolidated, on the recommendation of the Treasurer, when the program or project it supports meets any of the following criteria:

- No longer in the scope of the Municipalities strategic plan;
- Program commitments have been met and no future commitments are expected; and
- The Treasurer is confident that balances in other areas can mitigate the need to hold any remaining Reserve or Reserve Fund balance

Reserves and Reserve Funds identified for consolidation/closure shall be reported to Council for review and approval. Reports to Council shall include recommendations regarding the timing of wind down, closure and the allocation of Fund balances. The Schedule A to be amended in order to close a Reserve Fund.

8.0 STANDARD OF CARE / RESPONSIBILITIES

The Treasurer shall:

- Develop and update this policy as necessary and present changes to Council;
- Ensure that the principles and requirements contained in this policy are applied consistently across all departments;
- Determine need for Reserves and Reserve Funds for operating and capital budgets;
- Perform the transfers to and from Reserves and Reserve Funds as authorized by Council;
- Recommend establishing, closing and consolidating Reserves and Reserve Funds;
- Recommend strategies for the adequacy of Reserve levels; and
- Report to Council the Reserve balances and forecast as part of the annual budget approval process.

Municipal Council shall:

- In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- Approve transactions to and from Reserves and Reserve Funds through the budget process or by specific Resolution.

The Chief Administrative Officer shall:

- Support the Treasurer in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all departments.

Department Managers shall:

- Provide the Treasurer with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle Reserves;
- Inform (in writing) the Treasurer when a Reserve or Reserve Fund transfer are required; and
- Inform (in writing) with the Treasurer when Reserve Funds are required for unbudgeted transactions prior to seeking Council approval.

9.0 INVESTMENT INCOME EARNED ON RESERVE FUNDS

Reserve Funds may be invested and done so in a manner that is in accordance with the Municipalities approved Investment Policy. Investment income earned on the total cash and investment portfolio shall be credited to each separate Fund in proportion to the amount invested from it.

10.0 REPORTING

The Treasurer shall communicate the following reports to Council, the public and the Ministry of Municipal Affairs and Housing through the following reports:

- **Annual Audited Financial Statements** – the annual audited financial statements shall include a statement of financial position, financial activities, and changes in Fund balances for Reserves and Reserve Funds;
- **Reserve and Reserve Fund Report** – a financial plan forecasting Reserve and Reserve Fund balances and a comparison to target objectives shall be prepared annually at budget based on the most current information available;
- **Budget Reports** – Reserve and Reserve Fund balances, projected contributions and planned drawdowns shall be presented in each multi-year budget. Annual changes to Reserve and Reserve Fund balances shall be presented with each annual budget update, or specifically by resolution if required.

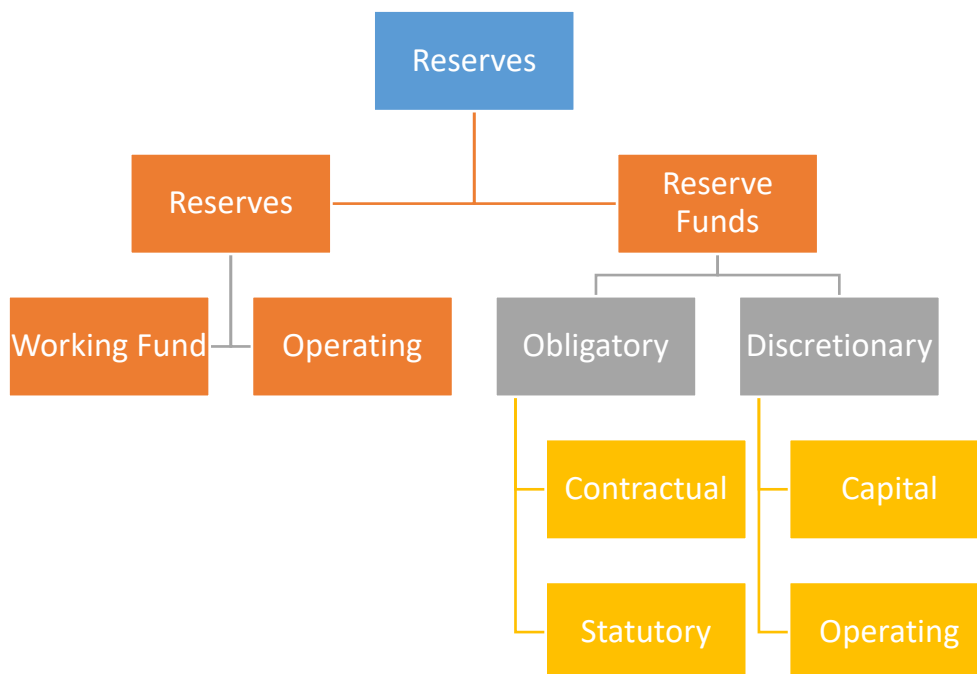
11.0 REVIEW

This Policy shall be presented to Council for review and update, if applicable, every four years, in the third (3rd) year of each Council term, or as deemed necessary by Council or the Treasurer.

The Treasurer has the authority to administratively amend Appendix A: Reserve and Reserve Fund Policy Schedule when deemed necessary. Administrative amendments authorized are:

- Updating Appendix A for council approved changes, additions or deletions of individual Reserve and Reserve Fund policies
- Updating Appendix A for refinement of the Reserve and Reserve Fund targets as new and improved information becomes available through the Asset Management or other initiatives.

12.0 CLASSIFICATION/CATEGORIES AND LIST OF RESERVES AND RESERVE FUNDS



APPENDIX “A”

The following individual Reserves and Reserve Funds have been established with Council’s approval:

Reserves

Operating Contingency Reserve

- Purpose:** To provide for expenses that are not part of the approved budget and in-year revenue deficits.
- Source of Funds:** Allocation from the annual operating budget as needed to hit target and/or surplus from annual year-end. The Treasurer is hereby authorized to transfer the annual surplus to the Operating Contingency Reserve.
- Use of Funds:** To provide Funding for unforeseen events or extraordinary expenditures that may occur during the year (ex. Legal, insurance deductible, integrity commissioner, employment matters, accessibility, and municipal services corporation etc. (excluding capital)).
- Target Balance:** 10 – 12% of expenses based on the last Audited Consolidated Statement of Operations.

Reserve Funds (Obligatory and Discretionary)

Obligatory Reserve Funds

Recreational Land (Planning Act) (previously Special Parks – Park Levy)

- Purpose:** Created in accordance with subsection 42 (14) and (15) of the Planning Act for the purpose of cash-in-lieu of conveyance of land for a park or other public recreation purpose, including the erection, improvement or repair of buildings, and the acquisition of machinery for park or other public recreation purposes.
- Source of Funds:** Funds transferred in as collected through Park Levy.
- Use of Funds:** Funds transferred out for park or public recreation purposes, as per the Planning Act sec 42 (15).
- Target Balance:** Beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60% of the monies at the beginning of each year.

Building Department

- Purpose:** Building Code Statute Law Amendment Act, 2002, imposes specific restrictions on the use of building code revenues. The purpose of the Reserve is to accumulate annual building code surpluses, the Reserve Fund is intended to ensure that, even if building activity in a municipality slows down, there are sufficient Funds to maintain building department services for a time without affecting the municipality's finances.
- Source of Funds:** From annual building code revenue surplus.
- Use of Funds:** Municipalities are required to segregate fees generated through building code permits and restrict them for building code related purposes. Based on this, uses are limited to:
- Offset unfavourable revenue variances due to severe economic conditions;
 - Subsidize any negative year-end position.
- Target Balance:** One (1) year operating expenditures of last Audited Statements. Once achieved a detailed review of Permit Fees and expenses will be conducted.

Canada Community Building Fund (CCBF)

- Purpose:** The Canada Community-Building Reserve Fund provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.
- Source of Funds:** A semi-annual allocation of funds from the AMO on behalf of the Federal Government per the Agreement for the Transfer of Federal Gasoline Tax Revenues. Funds must be held in an interest bearing account. Annual allocation from the County of Frontenac.
- Use of Funds:** Funds must be used for the construction, renewal or enhancement of capital assets within categories established by the Government of Canada.
- Target Balance:** Reserve balance must not drop below \$0. Funds can only be held up to a maximum of 5 years from the year received.

Waste Closure Costs

- Purpose:** To ensure Funds are available for future costs to close Waste Sites once required
- Source of Funds:** Allocation from the annual Operating Budget.
- Use of Funds:** Funds are used annually for any post closure costs as indicated in the operating budget. This can include consulting and/or remedial work.
- Target Balance:** Based on Consultant report for Waste Disposal Closure and Post-Closure Cost Projections, report received annually. Reserve Fund Contribution is total closure costs less current Reserve Fund Balance divided by estimated years to closure. Maximum would be full Funding for Closure Costs.

Ontario Community Infrastructure Fund (OCIF)

- Purpose:** To provide Funding for projects approved as eligible under the Ontario Community Infrastructure Fund Agreement. OCIF was established by the Government of Ontario to assist small communities in addressing road, bridges, water and wastewater core infrastructure needs.
- Source of Funds:** Annual transfer from the Government of Ontario as outlined in the Agreement. The current agreement provides Funding until 2027.
- Use of Funds:** Funds are to be used for capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets. The Agreement sets out the eligible projects/categories as well as the terms & conditions in further detail. Funds are not to be used for growth-related expansion projects. To be used if funds were not fully used in the year received and carried over to the following year.
- Target Balance:** No established maximum limit, Reserve balance must be in a positive position.

Discretionary Reserve Funds

Tangible Capital Asset (TCA)

Purpose:	Established to Fund specific replacement, renewal or acquisition of capital assets.
Included:	Fire Sustainability – TCA Road Sustainability – TCA Waste Sustainability – TCA Recycling Sustainability – TCA Infrastructure Sustainability – TCA Ward 1 – TCA Electronics/Software Sustainability – TCA Streetlights Sustainability – TCA Building Department Sustainability – TCA Community Hall Sustainability – TCA Recreation Sustainability – TCA CLSP (MNR Parks) Sustainability – TCA Property/Building Maintenance Sustainability - TCA
Source of Funds:	Allocations from annual operating budget based on the Capital Plan; surplus asset sales; annual allocations in operating budget.
Use of Funds:	Funds are to be used for the purchase, repair, and expansion of capital assets (ex. roads, bridges, vehicles, equipment and facilities).
Target Balance:	The balance of each Reserve Fund should be sufficient to fund average annual replacement for capital purchases based on the ten year unconstrained capital forecast with an annual 2% inflation incorporated. The balance should be +/- 15% of the target.

Discretionary Reserve Fund (Operating)

Cannabis

Purpose:	To help with the implementation costs of recreational cannabis legalization.
Source of Funds:	Government of Ontario through the OCLIF (Ontario Cannabis Legalization Implementation Fund)
Use of Funds:	May be used for any expenses that meets the program criteria.
Target Balance:	No established maximum limit, Reserve balance must be positive. Reserve Fund to be removed once it reaches zero

Safe Restart – Covid 19

Purpose: Funding was received to provide Municipalities with operating pressures during Covid-19

Source of Funds: Funds received from Federal-Provincial Governments as a one time during Covid-19

Use of Funds: Funds are to be used for operating pressures as the result of Covid-19. The Funds have been used for enhancements to electronics, internet, staffing, protective measures, etc.

Target Balance: Reserve Fund to be removed once it reaches zero

Seniors Initiatives

Purpose: To provide funds to assist with stay at home initiatives for seniors

Source of Funds: Allocation from annual operating budget, if required.

Use of Funds: To be allocated for programs that assist to keep seniors in their own homes longer.

Target Balance: Minimum \$25,000 and maximum \$50,000

Election

Purpose: To spread out the cost to Fund expenses related to elections every four (4) years.

Source of Funds: Allocation from the annual operating budget. Projected cost divided by 4 to create an annual contribution.

Use of Funds: To cover all cost for election related expenses (training, election services, mailings, etc.) that occurs every four (4) years. Any balance is carried forward in the Reserve.

Target Balance: The balance of this Reserve in the year of the election should be sufficient to Fund the election.

Economic Development

- Purpose: Development and execution of business initiatives, Strategic Plan and Tourism
- Source of Funds: Allocation from the annual operating budget and revenue from sale of branded materials, maps, etc.
- Use of Funds: Events to promote business, community awareness, branded materials
- Target Balance: No established maximum limit, Reserve balance must be positive.

Medical Services (Doctor Recruitment)

- Purpose: Assistance to recruit Doctors to the area.
- Source of Funds: Allocation from the annual operating budget.
- Use of Funds: Incentive to recruit a doctor to the area
- Target Balance: The balance of this Reserve should be sufficient to assist in funding the most recent recruitment efforts and anticipated future recruitment needs.

Emergency Services (i.e. Extreme Weather events, Wildfires, Salaries etc.)

- Purpose: To Fund unexpected costs due to wildfires, unforeseen weather events and salary – fire suppression over budget at year end.
- Source of Funds: Allocation from annual operating budget and year end salaries – fire suppression surplus
- Use of Funds: Extreme weather occurrences, wildfire calls and salaries – fire suppression over budget.
- Target Balance: Minimum \$300,000 and Maximum \$500,000. At year end if the Reserve Fund is in excess of the maximum target any additional funds will be placed in the Fire Sustainability Reserve Fund.

Roads – Winter Maintenance

- Purpose:** To cover costs in the event of a shortfall in the Winter Control Operating Budget. The Reserve funds will assist in minimizing the financial implications resulting from additional winter operations due to weather.
- Source of Funds:** Allocation from the surplus from the annual operating budget for winter control, if any. An annual contribution will be added to the Reserve Fund until the minimum has been achieved. Budget versus actual for accounting object codes 55505 to 55512.
- Use of Funds:** Additional funding for winter maintenance expenditures on Township Roads in the event of a deficiency in the Operating Budget amount for winter control. Budget versus actual for objects 55505 to 55512.
- Target Balance:** The balance is recommended to have a minimum of \$200,000 and to a maximum of 50% of the five (5) year average actual for winter control. At yearend if the Reserve Fund is in excess of the 50% any additional Funds will be placed in the Roads Sustainability Reserve Fund – TCA.

Cemetery

- Purpose:** For cemetery care and any future expansion.
- Source of Funds:** A portion of plot sales, care and maintenance Fund interest and cemetery fees.
- Use of Funds:** General maintenance.
- Target Balance:** No established maximum, Reserve Fund must be in a positive position

Community Halls

- Purpose:** Operations and non-capital projects for Community Halls
- Source of Funds:** Fees from the annual sale of land (Shore Road Allowances).
- Use of Funds:** To be used for non-capital projects to enhance the Community Halls.
- Target Balance:** The balance is recommended to be a minimum of \$50,000 and maximum of \$100,000 . At yearend if the Reserve Fund is in excess of the maximum any additional Funds will be placed in the Community Halls Sustainability Reserve Fund – TCA.

North Frontenac Parklands

- Purpose: Management, operations and maintenance of the North Frontenac Parklands.
- Source of Funds: Allocation of surplus Funds from annual operating budget.
- Use of Funds: To maintain/enhance the Crown Roads, Boat Launches and Campsites within the Land Use Permit through MNR. Funds cannot be allocated to other municipal services. May be used in any given year if there is a shortfall in the operating budget. Funds may be transferred to the MNR TCA Reserve Fund if drops below zero.
- Target Balance: To be reviewed once balance exceeds the prior years budgeted expenses.

Planning

- Purpose: To cover the expense of unexpected planning updates, planning document reviews, etc.
- Source of Funds: Allocation from the annual operating budget.
- Use of Funds: To Fund the cost of additional planning expenses.
- Target Balance: Sufficient to Fund the document review per legislative requirements.

The Corporation of the Township of North Frontenac

By-law #2024-30

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 April 5, 2024

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 April 5, 2024 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 April 5, 2024 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 April 5, 2024 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 **April 5, 2024.**

Read a third time and finally passed this **April 5, 2024.**

Gerry Lichty, Mayor

Tara Mieske, Clerk