

## Regular Council Agenda - AMENDED

5:00 p.m. - Thursday, June 11, 2026

Council Chambers

[Zoom Meeting Registration](#)

### 1. Call to Order

### 2. Approval of Agenda

- a) June 11, 2026

**Be It Resolved That** Council approves the Agenda dated June 11, 2026, as circulated.

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

### 4. Business Profile

- a) Nine North Golf Course

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**Be It Resolved That** Council receives for information the Business Profile of Nine North Golf Course provided by the Economic Development Task Force (EDTF).

[Business Profile - Nine North Golf Course](#)

### 5. Presentations

- a) Senior of the Year Award - Lois Emond

### 6. Delegations

- a) Clarendon Central Public School Parent Council

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**Be It Resolved That** Council receives for information the presentation from Clarendon Central Public School Parent Council "Request for Support"; and thanks them for their time spent today.

[CCPS Parent Council 6-11-2026](#)

### 7. Adoption of Minutes

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

15 - 23

**Be It Resolved That** Council adopts the Minutes of a meeting held May 21, 2026, as circulated.

[Regular Council - 21 May 2026 - Minutes - Pdf](#)

### 8. Business Arising Out of Minutes

None.

### 9. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 24 - 25

**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 Corporation of the Municipality of Calvin - Request for Provincial Review of CVA - Based Apportionment for Shared Municipal and Provincially Mandated Services. 26 - 31

**Be It Resolved That** Council receives for information the Council Resolution passed by the Municipality for Calvin requesting a Provincial Review of Current Value Assessment (CVA) Based Apportionment for Shared Municipal and Provincially Mandated Services;

**And That** North Frontenac Council supports the request for the Province to undertake a review of policies, legislation and regulations governing the use of CVA and weighted assessment as the basis for apportioning provincially-mandated levies and shared municipal service costs;

**And That** Council supports consideration of alternative or hybrid apportionment models that better reflect rural realities and service access;

**And That** this Resolution be provided to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Minister of Rural Affairs; the Association of Municipalities of Ontario; the Rural Ontario Municipal Association; and MPP John Jordan.

[Request for Provincial Review of CVA](#)

- B2 Letter from the Hon. Robert J. Flack, MMAH 32

**Be It Resolved That** Council receives for information a letter from the Honourable Robert J. Flack, Minister of Municipal Affairs and Housing advising the Provincial Government has introduced the Proposed Protecting Ontario's Streets and Communities Act 2026, to introduce tools to address zoning by-law contraventions and enable municipalities to use an Administrative Monetary Penalty (AMP) system for contraventions relating to land uses that are not permitted;

**And That** Council supports the proposed bill in principle and instructs the Clerk to provide comments prior to the deadline of June 25, 2026, including the following:

- Council support is conditional on funding support as North Frontenac does not have the necessary infrastructure;
- Rural settings should be taken into consideration, as a one size schedule of penalties does not fit all municipalities and may not work as in urban centres.

[Bill 119 Notification Letter SIGNED](#)

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

- a) County of Frontenac Manager of Community Planning and Clerk/Planning Manager: Draft of a New Site Plan Control By-Law 33 - 43

**Be It Resolved That** Council receives for information the Administrative Report prepared by the Manager of Community Planning and the Clerk/Planning Manager entitled "Draft of New Site Plan Control By-Law";

**And That** Council directs Planning staff to make any necessary revisions and provide the draft By-law to Council at a future meeting for consideration.

[Draft of a New Site Plan Control By-Law](#)

- b) Clerk/Planning Manager: Deeming By-law Required for Shore Road Allowance Closure - Kerr 44 - 46

**Be It Resolved That** Council receives the Clerk/Planning Manager's Administrative Report entitled "Deeming By-law Required for Shore Road Allowance Closure - Kerr";

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

[Deeming By-law Required for Shore Road Allowance Closure - Kerr - Pdf](#)

- c) Deputy Clerk/Assistant to the Planning Manager: 2026 OACA Conference - May 10-13, 2026 47 - 51

**Be It Resolved That** Council receives for information the Deputy Clerk/Assistant to the Planning Manager's Administrative Report entitled "2026 OACA Conference - May 10-13, 2026".

[2026 OACA Conference - May 10-13, 2026 - Pdf](#)

- d) Director of Emergency Services/Fire Chief: Update - Proposed Increase of Five-Hours Weekly For The Assistant Fire Chief Position 52 - 53

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Update: Proposed Increase of Five-Hours Weekly For The Assistant Fire Chief Position";

**And That** Council approves adding an additional five (5) hours per week, for a total of thirty (30) hours per week for the Assistant Fire Chief Position;

**And That** the additional cost was included in the 2026 Budget deliberations for Council's consideration.

[Update: Proposed Increase of Five-Hours Weekly For The Assistant Fire Chief Position. - Pdf](#)

- e) Treasurer: Procurement Policy Update 54 - 59

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Procurement Policy Update";

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

[Procurement Policy Update - Pdf](#)

- f) Public Works Manager: Request from Lanark Highlands to Access the Mississippi Household Hazardous Waste Depot 60 - 61

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Request from Lanark Highlands to Access the Mississippi Household Hazardous Waste depot";

**And That** Council agrees in principle to the potential shared use of the Household Hazardous Waste depot at the Mississippi Waste Site; subject to acceptable terms and cost recovery being negotiated;

**And That** Council authorizes the Public Works Manger (PWM) to negotiate the terms of a shared access agreement with Lanark Highlands;

**And That** the PWM will report back to Council at a future meeting regarding the status of negotiations for Council's consideration.

[Request from Lanark Highlands to Access the Mississippi Household Hazardous Waste Depot - Pdf](#)

- g) Public Works Manager: New Grant Opportunity - Hydro One Community Partnership Grant 62 - 64

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Grant Opportunity - Hydro One Community Partnership Grant";

**And That** Council approves submitting an Application for Funding to Hydro One to purchase road closed trailer signs and arrow signs;

**And That** the Chief Administrative Officer (CAO) is authorized to sign the Hydro One Community Partnership Grant Application for Funding and Agreement if successful;

**And That** Staff will update Council at a future meeting regarding the status of the Hydro One Community Partnership Grant Application.

[New Grant Opportunity - Hydro One Community Partnership Grant - Pdf](#)

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

- a) Committee of Adjustment/Planning Advisory Committee 65 - 89

**Be It Resolved That** Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held April 27, 2026.

[Committee of Adjustment - 27 Apr 2026 - Minutes - Pdf](#)

- b) Economic Development Task Force 90 - 93

**Be It Resolved That** Council receives for information the Minutes of the Economic Development Task Force Meeting held on May 19, 2026.

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

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

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

None.

**14. Council Portfolio Verbal Reports**

- a) Each Council member has a portfolio for which they are responsible. 94 - 96  
The Councillor may provide a verbal report for information purposes.  
[Council Portfolios](#)

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

- a) By-law(s) to be Considered: 97 - 127

**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 #2026-35 Deeming By-law - Shore Road Allowance (Kerr)
- By-law #2026-36 To Adopt a Procurement Policy

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

[2026-35 Deeming By-law - SRA \(Kerr\)](#)  
[2026-36 To Adopt Procurement Policy](#)

**16. Public Forum**

**17. Closed Session**

- a) Closed Meeting of Council

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

- a. Adopt Minutes of a Closed Meeting held May 21, 2026;
- b. Discuss a proposed or pending acquisition or disposition of land by the municipality or local board; and
- c. Consider advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose

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

**19. Confirmatory By-law**

- a) Confirming By-law #2026-37 128

**Be It Resolved That** By-law #2026-37, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held June 11, 2026 be read a first, second, and third time and finally passed.

[2026-37 Confirming By-law - June 11, 2026](#)

**20. Adjournment**

- a) Adjournment of the Council Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until July 9, 2026, or at the call of the Chair.

Nine North, formerly Hunters Creek Golf Course, was purchased in April 2026 as the second investment of Nine Golf Academy based out of Belleville. Golf has long been part of the township for a long time, offering enjoyment to permanent and seasonal residents, as well as visitors from the surrounding areas.

Under Brandon’s supervision, the course is going through a series of updates, including clubhouse renovations, course improvements and the return of features like the Pitch & Putt course. Currently employing a staff of 10, there are plans for continued growth as the kitchen and restaurant are brought back into operation.

With a strong vision for the future, Brandon is focused on creating a welcoming, community-minded destination. Visitors are encouraged to stop in, see the progress firsthand and connect with Brandon about what’s ahead. Their website is also a helpful resource for updates and upcoming offerings.



NORTH

Nine North  
Owner/Executive Golf Professional: Brandon McLean  
1198 Road 506  
Cloyne K0H 1K0  
613-336-2587  
[info@ninenorthcloyne.ca](mailto:info@ninenorthcloyne.ca)  
[Nine North Facebook Page](#)  
[Nine North Website](#)

# CCPS Parent Council: Request for Support

Township of North Frontenac Council Presentation  
June 11<sup>th</sup>, 2026

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## Outline

- Background / school overview
- Who is Parent Council?
- Parent Council concerns
- Community value
- What makes CCPS unique?
  - School structure
  - Geographic location
  - Community demographics
- Our request to Council

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## CCPS – An Overview

- Serves JK to grade 8 students from across North Frontenac (Ompah, Ardoch, Plevna)
- Maximum enrollment: 72 students
  - Current enrollment: 33 (46% utilization)
  - Stable over the past 5 years
- Receives support from:
  - Township of North Frontenac
  - Parent Council
  - Lions Club of Land O'Lakes
  - Clarendon Miller Community Volunteers
  - Local Businesses and Community Members

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## CCPS Parent Council

- Partnership between parents, teachers, and school administration
- Provide volunteer support to the school:
  - Skills coaching
  - Musical
  - Serving hot lunches
- Actively raise funds for school / student projects and advocate for student educational needs



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## Parent Council Fundraising

School Year	Fundraising Dollars	Support to School
2023/24	\$6892	<ul style="list-style-type: none"> <li>• Gazebo for school yard</li> <li>• Track and field supplies</li> <li>• Supported student interest groups</li> </ul>
2024/25	\$8107	<ul style="list-style-type: none"> <li>• End of year field trips</li> <li>• Skills Ontario fees and travel expenses</li> <li>• Interactive whiteboard for classroom</li> </ul>
2025/26	\$5926	<ul style="list-style-type: none"> <li>• Lexia subscriptions</li> <li>• Skills competitions</li> <li>• Chromebook purchases and charging cart for classroom</li> </ul>

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## Parent Council Concerns

- Ongoing cuts to staffing:
  - 2014 consolidation from 3 classes to 2 (loss of 1.0 FTE teaching position)
  - EA position has been reduced from a 2.0 FTE to 0.5 FTE.
  - Senior class teaching allotment was reduced from one full time (1.0 FTE) teaching position to a 0.71 FTE teaching assignment.
  - The EMPOWER reading support program was eliminated.
- School enrollment has remained relatively consistent over the past five years.
  - Expected to decrease from 33 (46% utilization) to 22 (30% utilization) within the next 5 years.

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## A Community Resource

***Rural schools are central to the health and well-being of communities, and they are a vital social infrastructure that supports rural economic development.***

***– Ontario Federation of Agriculture***

Impacts are felt beyond young families:

- Economic impact to the community
- Social impacts to the community
- Academic, social and emotional impacts on students

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## Our Request

***Parent Council remains deeply concerned about the potential impacts to our students and respectfully request that, for the 2026/27 academic year the 0.71 teaching position in the senior classroom be increased to a full time, 1.0 FTE, teaching assignment.***

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## School Structure

- Enrollment in the senior class has increased from 17 in 2024/25 to 26 in 2025/26 and is expected to remain consistent in the 2026/27 AY.
- Reduced EA support
- Curriculum challenges
  - Meeting curriculum standards for all grade levels.
  - Academic support and enrichment opportunities.
- High teacher turnover
  - Stepping stone to more desirable positions
  - Classroom management challenges
  - Lack of stability and student mental health

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## School and Community Resources

- Students do not have access to Board sponsored programs (French Immersion, Gifted Program, LEAP, ATLAS).
- Students rely exclusively on classroom teachers for academic support and enrichment.
- Adequate support is essential to ensuring that CCPS students are not disadvantaged when compared to their more urban peers.



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## Community Demographics

- North Frontenac population:
  - More than 15% of residents do not hold a certificate, diploma, or degree (10% province wide).
  - Lowest median household income in Frontenac County
  - Nearly 20% of the population lives below the low-income measure
  - Highest unemployment rate in Frontenac County
- Socio-economic status can be correlated to student academic achievement.

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## Parent Council Advocacy

- Outreach to LDSB
- Request to present our concerns to the Board of Trustees
- Outreach to John Jordan, MPP, Lanark-Frontenac-Kingston



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## Request to Council

Parent Council respectfully asks Council to:

- Endorse Parent Council's request that LDSB review the impact of staffing and educational assistant allocations at CCPS.
- Support the request to restore the current 0.71 FTE senior class teacher to a 1.0 FTE.
- Communicate the unique needs of CCPS to MPP John Jordan and request support for access to academic and student support resources.

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## References

- Eastern Workforce Innovation Board. (2021). *Community Profile 2021 Township of North Frontenac*. Employment Ontario.
- Haynes, M. (2022). The impacts of school closure on rural communities in Canada: A review. *The Rural Educator*, 43(2), 60-74
- Payne, R. K. (2013). *A framework for understanding poverty: A cognitive approach* (5th ed.). Aha! Process.
- Statistics Canada. (2005). *Student achievement in mathematics: The role of socioeconomic status and school factors*. *Education Matters*, 2(1). Government of Canada. <https://www150.statcan.gc.ca/n1/pub/81-004-x/2005001/7836-eng.htm>
- Torrance, J., & Gray, S. (2021, June). *Community safety & well-being plan: Townships of Central Frontenac, North Frontenac, South Frontenac and Frontenac Islands*.

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# Regular Council Minutes

9:00 AM - Thursday, May 21, 2026  
Council Chambers

- Present:** Mayor Gerry Lichty; Deputy Mayor Roy Huetl; Councillor Fred Fowler; Councillor Vernon Hermer; Councillor Wayne Good; and Councillor Mike Hage
- Absent with Regret:** Councillor John Inglis
- Also Present:** Corey Klatt, Chief Administrative Officer, Dipl. M.A. (CAO); Tara Mieske, Clerk/Planning Manager, Dipl. M.A., M.M. (CPM) ; Adam Robinson, Director of Emergency Services/Fire Chief (DESFC); Brooke Ross, Manager of Community Development, Dipl. M.A., M.M. (MCD); Kelly Watkins, Treasurer, Dipl. M.A., M.M.; and Darwyn Sproule, Public Works Manager, P. Eng.

## 1. Call to Order

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

## 2. Traditional Land Acknowledgement

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

## 3. Approval of Agenda

### a) May 21, 2026

**161-26 Moved by Councillor Wayne Good, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council approves the Agenda dated May 21, 2026, as circulated.  
**Carried**

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

*The following members of Council declared a Pecuniary Interest for Item 11e 2026 Community Grants Applications:*

- *Deputy Mayor Roy Huetl (North Frontenac Fitness Group)*
- *Councillor Mike Hage (Lions Club of Land O' Lakes)*

- **Councillor Fred Fowler (North Frontenac Back Roads Studio)**

## 5. Business Profile

None.

## 6. Presentations

- a) **Steve Pegrum, Frontenac Ontario Provincial Police (OPP) Detachment Board Chair: OPP Detachment Board Update**

**162-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives for information the presentation from Steve Pegrum, Chair of the Frontenac OPP Detachment Board; and thanks him for his time spent today.

**Carried**

## 7. Delegations

None.

## 8. Adoption of Minutes

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

**163-26 Moved by Councillor Wayne Good, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council adopts the Minutes of a Regular Meeting of Council dated May 1, 2026, as circulated.

**Carried**

## 9. Business Arising Out of Minutes

None.

## 10. Communications

- a) **Clerk's Administrative Report - Communications of Interest**

**164-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good**

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

**Carried**

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

- B1. **Resident re: Electric Vehicle Charger**

**165-26 Moved by Councillor Wayne Good, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council receives a letter from Karen Anderson, Environmental Chair, District A3, Lions International suggesting the Township consider buying and installing solar panels to generate electricity and the battery storage system to store the power until required to power the EV chargers;

**And That** Council defers this to the Environmental Task Force to look into options and costs for solar panels and battery storage system and report back to Council.

**Carried**

**B2. Minister for Seniors and Accessibility re: Seniors Month 2026**

**166-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good**

**Whereas** Seniors Month is an annual province-wide celebration;

**And Whereas** seniors continue to serve as leaders, mentors, volunteers and active members of this community;

**And Whereas** their contributions past and present warrant appreciation and recognition and their stories deserve to be told and their knowledge and experience continues to benefit all;

**And Whereas** the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

**And Whereas** the 2026 provincial theme, "Ontario Seniors – Let's Get Moving" highlights programs and initiatives that promote wellness social engagement and education for seniors;

**Therefore Be It Resolved That** Council proclaims June 1 to 30, 2026 as Seniors Month in the Township of North Frontenac ;

**And That** Council instructs staff to use the provided materials to celebrate Seniors Month in North Frontenac;

**And That** Council will celebrate the Senior of the Year at the June 11, 2026 Council meeting in honour of seniors month.

**Carried**

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

**a) Clerk/Planning Manager: Shore Road Allowance Closure Approval in Principle - Seitz and Way**

**167-26 Moved by Councillor Wayne Good, Seconded by Councillor Mike Hage**

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

**And That** Council approves in principle the Application to close, stop up and sell part of the Shore Road Allowances described below:

- Part of the Shore Road Allowance lying in front of Part Lot 36, Concession 13, Registered Plan 13R11394 Part 4, geographic Township of Clarendon (Sand Lake).

- Part of the Shore Road Allowance lying in front of Lot 307, Plan 1045, geographic Township of Barrie (Kashwakamak Lake).

**Carried**

**b) *Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Muradori/Cote***

**168-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good**

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

**And That**, as required by By-law #2025-04, the following be declared as surplus and sold to the adjoining owners:

- **All That** Part of the Original Shore Road Allowance described as fronting Lot 7, Concession 6 and Part of Lot 7, Concession 6 lying in front of Lot 4 on Registered Plan 1535, geographic Township Clarendon, Big Gull Lake being Parts 1 and 2 on Registered Plan 13R-23533.

An appraisal of the property is not necessary as this is a Shore Road Allowance;

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

**Carried**

**c) *Clerk/Planning Manager: Joint Compliance Audit Committee for the 2026 Municipal Election***

**169-26 Moved by Councillor Wayne Good, Seconded by Councillor Mike Hage**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Joint Compliance Audit Committee for the 2026 Municipal Election”;

**And That** Council will consider a By-law later in the Meeting to appoint the Members of the 2026-2030 Joint Compliance Audit Committee;

**And That** if an Application is received for the Township of North Frontenac, Council instructs the Treasurer to transfer the required funds from the Council Election Reserve Fund to cover the applicable costs.

**Carried**

**d) *Manager of Community Development: Proposed Sign Concept – Plevna Multi-Use Recreational Facility***

**170-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development’s Administrative Report entitled “Proposed Sign Concept – Plevna Multi-Use Recreational Facility”;

**And That** Council approve the proposed sign concept design for the Plevna Multi-Use Recreational Facility as presented in this report.

**Carried**

e) ***Manager of Community Development: 2026 Community Grants Applications***  
**171-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Wayne Good**

**Be It Resolved That** Council receives information from the Manager of Community Development's (MCD) Administrative Report entitled "2026 Community Grants Applications";

**And That** Council denies \$610.19 for the Clarendon Central Public School's (CCPS) Parent Council for the purchase of one Noma 10k SACC Portable Wheeled Air Conditioner to support class learning in cooler rooms;

**And That** Council approves \$1000.00 for the Children's Christmas Party group for the purchase of presents for the children;

**And That** Council approves \$775.00 for the Clar-Mill Community Volunteers for the purchase of three stainless steel stock pots, one electric griddle, two electric coffee/tea urns, two deep sided fry pans, two packages of divided fruit/vegetable serving platters, and one electric hand mixer;

**And That** Council approves \$1000.00 for the Land O' Lakes Horticultural Society for the creation of a new kids program "Growing Green Minds";

**And That** Council approves \$660.00 for the North Frontenac Amateur Astronomy Club to cover the costs of on-site security and advertising costs;

**And That** Council approves \$1000.00 for the Lions Club of Land O' Lakes for the defrayment of the costs of the Santa Claus Parade, the Holly Shoppe, and Santa's Workshop;

**And That** Council approves \$993.94 for the North Frontenac Fitness Group for the cost of equipment; two sets of thirty-pound weights, one set of twenty-pound weights, one electric ball pump, eight level 5 resistance bands, eight resistance pull-up bands, one yoga ball, and a one-year subscription for Tabata timed music;

**And That** Council approves \$1000.00 for the North Frontenac Historical Society and Archives for the purchase of one mannequin, preservation boxes, an archival replica of a spyglass, veteran badges and medals, and a cloth backdrop for stage area;

**And That** Council denies the request for \$1,000 for the Ompah Community Centre to help with the purchase of topsoil as this project will need to be further reviewed by Township staff and budgeting can be considered by Council in the 2027 budget after staff review and recommendations;

**And That** Council approves \$221.19 for the Cloyne Pickleball Club for the rental of two gyms, pickleball nets, and insurance;

**And That** Council approves \$660.00 for the Plevna Haunted Walk for materials, safety improvements and props;

**And That** Council approves \$1000.00 for the North Frontenac Back Roads Studio for the purchase of advertising and studio signage;

**And That** Council approves \$690.00 for the Cloyne Recreational Volleyball League for the rental and the insurance coverage of the gym.

**Carried**

- f) ***Treasurer: Options for the failed Tax Sale Properties from April 23, 2026***  
**172-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Options for the failed Tax Sale Properties from April 23, 2026";

**And That** Council wishes to vest the property not sold through the Public Tax Sale process described as 10-42-090-010-00125-0000;

**And That** Council instructs the Treasurer to transfer the cost of the written off Municipal taxes, P&I and legal fees from the Operating Contingency Reserve in the amount of \$6,465.57 plus any additional fees to complete the transfer for 10-42-090-010-00125;

**And That** Council instructs the Treasurer to readvertise the property described as 10-42-090-020-03800 at a reduced cost of 50%;

**And That** Council instructs the Treasurer to transfer the cost for the money being wrote off from the Operating Contingency Reserve.

**Carried**

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

- a) ***Economic Development Task Force Notes***

**173-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl**

**Be It Resolved That** Council receives for information the Notes of the Economic Development Task Force dated April 20, 2026, as circulated.

**Carried**

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

**174-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Notes of the Environmental Task Force dated April 28, 2026, as circulated.

**Carried**

- c) ***Committee of Adjustment/Planning Advisory Committee Minutes***

**175-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated March 23, 2026, as circulated.

**Carried**

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

None.

## 14. Motions, Written Notice of which has been Given (By a Member of Council and

**approved by Council at a prior Meeting)**

- a) ***Resolution #155-26: Councillor Hermer - Rules regarding "Housekeeping" with respect to By-laws***

**176-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Whereas** Council passed Resolution #155-26 at their meeting on May 1, 2026 receiving a Notice of Motion from Councillor Hermer regarding the rules around "housekeeping" with respect to By-laws and approved discussing the motion at today's meeting;

**Therefore Be It Resolved That** Council instructs the Clerk to review the process for amending Township By-laws passed under the Municipal Act and report back to Council.  
**Carried**

- b) ***Resolution #156-26: Mayor Lichty - Request for staff to prepare an organized response and communications strategy regarding the ALTO project***

**177-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Whereas** Council passed Resolution #156-26 at their meeting on May 1, 2026 receiving a Notice of Motion from Mayor Lichty requesting staff prepare a strategy to ensure North Frontenac residents remain informed and the Township is prepared to structure an organized response as and if necessary, regarding the ALTO project;

**Therefore Be It Resolved That** Council instructs the Manager of Community Development to work with Mayor Lichty to prepare a strategy with respect to the ALTO project to ensure the Township is prepared to organize a response and to ensure residents remain informed, including legal advice on what is permitted.

**Carried**

**15. Council Portfolio Verbal Reports**

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

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

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

**178-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

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

- By-law #2026-32 - To Stop-up, Close and Sell Shore Road Allowance;
- By-law #2026-33 - To Appoint Compliance Audit Committee for the 2026 Municipal Election;

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

**Carried**

## 17. Public Forum

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

*Note: The DESFC and MCD left the meeting at this time.*

## 18. Closed Session

### a) *Closed Meeting of Council*

**179-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council retires to Closed Session at 6:47 p.m. to:

1. Adopt Minutes of a Closed Meeting held May 1, 2026;
2. Discuss A Proposed or Pending Acquisition or Disposition of Land by the municipality or local board, specifically to discuss to negotiate a drainage easement;
3. Discuss personal matters about an identifiable individual, including municipal or local board employees, specifically a request for training for Township Committees; and
4. Receive for information a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act.

**Carried**

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

### a)

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

1. Adopted Minutes of a Closed Meeting held May 1, 2026;
2. Discussed A Proposed or Pending Acquisition or Disposition of Land by the municipality or local board, specifically to discuss to negotiate a drainage easement;
3. Discussed personal matters about an identifiable individual, including municipal or local board employees, specifically a request for training for Township Committees; and
4. Received for information a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act.

## 20. Confirmatory By-law

### a) *Confirming By-law #2026-34*

**180-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** By-law #2026-34, being a By-law to confirm all actions and

proceedings of Council for its Regular Meeting held May 21, 2026, be read a first, second, and third time and finally passed.

**Carried**

**21. Adjournment**

**a) Motion to Adjourn**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:**  
**Date of Meeting:** 11 Jun 2026  
**Re:** Communications of Interest

**Recommendation:**

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

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

1. Lions Club of Land O'Lakes re: Invitation Emergency Preparedness Donor Wall Reveal
2. Prince Edward County: Request for Support - Reinstating Compliance with the Freedom of Information and Protection of Privacy Act
3. Prince Edward County re: Request for Support - Vacant Commercial Storefront Tax
4. Municipality of Shuniah re: Request for Support - Review of Provincial-Municipal Fiscal Framework
5. City of Richmond re: Resolution for Information - Integrated Living and Participation Model for Adults with Developmental Disabilities
6. Township of Matachewan re: Request of Support - Justice and Protection of Canada's Children
7. John Jordan, MPP re: MOTION 66 Provincial Regulatory Framework Rideshare Program
8. Municipality of Wawa re: Request for Provincial School Board Governance Consultation Process
9. Planning File #A10/26 - Request for Permission - 1198A Helen Lane (Racki)
10. Planning File #A06/26 - Request for Permission - 1081 Jones Lane (Gibson)
11. Planning File #A07/26 - Request for Permission - 1131A Lakeside Lane (Conway)
12. Township of Puslinch re: Request for Support - Emergency Room Reform
13. Town of Plympton-Wyoming re: Request for Support - Sustainable Provincial Grant Funding for Fire Services in Ontario
14. City of Kitchener re: Request for Support- Heritage Helping Housing Building Grant
15. Assistant Deputy Attorney General re: Memo: Follow-up to Updates to "Tailgate Event" Permits under the Liquor Licence and Control Act, 2019
16. City of Kitchener re: Request for Support- Heritage Helping Housing Building Grant
17. EORN Monthly Update - May 2026 - Frontenac County Townships

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

1. Township of Calvin re: Request for Support - Provincial Review of Current Value Assessment Based Apportionment for Shared Municipal and Provincially Mandated Services

2. Letter from the Hon. Robert J. Flack, MMAH (026-1746): Proposed Bill Protecting Ontario's Streets and Communities Act



# Corporation of the Municipality of Calvin Council Resolution

**Date:** May 27, 2026

## **Request for Provincial Review of CVA-Based Apportionment for Shared Municipal and Provincially Mandated Services**

**Resolution Number:** 2026-173

**Moved By:** Mayor Gould

**Seconded By:** Councillor Manson

WHEREAS many provincially mandated services, shared municipal services, and board-imposed levies are apportioned among municipalities using Current Value Assessment (CVA) or weighted assessment formulas; and

WHEREAS CVA-based apportionment formulas are intended to reflect municipal assessment capacity, but often do not adequately account for population, service access, geographic isolation, infrastructure constraints, or the differing realities of small and rural municipalities; and

WHEREAS municipalities with significant industrial assessment, utility corridors, resource infrastructure, protected lands, seasonal properties, or large geographic areas may experience disproportionately high per-resident levy impacts despite limited local services and lower resident incomes; and

WHEREAS some municipalities contribute substantially toward regional services such as long-term care, policing, conservation authorities, social services, and other provincially mandated boards and agencies, while residents may have limited local access to those services due to geography, travel distance, or service availability; and

WHEREAS increasing levy pressures are creating significant financial strain for small and rural municipalities and their residents;

NOW THEREFOR BE IT RESOLVED THAT The Council of the Municipality of Calvin requests that the Province of Ontario, including the Minister of Municipal Affairs and Housing and the Minister of Finance, undertake a review of policies, legislation, and regulations governing the use of Current Value Assessment (CVA) and weighted assessment as the basis for apportioning provincially-mandated levies and shared municipal service costs;

AND THAT the Province consider developing fairer and more balanced apportionment models which may include:

- hybrid formulas incorporating both CVA and population;
- consideration of service access and service availability;
- household count or permanent population metrics;
- ability-to-pay considerations for small and rural municipalities;
- rurality and geographic isolation factors; and
- measures to limit disproportionate per-resident levy impacts on smaller municipalities; and


AND THAT the Province work with the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), rural municipalities, municipal service boards, and regional service providers to develop best practices and model apportionment frameworks for shared municipal services and provincially mandated boards;

AND THAT this resolution with the mayor's report attached, be circulated to:


- the Premier of Ontario;
- the Minister of Municipal Affairs and Housing;
- the Minister of Finance;
- The Minister of Rural Affairs
- the Association of Municipalities of Ontario (AMO);
- the Rural Ontario Municipal Association
- local Member of Provincial Parliament;
- all Ontario municipalities;
- and relevant municipal service boards and associations for consideration and support.

**Result: Carried**

CERTIFIED to be a true copy of  
Resolution No. 2026-173 passed by the Council of  
The Corporation of the Municipality of Calvin  
on the 26<sup>th</sup> day of May, 2026.



Trish Araujo  
Deputy Clerk



Report to Council by: Mayor Richard Gould Date: May 26, 2026

Subject: Request for Provincial Review of, and Change to CVA-Based Apportionment

The purpose of this report is to provide background information and supporting rationale for the attached resolution requesting that the Province of Ontario review the use of Current Value Assessment (CVA) and weighted assessment formulas as the basis for apportioning costs for provincially-mandated services, regional boards, and shared municipal services.

The report focuses on the growing financial impacts that CVA-based apportionment can have on small and rural municipalities, particularly where assessment values do not accurately reflect resident income levels, service access, or local municipal capacity.

Many shared municipal services and provincially-mandated boards in Ontario allocate costs among participating municipalities using Current Value Assessment (CVA) or weighted assessment formulas.

Examples include: Long-Term Care facilities; District Social Services Administration Boards (DSSAB); policing costs; conservation authorities; health and social service boards; and School boards and other regional service arrangements.

Under these formulas, municipalities with higher assessment values contribute a larger percentage of overall costs.

The intent of the current CVA-based apportionment is only a reflection of the municipalities "ability to pay." However, in many rural municipalities, assessment values do not accurately represent:

- or the actual level of services available within the municipality
- resident income levels;
- local economic strength;
- access to services;
- population density;
- transportation challenges.

As a result, some rural municipalities experience disproportionately high levy impacts on a per-household or per-resident basis.

#### Rural and Northern Municipal Realities

Small rural municipalities often differ significantly from urban centres in both geography and service availability.

In many cases:

- residents must travel substantial distances to access healthcare and government services;
- municipalities may lack public transit;
- municipalities may not have local hospitals, long-term care homes, or other major services;
- populations may be older and more geographically dispersed;
- infrastructure costs may be high due to large geographic areas and low population density.

At the same time, rural municipalities may contain:

- pipelines;
- hydro corridors;
- industrial infrastructure;

- protected lands;
- provincial parks;
- seasonal properties;
- or large acreages.

These features can substantially increase municipal assessment values while providing little indication of the financial capacity of local residents. This creates a disconnect between the assessed property value; and actual household ability to absorb increasing levy costs.

The Municipality of Calvin is a small rural municipality with approximately 230 households.

A significant portion of municipal assessment is influenced by industrial infrastructure, including a major pipeline corridor. The municipality also contains multiple provincial parks and large acreages, much of which limits future residential or commercial development opportunities.

Many residents live on inherited rural properties and have fixed or modest incomes. While assessment values may appear significant on paper, they do not necessarily reflect disposable household income or enhanced municipal service levels.

The Township has no hospital, no long-term care facility, no public transit, and limited local health and social service infrastructure.

Despite these limitations, the Township contributes toward many regional services through CVA-based apportionment formulas.

#### Cassellholme Capital Cost Example

The attached Appendix "A" illustrates the distribution of Cassellholme redevelopment capital costs among participating municipalities using:

- the current CVA formula;
- a household-based formula; and
- a hybrid formula combining CVA and household count.

The analysis demonstrates substantial differences in per-household impacts between municipalities.

Under the current CVA model:

- Calvin households contribute approximately \$393.89 per household;
- South Algonquin contributes approximately \$377.48 per household;
- Mattawan contributes approximately \$283.74 per household.

By comparison:

- Mattawa contributes approximately \$94.50 per household;
- Chisholm contributes approximately \$193.18 per household;
- North Bay contributes approximately \$203.56 per household.

Under a purely household-based model, the contribution would be approximately \$209.09 per household across all municipalities.

The analysis suggests that CVA-based formulas can create substantial disparities in per-household costs between municipalities, particularly in smaller rural communities where industrial or resource-based assessment inflates municipal valuation figures.

## Hybrid and Alternative Models

The report recommends that the province review whether the current reliance on CVA alone remains the most equitable method of apportionment in all circumstances.

Alternative approaches could include:

- hybrid formulas combining CVA and household count;
- formulas incorporating permanent population;
- service availability considerations;
- rurality and geographic isolation factors;
- ability-to-pay considerations;
- or mechanisms to limit disproportionate impacts on smaller municipalities.

The attached example demonstrates that even a partial hybrid approach can reduce extreme disparities while still recognizing assessment capacity.

## Broader Provincial Relevance

This issue extends beyond the Municipality of Calvin.

Many rural Ontario municipalities face similar circumstances where; industrial assessment; utility corridors, hydro infrastructure, pipelines, resource lands, or protected lands, increase municipal assessment values without proportionally increasing local service access or household financial capacity.

As provincial and regional levy pressures continue to rise, concerns regarding the fairness and sustainability of existing apportionment models are likely to become increasingly significant for rural municipalities across Ontario.

## Conclusion

The current use of CVA and weighted assessment formulas was developed to reflect municipal assessment capacity. However, the growing divergence between assessment values and the realities facing many rural municipalities suggests that a provincial review is warranted.

The Municipality of Calvin is requesting that the Province of Ontario review the use of CVA-based apportionment for provincially-mandated and shared municipal services and consider more balanced approaches that better reflect:

- household impacts;
- rural realities;
- service access;
- and municipal capacity.
- The attached resolution seeks to initiate that broader provincial discussion.
- Recommendation:

That Council adopt the attached resolution requesting a provincial review of Current Value Assessment (CVA)-based apportionment formulas for shared municipal and provincially-mandated services.

Appendix A:

Distribution of Capital cost for Cassellholme construction:

This chart shows the distribution of costs based on current CVA, Per Household, and a Hybrid of 75% per household and 25% CVA.

		Current CVA			Per Household			Hybrid 75/25		
Municipality	Households	Current CVA Pct	Current CVA Annual	Per household	Household based PCT	Household Based Annual	by household only	Hybrid PCT	Hybrid Annual	hybrid by household
North Bay	23470	79.187%	\$4,777,615.40	\$203.56	81.34%	4,907,375.69	209.09	80.8000%	4,874,935.62	207.71
East Ferris	1890	7.742%	\$467,100.64	\$247.14	6.55%	395,182.79	209.09	6.8480%	413,162.25	218.60
South Algonquin	530	3.316%	\$200,065.32	\$377.48	1.84%	110,818.45	209.09	2.2066%	133,130.17	251.19
Bonfield	890	3.237%	\$195,298.99	\$219.44	3.08%	186,091.37	209.09	3.1225%	188,393.27	211.68
Papineau-Cameron	405	1.726%	\$104,135.33	\$257.12	1.40%	84,682.03	209.09	1.4842%	89,545.35	221.10
Chisholm	510	1.633%	\$98,524.33	\$193.18	1.77%	106,636.63	209.09	1.7338%	104,608.55	205.11
Calvin	227	1.482%	\$89,414.00	\$393.89	0.79%	47,463.75	209.09	0.9605%	57,951.31	255.29
Mattawa	860	1.347%	\$81,269.00	\$94.50	2.98%	179,818.62	209.09	2.5721%	155,181.22	180.44
Mattawan	70	0.329%	\$19,861.73	\$283.74	0.24%	\$14,636.40	209.09	0.2642%	15,942.73	227.75
TOTAL	28852		\$6,033,284.73		99.99%	\$6,032,705.73	209.09	1.00	6,032,850.48	

Totals      65693                      \$6,033,284                      \$6,033,333                      \$6,033,333

Total Capital rebuild cost is and estimate of \$121,000,000 plus \$110,000,000 interest, minus the \$50,000,000 arranged by the province to be divided in each of the first years of the loan. This is a Total of \$181,000,000. Divided over the next 30 years this equals \$6,033,333 per year.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2026-1746

June 1, 2026

On May 25, 2026, our government introduced the proposed [Protecting Ontario's Streets and Communities Act, 2026](#) (Bill 119). Through this legislation, we are proposing new tools to address zoning by-law contraventions which respond to recommendations and requests from municipal leaders. The proposed *Planning Act* changes, if passed, would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions which relate to land uses that are not permitted.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario Posting [026-0558](#) Proposed Planning Act Changes (Schedule 7 of Bill 119 - *Protecting Ontario's Streets and Communities Act, 2026* ) from May 26, 2026, to June 25, 2026. The government invites you to review the [Environmental Registry of Ontario and Regulatory Registry of Ontario](#) links provided above and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder Relations, Caucus Affairs and Public Appointments, Tanner Zelenko at [tanner.zelenko@ontario.ca](mailto:tanner.zelenko@ontario.ca).

I look forward to continued collaboration with you to address these and other important issues facing our communities.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack

Minister of Municipal Affairs and Housing

c. The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing

Robert Dodd, Chief of Staff Minister's Office

Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing

Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing

Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing

Martha Greenberg, Deputy Minister, Municipal Affairs and Housing

David McLean, Assistant Deputy Minister, Municipal Affairs and Housing

Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing

Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Municipal Chief Administrative Officers

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
Sonya Bolton, Manager of Community Planning, County of Frontenac  
**Approved by:**  
**Date of Meeting:** 11 Jun 2026  
**Re:** Draft of a New Site Plan Control By-Law

### Recommendation:

**Be It Resolved That** Council receives for information the Draft Site Plan Control By-Law for review and comment;  
**And That** Council directs Planning staff to make any necessary revisions and provide the draft By-law to Council at a future meeting for consideration.

### Background:

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

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

The Township's Official Plan policies on site plan control (Section 6.9.10) were recently updated through Official Plan Amendment (OPA) Number 3 to ensure consistency with the Planning Act. OPA Number 3 was adopted by Township By-Law Number 2026-17 on February 27, 2026 and approved by County Council on April 15, 2026. Now that the Township's Official Plan has been updated, staff have been working on updating the existing Site Plan Control By-Law.

### Researched By:

Tara Mieske, Clerk/Planning Manager  
Sonya Bolton, Manager of Community Planning, County of Frontenac

### Comments:

#### Existing By-Laws

By-Law Number 20-21 is the Township's existing Site Plan Control By-Law. The current by-law applies site plan control to the following land uses:

- a. Any industrial, commercial, or public service use;
- b. Any multiple residential use consisting of six or more dwelling units;
- c. Any lands abutting a lake, water body, or natural heritage features and areas;
- d. All land uses within the Environmental Protection Area; and,

e. All conversions and redevelopment within any of the above categories.

In addition to Site Plan Control By-Law Number 20-21, the Township also has By-Law Number 20-20, which is a separate by-law related to securities for Site Plan Control. Staff are proposing that both by-laws be repealed and be replaced with one new by-law that deals with all issues associated with site plan control.

### **Draft By-Law**

A draft of the new Site Plan Control By-Law for the Township is included as Attachment 1 to this report.

Similar to the existing Site Plan Control By-Law, the focus is on non-residential and multi-residential land uses. The types of development subject to site plan control are listed in Section 3 of the by-law and exemptions are listed in Section 4. The following are a few key highlights from the revised by-law:

- Commercial and industrial uses are still covered by the by-law, as are most institutional uses and buildings. The exceptions would be portables added to an existing school site (the Planning Act requires them to be exempt) and public works and utilities (but not buildings such as community halls, etc.).
- Agricultural uses are still exempt, but clarification has been added that this does not include intensive livestock facilities or agri-tourism uses that provide on-site goods or services for sale to the public. It is a best practice to include these in site plan control because of the impacts that such operations can have on surrounding properties.
- Based on recent changes to the Planning Act, site plan control does not apply to developments with 10 or fewer residential units, unless they are within 120 metres of wetland, lake or stream. Principal residential dwellings and permitted accessory dwellings are exempt, except where development is in proximity to identified natural heritage features, natural hazards, or known archaeological deposits, the protection of which requires the registration of a Site Plan Control Agreement on title. This allows the Township the flexibility to use the site plan control tool in certain circumstances to protect human health and safety or the preservation of important cultural or natural heritage features. While the existing Site Plan Control By-Law lists all waterfront properties.

Ontario Bill 109, the More Homes for Everyone Act, 2022, required site plan control decisions to be made by municipal staff instead of local councils. Since that time, applications for site plan control must be approved by the Township Clerk, in accordance with the Township's Delegated Authority By-Law.

### **Public Consultation**

There was a formal public consultation process for OPA Number 3 and the site plan control policies for the Township's Official Plan, because they are required by the Planning Act. There is no similar public consultation requirement for a Site Plan Control By-Law, but staff are providing the draft by-law to Council for review and comment, and welcome comments from the public, prior to finalizing the by-law for a future Council meeting.

### **Financial Impact:**

The County Planner's hours spent on this file will be included in the Township's annual billing from the County. As per the Shared Services Agreement, the billing is based on the percentage of County Planning staff hours used by North Frontenac. The annual costs are based on a three-year rolling average. There has also been Township Planning staff time to assist with the process.

### **Attachments:**

[Draft Site Plan Control By-Law](#)

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

**DRAFT By-Law Number 2026-XX**

**Being a By-law to Establish a Site Plan Control By-Law within the Township of North Frontenac; and Repeal By-Law Numbers 20-20 and 20-21**

**Whereas** Section 41(2) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, permits the Council of a local municipality, where in an approved Official Plan, an area is shown or described as a proposed site plan control area, to designate such area as a site plan control area;

**And Whereas** such by-law may also define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required;

**And Whereas** Council deems it desirable to designate all of the lands within the limits of the Township of North Frontenac as a site plan control area and exempt from approval the classes of development as provided herein;

**Now therefore**, the Council of The Corporation of the Township of North Frontenac enacts as follows:

1. That Schedule A as follows, is hereby deemed to be and to constitute the Site Plan Control By-law for the Township of North Frontenac;
2. That By-law Number 20-20 Being the Site Plan Control Securities By-Law and By-Law Number 20-21 being the Site Plan Control By-Law are hereby repealed;
3. That all Resolutions, By-Laws or parts of By-Laws, which are contrary to or inconsistent with this By-Law are hereby repealed; and
4. This By-Law shall come into force and take effect on the final passing thereof.

Read a first and second time this \_\_\_ day of \_\_\_\_\_, 2026

Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2026

---

Gerry Lichty, Mayor

---

Tara Mieske, Clerk

Draft Site Plan Control By-law  
Page 1 of 9

## Schedule A to By-Law Number 2026-XX

### 1. Title and Administration and Enforcement

#### 1.1. Title of By-law

This By-Law may be sited as the “Site Plan Control By-Law”.

#### 1.2. Lands Subject to the By-Law

The provisions of this By-Law and Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended, shall apply to all lands lying within the corporate limits of the Township of North Frontenac.

#### 1.3. Administration

- 1.3.1. Despite any provisions of any other By-Law of the Township of North Frontenac to the contrary, no building permit shall be issued until the plans and drawings required by this By-Law have been approved by the authorized officer, employee or agent of the Township, or where a referral has been made to the Ontario Land Tribunal, an order of the Tribunal or an order of a Court of competent jurisdiction. In addition, no permit may be issued until any Site Plan Control agreements required by the Township of North Frontenac for such development have been executed and registered on title.
- 1.3.2. Nothing in this By-Law shall prevent development on any lands subject to this By-Law where such development is proceeding in accordance with a valid building permit that was issued by the Township of North Frontenac prior to the passing of this By-Law.
- 1.3.3. Only the values provided with metric units of measurement that appear in the By-Law are official.
- 1.3.4. For the purposes of this By-Law, words used in the present tense also include the future; words in the singular also include the plural and words in the plural include the singular; words in the neutral gender include the masculine and the feminine; and the word “shall” is mandatory.
- 1.3.5. This By-Law shall be administered by the Township Clerk, or in the absence of the Clerk, the Deputy Clerk.

#### 1.4. Enforcement

- 1.4.1. Any person who contravenes any of the provisions of Section 41 of the *Planning Act*, or its successors thereto, or the provisions of this By-Law shall be guilty of an offence and upon conviction shall be liable to the penalties under the *Planning Act*, or its successors thereto.

1.4.2. If any section, clause, or provision of this By-Law is, for any reason, declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole or any part hereof other than the section, clause or provision so declared to be invalid. It is the intention that the remaining sections, clauses and provisions of this By-Law shall remain in full force and effect until repealed, despite those one or more provisions that have been declared to be invalid.

## 1. Definitions

In this By-Law, unless the context requires otherwise, the following definitions and interpretations shall apply:

**Agri-tourism** uses means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation.

**Agriculture-related Uses** means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being near farm operations, and provide direct products and/or services to farm operations as a primary activity.

**Development** means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in the *Municipal Act*, or of sites for the location of three or more mobile homes as defined in the *Planning Act* or of sites for the construction, erection or location of three or more land lease community homes as defined in the *Planning Act*.

**Intensive Livestock Facility** means an agricultural operation involving the rearing of animals that is designed to maximize production and minimize costs, and where animals are often confined indoors under strictly controlled conditions.

**On-farm Diversified Uses** mean uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products.

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

## 2. General Provisions

The following types of development shall be subject to Site Plan Control:

- a) Commercial development, including recreational tourism uses such as, but not limited to, campgrounds, trailer parks, golf courses, and marinas.

- b) Industrial development, including contractor's yards.
- c) Institutional development, including community facilities, schools, and long-term care homes.
- d) Residential development that contains more than 10 dwelling units on a single parcel of land.
- e) Residential development containing fewer than 10 dwelling units on any parcel of land that is within 120 metres of a wetland, an inland lake, or a river or stream valley that has depressional features associated with a river or stream, whether or not it contains a watercourse.
- f) An intensive livestock facility.
- g) Agri-tourism uses, agriculture-related uses, and on-farm diversified uses that involve a commercial or manufacturing component, or that provide on-site goods or services for sale to the public.

### 3. Exemptions

The following classifications of development shall be exempt from Site Plan Control:

- a) Principal residential dwellings, and any permitted accessory residential units, except where the development is proposed on a site with, or in proximity to, identified natural heritage features, natural hazards, or known archaeological deposits, the protection of which requires the registration of a Site Plan Control Agreement on title.
- b) Bed and breakfast establishments with three or fewer rooms for rent.
- c) Expansion of an existing commercial, industrial, or institutional development that does not increase the useable floor area of a building by more than 20 square metres (215 square feet) or 10 percent of the total floor area of the building, whichever is less. This exemption does not apply to any existing structure that is equal to or greater than 232 square metres (2,500 square feet) in area.
- d) The placement of a portable classroom on a school site of a district school board.
- e) Interior building alterations.
- f) Exterior building alterations that only affect the façade of existing buildings and do not change any other site elements.
- g) Works that are required to comply with the *Fire Protection and Prevention Act* and its regulations, or an order issued thereunder.

- h) Signs and temporary construction buildings placed in accordance with any applicable By-Law.
- i) Agricultural uses, except for those uses noted in Section 3.
- j) Public works or utilities.
- k) Any structure erected for flood or erosion control purposes.
- l) Any forestry or conservation use.
- m) A cemetery.
- n) A wayside pit or quarry.
- o) A portable sawmill.

#### **4. Application Submission Material**

All lands subject to Site Plan Control must submit, for the review and approval of the Township of North Frontenac, graphic rendering(s), that include at a minimum the following:

- a) Drawings showing the location of all buildings and structures to be erected and showing the location of all facilities and works (i.e., physical infrastructure), including all facilities designed to have regard for accessibility for persons with disabilities.
- b) Drawings showing floor plans, elevations, and cross-section views for each building that are sufficient to display:
  - i. The massing and conceptual design of the proposed building(s);
  - ii. The relationship of the proposed building(s) to adjacent buildings, streets, and exterior areas to which members of the public have access;
  - iii. The provision of interior walkways, stairs, elevators, and escalators to which members of the public have access from streets, open spaces, and interior walkways in adjacent buildings;
  - iv. Exterior access and design of the building(s) or portions of the building(s) containing affordable housing; and
  - v. Facilities designed for persons with disabilities.
- c) Drawings showing sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.

- d) Drawings showing all elements of site design, including, but not limited to:
  - i. All vehicle access points;
  - ii. All walkways, ramps, and pedestrian access points;
  - iii. All off-street loading spaces and parking areas;
  - iv. Location of all lighting structures;
  - v. Landscaping of the property for the protection and/or screening of adjoining lands, water bodies or natural heritage features, including the type of vegetation and techniques to be used, the existing vegetation that is to be preserved, and any structures such as walls, fences or barriers that are to be used; and,
  - vi. The location and type of facilities and enclosures for the storage of recyclables, garbage, and other waste materials.
- e) A grading plan for the property to illustrate how storm, surface and waste waters will be disposed of to prevent erosion or flooding, including the period during construction of the project. Plans will show the location and connections for all services to municipal services, including elevations and inverts.
- f) Any other drawings, plans, studies, and information as required by the Township's Official Plan and/or identified through Pre-Application Consultation.

## **5. Conditions**

As a condition of approval of the plans and drawings for the development or redevelopment of land, the Township of North Frontenac may require the dedication of land for:

- a) Park or other recreational purposes, or the payment of money in lieu of land in the amount not exceeding two percent for commercial or industrial uses and five percent for all other uses.
- b) The widening of any municipal road allowance.
- c) Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.

## **6. Registration of Agreements**

The Owner shall enter into an agreement with the Township of North Frontenac dealing with and ensuring the provision of any or all of the facilities, works or matters required in

this By-law or the *Planning Act*. Any agreement or amendment of any agreement entered into in accordance with this By-Law, shall be registered against the title of the land to which it applies at the cost of the Owner.

## 7. Lapsing of Approval

- a) Site Plan Control approval, referenced as the Township of North Frontenac's execution of all agreements and documents, lapses and is of no force or effect:
  - i. Where a building permit is required for the development, at the expiration of three years from the date of approval if no building permit is issued for development, or a building permit has been revoked; and
  - ii. Where no building permit is required but the construction of the development has not been completed within three years of the date of the approval.
- b) The lapse of an approval is effective upon the date of sending written notice by the Township of North Frontenac to the Owner by registered mail to the Owner's last known address revoking the approval, or where an agreement has been registered, upon the registration of a notice that the approval is revoked and the agreement is terminated, unless the Township of North Frontenac agrees in writing to an extension. The request for an extension must be submitted in writing by the Owner to the Township of North Frontenac.

## 8. Securities

- a) **General**As a condition of site plan approval, the Township may request securities to ensure that site works comply with the approved plans and all obligations to the Township are fulfilled. Securities are collected to ensure that works identified in the Site Plan Control Agreement are carried out in accordance with the Site Plan Control Agreement. Following the completion of a development and all required works, the property owner may apply to the Township to verify that all works are completed as required by the Site Plan Control Agreement and all obligations to the Township are fulfilled. Following this determination, securities will be released.

### b) **Calculating Financial Securities**

The following formula shall be used to calculate the financial securities required for Site Plan Control:

<b>Site Plan Application Type</b>	<b>Internal Works</b>	<b>All External Works</b>	<b>Landscape</b>
<b>Industrial, Commercial, Institutional</b>	50% of Engineering Cost Estimate, not to be less than \$10,000 and up to a maximum of \$100,000	100% of Engineering Cost Estimate	50% of Landscape Cost Estimate
<b>Residential</b>	50% of Engineering Cost Estimate, not to be less than \$3,000	100% of Engineering Cost Estimate	50% of Landscape Cost Estimate

Internal works include all works performed within the property limits of the site. All external works refers to any works external to the property, on either public or private lands, required to complete the site plan. Works to be considered in the Engineering Cost Estimate shall include but are not limited to grading, paving, landscaping, fencing, lighting, stormwater management, sewage, entrances, roadways, signage. Where a landscape architect is required a Landscape Cost Estimate shall be required; where it is deemed by the Township Planning Department that a Landscape Architect is not required, any landscaping costs shall be considered in the Engineering Cost Estimate.

The cost estimate shall not include the cost of any buildings for internal works.

Additional Site Plan Control Agreements to the Site Plan Control Agreement may be required prior to work being completed on Township property.

**c) Estimate of Works**

An estimate itemizing each cost shall be submitted at the time of application submission; an application for Site Plan Control will not be deemed complete until received. The costs will be reviewed by applicable staff for approval and the Township may require an estimate of works to be peer reviewed as a requirement of a site plan control agreement. An Engineering Cost Estimate must be provided by a consulting Professional Engineer (P.Eng) or a Landscape Architect.

**d) Submission of Securities**

The securities must be provided to the Township by certified cheque, debit, cash, or irrevocable Letter of Credit of a Canadian chartered bank or other financial security in the form satisfactory to the Township. Securities shall be provided at the time the Site Plan Control Agreement is entered into and prior to the commencement of works on the property or issuance of a building permit.

#### **e) Release of Securities**

When a partial release of securities is requested, the applicant shall provide the required evidence the works have been completed in accordance with the approved site plan; this may come in the form of a revised engineering cost estimate or landscape cost estimate reflecting works that have been completed or stamped engineering, architect or landscape architect drawings confirming that the works have been completed in accordance with the approved plan. A cover letter requesting inspections and security reduction or release shall be submitted with the required evidence. The Township will coordinate the required inspections of the property with the appropriate person to confirm and the securities will be returned to the owner after the inspection and approval of the works. The Township will ensure that 50% of the costs for the remaining works to be completed on-site and 100% of costs for the remaining works to be completed off-site remain and are not below the amount required to complete any deficiencies.

Upon completion to the satisfaction of the Township of the works to be constructed and the performance of all other obligations under the Site Plan Control Agreement, the security or balance thereof remaining shall be returned.

#### **f) Draw Down on Securities**

The Township shall not draw down on the security unless the owner is in default in the performance of works or an obligation under the Site Plan Control Agreement. If such default continues for more than a set number of days prescribed in the Site Plan Control Agreement and after the Township delivers written notice to the owner requiring the owner to remedy the default, the Township may draw down from the security to remedy the works. This shall be outlined in the Site Plan Control Agreement.

**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:** 11 Jun 2026  
**Re:** Deeming By-law Required for Shore Road Allowance Closure - Kerr

### Recommendation:

**Be It Resolved That** Council receives the Clerk/Planning Manager's Administrative Report entitled "Deeming By-law Required for Shore Road Allowance Closure - Kerr";  
**And That** Council will consider a Deeming By-law later in the meeting.

### Background:

On April 10, 2026 Council received an [Administrative Report](#) from the Clerk/Planning Manager regarding amendments to the Sale of Land Policy and passed a [By-law](#) updating the Policy.

As the Township can no longer use Consolidation Agreements, the amendments to the Policy were made to ensure the applicant's property merges with the shore road allowance. In the case of a lot within a registered plan of subdivision that is greater than eight years old a Deeming By-law is required.

With respect to Road Closing applications currently in progress, Council authorized the Clerk to obtain the information from the Township's Solicitor on how the lot was created; and to work with the applicant and their Solicitor to ensure the road allowance merges with the applicant's property.

### Researched By:

Tara Mieske, Clerk/Planning Manager

### Comments:

On February 6, 2026, Council passed By-law #2026-08, being a By-law to Close, Stop-up and Sell part of the 66' Original Road Allowance being Part 1 on Registered Plan 13R-14741 to the adjoining neighbours. This By-law was provided to the Township's Solicitor; the By-law was registered; and a Property Identification Number was obtained. The Solicitor also advised the property was located within a registered plan of subdivision and that a Deeming By-law was required to ensure the property would merge with the shore road allowance.

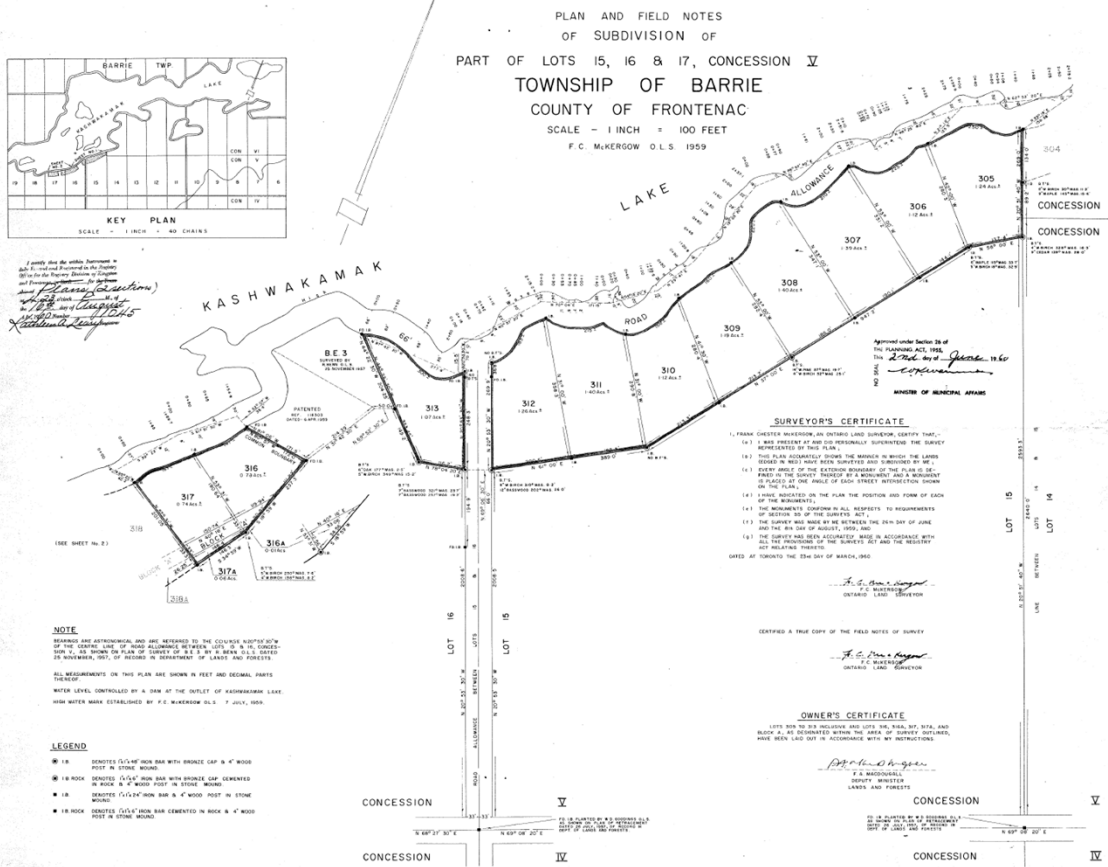
The Clerk's Department contacted the Applicant's Solicitor and they advised the Township could proceed with a Deeming By-law for the property. If the Deeming By-law is passed, it will be provided to the Applicant's Solicitor to be registered along with the Transfer.

The lands subject to the Deeming By-law are owned by Andrew and Kathryn Kerr. The civic address of the property is 2121C Kashwakamak Lake Road. The legal description of the property is Lot 308,

Plan 1045, geographic Township of Barrie. The lands the property is to be merged with is Part of the 66' Road Allowance abutting Kashwakamak Lake being Part 1 on Registered Plan 13R-14741.

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SHEET No. 1 OF 2 SH



**Financial Impact:**

There are no additional financial implications at this time.

**Strategic Implications:**

Not applicable.



**To:** Mayor and Members of Council  
**From:** Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 11 Jun 2026  
**Re:** 2026 OACA Conference - May 10-13, 2026

**Recommendation:**

**Be It Resolved That** Council receives for information the Deputy Clerk/Assistant to the Planning Manager's Administrative Report entitled "2026 OACA Conference - May 10-13, 2026".

**Background:**

The 2026 Ontario Association of Committee of Adjustment (OACA) Conference was held in Ottawa from May 10th to May 13th, 2026.

**Researched By:**

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager (ACST)

**Comments:**

A summary of the sessions attended over the course of two days:

**Judicial Review of Committee of Adjustment Decisions: What it is and Why this matters**

In 2023, the Province introduced Bill 23 to amend the wording in the Planning Act regarding persons who can appeal a planning decision. The Bill removed "any other person or public body who has an interest in the matter" and replaced it with "a specified person or public body that may have an interest in the matter". The list of specified persons does not include a third party (i.e. neighbouring property owner or member of the public).

This has introduced the option of a Judicial Review of a decision regarding a planning application through the court as opposed to the Ontario Land Tribunal. The differences are as follows:

	Appeals before OLT	Judicial Review
Standard of Review	OLT considers the decision "anew" and comes to its own determination.	Only considers whether the decision fell within a range of reasonable outcomes based on if the reasoning was justified, intelligible and transparent.
Evidence	New evidence can be introduced; cross examinations can occur.	Evidence confined to what was presented to Committee; new evidence generally not allowed.

Outcome	Tribunal empowered to make any decision the Committee would have made.	Court most likely to send decision back to original decision maker for a second hearing.
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Who can apply for a Judicial Review?

- Private Standing: when an administrative decision affects an individual's "rights, privileges or interests", the duty of fairness is engaged and a breach of that duty is judicially reviewable.
- Public Standing: whether there is serious justiciable issue raised; whether the plaintiff has a real stake or genuine interest in it; whether the proposed suit is a reasonable and effective way to bring the issue before the court.

Reasons for a decision must be intelligible. While written records don't need to reflect the entire discussion, the decision must indicate the concerns raised. The reasons must be able to withstand judicial scrutiny. Decisions can be viewed as "unreasonable" if there are no connections between the reasons in the decision and the statutory tests under the Planning Act the Committee is required to apply.

Divisional courts are more likely to accept neighbours as having a "private interest" and therefore standing to challenge Committee decisions. An application for a Judicial Review must be filed with the court within 20 days from the date of decision and will be served upon the municipality. If the Judicial Review determines the application must be reconsidered by the Committee, the application must be recirculated with the focus on what needs to be addressed.

### Mastering Committee Training

Training for the Committee should be provided at the beginning of the term, with an annual refresher scheduled.

The Secretary/Treasurer's role in the Committee of Adjustment includes:

- Administrative support.
- Ensuring the process/hearing is conducted fairly and within the required timelines.
- Being the primary trainer and procedural authority.

Key Responsibilities:

- Receive and process applications; circulate and provide public notice; prepare agendas.
- Schedule hearings; ensure compliance with Planning Act, procedural policy and notice requirements.
- Promote consistent application of rules.
- Prepare and issue Notice of Decision; maintain complete files forming the official record.
- Monitor legislative and regulatory changes.

The Planning Act provides the enabling legislation for the Committee of Adjustment. The Committee is also subject to other key legislation, such as the Statutory Powers Procedure Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The Committee operates under a Council approved Procedural By-law, which sets out how the Committee conducts meetings and makes decisions. This is a legally enforceable By-law passed by Council. The Committee is also subject to the Terms of Reference, which defines what the Committee is, why it exists and how it is structured.

If there is a conflict of interest (direct or indirect), the onus is on the Committee member to make a declaration. A good question to ask is "Can a reasonable person perceive a conflict?". If the answer is yes or if a member is in doubt about whether to declare a conflict, it is best to err on the side of caution and declare an interest.

The Committee considers applications under the following sections of the Planning Act:

- Section 45.1 Minor Variance (Application of four test).
- Section 45.2 Permissions (Enlargements or extensions of legal non-conforming structures; changes to legal non-conforming uses).
- Section 53 Consents (Creation of New Lots, Lot Additions, Right-of-Way).

The Committee does not make decisions on Building Code compliance; drainage and grading approval; private disputes between neighbours; or political or policy considerations.

The Committee uses the Official Plan policies and Zoning By-law standards when determining if a planning application fits with the planned pattern of development. Site visits are an important tool when evaluating the proposed development. However the Committee member should not discuss the merits of the application with the applicant or neighbours; conduct a group site visit with other Committee members; or make comments, commitments or express an opinion while on site.

During the first meetings of a new term, the Committee should elect the Chair, approve the use of electronic signatures; review the hearing structure; and discuss the role of the Chair. The Committee should also be made aware of the importance of well written decisions. The reasons for the decision should reflect the actual discussion and evidence presented.

### **How to Address Public Concerns**

This session looked at the Committee's role in the context of minor variance hearings. These applications are considered using the four tests under Section 45.1 of the Planning Act:

1. Is the proposed development minor?
2. Is it desirable for the appropriate development/use of the land/building?
3. Does it maintain the general intent and purpose of the Zoning By-law?
4. Does it maintain the general intent and purpose of the Official Plan?

If a proposal could be considered "too large" or "too important", it should not be considered minor in nature.

With respect to existing, unlawful development, the applicant's behaviour is not considered a relevant factor. In some cases, need and hardship are factors that, in appropriate cases, can be taken into account.

Decisions must be in writing with reasons and shall contain a brief explanation of the effect, if any, that oral and written submissions had on the decision. The reasons should not just repeat statutory language, summarize arguments, then state a conclusion. Failure to properly explain the decision can open the door to a judicial review of the decision.

### **Committee of Adjustment Decision Writing in Ontario**

Bill 23 - More Homes Build Faster Act 2022 amended the Planning Act to significantly restrict third party appeal rights. Judicial review is now the primary mechanism for a non-applicant party to challenge a Committee decision.

A Judicial Review is a process which by the courts make sure the decisions of administrative bodies are fair, reasonable and lawful. This is a three judge panel of the Divisional Court asked to change or set aside a decision where the party can show an error was made. It is an opportunity to review the reasonableness/procedural fairness of the decision.

A Judicial Review can dismiss the application; quash and send back to the Committee for a re-hearing; or (in rare cases) substitute its own decision for that of the Committee's. Through this process, the successful party is entitled to costs, as opposed to an Ontario Land Tribunal (OLT) appeal where costs are rarely awarded.

A decision of the Committee can be deemed unreasonable if it does not contain responsive reasons. Decisions must address the statutory tests set out under the Planning Act Section 45(1), Section 45(2) and Section 53(12).

Good reasons in a decision provide the following:

- stronger defence on judicial review.
- increased transparency.
- public confidence in the process.

### **Ask a Lawyer**

Questions were submitted ahead of the conference to be reviewed by Laura Dean, Partner, with Aird Berlis

What is a Cancellation Certificate?

- Section 53(45) allows for the cancellation of a previously granted consent.
- this is an "administrative undoing".
- relates to Consent application; not a title clearing instrument; does not impact any other registered interest on title.
- could include confirmatory language in the Cancellation Certificate.

Deferral of an Application

- the applicant cannot force a decision of the committee.
- deferrals must be reasonable and for a proper planning purpose.
- the decision must be made within the prescribed timeline under the Planning Act; the applicant can appeal a non-decision if the matter is deferred beyond those timeframes.

Legal Non-conforming Structure encroaching into a Right-of-Way (Township owned/private).

- the owner may claim a prescriptive Right-of-Way or established use.
- the Legal Non-conforming Structure does not give rights over municipal lands.
- is there an encroachment agreement or other avenue to permit the extension of the structure?

How to refer to members of Council serving on the Committee.

- the Committee is a separate statutory body under the Planning Act.
- it can create the perception of political influence/bias concerns.
- refer to the Committee by their titles (Chair, Vice Chair, Member) not political titles.

Approval of Minor Variance prior to required study being completed.

- puts Township in precarious position.
- potential liability if structure fails.
- however approving the application without the required study is within the authority of the Committee.

### **Ask a Secretary/Treasurer**

Questions were submitted ahead of the conference to be reviewed by Jennifer Strong, Planner/Assistant Secretary-Treasurer, Township of Ramara; and Christine Vigneault, Senior Manager/ ASCT, City of Vaughan.

When/why should a member be doing site visits?

- permission should be granted by the owner to attend the site.
- it's important for the Committee to see what's happening on the ground.
- Staff should contact the owner to advise when the member is attending the site; opportunity to provide information regarding the procedure for when the member is on site (what can and can't be discussed).
- any information provided by the Committee member should be shared publicly (i.e. photos).

Deferral of an application.

- the Committee acts as an adjudicator.
- by deferring an application due to a conflict between the applicant and the neighbours, this could make the situation worse.

### Planning Ethics and the Committee of Adjustment

This session primarily addressed the ethical obligations of Land Use Planners within the municipal planning process. While this presentation did not relate to our day to day operations, these were my take aways:

- a Land Use Planner's primary responsibility is to define and serve the interests of the public.
- the Code of Practice for Land Use Planners aligns with the mandate of the Planning Act to make decisions based on policy, evidence and sound planning principles; supports public trust and confidence.
- Planners provide full, clear and accurate information on planning matters to decision makers and members of the public, while recognizing both the applicant's right to privacy and the public's right to know.
- recommendations are based on planning merits, not politics, personal relationships or public sentiment.

### Financial Impact:

2025 OACA Conference: Tara Mieske and Brooke Drechsler

Registration Fee:	\$910.75
Conference Advance & Per Diem: (does not include employee's regular salary)	\$270.16
Accommodations:	\$805.75
Parking:	\$70.24
Mileage:	Twp car
Other Municipal Expenses (Internet, Phone, etc.):	
<b>Total:</b>	<b>\$2056.90</b>
All amounts listed include HST at 1.76% only (being the non-recoverable portion).	

### Strategic Implications:

None.

**To:** Mayor and Members of Council  
**From:** Adam Robinson, Director of Emergency Management / Fire Chief  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 11 Jun 2026  
**Re:** Update: Proposed Increase of Five-Hours Weekly For The Assistant Fire Chief Position.

### Recommendation:

**Be It Resolved That** Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Update: Proposed Increase of Five-Hours Weekly For The Assistant Fire Chief Position";

**And That** Council approves adding an additional five (5) hours per week, for a total of thirty (30) hours per week for the Assistant Fire Chief Position;

**And That** the additional cost was included in the 2026 Budget deliberations for Council's consideration.

### Background:

During the 2026 budget deliberations, the DESFC requested that Council consider increasing the Assistant Fire Chief position by an additional ten (10) hours per week, for a total of thirty (30) hours per week.

Through Resolution #398-25, Council resolved:

**"Be it Resolved That** Council approves the Assistant Fire Chief position being increased by five hours from January to June and the Fire Chief provide a report on the effect and if required Council consider increasing the position by an additional 5 hours per week for the remainder of the year;  
**And That** the budget be decreased by \$10,000".

### Researched By:

Adam Robinson, Director of Emergency Services/Fire Chief (DESFC)

### Comments:

#### Effects Of The Five Hour Increase from January 2026 to June 2026:

Increasing the Assistant Fire Chief (AFC) position to twenty-five (25) hours per week (from 20 hours per week) has provided several significant operational and administrative benefits to the Department.

One of the most notable benefits has been the Department's enhanced ability to respond more quickly to wildfire incidents and other emergencies during regular weekday working hours, when

Volunteer Firefighter availability is often at its lowest. The additional five (5) hours have also increased the AFC's availability to support fire safety inspections throughout the Township.

The additional time has also supported the continued development and delivery of in-house training programs, improved oversight of compliance with evolving provincial certification and operational requirements, and enabled the redevelopment, implementation, and ongoing maintenance of a comprehensive driver training program to ensure personnel are trained to safely operate Department apparatus.

Furthermore, the increased hours have allowed the Department's management team to develop, implement, and maintain a Personal Protective Equipment (PPE) maintenance program in preparation for upcoming NFPA standards. There have also been improvements in the monitoring, tracking, and assisting the Chief with scheduling, and coordination of operational equipment and apparatus maintenance, helping to ensure continued operational readiness across the Department.

### **Additional Five Hour Increase, June 2026 and Beyond:**

Increasing the Assistant Fire Chief (AFC) position by an additional five (5) hours per week, for a total of thirty (30) hours per week, would increase weekday response availability from three (3) days per week to four (4) days per week, further enhancing the Department's ability to respond to emergencies during regular working hours.

The additional time would also provide greater capacity for the AFC to assist with fire safety inspections, fire prevention initiatives, and public education activities.

Furthermore, the increased hours would improve the AFC's ability to support the Fire Chief in coordinating fleet and operational equipment maintenance, including maintenance tracking, scheduling, inspections, and overall apparatus and equipment readiness.

Lastly, increasing the AFC position to thirty (30) hours per week would support recruitment and retention efforts by providing a more sustainable and competitive work schedule, helping to ensure long-term continuity within the Department's leadership team.

### **Financial Impact:**

The proposed budget for 2026 included an increase of \$33,500 for the additional 10 hours for the year. During budget deliberations Council reduced the additional hours by 5 hours from January 2026 to June 2026 and reduced the budget allocation by \$10,000. The allocation for the additional 10 hours remained in the budget for July to December.

### **Strategic Implications:**

Sustainable Core Services - Establish the Township as an employer of choice

**To:** Mayor and Members of Council  
**From:** Kelly Watkins, Treasurer, Dipl. M.A., M.M,  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 11 Jun 2026  
**Re:** Procurement Policy Update

### Recommendation:

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Procurement Policy Update";

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

### Background:

The current Procurement Policy was approved in 2016, with revisions in 2019, 2022 and 2026.

#### By-Law #94-16

"That Schedule "A" attached hereto is the new Procurement Policy for the Township of North Frontenac; and shall be read with and form part of this By-law;

And That any additions to the Procurement Policy shall be authorized by By-law;

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

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

And That By-law #78-14 is hereby repealed";

#### By-law #100-19

That By-law #96-14 - Section 5.14 Operation Purchases is amended to remove the following: "The Treasurer shall provide Council with a Voucher Report on each regular Council Agenda for Council's information. The Voucher Report shall list all payments that have been issued since the last report";

#### By-law #47-22

That By-law #94-16 – Section 5.2 Purchases Up to \$5,000 Inclusive be amended by removing "Quotation(s) shall be undertaken for purchases between \$1,000 and \$5,000. Three (3) verbal quotes is recommended and shall be obtained when possible" and replacing it with "Purchases shall be permitted with a single-source quotation".

#### By-law #2026-29

That By-law #100-19 Section 4.5 Performance Bonds & Labour and Material Bonds be amended as follows: "Whenever a tender is let for construction or service supply in connection with a Contract, over \$500,000, (Not applicable for tangible items such as vehicles/equipment or engineering/consulting contracts), the Township demands a Performance Bond and a Labour and

Material Bond, guaranteed by a surety company of good standing. These bonds protect the Township from a successful bidder who does not complete the work required in the formal contract. Where this occurs, the surety company may be required to pay the Township an amount up to the bond limit. A Performance Bond to guarantee the performance of a Contract; and a Labour and Material Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract shall both be taken for 100% of the contract fee and be included as part of the bid itself. Otherwise the Township will not consider the bid".

### Researched By:

Kelly Watkins, Treasurer

Jean Wemp, Administrative Financial Assistant

### Comments:

In 2024-2025 the Frontenac County Treasurers began to attempt to work together on drafting a new Procurement Policy. However, with some staff changes etc. this group approach was not successful.

Throughout the last year, we have looked at samples from other Municipalities in an attempt to develop a Policy that will fit our needs. As well, throughout the last few years we have had some procurement challenges as our current Policy was no longer relevant with the dollar thresholds and requirements as legislation continues to change rapidly.

As we felt we needed a fresh Policy, we started from scratch, therefore, we were unable to provide a redlined version from the current Policy.

The following is a section by section summary of the proposed [Procurement Policy](#):

1) Short Title, Policy Statement, Purpose & Scope - Previous Policy Section 1.0  
Updated wording with similar purpose and scope to the current Policy.

2) Interpretation and Definitions - Previous Policy Section 2.0  
Updated definitions

3) Authority and Responsibility - NEW  
This section is new and did not appear in the previous Policy.

4) Conduct and Conflict of Interest - Previous Policy Section 3.5  
Enhanced the wording for Conflict of Interest.

5) General Provisions -  
Updated wording

- 5.1 - previous policy section 3.3.
- 5.2 - previous policy section 4.7.
- 5.3 - previous policy section 5.14.
- 5.4 - previous policy section 3.4.
- 5.5 - previous policy section 4.2.

6) Standard Procurement  
6.1 to 6.4 - Previous policy section 5.1 to 5.6.

6.5 - 6.6 - NEW - Approvals for over budget items. Proposing if pricing is 20% or under \$20,000 over budget, can be approved by the CAO. If it is funded from Reserve Fund confirmation from Treasurer that there is sufficient funding available. Any overbudget more than 20% or \$20,000.01 would require approval by Council.

6.7 - Previous policy section 5.8.

#### 7) Non-Standard Procurement

7.1 - New section to speak specifically to purchasing of used fleet.

7.2 - Previous section 5.11.

7.3 - New section to speak specifically to specialized services that require multi year Contracts due to the specialized services.

7.4 - Previous section 5.10.

#### 8) Bid Evaluations and Contract Management

8.1 - Previous section appendix D, removed specific evaluation criteria and added wording around scoring. This will help to incorporate the Buy Ontario Act and make the Policy more flexible if any other Legislative changes that will change how we evaluate bid documents. Also, allows the authorized person to review the scoring as each contract could be different on how the scoring is weighted.

8.2 - Previous section 7.3.

8.3 - Previous section 4.3-4.5.

Current Policy requires a Bid Deposit. Bid Bond starting with projects over \$20,000 and projects over \$100,000 requiring Bid Bonds and 100% performance and Labour material bonds (recently updated by Resolution to \$500,000). Our current bonding requirement is more strict than legislative requirements. New Policy refers to following any Legislative requirements for example the construction Act when a project is over \$500,000 (not including tax), will require a bid bond and then a 50% labour/material bond and 50% performance bond. With wording that any requirements must be set out in the Procurement document.

8.4 - Previous section 4.6 removed specific requirements for Insurance as it changes depending on project and depending on our Insurance company requirements.

8.5 - New section to provide wording for Blanket Purchase Orders.

8.6 - Previous section section 8.

#### 9) Green Procurement

New - added in as we also have wording in our Strategic Asset Management Policy speaks to Environmental Stewardship.

#### 10) Protection of Confidential /Personal Information

Previous section 6.6 - updated wording.

#### 11) Disposal of Surplus Assets

Provides the methods that can be used to dispose of Assets.

#### 12) Incorporation of Accessibility Design, Criteria and Features

Previous section 9.2 - updated wording.

#### 13) By-law Administration

Previous section section 7.1.

#### 14) Corporate Credit Card and Purchasing Cards

Previous section 5.13.

NEW - Purchasing Cards. This will allow us to issue a virtual card credit cards to Department Managers for online purchases. This will provide greater efficiency and security.

Currently two (2) credit cards are issued to the Township being in the name of the CAO and the CAO Back-up. Issuing purchasing cards will provide for enhanced security, against credit card fraud. If a virtual number is compromised it will limit the impact and will reduce the risk of having to cancel the main Township credit card. The Purchasing Cards can be issued for specific amounts, for specific type purposes as well as defined time frames.

The Purchasing Cards will also add to some efficiencies as currently a low cost purchase, requires the signature of the Manager and the card holder (CAO or CAO Back-up), this is inefficient as often they are for purchases less than a few hundred dollars.

The Township would not be increasing its credit card limits as the purchasing cards would be issued against the current credit cards/limits.

#### Schedule A

- Previous policy - thresholds were included in section 5.
- Moved to a schedule rather than in the body of the Policy. See below in Financial section for comparison of old Policy to proposed Policy.

#### Schedule B - Exceptions

- Previous policy appendix A.
- No additions to the exception list, updated wording.

#### Schedule C - Authorizations

- Previous policy appendix B.
- Updated thresholds, see financial section below for comparison of old Policy to proposed Policy.

#### Schedule D - Bid Irregularities

- Previous policy appendix C.
- Adjusted notification period for clerical errors and strike through/changes not initialled in bid submissions from 24 hours to 48 hours.

In the [Policy](#) it speaks to following current legislation. The most recent legislative change that came into effect is the Buy Ontario Act.

### Buy Ontario Act

In December 2025, Ontario established the *Buy Ontario Act (Public Sector Procurement), 2025*, which aims to improve public sector procurement based on integrity and value for money, while promoting and protecting Ontario's economy and supply chain resilience. Under the Act, the province issued the Buy Ontario Procurement Directive and the Municipal Buy Ontario Procurement Directive (effective April 13, 2026).

The Municipal Buy Ontario Procurement Directive requires municipal sector entities, including all municipalities, local boards, and municipal services corporations to prioritize Ontario and Canadian goods and services in procurement. It is issued by the Management Board of Cabinet, with the

Chair of Treasury Board holding delegated authority to update procurement value thresholds in alignment with Ontario's trade commitments.

The directive covers the following procurements:

- **Fleet Vehicles** (*Effective April 13, 2026*): Applies to light-duty passenger fleet vehicles that are not modified to be specialty vehicles (eg police cruisers, emergency response, etc. ).
  - Municipalities must purchase or lease Made in Ontario (MIO) or by Ontario Vehicle Producers (OVP). The requirement is done on a Tiered system.
  - Light-duty passenger vehicles (GVWR under 4,500 kg). If unavailable or not operationally feasible, vehicles must come from an Ontario Vehicle Producer, with alternative strategies only as a last resort.
  - Tier 1 - Made in Ontario - any vehicles with a VIN starting "2"
    - RAV4 and RAV4 Hybrid
    - Pacifica & Charger (all variants)
    - Chevrolet Silverado
    - Honda CRV, CRV Hybrid & Civic
    - Lexus RX and NX
  - Tier 2 - Ontario Vehicle Producers
    - Ford
    - GM
    - Honda
    - Stellantis
    - Toyota
    - Volkswagon

**Capital Infrastructure** (*Effective May 15, 2026*): Municipalities must require vendors to submit a Domestic Supply Chain Plan identifying the source of major goods and services. Compliance is confirmed as follows:

- **Smaller projects** (construction under \$347,400 or goods/services under \$139,000): Apply a 10% evaluation advantage to the bidder with the highest proportion of Ontario goods and services.
- **Larger projects** (construction over \$347,400 or goods/services over \$139,000): Apply the same 10% evaluation advantage as with smaller projects or apply a 10% weighted average advantage to the total Evaluation score based on the Domestic Supply Chain Plan. Alternatively, municipalities may set a mandatory minimum threshold for Ontario/Canadian content based on prior market analysis that suppliers commit to as part of their bid submission.

With the new required evaluation criteria means we are not always going with the lowest price. If there is more than a 25% difference in cost we can justify not going with the highest score that was created due to the percentage of Ontario/Canadian Content.

There will be reporting requirements (specifics unknown at this time) to the Province on our procurement and to confirm we have followed the Buy Ontario Act. They have advised if we do not follow the Act there is a potential impact to funding that we receive. They did not provide particulars of which funding would be impacted.

**Financial Impact:**

The change in Process approval levels and approval thresholds is the largest change in the Policy

**Process approval levels**

	Current Policy	Draft Proposed Policy
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Direct purchase/quotes	\$1-\$5,000	\$1 - \$25,000
Written quotes (3 when possible)	\$5,000.01 - \$20,000	\$25,001 - \$75,000
Formal Tender Process (RFT or RFP)	\$20,000.01 and over	\$75,001 and over

### Authorizations

Managers if included in Budget	less than \$50,000	less than \$75,000
Chief Administrative Officer(CAO) if included in Budget	greater than \$50,000	greater than \$75,001
CAO not included in Budget	less than \$50,000	less than \$75,000
Council not included in Budget	greater than \$50,000	greater than \$75,001

**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 11 Jun 2026  
**Re:** Request from Lanark Highlands to Access the Mississippi Household Hazardous Waste Depot

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager’s Administrative Report entitled “Request from Lanark Highlands to Access the Mississippi Household Hazardous Waste depot”;

**And That** Council agrees in principle to the potential shared use of the Household Hazardous Waste depot at the Mississippi Waste Site; subject to acceptable terms and cost recovery being negotiated;

**And That** Council authorizes the Public Works Manger (PWM) to negotiate the terms of a shared access agreement with Lanark Highlands;

**And That** the PWM will report back to Council at a future meeting regarding the status of negotiations for Council's consideration.

### Background:

We received a request from Lanark Highlands (LH) interested in pursuing an agreement for LH residents to access the Household Hazardous Waste (HHW) depot at the Mississippi Waste Site. The general terms for the existing shared access agreement at the 506 HHW depot with Addington Highlands were discussed with LH, and LH subsequently submitted this request.

### Researched By:

Darwyn Sproule, Manager of Public Works

### Comments:

The negotiated terms for LH to access the HHW depot will be based on the current shared access conditions implemented with Addington Highlands at the 506 site, including:

- an amendment will be required to the Environmental Certificate of Approval from the Ministry of Environment Conservation and Parks addressing shared access.
- site maintenance and operational impacts.
- costs associated with the collection and disposal of LH's hazardous materials.
- additional staffing costs given the increased demand on the site.
- increased annual reporting, inspection administrative requirements.
- no change to seasonal opening dates or hours of operation.
- consulting the Producer Responsible Organization (PRO) currently managing the hazardous materials regarding the change in scope.

Why consider this request? The final arrangement negotiated would have to be cost neutral for North Frontenac. The Mississippi Site has the lowest demand / volume of our three (3) HHW depots and has capacity. The collection of additional HHW materials benefit the environment in our region.

### **Financial Impact:**

The only cost at this point is staff time.

Costing and related charges associated with shared use will be the responsibility of LH; and determined during negotiations. The review will be extensive to ensure all associated costs are considered. Findings and a recommendation will be provided to Council for consideration at a future meeting.

### **Strategic Implications:**

Environmental Stewardship - Development of policies and programs to protect the environment.

**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 11 Jun 2026  
**Re:** New Grant Opportunity - Hydro One Community Partnership Grant

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Grant Opportunity - Hydro One Community Partnership Grant";

**And That** Council approves submitting an Application for Funding to Hydro One to purchase road closed trailer signs and arrow signs;

**And That** the Chief Administrative Officer (CAO) is authorized to sign the Hydro One Community Partnership Grant Application for Funding and Agreement if successful;

**And That** Staff will update Council at a future meeting regarding the status of the Hydro One Community Partnership Grant Application.

### Background:

Hydro One now offers the Community Partnership Grant, which provides funding to Ontario municipalities for projects that strengthen local emergency preparedness.

Successful applicants may receive up to \$25,000.00 in funding to help deliver projects that improve community safety and enhance emergency response capabilities.

Funding may be used to purchase emergency response and traffic control equipment, such as portable arrow signs, road closure sign trailers, and other equipment used to safely manage road closures, emergencies, and public works operations.

The goal of the program is to help communities prepare for emergencies, improve public safety, and invest in infrastructure and equipment that supports long-term community well-being and resilience.

The grant application is due on June 30th, 2026.  
Successful applicants will be notified in Fall 2026.

### Researched By:

McKenzie Millar, C.Tech, rcji, BCIN, Technical Services Officer

### Comments:

The Township currently uses small portable wooden "Road Closed" signs when responding to road closures, washouts, storm events, and road maintenance activities. While these signs serve their purpose, they can be difficult for motorists to see from a distance, especially at night, during poor weather, or on roads with limited visibility.

The Township does not currently own a road closure trailer. Several neighbouring municipalities use trailer-mounted road closure signs and collapsible arrow signs as part of their emergency response and traffic control operations because they are more visible and can be deployed quickly when needed.

A road closure trailer combines a large road closure sign, flashing warning lights, and orange flags into one unit. Compared to the Township's current signs, the trailer provides much greater visibility and gives motorists more warning that a road is closed ahead due to its increased height and visibility. Portable collapsible arrow signs help direct traffic safely around road closures, construction zones, and emergency scenes, providing clear direction to motorists and improving safety for both the travelling public and municipal staff.

The trailer signs can be folded down and stored in Township sea cans during the winter months. This keeps the equipment protected from the weather while ensuring it is ready to be deployed at any time of year when an emergency or road closure occurs.

The portable collapsible arrow signs are lightweight, easy to transport, and can be stored alongside existing traffic control equipment.

The equipment would be used by multiple departments, including Public Works, Fire Services, and Parks and Recreation. Potential uses include emergency road closures, storm events, road maintenance, special events, construction projects, wildfire responses, and other situations where traffic needs to be redirected safely.

Obtaining two road closure trailers and two portable collapsible arrow signs through the Hydro One Community Partnership Grant would improve public safety, support emergency preparedness, and provide staff with a faster and more effective way to respond to road closures throughout the Township.

### **Financial Impact:**

Staff are currently obtaining quotations for the proposed equipment.

The preferred option is to purchase two road closure trailers and two collapsible arrow signs.

The final quantity and specifications of the equipment will be determined based on supplier quotations and available grant funding. The goal is to maximize the value of the Hydro One Community Partnership Grant while remaining within the program's maximum funding amount of \$25,000.00.

Staff do not anticipate any vehicle licensing, annual registration, subscription, or operating costs associated with the proposed equipment.

The road closure trailers would not require vehicle licensing or annual registration, as they are considered traffic control and health and safety equipment used for municipal operations.

Should the total purchase cost exceed the available grant funding, staff will review available equipment options and quantities to ensure the purchase remains within the grant funding allocation.

**Strategic Implications:**

Sustainable Core Services - Continue to invest in municipal infrastructure

## Committee of Adjustment Minutes

1:00 PM - Monday, April 27, 2026  
Council Chambers

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

**Also Present:** Brooke Drechsler, Secretary/Treasurer; Tara Mieske, Clerk/Planning Manager; Don Reed, Chief Building Official; Marnie Geerlinks, Administrative Assistant to the Clerk's Department; Councillor Roy Huetl, Council Liaison; Jennie Kapusta, Community Planner, County of Frontenac; Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac; and Sonya Bolton, Manager of Community Planning, County of Frontenac

### 1. Call to Order

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

### 2. Traditional Land Acknowledgement

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

### 3. Approval of Agenda

#### a) *April 27, 2026*

**6-26 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the Committee approves the Agenda for the April 27, 2026, as circulated.

**Carried**

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

Carl Tooley declared a Pecuniary Interest in Item 7a under Business Arising.

### 5. Delegations

None.

## 6. Adoption of Minutes

### a) *Minutes of Meeting held March 23, 2026*

**7-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held on March 23, 2026, as amended to change the wording in the 4th paragraph of Page 2 from "must abide by" to "must consider".

**Carried**

### b) *Resolution #12-24: Severance Application File #B02/24, #B03/24 and #B04/24 (Creation of Three New Lots); File #B05/24 (Creation of Right-of-Way); and Planning Application File #A01/24 (Request for Permission to Expand Legal Non-Complying Structure) - Beach Road/Sand Lake (Gaylord)*

**Note:** Carl Tooley, Member, left the meeting at this time due to a pecuniary interest.

Lewis Gaylord and Rosemary Gaylord, Applicants, were present for the hearing.

Jennie Kapusta, County Planner, provided an overview of the applications to create three new water access lots; a Right-of-Way for a deeded parking area on the main land property; and permission to expand a legal non-complying structure. She advised two of the proposed lots will have frontage along both Sand Lake and Shawenegog Lake, while the third proposed lot will have frontage along Sand Lake only. She noted steep slopes were identified on the the subject parcels, which will require a Slope Stability Assessment to ensure there are no negative impacts as a result of the proposed development.

Kapusta advised the mainland property is accessed by a Right-of-Way over Beach Road. She advised the Zoning By-law provides that any proposed water access lot must have legal deeded access registered on title. She advised the main land parcel will provide a sufficient parking area for the proposed lots and the retained parcel.

Kapusta advised that a public meeting regarding these applications was held May 27, 2024. She noted the public comments expressed at that meeting were similar to those described in the Public Comments Section of the planning report provided for this meeting. She advised the Committee deferred the applications at the meeting in 2024 to provide the applicant sufficient time to address the technical concerns raised by the Committee during the meeting.

Kapusta advised that the applicant is proposing the following development:

- **Proposed Severed Lot 1 (B02/24):** The proposed lot will be approximately 2.12

hectares (5.25 acres) in area with 129 metres (423 feet) of frontage along both Sand Lake and Shawenegog Lake. The proposed severed lot is vacant with residential development anticipated.

- **Proposed Severed Lot 2 (B03/24):** The proposed lot will be approximately 4.0 hectares (10 acres) in area with 104 metres (340 feet) of frontage along Sand Lake and 147 metres (480 feet) of frontage along Shawenegog Lake. The proposed severed lot is vacant with residential development anticipated.
- **Proposed Severed Lot 3 (B04/24):** The proposed lot will be approximately 2.8 hectares (7 acres) in area with 213 metres (700 feet) of frontage along Sand Lake. The proposed severed lot is vacant with residential development anticipated.
- **Retained Parcel (B02/24, B03/24, B04/24):** The retained parcel will be approximately 2.12 hectares (5.25 acres) in area with 124 metres (408 feet) of frontage along both Sand Lake and Shawenegog Lake. The retained parcel is vacant with residential development anticipated.
- **Consent application B05/24:** For the creation of an easement for a parking area on the mainland property (municipally known as 1628C Beach Road) to provide legal deeded access to the water access lots. The parking area will contain eight (8) parking spaces (two for each proposed lots and the retained parcel) and a central turn-around area.
- **Minor Variance Application A01/24:** Permission to expand an existing legal non-complying structure on the property municipally known as 1628C Beach Road. The existing structure has an area of 64.1 square metres (690 square feet) and a minimum waterbody setback of 21.6 metres (71 feet), which is less than the minimum required waterbody setback of 30 metres (98.4 feet). The applicant is proposing to add two covered porch expansions. The result will be a covered, unenclosed porch on three sides of the existing building.

Kapusta advised an erosion hazard (steep slope) was identified on the main land property. The applicant had a Slope Stability Assessment completed by Cambium Inc., dated November 2023, which was peer reviewed by Mississippi Valley Conservation Authority (MVCA) in December 2023. She advised MVCA had no concerns with the proposed construction and advised the development will not negatively impact the stability of the slope. Kapusta noted the reports spoke to the intent of the driveway, for use by light duty vehicles (i.e. cars, trucks, trailers).

Kapusta noted MVCA performed a desk top analysis of the proposed lots and found substantial erosion hazards. MVCA requested a survey sketch showing the location of the proposed building envelopes. If the applicant can show a building envelope outside the required setback from an erosion hazard, a Slope Stability Assessment will be required. Kapusta advised the applicants met with staff from MVCA , as well as County

and Township planning staff, to discuss an appropriate resolution to the development challenges. It was determined a scoped assessment of the building envelope would be required and included as a condition of approval.

As a response to public concerns expressed at the meeting in 2024, Kapusta provided the following comments:

- 93 properties currently use Beach Road as access to their properties. An additional 4 lots does not appear to be a substantial increase in traffic.
- The Slope Stability Assessment provided by Cambium in 2024 considered the driveway to the parking area and addressed any potential issues. The assessment was written and reviewed by engineers.
- The Zoning By-law permits one dock per property. The existing dock on the mainland property is larger than permitted under the current provisions but would be considered legal non-conforming.
- The size and scope of the proposed development does not warrant an Archaeological Assessment. This requirement has not been requested in the past for similar development.

Kapusta advised the proposed development meets the criteria to be considered under the Planning Act and recommended approval of the consent application subject to the standard conditions included in the planning report, with the added condition that "natural drainage patterns on the site shall not be substantially altered such that additional run-off is directed towards the wetland or Sand Lake".

Garry Wood advised he attended the site prior to the meeting today, having attended the property previously in May of 2024. He observed that the required marking cards were posted. He noted the topography on the mainland property is steep and stated concern about emergency vehicles being able to access the area. He noted he would like to see a site plan for the size of the boat launch area, and requirements for a turn around area. He added that turning around is difficult even for a vehicle without a boat and trailer.

Jim Ogilvie inquired if there is a protocol for the turning radius in a parking area. He noted there may be a regulation regarding the height/angle of a driveway. Kapusta advised she would defer to the Slope Stability Assessment and the methodology of the engineers who had been on site.

Dmitry Kurylovich, Senior Planner with the County of Frontenac, advised the Township does not have a policy on the allowable steepness or the width of a shared private driveway. He noted the Official Plan provides guidance regarding slopes on private lanes. Kapusta added that the Fire Chief and Public Works Manager attended the site; and that they confirmed that it is accessible and safe for emergency vehicles.

Wood commented he observed new looking gravel and asked the applicant if he had a permit for this. Mr. Gaylord confirmed there was a permit from MVCA to lay the gravel and that it was 2 or 3 years ago it was placed. He added that once the gravel is packed it

will be better, and stated he is willing to pave the driveway. Mr. Gaylord advised that he has another area for parking that could accommodate more vehicles. Wood suggested this may be a good solution.

Kapusta advised that there are environmental concerns regarding the alternate parking area including the proximity of an identified wetland area. She advised MVCA were not supportive of the alternate parking area when initially proposed. She noted the current dock will be able to accommodate more boats for the future development.

Wood stated he is concerned about visitors, and that the proposed lots may need more than 2 parking spots. Brooke Drechsler, Secretary/Treasurer, advised that per the Zoning By-law, only two parking spots for each newly created lot are required; however there is no requirement for a boat launch. Drechsler added that the public boat launch is available on Sand Lake for use.

Ogilvie commented on the water level that runs along a portion of the Beach Road, stating the road is narrow with water on both sides and could be washed out. Mr. Gaylord advised that the area Ogilvie is referring to is his private driveway, not a portion of Beach Road.

Wood commented he has concerns with public safety due to the the steepness of the driveway and the turn around area. He noted the existing dock is quite large. Kapusta noted the dock is existing and, while it may not meet the provisions of the current Zoning By-law, it is a permitted a legal non-conforming right.

Jim Ogilvie asked why the covered porch was required if the existing structure is only being used for storage.

Mr. Gaylord commented that he has no plans for future development on the mainland property, adding that the existing structure will only be used for storage and occasional residential use. Mr. Gaylord noted he would like to have a spot for each of his children and grandchildren to use in the future.

Wood advised he has concerns with the slope of the parking area, the turning radius on the mainland property, and the number of docks as a result of the increase in the number of lots. Kapusta noted there was a slope assessment completed for the parking area. Also, only one dock is permitted per property so additional docks will not be permitted.

Jason Tooley, neighbouring property owner, attended the meeting electronically. He advised he did not receive notification of the meeting today, and found out because he just happened to be on Township the Township website. He added that there has not been enough time to prepare for this meeting.

Mr. Tooley commented there were concerns from neighbours provided to the Committee in 2022 and advised these land owners were not informed the applications were being

brought back to the Committee for consideration.

Mr. Tooley stated he is in agreement with the Chairman, that there are issues with the applications, including the slope of the driveway, the docking system and navigation around the dock. He stated the Township has not done their due diligence in determining the potential for hazards, including the rock shoal, docking area and navigation.

Jason Tooley inquired if a person can purchase a lot with deeded access; then sever the parcel and sell the new lot with the existing Right-of-Way transferred to the new owner. Tara Mieske, Clerk/Planning Manager, advised a condition of severance is for the newly created lots to have legal deeded access to the parking area. A solicitor will create deeds with the Right-of-Way included in the description. The onus is on the applicant to ensure access can be created

Mr. Tooley advised he did provide verbal concerns at the hearing held on May 27, 2024. Drechsler noted any member of the public who provided their contact information were provided notice of the meeting held today.

Wood requested a deferral of the applications until more information can be obtained regarding the steepness of driveway and turning radius of parking area and suggested it should be to an engineering standard. He inquired about time limit on deferrals and requested staff look into the process of notification.

Drechsler advised the Public Meeting was held in May 2024 with notice provided as per the requirements of the Planning Act. She advised a second public meeting is not required unless there are substantial changes to the application; and additional notice of the matter being brought back to the Committee is not required. She noted any property owners provided their contact information and requested to be notified of the process were provided notice of the meeting.

**8-26 Moved by Jim Ogilvie, Seconded by Brent Smith**

**Be It Resolved That** the following Planning Applications be deferred until August 24, 2026:

- File #B02/24 Creation of New Lot
- File #B03/24 Creation of New Lot
- File #B04/24 Creation of New Lot
- File #B05/24 Creation of Right-of-Way

**And That** the Applicant shall provide a report from a qualified engineer regarding the construction standards of the Right-of-Way, specifically the degree of the grade of the driveway, and the safety standards for the proposed use of the driveway;

**And That** the Secretary will provide Public Notice of the application a minimum of 14 days prior to the meeting.

**Carried**

**9-26 Moved by Jim Ogilvie, Seconded by Brent Smith**

**Be It Resolved That** Planning Application File #A01/24 a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by May 7, 2026.

**Carried**

## 7. Business Arising Out of Minutes

None.

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

None.

## 9. Consent Application with Concurrent Minor Variance Application

- a) ***Consent Application File #B01/26 - Creation of One New Lot  
Minor Variance Application File #A02/26 - Reduced Setback from Influence Area of Licenced Pit  
Part of Lot 2, Concession 1, Geographic Township of Clarendon (2975 Ardoch Road)***

George Weiss, Applicant, was present for the hearing.

Dmitry Kurylovich, Senior County Planner, provided an overview of the application to create a new rural residential lot and permit new sensitive land uses within the influence area and minimum separation distance of an existing licensed aggregate pit.

Kurylovich advised the subject property is zoned Rural (RU). He noted the RU zone requires a minimum lot area of 0.8 hectares (1.98 acres) and a minimum roadside frontage of 46 metres (150.9 feet) for residential uses. He advised the proposed lot and the retained parcel meet the minimum requirements for rural residential uses. Both lots contain enough area for development outside of any required natural heritage setbacks from the existing waterbody/wetland, and watercourses.

Kurylovich advised the current use of the property is agriculture. He noted there are no livestock buildings on site or manure storage facilities. If the property owner proposes either of these in the future, the property will be subject to the Province's Minimum Distance Setback Formulae II.

Kurylovich advised that the applicant completed a septic review and determined that the proposed and severed lands are able to support the installation of a new sewage disposal system.

Kurylovich stated that there are regulated wetlands on the South and Western extent of the property. Kurylovich confirmed the surrounding land uses are rural residential lots to the north, a large Crown Land parcel to the south and the west, and a large lot with an active aggregate license to the east.

Kurylovich advised that areas zoned aggregate are highly protected by the Province. A Mineral Impact Assessment was completed and peer reviewed, both of which were supportive of the proposed development. The study determined this development will not have a negative impact on the aggregate pit; and the sensitive land use area will not be impacted by the aggregate pit..

Kurylovich advised a Minor Variance is required to permit the construction of a new sensitive land use (dwelling) within 300 metres (984 feet) of the aggregate resource located on 2839 Ardoch Road as measured from the edge of the license boundary to the lot line where the sensitive land use will be located. He noted, as per the impact study and peer review, that if any new sensitive land use is located within 300 metres (984 feet) of the existing aggregate license in the future, a noise study will be required.

Kurylovich stated that County Planning staff are not aware of any public comments received regarding these files. Kurylovich recommended approval of the consent application to create one new lot; and that the Minor Variance application for a reduced setback from the boundary of a licenced aggregate pit meets the four tests set out under the Planning Act and should be approved, subject to the conditions included in the planning report.

Jim Ogilvie advised he attended the site. He noted the required marking signs were posted and the property is wide open with a hardwood forest on the North end. He commented there were no cattle within view when he attended the site, though he confirmed there was a cattle feeding station and evidence of cattle being on the property. Ogilvie asked for clarification regarding the setback of the proposed development to the waterbody on the property. Kurylovich advised the water is an "off line pond" and is not regulated the same as connected water sources; therefore the 30 metre set back does not apply.

Geerlinks advised there were no comments from the public.

**10-26 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** Planning Application File #B01/26, a Consent Application for the creation of a New Lot, shall be approved subject to the conditions noted in the Planning Report:

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by May 7, 2026.

**Carried**

**11-26 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** Planning Application File #A02/26, a Minor Variance Application to permit the establishment of a sensitive land use within the influence area of an aggregate pit, shall be approved subject to the conditions noted in the Planning Report:

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by May 7, 2026.

**Carried**

## **10. Minor Variance Applications**

- a) ***File #A04/26 - Part of Lot 27, Concession 8, Geographic Township of Barrie (1042 K&A Lane) - Request Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure***

The Applicants were not present for the meeting.

Dmitry Kurylovich, Senior County Planner, provided an overview of the application to expand a legal non-conforming/non-complying structure. The applicants are proposing to construct a new two storey addition with an approximate footprint of 291 square feet. The proposed footprint will enclose and expand the footprint of an existing 85 square foot bathroom on the east side of the dwelling.

.Kurylovich advised the Official Plan designation of the property is Waterfront Area and the Zoning designation is Limited Service Waterfront. He noted the property is 1.13 acres and developed with the following:

- a 55 square metre two-storey dwelling with an attached 23.7 square metre deck;
- a septic transfer tank located between the existing dwelling and Marble Lake; a septic holding tank behind the dwelling and a sewage disposal system;
- a one story garage; and
- a storage shed.

Kurylovich advised that the existing building is considered non-compliant due to the deficient waterbody setback. The dwelling is approximately 5.8 metres (19 feet) from the highwater mark of Marble Lake. Kurylovich added that the proposed development will be in-line with the existing dwelling and will not result in any further encroachment into the waterbody setback.

Kurylovich advised Mississippi Valley Conservation Authority (MVCA) reviewed the application, with no objections to the proposed development. He noted MVCA identified portions of the property are subject to erosion hazards. However, the proposed addition is located at the threshold of the defined slope hazard area (i.e., slope angle greater than

3:1 and a slope height of 3 metres (9 feet)) and a slope stability assessment is not considered necessary for the development of this property. MVCA recommended the applicants retain or plant native vegetation and to maintain natural drainage patterns on the site to limit additional drainage being directed towards the waterbody to support the shoreline and reduce erosion hazards.

Kurylovich advised that the sewage system will need to be inspected for capacity and function at the building permit stage. Kurylovich state that County planning staff are of the opinion that the area where the septic bed is located is large enough to support an expansion of the bed if required.

Kurylovich noted that the proposed development may require the removal of a large coniferous tree that is in close proximity to the proposed development area and may be cited as a hazard tree during construction or at a later date.

Kurylovich recommended approval of the application, subject to the conditions included in the planning report.

Carl Tooley advised he attended the site on April 11, 2026, and noted the proposed area was well marked. Tooley stated that Marble Lake is not at capacity and the area is not considered environmentally sensitive. He noted that currently the bathroom is only accessible from outside, and the addition is to incorporate a new bathroom. Tooley commented that the proposed addition is further from the water than the existing footprint. Tooley advised that there are 2 large white pines that may need to be removed for the addition and recommended approval of the application.

Geerlinks advised there were no questions or comments from the public.

**12-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** Planning Application File #A04/26, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report:

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by May 7, 2026.

**Carried**

- b) ***File #A05/26 - Part of Lot 20, Range B, Geographic Township of Barrie (Highway 41) - Reduced Setback from the Influence Area of a Licenced Pit/Quarry***

Chris Mills, the applicant, was present for the meeting.

Dmitry Kurylovich, Senior Planner provided an overview of the application for a Minor Variance. The applicant is proposing to construct a new dwelling on an existing vacant

lot within the minimum distance separation area of a property supporting an active licensed aggregate extraction operation (quarry). Kurylovich advised the aggregate site subject to this application is classified as a quarry due to intermittent blasting.

Kurylovich advised the Official Plan designation of the property is Rural and the Zoning designation is Rural. He noted the property is a vacant rural lot that is 13.42 acres with 196 metres of frontage onto Highway 41. Kurylovich advised that the entire property is within 500 metres of the boundary of the licenced quarry, resulting in the variance requirement. As per the Zoning By-law, no new development is permitted within the required setback unless supported by a study from a qualified professional and peer reviewed.

Kurylovich advised the applicant submitted a Land Use Compatibility Study to support the minor variance application. The Compatibility Study was peer reviewed and noted that the Compatibility Study prepared lacked technical evaluation of noise levels. The Peer Review recommended an Acoustic Assessment to ensure that noise produced by the quarry did not impact the proposed development. Kurylovich advised an additional assessment to investigate noise and ensure compliance with NPC-300 (Environmental Noise Guideline - Stationary and Transportation Sources - Approval and Planning) was completed. The peer review of the additional assessment concluded that sufficient quantitative analysis was completed to determine that quarry operations will comply with NPC-300 guidelines.

Kurylovich advised that Quinte Conservation Authority (QCA) reviewed the application and had no objection to the proposed development. QCA noted the proposed building envelope is outside of their regulated wetland features.

Kurylovich advised that the owner of the quarry contacted the Township stating they may be purchasing neighbouring property, with a possible expansion of the quarry being considered.

Kurylovich confirmed that the Minor Variance application meets all four tests under section 45(1) of the *Planning Act* and recommended the approval of the application subject to the conditions included in the Planning Report.

Jim Ogilvie requested more detailed information on the quarry owners comment on acquiring lands for an expansion. Kurylovich noted the author of the Aggregate Impact Study contacted the quarry operator in November to request details regarding the operations of the quarry. He noted aggregate licences have to consider nearby land uses. The property adjacent to the quarry is vacant residential land. In order to be used as a quarry the license would need to be expanded and would need to take into consideration adjacent properties including undeveloped parcels which may have a future sensitive land use.

Wood advised he attended the site December 7, 2025. He noted the property has a

cleared area with a large wooded area that would provide a buffer for sound of blasting from the quarry. He noted an empty structure on the property, that was determined to be an old sugar shack.

Ron Nowell, the owner of the active quarry near the proposed application, attended the hearing electronically. He stated he did not receive notice of the application; and that he only became aware of the hearing when he saw the required marking signs recently posted.

Mr. Nowell stated he is in the process of potentially purchasing the vacant land next to the quarry and applying for an expansion of the aggregate/quarry license.

Kurylovich advised that the licensing for the future development is through Ministry of Natural Resources and the property to the North is zoned Hamlet. He added that the area will need to be rezoned to permit the aggregate quarry.

Kurylovich suggested the applicant consult a structural engineer regarding the blasting and possible underground vibration on the proposed residence.

Mr. Mills stated the proposed residence will not have a basement, to limit structural impacts from ground vibrations. He added he is willing to review other considerations in design to mitigate vibration.

**13-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** Planning Application File #A05/26, a Minor Variance Application to permit the establishment of a sensitive land use within the influence area of an aggregate pit/quarry, shall be approved subject to the conditions noted in the Planning Report; **And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by May 7, 2026.

**Carried**

## 11. Other Business

- a) ***Presentation from Mississippi Valley Conservation Authority (see attached)***  
[MVCA Slopes and Wetlands](#)
- b) ***Ask the Chief Building Official - Deferred until May 25, 2026***
- c) ***Ask the Planners - Deferred***

## 12. Adjournment

- a) ***Motion to Adjourn Meeting***

**14-26 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the meeting adjourns at 4:38 p.m. until May 25, 2026, at 1:00 p.m. or at the call of the Chair.

**Carried**

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Chair

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Secretary



# MVCA – Slopes and Wetlands

Township of North Frontenac

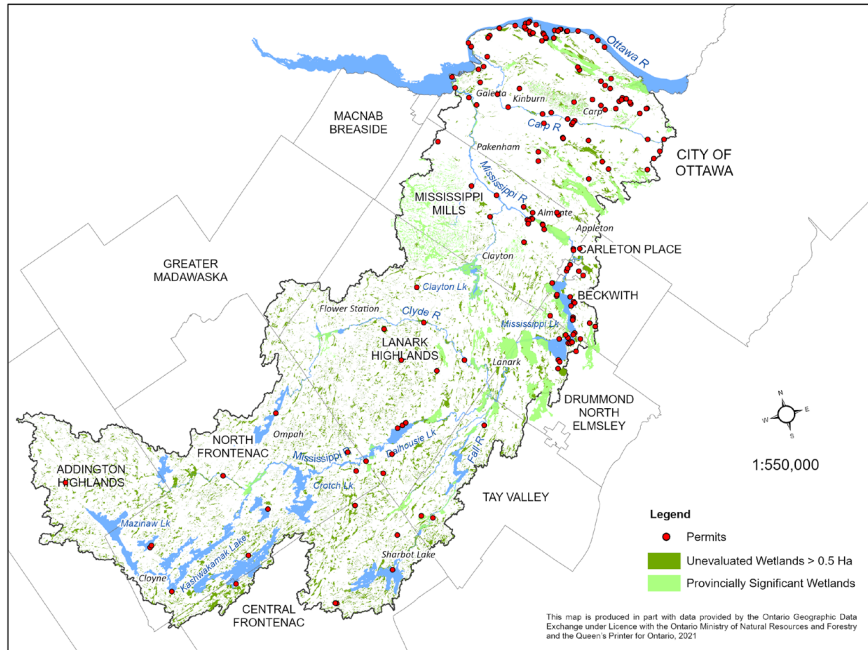
April 27, 2026

# Program Objectives

- Protect people, public interest and property from natural hazards
- Do not create or aggravate a natural hazard, or impact wetlands
- Work with municipalities and landowners



# MVCA Role in Regulations



- Review for Natural Hazards and conformity to Ontario Regulation 41/24

- Help landowners make informed decisions and understand constraints

- Identify watershed-wide environmental or cumulative impacts related to natural hazards

- Received **427** General Inquires in 2025, related to property regulations

## MVCA Currently Regulates Approximately:

- 3700 km of shoreline
- 8400 km of watercourse
- 180 km<sup>2</sup> of PSW's
- ~400 km<sup>2</sup> of Wetlands

# MVCA Role in Planning

- Water resource planning & management best managed at watershed & subwatershed level

- Review planning applications for conformity with the Provincial Planning Statement and Provincial guidelines as they relate to Natural Hazards & Stormwater Quantity

- Make recommendations to mitigate impacts & advise on regulatory role

## Partnerships with Municipalities

- Assist municipalities in meeting their obligations under the *Provincial Planning Statement, 2024*
- Promote sustainable economic development by conserving and protecting the resources that draw people to the region

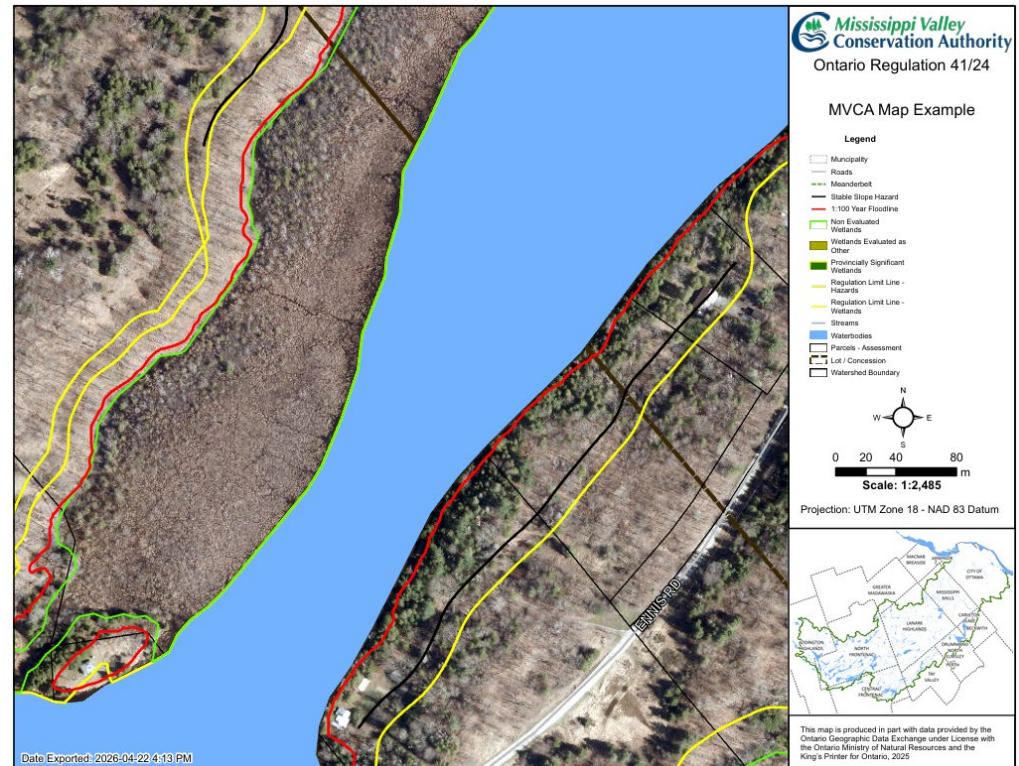


# Identification of Natural Hazards

Watershed mapping is utilized for desktop review – based on LiDAR Data

Natural hazards are identified in areas that are mapped

Unmapped require a more detailed review to identify potential natural hazards and are completed on a site by site basis

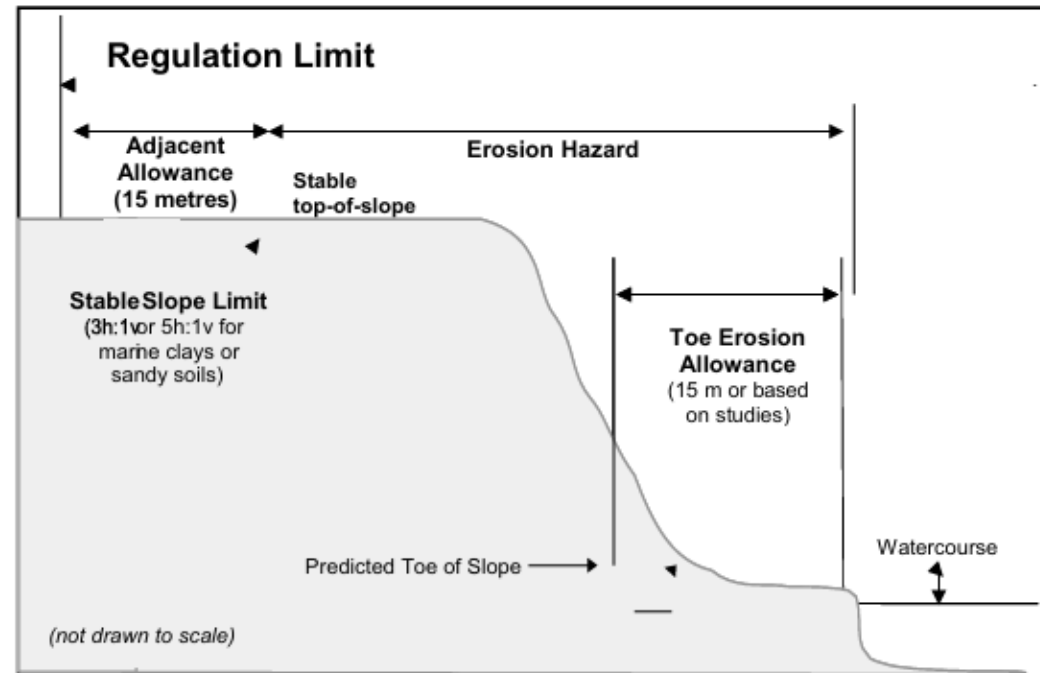


# Identification of Natural Hazards - Slopes

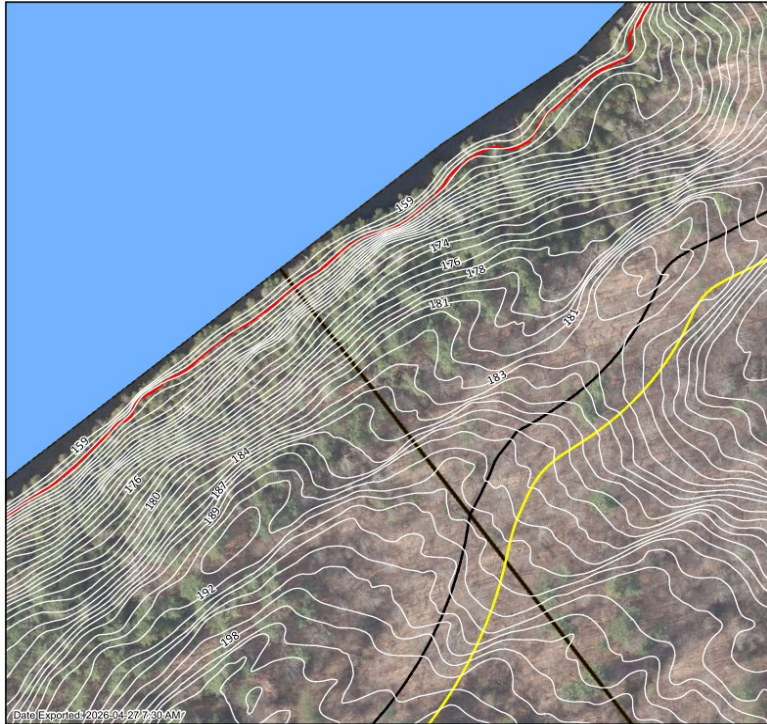
Ontario Ministry of Natural resources – Technical Guide on River and Stream Systems: Erosion Hazard Limit

Definition of an erosion hazard is provided by the Province.

Unstable slope is:  
In sensitive soils – greater than 5:1 and over 3m in height  
Or  
In all other soils – greater than 3:1 and over 3m in height



# Identification of Natural Hazards - Slopes



Example of a mapped erosion hazard



Slope profile generated from mapping

Same process in unmapped areas is utilized

# Identification of Natural Hazards - Slopes

Areas identified as a erosion hazard often require a Stable Slope Assessment (SSA)

AN SSA is an engineering review that determines if the development can safely occur

SSA's submitted to MVCA are reviewed by engineering staff

MVCA identifies erosion hazards where the toe is within the floodplain or within 100m of the water feature



## Slope Stability Checklist

A slope stability study should assess the potential risks of erosion or slope failure, in relation to proposed development, and provide a safe setback(s) to prevent any potential impacts to human safety and damage to property.

For development activities within the erosion hazard which may result in slope instability and/or erosion, a slope stability study is required to ensure that the development is not subject to unacceptable risk. The study is required if the following condition is met:

- Sites with slopes (existing or proposed) steeper than 3 horizontal to 1 vertical (3H:1V) or 5H:1V for Champlain Sea Clay (or Leda Clay) and/or a grade difference of more than 2 metres in height

The analysis should be based on existing conditions not engineered conditions. Additional information may be required on a case-by-case basis. A slope stability study should include, but is not limited to, the following:

Supporting Technical Requirements	
Site Description	<ul style="list-style-type: none"> <li>Location map of the proposed development</li> <li>Legal limits of the property, regulations limits, and nearest watercourse</li> <li>Topography, geology and soils</li> <li>Photographs of site/slope conditions</li> </ul>
Slope Stability Assessment	<p>Surface and subsurface conditions:</p> <ul style="list-style-type: none"> <li>Field inspection, field procedures, and laboratory tests (boreholes)</li> <li>Soil conditions and soil parameters</li> <li>Groundwater conditions</li> <li>Topographic survey</li> </ul> <p>Slope conditions:</p> <ul style="list-style-type: none"> <li>Slope geometry, slope geology, and static and seismic loading conditions</li> <li>A factor of safety, stability of the existing slope and long-term stable slope</li> </ul> <p>Evaluation of the erosion hazard limit:</p> <ul style="list-style-type: none"> <li>Toe erosion allowance, stable slope allowance or meander belt allowance, and erosion access allowance*</li> <li>Analysis of the proposed development location in relation to the erosion hazard limit</li> <li>Mitigation and stabilization measures</li> <li>MNR's Slope Inspection Record and Slope Rating Chart in section 4.3.2 *</li> </ul>
Plans and Drawings	<ul style="list-style-type: none"> <li>Georeferenced legal survey (i.e. NAD 83, UTM, Zone 18)</li> <li>Site plan of the existing/proposed structures, nearest watercourse, MVCA's regulation limit</li> <li>Grading plan with geodetic elevations and overland flow conditions</li> <li>Location plan of soil samples, test pits and borehole test logs</li> <li>Cross-section profiles including existing/proposed H:V slopes, toe of slope, stable slope, and erosion access allowance</li> <li>Erosion hazard limit including toe erosion allowance, stable slope allowance or meander belt allowance, and erosion access allowance*</li> <li>Setback distance to be delineated for minor variance applications</li> <li>Proposed mitigation/stabilization plan (if permitted)</li> <li>Fill control plan (if required)</li> <li>Erosion &amp; sediment control measures (if required), site stabilization/restoration, etc</li> <li>Recommendation to confirm slope risk and stability and impacts associated with development.</li> <li>Reference to applicable MVCA regulation policies</li> </ul>
Qualified Persons	Signed and stamped by a qualified professional engineer licensed in the Province of Ontario

\* In accordance with the Ministry of Natural Resources (MNR)' *Technical Guide – River and Stream Systems: Erosion Hazard Limit* (2002)

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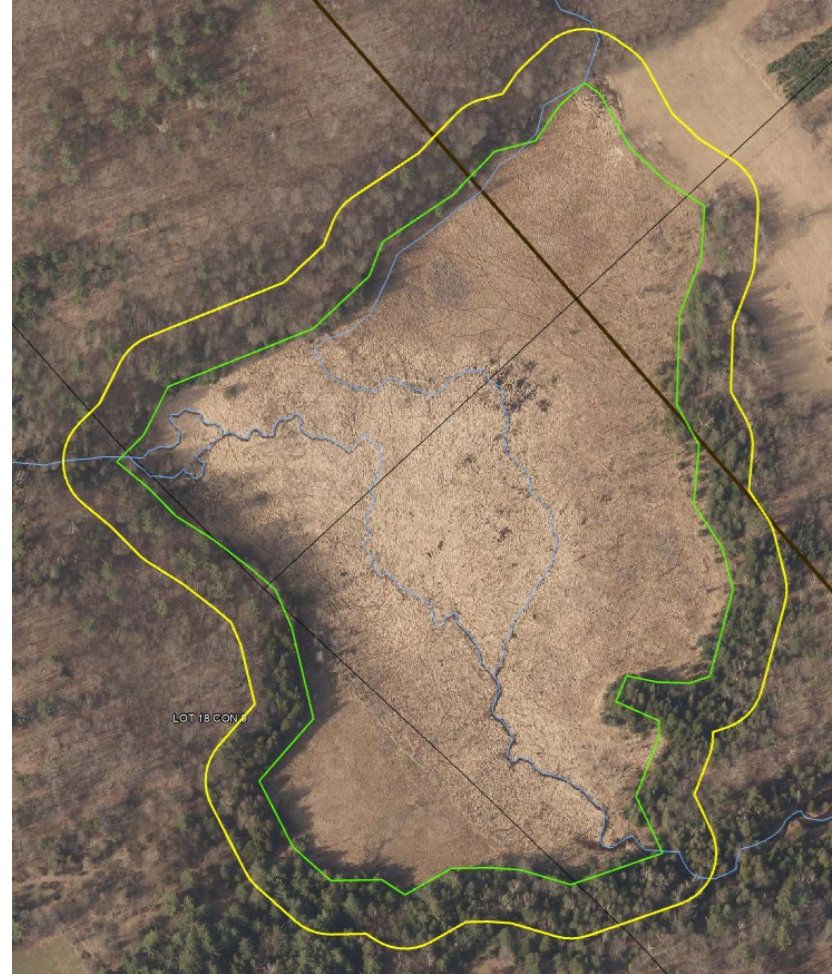
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# Wetlands

MVCA regulates Provincially Significant Wetlands and all other wetlands meeting the definition

Wetlands are defined as:  
greater than 0.5 ha in size and  
having a surface water  
connection

Protection of wetlands is the  
feature plus a 30m setback



# Wetlands

Development within wetlands is generally not permitted

Encroachment into the regulatory setback maybe permitted in some circumstances

Generally looking to ensure that the function of the feature is not negatively impacted



# Closing

MVCA is committed to work with all parties to find a solution

MVCA strives to ensure a balanced approach between development and natural hazards

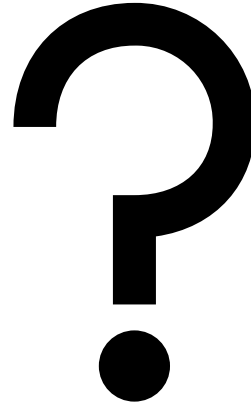
MVCA is a partner in the development process



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# Questions



**Thank you!**

Ben Dopson

[bdopson@mvc.on.ca](mailto:bdopson@mvc.on.ca)



# Economic Development Task Force Minutes

10:00 AM - Tuesday, May 19, 2026  
Council Chambers

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**Present:** Deputy Mayor Roy Huetl (Acting Chair); Cyndy Bonello; Paul Thiel; Dan Vaillancourt and Betty Hunter

**Absent with Regret:** Councillor John Inglis (Chair)

**Also Present:** Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Alyssa Borger, Economic and Community Development Student and Lori Newman (Secretary)

## 1. Call to Order

The meeting was called to order by the Chair at 10:00 a.m.  
The EDTF welcomed back Alyssa Borger, Economic and Community Development Student.

## 2. Traditional Land Acknowledgement

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

None.

## 4. Economic Development Task Force Notes

- a) Notes of the April 20, 2026 EDTF Meeting as approved via email and were received for information at the May 21, 2026 Regular Meeting of Council.

## 5. Business Arising

- a) Youth Entrepreneurship Initiatives, Incentive & Retention Programs

Councillor Mike Hage presented an overview of the Administrative Report for Youth Entrepreneurship Initiatives, Incentive & Retention Programs that was presented to Council on March 20, 2026.

*"Keeping Young Talent in North Frontenac*

*A low-cost, high-impact strategy to retain youth, seed entrepreneurship, and grow our local economy from within.*

*Prepared by Councillor Mike Hage — May 2026*

*The problem: North Frontenac is losing young people to urban centres — shrinking our tax base, depleting our labour pool, and weakening community vitality. The cost of inaction*

*compounds every year.*

#### **FOUR PILLARS OF THE PROGRAM**

*1. Startup Micro-Grants Up to \$500 for entrepreneurs aged 18-25 with a viable business plan, only for residents with financial projections.*

*\$5K CIP reallocation*

*10 grants/yr*

*2. Co-Working Space*

*Affordable desks, internet, and meeting rooms at Clar-Mill Hall &/or Barrie Hall.*

*Professional workspace without urban overhead.*

*\$50-100/mo 5-10 workstations*

*3. Mentorship Network*

*5-10 volunteer mentors from the local business community, matched to young entrepreneurs by industry &/or interest.*

*Zero cost - annual recognition event*

*4. Tax Abatement*

*Up to 50% property tax reduction for years 1-5 for new youth-led businesses that create atleast 2 full time positions.*

*Self-funding - tied to job creation*

#### **PILOT YEAR & VISION**

*3 startup grants awarded*

*1 co-working space launched in one of the halls*

*5 mentor matches established*

*Results reported to Council at 12 months*

*Scale or adjust based on outcomes*

*Young people don't leave communities that invest in them. They leave communities that give them no reason to stay."*

The EDTF discussed ideas to adjust/expand the idea and also advised that a Municipality cannot offer reductions under the Municipal Act. The EDTF will continue to discuss at the next EDTF meeting and will invite Frontenac Business Services to attend and present to the EDTF, as there may already be programs out there that relate to youth entrepreneurship.

#### **b) Work Plan**

##### **1. Increased number of business startups and expansions**

###### **a. Welcome Package – Bonello -**

Cyndy Bonello reported that there is a sufficient stock of updated Welcome packages. The MCD advised that Alyssa Borger, Economic and Community Development Student has sent requests to additional Township businesses to see if they have any marketing materials they would like to be included in the packages.

b. Business Dinner & Forum (April 17, 2026) – Vaillancourt, Huetl, Hunter -  
The Business Dinner and Forum working group advised that they will plan to do a dinner again in 2027. They also advised that they received a Thank You letter from the Tinker Sisters.

c. Business Profiles –Thiel -  
Paul Thiel reported that he is working on a Business Profile for Nine North Golf – the new owners of Hunters Creek Golf Course in Cloyne. The MCD reminded the EDTF that Alyssa will be available to complete some Business Profiles in the upcoming months as well. Alyssa and Paul will discuss this further to create a list of potential businesses to Profile.

d. National Tradesman Day Breakfast (Sept) – MCD -  
The MCD advised the EDTF that planning for this event will not begin until August 2026.

e. Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD -  
The MCD advised the EDTF that Council approved the proposed amendments to the Township’s Community Improvement Plan that was presented to Council at the May 1, 2026 Council Meeting and that the appeal period will end May 21st, 2026.

f. Bi-annual Business Owners Workshop Meetings (June 10, 2026 7pm-9pm) – Bonello, Vaillancourt -  
Cyndy Bonello and Dan Vaillancourt advised that the first Bi-annual Business Owners Workshop Meeting details have been finalized and is scheduled for Wednesday, June 10, 2026 from 7:00 p.m. to 9:00 p.m. at the Barrie Community Hall in Cloyne. Dan requested that the MCD book the hall for set up beginning at 4:00 p.m. on June 10th.  
The MCD reported that invitations have been sent out to the businesses however no RSVP’s have been received as of yet. The working group requested that the MCD place an advertisement in the Frontenac News as soon as possible.

## 2. Increased Tourism

a. Attend Two (2) Tradeshows – Bonello, Thiel, Hunter -  
The working group will submit a debrief of the April 25 & 26, 2026 Outdoor and Adventure Travel Show in Ottawa at the next EDTF meeting. Cyndy reported that it was a very successful event and they had many visitors to their booth.

b. SummerFest (July 18, 2026 11-4) – Bonello, Inglis, Vaillancourt -  
The sub-committee reported that preparations are moving along great for the 2026 SummerFest. There are currently 27 vendors, a band and the Beavertails truck committed so far. The MCD advised that the covered rink construction should be substantially completed before the Summerfest event and likely will be able to be used.

c. WinterFest (February) – Bonello, Inglis, Hunter -  
The WinterFest sub-committee advised the EDTF that planning for this event will not begin until 2027.

d. ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello -

Roy Heutl reported that there are no updates regarding this initiative. He did relay that the Ompah Spring Ride was very successful and that The Ottawa Valley ATV Club plans to host a Ompah Fall Ride as well. More information will be provided closer to the date.

e. Advertising Initiatives to improve visitors coming to North Frontenac - The MCD advised the EDTF that the 2026 Economic Community Development Student, Alyssa Borger, will be working on completing the 2026 Visitor Guide, Stargazing brochures, Maps of campsites and hiking trails and will create new QR codes after the new Township website launches.

## 6. New Business

None.

## 7. Adjournment

a) Meeting adjourned at 10:53 a.m.

NOTE : The next meeting of the EDTF will take place on Monday, June 15, 2026 at 10:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

### Recommendations to Council

**Be It Resolved That** Council receives for information the May 19, 2026 Notes of the Economic Development Task Force (EDTF).

Received by Council on June 11, 2026.

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Councillor John Inglis, Chair



## Council Portfolios

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

### Mayor Gerry Lichty

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

### Councillor Wayne Good – Ward 1

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

### Councillor Mike Hage – Ward 1

<b>Portfolio:</b> Lakelands Family Health Team	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>• Council Liaison</li> </ul>
<b>Portfolio:</b> Lake Associations – Ward 1 Lakes	<b>Responsibility:</b> <ul style="list-style-type: none"> <li>• Council Liaison</li> </ul>

### **Deputy Mayor Roy Huetl – Ward 2**

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

### **Councillor Vernon Hermer – Ward 2**

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

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

### **Councillor John Inglis – Ward 3**

**Portfolio:**  
Lake Associations – Ward 3 Lakes

**Responsibility:**

- Council Liaison

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

**By-law #2026- 35**

**Being a By-law to deem Lot 308 on Plan 1045, in the geographic Township of Barrie, Township of North Frontenac, not to be a registered plan of subdivision for the purposes of Section 50(3) of the Planning Act**

**Whereas** Section 50(4) of the Planning Act, R.S.O. 1990 Chapter P.13 as amended authorizes a local Municipality by by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, to be deemed not to be a registered plan of subdivision for the purposes of Section 50(3) of the Planning Act; R.S.O. 1990, c. P.13 as amended;

**And Whereas** Plan 1045, in the geographic Township of Barrie, Township of North Frontenac was registered on June 2, 1960, and has been registered as a plan of subdivision in the Registry Office for the County of Frontenac for eight (8) years or more;

**And Whereas** Council passed By-law #2026-08 being a By-law to close, stop-up and sell a part of the 66' Original Road Allowance described as Part 1 on Plan 13R-14741;

**And Whereas** to ensure the Road Allowance merges with the property described as Lot 308, Plan 1045 Council deems it expedient to pass a Deeming By-law;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac hereby enacts as follows:

1. **That** the lands described in Schedule 'A' attached hereto, which forms part of this By-law, is hereby deemed not to be a Lot on a Registered Plan of Subdivision for the purposes of Section 50(3) of the Planning Act, R.S.O. 1990, c. P.13 as amended.
2. **That** all resolutions, By-laws or parts of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed;
3. **That** this By-Law shall come into full force and take effect upon registration in the Registry Office, subject to the provisions of Section 50(26), (28) and (29) of the Planning Act, R.S.O. 1990, c. P.13 as amended.

**Read** a first and second time this 11<sup>th</sup> day of June, 2026.

**Read** a third time and passed this 11<sup>th</sup> day of June, 2026.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk

## **Schedule A**

Firstly: LT 308, PL 1045; S/T FR148958; Barrie  
Being PIN 36178-0067

Secondly: Part of the Shore Road Allowance abutting Kashwakamak Lake and  
Adjoining Lot 308, Plan 1045, Part 1 13R14741 Barrie, Township of North Frontenac  
Being PIN 36178-1080

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

**By-law # 2026-36**

**Being a By-law to adopt a Policy to Govern the Purchasing of Goods and Services by the Township of North Frontenac; and to Repeal By-law #94-16, #100-19, #47-22 and #2026-29**

**Whereas** Section 5 of the *Municipal Act*, S.O. 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise;

**And Whereas** Section 270(1) of the *Municipal Act*, S.O. 2001, as amended, states that a municipality and a local board shall adopt and maintain Policies with respect to its procurement of goods and services;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. That the Procurement Policy attached hereto as Schedule "A" of this By-law is hereby adopted by Council.
2. That Schedule "A" attached hereto shall be read with and form part of this By-Law.

**And That** By-laws #94-16, #100-19, #47-22 and #2026-29 are hereby repealed;

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

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

**Read** a first and second time **June 11, 2026.**

**Read** a third time and finally passed this **June 11, 2026.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**



# Procurement Policy

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# 1 Short Title, Policy Statement, Purpose and Scope

## 1.1 Short Title

This By-law shall be known and may be cited as the “Procurement Policy”.

## 1.2 Policy Statement

Pursuant to Section 270 (1) of the Municipal Act, the Municipality is required to adopt policies with respect to the Procurement of Goods and Services. The purpose and objective of the Policy is to define the approach to be used by the Municipality for the Procurement of Goods and Services. This includes the nature of Procurement activities to be undertaken and the levels of authority assigned to Municipal staff and Council for the initiation and approval of Procurements.

## 1.3 Purpose

This Policy establishes the rules governing the Procurement of Goods and Services in order to:

- ensure openness, fairness, accountability and transparency while protecting the financial best interests of the Township of North Frontenac;
- set out guidelines for the Municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality, service, product delivery, efficiency and effectiveness;
- adhere to the highest standards of ethical conduct and to avoid conflicts between the interests of the Township and those of the Township's employees and elected officials;
- ensure compliance with applicable trade agreements, laws and regulations; and
- encourage due regard for the preservation of the natural environment.

## 1.4 Scope

1.4.1 This Policy applies to the Procurement of all Goods and Services, except those items set out within Schedule “B”.

1.4.2 This Policy applies to all departments, committees and volunteers within the Township.

1.4.3 This Policy applies to the disposal of Township assets, except artifacts and real property including land, buildings, leasehold interests, easements, encroachments, licenses and rentals.

1.4.4 The following schedules are attached to form part of the Policy;

- Schedule A - Table of Standard Procurement Process and Approval Authority by Dollar Threshold
- Schedule B - Exclusions
- Schedule C - Approvals
- Schedule D - Administering Irregularities in Bid Opening

## 2 Interpretation and Definitions

### 2.1 Headings

The division of this Policy into parts and the insertion of headings are for convenient reference only and must not affect the interpretation of the By-law.

### 2.2 References to Applicable Laws

All references to applicable policies, By-laws, statutes and regulations apply as amended, revised or replaced from time to time.

### 2.3 Definitions

For the purposes of this Policy, unless a contrary intention appears:

**“Approved Budget”** means the annual operating and capital budget adopted by Council;

**“Authorized”** in relation to a Person, means authorized by this Policy to act on behalf of the Township of North Frontenac to: (i) initiate Bid Requests and other forms of Procurement activities; (ii) govern the conduct of a Bid Request; and (iii) make an Award;

**“Bid”** means an offer or submission in response to a Solicitation Document;

**“Bid Documents”** means the documents issued by the Township of North Frontenac in connection with a Bid Request;

**“CAO”** means the Chief Administrative Officer of the Township, where the designation of CAO appears throughout this document, it will hereinafter mean CAO or CAO back-up in the absence of the CAO;

**“Contract”** means a commitment by the Township for the Procurement of Goods and Services from a Supplier which may be evidenced by a;

- Solicitation Document;
- Agreement executed by the Supplier and the Township; or
- Purchase Order issued to the Supplier by the Township.

**"Cooperative Procurement"** means the purchase of Goods or Services with other Municipalities and/or Government agencies to leverage their collective purchasing power.

**"Council"** means the Council of the Township of North Frontenac;

**"Electronic Tendering System"** means a world wide web or Internet based system that is used by purchasers of Goods and Services to submit Bid Requests;

**"Emergency"** means a situation, or the threat of an impending situation, which, affect the environment, the life, safety, health or welfare of the public, or the property of the residents of the Township;

**"Goods and Services"** includes but is not limited to Goods, Services, Construction and Consulting services;

**"HST"** means harmonized sales tax;

**"Legislation"** means all applicable Laws, Regulations, By-laws, Policies and Trade treaties/agreements;

**"Municipal Act"** means Municipal Act 2001, S.O. 2001, c.25, as amended;

**"OPSS"** means the "Ontario Provincial Standard Specifications";

**"Person"** includes individuals, corporations, partnerships, firms and trusts and may include Council;

**"Policy"** means this Procurement Policy;

**"Proposal"** means an offer to supply Goods and Services on which end results are outlined but no detailed Specifications were given to the Bidders as to the Goods and Services or how the work is to be performed, presented through a publicly advertised Request for Proposal;

**"Purchasing card"** is a type of corporate credit card that helps to simplify the purchasing activities for low-cost items. Purchasing cards are assigned to a specific employee or department.

**"Purchase Order" or "PO"** means a written offer from the Township of North Frontenac to Purchase Goods and Services;

**"Quotation"** means an offer to sell Goods or provide Services obtained from selected sources of supply to provide stipulated Goods and/or Services at a particular price and with specified terms or conditions. Quotations may be received by mail, e-mail, in office/person;

**"Request for Proposals" or "RFP"** means a request for Bids comprised of a technical and financial proposal that involves an evaluation of the elements in the technical process as well as prices;

**"Request for Quotation" or "RFQ"** means a request to a select class of Vendors for prices on specified Goods and Services;

**“Request for Tender”** or “RFT” means a request for Bids comprised of proposed prices for, Goods and Services from Vendors (where the Goods and Services are specified in the RFT);

**“Single Source”** means the process of procuring of Goods and Services from a particular Vendor without the utilization of a Bid Request issued to other potential Vendors;

**“Supplier”** means a person carrying on the business of providing Goods and Services, Construction or Consulting Services;

**“Tender”** means a sealed Bid that contains an offer in writing to execute some specified Services or to supply certain specified Goods for a certain price provided in response to a publicly advertised Request for Tender;

**“Total Acquisition Cost (TAC)”** means the Township of North Frontenac’s estimate of the amount of a particular Contract plus any applicable Federal and Provincial taxes, less any applicable rebates;

**“Township”** means The Corporation of the Township of North Frontenac;

**“Treasurer”** means the Treasurer of the Township of North Frontenac, where the designation of Treasurer appears throughout this document, it will hereinafter mean Treasurer or Deputy-Treasurer; and

**“Vendor”** means any Person supplying Goods and Services to the Township of North Frontenac.

### 3 Authority and Responsibility

#### 3.1 General

Specific responsibilities pertaining to all stages of a Procurement process, from the initial identification of requirements through to the management of Contracts with Suppliers, are detailed in this By-law and the Township's Procurement procedures. In addition to those specific responsibilities, the general roles and responsibilities of the Township's elected officials and employees are set out below.

#### 3.2 Council

In accordance with best practices in Municipal Procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Township's Procurement operations as follows:

- It is the role of Council to establish Policy and to approve expenditures through the Township's budget approval process. Through this By-law, Council delegates to the Township's employees the authority to incur

expenditures under approved budgets through the acquisition of Goods and Services under the rules and processes set out in this By-law.

- To avoid the potential appearance of bias or political influence in Procurement Contract award decisions, members of Council will have no involvement in competitive Procurement processes.

### **3.3 Chief Administrative Officer (CAO)**

The CAO is the officer with the responsibility and authority for exercising general control over the activities contemplated by this Policy, including ensuring Department Managers, employees, and any and all other persons conducting Procurements and/or disposing of surplus assets comply with the requirements of this Policy.

### **3.4 Treasurer**

It is the role of the Treasurer to oversee the Procurement process for the Township and provide support to ensure the goals and objectives of this By-law are met. In fulfilling this role, the Treasurer is responsible for:

- establishing administrative procedures and policies for the implementation of this By-law;
- ensuring compliance with this By-law and reporting noncompliance, in writing, to the appropriate Department Manager and/or the CAO where warranted; and
- to keep abreast of Legislative changes that may impact the Township's Procurement processes.

### **3.5 Department Manager**

It is the role of the Department Manager to ensure that the requirements for Goods and Services are met under the goals and objectives of this By-law. In fulfilling this role, the Department Managers are responsible for:

- exercising their approval authority for all Procurement activity within the prescribed limits of this By-law;
- ensuring that all Procurement activities and decisions are authorized by this By-law and are carried out under the Township's Procurement procedures; and
- monitoring all Contract expenditures to ensure compliance with financial limits.

## 4 Conduct and Conflicts of Interest

### 4.1 Council and Township Employees

4.1.1 The Township's Procurement activities must be conducted with integrity to maintain the public's trust. All Procurement activities undertaken by the Township must be conducted under all Policies and Statutes including;

- the Township's Code of Conduct for Employees as it pertains to purchasing on behalf of the Township, as applicable. This Code of Conduct is also applicable to volunteers, where directed; and
- the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as applicable

4.1.2 Where a Person with the ability to influence or otherwise affect the outcome of a decision to Award a Contract or to select a Bidder, either on his or her own behalf, or while acting for, by, with or through another Person, has any Pecuniary interest in the subject matter of such Contact or Bid Request, that Person:

- Shall immediately declare any real or perceived Conflict of Interest to the Authorized Person and shall describe the general nature thereof, provided that:
  - In the case where a Manager is the Authorized Person and such Manager has a Conflict of Interest, the Manager will disclose his or her Conflict of Interest to the CAO. The CAO shall then make such directions and take such steps as are necessary to ensure that the provisions of this Policy are adhered to;
  - In the case where the CAO is the Authorized Person and also has a Conflict of Interest, the CAO shall disclose his or her Conflict of Interest to CAO Back-up. CAO Back-up shall then make such directions and take such steps as are necessary to ensure that the provisions of this Policy are adhered to;
  - shall not take part in any deliberations regarding the Award of the Contract including any vote in relation there to; and
  - shall not attempt in any way to influence the Award of the Contract.

4.1.3 An Employee/Council has a Conflict of Interest, they must immediately declare to their Manager, any real or perceived Conflict of Interest if any of the following situations occur:

- interacting with, managing, supervising or overseeing the work of family members (spouse, domestic/common-law partner, child, parent, sibling) and/or former employees of the Township and/or anyone with whom they have a close personal relationship or have a personal interest with who are working for suppliers in any capacity;
- a Shareholder in, or a Director or Senior Officer of a Corporation that does not offer its securities to the public that has any interest in the Contract; or
- Is a member of an incorporated Association or Partnership, that has any interest in the Contract.

## 4.2 Suppliers

4.2.1 All participants in the Procurement process, including any Suppliers acting on the Township's behalf, must declare any perceived, possible or actual conflicts of interest.

4.2.2 Illegal or unethical bidding practices include:

- bid-rigging, price-fixing, bribery, collusion or other behaviors or practices prohibited by Federal or Provincial statutes;
- attempting to gain favor or advantage by offering gifts or incentives to Township employees, members of Council or any other representative of the Township;
- lobbying members of Council or Township employees or engaging in any prohibited communications during a Procurement process;
- submitting inaccurate or misleading information in response to a Procurement opportunity;
- engaging in any other activity that compromises the Township's ability to run a fair Procurement process; and
- the Township, where appropriate, will report suspected case of collusion or other bid-rigging offences under the *Competition Act*, R.S.C., 1985, c. C-34 to the Competition Bureau or to other relevant authorities.

4.2.3 In providing Goods and Services to the Township, Suppliers are expected to adhere to ethical business practices. This includes performing all Township Contracts in a professional and competent manner and under the terms and conditions of the Contract; and complying with all applicable laws, including safety and labour codes (both domestic and international as may be applicable).

No Invitational Competition or Open Competition will be awarded to any Supplier which has a claim, has threatened to or has instituted a legal proceeding against the Township or against which the Township has a claim or has instituted a legal proceeding with respect to any previous Contract, without approval of Council. For purposes of this provision, a legal proceeding includes an arbitration and/or a proceeding before the Ontario Land Tribunal.

## 5 General Provisions

The provisions of this Policy must be followed by all Persons who act on behalf of the Township in issuing and/or conducting a Bid Request and/or making an Award. Where an employee is involved in the Award of any Contract, either on his or her own behalf, or while acting for, by, with or through another person, has any Conflict of Interest, direct or indirect, in the Contract, the employee, shall follow the requirements in the document under Part 4 “Conduct and Conflict of Interest”.

If a Procurement situation arises that is not addressed by this Policy, the CAO may approve an alternate process on a case-by-case basis, provided the decision is documented, the rationale is recorded, and the process remains consistent with the principles of fairness, transparency and best value. Any deficiency will be addressed in future updates of the Procurement Policy.

### 5.1 Compliance with Legislation and Trade Agreements

5.1.1 All Procurement activities must comply with applicable Legislation, including but not limited to:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Broader Public Sector Accountability Act, 2010
- Construction Act
- Accessibility of Ontarians with Disabilities Act, 2005
- Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act

- Ontario Human Rights Code
- Buy Ontario Act

5.1.2 All Procurement activities must comply with applicable trade agreements, includes but not limited to:

- Canadian Free Trade Agreement (CFTA)
- Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)

If there is a conflict between this Policy and applicable Legislation or trade agreement obligations, the applicable Legislation or trade agreement prevails to the extent of the conflict.

## **5.2 Donations**

5.2.1 If a donation has been approved by Council Resolution for the purchase of a specific type of item, the item will be ordered by the Authorized Person and will be required to follow the appropriate Purchasing Method as laid out in this Policy. The Donor will then provide their donation amount as set out in the Resolution.

5.2.2 Exception for item purchased and paid for by the donor. This type of donation shall be approved by Council Resolution prior to accepting such donation.

5.2.3 To ensure compliance with the Township practices, policies and procedures, the authorized person shall provide Council with an Administrative Report prior to Council making a decision on any donations.

## **5.3 Operational Purchases**

5.3.1 Prior to the approval of the annual budget, operational purchases up to 50% of the value of the preceding years budget item may be made without Council approval. Council approval must be obtained if purchases are beyond the 50% limit and occurring before the approval of the annual Budget.

## 5.4 Procurement Value

5.4.1 The Procurement Value must be estimated to determine the appropriate Procurement method and to ensure compliance with the requirements of this Policy and any Legislative requirements.

5.4.2 Procurements of Contracts must not be subdivided, split or otherwise structured to reduce the Procurement Value or in any way to circumvent the requirements of this Policy.

## 5.5 Notification of Procurement Opportunities

5.5.1 Procurement opportunities for Goods and Services must be posted on the Township website and may be supplemented by other advertising methods selected by the Department Manager or required by Legislation, including newspapers, trade websites, electronic tendering systems or social media. Where possible, notices should be posted 3 to 6 weeks before the bid closing date.

## 6 Standard Procurement

Refer to Schedule A – Table of Standard Process and Approval Authority by Dollar Threshold.

Standard Procurement processes include direct Procurement, Informal Procurement, Invitational Competition and Open Competition, as applicable to the Procurement value and the nature of the requirement. Any negotiations following receipt of bids or proposals must be conducted only where permitted by the solicitation document and in accordance with applicable law and trade agreement obligations.

### 6.1 Request for Tender (RFT)

The Department Manager whose budget provides for the Procurement must be responsible for the preparation of Specifications for the RFT.

RFT criteria:

- cost is anticipated to be \$75,000.01 or greater;
- requirements can be fully defined;
- best value for the Municipality can be achieved by an award selection made on the basis of the lowest bid that meets all terms, conditions and specifications.

## **6.2 Request for Proposal (RFP)**

Where it is not possible to prepare precise specifications, or where otherwise appropriate, the Department Manager will issue a Request for Proposal, which will include evaluation criteria and weightings for the criteria such as, but not limited to, qualifications, experience, strategy, approach, methodology, facilities and equipment. The documentation must clearly distinguish those requirements that are deemed mandatory or non-mandatory and must clearly outline how these items will be evaluated. All Proposals received are scored in accordance with the pre-determined evaluation criteria.

RFP criteria:

- cost is anticipated to be \$75,000.01 or greater;
- requirement is best described in a general performance specification;
- innovation solutions are sought;
- to achieve best value, the award selection will be made on an evaluated point per item or other method involving a combination of mandatory and desirable requirements;
- award will be based on the highest score based on the evaluations criteria.

## **6.3 Expression of Interest**

An Expression of Interest (EOI) is an information-gathering process only and does not create any contractual rights or obligations. If the Township intends to limit a subsequent invitational Procurement to respondents to the EOI, that intention must be clearly stated in the EOI document.

## **6.4 Two-Envelope Procurement Process**

When acquiring Goods and Services and where an evaluation of experience and qualification is required, the Township may employ the Two Envelope Method and must only consider the financial envelope containing the prices of the Supplier if the technical envelope has permitted the Evaluation Committee to determine that the Supplier has the necessary technical and qualitative requirements to perform the project engagement. The Evaluation Committee may consist of the Treasurer, the Department Manager of the project, and the CAO or designate.

## **6.5 Council Approval Requirements**

Council approval is required for the following Procurements (Notwithstanding any other provision of this Policy):

- any Contract prescribed by statute to be made by Council

- any Procurements that are not compliant with the provisions of the Policy
- the project is not specifically identified within the Council approved budget and is over the approval amount as per the authorization charts in Schedule “C”; and/or
- any recommendations to amend the total value of a Contract where:
  - the amount of the amendment is equal to or more than the greater of 20% of original Procurement value or \$20,000; or
  - in the opinion of the Treasurer, funds are not available for the additional expenditure

## **6.6 Department Manager Over Budget Approval**

Where a Procurement has been authorized under this Policy, the Department Manager in consultation with the CAO may authorize additional expenditures under the Contract, including negotiated changes in scope where permitted, provided that:

- the additional amount does not exceed the lesser of \$20,000 or 20% of the original Contract value;
- sufficient funds are available within the approved budget; and
- where Reserve and Reserve Fund financing is being used, the Treasurer confirms that sufficient funding is available.

## **6.7 Vendors of Record (VOR)**

- 6.7.1 The VOR listing must consist of Vendors who have established an acceptable business relationship with the Township. The intent of a VOR listing is to avoid the Township absorbing the administrative costs of seeking multiple and repetitive quotes.
- 6.7.2 The Township may select the VOR process of Procurement if the Vendors are included on a Vendor of Record list. The VOR process may be used either directly to Procure Goods and Services (i.e. without further competition) or it may be used as the basis for a Bid Request.
- 6.7.3 The Treasurer can add Vendors to the list at any time upon recommendation by an Authorized Person and complete any necessary Credit Applications while maintaining purchase thresholds as determined through this Policy. Any Vendor can be removed from the VOR list at any time upon recommendation to the CAO by the Treasurer.

6.7.4 Annually, to encourage Vendors, Vendors will be provided with the opportunity to be included on the Vendor of Record list through an annual Contract work advertisement placed on the Township website and in the local newspaper.

6.7.5 A Vendor who is the successful bidder in a competitive process for the Township and who provides the contracted service consistent with the requirements of the Contract in a manner satisfactory to the Authorized Person will be added to the Vendor of Record list.

6.7.6 Testimonial letters shall not be issued by the Township.

## 7 Non-Standard Procurement

Suppliers of specialized Goods and Services (non-competitive Procurements).

Non-standard Procurement may be used only where one or more of the following circumstances applies:

- a standard Procurement process did not result in any compliant bids or proposals;
- the required Goods and Services are subject to an exclusive right, such as a patent, copyright or exclusive licence;
- market conditions have created a short supply of the required goods;
- an urgent Procurement is required to comply with a statutory order issued by a Federal or Provincial authority;
- the Procurement involves confidential or privileged matters, and an open competition could reasonably compromise the public interest;
- the Procurement is through a cooperative purchasing group and analysis demonstrates best value;
- interchangeability or interoperability with existing equipment, software, services or installations is required;
- Council has expressly authorized the Non-Standard Procurement; or
- an existing contact must be temporarily extended because unforeseeable circumstances delayed the issuance of a replacement solicitation.

### 7.1 Purchase of Used Fleet Equipment

When purchasing used fleet equipment, the Department Manager must obtain at least two quotes, and should obtain three quotes where feasible, to demonstrate best value in relation to the required specifications.

If the total expenditure for a single item exceeds \$75,000, the Department Manager must submit a report to Council before proceeding to market. The report must describe the intended purchase, the required specifications and the requested approval.

## **7.2 Cooperative Purchasing**

The Township may rely on the results of a recent competitive Procurement conducted by another Municipality or publicly funded agency, provided that:

- the Procurement was completed within the previous 365 days;
- the process was substantially consistent with the principles of this Policy;
- the Goods and Service are materially similar to the Township's requirements;
- the Department Manager determines that using the prior process is in the Township's best interest; and
- the originating agency is able to provide the evaluation results and supporting documentation.

## **7.3 Specialized Services (Non-Standard Procurement)**

7.3.1 Specialized service include: Banking, Audit, Legal, Employee Benefits, Insurance, Engineering and Planning Consulting.

7.3.2 These Services are recognized to require a combination of expertise, experience and knowledge of the Township's operations, policies and practices. Tendering for these Services will be considered on a multi-year (maximum of five-year cycle) basis.

7.3.3 Council may renew an arrangement for the provision of these services by resolution.

7.3.4 Approval authority levels are the same as Schedule A for values and approvals.

Authorized persons, in consultation with the CAO, may Award Contracts on a single source, non-competitive basis to suppliers of specialized Goods and Services who are on the Vendor of Record list for any purchases \$75,000 or less. The award of the Contract will be documented by the issuance of a Purchase Order.

## **7.4 Emergency Procurement**

Emergency Procurement may be used where an unforeseen situation creates an immediate need and there is insufficient time to use a standard Procurement process.

Emergency Procurement may be authorized only where necessary to address:

- an imminent or actual danger to the life, health or safety;
- an imminent or actual unexpected interruption of an essential public service;
- an imminent or actual risk to damage to real or personal property;
- a threat to the Township's interests; or
- an emergency within the meaning of the Emergency Management and Civil Protection Act.

#### 7.4.1 Authority for Emergency Purchases

Where an Emergency Purchase is required as described above and cannot be accommodated in the approved budget, on the recommendation of a Department Manager, the authority levels below must be used: CAO has the approval authority to issue a purchase for the requirements. When the Procurement Value of the Emergency acquisition exceeds \$75,000, the Department Manager must provide a report to Council as soon as practicable.

- any Department Manager may authorize Emergency Purchases having Total Acquisition Cost (TAC) of \$25,000 or less;
- for Emergency Purchases having a TAC of \$25,000.01 or greater and not exceeding \$75,000, Department Managers who have written approval of the CAO (or designate) to authorize the Emergency Purchase; and
- for Emergency Purchases having a TAC of \$75,000.01 or greater, only the Mayor (or designate) and CAO may authorize such a Purchase.

## 8 Bid Evaluation and Contract Management

### 8.1 Evaluation of bids

#### 8.1.1 Only One Bid Received

If only one Bid is received, the Township may proceed with the Procurement if the CAO determines that;

- the process was conducted fairly and transparently;
- that the submission offers best value;
- the opportunity was publicly or appropriately posted or issued in accordance with the Policy; and

- all potential suppliers had equal access to the same information at the same time.

If the CAO and Department Manager determine that additional bids could reasonably be obtained through re-issuance, or that the sole bid does not represent fair value, the Township may cancel the solicitation and re-issue it.

#### 8.1.2 Evaluation for Multiple Bids

The evaluation of Bids in any Competitive Process will involve the following sequence of activities:

- A review of the Bid documents to determine whether, on its face, it has met or appears to have met all mandatory requirements set out in the Solicitation Document. This does not preclude Treasurer and/or CAO or evaluators from subsequently determining that those mandatory requirements were not met, after reviewing Bids in details.
- The evaluation of Bids by evaluators according to any sequence of steps set out in the Solicitation Document.
- In the case of an RFP, each evaluator will independently evaluate all written bids against the criteria stated in the Solicitation Document and clearly document their evaluation using forms provided by the Treasurer. Thereafter, the evaluators may meet to review their evaluation and finalize results.
- For RFTs evaluations will be based solely on compliance with mandatory requirements and lowest price. RFTs shall not include qualitative evaluation criteria or scoring. Any technical or mandatory requirements will be assessed on a pass/fail basis as defined in the Tender document.
- Where pricing is evaluated solely by an objective formula, the Treasurer will determine the pricing score for each bid.
- Evaluators are to provide all evaluation records to the Treasurer for retention as part of the Procurement records.
- A minimum of 2 employees to complete the evaluation and the total scoring will be calculated based on the average of all evaluations.

## 8.2 Submission Irregularities

The process for administering irregularities must be as set out in Schedule "D".

## 8.3 Bid Deposits and Bonding Requirements

- 8.3.1 The Township may require bid security where it is determined that such security is necessary to protect the Township's financial, operational or legal interests.
- 8.3.2 Bid security and contract security requirements must be set out in the Procurement document and resulting Contract, and may include one or more of the following:
- Bid deposit
  - Bid Bond
  - Performance Bond
  - Labour and Material Bond
  - Maintenance Bond
  - Irrevocable Letter of Credit
  - Other security acceptable to the Township
- 8.3.3 All bonding requirements must be in a form satisfactory to the Township and issued by a surety licensed to operate in Ontario.
- 8.3.4 Bonding and thresholds are subject to the requirements under the Construction Act or any applicable legislation.
- 8.3.5 After the successful Bidder is determined, as well as any other bids to be retained, the Township will return the other bid deposits. Once a Contract is executed and signed by all parties, the Township will return the successful Bidder's deposit as well as any other bids held.
- 8.3.6 For those projects using the Ontario Provincial Standard Specifications (OPSS) based tender documents the value of the Bid Bond required will be consistent with the OPSS requirements or those under other Legislations (e.g. Construction Act).

#### **8.4 Insurance and Workers' Compensation Requirements**

Before work begins, the successful Bidder must provide evidence of insurance coverage satisfactory to the Treasurer. The coverage must indemnify the Township of North Frontenac against claims, demands, losses, costs or damages arising from the Contractor's performance of the Contract or any other risk identified by the Department Manager. The Township of North Frontenac must be named as an "additional insured". The Contractor must maintain the required insurance for the full Contract term and any applicable warranty period.

Before work begins, the Contractor must provide a valid Workplace Safety and Insurance Board clearance certificate confirming that all required premiums and

levies have been paid or confirmation from WSIB on letterhead that they have Independent Operator status.

## **8.5 Blanket Purchase Orders**

A Department Manager may establish Blanket Orders using the applicable bid mechanism (RFT or RFP) based upon the estimated annual expenditure. Blanket Orders may also be coordinated with other Municipal departments as applicable.

Blanket Orders must be issued for a specific period with all ordering departments responsible for maintaining purchases within Budget allocations.

## **8.6 Contractual Agreement**

8.6.1 Informal written Agreements/Purchase Orders will be issued for every Service Contract detailing pertinent contact information, details of the agreement and penalties if services are not performed accordingly.

8.6.2 Formal agreements must be entered into when the resulting Contract is complex and will contain terms and conditions other than standard contractual terms and conditions. The Agreement will be drawn up by the Township.

8.6.3 It must be the responsibility of the Department Manager, in consultation with the CAO and/or Treasurer, to determine if it is in the best interest of the Township to establish a formal agreement with the Supplier.

8.6.4 Where a formal agreement is required, the Agreement will be executed based on the approval thresholds established within this Policy.

## **9 Green Procurement**

The Township is committed to the purchase of Goods and Services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and Services, except where it is not practicable to do so.

All Department Managers, in conjunction with the CAO, are encouraged to seek additional ways of achieving the goal of being environmentally safe and responsible by thorough review of each Procurement process to ensure that, wherever possible and economically feasible, the Township's Solicitation Document includes specifications that reflect environmentally friendly attributes of the Goods and Services, except where it is not practicable to do so.

## **10 Protection of Confidential/Personal Information**

In situations where a Supplier may receive the Township's Confidential Information or any Personal Information as part of the provision of the Goods and Services the Township will ensure that the Solicitation Document and/or terms and conditions include requirements that the Supplier safeguards the Confidential Information and Personal Information.

## **11 Disposal of Surplus Assets**

The CAO and Treasurer, have the approval authority to sell, exchange, or otherwise dispose of Township assets declared as surplus or obsolete to the needs of the Township. The Treasurer may first offer the surplus assets to other Departments. Any surplus assets not required by other Departments and that are deemed by the Treasurer as having a residual value may be disposed of by any of the following Disposal methods:

- auction or solicitation;
- recycling;
- donation to a charity or non-profit organization, if authorized by Council resolution; or
- scrapping or destruction, if sale efforts are unsuccessful and recycling is unavailable or not feasible.

## **12 Incorporation of Accessibility Design, Criteria and Features**

Where required by Law, Suppliers must ensure that Persons who interact with the public on the Supplier's behalf, or who develop the Supplier's customer service policies, practices or procedures, receive appropriate accessibility training.

In accordance with the Integrated Accessibility Standards Regulation, the Township must consider accessibility criteria and features when procuring Goods and Services, except where it is not practicable to do so. If requested, the Township will provide an explanation where accessibility criteria or features were not incorporated.

## **13 By-law Administration**

In the event the provisions of this By-law are inconsistent with the provisions of the Municipal Act, its Regulations or any other Act, the provisions of the Act or Regulation must prevail.

Under this By-law and associated procedures, the CAO is authorized to make all decisions, save and except where Council is specifically identified in this By-law as the Approval Authority.

Council approval contemplated herein or any waiver of the requirements of this By-law must be approved by Council Resolution.

This By-law will be reviewed every five (5) years, or such earlier date as the CAO, Treasurer or Council may deem it appropriate to evaluate its effectiveness.

It is hereby declared that each and every one of the foregoing sections, subsections and appendices of this By-law is severable and that, if any provisions of this By-law should for any reason be declared invalid by any court, it is the intention and desire of Council that each and every one of the remaining provisions hereof must remain in full force and effect.

Notwithstanding its repeal, any purchases begun but not yet completed by the effective date of this By-law must be completed under the terms of the previous Purchasing By-law as if it were still in effect.

## **14 Corporate Credit Card and Purchasing Cards**

Corporate credit cards have been issued to the CAO and the CAO Back-up as the authorized cardholders for the Township with each maximum credit/purchase limits of \$50,000 each.

Purchasing Cards will be virtual only. The CAO and/or Treasurer will oversee the Townships Purchasing Card Program. The Treasurer may delegate staff within the Township to perform necessary functions, including guidance to Purchasing Cardholders.

No Township employee must use a Purchasing Card to purchase deliverables unless appointed and authorized by the Treasurer. The Treasurer is ultimately responsible for ensuring that purchases with their service area comply with the applicable By-laws and policies.

Purchasing Cards will be issued for the following:

- re-occurring monthly charges on the Credit Card;
- \$5,000 to each Department Manager; or
- to employees for training/conferences for a set amount determined by the CAO or Treasurer and for a set period of time.

## Schedule A – Process & Approval by Dollar Threshold

Table of Standard Procurement Process and Approval Authority by Dollar Threshold

### Standard Procurement Process and Approval Authority

<b>Procurement Value</b>	<b>Direct Procurement</b>	<b>Procedure</b>	<b>Purchase Order or Agreement</b>	<b>Approval Authority</b>
\$1 to \$25,000	Direct Purchase	Comparison pricing must be obtained where possible	Purchase Order over \$5,000	Approved by Department Manager
\$25,000.01 to \$75,000	Written quotations	3 written quotes must be obtained (when possible)	Purchase order or Agreement	Approved by Department Manager
\$75,000.01 or greater	Request for Tender or Request for Proposal	Following Notification of Procurement Opportunities (Part 4 of Policy)	Purchase Order or Agreement	Approved by CAO

The dollar figures set out in the above thresholds include the non-refundable portion of HST and any other applicable costs (e.g. freight, installation, licencing fees, etc.). For multi-year Contract awards, the thresholds are determined based on the total value of the Contract and not the annual cost.

## Schedule B - Exceptions

### Goods and Services “Exempt” from Provisions of the Procurement Policy

**Note: All purchases must be approved as part of the Annual Budget process and/or with the provisions of this Policy before purchasing.**

1. Petty cash items
2. Training and education
  - a. Conferences
  - b. Courses
  - c. Conventions
  - d. Memberships
  - e. Seminars
  - f. Periodicals
  - g. Magazines
  - h. Staff training, development and workshops
  - i. Subscriptions
3. Employee expenses
  - a. Advances
  - b. Meal allowances
  - c. Travel and hotel accommodation
  - d. Entertainment
  - e. Miscellaneous – non-travel
4. Employer’s general expenses
  - a. Payroll deduction remittances
  - b. Licenses (vehicles, elevators, radios, etc.)
  - c. Debenture payments
  - d. Grants to agencies
  - e. Payments of Damages
  - f. Tax remittances
  - g. Insurance premiums
  - h. Postage
  - i. Charges to/from other Government or Crown Corporations
  - j. Employee income
  - k. Petty cash replenishment
5. Professional and Special Services
  - a. Committee fees
  - b. Witness fees
  - c. Honoraria
  - d. Arbitrators

- e. Mediators
  - f. Legal settlements
  - g. Contracts related to the provision of “controlled acts” by persons “governed by a health profession Act” as those expressions are used in the Regulated Health Professions Act, S.S. 1991, c18 as amended
  - h. Freight charges
6. Utilities
- a. Postage
  - b. Hydro
  - c. Telephone/cellular phones
  - d. Heating fuel
  - e. Emergency radio repairs
7. Advertising services required by the Township, on or in, but not limited to radio, television, newspaper and magazines
8. Bailiff or collection agencies

## Schedule C – Authorizations

### Procurement Authorizations

The following table must determine the identity of the Authorized Person in respect of a proposed Bid Request/ Agreements or Contracts

<b>Total Acquisition Cost</b>	<b>Authorized Person</b>
\$75,000 or less and included in the approved budget	Managers
\$75,000.01 or greater and included in the approved budget	Township CAO
\$75,000 or less and not included in the approved budget	Township CAO (Managers are to provide details to CAO before acquiring the expense for the CAO's consideration)
\$75,000.01 or greater and not included in the approved budget	Requires Council approval in advance to provide authorization to the CAO to proceed

## Schedule D – Bid Irregularities

### Administering Irregularities in Bid Opening

<b>Irregularity</b>	<b>Response</b>
Late Bids	Automatic rejection and not opened or read publicly
Unsealed Bid Envelope (where a sealed bid is required in the bid documents)	Automatic rejection
Bids written in pencil rather than typewriter or completed legibly in ink	Automatic rejection
Bids received on Tender Documents other than those provided by the Township	Automatic rejection
Corporate Seal or Authorized Signatory signature missing	Automatic rejection
Failure to provide bid securities as required by Tender Document	Automatic rejection
Documents in which addenda with financial implications have not been acknowledged	Automatic rejection
Bid requirements not completely met	Rejection depends on significance of bid requirements oversight.
Restricted or qualified bids	Rejection depends on significance of bid restrictions or qualification.
Bids containing clerical and/or arithmetical errors	An acknowledgement and correction by fax/email within 48 hours of notification, to be followed in letter form within 48 hours (2 business days) to correct and initial errors
Overwrites, strikethroughs or erasures of bidder's entries are not initialed	48 hours (2 business days) to initial from time of notification
All other irregularities	Depending on the significance of the irregularity, at the discretion of the Manager, in consultation with the CAO, the bid envelope will either be automatically rejected, 48 hours (2 business days) will be given to correct and initial, or the bid may be accepted with the irregularities

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

**By-law #2026-37**

**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 June 11, 2026**

**Whereas** Section 9 of the *Municipal Act, S.O.2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**And Whereas** Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2, subject to certain provisions;

**And Whereas** Section 5(3) of the *Municipal Act S.O. 2001, c.25* – A Municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**And Whereas** it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the June 11, 2026, Regular Council Meeting, be confirmed and adopted by by-law;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac hereby enacts as follows:

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Regular Council Meeting held June 11, 2026, be confirmed as actions for which The Corporation of the Township of North Frontenac has the capacity, rights, powers and privileges of a natural person;
2. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac at its Regular Council Meeting held June 11, 2026, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

**Read** a first and second time this 11<sup>th</sup> day of June, 2026.

**Read** a third time and finally passed this 11<sup>th</sup> day of June, 2026.

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Gerry Lichty, Mayor

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Tara Mieske, Clerk