1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

4. **PRESENTATIONS**
   a) Megan Ruekwald, Community Planner, County of Frontenac re: Update on the Township’s Official Plan.

5. **DELEGATIONS**
   a) Brenda Martin, Clarendon and Miller Community Archives re: Township Community Grant 2017 Update.

6. **ADOPTION OF MINUTES**
   a) Minutes of a Regular Meeting of Council dated July 21, 2017;
   b) Minutes of a Personnel and Audit Committee Meeting dated August 8, 2017.

7. **BUSINESS ARISING OUT OF THE MINUTES**
   a) Resolution #339-17 re: Mayor’s letter of clarification on Self-Sustaining Communities submitted to the Frontenac News;
   b) Resolution #334-17 re: Ministry of Municipal Affairs and Housing Bill 68 Overview – Response to Council Member’s Questions.

8. **COMMUNICATIONS – Clerk’s Administrative Report**

9. **COUNCIL, CAO AND MANAGERS’ ADMINISTRATIVE REPORTS**
   a) Public Works Manager – 2016 OSIM Bridge and Culvert Inspections;
   b) Public Works Manager – Ontario Community Infrastructure Funs – Top-Up Application funding;
   c) Public Works Manager – Speed Limits Brule Lake Road/Sunday Lake Drive/Austris Road Review per Resolution #298-17;
   d) Public Works Manager – Re-use Facility Update;
   e) Public Works Manager – 2017 2nd Quarter – Monthly Comparison of Bags of Household Waste to Bags of Blue Box Recycling;
   f) Clerk/Planning Manager – Licence of Occupation - Cloyne and District Historical Society – Revised;
   g) Clerk/Planning Manager – Shore Road Allowance Closure and Sale – Kempenaar;

   Council Agenda – Regular Meeting
   August 11, 2017
   Page 1 of 2
10. EXTERNAL COMMITTEES/LOCAL BOARDS/TASK FORCE NOTES AND REPORTS (Received for information only)
a) Economic Development Task Force Notes dated July 19, 2017 and Recommendations:
   i. Expense of $1,000 for the EDTF to host a Business over Breakfast Meeting; and
   ii. Ideas and costs regarding a potential event in Spring 2018 involving a motivational speaker to attend and provide an evening of fun and relaxation for local businesses;
b) CPAC Sub-Committee Notes dated July 10, 2017;

11. BILLS AND ACCOUNTS
   a) Vouchers received for information.

12. GIVING NOTICE OF A 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 PORTFOLIOS (Verbal Reports)

15. INTRODUCTION AND READING OF BY-LAWS
   a) #75-17 – Road/Lane Renaming – Amending #07-2003;
   b) #76-17 - Licence of Occupation with the Cloyne and District Historical Society – Repeal By-law #59-17;
   c) #77-17 – Road Closing – Kempenaar;
   d) #78-17 – Indemnity Agreement with Hollingshead for Minor Variance Application;
   e) #79-17 – Development Agreement – McCullagh;
   f) #80-17 – Speed Limit By-law – Repeal By-law #130-15.

16. PUBLIC FORUM (If the Council Meeting is completed in less than three (3) consecutive hours, the Mayor shall invite questions from the gallery, provided question is pertinent to today’s agenda items only.

17. CLOSED SESSION

18. RISE AND REPORT

19. CONFIRMING BY-LAW
   a) #81-17 – Confirming By-law for the August 11, 2017 Regular Meeting of Council.

20. ADJOURNMENT
Recommendation Report

To: Mayor and Members of Council
Prepared by: Megan Rueckwald, Community Planner
Reviewed by: Joe Gallivan, Director of Planning and Economic Development
Date of meeting: August 11, 2017
Re: Township of North Frontenac Adopted Official Plan - Revisions

Recommendation

Whereas the County Planning Advisory Committee and staff considered all public and agency comments that were received on the proposed Official Plan and made revisions accordingly;

Whereas the Planning Advisory Committee reviewed and supported approval of the new Township of North Frontenac Official Plan at their meeting on June 28, 2017; and

Whereas the new Official Plan meets the requirements pursuant to Section 17 of the Planning Act, has regard to matters of Provincial Interest, is consistent with the Provincial Policy Statement and conforms with the County of Frontenac Official Plan; now, therefore be it

Resolved that the Township of North Frontenac Council receive and review the modified documents for the Township of North Frontenac Official Plan;

And Further That the Council of the Township of North Frontenac endorse the revisions to the Township of North Frontenac Official Plan dated with revisions August 11, 2017, as attached.

Background

At the Council meeting on May 19, 2017, Township Council adopted the new Official Plan for the Township of North Frontenac. Following adoption of the Plan, the Plan was sent to the County of Frontenac, being the approval authority, for review and approval. County planning staff reviewed the Plan in detail and made modifications to the Plan and mapping based on comments received from commenting agencies and the public
as well as input received from Township Staff and Council. On June 28, 2017 the modified Plan was reviewed by the County Planning Advisory Committee and minor revisions were made. In addition, the Planning Advisory Committee supported the inclusion of the comments yet to be received from the Mississippi Valley Conservation Authority. At this meeting, the Planning Advisory Committee passed a resolution that County Council approve the Township of North Frontenac Official Plan at the upcoming meeting.

At the County Council meeting on July 19, 2017 a motion was passed to postpone the approval of the North Frontenac Official Plan. The motion read as follows:

**Postponed to the September 20, 2017 Council Meeting**

(See motion to Postpone below which was Carried)

**Motion to Postpone**

Motion #: 121-17

Moved By: Warden Vandewal

Seconded By: Councillor Doyle

**Be It Resolved That** the report of the Planning Advisory Committee, clause b) report 2017-088, Approval of the Township of North Frontenac Adopted Official Plan be postponed to the September 20, 2017 Council Meeting.

Carried

At the meeting, staff recommended that approval of the Plan be deferred in order for Township Council to review the revised Official Plan prior to approval. This will ensure transparency between the approval authority and the Township and provide the Township with the opportunity to endorse the revised Plan.

**Purpose**

The purpose of this report is to inform the Council of North Frontenac of modifications that have been made to the Plan since adoption of the Plan on May 19, 2017. The changes that have been made reflect comments received by the public and commenting agencies, revisions made by the Planning Advisory Committee, and input from Township Staff and Council. Minor revisions have also been made to the text to correct spelling and grammar errors and enhance readability. Formatting changes have been made to ensure the document is more accessible and formatted consistently.

**Revisions to the Plan**

The changes made to the adopted Plan are relatively minor in nature and highlighted in yellow in the Plan.

Generally, the revisions are as follows:

- Restricting logging in the Waterfront Area designation;
• Inclusion of comments received from Mississippi Valley Conservation Authority with respect to natural heritage policies;
• Policy clarification and rewording
• Updating existing map layers (ongoing);
• Minor spelling and grammatical areas; and
• Reformatting of the document (page numbers, titles, etc.).

Restricting Logging and Forestry in the Lakefront Development Area

Township Council passed a resolution at the June 9th, 2017 Council Meeting to restrict logging and forestry in the Lakefront Development Area. The resolution read as follows:

Moved by Councillor Martin, Seconded by Deputy Mayor Perry  #283-17

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Resident Comments Received on the Adopted Official Plan and to Repeal By-law #25-03 Adopting the Original Official Plan for the Township of North Frontenac”;

And That Council endorses the addition of a policy to restrict forestry and logging operations within the Waterfront Development Area in the new Official Plan and instructs the Clerk to provide a copy of this Resolution to the Director of Planning and Economic Development;

Carried

Planning staff have included a policy in Section 4.17 Forest Management and Related Uses to restrict logging in the Waterfront Area designation.

Inclusion of Comments from Mississippi Valley Conservation Authority

Mississippi Valley Conservation authority provided comments to the Township of North Frontenac on July 7, 2017. MVCA recognized how progressive the document is in regard to the protection and enhancement of the aquatic and terrestrial environment and provided a list of suggestions and comments. Planning staff have included the majority of these comments and suggested policy revisions provided as shown in yellow in the attached Official Plan. The letter prepared by Matt Craig, Manager of Planning and Regulations at MVCA is attached to this report.

Policy Clarification and Reworing – Planning Advisory Committee

The Planning Advisory Committee and Planning Staff made minor revisions to the adopted Plan for greater coherency and readability. Many changes were for readability such as the removal of redundant definitions in the text or subjections that had no text within them. Some revisions were for policy clarification such as the following that were amended at the Planning Advisory Committee meeting on June 28, 2017:
That Section 1.6.5 be amended to remove at the end of the paragraph the words, “but may decline to have a meeting if they refuse to adopt the amendment or the application is not deemed to be complete”; and further,

That Section 4.3.3 C - Conversion of Buildings to Live/Work Units clause vi) be amended to remove the words “a person directly” and replaced with “persons”.

Updating Existing Map Layers

New map layers provided by the Ministry of Natural Resources and Forestry were downloaded to the Frontenac County GIS from the Land Information Ontario Data Warehouse in early 2017. Updated layers include water bodies, ANSI, PSW, Organic Soils, Mineral Resources (Sand and Gravel), and Crown Land. These layers reflect the most up to date information in the Ministry of Natural Resources and Forestry databases and have resulted in some designation boundary adjustments. Endangered species and species at risk were removed from the Official Plan Schedule to reflect Provincial changes to exclude this information to better protect the species itself.

Councillor Martin advised that he was concerned with the Schedule for the Official Plan and inquired as to whether the mapping could be amended to reflect changes that had arisen from previous planning applications and studies. For instance, there is a Waste Disposal Site and influence area identified on the mapping near the proposed Ardoch Lake development. As part of the consultation for the proposed Ardoch Lake condominium development, planning staff received confirmation from MOECC that this designation is an error in the mapping and that no Waste Disposal Site is located at this location. County planning staff and GIS staff are continuing to work with Township staff to locate where these errors may be on the map and to correct these prior to approval of the Plan by County Council.

Now that the Official Plan Schedule has been digitized (previously was a PDF document), as applications come in and new information sent to GIS staff from the Ministry responsible for the mapping, the map layers may be updated in a more timely and accurate fashion.

Correction of Minor Errors and Reformatting

County planning staff reviewed the proposed changes to the Plan in detail prior to writing this report to ensure that all comments received had been incorporated and any changes required for additional review by the Committee were identified. Final edits were made by planning staff for minor revisions including formatting (e.g. correcting fonts, policy numbers, and sections with no text beside them). Township staff were consulted in the process to ensure that missing information was included when needed. Further, titles and approval systems were updated where required (e.g. Certificate of Approvals have been renamed to Environmental Compliance Approvals).
Comments/Conclusion

Overall, the new Official Plan meets the requirements pursuant to Section 17 of the Planning Act, has regard to matters of Provincial Interest, is consistent with the Provincial Policy Statement and conforms to the County of Frontenac Official Plan. The Plan is a collaborative effort between Township Council and Staff, the public, commenting agencies, and the County and reflects the community and future growth.
# Township of North Frontenac Official Plan

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1 Introduction

1.1 Introduction

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

1.1.2 Regard shall be had to all provisions and policies of this Plan and the Provincial Policy Statement in reviewing all types of planning applications (e.g. Official Plan Amendments, Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). It is the intent of Council that land use planning applications will conform to this Plan, and will be consistent with Provincial Plans and the Provincial Policy Statement.

1.2 Authority

The Official Plan of the Township of North Frontenac was prepared under the authority of Section 16 of the Planning Act, which states that:

"An Official Plan shall contain goals, objectives and policies established primarily to manage and direct physical change and the effects on the social, economic and natural environment of the Municipality" and "may contain a description of the measures and procedures proposed to attain the objectives of the Plan and procedures for informing and obtaining the views of the public in respect of a proposed amendment to the Official Plan or proposed revision of the Plan or in respect of a proposed Zoning By-law". Also, "the Council of a municipality may by by-law elect to follow the prescribed processes and develop materials prescribed for the preparation of an Official Plan".
1.3 Title and Components

1.3.1 This policy document shall be known as the "Official Plan for the Township of North Frontenac" and is hereinafter referenced as the Official Plan or the Plan.

1.3.2 The Official Plan consists of the following text and Schedules, which make up the Land Use Plan. The Land Use Plan establishes the pattern of development in general terms by dividing the Township into basic land use designations. The policies governing each of the designations are set out in Section 4 - Community Development – Land Use of the Plan.

1.3.3 Background statements, illustrations and any other information as set out in the appendices of this plan are provided for information purposes only and do not constitute a formal part of the Official Plan.

1.4 Interpretation

1.4.1 It is intended that the boundaries of the land use designations shown on the Land Use Schedules, be considered as approximate. Boundaries are to be considered absolute only where clearly bounded by roads, railways, rivers or streams or other geographical barriers. Amendments to the Official Plan will not be required in order to make minor adjustments to the boundaries of land use designations or features or other symbols nor to the location of roads, provided that in all cases, the general intent of the Plan is preserved. Such minor deviations may not be reflected on the Land Use Plan.

1.4.2 It is intended that all figures and numerical quantities herein shall be considered as approximate unless otherwise stated. Amendments to the Official Plan will not be required for any reasonable variance from any of the proposed figures.

1.4.3 Unless otherwise indicated in this Plan, it is intended that buildings, structures, uses etc. that are normally incidental, accessory or essential to a permitted use will also be allowed even though not specifically stated in the land use policies. (Example: home-based business accessory to a residential dwelling, administrative office accessory to a campground or retail business.).

1.4.4 Where examples of permitted uses are provided for in the land use policies of this Plan, it is intended to indicate the possible range of uses considered appropriate and not to be interpreted as all-encompassing unless otherwise stated as such. However, all uses shall be in conformity with the general intent and policies of the general land use designations of this Plan.
1.4.5 Where an Act or portion of an Act is referred to in this Plan, such references will be interpreted to include any subsequent legislation that may supersede the Act so named.

1.4.6 For the purposes of this Plan, development means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act; but does not include activities that create or maintain infrastructure authorized under the environmental assessment process or works subject to the Drainage Act.

1.4.7 This Plan utilizes words or terms defined in the Provincial Policy Statement of 2014 as well as other definitions. These definitions shall apply in the interpretation of the policies of this Plan and their application to development proposals and planning applications.

1.4.8 The indication of any proposed roads, infrastructure, and municipal services in the policy text or on the Land Use Plan Schedules will not be interpreted as a commitment by the Township to provide the features within a specified time frame. Minor adjustments to the location of these features do not require an amendment to the plan if the intent of the plan is maintained.

1.5 Agency Names and Responsibilities

1.5.1 From time to time, the names of various government or other agencies may change. In addition, responsibilities may shift from agency to agency. The names of the various agencies responsible for the many programs, regulations and approvals are given in this Plan as of the adoption date of this Plan. It is not intended that the Plan be amended each time a name change or change in responsibility occurs. Rather, this Plan shall be interpreted so as to refer to those agencies named, or to their successors, as conditions or circumstances dictate.

1.6 Planning Period, Review and Amendments

1.6.1 The Planning Period for this Official Plan is intended to be approximately 20 years (2017-2037). The Plan will be subject to a review not less frequently than once every five years pursuant to Section 26 of the Planning Act and will be revised to ensure that the Plan conforms to Provincial policies and is consistent with the Provincial Policy Statement in effect at that time. The first five year review began in 2007-2007 and was completed in 2012 and submitted to the Ministry of Municipal Affairs and Housing for approval. The County has since adopted a County Official Plan and the Ministry has transferred approval of Official Plans and Amendments to the County for approval. This 2017 amended Official Plan will be presented to Frontenac County Council for approval, once adopted by the North Frontenac Township Council.
1.6.2. The review shall not be deemed to prevent any person or applicant from making an application under Section 22 of the *Planning Act* to amend the Plan. Applications for Amendments to this Plan by the public or Amendments initiated by Council will be considered in accordance with the requirements of the *Planning Act*. Applications submitted by the public must be complete and where required by this Plan, include studies or reports to determine conformity with the policies of the Plan (see Section 6.9) to provide consistency with the Provincial Policy Statement and conformity with other Provincial plans.

1.6.3. Where the policies of this Plan require consultation, or where consultation is required under the *Planning Act*, the Township and/or the applicant shall consult with the Frontenac County Planning Department where the County Council is the approval authority, or other agencies where they are so named and with the First Nations, where applicable.

1.6.4. Where studies or assessments are required under this Plan, the Plan should be generally interpreted to mean that it is Council’s responsibility to ensure that they are consistent with the Provincial Policy Statement in effect at that time.

1.6.5. Council shall consult with the public for amendments to and reviews of this Plan. The consultation process shall include the provision of adequate information in a timely manner, as well as opportunities for members of the public, review agencies and other stakeholders to present their views to Council. Council will convene at least one public meeting in accordance with the *Planning Act* to consider an amendment to the Official Plan prior to adopting an amendment.

1.6.6. Amendments will be required for a change in a land use designation shown on the Land Use Plan Schedules or for changes in the policy or text of the Plan. An amendment will not be required for typographic changes, numbering or formatting the Plan, provided there is no substantive change to the policies.

### 1.7 How to Use This Plan

Readers of this plan are encouraged to begin their review at Section 2, which sets out the principles and vision for the future development of the Township. This will provide an understanding of the context for development. To determine how this Plan affects a specific property or area, the first step is to locate the parcel of land on the *Land Use Schedule* and to determine its land use designation(s). The specific land use policy(ies) relating to the designation(s) should then be reviewed. It is important to also review the General Development Policies in Section 3, Land Use Policies in Sections 4 and 5, and Implementation Policies in Section 6 of this Plan, as they affect the property.

For the purposes of setting out the Official Plan policies in an organized, easily
understood manner, this Plan has been divided into six (6) sections, as follows:

Section 1: Introduction
Section 2: Basis and Objectives of the Plan
Section 3: General Development Polices
Section 4: Community Development - Land Use
Section 5: Transportation
Section 6: The Tools of Implementation

For the convenience of the reader, all Federal and Provincial statutes referred to in this Plan are shown in *italics*. 
2  Basis of The Official Plan

2.1.  General

The purpose of this Plan is to guide and direct future growth in a logical and orderly manner, to protect existing development from the adverse effects, which may arise from incompatible development and redevelopment, and to ensure healthy and sustainable growth while encouraging economic development which will benefit all residents of the Township.

Only development that contributes to a healthy, environmentally friendly, prosperous and sustainable community will be encouraged. Environmentally friendly means the use of building materials, building methods or practices which minimize harm to the natural environment, which avoid injury or damage to property or plant or animal life or human life and wherever possible improve or enhance the ecological function of natural habitats.

2.2  Vision

North Frontenac is composed of a mainly natural environment. There are a number of hamlets, scattered rural development, and cottage waterfront development. This rural physical environment facilitates a healthy living style, with little to no pollution, providing a myriad of recreational choices for individuals, including hiking trails, swimming, walking, cross-country skiing, snowmobiling and ATVing, fishing and ice fishing, boating, water skiing, and camping in both commercial campgrounds and wilderness camping. North Frontenac Township is the first Municipality in Canada to receive the Dark Sky Preserve recognition from the Royal Astronomical Society of Canada, and Council’s goal is to protect this designation through lighting policies that reduce light pollution.

The Mission Statement of North Frontenac Council is to provide effective, efficient and sustainable delivery of services to its citizens.

The Vision Statement of North Frontenac Council is to preserve our unique and pristine natural environment to promote a strong, resilient rural community.

Council’s intent is to create a strong community identity that reflects the unique rural recreational character of the area; respects the principles of orderly, well managed growth and development; is adequately serviced; maintains (and preferably enhances) the quality of the natural environment and which provides for sustainable development. Sustainable development is described as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development is a process of managing change in which exploitation of
resources, the direction of investments, the orientation of technological development, and institutional change are all in harmony and enhance both current and future potential to ensure a balance between humans and the biophysical environment (i.e., fauna, flora, the air, water and soil). The Township’s vision embraces the concept of sustainable development through land use decisions that integrate human needs with the natural and built environment. Land use decisions will also include sustainable design measures for transportation, infrastructure, waste management, energy systems and the harvesting and use of natural resources. The vision intends to be adaptive to innovative design and human activities that support sustainability.

Council recognizes that the effects of climate change could alter how land is used in North Frontenac over the time period of this Plan. The impacts of climate change include:

- Changes in warm weather growing seasons;
- Unpredictable water levels in rivers and lakes and groundwater during droughts or floods;
- Greater stress on public infrastructure from extreme weather events;
- Heat stress and flooding impacts on vulnerable people; and
- Increased demand on emergency services and impacts on tourism and recreation.

Integrating climate change considerations into planning by protecting natural systems such as wetlands and their support systems (groundwater source areas) will reduce the effects of drought and extreme weather events, improve resilience, and protect carbon sequestration potential.

2.3 Objectives of the Plan

The following objectives reflect the general aspirations of the community and form the basis upon which the policies in this Plan are formulated. These objectives are not mutually exclusive but, rather, must be considered in relation to each other.

2.3.1. To develop a healthy diversified local economy, which provides for local employment opportunities and a balanced tax base between residential, commercial and industrial property classes. Appropriate commercial and industrial development will be encouraged in order to achieve this objective.
2.3.2. To promote efficient development patterns that optimize the use of land, resources and public investment, and to promote a strong liveable and healthy community that enhances social well-being and is economically and environmentally sound. Council will monitor and assess demographic trends in the Municipality and their impacts on community services or the potential benefits to the economic, social and cultural advancement of the community.

2.3.3. To provide for a diversity of active and passive recreation opportunities which reflect the range of lifestyle interests, ages, states of health and mobility of community residents.

2.3.4. To support and maintain a transportation system that promotes the safe and efficient movement of community residents, tourist traffic and goods, that minimize disruption to communities and the environment, that is integrated with the plans of other transportation authorities, and includes or encourages sustainable transport (e.g., car-pooling, cycling, and energy efficient vehicles). An appropriate hierarchy of roads will be established so that both the efficient movement of traffic and access to property can be achieved.

2.3.5. To provide for a low-density settlement pattern which can be efficiently serviced, but which will avoid densities that will require the need for piped municipal services. Development will be encouraged in locations where services (for example, snow plowing, school bussing, fire protection, ambulance service and waste disposal) are available or can be made available at a reasonable cost.

2.3.6. To provide for a variety of land uses which are appropriate and sustainable within a rural environment and to plan for new development which is sensitive to and preserves the unique feature, recreational character and amenities of the community and natural environment.

2.3.7. To provide for a range of housing types and densities, which meet the existing, and future needs of a largely rural demographic, as well as an aging population who wish to remain in their community. The provision of affordable housing in communities is now considered to be a Provincial interest in the Ontario Planning Act. As a result, the Provincial Government has now changed legislation to facilitate the creation of second units in a detached house; semi-detached house or row house if no building or structure ancillary (accessory structure) to the house contains a second residential unit; and further, to allow the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or row house if the house contains a single residential unit. This policy shall not apply to sleeping cabins or “bunkies” and accessory structures located on waterfront properties, as this could create an adverse effect on the lake quality.
2.3.8. To direct development away from lands with natural or human made hazards and/or physical limitations such as poor drainage, organic or contaminated soils, flood susceptibility, erosion or steep slopes.

2.3.9. To plan for new development, which is sensitive to and preserves the unique features, recreational character and amenities of the community and the natural environment. In recognizing the potential extraction of minerals and the concurrent need for sustainable development as a keystone principle of the Township’s vision, proponents of mineral mining operations will be required to propose and implement sustainable development practices in the design, development, operation and closure of any mineral mining operation.

2.3.10. In recognizing that the many water bodies located in the Township are a valuable natural resource and a focal point of residential and recreation activity, it is an objective to protect and enhance the water quality, shorelines and habitat areas and natural features of these lakes and rivers.

2.3.11. To encourage and foster sustainable forms of development and alternative energy systems, which conserve energy and water and provide for cost-effective delivery of Municipal services, while being consistent with sustaining economic viability, as expressed in the Township’s Strategic Plan and Goals (i.e. tourism)

2.3.12. To promote reducing, re-using and recycling of waste in the Township.

2.3.13. To provide for a partnership approach with the Province and First Nations communities in the planning, management, use and disposition of Crown Land within the Township. Also, to work cooperatively in the assumption and/or maintenance of facilities such as resource access roads, water access points, campsites, dams etc. and in providing for fire protection on public as well as private lands.

2.3.14. To preserve or provide for the wise stewardship of renewable and non-renewable natural resources of the area (e.g. forests, minerals, mineral aggregates, water). Wherever possible, the policies of the Plan are structured to balance the rights of property owners, the Crown and First Nations communities with management of these resources.

2.3.15. To provide for the identification and conservation of cultural heritage and archaeological resources, which reflect the historical legacy of Aboriginal and Pioneer settlements and to consult with Provincial authorities and First Nations Communities in the conservation and protection of significant built heritage resources, significant cultural heritage landscapes and significant archaeological resources.

2.3.16. To ensure that public service facilities are adequate and have the capacity to support further growth and development (e.g. schools, fire
and police services, social and medical, ambulance, air ambulance and leisure services). To provide for the ongoing maintenance, protection, and where necessary, the replacement of community, and Municipal Capital Assets and to sustain existing public service facilities. In this regard, Council will undertake an ongoing program of capital planning for the replacement of capital assets which have reached the end of their life cycle.

2.3.17. To encourage sustainable practices in the planning, design and development of the community through such measures as reducing energy consumption; improve or restore ecological functions; conserving or promoting biodiversity; recycling, harvesting and conserving water resources including waste water; promoting the production and use of local products and local food production; reducing light and noise pollution; encouraging the recycling of building materials and the adaptive re-use of buildings; promoting the use of environmentally friendly building materials and building systems; conducting energy and lifecycle audits; and promoting adaptive technologies that reduce consumptive practices.

2.3.18. Council will endeavor to administer this plan fairly and consistently in the review of planning applications and the application of the policies of this Plan and shall be consistent with the Provincial Policy Statement and the County Official Plan.

2.3.19. Economic Development - To reinforce that economic activity is an important factor affecting land use patterns. The economic base of the Township is primarily a resource-based and service-based economy. The commercial/industrial assessment base is less than 5% of the total assessment value of properties within the Township. The most significant economic development potential of the Township is to capitalize on the appeal of the community’s unspoiled wilderness and scenic beauty as a setting for eco-tourism, destination travel and small business development (e.g., such as in the telecommuting information industries).

The intent of Council is to strengthen the economic base by building on the assets that a remote and pristine area has to offer. This will take the form of encouraging residential development that is environmentally sustainable, by encouraging home based and small businesses, by fostering the expansion of the service industry sector and by conserving areas of renewable and non-renewable resources for their economic benefit. Water is an important resource from the standpoint of recreational activities and waterfront-oriented development such that this resource will play a key role in attracting economic growth. Forests are also recognized as an important renewable resource for harvest and recreational activities.

The Council shall, at all times, bear in mind the financial status of the
Township and its residents alike in the evaluation of new development proposals. In order to protect the financial position of the Township, the timing, nature and location of new development shall be such that the demand for municipal services is not excessive in relation to the taxable assessment. For example, development will be encouraged where it takes advantage of existing infrastructure, rather than the extension or provision of new infrastructure, notably roads. It is also Council's expectation that the proponent of development will bear the costs associated with development (e.g., studies, servicing etc.).
3  GENERAL DEVELOPMENT POLICIES

3.1  General

The following General Development Policies have application throughout the Township of North Frontenac. It is a policy of Council that all development shall take place in accordance with the General Development Policies, where they are relevant, in addition to the policies for specific land use designations.

3.2  Accessory Uses

Wherever a use is permitted in a land use designation, it is intended that uses, buildings or structures normally incidental, accessory or essential to that use shall also be permitted. Permitted accessory uses shall be listed in the implementing Zoning By-law. (Examples: a swimming pool, shed, garage, home based business, boat house, garden suite to a residential use or a storage building, parking area, or accessory dwelling for non-residential uses.)

3.3  Buffering and Land Use Conflicts

Where land uses may create a land use conflict or are incompatible with each other or may potentially lead to adverse effects, buffering may be required. The intent of this Plan is to require that matters of land use incompatibility be addressed in the review of all planning applications and that buffering and/or mitigation is undertaken wherever required to avoid land use conflicts. Buffering may consist of a fence, open space, a berm, a wall, landscaping or plantings, a separation distance, an intervening land use that is different from the conflicting land uses but compatible with both, or any combination of these measures. Buffering may be imposed through the use of zoning or site plan control to achieve the goal of reducing or mitigating potential adverse impacts. On matters of land use compatibility, Council, in the review of planning applications, will consult with the public as required by the Planning Act. Council may extend consultation with the public to applications for site plan approval.

3.4  Cultural Heritage and Archeological Resources

3.4.1. Introduction

The intent of this Plan is to conserve built heritage resources, cultural heritage landscapes and archeological resources. Built heritage resources means one or more significant buildings, structures, monuments, installations, or remains associated with architectural, cultural, social, political, economic, or military history, and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the Ontario Heritage Act, or listed by local, provincial or Federal jurisdictions.
A cultural heritage landscape means a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, main streets and neighbourhoods, cemeteries, trailways and industrial complexes of cultural heritage value.

Areas of archaeological potential are determined through the use of Provincial screening criteria, or criteria based on known archaeological records within the Township with the assistance of a licensed archaeologist.

Archaeological resources include artifacts, archaeological sites and marine archaeological sites. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act. Such criteria include features such as proximity to water (such as current or ancient shorelines, rolling topography, unusual landforms, and any locally known significant heritage areas such as portage routes or other places of past human settlement). Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

3.4.2. Policies

It is a policy of Council to consider cultural heritage and archaeology in all land use planning decisions. Cultural heritage and archaeology resources referred to in this Plan include, but are not restricted to, significant archaeological resources or areas of archaeological potential, significant built heritage resources, and significant cultural heritage landscapes. To implement this policy, Council shall:

A. Provide for the identification, restoration, protection, maintenance and enhancement of significant archaeological resources or areas of archaeological potential, significant built heritage resources, and significant cultural heritage landscapes of local, Provincial or Federal heritage value. This may be achieved through a co-operative and co-coordinated approach with senior level governments (e.g., sharing of data bases, designations, and joint funding and conservation initiatives).

B. Consider ways and means in which Council may co-operate in the conservation and/or preservation of cultural heritage resources, including utilization of the Ontario Heritage Act in the following ways:

   (i) Council may establish a Municipal Heritage Committee (MHC) with the goals and objectives of such a Committee to
advise Council by identifying and considering cultural heritage resources throughout the Planning Area.

(ii) Council may designate, by By-law, properties, heritage conservation districts and areas having historic and architectural value or interest in the Planning Area under Parts IV and V of the *Ontario Heritage Act*.

(iii) Council may develop a Municipal register of cultural heritage and *archaeological resources* in the Planning Area or assist other organizations and work with the Ministry of Culture in developing, sharing and maintaining an inventory.

(iv) Council will require that in any proposed Plan of Subdivision and prior to the undertaking of any public work, private development, Consent or Zoning By-law Amendment, consideration be given to the possible effects and impacts of such works or development on cultural heritage and archaeological resources and those impacts, where identified, are appropriately mitigated.

(v) Council shall require an archeological impact assessment carried out by an archeologist licensed under the *Ontario Heritage Act*, when any public work, private development, Consent or Zoning By-law Amendment will affect an area containing a known archeological site or cemetery or an area considered to have archeological potential or is within 250 m (820 ft.) of a Provincially registered or known archeological site or cultural heritage feature. Council shall contact the appropriate government agencies, including the Ministry of Culture, the Ministry of Small Business and Consumer Services – Cemeteries Regulation Unit and the OPP when an unmarked human burial site or new archeological site(s) is discovered and the provisions under the *Ontario Heritage Act* and *Cemeteries Act* shall apply. First Nations will also be contacted and/or consulted where appropriate. *(Note: the provisions of the Ontario Heritage Act and Cemeteries Act would apply.)*

(vi) Council may consider, where appropriate, the passing of Archeological Zoning By-laws under Section 34 of the *Planning Act*, to be adopted for the purpose of preserving identified *significant* archeological sites.

(vii) *Development* and *site alteration* shall only be permitted on lands containing *archaeological resources* or *areas of archaeological potential* if the significant *archaeological resources* have been *conserved* by removal and
documentation, or by preservation in situ. Where significant "archaeological resources" must be preserved on site, only "development" and "site alteration" which maintain the heritage integrity of the site may be permitted.

(viii) Council may require the preparation of a Heritage Impact Statement conducted by a qualified Heritage Consultant prior to "development" and "site alteration" on "adjacent lands" to protected heritage property or cultural heritage landscapes, or where the proposed "development" has the potential to impact "built heritage resources" or cultural heritage landscapes, to demonstrate that the "heritage attributes" of the "protected heritage property" will be conserved. Mitigative measures and/or alternative development approaches may be required in order to conserve the "heritage attributes" of the "protected heritage property" affected by the adjacent development or "site alteration."

C. Council may participate in the conversation of cultural heritage and "archaeological resources" through the acquisition, assembly, resale, joint ventures or other forms of involvement that shall result in the sensitive conservation, restoration and/or rehabilitation of those resources.

D. In all land use designations, it is the intent of Council that appropriate care be taken to preserve mature trees and other vegetation of heritage significance and/or scenic value (i.e. a cultural landscape). Existing landmark trees and tree and hedge lines should be an essential consideration in the design of any "development." The preservation of trees along streets and roads shall be encouraged by Council, except where removal is necessary because of disease, damage or to ensure public health and safety.

E. Council may utilize available government or non-government funding assistance programs (e.g. Ontario Heritage Foundation) to assist in the implementation of cultural heritage conservation policies. Council, where appropriate, shall co-operate with other levels of government, as well as private agencies and individuals, in the conservation of cultural heritage resources in the community. Council shall coordinate its heritage plans and programs with the plans and programs of senior levels of government.

3.4.3. Algonquin Aboriginal Interests

This Plan recognizes that lands within the boundaries of the Township lie within the historic Algonquin Territory that is part of the Treaty Negotiations with the Federal and Provincial Crowns. An Agreement-in-Principle (AIP) was signed by
the Federal and Provincial Governments and the Algonquin Nation in October, 2016. As such, this Plan will respond to direction from the Federal and Provincial Crowns and the Algonquins towards the implementation of the AIP on any Official Plan requirements that arise. Council will seek opportunities for mutually beneficial engagement with the Algonquins on matters that affect aboriginal history and culture.

The Township may consult with the Algonquins of Ontario with regard to land use planning affecting any of the following matters within the land claim area:

Protection of water quality and utilization of lakes and rivers within the Land Claim area;

a) Any development that would have an impact on navigable waterways and their waterbeds;

b) Any Archaeological Studies related to proposed development where areas of Algonquin interest have been identified; and

c) Any Environmental Impact Studies related to proposed development where areas of Algonquin interest have been identified.

3.5 Minor Variances, Existing and Non-Conforming Buildings and Structures and Non-Complying Uses

Section 45 of the Planning Act authorizes a Committee of Adjustment to grant variances and permission for enlargements or extensions to non-complying buildings or structures or changes in the use of lands, buildings or structures for non-conforming uses to a similar or more compatible use. The Committee may approve applications, which comply with the four criteria of the Act, namely, that (1) the general intent and purpose of the Official Plan are maintained, (2) the general intent and purpose of the Zoning By-law are maintained, (3) the variance is minor, and (4) the proposed use of land, building or structure is desirable for appropriate development. In the review of applications, the

The Committee will avoid restrict any further encroachment or development into an existing substandard setback on the shore of a water body within the Township.

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

It may be desirable to permit the extension or enlargement, replacement or change of use of a non-conforming/non-complying property to a similar or more compatible use subject to the provisions of Section 45 of the Planning Act and to the following planning principles:
3.5.1. The extension or enlargement, replacement, or change of use does not aggravate the non-conforming/non-complying situation or the enjoyment of neighbouring uses. The following criteria shall be considered by the Township’s Committee of Adjustment when considering such applications:

- The use of buffering or screening techniques may be used to mitigate the impacts of development (see Section 3.3 – Buffering and Lands Use Conflicts) on neighbouring properties.
- Controls may be imposed on lighting, outside storage, signage, waste storage and disposal etc.
- Such extension, enlargement, replacement or change of use shall not further reduce the requirements of the implementing Zoning By-law.
- The proposed extension, enlargement, replacement, or change of use will not create adverse effects, undue noise, vibration, fumes, smoke, dust, odours, glare from lights, environmental hazards or other public health or safety concerns.
- Traffic and parking conditions in the vicinity will not be adversely affected and traffic impacts will be kept to a minimum by the appropriate design of ingress and egress points to and from the site and by improvement of site conditions especially in proximity to intersections.
- Adequate provisions have been or will be made for off-street parking and loading facilities where they apply.
- Infrastructure and public services such as roads, waste disposal, school bussing, fire protection etc. is adequate or can be made adequate at a reasonable cost to the Township.

3.6 **Group Homes**

Council recognizes the special and varied needs of individuals that can be met by providing for group homes in a rural residential setting. Accordingly, group homes may be permitted in all zoned areas that permit permanent residential uses in the municipality.

Group homes are generally defined as residences licensed or funded under a federal or provincial statute for the accommodation of 3 to 10 residents (excluding supervisory or operating staff) live together under responsible supervision consistent with the requirements of its residents for a group living arrangement. The group home shall be licensed or approved under provincial statute and shall comply with municipal by-laws.

A group home shall be licensed and/or approved for funding under provincial
statutes and in compliance with municipal by-laws (Note: As defined under Section 163 of the Municipal Act).

In permitting group homes, Council does not mean to exclude other persons which may live in a group setting where provincial licensing or approval is not required, but who meet requirements of the zoning by-law.

Group homes may be subject to Site Plan Control by the Township to address such matters as ensuring that the site design is in keeping with the character of the area and that sufficient space is available to accommodate the needs of the residents.

3.7 Home Based Businesses

Home Based Businesses shall generally be permitted as an accessory use in conjunction with residential development provided they do not create a public nuisance (e.g., noise, electrical interference, excessive traffic, odour etc.) and shall be appropriately regulated (Building Code, Fire Regulations; Public Health Regulations, Zoning By-law, etc.) to ensure that they are compatible with surrounding uses. The size, type and scale of the operation shall be established in the implementing Zoning By-law.

Council recognizes that home based businesses are an important component of the economic base of the community and are the genesis of job creation and the provision of goods and services to local and regional markets. A home based business is defined as a privately operated legal business located within a residential dwelling or an accessory building and which is compatible with the character of a residential setting and is an accessory use or clearly secondary to the principal use. Home based businesses shall be encouraged as a means of providing local services, to providing an incubator for new businesses and as a means to providing more specialized services to a broader clientele.

3.8 Influence Areas and Separation Distances

3.8.1. Description

It is a priority of Council to use influence areas and, where appropriate, separation distances, to prevent potentially incompatible land uses from being located so close to each other that adverse effects occur. This is particularly the case with sensitive land uses which may be negatively affected if they are located too close to such uses as mineral aggregate sites, waste disposal sites, wrecking yards, highways, and livestock operations. Sensitive land uses are buildings and areas where normal activities occur and include, but are not limited to dwellings, schools, day care centres, health facilities, etc.
An influence area is an area, within which sensitive land uses may be located, but only when the appropriate studies and public consultation have been done or information provided to determine if and where the sensitive land use can be placed to avoid or mitigate any adverse effects, which may include but are not limited to such effects as harm or damage to a property or the health of a person, injury or damage to plant and animal life, impairment of the safety of any person, interference with normal conduct of business.

A separation distance, however, provides a definite measured limit within which sensitive and other specified land uses will not be permitted. It is also possible for the two approaches to be combined. Council intends to use the influence area approach in the majority of cases.

3.8.2. Application

Reference would be made to the following Sections of this Plan for a description of the particular influence areas or separation distances, which may apply:

A. Mineral Resources - **Influence Area [4.16.6]**
B. Mineral Aggregate Resources - **Influence Area [4.15.4]**
C. General Setbacks from Water [4.10.6.I]
D. At capacity Lake Trout Water [4.10.8.A]
E. Lake Trout Waters Not At Capacity [4.10.8.B]
F. Waste Disposal Sites - **Influence Area [3.16.3]**
G. Salvage Yard Use [4.11.3.F.]
H. Provincial Highways [5.1]
I. Industrial Uses [4.1.2.C., 4.5.2.F. (ii)]
J. Mine Hazards [3.11]
K. Noise and Vibration [3.12]
L. Minimum Distance Separation Formulae I and II [4.14]
M. Natural Heritage Features - **Adjacent Lands [4.12.2.A.-E.]**
3.8.3. Zoning By-law and Development Controls

The Zoning By-law shall set out separation distances specific to particular land uses and set out the requirements for influence areas. In addition, the Township may use agreements relating to specific developments, such as subdivision or site plan control agreements, to implement any mitigative measures, which may be required.

3.9 Lots of Record

3.9.1. Lots of record are legally created parcels or tracts of land that can legally be conveyed. For the purposes of this Plan, these are deemed to include lots in a registered plan of subdivision, parcels created by Consent (in accordance with the Planning Act), and/or any other distinct and separate holding, the deed to which is registered in the Land Registry Office. For further clarification, a lot of record shall be deemed to be a lot that meets the above criteria and existed as of May 19, 2017.

3.9.2. Lots of record which are vacant and which existed on the date of adoption of this Plan may be used for building purposes, provided that, prior to a building permit being issued, the Township is satisfied that:

A. The lot fronts on an existing public road which is opened and maintained year-round and which has a reasonable standard of pavement or gravel construction; or, alternatively, the lot has access, by a private lane. The private lane shall be connected to an opened and maintained public road with a reasonable standard of pavement or gravel construction. The private lane shall meet the requirements of Section 5.3 of this Plan. Lots of record that are water access only may be granted for residential dwellings provided there are adequate docking facilities with legal access, and provided parking facilities are available and secured through a deed or other legal instrument acceptable to the Municipality.

B. Sewage disposal facilities and potable water can be provided in accordance with Section 3.17 of this Plan.

C. The lot meets the standards of the Zoning By-law for the use proposed.

D. An absolute minimum lot size shall be established in the Zoning By-law for development on a lot of record.

E. Development will not create or exacerbate an environmental or public health and safety concern.

F. Development will meet the requirements for an Environmental Impact Assessment or other relevant studies, where applicable.
G. Development may be subject to an Archaeological Assessment or Heritage Impact Assessment on lots with known or potential **archaeological resources**.

H. Development may be restricted on lots which are characterized as having natural or human-made hazards.

### 3.10 Municipal Road Allowance (Shoreline and Concession/Lot)

Where Shore Road Allowances along the shores of lakes and rivers or Concession/Lot Road Allowances have been laid out in locations where they do not function or are not required to provide public access to the water for public purposes, such Shore Road Allowances or Concession Road Allowances may be closed by the Township and sold in accordance with the procedures requirements of the **Municipal Act**.

### 3.11 Natural and Human-Made Hazards

#### 3.11.1. Contaminated Sites, Site Decommissioning and Clean-up

Potentially contaminated sites include lands where contaminants may be present due to previous industrial, transportation, utility, mining or similar uses. Sources of site contamination can include disposal of waste materials, raw material storage, residues left in containers, lands associated with rail operations, maintenance activities and spills. Some commercial uses such as gasoline stations, automotive repair garages, and salvage yards have a similar potential.

It is a policy to ensure the proper decommissioning and clean-up of contaminated sites prior to their **redevelopment** or reuse. Measures to be taken by Council and/or the approval authority and the proponent include the following:

A. Applications for the **development** or **redevelopment** of sites that are identified as being contaminated or potentially contaminated shall require a Phase I Environmental Assessment (ESA) and a Phase II ESA should be completed if required. Clean-up of contaminated sites should be done in accordance with the record of Site condition Regulation (O. Reg. 153/04) and Ministry of the Environment and Climate Change guidelines.
B. Where the Record of Site Condition indicates that remediation work is necessary, the approval authority shall require as a condition of approval of development or redevelopment that appropriate action is taken to implement the components of the site remediation plan.

C. Site plan control may be used as a measure to enhance site decommissioning and remediation. (See Section 6.9.10 - Site Plan Control).

D. Contaminated sites may be placed in a holding zone in the Municipality's zoning by-law. Where a holding zone is used, the "H" may be removed when the site has been acceptably decommissioned or cleaned up to the satisfaction of the Municipality and in accordance with a site remediation plan and subject further, to the submission to the Municipality of a Ministry of the Environment and Climate Change acknowledged Record of Site Condition. No building permit shall be issued prior to the lifting of the holding symbol.

3.12 Noise and Vibration

3.12.1 Feasibility and/or noise/vibration studies using Ministry of the Environment and Climate Change guidelines may be required for applications for development of a sensitive land use (e.g., residential use, daycare, education or health care facility) within 100 m (328 ft.) of Highway 41 and shall be prepared by a qualified consultant and to the satisfaction of the Municipality. The study shall demonstrate whether noise and vibrations levels can be reduced to meet Provincial standards. The conclusions and recommendations of this study shall be implemented through conditions of the development approval.

3.12.2 Feasibility and/or noise/vibration studies may be required for development within the influence area of a stationary noise source (i.e. industry, electrical generating station, hydro transformer, water pumping station etc.) Such studies shall be prepared by a qualified consultant in accordance with Ministry of the Environment and Climate Change Guidelines and shall demonstrate whether noise and vibrations levels can be reduced to meet Provincial standards. The conclusions and recommendations of these studies shall be implemented through conditions of the development approval.
3.12.3. These policies do not apply to infill on Lots of Record or extensions to existing buildings.

3.13 Public Utilities and Communications Facilities Corridors

The sustainability, health and safety of North Frontenac residents and its economy is closely linked to the hydroelectric corridors and utilities networks. These facilities and corridors include a wide variety of utilities that are owned and operated by both public and private entities, including broadband and fibre optic networks. Also, some waterfront areas are serviced by underwater utilities.

3.14 Shoreline Structures

The policies of the Zoning By-law shall apply to shoreline structures abutting any lake or water body. All shoreline structures and activity areas shall require Municipal approval prior to commencing any work. Other government agency approvals may also be required, such as the Conservation Authority.

Shoreline structures are permitted only for uses which by their nature need to be located near the shoreline, such as docks, single storey boathouses and boat ports, marine storage sheds, viewing decks and gazebos and do not include sleeping cabins, bunkies or large storage structures.

3.14.1. With the exception of docks and (wet) boathouses which extend into the water, all shoreline structures shall be constructed within the confines of the property boundaries of a lot.

3.14.2. Interior finishing or occupancy of any portion of a boathouse, boat port or any other permitted shoreline structure for use or occupancy as a dwelling shall not be permitted.

3.14.3. Construction of a second storey addition for any shoreline structure shall not be permitted.

3.14.4. Shoreline structures may be permitted in a front yard on lots having water frontage provided that such uses meet appropriate zoning standards and appropriate Conservation Authority regulations and standards, where applicable. (see Section 4.10.2.B. (vii) and Section 4.12.2.C.)
3.15 Subdivisions, Condominiums, Consents and Part-lot Control

3.15.1. Plans of Subdivision and Condominium

Land *development* shall generally take place by Consent for small scale development or Plan of Subdivision or Condominium for large scale developments.

Consents shall be the method of land division where the Municipality is satisfied that a Plan of Subdivision or Condominium is not feasible or practical. Frontenac County Council is the approval authority for Plans of Subdivision or Condominium, in consultation with the Township Council.

In determining the need for a Plan of Subdivision or Condominium, Council shall have regard for the following criteria:

A. Scale of *development*: for larger scale development, such as the creation of four or more lots, which will usually require new services, or will have an impact on lakes if waterfront development, proposals will be carefully reviewed to determine if they are best addressed through the subdivision or condominium process;

B. Municipal Services: a subdivision or condominium will normally be required where new roads will be constructed which may be assumed by the Municipality or there is a need for a cost-benefit analysis in assessing the potential operational costs to the Municipality for providing services (e.g. waste disposal, fire protection);

C. Environmental impacts: *development* expected to have a significant impact on the natural environment (e.g. on lake capacity, on the quality or quantity of water, on sensitive habitat), may be best addressed by a Plan of Subdivision or Condominium. Of particular importance is establishing an appropriate (minimum) or sustainable lot size for future development.

D. Impact Studies: where it is necessary to assess the potential impacts of *development* on a broad scale or larger geographic area (e.g. known or potential contaminated site, determining the extent of flood prone lands, determining the exposure to noise and/or vibration), a Plan of Subdivision or Condominium is preferred.
E. Cumulative Development: land which may be developed in phases or over a period of years or where there is a need to consider the cumulative impacts of developing some or all of the property will be reviewed to determine whether a plan of Subdivision or Condominium is the best approach.

An application for a Plan of Subdivision and Condominium shall be in accordance with the requirements of the Planning Act. Applications for Plans of Subdivision and Condominium will not be considered complete until the information and materials required under the Planning Act and Regulation 544/06, along with any other information and materials identified by the County have been provided. Additional information may be required in assessing the appropriateness and the location of the subdivision. Regard shall be given to the requirements for an impact assessment for subdivisions proposed within the Lake Development Area or in the vicinity of identified natural heritage features (see Land Use Plan Schedules), archaeological or cultural heritage resources (see Section 3.4) or natural (i.e. organic soils and steep or unstable slopes) and human-made hazards (see Section 3.11), noise and vibration (see Section 3.12), or waste disposal facilities (see Section 3.16). Reference shall also be made to the servicing policies of this Plan (see Section 3.17) for the requirements for water supply and sewage disposal. In developing a Plan of Subdivision or Condominium, applications shall be consistent with the Provincial Policy Statement in effect at the time and to other Provincial plans where applicable.

It shall be the policy of Council to consider for approval, only those plans of Subdivision or Condominium which comply with the policies of this Plan and which, to the satisfaction of the Council, can be supplied with adequate and cost effective public service.

Council may request the approval authority to impose conditions (e.g., land dedication or conveyance for road widening or parks, impact studies, zoning etc.) and may require the applicant to enter into an agreement under Section 51 (26) of the Planning Act for the installation of services; securing the financial arrangements and such other matters as are provided for under the Planning Act.

3.15.2. Consents

Provisions relating to the granting of Consents are set out in Sections 51 and 53 of the Planning Act. Council shall ensure that decisions on Consents are consistent with the Provincial Policy Statement in addition to the following Consent policy checklist, which is intended to be used by the Committee of Adjustment in the review of Consent Applications.

A. The Consent Application shall be complete and shall include the prescribed information and sketch set out in Ontario Regulation 547/06, and the prescribed
application fee and shall comply with the requirements of the Planning Act and associated Ontario Regulation for the filing, review, notice and decision procedures;

B. The sketch shall show the lands to be severed and the prescribed information set out in the Ontario Regulation 547/06 including but not limited to lands to be retained, existing and proposed lot dimensions, lot areas and buildings, natural physical features (water bodies, slopes, tree cover) and sufficient information to be able to easily locate the land;

C. The proposed use of the severed lot shall be a use permitted in the underlying land use designation (e.g., refer to the Official Plan Land Uses Plan Schedules to determine designation and then refer to corresponding list of permitted uses for that designation in the text of this Plan);

D. The lot(s) to be severed and to be retained must meet the requirements of the Zoning By-law. The applicant will be required to demonstrate that there is a sufficient land area suitable for a building envelope on a proposed lot that is outside of hazardous lands (i.e. flood plain, rock outcrop, steep slope, unstable soils), outside of the required 30 metre setback from the water and all yard setbacks required by the Zoning By-law, and outside of an easement or any part of a private lane or right-of-way. In determining compliance with the Zoning By-law, areas which are not useable on a lot may be excluded for the purposes of calculating the minimum required lot area or a required setback.

The lot(s) to be severed and to be retained must meet the requirements of the influence area or special setback or separation requirements where the intended use of the lot is for a sensitive land use (e.g. a dwelling, daycare facility, educational facility or health care facility, or other land use were applicable). Reference should be made to all applicable Sections of this Plan for further explanation, i.e. Hazardous Sites; Mine Hazards; Lake Development Areas, etc. including the following:
(i) **3.4** – Built Heritage Resources, Cultural Heritage Landscapes and Archeological Resources;

(ii) **3.11** – Natural and Human-Made Hazards;

(iii) **3.12** – Noise and Vibration;

(iv) **4.12** – Natural Heritage Features;

(v) **3.16** – Waste Disposal;

(vi) **4.1.2.C** – Industrial Land Uses;

(vii) **4.14** – Agriculture Resource Lands (Minimum Distance Formulae I and II)

(viii) **4.15** – Mineral Aggregate Resources (pits and quarries)

(ix) **4.16** – Mineral Resources

(x) **4.10.2** – Lake Capacity/Environmental Impact

E. The Committee of Adjustment or Planner may require the application be supported by studies or other information, which may be required to determine whether the application will comply with the policies of this Plan. Such studies or further information may include, but are not limited to any of the following:

(i) Mitigation of industrial impacts;

(ii) Mitigation of waste disposal impacts;

(iii) Verification of non-impact for below ground water aggregate operations – Groundwater Impact Study;

(iv) Plan/measures for rehabilitation of *mineral hazards* assessment of mineral potential;

(v) Environmental Impact Assessment/mitigation measures for natural heritage features, including potential slope and soil hazards;

(vi) Flood proofing measures;

(vii) Noise or acoustical study;
(viii) Record of Site Condition (contaminated sites) (see **Section 3.11.1 - Contaminated Sites**);

(ix) Archaeological Assessment or Heritage Impact Statement (see **Section 3.4**);

(x) Minimum Distance Formula calculation;

(xi) Lake Capacity calculation;

(xii) Proof of off-site reserve system sewage capacity;

(xiii) Hydrogeological and Terrain Analysis Report;

(xiv) Storm Water Management Report/Master Drainage Plan;

(xv) Engineered drawings confirming the safety of a walk-out basement if dwelling is built on or near a steep slope.

In the absence of appropriate mitigation, the application will be refused. The intent of the Plan is to ensure satisfactory compatibility between the proposed land use and existing land uses;

F. The application should be supported with information or an environmental compliance approval or evidence to verify suitability of the lot for sewage disposal. This may include approval for an individual on-site system or a communal system or a hydrogeological study (see **Section 3.17, Water Supply and Sewage Disposal**);

G. The applicant shall provide proof of a potable water source prior to the stamping of the deed to create a new lot, excluding waterfront properties.

H. The lot shall have the frontage on and direct access to a year round maintained public road unless otherwise exempted as follows:

(i) A lot may be created which will have frontage on a publicly maintained seasonal road, or a designated **recreational** road owned by the Crown but managed through a Land Use Permit (LUP) by the Municipality, or a registered right-of-way or private lane which
connects to a publicly maintained year round or seasonal road;

(ii) Severances for lots with water access only may be granted for residential dwellings provided there are adequate docking facilities, accessible, legal access, and provided parking facilities are available and secured through a deed or legal instrument acceptable to the Municipality, and are on the same water body. Lands may be zoned to include the lot and the parking in the same zone;

(iii) Lots for non-habitable buildings or structures associated with forestry, mining, *mineral aggregate operations* and telecommunications may be accessed by private roads;

I. Where the lot proposed fronts on a Provincial highway, prior approval must be obtained for access from the Ministry of Transportation. Also, where the Ministry has identified the need for a road widening, the necessary land shall be dedicated as a condition of approval. The applicant must receive approval from the Municipality for the location and installation requirements for an entrance and/or culvert for access onto any public road;

J. The access or entrance to any lot should not create a traffic hazard (e.g. on a curve or a hill where a driver’s sight line is blocked or impaired). To improve the safety of roads in the area, sight distances should be maintained on corner lots;

K. Where the potential for a cultural heritage site or archeological site has been identified, an archeological assessment or heritage assessment may be required. The applicant should consult with the Municipality, or the Ministry of Culture (see Section 3.4 Built Heritage Resources, Cultural Heritage Landscapes and Archeological Resources and 6.8 – Ontario Heritage Act);

L. Consents will not be granted which have the effect of limiting access to back lands for future development or which have the effect of creating land locked parcels for either the severed or retained lot;
M. Consents may not be granted in areas where the undue extension of municipal services would be required (e.g. extension of a public road or school bus route);

N. Consents may not be granted for the creation of a new lot on a water body where the lake has reached its development capacity and no residual capacity exists for that water body (see Section 4.10.3);

O. Consents may not be granted which would interfere with a future public facility such as a park, road, source of water or similar facility;

P. Consents for non-residential uses (industrial, commercial, institutional uses) shall be appropriately located and comply with other policies of this Plan. Non-residential uses more appropriate to a rural setting should be directed to a location outside of Hamlet settlement areas;

Q. Consents in any built-up areas shall be proportioned to appropriately fit within the lotting pattern and serve to enhance the viability of the urban areas;

R. Despite the criteria outlined in ‘A’ to ‘Q’ above, Consents may be granted for the following purposes:

   (i) To correct lot boundaries;

   (ii) To convey additional land to an adjacent lot provided the conveyance does not lead to the creation of an undersized or irregularly shaped lot for the purpose for which it is being or will be used, or the land to be retained;

   (iii) To clarify title to the land;

   (iv) Where the effect of the settlement does not create an additional building lot; and

   (v) To permit an easement;

S. Conditions may be imposed by Council in the granting of severances, which may include but not be limited to the following:
(i) A Zoning Amendment under the Zoning By-law or a Minor Variance under Section 45 of the Planning Act;

(ii) Site plan control;

(iii) The dedication of land or cash-in-lieu of parkland;

(iv) The conveyance of land or conveyance for easements for utilities, access control or drainage;

(v) The construction or upgrading of roads or the installation of drainage facilities and culverts;

(vi) The establishment of buffer strips and landscaping;

(vii) The installation of water supply or sewage disposal systems;

(viii) The entering into of a Consent (Development) Agreement including provisions of financial guarantees;

(ix) Demolition of buildings or structures and/or measures to remediate the property due to hazardous or contaminated conditions;

(x) Implementation for adequate drainage or storm water management requiring the submission of a survey or reference plan of survey;

(xi) The requirement for additional information or studies

3.15.3. Part-Lot Control

Part-lot control may be used for existing plans of subdivision where it is necessary to realign lot boundaries, to clarify or grant title, to exact specific servicing requirements as a condition of consent such as a road widening or to further control internal development on a lot.
3.16 Waste Disposal

3.16.1. Existing or New Sites

Existing active or new sites (public or private) within the Municipality may only be operated, expanded or closed in accordance with current Provincial environmental standards and approvals. Waste disposal activities may include facilities for recycling, composting, septage disposal, hazardous waste control and ancillary activities in accordance with the Environmental Compliance Approval. New sites, including sites for septage disposal, will require an amendment to this Plan and will require approval under the Environmental Protection Act before an amendment is considered. Prohibited wastes shall include nuclear wastes, hazardous or pathological wastes. Sites may include transfer sites used for the temporary storage of waste materials.

3.16.2. Closed or Inactive Sites

Closed or inactive sites may be used for other purposes subject to meeting requirements of the Environmental Protection Act (Section 46). In general, no buildings or other use may be made of land used as a waste management facility within a period of 25 years from the year in which the site was closed without the prior approval of the Minister of the Environment. Exceptions include the use of the property for Solar Energy Infrastructure.

3.16.3. Influence Area

Council recognizes that waste management facilities may have an impact on adjacent land uses. An influence area surrounding the waste management facility will be set out in the implementing zoning by-law to recognize the potential for adverse effects between the existing waste management facility and any abutting land uses. No development shall be permitted on or within 30 m (98.4 ft.) of the fill area of an active waste disposal facility or area. Development proposed beyond the 30 m (98.4 ft.) but within an influence area of 500 m (1,640 ft.) of the fill area of an active waste disposal facility or area of a waste site closed less than 25 years ago shall be accompanied by a technical study prepared in accordance with the Ministry of the Environment, Climate Change and Energy’s ‘D-Series Guidelines’ and prepared by a qualified individual that demonstrates that the proposed development, particularly a sensitive land use will not be negatively impacted by the waste disposal facility (e.g. leachate, methane gas, rodents, vermin, odours, fire etc.). Where recommended by the impact assessment, measures to mitigate any adverse impacts will be required as a condition of development.
3.16.4. Designation on Land Use Plan

Waste Disposal sites are identified on the Land Use Plan Schedules as a land use designation.

3.16.5. Development to Have Adequate Capacity

Council, in the review of planning applications, will ensure that there is sufficient capacity to accommodate the waste disposal needs of the proposed development. Council will continue to monitor the capacity of the existing sites and will undertake improvements as required (e.g. expand sites or implement operational plans), to maintain adequate capacity for future development.

Council will monitor the environmental impacts of sites to ensure that there is no off-site migration of leachate.

3.16.6. Three R’s

Recycling is mandatory in the Municipality. Council supports a program to reduce, reuse and recycle waste products with new initiatives in waste management being introduced as is feasible.

**Reference document: Guideline D-4, Land Use on or Near Landfills and Dumps, Ministry of the Environment and Climate Change.

3.17 Water Supply and Sewage Disposal

3.17.1. Policy Overview

The Provincial Policy Statement identifies a servicing hierarchy of which municipal sewage services and municipal water services (connected to a centralized water and waste water treatment facility) are the preferred form of servicing for settlement areas. It is the intent of Council, in having regard for this statement, to balance the servicing needs of the area with the character of development. Servicing will be on the basis of individual on-site sewage services and individual on-site water services. This reflects the character of the area as well as the intent to avoid densities, which may necessitate the installation of piped services. This may not preclude the need for private communal sewage and water services for larger scale permanent residential (condominium or tenured ownership), developments, commercial developments such as recreational vehicle park, tourist commercial operation etc.
Where applicable, Council will have regard for Ontario’s “Safe Drinking Water Act”, which ensures that Ontarians have access to a safe drinking water supply.

3.17.2. Individual On-Site Systems

A. Lands throughout the Planning Area may be serviced by individual on-site sewage services and individual on-site water services. Individual on-site services are owned, operated and managed by the owner of the property upon which the system(s) are located. Planning applications for new development shall be supported with information satisfactory to meeting the approval requirements under the Building Code Act Ministry of Environment and Climate Change D-series Guidelines or the Ontario Water Resources Act:

B. Where a lot or lots are serviced with individual on-site water and sewage services site conditions shall be suitable for the long-term provision of such services. This may require a hydrogeological and water supply assessment study designed to assess the potential risk to groundwater. Reference shall be made to Ministry of the Environment and Climate Change, Guidelines D-5-4 and D-5-5, Technical Guideline for Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment, in undertaking the appropriate assessment. Approval of new lots shall include sufficient off-site reserve sewage system capacity for hauled sewage and the lot shall be accessible by a sewage hauler.

3.17.3. Communal Services

Council may consider private sewage and private water communal services for multiple lot/unit development (more than five lots/units).

Prior to considering the need for a communal service Council shall be satisfied that the following criteria are considered:

A. That the proposed density of development is essential to the viability of the project and that other development or servicing options have been thoroughly considered (i.e. different location, method of servicing, acquisition of a larger land holding etc.), and that as a result, the only reasonable or economical alternative is a communal service.

B. That the potential for remedial measures has been adequately investigated with respect to health related
matters (i.e. well contamination, nutrient management, and that no reasonable or economical alternative exits for resolving such health concerns than to install a communal service.

C. That the Ministry of the Environment and Climate Change has issued an order under the “Ontario Water Resources Act” requiring the installation of a communal system and/or the proposed communal service qualifies for Certificate of Approval from the Ministry.

D. That the proposed owner/operator has prepared an appropriate business plan to establish an appropriate cost structure for the installation and operation of the communal services(s).

E. That a financial security can be established (e.g. trust fund and/or insurance policy), to offset potential capital or operational costs arising from the default of the operator.

F. Where such a service is deemed to be necessary based on the above criteria and is approved, Council will assume ownership and operation after the issuance of a Environmental Compliance Approval where a private communal sewage service and or a private communal water service are required for permanent freehold residential development. Where a private communal sewage service(s) is required for permanent residential development, the Municipality shall be responsible for the service(s) should the system fail or the maintenance be neglected. Where a private communal service is required a responsibility agreement shall be required between the Municipality and the proponent or developer. A responsibility agreement will not be required for a mobile home park or recreational vehicle park for non-permanent residential development.

(Note: a private communal water service may include a Permit to Take Water under the Ontario Water Resources Act.) The responsibility agreement shall set out the requirements for the operation and maintenance of the system on a private basis subject to the approval of the Ministry of Environment. The legal agreement shall contain financial assurance provisions which will ensure funds for operation and routine maintenance as well as a secured fund for capital improvements should repair or replacement of the facility become necessary. In addition, the legal agreement shall set out the following:

(i) Operating and Maintenance Standards.
(ii) A definition of Default.

(iii) An outline of remedial action.

(iv) Registration on title of the subject property.

(v) Easements, where required.

Council will assume ownership/operation for the private communal sewage and/or water service should the system fail or should the operator fail to operate or maintain the system according to the agreement and will utilize the financial security as needs to be in the operation/repair of the communal sewage service(s).

For the purposes of this Plan, private communal services means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that serves six or more lots or private residences and is not owned by a Municipality. Private communal water services means a non-municipal drinking water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots of private residences.

It is recognized that Frontenac County will be preparing a regional communal servicing study in 2017 that may result in Amendments to this Plan.

3.17.4. Stormwater Management and Drainage

It is Council’s policy that storm water management shall be required as a preventative approach (rather than relying solely on end-of-pipe quality control) to protecting water resources (quality and quantity). Best management practices will be encouraged in the application of the following principles:

A. That natural hydrological characteristics are maintained, and where possible, enhanced as the means to protecting the base flow of watercourses. In particular, that post-development flows, particularly in receiving streams, are maintained at pre-development levels and that the cumulative impacts of development (within the sub-watershed) are considered as part of storm water infrastructure design.

B. That the natural infiltration of water on lands, which are developed, is maximized, through ‘Low Impact Development’ techniques;
C. That proposed development will not result in increased downstream flooding or erosion or cause adverse effects on receiving waters;

D. To ensure that alterations to natural drainage systems are prohibited or at least minimized by maximizing the retention of natural vegetation and by leaving stream channels in their natural form;

E. That fish and wildlife habitat are protected, enhanced or restored including habitat linkages where affected by the discharge or outlet of drainage facilities;

F. That a sustainable environmental approach is utilized in protecting water resources. Examples include the recirculation of stormwater on-site for irrigation, systems designed to retain all stormwater on-site, green roof, etc.

G. That a construction mitigation plan is instituted to prevent stream borne sediments, changes in flow or other adverse characteristics from affecting the ecological functions or other impacts on receiving waters during construction.

It is the intent of Council to incorporate storm water management controls into the development review and approval process. Proponents of development may be required to plan for and undertake storm water management, which complies with the above principles as well as any master drainage plan. This may require a sub-watershed management plan for large tracts of land or a storm water site management plan.

Depending on the size and scope of a particular development, Council may require the preparation of a master drainage plan. Where these plans are in place, stormwater management plans should conform. Council will consult with the Conservation Authority, if applicable, in the review of these plans.

Improvements to storm sewer mains (e.g. replacement, or extensions) are anticipated as part of the regular program of maintenance by the Township and are deemed to comply with this Plan.

The intent of this Plan is to ensure conservation and protection of water resources.

(Reference documents for storm water management include: Storm Water Management Practices & Design Manual, Ministry of the Environment; Guidelines on Erosion and Sediment Control for Urban Construction Sites, Ministry of the Environment. Assistance or consultation with the conservation authority having jurisdiction in the implementation of these guidelines.)
3.18 Co-Ordination of Services

Council intends to monitor population, employment and housing development having regard to trends across the County of Frontenac and their impact on growth management strategy in North Frontenac.

Council will co-ordinate economic development planning and programming among community stakeholders such as business, municipalities, government and education organizations and the First Nations community.

Council will protect common transportation and infrastructure corridors with neighbouring municipalities and the Province.

Council will coordinate the design, development, expansion and monitoring of waste management systems and the environmental impacts on common watersheds.
4. COMMUNITY DEVELOPMENT – LAND USE

The purpose of the Community Development section of this Plan is to provide Council and the public with land use policies that guide development for certain areas or land uses in the Township. These policies are to be read in conjunction with Section 3 (General Development Policies) when considering development or redevelopment proposals.

4.1 Hamlet Settlement Areas

4.1.1. General

The Hamlet Settlement Areas, shown on the Land Use Plan Schedule, are the built-up settlements that provide the focus for basic community services required to serve the needs of area residents and visitors. Hamlets also make-up a part of the unique character of the community. Within the areas designated as Hamlet Settlement Areas a mix of land uses will be permitted, notably residential, public service, commercial and industrial. Residential development will be particularly encouraged in order to provide an adequate all-season basis for local businesses and industry.

This Plan designates five Hamlet Settlement Areas, namely, Ardoch, Cloyne, Harlowe, Ompah, Plevna, and Snow Road Station, as shown on the Land Use Plan Schedule.

In the review of planning applications for Consents, Zoning Amendments and Plans of Subdivision, and in considering lots of record, Council shall encourage the development of the Hamlet Settlement Areas by in-fill rather than as strips along the main roads. Provisions shall be made in appropriate locations to reserve road allowances from the main road to future internal lots behind existing development. The development of existing vacant lands within the built-up areas of the Hamlets shall be encouraged.

To achieve as much flexibility as possible, the permitted uses within the Hamlet Settlement Areas are established by policy statements rather than by attempting to designate specific areas for each use on the Land Use Plan Schedules.

The boundaries of Hamlet Settlement Areas are considered to be suitable for a 20-year time horizon. Hamlet Settlement Area boundaries may only be adjusted (by amendment to this Plan) where the hamlet does not have a sufficient land supply to accommodate the growth projected for the Township.
4.1.2. Permitted Uses

Permitted uses in the Hamlet Settlement Areas designation as shown on the Land Use Plan Schedule shall include:

A. **Residential uses:** single detached and two-unit dwellings, group homes and garden suites. Two unit dwellings shall include semi-detached dwellings, duplexes and converted dwellings. Higher density residential uses will also be permitted which serve the changing demographic profile of the community such as housing for retirees, continuum-of-care facilities, small block apartments and town housing. Council will endeavour to provide for affordable housing in meeting future housing demands.

Council shall allow the use of a second residential unit by authorizing the use of two residential units in a detached house, semi-detached house or row-house if no building or structure accessory to the house contains a residential unit, and; allow the use of a residential unit in a building or structure accessory to a detached house, semidetached house or row-house if the house contains a single residential unit.

This Policy shall not apply to sleeping cabins or “bunkies” located on waterfront properties.

B. **Commercial Uses:** uses which service the needs of residents and the traveling public and tourism industry including but not limited to a grocery store, hardware store and similar convenience retail stores, gift and antique shops, personal service businesses (examples: hair care, pet care, repair shops, bait suppliers, computer services, business offices, financial services, self-storage facilities), existing recreational vehicle parks and campgrounds, accommodation and food services and automotive uses (auto and recreational vehicle sales and services) and tourist outfitters. Commercial uses which act as outlets for local goods and services will also be encouraged such as a farmer’s market, artisan’s crafts or maple syrup products.

C. **Industrial uses:** light and medium industrial uses and service type industries which provide services and/or products for the immediate area or which use materials produced locally and normally have a retail outlet. Such uses may include, but not be limited to, a building supply yard, a warehouse, a public garage, and a woodworking establishment, transportation depot. Industrial uses shall be limited to a Class I or Class II use as set out in the Ministry of the Environment Classification system for industrial uses:

(i) **Class I Industry – Light Industrial**
Means a place of business for a small scale, self-contained plant or building which produces, manufactures, assembles or stores a product which is contained in a package and has a low probability of fugitive emissions (e.g. noise, odour, dust and vibration). Such industries operate in the daytime only with infrequent movement of products and /or heavy trucks and no outside storage. Examples include: Electronics manufacturing and repair, high technology industries, furniture repair and refinishing, beverage bottling, package and crafting services, small-scale assembly, auto parts supply.

(ii) **Class II Industry – Medium Industrial**

Means a place of business for medium scale process and manufacturing with outdoor storage of wastes or materials (e.g. it has an open process) and where there are periodic or occasional outputs of fugitive emissions (e.g. noise, odours, dust and/or vibration). Shift operations occur and there is frequent movement of products and /or heavy trucks during daytime hours. Examples include dry cleaning services, printing establishments, paint spray booths, welding shops, courier and transport services, heavy vehicle repairs, bulk fuel storage, raw product storage (aggregates, logs/lumber), warehousing, and contractor’s yard.

Recognition shall be given to existing mineral aggregate uses in hamlets provided that extraction operations comply with the policies of **Section 4.15 – Mineral Aggregate Resources**.

**D. Home Based Businesses:** see Section 3.7 – **Home Based Businesses** for requirements.

**E. Garden Suites:** which are defined as a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary (accessory) to an existing residential structure and that is designed to be portable. Garden suites are intended for people who are largely capable of living independently but who, by virtue of their age or because of a disability require some support to live on their own. They also can serve as an affordable housing option. Council may provide opportunities for garden suites on a site-specific basis provided the lot is of a sufficient size and the unit can be properly serviced with on-site services (water supply and sewage disposal). The Zoning By-law may be used to establish a floor area and unit type for a garden suit. In-law suites may also be permitted where they serve the same purpose.
F. **Public Service Uses**: assembly halls, cemeteries, government offices, libraries, public buildings, places of worship, schools, social service clubs and facilities, recreational facilities, heliport, communication towers (see Section 3.13 – Public Utilities and Communications Facilities for requirements.).

G. **Accessory Uses**: including accessory dwelling units (see Section 2.3.7)

H. The Municipal Housing Strategy of Frontenac County Council and the City of Kingston was adopted in 2011. This Strategy has been aligned with the 10-year Housing and Homelessness Plan developed in 2013. It will provide guidance for County Council to ensure that the citizens of the Township are housed in affordable, safe, sanitary and adequate accommodation. Council, with the assistance of the County, shall establish and implement targets for the provision of housing which is affordable to low and moderate income households.

4.1.3. **Hamlet Planning Principles**

The following site development and zoning standards shall apply to residential and non-residential uses in the Hamlet Settlement areas:

A. Ensuring that the lot size is adequate for the proposed use (e.g. to allow for access, parking and loading, private services, storage, signage, landscaping and buffering, privacy or open space areas, accessory buildings, light, air and access to the rear of the lot) and for potential for future expansion (i.e., enlarging, expanding, phasing and the addition of the industrial building to meet the long-term needs of the business).

B. Ensuring that the lot can be adequately serviced with water supply and sewage disposal (see Section 3.17 - Water Supply and Sewage Disposal).

C. An existing residential property may be converted to a commercial use or may be a mix of commercial and residential uses. Conversions shall only be permitted where Council is satisfied that the use will be compatible with land uses in the immediate vicinity and that the lot size is adequate (see 4.1.2 (A) above). Council may also require buffering (see Section 3.3 – Buffering and Land Use Conflicts).

D. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means.
E. Accessibility by those with physical and other challenges will be considered in the review and approval of all development.

F. Provisions shall be made in the implementing Zoning By-law to classify individual types of land use and to set out the zone requirements for development (e.g. lot size, frontage, setbacks, height, parking, signs, landscaping, etc.). Where commercial or public service facilities are located adjacent to residential uses, provisions may be made for increased setbacks, buffering or screening to avoid land use conflicts with adjacent or nearby residential uses buffering (see Section 3.3 – Buffering and Land Use Conflicts).

G. Council will encourage development to occur on existing approved lots before considering new development. Opportunities for intensification and redevelopment shall also be promoted where it can be accommodated in the Hamlets through existing building stock, infill, on existing lots of record and through the rehabilitation and redevelopment of brownfields. Consideration for such initiatives shall recognize the long-term sustainability of development on private water and sewage services or the serving option selected for a hamlet or part thereof. Council shall establish and implement targets for intensification and redevelopment recognizing local servicing limitations.

H. Lots shall have frontage on or direct access onto a public road or onto a private lane where legal access is verified.

I. New industrial development shall have regard to the applicable planning principles listed above and below for industrial development. Existing uses may be expanded where they are compatible to adjacent land uses and adverse effects can be mitigated. The following additional principles shall apply to industrial uses:

(i) Industrial Uses: shall be directed away from residential uses;

(ii) An Influence Area as set out by the Ministry of the Environment and Climate Change for Class I and II industrial uses shall apply between industrial uses and sensitive land uses (reciprocally) and shall be incorporated into the implementing Zoning By-law. Sensitive land uses shall not be permitted within the influence area unless it is clearly demonstrated that any adverse effects are clearly and fully mitigated to the satisfaction of Council and, where applicable, environmental approvals have been obtained from the Ministry of the Environment. The influence area shall be measured from the nearest point of the property line of an industrial use and the nearest point of the property line.
boundary of the **sensitive** land use. The influence area for a Class I Industry shall be 70 m (230 ft.) and a Class II Industry 300 m (984 ft.). Where deemed necessary, Council may require buffering or screening by means of fencing, landscaping or berm to reduce any **adverse effects** (see **Section 3.3 – Buffering and Land Use Conflicts**). Minimum separation distances shall be established in the implementing Zoning By-law for each industrial classification which is consistent with Ministry of the Environment Guideline D-6, ‘**Compatibility Between industrial Facilities and Sensitive Land Uses**’.

(iii) Open storage shall be appropriately screened from adjacent properties and any public street and Provincial highways (see **Section 3.3 – Buffering and Land Use Conflicts**);

(iv) The lot area shall be sufficiently large to accommodate the intended use including parking, on-site maneuvering of vehicles, loading, storage of materials and wastes, access by emergency vehicles, future expansion (i.e., enlarging, expanding, phasing and the addition of industrial buildings to meet the long-term needs of the business) and landscaping;

(v) Building coverage and height control standards will be set out in the implementing Zoning By-law. Building height shall not exceed the equivalent of four storeys;

(vi) Services shall be evaluated to determine if they are adequate to meet the requirements for industrial uses (i.e. see **Section 3.17 - Water Supply and Sewage Disposal**), waste management, fire protection and roads. Industrial uses, which consume large quantities of water, will not be permitted.

J. Site plan control shall apply in governing the massing and layout of buildings and storage areas, waste disposal areas, access, parking and loading, lighting, drainage, utilities and services, landscaping for any new commercial, industrial or public service use and for extensions to existing uses (see **Section 6.9.10 - Site Plan Control**).

K. Where applicable, the policies of section **4.10 – Lake Development Area** shall apply to any **development** proposed within 150 m (500 ft) of a waterbody.
4.2 Rural Area

4.2.1. General

The goal of this Plan is to establish policies that will help the Township deliver a sustainable, living, working rural area that supports existing and future residents who wish to live and work in North Frontenac. Rural Area policies are meant to support and foster farming, commercial operations, and small businesses in order to create an environment to provide practical rural services and employment needed in the Township. Creating new employment opportunities and affordable living will ensure that services such as schools, post offices, and local commercial uses can be feasible in the long term.

Within the Rural Area, the Plan provides for a supply of land for a diversity of traditional and evolving rural uses. These include rural residential, rural co-operative areas, recreational oriented uses, uses characterized by large areas of open space; public utilities and commercial facilities (see Section 3.13 for requirements); rural commercial and industrial uses and air strips.

The Plan recognizes the economic value of renewable and non-renewable resources within the Rural Area (e.g. forestry, mineral aggregates, minerals, agriculture and water) and the need for the stewardship of these resources. The Plan provides for resource development and measures for minimizing the land use conflicts, which may arise from such development.

Planning principles (as set out in Sections 4.3, 4.9, 4.11 or development criteria in Sections 4.8 and 4.10) will apply to all development for the respective land uses in these Sections to ensure that it is environmentally sound and is complementary to the physical and scenic attributes of the natural environment. New development will be on the basis of on-site (private) water and sewage disposal systems, or communal systems, where necessary (see Section 3.17).

Some uses will require a specific land use designation because of their characteristics, while others will be permitted and governed through the Zoning By-law. A number of uses are located and permitted within the Rural Area designation. These Rural Area designation uses include the Rural Residential uses, the Rural Commercial and Industrial uses, the Rural Recreational and Conservation uses, the Tourist Commercial uses and sites, the Recreational Vehicles and Recreational Vehicle Parks and Campgrounds uses and sites, Home Based Businesses, Mobile Home Developments and Agriculture uses. There are also within the Rural Area designation, a number of overlay and pattern systems affecting mineral
resources and natural heritage features. Rural Co-operatives, Lake Development Areas, Crown lands and the Mineral Aggregate Resources all have their own site designations that are specifically mapped and shown on Schedules “A1”, “A2”, and “A3”.

4.3 Rural Residential Uses

4.3.1. Permitted Uses

For the purposes of this Plan, housing types may include permanent rural residential uses including single detached and two unit dwellings, mobile homes and accessory uses including a garden suite and or secondary suites. Housing types may also include continuum-of-care facilities and tenured housing oriented to short-term or seasonal occupancy such as condominiums, fractional ownership and time-sharing. Recreational vehicles are not considered to be a form of housing, but rather for short-term recreational-oriented accommodation.

4.3.2. Planning Principles

A. Residential development may occur on individually created lots or by Plan of Subdivision subject to Section 3.15– Subdivisions, Consents and Part-Lot Control.

Lot sizes for rural residential development or waterfront residential development shall be no less than 0.8 ha (2 acres). In determining whether there is a suitable building envelope, all required yard setbacks, steep slopes, rocks bluffs, wetlands, etc. must be subtracted from the overall lot size (see Section 3.15.2 D).

Lot sizes may be reduced in developments created by Plan of Subdivision or for multiple unit projects (fractional ownership, condominium, and time share).

Lot sizes or density may only be reduced where the risk assessment arising out of the study clearly indicates that there will be no reduction in water quality in a ground or surface water supply, that the quantity is sustainable for the intended use without the drawdown or well interference with adjacent wells and that other design standards criteria are generally exceeded. The study shall be undertaken by a professional (team) competent in the field of hydrology, hydrogeology and ecology subject to terms of reference approved by the Municipality. The study shall be subject to a peer review at the cost of the applicant for development. The study shall also recommend measures to restore or improve sensitive surface water features, sensitive groundwater features and their hydrologic functions.
Rural residential development shall comply with Section 4.10 – Waterfront Area policies of this Plan, if applicable.

It is expected that subdivisions will be developed with public road access, although Council may consider a condominium where they are satisfied that development standards and maintenance for roads and other services will be adequate. Developers will be expected to locate and design a subdivision with a view to complementing and enhancing natural landscapes, emphasize scenic vistas, conserve ecological attributes, natural vegetation and the wilderness setting. A landscape plan shall be submitted to illustrate measures for the conservation or revegetation of the subdivision. Council may control the approval and phasing of subdivision development to balance the supply and demand for lots while ensuring that revenues are in keeping with the operational costs of providing or maintaining roads and other municipal services. Garden Suites are permitted within the Rural Area designation in accordance with Section 4.1.2.E.

B. Residential development shall be adequately serviced with on-site water and sewage disposal services (see Section 3.18 – Water Supply and Sewage Disposal). Council will require a servicing options report as a means to determine the most appropriate option for servicing for large-scale development such as a Plan of Subdivision or for multiple unit projects (fractional ownership, condominium, time share).

C. Residential development will be permitted where it has frontage on and direct access to year round maintained roads, preferably the existing network of roads, or on private lanes, either of which must meet municipal standards for road construction (see Section 5 – Transportation). In considering the approval of roads, Council shall be satisfied that new roads can be efficiently integrated into the existing road network of the Township and are cost-effective from an operational stand point. Water access will be permitted only for residential development provided the water body has access and long-term parking arrangements are secured at or near the access point by means of a registered lease, deed or other legal instrument acceptable to the Municipality.

D. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means.

E. Accessibility by those with physical and other challenges will be considered in the review and approval of all development.

F. The type of access may be used to distinguish the zoning category and level of service (i.e., public services may not be provided or
may be limited on private lanes). **Development** serviced by a private lane or water access only, will be placed in a Limited Services Zone while development, which is serviced by a year round maintained public road, may be placed in a Rural Zone. Rezoning may include both the water access lot and the associated water access location.

G. All residential **development** is subject to the requirements for influence areas and separation distances (see **Section 3.8**).

H. Provision shall be made for safe access to a lot by avoiding entrances on curves, grades or where sight lines may be limited.

I. All residential **development** is subject to the natural and human-made hazards requirements of this plan including polices in **Section 3.11** for contaminated sites, mine hazards, and hazardous sites.

J. Dwellings and other structures shall be set back sufficiently from the crest of any embankment or any stream or river valley in order to ensure adequate structural stability and to protect and conserve the amenities of the natural shoreline (e.g. vegetation).

K. A rural residential **development** shall not land lock any other parcel of land in the immediate vicinity and must be designed to allow for integration with future development, where applicable.

(Note: regard shall be given for other applicable policies of this Plan in considering rural residential development. See also **Section 3.2 – Accessory Uses; 3.9 – Lots of Record; and 3.14 – Shoreline Structures**)

**4.3.3. Live/Work Development**

A. Changing patterns of employment in recent years together with improvements in cellular/broadband technology means that people often can work and operate a business without the need to commute to employment some distance away.

In order to promote affordable housing and small business, the Township supports the creation of ‘live/work’ units. Live/work units can be defined as small-scale developments which include both residential and business floor space. Specifically, these units are designed primarily for employment purposes but also include residential space connected to the employment premises.

Live/work units allow for people to work from home and therefore can be considered a sustainable form of development. Live/work
units can be important in helping to create economic development in the rural area of North Frontenac.

B. There are two main policy directions for live/work units:

i) to provide guidance on the creation of live/work units from existing traditional rural buildings, such as barns, community buildings, surplus school sites, former church buildings; and

ii) to provide guidance on the creation of new build live/work units.

C. Conversion of Buildings to Live/Work Units

North Frontenac supports the re-use of traditional rural buildings for live/work units. The conversion of rural buildings to live/work units allow the retention of rural buildings while at the same time reducing the need to travel long distances for employment purposes.

The Township will consider the conversion of an existing rural buildings to employment generating uses with accessory living accommodation under the following conditions:

i) the building has direct access to a public road or a year-round maintained private road;

ii) the scale and type of building is appropriate to the surrounding area;

iii) in general, the building has character that is important to the local community and is structurally sound and capable of a proposed re-use without major rebuilding;

iv) relates to an employment use which is designed so that it can be used independently of the residential use (so that employment potential is not restricted only to the occupants of the residential space);

v) demonstrates that the building is of sufficient size to accommodate a genuine business use and that any residential use will be accessory to that use. A proposal that has substantial residential use with only a small area for business use will be considered to be residential development and will be subject to the Home-Based Business policies of this plan (Section 3.7);

vi) the occupancy of the residential space is to be restricted to persons involved with the business being operated;
vii) Council may require Site Plan Control approval to ensure the functional use of the property as a commercial/residential use, and to also ensure that the buildings retain their rural character after conversion.

viii) The Township will not support conversions of a building in a farmyard area of a working farm where such a conversion could hinder the future operation of the farm business.

D. Creation of New Live/Work Units

The proportion of people who work from home in rural Eastern Ontario is higher than those who work at home in the urban areas such as Ottawa, Kingston, and Belleville. On this basis, as well as the need to provide rural economic development, North Frontenac supports the creation of new live/work units in the Rural Area of the Township.

Township Council recognizes that the Provincial Policy Statement (2014) directs new growth to settlement areas. However, new live/work units in the Rural Area will also provide for new employment opportunities to meet the needs of the rural economy and support existing community services.

The Township will consider the creation of new live/work units under the following conditions:

i) the property has direct access to a public road or a year-round maintained private road;

ii) the scale and type of building is appropriate to the surrounding area;

iii) the employment use shall be located on the ground floor level of a new live/work structure, with the residential space on the floors above;

iv) there will be no adverse impacts of the new live/work operation on adjacent properties;

v) that the building is of sufficient size to accommodate a genuine business use and that any residential use will be accessory to that use. A proposal that has substantial residential use with only a small area for business use will be considered to be residential development and will be subject to the Home-Based Business policies of this plan (Section 3.7)
vi) Council may require Site Plan Control approval to ensure the functional use of the property as a commercial/residential use.

### 4.3.4 Tiny Houses

A. Tiny houses are becoming an alternative form of affordable housing and have building standards that can allow for year-round accommodation. For the purposes of this Plan, a tiny house may be defined as a building of less than 400 square feet (37.2 sq. m).

B. The implementing comprehensive zoning by-law will establish minimum lot sizes and setbacks for tiny house location, as well as minimum building size.

C. As a general principle, tiny houses that are built on approved foundation system with septic system shall be permitted in any zone allowing single detached dwellings.

D. Tiny houses built on trailers where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation shall be permitted in any zone allowing single detached dwellings.

E. Tiny houses on mobile chassis where the suspension/axle components remain are considered semi-permanent and shall be permitted in zones that allow mobile homes.

F. The Township will establish general standards building code adjustments to accommodate tiny house living including: minimum room dimension; ceiling height; egress and ingress for sleeping and living areas; bathroom and kitchen requirements; access to loft areas; and any other such adjustments deemed necessary to ensure a safe and liveable dwelling.

### 4.4 Rural Cooperative Area

#### 4.4.1. Concept and Permitted Uses

For the purposes of this Plan, the Rural Co-operative Area designation of land as shown on the Schedule to the Land Use Plan shall mean that the predominant use of land in the areas so designated shall be for a single planned development on property owned in common, such as an incorporated co-operative or non-profit organization, land trust or family farm where the ownership and responsibility for the maintenance of all land uses, buildings, services and general management rests with the members. The permitted uses shall be those uses permitted in the Rural Area (Section 4.2).
4.4.2. Planning Principles

Rural Co-operative developments shall be subject to the following:

A. Frontage shall be on a public road that is opened and maintained year-round and which is of a reasonable standard of pavement or gravel construction or, frontage may be on an existing private lane further to Private Lane policies to this Plan (See 5.3 Private Lane Policies). Access to the road shall be such that no traffic hazards are created by limited sight lines.

B. Good agricultural and wood lot land shall be preserved.

C. No buildings shall be erected on any part of any lot subject to flooding, subsidence, erosion or any other physical hazard;

D. Where necessary, adequate buffering shall be provided between the rural co-operative development and adjacent land uses to reduce or eliminate the adverse effects of one use upon the other and;

E. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means.

4.4.3. Development Plan

Prior to any new development taking place in the Rural Cooperative Area, the Owners shall prepare and present for approval to the Township a development plan which shall include the location of major land uses, including the road pattern, the existing conditions of any water body to be utilized in the development (if applicable), the staging of such development (if applicable) and an assessment of the economic impact of the proposed uses on such matters as public road maintenance, fire protection services, school bussing, etc. and the on-site servicing requirements of the public body having jurisdiction. In reviewing the rural co-operative development the Municipality may circulate the development plan to any affected public bodies deemed necessary for comment. The approved development plan together with any site plan control and/or other agreements required by the Municipality shall be registered against the lands to which they apply and development on the lands shall take place in accordance with the registered Development Plan and Agreement. The application of site plan control approval will depend on the scale and type of activity involved. (See Section 6.9.10 - Site Plan Control).

4.4.4. Dissolution
In the event of dissolution of the development, the existence of separate dwellings and other buildings will not be accepted as justification for Consents outside of what is permitted by the Consent Policies for lands designated as Rural by this Plan. The Consent policies in Section 3.15.2 Consents of this Plan shall apply.

4.4.5. Zoning

Rural co-operative uses shall be appropriately zoned in the implementing Zoning By-law.

4.5 Rural Commercial and Industrial Uses

4.5.1. Permitted Uses

Permitted commercial uses shall include small-scale uses, which cater to the needs of local residents and to the traveling public. Examples include an auto service station, motor and recreational vehicle sales and service, general store, tourist outfitter, accommodation services, an eatery, an antique store, gift or craft store or service repair store. Residential uses may be permitted as an accessory use.

Industrial uses shall include a Class I, II or III (Ministry of the Environment classification). Class I and II are described in Section 4.1.2.C. (i) and (ii).

Class III Industrial uses are described as a place of business for uses characterized as having emissions such as noise, smoke, odour, fumes or vibrations or extensive outside storage as part of their normal operations. Such uses include sawmills, pulp and paper mills, refineries, smelting operations and similar uses which are intended to be secluded from residential or other sensitive land uses in order to limit and potential adverse effects on the environment or the surrounding areas and public health. No industrial use will be permitted that produces noise, smoke, odour, fumes and/or vibrations to such an extent that the reasonable use and enjoyment of surrounding lands, buildings and/or uses is impaired and/or the air quality, water resources and/or public health of the area are negatively impacted. Residential uses may be permitted as an accessory use.

4.5.2. Planning Principles

The following site development and zoning standards shall apply to commercial and industrial uses in the Rural Area:

A. Ensuring that the lot size is adequate for the proposed use (e.g. to allow for access, parking and loading, private services, storage,
signage, landscaping and buffering, privacy or open space areas, accessory buildings, light, air and access to the rear of the lot) and for the potential for future expansion (i.e., enlarging, expanding, phasing and the addition of industrial buildings to meet the long-term needs of the business);

B. Ensuring that the lot can be adequately serviced with water supply and sewage disposal (see Section 3.17 - Water Supply and Sewage Disposal);

C. Development shall have frontage on a publicly maintained road, or a designated recreational road owned by the Crown but maintained by the Municipality, or a registered right-of-way or private lane, which connects to a publicly maintained year round, or seasonal road. Access to commercial and industrial uses will be carefully controlled in order to avoid creating a traffic hazard. Generally, there should be no more than two access points per lot. Access to a Provincial highway is restricted and is subject to the requirements of the Ministry of Transportation (see Section 5.1 – Provincial Highway);

D. Where commercial uses are located adjacent to residential uses, provisions may be made for increased setbacks, buffering or screening to avoid land use conflicts with adjacent or nearby residential uses buffering (see Section 3.3 – Buffering and Land Use Conflicts);

E. Provisions shall be made in the implementing Zoning By-law to classify individual types of land use and to set out the zone requirements for development (e.g. lot size, frontage, setbacks, height, parking, signs, landscaping, etc.). Council may establish separation distances between industrial uses and sensitive land uses and other uses;

F. New industrial development, shall proceed by amendment to this Plan and shall have regard to the applicable planning principles listed above and below for industrial development. Existing uses may be expanded where there are compatible to adjacent land uses and adverse effects can be mitigated. The following additional principles shall apply to industrial uses:

(i) **Industrial Uses**: shall be directed away from residential uses.

(ii) **An Influence Area** as set out by the Ministry of the Environment for Class I, II and III industrial uses shall apply between industrial uses and sensitive land uses (reciprocally) and shall be incorporated into the
implementing Zoning By-law. **Sensitive land uses** shall not be permitted within the influence area unless it is clearly demonstrated that any **adverse effects** are clearly and fully mitigated to the satisfaction of Council and, where applicable, environmental approvals have been obtained from the Ministry of the Environment and Climate Change. The influence area shall be measured from the nearest point of the property line of an industrial use and the nearest point of the property boundary of the **sensitive land use**. The influence area for a Class I Industry shall be 70 m (230 ft.), a Class II Industry 300 m (984 ft.) and a Class III Industry shall be 1,000 m (3,820 ft.). Where deemed necessary, Council may require buffering or screening by means of fencing, landscaping or berm to reduce any **adverse effects** (see **Section 3.3 – Buffering and Land Use Conflicts**).

Minimum separation distances shall be established in the implementing Zoning By-law for each industrial classification which are consistent with Ministry of the Environment and Climate Change Guideline D-6, ‘Compatibility Between Industrial Facilities and Sensitive Land Uses’.

(iii) **Open storage** shall be appropriately screened from adjacent properties and any public street and Provincial highways. (see **Section 3.3 – Buffering and Land Use Conflicts**);

(iv) The lot area shall be sufficiently large to accommodate the intended use including parking, on-site maneuvering of vehicles, loading, storage of materials and wastes, access by emergency vehicles and landscaping.

(v) Building coverage and height control standards will be set out in the implementing Zoning By-law. Building height shall not exceed the equivalent of four storeys or exceed the firefighting capability of the Municipality.

(vi) Services shall be evaluated to determine if they are adequate to meet the requirements for industrial development (e.g. on-site water and sewer) (see **Section 3.17 - Water Supply and Sewage Disposal**), waste management, fire protection and roads.

G. Site plan control shall apply in governing the massing and layout of buildings and storage areas, waste disposal areas, access, parking and loading, lighting, drainage, utilities and services, landscaping for any new commercial or industrial and for extensions to existing uses (see **Section 6.9.10 - Site Plan Control**);
H. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means;

I. Accessibility by those with physical and other challenges will be considered in the review and approval of all development;

4.6 Rural Recreational and Conservation Uses

4.6.1. Permitted Uses

Recreation uses are permitted in all areas of the Rural Area designation and shall include such public and private recreation uses which are characterized by large areas of open space and which do not provide for permanent or seasonal residential facilities. Such uses include, but are not necessarily limited to, parks, playgrounds beaches, nature trails, hunting and fishing camps, conservation areas and other similar uses available to the public. These shall be permitted in the Rural and Limited Service Residential Zone categories of the implementing Zoning By-law. Recreation uses are subject to the following principles.

4.6.2. Planning Principles

A. Buildings and structures incidental and accessory to the permitted recreational uses shall also be permitted and shall be designed to integrate visually and functionally, as much as possible, with the natural landscape;

B. Recreational uses, as defined above, shall be permitted anywhere within the designated Rural Area, provided that there will be no detrimental effects on adjacent uses, and they are appropriately zoned;

C. Adequate parking shall be provided in accordance with the provisions of the implementing Zoning By-law. Access points to parking areas shall be located so that no traffic hazard will be created;

D. Development of new land-oriented recreational facilities should be compatible with surrounding land uses;

E. Land-oriented recreational development shall be permitted in the Rural Zone category of the implementing Zoning By-law;

F. A camp (recreational based camp) may be permitted under a land use permit with the Crown or as a remote use on private land, provided that appropriate arrangements are made for on-site servicing. The requirements for frontage on a road may be waived;
G. All rural *recreational* uses requiring servicing shall be located on a lot that can be adequately serviced with water supply and sewage disposal (see Section 3.17 - Water Supply and Sewage Disposal);

H. Energy efficient and sustainable design will be promoted for all *development*. Council may establish performance standards through conditional zoning, site plan control and other means; and

I. Accessibility by those with physical and other challenges will be considered in the review and approval of all *development*.

### 4.7 Tourist Commercial Uses

#### 4.7.1. Permitted Uses

Tourist Commercial uses shall include a range of commercial facilities that principally serve the tourist trade, such as lodging facilities, motels and resorts, recreation facilities, golf courses, parks and facilities related to boat traffic, such as marinas, docks and other services. Such uses do not include residential uses such as tenured housing oriented to short-term or seasonal occupancy (i.e. condominiums, fractional ownership and time-sharing facilities). Buildings or other items of historic interest, and institutional uses (such as museums and related facilities), shall also be permitted. (Note: Recreational Vehicle Parks and Campgrounds are governed by Section 4.8).

#### 4.7.2. Planning Principles

A. Council will endeavor to concentrate tourist commercial uses into coherent groupings, providing a variety of services in key locations in the Municipality;

B. Tourist commercial uses should be located so that they are readily accessible to tourist traffic either by water or by road. In this regard, water access, as the sole or primary access, may be considered acceptable for seasonally operated uses only (Section 4.3.2.C. policies shall apply). Other uses requiring access shall only be permitted on lots with frontage on an open and year round maintained public road or on an existing private lane. (Section 5.3 policies shall apply);

C. All tourist commercial uses requiring servicing shall be located on a lot that can be adequately serviced with water supply and sewage disposal (see Section 3.17 - Water Supply and Sewage Disposal);
D. Residential dwellings shall be permitted as accessory uses on tourist commercial properties for use by either the owner, operator or employees of such establishments;

E. In reviewing applications for tourist commercial development, Council should have regard to the protection of the natural environment, the open space character and the scenic qualities of the area. Tourist commercial uses located adjacent to a water body shall comply with Section 4.10 – Waterfront Area policies of this Plan;

F. Tourist commercial uses should be adequately buffered or screened by distance, sight and sound, from any nearby residential use (see Section 3.3 – Buffering and Land Use Conflicts);

G. All tourist commercial uses will be placed in a separate category in the implementing Zoning By-law;

H. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means; and

I. Accessibility by those with physical and other challenges will be considered in the review and approval of all development.

### 4.8 Recreational Vehicles and Recreational Vehicle Parks and Campgrounds

#### 4.8.1. Purpose

The purpose of a Recreational Vehicle is to provide for a temporary living accommodation that is intended for seasonal use. Recreational vehicles are not permitted to be a substitute for a permanent residential dwelling.

#### 4.8.2. Recreational Vehicle – Definition

Recreational Vehicles, which are also known as travel trailers, motor homes, campers and trailers are for the purposes of this Plan, defined as follows: means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping or eating accommodation of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed.

For the purposes of this Plan, a recreational vehicle, as defined shall be considered to be a structure for the purposes of establishing setbacks only.

A recreational vehicle does not include a mobile home, park model trailer,
or a manufactured home as defined in the Planning Act or as governed by the Building Code Act.

This definition does not apply to prevent the storage of boats, boat or vehicle trailers, personal water craft, snowmobiles, all-terrain vehicles (ATVs) or other recreational equipment normally stored or parked on a lot.

4.8.3. Recreational Vehicle Parks and Campgrounds

The intent of the Plan is to allow for the development of Recreational Vehicle Parks as a means to accommodating recreational vehicles. It is expected that these parks would be operated on a seasonal basis, (e.g., May – October) and closed during the winter months. The Plan allows for the over wintering or storage of recreational vehicles in these parks. Recreational Vehicle Parks shall for the purposes of this Plan, be understood to include a campground for tents. Notwithstanding the provisions of this clause, short term occupancy of recreational vehicles during the period November to May will be permitted. Short-term occupancy may pertain, but is not limited to, weekends, Christmas and New Year's holidays and school breaks.

Recreational vehicles, as defined above, shall be permitted within a Recreational Vehicle Park or campground on land zoned for this purpose in the implementing Zoning By-law.

Where a number of new recreational vehicles are permitted, such as in a designated Recreational Vehicle Park and the aggregate sewage effluent discharge is greater than 10,000 liters per day, the approval of the Ministry of the Environment and Climate Change shall be required as set out in the Ontario Water Resources Act. Communal services shall be the preferred means of servicing multiple units. (see also Section 3.17 – Water Supply and Sewage Disposal). This policy shall not be deemed to exempt any existing recreational vehicles from compliance with the Building Code Act or Ontario Water Resources Act, respectively, where a compliance order is issued.

(Explanatory Note: pollution caused by the inappropriate discharge of sewage including grey water from an existing recreational vehicle may lead to a requirement for, or legal action to rectify the situation)

4.8.4. Recreational Vehicles on Individual Lots

The intent of the Plan is to allow one recreational vehicle to be stored, or to be used on a temporary basis on an individual (building) lot, whether the lot is vacant or whether the lot is occupied by a seasonal or permanent dwelling, subject to the provisions of the Township’s Recreational Vehicle Licensing By-law, as amended.
However, in recognizing the need to accommodate hunters and fishers, the Plan may allow for additional recreational vehicles on larger lots as set out in the implementing Zoning By-law.

One recreational vehicle only may be used or stored on a vacant lot or on a lot occupied by a dwelling. A recreational vehicle may be used for recreation purposes while located on such a property provided the accommodation is temporary or short term only (e.g., for leisure or vacation purposes). The period of occupancy may be restricted (e.g. to a specified number of days per month).

Individual recreational vehicles shall only be permitted where they are adequately serviced with a potable water supply, and with an on-site sewage disposal system as approved under the Building Code Act. Such sewage disposal system shall be in addition to any self-contained or on-board holding tanks. The intent of the Plan is to avoid the illegal discharge of sewage or grey water on any lands occupied by a recreational vehicle. This provision shall not apply to recreational vehicles which are stored on a lot (but not used) and to recreational vehicles, which are used on a lot occupied by a residential dwelling, for a short duration only (i.e., two weeks or less over the course of a season).

4.8.5. Licensing

Recreational Vehicles may be licensed by the Municipality under the authority of The Municipal Act. The licensing By-law #41-03 shall specify the period of occupancy and the permit fees for recreational vehicles. Licensing provisions shall not apply to recreational vehicles where they are stored only and not used or for recreational vehicles in an RV Park or Campground.

4.8.6. Decks, Enclosures, Additions and Accessory Buildings and Structures

Decks may be permitted to be constructed in association with a recreational vehicle provided they comply with the Zoning By-law and the Building Code, where the latter is applicable. Enclosures, roof-overs, extensions or additions to a recreational vehicle shall not be permitted unless such structures or construction has been specifically designed or pre-engineered for the recreational vehicle by the manufacturer or after-market manufacturer and are capable of being removed. No such structures shall be permitted which have the effect of rendering the recreational vehicle as a permanent structure or a permanent residential dwelling on a lot or site.

Accessory buildings (examples: storage or garden shed, gazebo, swimming pools) and structures (examples: sewage disposal systems, docks) shall be permitted. A private garage may be constructed as an accessory building for the long-term storage (i.e. over winter) of a
recreational vehicle. All accessory buildings shall comply with the relevant zoning standards. (Note: Docks may require a permit and/or approval from the Ministry of Natural Resources, The conservation authority having jurisdiction and the Department of Fisheries and Oceans.)

4.8.7. Development Criteria for Recreational Vehicle Parks and Campground

In considering applications for amendments to the Zoning By-law to zone an area for a new Recreational Vehicle Park or campground or the expansion of an existing Recreational Vehicle Park or campground (of more than five units), the Council shall, amongst other matters, give consideration to the following development criteria:

A. The type of facility proposed and what uses or facilities in addition to recreational vehicle sites are proposed (e.g., camping, picnicking, swimming);

B. The number of recreational vehicles and the duration of occupancy;

C. The location of the proposed site relative to the land use and other development policies in this Plan.

D. The appropriateness of the topography, soils and vegetative cover of the site relative to the proposed uses. Consideration will be given to the integration, conservation and sustainability of the use with respect to natural heritage features and areas and the ecology of the natural environment of the lot and adjacent properties. A base line inventory of the natural heritage features (found both on site, and within the vicinity of the site) may be a requirement. An Environmental Impact Study shall be required where applicable under Section 4.12 of this Plan;

E. The compatibility of the proposed use with existing and anticipated surrounding uses. The setting for these parks should include recreation oriented amenities, (e.g., lake frontage, mature tree cover, proximity to wildlife, access to or proximity to recreational trails etc.) Buffering from adjacent land uses may be required;

F. The adequacy of existing or proposed roads to provide for traffic volumes and safe access for traffic and recreational vehicles to the site;

G. The proposed water supply and sewage disposal systems shall comply with Section 3.17 – Water Supply and Sewage Disposal of the Plan. Water usage and sewage disposal shall take into consideration provisions for shower, rest room and laundry facilities;
H. The adequacy of additional services to be provided such as hydro, telephone etc.

I. Any additional facilities or uses proposed to be included such as administrative facilities, comfort stations, laundry facilities, sewage pump-out facilities, recreational and commercial facilities primarily designed to service patrons of the Recreational Vehicle Park, docks and boat launching facilities etc. Generally, such uses shall be planned and developed as accessory uses to the park;

J. The adequacy of open space, parking facilities, buffering, storage etc.

K. The development plan prepared by the applicant shall illustrate the details of the layout of the proposed development including phasing and the ultimate plan. Applications will be encouraged to develop a business plan in support of a proposal for development;

L. The conservation of the water quality of any adjacent water body. A new recreational vehicle park shall be subject to the policies of Section 4.10 – Waterfront Area of this Plan;

M. On-site provisions for fire prevention and suppression;

N. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means;

O. Accessibility by those with physical and other challenges will be considered in the review and approval of all development; and

P. The entering into of a Site Plan Control Agreement under the Planning Act.

4.8.8. Zoning

That provisions are made in the implementing Zoning By-law to regulate recreational vehicles and associated accessory uses and to set out the zone requirements for development (e.g. lot size, frontage, setbacks, height, parking etc.). Generally, the setbacks for a recreational vehicle shall be comparable to setbacks for residential uses. Particular regard shall be had for conserving the shoreline of an abutting water body in its natural state by establishing setbacks for development.

4.8.9. Property Standards

Council may enact a Property Standards By-law under the Building Code Act to regulate the maintenance of properties, buildings and structures used for recreational vehicles or accessory thereto.
4.9 Mobile Home Developments

Mobile Home Developments shall be subject to the policies of this section.

4.9.1. Definitions

For the purposes of this Plan, the following definitions shall apply:

Mobile Home: means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons but does not include a travel trailer or tent trailer or trailer otherwise designed. A Mobile home shall also require a certification label as required by the Building Code Act.

Mobile Home Park: means a mobile home development which is under private ownership and managed by a mobile home park operator. Lots alone or lots (sites) with individual mobile homes, whether in a registered Plan of Subdivision or not, may be rented (or sold if within a registered Plan of Subdivision). Ownership and responsibility for the maintenance of internal roads, underground services, commercial areas and buildings, together with general park management (including snow clearance, garbage collection, etc.) rests with the owner. (Note: a mobile home is designed for year-round living and is distinguished from a recreational vehicle and park model trailer which is for seasonal accommodation. A mobile home may be a single wide or double wide unit which is designed and constructed off site to be joined together on-site.)

Mobile Home Subdivision: means a mobile home development which is registered as a subdivision containing lots under either freehold or lease hold tenure.

4.9.2. Planning Principles

Mobile Home Developments shall be properly laid out and shall be approved by the Municipality. In considering applications for Mobile Home Developments, Council should be satisfied with respect to the following principles:

A. Consideration shall only be given to Mobile Home Developments which represent a high standard of quality and which have adequate resources to be properly administered with due regard to all operating aspects. Mobile Home Parks adjacent to a water body shall be subject to the policies of Section 4.10 – Waterfront Area of this Plan;
B. Mobile Home Developments should be adapted to individual site conditions, type of market to be serviced, and trends in design of the mobile home itself.

C. Where a number of new mobile homes are permitted, such as in a designated Mobile Home Park development, and the aggregate sewage effluent discharge is greater than 10,000 liters per day, the approval of the Ministry of the Environment and Climate Change shall be required as set out in the Ontario Water Resources Act. Communal services shall be the preferred means of servicing multiple units. Where a communal service is installed, a responsibility agreement will be required between the owner of the recreational vehicle park and the Municipality regarding the ownership and operation of the system. (see also Section 3.17 – Water Supply and Sewage Disposal). The proposed water supply and sewage disposal systems shall comply with Section 3.17 – Water Supply and Sewage Disposal of the Plan where the effluent discharge is less than 10,000 liters per day. Water usage and sewage disposal shall take into consideration provisions for shower, rest room and laundry facilities;

D. Adequate provision shall be made for adequate off-street parking, landscaping and buffering (see Section 3.3 – Buffering and Land Use Conflicts);

E. All streets shall have a paved or compacted granular surface and shall be well drained and graded, suitable for use in all seasons of the year;

F. Mobile homes should be arranged in planned groups or clusters. Not more than one mobile home shall be located on one mobile home lot or site;

G. A wide variety of lot shapes should be provided to accommodate mobile home units of differing sizes including expandable and doublewide units. The placement of individual units should be varied to avoid monotony;

H. Not less than 10 % of the gross site area shall be devoted to recreational facilities, which shall generally be provided in a central location. In large developments (involving more than 30 units), recreation facilities may be decentralized, with at least one area large enough for activities such as a small softball park. Recreation areas may include space for community buildings as well as community recreational facilities. Recreation areas should be bordered by a fence or hedge where it is desirable to control access to the area or separate the area from traffic or nearby mobile home lots. Recreation areas should be landscaped with lawns, shrubbery, roads, etc. to give a pleasing appearance;
I. Vacant lots not occupied by a mobile home shall not be allowed to become weed covered and overgrown and shall be maintained by the park management;

J. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means;

K. Accessibility by those with physical and other challenges will be considered in the review and approval of all development;

L. To ensure adequate control, development shall be subject to Site Plan Control and regulated by a site specific rezoning;

M. Mobile Home Developments shall be included in a separate zoning category in the implementing Zoning By-law; and

N. A mobile home which is transported on a Municipal Road may be subject to a permit issued by the Municipality to ensure the safe movement of the mobile home.

4.9.3 Applications

The Municipality shall require that the applicant submit the following information, so that the full impact of such proposed development can be assessed:

A. The area and dimension of the land to be developed;

B. An overall plan, fully dimensioned, showing the location and size of all mobile home lots service buildings, communal facilities, roads, walks and parking areas, with details of water supply and sewage facilities;

C. Details of the individual mobile home lots, showing the location and size of mobile home sites, service connections, patios, parking areas, storage buildings, fences and landscaping;

D. Full details of site development and landscaping, with special attention to grading and overall surface drainage patterns;

E. Details of surrounding developments, with special attention to existing and proposed zoning and land use patterns; and

F. An indication of the proposed type, size and design of the mobile home units.
4.10 Waterfront Area

4.10.1 Introduction

The Township is characterized by a landscape with many lakes and rivers. The intent of this Plan is to ensure conservation, protection and enhancement of water resources. For the purpose of this Plan, Waterfront Areas shall generally include all lands extending 150 metres (500 feet) from the ordinary high water mark of any water body. A water body shall be deemed to be a permanent standing water body in excess of 8 hectares or a major river or waterway. The policies of this section of the Plan are intended to govern development within 150m (500 ft.) of these water bodies and islands with the intent to protect water quality, shoreline amenities and natural habitat areas.

It is Council’s intent that the water quality of all water bodies in the Municipality will be maintained at their present level or enhanced. Any new development must be considered in light of its effect of its impact on the environmental quality of any lake or river and, in particular, the provisions of Section 4.10.8. Lake Trout Waters.

The Waterfront Area designation describes shoreline development, which is located around the lakes or along the significant rivers in the Township. Permitted uses in this land use designation include low-density residential development, tourist commercial uses listed in Section 4.7, and recreational vehicle parks and campground uses listed in Section 4.8. Rural residential uses with tenured occupancy such as condominiums, fractional ownership and time sharing are also permitted where such projects also comply with the policies of Section 4.3.2 of this Plan. Accessory uses may include a sleep cabin or “bunkie” as a detached building or as a loft over a garage provided the cabin/loft is not equipped with cooking facilities.

The shoreline area and water resources, which have attracted settlement, possess physically and environmentally sensitive areas. Water quality, wetlands, natural heritage, and habitat areas must be preserved and protected.

The application of the Waterfront Area designation must be flexible in order to respond to the varied terrain and development conditions within the Township. Generally, land that is on the shoreline or which physically or visually relates to the waterfront is included within this designation.

The Waterfront Area designation identifies and describes the overall low-density shoreline development, which is composed of residential, waterfront, commercial and open space uses, and is related to the recreational and aesthetic opportunities presented by a significant water resource.

The water resources and Waterfront Areas provide the major leisure and recreational opportunities, which benefit the Township.
The Waterfront Area designation also forms the primary basis of the tourism sector, and provides the basis for a strong Township’s economic base.

4.10.2 Definition

4.10.2.1 The Waterfront Area designation shall generally be defined as those lands extending inland 150 metres (500 feet). More specifically:

A. Lands which physically or functionally relate to the waterfront area, although extending beyond 150 metres (500 feet) from the waterbody, shall be deemed to be within the Waterfront designation.

B. Lands which do not physically or functionally relate to the waterfront area, although within 150 metres (500 feet) of the waterbody, shall be deemed not to be within the Waterfront designation.

4.10.2.2 For the purposes of Section 4.10.2.1, when determining whether lands physically or functionally relate to the waterfront, the following guidelines shall be considered:

A. the boundary shall be extended beyond 150 metres (500 feet) from the waterbody to encompass a significant natural or built feature;

B. where a road is between 150 metres (500 feet) and 195 metres (650 feet) of a waterbody, the road shall form the boundary;

C. generally, small remnants of rural area surrounded by the waterfront designation shall be included in the Waterfront Area designation;

D. all islands shall be included in the Waterfront Area;

E. for farms, open space and golf courses, the boundary shall be 150 metres (500 feet) from the waterbody;

F. portions of resort properties and recreational vehicle parks and campground uses beyond 150 metres (500 feet) from the waterbody shall be included in the Waterfront Area designation; and,

G. the Waterfront Area designation shall be outside the limits of Settlement Area designations.

4.10.2.3 Recognizing that the Waterfront Area boundaries should be flexible in order to recognize the varied terrain and development conditions within the Township, the precise limits of the Waterfront Area designation shall be defined and illustrated in an implementing comprehensive zoning by-law and confirmed by a site visit where necessary.

4.10.2.4 Lands that form the bed of any waterbody defined above shall be considered part of the Waterfront Area.
4.10.3 Basis and Principles

The following principles will apply to growth and development within the Waterfront Area designation:

A. The waterfront area of the Township is an important resource, which will be protected. The waterfront setting consists of open space and low density residential land uses on mainland and island shorelines; interspersed with some commercial development, primarily resorts; set among a forested landscape. This character is recognized and all development shall recognize this character.

B. The Waterfront Area on North Frontenac is a unique resource and asset. On this basis, development – including lot creation – should take place only after careful consideration of those recreational, environmental, socio-economic, and aesthetic qualities which contribute to the attraction of the waterfront and shared enjoyment of its lakes and rivers.

C. Development should be promoted in locations where demands on public services will be minimized, and where this development will most effectively utilize – or help pay for – existing services.

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

E. The integrity of the natural environment, landscape, shorelines and water quality will be protected.

F. Natural and cultural heritage, and habitat will be preserved.

G. The water resources of the Township will continue to be accessible to both private and public users.

H. It is recognized that there are Waterfront Areas in North Frontenac, particularly smaller lakes that are areas that have limited access or are lands that are or have been in the ownership of the Crown. These lands remain mostly undeveloped and provide important recreational and tourism opportunities.

I. Crown land tenure is significant in the Waterfront Area, and First Nation interests are expected to influence land use planning in this area.
J. Shoreline alterations shall require approval by the Municipality and/or appropriate agency (Conservation Authority; Ministry of Natural Resources and Forestry; Canada Fisheries and Oceans).

### 4.10.4 Goals

Goals of the Waterfront policies are as follows:

A. To protect the character of the waterfront in recognition of the different character of individual lakes.

B. To retain and promote the Waterfront’s unique recreational character within the context of primarily a single-tier of development.

C. To ensure that development is suited to its site and that appropriate access and services are provided.

D. To encourage optimal growth while taking into consideration the lake system health of the Township’s lakes and rivers.

E. To preserve and enhance the high quality of the recreational and biological aspects of the Waterfront.

F. To ensure growth is compatible with and has regard for the overall physical, environmental, social, and economic aspects of the waterfront.

G. To encourage the redevelopment and expansion of commercial businesses such as resorts and to recognize their important economic function.

### 4.10.5 Objectives

Objectives of the Waterfront Area policies are as follows:

#### Character

A. To recognize and protect the character of waterbodies within a single tier of development around the shoreline with limited, low density backlot development where access permits.

B. To ensure that built form does not become concentrated or dominate the Waterfront to the detriment of natural form.

C. To maintain or restore the majority of all developed and undeveloped shorelines in their natural state and promote stewardship of their biological benefits.

D. To work with Frontenac County and Provincial agencies to develop a process to identify the character of individual lakes through a classification system and assign appropriate limitations in an effect to protect this character.
Access and Servicing

E. To ensure that access is provided to all new lots to a standard appropriate to the situation.

F. To promote the waterways as a major recreational asset that should be made accessible to both public and private users.

G. To ensure that development does not unduly contribute to a demand for utilities or services which are uneconomical to provide, improve, or maintain.

H. To encourage public trail systems which provide recreational opportunities and link the waterfront to other areas of the Township.

Natural Areas

I. To maintain a high level of biodiversity by protecting natural areas and the connections between them.

J. To ensure that the environment is protected from negative impacts of development.

K. To protect and, where possible, enhance water quality.

Development

L. To encourage development which will contribute to the attraction and viability of the Waterfront for visitors and residents.

M. To support the continued viability of resorts, campgrounds, other commercial uses, and residential uses as important elements in the North Frontenac economy.

N. To control development on the waterfront such that it does not dominate the natural shoreline.

O. To support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area.

P. To protect and preserve the cultural heritage and archaeology resources in the waterfront area.

Q. To promote healthy and active communities by planning for public spaces, parks, public access to water, trails, and open space.

R. To ensure all lighting of properties is respectful of neighbours, the environment, navigation and the dark sky.

S. To ensure development of small lots is compatible with development in the area.
4.10.6 General Development Policies

Character

A. The Waterfront Area character differentiates the waterfront area from the rural setting of North Frontenac. Waterfront character is linked to the natural and built form which is oriented toward the lakes and rivers in the Township. Natural form includes predominantly vegetated and forested shorelines with thin soils over the bedrock of the Canadian Shield. Built form includes mostly residential development interspersed with some commercial development, primarily resorts and campgrounds. The Waterfront Area is the focus for recreation, relaxation, water supply, and support for fisheries and wildlife habitat, among others. Where development occurs in the Waterfront Area, it should enhance and protect, where possible, those qualities that contribute to character.

B. Natural form should dominate the character of the Waterfront. Natural shorelines may visually screen development viewed from the water and buffer uses. Shorelines shall be encouraged to be maintained in a predominantly natural state with tree cover and ground vegetation retained as development occurs.

C. Waterfront character evolves over time. Traditionally, tourist commercial in the form of cottage resorts as well as residential development has contributed to the character and economic viability of the North Frontenac. Resorts shall be encouraged to develop and expand in a manner that complements the Township.

D. Where development occurs in the Waterfront, it should complement the natural and built form and should enhance and protect those qualities that contribute to character.

Permitted Uses

E. Permitted uses in areas designated as Waterfront Area are limited to the following:

   (i) Residential uses, which shall be limited to low-density residential development, limited service residential development;

   (ii) commercial uses including: resorts, marinas, tent and trailer parks as listed in Section 4.8;

   (iii) open space uses including parks and recreational uses;

   (iv) public uses;

   (v) accessory structures and buildings to the above-noted uses; and,

   (vi) existing development as defined in an implementing comprehensive zoning by-law.

General Development Standards
F. Waterfront lots should be of sufficient dimension and size to accommodate the use proposed, related structures, and services within acceptable standards. As such, a variety of lot sizes, water frontages, setbacks, and structural limitations are expected in recognition of the natural and built influences in the Waterfront Area.

G. All major development and redevelopment shall be subject to site plan control including all commercial, industrial and institutional uses, as more specifically described in an implementing site plan control by-law.

H. Waterfront Area Lot Size

The following shall constitute minimum lot requirements, unless otherwise specified:

(i) a lot area of 0.8 hectares (2 acres); and,

(ii) a water frontage of 77 metres (250 feet).

I. Shoreline Setbacks

The front yard setbacks, as detailed in an implementing comprehensive zoning by-law, are established in recognition of:

(i) Requirement of a shoreline vegetative buffer;

(ii) Minimizing the dominance of the built form on the natural environment;

(iii) Maintenance of privacy and noise attenuation especially on properties fronting onto a narrow waterbody;

(iv) Maintenance of aesthetic qualities of the waterfront; and;

(v) Protection of natural habitat and minimizing environmental impact in the foreshore area.

J. Building Setbacks

Land based buildings and structures (unless otherwise specified in the Plan) shall be located a minimum of 30 metres (100 feet) from the normal or controlled high water mark of a waterbody with the exception of the following:

(i) Minor accessory building or structures or marine related facilities, which shall be located as detailed in the implementing comprehensive zoning by-law;

(ii) Septic tile bed and mantle, which shall not be permitted within 30 metres (100 feet) of the waterbody;

(iii) existing development as defined in an implementing zoning by-law;
(iv) where lake-specific or site-specific conditions suggest that it would be appropriate, the minimum water setback may be increased. Examples may include sites with steep slopes, limited soil depth, or limited vegetative cover; and

(v) Consideration shall be given in the implementing zoning by-law to the establishment of a maximum floor space index within 60 m (200 feet) of the high water mark to ensure no large structures are built near the shoreline.

K. Sideyard Setbacks

Sideyard setbacks shall be established in an implementing comprehensive zoning by-law in recognition of the following:

(i) in the case of land structures, to maintain a natural area between buildings so as to reduce the dominance of the built form on the natural environment, maintain privacy, attenuate noise, connect habitat, ensure compatibility, and contribute to the aesthetic qualities of the waterfront;

(ii) in the case of shoreline structures, to allow for the ingress and egress of boats to dock spaces and boathouse slips, while maintaining reasonable views and separation for privacy between neighbouring properties; and

(iii) consideration may be given to alternatives where such setbacks are not possible due to terrain or other constraints.

L. Council may consider the implementation of a Tree Preservation By-law in waterfront areas and any development or redevelopment of this area may be permitted in accordance with the By-law.

M. Redevelopment of existing properties shall be encouraged to follow current development standards, as closely as possible, to be compatible with and consistent with sound planning principles including environmental considerations. In addition, encouragement shall be given to restoring and preserving natural shorelines.

N. The preparation of an Environmental Impact Study (EIS) shall be required for all major development in waterfront areas.

O. Aggregate operations shall not be permitted in the Waterfront Area designation.

Water Access Development

P. The following shall generally constitute minimum lot sizes for new lots with water access only, unless otherwise stated:

(i) a lot area of 0.8 hectares (2 acres); and,

(ii) a water frontage of 90 metres (300 feet).
Q. Due to concerns of character, visual impact, environmental impact, access, and service provision, islands must be a minimum of 0.8 hectares (2 acres) to be developed for residential purposes as established in the comprehensive zoning by-law. Islands less than 0.8 hectares in size shall be limited to a picnic shelter and a dock, or existing development as of the date of adoption of this Plan.

R. Where the Township is considering a development proposal for an island slightly less than 0.8 hectares (2 acres) in size, the following matters shall be examined in an Environmental Impact Study accompanying a Zoning By-law Amendment application:

(i) retention of tree cover;
(ii) protection of critical fish and wildlife habitat;
(iii) adequate soil depth and site suitability for a septic system;
(iv) satisfactory long term access and service delivery; and,
(v) modest visual impact and appropriate location of building envelopes.

Access

S. Access to waterfront area development that is not on public roads shall be subject to the Private Roads policies set out in Section 5.3.

Servicing

T. It is anticipated that the Waterfront Area will be serviced by private individual on-site sewage and water systems.

U. Hydrogeological reports satisfactory to the Township and Conservation Authority or Ministry of Environment and Climate Change may be required to support any proposal on private servicing systems where:

(i) more than four residential lots are proposed;
(ii) construction of a new road(s) is proposed;
(iii) there are areas of known or suspect water quantity or quality; or
(iv) for commercial, industrial or other uses which would produce an effluent flow of greater than 4,500 litres per day.

V. The County of Frontenac is undertaking a communal servicing study in 2017. The results of this work will assist the Township in developing policies for private communal servicing development options in the Waterfront Area.

Visual, Scenic and Aesthetic Qualities
W. The preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.

X. Private roads serving waterfront lots are encouraged to blend in with the waterfront setting and terrain, taking into account slope, tree cover, alignment, and road surface, and the policies of the Private Roads Section 5.3 of this Plan.

Y. Development shall be located and designed so as to protect the character and prominence of public views and features including such areas as rock cliffs, waterfalls, rapids, and landmarks. Where development is proposed in such areas, encouragement shall be given to the dedication or acquisition of such lands for the purposes of conservation, public access, trails, and/or portages.

Z. The retention of trees and native vegetation shall be encouraged through site plan control or municipal development agreement to uphold the visual and environmental integrity of the Waterfront Area. Where development is proposed, a natural undisturbed buffer is required at the water’s edge to generally meet a target of 15 metres (50 feet) in depth from the high water mark. Where little or no natural buffer exists, renaturalizing will be required, where possible. Minor accessory structures and an access pathway to the shoreline are permitted.

4.10.7 Lake System Health

A. Limits to development on lakes may be based on social, physical, biological and other measures of capacity. The Township will work with Frontenac County, the Frontenac Stewardship Foundation, the Ministry of Environment and Climate Change, the Ministry of Natural Resources and Forestry, Conservation Authorities, lake associations, and other agencies to develop a long term plan for comprehensive lake planning.

B. The Township will encourage and support lake associations to conduct lake stewardship planning. Township Council shall have regard to any such lake plans as part of the information to be considered on planning decisions respecting development or redevelopment on a lake.

C. The overall health of most lakes and rivers in North Frontenac can be considered to be very good to excellent. From a planning perspective a cautious approach to development in the Township will be taken in order to protect these waterbodies. In this regard, new lot creation, development or redevelopment should only be permitted where it is determined that phosphorus impacts on water quality can be effectively eliminated.

D. The role of natural vegetated shorelines in buffering waterbodies from erosion, siltation and nutrient migration adjacent to the sensitive littoral zone is critical to the protection of water quality. Preservation and restoration, where appropriate, of shoreline buffers is therefore necessary. The frontage of a lot will be maintained in a natural state to a target depth of 15 metres (50 feet) from the shoreline where new lots are being created and where vacant lots are being developed. Where lots are already developed and further development or
redevelopment is proposed, these targets should be achieved to the extent feasible. Where these targets cannot be met, a net improvement over the existing situation is required.

E. Construction mitigation measures, storm water management, or other techniques shall be used to minimize negative impacts on water quality.

F. It is recognized that the Mississippi Valley Conservation Authority (MVCA) are developing a plan for the Mississippi watershed beginning in 2017. It is expected that this MVCA plan will outline existing conditions and also highlight areas that may require additional land use policy direction. The Township Official Plan may be amended to include policies to implement the watershed plan.

Site Plan Control / Municipal Development Agreements

G. Where site plan control or a development agreement is required as part of a planning approval, or where on-site phosphorus management is required, the following matters may be addressed:

(i) appropriate location of buildings, structures and sewage disposal systems;

(ii) retention or restoration of a natural vegetative buffer to prevent erosion, siltation and nutrient migration;

(iii) maintenance or establishment of native tree cover and vegetation on the lot wherever possible;

(iv) appropriate location and construction of roads, driveways and pathways, including use of permeable materials; and

(v) implementation of stormwater management and construction mitigation techniques, including proper re-contouring, discharging of roof leaders, use of soak away pits and other measures to promote infiltration.

4.10.8 Lake Trout Waters

Lakes which have suitable quality of water to be managed for lake trout are a limited and non-renewable resource and thus the protection of this resource are an objective of this Plan, in view of the recreational and tourist nature of the area. Lakes presently managed for lake trout are indicated on the Land Use Plan Schedule and have been classified as having high or moderate sensitivity. The following development policies shall apply to lands abutting these lakes, in addition to any other policies outlined in this Plan:
A. **Trout Lakes at Capacity**

The lake trout lakes included in this category (see Section A xii below for list) are extremely sensitive to development. The following policies shall apply to all lot creation or site alterations undertaken on or within 300m (984 ft.) of an identified at capacity lake trout lake. **Development** will be prohibited on lands adjacent to a water body where the water body has reached or may reach its development capacity except where one or more of the following conditions exists:

i. The tile fields on each new lot are set back at least 300 m [984 ft.] from the shoreline of the lake or such that the drainage from the tile fields would flow at least 300 m [984 ft.] into the lake;

ii. The tile fields on each new lot are located such that it would drain into the drainage basin of another water body which is not at capacity;

iii. The proposed new use complies with the underlying land use designation;

iv. To separate existing habitable dwellings, each of which is on a lot that is capable of supporting a Class 4 sewage system, provided that the land use would not change and that there would be no increase in phosphorus loading to the lake;

v. The proposed new use has a scale and density that is less than currently exists on the site, and shall demonstrate a net reduction of the phosphorus loading on the lake. Prior to any redevelopment being approved, an Environmental Impact Study (EIS) shall be undertaken by a qualified person and completed to the satisfaction of the Municipality, the Conservation Authority and the Ministries of Environment and Climate Change and the Ministry of Natural Resources and Forestry, respectively. The EIS shall consider and provide recommendations on such matters as hydrogeology, soil types or overburden, vegetation, topography and slope, the location of existing and proposed land uses and a comparison of pre and post development nutrient loadings on the adjacent water body(ies);

An Official Plan amendment may be required to provide for the creation of any new lots and shall be required for Plans of Subdivisions or multiple Consents proposed on lands not designated as Lake Development Area and which are proposed within 300m (984 ft.) of any at capacity lake;

vi. Existing lots of record and lots in existing and approved Plans of Subdivision may be developed under strict conditions where a
proponent can demonstrate there will be no impacts on lake water quality and in accordance with the Sections 3.15, 3.17, 4.3.2., 4.10.1. and 4.10.6. of this Plan;

vii. The sewage disposal system intended for use on existing lots of record and lots in existing and approved Plans of Subdivision shall be set back a minimum of 30m (98.4 ft.) from the shoreline;

ix. No more than one single detached dwelling unit together with accessory buildings shall be permitted on any existing lot of record or on a lot in an existing and approved Plan of Subdivision;

x. On existing lots of record and lots in existing and approved Plans of Subdivision, consideration may be given to slight reductions to the minimum setback, only if it is not physically possible or is not environmentally desirable to meet this requirement and it can be demonstrated that there will be no negative impacts on fish habitat;

xi. Applications for Minor Variances to the Zoning setbacks established for at capacity lake trout lakes may be required to be supported by an Environmental Impact Assessment prepared in accordance with 4.10.2.B. of this Plan depending on the extent and impact of the proposal;

xii. The provisions of Section 4.10.2.C regarding shoreline activity areas and the maintenance of the natural shoreline buffer shall apply;

xiii. At capacity lake trout lakes are indicated on the Schedules to this Plan with a symbol and include the following lakes:

- Reid Lake (Boundry Lake)
- Lucky Lake
- Mackie Lake
- Camp Lake (Little Mackie)
- Big Ohlmann Lake (Rock Lake)
- Mosque Lake
- Kishkebus Lake
- Shabomeka Lake (Buck Lake)
- Little Green Lake
- Buckshot Lake
- Round Schooner Lake
xiv. Should a lake trout lake be determined to be at capacity, the
policies of Section 4.10.3 A shall apply to the lake without an
amendment to this Plan.

xv. Special Policy – Mississagagon Lake
Mississagagon Lake is not classified as a lake trout lake by the
Province of Ontario. In 2016, the Ministry of Environment and
Climate Change designated Mississagagon Lake to be ‘at
capacity’ for new development based on water quality. The
policies of Section 4.10.3 shall apply to Mississagagon Lake.

B. Lake Trout Waters Not At Capacity

(i) The lake trout waters in this category are those which are
considered capable of supporting additional shoreline
development (i.e. within 300 m (984 ft.) of the shoreline),
provided that special precautions are taken to ensure that
maximum containment of phosphorus occurs on the lot
except as otherwise permitted in this section. In cases where
a lake-wide capacity assessment (see Section 4.10., Lake
Development Area) has been undertaken, the Municipality
will use the information to determine whether the lake can
support additional development. The Ministry of
Environment and Energy and the Ministry of Natural
Resources and Forestry shall be consulted in these situations.

(ii) The approval of any new lot with shoreline frontage either by
means of severance or through Plan of Subdivision, shall be
restricted to one single detached dwelling unit together with
accessory buildings and shall be conditional upon the
structure, and associated private waste disposal systems
meeting required setbacks.

The provisions of Section 4.10.2.C and D regarding the
maintenance of shoreline in its natural state shall apply.

(iii) The sewage disposal system serving any development
shall use the best available phosphorus removal technology
and shall be setback a minimum of 30 m (98.4 ft.) from the
shoreline.

(iv) Lake trout lakes not at capacity include:
   - Brule Lake
   - Mazinaw Lake
   - Palmerston Lake
4.11 Salvage Yard Use

Because of the potential land use conflicts associated with this type of land use, the intent of the Plan is to direct these uses to locations which minimize the impact on surrounding or adjacent land uses.

4.11.1. Permitted Uses

On lands to be used as a salvage yard, the uses shall include the storage, crushing, dismantling, recycling, sorting or transfer of vehicles, building materials, non-hazardous wastes, junk and other materials and shall include the incidental retail, shipping and receiving of such materials. A salvage yard use may include a Derelict Motor Vehicle (DMV) site. Accessory uses may include storage facilities, accessory dwelling unit for the owner and administration facilities.

4.11.2. Amendment

New scrap, junk, salvage or wrecking yards or a DMV site shall be located on lands designated for these purposes by an amendment to this Plan. Existing sites may also be recognized which comply with the intent of the following planning principles.

4.11.3. Planning Principles

In considering applications for Amendments to this Plan to designate an area for scrap, junk, salvage or wrecking operations or an extension to an existing area, Council shall amongst other matters give consideration to the following planning principles:

A. The general need and desirability of the type of operation proposed;

B. The location of the proposed site relative to the land use and development policies in this Plan;

C. The suitability of the topography and soils relative to the proposed use;

D. That insofar as is practical, scrap, junk, salvage and wrecking operations will generally be restricted to areas not exposed to public view;

E. The adequacy of existing or proposed roads to provide access to the site and capacity to support truck traffic;

F. That adequate provision is made for fencing, buffering or berming the operation (see Section 3.3 – Buffering and Land Use...
Conflicts). Council may also impose a minimum distance separation between the salvage yard and an adjacent use(s); and

G. The entering into of a Site Plan Control Agreement under the Planning Act (see Section 6.9.10. - Site Plan Control).

4.11.4 Zoning

Provisions shall be made in the implementing zoning by-law to regulate salvage yards.

4.12 Natural Heritage Features

Natural heritage features and areas are those areas, which are important for their environmental and social values as a legacy of the natural landscapes of the area. Collectively, the individual natural heritage features and areas within a given Planning Area form a natural heritage system. It is intended that the particular features identified in North Frontenac will be conserved for their natural heritage value. Known Natural Heritage Features are shown on the Land Use Plan Schedules.

4.12.1. Definitions

For the purposes of this Plan, the definitions, as excerpted from the Provincial Policy Statement listed in Appendix 1 shall be utilized in the application of the Natural Heritage Features and Areas policies:

4.12.2. Policies

A. Natural Heritage Features

Some Natural Heritage Features and Areas which have been designated in the Municipality are illustrated the Land Use Plan Schedule with an appropriate symbol to identify particular features. Although occurrences of species at risk and habitat are not shown on the Land Use Plan Schedules, due to data sensitivity, species at risk and habitat will be considered when screening planning applications and prior to application approval. There is potential that suitable/significant habitat persists in the Municipality and the list is subject to change as new information is gathered. The Municipality will contact the Ministry of Natural Resources and Forestry periodically to update known occurrences of species at risk in the Municipality in order to assist with accurate and effective screening of development applications.

B. Wetlands and Wildlife Habitat

It is a policy of Council to protect and manage the identified wetlands as ecosystems which are important as habitat for a variety of plant and animal species, for water quality, flood control and water storage and
recharge areas and for their value for passive recreation. The only Provincially Significant Wetland in the Township is the Mud Lake Wetland.

**Development** and **site alteration** shall not be permitted in significant **wetlands** or **significant wildlife habitat**. Development and **site alteration** shall not be permitted on the **adjacent lands** of **significant** wetlands or **significant wildlife habitat**, unless it has been demonstrated through the preparation of an Environmental Impact Assessment as required in **Section 4.12.2.F. – Environmental Impact Assessment** of this Plan, that there will be no **negative impacts** on the natural features or on their **ecological functions**.

For the purposes of this policy, **adjacent lands** to **Provincially Significant Wetlands** include an area of 120 m (394 ft.) **Adjacent lands** may also be identified through reference to the **Natural Heritage Reference Manual Policies of the Provincial Policy Statement**. In addition to satisfying **Section 4.12.2.F. – Environmental Impact Assessment**, any new **development** or **site alteration** proposed on **adjacent lands** shall also satisfy the land use **policies** of the underlying land use designation as shown on **Land Use Plan Schedules**.

New development shall be set back a minimum of 30 m [98.4 ft.] from the **high-water-mark boundary** of any wetland.

**Development** in and within 120 m [394 ft.] of a wetland is regulated under the **Conservation Authorities Act** through the “Development, Interference with Wetlands and Alterations to Shoreline and Watercourses Regulations”. Development activities, including construction and **site alteration**, will require a permit from the applicable Conservation Authority.

Council may designate locally **significant** wetlands where the basis of the information is adequate to determine the classification of the wetland. Locally **significant** wetlands may be established by amendment to the Plan or as part of a regular update to the Plan. Where a wetland has not been identified on the **Land Use Schedules** to this Plan, this may not preclude the requirement for an environmental impact assessment in the review of the planning application. The policy provisions for Provincially Significant Wetlands shall also apply to locally significant wetlands.

C. **Fish Habitat**

It is a policy of Council to protect designated cold and warm water bodies and fish spawning areas for their fish habitat values. **Development** and **site alteration** may be permitted in **fish habitat** except in accordance with the implementing Zoning By-law and Provincial and Federal requirements. Development and **site alteration** on **adjacent lands** to fish habitat may require an **Environmental Impact Assessment pursuant** to **Section**
4.12.2.F at the discretion of Council, to demonstrate that there will be no negative impacts on the fish habitat or on their ecological functions.

For the purposes of this policy, adjacent lands to fish habitat include a distance of 30 m [98.2 ft.] from the shoreline abutting the affected water bodies. Council recognizes that fish habitat areas are not limited to the above noted lakes and Council may require an impact assessment for development abutting the shoreline of other water bodies in the Planning Area.

D. Endangered and Threatened Species

The Endangered Species Act, 2007 (ESA) is designed to protect the habitat of endangered or threatened species and to provide for the protection and recovery of Ontario’s species at risk and their habitats. Species-specific habitat regulations are being gradually introduced to protect both significant and other habitat for listed species. In the interim (prior to the regulations) Council’s strategy will be to use habitat descriptions, recovery strategies, species status reports or species occurrence information or Ministry of Natural Resources and Forestry records to identify habitat areas that warrant protection. The Township may seek technical assistance from the Ministry of Natural Resources and Forestry in scoping the requirements for an Impact Assessment (IA) required by this Plan which is designed to protect habitats of listed species under the ESA.

No development or site alteration shall be permitted within the significant habitat of endangered or threatened species. Development and site alteration shall not be permitted on the adjacent lands of endangered or threatened species, unless it has been demonstrated through the preparation of an impact assessment as required in Section 4.12.2.F. – Environmental Impact Assessment of this Plan, that there will be no negative impacts on the natural features or on the ecological functions.

For the purposes of this policy, adjacent lands to endangered or threatened species include an area of 120 m (394 ft.) or as otherwise determined by reference to the Natural Heritage Reference Manual Policies of the Provincial Policy Statement. In addition to satisfying Section 4.12.2.F. – Environmental Impact Assessment, any new development or site alteration proposed on adjacent lands shall also satisfy the land use policies of the underlying land use designation as shown on Land Use Plan Schedule. Council will strive to protect the habitat of vulnerable species and will require an Impact Assessment [see Section 4.12.2.F.] for development or site alteration on or within 120 m (394 ft.) of the habitat of such species. The Municipality will consult habitat mapping provided by the Ministry of Natural Resources and Forestry when reviewing development and/or site alteration applications.
E. Areas of Natural and Scientific Interest (ANSI)

It is a policy of Council to recognize the Summit Lake ANSI, the Snow Road ANSI (details regarding development within the Snow Road ANSI can be found in the Zoning By-law) and the Fortune-Schooner ANSI as Provincially Significant ANSIs. These areas are intended to be recognized for their natural and scientific values.

Development and site alteration shall not be permitted within or on the adjacent lands of an area of natural and scientific interest, unless it has been demonstrated through the preparation of an Impact Assessment as required in Section 4.12.2.F. - Environmental Impact Assessment of this Plan, that there will be no negative impacts on the natural features or on the ecological functions.

For the purposes of this policy, adjacent lands to an area of natural and scientific interest include an area of 120 m (394 ft.) or as otherwise determined by reference to the Natural Heritage Reference Manual Policies of the Provincial Policy Statement. In addition to satisfying Section 4.12.2.F. – Environmental Impact Assessment, any new development or site alteration proposed on adjacent lands shall also satisfy the land use policies of the underlying land use designation as shown on Land Use Plan Schedules.

F. Environmental Impact Assessment

Council will require an impact assessment for development and site alteration proposed in designated Natural Heritage Features and adjacent lands. An Environmental Impact Assessment (EIA) will be prepared to support planning applications such as Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, Consent etc., and prior to the approval of the proposed development or site alteration. Where the impact of the development and/or site alteration cannot be mitigated, it will not be permitted (e.g. ‘no development option’).

An Environmental Impact Assessment (EIA) is intended to provide for an assessment of the potential impact of a proposed development or site alteration on a particular natural heritage feature and shall be used to determine whether the proposed development, redevelopment or site alteration should or should not be permitted. The EIA will be undertaken by the proponent of development and/or site alteration.

The components of the EIA shall be tailored to the scale of development and may range from a simplified assessment (scoped assessment) to a full site assessment. (For example, a single detached dwelling may only require a scoped assessment while a subdivision, multiple unit residential complex, major commercial or industrial development, golf course etc. will require a full site assessment). Council may consult with the Conservation Authority having jurisdiction and the Ministry of Natural Resources and
Forestry in determining information requirements and the type and content of an EIA. The following is intended to provide a guideline on the potential scope of an EIA:

(i) A description of the study area and landscape context;

(ii) Description of the development proposal;

(iii) Identification of those features and functions likely to be affected by the development proposal;

(iv) Assessment of the potential impacts of the proposed development on key features and functions;

(v) Identification of mitigation requirements and monitoring requirements, quantification of residual impacts (those that cannot be mitigated) if any; and

(vi) Review and decision.

Council may consult with a public authority to assist with the technical review and findings of an EIA. Council may also engage such professionals as are required for the purpose of reviewing the Environmental Impact Assessment report. Costs will normally be recovered from the applicant.

G. **Implementation Measures**

Council may use zoning, site plan control and the provisions of the Municipal Act (site alteration controls) as measures to implement recommendations or results of an Environmental Impact Assessment or to govern the spatial relationship of buildings and structures to natural heritage features and areas.

H. **Resource Management Lands**

Council proposes to establish and conserve natural features of ecological, recreational or other values to the residents of Ontario and identifies the following resource management lands located within the Township:

(i) Mazinaw Lake – Enhanced Management Area;

(ii) Bon Echo Additions – Provincial Park Addition;

(iii) Crotch Lake Conservation Reserve; and

(iv) Hungary Lake Conservation Reserve.
The intent of Council is to recognize the conservation and resource management values of these features and to work with the Crown in their use and management.

I. The Algonquin Park to Adirondacks Park Corridor

The Algonquin to Adirondacks Conservation Association promotes programs to connect and improve habitat within the region that extends from Algonquin Park to Adirondacks State Park in New York State. The region connects Canada’s Boreal Forest with the Appalachian Mountains down to the State of Georgia as an important area for ecological connectivity.

At the core of the region are the two parks linked by the Frontenac Arch, the southerly extension of the Precambrian Shield. To the west, and for a short distance to the east, there is limestone and, further to the east, the St. Lawrence lowlands; areas which support distinctive ecosystems which merge in the Thousand Islands to form a diverse ecosystem.

The region and especially the Frontenac Arch, provide north-south pathways that allow wildlife to maintain genetic diversity. Animals travel these pathways, birds follow them, and with global warming pushing climate zones northward, even plants are expanding along them. North Frontenac Township is adjacent to and connects to the Frontenac Arch UNESCO Biosphere and the intent of this Plan and the land use decisions that are made is to support the ecological value of the connectivity, its ecosystem function and native biodiversity while respecting human land uses.

4.13 Crown Land

It is recognized that Council does not have the jurisdiction to enforce the provisions of this Plan as it relates to Crown land (including Provincial Parks and resource management lands as described in Section 4.12.2 H) since Crown lands are recognized as falling under the purview and responsibility of the Provincial Government. However, it is expected that Council and Provincial Ministries will work cooperatively in achieving the objectives and spirit of this plan particularly with respect to the review of development applications and in the impacts on municipal infrastructure i.e. roads. It is expected that Crown lands proposed to be released for private or First Nations Communities development not be released by the Crown without prior consultation with Council and that the redesignation of such lands, where required, be in conformity with the Official Plan. Generally, the release of Crown land for non-resources related development is not encouraged except where there are no alternative private lands available for such development or where the lands are required to achieve the economic policies of this Plan. It is also the intent of Council to minimize or avoid land use conflicts in resource development since inter-agency cooperation is essential to maximizing the potential of natural resources within the Township.
Council is cognizant of the many resource attributes on Crown land within the planning area and wishes to ensure a balanced approach to resource management to ensure that resource development is optimized for the economic health of the area while taking into consideration the ecological functions of wildlife and fish habitat. The predominant resource use is forestry. Outdoor recreation uses are also active uses such as hiking, hunting, trapping, canoeing and snowmobiling. Mining also has potential as does mineral aggregate extraction.

The Municipality expects the continued cooperation with respect to an inter-agency fire protection agreement.

Council anticipates that consultation with respect to the use of Crown Lands will include First Nations Communities.

4.14 Agriculture

Although there are no prime agricultural areas within the Municipality, the intent of the Plan is to permit agricultural uses (e.g. growing of crops, nursery, horticultural crops, the raising of livestock and other animals for food or fur, including poultry and fish aquaculture, apiaries, maple syrup production, agroforestry etc.) in the Rural Area. This is intended to include agricultural-related uses. Where livestock operations are part of an agricultural use, the Minimum Distance Separation Formulae I and II in effect at the time, will apply to farming operations and to all non-farm development as a means to reduce incompatibility concerns about odour. Non-farm development in the vicinity of viable farming operations will be discouraged unless they are compatible and will not interfere with normal farming practices. Council supports nutrient management planning as a means to protect water quality.

Minimum Distance Separation Formulae

A. New land uses, including the creation of lots and new or expanding livestock operations, shall comply with the Minimum Distance Separation Formulae (MDS). For the purposes of this Plan, the MDS I will not apply to the following:

i. To existing vacant lots of record of 2 ha [5 ac.] or less;

ii. To new lot creation which will abut an existing cluster of four or more non-farm uses which is closer to the subject livestock facility and in the immediate proximity to the MDS 1 application. The proposed lot must not however, be closer to the livestock facility than the four or more existing non-farm uses;

iii. To an existing non-farm residential uses which is destroyed by a catastrophic event provided the replacement building is not built any closer to the livestock facility than before the event;
iv. To the expansion of an existing residential dwelling provided that it is expanded no closer toward an adjacent livestock facility that would be impacted by such an expansion; or

v. To accessory structures to a dwelling (i.e., decks, garden sheds, gazebos, patios, pools or similar buildings and structures).

B. MDS II will apply to the development or expansion of a livestock facility on an existing lot of record and shall apply for the determination of separation requirements from existing residential lots of record. MDS II shall not apply to the following:

i. To an existing livestock facility which is destroyed by a catastrophic event provided the replacement building is not built any closer to the residential use than before the event and if the reconstruction does not result in a higher values for odour, nutrient units or manure or material storage; or

ii. To an accessory building or structure (i.e. kennel, machinery shed, outbuilding or similar buildings and structures).

C. For the purposes of applying MDS in this Plan:

i. A cemetery shall be classified as a Type B land use where it is closed or receives low levels of visitation;

ii. The MDS will not apply to a structurally unsound livestock facility or where the facility cannot be restored or has been permanently converted to another use. (Examples include: conversion to a dwelling, commercial or industrial building);

iii. MDS will not apply to abattoirs, apiaries, assembly yards, fairgrounds, feed storages, field shade shelters, greenhouses, kennels, livestock facilities <10 m\(^2\) [108 ft\(^2\)] in floor area, machinery sheds, mushroom farms, pastures, slaughter houses, a dead stock composting facility, stockyards or temporary field nutrient storage sites.

4.15 Mineral Aggregate Resources

4.15.1 Definitions

Mineral Aggregate: means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the Aggregate Resources Act suitable for construction, industrial, manufacturing and maintenance purposes, but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other materials prescribed under the Mining Act.
4.15.2 Policies

It is a policy that mineral aggregate resources will be protected for their resource value and their long-term use through the designation of active pits and quarries and mineral aggregate reserves as a Mineral Aggregate Resources Area (see Land Use Plan Schedules). As much of the mineral aggregate resources as is realistically possible will be made available to supply mineral resource needs as close to markets as is possible. This shall also include wayside pits and quarries although they are not required to be specifically designated.

4.15.3 Permitted Uses

It is a policy that the permitted uses within areas designated Mineral Aggregate Resources include the following:

A. Pits and quarries;

B. Wayside pits and quarries;

C. An agricultural use excluding any permanent buildings;

D. Forestry excluding any permanent buildings;

E. Mineral Aggregate Operations associated with pit and quarry operations such as crushing facilities, stock piles, screening operations, asphalt plants and aggregate transfer or recycling operations provided they do not prevent the opening of a pit, quarry, wayside pit or quarry, also crushers, screeners, weigh scales, storage buildings to house equipment, asphalt and concrete plants and recycling operations are permitted where they have been certified and the site approved by the Ministry of the Environment and Climate Change, where applicable;

F. Passive recreation uses; and

G. An accessory dwelling unit for an owner or operator of the pit or quarry only.

4.15.4 Influence Area

It is a policy to recognize an influence area as a means of protecting against incompatible land uses in the vicinity of proposed pits and quarries and to protect existing pits and quarries from encroachment from other incompatible land uses. It is a policy of Council to discourage incompatible land uses in areas surrounding Mineral Aggregate Resource Areas. For the purposes of this plan, the influence area shall be considered to be:
A. 500 m (1,640 ft.) for quarries with a recommended separation distance of 300 m (984.2 ft.); and

B. 300 m (984.2 ft.) for pits with a recommended separation distance of 70 m (229.6 ft.)

Measurement of the distances shall be from the boundary of the Mineral Aggregate Resources land use designation shown on the Land Use Plan Schedules. The extent of the influence area may be modified in consultation with the public body having jurisdiction without amendment to this plan.

Within the influence area, and outside of the recommended separation distance (of 300 m or 70 m respectively), development may be permitted where it is clearly demonstrated (through studies), that impacts such as noise, dust, vibration can be mitigated by the operator and the quality and quantity of ground water on adjacent properties will not be compromised where excavation activities are below the water table.

The recommended separation distances shall apply on a reciprocal basis in establishing a new pit or quarry in the vicinity of an existing sensitive land use (as defined in Section 3.8.3 of this Plan).

4.15.5. Site Development of Pits and Quarries

Applicants will be required to utilize the Provincial Standards set out in the "Aggregate Resources of Ontario" (Queen's Printer, 1997) as a guideline in the preparation of the site plans and required plans for the licensing of pits and quarries. Details to be shown in the site plan will include but not necessarily be limited to the following matters and will be utilized to assist Council in the review of applications for redesignations and rezonings which may be concurrent with a licensing application under the Aggregate Resources Act. Council may use controls under the Municipal Act and the Planning Act to govern matters not addressed in the licensing requirements (i.e., off-site haulage routes, noise controls) and site plan controls.

A. Existing features and topography;

B. Existing and proposed surface water drainage and drainage facilities;

C. The location of existing and proposed stockpiles of topsoil and overburden;

D. The sequence and direction of proposed pit or quarry development;

E. The elevation of the groundwater table and the final depth of excavation;
F. Existing and proposed areas for fuel storage and scrap materials;
G. The area in hectares to be excavated;
H. The location and labeling of all excavation setbacks from the property boundaries;
I. The location of any proposed berms, their heights and landscaping;
J. The location and setback of buildings and structures e.g. weigh scales and vehicle storage areas;
K. The location and widths of entrances to the site and haul routes off site;
L. Details on the hours of operation and truck volumes;
M. The maximum number of tonnes to be removed from the site in any calendar year;
N. The sequence and direction of progressive rehabilitation;
O. Details on slopes and how the slope will be established on the excavation faces and the pit floor; and
P. Details of the final rehabilitation of the site (e.g. landscaping, drainage, elevations, buildings, final slope gradient);

4.15.6. Review of Applications

Council will review planning applications for compliance with the relevant policies of this Plan to ensure that the resource is protected and that adequate measures are undertaken to mitigate impacts of pit and quarry operations on sensitive land uses and to address the impacts of operations on the municipal road infrastructure. This may include the passing of by-laws pursuant to the Municipal Act and other applicable legislation to ensure that matters of municipal interest such as haul routes, operating hours, noise, etc. are appropriately controlled.

4.15.7. Wayside Pits and Quarries

It is a policy to permit wayside pits and quarries.

A wayside pit or wayside quarry means a temporary pit or a quarry opened and used by a Public Road Authority solely for the purpose of a particular project or contract of road construction and not located on a road right-of-way.

Wayside pits and quarries are permitted throughout the Planning Area without an amendment to this Plan or to the Zoning By-law except in areas
designated as a Hamlet Settlement area or on environmentally sensitive lands (e.g. natural heritage feature, flood plain) which have been determined to be incompatible with extraction and associated activities.

4.15.8. Portable Asphalt/Concrete Plants

It is a policy to recognize portable asphalt/concrete plants as an important part of aggregate operations.

Portable asphalt/concrete plants, used by a Public Road Authority or their agents, shall be permitted throughout the Planning Area without an amendment to this plan or to the Zoning By-law. Portable asphalt/concrete plants are not permitted in areas designated as a Hamlet or on Environmentally Sensitive Lands.

If asphalt or concrete for a public road project cannot be obtained from an existing asphalt/concrete plant, attempts should be made to locate the portable plant in a wayside pit, vacant industrial site, the highway right-of-way, or on inactive or less productive agricultural lands.

Portable asphalt plants are subject to the following provisions:

A. Portable asphalt/concrete plants will be removed from the site upon completion of the project;

B. All portable asphalt/concrete plants must have an Environmental Compliance Approval from the Ministry of the Environment and Climate Change and shall also require a location approval by the district manager of the Ministry of the Environment and Climate Change; and

C. Sites used for portable asphalt/concrete plants within the agricultural area shall be rehabilitated to their former agricultural capability.

4.15.9. Definition

For the purposes of this Plan, the definitions from the Provincial Policy Statement listed in Appendix 2 shall be utilized in the application to the policies for Mineral Aggregate Resources.

4.15.10. Resource Identification or Depletion and Rehabilitation

It is a policy that an amendment is required to this Plan to designate mineral aggregate resource lands not currently identified or conversely to redesignate existing lands wherein the resource has been depleted. In any redesignation, consideration shall be given to the following criteria.
A. Evidence, provided by the applicant, indicating that the aggregate extraction is unfeasible due to quality, quantity, and other development constraints or that the resource has been depleted or that the proposed land use or development serves a greater long-term public interest and issues of public safety and environmental impact are addressed;

B. The necessity of the land use change in comparison to the necessity of conserving the aggregate resource (e.g. development of the land will not sterilise the use of resources on adjacent lands), the lands are not natural heritage features (wetlands, habitat areas);

C. The reason for the choice of location and the consideration given to alternate locations on non-aggregate land;

D. The consideration given to the option of sequential land use, in which the aggregate is removed prior to the development of the land for the proposed use; and

E. Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, and to recognize the interim nature of extraction. Final rehabilitation shall take surrounding land uses and approved land use designations into consideration.

4.16 Mineral Resources

4.16.1 Definitions

For the purposes of this Plan, the definitions from the Provincial Policy Statement listed in Appendix 2 shall be utilized in the application to the policies for Minerals.

4.16.2 Policies

Minerals shall be protected for long term use from development and land or activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Areas intended to be conserved for their significant mineral potential have been identified using the Mineral Deposit Inventory (MDI) and are shown on the Land Use Plan Schedules as a Mineral Resource Constraint Overlay. Development within a mineral constraint overlay area may only be permitted where Council is satisfied through consultation with the Ministry of Northern Development, Mines and Forestry that the proposed use will not preclude or hinder the future extraction of mineral resources (see Section 4.16.3 for further interpretation of this policy).
Council recognizes that some lands will be designated as a land use because of the presence of active mineral mining operations or where the resource value of the minerals must be protected. Such lands will be shown as a land use designation and may be used for a Mineral Mining Operation. These lands shall be subject to the policies of Section 4.16.7 of this Plan or to an amendment where lands are proposed to be used for other purposes.

4.16.3. Mineral Resources as a Constraint

It is a policy that mineral resource lands be recognized as a development constraint overlay. This shall mean that mineral resource-related uses such as exploration, development and mineral mining operations and ancillary uses shall be permitted where they meet the development criteria set out in this Plan and the requirements of applicable law (i.e. Environmental Assessment Act, Mining Act etc.)

4.16.4. New Mines

It is a policy that the establishment of new mines shall be subject to the approval of the Ministry of Northern Development and Mines under the Mining Act and the Environmental Protection Act and will require an amendment to the Official Plan and an amendment to the Zoning By-law. Permitted uses within any potential Mine Designation shall include mineral mining operations and ancillary uses.

4.16.5. Rehabilitation

It shall be a policy that active mineral mining operations shall be subject to the provisions of the Mining Act with respect to rehabilitation and/or closure, such that future land uses can be accommodated after extraction and other related activities have ceased. This shall include progressive and final rehabilitation, wherever feasible (See Section 3.11. – Natural and Human Made Hazards).

4.16.6. Influence Area

It is a policy to recognize an influence area as a means of protecting against incompatible land uses in the vicinity of active mining operations and to protect mining operations from encroachment from other incompatible land uses. It is a policy of the Council to discourage or prohibit incompatible land uses adjacent to a mineral mining operation. Development may be permitted in the influence area where the impacts of mining operations can be properly mitigated. For the purposes of this Plan, the influence area shall be generally 1,000 m (3,280 ft.). The establishment or modification of the influence area should be carried out in consultation with the Ministry of Northern Development and Mines and the
Ministry of the Environment and Climate Change and may be done without amendment to this Plan.

4.16.7. Resource Depletion

Where the mineral resource has been depleted and the mine or lands associated with the mining operation have been rehabilitated or closed in accordance with plans approved by the Ministry of Northern Development and Mines, these lands may revert to an alternative resource use where there is an overlapping designation with the mining resource lands designation or alternatively where such is not the case, the lands may be redesignated by amendment to this Plan provided that such redesignation does not prejudice mineral mining operations or other resource lands on adjacent properties.

4.16.8. Implementation

Measures to achieve policies of the Council respecting mineral resources are as follows:

A. In the review of planning applications i.e. Plan of Subdivision, Zoning or Official Plan Amendment, Council shall consult or circulate to the Ministry of Northern Development, Mines and Forestry where the proposed development is located within lands identified as having significant mineral potential by the Ministry of Northern Development, Mines and Forestry. [Reference may also be made to mapping provided by the Ministry of Northern Development, Mines and Forestry (Geology Ontario) which identifies sites in the Mineral Deposit Inventory (MDI)].

B. The proponent of development may be required to provide appropriate information to Council to demonstrate that the proposed development:

(i) Will not preclude or hinder the establishment of new mining operations;

(ii) That the resource use would not be feasible; or

(iii) That the proposed land uses or development serves a greater long term public interest; and

(iv) That issues of public health and safety and environmental impacts are addressed.

4.17 Forest Management and Related Uses

It is a policy of Council to recognize the importance of forests as a sustainable resource within the Municipality. The stewardship of this resource activity is
recognized as taking place on both Crown Land and private land. On Crown Land, forest management and wood production activities are encouraged as governed under agreements under the *Crown Forest Sustainability Act*. In the development of such agreements under the *Act*, Council will work with the Province and the forest industry to ensure that other resource attributes are considered and managed for their respective values. Council will encourage private property owners to develop forest management plans as a means to contribute to the quality of life and economic health of the community. The Municipality will also permit complementary land uses to forest management practices and activities such as *wildlife habitat* improvement, or ecosystem improvement and the active or passive use of forested areas for *recreational* activities such as cross country skiing, picnicking, snowmobile and other similar outdoor *recreational* facilities and resource uses.

In recognizing the importance of the forest resource within the Municipality, it is a policy to both support and help coordinate the application of forest stewardship techniques to ensure compatibility with harvesting, renewal and maintenance operations with other resource attributes, particularly wildlife and *fish habitat*.

*Logging operations shall not be permitted anywhere within the Waterfront Area designation in order to protect the health of waterbodies in the Township.*

4.18 Energy, Air Quality and Sustainability

4.18.1 Scope

The Municipality recognizes the importance of its air quality as a resource in maintaining the quality of life of residents as well as moving towards a more sustainable community. Council intends to examine different approaches to reach environmental sustainability by encouraging the *development* of new sources of ‘green energy’ into the community, together with improving the air quality.

4.18.2 Planning Principles

A. Council, in promoting energy conservation, may encourage energy audits and implementation measures to retrofit the existing stock (i.e., upgrading of windows, fixtures, energy efficient furnaces, etc.). Council will also encourage non-vehicular movement (pedestrian) within the community;

B. Council will encourage the installation of: energy efficient solid fuel burning appliances; proper, energy efficient insulation; water conserving fixtures, etc. This may be enforced through a property standards by-law;

C. Council encourages initiation of a recycling program within the community which may include: wastes, plastics, metals, wood, etc.;
D. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means; and

E. The intent of this Plan is to encourage the development of renewable energy systems and alternative energy systems (i.e., renewable resources of wind, water, solar, etc.) in conjunction with ensuring that measures are taken to improve air quality. A renewable energy generation facility, a renewable energy project, a renewable energy testing facility or a renewable energy testing project, as defined in subsection 1(1) of the Planning Act is exempt from the provisions of the Planning Act except as set out in subsection 62.0.2 of the Act. Council will encourage a consultative process in the installation of renewable energy systems. Development of renewable energy systems will be encouraged to have regard to safe access to a lot, setbacks that are consistent with zoning standards, adequate lot size, access to and conservation of other natural resources (i.e., prime agricultural land, minerals, mineral aggregates, and natural heritage features and areas) and visual compatibility with surrounding land uses.

4.18.2.1 Special Policy – Large Scale Renewable Energy Projects and Community Character

Council recognizes that a renewable energy generation facility, a renewable energy project, a renewable energy testing facility or a renewable energy testing project, as defined in subsection 1(1) of the Planning Act is exempt from the provisions of the Planning Act except as set out in subsection 62.0.2 of the Act.

Council will encourage a consultative process in the installation of renewable energy systems. Development of renewable energy systems will be encouraged to have regard to safe access to a lot, setbacks that are consistent with zoning standards, adequate lot size, access to and conservation of other natural resources (i.e. prime agricultural land, minerals, mineral aggregates, and natural heritage features and areas) and visual compatibility with surrounding land uses.

The landscape character of North Frontenac is unique and unspoiled. The large tracts of Crown land, hundreds of lakes, wetlands, and the hills of the Madawaska Highlands all combine to create a sense of place. This character is a key foundation for the future economic development opportunities including accommodations, recreational outfitters, small businesses, and specialty businesses such as craft breweries and artisan foods. In order to maintain this place, it is a policy of Council to not support any large scale renewable energy project that will have a negative impact on the overall landscape of the Township.
5. TRANSPORTATION

Transportation infrastructure is made up of Provincial highways, Township roads, private lanes, resource access roads and snowmobile trails while transportation and infrastructure corridors consist of the hydroelectric power transmission lines.

5.1 Provincial Highways

Highway 41, as shown on the Land Use Plan Schedules, is classified as a special controlled access highway (Class IV Major Highway) designed to carry high volumes of through traffic. In addition to all the applicable municipal requirements, all proposed development located in the vicinity of Highway 41 will be subject to the Ministry of Transportation (MTO) approval under the Public Transportation and Highway Improvement Act. Any new areas in the Municipality identified for future development that are located adjacent or in the vicinity of Highway 41 and/or intersection within MTO’s permit control area under the Public Transportation and Highway Improvement Act will be subject to MTO’s access management policies, standards and requirements. Direct access will be discouraged and often prohibited. Access to Provincial highways is restricted and development shall only be permitted where the applicable approvals/permits have been obtained. This may include a traffic study. Any new roads proposed to be connected to a Provincial highway are subject to Provincial approval including spacing requirements between intersections. Noise and vibration studies may be required prior to considering whether development should be approved adjacent to Highway 41.

5.2 Roads

5.2.1. Classification of Roads

For the purposes of this Plan, the classification of roads within the Township shall include the following:

A. Provincial Highway 41 as it travels through North Frontenac from Wintergreen Road in the south to Bon Echo Provincial Park in the north;

B. Arterial Roads, which are maintained year round: includes Road 506 and Road 509 Harlowe Road and Ardoch Road;

C. Township Roads, which are maintained year round;

D. Township Roads, which are seasonally maintained;

E. Township Roads, which are unmaintained;

F. Crown Land Recreational Stewardship Roads;
G Private Lanes.

The classification system for Township roads as set out above is illustrated on the Land Use Plan Schedules to this Plan.

5.2.2. Arterial Roads

An arterial road is considered to be an existing or proposed road. The right-of-way width may be increased at intersections with other roads or a Provincial highway. Arterial roads are designed to carry intra-urban and through movement of a large volume of traffic operating at speeds of 50-80 km/hr. In order to maintain the function and safe use of an arterial road, Council may restrict access to abutting parcels and control the spacing of driveways.

5.2.3. Year Round and Seasonally Maintained Township Road

See the Road Level of Service Policy, as may be amended from time to time.

The primary function of Township roads will be to provide access to abutting properties. Standards for new road construction will include a minimum of 20 m (66 ft.) right-of-way with an appropriate design and layout, drainage and construction. Roads on lands under Plan of Subdivision may be assumed by the township provided the standards for road construction have been satisfactorily met.

Council may post seasonally maintained roads with signs to indicate that maintenance is limited. Where such roads are classified and posted with a sign, Council will not be obliged to provide winter control services.

There is no obligation by Council to convert a seasonally maintained road to a year-round maintained road. Council may, however, undertake or request a cost-benefit analysis to determine the impact of such a conversion. Where Council is satisfied that potential development is justifiable, the status of the road may be changed to year-round. As a condition of the change of status, Council may require one or more applicants to share the cost of improving the road to an acceptable standard. The status of the road may be changed without an amendment to this Plan. In making a decision on the change of status Council may also consult with school boards to determine whether any additional costs to school busing are reasonable.

5.2.4. Unmaintained Roads

Council recognizes that there are Municipal roads, which are abandoned and are no longer maintained by the Municipality. Where such roads have been abandoned, it is not the intent of Council to maintain these roads nor to permit development on such roads. Council may give consideration to
new development (i.e. creation of a new lot, change in land uses, construction of a building) provided that the road is upgraded and maintained to a Municipal standard and provided Council is satisfied that the operational costs of maintaining the road will be reasonably offset by property tax revenues.

5.2.5. Unassumed and Unopened Road Allowances

Council recognizes that the public may use unopened road allowances for access by vehicles, or for use by snowmobile or recreational vehicles even though they are not maintained by the Township. Council is under no obligation to maintain such roads, but may require an agreement for their use or maintenance. Council may open a road allowance or assume a road where the road is developed to municipal standards in accordance with Section 5.2.3. above and provided Council is satisfied that the operational costs of maintaining the road will be reasonably offset by property tax revenues.

5.2.6. Road Maintenance and Improvements

Construction or maintenance of existing Township roads and bridges or crossing structures will continue to be based on a regular program of capital expenditures as set out from time-to-time by Council. The kilometrage of hard surfaced roads may be increased with priority being given to roads with higher traffic volumes and/or the need for improvements to meet contemporary design and safety standards. Road improvements may be undertaken to improve the efficiency, function and safety of roads.

Road maintenance and improvements of Municipal roads including the addition of roads to the Municipal road system shall be deemed to be in conformity with section 24 of the Planning Act. This shall not limit the authority of the Township to designate truck routes, fire routes and the installation of parking lanes as may be required.

Council may undertake or require the installation of sidewalks to an acceptable standard. In general, however, sidewalks will be limited to Hamlet settlement areas.

Council may require a traffic study to be undertaken by the proponent of development where it is anticipated that additional traffic will have an impact on the safety and efficiency of a road. Where the transportation system is not adequate to accommodate a proposed development, Council may require as a condition of approval:

A. Reasonable improvements to the system by the proponent of the development;
B. Financial contributions towards undertaking the necessary improvements; or

C. The dedication of a right-of-way for future roads or road widenings of existing roads.

5.2.7. Culverts and Entrance Permits

A properly installed culvert and/or entrance permit will be required, where applicable, for any new access to or intersection with a Township road. The installation or replacement of culverts will be to acceptable standards for drainage to the satisfaction of the Municipality.

5.2.8. Safe Access

New entrances onto Township roads will only be permitted where sight lines are adequate. Generally, new entrances will not be permitted on curves or hills where safety may be compromised. Council may require the use of a shared entrance as a means to provide for a safe entrance.

5.2.9. Road Widening and Conveyance

As a condition of development or redevelopment or site plan control (see Section 6.9.10. – Site Plan Control) Council may require the dedication or conveyance of land for a road widening to meet municipal right-of-way widths. Such conveyances will be equal to one-half the required deficiency to a maximum of 9 m (29.5 ft.) along the entire property frontage where the deficiency exists. *(For Example: an existing ROW is 16 m (52.4 ft.). The deficiency is 4 m (13.1 ft.) across the entire frontage of the property. The applicant on the side of the road where the development is proposed would be required to convey 2 m (6.56m) to the Township. This represents one-half the deficiency.)*

5.3 Private Lane Policies

Limited service residential development is generally located in the Waterfront Area of the Township on a body of water or a natural watercourse, where the primary means of access is from a private lane. The development of new “waterfront limited service residential lots” on private lanes shall be considered for approval based on the Private Lane policies of this plan.

A. Seasonal vs. Permanent Residential Screening Policy

Prior to the review of an application for new lot development that would result in the infilling or minor extension of an existing private lane, an assessment of permanent and seasonal residential land use should be completed for the entire lane. Where a majority of existing development on a private lane is determined to be permanent residential, or where the
private lane is located in an area where conversion rates will likely result in a majority of permanent residential development in the future, no new lot development in the form of limited infilling or minor extensions shall be permitted unless:

(i) The private lane is constructed to the Private Lane Construction Standards set out in Appendix “3” to this Plan.

(ii) The existing private lane is developed within a common element condominium pursuant to the Condominium Act, 1998, as amended, and connects directly to an existing public road.

B. Infilling

Where a majority of existing development on a private lane is seasonal residential, severances for new “infill” lots may be permitted along existing private lanes, provided that the condition of the lane abutting the new lots (severed and retained) are improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan. In addition, the whole of the lane travelled on reach the new proposed lots (severed and retained) will be required to be improved to a minimum standard to allow accessibility to the new lots (severed and retained) by emergency service vehicles.

C. Private Lane Extensions

New lot development on “extensions” of existing private lanes may be permitted in accordance with the Category “A” or Category “B” policies for private lane extensions. The determination of whether the Category “A” or “B” policies apply to a given private lane extension shall be based upon an assessment of the overall future development potential of the private lane extension. The Category “A” private lane policies apply where an assessment of the development potential of the private lane concludes that minor extension of one (1), two (2) or three (3) new lots will complete the development potential of the private lane. The Category “B” private lane policies will apply where an assessment of the development potential of the private lane concludes that four (4) or more lots may be created from the private lane extension. Where a private lane has been assessed as having potential for extension of four (4) or more lots, the Category “A” policies will not apply.

D. Category “A” (Minor) Private Lane Extensions

(i) Severances for one (1) or two (2) new lots on an extension to an existing private lane that would complete the development potential of the lane may be permitted provided that the extension is designed and constructed in accordance with the Private Lane Construction Standards set out in Appendix “3” to this Plan. In addition, the whole of the existing lane travelled to reach the proposed new lots (severed and retained) will
be required to be constructed to a standard that would allow accessibility to the new lots by emergency vehicles.

(ii) Severance for a private land extension resulting in the creation of three (3) new lots completing the development potential of the lane may be permitted provided that the private lane extension and the whole of the existing lane travelled to reach the new proposed lots (severed and retained) will be required to be improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan.

(iii) The new lane may only be constructed to the point of access to the last lot on the lane rather than along the full lot frontage for the lot, as required by the implementing zoning by-law.

(iv) Notwithstanding any provision of this Plan that restricts the maximum number of land severances per holding, up to three (3) new limited service residential lots may be permitted per private lane, provided that the creation of the proposed lots completes the development potential of the private lane.

E. Category “B” (Major) Private Lane Extensions

(i) Severances for one (1), two (2) or three (3) lots on an extension to an existing private lane that has the potential for the creation of four or more limited service residential lots.

a. Severances for one (1) or two (2) new lots on an extension to an existing private lane that has the potential for the creation of four (4) or more limited service residential lots may be permitted provided that the extension is designed and constructed in accordance with the Private Lane Construction Standards set out in Appendix “3” to this Plan and that a 0.30 metre Township-owned reserve is established at the end of the new extension. Future lot development beyond the Township reserve may be permitted, subject to the original one (1) or two (2) lots being considered in calculating which policies would apply. In addition, the whole of the existing lane travelled to reach the proposed new lots (severed and retained) will be required to be constructed to a standard that would allow accessibility to the new lots by emergency vehicles.

b. Severance for a private land extension resulting in the creation of three (3) lots on an extension to an existing private lane that has the potential for the creation of four (4) or more limited service residential lots may be permitted provided that the private lane extension and the whole of the existing lane travelled to reach the new proposed lots will be required to be improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan.
(ii) Severances for four (4) or more lots on an extension to an existing private lane that has the potential for the creation of four (4) or more limited service residential lots

a. New development on extensions of private lanes having the potential for the creation of four (4) or more limited service residential lots may be created by a plan of subdivision or condominium, where the private lane shall be created as a common element condominium and managed by a condominium corporation.

b. The private lane extension for the proposed lots and the whole of the existing lane travelled on to reach the new proposed lots will be required to be improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan or such other standard deemed appropriate by the Township.

c. The owner of the existing private lane and all persons having an existing right-of-way (including unregistered rights of ways that have been legally obtained over time through actual usage) over the existing private lane will have to consent to the creation of the condominium. If this requirement cannot be fulfilled, then a major extension of an existing private lane cannot be granted.

(iii) New Private Lanes

Lot development on new private lanes may be permitted by severance, or by a registered plan of condominium, provided that the new private lane intersects with an existing public road, and is designed and constructed in accordance with the Private Lane Construction Standards set out in Appendix “3” to this Plan and provided that the entire lane is governed by a condominium agreement.

(iv) Private Lane Condition of Severance or Condominium Approval

As a condition of severance or condominium approval for all private roads the owner of the subject property may be required to enter into an agreement with the Township to construct the private lane to the Private Lane Construction Standards set out in Appendix “3” to this Plan or such other standards which are determined to be appropriate for emergency service delivery. The agreement shall be registered against the title to the lots and include provisions acknowledging:

(a) The Township does not maintain or repair the private lane.

(b) The Township does not provide municipal services normally associated with public roads.

(c) The owners are responsible for all costs necessary to maintain the private lane.
(d) The Township is not responsible for any loss or damage created by the owner’s failure to maintain the private lane.

(e) The owners agree to indemnify the Township for any loss or damage.

5.4 Resource Access Roads

5.4.1. General

For the purposes of this Plan, resource access roads as shown on the Land Use Plan Schedule are intended to provide access to resource-based land uses such as forestry, mineral or mineral aggregate extraction and are generally not intended to provide access to residential or commercial land uses.

Resource roads are expected to be maintained by private enterprise under lease or other arrangements with the Crown.

Roads owned by the Crown (MNRF) but maintained on their behalf through an agreement by the Township are restricted for seasonal use only. Such roads will be maintained at a nominal standard with the costs for maintenance recouped through a toll imposed on users. The Township maintains its right to restrict land uses on such roads and the scope of public services that may be provided.

5.5 Transportation Corridors

It is the intent of this Plan that existing transportation corridors for roads be protected from land use activities which may interfere with the function and safe operation of these corridors including Highway 41, Road 506 and Road 509.

With respect to corridor management, the Township will require the proponent of development to secure necessary approvals from the Ministry of Transportation or the Township whichever is applicable for any improvements, access, traffic signs or signals, utility cuts, drainage and the undertaking of a traffic impact study where required, etc. The proponent of development will be expected to fund the cost of such improvements, alterations or reinstatement whether directly or by agreement with the public road authority affected.

It is the intent of this plan that the network of the Trans Ontario Provincial Trails (TOPS) snowmobile system be protected. It is recognized that the TOPS may change from time-to-time. However, an amendment to this Plan is not required for changes to this routing so long as the intent of this policy is upheld. Any trail crossings of Provincial highways will, however, require the prior approval of the Ministry of Transportation.
5.6 Infrastructure Corridors

It is the intent of this Plan that existing infrastructure corridors for utilities be protected from land use activities, which may interfere with the function and safe operation of these corridors. Any improvements or alterations to an infrastructure corridor are subject to approval by the public authority having jurisdiction or by a private authority (i.e. Bell Canada, Cable Television Company) and any costs will normally be borne by the proponent of the development.
6 THE TOOLS OF IMPLEMENTATION

6.1 Introduction

There are many ‘tools’ at the disposal of a Planning Authority in implementing an Official Plan. This Section of the Plan lists those tools required to implement this Plan. Reference is made to a number of different Provincial statutes and/or Ontario Regulations. The list does not include all of the enabling authority of all legislation, particularly, those Acts and Regulations which are administered by the Federal or Provincial Government but the list is intended to be reasonably comprehensive.

Over time, amendments are made to legislation, which may change the numbering of sections of various Acts or Regulations. These changes should not affect the integrity of the following list nor limit the authority of the Municipality to exercise certain controls, unless the legislation is repealed. The Acts etc. are listed alphabetically for convenience.

Procedures associated with the Tools of Implementation are included in Appendix 2 for the information and assistance to the reader and do not form part of this Plan. These sections are cross-referenced to assist the reader.

6.2 Building Code Act (See also Appendix 2)

6.2.1. Property Standards

Council may adopt a Property Standards By-law as provided for under the Act with the objective of maintaining buildings, structures and properties in the Municipality in a good state of repair.

The By-Law may be reviewed from time-to-time with respect to the standards for maintenance of buildings and without limiting the foregoing, shall include consideration for:

A. The maintenance of yards and accessory buildings;

B. The maintenance of residential and non-residential buildings and structures;

C. Occupancy standards;

D. Notices and orders; and

E. Administration and enforcement measures.

6.3 Condominium Act (See Appendix 2) (see also Section 3.15.1. – Plans of Subdivisions and Condominiums)

6.4 Environmental Assessment Act (See Appendix 2)
6.5 Environmental Protection Act (See Appendix 2)
6.6 Gasoline Handling Act and Code (See Appendix 2)
6.7 Municipal Act (See also Appendix 2)
6.8 Ontario Heritage Act (See also Appendix 2)

6.8.1. Requirement for Archeological Assessment

To implement the requirements of Section 3.4 - Built Heritage Resources, Cultural Heritage Landscapes and Archaeological Resources of this Plan, the review of a planning application (e.g. Zoning Amendment, Subdivision or Consent) may require a review of the archaeological potential or archaeological resources of a site. Where Council determines the need for an Archaeological Assessment, it is Council’s policy that the following condition would apply:

The proponent shall carry out an Archaeological Assessment of the subject property and mitigate, through preservation or resource removal and documentation, adverse impacts to any significant archaeological resources found. No grading or other soil disturbances shall take place on the property prior to the approval authority and the Ministry of Culture confirming that all archaeological resources have met licensing and resource conservation requirements. The assessment shall be carried out by a licensed archaeologist under the Ontario Heritage Act.

6.9 Planning Act (See also Appendix 2)

The procedures for applications and other matters are dealt with in sequence by section. Council intends to consult with the public prior to making a decision on a planning application. This may be in addition to any required statutory public meeting. Applications for development for an Official Plan Amendment, a Zoning By-law Amendment, or Subdivision shall be reviewed for completeness. The Township/approval authority will not consider an application complete or may refuse an application where studies or other information required by this Plan or the Planning Act are not submitted as part of the application. These studies or information may include, but are not limited to:

- ☐ A servicing options report
- ☐ A hydrogeological study and terrain analysis or water assessment report including an assessment of the carrying capacity or appropriate density of development
- ☐ A drainage and/or stormwater management report
- ☐ An Environmental Impact Assessment for a natural heritage feature or area
☐ An Archaeological Assessment
☐ A heritage impact assessment
☐ A resource impact report for development in proximity to a waste management facility, industrial use or mineral/mineral aggregate use including an assessment of impacts within an influence area
☐ A traffic study
☐ A mine hazard rehabilitation assessment
☐ A contaminated site assessment report (environmental site audit/assessment)
☐ A noise and/or vibration study
☐ A source protection study including a groundwater impact and/or surface water impact study
☐ A MDS I or II calculation
☐ A minimum separation distance calculation for an industry, waste management facility, pit or quarry
☐ An off-site septage haulage report
☐ A geotechnical study
☐ A municipal servicing capacity report for water and/or sanitary sewage system
☐ A water supply assessment
☐ A market study
☐ A flood plain management/slope stability report
☐ A lake capacity assessment
☐ A shoreline capability assessment
☐ A boat capacity study
☐ A cost-benefit study and/or a justification report for a private lane

These studies may be in addition to other requirements set out in Ontario Regulations 543/06, 544/06, 545/06 or 547/06. Council/the Approval Authority may refuse to accept an application as complete in the absence of required studies in support of an Official Plan amendment, a Zoning By-law Amendment, or a Plan of Subdivision.

6.9.1. Amendments to the Official Plan – Section 17 and 22

This Plan provides a long-range development framework to guide the future growth of North Frontenac. It is the policy of Council that
Amendments to the Plan shall only be required where major changes to the broad land use pattern and development policies become necessary as a result of changing circumstances. In determining whether or not an Amendment to the Plan is required, special regard shall be had to the general development policies of Section 3, and the definitions and policies of each land use category set out in this Plan. While it is not the intent of Council to limit the rights of any person under the Planning Act to apply for an Amendment, any proponent of development is encouraged to discuss the need for an Amendment with the Municipality prior to making an application. The Municipality encourages a spirit of pre-consultation in making this determination as well as in the review of any application for an Amendment filed with the Municipality prior to a public meeting or decision. Council may, by By-law require pre-consultation.

(See Appendix 2, Section 9.2 for Procedures)

6.9.2 Public Works – Section 24

Council shall not undertake any public work and no By-law shall be passed that does not conform to the Official Plan. Council may pass a By-law, which does not conform with the Official Plan where they have adopted an Amendment to this Plan and where the public work will comply with the Amendment, once the Amendment is approved.

6.9.3 Acquisition of Land – Section 25

Council may acquire land for any purpose set out in this Plan and may lease or otherwise dispose of such lands where no longer required.

6.9.4. Review and Consistency with the Planning Act– Section 26

Council’s intent is to review planning applications for conformity with this Plan and to ensure that applications are consistent with the Provincial Policy Statement, and conform with Provincial plans in effect or do not conflict with them. This Plan will be reviewed every five years in accordance with the requirements of the Planning Act.

6.9.5. Community Improvement – Section 28

Community improvement may be used to improve or upgrade infrastructure, public service facilities and to maintain, restore or renew buildings and properties. Council may also use the sustainable community development features of the Planning Act such as the restoration or redevelopment of brownfield sites, environmental site assessment, environmental remediation, development and redevelopment, construction and reconstruction of lands and buildings for rehabilitation purpose or for improving energy efficiency, buildings, structures, works improvements or facilities.
The intent of this Plan is to recognize the entire Municipality as a Community Improvement Area.

Within the Community Improvement Area, Council may undertake or provide for one or more projects through the preparation of a Community Improvement Project Area Plan. This may include energy efficiency, environmental, social or economic development and **affordable** housing as an eligible community improvement activity.

Council will use a property standards by-law to provide for the upgrading, maintenance or restoration of buildings and properties. All developments participating in programs and activities contained within Community Improvement Plans shall conform to the policies of this Plan, applicable Community Design Plans, the Zoning By-law, Property Standards By-law and all other related Municipal policies and by-laws.

Council may make grants or loans towards the cost of rehabilitation of lands and buildings in conformity with the Community Improvement Plan. This may include grants and loans for energy efficient uses. The Municipality shall be satisfied that its participation in community improvement will be within the financial capabilities of the Municipality.

### 6.9.5.1 Brownfields

**Brownfield sites** are sites where the environmental condition of the property and the quality of the soil or groundwater, particularly on former industrial and waste-disposal sites, may have the potential for **adverse effects** to human health or the natural environment. **Brownfield sites** are defined in the Provincial Policy Statement as: means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant. The intent of this Plan is to identify and provide for the rehabilitation of brownfields, wherever feasible as a component of community improvement plans.

### 6.9.5.2 Other Incentive-Based Programs

In addition to programs dealing with lands, grants, loans and property assistance under Section 28 of the Planning Act, the Municipality may offer other incentive-based programs to augment and support community improvement such as:

A. Reducing or cancelling fees for planning applications under the Planning Act;
B. Utilizing the Brownfields Financial Incentive Program under the Municipal Act;
C. Tax increment equivalent financing;
D. Heritage grants under the Ontario Heritage Act;
E. Heritage Property Tax Relief under the Municipal Act;

F. Reducing or cancelling building permit fees under the Building Code Act;

G. Exempting all or part of a development charge under the Development Charges Act.

6.9.6 Zoning by-laws – Section 34

The Zoning By-law for North Frontenac shall reflect the principles, policies and land use descriptions in this Plan. The By-law shall zone land and establish regulations to control the use of land and the character, location and use of buildings and structures in accordance with this Plan.

Council may use the powers provided by Section 34 to regulate the use of all land, buildings and structures within the Township of North Frontenac as well as to govern other matters such as to prohibit land uses and development in sites containing a variety of natural heritage features, as well as sites containing an identified significant archeological feature. Council may establish any number of zones to classify and control land uses to implement this Plan. Conditional zoning may be used as a planning tool subject to the proclamation of a regulation for conditional zoning under Section 16 of the Planning Act and provisions set out in this Plan.

6.9.7. Holding Zone – Section 36

In order to show a future zoning designation while retaining control of the timing of development, a “holding” designation may be used, in the form of a symbol “H” as a suffix to the zone designation. As long as the “H” is retained, the use of the land shall be limited.

A. Rationale for the Use of Holding by-laws

Holding by-laws may be used where the principle of development has been established under the Planning Act. A Holding By-law may be used under the following circumstances:

(i) To hold development until water and sewage services are provided, or, studies have been undertaken to prove that servicing is possible on the site and the servicing has been included in the Municipal budget or provided for through a Subdivision Agreement or other acceptable means with a developer;

(ii) To hold land that is designated in the Official Plan, but, as yet is undeveloped until a proposal is submitted to develop the land for the use/uses intended in the Official Plan;

(iii) To hold land from development until other environmental or physical improvements to the site are made. For example,
road improvements or infill on a site may be required prior to development of the site;

(iv) To prevent or limit the use of land in order to achieve orderly phased development;

(v) To ensure that all conditions of development including financial requirements and agreements in accordance with the provisions of this Plan and/or the Planning Act have been complied with; and

(vi) Contaminated sites may be placed in a Holding Zone in the Municipality’s Zoning By-law. Where a holding zone is used, the “H” symbol may be removed when the site has been acceptably decommissioned or cleaned up to the satisfaction of the Municipality and in accordance with a site remediation plan and subject further, to the submission of a Ministry of the Environment and Climate Change acknowledged Record of Site Condition to Council.

B. Conditions to be met for Removal of the Holding Symbol

The Holding "H" may be removed by by-law when the above circumstances have been satisfied and the following conditions met:

(i) Approval of servicing the site /area is given or servicing of adequate standards is provided on the site;

(ii) A proposal is submitted for a site that conforms to the policies of the Official Plan;

(iii) A phasing plan is submitted;

(iv) Architectural or design drawings and studies, where applicable, are submitted showing the required features;

(v) Financial securities have been submitted (e.g. bond or letter of credit); and

(vi) With respect to contaminated sites, the “H” may be removed upon the receipt of a report approved by Council that the appropriate level of remediation, demonstrated by a Ministry of Environment acknowledged Record of Site Condition has been achieved.
6.9.8 Interim Control By-laws – Section 38

In utilizing this authority, it is Council’s policy that an interim Control By-law shall be preceded by a By-law or Resolution, directing that a study be undertaken of planning policies in the affected area and setting out the terms of reference for the study.

When an Interim Control By-law expires, the prior zoning shall automatically apply, unless a new zoning by-law is passed.

6.9.9. Temporary Use By-laws – Section 39

In certain circumstances, it may be desirable to pass a Temporary Use By-law to implement the policies of this Plan or to implement measures for economic growth and prosperity (e.g. it may be desirable to locate certain uses in vacant commercial or institutional buildings or on lands zoned for institutional uses on a temporary basis despite the fact the uses are not permitted under the provisions of the Official Plan). It may also be beneficial to temporarily zone lands for industrial or commercial uses as an incubator or temporary location for a use, which does not conform to the Plan.

A Temporary Use By-law may also be passed to permit a garden suite.

Council may, therefore, in a By-law passed under Section 39 of the Planning Act, authorize a temporary use of existing structures for any purpose set out therein. The period of time for a temporary use may be for a period of up to ten years for a garden suite and up to three years in all other cases, both of which are renewable. Notice of a Temporary Use By-law shall be given in the same manner as that of a zoning by-law under Section 34 of the Planning Act.

As a condition of the passing of a Temporary Use By-law for a garden suite, Council may require the owner of the suite or any other persons to enter into an agreement with the Municipality under the Municipal Act.

Any use introduced under such a Temporary Use By-law does not acquire the status of a legal non-conforming use at the expiration of the by-law(s) and at that time must therefore cease.

It is not the intent of the Official Plan that Temporary Use By-laws be used to permit a new use while an Amendment to the Official Plan and/or Zoning By-law is being processed to permit the use on a permanent basis. However, once a temporary use is established and it becomes apparent to Council that the use should be permitted on a permanent basis, the use may continue under a Temporary Use By-law while any required amendments are passed.
6.9.10. Site Plan Control – Section 41

A. Policies

Under the authority of Section 41 of the Planning Act, Council may by By-law designate specific areas or land uses within the Municipality which shall be known as Site Plan Control areas. For the purposes of this Plan, the following land use designations and land uses shall be subject to Site Plan Control:

(i) Any industrial, commercial or public service use;

(ii) Any multiple residential use consisting of six (6) or more dwelling units;

(iii) Any lands abutting a lake, water body or natural heritage feature and area;

(iv) All land uses within the Hazard Lands;

(v) All conversions and redevelopment within any of the above categories;

(vi) Communication towers and facilities; and

(vii) Alternative energy systems

The specific applications of Site Plan Control are set out in the various land use designations in this Plan and should be used as the primary reference. Council may by by-law designate one or more areas as Site Plan Control Areas. Council may require the submission of plans and drawings for all development proposals within the Site Plan Control area.

Council may, as a condition of site plan approval, require the dedication of land for the widening of any street to the width set out in Section 5.2.9 Policies of this Plan for roads as specified by the classification. The conveyance to the Municipality shall not exceed more than one-half of the deficiency of the width or 5 m (16.4 ft.) whichever is the lesser. The conveyance shall apply to the full frontage of the property wherever the deficiency exists.

Council shall require each applicant submitting such a development proposal to enter into an agreement with the Municipality as a condition to the approval of the development proposal. Where a development proposal is of a minor nature, some or all of the points listed below may be waived in the agreement. The agreement may include conditions on the following facilities and matters.
(a) The construction or reconstruction of the access or egress onto all major roads or highways and any upgrading of the roads, that will be necessary as a result of the increased traffic caused by the development;

(b) The number and location of all off-street loading areas and parking areas to be provided within each development, and the surfacing of such areas and driveways;

(c) The number, location and construction of all walkways and walkway ramps and pedestrian access points to be provided in the development and how these will eventually be connected to adjacent areas;

(d) The location, number and power of any facilities for lighting, including floodlighting of the site or any buildings or structures (such as signs) thereon;

(e) All grading required to be done on the property and how storm, surface and wastewaters will be disposed of in order to prevent erosion 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) The techniques that are to be used on the site for landscaping of the property for the protection of adjoining lands, water bodies or natural heritage features, including the type of vegetation and techniques to be used, the existing (native) vegetation which is to be preserved, and any structures such as walls, fences or barriers that are to be used;

(g) The location, height, number and size of all residential units to be erected on the site and the method by which the development will be staged;

(h) The location, height, and type of all other buildings located in the proposal;

(i) Illustration of the contours and final elevations of the site on a contour interval of 1 m (3.3 ft.) or less;

(j) The location and type of any facilities and enclosures for the storage of recyclables, garbage and other waste materials;

(k) The location and extent of any easements or other covenants on the land to be conveyed to the Municipality or a local board for public utilities.
(l) The location and description of facilities designed for accessibility for persons with disabilities;

(m) The location and description of all easements to be conveyed to the Municipality and other public utilities; and

(n) A description of any sustainable design elements on any adjoining highway under the 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.

In the review of Site Plan Applications, Council may circulate to Municipal Departments and outside Agencies that are considered to have a vested interest for their comments prior to the approval of any site plan or Site Plan Agreement.

Agreements entered into under the authority of Section 41 of the Planning Act may be for the provision of any or all of the facilities, works or matters as provided for in the Act and the maintenance thereof and for the registration of such agreements against title to the land to which they apply.

Council may use the sustainability features of Section 41 (4) as a means to encourage sustainable development (i.e., sustainable design elements adjoining a public road such as trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, curb ramps, waste and recycling containers and bicycle parking facilities) and facilities to provide or enhance accessibility by persons with disabilities or other challenges.

6.9.11. Parkland Dedication or Cash-in-Lieu – Section 42

It is Council’s policy to require the conveyance of parkland or the cash-in-lieu equivalent for residential and non-residential development as a means to implementing the policies for parks and open space areas of this Plan. The land or cash to be conveyed shall not exceed two per cent (2 %) of the value of the land to be developed for commercial or industrial uses or five per cent (5 %) for residential uses. Where Council requests cash-in-lieu, the value of the land shall be determined on the day before the day the building permit is issued.

6.9.12. Committee of Adjustment – Sections 44 and 45

A. Status of Legal Non-Conforming Uses

It is the intention of this Plan to ensure orderly control of and repair and replacement of non-conforming uses.
The owner/applicant in submitting an application for an expansion, enlargement, replacement or change of a non-conforming use shall demonstrate that all three of the following conditions are met in qualifying a use as a non-conforming use:

(i) That the use was legally established prior to the passing of any of the Zoning By-laws as set out in Sections 3.5 of this Plan;

(ii) That the use has continued without interruption from the date of its establishment of the use, or in the case of an interruption, that there has been a reasonable attempt to continue the use during the period of discontinuance; and

(iii) That the use is deemed to have existed and continued only if there was in fact, an actual user directly involved with the use.

B. Enlargement of Expansion, Replacement or Change to a Non Conforming

It may be desirable, however, to permit the extension, enlargement, replacement or change of a non-conforming use to a similar or more compatible use subject to the following criteria:

(i) The extension, enlargement, replacement or change of use does not aggravate the non-conforming situation for neighboring uses;

(ii) Such extension, enlargement, replacement or change of use shall not further reduce the requirements of the implementing Zoning By-law.

(iii) The proposed extension, enlargement, replacement or change will not create adverse effects undue noise, vibration, fumes, smoke, dust, odors, glare from lights nor environmental hazards;

(iv) Traffic and parking conditions in the vicinity will not be adversely affected and traffic impacts will be kept to a minimum by the appropriate design of ingress and egress points to and from the site and by improvement of site conditions especially in proximity to intersections;

(v) Adequate provisions have been or will be made for off-street parking and loading facilities where they apply;

(vi) Infrastructure and public services such as water and sewer, storm drainage, roads, school bussing, fire prevention,
emergency services, waste and recycling etc. are adequate or can be made adequate.

6.9.13. Plans of Subdivisions and Condominium

Development by Plan of Subdivision may be used for large lot residential development. Consents shall otherwise be the method of land division [see Section 3.16.2].

It shall be the policy of Council to consider for endorsement, only those Plans of Subdivision which comply with the policies of this Plan and which, to the satisfaction of the Council, can be supplied with adequate and cost effective public service facilities. It is recognized that Frontenac County Council is the approval authority for Plans of Subdivision and Condominiums.

A. Consent Policies and Procedures

Provisions relating to the granting of Consents are set out in Sections 51 and 53 of the Planning Act. Council shall be consistent with the Provincial Policy Statement in addition to the Consent Policy checklist set out in Section 3.16.2. of this Plan.

B. Part-Lot Control

Part-lot control may be used for existing Plans of Subdivision where it is necessary to re-align lot boundaries to clarify or grant title, exact specific servicing requirements as a condition of consent such as a road widening or to further control internal development on a lot.

6.9.14. Tariff of Fees – Section 69 (see Appendix 2)

6.9.15. Development Charges Act, 1997

Statement of Intent

This Official Plan is to be considered as a Statement of Intent of Council to carry out or authorize to be carried out, various public works as described specifically or in general terms in this Plan and which may be the subject of a development charge.
Appendix 1  
Definitions

Access standards:  
means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of flooding hazards, erosion hazards and/or other water-related hazards.

Adjacent lands: means 

a. for the purposes of the Provincial Policy Statement, those lands contiguous (abutting) to a specific natural heritage feature or area where it is likely that development or site alteration would have a negative impact on the feature or area. The extent of the adjacent lands may be recommended by the Province or based on municipal approaches which achieve the same objectives; and  

b. for the purposes of the Provincial Policy Statement, those lands contiguous (abutting) to a protected heritage property or as otherwise defined in the municipal official plan.

Adverse effects:  

as defined in the Environmental Protection Act, means one or more of: 

a. impairment of the quality of the natural environment for any use that can be made of it; 

b. injury or damage to property or plant or animal life; 

c. harm or material discomfort to any person; 

d. an adverse effect on the health of any person; 

e. impairment of the safety of any person; 

f. rendering any property or plant or animal life unfit for human use; 

g. loss of enjoyment of normal use of property; and  

h. interference with normal conduct of business.

Affordable: means 

a) in the case of ownership housing, the least expensive of:  

1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;

b) in the case of rental housing, the least expensive of:

1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.

Agricultural uses:

means the growing of crops, including nursery and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-related uses:

means those farm-related commercial and farm-related industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation.

Airports:

means all Ontario airports, including designated lands for future airports, with Noise Exposure Forecast (NEF)/Noise Exposure Projection (NEP) mapping.

Alternative energy systems:

means sources of energy or energy conversion processes that significantly reduce the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems.

Archaeological resources:

includes artefacts, archaeological sites and marine archaeological sites. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

Areas of archaeological potential:

means areas with the likelihood to contain archaeological resources. Criteria for determining archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

Areas of mineral potential:

means areas favourable to the discovery of mineral deposits due to geology, the presence of known mineral deposits or other technical evidence.
Areas of natural and scientific interest (ANSI):

means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.

Areas of petroleum potential:

means areas favourable to the discovery of petroleum resources due to geology, the presence of known petroleum resources or other technical evidence.

Brownfield sites:

means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

Built heritage resources:

means one or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the Ontario Heritage Act, or listed by local, Provincial or Federal jurisdictions.

Conserved:

means the identification, protection, use and/or management of cultural heritage and archaeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment.

Cultural heritage landscape:

means a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts.

Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, railways and industrial complexes of cultural heritage value.

Designated and available:

for the purposes of the Provincial Policy Statement, means lands designated in the Official Plan for urban residential use. For Municipalities where more detailed Official Plan policies (e.g. secondary plans) are required before development applications can be considered for approval, only lands that have commenced the more detailed planning process are considered to be designated for the purposes of this definition.
Designated vulnerable area:
means areas defined as **vulnerable**, in accordance with Provincial standards, by virtue of their importance as a drinking water source that may be impacted by activities or events.

Development:
means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act, but does not include:

a. activities that create or maintain **infrastructure** authorized under an environmental assessment process;
b. works subject to the Drainage Act; or
c. for the purposes of the Provincial Policy Statement, underground or surface mining of **minerals** or advanced exploration on mining lands in significant **areas of mineral potential** in Ecoregion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to the Provincial Policy Statement policies.

Ecological function:
means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

Endangered species:
means a species that is listed or categorized as an “**Endangered Species**” on the Ontario Ministry of Natural Resources and Forestry’s official species at risk list, as updated and amended from time to time.

Environmentally Friendly:
means the use of building materials, building methods or practices which are not harmful to the natural environment, which avoid injury or damage to property or plant or animal life and wherever possible improve or enhance the ecological function of natural habitats.

Erosion hazard:
means the loss of land, due to human or natural processes, that poses a threat to life and property. The **erosion hazard** limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over an one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

Fish:
means fish, which as defined in S.2 of the Fisheries Act, c. F-14, as amended, includes fish, shellfish, crustaceans, and marine animals, at all stages of their life cycles.
Fish habitat:
as defined in the Fisheries Act, c. F-14, means spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes.

Ground water feature:
refers to water-related features in the earth’s subsurface, including recharge/discharge areas, water tables, aquifers and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations.

Hazardous lands:
means property or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of the Great Lakes - St. Lawrence River System, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along the shorelines of large inland lakes, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limits.

Hazardous sites:
means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).

Hazardous substances:
means substances which, individually, or in combination with other substances, are normally considered to pose a danger to public health, safety and the environment. These substances generally include a wide array of materials that are toxic, ignitable, corrosive, reactive, radioactive or pathological.

Heritage attributes:
means the principal features, characteristics, context and appearance that contribute to the cultural heritage significance of a protected heritage property.

Hydrologic function:
means the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water’s interaction with the environment including its relation to living things.

Individual on-site sewage services:
means individual, autonomous sewage disposal systems within the meaning of s.8.1.2, O.Reg. 403/97, under the Building Code Act, 1992 that are owned,
operated and managed by the owner of the property upon which the system is located.

**Individual on-site water services:**

means individual, autonomous water supply systems that are owned, operated and managed by the owner of the property upon which the system is located.

**Infrastructure:**

means physical structures (facilities and corridors) that form the foundation for development. *Infrastructure* includes: sewage and water systems, septage treatment systems, waste management systems, electric power generation and transmission, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities.

**Intensification:**

means the *development* of a property, site or area at a higher density than currently exists through:

a. *redevelopment*, including the reuse of *brownfield sites*;

b. the development of vacant and/or underutilized lots within previously developed areas;

c. infill development; and

d. the expansion or conversion of existing buildings.

**Large inland lakes:**

means those waterbodies having a surface area of equal to or greater than 100 square kilometres where there is not a measurable or predictable response to a single runoff event.

**Legal or technical reasons:**

for the purposes of the Provincial Policy Statement, means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

**Low and moderate income households:** means

a. in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the *regional market area*; or

b. in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the *regional market area*.

**Mine hazard:**

means any feature of a mine as defined under the Mining Act, or any related disturbance of the ground that has not been rehabilitated.
Minerals:

means metallic minerals and non-metallic minerals as herein defined, but does not include mineral aggregate resources or petroleum resources. Metallic minerals means those minerals from which metals (e.g. copper, nickel, gold) are derived. Non-metallic minerals means those minerals that are of value for intrinsic properties of the minerals themselves and not as a source of metal. They are generally synonymous with industrial minerals (e.g., asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, and wollastonite).

Mineral aggregate operation: means

a. lands under license or permit, other than for wayside pits and quarries, issued in accordance with the Aggregate Resources Act, or successors thereto;

b. for lands not designated under the Aggregate Resources Act, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and

c. associated facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate resources and derived products such as asphalt and concrete, or the production of secondary related products.

Mineral aggregate resources:

means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the Aggregate Resources Act suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the Mining Act.

Mineral deposits:

means areas of identified minerals that have sufficient quantity and quality based on specific geological evidence to warrant present or future extraction.

Mineral mining operation:

means mining operations and associated facilities, or, past producing mines with remaining mineral development potential that have not been permanently rehabilitated to another use.

Minimum distance separation formulae:

means formulae developed by the Province to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

Multi-modal transportation system:

means a transportation system which may include several forms of transportation such as automobiles, walking, trucks, cycling, buses, rapid transit, rail (such as commuter and freight), air and marine.
Municipal sewage services:
means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that is owned or operated by a Municipality.

Municipal water services:
means a municipal drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002.

Natural heritage features and areas:
means features and areas, including significant wetlands, significant coastal wetlands, fish habitat, significant woodlands south and east of the Canadian Shield, significant valleylands south and east of the Canadian Shield, significant habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

Natural heritage system:
means a system made up of natural heritage features and areas, linked by natural corridors which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. These systems can include lands that have been restored and areas with the potential to be restored to a natural state.

Negative impacts: means

a. in regard to policy 2.2 of the Provincial Policy Statement, degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development or site alteration activities;

b. in regard to fish habitat, the harmful alteration, disruption or destruction of fish habitat, except where, in conjunction with the appropriate authorities, it has been authorized under the Fisheries Act, using the guiding principle of no net loss of productive capacity; and

c. in regard to other natural heritage features and areas, degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities.

Normal farm practices:
means a practice, as defined in the Farming and Food Production Protection Act, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act.
Partial services: means

   a. municipal sewage services or private communal sewage services and individual on-site water services; or
   b. municipal water services or private communal water services and individual on-site sewage services.

Planned corridors:
means corridors identified through Provincial plans or preferred alignment(s) determined through the Environmental Assessment Act process which are required to meet projected needs.

Portable asphalt plant: means a facility
   a. with equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes stockpiling and storage of bulk materials used in the process; and
   b. which is not of permanent construction, but which is to be dismantled at the completion of the construction project.

Portable concrete plant: means a building or structure
   a. with equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and
   b. which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project.

Private communal sewage services:
means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that serves six or more lots or private residences and is not owned by a Municipality.

Private communal water services:
means a non-municipal drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots or private residences.

Protected heritage property:
means real property designated under Parts IV, V or VI of the Ontario Heritage Act; heritage conservation easement property under Parts II or IV of the Ontario Heritage Act; and property that is the subject of a covenant or agreement between the owner of a property and a conservation body or level of government, registered on title and executed with the primary purpose of preserving, conserving and maintaining a cultural heritage feature or resource, or preventing its destruction, demolition or loss.
Protection works standards:
means the combination of non-structural or structural works and allowances for slope stability and flooding/erosion to reduce the damage caused by flooding hazards, erosion hazards and other water-related hazards, and to allow access for their maintenance and repair.

Provincial and Federal requirements: means
a. in regard to the Provincial Policy Statement, legislation and policies administered by the Federal or Provincial Governments for the purpose of protecting the environment from potential impacts associated with energy facilities and ensuring that the necessary approvals are obtained; and
b. in regard to the Provincial Policy Statement, legislation and policies administered by the Federal or Provincial Governments for the purpose of the protection of fish and fish habitat, and related, scientifically established standards such as water quality criteria for protecting lake trout populations.

Provincial plan:
means a plan approved by the Lieutenant Governor in Council or the Minister of Municipal Affairs and Housing, but does not include Municipal Official Plans.

Public service facilities:
means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. Public service facilities do not include infrastructure.

Quality and quantity of water:
is measured by indicators such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime.

Recreation:
means leisure time activity undertaken in built or natural settings for purposes of physical activity, health benefits, sport participation and skill development, personal enjoyment, positive social interaction and the achievement of human potential.

Redevelopment:
means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

Regional market area:
refers to an area, generally broader than a Lower-tier Municipality, that has a high degree of social and economic interaction. In southern Ontario, the Upper or Single-tier Municipality will normally serve as the regional market area. Where a
**Regional market area** extends significantly beyond upper or single-tier boundaries, it may include a combination of upper, single and/or lower-tier municipalities.

**Renewable energy systems**

means the production of electrical power from an energy source that is renewed by natural processes including, but not limited to, wind, water, a biomass resource or product, or solar and geothermal energy.

**Reserve sewage system capacity:**

means design or planned capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. For the purposes of the Provincial Policy Statement, reserve capacity for private communal sewage services and individual on-site sewage services is considered sufficient if the hauled sewage from the development can be treated or disposed of at sites approved under the Environmental Protection Act or the Ontario Water Resources Act, but not by land-applying untreated, hauled sewage.

**Reserve water system capacity:**

means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved development.

**Residence surplus to a farming operation:**

means an existing farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).

**Residential intensification:**

means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

a. **redevelopment**, including the redevelopment of brownfield sites;

b. the development of vacant or underutilized lots within previously developed areas;

c. infill development;

d. the conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and

e. the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, secondary suites and rooming houses.

**River, stream and small inland lake systems:**

means all watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event.
Rural areas:
means lands in the rural area which are located outside settlement areas and which are outside prime agricultural areas.

Secondary uses:
means uses secondary to the principal use of the property, including but not limited to, home occupations, home industries, and uses that produce value-added agricultural products from the farm operation on the property.

Sensitive:
in regard to surface water features and ground water features, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

Sensitive land uses:
means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

Settlement areas:
means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

a. built up areas where development is concentrated and which have a mix of land uses; and
b. lands which have been designated in an Official Plan for development over the long term planning horizon provided for in the Provincial Policy Statement. In cases where land in designated growth areas is not available, the settlement area may be no larger than the area where development is concentrated.

Sewage and water services:
includes municipal sewage services and municipal water services, private communal sewage services and private communal water services, individual on-site sewage services and individual on-site water services, and partial services.

Significant: means

a. in regard to wetlands, coastal wetlands and areas of natural and scientific interest, an area identified as Provincially Significant by the Ontario Ministry of Natural Resources and Forestry using evaluation procedures established by the Province, as amended from time to time;
b. in regard to the habitat of **endangered species** and **threatened species**, means the habitat, as approved by the Ontario Ministry of Natural Resources and Forestry, that is necessary for the maintenance, survival, and/or the recovery of naturally occurring or reintroduced populations of **endangered species** or **threatened species**, and where those areas of occurrence are occupied or habitually occupied by the species during all or any part(s) of its life cycle;

c. in regard to **woodlands**, an area which is ecologically important in terms of features such as species composition, age of trees and stand history;

d. functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history;

e. in regard to other features and areas in policy 2.1 of the Provincial Policy Statement, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or **natural heritage system**;

f. in regard to mineral potential, means an area identified as Provincially Significant through comprehensive studies prepared using evaluation procedures established by the Province, as amended from time to time, such as the Provincially Significant Mineral Potential Index;

g. in regard to potential for petroleum resources, means an area identified as Provincially Significant through comprehensive studies prepared using evaluation procedures established by the Province, as amended from time to time; and

h. in regard to cultural heritage and archaeology, resources that are valued for the important contribution they make to our understanding of the history of a place, an event, or a people.

Criteria for determining significance for the resources identified in sections (c)-(g) are recommended by the Province, but municipal approaches that achieve or exceed the same objective may also be used.

While some **significant** resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.

**Site alteration**: means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site. For the purposes of the Provincial Policy Statement, **site alteration** does not include underground or surface mining of **minerals** or advanced exploration on mining lands in significant **areas of mineral potential** in Ecoregion 5E, where advanced exploration has the same meaning as in the Mining Act. Instead, those
matters shall be subject to the policies in Section 2.4 of the Provincial Policy Statement.

Special needs:
means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of special needs housing may include, but are not limited to, housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for the elderly.

Sustainable development
is a process of managing change in which exploitation of resources, the direction of investments, the orientation of technological development, and institutional change are all in harmony and enhance both current and future potential to ensure a balance between humans and the biophysical environment (i.e. fauna, flora, the air, water and soil).

Surface water feature:
refers to water-related features on the earth’s surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics.

Threatened species:
means a species that is listed or categorized as a “Threatened Species” on the Ontario Ministry of Natural Resources and Forestry’s official species at risk list, as updated and amended from time to time.

Transportation systems:
means a system consisting of corridors and rights-of-way for the movement of people and goods, and associated transportation facilities including transit stops and stations, cycle lanes, bus lanes, high occupancy vehicle lanes, rail facilities, park’n’ride lots, service centres, rest stops, vehicle inspection stations, intermodal terminals, harbours, and associated facilities such as storage and maintenance.

Vulnerable:
means surface and groundwater that can be easily changed or impacted by activities or events, either by virtue of their vicinity to such activities or events or by permissive pathways between such activities and the surface and/or groundwater.

Waste management system:
means sites and facilities to accommodate solid waste from one or more municipalities and includes landfill sites, recycling facilities, transfer stations, processing sites and hazardous waste depots.
Watershed:
means an area that is drained by a river and its tributaries.

Wayside pits and quarries:
means a temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.

Wetlands:
means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.

Wildlife habitat:
means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or non-migratory species.

Woodlands:
means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and Provincial levels.
Appendix 2 - Procedures and Supplementary Information

1. Building Code Act

1.1 General

The Building Code Act provides the enabling authority for Councils to issue Building Permits through the appointment of a Chief Building Official and the adoption of a Building By-law. The Act also provides for the administration of property standards (transferred from the Planning Act). A Building Permit cannot be issued unless the proposed structure complies with 'applicable law' such as a Zoning By-law. The associated Ontario Building Code sets out the standards for design and construction of buildings. Building Permits are generally required for:

Construction of a new building or structure (garage or accessory building exceeding 10 m²) including a mobile home or manufactured dwelling;

A. The repair, reconstruction or retrofitting of a building or other construction which is part of the structural support of a building;

B. Adding an extension;

C. Excavating or constructing a foundation;

D. Installing heating, plumbing, air conditioning or a fire place (solid fuel appliance);

E. Building or placing a temporary building;

F. The demolition of a building;

G. The change of use of a building may require a permit since different code standards may apply to the new use;

Important sections of the Building Code Act include:

Section 3 (2) - The Council shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Building Code Act.

Section 7 - Enables Council to adopt a Building By-law specifying the classes of permits, application fees, requirements for applications etc.

Section 8 (1) - Provides that no person shall construct or demolish a building unless a permit has been issued.

Section 15.1 - 15.8 - Sets out the enabling authority for property standards including the appointment of a Property Standards Officer, appointment of a Property Standards Committee, issuing of orders to remedy buildings or conditions which do not meet the requirements set out in a Property Standards By-law.
2. **Condominium Act**

2.1 **General**

Condominiums are a form of property ownership in which title to a unit, such as an individual apartment in an apartment building or a single detached dwelling in a private subdivision, is held by an individual together with a share of the rest of the property, which is common to all owners. Condominiums can involve a brand new development, or an existing rental project, which is converted to condominium ownership. They can apply to any type of residential building as well as commercial and industrial areas. Vacant land is not eligible.

*Section 50 (2)* - A condominium plan is like any Plan of Subdivision in that it is a way of dividing property and must be approved by the approval authority.

*Section 50 (3)* may be utilized to exempt approval for buildings which have already been constructed and which satisfy all of the applicable municipal policies and requirements.

2.2 **Applications**

Applications shall be made to Council utilizing the form prescribed and shall set out a description suitable for registration on title unless otherwise exempted by Council. Council may enter into an agreement with the applicant for the provision of services or such other matters as are governed by *Section 51* of the *Planning Act*. The approval of an application for a condominium is with the County of Frontenac.

3. **Development Charges Act, 1997**

3.1 **General**

Subject to undertaking a study (*Section 10*), Council may adopt a Development Charges By-law (*Section 6*) for the purposes of imposing a development charge against specified land uses to pay for increased capital costs required because of the increased need for services arising from new development of the area to which the by-law applies.

*Section 2 (2) - Development* which may precipitate a development charge includes:

- The passing of a Zoning By-law or an amendment to a By-law under *Section 34* of the *Planning Act*;
- The approval of a Minor Variance under *Section 45* of the *Planning Act*;
- A conveyance of land to which a by-law passed under *Section 50 (7)* of the *Planning Act* applies;
- The approval of a Plan of Subdivision under *Section 51* of the *Planning Act*;
- A Consent under *Section 53* of the *Planning Act*;
- The approval of a description under *Section 50* of the *Condominium Act*; or
• The issuing of a Building Permit under the Building Code Act in relation to a building or structure.

4. **Environmental Assessment Act**

Prior to the construction of public works or undertakings, such as roads, sewage works, waste disposal facilities, water filtration plants, a Municipality is obliged to follow procedures under the Environmental Assessment Act. Some types of undertakings may fall into a class environmental assessment, which is a more streamlined process in reviewing the environmental impacts of the proposed work. Generally, the intent of this Plan is to ensure that the following procedures (generalized description) are followed prior to the construction of a project (undertaking):

**Consult with affected parties:**

- Involve affected parties early in the process and continuously throughout;
- Encourage the identification and resolution of issues before an EA is formally submitted; and
- Promote mutually acceptable, environmentally sound solutions through consultation.

Consider reasonable alternatives: planning must consider alternatives to the undertaking, which fulfill the purpose of the undertaking in functionally different ways and alternative methods of implementing a particular type of alternative. The ‘do-nothing’ alternative must also be considered.

Consider all aspects of the environment: the planning process must consider the effects on the natural or biophysical environment as well as effects on the social, economic and cultural conditions that influence the lives of humans of a community.

Systematically evaluate net environmental effects: evaluate alternatives in light of their advantages and disadvantages and the effects remaining after mitigation or enhancement measures have been addressed.

Provide clear, complete documentation: the EA should strive to represent accurately the process that was followed in a clear and understandable way and to communicate the results of that process.

5. **Environmental Protection Act**

The Environmental Protection Act provides control mechanisms for the protection of the environment that has application to the general public as well as to the Council of a Municipality.

*Section 46* - land used for a waste disposal site may not be used for another purpose within a period of twenty-five years from the date the land ceased to be used, without the approval of the Minister.

6. **Gasoline Handling Act and Code**

This legislation prescribes the requirements for the handling of gasoline and associated products and amongst other matters sets out in the associated
Gasoline Handling Code, the prescribed setbacks of gasoline storage facilities and pump islands from streets and adjacent properties. The intent of this Plan is to ensure that the amending Zoning By-law reflects these standards as a measure of public safety and compatibility with adjacent land uses.

7. Municipal Act

This Act provides the enabling authority for a variety of types of by-laws and licensing matters, which serve to implement features of this Plan or to authorize other actions of Council as follows:

- **Section 31** - Establishing a highway
- **Section 34** - Closing a highway
- **Sections 37/38** - Closing a private road
- **Sections 47/48** - Naming a road
- **Section 99** - Regulating Signs
- **Section 123** - Regulating dangerous places e.g. cliffs, deep water
- **Section 124** - Regulating pits and quarries
- **Section 127** - Regulating refuse and debris (clean yards)
- **Section 129** - Regulating noise, odour, dust, vibration, outdoor illumination
- **Section 131** - Regulating wrecking yards
- **Section 135** - Regulating tree cutting or injury to trees
- **Section 142** - Site alteration control (e.g. dumping, filling, topsoil removal, grade alteration)
- **Section 151** - Licensing adult entertainment establishments
- **Section 166** - Designation and registration of group homes
- **Section 168/169** - Licensing trailers and trailer camps
- **Section 170** - Licensing motor vehicle racing
- **Section 204** - Establishing a Business Improvement Area

8. Ontario Heritage Act

The Ontario Heritage Act is intended to assist municipalities with the designation and conservation of buildings, structures, districts, landscapes, ruins that may be considered to be cultural heritage or archaeological resources. The Municipality may use Part IV of the Act to designate individual buildings, structures or sites/landscapes or use Part V to designate a Heritage Conservation District.

- **Section 28** - Authorizes Council to establish a Municipal Heritage Committee of 5 or more people to advise Council on all matters related to Part IV of the Act.
Section 29 (2) - Authorizes a By-law to designate commencing with a Notice of Intention to Designate a building, structure or site.

Section 31(2) - Authorizes a By-law to repeal a designating by-law.

Section 32 (2) - Owner’s application to repeal designating by-law.

Section 33 (4) - Owner’s application for permission to alter a designated property.

Section 34 (2) - Owner’s application for permission to demolish or remove building or structure which forms part of a designated property.

9. The Planning Act

Amendments To The Official Plan – Sections 17 And 22

The following procedures shall be used in evaluating Official Plan applications.

9.1 General

9.2 Procedures

A. Pre consultation:

The Municipality may pre-consult or require the applicant to pre-consult with the Municipality prior to filing an application. The applicant will be advised as to what the procedures are for considering amendments and what information or studies may be required to support an application.

B. Conduct Preliminary Review of Proposed Amendment:

A complete application shall be filed with the Clerk of the Municipality using an application form prescribed by the Municipality and shall include a map or survey to identify the location of the property(ies) affected, existing land uses on the subject and surrounding lands, proposed land uses and servicing of the subject property. The application shall include studies and other information as may be required under Section 6.10 of the Official Plan and Ontario Regulation 543/06. An application which is deemed to be incomplete will be deferred pending receipt of the required information or may be refused. Studies may be subject to a peer review at the cost of the applicant.

The application will be reviewed for completeness and the following additional criteria:

- To determine if the proposal will involve amendments to the text, schedule or both;
- To determine the policy sections or land use designations affected that apply;
- To assess the applicant’s reasoning or justification for the proposal will be reviewed so that it is clearly understood;
- To determine if the proposal meets the general intent of the overall purpose, goals, objectives and general policies of the Plan;
- To determine if the application is consistent with the Provincial Policy Statement;
- To assess if the change is necessary to achieve the purpose, goals, objectives and policies of the Plan;
- To determine if conditions have changed to warrant the proposed amendment (e.g., consult local studies, statistics etc., which may point to changes in economic conditions or other circumstances);
- To assess if it is likely that the amendment will have positive or negative effects for the future e.g. could approval set the precedent for similar requests;
- To assess appropriateness of location within the context of the Municipality;
- To assess compatibility of proposed use with surrounding land uses;
- To calculate/assess servicing in terms of capacity and adequacy of sewer, water, waste and utilities;
- To assess site suitability in terms of any physical constraints, on-site parking and loading availability etc.; and
- To determine the impacts on the natural environment

Once the application has been deemed to be complete a notice will be circulated to the prescribed agencies. The Planning Act stipulates that the notice of a complete (or incomplete) application must be issued within 30 days from the date of the application and that notice to agencies is to be given within a further 15 days. An applicant may appeal a negative notice to the Ontario Municipal Board within 30 days after the notice of the incomplete application.

C. Provincial Interests:

Pre-consultation will involve discussions with affected agencies and the Ministry of Municipal Affairs and Housing to assess whether the application is consistent with to the most current Provincial Policy Statement.

D. Public Consultation:

Notice of a public meeting shall be advertised within 20 days after the giving of notice in a newspaper having general circulation in the area affected by the amendment or a combination of a notices posted on the site of the proposed amendment together with a notice sent by mail to the applicant and all property owners within 120 m of the property (ies) affected by the application. Information must also be made available to the general public with respect to the application and any supporting information.

Following a public meeting Council may adopt the amendment as proposed or with modifications, or may refuse the application. Council
shall consider any relevant public concerns with the proposed amendment and whether changes or refinements may be necessary in the public interest e.g. can the amendment be altered or improved to make it acceptable. Should Council refuse to adopt the amendment, they are required to advise the applicant and any other party who requested to be notified within 15 days of the date of the refusal, following which the applicant has 20 days to appeal Council’s decision to the Ontario Municipal Board. Similarly, if Council does not adopt the amendment within 180 days from the date the application is filed, the applicant may also appeal the lack of adoption to the Ontario Municipal Board.

Where the amendment is adopted, notice of adoption shall be given within 15 days and the amendment together with the record of submission shall be submitted to the approval authority.

The approval authority (County of Frontenac) has 180 days to render a decision on the amendment following which there is a 20-day period for appeal to the Ontario Municipal Board. Where there is no appeal, the decision is final. Only applicants who have participated in the planning process may appeal i.e. by attending and making an oral submission at the public meeting or by submitting written comments before the amendment is adopted.

The notice procedures as prescribed in Sections 17 and 22 of the Planning Act, and Ontario Regulations thereto, shall be adhered to.

However, Council may forego public notification and public meeting(s), in connection with Official Plan changes, if the changes relate to the following:

- A consolidation of the Official Plan, which does not affect the policies, and intent of the Plan;
- Altering the numbers and arrangement of provisions;
- Correcting grammar or typographical errors, changing the format, punctuation or language slightly to obtain a uniform format and mode of expression in the Plan.

9.3 Zoning By-laws – Section 34

A. General

When Council receives an application for a development project, which it considers at the time, is desirable, not premature, capable of being adequately serviced, and in conformity with the policies and designations of this Plan, Council may pass an implementing amending by-law to the Zoning By-Law. Council may, as a condition of development or redevelopment, require the owner of the land to enter into one or more agreements or requirements with the Municipality dealing with the provision, maintenance and use of certain facilities as set forth in the Planning Act. These agreements or requirements may pertain to one or more Sections of the Planning Act, such as:
• Holding Provisions - 36 (2);
• Temporary Use Agreement - 39 (1.2);
• Site Plan Control Agreement- 41(7,8);
• Subdivision Control Agreement - 51(26);
• Consent Agreement - 53 (12);

B. The Zoning Amendment Process

Applications for an amendment to the Zoning By-Law shall generally comply with the following process:

Step 1 - Filing an Application

• Pre-consult with the Municipality on the procedures and requirements for filing an application;
• Obtain an application for a Zoning By-Law Amendment; and
• Complete the application in full. The application shall include studies and other information as may be required under Section 6.10 of the Official Plan and Ontario Regulation 545/06. An application which is deemed to be incomplete will be deferred pending receipt of the required information. Studies may be subject to a peer review at the cost of the applicant.

Step 2 - Application Review

Once the application has been deemed to be complete a notice will be circulated to the prescribed agencies. The Planning Act stipulates that the notice of a complete (or incomplete) application must be issued within 30 days from the date of the application and that notice to agencies is to be given within a further 15 days. An applicant may appeal a negative notice to the Ontario Municipal Board within 30 days after the notice of the incomplete application.

The application may be circulated for review and pre-consultation with departments within and outside of the Municipality. The Municipality has responsibility for review of the application for compliance with the Official Plan and the Provincial Policy Statement.

Step 3 - Public Meeting

• A public meeting will be held to consider the application;
• Notice of the meeting must be advertised to notify the public and agencies. Advertising may be by (i) newspaper, or (ii) by mail or by personal service and by posting a notice on the site;
• The notice must be given 20 days before the public meeting; and
• The public meeting is held by Council and is open to any member of the public or to an agency to make a presentation for or against the application. Oral submissions at the public meeting or a written
submission prior to the adoption of the by-law are required if the applicant subsequently wishes to appeal.

**Step 4 - Decision**

- Council may pass (adopt) a Zoning By-law Amendment, may modify the amendment as proposed or may refuse to pass an amendment;
- If an amending by-law is passed, notice of the passing of the bylaw amendment must be advertised within 15 days of the date of passing; and
- If an amendment is refused or Council does not make a decision within 120 days of the receipt of the application, the applicant may appeal to the Ontario Municipal Board. Council must advise the applicant in writing within 15 days of a refusal.

**Step 5 – Appeal**

- Any resident who wishes to object to the Zoning By-Law amendment may appeal if they have participated in the process (attended public meeting and made an oral submission or file a written comment prior to the adoption of the by-law);
- An appeal must be made in writing with reasons for the appeal. The letter of appeal must be submitted to the Clerk within the 20-day appeal period set out in the Notice of Passing.
- The appeal must be accompanied by a prescribed appeal fee payable to the Minister of Finance;
- If no appeal is made within the appeal period, the By-Law is automatically approved; and
- In an appeal is received by the Clerk, the appeal must be sent to the Ontario Municipal Board within 15 days following the last day for appeal. The Ontario Municipal Board will decide whether the appeal is valid and subject to their decision, may hold a hearing in the Municipality to hear the appeal (or to dismiss the appeal). If they hold a hearing, the decision of the Ontario Municipal Board is final.

9.4 Holding Zone – Section 36

A. **Procedures for Notice**

By-laws to establish such Holding Zones shall be subject to the provisions of Sections 34 and 36 of the Planning Act, including the notice for and holding of a public meeting. Prior to the removal of the Holding «h» symbol, Council shall give notice of its intention to pass the amending bylaw removing the holding symbol, in accordance with Section 35 of the Planning Act.

9.5 Interim Control By-laws – Section 38

In order to control development in an area where the Municipality is reviewing its long-term planning, an Interim Control By-Law may be passed, effective for up to
one year and renewable for a further year so that the maximum period it is in effect is two years from its imposition. An Interim Control By-Law shall allow the Council to place a temporary freeze on land uses in order to allow a review of land use policies. After that, at least three years must elapse before another Interim Control By-Law may be passed covering any part of the same area.

9.6 Site Plan Control – Section 41

9.6.1 Procedures for Site Plan Control

Applicants are encouraged to pre-consult with Township Planning Staff on potential applications. Applicants shall file a complete application using the Municipal application form together with the application fee. The application shall include a site plan drawn to scale, which includes the following information:

- Layout of all existing and proposed buildings and structures and setbacks from adjacent property lines, lot dimensions;
- Parking and loading spaces including location of handicapped parking, dimensions of parking spaces, driveways, entrances and manoeuvring aisles, location of fire routes;
- Day lighting triangles on corner lots;
- Relationship of the lot to surrounding streets and other physical features e.g. water bodies, rail lines, slopes and rock outcrops;
- Site services and easements (water, sewer, storm drainage, waste disposal, utilities), sewer inverts, catch basins;
- Spot elevations or contours and site grading and landscaping;
- Fencing and signs;
- Building coverage on the lot, parking space calculations, building height, percentage of landscape area;
- Key plan, scale bar, north arrow, civic address or legal description; and
- The applicant should consult with the Municipality on the number of copies of the application to be submitted.

The application will be circulated to affected departments and agencies (e.g., engineer, fire chief, Conservation Authority, Provincial Ministry etc.). Based on comments received, a Planning Report will be prepared and submitted to Council. Council may hold a public meeting to seek public input (although this is not required by the Planning Act). Final revisions may be required to be made to the site plan. Subject to Council approval, a draft Site Plan Agreement is prepared (by the Municipal Solicitor) for review by Council and the applicant. The Site Plan Agreement is then adopted by By-law and registered on title against the property to which it applies. A financial guarantee is required to ensure that the works required by the agreement are completed to the satisfaction of the Municipality. A building permit will be issued (subject to payment of any building permit and development charges or other fees and compliance with the site plan).
Inspections are conducted for compliance to site plan. Financial securities released.

9.7 Parkland Dedication or Cash-in-Lieu – Section 42

The conveyance of parkland or cash-in-lieu of parkland is authorized under Section 42 of the Planning Act for park or public *recreational* uses. The conveyance of land or cash-in-lieu may be required for residential severances or residential subdivisions at the rate of 5% or for commercial or industrial severances or subdivisions at the rate of 2% of the area or value of land, respectively, as set out in Sections 42, 51, and 53 of the Planning Act. Where cash-in-lieu is accepted such monies shall be placed in a special account and spent only for the acquisition of land to be used for park or other *recreational* purposes, including the erection or repair of buildings and the acquisition or machinery for park or other *recreational* purposes.

9.8 Committee of Adjustment – Section 44 and 45

A. General

A Committee of Adjustment, duly appointed under Section 44 of the Planning Act, has several powers as set out in Section 45 of the Act:

- May grant a Minor Variance to the Zoning By-law;
- May grant a permission to expand a non-conforming use or to change that use to a similar or more compatible use;
- May interpret the Zoning By-law to permit a use that is defined in general terms; and
- May grant a variance to any by-law that Council specifies and that implements this Official Plan (e.g., Sign By-law)

B. Minor Variances

In considering an application for a Minor Variance, the Committee of Adjustment shall apply four tests, namely:

i. Is the variance minor?
ii. Will it maintain the general intent and purpose of the Zoning By-law?
iii. Will it maintain the general intent and purpose of this Official Plan?
iv. Is it desirable for the appropriate *development* or use of the land building or structure?

C. Procedures for Applications

1. Applicants are encouraged to consult with Municipal Planning Staff prior to submitting an application.
2. Applicant to file complete application with the Secretary-Treasurer of the Committee of Adjustment together with the required fee. The application, where required, shall be accompanied by a sketch or plan showing the specific dimensions of buildings or structures which affect
or may be affected by the application (including buildings or structures on adjacent properties).

3. Committee shall hold a public meeting duly advertised at least 10 days prior and within 30 days after the application is date stamped as a complete application. A preview of the application (planning report) along with a site visit is recommended.

4. Committee may make a decision or reserve a decision and impose conditions on a decision. Decision to be mailed within 10 days.

5. Applicant or other person has 20 days from the date of the decision to file an appeal with the secretary-treasurer together with an appeal fee upon which the appeal is forwarded to the Ontario Municipal Board. The OMB may dismiss the appeal or hold a hearing and render a decision.

9.9 Subdivisions, Consents and Part-Lot Control – Sections 44 and 45

A. Procedures for Processing a Plan of Subdivision

The processing of a Plan of Subdivision shall generally consist of the following steps:

i. Satisfactory completion of an application together with the submission of the required fee to the approval authority (County of Frontenac). The application shall include studies and other information as may be required under Section 6.10 of the Official Plan and Ontario Regulation 544/06. An application which is deemed to be incomplete will be deferred pending receipt of the required information. Studies may be subject to a peer review at the cost of the applicant.

ii. Submission of required supplementary studies or information, where required by the County.

iii. The approval authority will be responsible for evaluating the application in compliance with the relevant policies of this Plan, and the Provincial Policy Statement. This will also include, where required, the circulation of the application to the Ministry of Transportation with respect to an entrance permit onto Highway 41; and the Ministry of Culture or MHC with respect to an archaeological assessment. The County may also circulate to other affected agencies such as the Conservation Authority.

iv. Holding of a duly advertised public meeting (in accordance with the notice provisions set out in the Planning Act) to consider the proposed Plan of Subdivision. The meeting is usually held by the Township of North Frontenac on behalf of the County and may be jointly convened with a meeting for a Zoning Amendment if this is also required for the Plan of Subdivision.

v. Draft plan approval with conditions as may be required by the approval authority, Council, Ministries or other agencies.
vi. Preparation of a Subdivision Agreement to address the conditions of draft approval. Agreement is prepared by the Municipal solicitor.

vii. Execution of the Subdivision Agreement by Council (by by-law) and registration of the agreement against the lands to which it applies.

viii. Clearance of concerns or requirements by agencies.

ix. Final approval of the Plan of Subdivision and registration.

x. **Development** of lands per the requirements of the Subdivision Agreement and approvals or clearances by the Municipality and other agencies upon satisfactory completion of the requirements.

xi. Conveyance of land or covenants for easements for utilities, access control or drainage.

xii. Sale of lots and issuance of building permits.

xiii. Assumption of municipal water, sewer, roads, street lights etc., by the Municipality (subject to meeting warranty and other construction standards set out in the Subdivision Agreement).

B. **Consents**

Procedures for processing Consent applications may include but not be limited to:

i. Applicant files a complete application with the Clerk.

ii. Council may also seek technical input from other selected agencies and municipal staff.

iii. The application will be reviewed for compliance to the policies of this Plan and the regulations of the implementing Zoning By-law (Planning Report).

iv. Council may have a public meeting to consider the application.

v. Council will issue a decision and may impose conditions of approval (provisional consent).

vi. Decision is advertised (circulated) as required by the **Planning Act**.

vii. Applicant shall enter into a Consent Agreement (Development Agreement) where required as a means to implement the conditions.

viii. Applicant has up to one year to fulfil provisions of conditional consent.

ix. Consent is granted upon fulfillment of conditions and submission of deed or instrument for stamping (certificate).

x. The compliance must occur within two years from the date the certificate is given or consent will lapse.

C. **Part-Lot Control**

Part-lot control may be used for existing Plans of Subdivision where it is necessary to realign lot boundaries to clarify or grant title, exact specific
servicing requirements as a condition of consent such as a road widening or to further control internal development on a lot.

9.10 Tariff of Fees – Section 69

Council may by By-law, adopt a Tariff of Fees By-law for the purpose of levying fees for the costs associated with the processing of planning applications including:

☐ An amendment to the Official Plan;
☐ An amendment to the Zoning By-law;
☐ A Minor Variance or permission related to a non-conforming use;
☐ Site Plan Control application and agreement;
☐ A Plan of Subdivision or Condominium application and agreement;
☐ A Consent Application and Consent Agreement;
☐ A Change of use.
### Appendix 3 – Private Lane Construction Standards

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right-of-Way Width</td>
<td>20.0 m (66 ft)</td>
</tr>
<tr>
<td>Width of Clearing</td>
<td>9.0 m (30 ft)</td>
</tr>
<tr>
<td>Surface Width</td>
<td>6.0 (20 ft)</td>
</tr>
<tr>
<td>Surface Material</td>
<td>Crushed Stone</td>
</tr>
<tr>
<td>Depth of Surface Material, (Gran. “A”)</td>
<td>100 mm (4 in)</td>
</tr>
<tr>
<td>Depth of Base Material/Cover Over Bedrock (Gran. “B”)</td>
<td>150 mm (6 in)</td>
</tr>
<tr>
<td>Depth of Base Material (Gran. “B”)</td>
<td>300 mm (12 in)</td>
</tr>
<tr>
<td>Granular Shoulder, Including Rounding</td>
<td>1.0 m (3 ft)</td>
</tr>
<tr>
<td>Crown Minimum</td>
<td>2%</td>
</tr>
<tr>
<td>Cross Culvert</td>
<td>400 mm (16 in) – 300 mm (12 in) Minimum Cover</td>
</tr>
<tr>
<td>Cross Material</td>
<td>Aluminized Corrugated Steel pipe/high density polyethylene (double wall)</td>
</tr>
<tr>
<td>Maximum Vertical Grade</td>
<td>12% (1.8) Minimum vertical curve length subject to design speed requirements</td>
</tr>
<tr>
<td>Horizontal Turning Radius</td>
<td>Minimum centerline radius 12.0 m (40.0 ft) – Subject to design speed requirements</td>
</tr>
<tr>
<td><strong>Ontario Building Code requirements</strong></td>
<td>Safe passage of emergency vehicles Maximum change of gradient not more than 1 in 12.5 (8%) over a minimum distance of 15 m (50 ft). Turnaround for dead-end portion of road more than 90.0 m (295 ft) long.</td>
</tr>
<tr>
<td>Ditches, Minimum Depth from Road Centerline to Bottom of Ditch</td>
<td>0.5 m (1.5 ft) or 0.15 m (6 in) below bottom of granular B whichever is lower</td>
</tr>
<tr>
<td>Overhead Clearance Height</td>
<td>5.0 m (16 ft) minimum</td>
</tr>
</tbody>
</table>
File: North Frontenac-OP

July 7, 2017

Cheryl Robson, CAO
Township of North Frontenac
6648 Road 506
Plevna, ON K0H 2M0

Dear Ms. Robson:

Re: Comments – Official Plan for North Frontenac Township

Thank you for the opportunity to comment on this important policy document. Overall, the MVCA recognizes that the document is progressive in regard to the protection and enhancement of the aquatic and terrestrial environment. The following is a list of suggestions and comments:

**PG.13 Section 2.3.17** – suggested wording: “To encourage sustainable practices in the planning, design and development of the community through such measures as reducing energy consumption; improve and restore *ecological functions*; conserving or promoting ...”

**PG.20 Section 3.5** – suggested wording: “Committee will *restrict* any further encroachment or development...”

**PG.20 Section 3.51** – add bullet point: “EIS may be required if warranted (proximity to sensitive features, etc.)”.

**PG.24 Section 3.9.2 E.** – suggested wording to be added: “Environmental impacts can be clearly mitigated”.

**PG.31 E (xv)** – Slope and Soils Hazards should be included: slopes are not only a concern with the protection of natural heritage and surface water quality and quantity, they also need to be included and assessed as part of the Natural Hazard review.
Private Servicing (Individual On-site Systems)

- Planning applications for new development should meet all MOECC D-series guidance, not the OBC. In addition, they should only meet select parts of the Water Resources Act, such as the Wells Regulation and provisions for large communal services.
  - The MOECC’s D-5-5 procedures should be referenced in addition to D-5-4.
  - Both D-5-5 and D-5-4 should be addressed for all development applications including development by official plan or zoning bylaw amendment, consent, subdivision, condominium and accessory dwelling units. The procedures must apply to residential, commercial/recreational and industrial development.

- Suggestion for Consents: The minimum requirement for development by consent should be to check the groundwater quality in the area (for all health related parameters including common trace heavy metals) and check the capability of the ground to dilute septic effluent before it reaches any water supply well or down gradient property boundary.

Communal Services

- Communal services are much more sustainable than private services and should be the preferred servicing option for all dense development including hamlets, development nodes, seasonal recreational parks, etc.

- This section should also reference D-series guidelines for development where sewage disposal is less than 10,000 L/day and for water takings less than 50,000 L/day (such as for smaller condominiums or trailer parks)
  - Communal servicing (hydrogeological) studies should be scoped to address relevant aspects of the D-series guidelines
    o To ensure there is enough water for the intended use over the long-term; and
    o To ensure there is enough space to dilute septic system effluent by the time it reaches the down-gradient property boundary and that it does not impact their own water supply well.

PG.41 Section 3.17.4 B. – The approach to storm water management should be preventative, rather than relying solely on end-of-pipe quality control, to protect water resources. Where possible, Low Impact Development (LID) techniques should be considered in order to mitigate the impacts of increased runoff and storm water pollution by managing runoff as close to its source as possible. Suggested wording to be added at end of provision: “through Low Impact Development techniques”.

PG.75 Section 4.10.3 D. – We assume the Comprehensive Zoning Bylaw will have specific provisions in limiting density and protecting the natural environmental.

PG.76 Section 4.10.4 D. – We recommend that importance of maintaining the riparian corridor in a natural state and near shore area be included.
**PG.78 Section 4.10.6 General Development Policies**

**Lake Capacity**

While the MOECC Lake Capacity Assessment Handbook provides a good initial basis for assessing development impacts, it should also acknowledge that it only addresses some aspects of water quality and development impacts. Wording should be included to recognize that in addition to the phosphorus based capacity assessment other factors such as soils, topography, hazard lands, crowding and boating limits must be taken into consideration.

It should be emphasized that certain lake characteristics may make it considerably more vulnerable to the impacts of large scale and back lot development, including size and lack of crown land to buffer impacts by reducing the overall density of shoreline development.

**Site Evaluation Guidelines**

We suggest referencing the MVCA’s updated Municipal Site Evaluation Guidelines to be used in the review of waterfront development in Eastern Ontario’s lake country. These guidelines were created as a tool to help ensure that any proposed development would reflect variable constraints imposed by site specific conditions (i.e. slope height, slope angle, soil depth and type as well as vegetative cover). The principles established therein have generally been supported by municipal approval authorities and have remained in municipal official plans throughout the RVCA/MVCA watershed. Suggested wording to be added:

“Municipal Site Evaluation Guidelines

I. Site Evaluation Guidelines are recognized as a valuable tool in managing the long term health and integrity of the township’s lakes and lake communities. These guidelines are intended to protect, improve, and restore water quality in the respective watersheds consistent with the PPS and local Official Plan policies;

II. Site Evaluation Guidelines will be supported as a tool to identify site specific constraints and ensure that new development is conducted in a manner that reflects variable constraints imposed by site specific conditions. “

**PG.83 4.10.7 – Mississippi River Watershed Plan:** The MVCA is currently developing a plan for the Mississippi Watershed. It is expected that the plan will outline existing conditions and outline areas requiring further attention. We recommend wording be added to include the implementation and recommendation of any watershed plans once completed and approved. Also note that MVCA publishes “State of the Watershed” reports.

Water quality reporting for many Lakes in North Frontenac is available through the “Integrated Monitoring Report”. This document presents water quality data collected as part of the lake sampling program, as well as water quantity data to provide a more holistic view of the health of the watershed. The report is available from the MVCA.

**PG.90 4.12.2 B** – Please separate the 3rd paragraph starting at Development, with the following:

“Development in and within 120 metres of Provincially Significant Wetlands is regulated under the
Conservation Authorities Act, through the Conservation Authorities’ “Development, Interference with Wetlands and Alterations to Shoreline and Watercourses Regulations”. Development activities, including construction and site alteration, will require a permit from the Conservation Authority.”

Amend wording: “New development shall be setback a minimum of 30 m (98.4 ft) from the boundary of any wetland”. Please note at this time the MVCA only regulates provincially significant wetlands.

PG.90 4.12.2 B – suggested addition to paragraph 4: “For a wetland that is unevaluated, but has characteristics or contains components that are typical of a significant wetland (e.g. significant species or functions) the planning authority should ensure that a wetland evaluation is undertaken.” This provision is from the MNRF Natural Heritage Manual (2010).

PG.93 4.12.2 F (VI) – suggested addition: “It should be clear that impacts to the natural environment can be mitigated.”

General Comments

We note the technical studies requirements on PG 117. The list is complete and comprehensive and will ensure impacts to the aquatic and terrestrial environment are addressed.

Reference to the County Natural Heritage System Study should be included.

Residential Intensification (Secondary/Accessory Dwelling Units) –

- Secondary dwelling units are designed for permanent, long term use. This is of particular concern on waterfront lots which are sensitive to development. We recommend that this provision be excluded from waterfront properties.
- The MOECC’s D-series guidance should apply to all development: required assessments should be scoped to level of proposed development.

Climate Change – Suggest inclusion of the following text in the General Development Policies: The impacts of climate change include: changes in warm weather growing seasons; unpredictable water levels in rivers and lakes and groundwater during droughts or floods; greater stress on public infrastructure from extreme weather events; heat stress and flooding impacts on vulnerable people; increased demand on emergency services and impacts on tourism and recreation. Integrating climate change considerations into planning by protecting natural systems such as wetlands and their support systems (groundwater source areas) will reduce the effects of drought and extreme weather events, improve resilience and protect carbon sequestration potential.

Thank you for your consideration of these comments. If you have any questions, please contact the undersigned.

Sincerely,

Matt Craig
Manager of Planning and Regulations
Township Community Grant (2017) update:

There were two parts to the grant funding request:

1) Lodge research event May 6th - huge turnout; pressure to publish the material in book format which we have completed; some copies available to browse for the Council meeting. Complimentary copies were provided to Ompah Community Library, Cloyne Public Library, Plevna Public Library and Cloyne Museum. CMCA will publish more copies as the demand requires. It is not deemed a major fundraiser; only sufficient charges to cover publishing costs and delivery costs such as mailouts. This was made possible at the low cost by using the services of Gilmore Publishing (Ottawa); this is a company owned/managed by local seasonal resident, Brian Wright.

2) Historic Signs - CMCA requested financial help with the first 10 signs. Councillors were to receive digital copies of these prior to the meeting today. Research for these signs was intensive, with changes made pertaining to the sites based upon the best information and photos available to us. The specific sites and sign messages have been approved by property owners and Public Works. The material has been sent to the manufacturer for production. CMCA is hopeful that Township Public Works will be able to install these in 2017.

Township Community Grant (2016)

As you will recall, the tenth anniversary of CMCA was a celebration “Memories of General Stores”. Although that research is stored at the Archives in binders and available on the CMCA website, our Committee members regretted that we had not published the material in book format. The production of the lodge book has further sparked an interest for this to happen. Therefore, the book has been compiled; at this time, we are not seeking orders. It is our intention to publish limited copies and make complimentary copies for the local libraries and the Cloyne Museum. It was my goal to have it ready for today’s Council meeting. It should be ready before the end of August.

Community Foundation for Kingston & Area Grant

This project Historic Tours of North Frontenac is very exciting. I guarantee that you will learn a lot about this Township that you did not know before! The two summer students hired by the Township, have demonstrated outstanding work ethics, planning and production. They were limited only by the ability of the CMCA team to provide researched material at regular intervals. Natalie and Shannon have designed book covers and dividers for each of our books; designed special graphics to add flair to our material; produced maps to accompany tours; planned the virtual tour layout and logistics; revised and updated the entire CMCA website in preparation to transfer it to a site that will be manageable by more than one person; enhanced hundreds of photos for the Archival collection; and so much more. The goal is to have the Tour Guidebook at least ready for production by August 30th. Timelines for processing require several back and forth communications of proofed material before it goes to production. August 30th is the final day for the student workers. It will be a special day at the Plevna Library to thank the community members who helped with the supervision and contributed with material and highlight the project with the public.

SEE INVITATION.
CMCA OPEN HOUSE

PLEVNA PUBLIC LIBRARY

Wednesday, August 30, 2017 (1-4 p.m.)

CMCA presents “Historic Tours of North Frontenac”

Visitors will have the opportunity to have a guided historical tour on the computer through the hamlets of North Frontenac. The first ten historic signs will be landmarks along the route. Examples from the virtual tour will be available to experience as well.

At 3 p.m. the fundraising raffle will take place:

1st prize- Handmade “Block Party” quilt (Debbie Kelford)

2nd prize- Vintage painted paddle (Katie Ohlke)

3rd prize- Framed nature sketch (Carrie White)
The area was settled in the early 1860s by the Cook, Irwin and Shank families. The village boasted a dam, sawmill, General Store, Post Office, school, church and "shee lace factory" (a small business that made metal shoe clips, operated by O.H. Lawrence).

The dam was originally built by the Cruse family prior to 1869, likely to maintain water levels for livestock. After John Gillies purchased the property, he installed another dam, which raised water levels on Canonto Lake. This dam lapsed until the early 1930s when it gave away. It then was replaced with a wooden structure. In 1955, The Ministry of Natural Resources built the current Canonto Lake Dam.

In 1904, James John Storey donated one quarter acre on Lot 12, concession 1 as land for the building of a church, approximately one mile from Canonto village. Services were held at the church until 1907. In 1912, the church was constructed as a private residence. The church served as a sawmill, later bought by John Gillies in 1901. Dubbed "Clydes Mills," Gillies operated it for seven years. Gillies then sold it to the Lawrence brothers, successful contractors from Pennsylvania. The Lawrence brothers ran the mill until a boiler explosion in 1923 bankrupted them and they returned to the U.S. In 1931, Charles T. McCullough purchased the property from the Royal Bank of Canada. His wife, Muriel, ran the General Store and Post Office, as well as providing accommodations to tourists at their "Hill Top Lodge." The General Store and McCullough's home burnt down in the winter of 1933-1934. In 1939, two of the cottages from "Cottage Row," initially built by the Lawrence to house workers, were moved onto the General Store site and re-erected as a single building. This building no longer stands.

Henry Dunham was issued a land grant here in 1862. The hotel was built sometime between 1862 and 1865. This site was chosen as it was the crossroads of the main road from Snow Road to Plevna and the road to Palmerston Lake and to Crotch Lake that is part of the Mississippi River. It was originally built of logs and then covered over and has been remodeled several times with additions but the central part is original. Henry hired a man by the name of Card to construct the building and it was named the Union Hotel. It is unknown when the name changed to Trout Lake Hotel, but then Palmerston Lake was called Lake Madawaska then Trout Lake. Henry operated the hotel and then his daughter, Mrs. Thomas Briscoe, took over in 1867. There were no stores to rent and liquor was sold in the hotel. She operated the hotel until 1875 when it was sold to Jim Johnson of Palmer Rapids. In 1903 it was bought by Jim Watson, then Robert Early in 1926 and Wm. McCullough in 1924.

As early as 1921, plans were made to construct a tourist camp along the shore of Crotch Lake at south end basin. Crotch Lake was a great attraction to anglers as fishing was excellent. Americans were the main customers. Several lodges congregated here to address this demand. By 1927, Wilson's Lodge (owned by Haddon Wilson) had a large lodge with sleeping accommodations and a dining room. By the time Haddon retired in 1926, he had two housekeeping cottages and 15 sleeping cottages in addition to the lodge. On the other side of the bay, Harold L. Thomson began construction on Land O'Lakes Lodge in 1926. Land O'Lakes Lodge remains a very active lodge as guests return year after year, particularly for fishing. It has a dining room, new and rustic cabins, and apartments. In the early 1940s, Don and Annie Cox opened Pine Shade Lodge for business. In the beginning, there were six cottages and progressed to 14 that were basically fitted from 1940-1954. The lodge had a dining room in the house, a small store and the Booth (snack bar). In 1954, John and Hilda Eastman purchased Pine Shade Lodge's three cottages, the house and the snack bar. It was renamed Pine Cove Cottages, without meal service. It was operated by the Eastmans from May-October until 1971. Then, John Prawdzinski purchased Pine Cove Cottages and added a bait shop business. Ed and Shirley Griffin purchased Wilson's Lodge property under Power of Sale in 1979 and in 1982 they added Pine Cove Cottages. The Griffins renamed the resort "Tumblestone." They upgraded and modernized the facility to develop it as a housekeeping resort that can accommodate a large number of guests.

Dr. John Ellington was a Surgeon Major in the Crimean War and served at the hospital where Florence Nightingale was the head nurse. He married Grace Garliff and they moved from England to settle at Orpah in 1888. In 1897 he moved to this house and was the Medical Officer of Health here in Plevna from 1906 until 1930. His service in the war conditioned him for life as a country doctor with often having to walk long distances to a patient. On one occasion, he was called out to see a patient twenty miles away. He left on foot, but when he came to the Mississippi there was no boat available, so he swam across while floating his clothes in a wicker basket. He did the same on his return trip. He died in 1912. After this, his son Hubert and his wife Maude (Card) lived here and ran a boarding house. They rented rooms in the house as well as three small cabins beside the house. Travelers would come here and remain for the season. Hubert was a government land surveyor for the area. He also served overseas during World War I. He worked for the Department of Lands and Forests as Deputy Ranger here at Plevna. The first Ranger Office was set up here in his house in 1933.
Fernleigh School

**Fun Fact**
The first school was built circa 1882 on this site, although it is believed that the original log school burned down and was replaced in the early 1920s. The school continued to operate until 1963 when an amalgamated school, Clarendon Central Public School was built in Pleura.

Mississippi Station

**Mississippi Station Store**
Isaac Allan built the first store in Mississippi on the east side of the railroad tracks. This store was sold and was made into a private residence after he built his second store.

The second store was built on the west side of the railroad tracks. When he decided to build a third, bigger store, this second one became known as the "Furniture House." It was used to store furniture and coffins. In 1850, Isaac Allan hired Louis Marguerat to build this third and final store. It was a large building with an attached residence.

The store was known as "I. Allan and Son" as he had taken his son, Roy, on as a partner. They carried general merchandise, furniture, firewood, lime, and bricks, cordwood, railway ties, fence posts, lumber, window sashes and a full assortment of Undertaker's goods as well as a hearse in attendance.

Logical/Chandler's Mill

**Lumbering in Ardoch**
In the year 1900, sawmills were developed. This started the first major move of hardwoods from the area to market. When ice was gone out of the lake and water was at its highest, the driving of logs began. The Chandler and Jones Lumber Company of Ogdensburg, New York built a mill in Ompah. In 1905, it was moved to Ardoch on the millpond. It was replaced by the largest sawmill in Ontario. Hardwoods were floated to Ardoch and pulled out of the water to be sawn. The Chandler and Jones Mill was sold to Fred Armitage in 1924 and burned down in 1934. The last drive down the Mississippi River was driven by Lorne McDonald in 1921.

Orange Lodge Hall

**Fun Fact**
The hall is now owned by John and James Abrams and is called John Thompson Hall.
Playfair Corner rated as the No. 2 Community in the area behind Arkich, chronologically. The community saw its first settlers in 1860, but none of them stayed. In 1861, John J. Playfair and his son, William Andrew, arrived and took up land on the Fronteror/Snow Road at the southern junction of these roads, which became known as Playfair Corner. All traffic from the East, North and South passing through the area passed through Playfair Corner. John J. Playfair did not stay long but his son, William, stayed long enough to get the community on the map. He appears to have competed with his uncle Eliza at Pleena to see who would get a community established first. William Andrew won out.

The first post office in the area was established at Playfair Corner, first school, first hotel, and the oldest cemetery. There was a store there in 1863 – the first recorded in the area. No record was found to show when William Andrew Playfair left the community. However, his name did not appear on the 1871 census and the hotel, at the time, was operated by either Alex Lockie or Margaret Groves.

Some of the other settlers at Playfair Corner were Eben N. Chown (1867), William Shaw (1873), J.W. Powley (1875), Jas Stalker (1892) and Egna Huks (1965).

Beech Corners was a thriving community in the mid-1800s to the early 1900s. Several old farms were on Beech Road. Ruins of old horse stables and old houses from the 1930s were still visible in the 1970s. The school in this area was known as School Section #10. The teachers at that time were Matel Morrison and Beatrice Flax. Some of the families who lived at Beecch Corners at the time were Webbs, Thompson, Hews, Kings, Kellingbeck, Stalkers, Shaw, Barton, Stullies, Meshers and Yorks.

In 1946, Vernard King had a sawmill at Beech Corners and it was later moved to the property at Sand Lake in 1954. When the school was closed, it was a private residence, then used as a hunting camp until it burnt down.
MINUTES of the Regular Meeting of Council for The Corporation of the Township of North Frontenac, held July 21, 2017 at the Ompah Community Hall, 10200 Road 509, Ompah, ON.

PRESENT: Mayor Ron Higgins; Deputy Mayor Fred Perry and Councillor Wayne Good - Ward 1; Councillor Gerry Martin and Councillor Vernon Hermer – Ward 2 and Councillor John Inglis and Councillor Denis Bedard – Ward 3.

ALSO PRESENT: Student Councillor Gregory Ross; Cheryl Robson, Chief Administrative Officer (CAO); Tara Mieske, Clerk/Planning Manager (CPM); Corey Klatt, Manager of Community Development (MCD); Jim Phillips, Public Works Manager (PWM) and Eric Korhonen, Director of Emergency Services/Fire Chief (DES/FC).

1. CALL TO ORDER
The Mayor called the Meeting to order at 9:00 a.m.

2. APPROVAL OF AGENDA
Moved by Councillor Bedard, Seconded by Councillor Good #333-17
BE IT RESOLVED THAT Council approves the Agenda for the Regular Meeting of Council dated July 21, 2017, as amended to include a discussion under Business Arising regarding the newspaper article on community development and a self-sustaining community; and to suspend the Rules of Procedure to discuss this matter today;
AND THAT Communications B2 be moved to after item 9 a).
Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
Councillor Bedard declared a pecuniary interest to Agenda Item #11, Bill and Accounts.

4. PRESENTATIONS
a) Petr Sizov, Ministry of Municipal Affairs and Ministry of Housing re: Bill 68 Overview/Basic Training
Moved by Councillor Hermer, Seconded by Councillor Bedard #334-17
BE IT RESOLVED THAT Council receives for information the presentation by Petr Sizov, Ministry of Municipal Affairs and Ministry of Housing regarding Bill 68 Overview and thanks Mr. Sizov for his time spent today.
Carried

b) Kingston, Frontenac Lennox and Addington (KFL&A) Public Health - Susan Stewart, Director of Chronic Disease and Injury Prevention Division; Dr. Kieran Moore, Medical Officer of Health and Daphne Mayer, Manager of Substance Abuse and Injury Prevention Team re: Potential Implications of Legalization of Cannabis
Moved by Councillor Hermer, Seconded by Councillor Bedard #335-17
BE IT RESOLVED THAT Council receives for information the presentation from the
Susan Stewart, Director of Chronic Disease and Injury Prevention Division and Daphne Mayer, Manager of Substance Abuse and Injury Prevention Team of the Kingston, Frontenac Lennox and Addington (KFL&A) Public Health regarding the Potential Implications of Legalization of Cannabis, and thanks them for their time spent today.

Carried

5. **DELEGATIONS**
None.

6. **ADOPTION OF MINUTES**

Moved by Councillor Bedard, Seconded by Councillor Hermer  
BE IT RESOLVED THAT Council adopts the Minutes of a Regular Meeting of Council dated June 30, 2017, as circulated.

Carried

7. **BUSINESS ARISING OUT OF THE MINUTES**

a) Resolution #313-17 re: Amendments to the Waste Disposal By-law and Amendments to the Fees & Charges Schedule “F”

Moved by Councillor Hermer, Seconded by Councillor Bedard  
WHEREAS Council passed Resolution #313-17 on June 30, 2017 instructing the Clerk to amend the draft By-law to allow the bag tag program to be used for household waste only (not bulky items), and to increase the costs for bulky waste disposal, as recommended by the Public Works Manager;

NOW THEREFORE BE IT RESOLVED THAT Council receives for information the red-lined copy of the amended Waste By-law and the amended Schedule “F” of the Fees and Charges By-law, being the Waste Management – Landfill Tipping Fees;

AND THAT Council will consider By-law #60-17, the amended Waste By-law and By-law #61-17, the amended Fees and Charges By-law later in the meeting under the By-laws section.

Carried

b) Resolution #209-17 – Canonto Lake Property Owners Association re: Lake Stewardship Plan Seminar Proposal.

Moved by Councillor Hermer, Seconded by Councillor Bedard  
WHEREAS Council passed Resolution # 209-17 on April 28, 2017 supporting the Canonto Lake Property Owners’ Association (CLPOA) seminar on “Lake Stewardship Planning” and instructing the Clerk to advise Council of the date and location once arranged;

AND THAT Council receives for information the email from Bruce Moore advising the seminar will be held in the spring of 2018;

AND THAT Council instructs the Clerk to advise Mr. Moore that Council will work with the Lake Association in 2018 and to provide the details of the Seminar once known in 2018 for Council’s information.

Carried

c) Discussion re: Newspaper Article on Community Development and a Self-Sustaining Community

Moved by Councillor Inglis, Seconded by Councillor Bedard  

BE IT RESOLVED THAT Council approved a discussion on Self-Sustaining Communities under Business Arising;
AND THAT Council permits Members of Council to complete independent research; with the results of such research not approved until Council passes a Resolution or By-law adopting the concept/policy;
AND THAT the Mayor will prepare a letter clarifying this matter to be included in the Frontenac News, advising this is not a Municipal initiative.
Carried

8. COMMUNICATIONS – Clerk’s Administrative Report
A: Received for Information:
Moved by Councillor Bedard, Seconded by Councillor Hermer #340-17
BE IT RESOLVED THAT Council receives Section A Items of the Clerk’s Administrative Report entitled Communications of Interest, as set out below, for information:
2. Ontario Aggregate 2016 Annual Report;
3. Ministry of Education re: Plan to Strengthen Rural and Northern Education;
4. MVCA re: Policies and Safe Access - MVCA v Gilmor;
5. Land O’Lakes Music Hall of Fame;
7. Infrastructure Federal Dollars Climate Change – Eligible Capital Projects;
8. Ontario East Municipal Conference (OEMC) Kingston, ON;
9. Stewardship Ontario Blue Box Funding;
11. Melville re: Infrastructure Federal Dollars Climate Change;
12. ROMA re: Request for Support - Proposed Regulation Asset Management Planning;
13. Resident re: Response to Council’s Resolution regarding Forest Caterpillars;
15. Quinte Conservation re: Executive Minutes April 20, 2017;
19. MNRF re: Increased Fines for Starting a Forest Fire;
Carried

B: Action Items:
B1 Township of Edwardsburgh/Cardinal re: Bill 7 - Property Standards Downloading
Moved by Councillor Bedard, Seconded by Councillor Hermer #341-17
BE IT RESOLVED THAT Council receives the request for support from the Township of Edwardsburgh Cardinal calling on the Government of Ontario to halt the downloading of enforcement responsibility for residential rental maintenance standards proposed in Bill 7, as providing this service will create a fiscal challenge to each municipality;
AND THAT the Council of the Township of North Frontenac supports this request and instructs the Clerk to provide a copy of this Resolution to the Township of
Edwardsburgh Cardinal; the Premier of Ontario; the Minister of Housing and Randy Hillier, MPP.
Carried

B3 Big Gull lake Estates Lane Cottagers Association re: Fund Assistance Request Maintenance of Big Gull Lake Estates lane.
Moved by Deputy Mayor Perry, Seconded by Councillor Martin #342-17
BE IT RESOLVED THAT Council receives for information the letter dated July 4, 2017 from Eric Monkman, President of the Big Gull Lake Estates Lane Cottagers’ Association requesting funding in the amount of $1,000 to assist with the maintenance of Big Gull Lake Estates Lane, including Lindy Lane;
AND THAT Council denies this request, as it is not in Council’s policy to provide funding to private lanes.
Carried

9. COUNCIL, CAO AND MANAGERS’ ADMINISTRATIVE REPORTS
a) Director of Emergency Services/Fire Chief – North Frontenac Fire Department (NFFD) Fire Roster 2017
Moved by Councillor Martin, Seconded by Deputy Mayor Perry #343-17
BE IT RESOLVED THAT Council receives for information purposes the Director of Emergency Services/Fire Chiefs Administrative Report entitled “North Frontenac Fire Department Fire Roster 2017”.
Carried

8. B2 Chief Administrative Officer re: National Fire Chief of the Year Awards
Moved by Councillor Martin, Seconded by Deputy Mayor Perry #344-17
BE IT RESOLVED THAT Council receives the email dated July 11, 2017 from the CAO advising Councillor Gerry Martin, Chair of the Personnel and Audit Committee; Terry Gervais, CMMIII Fire Service Executive and herself requesting Council consider endorsing the nomination of Eric Korhonen, Director of Emergency Services/Fire Chief for the National Fire Chief of the Year Award;
AND THAT Council endorses the nomination of Eric Korhonen.
Carried

This was a recorded vote.

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9. b) Public Works Manager – Norcan Lake Lane – Maintenance Request
 Moved by Deputy Mayor Perry, Seconded by Councillor Martin #345-17
 BE IT RESOLVED THAT Council receives for information the Public Works Manager’s Administrative Report entitled “Norcan Lake Lane – Maintenance Request”.
 AND THAT the report is incorrect, noting the date in question #4 should be 2019 rescheduled for resurfacing, as well as under the Financial Implications.
 Carried

c) Clerk/Planning Manager – Correction to Fees and Charges By-law regarding Building Fees
 Moved by Councillor Martin, Seconded by Deputy Mayor Perry #346-17
 BE IT RESOLVED THAT Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Correction to the Fees and Charges By-law Regarding Building Fees for Council’s Consideration”;
 AND THAT by-law #61-17 being a By-law to adopt a new Fees and Charges By-law has been drafted for Council’s consideration and includes the amendments as noted in the CBO’s Administrative Report dated July 22, 2016 and presented at the Public Meeting on September 2, 2016;
 AND THAT by-law #69-17 has been drafted for Council’s consideration to amend by-law #35-05, being the Building By-law, to replace Schedule “A” the Building Permit Fees (amended by by-law #69-13), to remove the fees and add a page directing the reader to the Fees and Charges By-law, as amended;
 AND THAT Council will consider these By-laws later in the meeting.
 Carried

d) Councillor Martin – Mississippi Valley Conservation Authority (MVCA) Board of Directors Tour, June 21, 2017
 Moved by Councillor Martin, Seconded by Deputy Mayor Perry #347-17
 BE IT RESOLVED THAT Council receives Councillor Martin’s Administrative Report entitled “Mississippi Valley Conservation Authority (MVCA) Board of Directors Tour – June 21, 2017” for information purposes.
 Carried

e) Student Councillor Ross – Glider Kits for Trucks.
 Moved by Deputy Mayor Perry, Seconded by Councillor Martin #348-17
 BE IT RESOLVED THAT Council receives the Student Councillor’s Administrative Report dated July 21, 2017 entitled “Glider Kits for Trucks”;
 AND THAT Council requests an updated Administrative Report once Barry Bernie has updated information;
 AMD THAT Council supports Student Councillor Ross to continue to investigate this procurement option, including costs, for future truck replacements.
 Carried

10. EXTERNAL COMMITTEES/LOCAL BOARDS/TASK FORCE NOTES AND
REPORTS


Moved by Councillor Martin, Seconded by Deputy Mayor Perry  #349-17
BE IT RESOLVED THAT Council receives for information the Notes of a Meeting of the Economic Development Task Force dated June 21, 2017.
Carried

11. BILLS AND ACCOUNTS

a) Vouchers received for information

Councillor Bedard had declared a pecuniary interest at the beginning of the meeting and refrained from participating in discussions or voting.

Moved by Deputy Mayor Perry, Seconded by Councillor Inglis  #350-17
BE IT RESOLVED THAT Council receives the following Voucher Payment Details in the amount of $74,456.18 for information purposes:

- June 28, 2017 @ $ 73,614.68
- July 6, 2017 @ $ 841.50

Carried

Extension of Meeting

Moved by Councillor Bedard Seconded by Councillor Inglis  #351-17
BE IT RESOLVED THAT Council extends the meeting past 12:00 p.m.
Carried

12. MOTIONS, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN

None.

13. GIVING NOTICE OF A MOTION (By a Member of Council to the Clerk for Council’s Consideration for Inclusion on the next Meeting Agenda)

None.

14. COUNCIL PORTFOLIO (Verbal Reports)

15. INTRODUCTION AND READING OF BY-LAWS

Moved by Councillor Bedard, Seconded by Councillor Inglis  #352-17
BE IT RESOLVED THAT leave be given the Mover to introduce the following By-laws that have been circulated to all members of Council and that these By-laws be read a first and second time:

- a) #60-17 – Municipal Waste and Recyclables By-law – Repeal By-law #51-14;
- b) #61-17 – Fees and Charges By-law – Repeal By-law #77-16;
- c) #68-17 – Amend By-law #48-05 to Add Policies to Regulate Flying Lanterns;
- d) #69-17 – Amend Building By-law #35-05 to Remove Schedule “A”;
- e) #70-17 - To Sign a Development Agreement with Ernest Lapchinski;
- f) #71-17 – To Sign Indemnity Agreements (3) with Richard and Catherine Smith
- g) #72-17 - To Sign a Development Agreement with Linda Kempenaar;
- h) #73-17 – To Sign a Development Agreement with Peter Kempenaar.

Carried

Moved by Councillor Bedard, Seconded by Councillor Inglis  #353-17
BE IT RESOLVED THAT the following By-laws be read a third time, sealed and finally passed:

a) #60-17 – Municipal Waste and Recyclables By-law – Repeal By-law #51-14;
b) #61-17 – Fees and Charges By-law – Repeal By-law #77-16;
c) #68-17 – Amend By-law #48-05 to Add Policies to Regulate Flying Lanterns;
d) #69-17 – Amend Building By-law #35-05 to Remove Schedule “A”;
e) #70-17 - To Sign a Development Agreement with Ernest Lapchinski;
f) #71-17 – To Sign Indemnity Agreements (3) with Richard and Catherine Smith

Carried

g) #72-17 - To Sign a Development Agreement with Linda Kempenaar;
h) #73-17 – To Sign a Development Agreement with Peter Kempenaar.

16. PUBLIC FORUM (If the Council Meeting is completed in less than three (3) consecutive hours, the Mayor shall invite questions from the gallery, provided question is pertinent to today’s agenda items only.)

None.

Note: The Student Councillor; MCD; DESFC and PWM left the meeting at this time.

17. CLOSED SESSION

Moved by Councillor Good, Seconded by Councillor Inglis #354-17

BE IT RESOLVED THAT Council retires to Closed Session at 12:21 p.m. as authorized under section 239 of the Municipal Act, to consider:

i) Minutes of a Closed Meeting of Council dated May 19, 2017;

ii) Personal matters about an identifiable individual, including Municipal or Local Board employees, more specifically Council Member compliance with the Code of Conduct.

Carried

Moved by Councillor Inglis, Seconded by Councillor Good #355-17

BE IT RESOLVED THAT Council returns to Open Session at 12:52 p.m

Carried

18. RISE AND REPORT (Overview of the Closed Session by the Presiding Officer)

The Mayor advised Council:

i) Adopted the Minutes of a Closed Meeting of Council dated May 19, 2017;

ii) Discussed a Personal matter about an identifiable individual, including Municipal or Local Board employees, more specifically Council Member compliance with the Code of Conduct.

Moved by Councillor Martin, Seconded by Councillor Inglis #356-17

BE IT RESOLVED THAT Councillor Bedard advised he would write a letter to the Public Works (PW) Employees regarding statements made at the June 30, 2017 Meeting and provide the letter to the Mayor and CAO by July 28, 2017 for the CAO to provide the letter to the PW Employees.

Carried

This was a recorded vote.
19. CONFIRMING BY-LAW
Moved by Councillor Bedard, Seconded by Councillor Inglis #357-17
BE IT RESOLVED THAT By-law #74-17, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held July 21, 2017 be read a first and second time.
Carried

Moved by Councillor Bedard, Seconded by Councillor Inglis #358-17
BE IT RESOLVED THAT By-law #74-17 be read a third time and finally passed.
Carried

20. ADJOURNMENT
Moved by Councillor Inglis, Seconded by Councillor Bedard #359-17
BE IT RESOLVED THAT Council adjourns the Meeting at 1:03 p.m. until August 11, 2017 or at the call of the Chair.
Carried

MAYOR

CLERK
Minutes of a Meeting of the Personnel and Audit Committee for The Corporation of the Township of North Frontenac held August 8, 2017 in the Upstairs Meeting Room of the Clar-Mill Fire Hall, 6648 Road 506 Road, Plevna, ON.

PRESENT: Councillor Martin, Chair; Mayor Higgins and Deputy Mayor Perry, Members.

ALSO PRESENT: Cheryl Robson, Chief Administrative Officer (CAO); Tara Mieske, Clerk/Planning Manager and Kelly Watkins, Treasurer.

1. CALL TO ORDER
The Chair called the meeting to order at 9:10 a.m.

2. APPROVAL OF AGENDA
Moved by Mayor Higgins, Seconded by Councillor Martin #17-17
“BE IT RESOLVED THAT the Committee approves the Agenda for the Regular Meeting of the Personnel and Audit Committee dated August 8, 2017, as amended to move item 7 d) after the Closed Session.”

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
None declared.

4. PRESENTATIONS
None.

5. DELEGATIONS
None.

6. MINUTES
Moved by Mayor Higgins, Seconded by Councillor Martin #18-17
“BE IT RESOLVED THAT the Committee approves the Minutes of a Meeting of the Personnel and Audit Committee held May 8, 2017, as circulated and adopted by Council on May 19, 2017.”

7. BUSINESS ARISING OUT OF THE MINUTES
a) Chair Martin – Out of country insurance coverage for Spouses and Councillors
Moved by Mayor Higgins, Seconded by Councillor Martin #19-17
“BE IT RESOLVED THAT the Committee receives for information the out of Province coverage policy for Council Members through AIG Insurance Company of Canada and Amendment #1 that extended the coverage period for one Council Member (i.e. from 15 to 30 days) at the Council Member's own expense per their request;
AND THAT the coverage was extended for one insured person which includes their spouse;

NOTE: Per the Procedural/Code of Conduct By-law, these motions have been approved in principle by the Personnel-Audit Committee and shall become Resolutions of Council only on Council’s adoption of the Minutes of the Personnel and Audit Committee Meeting.
AND THAT a medical condition that had deteriorated, or had to be treated or investigated in the three (3) months immediately preceding the insured person’s departure from the province of residence is not covered;

AND THAT the Treasurer shall provide each Councillor with an additional card or their spouse.

b) Chair Martin – Councillor’s Mileage Reimbursement – Resolutions #688-15 and #586-16

Moved by Mayor Higgins, Seconded by Councillor Martin #20-17

“WHEREAS the Committee passed Resolution #688-15 on December 14, 2015 to leave the mileage rate unchanged at $0.48/km effective January 2016 and approving Council Members being paid mileage within the Township limits for portfolio activities, Committee and Task Force Meetings, but not paid for Council Meetings (Regular and Special);

AND WHEREAS the Committee passed Resolution #586-16 on December 16, 2016 setting the annual mileage rate at the Canada Revenue Agency mileage rate effective January 1 of the current year;

NOW THEREFORE BE IT RESOLVED THAT the Committee discussed Council Member mileage for clarification.”

c) Clerk/Planning Manager’s Role Description amended to better reflect this position’s actual responsibilities and a proposed amended Salary Grid (Resolution #38-16)

Moved by Mayor Higgins, Seconded by Councillor Martin #21-17

“WHEREAS the Committee passed Resolution #38-16 on December 12, 2016, instructing the CAO amend the Clerk/Planning Manager’s Role Description to better reflect this position’s actual responsibilities and revisit the position scoring in accordance with the Job Evaluation Point System to determine if this position’s Point Salary Range should be amended on the 2017 Salary Grid effective January 1, 2017 with the CAO's results being provided to the Committee;

NOW THEREFORE BE IT RESOLVED THAT the Committee receives for information the Clerk Planning Manager’s Role Description and the proposed change to the 2017 Salary Grid as prepared by the CAO;

AND THAT the Committee recommends to Council that the 2017 Salary Grid be amended to move the Clerk/Planning Manager’s position from Level H to Level F;

AND THAT the Committee instructs the CAO to review the Job Descriptions and look at options to simplify the Descriptions, for example, include a list of prime responsibilities and performance indicators.”

8. COMMUNICATIONS

a) OMERS Employer News.

Moved by Mayor Higgins, Seconded by Councillor Martin #22-17

“BE IT RESOLVED THAT Personnel and Audit Committee receives for information the OMERS employer news dated Summer 2017, which included confirmation that there will be no change to contribution rates in 2018.”

NOTE: Per the Procedural/Code of Conduct By-law, these motions have been approved in principle by the Personnel-Audit Committee and shall become Resolutions of Council only on Council’s adoption of the Minutes of the Personnel and Audit Committee Meeting.
9. ADMINISTRATIVE REPORTS

a) Treasurer – Employee Appreciation and Branding – proposed Township jackets, etc. (Resolution #23-16)

Moved by Mayor Higgins, Seconded by Councillor Martin #23-17

"BE IT RESOLVED THAT the Personnel-Audit Committee receives the Treasurer's Administrative Report entitled "Options & Pricing for Jackets and Hats" for informational purposes;

AND THAT the Committee recommends to Council that the Treasurer provide Council Members/Staff with an option to order a fleece jacket or soft shell jacket for each Councillor and Full-time/Part-time/Seasonal employees;

AND THAT the Committee recommends to Council that the Treasurer order 100 ball adjustable ball cap from 4 Imprint to be sold at the front counter to recover all costs associated with the caps. All revenue will be placed back into the Promotion/Marketing Reserve Fund;

AND THAT the Clerk be instructed to advertise a Public Meeting to add the fees for the selling of the township hats to the Fees and Charges By-Law;

AND THAT Council Members and Staff be permitted to order additional jackets for themselves or family members at their own cost."

b) Treasurer – Statement of Revenue & Expenditures – July 2017 Variance Report

Moved by Mayor Higgins, Seconded by Councillor Martin #24-17

"BE IT RESOLVED THAT Personnel and Audit Committee receives the Treasurer's Administrative Report entitled "Statement of Revenue & Expenditures – August 2017 Variance Report", for informational purposes;

AND THAT the Committee instructs the Treasurer to investigate a property tax arrears policy and administration fee and report back to the Committee."

c) Clerk/Planning Manager - Committee of Adjustment/Planning Advisory Committee Membership

Moved by Mayor Higgins, Seconded by Councillor Martin #25-17

"BE IT RESOLVED THAT the Personnel and Audit Committee receives for information the Clerk/Planning Manager's Administrative Report entitled "Committee of Adjustment Membership";

AND THAT the vacant position of Committee of Adjustment Member be filled using the following process:

- that the Chair of the Committee of Adjustment offer the position to the Alternate Committee Member and if they decline the position be advertised; if they accept, the Alternate position be advertised;

AND THAT the Clerk amend the Committee’s Procedural By-law to include this process for vacancies;

AND THAT Councillor Gerry Martin; Barbara Sproule, Chair, Committee of Adjustment or another Committee of Adjustment Member, in her absence; and the Clerk/Planning Manager be appointed to the Selection Committee to consider the

Personnel/Audit Committee
Minutes – August 8, 2017
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NOTE: Per the Procedural/Code of Conduct By-law, these motions have been approved in principle by the Personnel-Audit Committee and shall become Resolutions of Council only on Council's adoption of the Minutes of the Personnel and Audit Committee Meeting.
Applications received and provide a recommendation to Council to fill the vacant position;

**AND THAT** the Selection Committee Members purchase an appropriate gift for Ron Jones not to exceed $300.00 to thank him for his years of service and commitment to the Township;

**AND THAT** the Mayor send a letter of thanks on behalf of Council;

**AND THAT** the Committee instructs the CAO to review the Retirement Policy and bring it back to the Committee.

**d) CAO – Employee Training and Development Policy**

**Moved by Mayor Higgins, Seconded by Councillor Martin #26-17**

“**BE IT RESOLVED THAT** the Personnel-Audit Committee receives the Chief Administrative Officer’s Administrative Report entitled “Employee Training and Development Policy” for information purposes;

**AND THAT** as the Municipal Business continues to be more complex, along with the increased ongoing legislation changes, the Township has encouraged continued employee training opportunities to ensure we have competent employees, as it is the key to Risk Management and Succession Planning; along with the importance of recruitment and retention of qualified employees; therefore, the Personnel-Audit Committee recommends to Council that the Township pay the registration/tuition/books upfront *(presently only paid at the end for some designations)* for training and development programs approved by the CAO if the training/designation is required/related to the individual’s job and our organizational mandate *(i.e. shall be work related that will assist the employee in their job performance)* and within budget constraints;

**AND THAT** if an employee is unsuccessful and does not obtain a Certificate for the course, the employee shall reimburse the Township, unless the employee personally pays to rewrite the exam if possible or they personally pay to re-enroll in the program, and are successful within a one year period;

**AND THAT** Council instruct the CAO to amend the Personnel Policies to comply with this Resolution.”

Note: The Treasurer left the meeting at this time.

**10. NOTICE OF MOTION**

**11. MOTIONS, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN**

**12. PUBLIC FORUM**

**13. CLOSED SESSION**

**Moved by Mayor Higgins, Seconded by Councillor Martin #27-17**

“**BE IT RESOLVED THAT** the Personnel and Audit Committee retires to closed session at 11:20 a.m. to:

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**NOTE:** Per the Procedural/Code of Conduct By-law, these motions have been approved in principle by the Personnel-Audit Committee and shall become Resolutions of Council only on Council’s adoption of the Minutes of the Personnel and Audit Committee Meeting.
a) Consider the Minutes of a Closed Session of the Personnel and Audit Committee dated December 12, 2016 (Adopted by Council in Closed on December 16, 2016);

b) Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees.”

Moved by Mayor Higgins, Seconded by Councillor Martin #28-17
“BE IT RESOLVED THAT the Committee returns to Open Session at 11:28 a.m.”

14. RISE AND REPORT (Overview of the Closed Session by the Committee Chair)
7. d) Review of Public Works Manager’s reduced work week contract – per Resolution #5-17

Moved by Mayor Higgins, Seconded by Councillor Martin #29-17

WHEREAS the Committee passed Resolution #5-17 on March 7, 2017, recommending to Council that the current Public Works Manager’s (PWM) term contract part-time position of 32 hours/4 days per week be extended effective March 1, 2017 for six (6) months and the Committee revisit this at each quarterly meeting;

THEREFORE BE IT RESOLVED THAT the Committee regretfully accepted the confidential resignation of the Jim Phillips, P.Eng, Public Works Manager (PWM) effective December 22, 2017 in the Closed Session;

AND THAT Council instructs the CAO to fill the vacant position promptly to allow the current PWM time for mentoring the new PWM prior to the current PWM retiring in December and that the funds to mentor the new PWM shall come from the North Frontenac Capital Contingency Reserve Fund;

AND THAT the Committee appoints Mayor Higgins to the Interview Panel for the PWM position along with the CAO and the current PWM.”

15. ADJOURNMENT

Moved by Mayor Higgins, Seconded by Councillor Martin #30-17

“BE IT RESOLVED THAT the Committee adjourns the meeting at 11:43 a.m. until November 27, 2017 or at the call of the Chair.”

MINUTES APPROVED IN PRINCIPLE BY THE COMMITTEE ON ______________.

ADOPTED BY COUNCIL ON ____________________________.

Mayor __________________________________________ Clerk ______________________________

Personnel/Audit Committee
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NOTE: Per the Procedural/Code of Conduct By-law, these motions have been approved in principle by the Personnel-Audit Committee and shall become Resolutions of Council only on Council’s adoption of the Minutes of the Personnel and Audit Committee Meeting.
RESOLUTION OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTECNAC

Moved by: ___________________________ Seconded by: ___________________________

John Smith                      Frank Johnson

BE IT RESOLVED THAT Council approved a discussion on Self-sustaining Communities under Business Arising;

AND THAT Council permits members of Council to complete independent research; with the results of such research are not approved until Council passes a Resolution or By-law adopting the concept/policy;

AND THAT the Mayor will prepare a letter clarifying this matter to be included in the Frontenac News advising this is not a municipal initiative.

Carried

Mayor ___________________________

Ron Johnson
North Frontenac Futuristic Plans – Mayor Ron Higgins

On July 13’th Craig Bakay of Frontenac News wrote about my plan for trying to resurrect North Frontenac’s economic viability. The article, titled “NF Mayor “two months” away from a futuristic plan for community development” generated a concern by our Council that the article seemed to portray it is endorsed by Council and I am writing this article to provide some clarification and to expand upon my Plan.

At our June Council meeting I had presented to Council an administration report which presented an innovative concept on how to improve our community well being, to decrease reliance on hard to obtain government grants and to address ever increasing expenses. Council agreed through resolution that this concept seemed viable and agreed that I should continue researching this and report back to Council within six months to discuss and either agree or disagree to proceed with an implementation plan at that time. To reiterate this is “my plan” at this time and over the next two months I will be speaking to people inside and outside of North Frontenac to gather the information required to decide if this concept is a viable one for North Frontenac.

I knew this concept would generate much discussion and know that some would say “are you nuts?” or “you can’t do that” as examples. No I am not nuts and there is no such word as “can’t” in my vocabulary. Much to my surprise though, I have been getting much more positive feedback then negative to this point.

Some wish for no change, some embrace change and some would like change but are cautious of the concept. A good example of this was printed in the “Letters to the Editor” in last week’s Frontenac News. One resident stated that I am in Dreamland and this is an example of the “you can’t do that” reaction. One of our Councillors who wrote an editorial is supportive of more research but is adamant this is not supported until a viable plan is in place. And a resident from South Frontenac wrote he appreciates someone like me exploring new ideas and solutions to manage a Municipality. All positions are to be respected and my challenge is to ensure I conduct due diligence to address all positions as best I can.

In the end “my dream” is that we can be the first community in the world that would establish a community based on the Ubuntu concept. Wikipedia defines Ubuntu as “a Nguni Bantu term meaning "humanity". It is often also translated as "humanity towards others", but is often used in a more philosophical sense to mean "the belief in a universal bond of sharing that connects all humanity". The concept is not new but has never been able to be established in communities because it is a major philosophy shift in thinking. In my mind this is how our pioneers established our communities, through working together to build the homes, commercial establishments and share expertise and resources for the betterment of all. If we
can re-establish this concept all of our contributing residents would experience a better life and our community will prosper. This concept is already represented in a small way in our community today through the number of volunteers and volunteer projects that are undertaken by our Municipal and County volunteers to improve our community. They share the love of the community and share their expertise to make North Frontenac a better place for our residents and visitors.

As eluded to in the article printed on July 20th my intent is to identify a potential “out of the box” solution to address issues our residents continually communicate to the Township such as roads, taxation and service delivery as an example. With a limited tax base, ever increasing costs and a high number of Provincial regulation changes that puts more stress on municipalities, we have been challenged to keep our taxation at the rate of inflation and try to continue to maintain or improve our level of service. As such, there is no financial opportunity to be proactive and to improve our community in order to stimulate the economy.

I need to clarify the status of one the projects that was reported in the paper and that was that I am close to making a deal on the electrical generation. I am actually at the stage of discussing the options, costs and logistics for such a plan. No deals can be discussed with any provider before I gather all the information, present to Council and if approved go through the regulatory process and then see if a deal can be attained.

The process set out in the newspaper article provided you with a “potential” plan that I thought would be a great catalyst to ensure success of such a concept. In discussion leading up to where I am today, we have investment lined up from Norway, Ottawa and the United States for three elements of a potential plan. One investment is for green electricity generation (not wind or solar) that would provide immediate benefit for those who contribute –free electricity. The other is for a year round indoor greenhouse aquatic and food production facility(s) which could provide both employment and free food for those who contribute. The other is to build an Earthship residential community that would bring in a younger generation that would ensure diversity of our age groups and bring children for our school and new skill sets.

Contributionism – the whole plan is based on community volunteers who would make the choice on whether they want to contribute to the program or not. In this concept all residents of North Frontenac will have an opportunity to volunteer three hours a week to help implement and sustain such a program. Since the original article was printed I have received emails and phone calls from within Canada, Germany, US and Australia who stated they would like to contribute just to help get such a plan implemented and some who would like to move here and contribute. This week I am meeting with a business owner from Toronto area who would like to move here and help based on our forward way of thinking.
Conducting the research will be the easy part and the financing of the three key projects is about 90% in place. My challenges are to present a viable plan that will be acceptable by our residents and Council. Once approved there will some regulatory requirements to obtain approval to establish electrical generation and food production.

If this plan can be implemented and is successful there is no doubt in my mind that we will increase residents, decrease costs for those who contribute, generate full time jobs, increase school enrolment, revitalize our tourist related industry and provide a sustainable future for future generations.

It was written last week by a resident that I needed to be reminded about what my mandate is. I do not need a reminder, when I campaigned for this office my platform was economic development and that I would treat our municipality like a business which I am doing and which is my mandate. What the resident is actually referring to are my job duties as Mayor which I also do with as much energy and pride as I do while I implement my mandate. What he wrote in relation to a thriving community in the past is bang on and that is why I am exploring this exciting concept to address his concern through my mandate and is a common concern in most of Ontario’s small rural communities.
RESOLUTION OF THE COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF NORTH FRONTEMAC

Moved by: 

Seconded by: 

BE IT RESOLVED THAT Council receives for information the presentation by Petr Sizov, Ministry of Municipal Affairs and Ministry of Housing regarding Bill 68, Modernizing Ontario’s Municipal Legislation Act, 2017 Overview and thanks Mr. Sizov for his time spent today.

Carried

Mayor

[Signature]
Good Morning, Tara:

Further to my Bill 68 presentation of July 21st, I just wanted to make a slight correction to what I said that evening about the proposed rules for electronic participation by members in open meetings (slide #15 – please see screenshot below). Specifically, I stated incorrectly that a member participating electronically in an open meeting would not be able to vote at that meeting. The correct answer is that a member participating electronically at an open meeting may be able to vote at that meeting if the municipal procedural by-law allows it.

So, just to clarify things one more time, once Bill 68 is proclaimed, and if the local procedural by-law allows it, members would be able to participate electronically in open meetings. Similarly, municipalities would be able to include provisions in their procedural by-laws to allow members participating electronically in open meetings to vote at those meetings. Again, electronic participation at the open meeting would not count towards quorum.

My apologies again for the confusion. Please let me know if you have any questions.

Thank you.
Respectfully,

**Petr Sizov**  
Ministry of Municipal Affairs (MMA), and  
Ministry of Housing (MHO)

**From:** Sizov, Petr (MMA/MHO)  
**Sent:** July-24-17 10:11 AM  
**Subject:** Bill 68 Q&As

Good morning, Tara:

Once again, I just wanted to take this opportunity to thank Council for inviting me to speak about some of the proposed Bill 68 changes at their last meeting on July 21st.

As promised, below please find the responses to Council’s questions. Thanks again!

**Q1: What would be the criteria for hiring an integrity commissioner once Bill 68 is Proclaimed? Would the integrity commissioners need to be lawyers?**

**A1:** The province recognizes municipalities as responsible and accountable governments, capable of addressing local issues with local solutions, including choosing the integrity commissioner that meets the needs of their municipality. Under the proposed approach, it would be up to municipalities to decide on their integrity commissioner’s qualifications.

**Q2: Would municipalities be able to prevent frivolous complaints from being sent to their integrity commissioners?**

**A2:** Municipalities and integrity commissioners already establish their own process for deciding which matters to investigate and whether a matter is frivolous, vexatious or not made in good faith as part of this process.

Municipalities and integrity commissioners are in the best position to determine local processes for dealing with complaints and investigation processes, including with regards to frivolous, vexatious or complaints made in bad faith.

**Q3: If a municipality’s integrity commissioner determines that a complaint is frivolous and dismisses it, would the municipality still need to pay the integrity commissioner for deciding that the complaint was frivolous?**

**A3:** This would depend on the arrangement that the local municipality makes with its integrity commissioner.
Municipalities will have the flexibility to decide how to provide access to a local integrity commissioner. For instance, municipalities would be able to choose the best local solution for ensuring access to integrity commissioners such as sharing with other municipalities as some municipalities already do.

Respectfully,

*Petr Sizov*

Ministry of Municipal Affairs (MMA), and
Ministry of Housing (MHO)
ADMINISTRATIVE REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: TARA MIESKE, CLERK/PLANNING MANAGER
DATE OF MEETING: AUGUST 11, 2017

RE: Communications of Interest to Council

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

Notes: Correspondence included in the A Section of this report can be obtained by the Public from the Clerk/Planning Manager at clerkplanning@northfrontenac.ca. All Council Members directly receive information and updates from the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM), therefore, these will not be listed in the Clerk's Communications Administrative Report.

Previously provided A Section:
(Received for Information Only)
1. Ministry of Environment and Climate Change (MOECC) re: Canonto Lake Lakeshore Capacity Assessment;
2. Kingston Frontenac Lennox & Addington Public Health re: Expanding Protection Against Second-hand Smoke;
5. Ministry of Health re: Health and Wellness Issues impacting our Community;
6. Ontario College of Teachers re: Anishinaabe Artistic Representations;
7. North Frontenac Community Living Connections re: July 2017 Newsletter;
11. Township of The Archipelago re: Request for Support - Reconsider Proposed Changes Under Bill 86- Out of Court Payments;
12. Mississippi Valley Conservation Authority (MVCA) re: Notice of Intent - Shabomeka Lake Dam;
13. Greater Peterborough Chamber of Commerce re: Request for Support - Update on VIA Rail's High Frequency Train Project;
15. Cunningham Swan re: Legal Matters Documentation;
17. Mississippi Valley Conservation Authority (MVCA) re: City Stream Watch Targets Upper Carp, Huntley Creeks;
18. City of Owen Sound re: Request for Support - Proposed changes under Bill 68 - Out of Court Payments;
19. Frontenac County re: Accommodation and Review Strategy for Growth;
20. Frontenac County re: Public Notification Provisions on Planning Applications;

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

**Previously Provided B Section:**
1. Ministry of Municipal Affairs re: Recent Changes to the Municipal Elections Act;
2. Ontario Good Roads Association re: Municipal Infrastructure Project Bundling Initiative.
Dear Head of Council:

I am writing you on behalf of the Honourable Bill Mauro, Minister of Municipal Affairs, regarding recent changes to the Municipal Elections Act, 1996 under Bill 68 (Modernizing Ontario’s Municipal Legislation Act, 2017).

We heard from a number of municipalities that the requirement to collect 25 signatures endorsing a candidate’s nomination, which comes into force on April 1, 2018, may present a challenge to candidates in certain municipalities.

At Standing Committee on Social Policy, the government brought forward an amendment to the Municipal Elections Act, 1996 to provide an exemption to this requirement for candidates in municipalities with fewer than the prescribed number of electors. As a part of that process, we committed to consulting with municipalities to understand any challenges that they anticipate candidates within their municipality may face in meeting this requirement.

To help municipalities attract suitable candidates for their elections, we are looking for your council’s feedback regarding the following two questions:

1. Would potential candidates in your municipality have any challenges in fulfilling the requirement to have their nomination endorsed by 25 electors?
2. The Minister of Municipal Affairs now has the authority to provide an exemption from the requirement for municipal council candidates to have their nomination endorsed by 25 electors in a municipality with less than the prescribed number of electors. What number of electors in a municipality is the appropriate threshold for the exemption to apply?

We look forward to hearing back from you by September 15, 2017. Please accept my best wishes.

Sincerely,

Lou Rinaldi
Parliamentary Assistant to the Minister of Municipal Affairs
Good Morning – Moved to B per email below. Thanks Tara

**Tara Mieske**

*Sent:* August-03-17 11:15 AM  
Hi Cheryl

This concept of bundling infrastructure projects, i.e., bridge rehabilitation or culvert replacements was exactly what we were hoping to apply for in the OCIF Top-Up Funding Intake in September. We were advised, however, by Stephen Hamblin, Project Analyst, with the Infrastructure Renewal Program Unit, that bundling several bridge rehabilitation projects would not be eligible for OCIF funding.

Therefore, I definitely recommend that the Township pass a resolution to support this initiative.

**Jim Phillips, P.Eng**

*From:* Scott Butler [mailto:scott@ogra.org]  
*Sent:* July-18-17 11:49 AM  
*To:* Cheryl Robson <CAO@northfrontenac.ca>  
*Subject:* Municipal Infrastructure Project Bundling Initiative

Cheryl Robson  
CAO  
Township of North Frontenac

**RE: Municipal Infrastructure Project Bundling Initiative**

In 2013, OGRA along with the Residential and Civil Construction Alliance of Ontario (RCCAO) and the Ministry of Transportation (MTO) conducted a study to determine the feasibility of an alternative financing and procurement (AFP) delivery method for
bundling the design, construction, maintenance and rehabilitation of bridges and culverts into a single contract.

The study, which was predicated on available bridge and culvert inventory data at the time, concluded that bundling bridges and culverts into one tender would allow municipalities to address their rehabilitation and maintenance backlog in an expedited way while also reducing project costs in a range of 13% - 20%. The experiences that Pennsylvania and Missouri had when they used the approach confirmed these findings.

AFPs offer two distinct advantages: multiple aspects of project delivery are contained in a single contract; and performance objectives are met by the private sector, otherwise payments are not made.

At the time the study was published, there were a number of impediments that stood in the way of moving forward with this approach. The expansion and maturing of municipal asset management planning in Ontario, however, has removed most of those impediments. In particular, the quality of the data held at the local level - a fundamental requirement for the consideration of an AFP approach - has improved considerably.

The Government of Ontario, OGRA and RCCAO want to identify municipalities that are interested in learning more about what would be involved with applying a bridge bundling approach in their jurisdiction. Working in partnership with the study partners, willing municipalities would work with representatives from the Government of Ontario to determine what would be required to create a tender that would bundle bridge and culvert work into one large project.

If your municipality would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Minister of Infrastructure and the Minister of Transportation.

A Resolution of Township of North Frontenac
Requesting to Participate in a Bridge Bundling Feasibility Initiative

WHEREAS, the Township of North Frontenac has an inventory of bridges and culverts that require and will require significant capital investments; and

WHEREAS, an Alternative Financing and Procurement approach may afford significant savings on the stewardship of municipal bridges and culverts; and

WHEREAS, the Alternative Financing and Procurement approach has been successfully employed in bridge bundling projects in other jurisdictions
NOW, THEREFORE, BE IT RESOLVED that the Township of North Frontenac approves in principle its willingness to participate in an exercise with representatives from the Ministry of Infrastructure, the Ministry of Transportation, the Residential and Civil Construction Alliance of Ontario and the Ontario Good Roads Association to determine the feasibility of Alternative Financing and Procurement with regards to the bundling of bridges and culverts into one contract.

We want to be clear that should your council pass the above resolution, you are only committing to investigating the feasibility of this approach and may withdraw from the process at any time.

If you have any questions regarding this initiative please contact Scott Butler, OGRA’s Manager of Policy and Research by email at scott@ogra.org or by phone at 289-291-6472 ext. 24 at your convenience.

Regards,

Scott Butler  
Manager, Policy and Research  
Ontario Good Roads Association
ADMINISTRATIVE REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JIM PHILLIPS, P. ENG., PUBLIC WORKS MANAGER (PWM)

RECOMMENDED BY: CHERYL ROBSON, AMCT CHIEF ADMINISTRATIVE OFFICER (CAO)

DATE OF MEETING: August 11, 2017

RE: 2016 OSIM Bridge and Culvert Inspections

Background

In October 2016, a joint Request for Proposal (RFP) for professional engineering services was issued by the Townships of North Frontenac, South Frontenac and the County of Frontenac to conduct bi-annual bridge and culvert inspections, as required by the Public Transportation and Highway Improvement Act and Ontario Regulation 104/97 and in accordance with the Ontario Structural Inspection Manual (OSIM).

A total of eight proposals were received and after completing the evaluations, which were scored on each company’s experience, technical abilities and their submitted cost, D. M. Wills Associates Limited (Wills) was ranked the highest. Recommendations were made to the respective Chief Administrative Officers of the participating municipalities to award the contract to Wills.

Wills completed the field inspections for the OSIM reports on our bridges and major culverts in November 2016. A draft report was prepared in February 2017 and the final report was received on May 16, 2017. A copy of the Summary Report is attached for Council’s information. The full 2016 OSIM Report which includes the detailed inspection reports and photos for each structure is available for review at the Township office.

Research By:

Jim Phillips, P.Eng., Public Works Manager
**Comment**

The Summary Report includes Routine Bridge Maintenance Requirements for most of the structures, recommendations for Additional Investigations on three structures; Bridge No. 10 – Buckshot Creek Bridge, Bridge No. 19 – Shiner Road Bridge and Bridge No. 26 – Folger Road Bridge #2. The report also includes a 10 Year Capital Bridge and Culvert Program ranking the highest to lowest priority structures with an estimated total cost of $3,372,400 over the next 10 years.

In Appendix ‘A’ of the report, there is a complete List of Structures which includes the Bridge Condition Index (BCI), a condition ranking out of 100 for each bridge and culvert. Appendix ‘B’ provides a map showing all the bridge and culvert locations and Appendix ‘C’ provides more details on the Required Rehabilitation Needs for each structure listed in the 10 Year Plan. Appendix ‘D’ provides the Replacement Value for each structure and Appendix ‘E’ shows the Remaining Useful Life, which is information that was requested by KPMG for incorporation into our Asset Management Plan.

**Financial Implications**

In the 2017 Roads Operating Budget, $5,000 was allocated for the Structural Evaluations to be completed for Bridge No. 10 – Buckshot Creek Bridge and Bridge No. 26 – Folger Road Bridge #2. In 2018 we will be including and recommending the additional investigation for the Bridge No. 19 – Shiner Road Bridge.

The 10 Year Capital Plan (2017 – 2026) Tangible Capital Asset (TCA) Replacement Schedules (planned spending) that was approved by Council Res #535-16 on November 22, 2016 for 2017 shows an allocation of $1,065,500 over 10 Years for Bridges and Culverts. As per the 2016 OSIM Bridge and Culvert Inspection Program report we require $3,372,400 over the next 10 years. This estimate is based on the maintenance and replacement schedule as provided by D.M. Wills in the report attached. To fund this expense and ensure we have enough money in the Reserve Fund to cover these costs, the Township would need to increase our contributions for Bridges and Culverts from $154,500 annually to $337,240 annually. This would be based on no grant dollars received for any projects moving forward.

The report provides a proposed timeline and cost for maintenance and repairs and this will continue to be reviewed each year by the Public Works Manager as well as updated every two years with a new report from D.M. Wills.

Council will need to provide direction on what level of service they wish to achieve and if they would like to follow the proposed maintenance/replacement schedule provided.

The mandatory OSIM inspections includes all bridges and culverts with a span (opening) greater than 3 meters. There are other culverts that are less than 3 meters which are not inspected under the OSIM program or part of our Asset Management Plan (AMP).
Recommendation

BE IT RESOLVED THAT Council accepts for information purposes, the Public Works Manager’s Administrative Report entitled “2016 OSIM Bridge and Culvert Inspections”;

AND THAT Council instructs the Treasurer to update the 10 Year Capital Plan (2017 – 2026) Tangible Capital Asset (TCA) Replacement Schedules (planned spending) for 2018 – 2027 for Council's consideration during budget deliberations, incorporating the yearly costs as provided in the 2016 OSIM Bridge and Culvert Inspection Program report;

AND THAT the Public Works Manager and the Treasurer will prepare a detailed inventory of all culverts not included in the OSIM and Asset Management Plan (AMP) for discussion at the 2018 budget deliberations.

Attachment (1) – 2016 OSIM Summary Report
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Appendix B - Bridge and Culvert Inventory Map  
Appendix C - Complete List of Rehabilitation Needs (10 Year Plan)  
Appendix D - Inventory Replacement Values  
Appendix E - Structure Remaining Useful Life  
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Appendix G - 2016 OSIM Inspection Forms
2016 OSIM Bridge and Culvert Inspection Program
Township of North Frontenac

1.0 OSIM Bridge and Culvert Inspections

D.M. Wills Associates Limited ("Wills") was retained by the Township of North Frontenac ("the Township") to complete detailed visual inspections of their structure inventory in accordance with the Public Transportation and Improvement Act. Specifically, Ontario Regulation 104/97 ‘Standards for Bridges’ made under the Act requires that:

"The structural integrity, safety and condition of every bridge shall be determined through the performance of at least one inspection in every second calendar year under the direction of a professional engineer and in accordance with the Ontario Structure Inspection Manual ..."

Wills completed the detailed visual inspections of twenty-seven (27) roadway structures on behalf of the Township in 2016. An inventory of all bridges and culverts inspected is provided in Appendix A. The location of the bridges and culverts are illustrated in Appendix B. During completion of the bridge inspections, each structural element was measured and the condition was assessed in accordance with the OSIM reporting format. The inspection forms (OSIM format) are provided in Appendix G.

The complete “2016 OSIM Structure Inspection Program” binder has been provided in two hard copy binders and on a Digital Video Disc (DVD) in the directory titled “1 – Binder”. The photo report naming convention of <StructureID# - Photo Report - 2016> and the OSIM report naming convention of <StructureID# - OSIM Report - 2016> was used to organize each structure within the DVD. The DVD also contains the following summary report with all appendices, which can be found in the directory titled “2 - Summary Report”. All photographs taken during completion of the 2016 inspection program are also provided on the DVD in JPG format with a photo naming convention of <StructureID#_2016_Photo#>, which can be found in the directory titled “3 – Inspection Photos”.

Furthermore, while completing the 2016 OSIM Inspections, Wills identified six sites where significant rehabilitation or replacement had occurred since the 2014 OSIM Inspections.

- Buckshot Lake Road Bridge (B4) – Rehabilitation
- Buckshot Creek Bridge (B6) – Rehabilitation
- Folger Bridge #1 (B25) – Rehabilitation
- Brown’s Creek Culvert (C5) – Replacement
- Buckshot Creek Culvert (C09) – Replacement
- Black Creek Culvert (C17) – Replacement
2.0 Routine Bridge Maintenance Requirements

The following Maintenance Needs are identified for the bridge and culvert inventory. The list is not priority based as it is assumed that the Township’s Public Works staff will perform all necessary maintenance on an intermittent basis, as resources are available. The Maintenance Needs are a checklist of works that should be completed and monitored by Township staff on a regular basis. The Township should strive to ensure that all maintenance items are addressed within one year.

The maintenance needs for the roadway bridges fall into the following categories:

<table>
<thead>
<tr>
<th>Maintenance Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge Deck Cleaning (Debris Removal)</td>
<td>B2 – Myer Cave Bridge</td>
</tr>
<tr>
<td></td>
<td>B10 – Buckshot Creek Bridge</td>
</tr>
<tr>
<td></td>
<td>B16 – Morrow Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B19 – Shiner Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B26 – Folger Road Bridge #2</td>
</tr>
<tr>
<td></td>
<td>B27 – Mountain Chute Bridge</td>
</tr>
<tr>
<td>Place Erosion Control</td>
<td>C3 – Swamp Creek Culvert</td>
</tr>
<tr>
<td></td>
<td>C21 – Antome Creek Culvert</td>
</tr>
<tr>
<td>Tighten Cables on 3-Cable Guide Rail</td>
<td>C21 – Antome Creek Culvert</td>
</tr>
<tr>
<td></td>
<td>C24 – Cruise Road Culvert</td>
</tr>
<tr>
<td>Remove Debris/Vegetation around Structure</td>
<td>B11 – Ardoch Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B16 – Morrow Road Bridge</td>
</tr>
<tr>
<td></td>
<td>C3 – Swamp Creek Culvert</td>
</tr>
<tr>
<td></td>
<td>C12 – Ardoch/Malcolm Culvert</td>
</tr>
<tr>
<td>Bridge Handrail Maintenance</td>
<td>B2 – Myer Cave Bridge</td>
</tr>
<tr>
<td></td>
<td>B10 – Buckshot Creek Bridge</td>
</tr>
<tr>
<td></td>
<td>B11 – Ardoch Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B27 – Mountain Chute Bridge</td>
</tr>
<tr>
<td>Sidewalk Hazard Removal</td>
<td>B8 – Buckshot Creek Br., Plevna</td>
</tr>
<tr>
<td>Deck Drainage Maintenance</td>
<td>B1 – Head Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B11 – Ardoch Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B20 – Mississippi River Bridge</td>
</tr>
<tr>
<td></td>
<td>B22 – Arcol Road Bridge</td>
</tr>
<tr>
<td>Repair Bridge Concrete</td>
<td>B11 – Ardoch Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B13 – Coxvale Bridge</td>
</tr>
<tr>
<td>Replace Missing Signage</td>
<td>B16 – Morrow Road Bridge</td>
</tr>
<tr>
<td></td>
<td>B19 – Shiner Road Bridge</td>
</tr>
<tr>
<td>Animal/Pest Control</td>
<td>C21 – Antome Creek Culvert</td>
</tr>
</tbody>
</table>

The maintenance activities can be easily grouped into work order tasks for completion and assigned to Township works crews accordingly. If internal resources are not available to complete the maintenance activities, the Township should consider contracting the necessary labour, equipment and materials to complete the work.
As maintenance activities are completed or additional maintenance needs are identified, the Maintenance Needs lists should be kept up-to-date such that management staff can direct work accordingly.

### 3.0 Additional Investigations

During completion of the 2016 OSIM structure inspections, three (3) bridge structures were identified for follow up engineering investigations to determine the scope of work required to repair / rehabilitate the structures. Based upon the inspections, the following additional investigations are recommended:

<table>
<thead>
<tr>
<th>Investigation Type</th>
<th>Bridge No. / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Evaluation</td>
<td>Bridge No. 10 – Buckshot Creek Bridge (Not posted)</td>
</tr>
<tr>
<td>Structural Evaluation</td>
<td>Bridge No. 19 – Shiner Road Bridge (15, 25, 35 Tonnes)</td>
</tr>
<tr>
<td>Structural Evaluation</td>
<td>Bridge No. 26 – Folger Road Bridge #2 (Not posted)</td>
</tr>
</tbody>
</table>

The structural evaluation of each bridge structure is required to determine if load postings should be implemented or updated, until structural repairs can be completed. The load posting signs should be updated once the recommended structural rehabilitation have been completed and Township ByLaws passed.

### 4.0 Structure Inventory Valuation

As part of this assignment scope of work, the Township requested replacement costs for each structure. A copy of the correspondence and structure replacement values is enclosed in Appendix D. A total replacement value of the Township’s structures is $29,726,600 ($2017) which summarized in Table 1 below.

<table>
<thead>
<tr>
<th>Table 1: Inventory Replacement Value Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure Category</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Roadway Bridges</td>
</tr>
<tr>
<td>Roadway Culverts</td>
</tr>
<tr>
<td>Total Replacement Value ($2017)</td>
</tr>
</tbody>
</table>
5.0 10 Year Capital Bridge and Culvert Program

Of the twenty-seven (27) bridges and culverts inspected, thirteen (13) structures require some form of repair, rehabilitation and/or replacement. The urgency of rehabilitation varies based on the condition of individual bridge elements, therefore priority should be given to the rehabilitation of structures that exhibit advanced states of deterioration or have sustained serious structural damage.

The rehabilitation needs for the 10 Year Structure Rehabilitation Program are higher priority needs that are short-listed from all the current structure needs. Lower priority needs should be monitored throughout future inspection periods and their priority adjusted as necessary, however addressing these needs is not critical at this time.

A recommended 10-Year Capital Bridge and Culvert Program is presented in Table 2 with a total estimated cost of $3,372,400. Please refer to Appendix C for a complete list of all required rehabilitation measures.

<table>
<thead>
<tr>
<th>Capital Budget Year</th>
<th>Structure No. - Location</th>
<th>Recommended Works</th>
<th>Estimated Costs ($2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>B1 – Head Road Bridge</td>
<td>Repair girder ends. Replace railing. Repair concrete in deck top and waterproof. Replace expansion joints.</td>
<td>$400,000</td>
</tr>
<tr>
<td>2018</td>
<td>C21 – Antome Creek Culvert</td>
<td>Reconstruct footing at northwest. Underpin entirety of footings. Replace end section(s) of culvert and associated hardware.</td>
<td>$297,000</td>
</tr>
<tr>
<td>2019</td>
<td>B2 – Myer Cave Bridge</td>
<td>Replace expansion joint and bearings. Repair deck top, girder ends and sidewalk. Replace damaged guide rail.</td>
<td>$357,700</td>
</tr>
<tr>
<td>2020</td>
<td>B14 – Mississippi River Bridge</td>
<td>Replace strip seals at joints.</td>
<td>$26,000</td>
</tr>
<tr>
<td></td>
<td>B27 – Mountain Chute Bridge</td>
<td>Patch and waterproof deck top.</td>
<td>$143,000</td>
</tr>
<tr>
<td></td>
<td>B10 – Buckshot Creek Bridge</td>
<td>Repair deck top and curbs. Re-pave wearing surface and replace railing system.</td>
<td>$115,200</td>
</tr>
<tr>
<td>2021</td>
<td>B26 – Folger Road Bridge #2</td>
<td>Replace Bridge.</td>
<td>$440,000</td>
</tr>
</tbody>
</table>
6.0 Load Posting Summary and Recommendations

Copies of the current Township “Load Posting” Bylaws are enclosed as Appendix F.

By-Law #38-09 was replaced with By-Law #53-11 which restricted loads on Folger Road Bridge #1 (ID#B25); however this By-Law #53-11 lapsed on December 31, 2012.

By-Law #39-09 which restricted loads over Robertsville Road Culvert (ID#C18) and Shiner Road Bridge (ID#B19); however this By-Law lapsed on December 31, 2010.

By-Law #53-11 which restricted loads over Shiner Road Bridge (ID#B19) and Folger Road Bridge #1 (ID#B25); however this By-Law lapsed on December 31, 2012.

In general, none of the Township’s Bridges have legal Load Restrictions and this must be addressed. As noted in Section 2.0 above, we are recommending completion of Structural Evaluations so that the Load Postings and associated By-Laws can be updated for:

- Bridge No. 10 – Buckshot Creek Bridge (Not posted)
- Bridge No. 19 – Shiner Road Bridge (15, 25, 35 tonnes)
- Bridge No. 25 – Folger Road Bridge #1 (2 tonnes)
- Bridge No. 26 – Folger Road Bridge #2 (Not posted)
7.0 Closure

D.M. Wills Associates Ltd. completed the Township of North Frontenac 2016 OSIM Structure Inspection program under the supervision of Kevin Conlin, P.Eng. and Troy Steele, P.Eng.

The Recommended 10 Year Capital Program is provided to ensure that the Township continues to invest in the bridge asset class with a goal to maintain a minimum maintenance standard for all structures. The projects listed above represent the best opportunity for the Township to improve overall structure inventory condition.

The contents of this Summary Report shall be read in conjunction with the detailed OSIM Inspection Report for each structure. The Summary Report is intended to be a concise summary of the individual OSIM Reports; however the detailed (individual) OSIM Reports must be consulted to verify accuracy of any information contained within the Summary Report.

All reports are based upon the visual condition observed on the date of inspection.

All of which is respectfully submitted,

Troy Steele, P.Eng.
Structural Engineer / Quality Control

David Bonsall, P.Eng.
Manager / Structural Engineering
<table>
<thead>
<tr>
<th>Str. ID</th>
<th>Structure Name</th>
<th>Road Name</th>
<th>Location</th>
<th>Structure Type</th>
<th>BCI Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Head Road Bridge</td>
<td>Head Road</td>
<td>0.70 km E of Highway 41</td>
<td>I-beam or Girders</td>
<td>69.78</td>
</tr>
<tr>
<td>B2</td>
<td>Myer Cave Bridge</td>
<td>Road 506</td>
<td>0.10 km E of Myers Cave Road</td>
<td>I-beam or Girders</td>
<td>69.13</td>
</tr>
<tr>
<td>B4</td>
<td>Buckshot Lake Road Bridge</td>
<td>Buckshot Lake Road</td>
<td>8.10 km W of Plevna</td>
<td>Solid Slab</td>
<td>58.42</td>
</tr>
<tr>
<td>B6</td>
<td>Buckshot Creek Bridge</td>
<td>Buckshot Lake Road</td>
<td>0.40 km N of East Bay Road</td>
<td>Solid Slab</td>
<td>66.59</td>
</tr>
<tr>
<td>B8</td>
<td>Buckshot Creek Bridge, Plevna</td>
<td>Road 509</td>
<td>0.10 km E of Buckshot Lake Road</td>
<td>Rigid Frame, Vertical legs</td>
<td>73.21</td>
</tr>
<tr>
<td>B10</td>
<td>Buckshot Creek Bridge</td>
<td>Road 509</td>
<td>1.50 km E of James Road</td>
<td>T-Beam</td>
<td>74.42</td>
</tr>
<tr>
<td>B11</td>
<td>Ardoch Road Bridge</td>
<td>Ardoch Road</td>
<td>1.60 km E of Road 506</td>
<td>Box Beams of Girders</td>
<td>74.24</td>
</tr>
<tr>
<td>B13</td>
<td>Coxvale Bridge</td>
<td>Ardoch Road</td>
<td>0.01 km S of Cedar Crest Lane</td>
<td>Circular Voided Slab</td>
<td>68.61</td>
</tr>
<tr>
<td>B14</td>
<td>Mississippi River Bridge</td>
<td>River Road</td>
<td>5.00 km S of Road 509</td>
<td>Box Beams of Girders</td>
<td>70.71</td>
</tr>
<tr>
<td>B16</td>
<td>Morrow Road Bridge</td>
<td>Morrow Road</td>
<td>4.60 km W of Road 509</td>
<td>Rectangular Voided Slab</td>
<td>75.00</td>
</tr>
<tr>
<td>B19</td>
<td>Shiner Road Bridge</td>
<td>Shiner Road</td>
<td>0.01 km S of Gulley Road</td>
<td>T-Beam</td>
<td>55.35</td>
</tr>
<tr>
<td>B20</td>
<td>Mississippi River Bridge</td>
<td>Road 509</td>
<td>1.10 km S of Elphin-Maberly Road</td>
<td>I-beam or Girders</td>
<td>75.00</td>
</tr>
<tr>
<td>B22</td>
<td>Arcol Road Bridge</td>
<td>Arcol Road</td>
<td>0.15 km N of Canonto Road</td>
<td>Solid Slab</td>
<td>65.98</td>
</tr>
<tr>
<td>B25</td>
<td>Folger Road Bridge #1</td>
<td>Folger Road</td>
<td>1.50 km E of Cruise Road</td>
<td>I-beam or Girders</td>
<td>78.48</td>
</tr>
<tr>
<td>B26</td>
<td>Folger Road Bridge #2</td>
<td>Folger Road</td>
<td>2.10 km E of Cruise Road</td>
<td>T-Beam</td>
<td>35.22</td>
</tr>
<tr>
<td>B27</td>
<td>Mountain Chute Bridge</td>
<td>Mountain Chute Road</td>
<td>0.01 km S of Hydro Dam Road</td>
<td>I-beam or Girders</td>
<td>74.38</td>
</tr>
<tr>
<td>C3</td>
<td>Swamp Creek Culvert</td>
<td>North Road</td>
<td>2.50 km N of Highway 506</td>
<td>Round Culvert</td>
<td>57.43</td>
</tr>
<tr>
<td>C5</td>
<td>Browns Creek Culvert</td>
<td>Buckshot Lake Road</td>
<td>1.80 km N of East Bay Road</td>
<td>Rectangular Culvert</td>
<td>85.77</td>
</tr>
<tr>
<td>C7</td>
<td>Swamp Creek Culvert</td>
<td>Road 506</td>
<td>0.20 km S of Struthadam Road</td>
<td>Arch Culvert</td>
<td>75.00</td>
</tr>
<tr>
<td>C9</td>
<td>Buckshot Creek Culvert</td>
<td>Road 509</td>
<td>0.23 km E of James Road</td>
<td>Ellipse Culvert</td>
<td>97.39</td>
</tr>
<tr>
<td>C12</td>
<td>Ardoch/Malcolm Lakes Culvert</td>
<td>Ardoch Road</td>
<td>2.70 km S of River Road</td>
<td>Arch Culvert</td>
<td>65.62</td>
</tr>
<tr>
<td>C15</td>
<td>River Road Culvert</td>
<td>River Road</td>
<td>4.50 km S of Road 509</td>
<td>Ellipse Culvert</td>
<td>72.64</td>
</tr>
<tr>
<td>C17</td>
<td>Black Creek Culvert</td>
<td>Road 509</td>
<td>2.40 km N of Ardoch Road</td>
<td>Ellipse Culvert</td>
<td>99.49</td>
</tr>
<tr>
<td>C18</td>
<td>Robertsville Road Culvert</td>
<td>Robertsville Road</td>
<td>0.30 km E of Road 509</td>
<td>Round Culvert</td>
<td>74.95</td>
</tr>
<tr>
<td>C21</td>
<td>Antome Creek Culvert</td>
<td>Road 509</td>
<td>2.30 km N of Elphin-Maberly Road</td>
<td>Arch Culvert</td>
<td>47.94</td>
</tr>
<tr>
<td>C23</td>
<td>Canonto Road Culvert</td>
<td>Canonto Road</td>
<td>0.50 km E of Paynes Lane</td>
<td>Round Culvert</td>
<td>58.17</td>
</tr>
<tr>
<td>C24</td>
<td>Cruise Road Culvert</td>
<td>Cruise Road</td>
<td>1.00 km S of Canonto Road</td>
<td>Rectangular Culvert</td>
<td>63.00</td>
</tr>
</tbody>
</table>
APPENDIX B

Bridge and Culvert Inventory Maps
APPENDIX C

Complete List of Required Rehabilitation Needs
<table>
<thead>
<tr>
<th>Str. No.</th>
<th>Structure Name</th>
<th>Location</th>
<th>Rehabilitation Need</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Head Road Bridge</td>
<td>Head Road</td>
<td>Repair Concrete Curbs</td>
<td>$ 2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Replace Expansion Joints / PWP</td>
<td>$ 180,000</td>
</tr>
<tr>
<td></td>
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Sub-Total: BRIDGES (10 Year Plan): $ 2,273,400
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Sub-Total: CULVERTS (10 Year Plan): **$1,099,000**

**TOTAL: Bridges and Culverts (10 Year Plan): $3,372,400**
## CULVERT REPLACEMENT VALUES

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<th>COST</th>
<th>QUANT. (M3)</th>
<th>UNIT PRICE</th>
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## BRIDGE REPLACEMENT VALUES

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<th>DECK WIDTH (M)</th>
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**TOTAL INVENTORY REPLACEMENT COST: $29,726,600**
## TOWNSHIP OF NORTH FRONTENAC

### BRIDGE REMAINING USEFUL LIFE

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<th>CONSTRUCTION YEAR</th>
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<th>BRIDGE AGE (YEAR)</th>
<th>CALCULATED REMAINING USEFUL LIFE (YEAR)</th>
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<td>Fair</td>
<td>1959</td>
<td>$562,182</td>
<td>7</td>
<td>0</td>
<td>30**</td>
</tr>
<tr>
<td>B25</td>
<td>Folger Road Bridge #1</td>
<td>78.48</td>
<td>Good</td>
<td>1921</td>
<td>$512,058</td>
<td>95</td>
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<tr>
<td>B26</td>
<td>Folger Road Bridge #2</td>
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<td>1926</td>
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<td>90</td>
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<td>B27</td>
<td>Mountain Chute Road Bridge</td>
<td>74.38</td>
<td>Good</td>
<td>1988</td>
<td>$504,793</td>
<td>28</td>
<td>21</td>
<td>30**</td>
</tr>
</tbody>
</table>

** (1) CALCULATED Remaining Useful Life**

Based upon Design Life of:

- 75 Years - NEW CONCRETE Bridges and Culvert (After 2006)
- 50 Years - EXIST. CONCRETE Bridges and Culverts (Pre-2006)

** (2) RECOMMENDED Remaining Useful Life**

Based upon Engineering Judgement and OSIM Inspection observations.

** Remaining Useful Life only achieved with Capital Works completed in accordance with 10-Year Capital Plan recommendations and future rehabilitation(s).
### TOWNSHIP OF NORTH FRONTENAC

#### CULVERT REMAINING USEFUL LIFE

<table>
<thead>
<tr>
<th>CULVERT ID</th>
<th>STRUCTURE NAME</th>
<th>BCI</th>
<th>OVERALL CONDITION RATING</th>
<th>CULVERT MATERIAL</th>
<th>CONSTRUCTION YEAR</th>
<th>REPLACEMENT VALUE</th>
<th>CULVERT AGE (YEARS)</th>
<th>CALCULATED REMAINING USEFUL LIFE (YEARS)</th>
<th>RECOMMENDED REMAINING USEFUL LIFE (YEARS)</th>
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<tbody>
<tr>
<td>C3</td>
<td>Swamp Creek Culvert</td>
<td>57.43</td>
<td>Fair</td>
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<tr>
<td>C5</td>
<td>Brown's Creek Culvert</td>
<td>85.77</td>
<td>Excellent</td>
<td>CONCRETE</td>
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<td>C7</td>
<td>Swamp Creek Culvert</td>
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<td>Buckshot Creek Culvert</td>
<td>97.29</td>
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<td>CSP</td>
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<td>Ardoch/Malcolm Lakes Culvert</td>
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<td>Black Creek Culvert</td>
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<td>Excellent</td>
<td>CSP</td>
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<td>Robertsville Road Culvert</td>
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<td>CSP</td>
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<td>C21</td>
<td>Antome Creek Culvert</td>
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<td>&gt;10</td>
<td>&lt;40</td>
<td>40</td>
</tr>
</tbody>
</table>

#### (1) CALCULATED Remaining Useful Life

Based upon Design Life of:

- 75 Years: NEW CONCRETE Bridges and Culvert (After 2006)
- 50 Years: EXIST. CONCRETE Bridges and Culverts (Pre-2006)
- 40 Years: NEW and EXIST. CSP Culverts

#### (2) RECOMMENDED Remaining Useful Life

Based upon Engineering Judgement and OSIM Inspection observations.

** Remaining Useful Life only achieved with Capital Works completed in accordance with 10-Year Capital Plan recommendations and future rehabilitation(s).
APPENDIX F

Load Posting By-Laws (Expired)
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #38-09

BEING A BY-LAW TO RESTRICT THE WEIGHT OF VEHICLES PASSING OVER A BRIDGE.

WHEREAS Section 123(2) of the Highway Traffic Act, R.S.O. 1990, Ch.8 as amended provides that the municipal corporation or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or class thereof passing over such bridge, and the requirements of subsection (1) with respect to the posting of notice apply thereto:

AND WHEREAS it is deemed expedient to limit the weight of vehicles passing over the following bridges in the Corporation of the Township of North Frontenac;

NOW THEREFORE the Corporation of the Township of North Frontenac enacts as follows:

1. No vehicle or combination of vehicles or any class thereof, whether empty or loaded, shall be operated over the bridge known as Folger Road Bridge (Bridge No. 25) located on Folger Road, 1.5 km east of Cruise Road in the Township of North Frontenac where:

   a) the gross weight exceeds 2 tonnes.

2. Any person violating the provisions of this by-law shall be subject to the penalties provided in Section 125 of the Highway Traffic Act.

3. This By-law shall not become effective until a notice of the limit of weight permitted in compliance with the regulations under the Highway Traffic Act has been posted in a conspicuous place at each end of the bridge(s).

AND THAT this by-law remains in force until December 31, 2009;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed.

READ A FIRST AND SECOND TIME, THIS 14th DAY OF MAY, 2009.

READ A THIRD TIME AND FINALLY PASSED THIS 14th DAY OF MAY, 2009.

Ron Maguire, Mayor
Brenda Defosse, Clerk
SCHEDULE "B"
BY-LAW #38-09

LOAD LIMITS ON BRIDGES
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC


SIGNED:

[Signature]

[Stamp]
LICENSED PROFESSIONAL ENGINEER
D. L. BAXTER
2765801
09/04/07
PROVINCE OF ONTARIO

D.N. LEBLANC, P. Eng.

[Stamp]
LICENSED PROFESSIONAL ENGINEER
N. D. LEBLANC
1448
08/19
PROVINCE OF ONTARIO

DATED: 

[Signature]
Aug. 4, 2007
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTEC

BY-LAW # 39-09

BEING A BY-LAW TO RESTRICT THE WEIGHT OF VEHICLES PASSING OVER A BRIDGE.

WHEREAS Section 123(2) of the Highway Traffic Act, R.S.O. 1990, Ch.8 as amended provides that the municipal corporation or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or class thereof passing over such bridge and the requirements of subsection (1) with respect to the posting of notice apply thereto;

AND WHEREAS it is deemed expedient to limit the weight of vehicles passing over the following bridges in the Corporation of the Township of North Frontenac;

NOW THEREFORE the Corporation of the Township of North Frontenac enacts as follows:

1. No vehicle or combination of vehicles or any class thereof, whether empty or loaded, shall be operated over the bridges shown in Column 1 of Schedule "A", located as shown in Column 2 of Schedule "A", in the Corporation of the Township of North Frontenac with a weight in excess as shown in Column 3 of Schedule "A".

2. Any person violating the provisions of this by-law shall be subject to the penalties provided in Section 125 of the Highway Traffic Act.

3. This By-law shall not become effective until a notice of the limit of weight permitted in compliance with the regulations under the Highway Traffic Act has been posted in a conspicuous place at each end of the bridge(s).

AND THAT this by-law remains in force until December 31, 2010;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed.

READ A FIRST AND SECOND TIME, THIS 14th DAY OF MAY, 2009.

READ A THIRD TIME AND FINALLY PASSED THIS 14th DAY OF MAY, 2009.

Ron Maguire, Mayor

Brenda Defosse, Clerk
SCHEDULE "A"
BY-LAW #39-09

LOAD LIMITS ON BRIDGES
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

<table>
<thead>
<tr>
<th>COLUMN 1 BRIDGE</th>
<th>COLUMN 2 LOCATION</th>
<th>COLUMN 3 LOAD LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERTSVILLE ROAD CULVERT (Gulvert No. 18)</td>
<td>Robertsville Road, 0.3 km east of Road 509, Township of North Frontenac</td>
<td>10 Tonnes</td>
</tr>
<tr>
<td>SHINER ROAD BRIDGE (Bridge No. 19)</td>
<td>Shiner Road, 0.01 km south of Gulley Road, Township of North Frontenac</td>
<td>L3 = 15 Tonnes, L2 = 25 Tonnes, L1 = 35 Tonnes</td>
</tr>
</tbody>
</table>
SCHEDULE "B"
BY-LAW #39-09

LOAD LIMITS ON BRIDGES
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC


SIGNER:


DATED:

Aug 4, 2009
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW # 53-11

BEING A BY-LAW TO REPEAL BY-LAW #38-09 AND BY-LAW #39-09 AND TO RESTRICT THE WEIGHT OF VEHICLES PASSING OVER A BRIDGE.

WHEREAS Section 123(2) of the Highway Traffic Act, R.S.O. 1990, Ch.8 as amended provides that the municipal corporation or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or class thereof passing over such bridge, and the requirements of subsection (1) with respect to the posting of notice apply thereto:

AND WHEREAS it is deemed expedient to limit the weight of vehicles passing over the following bridges in the Corporation of the Township of North Frontenac;

NOW THEREFORE the Corporation of the Township of North Frontenac enacts as follows:

1. No vehicle or combination of vehicles or any class thereof, whether empty or loaded, shall be operated over the bridges shown in Column 1 of Schedule "A", located as shown in Column 2 of Schedule "A", in the Corporation of the Township of North Frontenac with a weight in excess as shown in Column 3 of Schedule "A".

2. Any person violating the provisions of this by-law shall be subject to the penalties provided in Section 125 of the Highway Traffic Act.

3. This by-law shall not become effective until a notice of the limit of weight permitted in compliance with the regulations under the Highway Traffic Act has been posted in a conspicuous place at each end of the bridge(s).

AND THAT this by-law remains in force until December 31, 2012;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed.

READ A FIRST AND SECOND TIME, THIS 9th DAY OF MAY, 2011.

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF MAY, 2011.

Clinton (Bad) Clayton, Mayor

Brenda DeFosse, Clerk
SCHEDULE "A"
BY-LAW #53-11

LOAD LIMITS ON BRIDGES
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

<table>
<thead>
<tr>
<th>COLUMN 1 BRIDGE</th>
<th>COLUMN 2 LOCATION</th>
<th>COLUMN 3 LOAD LIMITS</th>
</tr>
</thead>
</table>
| SHINER ROAD BRIDGE (Bridge No. 19) | Shiner Road, 0.01 km south of Gulley Road, Township of North Frontenac | L3 = 15 Tonnes  
L2 = 25 Tonnes  
L1 = 35 Tonnes |
| FOLGER ROAD BRIDGE (Bridge No. 25) | Folger Road, 1.5 km east of Cruise Road, Township of North Frontenac | L3 = 19 Tonnes  
L2 = 33 Tonnes  
L1 = 44 Tonnes |
SCHEDULE "B"
BY-LAW #53-11

LOAD LIMITS ON BRIDGES
CORPORATION OF THE TOWNSHIP OF NORTH FRONTEMAC


SIGNED:


DATED:

May 19, 2011

R. J. Philp, P. Eng.
Background

On June 26, 2017, the Township received a letter from the Minister of Agriculture, Food and Rural affairs, Jeff Leal, and the Minister of Infrastructure, Bob Chiarelli, advising us we were eligible to apply for up to $1,487,359 under the Ontario Community Infrastructure Fund (OCIF) Top-Up Funding Program (see Attachment No 1). The Top-Up Application Component of the OCIF is the third phase of Ontario’s funding program focused on providing funding to small municipalities in critical infrastructure project categories, primarily roads, bridges, water, and wastewater.

The guidelines for the OCIF Top-Up Application Component are similar to the previous intakes, where we were successful in receiving 90% funding for the replacement of the Buckshot Creek Culvert on Road 509 in 2015, and 90% funding for the Rehabilitation of Head Road Bridge this year. The following represents the key dates and components of the Top-Up Application Component:

- Application due September 27, 2017 by 5 pm EST. (No Expressions of Interest (EOI) are required this time.)
- Eligible Projects for the OCIF include roads, bridges, water and wastewater projects.
- Up to 90% funding of the total eligible costs of a project.
- Projects must be completed by December 31, 2019.
- Applications will be evaluated based on the criticality of the proposed project, including; the expected benefit in relation to health and/or safety and technical
merit of the proposed project, our Comprehensive Asset Management Plan, and financial need.
- The Application form includes several schedules that allow applicants to provide technical information and evidence that the proposed project will help address a health and/or safety problem.

Research By: - Jim Phillips, Public Works Manager

Comment

We have reviewed the 2016 Ontario Structure Inspection Manual (OSIM) report which is presented in a separate Administrative Report on the Agenda and noted that the most costly bridge project identified in the new 10 Year Capital Plan for 2018 or 2019 was rehabilitation of the Myers Cave Bridge, estimated at $357,700. Other possible bridge projects were the replacement of Folger Road Bridge No. 2 at $440,000 in 2021 or the Shiner Road Bridge in 2022 at $455,000. We discussed all of these possible bridge projects with D.M. Wills Associates Ltd. (Wills) and David Bonsall recommended that we try to bundle the rehabilitation of several bridges. However, after the Treasurer checked with the OCIF Project Analyst we were advised that bundling of several bridge projects would not be eligible for funding.

The bundling of a project involving both bridge rehabilitation and improvements to the road leading to the bridge would be eligible if both were considered high priorities in our Asset Management Plan. Therefore, I asked Wills to consider the rehabilitation of Myers Cave Bridge as a candidate project and, in addition, see if the deck could be made slightly wider to accommodate paved shoulders on both sides and then include reconstruction and drainage improvements for the road approaches. Wills has provided a preliminary estimate for the bridge and roadwork, as well as contingency and engineering costs. Please refer to Attachments Nos. 2 and 3 to this report.

In order to have a better chance at success with this funding Application, we recommend that D.M. Wills Associates Ltd. (being the Engineering Firm that was awarded the County-wide OSIM(Bridge) Report and assisted the Public Works Manager (PWM) with determining an appropriate bridge project that meets this grant criteria) continue to assist with the preparation of the Application and if successful, continue to assist with any Environmental Assessments and the subsequent design and contract administration for this project.

Financial Implications

Wills has provided a preliminary estimate for the repairs and widening of the Myers Cave Bridge and associated roadwork, drainage improvements, as well as contingency and engineering costs, for a total project cost of $1,380,600, plus tax, or $1,404,900 with net HST. This estimate is below our eligible funding amount of $1,487,359 and if we apply for 90% funding and are successful, our share will be $140,490. It is the Treasurers recommendation that the Township portion of this grant will be funded from the Roads
Sustainability Reserve Fund (TCA) as this bridge has been included in our 10 Year Capital Plan Tangible Capital Asset (TCA) Replacement Schedules (planned spending).

**Recommendation**

BE IT RESOLVED THAT Council receives for information the Public Works Manager’s Administrative Report prepared for the August 11, 2017 Council meeting entitled “Ontario Community Infrastructure Fund – Top-Up Application Funding”;

AND THAT Council has completed a comprehensive Asset Management Plan in 2013 (that includes all the information and analysis described in Building Together: Guide for Municipal Asset Management Plans) and said Plan was made publicly available, including on the Township’s website, by May 30, 2014;

AND THAT Council approves in principle the repair work for the Myers Cave Bridge, as this structure has been identified as a top priority for our municipality as it is in critical need of repair and has been identified as a possible health and safety risk to the public. Also, this structure was identified as a one (1) to five (5) year need in the Township’s 2016 Bridge and Structure Inspection Report and included in our Asset Management Plan. The repair costs and associated approach roadway improvements and resurfacing are estimated at $1,380,600, plus tax (including capital construction, contingencies, engineering and supervision) and without OCIF Top-Up funding this project represents an enormous challenge for our small rural Township;

AND THAT Council instructs the Public Works Manager, in consultation with the CAO, to work with D.M. Wills Associates Ltd., to prepare an Application requesting 90% funding from the Ontario Community Infrastructure Fund Top-Up Application Component for the repairs to the Myers Cave Bridge and associated roadway reconstruction in 2019; and if successful in receiving funding, work with D.M. Wills Associates Ltd. for the preparation of any technical schedules, engineering design and contract administration services required for the project to be tendered and completed subject to a contract;

AND THAT Council instructs the CAO to sign and submit the OCIF Top-Up Funding Application and supporting documentation by September 27th, 2017, based on consultation with the Public Works Manager; and D.M. Wills Associates.

AND THAT Council instructs the Treasurer to include the Township’s portion of the project to be funded from the Roads Sustainability TCA Reserve Fund in the 2019 budget if the grant application is approved.

**Attachments**

1. Letter received June 26, 2017 re: OCIF Top-Up Funding Eligible Allocation
3. Myers Cave Bridge/Roadwork Cost Estimate
June 26, 2017

His Worship Ron Higgins
Mayor
Township of North Frontenac
ron.higgins@xplornet.com

Dear Mayor Higgins:

As part of the largest infrastructure investment in Ontario’s history, our government is committed to helping rural communities improve vital local infrastructure. That’s why we are tripling the Ontario Community Infrastructure Fund (OCIF) annually to $300 million by 2019, and providing communities like yours with more stable, predictable and bankable OCIF formula funding.

This year, the Top-Up Application Component of OCIF is also increasing to $100 million to help communities apply for additional funding to address larger critical infrastructure projects. I am pleased to inform you that we are now accepting proposals for the 2017 intake of OCIF Top-Up Application funding. **The Township of North Frontenac is eligible to apply for up to $1,487,359.**

Your community may submit one project proposal, either individually or in partnership with another community. The deadline for submitting proposals for OCIF Top-Up Application funding is Wednesday, September 27, 2017, at 5 p.m.

Please note that this is a competitive application process that will assess projects primarily on their critical health and safety aspects. An assessment of the applicant’s asset management plan will also be considered as part of this process.

For more information about OCIF, please visit our government’s infrastructure funding website (www.ontario.ca/municipalinfrastructure). Should you have any additional questions, please call OMAFRA’s contact centre (1-877-424-1300) or email OCIFAApps@ontario.ca.
Working together, we are investing to build Ontario up, grow our economy, create jobs across the province, and make everyday life easier for Ontarians.

Sincerely,

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs  
*Minister Responsible for Small Business*

Bob Chiarelli  
Minister of Infrastructure
Subject: FW: OCIF Top-Up Application Component Launch
Attachments: Myers Cave Bridge - Preliminary Cost Estimate.pdf, FW: OCIF Top-Up Application Component Launch

From: David Bonsall [mailto:dbonsall@dmwills.com]
Sent: August-03-17 9:36 AM
To: Jim Phillips, P. Eng. <publicworks@northfrontenac.ca>
Subject: RE: OSIM Reporting

Jim,

Sorry for the delay; I have attached a cost estimate for the “major” rehabilitation of Myers Cave Bridge and the road works; total is $1M plus Engineering and Contingency. The estimate breakdown uses 20% Cont. and 10% Eng. I think we could use 10 & 10; making this a $1.2M project.

We can update OSIM Report to suit the more significant work (widenings, etc.) and I am comfortable that we can prepare a good public safety argument for the application due to the pedestrian/cycling use and vehicle conflicts. The current asphalt width on the bridge is 8.9m and as you know would permit "shared use" lanes only. We can widen to provide 2 x 3.5m traffic lanes and 2 x 1.5m bike lanes / shoulder in each direction without too much difficulty on the bridge structure. The very poor visibility approving the bridge from each direction is also another significant safety consideration.

Let me know what you think and if you require anything further for your report. Once you have Council support, we can work on OCIP Application language.

Thanks,
Dave

David Bonsall, P.Eng. · Manager, Structural Engineering
D.M. Wills Associates Ltd.
150 Jameson Drive · Peterborough, ON · K9J 0B9
Tel: (705) 742-2297 ext. 240 · Fax: (705) 741-3568

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## Work File Item Listing

**Work File Name:** Myers Cave Bridge

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<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Extension</th>
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</thead>
<tbody>
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<td>M2</td>
<td>3000</td>
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<td>HL-3 Hot Mix Asphalt</td>
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<td>670</td>
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<td>Granular A</td>
<td>T</td>
<td>450</td>
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<td>Cut and Fill Grooves in Surface Course</td>
<td>M</td>
<td>20</td>
<td>$1,300.00</td>
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<tr>
<td>Clear Stone</td>
<td>T</td>
<td>15</td>
<td>$1,200.00</td>
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<tr>
<td>Pipe Subdrains</td>
<td>M</td>
<td>20</td>
<td>$1,890.00</td>
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<tr>
<td>Removal of Asphalt Pavement, Partial Depth</td>
<td>M2</td>
<td>1960</td>
<td>$29,400.00</td>
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<td>Removal of Asphalt Pavement from Concrete Surfaces</td>
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<td>Catch Basins</td>
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<td>Protection System</td>
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<td>Traffic Control Signing</td>
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<tr>
<td>Pavement Marking</td>
<td>M</td>
<td>900</td>
<td>$7,560.00</td>
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<td>Single Rail Steel Beam Guide Rail with Channel</td>
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<td>90</td>
<td>$15,750.00</td>
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<tr>
<td>Energy Attenuator - Temporary, Narrow</td>
<td>Each</td>
<td>1</td>
<td>$9,000.00</td>
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<tr>
<td>Energy Attenuator - Relocation, Narrow</td>
<td>Each</td>
<td>1</td>
<td>$3,200.00</td>
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<tr>
<td>Temporary Concrete Barrier</td>
<td>M</td>
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<td>$7,650.00</td>
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<td>Temporary Concrete Barrier Relocation</td>
<td>M</td>
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<td>Portable Temporary Traffic Signals</td>
<td>Each</td>
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<tr>
<td>Light-Duty Silt Fence Barriers</td>
<td>M</td>
<td>60</td>
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<tr>
<td>Earth Excavation for Structure</td>
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<td>60</td>
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<td>Concrete in Substructure</td>
<td>LS/M3</td>
<td>5.0</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Concrete in Deck</td>
<td>LS/M3</td>
<td>18.0</td>
<td>$72,000.00</td>
</tr>
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<td>Concrete in Parapet Walls</td>
<td>LS/M3</td>
<td>12.0</td>
<td>$31,200.00</td>
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<tr>
<td>Concrete in Approach Slabs</td>
<td>LS/M3</td>
<td>30.0</td>
<td>$48,000.00</td>
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<tr>
<td>Dowels into Concrete</td>
<td>Each</td>
<td>250</td>
<td>$8,750.00</td>
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<tr>
<td>Reinforcing Steel Bar</td>
<td>LS/T</td>
<td>8.0</td>
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<td>Parapet Wall Railing</td>
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<td>60.0</td>
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<tr>
<td>Bridge Deck Waterproofing</td>
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<td>200</td>
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<tr>
<td>Access to Work Area, Work Platform and Scaffolding</td>
<td>Lump Sum</td>
<td>1</td>
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<tr>
<td>Concrete Removal - Partial Depth - Type A</td>
<td>M3</td>
<td>3.0</td>
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<tr>
<td>Concrete Removal - Partial Depth - Type B</td>
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<tr>
<td>Concrete Removal - Partial Depth - Type C</td>
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<tr>
<td>Concrete Removal - Full Depth</td>
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<td>Abrasive Blast Cleaning of Reinforcing Steel</td>
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<td>150</td>
<td>$10,500.00</td>
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<tr>
<td>Jacking of Superstructure</td>
<td>M3</td>
<td>1.0</td>
<td>$65,000.00</td>
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<tr>
<td>Concrete Patches, Unformed Surface</td>
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<td>3</td>
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<td>Concrete Patches, Form and Pump</td>
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<td>Concrete Patches - Proprietary Products</td>
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<tr>
<td>Glass Fibre Reinforced Polymer Reinforcing Bar</td>
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<td>$45,000.00</td>
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</table>

**Sub-Total**

$1,062,000.00

- Contingency (20%)
  $212,400.00
- Engineering & Contract Admin. (10%)
  $106,200.00

**TOTAL ESTIMATED PROJECT COST**

$1,380,600.00
ADMINISTRATIVE REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JIM PHILLIPS, P. ENG.,
PUBLIC WORKS MANAGER (PWM)

RECOMMENDED BY: CHERYL ROBSON, AMCT
CHIEF ADMINISTRATIVE OFFICER (CAO)

DATE OF MEETING: August 11, 2017

RE: Speed Limits – Brule Lake Road, Sunday Lake Drive, Austris Road

Background

On February 17, 2015, Council received an Administrative Report from the Public Works Manager (PWM) which referenced the 2014 Gravel Roads Evaluation Study prepared by D.M. Wills Associates Limited (Wills). The report prepared by Wills also included a preliminary speed review of our gravel roads in accordance with Transportation Association of Canada’s (TAC) Canadian Guidelines for Establishing Posted Speed Limits. Two primary observations were made:

i. the majority of the gravel roads within the Township have operating speeds much less than 80 km/h based on driver comfort; and

ii. applying TAC’s methodology for determining posted speeds would result in a recommended speed limit of 60 km/h for the gravel road network (last 700m of South Road being an exception at 50 km/h).

Subsequently on June 8, 2015, Council passed By-law #57-15 to implement the recommended Speed Limit of 60 km/h on most of the gravel roads.

At the Council meeting on October 30, 2015 the posting of the gravel roads at 60 km/h was discussed again by Council with comments that some roads should be posted at 40 or 50 km/h. The PWM was instructed to re-visit the gravel road speed limits and report back to Council.
On December 14, 2015, Council received an Administrative Report from the PWM on the results of the second review of the gravel road speed limits. At that meeting the following conclusions and recommendations were presented for Council's consideration:

1. Reduce the speed limit on 29 gravel roads to 40 km/h. Of these roads, 13 are less than 500 metres long and the other 16 have narrow driving surfaces, several sharp corners and frequent blind spots.
2. Reduce the speed limit on 9 gravel roads to 50 km/h. These are somewhat longer roads that have fairly good visibility and a wider driving surface.
3. Keep the remaining 28 gravel roads posted at 60 km/h. These roads generally have a good, wider driving surface with few sharp corners and few entrances.

Council passed By-law #130-15 to implement the revised recommended speed limits. The speed limits on Brule Lake Road, Sunday Lake Road and Austris Road under By-laws #57-15 and #130-15 was set at 60 km/h.

On June 30, 2017, Council received a delegation concerning the planned road improvements to Brule Lake Road and included in that presentation was a request to lower the speed limit on Brule Lake Road from 60 km/h to 40 km/h. Therefore, the PWM was requested to review the speed limits on Brule Lake Road, Sunday Lake Road and Austris Road.

Research By:

Jim Phillips, P.Eng., Public Works Manager

Comment

As reported previously, without the benefit of a detailed traffic engineering study, the criteria for determining speed limits are based on finding a safe and reasonable speed limit for existing conditions. The safe speed limit depends upon the number and type of hazards or conflicts that the driver may encounter at any one time. When conducting a traffic speed study it is considered good and typical engineering practice to post speed limits based on the 85th percentile operating speed for the road characteristics. Arbitrarily setting lower speed limits on roads that have isolated curves that may have a lower speed than the major length of the road is not recommended. In these cases, curve warning and advisory speed limits should be posted in accordance with the standards in the Ontario Traffic Manual.

A third review of Brule Lake Road, Sunday Lake Road and Austris Road has now been completed by inspecting and driving each road and checking roadway length, driving surface width, horizontal and vertical sightlines, the number of entrances, and driving comfort. Based on these observations and applying the recommended engineering practice of posting speed limits based on the 85th percentile operating speed it is recommended that the speed limit for Brule Lake Road, Sunday Lake Road and Austris Road be reduced to 50 km/h.
Financial Implications

The cost to change the speed limit signs on three roads will be approximately $500, which can be accommodated in the existing Roads Safety Devices budget. It should be noted that the 60 km/h signs previously installed on Sunday Lake Drive and Austris Road have been removed by someone.

Recommendation

BE IT RESOLVED THAT Council accepts for information purposes, the Public Works Manager’s Administrative Report entitled “Speed Limits – Brule Lake Road, Sunday Lake Drive, Austris Road”;

AND THAT Council shall consider a By-law to implement the recommended speed limit changes to 50 km/h on Brule Lake Road, Sunday Lake Road and Austris Road, later in the Meeting Agenda under the “By-laws” Section.
ADMINISTRATIVE REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JIM PHILLIPS, P. ENG.,
PUBLIC WORKS MANAGER (PWM)

RECOMMENDED BY: CHERYL ROBSON, AMCT
CHIEF ADMINISTRATIVE OFFICER (CAO)

DATE OF MEETING: August 11, 2017

RE: Re-Use Exchange Facility Update

Background

In the 2017 Waste Budget under Capital Expenditures Council approved the purchase of two 40 foot refurbished shipping containers for the new Re-Use Exchange Facility at the 506 Waste Site, per Resolution #467-16, with an estimated cost of $14,000 for the containers, plus $1,000 Public Works Labour chargeback for site work.

In April, we went back to the container suppliers that had provided estimates when preparing the budget, but the best prices we could find were $15,500 plus tax and additional shipping costs. Since this was going to be over budget we kept searching and were able to find different style structure, a Future Steel Building, which is slightly larger and more versatile for our needs than the two shipping containers at a price of $8,700 plus tax. This alternate was presented to the Chief Administrative Officer for approval and the building was ordered.

Unfortunately, there were some unknown additional costs associated with the Future Steel Building and the costs will be over budget once the installation has been completed. Therefore, the purpose of this report is to provide an update for Council and request additional funds to complete the building.

Research By:

Jim Phillips, P.Eng., Public Works Manager
Comment

After the building was ordered and a 25% deposit was paid we were provided with preliminary design drawings that showed a reinforced concrete pad and special baseplates that attach to the concrete foundation. The cost of the baseplates were $2,428.80, plus tax. We questioned the need for this “extra” but it was part of the engineered design provided, and the warranty may be void if the baseplates are not installed. We also talked to our Chief Building Official (CBO), about this and he confirmed that the baseplates are usually required. Both our CBO and the building supplier did say that an alternate engineered foundation design could be used, but this would require an additional design cost and also a higher cost for more concrete and steel reinforcing. Therefore, the baseplates were also purchased.

For the construction of the reinforced concrete pad we contacted several local building contractors but none responded. We did receive two quotes from concrete and masonry contractors. Town and County from Renfrew quoted $7,875 plus tax and Halls Masonry & Forming (HMF), who are currently doing the concrete and masonry work on the Municipal Office project, quoted $6,417 plus tax. Therefore, we are recommending that HMF be hired to construct the reinforced concrete pad.

We did salvage some windows and a steel entrance door from the Municipal Building project that can be used for the Re-Use building but we will still need some additional framing materials for the front wall of the building. The building can be erected by the Casual Waste Site Attendants with limited supervision from Roads staff.

Financial Implications

The total cost for the Re-Use Exchange Facility is now projected to be, as follows:

- Future Steel Building plus baseplates - $11,128.80 plus net HST = $11,324.67
- Reinforced Concrete pad by HMF - $6,417 plus net HST = $6,529.94
- Roads Department Site Work = $1,000
- Miscellaneous framing materials = $1,000

Therefore, the total cost is now estimated at $19,854.61, or $20,000, which is $5,000 more than the allocation in the budget.

Recommendation

BE IT RESOLVED THAT Council accepts for information purposes, the Public Works Manager’s Administrative Report entitled “Re-Use Exchange Facility Update”;

AND THAT Council approves the additional expense up to a total maximum cost of $20,000 and instructs the Treasurer to include this information in the next Variance Report to the Personnel and Audit Committee.
ADMINISTRATIVE REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JIM PHILLIPS, P. ENG.,
PUBLIC WORKS MANAGER (PWM)

RECOMMENDED BY: CHERYL ROBSON, AMCT
CHIEF ADMINISTRATIVE OFFICER (CAO)

DATE OF MEETING: August 11, 2017

RE: Update – 2017 2nd Quarter – Monthly Comparison of Bags of Household Waste to Bags of Blue Box Recycling

Background
A Monthly Comparison of Bags of Blue Box Recycling to Bags of Household Waste received across the Township during the 2nd Quarter, April to June 2017, is attached.

Researched By
Jim Phillips, Public Works Manager
Katelyn Ronfeld, Public Works Administrative Assistant

Comment
Quarterly reports are now showing separate waste and recycling counts received at the Cloyne Transfer Station for both Addington Highlands and North Frontenac residents.

Financial Implications
None.

Recommendation
BE IT RESOLVED THAT Council receives the Public Works Manager’s Administrative Report entitled "Update – 2017 2nd Quarter – Monthly Comparison of Bags of Household Waste to Bags of Blue Box Recycling" for information purposes.

Attachment: 2017 2nd Quarter – Monthly Comparison of Bags of Household Waste to Bags of Blue box Recycling
<table>
<thead>
<tr>
<th>Site</th>
<th>Bags Waste</th>
<th>Bags Recycling</th>
<th>Recycling Rate</th>
<th>Bags Waste</th>
<th>Bags Recycling</th>
<th>Recycling Rate</th>
<th>Bags Waste</th>
<th>Bags Recycling</th>
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<th>Total Bags Waste</th>
<th>Total Bags Recycling</th>
<th>Quarter Recycling Rate</th>
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<td>62.15%</td>
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<td>278</td>
<td>323</td>
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<td>385</td>
<td>438</td>
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<td>135</td>
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ADMINISTRATIVE REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: TARA MIESKE
CLERK/PLANNING MANAGER

RECOMMENDED BY: CHERYL ROBSON, AMCT
CHIEF ADMINISTRATIVE OFFICER (CAO) _______

DATE OF MEETING: AUGUST 11, 2017

Re: Renewal - Licence of Occupation – Cloyne and District Historical Society - Revised

BACKGROUND
On June 30th, 2017 Council passed Res #317-17 as follows:

“BE IT RESOLVED THAT Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Renewal – Licence of Occupation – Cloyne and District Historical Society”;

AND THAT Council will consider a By-law later in the Meeting under Section 14 to enter into a Licence of Occupation Agreement for another five year term with the Cloyne and District Historical Society;

AND THAT Council approves of maintaining the annual fee of one dollar ($1).”

By-law #59-17 was passed at the June 30, 2017 Council Meeting authorizing the Mayor and Clerk to sign the Agreement. The Agreement was presented to the Cloyne District Historical Society after the meeting for their respective signatures. At that time they wanted to review the Agreement in more detail with their Insurance Company and legal advisor.

RESEARCHED BY
Tara Mieske, Clerk/Planning Manager
Jenny Duhamel, Deputy Clerk/Assistant to the Planning Manager
Kelly Watkins, Treasurer
COMMENTS
The following are the items they would like amended in the Agreement (see red in Agreement for changes)

1) The Agreement period should be from July 15\textsuperscript{th} rather than June 30\textsuperscript{th} as the current Agreement did not expire until July 15\textsuperscript{th}.

2) Three concerns regarding the Insurance
   a. Item 6
      The Society has requested the indemnity provisions as set out in Section 5 be made mutual. This was suggested as the Society believes there may be some risk to its members, employees, and visitors as they have to cross over land which they have no control to access the museum.

   b. Item 7 viii – Owners and Contractors Protective
      This would be a separate policy for the Historical Society to obtain. The Treasurer contacted the Township’s Insurance Company and they advised the following “The inclusion of Owners and Contractors Protective would be the Township’s decision to make. If the Township does not think it is an issue, and is willing to accept the promise to obtain certificates of insurance from contractors”. As this is part of the Township’s Procurement Policy, it was felt that this item could be removed from the Agreement.

   c. Item 7 ix – Hostile Fire
      Per our Insurance Company “Because the Commercial General Liability policy will have an absolute pollution exclusion, the Hostile Fire exception adds some coverage back if the pollution is caused by hostile fire. This coverage would respond if there was a fire and the run-off of water from the firefighters caused pollution.” This information was provided to the Historical Society and they provided the following from their Insurance Company “we have added the “Hostile Fire-Pollution Liability” coverage to your policy (limit is $250,000)”. This item will remain in the Agreement as the Historical Society was able to obtain the coverage and no additional expense.

3) The Insurance provision also contained numerous terms which were capitalized as if defined terms, but no definitions were provided. The Society requested that they be changed to lower case, so the ordinary dictionary meanings will apply.

4) The Society requested that the insertion of the words “to the extent” be added to the Indemnification Clause, to compensate for the fact that the exclusion of the liability due to the Township’s negligence (which appeared in the 2005 document).
5) To correct inconsistency in use of defined terms for the Township and the Society. Document was reviewed and updated to ensure "Township" and "Society", respectively, for consistency.

6) The signing authorities for the Society have been amended to the current President and Secretary.

7) The sketch attached as Schedule ‘A’ was slightly out of date and incorrect. Ian Brumell provided a new sketch to be included.

FINANCIAL IMPLICATIONS
None

RECOMMENDATIONS
BE IT RESOLVED THAT Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Renewal - Licence of Occupation – Cloyne and District Historical Society - Revised”;

AND THAT Council will consider a By-law later in the Meeting under Section 15 to enter into an amended Licence of Occupation Agreement for another five year term with the Cloyne and District Historical Society;

Attachment:
2. Amended Agreement Showing Recommended Amendments
Re: Renewal - Licence of Occupation – Cloyne and District Historical Society

BACKGROUND
The Cloyne and District Historical Society (CDHS) is the owner of a museum located on a portion of Municipally owned property located in Part of Lot 16, Range B, geographic Township of Barrie. The CDHS has a current Licence of Occupation Agreement in place with the Township which expires July 16, 2017, and contains a Clause with a right to renew for a further term of five (5) years on the same terms.

The Township originally entered into the Agreement with the CDHS on May 13, 2002, noting the CDHS has used the Museum Lands for the purpose of operating a museum with the Township’s knowledge.

To create a legal occupation of this Municipal land the Township agreed to grant the CDHS a non-exclusive Licence to occupy the lands in 2002, in accordance with the terms of a Licence of Occupation Agreement, as recommended by the Municipal Solicitor. This Agreement contained an option to renew for a further term of five (5) years on the same terms, as have all other Agreements since the original one.

RESEARCHED BY
Tara Mieske, Clerk/Planning Manager
Jenny Duhamel, Deputy Clerk/Assistant to the Planning Manager

COMMENTS
The CDHS has remained a valuable resource and tourist attraction for the Township of North Frontenac and its residents showcasing the unique history of this area. The property has been well maintained in accordance with the Agreement.

In accordance with Clause 6 of the Agreement, the CDHS maintains a policy of insurance which covers bodily injury, liability, property damage and fire for the Museum Lands and for the users of the area arising from the use of occupancy of the demised area in the amount of Two Million Dollars ($2,000,000) in a form satisfactory to the Township, naming the Corporation of the Township of North Frontenac as an additional insured. We currently have a copy of this insurance for the period of November 1, 2016 to November 1, 2017. These documents are provided annually to the Township by the CDHS.

FINANCIAL IMPLICATIONS
The parties have agreed in the past that a nominal rent of one dollar ($1) be paid to the Township on an annual basis.

As noted in previous Administrative Reports for Licence Agreements, the cost to maintain the files, including preparing annual correspondence, issuing an invoice and obtaining a copy of the annual insurance is $75.00.

As the CDHS is a non-profit organization which greatly benefits the Township, it is recommended to maintain the current fee structure of one dollar ($1) annually.

RECOMMENDATIONS
BE IT RESOLVED THAT Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Renewal - Licence of Occupation – Cloyne and District Historical Society”;

AND THAT Council will consider a By-law later in the Meeting under Section 14 to enter into a Licence of Occupation Agreement for another five year term with the Cloyne and District Historical Society;

AND THAT Council approves of maintaining the annual fee of one dollar ($1).
THIS LICENCE OF OCCUPATION made this 15th day of July, 2017

BETWEEN

The Corporation of the Township of North Frontenac

Hereinafter called the "Township"

OF THE FIRST PART -

and-

The Cloyne and District Historical Society

Hereinafter called the "Society"

OF THE SECOND PART

WHEREAS the Society is the owner of a building hereinafter called “the Museum”, located on a portion of municipally owned property located in Part of Lot 16, Range B, geographic Township of Barrie, now located in the Township of North Frontenac, in the Province of Ontario, hereinafter called “Municipal Property” and as shown on the attached sketch marked Schedule "A";

AND WHEREAS the portion of the municipal property on which the Museum is located as well as a building envelope hereinafter called the “Museum Lands” and as shown on the attached sketch marked Schedule “A”;

AND WHEREAS the Society has used the Museum Lands for the purpose of operating a Museum with the Township’s knowledge;

AND WHEREAS the Township has agreed to grant the Society a non-exclusive licence to occupy the Museum Lands in accordance with the terms of this Agreement;

TO HAVE AND TO HOLD the said Museum Lands for and during the term of five (5) years, to be computed from the 15th day of July, 2017 to the 15th day of July, 2022, together with a right to renew with the Society giving six (6) months’ Notice to the Township for a further term of five (5) years on the same terms.

THE PARTIES AGREE THAT nominal rent of One dollar ($1.00) shall be paid to the said Township on an annual basis;

AND THAT The Township and the Society shall each have the right to terminate this Lease by giving One Hundred and Eighty days (180) clear days notice in writing to the other party of their intention to terminate;

AND THAT the Township hereby grants to the Society a non-exclusive licence to occupy and use the Museum Lands in accordance with this Agreement including an exclusive licence to occupy a forty (40) foot wide by twenty (20) foot deep designated parking area directly west of the Museum as indicated on Schedule “A” during the operating season and posted open hours of the Museum.

THE SOCIETY COVENANTS AND AGREES WITH THE TOWNSHIP AS FOLLOWS:

1. To use the Museum Lands for the purpose of operating a Museum and other uses related directly or indirectly to the operation of a Museum.

2. To deliver to the Township in writing any proposed improvements or alterations to the Museum Lands and to obtain approval of the Township in writing prior to the undertaking of any such works, which would require the issuance of a building permit, or development of a use extraneous to the operation of a Museum, or result in the alteration of site grading, except for works which are incidental to the nature of operating a Museum such as regular maintenance of existing facilities and development of accessory facilities such as parking and minor landscaping (i.e. planting of flowers and shrubs, signage, establishment of outdoor artifact displays). To ensure no noxious weeds designated as such under the Weed Control Act, R.S.O. 1990, shall be permitted on the Museum Lands.
3. The Society is required to maintain the Museum Lands in good repair and shall be kept clean and free from rubbish and debris and from objects that might create a health, fire or accident hazard.

4. The Society is required to respect and permit all traditional uses of the Museum Lands area such as non obtrusive public parking, picnicking, and community events sponsored directly or indirectly by the Township as well as parking for the employees of Mazinaw-Lanark Forestry Inc.

5. The Society shall indemnify and save harmless the Township, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, to the extent arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Society, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this License of Occupation Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Society in accordance with this Licence of Occupation Agreement, and shall survive this Licence of Occupation Agreement

6. The Township shall indemnify and save harmless the Society, its directors, officers, employees, agents contractors and subcontractors from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, to the extent arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Township, its elected officials, employees, and agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this License of Occupation Agreement.

7. The Society shall, at their expense, obtain and keep in force during the term of the Licence of Occupation, and any renewal thereof general commercial liability insurance satisfactory to the Township and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for bodily injury, property damage, fire and personal injury and shall include but not be limited to:
   i. A limit of liability not less than $2,000,000;
   ii. Add the Township as an additional insured with respect to the operation of the Named Insured;
   iii. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured;
   iv. Non-owned automobile coverage of not less than $2,000,000 and shall include contractual non-owned coverage;
   v. Products and completed operations coverage;
   vi. Broad form property damage;
   vii. Contractual liability;
   viii. Owners and Contractors Protective;
   ix. Hostile Fire;
   x. The Policy shall provide 30 days prior notice of cancellation, alteration or if the policy has lapsed.

8. To further indemnify and save harmless the Township from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the Construction Lien Act in connection with any work done for the Society and to promptly attend at the Society’s expense to the removal of every claim for lien or certificate of action having to do with such work within 14 days of being notified in writing by the Township to do so, failing which the Township may attend to such removal and recover the expense and all attendant costs from the Society.

9. The Society shall furnish the Township with a Certificate of Insurance or a letter from the Society’s insurance provider annually.

10. This Licence of Occupation shall not be assigned without the prior consent of the Township, which consent may not be unreasonably withheld.
IT IS MUTUALLY UNDERSTOOD AND AGREED:

11. That if the said premises hereby leased are at any time during the said term wholly or partially destroyed by fire, wind, demolition, or otherwise so as to render them unusable or the relocation of the Museum then the lease shall terminate. The Township shall have no obligation to repair or rebuild the structure.

12. That in case default is made in the fulfillment of any covenants on the part of the Society, whether express or implied, and is continued for the space of one (1) calendar month, the Township may terminate the licence of Occupation, provided fifteen (15) days written notice has been given setting out the default to be cured.

13. That upon the disbandment of the Cloyne and District Historical Society the Licence of Occupation shall terminate.

14. That if the Museum is abandoned for a period of one (1) year then the Licence of Occupation may terminate.

15. These presents and everything herein contained shall respectively enure to the benefit or and be binding upon the parties hereto, their executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals, and Witness the Corporate Seal of the Corporation as duly this 15th day of July, 2017.

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

____________________________________
Ron Higgins, Mayor

____________________________________
Tara Mieske, Clerk

CLOYNE AND DISTRICT HISTORICAL SOCIETY

____________________________________
Shirley Sedore, President

____________________________________
D’thea Webster, Secretary
SCHEDULE "A" TO LICENCE OF OCCUPATION

Location Map

Part of Lot 16, Range B, geographic Township of Barrie, now located in the Township of North Frontenac, in the Province of Ontario.

DRAWN BY: IAN BRUNELL  
2017/07/14
ADMINISTRATIVE REPORT

TO: 

THE MAYOR AND COUNCIL

FROM: 

TARA MIESKE

CLERK/PLANNING MANAGER

RECOMMENDED BY: 

CHERYL ROBSON, AMCT

CHIEF ADMINISTRATIVE OFFICER (CAO)

DATE OF MEETING: 

AUGUST 11, 2017

RE: Shore Road Allowances Closure and Sale By-law – Kempenaar

BACKGROUND
An application was submitted by Gail Johnson to purchase the Shore Road Allowance around Kashwakamak Lake lying adjacent to Part of Lot 23, Concessions 6, being Part 2 on Registered Plan 13R-21376 geographic Township of Barrie – see attached survey and map. Council passed Resolution #282-17 on June 9, 2017, approving in principle the above noted Shore Road Closing. Ms. Johnson sold the property to Peter Kempenaar on June 9, 2017. Notice was provided in accordance with the Road Closing Policy.

RESEARCHED BY
Tara Mieske, Clerk/Planning Manager
Jenny Duhamel, Deputy Clerk/Assistant to the Planning Manager

COMMENTS
Mr. Kempenaar, as the new owner is completing all requirements to complete the Shore Road Closing process.

FINANCIAL IMPLICATIONS
The Township will receive Land Costs for the sale of the Shore Road Allowances in accordance with By-law #22-15 – the Road Closing Policy.
RECOMMENDATIONS
BE IT RESOLVED THAT Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road Allowances Closure and Sale By-law – Kempenaar”;

AND THAT, as required by By-law #22-15,

- ALL THAT PART of the Shoreline Road Allowance around Kashwakamak Lake lying adjacent to Part of Lot 23, Concessions 6, geographic Township of Barrie, Township of North Frontenac, County of Frontenac, being Part 2 on Registered Plan 13R-21376;

be declared as surplus and sold to the adjoining owners. An appraisal of this property is not necessary as this is Shore Road Allowance;

AND THAT Council will consider a By-law later in the Meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

Enclosures (2)
PLAN OF SURVEY
OF PART OF THE SHORELINE ROAD ALLOWANCE
AROUND KASHWAKAMAK LAKE
Lying Adjacent to LOT 23, CONCESSION 6
AND PART OF LOT 23, CONCESSION 6
Geographic Township of Barrie
TOWNSHIP OF NORTH FRONTEANAC
County of Frontenac

SCALE = 1:295 - 2016 - McDonnell & Eberhardt Surveying LTD.

NOTE
01) Coordinates shown herein are related to the 1987 North American Datum
02) Observed Reference Point (ORP) information is from the GNRS database.
03) The ORP information is from the GNRS database.
04) Survey work performed under the authority of the Survey Act, 1997, under the supervision of the Surveyor General of Canada.
05) Survey work performed under the authority of the Survey Act, 1997, under the supervision of the Surveyor General of Canada.
06) Survey work performed under the authority of the Survey Act, 1997, under the supervision of the Surveyor General of Canada.

SURVEYOR'S CERTIFICATE
IDENTIFY THAT:
1) This Survey Plan and related text are in accordance with the Survey Act, 1997 and the Regulations made under the Act.
2) The Survey was completed on

September 2, 2016

Thomas McDonnell, Surveyor
McDonnell & Eberhardt Surveying LTD.

Note: All distances shown are in metres (m) and all angles are in degrees (°). Distances are rounded to the nearest metre. Angles are rounded to the nearest degree.
ADMINISTRATIVE REPORT

TO: THE MAYOR AND COUNCIL

FROM: TARA MIESKE
CLERK/PLANNING MANAGER

RECOMMENDED BY: CHERYL ROBSON, AMCT
CHIEF ADMINISTRATIVE OFFICER (CAO) _______

DATE OF MEETING: August 11, 2017

RE: Three Shore Road Allowance Applications for Approval in Principle – Byers, Griese, and Murison/Deleenheer

BACKGROUND
Attached is a Shore Road Allowance Application T2/423/17 to close and purchase the Shore Road Allowance abutting the Byers property, accompanied by the Municipal Road Allowance Inspector’s Inspection Form and Key Map (Attachment #1).

Attached is a Shore Road Allowance Application T2/425/17 to close and purchase the Shore Road Allowance abutting the Griese property, accompanied by the Municipal Road Allowance Inspector’s Inspection Form and Key Map (Attachment #2).

Attached is a Shore Road Allowance Application T1/424/17 to close and purchase the Shore Road Allowance abutting the Murison/Deleenheer property, accompanied by the Municipal Road Allowance Inspector’s Inspection Form and Key Map (Attachment #3).

RESEARCHED BY
Tara Mieske, Clerk/Planning Manager
Jenny Duhamel, Deputy Clerk/ Assistant to the Planning Manager

COMMENTS
There will not be any additional staff impact or costs as the time to process road allowance closure and sales are considered as part of the duties of the Clerk’s Department and therefore are not considered an additional workload. The costs of the process are covered by the collection of an Administration Fee.
FINANCIAL IMPLICATIONS
Nil

RECOMMENDATIONS
BE IT RESOLVED THAT Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Three Shore Road Allowance Applications for Approval in Principle – Byers, Griese, and Murison/Deleenheer;

AND THAT Council approves in principle the Applications to close, stop up and sell the Road Allowances as described below:

- Part of the Shore Road Allowance around Sand Lake, lying adjacent to Part of Lot 34, Concession 13, geographic Township of Clarendon (Byers);
- Part of the Shore Road Allowance around Buckshot Lake, lying adjacent to Lot 7, Plan 1321, geographic Township of Miller (Griese);
- Part of the Shore Road Allowance around Mississagagon Lake, lying adjacent to Lot 17, Concession 7, geographic Township of Barrie (Murison/Deleenheer).

Enclosures (3 @ 5 pages each)
SHORE ROAD CLOSING APPLICATION

Applicant Information

Applicant Name(s) – All Registered Property Owner(s)

William Byers
Jay Ann Byers

Please note must include all parties listed on the Deed.

Mailing Address:

Applicant’s Property Information

Assessment Roll Number: 1042- 060 010 2210B
Lot: 34 Concession: 13 or Subdivision Lot: Plan No.
Geographic Township: Barrie □ Clarendon X Millor □ Palmerston □ N. Canonto □ S. Canonto □
Civic Address of Property 1456 Beach Road, Plevna, ON K0H 2M0
Name of Lake or River Sand Lake
Road Allowance Information

Has the road allowance ever been used as a public road? Yes □ No □

Will the closure of this road allowance prohibit access to any other property? Yes □ No □

Are there any easements or restrictive covenants affecting this road allowance? Yes □ No □

If yes to any of the above, please provide details __________________________

Applicant's Solicitor's Information

Mailing Address: BOND & HUGHES
10 Market Square
Perth, Ontario K7H 1V7

Telephone Number: 613-267-1212, Fax Number: 613-267-7059
E-mail Address: scott@bondhughes.ca

Notice of Collection of Personal Information

The personal information collected on this form is collected under the authority of the Sale and Disposition of Land Policy, and will be used to process your request to purchase a portion of a road allowance owned by the Municipality. Please be aware the information collected in this Application will be public information and will be provided in the applicable Agenda which is posted on the Township's website. Questions about this collection should be addressed to the Clerk/Planning Manager at 8648 Road 506, Plevna, ON K0H 2M0; by telephone at 613-479-2231 ext. 225; or by email at clerkplanning@northfrontenac.ca.

Applicant(s) Signature

Date: JUNE 21, 2017
Date: JUNE 21, 2017
Date: JUNE 21, 2017

Note: Please be advised the abutting property owners on either side of the subject road allowance will be notified in writing of your intention to purchase the road allowance abutting your property.

Shore Road Closing Application
Updated July 2, 2013
Page 2 of 3
Did you observe any shoreline matters that would make the Council deny the Application to purchase:

Natural features (i.e. spawning grounds) that should not be disturbed? Yes ☐ No ☑

Neighbouring properties which would be affected (i.e. obstruction of view, obstruction of access, etc.) Yes ☐ No ☑

Is it necessary to make provisions for alternate access for anyone who may use this road allowance as an access? Yes ☐ No ☑

Is there a Township road in close proximity that may be affected by the proposed road closure? Yes ☐ No ☑

If yes to any of the above, please explain

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
What is the condition of the shoreline? Rocky □ Cleared □ Sandy □ Improved □ Natural □ Well Treed □ Flood Plain □ Other □

If other, please describe

What is the location of buildings and structures in relation to the water?
(sketch below)

Additional Comments:

Name of Inspector

Signature of Inspector

Date of Inspection

Shore Road Inspection Form
Updated July 8, 2013
Page 2 of 2
SHORE ROAD CLOSING APPLICATION

Applicant Information

Applicant Name(s) – All Registered Property Owner(s)

Ann Louise Griese
Thomas Michael Griese

Please note must include all parties listed on the Deed.

Mailing Address:

Applicant’s Property Information

Assessment Roll Number: 1042-070-010-305-000-0000
Lot: 7 Concession: 2 or Subdivision Lot: 1321
Geographic Township: Barrie □ Clarendon □ Miller □ Palmerston □ N. Canonto □ S. Canonto □

Civic Address of Property: 1623 A East Bay Road

Name of Lake or River: Buckshot Lake
Road Allowance Information

<table>
<thead>
<tr>
<th>Has the road allowance ever been used as a public road?</th>
<th>Yes □ No ☑</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the closure of this road allowance prohibit access to any other property?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>Are there any easements or restrictive covenants affecting this road allowance?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>If yes to any of the above, please provide details</td>
<td></td>
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</tbody>
</table>

Applicant's Solicitor's Information

<table>
<thead>
<tr>
<th>Solicitor Name</th>
<th></th>
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<tbody>
<tr>
<td>Mailing Address:</td>
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<tr>
<td>Telephone Number:</td>
<td>Fax Number:</td>
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<tr>
<td>E-mail Address:</td>
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Applicant(s) Signature

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date: July 14, 2017</th>
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<tbody>
<tr>
<td>Signature</td>
<td>Date: July 14, 2017</td>
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</table>

Note: Please be advised the abutting property owners on either side of the subject road allowance will be notified in writing of your intention to purchase the road allowance abutting your property.

Shore Road Closing Application
Updated January 2017
Page 2 of 3
MUNICIPAL INSPECTION FORM
SHORE ROAD CLOSING

Applicant’s Name(s) and File Information

T2/425/17
GRIESE, Thomas & Ann
(Buckshot Lake)

Civic Address:

Did you observe any shoreline matters that would make the Council deny the Application to purchase:

Natural features (i.e. spawning grounds) that should not be disturbed? Yes ☐ No ☑

Neighbouring properties which would be affected (i.e. obstruction of view, obstruction of access, etc.) Yes ☐ No ☑

Is it necessary to make provisions for alternate access for anyone who may use this road allowance as an access? Yes ☐ No ☑

Is there a Township road in close proximity that may be affected by the proposed road closure? Yes ☐ No ☑

If yes to any of the above, please explain

_________________________________________________________________________________________

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_________________________________________________________________________________________
What is the condition of the shoreline? Rocky ☑ Cleared ☐ Sandy ☐ Improved ☐ Natural ☐ Well Treed ☑ Flood Plain ☐ Other ☐

If other, please describe ____________________________________________________________

What is the location of buildings and structures in relation to the water?
(sketch below)

Additional Comments: ____________________________________________________________

___________________________________________________________

Name of Inspector  Wayne Good  
Signature of Inspector  Wayne Good  
Date of Inspection  July 21, 197
SHORE ROAD CLOSING APPLICATION

Applicant Information

Applicant Name(s) – All Registered Property Owner(s)

Scott McClone Murison & Kathy Egenberger-Murison
Brian Robert Deleenheer & Kimberly Anne Deleenheer

Please note must include all parties listed on the Deed.

Mailing Address:

Applicant’s Property Information

Assessment Roll Number: 1042-01001004600
Lot: 17... Concession: or Subdivision Lot: ... Plan No.
Geographic Township: Barrie □ Clarendon □ Miller □ Palmerston □ N. Canonto □ S. Canonto □

Civic Address of Property: 1133 Northstar Road, RR2, Cluny, ON K0K 1N0
Name of Lake or River: Mississagagon Lake

Shore Road Closing Application
Updated January 2017
Page 1 of 3
Road Allowance Information

Has the road allowance ever been used as a public road? Yes ☐ No ☑

Will the closure of this road allowance prohibit access to any other property? Yes ☐ No ☑

Are there any easements or restrictive covenants affecting this road allowance? Yes ☐ No ☑

If yes to any of the above, please provide details

Applicant's Solicitor's Information

Solicitor Name: John McGarrity Professional Corporation
Mailing Address: 343 Stewart Street, Peterborough, Ontario, K9H 4A7

Telephone Number: 705-743-1822 Fax Number: 705-743-4870
E-mail Address: info@jmpciaw.com

Notice of Collection of Personal Information

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Applicant(s) Signature

Date: 20 June 2017
Date: 20 June 2017
Date: 20 June 2017
Date: 21 June 2017

Note: Please be advised the abutting property owners on either side of the subject road allowance will be notified in writing of your intention to purchase the road allowance abutting your property.

Shore Road Closing Application
Updated January 2017
Page 2 of 3
This map is a user generated static output from the County of Frontenac Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION. Includes Material © 2014 of the Queen's Printer for Ontario. All Rights Reserved.
MUNICIPAL INSPECTION FORM
SHORE ROAD CLOSING

Applicant's Name(s) and File Information (attach sticker)

T1/424/17
MURISON, Scott & Kathey
DELEENHEER, Brian & Kimberly
(Mississsagagon Lake)

Civic Address: 1133 Northstar Road

<table>
<thead>
<tr>
<th>Did you observe any shoreline matters that would make the Council deny the Application to purchase:</th>
</tr>
</thead>
<tbody>
<tr>
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What is the condition of the shoreline? Rocky [x] Cleared [x] Sandy [ ] Improved [ ] Natural [ ] Well Treed [ ] Flood Plain [ ] Other [ ]

If other, please describe

What is the location of buildings and structures in relation to the water? (sketch below)

Additional Comments:

Name of Inspector: Wayne Good

Signature of Inspector: Wayne Good

Date of Inspection: July 21, 17
NOTES OF A MEETING OF THE ECONOMIC DEVELOPMENT TASK FORCE
(EDTF) HELD ON WEDNESDAY JULY 19, 2017 AT 7:00 PM AT CLARENDON MILLER FIRE HALL UPSTAIRS MEETING ROOM.

Present: Councillor John Inglis (Chair), Mayor Ron Higgins, Councillor Vernon Hermer, Tom Sheppard, Daniel Vaillancourt, Betty Hunter, Debbie Emery, Paul Thiel, Corey Klatt – Manager of Community Development (MCD), and Lori Newman (Secretary).

Absent with Regrets: Darwyn Sproule and Brian Moffitt

1. Call to Order:

The meeting was called to order by the Chair at 7:00 p.m.

2. Disclosures of Pecuniary Interest & General Nature Thereof:

None

3. Delegations:

Festival Planner, Bonnie Palmer, was unable to attend tonight’s meeting as scheduled; however members of the EDTF agreed to invite Bonnie to the September 20, 2017 EDTF meeting to explore her ideas and a potential future proposal to Council. The MCD will contact Bonnie to determine whether or not she is able to attend the September 20th meeting.

4. Economic Development Task Force Notes:

a) Notes of the June 21, 2017 EDTF meeting were previously approved via email by members of the Task Force and will be received by Council at the July 21, 2017 Council Meeting.

5. Business Arising:

a) Update re: Linda’s Loop Trail – Darwyn Sproule

The MCD confirmed that he has been in contact with the Junior Rangers regarding completing some brushing and clearing on the Linda’s Loop Trails. They are planning to come and work for two days on August 17th and 18th on the trail. Darwyn previously advised that he will put together a summary of priority areas to be brushed, etc... before August 17th.
b) Update re: Scenic Route Rest Area in Ompah, across from the Ompah Community Hall –re: removing test wells, moving of Information Board and installation of hydro –Darwyn Sproule and MCD

On behalf of Darwyn (Darwyn absent from tonight’s meeting) the MCD advised that the test wells have been removed at the Scenic Route Rest Area in Ompah and that the hydro has been hooked up (still needs to be hooked up to the Pavilion). The MCD and Darwyn are going to meet at the site regarding the landscaping that needs to be completed per the 2017 Budget so that they can get working on obtaining pricing and have the work completed. Mayor Higgins and Darwyn are planning to meet at the Rest Stop to determine a more suitable location for the Information Station that was installed at the Rest Stop, per previous discussions.

c) Update re: Outline for potential Community Development Meeting – Betty Hunter.

Members of the EDTF discussed an outline for a potential Community Development Meeting during Small Business Week (October 15 - 21, 2017) versus a “Business over Breakfast” event. It was agreed that a “Business over Breakfast” event would be a great option for 2017 Small Business Week and an opportunity for a trial run for a potential bigger event in the Spring of 2018. If the “Business over Breakfast” event is successful the EDTF will make recommendations to Council to have a motivational guest speaker who could potentially draw a crowd and provide an evening of fun and entertainment for our local businesses next spring, with Council approval.

The MCD was directed to recommend a budget to Council for consideration of up to $1,000 for a “Business over Breakfast” event in the fall of 2017.

d) Update re: potential North Frontenac Marketing and Branding – Betty Hunter.

The MCD will provide a copy of the final report of the Accommodation Study to the EDTF that was approved by County Council today for review prior to continuing discussions regarding potential North Frontenac Marketing and Branding. It was suggested it would be feasible to rely on the County’s efforts at this time in regards to the marketing and branding projects that are taking place throughout the County.

Mayor Higgins and Darwyn Sproule will meet prior to the next EDTF meeting to discuss ideas regarding a potential Sub-Committee for the development of recreational trails in North Frontenac. The Township is in the process of obtaining a legal opinion regarding liability issues for promoting and developing non-motorized trails on private land within the Township. The EDTF will proceed with further discussions once the legal opinion is received.

Tom Sheppard provided contact information for Scott Murison, an avid cyclist and owner of a Sporting Goods Store in Peterborough, as a potential delegation for an upcoming EDTF meeting. Councillor Inglis (Chair) will contact Mr. Murison to see if he is available to attend the August 16th EDTF Meeting.

f) Update re: Frontenac County Accommodation Review – Mayor Higgins, Paul Thiel and Darwyn Sproule.

The MCD was asked to contact Richard Allen, Manager of Economic Development (Frontenac County) for a copy of the final report of the Accommodation Study that was approved by County Council today and distribute it to the members of the Task Force to review prior to the next EDTF meeting.

g) Update re: potential donation of telescope at the North Frontenac Star Gazing Pad; and Potential Draft Lighting By-Law for future Council consideration – Mayor Higgins

The EDTF discussed the details and estimates for a building to house the large telescope for the Dark Sky Preserve that could potentially be donated to the Township (with Council’s future approval). Mayor Higgins will arrange to meet with the Township Building Inspector, Dan Halladay, regarding placement of the potential building. Once a potential location has been determined the MCD will request clearance from ORNGE prior to making recommendations to Council, if this is feasible.

Mayor Higgins will prepare a draft Lighting By-Law to review at the next EDTF meeting, prior to making recommendations to Council.

6. Communications:

None
7. New Business:
None

8. Adjournment:
Meeting adjourned at 8:35 pm

The next meeting of the EDTF will take place on Wednesday, August 16, 2017 at 7:00 pm, at the Upstairs Meeting Room of the Clarendon Miller Fire Hall.

Recommendations to Council

BE IT RESOLVED THAT Council for the Township of North Frontenac receives for information the July 19, 2017 Notes of the Economic Development Task Force (EDTF).

AND THAT Council approves the expense of up to $1,000 for the EDTF to host a Business over Breakfast Meeting this fall, to be taken from the 2017 Economic Development Promotions Budget (01-170-0-50265) which allots $2,500 for “Economic Development Task Force Initiatives such as lunches; events; guest speakers, etc”…

AND THAT the Economic Development Task Force will bring back ideas and costs regarding a potential event in the spring of 2018 involving a motivational speaker to attend North Frontenac and provide an evening of fun and relaxation for our local businesses, for Council’s consideration at the 2018 Budget Deliberations.

Received by Council on August 11, 2017

Councillor John Inglis, Chair
Township of North Frontenac
EDTF
NOTES OF A MEETING OF THE COMMUNITY POLICING ADVISORY TASK FORCE
SUB-COMMITTEE HELD ON JULY 10, 2017, IN THE UPSTAIRS MEETING ROOM
OF THE CLAR=MILL FIRE HALL, 6648 ROAD 506, PLEVNA, ON

PRESENT:
Council Representatives: Councillor Gerry Martin (Chair).
Community Representatives: Fred Fowler.
Ontario Provincial Police (OPP) Representative: Sharon Brown (Staff Sergeant,
Frontenac Detachment).
Municipal Staff: Jim Boles, Assistant Fire Chief and Jenny Duhamel, Deputy Clerk
(Secretary).

ABSENT WITH REGRETS: Paul Thiel, Community Representative; Eric Korhonen,
Director of Emergency Services/Fire Chief and Scott Underhill, OPP Staff Sergeant.

1. Call to Order
Councillor Martin called the Meeting to order at 10:00 a.m.

2. Approval of the Agenda
The Sub-Committee approved the Agenda by consensus.

3. Delegations
None.

4. Approval of Notes
The Sub-Committee approved the Notes of a Meeting held June 5, 2017 by consensus.
These Notes had previously been received by Council for information on May 19, 2017.

5. Business Arising Out of Minutes
a) Site Plan Update – Fred Fowler
Fowler presented the final site plan (see attached). He advised he make an A frame
parking sign.
Brown advised the OPP will have 3 mini displays.

b) Final poster for Committee Approval –
   i) Submit for July 13th edition of the Frontenac News (It would be $239.18 + HST for
      a colour 1/4 page ad.)
Duhamel had added the hours 10:00 a.m. – 2:00 p.m. to the final poster. The
Committee agreed to have it in the next two editions of the Frontenac News. Duhamel
had it added to the Township’s website home page and also sent it to the Corey Klatt,
Manager of Community Development to send to local businesses, Cottage Associations
and on the Township’s facebook page.
Boles advised he would send it to the KFL&A Fire Services for its facebook page.

c) County T-shirts and souvenirs – Ron Higgins
Mayor Higgins did not attend this meeting, therefore there was no update on this
agenda item.
d) Have the Frontenac Paramedic Services confirmed attendance? Martin noted this was confirmed at the previous meeting by Mayor Higgins.

6. New Business
a) The Committee discussed attendance numbers and concluded we should be prepared for 250 attendees and staff for food. Martin will contact the Salvation Army with this number.

b) Martin advised he would pick up marking cones for the parking area and Boles advised he would bring rope to attach to the cones to define the parking area.

c) Martin advised he would ask Mayor Higgins to talk to Casey Cuddy, K/B Fire Chief regarding a Fire Prevention Display from the K/B Fire Department.

d) Boles volunteered to wear the “Sparky” costume, which he will be borrowing from Central Frontenac.

7. Next Meeting Date
This was the final meeting of the CPAC Sub-Committee, as the purpose was to organize the Essential Service Fair, which will take place on July 22, 2017.

8. Adjournment
The meeting adjourned at 10:40 a.m.

Approved in principle by the Sub-Committee Aug. 1, 2017.

Received by Council ____________ 2017.

Councillor Gerry Martin
Township of North Frontenac
CPAC Sub Committee
Township of North Frontenac

2017 ESSENTIAL SERVICES FAIR

FREE ADMISSION AND BBQ LUNCH

SATURDAY JULY 22, 2017
10:00 A.M.—2:00 P.M.
OMPAAH REST STOP
COME OUT AND MEET THE
PEOPLE WHO PROVIDE THE
ESSENTIAL SERVICES IN YOUR
COMMUNITY

FOR THE KIDS
SMOKEY THE BEAR AND
SPARKY THE FIRE DOG

POP CORN

PARTICIPANTS

THE SALVATION ARMY
Mississippi Valley Conservation Authority
KFL&A Public Health
PARAMEDIC SERVICES

Mississippi Rideau Septic System Office
North Frontenac Community Services
OPP
MINUTES of a Meeting of the Committee of Adjustment/Planning Advisory Committee for the Township of North Frontenac, held Monday, May 15, 2017, at the Ompah Community Hall, 10200 Road 509, Ompah, K0H 2J0

PRESENT: Barbara Sproule (Chair); Ron Jones Member; and Janice Arthur, Alternate Member.

ABSENT WITH REGRETS: Carl Tooley, Member and Gerry Martin, Council Liaison.

ALSO PRESENT: Tara Mieske, Secretary/Treasurer (Clerk/Planning Manager) and Megan Rueckwald, Community Planner, County of Frontenac (Planner).

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

The Secretary read the Opening Remarks.

2. APPROVAL OF AGENDA
Moved by Janice Arthur, Seconded by Ron Jones  #6-17
BE IT RESOLVED THAT the Committee approves the Agenda for the May 15, 2017 Meeting, as circulated.
Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
None declared.

4. ADOPTION OF MINUTES
Moved by Ron Jones, Seconded by Janice Arthur  #7-17
BE IT RESOLVED THAT the Committee adopts the Minutes of Meetings of the Committee of Adjustment/Planning Advisory held on February 21, 2017, as circulated.
Carried

5. BUSINESS ARISING FROM THE MINUTES
None.

6. PLANNING APPLICATIONS (CONSENTS)
a) B2/17 NF-(Sc) – Steve McCullagh – Lot Addition – Part of Lot 29, Concession 3, geographic Township of South Canonto
Steve McCullagh was present.
Sproule advised it was an approximate seven acre parcel which has access to Canonto Lake being added to a 200 acre parcel which does not have access to the lake. The property is heavily treed consists of low lying land. She completed a site visit and advised she had no issues or concerns with this application.

Moved by Janice Arthur, Seconded by Ron Jones  #8-17
BE IT RESOLVED THAT Severance Application B2/17 NF-(Sc) – Steve McCullagh – Part of Lot 29, Concession 3, Geographic Township of South Canonto for the creation
of a Lot Addition shall be approved subject to Standard Conditions # 1, 2a), 3, 4, 11 a), b), c), d), e), f), g), h), i), and j); to include both the wetlands and the lake for setbacks;

AND THAT the Secretary shall issue a Notice of Decision by May 30, 2017 using the Conditions listed above;

AND THAT the Secretary shall forward the Notice 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;

AND THAT all conditions shall be completed within a period of one year after Notice of Decision was given under subsection 53(15) or 53(24) of the Planning Act.

Carried

b) B4/17 NF-(Ba) – Ernest Lapchinski – Lot Addition – Part of Lot 10, Concession 9, geographic Township of Barrie

Ernest Lapchinski was present.

Jones completed a site visit on May 10, 2017 and advised the land marking signs and marking ribbons were in place, and that he had no concerns in recommending approval of the application.

Moved by Ron Jones, Seconded by Janice Arthur

BE IT RESOLVED THAT Severance Application B4/17 NF-(Ba) – Ernest Lapchinski – Part of Lot 10, Concession 9, Geographic Township of Barrie for the creation of a Lot Addition shall be approved subject to Standard Conditions # 1, 2a), 3, 4, 11 a), b), c), d), e), f), g), h), i), and j);

AND THAT the Secretary shall issue a Notice of Decision by May 30, 2017 using the Conditions listed above;

AND THAT the Secretary shall forward the Notice 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;

AND THAT all conditions shall be completed within a period of one year after Notice of Decision was given under subsection 53(15) or 53(24) of the Planning Act.

Carried

7. MINOR VARIANCE APPLICATIONS

a) A2/17 – Marsha Kate Ray – Plan 1944, Lot 3 and Part of the Crown Reserve and Part 1 on RP 13R-18714, geographic Township of Palmerston

Mary Kate Ray’s Building Contractor, Steffen Klessen was present.

Klessen advised his client currently has a dock that is 32 feet (9.75 metres) by 10 feet (3.05 metres) in a “t” shape which needs to be replaced. They originally planned to construct a crib dock; however in consultation with Mississippi Valley Conservation Authority (MVCA) recommended a dock that could be raised out of the water. In order
to accommodate the winch to lift the dock an area on the shoreline needed to be cleared to pour a concrete pad.

Sproule conducted a site visit and advised the lot was extremely hilly and rocky and felt this was the only reasonable site for a dock including the sitting area proposed. However; she recommended conditions be applied including the cleared area by the lake be revegetated as the current situation is susceptible to erosion and that the dock be approved by MVCA prior to construction.

Moved by Janice Arthur, Seconded by Ron Jones

BE IT RESOLVED THAT Minor Variance Application A2/17 – Marsha Kate Ray – Plan 1944, Lot 3 and Part of the Crown Reserve and Part 1 on RP 13R-18714, geographic Township of Palmerston, shall be approved;

AND THAT the Committee instructs the Secretary to draft a Notice of Decision to be signed by the Committee Members;

AND THAT the Notice shall be issued on or before May 25, 2017;

AND THAT approval is subject to:

a) the dock being approved by Mississippi Valley Conservation Authority (MVCA) and/or the Ministry of Natural Resources and Forestry (MNRF);

b) the area used to access the water be compacted and revegetated within the 15m buffer of the water;

AND THAT the Secretary shall forward a certified 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.

Carried

b) A3/17 – Mary Ann and Michael Ward – Part of Lot 41, Range B, geographic Township of Barrie

Michael Ward was present. The applicant advised the deck needs to be replaced.

Jones conducted a site visit on May 10, 2017 and felt more information was required prior to approval or denial of the application.

The Planner recommended the porch and deck area be reduced from the proposal in the application to 2.20 metres by 6.10 metres for the enclosed porch and 2.29 metres by 3.05 metres for the deck. The applicant advised due to the location of a rock wall it would be better if the porch could be increased to 3.05 metres (10 feet). The Planner advised she had no planning concerns with the additional 0.6 metre (2 feet) encroachment.

Changes were made at the table to the Notice of Decision to amend the measurements of the re-construction of the enclosed porch.
Moved by Ron Jones, Seconded by Janice Arthur

BE IT RESOLVED THAT Minor Variance Application A3/17 – Mary Ann and Michael Ward – Part of Lot 41, Range B, Geographic Township of Barrie, shall be approved as per the Decision dated May 15, 2017;

AND THAT the Secretary shall forward a certified 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 25, 2017.

Carried

8. OTHER BUSINESS
None.

9. ADJOURNMENT
Moved by Ron Jones, Seconded by Janice Arthur

BE IT RESOLVED THAT the meeting adjourns at 2:30 p.m. until June 19, 2017, at 1:00 p.m. or at the call of the Chair.

Carried

Approved by the Committee July 17, 2017

__________________________ ___________________________
Chair Secretary-Treasurer

Received for information by Council _______________________, 2017.
VOUCHER PAYMENT DETAILS FOR COUNCIL’S INFORMATION AT THE AUGUST 11, 2017 COUNCIL MEETING

Excerpt from the Procurement By-law #94-16 Section 5.14:
“Payments will be released in response to invoices and net 30 days from the date received. The Treasurer is authorized to pay all accounts, to avoid late charges, in accordance with this Policy. 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.”

Draft Motion:
BE IT RESOLVED THAT Council receives the following Voucher Payment Details in the amount of $534,269.02 for information purposes:

- July 17, 2017 @ $ 179,612.42
- July 20, 2017 @ $ 39,786.50
- August 3, 2017 @ $ 314,870.10

Note:
The “YTD Balance” reflects the remaining Budget dollars (including the current invoice being paid on the Report). As well the recoverable HST amounts are located at the bottom of the Report rather than the top of the Report.
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Total Default $16,204.35
Administration $71.60
Total $456.32
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**Total Administration**

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### Economic Development

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<th>YTD Balance</th>
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**Total Economic Development**

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<td>SUPPLIES FOR CLAR-MILL HALL RIBBON CUTTING CEREMONY</td>
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$10.49
### Township of North Frontenac

#### A/P Preliminary Cheque Run

(Voucher Report)

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<th>Vendor</th>
<th>InvoiceNumber</th>
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<th>Due Date</th>
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<th>YTD Balance</th>
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<td>ROSS, MICHELLE, 8090 HWY 509, PLEVNA, ON, K0H 2M0</td>
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<td>NVK NURSERIES, P.O. BOX 200, WATERDOWN, ON, 163697</td>
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<td>PURCHASE OF 2 VIMY OAK SAMPLING FOR CLAR-MILL CENATAPH AREA</td>
<td>07/17/17</td>
<td>$452.83</td>
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**Total Sundry**  
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#### Fire

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<th>Account Description</th>
<th>Budgeted $</th>
<th>YTD Balance</th>
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<tr>
<td>24</td>
<td>LINDE CANADA, LINDE CANADA LIMITED 15687, P.O. BOX 15687 STATION A, TORONTO, ON, M5W 1C1</td>
<td>07/17/17</td>
<td>OXYGEN AND INDIVIDUAL CYLINDER CONTROL SERVICE AS AT 6/29/17</td>
<td>07/17/17</td>
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<td>DESJARDINS CARD SERVICES - STAPLES, DESJARDINS CARD SERVICES, P.O. BOX 8601 STN CENTRE-VILLE, MONTREAL, PQ, H3C 3V2</td>
<td>JUNE 30, 2017</td>
<td>TOILET TISSUE FOR OMPAH FIRE HALL</td>
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<td>27</td>
<td>CANADIAN ASSOCIATION OF FIRE CHIEFS, 440 LAURIER AVE. WEST, SUITE 200, OTTAWA, ON, K1R 7X6</td>
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<td>2017 MEMBERSHIP RENEWAL</td>
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<td>DOUBLE S SPORTS &amp; MARINA, 9637 ROAD 509, OMPAH, ON, K0H 2JO</td>
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<td>42</td>
<td>KALADAR AUTO PARTS INC, 112974 HIGHWAY #7, KALADAR, ON, K0H 1Z0</td>
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<td>ROCKER SWITCH</td>
<td>07/17/17</td>
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<td>LOOKOUT HOME HARDWARE BLDG CENTRE, 7617 ROAD 509, PLEVNA, ON, K0H 2M0</td>
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**Total**  
$186.40

**Total**  
$45.58

**Total**  
$51.33
# A/P Preliminary Cheque Run
## (Voucher Report)

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<th>Invoice Amt</th>
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<th>Budgeted $</th>
<th>YTD Balance</th>
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<tbody>
<tr>
<td>48</td>
<td>OMERS, ATTENTION: PENSION ACCOUNTING, P. O. BOX 19575, STN BRM B, TORONTO, ON, M7Y 3M1</td>
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<td>WORKPLACE SAFETY &amp; INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO, ON, MSW 2V3</td>
<td>JUNE 2017 07/17/17</td>
<td>WSIB REMITTANCE - JUNE 2017</td>
<td>07/17/17</td>
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<td>BARDON SUPPLIES LIMITED, BOX 1023, 31 WALLBRIDGE CRESCENT, BELLEVILLE, ON, K8N 5B6</td>
<td>B441089 07/17/17</td>
<td>ELBOWS AND COUPLINGS FOR DRY HYDRANTS</td>
<td>07/17/17</td>
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<td>FISHER'S REGALIA, 1 KING STREET, UNIT 8, BARRIE, ON, L4N 6B5</td>
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<td>BADGE AND NAME PLATES ENGRAVED AND PLATED</td>
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**Total Fire**

$3,728.33

**Total Police**

$60,014.00

**Building Department**

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<th>Vendor</th>
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<tbody>
<tr>
<td>48</td>
<td>OMERS, ATTENTION: PENSION ACCOUNTING, P. O. BOX 19575, STN BRM B, TORONTO, ON, M7Y 3M1</td>
<td>JUNE 2017 07/17/17</td>
<td>OMERS REMITTANCE - JUNE 2017</td>
<td>07/17/17</td>
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<td>67</td>
<td>WORKPLACE SAFETY &amp; INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO, ON, MSW 2V3</td>
<td>JUNE 2017 07/17/17</td>
<td>WSIB REMITTANCE - JUNE 2017</td>
<td>07/17/17</td>
<td>$334.13</td>
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**Total Building Department**

$1,337.58

**Protection & Emergency Services**

<table>
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<th>InvoiceNumber</th>
<th>Vendor</th>
<th>Date</th>
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<th>Account Number</th>
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<td>LONNIE WATKINS TREE SERVICE, P.O. BOX 36, 5392 ARDOCH ROAD, ARDOCH, ON, K0H 1C0</td>
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<td>Benefits - W.S.I.B.</td>
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**Total Protection & Emergency Services**

$1,337.58
<table>
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<th>InvoiceNumber</th>
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<td>07/17/17</td>
<td>REMOVAL OF TREES ENCROACHING ON FLIGHT PATH AT OMPAH HELIPAD</td>
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Total Protection & Emergency Services $610.56

Roads

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<td>BENSON AUTO PARTS (HEAD OFFICE), 700 EDUCATION ROAD, CORNWALL, ON, K6H 6B8</td>
<td>07/17/17</td>
<td>LIGHTS</td>
<td>07/17/17</td>
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<td>2016 Tandem</td>
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<td>RENTAL CHARGES AGROSHIELD UNIVERSAL AS AT 6/29/17</td>
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<th>YTD Balance</th>
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<td>FRONTENAC NEWS, THE, PO BOX 229, 1095 GARETT STREET, SHARBOT LAKE, ON, K0H 2P0</td>
<td>07/17/17</td>
<td>ADVERTISING - TEMPORARY LANE RESTRICTIONS HEAD ROAD BRIDGE</td>
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<td>Capital Fund Expenditures</td>
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42            | KALADAR AUTO PARTS INC, 112974 HIGHWAY #7, KALADAR, ON, K0H 1Z0 | 07/17/17     | ROTORS, BRAKE PADS AND CALIPERS                                             | 07/17/17 | $771.46      | $771.46      | 01-300-0-53008          | Repairs - 2008 Ford 3/4              | $4,000.00 | $3,008.83     |
| 6104-106338   |        | 07/17/17   | V-BELTS                                                                      | 07/17/17 | $39.97       | $39.97       | 01-300-0-53310          | Repairs - Excavator -                | $5,000.00 | $2,385.07     |
| 6104-106340   |        | 07/17/17   | OIL SEAL, ROTORS, CALIPERS, BEARINGS AND BRAKE PADS                          | 07/17/17 | $429.75      | $429.75      | 01-300-0-53313          | Repairs - 1999 Ford E350             | $500.00    | $70.25        |
| 6104-106743   |        | 07/17/17   | 5 PIN RELAY                                                                  | 07/17/17 | $32.46       | $32.46       | 01-300-0-53607          | Repairs - Tandem T10-1               | $8,000.00 | $2,606.52     |
| 6104-106282   |        | 07/17/17   | GREASE TUBES                                                                 | 07/17/17 | $66.96       | $66.96       | 01-300-0-54200          | Fuel and Lube (Oil)                  | $179,500.00 | $79,349.62    |
| 6104-106338   |        | 07/17/17   | ECONOMY BAR LAMP                                                             | 07/17/17 | $17.38       | $17.38       | 01-300-0-53608          | Repairs - Float Trailer -            | $1,000.00 | $740.46       |

44            | LOOKOUT HOME HARDWARE BLDG CENTRE, 7617 ROAD 509, PLEVNA, ON, K0H 2M0 | 07/17/17     | REPAIR KIT FOR CHEST WADERS                                                 | 07/17/17 | $5.38        | $5.38        | 01-300-0-50207          | Protective Clothing                   | $3,000.00 | $2,349.35     |
| 296290        |        | 07/17/17   | CREDIT FOR HOOKS RETURNED                                                     | 07/17/17 | ($5.70)      | ($5.70)      | 01-300-0-50209          | Stock items (Hydraulic)               | $20,000.00 | $13,088.07    |
| 298034        |        | 07/17/17   | GALVANIZED NIPPLE                                                            | 07/17/17 | $2.83        | $2.83        | 01-300-0-53604          | Repairs - Float Trailer -            | $1,000.00 | $874.12       |

48            | OMERS, ATTENTION: PENSION ACCOUNTING, P. O. BOX 19575, STN BRM B, TORONTO, ON, M7Y 3M1 | 07/17/17     | OMERS REMITTANCE - JUNE 2017                                                | 07/17/17 | $6,818.71    | $6,818.71    | 01-300-0-50160          | Benefits - OMERS                     | $46,200.00 | $23,985.93    |

66            | DON WOODS FUELS LIMITED, 20 RIVER ST WEST, PO BOX 100, TWEED, ON, KOK 3JO | 07/17/17     | GROW FOR CATERERS - 111 RIVER ADOBE, EDMONTON, AB, T1E 6K7                  | 07/17/17 | $2,000.00    | $2,000.00    | 01-300-0-53931          | Fuel and Lube (Oil)                  | $25,000.00 | $19,006.59    |
## Township of North Frontenac
### A/P Preliminary Cheque Run
**(Voucher Report)**

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<thead>
<tr>
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<td>$1,027.38</td>
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<td>Fuel and Lube (Oil)</td>
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### Work Place Safety & Insurance Board
- **Description**: WSIB Remittance - June 2017
- **Amount**: $2,613.50
- **Account Number**: 01-300-0-50140
- **Account Description**: Benefits - W.S.I.B.
- **Budgeted**: $15,000.00
- **YTD Balance**: $5,913.04

### Gemmell Sand and Gravel Limited
- **Description**: Granular "A" for Morrow Rd, Ragged Chutes Rd, Ompah Yard
- **Amount**: $1,661.29
- **Account Number**: 01-300-0-55504
- **Account Description**: Loosetop Maintenance
- **Budgeted**: $100,000.00
- **YTD Balance**: $80,098.47

### Mannion's Sales & Service
- **Description**: Chain
- **Amount**: $27.47
- **Account Number**: 01-300-0-54000
- **Account Description**: Equipment
- **Budgeted**: $8,500.00
- **YTD Balance**: $5,811.96

### Morris Chemicals Inc
- **Description**: 20 - 1 Tonne Bags of Calcium Chloride Supplied and Delivered
- **Amount**: $8,873.47
- **Account Number**: 01-300-0-55504
- **Account Description**: Loosetop Maintenance
- **Budgeted**: $100,000.00
- **YTD Balance**: $80,098.47

### Greenwood Paving
- **Description**: Cold Mix
- **Amount**: $1,712.49
- **Account Number**: 01-300-0-55503
- **Account Description**: Hardtop Maintenance
- **Budgeted**: $40,000.00
- **YTD Balance**: $28,026.31
### Township of North Frontenac
#### A/P Preliminary Cheque Run
##### (Voucher Report)

<table>
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<td>2 DELTA REMOTES</td>
<td>916 MADOC DOOR SYSTEMS, 53 LEE ROAD, BOX 983, MADOC, ON, K0K 2K0</td>
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<td>AIR SPRING</td>
<td>1222 QUINTE TRUCK &amp; TRAILER PARTS, 555 O'CONNOR DRIVE, KINGSTON, ON, K7P 3C4</td>
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<td>AS PER RFO 2016-15 - ROOF RESTORATION ROADS GARAGE NO.1 AS PER QUOTATION DATED SEPTEMBER 8, 2016 IN THE AMOUNT OF $44,930.00 PLUS HST AND TERMS AND CONDITIONS OF PURCHASE ORDER DOCUMENTS</td>
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<td>1663 BELL MOBILITY INC., 4180 JEAN-TALON QUEST, MONTREAL, QC, H4P 1V5</td>
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**Total Roads**

$39,466.78

#### Waste Disposal

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<th>Budgeted $</th>
<th>YTD Balance</th>
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<td>LOOKOUT HOME HARDWARE BLDG CENTRE, 7617 ROAD 509, PLEVNA, ON, K0H 2M0</td>
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<td>BUG JACKET</td>
<td>297178 LOOKOUT HOME HARDWARE BLDG CENTRE, 7617 ROAD 509, PLEVNA, ON, K0H 2M0</td>
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### A/P Preliminary Cheque Run
#### (Voucher Report)

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<td>Township of North Frontenac</td>
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**Total Waste Disposal**

$4,329.03

**Recycling**
## Township of North Frontenac
### A/P Preliminary Cheque Run
**(Voucher Report)**

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<th>InvoiceNumber</th>
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<th>YTD Balance</th>
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<td>OMERS, ATTENTION: PENSION ACCOUNTING, P. O. BOX 19575, STN BRM B, TORONTO, ON, M7Y 3M1</td>
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**Total Recycling**

$618.94

**Cemeteries**

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$254.40

**Total Cemeteries**

$254.40

**Community Halls**

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<th>YTD Balance</th>
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$90.90

**Total Community Halls**

$90.90

**Recreation**

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<th>YTD Balance</th>
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<tbody>
<tr>
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<td>LOOKOUT HOME HARDWARE BLDG CENTRE, 7617 ROAD 509, PLEVNA, ON, K0H 2M0</td>
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<td>WINDOW CLEANER AND RECEIVER PIN WITH CLIP</td>
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$107.30
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<td>11-A</td>
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<td>CLEANING, FILLING, CRACKS, SEALING, POST REPAIRS &amp; LINE PAINTING AT CLOYNE</td>
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<td>POST REPAIRS &amp; LINE PAINTING AT CLOYNE TENNIS COURTS</td>
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**MNR Parks**

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**Planning**

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**Total Planning**

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Total Planning: $129.26

Total Property/Bldg Mtce (Grass/Cleaning/Snow Removal): $129.26

Total Property/Bldg Mtce (Grass/Cleaning/Snow): $8,652.28

Property Taxation:

Total Property Taxation: $7,109.43
### A/P Preliminary Cheque Run

#### (Voucher Report)

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<td>OAKES TRUCK SALES, BOX 155, 17080 HWY 7 EAST, PERTH, ON, K7H 3E3</td>
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<td>($91.58)</td>
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**Total Sundry**: $426.43

**Total Police**: $243.39
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<td>MECHANICS COVERALLS AND MAT CLEANING SERVICE 7/14/17</td>
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**Total Roads**

$4,718.20

**Waste Disposal**

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<tr>
<td>170</td>
<td>IV-283299</td>
<td>07/20/17</td>
<td>DECOMMISSIONED AND DISPOSED OF FREON FROM 23 UNITS</td>
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<td>$468.10</td>
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<td>01-400-0-50175</td>
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<td>WASTE SITE BULK DISPOSAL 506 &amp; PLEVNA WASTE SITES 7/7/17</td>
<td>07/20/17</td>
<td>$879.17</td>
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**Total Waste Disposal**

$1,473.55

**Community Halls**

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<td>225</td>
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<td>07/20/17</td>
<td>RECOVER 2 SIDES OF EXISTING SIGN AT SNOW ROAD COMMUNITY HALL AS PER RES #488-16</td>
<td>07/20/17</td>
<td>$1,119.36</td>
<td>$1,119.36</td>
<td>01-610-0-58000</td>
<td>Capital Expenditures</td>
<td>$19,450.00</td>
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**Total Community Halls**

$1,119.36

**MNR Parks**

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<td>382</td>
<td>3620</td>
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<td>GRADING OF THE ARCOL ROAD</td>
<td>07/20/17</td>
<td>$5,088.00</td>
<td>$5,088.00</td>
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<td>Loosetop Maintenance</td>
<td>$15,000.00</td>
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<td>Loosetop Maintenance</td>
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## Township of North Frontenac
### A/P Preliminary Cheque Run
#### (Voucher Report)

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<td>07/20/17 PURCHASE AND DELIVERY OF GRAVEL FROM SUMMIT LAKE MINE @ COST OF $10.99 PER METRIC TONNE AND $8.50 PER METRIC TONNE. MATERIAL = TOTAL PRICE $19.49 PER TONNE</td>
<td>07/20/17</td>
<td>$18,316.80 $18,316.80 01-620-0-57000 Operating Expense (from $25,000.00 $6,600.70</td>
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<td>3619</td>
<td>07/20/17 PURCHASE AND DELIVERY OF GRAVEL FROM SUMMIT LAKE MINE @ COST OF $10.99 PER METRIC TONNE AND $8.50 PER METRIC TONNE. MATERIAL = TOTAL PRICE $19.49 PER TONNE</td>
<td>07/20/17</td>
<td>$82.50 $82.50 01-620-0-57000 Operating Expense (from $25,000.00 $6,600.70</td>
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<td>1237</td>
<td>JULY 2017 TOOLEY, CARL, 1400 BEACH ROAD, PLEVNA, ON,</td>
<td>07/20/17</td>
<td>$350.00 $350.00 01-620-0-50299 Other  $2,500.00 $2,150.00</td>
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<td>2823</td>
<td>JULY 2017 LOCK, NANCY, 2113 MELROSE ROAD, MARYSVILLE, ON, K0K 2N0</td>
<td>07/20/17</td>
<td>$39.82 $39.82 01-620-0-40005 CLSP-OnRes MNR $138,790.00 $110,864.25</td>
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<td>2823</td>
<td>JULY 2017 REFUND OF CAMPING FEES</td>
<td>07/20/17</td>
<td>$3.00 $3.00 01-620-0-40006 CLSP-OnRes Transaction $9,500.00 $7,846.00</td>
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**Total MNR Parks**

$24,388.92

**Planning**

| 2 CUNNINGHAM SWAN CARTY LITTLE & BONHAM, 27 PRINCESS STREET, SUITE 300, KINGSTON, ON, K7L 1A3 | 07/20/17 LEGAL FEES FILE #532 | 07/20/17 | $563.82 $563.82 01-700-0-50292 Sale of Road Allowance $10,000.00 $6,620.33 |
| 146069        | 07/20/17 LEGAL FEES FILE #523 | 07/20/17 | $668.93 $668.93 01-700-0-50292 Sale of Road Allowance $10,000.00 $6,620.33 |

$1,232.75

**Total Planning**

$1,232.75

**Total Bills To Pay:**

$36,180.30

**Total HST Federal and Provincial Recoverable This Report:**

| 2017 | $1,604.17 01-000-0-12146 A/R HST - Fed - Recoverable (ITC) ($52,026.59) |
| 2017 | $2,002.03 01-000-0-12147 A/R HST - Prov - Recoverable (ITC) ($64,869.77) |

$3,606.20

**Grand Total:**

$39,786.50
### A/P Preliminary Cheque Run

#### Voucher Report

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<td>JENSEN, PHIL, 28 WHALINGS CIRCLE, STITTSVILLE, ON, K2S 1S4</td>
<td>REFUND OF ROAD PERMIT</td>
<td>08/03/17</td>
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**Total Default**

$1.09

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### Council

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<td>COUNTY OF FRONTEC, , 2069 BATTERSEA ROAD, GLENBURNIE, ON, K0H 1S0</td>
<td>IPHONE 7 FOR SOCIAL MEDIA</td>
<td>08/03/17</td>
<td>$476.48</td>
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<td>SOFTWARE FOR IPHONE 7 FOR SOCIAL MEDIA</td>
<td>08/03/17</td>
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<td>Operating Expense (from $10,000.00)</td>
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**Total Council**

$593.97

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### Administration

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<td>CELL PHONE CHARGES 6/12/17 - 7/11/17</td>
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<td>K570987</td>
<td>SWISH MAINTENANCE LIMITED, 2060 FISHER DRIVE, PO BOX 3000, PETERBOROUGH, ON, K9J 8N4</td>
<td>2 PLY TOWELS, KLEENEX, DISH DETERGENT AND PAPER TOWELS</td>
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<td>Other Materials (Includes $5,000.00)</td>
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<td>WINDOW ENVELOPES (8 BOXES)</td>
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<td>CHOICE COM COMPUTER NETWORK SPECIALISTS, 330 SIDNEY STREET, BELLEVILLE, ON, K8P 3Z3</td>
<td>E-3530C COPIER SERVICE AGREEMENT 6/15/17 - 7/14/17</td>
<td>08/03/17</td>
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<td>01-110-0-50360</td>
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**Total Administration**

$8,669.33
### Township of North Frontenac

#### A/P Preliminary Cheque Run

*(Voucher Report)*

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<td>COUNTY OF FRONTENAC, , 2069 BATTERSEA ROAD, GLENBURNIE, ON, K0H 1SO</td>
<td>IVC49776 08/03/17 JULY 2017 - EMPLOYEE ASSISTANCE</td>
<td>08/03/17</td>
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## A/P Preliminary Cheque Run

### (Voucher Report)

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### By-law Enforcement

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**Total By-law Enforcement**

$671.95

### Protection & Emergency Services

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**Total Protection & Emergency Services**

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### Animal Control

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**Animal Control**

$432.41
# A/P Preliminary Cheque Run (Voucher Report)

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Total Animal Control: $432.41

**Total:** $2,581.20

**Total:** $4,606.04

**Total:** $5,258.74

**Total:** $3,795.63

**Total:** $513.48
## A/P Preliminary Cheque Run
### (Voucher Report)

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<td>SHOP DRAWINGS, SITE INSTRUCTIONS, ETC. IN PREPARATION FOR CONSTRUCTION HEAD ROAD BRIDGE REHABILITATION</td>
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**Waste Disposal**

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<th>Date</th>
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<tr>
<td>1594</td>
<td>BURCHELL FENCING, R.R. # 1, 1894 COUNTY RD. # 2 EAST, BROCKVILLE, ON, K6V 5T1</td>
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<td>506 WASTE SITE BEAR WISE FENCE REPAIRS</td>
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<td>$60,679.37</td>
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<tr>
<td>1641</td>
<td>CAMBIUM INC., P.O. BOX 325, 52 HUNTER ST. EAST, PETERBOROUGH, ON, K9H 1G5</td>
<td>08/03/17</td>
<td>2017 SUMMER SAMPLING ARDOCH WASTE SITE</td>
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<td>1641</td>
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<td>2017 SUMMER SAMPLING PLEVNA WASTE SITE</td>
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</table>

**Total Roads**

$24,603.19

**Waste Disposal**

$3,602.30
## Township of North Frontenac
### A/P Preliminary Cheque Run
#### (Voucher Report)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>InvoiceNumber</th>
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<th>Description</th>
<th>Due Date</th>
<th>Invoice Amt</th>
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<th>Account Number</th>
<th>Account Description</th>
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<td><strong>Total Waste Disposal</strong></td>
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<td>6</td>
<td>COUNTY OF FRONTENAC, , 2069 BATTERSEA ROAD, GLENBURNIE, ON, K0H 1S0</td>
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<td>08/03/17</td>
<td>CELL PHONE CHARGES 6/12/17 - 7/11/17</td>
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<td>CANNIFTON GARAGE 2000 LIMITED, P. O. BOX 70, CANNIFTON, ON, K0K 1K0</td>
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<td>SPRINGS, U-BOLTS, NUTS, WASHERS AND FREIGHT</td>
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<td>BLACK DOG TIRE &amp; LUBRICANTS LTD., 566 O’CONNOR DRIVE, KINGSTON, ON, K7P 1N3</td>
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<td>JIM BOLES MAINTENANCE, 1602 MOUNTAIN ROAD, PLEVNA, ON, K0H 2M0</td>
<td>745</td>
<td>08/03/17</td>
<td>PREPARATION AND CLOSURE OF CREAMATION INTERMENT - G. COX</td>
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<td>JENSEN, PHIL, 28 WHALINGS CIRCLE, STITTSVILLE, ON, K2S 1S4</td>
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<td><strong>Property/Bldg Mtce (Grass/Cleaning/Snow Removal)</strong></td>
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<tr>
<td>6</td>
<td>COUNTY OF FRONTENAC, , 2069 BATTERSEA ROAD, GLENBURNIE, ON, K0H 1S0</td>
<td>IVC49777</td>
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# Township of North Frontenac

## A/P Preliminary Cheque Run

(Voucher Report)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice Number</th>
<th>Date</th>
<th>Description</th>
<th>Due Date</th>
<th>Invoice Amt</th>
<th>Approved Amt</th>
<th>Account Number</th>
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<th>YTD Balance</th>
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<tr>
<td>199</td>
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<td>RENTAL OF ROLLER FOR MUNICIPAL OFFICE PARKING LOT EXPANSION</td>
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<td>$1,735.01</td>
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<td>276 YARDS PIT RUN MATERIAL FOR MUNICIPAL OFFICE PARKING LOT EXPANSION</td>
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<td>JULY 31, 2017</td>
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<td>JULY 2017 COMMUNITY EVENT SIGN MAINTENANCE FOR HARLOWE HALL</td>
<td>08/03/17</td>
<td>$50.00</td>
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<td>CHANGED FILTER ON WATER SYSTEM AT MUNICIPAL OFFICE</td>
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<td>$274.75</td>
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<td>JULY 2017 GRASS CUTTING &amp; PROPERTY/BUILDING MAINTENANCE</td>
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<td>1ST DRAW FOR RENOVATION &amp; ADDITION TO MUNICIPAL OFFICE BUILDING</td>
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**Total Property/Bldg Mtce (Grass/Cleaning/Snow)**

$233,226.82

## Property Taxation

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<th>Vendor</th>
<th>Invoice Number</th>
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<th>Account Number</th>
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$1,530.06

**Total Property Taxation**

$1,530.06
# A/P Preliminary Cheque Run
## (Voucher Report)

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<th>Vendor</th>
<th>InvoiceNumber</th>
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**Total Bills To Pay:** $283,692.35

### Total HST Federal and Provincial Recoverable This Report:

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<tr>
<th>Year</th>
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<th>YTD Balance</th>
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<td>A/R HST - Prov - Recoverable (ITC)</td>
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$31,177.75

**Grand Total:** $314,870.10
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #75-17

BEING a By-law to amend By-Law #07-2003;

WHEREAS By-law #07-2003, respecting The Naming and/or Renaming of Public Highways and Private Lanes was enacted February 10, 2003;

AND WHEREAS By-laws #02-07; #38-07; #50-07; #29-08; #38-08; #43-08; #89-09; #95-09; #89-10; #137-11; #73-14 and #82-14 amended Schedule “B” of By-law #07-03;

NOW THEREFORE the Council of the Corporation of the Township of North Frontenac deems it necessary to amend Schedule “B” of By-Law #07-03 by adding three private lane names, as follows:

1. “Wilderness Lane” designated as Parts 2, 6, 11, 14, 17, 44, 47, 50, and 57 on Registered Plan 13R-17151, being Part of Lot 11, North East Range and Concession 3 in the geographic Township of Clarendon, in the Township of North Frontenac;

2. “Natures Lane” designated as Parts 34 and 38 on Registered Plan 13R-17151, being Part of Lot 12, North East Range in the geographic Township of Clarendon, in the Township of North Frontenac; and

3. “Turkey Lane” designated as Parts 23, 28, 31 and 42 on Registered Plan 13R-17151, being Part of Lot 12, North East Range in the geographic Township of Clarendon, in the Township of North Frontenac;

AND THAT these amendments to the By-Law shall come into full force and effect on the day it was enacted.

READ a first and second time this 11th day of August, 2017.

READ a third time and finally passed this 11th day of August, 2017.

__________________________  ________________________
MAYOR  CLERK
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #76-17

BEING A BY-LAW TO REPEAL BY-LAW #59-17 AND TO AUTHORIZE THE
MAYOR OR DEPUTY MAYOR AND THE CLERK OR DEPUTY CLERK TO
EXECUTE AN AMENDED LICENCE OF OCCUPATION BETWEEN THE
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC AND THE
CLOYNE AND DISTRICT HISTORICAL SOCIETY

WHEREAS the Cloyne and District Historical Society is the owner of a museum
located on a portion of municipally owned property located in Part of Lot 16,
Range B, geographic Township of Barrie;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
TOWNSHIP OF NORTH FRONTENAC ENACTS AS FOLLOWS:

THAT the Mayor and Clerk be and are hereby authorized to execute said
Licence of Occupation on behalf of the municipality in the form of the Licence of
Occupation attached as Schedule “A” to this by-law;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or
inconsistent with this by-law, are hereby repealed.

AND THAT this by-law shall come into full force and effect from and after its
passing.

READ a first and second time this 11th day of August, 2017.

READ a third time and passed this 11th day of August, 2017.

____________________________  _______________________
MAYOR                       CLERK
THIS LICENCE OF OCCUPATION made this 15th day of July, 2017

BETWEEN

The Corporation of the Township of North Frontenac

Hereinafter called the "Township"

OF THE FIRST PART -

and-

The Cloyne and District Historical Society

Hereinafter called the "Society"

OF THE SECOND PART

WHEREAS the Society is the owner of a building hereinafter called “the Museum”, located on a portion of municipally owned property located in Part of Lot 16, Range B, geographic Township of Barrie, now located in the Township of North Frontenac, in the Province of Ontario, hereinafter called “Municipal Property” and as shown on the attached sketch marked Schedule "A";

AND WHEREAS the portion of the municipal property on which the Museum is located as well as a building envelope hereinafter called the “Museum Lands” and as shown on the attached sketch marked Schedule “A”;

AND WHEREAS the Society has used the Museum Lands for the purpose of operating a Museum with the Township’s knowledge;

AND WHEREAS the Township has agreed to grant the Society a non-exclusive licence to occupy the Museum Lands in accordance with the terms of this Agreement;

TO HAVE AND TO HOLD the said Museum Lands for and during the term of five (5) years, to be computed from the 15th day of July, 2017 to the 15th day of July, 2022, together with a right to renew with the Society giving six (6) months' Notice to the Township for a further term of five (5) years on the same terms.

THE PARTIES AGREE THAT nominal rent of One dollar ($1.00) shall be paid to the said Township on an annual basis;

AND THAT The Township and the Society shall each have the right to terminate this Lease by giving One Hundred and Eighty days (180) clear days notice in writing to the other party of their intention to terminate;

AND THAT the Township hereby grants to the Society a non-exclusive licence to occupy and use the Museum Lands in accordance with this Agreement including an exclusive licence to occupy a forty (40) foot wide by twenty (20) foot deep designated parking area directly west of the Museum as indicated on Schedule “A” during the operating season and posted open hours of the Museum.

THE SOCIETY COVENANTS AND AGREES WITH THE TOWNSHIP AS FOLLOWS:

1. To use the Museum Lands for the purpose of operating a Museum and other uses related directly or indirectly to the operation of a Museum.

2. To deliver to the Township in writing any proposed improvements or alterations to the Museum Lands and to obtain approval of the Township in writing prior to the undertaking of any such works, which would require the issuance of a building permit, or development of a use extraneous to the operation of a Museum, or result in the alteration of site grading, except for works which are incidental to the nature of operating a Museum such as regular maintenance of existing facilities and development of accessory facilities such as parking and minor landscaping (i.e. planting of flowers and shrubs, signage, establishment of outdoor artifact displays). To ensure no noxious weeds designated as such under the Weed Control Act, R.S.O. 1990, shall be permitted on the Museum Lands.
3. The Society is required to maintain the Museum Lands in good repair and shall be kept clean and free from rubbish and debris and from objects that might create a health, fire or accident hazard.

4. The Society is required to respect and permit all traditional uses of the Museum Lands area such as non obtrusive public parking, picnicking, and community events sponsored directly or indirectly by the Township as well as parking for the employees of Mazinaw-Lanark Forestry Inc.

5. The Society shall indemnify and save harmless the Township, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, to the extent arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Society, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this License of Occupation Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Society in accordance with this Licence of Occupation Agreement, and shall survive this Licence of Occupation Agreement

6. The Township shall indemnify and save harmless the Society, its directors, officers, employees, agents contractors and subcontractors from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, to the extent arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Township, its elected officers, employees, and agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this License of Occupation Agreement.

7. The Society shall, at their expense, obtain and keep in force during the term of the Licence of Occupation, and any renewal thereof general commercial liability insurance satisfactory to the Township and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for bodily injury, property damage, fire and personal injury and shall include but not be limited to:
   i. A limit of liability not less than $2,000,000;
   ii. Add the Township as an additional insured with respect to the operation of the Named Insured;
   iii. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured;
   iv. Non-owned automobile coverage of not less than $2,000,000 and shall include contractual non-owned coverage;
   v. Products and completed operations coverage;
   vi. Broad form property damage;
   vii. Contractual liability;
   viii. Hostile Fire;
   ix. The Policy shall provide 30 days prior notice of cancellation, alteration or if the policy has lapsed.

8. To further indemnify and save harmless the Township from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the Construction Lien Act in connection with any work done for the Society and to promptly attend at the Society’s expense to the removal of every claim for lien or certificate of action having to do with such work within 14 days of being notified in writing by the Township to do so, failing which the Township may attend to such removal and recover the expense and all attendant costs from the Society.

9. The Society shall furnish the Township with a Certificate of Insurance or a letter from the Society’s insurance provider annually.

10. This Licence of Occupation shall not be assigned without the prior consent of the Township, which consent may not be unreasonably withheld.

IT IS MUTUALLY UNDERSTOOD AND AGREED:
11. That if the said premises hereby leased are at any time during the said term wholly or partially
destroyed by fire, wind, demolition, or otherwise so as to render them unusable or the relocation of
the Museum then the lease shall terminate. The Township shall have no obligation to repair or
rebuild the structure.

12. That in case default is made in the fulfillment of any covenants on the part of the Society, whether
express or implied, and is continued for the space of one (1) calendar month, the Township may
terminate the licence of Occupation, provided fifteen (15) days written notice has been given
setting out the default to be cured.

13. That upon the disbandment of the Cloyne and District Historical Society the Licence of
Occupation shall terminate.

14. That if the Museum is abandoned for a period of one (1) year then the Licence of Occupation may
terminate.

15. These presents and everything herein contained shall respectively enure to the benefit or and be
binding upon the parties hereto, their executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals, and Witness the
Corporate Seal of the Corporation as duly this 15th day of July, 2017.

THE CORPORATION OF THE TOWNSHIP
OF NORTH FRONTENAC

____________________________________
Ron Higgins, Mayor

____________________________________
Tara Mieske, Clerk

CLOYNE AND DISTRICT HISTORICAL
SOCIETY

____________________________________
Shirley Sedore, President

____________________________________
D’thea Webster, Secretary
SCHEDULE "A" TO LICENCE OF OCCUPATION

Location Map

Part of Lot 16, Range B, geographic Township of Barrie, now located in the Township of North Frontenac, in the Province of Ontario.
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #77-17

WHEREAS it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called ‘The Corporation’, that parts of the 66’ original shore road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owner(s) as they may direct;

AND WHEREAS notice of this By-law has been published once in the Frontenac News, a newspaper published in the Village of Sharbot Lake, in the County of Frontenac and circulated in the surrounding Townships including the Township of North Frontenac;

AND WHEREAS notice of this By-law has been posted up for at least ten days, at the Municipal Office; on the Township Website; and on the said road allowance;

AND WHEREAS Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard.

NOW THEREFORE the Council of The Corporation enacts as follows:

1. Those parts of the 66’ original shore road allowance described in Schedule "A" be and the same are hereby permanently closed.

2. Those parts of the said 66’ original shore road allowance shall be sold to the adjoining owner(s) as follows:
   a) Part 2 on Registered Plan 13R-21376 as a lot addition to the lands described as Part of Lot 23, Concessions 6, geographic Township of Barrie for the purchase price of $758.86 plus $98.65 HST for a total of $857.51 (Kashwakamak Lake);

3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66’ original shore road allowance described in Schedule “A”.

4. The Clerk or Deputy Clerk shall cause a certified copy of this By-law to be registered on the title to that part of the 66’ original shore road allowance hereby permanently closed.

5. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.
READ a first and second time this 11th day of August, 2017.
READ a third time and finally passed this 11th day of August, 2017.

__________________________ ________________________
Mayor Clerk
SCHEDULE 'A'

ALL THAT PART of the Shoreline Road Allowance around Kashwakamak Lake lying adjacent to Part of Lot 23, Concessions 6, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-21376.
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #78-17

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO ENTER INTO THREE INDEMNITY AGREEMENTS ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC WITH ANN HOLLINGSHEAD

WHEREAS By-law #07-16 being a By-law to establish a Tariff of Fees for Processing of Applications made in respect of Planning Matters;

AND WHEREAS Section 5 of By-law #07-16 states every Planning Application shall include an Agreement to Indemnify;

AND WHEREAS Ann Hollingshead has submitted Planning Application A5/17 for a Minor Variance;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC ENACTS AS FOLLOWS:

THAT the Mayor and the Clerk be and are hereby authorized to execute the Indemnity Agreement with Ann Hollingshead on behalf of the municipality in the form of the Agreement attached as Schedule “A” to this by-law;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

AND THAT this by-law shall come into full force and effect from and after its passing.

READ a first and second time this 11th day of August, 2017.

READ a third time and passed this 11th day of August, 2017.

____________________________  _________________
MAYOR                           CLERK
12. Notes

1. All applications will be circulated to every property owner and/or tenant who owns or resides on property within 50 meters (200 feet) of the subject land.
2. Agents, employees and or contractors will enter onto the subject lands for the purpose of assessing and inspecting the subject lands with respect to the Minor Variance/Non-Conforming Use/By-law Interpretation Application.

13. Affidavit or Sworn Declaration
(To be signed by all parties on the Deed or the Authorized Agent)

Declaration for the prescribed information:

I, Ann Hollingshead of the City of Ottawa, in the
_____________________________ do solemnly declare that the information contained
in this application is true and that the information contained in the documents that accompany this
application is true, and acknowledge that personal information and all other material collected on this
form and provided to the municipality as part of this application, including all names, addresses,
opinions and comments, is collected under the authority of the Planning Act, R.S.O. 1990, as amended,
will be used to assist in making a decision on this matter and will be made available for public
disclosure. Please be aware the information collected in this Application will be provided in the
applicable Agenda and posted on the Township’s website.

Sworn (or declared) before me at the Town of Plenwa, in the
Township of North Frontenac this 31st day of July
2017.

[Signature]
Commissioner of Oaths
(Include stamp below)

Jennifer Duhamel
Deputy Clerk
Township of North Frontenac
Commissioner, etc.

[Signature]
Signature of Owner

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide
photo identification (i.e. driver’s license).
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTEC

BY-LAW #79-17

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO ENTER INTO A DEVELOPMENT AGREEMENT ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTEC WITH STEVE MCCULLAGH

WHEREAS provisional consent was granted by the Committee of Adjustment for the Consent Application for the creation of a lot addition;

AND WHEREAS a condition of the approval for the Consent Applications required that the Owners enter into an Agreement with the Township of North Frontenac, to be registered on title and binding upon the owners and their successors, heirs and assigns in title, ensuring certain mitigative measures are taken for the lot addition;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTEC ENACTS AS FOLLOWS:

THAT the Mayor and the Clerk are hereby authorized to execute said Agreement and Acknowledgement and Direction to register said Agreement on behalf of the municipality in the form of the Agreement attached as Schedule “A” to this By-law;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

AND THAT this by-law shall come into full force and effect from and after its passing.

READ a first and second time this 11th day of August, 2017.

READ a third time and passed this 11th day of August, 2017.

__________________________________________  ____________________________
MAYOR                                      CLERK
THIS AGREEMENT made this 21st day of July, 2017.

BETWEEN:

STEVE MCCULLAGH
hereinafter called the “Owners”,
Party of the FIRST PART

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
hereinafter called the “Municipality”,
Party of the SECOND PART

WHEREAS THE OWNER is the registered Owner in fee simple of certain lands located in the Township of North Frontenac, geographic Township of South Canonto (the “Owners’ Lands”);

WHEREAS Severance Application B2/17 NF-(Sc) was submitted to the Committee of Adjustment (the “Committee”) for the Municipality for the purpose of creating a lot addition;

AND WHEREAS the Committee granted to the Owner its approval to create a lot addition from the Owners’ Lands in its decision dated May 16, 2017, subject to the fulfillment of various conditions, such lot addition being described on Schedule “A” as the “Severed Lands”;

AND WHEREAS it was a condition of the Committee's approval that the Owner enters into this Agreement with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this Agreement and register it against the title to the Severed Lands pursuant to subsections 51(26) and 53(12) of the Planning Act;

NOW THEREFORE WITNESSETH, that in consideration of the mutual covenants and agreement contained herein, the parties agree each with the other as follows that:

1. This agreement shall be registered against title to the Severed Lands and the Municipality shall be entitled to enforce its provisions against the Owners and against any or all subsequent Owners of the Severed Lands.

2. The Owners shall not require the municipality to take any steps to keep levels of sodium, chloride, calcium, conductivity and pH within the Province of Ontario guidelines for the water to be used for human consumption on the said lands.

3. The Owners shall ensure that prior to the issuance of a Building Permit on the severed lot, proof of potable water (dug or drilled well) is provided to the Municipality.

4. The Owners covenant and agree to maintain any sewage disposal system now on or constructed on the property.

5. The Owners acknowledge that the Municipality shall assume no responsibility for maintaining or providing services along a private right-of-way. The right-of-way shall be maintained to the required standards and brushed back annually to ensure unimpeded access of emergency vehicles.

6. The Owners acknowledge that if any archeological remains are found during development of the Severed Lands, construction shall cease and the Ontario Provincial Police and the Cemeteries Registrar of the Ministry of Consumer Services shall be notified.

7. The Owners shall maintain strict adherence to the minimum 30 metre setback requirement as set out in the Township’s Zoning By-law from the seasonal high water mark of Canonto Lake and the wetland area or within the water body setback and all other setbacks (side yard, etc.) specified in the Zoning By-law at the time of new development for future structures and septic systems.

8. The Owners shall ensure that the shoreline vegetation shall be maintained/restored to a minimum depth of 15 metres (49.2 ft.) with the exception of a maximum of 25% of the shoreline frontage or
up to 23 m (75.4 ft), whichever is lesser, to allow for an access point to accommodate footpath, stairs, dock, etc. The pruning of trees for viewing purposes or removal of trees for safety reasons within this 15m vegetative buffer shall be permitted provided there is not clear cutting of vegetation (trees and underbrush may be pruned for viewing purposes but shall be generally left intact). Sections of the shoreline which do not currently have a vegetative buffer shall be planted with deeply rooting native plant species for the purpose of helping to minimize the impacts of nutrient loading, soil erosion and sedimentation on the water quality of Canonto Lake.

9. The Owners shall ensure that the natural drainage patterns on the site are not be substantially altered such that additional run-off is directed into the lake, the wetland area, or onto adjacent property. Eaves troughing shall be installed and the outlet shall be away from the lake to a leach pit or well-vegetated area to allow maximum filtration.

10. The Owners shall ensure that sediment control measures must be implemented throughout any future construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake and wetland area).

11. The Owners shall ensure pursuant to Ontario Regulation 153/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, written permission is obtained from Mississippi Valley Conservation (MVC) prior to any works in or near the lake. In addition, we advise consultation with Fisheries and Oceans Canada (DFO) fisheriesprotection@dfo-mpo.gc.ca prior to conducting any work in or near the lake to ensure there will be no harmful alteration, disruption or destruction of fish habitat. Authorization under Section 35 of the Fisheries Act may be required for such work.

12. The Owners hereby grants to the Municipality, its servants and contractors, a license to enter the Severed Lands during normal business hours for the purpose of inspecting the Severed Lands to confirm that this Agreement has been complied with, and to perform any work arising from or the result of any default by the Owner under this Agreement.

13. The Owners covenant and agree that nothing in this Agreement releases the Owners from the obligation to comply with the provisions of all other bylaws of the Municipality that may now or in future be in effect.

14. If the Owners fail or refuse for any reason to comply with any requirements of this agreement, the Owners shall be in default and the Municipality may, on seven (7) days notice, require the Owners to remedy the default, failing which the Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.

15. Any account rendered by the Municipality for work done shall be paid by the Owners within thirty (30) days of the day of billing, and, if the Owners fail to pay, interest shall be charged on the amount outstanding at the rate of one and one quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.

16. If the Municipality incurs any expense arising out of the terms of this Agreement, the Municipality may recover the amount in like manner as municipal taxes or by action, pursuant to Section 446 of the Municipal Act, 2001.

17. All costs necessary to fulfill any condition of this agreement, and all costs incurred by the Municipality in connection with the preparation, execution, registration or enforcement of this Agreement shall be paid by the Owners.

18. This Agreement shall enure to the benefit of and be binding upon the personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.
SIGNED, SEALED AND DELIVERED
In the presence of

Witness

____________________________

Steve McCullagh

____________________________

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

__________________________________________

Ron Higgins, Mayor

__________________________________________

Tara Mieske, Clerk

We have authority to bind the corporation.
SCHEDULE "A"

SEVERED LANDS (LOT ADDITION)

Part of Lot 29, Concessions 3, in the geographic Township of South Canonto, now in the Township of North Frontenac, County of Frontenac, being Part 1 on Registered Plan 13R-21593

Being Part of PIN 36203-0306 (LT)
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW # 80-17

A BY-LAW TO SET THE MAXIMUM RATES OF SPEED FOR MOTOR VEHICLES DRIVEN ON HIGHWAYS IN THE TOWNSHIP OF NORTH FRONTENAC, INCLUDING GRAVEL ROADS AND TO REPEAL BY-LAW #130-15

WHEREAS, Subsections (2) and (3), Section 128 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8 authorizes the council of a municipality, by by-law, to prescribe a rate of speed for motor vehicles driven on a highway/road or portion of highway/road under its jurisdiction;

AND WHEREAS it is deemed necessary and expedient that the maximum rates of speed for motor vehicles driven on certain highways/roads in the Township of North Frontenac, be prescribed by by-law;

NOW THEREFORE the Council of the Township of North Frontenac hereby enacts as follows:

1. When any highway or portion of a highway set out in Schedule “A” appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in the Schedule “A”.

2. When any Municipal gravel road set out in Schedule “B” appended hereto and forming part of this By-law, is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be at the rate of speed prescribed in Schedule “B”.

3. The penalties provided in Subsections (14) and (15) of Section 128 of the Highway Traffic Act and any amendments thereto, shall apply to offences against this By-law.

4. That By-law #130-15 is hereby repealed.

5. This By-law shall come into full force and effect August 11, 2017.


_________________________ ______________________
MAYOR CLERK
SCHEDULE “A” TO BY-LAW #80-17
SPEED LIMIT BY-LAW

SPEED LIMITS REDUCED TO 60 KILOMETRES PER HOUR

HAMLET OF COXVALE

HAMLET OF OMPAH – commencing 0.3 km west of West Palmerston Drive easterly for 1.0 km.

HAMLET OF MISSISSIPPI STATION

HAMLET OF FERNLEIGH

SPEED LIMITS REDUCED TO 50 KILOMETRES PER HOUR

HAMLET OF ARDOCH – 1.2 km from the west Hamlet boundary to the Smith Road

HAMLET OF HARLOWE

MYERS CAVE
  a) HAMLET OF MYERS CAVE

  b) MYERS CAVE ROAD – Starting at a point 2.35 km south of Road 506 on the northerly end, to a point 4.55 km south of Road 506 on the southerly end.

HAMLET OF OMPAH – commencing 0.4 km west of Canonto Road westerly for 1.2 km.

NORTH MAZINAW HEIGHTS ROAD (North Frontenac portion)

SKOOTAMATA LAKE ROAD

SPEED LIMITS REDUCED TO 40 KILOMETRES PER HOUR

MARBLE LAKE ROAD - from Road 506 to the North Side of the Loon’s Call Trailer Park

HAMLET OF PLEVNA
Road 506 from the Village Sign to a point 500 metres east of Mountain Road on Road 509

SHABOMEKA LAKE ROAD
## SPEED LIMITS REDUCED TO 60 KILOMETRES PER HOUR

<table>
<thead>
<tr>
<th>ROAD NAME</th>
<th>SPEED ZONE STARTING POINT</th>
<th>SPEED ZONE ENDING POINT</th>
<th>Length (Km)</th>
<th>Comment</th>
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<tr>
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<td>Canonto Road</td>
<td>For 7.3 km</td>
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<td>Grindstone Lake Road</td>
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<td>Hydro Lane</td>
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<td>Brule Lake Road</td>
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<td>North Road</td>
<td>Road 506</td>
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<td>1.3 km east of Ardoch Road</td>
<td>4.70</td>
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<td>Robertsville Road</td>
<td>Road 509</td>
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<td>Russ Brown Road</td>
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<td>Schooner Road</td>
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<td>Wintergreen Road</td>
<td>Hwy 41</td>
<td>Myers Cave Road</td>
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## SPEED LIMITS REDUCED TO 50 KILOMETRES PER HOUR

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<tr>
<th>ROAD NAME</th>
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<th>SPEED ZONE ENDING POINT</th>
<th>Length (Km)</th>
<th>Comment</th>
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<tr>
<td>Austris Road</td>
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<tr>
<td>Martin Road</td>
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<td>3.74</td>
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<td>Norcan Lake Lane</td>
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<td>SPEED ZONE ENDING POINT</td>
<td>Length (Km)</td>
<td>Comment</td>
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<tr>
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<td>Sand Lake Road</td>
<td>For 0.85 km</td>
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<td>Brown's Bay Road</td>
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<tr>
<td>Chatham Road</td>
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<td>Crotch Lake Access Road</td>
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<td>Don Anna Road</td>
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<td>Donaldson Road</td>
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<td>Gutheinz Road</td>
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<tr>
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</tr>
<tr>
<td>Levere Road</td>
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<td>Wellman Road</td>
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BY-LAW #81-17

“CONFIRMING BY-LAW”


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 August 11, 2017 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 August 11, 2017 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 August 11, 2017 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 11th day of August, 2017.

READ a third time and passed this 11th day of August, 2017.

__________________________________________  ____________________________
Mayor                                                                 Clerk