

Township of Frontenac Islands

WOLFE ISLAND OFFICE
PO BOX 130, 1191 ROAD 96
WOLFE ISLAND, ON K0H2Y0
613-385-2216 Fax: 613-385-1032
dplumley@frontenacislands.ca

lhughes@frontenacislands.ca

HOWE ISLAND OFFICE
50 BASELINE RD, R.R. #4
GANANOQUE, ON K7G 2V6
613-544-6348
skerr@frontenacislands.ca



Pre-Authorized Tax Payment Plan Authorization

Name: _____

Property Address: _____

Roll Number(s): _____

Telephone Number: _____

*Start Date: _____

Email Address: _____

Yes, I want to join, I/We, hereby authorize the Township of Frontenac Islands to process a debit, in paper, electronic or other form from my/our account in the following manner:

Initial the Box of the Appropriate Plan

- OPTION #1 Regular Installment Program** – The amount due is withdrawn on a regular due dates. The last business day of March, June, August and October of the current year. To qualify, tax accounts must be paid up to that date.
- OPTION # 2 Monthly Installment Program** – 10 (Ten) monthly payments from January to October to be withdrawn on the last business day of each month. To qualify, tax accounts must be paid up to date.
- OPTION # 3 Budget/ Arrears Program** – Monthly payments in a Pre-authorized amount of \$ _____ to be withdrawn on the last business day of each month.

Signature

Date

Please return with your cheque marked "VOID" a separate authorization is required for each roll number.

*Take note that certain circumstances may cause a delay in implementation, please allow thirty days for the process to be completed.

THE TOWNSHIP OF FRONTENAC ISLANDS



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Pre-authorized Tax Payment Plan Programs

1. Regular Installment Program

- Interim and Final installments are withdrawn on each regular installment due date (the last business day of March, June, August and October).
- To qualify, tax accounts must be paid up to date.

2. Monthly Installment Program

- 10 (ten) installment payments are to be paid January through October. January through July installment payments are 1/10th of the previous year's levy. August through December installment payments will be adjusted to reflect the change in the current year's total levy.
- To qualify, tax accounts must be paid up to date.
- Payments are withdrawn on the LAST BUSINESS DAY of every month.

3. Budget/Arrears Program

- For taxpayers who have tax arrears.
- Payments are withdrawn on the LAST BUSINESS DAY of every month.
- Payment amounts MUST be pre-approved by the Treasurer

Tax bills issued for supplementary assessments and additional charges will **not** be withdrawn automatically. They must, however, be paid by the due date indicated on those bills or your account will be removed from the pre-authorized program.

To enroll, make changes to your application or withdraw from the plan, your authorization form or written notice must be received by the Township office a minimum of 30 days prior to the next scheduled payment date.

An administrative fee will be applied to your account for payments not cleared by your financial institution. If the payment is not replaced in the specified time, you will be notified that your account has been removed from the pre-authorized program.

How Can You Join?

1. Complete and sign the authorization form attached. A separate authorization is required for each roll number.
2. Attach your blank cheque marked **VOID**
3. Mail or deliver the authorization form along with your **VOID** cheque to the Township of Frontenac Islands at the address above or to: 2069 Battersea Rd., Glenburnie, ON K0H 1S0



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CHANGE OF ADDRESS

ROLL NUMBER (PLS use separate sheet for more roll numbers for address change)

10-01- _____ - _____ - _____ - _____

10-01- _____ - _____ - _____ - _____

10-01- _____ - _____ - _____ - _____

10-01- _____ - _____ - _____ - _____

OWNERS NAME (S):

OLD ADDRESS:

NEW ADDRESS:

COMPLETED:

- IN PERSON
- PHONE
- EMAIL

SIGNATURE:

_____ DATE: _____

OFFICE ONLY USE:

- CHANGED IN SOFTWARE
- SENT TO MPAC

Corporation of the Township of Frontenac Islands

Howe Island

Emergency 911

Township Office: 613-544-6348

Fire Chief: 613-531-1250

Permit Fee: \$5.00

Daily Permit for Open Air Burning By-Law No. 91:12

Permission is hereby granted to:

Name: _____

Address: _____

Phone No.: _____

For the purposes of having and Open Fire:

Date: _____ Time: _____

Location: _____

Material to be Burned:

Means of Extinguishment Available: _____

Your burning shall not interfere with those around you and you must not cause discomfort to others. The Open Fire must always be supervised.

The Applicant agrees to comply with the Provisions of By-Law 91:12 as amended and agrees to assume all responsibility for any damages occurring from the fire for which this permit is issued.

This permit can be terminated at any time and conditions may warrant the termination of this permit.

Date: _____ Signature of Applicant: _____

Signature of Fire Official or Designate: _____

Copy of this permit will be forwarded to the Chief Fire Official or Designate.

Corporation of the Township of Frontenac Islands Wolfe Island

Emergency 911

Township Office: 613-385-2216

Fire Chief: 613-583-2329

Permit Fee: \$5.00

Daily Permit for Open Air Burning By-Law No. 16-2013

Permission is hereby granted to:

Name: _____

Address: _____

Phone No.: _____

For the purposes of having and Open Fire:

Date: _____ Time: _____

Location: _____

Material to be Burned:

Means of Extinguishment Available: _____

Your burning shall not interfere with those around you and you must not cause discomfort to others. The Open Fire must always be supervised.

The Applicant agrees to comply with the Provisions of By-Law 16-2013 as amended and agrees to assume all responsibility for any damages occurring from the fire for which this permit is issued.

This permit can be terminated at any time and conditions may warrant the termination of this permit.

Date: _____ Signature of Applicant: _____

Signature of Fire Official or Designate: _____

Copy of this permit will be forwarded to the Chief Fire Official or Designate.

THE CORPORATION OF THE TOWNSHIP OF FRONTENAC ISLANDS

BY-LAW NO. 16-2013

BEING a By-Law to regulate open air burning in the Wolfe Island District.

Definitions

- a) "Approved Brush/Yard Waste Fire" means an open air fire not exceeding 2m (6 ft.) diameter and 2m (6 ft.) in height that is set and maintained for the sole purpose of burning piled wood, brush or leaves.
- b) "Approved Incinerator Fire" means a fire set in a container designed for incineration purposes and constructed completely of non-combustible material. There shall be a platform in the bottom of the container with air inlets below the fire to supply adequate combustion air to aid in a more complete and clean burn. Steel mesh with openings not exceeding 5 mm (3/16 inch) shall be placed on the top and/or the exhaust point of the device to serve as a spark arrester.
- c) "Burn Ban Level 1" means burning is restricted to Camping Fires and Outdoor Fireplaces
- d) "Camping Fire" means an open air fire not exceeding 0.6 m (2 ft.) by 0.6 m (2 ft.) by 0.6 m (2 ft.) high that is set and maintained solely for the purposes of cooking food, providing warmth or recreational enjoyment.
- e) "Firefighter" means a member of the Wolfe Island Volunteer Fire Department including the Fire Chief.
- f) "Fire Chief" means the Chief of the Wolfe Island Volunteer Fire Department.
- g) "Open Air Burning" means the burning of any material outside of a building in the open air.
- h) "Outdoor Fireplace" shall mean a manufactured noncombustible appliance designed to hold a small fire for decorative purposes.
- i) "Total Burn Ban" means a burning ban on all types of open air fires.
- j) "Burn Permit" means a permit issued by the Township to allow for the burning of brush/yard waste in the Township.

General Provisions

- The only open air burnings allowed within the Wolfe Island District of the Township of Frontenac Islands are an Approved Brush/Yard Waste Fire, an Approved Incinerator Fire, a Camping Fire and an Outdoor Fireplace.
- No person shall conduct a Brush/Yard Waste Fire without first obtaining a Burn Permit and notifying the Fire Chief or his designate in person or by telephone.
- The burning of buildings, hay, straw, open fields, tires or any materials restricted by the Ministry of the Environment is prohibited.
- Only clean, dry and untreated wood, brush and leaves are to be burnt in an approved brush/yard waste fire.
- Brush/yard waste fires shall be at least 6m (20 ft.) from any combustibles and 6m (20 ft.) from any property line.
- Burning is not permitted during high winds and extremely dry conditions, or when smoke is a nuisance to neighboring properties.
- The Township shall charge a fee for the issuance of a Burn Permit as set out in Schedule 'A' to this By-Law, which may be changed from time to time by resolution of Council.

Enforcement

- The Fire Chief or his/her delegate may issue at their discretion an order to restrict or ban any fires within the Wolfe Island District of the Township of Frontenac Islands at any time.
- A firefighter may order a fire to be extinguished immediately if the fire is not set in compliance with this by-law or is determined upon inspection by the Firefighter to constitute a safety hazard or concern.
- Should the Fire Department respond to an incident as a result of non-compliance with any section of this by-law a fee for service shall be charged to the party having the fire at a rate of \$ 350.00 per hour.
- Any person who contravenes the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine of not more than \$300 pursuant to the provisions of the Provincial Offences Act.