The Corporation of the Township of Central Frontenac
Regular Meeting Of Council Agenda

Tuesday, August 12, 2025 at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Page

1. Call to Order

2. Land Acknowledgement

We would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation.

3. National Anthem

Please stand for the National Anthem

4. Approval of the Agenda

THAT the agenda for the regular meeting of Council to be held August 12, 2025, be approved as presented [amended].

5. Disclosure of Pecuniary Interest

6. Approval of the Minutes

19 - 40

Regular Meeting of Council - Jul 08 2025 - Minutes - sw - ed ej.docx

Emergency Meeting of Council - Jul 24 2025 - Minutes .docx

Special Meeting of Council - Aug 06 2025 - Minutes.docx

THAT the minutes from the regular meeting of Council held on July 8, 2025, the minutes from the emergency meeting of Council held on July 24, 2025, and the minutes from the special meeting of Council held August 6, 2025 be approved as presented [amended].

7. Mayors Remarks

8. Delegations

a. Ron Couchman- Additional Severances 41 - 42

Ron Couchman_Severance_Letter- Delegation 2.docx

THAT Council receive the presentation from Ron Couchman regarding additional severances for information.

b. Sonya Bolton, Manager of Planning Services, County of Frontenac 43 - 47

Cathy MacMunn, CAO/Clerk

Additional Severances Update

130-2025 Update on the Proposed Official Plan Amendment for Residential Severances in the Rural Area

131-2025 CAO/Clerk Update and Clarification

Additional Severance RFP- Upda.docx

THAT the Council for the Township of Central Frontenac receive Report Number 130-2025, “Update on Proposed Official Plan Amendment for Residential Severances in the Rural Area” for information.

THAT Council receive Additional Severances RFP Update and Request for Clarification report as presented by the CAO/Clerk for information;

AND THAT Council provide direction on how to proceed with the project by selecting one of the following options:

Option 1: THAT Council direct County of Frontenac Planning Staff to continue working on the additional severances project.

OR

Option 2: THAT Council direct the County of Frontenac Planning Staff to cease work on the additional severances project

9. Public Meeting

a. 132-2025 - ADMIN Zoning By-Law Amendment Application APPN-2025-0029 by Andrew MacLeod and Karen McCulloch 48 - 58

APPN-2025-0029 Planning Report

APPN-2025-0029 (MaceodMcCulloch) Key Map.pdf

WHEREAS in accordance with the Planning Act, a public meeting is required to obtain input from the public regarding the proposed Zoning By-Law Amendment;

AND WHEREAS Planning staff recommend that Council receive public comments and, subject to any concerns raised during the public meeting, approve Application Number APPN-2025-0029 as presented;

AND WHEREAS it is recommended that Zoning By-Law Number 2011-52 of the Township of Central Frontenac, as amended, be further amended in accordance with the proposed changes set out in Attachment 2 (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2011-52), attached to this report;

AND WHEREAS Council has determined, pursuant to Section 34(17) of the Planning Act, that no further notice is required prior to the passage of the by-law;

NOW THEREFORE BE IT RESOLVED THAT the amending by-law be presented to Council for all three readings later in this meeting.

10. Consent Agenda

a. Correspondence Received August 12, 2025

1. City of Port Colborne dated June 27, 2025. Re: Support the Town of Bradford West Gwillimbury – Advocacy for Increased Income Support Thresholds for Canadian Veterans.
2. City of Pickering dated June 30, 2025. Re: Opposition to Bill 5 and Request to Repeal.
3. Municipality of West Nipissing dated June 17, 2025. Re: Strong Mayor Powers – Municipality of West Nipissing.
4. City of Pickering dated June 6, 2025. Re: Raising Ontario Works (OW) and Ontario Disability Support Program (ODSP).
5. City of Port Colborne dated July 10, 2025. Re: In support of City of Pickering regarding Raising Ontario Works (OW) and Ontario Disability Support Program (ODSP).
6. Municipality of Huron Shores dated July 15, 2025. Re: Opposition to Mandatory Firefighter Certification

Requirements.

7. Municipality of South Huron dated June 17, 2025. Re: Exemption to O. Reg. 343/22 – Firefighter Certification Requirements.
8. Municipality of South Huron dated July 18, 2025. Re: Formal Opposition of the Expansion of Strong Mayor Powers.
9. Municipality of South Huron dated July 18, 2025. Re: Producer Responsibility for Blue Boxes.
10. Village of Burk's Falls dated July 15, 2025. Re: Opposition to the Proposed Installation of a Battery Energy Storage System (BESS) Facility.
11. Municipality of Tweed dated June 10, 2025. Re: Request to Amend O. Reg. 391/21: Blue Box.
12. Township of Puslinch dated July 17, 2025. Re: Procurement and Advocacy for Trade Agreement Exemptions.
13. Municipality of Trent Hills dated July 11, 2025. RE: Strong Mayor Powers.
14. Municipality of Tweed dated July 21, 2025. Re: Proposals Follow-up Letter to Premier Ford.
15. Township of Nairn and Hyman dated July 17, 2025. Re: Opposition to the Transportation and Disposal of Niobium Tailings at the Agnew Lake Tailings Management Area.
16. Eastern Ontario Trails Alliance dated July 15th, 2025. Re: Cell Gap Project Monthly Update July 2025.
17. Town of Goderich dated August 1, 2025. Re: Opposition to Bill 17, Protect Ontario by Building Faster Act, 2025
18. Frontenac County dated August 5, 2025. Re: Invitation to Open Farms 2025

b. Sharbot Lake Farmers Market Minutes — 59 - 66

May 20, 2025 & June 11, 2025

SLFM Meeting May 20.pdf

SLFM Meeting June 11.pdf

c. Volunteer Appreciation Committee Minutes — 67 - 71

July 7, 2025

Volunteer Appreciation Committee Minutes - 07-07-2025.docx

d. Sharbot Lake Public Washroom Committee Minutes — 72

July 9, 2025

Sharbot Lake Public Washroom Committee Meeting-June ^0 July 23^J2025.docx

e. Letter of Support - Parham Fair 73 - 74

August 16th, 2025

AGCO Application - Letter to Clerk's Department.pdf

Letter of Support - Parham Fair.pdf

THAT Council receive items a) through e) for information, as they are considered routine items.

11. Deferred Items

12. Staff Reports/Departmental Updates

a. 133-2025 DS July Construction Details 75

July Construction Details

THAT Council receive the Construction Details (Building Activity) report for July 2025 for information.

b. 134-2025 DS Capital Projects Status Report 76 - 78

Capital Project Status Report

THAT Council receive the Capital Projects report as presented by the Chief Building Official for information.

c. 135-2025 DS-KP Trail-Head Washroom Project 79 - 90

Washroom Sharbot Lake Trailhead - Inset Map.pdf 25011 - KP Trail Head Washroom - For Tender.pdf Bids.pdf

WHEREAS Council approved the construction of a Year-Round Trail Head Washroom in the 2025 budget;

AND WHEREAS $280,000 has been designated in Central Frontenac Township reserves for a trailhead;

AND WHEREAS Frontenac County approved a $100,000 contribution per township as part of a broader initiative to establish trailheads across the region that this project may qualify for;

AND WHERAS the Central Frontenac Washroom Facilities Committee has been actively working on this project since 2023;

AND WHERAS this building will be used to display artifacts from the Central Frontenac Railway Heritage Society, service the trail and the beach, and join with the Matthew St. Extension scheduled for 2026.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official and award the construction of the Trailhead Washroom to Norwood & Co. in the amount of $362,625;

AND THAT Council directs the Chief Building Official to issue a purchase order for the work;

AND FURTHER THAT the Mayor and CAO/Clerk be authorized to sign the final Contract.

d. 136-2025 DS - Hinchinbrooke Public School Demolition 91 - 97

Hinchinbrooke Public School Demolition Report

Gordian / Bel-Con Proposal Package

WHEREAS Council approved the recommendation of the Housing Committee for staff to call for a Request for Proposal for the demolition of the Hinchinbrooke Public School;

AND WHEREAS Staff used a simpler, more efficient method of procurement through Canoe to obtain competitive pricing that complies with the Broader Public Sector (BPS)Procurement Directive and the municipality's Procurement Policy;

AND WHERAS Council deferred this decision at the July 08 meeting until they had an opportunity to visit the school and see the condition of the building.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official and award the demolition of the Hinchinbrooke Public School to Bel-Con Design Builders Ltd in the amount of $146,887.88;

AND THAT Council authorizes the Treasurer to pull the money from reserves;

AND THAT Council directs the Chief Building Official to issue a purchase order for the work;

AND FURTHER THATthe Mayor and CAO/Clerk be authorized to sign the final contract.

e. 137-2025 DS Enhancing Access to Spaces for Everyone (EASE) Grant 98 - 99

Enhancing Access to Spaces for Everyone (EASE) Grant

WHEREAS Olden Hall needs a new accessible ramp and door with a power door operator.

AND WHEREAS The EASE Grant offers up to $60,000 to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

NOW THERFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official to work with the Community Services Coordinator and apply for the EASE grant

f. 138-2025 PW Activity Report 100 - 101

Public Works Activity Report

THAT Council recieve the Public Works Activity Report, as presented by the Public Works Manager for information.

g. 139-2025 PW Project Status Report 102 - 103

Project Status Report

THAT Council receive the Project Status Report as presented by the Public Works Manager for information.

h. 140-2025 PW Paving of Dickson Crescent and Oso Ball Field 104 - 105

Paving of Dickson Crescent and Oso Ball Field

THAT Council recieve the Paving of Dickson Crescent and Oso

Ball Field report as presented by the Public Works Manager for information,

AND THAT Council award the paving of Dickson Crescent and Oso Ball Field to G. Williams Paving in the amount of $100,000 excluding HST;

NOW THEREFOR BE IT RESOLVED THAT the Mayor and CAO be authorized to execute the contract documents with G. Williams Paving ;

AND FURTHER THATthe Public Works Manager be authorized to obtain a Purchase Order for the work.

i. 141-2025 PW Parking Recommendations - Road 38 106 - 109

Parking Recommendations - Road 38

Parking at 38 Image.pdf

THAT Council receive the Parking Recommendations - Road 38 report as presented by the Public Works Manager for information;

AND THAT Council approve the Public Works Manager's recommendation to implement no-parking zones, including pavement markings and signage in front of 14153 and 14216 Road 38, to enhance public safety along this section of Road.

j. 142-2025 Hinchinbrooke Sand Dome Replacement 110 - 113

Hinchinbrooke Sand Dome Replacement Greer Galloway Recommendation Letter.pdf

THATCouncil receive the Hinchinbrooke Sand Dome Replacement report as presented by the Public Works Manager for information;

AND THAT Council direct staff to proceed with planning and tendering for a replacement sand storage structure at the Hinchinbrooke Garage, including provisions for interim sand storage and delivery.

k. 143-2025 Fire Activity Report 114 - 119

CFFRS Activity Report - August Council Meeting.docx

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated August 12, 2025

l. 144-2025 FIRE Automatic Aid Agreement Between Central Frontenac and North Frontenac Township Fire Rescue Services 120 - 129

Automatic Aid Agreement with North Frontenac and Central Frontenac Fire Rescue Services Report.docx

Automatic Aid Agreement with Central Frontenac 2025.pdf

BE IT RESOLVED THAT Council receives for information the Manager of Emergency Services Fire Chief's Report entitled 2025 Automatic Aid Agreement Between Central Frontenac and North Frontenac Township Fire Rescue Services.

AND THAT Council consider passing a By-law later in the meeting to authorize the Mayor and CAO/Clerk to sign the proposed Automatic Aid Agreement between Central Frontenac and North Frontenac.

m. 145-2025 FIRE Public Access Defibrillators 130 - 134

Outdoor AED Report.docx

Information sheet_001.pdf

Quote from Action First Aid.pdf

THAT Council receive the report for Public Access Defibrillators for information.

n. 146-2025 FIN Accounts Payable Report 135 - 159

Accts Payable - August 12, 2025.docx

AP Report to Council August 12, 2025.pdf

2025, June 26 Check Distribution Report.pdf

2025, July 10 Check Distribution Report.pdf

2025, July 18 Check Distribution Report.pdf

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of $2,067,593.99 as prepared by the Treasurer, for information.

o. 147-2025 FIN Apportionment of Taxes 160 - 163

xx-2025 FINANCE APPORTIONMENTS

Snow, Robert Clifford 103901001003501 (2025).pdf

2155674 Ontario Inc 103908002017400 & 17402 (2025).pdf

THAT Council approve the following apportionment(s) of assessment as recommended by MPAC for 2025 as applicable for the following roll number(s):

10-39-010-010-03501-0000; 10-39-080-020-17400-0000 & 10-39-080-020-17402-0000 & 10-39-080-020-17403-0000

p. 148-2025 FIN Budget to Actuals Variance Report to June 30, 2025 164 - 189

Report to Council August 12, 2025 - Revenue and Expense to Budget up to June 30, 2025.docx

Quarterly Reporting Budget to Actuals - Summary (June 30, 2025).pdf

5 Year Total Revenues by Department (June 30, 2025).pdf

5 Year Total Expenses by Department (June 30, 2025).pdf

Operating & Capital Budget Quarterly Report - Council - Summary (June 30, 2025).pdf

Operating & Capital Budget Quarterly Report - Council - By Dept (June 30, 2025)..pdf

THAT Council accept the Revenue and Expenditure budget to actual variances report for the period ending June 30, 2025, for information.

q. 149-2025 FIN Arrears/Tax Sale Properties Summary 190 - 192

Arrears/Tax Sale Properties Summary

Arrears, Tax Sale Properties Summary Update - August 12, 2025.docx

Arrears, Tax Sale Summary Update Report to Council August 12, 2025.pdf

THAT Council accept the Arrears/Tax Sale Properties Summary Update report as prepared by the Treasurer, for information purposes.

r. 150-2025 FIN Mountain Grove Cemetery Service Report 193 - 195

Mountain Grove Cemetery Memorial Day Service

2025 Mountain Grove Cemetery Service Report.docx

2025 Mountain Grove Cemetery report from Judy Gray.pdf

THAT Council receive the report submitted to the Central Frontenac Treasurer by Judy Gray, be received for information;

s. 151-2025 FIN Benefits plan adjustment report 196 - 197

Benefits plan adjustment report - August 12, 2025.docx

THAT Council receive the Benefits Plan Adjustment Report as prepared by the Treasurer for information;

AND THAT Council authorize the CAO/Clerk to amend the benefits plan as follows:

1. Increase Vision Care coverage from $300 to $500 every two years;
2. Increase Paramedical Services coverage from $750 to $1,000 per year.

t. 152-2025 By-Law Enforcement and Education Activity Report 198 - 199

BLE Activity Report

THAT Council receive Bylaw Enforcement and Education Activity Report dated August 12, 2025, as prepared by the Bylaw Enforcement Officer for Information.

u. 153-2025 ADMIN- Planning Activity Report - August 2025 200 - 202

Planning Activity Report

THAT Council receive the August 2025 Planning Activity Report as prepared by the Planning Services Assistant for information.

v. 154-2025 ADMIN Activity Report July 2025 203 - 205

Admin Activity Report

THAT Council receive the July 2025 Administration Activity Report as presented by the Chief Administrative Officer/Clerk for information.

w. 155-2025 ADMIN Volunteer Appreciation Events Committee - Terms of Reference 206 - 211

Report Attach #1 - Volunteer Appreciation Events Committee Draft Terms of Reference

THAT Council receive the “Volunteer Appreciation Events Committee – Terms of Reference” report for information;

AND FURTHER THAT Council confirm and approve the submitted Terms of Reference as submitted by the Committee.

x. 156-2025 ADMIN Committees of Council Policy 212 - 229

ADMIN - Committees of Council Policy

Attach #1: Committees of Council Policy

Attach #2: Schedule A - Committee Terms of Reference Template

Attach #3: Schedule B - Committee Agenda Template

Attach #4: Schedule C - Committee Minutes Template

THAT Council receive the report titled “Committees of Council Policy” as presented by the CAO/Clerk for information;

AND THAT Council approve the Committees of Council Policy as presented;

AND FURTHER THAT the policy be enacted effective immediately to guide all Council-appointed Committees.

y. 157-2025 ADMIN Frontenac Municipal Services Corporation - Shareholders Agreement 230 - 244

FMSC - Shareholders Agreement Report

2025-056 Office of the CAO - FMSC Shareholder Agreement AF KF-FInal.docx

2025-056 - Appendix A - FMSC Shareholder Agreement.pdf

WHEREAS the Board of Directors for the Frontenac Municipal Services Corporation (FMSC) directed the Chief Administrative Officers of the County and the four Townships to work collaboratively with legal counsel to draft the Shareholders

Agreement;

AND WHEREAS on May 20, 2025, the Board officially approved the finalized Shareholders Agreement;

NOW THEREFORE BE IT RESOLVED THAT Council receive the report from the County Chief Administrative Officer for information;

AND FURTHER THAT Council consider a By-law later in the meeting to authorize the Mayor and CAO/Clerk to sign the proposed Shareholders Agreement.

z. 158-2025 ADMIN Enforcement Options for Septic Reinspection Program Using AMPS (Administrative Monetary Penalties) 245 - 246

Septic Specific- Property Standards.docx

THAT Council receive the Enforcement Option for Septic Reinspection Program using Administrative Monetary Penalties report as prepared by the Deputy Clerk for Information;

AND THAT Council direct staff to draft a septic-specific Property Standards By-Law for Council review.

aa. 159-2025-ADMIN-Road Allowance Closure (Armstong/Marks) Report 247 - 254

Road Allowance Closure (Armstong/Marks) Report

146-2022 ADMIN Report road allowance -closure request - armstrong-A.docx

177-2022 public meeting report for Armstrong lane closure -A.docx

WHEREAS Council granted approval in principle on September 27, 2022, to close a portion of the lane located between Lot 13 and Lot 14 on Subdivision Plan 130;

AND WHEREAS a public meeting was held on November 8, 2022, at which public feedback was received;

AND WHEREAS a resolution to stop up, close, and convey the said lane was deferred;

AND WHEREAS the structure currently situated on the lane and on the abutting neighbour's property has existed since 1934, according to MPAC records, and its removal or relocation is not feasible;

NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to proceed with the next steps, including obtaining a property appraisal;

AND FURTHER THAT a by-law to stop up, close, and convey the subject lane as a lot addition to the applicant, subject to any required easements in favour of Hydro One Networks Inc., be brought forward for Council's consideration later in the meeting;

AND THAT the by-law shall stipulate that all associated costs, including registration of the by-law and transfer documents on title, shall be the sole responsibility of the property owner.

ab. 160-2025-ADMIN-Road Allowance Closure By-Law Change – 15894 Road 509 255 - 256

Road Allowance Closure By-Law Change 15894 Road 509

THAT Council receive the report entitled "Road Allowance Closure By-Law Change – 15894 Road 509" for information;

AND THAT Council enact a new by-law to permanently close, declare surplus, and authorize the sale of the portion of the road allowance described in the registered plan associated with 15894 Road 509 later in the meeting.

13. Committee/Other Reports

a. 161-2025 Septic Re-inspection Committee - Staffing Report 257 - 264

Septic Re-Inspection Committee

Septic Re-Inspection Committee Minutes - July 15, 2025

THAT Council receive the “Septic Re-Inspection Committee” report for information;

AND THAT Council approve the creation of a full-time administrative position to provide clerical support for septic administration within Development Services and to continue providing clerical support to the Clerk’s Department

14. Communications/Correspondence for Action

a. Tax Relief By-Law 265 - 266

Correspondence for Action -Tax relief bylaw.docx

THAT Council recieve the communication from Janet Gutowski, Board Chair - North Frontenac Non Profit Housing and the Central Frontenac Housing regarding the new affordable rental housing property tax subclass for information.

15. By-Laws/Agreements

a. 2025-35 Zoning By-Law Amendment - MacLeod & McCulloch 267 - 270

APPN-2025-0022 PLAN - Zoning By-Law Amendment - MacLeod & McCulloch

THAT By-Law 2025-35, being a by-law to amend Schedule 'A5' of Zoning By-Law 2011-52, as amended, to establish zone regulations for all lands in the Township of Central Frontenac, be read a first, second, and third time, and finally passed this 12th day of August, 2025.

b. 2025-36 Being a By-Law to Enter Into an Automatic Aid Agreement With NF 271 - 279

Automatic Aid with NF.docx Agreement.pdf

THATBy-Law 2025-36 being a by-law to authorize the execution of an automatic aid agreement between the Corporation of the Township of Central Frontenac and the Corporation of the Township of North Frontenac be read a first, second and third time, and finally passed this 12th day of August 2025.

c. 2025-37 Being a By-Law to Authorize the Mayor and CAO/Clerk 280

to enter into a Shareholders Agreement with the Township of North Frontenac, Township of South Frontenac, Township of Frontenac Islands, County of Frontenac and Frontenac Municipal Services Corporation

2025-37 FMSC Shareholders Agreement

THATBy-Law 2025-37 being a by-law to authorize the Mayor and CAO/Clerk to enter into a shareholders agreement with the Township of North Frontenac, Township of South Frontenac, Township of Frontenac Islands, County of Frontenac and Frontenac Municipal Services Corporation be read a first, second, and third time, and finally passed this 12th day of August 2025.

d. 2025-38 Being a By-Law to Permanently Close Declare Surplus and Sell Part of a Highway (Armstong & Marks) 281 - 283

Being a By-Law to Permanently Close Declare Surplus and Sell Part of a Highway (Armstong & Marks)

Schedule "A" - Survey 13R23016.pdf

THATBy-Law 2025-38, being a by-law permanently close declare surplus and sell part of a highway, be read a first, second, and third time, and finally passed this 12th day of August, 2025.

e. 2025-39 -Being a By-Law to Permanently Close Declare Surplus and Sell Part of a Highway (15894 Road 509) 284 - 285

Road Allowance Closure By-Law (15894 Road 509)

THATBy-Law 2025-39, being a by-law permanently close declare surplus and sell part of a highway, be read a first, second, and third time, and finally passed this 12th day of August, 2025.

f. 2025-40 Being a By-Law to Provide Safe Yards For The Township of Central Frontenac 286 - 298

Safe Yard By-Law Final.docx

Safe Properties Short Form Wording- edited JL.docx

THAT By-Law 2025-40 being a by-law to provide safe yards for the Township of Central Frontenac be read a first, second, and third time, and finally passed this 12th day of August 2025.

16. Notice of Motions

17. Giving Notice of Motions

a. Duncan McGregor

Potential One-Way - Elizabeth Street

WHEREAS the number of available parking spaces in the village of Sharbot Lake is a known issue

AND THAT the south intersection of Road 38 and Elizabeth Street has been identified as a potentially hazardous intersection

AND THAT traffic movement through Elizabeth Street is often congested and difficult due to two-way traffic

THAT Council direct staff to bring a report to the October 285h Conucli meeting outlining potential benefits/concerns with changing Elizabeth Street to a One-Way Street

b. Duncan McGregor

Website Ad-Hoc Committee

THAT Council form an Ad-Hoc committee comprised of staff, members of the public and members of Council to review the Township website and provide recommendations on how it can be more accessible, user friendlyand support other items outlined in the strategic plan.

18. New/Other Business

19. Closed Session

20. Adjournment

299

2025-41 Confirming By-Law August 12 2025.docx

THAT By-Law 2025-41 being a by-law to confirm the proceedings of the regular council meeting held August 12th, 2025, be read first, second, and third time, and finally passed this 12th day of August 2025;

AND FURTHER THAT this meeting be adjourned until

Tuesday, September 9, 2025 , at 6:00 p.m. for a regular meeting of the Council, said meeting to be held at the Council Chambers, 14216 Road 38, Sharbot Lake ON.

The Corporation of the Township of Central Frontenac

Regular Meeting Of Council Minutes

Tuesday, July 8, 2025 at 6:00 PM

Soldiers Memorial Hall, 1107 Garrett St.
Sharbot Lake, ON

Roll Call

Members: Mayor Frances Smith, Deputy Mayor Bill Everett, Councillors: Susan Irwin, Dan Meeks, Nicki Gowdy, Duncan McGregor, Lynne Klages, and Cindy Kelsey, Councillor Phillip Smith

Staff in Attendance: Cathy MacMunn-CAO/Clerk, Jody Legue-Deputy Clerk/EA to the CAO, Abigail McKinnon-Planning Assistant, Chris Nelson-Community Services Coordinator, Sarah Watkins-Clerical Assistant, Chris McDonough-Fire Chief, Andy Dillon-CBO, Nicole Shorts-By-law Enforcement Officer, Jennie Kapusta-Community Planner, Steve Gould-Public Works Manager, and Sonya Bolton-Manager of Community Planning(Virtual)

1. Call to Order

Mayor Smith called the meeting to order at 6:16 p.m.

2. Land Acknowledgement

We would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation.

3. National Anthem

Please stand for the National Anthem

4. Approval of the Agenda

THAT the agenda for the regular meeting of Council to be held July 8, 2025, be approved as amended.

Moved by: Cindy Kelsey

Seconded by: Lynne Klages

Carried

The agenda was amended to add three additional items to Closed Session #19 under Section 239.2 (b), (c), and (e) of the Municipal Act, and to move agenda items 12(d) and 13(a) together for discussion.

5. Disclosure of Pecuniary Interest

None.

6. Approval of the Minutes

THAT the minutes from the regular meeting of Council held on June 24, 2025, be approved as presented.

Moved by: Lynne Klages
Seconded by: Bill Everett

Carried

7. Mayors Remarks

a. Canada Day

Mayor Smith commented that Canada Day was an excellent day, and the weather cooperated beautifully. She noted that, according to the Firefighters, a little over 500 people attended the breakfast. It was a fantastic event—there was a constant lineup, but attendees were served quickly. Mayor Smith congratulated the Firefighters and all involved, adding that it was a great morning and an opportunity for the community to come together and enjoy a good visit.

b. Dr. Bell's Retirement

Mayor Smith mentioned that there were a couple of celebrations held in honour of Dr. Bell’s retirement. After 54 years of dedicated service, he is now home. She extended heartfelt thanks for the many years he has given to the community.

c. Office Relocation - July 14th

Mayor Smith reminded everyone of the upcoming office relocation. The move is scheduled for July 14th, 2025.

Cathy MacMunn, CAO/Clerk, noted that the office will remain open during the move. IT staff from the County and NFTC will be on-site Monday to complete setup and ensure all systems are connected. Staff will be available at the office to assist and accommodate any members of the public during the transition.

d. Country Music Association Beach Bash

Mayor Smith reminded everyone of the upcoming Beach Bash, hosted by the Country Music Association, taking place on July 26th, 2025, at Sharbot Lake Beach. She noted that tickets are available at various locations and encouraged everyone to attend, saying it will be a great night of music.

e. Venders Market

Mayor Smith noted that the Farmers Market vendors were set up under the roof at the rink on Sunday. She was impressed by the number of cars in attendance. Mayor Smith added that the rink hosts the Vendors Market on the first Sunday of every month, and it is being well utilized by the community.

Councillor Irwin clarified that there are two separate markets: the Vendors Market and the Sharbot Lake Farmers Market.

f. Thank you Nicole Shorts

Councillor Klages extended a sincere thank you to Nicole Shorts, the Township's By-law Enforcement Officer. She noted that Nicole Shorts attended the Kennebec Area Seniors meeting that morning and gave an excellent presentation on her role within the Township. The presentation was very well received and appreciated by those in attendance.

g. Condolences to the Hart family

Councillor Kelsey extended condolences to Nadine Hart and her family on the passing of Howard Hart earlier this week. She noted that Howard had served as a Roads Supervisor for many years prior to amalgamation. Councillor Kelsey expressed that the Hart family is in our thoughts and prayers.

h. Sharbot Lake Famers Market

Councillor Irwin noted that the Sharbot Lake Farmers Market took place on Saturday and had a great opening, with strong attendance despite the rain.

i. Canada Day and Recreation Award

Councillor Smith stated that Canada Day appeared to be a huge success at the beach. He also acknowledged that the Central Frontenac Recreation Committee (CFRC) established an annual award in memory of Wanda Harrison to honor recreation volunteers. This year was the inaugural year, and there were four recipients: Gord Brown (District 1), Barry Gray (District 2), Joan Hollywood (District 3), and Christine Teal (District 4).

Mayor Smith noted that it was a wonderful presentation.

8. Delegations

a. **Steve McCullough**

Additional Severances

THAT Council receive the presentation from Steve McCullough regarding additional severances for information.

Moved by: Bill Everett
Seconded by: Duncan McGregor

Carried

b. **Greg Butler**

Parking on Road 38

Council advised Mr. Butler to work with Steve Gould, Public Works Manager, to develop a solution that works well for all.

THAT Council receive the presentation from Greg Butler regarding parking on Road 38 for information.

Moved by: Nicki Gowdy

Seconded by: Susan Irwin

Carried

9. Public Meeting

None.

10. Consent Agenda

a. Correspondence Received July 8, 2025

1. Township of Perry dated June 24, 2025. Re: Resolution of Support – Municipality of Chatham-Kent; *Bill 5 – Protect Ontario by Unleashing Our Economy Act, 2025.*
2. Township of Southgate dated June 23, 2025. Re: Bill 5 – Protect Ontario by Unleashing Our Economy Act.
3. Town of Renfrew dated June 3, 2025. Re: Opposition to Strong Mayors
4. Town of Prescott dated June 3, 2025, Re: Strong Mayor Powers

b. Central Frontenac Housing Committee Minutes
May 16, 2025

c. Central Frontenac Housing Committee Open House
May 24, 2025

THAT Council receive items a) through c) for information, as they are considered routine items.

Moved by: Duncan McGregor
Seconded by: Nicki Gowdy

Carried

11. Deferred Items

a. **Councillor Dan Meeks**

Additional Severances

WHEREAS there is ongoing interest among landowners in Central Frontenac Township in pursuing additional severances beyond what is currently permitted under the Official Plan; and

WHEREAS the current policies limiting severances restrict opportunities for rural development and land use flexibility; and

WHEREAS the limited number of lots currently available for
development contributes to increasing land prices, making the existing lots unaffordable for many and rendering new development financially unfeasible; and

WHEREAS allowing additional severances could support the creation of more housing options, which aligns with the current housing priorities of both the Ontario Provincial government and the Federal government of Canada, who have emphasized the need to increase the housing supplies across all regions; and

WHEREAS an Official Plan Amendment (OPA) would be required to consider changes to the township's severance policies, and such an amendment should be supported by appropriate planning analysis; and

WHEREAS the severance policies in the current Official Plan do not include a time-based predictable mechanism for limited development while preserving the rural character and intent of the Official Plan;

BE IT RESOLVED THAT Council Direct staff to prepare and issue a Request for Proposal (RFP) seeking proposals from qualified planning consultants to assess and justify a potential amendment to the Townships Official Plan to increase the number of permitted lot severances in all zones;

BE IT FURTHER RESOLVED THAT the RFP include a request for detailed cost estimates and deliverables as part of the proposals, for Council's consideration prior to any decision to proceed with awarding a contract.

Moved by: Nicki Gowdy
Seconded by: Phillip Smith

Carried

12. Staff Reports/Departmental Updates

a. 120-2025 DS - Construction Details Report

THAT Council receive the June Construction Details report as presented by the Chief Building Official for information.

Moved by: Phillip Smith
Seconded by: Dan Meeks

Carried

b. 121-2025 DS - Capital Project Status Report

THAT Council receive the Capital Projects report as presented by the Chief Building Official for information.

Moved by: Susan Irwin
Seconded by: Cindy Kelsey

Carried

c. 122-2025 DS - Hinchinbrooke Public School Demolition

WHEREAS Council approved the recommendation of the Housing Committee for staff to call for a Request for Proposal for the demolition of the Hinchinbrooke Public School.

AND WHEREAS Staff used a simpler, more efficient competitive method of procurement through Canoe to obtain competitive pricing that complies with the Broader Public Sector (BPS) Procurement Directive and the municipality's Procurement Policy.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official and award the demolition of the Hinchinbrooke Public

School to Bel-Con Design Builders Ltd in the amount of $146,887.88.

AND THAT Council directs the Chief Building Official to issue a purchase order for the work

AND FURTHER THAT the Mayor and CAO/Clerk be authorized to sign the final contract.

Moved by: Phillip Smith
Seconded by: Duncan McGregor

Deferred

Councillor Smith requested a deferral until the September meeting to allow the District 4 Recreation Committee additional time to explore options for the reuse of the building.

Council requested a walk through of the building to understand its condition.

13. Committee/Other Reports

a. Central Frontenac Septic Re-Inspection Committee Minutes

This item was moved up in the agenda to precede item 12.d) as they address the same topic and should be discussed together.

THAT Council receive, for information, the minutes of the Central Frontenac Septic Reinspection Committee meeting held on June 18, 2025;

AND FURTHER THAT Council endorse the Committee's recommendation to continue the mandatory septic reinspection program in 2025;

AND THAT the Mississippi-Rideau Septic System Office (MRSSO) be retained to complete 100 inspections on Kennebec Lake in 2025;

AND THAT Council authorize the Mayor and CAO to execute an agreement with the Mississippi-Rideau Septic System Office for delivery of the 2025 Septic Reinspection Program.

Moved by: Susan Irwin
Seconded by: Duncan McGregor

Deferred

Councillor Irwin requested that this item, along with item 12(d) be deferred for further consideration.

12. Staff Reports/Departmental Updates - Continued

d. 123-2025 - DS - Septic Reinspection Challenges

THAT Council receive the report for information;

AND WHEREAS The Township of Central Frontenac initiated a septic re-inspection program to promote environmental protection and public health.

AND WHEREAS The program has a number of operational challenges and unresolved issues.

NOW THEREFORE BE IT RESOLVED THAT the septic re-inspection program be suspended until a formal review of the program is completed and the operational issues are addressed.

Moved by: Duncan McGregor
Seconded by: Susan Irwin

Deferred

Councillor McGregor requested that the costs of the proposed solutions outlined in the report be provided at the next meeting.

e. 124-2025 Public Works Activity Report

THAT Council receive the Public Works Activity Report for June 2025, as presented by the Public Works Manager for information.

Moved by: Lynne Klages
Seconded by: Duncan McGregor

Carried

f. 125-2025 - Public Works Project Status Report

THAT Council receive the Project Status Report as presented by the Public Works Manager for information.

Moved by: Phillip Smith
Seconded by: Cindy Kelsey

Carried

g. 126-2025 Central Frontenac Fire Rescue (CFFR) Activity Report

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated July 8, 2025.

Moved by: Phillip Smith
Seconded by: Bill Everett

Carried

h. 127-2025 By-Law Enforcement and Education Activity Report

THAT Council receive the July 8, 2025 Bylaw Enforcement and Education Activity Report as prepared by the Bylaw Enforcement Officer for Information.

Moved by: Cindy Kelsey
Seconded by: Nicki Gowdy

Carried

i. 128-2025 PLAN - Removal of Holding Symbol - 1074 Teal Trail

WHEREAS the subject lands are currently zoned with a Holding ("H") symbol under Zoning By-Law Number 2011-52 of the Township of Central Frontenac, as amended;

AND WHEREAS the conditions required for the removal of the Holding symbol have been addressed to the satisfaction of the Township;

AND WHEREAS Section 36(4) of the Planning Act authorizes Council to remove the Holding symbol by by-law once the prescribed conditions have been met;

AND WHEREAS public notice and a public meeting are not required under the Planning Act for the removal of a Holding symbol;

NOW THEREFORE BE IT RESOLVED THAT Council approves Application No. APPN-2025-0025 for the removal of the Holding ("H") symbol as presented;

AND THAT the by-law to remove the Holding symbol be presented to Council for all three readings later in this meeting.

Moved by: Nicki Gowdy
Seconded by: Duncan McGregor

Carried

14. Communications/Correspondence for Action

a. Open Farms
September 5th, 6th and 7th, 2025

WHEREAS the Township of Central Frontenac recognizes the importance of agriculture in the region;

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

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

AND WHEREAS the Township is committed to supporting agriculture to grow businesses, attract more visitors and expand the tax base;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Central Frontenac hereby declares September 5, 6 and 7, 2025, as Open Farms in the Township, and reminds individuals of the importance of this celebration which supports local agriculture and food businesses in our communities;

AND FURTHER THAT the Township of Central Frontenac encourages all residents to support local farms and food businesses by participating.

Moved by: Duncan McGregor
Seconded by: Phillip Smith

Carried

15. By-Laws/Agreements

a. 2025-31 Being a By-Law to Remove A Holding Symbol - 1074 Teal Trail

THAT By-Law 2025-31, being a by-law to amend Schedule 'A2' of Zoning By-Law 2011-52, as amended, as it relates to the removal of the holding symbol for 1074 Teal Trail (Garrison Shores), Township of Central Frontenac, be read a first, second, and third time, and finally passed this 8th day of July, 2025.

Moved by: Dan Meeks
Seconded by: Bill Everett

Carried

16. Notice of Motions

None.

17. Giving Notice of Motions

None.

18. New/Other Business

None.

19. Closed Session

a. Resolve Into Closed Session

THAT Council resolve into closed session pursuant to S. 239.2 of the Municipal Act to discuss:

a) 239.2 (b) personal matters about an identifiable individual, including municipal or local board members.
b) 239.2 (b) personal matters about an identifiable individual, including municipal or local board members.
c) 239.2 (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
d) 239.2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Moved by: Bill Everett
Seconded by: Cindy Kelsey

Carried

b. Rise From Closed Session

THAT Council rise from closed session pursuant to S. 239.2 of the Municipal Act to discuss:

a) 239.2 (b) personal matters about an identifiable individual, including municipal or local board members.

b) 239.2 (b) personal matters about an identifiable individual, including municipal or local board members.

c) 239.2 (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

d) 239.2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Moved by: Cindy Kelsey
Seconded by: Susan Irwin

Carried

20. Adjournment

THAT By-Law 2025-32 being a by-law to confirm the proceedings of the regular council meeting held July 8, 2025, be read first, second, and third time, and finally passed this 8th day of July, 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, August 12, 2025, at 6:00 p.m. for a regular meeting of the Council, said meeting to be held at the Council Chambers, 14216 Road 38, Sharbot Lake ON.

Moved by: Lynne Klages
Seconded by: Phillip Smith

Carried

The meeting was adjourned at 8:18 p.m.

_____
Frances Smith, Mayor

_____
Cathy MacMunn,
CAO/Clerk

The Corporation of the Township of Central Frontenac
Emergency Meeting Of Council Minutes

Thursday, July 24, 2025 at 1:00 PM

Council Chambers , 14216 Road 38, Sharbot Lake, On

Roll Call

Members: Mayor Frances Smith, Deputy Mayor Bill Everett, Councillors: Susan Irwin, Nicki Gowdy, Duncan McGregor , and Lynne Klages

Regrets: Dan Meeks, Phillip Smith, and Cindy Kelsey

Staff in Attendance: Cathy MacMunn – CAO/Clerk, Jody Legue – Deputy Clerk and Executive Assistant to the CAO, Chris Nelson – Community Services Coordinator, and Chris McDonough – Manager of Emergency Services Fire Chief

1. Call to Order

Mayor Smith called the meeting to order at 1:00pm.

1.1 Approval of the Agenda - July 24, 2025

The agenda was amended to add a closed session (section 3.3) to discuss proposed or pending acquisition or disposition of land by the municipality or local board.

THAT the agenda for the emergency meeting of Council to be held July 24, 2025 be approved as amended.

Moved by: Lynne Klages

Seconded by: Bill Everett

Carried

2. Disclosure of Pecuniary Interest and General Nature Thereof

3. Business

3.1 129-2025 Trade in 2003 Pumper and Purchase a 2020 Pumper/Rescue

WHEREAS Council directed the Manager of Emergency Services/Fire Chief to investigate the potential purchase of a 2020 Spartan Rescue Pumper located in the United States;

AND WHEREAS the Township's Strategic Plan and Fire Master Plan emphasize the importance of maintaining equipment and infrastructure to support emergency operations;

AND WHEREAS following a detailed review of the apparatus, the Manager of Emergency Services/Fire Chief recommends trading in the current 2003 Pumper and purchasing the 2020 Spartan Rescue Pumper;

AND WHEREAS the Township's Procurement Policy permits the purchase of used equipment exceeding $50,000 with Council approval;

AND WHEREAS the Manager of Emergency Services/Fire Chief recommends proceeding with the purchase of the 2020 Spartan Rescue Pumper from CarCo Automotive Inc.;

NOW THEREFORE BE IT RESOLVED THAT Council approves the recommendation of the Fire Chief to purchase a 2020 Pumper/Rescue from CarCo Automotive Inc; in the amount of $516, 507 CAD

AND FURTHER THAT it be funded from reserves and be included in the 2026 budget to replenish the reserves;

AND THAT the Mayor and CAO/Clerk enter a contract with CarCo Inc.

Moved by: Susan Irwin

Seconded by: Lynne Klages

Carried

3.2 Septic Reinspection Program

THAT Council receive, for information, the minutes of the Central Frontenac Septic Reinspection Committee meeting held on June 18, 2025 and July 15, 2025;

AND FURTHER THAT Council endorse the Committee's recommendation to continue the mandatory septic reinspection program in 2025;

AND THAT the Mississippi-Rideau Septic System Office (MRSSO) be retained to complete 100 inspections on Kennebec Lake in 2025;

AND THAT Council authorize the Mayor and COA/Clerk to execute an agreement with the Mississippi-Rideau Septic System Office for delivery of the 2025 Septic Reinspection Program.

Moved by: Duncan McGregor
Seconded by: Bill Everett

Carried

3.3 Resolve into Closed Session

THAT Council resolve into closed session pursuant to section 239.2 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Moved by: Nicki Gowdy
Seconded by: Duncan McGregor

Carried

3.4 Rise from Closed Session

THATCouncil rise from closed session pursuant to section 239.2 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Moved by: Susan Irwin
Seconded by: Bill Everett

Carried

4. Adjournment

4.1 2025-33 Confirming By-Law

THAT By-Law 2025-33 being a by-law to confirm the proceedings of the special council meeting held July 24, 2025, be read a first, second, and third time, and finally passed this 24th day of July 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, August 6th, 2025 at 4:00 pm. for a special meeting of Council, said meeting to be held at the Council Chambers, 14216 Road 38, Sharbot Lake, ON.

Moved by: Nicki Gowdy
Seconded by: Duncan McGregor

Carried

Cathy MacMunn, CAO/Clerk

Frances Smith, Mayor

The Corporation of the Township of Central Frontenac
Special Meeting Of Council Minutes

Wednesday, August 6, 2025 at 4:00 PM
14216 Road 38, Sharbot Lake, Ontario K0H 2P0

Roll Call

Members: Mayor Frances Smith, Deputy Mayor Bill Everett, Councillors: Susan Irwin, Dan Meeks, Phillip Smith, Nicki Gowdy, Duncan McGregor, and Lynne Klages

Regrets: Cathy MacMunn and Cindy Kelsey

Staff in Attendance: Jody Legue, Deputy Clerk/EA to the CAO

1. Call to Order

Mayor Smith called the meeting to order at 4:00 p.m

2. Disclosure of Pecuniary Interest and General Nature Thereof

None.

3. Approval of Agenda

3.1 August 6, 2025

THAT the agenda for the special meeting of council to be held August 6, 2025 be approved as presented.

Moved by: Susan Irwin
Seconded by: Bill Everett

Carried

4. Closed Session Matters

4.1 Delegation of Clerk Duties

Cathy MacMunn, CAO/Clerk, hereby delegates the duties of Clerk to Kelly J. Pender, Management Consulting, for the purposes of the Closed Session meeting scheduled for Wednesday, August 6, 2025, in accordance with Section 228(4) of the *Municipal Act, 2001*

4.2 Resolve into Closed Session

THAT Council resolve into closed session pursuant to Section 239.2 of the Municipal Act to discuss:

a) a proposed or pending acquisition or disposition of land by the municipality or local board (S.239.2 (c))

b) personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).

c) personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).

Moved by: Duncan McGregor
Seconded by: Lynne Klages

Carried

4.3 Rise from Closed Session

THAT Council rise from closed session pursuant to Section 239.2 of the Municipal Act to discuss:

a) a proposed or pending acquisition or disposition of land by the municipality or local board(S.239.2 (c))

b) personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).

c) personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).

AND FURTHER THAT any direction received from Council during the Closed Session, held August 6, 2025, be carried out accordingly.

Moved by: Dan Meeks
Seconded by: Phillip Smith

Carried

5. Adjournment/Move into Open Session

THAT By-Law 2025-34 being a by-law to confirm the proceedings of the special council meeting held August 6th, 2025, be read a first, second, and third time, and finally passed this 6th day of August 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, August 12th, 2025 at 6:00p.m. for a regular meeting of Council, said meeting to be held at the Council Chambers, 14216 Road 38, Sharbot Lake, ON.

Moved by: Nicki Gowdy
Seconded by: Lynne Klages

Carried

The meeting was adjourned at 6:31 p.m.

_____
Cathy MacMunn, CAO/Clerk

_____
Frances Smith, Mayor

To: Mayor Smith and Members of Council

Subject: Severance Policy Review

I am writing in response to the motion introduced by Councillor Danny Meeks regarding proposed changes to the severance policy in Central Frontenac, specifically the consideration of increasing the allowable severances from two (non-renewing) to three with a 10-year renewal cycle.

Surrounding townships allow for more severances, and Central Frontenac had similar allowances prior to 2008. Was a study conducted to justify the 2008 policy change? If so, is it publicly accessible? If not, it raises the question of whether a formal review is necessary now. We can assess potential impacts by evaluating how the original policy shift affected development, land values, and how we compare to neighbouring jurisdictions.

Council has not allocated funding for a planning consultant, and I question whether this expense is warranted. Historically, the township allowed more severances, and renewing them was common practice.

This issue has already seen significant public engagement. A motion to defer the discussion was defeated, and a petition was submitted—one that could likely grow to 500–800 signatures if reopened. With land prices at record highs, many residents are eager to provide opportunities for younger generations to build homes locally.

Additionally, there is growing demand for rural living and hobby farms. Individuals seeking these opportunities will not settle for in-town lots simply because of local growth targets. They may instead relocate to municipalities that accommodate their needs—taking their tax revenue with them.

Council has the authority to amend the severance policy by motion and could budget for a formal review in 2–5 years. Both federal and provincial governments are prioritizing housing growth and economic stimulation. With a focus on affordable housing, grant funding may be available to offset any review costs or planning work required.

I have professional experience with government grants and would be happy to assist where possible.

Personally, I am seeking to sever my remote property, which currently allows for two lots. My aim is to create a small, supportive community by offering affordable parcels. Councillor Duncan McGregor previously noted he wants this to move forward. Councillors Philip Smith and Nicki Gowdy both said that they are not willing to let go of the project just yet. They said when they think of the vacant lots in the township, very few of them are accessible by road.” a concern already addressed in the Official Plan, which requires new lots to be accessible by road.

Three councilors have expressed support for moving this issue forward, and many residents share their view. A lack of immediate new builds is not a failure—many families need time to save and plan. But without available land, no future building will happen at all. If we do not make room for growth, families will be forced to leave. If properties are not developed, they still pay taxes and there is otherwise no negative change.

In a time of inflation, increasing the number of tax-contributing properties can help the township maintain or even improve services without raising tax rates. This would be a strong position to enter the next election cycle.

Thank you for your attention.

Sincerely,

X

Ron Couchman

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	130-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk, Township of Central Frontenac
PREPARED BY:	Sonya Bolton, Manager of Community Planning, County of Frontenac
RE:	Update on Proposed Official Plan Amendment for Residential Severances in the Rural Area

RECOMMENDATION

THAT the Council for the Township of Central Frontenac receive Report Number 130-2025, “Update on Proposed Official Plan Amendment for Residential Severances in the Rural Area” for information.

BACKGROUND

At the October 10, 2023, Township Council meeting, the following resolution was passed:

> “That Council direct staff to prepare a report to amend the Official Plan to allow for an increase of lots to be severed from two to three or four or as many as allowed per the Planning Act.”

On October 22, 2024, Planning staff presented a report to Township Council outlining the policy framework that severances are reviewed under and the next steps and staff hours/costs that would be associated with this review. A copy of that staff report is available at the following link: October 22, 2024 Council Report.

On April 8, 2025, Planning staff presented an update report to Township Council outlining the results of the first phase of the review, showing the data regarding the number of vacant lots currently in the Township, recent severance activity, and recent building permit activity for new homes. A copy of that staff report is available at the following link: April 8, 2025 Council Agenda and Report.

DISCUSSION

At the meeting on April 8, 2025, staff presented the preliminary data showing that were 2,376 parcels of vacant land (33%) out of the total of 7,170 parcels that are in the Township. Feedback from some members of Council was that many of the existing vacant parcels are not accessible and therefore would not be eligible for a building permit to construct a home.

Direction was given by Council that staff proceed with the next stage of the research, which would be to look specifically at road and access conditions in relation to the number of vacant lots. County planning and GIS staff worked with Township staff, including staff from Public Works, to prepare an inventory of roads and their ownership and maintenance standard.

GIS staff completed the mapping of the roads data in mid-July and met with the County planners and Township staff to review the first draft and make any corrections.

Outside of this severance review, the roads map can continue to be maintained in the future and will be a good resource for Township staff, both in Public Works for keeping their inventory up to date, but also for planning and administrative staff in reviewing development inquiries and applications and being able to understand which properties have what type of road access. Please note, a copy of the map has not been included with this report, because the scale would make it unreadable. Staff will show the updated mapping on the screen during the presentation to Council at the meeting on August 12.

From the perspective of the severance review, it appears that there are quite a few vacant lots in the Township without any road access. When you remove these lots from the inventory, the total number of vacant lots drops from 2,376 parcels to 1,846 parcels, a decrease of 530 parcels or 22.3 percent.

Planning staff recognize that Council is intent on proceeding with the severance review. Considering this, planning staff received direction from the Township CAO/Clerk on July 22, 2025, to proceed with the rest of the work to complete the vacant land inventory for the severance review. Receiving permission to proceed with the review prior to the August 12 Council meeting allows the County to use the assistance of the interns that have been hired for the summer, including in GIS, without additional cost to the Township.

The remainder of the vacant land inventory will include removing additional vacant parcels based on screening criteria that will include ownership by any level of

government, ownership by a conservation authority, and lands designated or zoned for certain types of natural heritage features, aggregate resources, or waste management sites.

Once this data analysis is complete, staff will have a better understanding of the vacant land inventory in the Township and can complete a review of the Township's policies associated with lot creation and provide a final recommendation. If the GIS analysis is completed by the end of August, staff anticipate being able to bring that final report to Council at the second meeting in September.

FINANCIAL IMPLICATIONS

The only costs to date have been associated with staff time. At the time of writing this report, County planning staff have spent approximately 46 hours on this project, which works out to approximately $6,000. The cost of that work will be billed to the Township in accordance with the service agreement between the Township and the County. This number does not include hours worked on the project by GIS staff, which is billed under a separate agreement, the County student interns, or Township staff.

ATTACHMENTS/REFERENCES

Not applicable

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	131-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Jody Legue, Deputy Clerk
RE:	Additional Severance RFP Update and Request for Clarification

RECOMMENDATION

THAT Council receive Additional Severances RFP Update and Request for Clarification report as presented by the CAO/Clerk for information;

AND THAT Council provide direction on how to proceed with the project by selecting one of the following options:

Option 1: THAT Council direct County of Frontenac Planning Staff to continue working on the additional severances project.

OR

Option 2: THAT Council direct the County of Frontenac Planning Staff to cease work on the additional severances project.

BACKGROUND

At the July 8th, 2025, meeting, Council passed a resolution directing the CAO/Clerk to prepare an RFP to investigate the feasibility of an Official Plan Amendment that would support additional severances.

To move this forward, the CAO/Clerk reached out to several planning consultants to discuss scope and timing. The CAO/Clerk was able to connect with one consultant to discuss the process and was advised that an RFP of this nature would take

approximately three months to create/complete; however, due to current workload, the consultant was not available to begin for at least another month.

Staff are currently in the process of obtaining a formal quote for this work and will bring it back to Council once it has been received.

DISCUSSION

Given the delay in consultant availability and the time required to prepare the RFP, staff are seeking clarification from Council about the work the County Planning Department has started. Would Council like the County Planning Department to continue work on the original initiative, or would they prefer that the County Planning Department cease work all together?

Staff will continue to gather information on the RFP process and work with the consultants to obtain costing and a confirmed timeline.

FINANCIAL IMPLICATIONS

The overall cost of preparing the RFP has not yet been quoted; however, it is important to note that this item is not currently included in the approved 2025 budget.

ATTACHMENTS/REFERENCES

N/A

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	132-2025
DATE:	August 12, 2025
FROM:	Sonya Bolton, Manager of Community Planning, County of Frontenac
PREPARED BY:	Jennie Kapusta, Community Planner, County of Frontenac
RE:	Zoning By-Law Amendment Application APPN-2025-0029 by Andrew MacLeod and Karen McCulloch for a Property Located at Concession 2, Part Lot 26, Geographic Township of Hinchinbrooke, Township of Central Frontenac [Eagle Lake South Shore Lane] (Zone Change from a Waterfront Residential (RW) Zone to a Site-Specific Waterfront Residential Exception (RW-X45) Zone)

RECOMMENDATION

WHEREAS in accordance with the *Planning Act*, a public meeting is required to obtain input from the public regarding the proposed Zoning By-Law Amendment;

AND WHEREAS Planning staff recommend that Council receive public comments and, subject to any concerns raised during the public meeting, approve Application Number APPN-2025-0029 as presented;

AND WHEREAS it is recommended that Zoning By-Law Number 2011-52 of the Township of Central Frontenac, as amended, be further amended in accordance with the proposed changes set out in Attachment 2 (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2011-52), attached to this report;

AND WHEREAS Council has determined, pursuant to Section 34(17) of the *Planning Act*, that no further notice is required prior to the passage of the by-law;

NOW THEREFORE BE IT RESOLVED THAT the amending by-law be presented to Council for all three readings later in this meeting.

PROPOSAL

This application proposes to re-zone an existing lot (identified with assessment roll number 103904006012200) with frontage on Eagle Lake and accessed by Eagle Lake South Shore Lane, from a Waterfront Residential (RW) zone to a Site-Specific Waterfront Residential Exception Zone (RW-X45) to permit two docks to be installed on the subject property. The combined total area of both docks shall not exceed 27 square metres (290 square feet), which is the maximum area permitted in Section 4.1.1.13 of the zoning by-law for a single dock. All other provisions of the RW Zone shall apply without modification.

BACKGROUND

On February 11, 2025, the Committee of Adjustment approved consent application APPN-2025-0034 for the creation of an easement (right-of-way) over the subject property for the creation of a parking area and water access point to Eagle Lake. This easement was created to provide a deeded mainland parking area and water access point for an existing developed water-access only lot (island) in Eagle Lake, in accordance with the provisions of Section 4.18 of the Township zoning by-law.

The owners of the island property want to install a dock at the mainland water access point to park their boat. The zoning by-law only permits the installation of one dock on each waterfront lot. If the owners of the island lot installed a dock at the deeded mainland water access point, this would prohibit the installation of a dock to serve the waterfront lot over which the easement was granted.

To ensure that both the mainland waterfront lot and the island lot with deeded access can each have their own dock, this rezoning application to permit the installation of two docks on a single property has been submitted.

Township and County planning staff consulted with Rideau Valley Conservation Authority (RVCA) prior to the submission of this application. This consultation determined that provided the combined area of both docks did not exceed the maximum area permitted for a single dock under the Township zoning by-law, that RVCA would be supportive of an additional dock being installed on the subject property.

The subject property is located within 300 metres of Eagle Lake, which is provincially designated as an at-capacity lake trout lake. The Township’s Official Plan contains policies specific to development in proximity to lake trout lakes, in addition to the

general Waterfront Area policies. The sewage disposal system on any new lot must be located a minimum of 300 metres (984.5 feet) from the high-water mark of an at-capacity lake trout lake. Existing vacant lots may be developed provided the sewage system can be a minimum of 30 metres (98.4 feet) from the high-water mark of the lake.

The creation of the easement and parking area approved through consent application APPN-2025-0034 and the installation of two docks along the shoreline as proposed through this rezoning application will not increase interior living space or require the construction of any structures that would require alterations to any existing on-site sewage services.

Information Category	Response
Official Plan designation	Rural Area and within the Waterfront District
Zoning	Waterfront Residential (RW)
Size (area) of subject property	1.75 hectares (4.32 acres)
Existing road frontage and access	Approximately 115 metres (380 feet) of frontage along Eagle Lake South Shore Lane
Waterfrontage	95 metres (310 feet) of frontage along Eagle Lake
Natural heritage features	Eagle Lake (at-capacity lake trout lake)
Existing development	Dwelling, accessory structure and on-site services
Surrounding land uses	Developed waterfront residential lots along the shoreline of Eagle Lake with larger naturally vegetated parcels inland.

Pre-application Consultation:

The applicant consulted with Township and planning staff prior to submitting this application.

Public Meeting Process and Public Notice

In accordance with the *Planning Act,* signs were posted on the subject property 20 days in advance of the public meeting. In addition, the public meeting notice was mailed out

to property owners within 120 metres of the subject property 20 days in advance of the public meeting.

Anyone may attend the public meeting and make a verbal statement, and/or submit comments in writing, either in support of or in opposition to the application.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Central Frontenac in respect of the proposed application, the person or public body is not entitled to appeal the decision of the Township of Central Frontenac to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at the public meeting or make written submission to the Township of Central Frontenac in respect of the proposed plan before the approval authority gives or refuses to give approval, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Anyone wishing to be notified of Council's decision on the subject application must submit a written request to:

Jody Legue, Deputy Clerk
Township of Central Frontenac
1084 Elizabeth St., P.O. Box 89
Sharbot Lake, ON K0H 2P0
Email: jlegue@centralfrontenac.com

Comments

Rideau Valley Conservation Authority (RVCA)

This application was circulated to RVCA for review. Comments dated August 6, 2025 indicated no objections to the application as proposed.

The RVCA did not reveal the presence of any Provincially Significant Wetlands (PSWs), or natural hazards in the form of mapped floodplains, steep slopes or marine clays present on the subject property. There are no natural hazard features identified or present on the property that would be impacted by this proposal for an additional dock.

Under RVCA's Development Activity Policies and Procedures, docks shall be limited to a maximum shoreline width of 2 metres, shall be permitted up to a maximum cumulative total area of 30 square metres per associated lot, and shall not be constructed on a permanent foundation such as concrete or cribs.

Planning staff would like to note that as described in the Proposal section above, the maximum dock area permitted in the Township zoning by-law is 27 square metres (290

square feet) and that this site-specific rezoning will limit the cumulative total area to that permitted by the Township zoning by-law rather than the maximum permitted under the RVCA's regulations.

As the proposed docks are located within the RVCA's regulated area (within 15 metres of a watercourse/waterbody) a permit is required from RVCA in accordance with Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits prior to the installation of any docks and/or shoreline works.

Septic Approval

There was no septic review required for this application as the application does not propose any increase in living space, and construction of shoreline docks will not be in proximity to any existing on-site services.

Public Comments

There were no public comments received regarding this zoning by-law amendment application prior to the preparation of this report.

The Effect of Public Input on the Draft By-Law: None prior to the preparation of this report.

CONFORMITY AND CONSISTENCY WITH POLICY PLANNING DOCUMENTS

Applications for zoning by-law amendments are required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of Central Frontenac Official Plan. It is the opinion of planning staff that the proposed Zoning By-Law Amendment is consistent with and conforms to the planning policies of all these documents.

They key policies of each document that are applicable to the subject application are outlined in Appendix B of this report, and the policy issues are addressed in the planning analysis below.

Township of Central Frontenac Zoning By-Law Number 2011-55

The subject property is zoned Waterfront Residential (RW) which permits the installation of a single dock on the subject property. This site-specific rezoning will permit the installation of a second dock on the property allowing a separate boat docking area for both the mainland property and the island property that has the easement for water access to Eagle Lake. All other provisions of the RW Zone shall apply without modification.

There will be no additional construction permitted within the easement or along the shoreline in proximity to this additional dock. The parking area approved in addition to

the water access point will be located more than 30 metres (98.4 feet) from the high-water mark of Eagle Lake and be screened by existing vegetation along the shoreline area.

Overall, County planning staff are of the opinion that the proposed Zoning By-law Amendment is in keeping with the general purpose and intent of the Township's Zoning By-Law.

A copy of the draft amending by-law is included as Attachment 2.

PLANNING ANALYSIS AND CONSIDERATIONS

This application was reviewed against the policies of the Provincial Planning Statement 2024, the County of Frontenac Official Plan, and the Township of Central Frontenac Official Plan. The analysis below summarizes all relevant policies by theme. A list of all land-use planning policies relevant to these applications are found in Appendix B of this report.

Rural Character and Waterfront Character

This rezoning application will ultimately result in the construction of two docks along the waterfrontage of the subject property. The waterfrontage of the subject property is greater than that required in the zoning by-law allowing an additional dock to be installed without causing the character of the waterfront to be dominated by multiple docks.

Limiting the total combined area of both docks to that which is currently permitted for a single dock further limits the amount of construction and built form that will be located along the shoreline of the subject property.

There are no additional structures proposed to be constructed on the mainland in association with the easement. The parking area approved in addition to the water access point will be located more than 30 metres (98.4 feet) from the high-water mark of Eagle Lake and be screened by existing vegetation along the shoreline area.

Natural Heritage

Planning staff are of the opinion that the proposed re-zoning to permit the installation of two docks on a single waterfront property will not negatively impact Eagle Lake. The combined area of both docks will not exceed the maximum area permitted for a single dock in the zoning by-law (27 square metres (290 square feet)). Further, the docks shall be constructed in accordance with RVCA policies which aids in limiting negative impacts.

As noted above, Eagle Lake is designated as at-capacity lake trout lake, but there were no fish spawning areas identified along the shoreline of the subject property during the

approval of the easement application. As such, impacts to natural heritage features are not anticipated as a result of the subject application.

Sewage Disposal System Services

As noted in the Comments section above there was no septic review required for this application as there is no increase in living space proposed and no construction proposed in proximity to any existing on-site services.

Natural Hazards

This rezoning proposes to permit the installation of two docks along the shoreline of a single waterfront property. As noted by RVCA in the Comments section above, there are no natural hazard features identified or present on the subject property that will be affected by the construction of an additional dock on the shoreline.

CONCLUSION

As of the writing of this report, no issues had been identified as part of the circulation process. Subject to any issues raised at the public meeting, the proposed Zoning By-Law Amendment is consistent with the Provincial Planning Statement and conforms to both the County and Township Official Plans.

ATTACHMENTS

Appendix A: Relevant Planning Policy and Legislation

Attachment 1: Key Map

Attachment 2: Draft By-law and Schedule A to Amend Zoning By-law Number 2011-55

Appendix A: Relevant Planning Policy and Legislation

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

When assessing zoning by-law amendment applications on rural lands, planning authorities must comply with Sections 2.5 and 2.6 of the PPS, and apply the relevant policies of the following sections:

- Chapter 3: Infrastructure and Public Service Facilities of the PPS contains policies that direct the development of public and private infrastructure including transportation networks, sewage, water and stormwater services, waste management, and public spaces, recreation, parks, trails, and open spaces.
- Chapter 4: Wise Use and Management of Resources of the PPS contains policies that encourage the protection of natural heritage, water, agricultural land, mineral and aggregate resources, and cultural heritage and archaeological resources for their economic, environmental and social benefits.
- Chapter 5: Protecting Public Health and Safety of the PPS contains policies intended to reduce the potential for public cost or risk to Ontario's residents from natural or human-made hazards. Conservation Authorities have provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the PPS.

The following policies are applicable to this application:

- Permitted uses on rural lands include residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services; (Section 2.6.1.c).
- Development that can be sustained by rural service levels should be promoted (Section 2.6.2).
- Development shall be appropriate to the infrastructure, which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (Section 2.6.3).
- Conserving biodiversity and considering the ecological benefits provided by nature (Section 2.5.1.g).
- Supporting healthy, integrated and viable rural areas by building upon rural character and leveraging rural amenities and assets (Section 2.5.1.a).
- Individual on-site water and sewage services may be used provided that site conditions are suitable for the long term provision of such services with no negative impacts (Section 3.6.4).
- Natural features and areas shall be protected for the long term (Section 4.1.1).
- Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage and not create new or aggravate existing hazards (Section 5.1.1).

County of Frontenac Official Plan (2016)

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability.

The following policies are applicable to this application:

- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational and institutional development, is permitted.
- Section 3.3.3.4 Special Policies – Waterfront Areas provides policies that are intended to improve and protect waterfront areas as a significant cultural, recreational, economic and natural environmental resource and to maintain or enhance the quality of the land areas adjacent to the shore.
- Section 4.2, Servicing, includes policies for the use of private on-site water and sewage services, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.
- Section 7, Environmental Sustainability, sets out policies for environmental sustainability and the protection of the natural heritage system and the ecological functions it provides.

Township of Central Frontenac Official Plan (2021)

The subject property is designated as Rural Area in the Township of Central Frontenac Official Plan. The intent of policies in the Rural Area designation is to provide for a supply of land for a diversity of traditional and evolving rural uses. These include rural residential, recreational uses, rural accommodations, and rural commercial and industrial uses. Rural residential development includes both permanent and seasonal land uses.

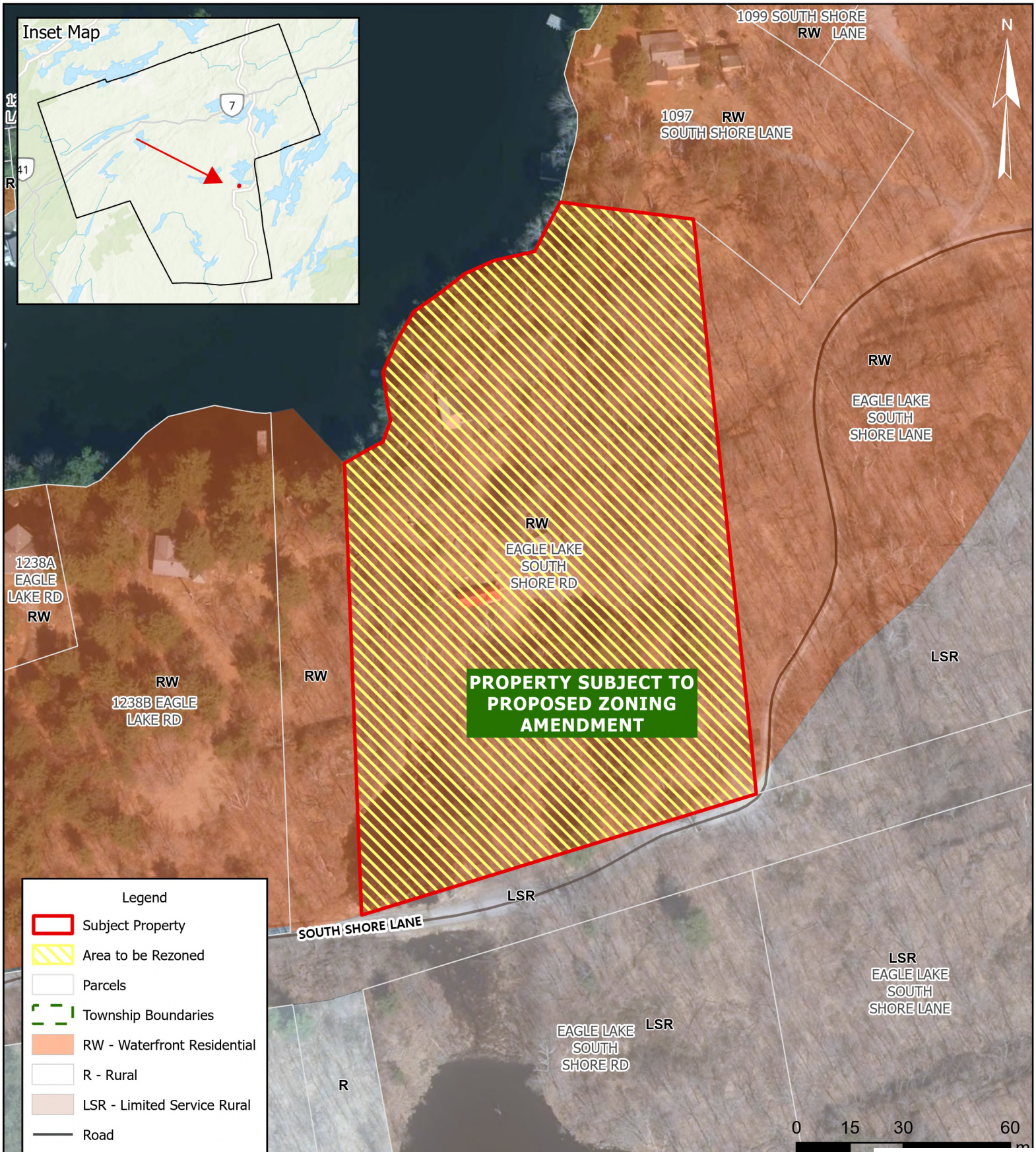
Following guidance from Section 4.8 of the Official Plan, consideration may be given to development within the Waterfront Area designation provided that such proposals are consistent with policies that are intended to maintain: water quality objectives, highly sensitive lake trout lakes, moderately sensitive lake trout lakes, other lakes and waterbodies, and application of lake management tools and monitoring.

The following policies are applicable to this application:

- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B).
- 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. (Section 4.8.1)
- To ensure that built form does not become concentrated or dominate the Waterfront to the detriment of natural form. (Section 4.8.5.B)
- To support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area. (Section 4.8.5.O)
- 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 (Section 4.10.1.B).
- The tile fields on each new lot are set back at least 300 metres (984.5 feet) from the shoreline of the [at-capacity lake trout] lake or such that the drainage from the tile fields would flow at least 300 metres (984.5 feet) into the lake (Section 4.8.8.A.i)
- 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 30 metres (98.4 feet) from the shoreline (Section 4.8.8.A.vii).

TOWNSHIP OF CENTRAL FRONTENAC

APPLICATION FOR ZONING BY-LAW AMENDMENT APPN-2025-0029
(MACEOD) (MCCULLOCH)
EAGLE LAKE - SOUTH SHORE ROAD
GEOGRAPHIC TOWNSHIP OF HINCHINBROOKE



Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Sharbot Lake Farmers Market

Committee of Council Meeting

May 20th, 2025 7pm

Agenda

1 - 2024 Invoices

2 - 2025 Event Schedule

3 - 2025 Draft Budget

4 - All other matters

SHARBOT LAKE FARMERS MARKET

MEETING May 20th, 2025 7pm-7:33pm

In Attendance: Mary Ellen Whan (Whan Farms) Ken Waller (Waller Woodcrafts) Sarah Hannon Winney (The Rise Farm) Darlene & George Conboy (Conboy Maple Syrup) Amanda Middleton (Middleton Neadow Farm) Ali Williams (Winding Road Coffee Company)

MEETING MINUTES

AGENDA:

1. 2024 Invoices & Motions

- Motions brought forward for 2024 Meeting Minutes & 2024 Invoices for Sarah
- All motions passed

2. 2025 Event Schedule

- Opening day June 28 with SL Chiro, EarlyON and KFPL
- Can Early ON come weekly
- Corn Roast, tomato tasting,
- OPEN FARMS - Garlic Workshop with The Rise Farm, Honey Workshop with Tiny Honey Shop
- Try and work with OFA, NFU, Parham Fair
- Collab with local committees of Council in addition to the NFT
- Cancel Labour Day weekend BBQ based on attendance

3. 2025 Draft Budget

- Increase in vendors which mean increase in seasonal budget
- 3 new farm vendors: Mushrooms, Dutch Spice, Hot Sauce
- 15-18 Vendors per week
- Maintain exclusivity for all vendors
- Credit with Frontenac News for opening day advertisement
- Vendor remain at $25 / week - note for 2026 season rates for Farmers / Artisans
- Discount for grandfathered in vendors, no weekly discount for new full time vendors (there arent any) New charge for electricity $5 / week

4. All other matters

- No live music scheduled for the season, not a useful avenue to pursue. We dont have a budget for musicians.

- Vendor fees are to be paid at the vendors first appearance by cash or cheque, invoices will be issued prior to opening day and receipts will be given upon receipt.
- Becoming a member of the OFA, is that something we could approach council for help with fees
- Holiday Market is scheduled at OSO Hall for Dec 6th from 10-1. The only available date that we could have working around the NFLT and Fire Dept.
- New vendors, Top Cap Fungi, Dutch Spice, ems creations, little rock honey
- Vendor list sent to committee members
- Lots of people have inquired about becoming vendors but very few have actually followed through
- The 2025 season will run for 14 weeks from June 28th - Sept 27th

Sharbot Lake Farmers Market

Committee of Council Meeting

May 20th, 2025

7pm

In Attendance : Mary Ellen Whan, Ken Waller, Sarah Hannon Winney

Motion 1 Darlene & George Conboy, Amanda Middleton Neadow

Moved by : Darlene Conboy Ali Williams

Seconded by: Mary Ellen Whan

THAT the minutes of 2024 meetings be passed as presented.

Motion 2

Moved by: Amanda Middleton Neadow

Seconded by: Ken Waller.

THAT the invoices for Sarah Hannon 2024 be passed for payment.

2024-1

2024-2

2024-3

2024-4

2024-5

All motions passed

Sharbot Lake Farmers Market

Committee of Council Meeting

Agenda : June 11 2025

Location : Kick & Push

1 - events

2 - vendors

3 - open farms, advertising, gift cards, OFA membership, bbq, bathroom, trailer (decals), sponsors

4 - All other matters.

SHARBOT LAKE FARMERS MARKET

MEETING June 11, 2025 4:30-5:30 pm

In Attendance: Mary Ellen Whan (Whan Farms) Ken Waller (Waller Woodcrafts) Sarah Hannon Winney (The Rise Farm) Darlene & George Conboy (Conboy Maple Syrup) Amanda Middleton (Middleton Neadow Farm) Susan Irwin (CF Councillor) Lianne & Jeff Parkhill (Fen Valley Farm)

Regrets: Ali Williams (Winding Road Coffee Company)

MEETING MINUTES

AGENDA:

1. Events

Discussed the upcoming 2025 Season

- Opening Day – Regular hours
  16 Vendors
  Kickstart Canada Day festivities
  Wear Red & White
  BBQ – planned for 50 people- Whan Farms, Rise Farms, Fen Valley Farms to supply main ingredients
  SL Library- hosting a story walk
  Early ON – children's activities
  SL Chiropractic and Wellness- Business Awareness and Information
- Amanda- host a bloom bar monthly
- Civic Holiday weekend- August 2- BBQ
- August 16- Corn Roast
- August 23- Tomato Tasting- proceeds to the Food Bank
- Open Farms- September 6- Extended Hours- 9am - 2pm
  BBQ
  Garlic Workshop- Sarah
  Collaboration with the Cardinal
  Bloom Bar
  Honey Demo
  Free advertising from the County for Open Farms
  Brewery- Local and/or Kick and Push
- Final Market- September 27- Extended hours 9am - 2pm
  BBQ & Beer

2. Vendors 2025

- Vendor fees for the entire season $280- Cheques payable to the Township of Central Frontenac with a memo indicating SL Farmers Market
- Several new vendors including:

  Top Cap Funghi- Mushrooms
  Dutch Spice Mill- Dutch Baking- 5 dates
  Homemade tote bags
  Tallow
  Lobster Rope Mats
  Trees

- Returning Vendors- Every week there will be 9-11 Farmers and various Craft Vendors- Soap, Woodworking, Greeting Cards
- Some on part time basis

  Winding Road Coffee- 5 Dates

  Sue's Crochet- dates to be determined

- NFLT will be attending each market- may perform music and/or scenes in the bandshell

3. New Business

- **Advertising**
  Sarah has written an article for the Frontenac News promoting the market and Opening Day- to be in the paper the week of June 23
  Regular highlight in the Northern Happenings in the paper
  County Email
  Central Frontenac Visitor Guide that is put out by the Frontenac News
  Posters for SL Provincial Park, and Silver Lake
  Frontenac Business Group Website
  Township Website to be updated and include Farmers Market
  Sarah will send pictures and information to the Economic Development Committee
  As we did last year there will be a flyer in the Frontenac News in September to remind people that the market continues even though summer is over – shop local in September

- The trailer will be moved back by the Township to the park before the first market as the washroom construction will now begin in October. This has been confirmed with Duncan McGregor.
  Discussion about new decals for the trailer as the market times are incorrect. Sarah will be in touch with a past contact about supplying new decals

OFA Membership was discussed- Is it worth the membership fee as it also includes a liquor licence for BBQs etc?

As a follow up to discussion about shopping bags to promote the market, Sarah presented the idea of each Vendor promoting a give away on their Social Media or at their booths with the prize being 2 $10 Gift Certificates awarded to 2 winners (full time Vendors) 1 $10 Gift Certificate (part time Vendors) for winners to spend at the Market. Each Vendor would be reimbursed for the amount spent at their booth.

Sarah has refurbished A frames from Food Less Travelled to indicate special events at the market.

Sponsors- some to be confirmed

- Mike Deans will donate buns and condiments for all BBQs
- Chris Jones Realty- Corn Roast and Tomato Tasting
- Possible Sponsors- Robinson Construction
  SL Automotive
  Myers Design and Build

The Corporation of the Township of Central Frontenac

Volunteer Appreciation Committee

July 7, 2025 at 1:00 p.m.

Public Works Boardroom

Roll Call

Members: Councillor Duncan McGregor, Councillor Lynn Klages

Staff in Attendance: Jody Legue – Deputy Clerk & EA to the CAO, Abigail McKinnon – Planning Assistant, Sarah Watkins – Clerical Assistant

1. Call to Order

Meeting called to order at 1:09 p.m.

a) Appointment of Chair

MOVED BY: Lynn Klages
THAT Duncan McGregor be appointed as Chair of the 2025 Volunteer Appreciation Committee.

Carried

b) Appointment of Secretary

MOVED BY: Duncan McGregor
THAT Sarah Watkins be appointed as Secretary of the 2025 Volunteer Appreciation Committee.

Carried

2. Approval of Agenda

MOVED BY: Duncan McGregor

THAT the agenda of the July 7, 2025, meeting be approved as presented.

Carried

3. Disclosure of Pecuniary Interest

None

4. Approval of Minutes

None

5. Business

a) Terms of reference review/creation

Jody presented a draft of the terms of reference. Sarah will format the draft into the proper template.

MOVED BY: Lynn Klages

THAT the committee approve the draft Terms of Reference;

AND THAT the draft Terms of Reference be revised into the proper format and brought back to the committee for final approval.

b) Budget

The budget for the Volunteer Appreciation event is approximately $7,000 to $8,000.

c) Volunteer member report

Sarah mentioned that there are approximately 120 volunteers based on last year's numbers, but the exact count will be confirmed after reaching out to each committee.

Duncan noted that with a 75% attendance rate, we can expect around 80 attendees, with plus-ones bringing the total to approximately 160.

Jody emphasized the need to establish criteria for which volunteers will be included in the event.

Duncan suggested putting a pin in the discussion until the event type is determined.

d) Event type

Jody suggested a BBQ at the ball field or renting a venue, such as RKY, for a meal and awards ceremony, depending on the event's formality.

Duncan proposed serving hotdogs and hamburgers.

Lynn expressed interest in showcasing Kennebec Park next year after a mural project with volunteers from the high school and suggested holding the BBQ there.

Duncan suggested focusing on celebrating volunteer projects rather than individual volunteers.

Duncan proposed a "wedding-style" event, with a reception followed by a sit-down dinner. Each committee would have a 5-minute speech during dinner to discuss their projects over the past year.

Jody suggested rotating districts each year, while Lynn recommended planning ahead and informing volunteers in advance about the next year’s location.

Duncan recommended the Sharbot Lake rink as a venue, noting it can accommodate up to 160 people without concern for weather.

Duncan asked what the costs would be. Jody mentioned costs for decorations and food.

Jody also suggested looking at local caterers within the township. With hotdogs and hamburgers, Council could interact with volunteers by serving the food.

Abby suggested holding the event between early to mid-September, with Jody proposing September 20th as the date.

Duncan recommended doing a supper event rather than lunch.

Abby noted that if the event is catered, Council can still serve the volunteers.

Jody expressed support for the idea of Council serving food while

also having a caterer, allowing more interaction with volunteers.

Duncan emphasized trying to stay under $30 per plate, which would amount to about $4,800 total.

Jody asked how many quotes should be obtained.

Lynn suggested getting multiple quotes to ensure everyone is involved in the process.

Jody agreed to compile a list of all restaurants and caterers in Central Frontenac to request quotes from.

Duncan clarified that the focus should not solely be on the lowest price but on finding the best representation of what the event needs.

e) Event Location

The event would feature a sit-down meal at the Sharbot Lake rink, with council serving buffet-style so everyone can interact with the councilors.

Jody suggested a harvest-style decoration theme, fitting for the time of year.

f) Volunteer gift ideas

Quotes were received from two different companies and reviewed by the committee.

Abby proposed adding the year to the volunteer service pins.

Jody mentioned that it might be challenging to add the year on the pins due to minimum order requirements.

Duncan suggested creating years of service pins for future milestones (e.g., 5 years, 10 years, etc.).

Jody estimated the cost for gifts to be approximately $800.

Abby suggested that since the date can't be included on the pins, a cardstock with the dates could be used to attach the pin.

The pins will feature the text "Central Frontenac Volunteer" and the Logo.

6. **New/Other Business**

None

7. **Next Meeting**

The next meeting will be held on Wednesday, July 16th, 2025, at 9:00 a.m. in the Council Chambers.

8. **Adjournment**

MOVED BY: Lynn Klages

THAT this meeting be adjourned at 1:47 p.m.

Carried

June / July 9,2025

Location :New Township Offices 10-11 am 14216 Road 38, Sharbot Lake On.

Sharbot Lake Public Washroom Committee

Minutes of Meetings

Attendance: Councilor Duncan McGregor, Andy Dillon Chief Township Building Official, Steven Gould Public Works, Bill Young Facilities Co-Ordinator, Alison Robinson Co-Chair , Cheryl Matson, Ken Waller, Mayor Francis Smith.

Regrets: Bill Bowick

General Overview.

The final Drawings provided by Austin Engineering were discussed and accepted by the Committee. The plans were reviewed by Andy Dillon and Bill young from a structural standpoint, design details by Cheryl Maston and the committee. The tender process began June 1, 2025, with final day for submission June 20,2025. One of the prerequisites for selection was a site meeting with the building department, by all companies who submitted tenders.

Mayor Francis Smith attended the meeting at the committee's request, to discuss the funding formula. The Committee was looking for advice on timing and process to request funding from Frontenac County.

Central Frontenac Township will be asking the County for 100,000 in the 2026 budget. Mayor Francis Smith indicated that County budget discussions commence in October of this year for the 2026 County budget and this would be the appropriate time to put in our request. Frontenac County has earmarked 100,000 for each of the three townships for trail Infrastructure development.

Seven Tenders were received. Two of the tenders are being considered currently. Andy was given authority by the committee to work with the applicants to address any areas of saving that might bring the price into an acceptable range. The Company selected will be recommended by the building department at the August 12,2025 Central Frontenac Council Meeting, for discussion and approval.

The committee co-chair thanked all the committee members for their contributions to the project to date, with special thanks to Township staff and Austin Engineering for working with the committee and guiding the process. Committee work will continue through the building process to be completed by Mid-December 2025.

The project is slated to begin in September 2025.

The Public washroom committee will meet prior to the application to the council for approval, if needed. That meeting to be arranged. Andy Dillon to initiate the date.

Meeting Adjourned 10 am.

cc. Austin Engineering

Celebrating community through our agricultural roots.

June 15th 2025

Michelle Cranston, on behalf of the Parham Fair Board
2264 Wagarville Road
Parham, ON, K0H2H0
613-572-6213
michelle_cranston@outlook.com

Central Frontenac Township
Clerk's Department
1084 Elizabeth Street, PO Box 89
Sharbot Lake, ON, K0H 2P0

To whom it may concern,

This letter is to inform the Clerk's Department of Central Frontenac of the Parham Fair's application to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit (SOP) for the 2025 Parham Fair.

The 2025 Parham Fair is scheduled to take place on August 16th 2025. On Saturday, August 16th, the Beer Tent/Garden will operate from 12:00PM (noon) to 10:00PM. The Beer Tent/Garden will be located in the Ball Diamond of the Parham Fair Grounds, 1164 Wagarville Rd, Parham, ON K0H 2K0.

The Parham Fair will feature live music, food trucks, vendor's market, children's activities, and more. The Parham Fair has been providing 134 years of family fun and community celebration through our agricultural roots. Should our SOP be approved by the AGCO, the Parham Fair Board will be pleased to offer a Beer Tent and Garden, serving up craft beer from our talented local breweries to showcase all our community has to offer.

Should you have any questions or comments regarding our application to the AGCO for an SOP, please do not hesitate to contact me at the number and/or email address found above. Warm regards,

Michelle Cranston

Michelle Cranston
Secretary, Parham Fair Board

Township of
Central Frontenac
1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0
Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422
www.centralfrontenac.com

July 15, 2025

Alcohol and Gaming Commission of Ontario

To Whom it May Concern:

Re: Parham Fair – Request for Special Occasion Permit for August 16th, 2025

Please be advised that the Township of Central Frontenac is in support of the Parham Fair, scheduled for August 16th 2025, to be held at the Parham Fair Grounds, for which a special occasion permit will be requested by Michelle Cranston, Secretary – Parham Fair Board. The Township considers the event of Municipal Significance given it provides the local community with a positive social and economic impact.

The municipality hereby gives authority to Michelle Cranston, Secretary – Parham Fair Board, to apply for a permit to allow the serving of alcohol as part of this event.

I trust this is the information you require, please do not hesitate to contact me if further details are needed.

Regards,

Cathy MacMunn

Cathy MacMunn, AMCT, ACST
CAO/Clerk
Township of Central Frontenac
cmacmunn@centralfrontenac.com
613-279-2935 ext. 227

/ej

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	133-2025
DATE:	August 12, 2025
FROM:	Andy Dillon, Chief Building Official
PREPARED BY:	Crystal Nedow, Building Inspector
RE:	Construction Details (Building Activity) Report for July 2025

Recommendation

THAT Council receive the Construction Details (Building Activity) report for July 2025 for information.

	Jul-25	Jul-24	Jul-23
Construction Value	$1,442,000	$1,425,000	$590,000
Construction Value, Year to Date	$7,006,793	$11,431,500	$7,557,750
Permit Fees	$26,320	$29,390	$9,336
Permit Fees, Year to Date	$137,251	$213,681	$119,897
Number of Permits in	18	21	9
Total, Year to Date	94	122	65
New Residential Units	4	1	1
New Residential Units, Year to Date	12	11	13
New Seasonal Units	2	0	2
New Seasonal Units, Year to Date	7	10	9
New Com/Inds/Inst Units	0	0	0
New Com/Inds/Inst Units, Year to Date	0	0	0
Sewage System	4	8	0
Sewage System, Year to Date	36	32	0
Closed Permits, Year to Date	87	72	57

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER: 134-2025
DATE: August 12, 2025
FROM: Andy Dillon, CBO
PREPARED BY: Crystal Nedow, Building Inspector
RE: Capital Project Status Report

RECOMMENDATION

THAT Council receive the Capital Projects report as presented by the Chief Building Official for information.

BACKGROUND

Project Status Report				
Project Name	Description	Project Type	Status	Budget
Olden Community Centre	Kitchen and Bathroom Renovation	Capital	Design	$200,000
Medical Center	Basement Flooring	Capital	Not Started	$15,000
Trail Head Washroom	Accessible Washroom	Capital	Not Started Over Budget	$300,000
Arden Hall	Building Automation and repairs	Capital	In Progress	$15,000
Soldiers Memorial Hall	Buff and recoat Floor	Capital	Not Started	$5,000
Engineering	Design Work for Projects	Operating	In Progress	$80,000

DISCUSSION

Olden Community Centre:

The interior design work for the Olden Community Centre is Completed. Staff are considering applying for the Enhancing Access to Spaces for Everyone (EASE) Grant for the exterior ramp.

Medical Centre:

The funding allocated for the basement flooring may be used to replace eaves troughs and downspouts to redirect water away from the entrances. We have pricing that is within budget.

Trailhead Washroom:

Staff are looking for a decision from Council

Arden Hall:

An Eco bee smart thermostat has been installed at Arden Hall. This upgraded technology is expected to help reduce the number of service calls related to HVAC system issues. Automated door controls are also being considered.

Soldiers Memorial Hall:

The cost to refinish the floor is estimated at $15,000. Staff will be looking into additional floor waxing to maintain the existing floor.

Engineering:

Design work for the Trailhead Washroom has been completed. Design work for the Olden Community Centre interior is completed, and exterior design work is in progress.

STRATEGIC PLAN PRIORITY

These projects align with **Vibrant and Prosperous Community.** Improving our facilities to be more inclusive creates a place for all to enjoy.

Prioritize investments in community facilities based on utilization and maintenance requirements

FINANCIAL IMPLICATIONS

Any project greater than $15,000 that is over budget will require advance approval by Council. Any applicable project will be discussed on an individual basis about how to cover the overage.

ATTACHMENTS/REFERENCES

N/A

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	135-2025
DATE:	August 12, 2025
FROM:	Andy Dillon, Chief Building Official
PREPARED BY:	Andy Dillon, Chief Building Official
RE:	K&P Trailhead Public Washroom

RECOMMENDATION

WHEREAS Council approved the construction of a Year-Round Trail Head Washroom in the 2025 budget;

AND WHEREAS $280,000 has been designated in Central Frontenac Township reserves for a trailhead;

AND WHEREAS Frontenac County approved a $100,000 contribution per township as part of a broader initiative to establish trailheads across the region that this project may qualify for;

AND WHERAS the Central Frontenac Washroom Facilities Committee has been actively working on this project since 2023;

AND WHERAS this building will be used to display artifacts from the Central Frontenac Railway Heritage Society, service the trail and the beach, and join with the Matthew St. Extension scheduled for 2026.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official and award the construction of the Trailhead Washroom to Norwood & Co. in the amount of $362,625;

AND THAT Council directs the Chief Building Official to issue a purchase order for the work;

AND THAT Council authorizes the Treasurer to pull up to an additional $170,000 from the Trailhead reserve in addition to the $110,000 budgeted;

AND FURTHER THAT the Mayor and CAO/Clerk be authorized to sign the final Contract.

BACKGROUND

The K&P Trailhead Public Washroom project originated from longstanding community interest in improving public amenities near the trailhead and beach area. In response to this need, the Central Frontenac Washroom Facilities Committee was formed in early 2023. The committee was tasked with exploring options for a permanent, accessible washroom facility to support both local residents and visitors, particularly those using the K&P Trail and the Sharbot Lake Beach.

DISCUSSION

Following the public tendering process for the K&P Trailhead Public Washroom, seven compliant bids were received and evaluated in accordance with the Township's procurement policy. Prices ranged from approximately $325,000 to $685,000. While Upgrading Homes Inc. submitted the lowest bid, Staff are recommending that Council award the contract to Norwood & Co., the second-lowest bidder in the amount of $362,625.

This recommendation is based on Norwood & Co.'s ability to deliver on similar municipal projects such as Terrace on The Tay for the town of Perth. This project consisted of multiple accessible washrooms, an accessible ramp, and a kitchen. Norwood's team was able to execute this project to the town of Perth's satisfaction.

In contrast, Upgrading Homes Inc. did not provide sufficient documentation to demonstrate their capacity to complete projects of similar size and complexity. Given the importance of this facility to both residents and visitors, and the need for reliable execution, staff believe it is in the Township's best interest to proceed with Norwood & Co.

This recommendation aligns with the Township's procurement policy, which allows for consideration of experience, qualifications, and past performance in addition to price.

STRATEGIC PLAN PRIORITY

Healthy Community Development

The washroom facility supports public health and accessibility by providing clean, safe, and inclusive amenities for residents and visitors. It enhances the usability of public

spaces like the K&P Trail and the Sharbot Lake Beach, encouraging outdoor activity and community engagement.

FINANCIAL IMPLICATIONS

This project has $280,000 allocated in reserves. The shortfall of approximately $83,000 is anticipated to be replenished from the approval of the Grant with Frontenac County, if the project meets Frontenac County Trail Head criteria. If the project does not get approved by Frontenac County, the $83,000 difference would form part of the year end surplus/deficit.

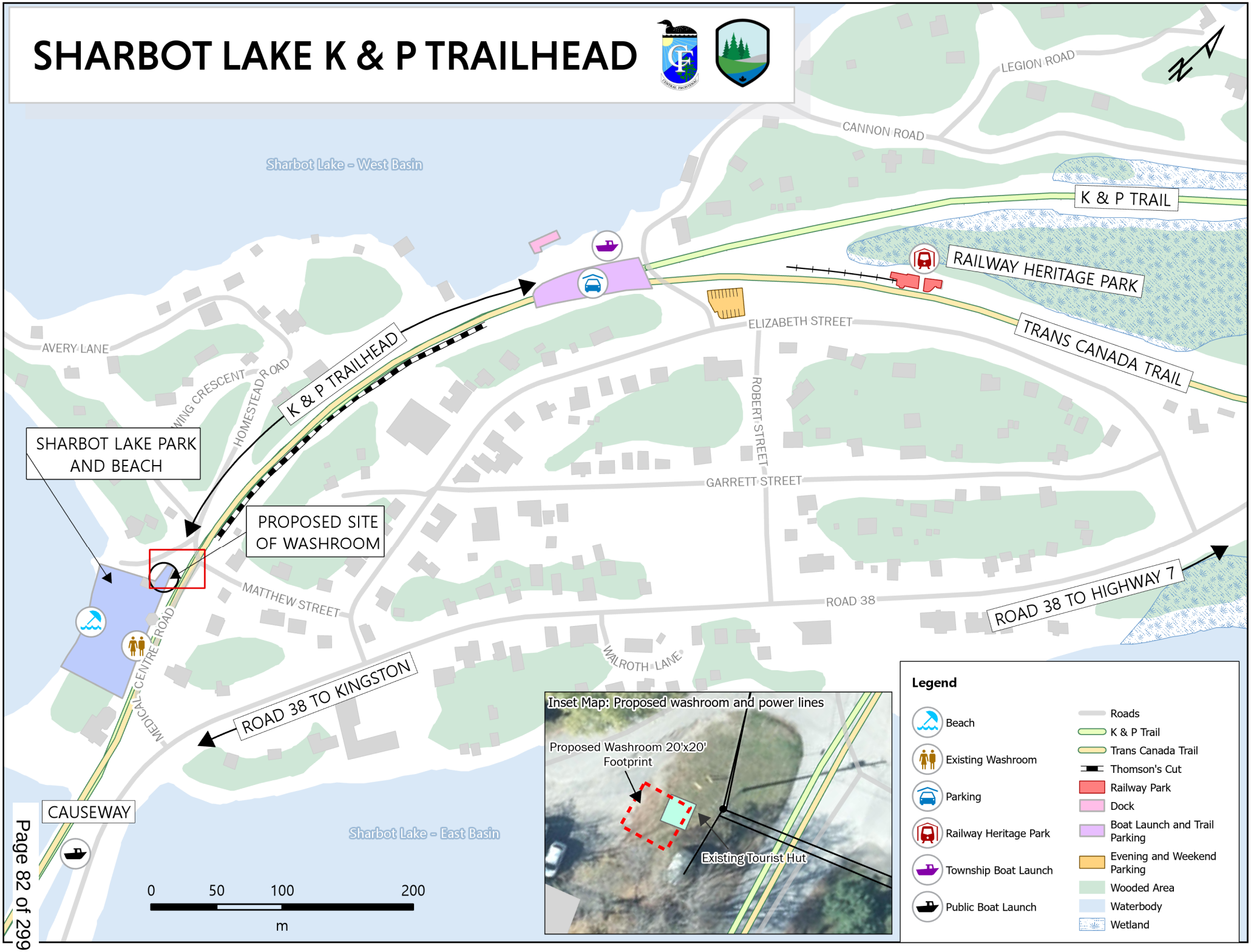
The 2025 budget has $300,000 allocated to this project, with $100,000 coming from Frontenac County and $90,000 from the Community Sport and Recreation Infrastructure Fund (CSRIF). Funding was requested from the County, but County Council decided to develop criteria for evaluating trailhead projects before committing any money. We were declined funding from the CSRIF.

Operating costs for heat, hydro, and maintenance are estimated at an additional $20,000 per year.

ATTACHMENTS/REFERENCES

See attached.

SHARBOT LAKE K & P TRAILHEAD



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K&P TRAIL HEAD PUBLIC WASHROOM

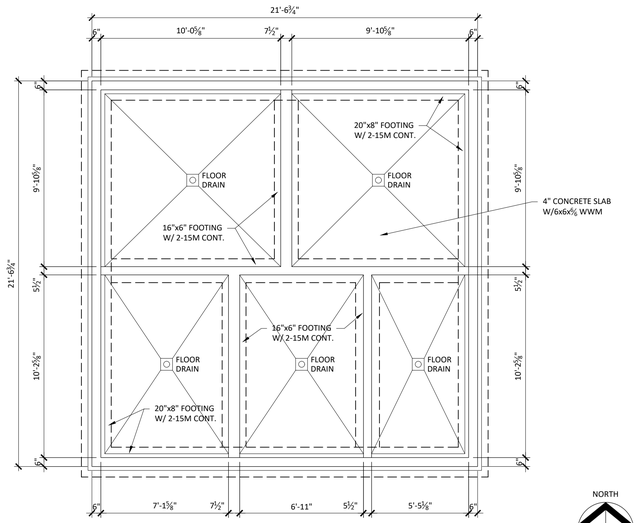
MATHEW STREET, SHARBOT LAKE, ON

DRAWINGS LIST

A1	DRAWING LIST, 3D VIEW AND FLOOR PLANS
A2	EXTERIOR ELEVATIONS AND DETAILS
A3	BUILDING SECTION AND DETAILS
A4	INTERIOR ELEVATIONS, DETAILS AND SCHEDULES
A5	DETAILS
A6	GENERAL NOTES AND SPECIFICATIONS
SP1	SITE PLAN AND GRADING PLAN

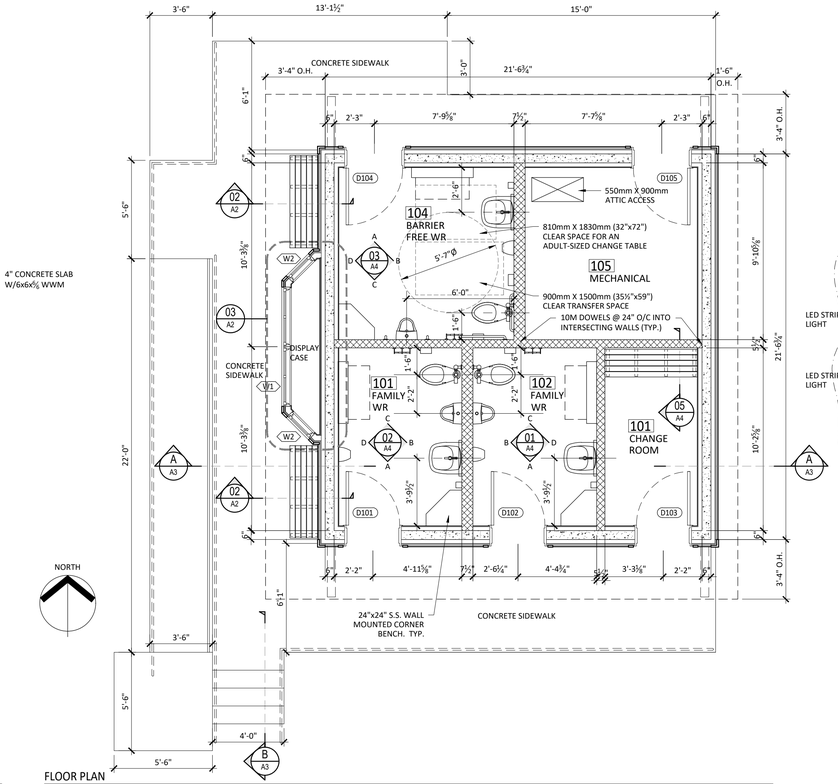


3D VIEW (SOUTH WEST)



FOUNDATION AND SLAB PLAN

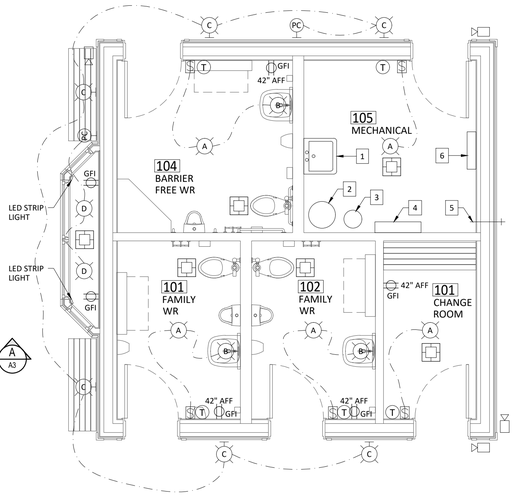
1/4"=1'-0"



FLOOR PLAN

1/4"=1'-0"

PLUMBING SCHEDULE				
ITEM	MANUFACTURER	MODEL/PRODUCT	PRODUCT NO.	COMMENTS
TOILET	AMERICAN STANDARD	MADERA FLOWISE 16 1/2" ELONGATED WITH EVERCLEAN	3461.001	FLUSH VALVE: ULTIMA SENSOR OPERATED, MODEL # 6147SM121.002
URINAL	AMERICAN STANDARD	WASHBROOK FLOWISE	6063.101.002	FLUSH VALVE: ULTIMA SELECTRONIC , MODEL # 6063013.002
SINK	AMERICAN STANDARD	DECORUM 20"x18.25" WALL HUNG	9024.001EC	FAUCET: PARADIGM SLECTRONIC , MODEL # 7028.103



FLOOR PLAN - ELECTRICAL/MECHANICAL

1/4"=1'-0"

LEGEND:

- WALL MOUNTED OCCUPANCY SENSOR, 120V. SET TO 10 MINUTES 'ON' TIME
- DUSK TO DAWN PHOTO CONTROL WITH AUTO DIMMING FOR EXTERIOR LIGHTING
- DUPLEX RECEPTACLE OUTLET
- GFI — GROUND FAULT INTERRUPTER
- CEILING MOUNTED LIGHTING FIXTURE TYPE AS INDICATED
- WALL MOUNTED LIGHTING FIXTURE TYPE AS INDICATED
- SMART CONTROL THERMOSTAT WITH REMOTE SENSORS IN EA. ROOM.
- HRV SYSTEM BY CONTRACTOR
- FIXED SECURITY CAMERA

MECHANICAL ROOM NOTES:

1. MOP SINK
2. 40 gal ELECTRIC WATER HEATER
3. 33.4 L FLEXCON F2P32 PRESSURE TANK
4. VIQUA PRO30 UV WATER TREATMENT SYSTEM
5. NON-FREEZE TAMPER PROOF WALL HYDRANT ZURN Z1310 OR SIM.
6. NEW MIN. 400amp ELECTRIC SERVICE BY CONTRACTOR. INCLUDE ALLOWANCE FOR TWO (2) FUTURE ELECTRIC CAR CHARGING STATIONS.

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623 FORTUNE CRES, #100, KINGSTON, ON K7P 0L5

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Project:

K&P TRAIL HEAD PUBLIC WASHROOM

MATHEW STREET, SHARBOT LAKE, ON

Drawing Title:

DRAWING LIST, 3D VIEW AND FLOOR PLANS

Stamp:

LICENSED PROFESSIONAL ENGINEER
J. K. AUSTIN
100186045
MAY 28, 2025
PROVINCE OF ONTARIO

No.	DESCRIPTION	BY	DATE
2	ISSUED FOR TENDER	JKA	2025/05/28
1	ISSUED FOR 100% REVIEW	JKA	2025/05/02
0	ISSUED FOR REVIEW	JKA	2025/04/04

Plot Scale:

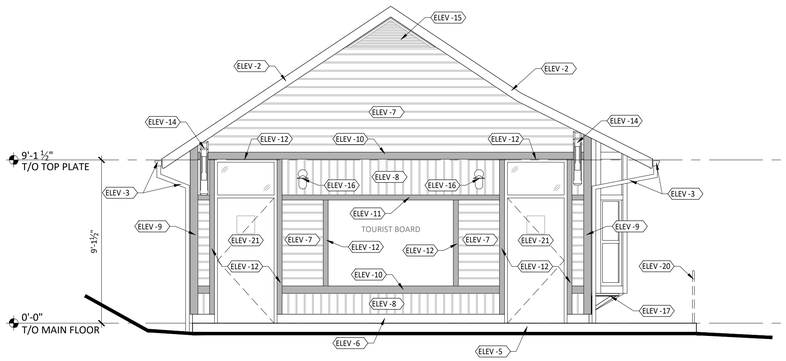
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Drawn by: RP

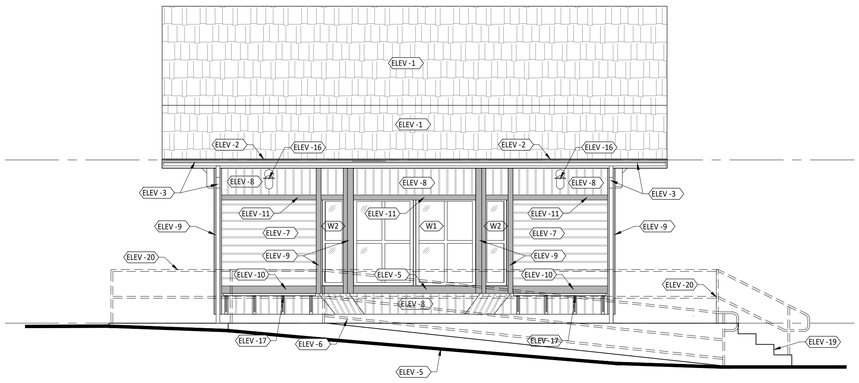
Project No: 25011

Approved By:

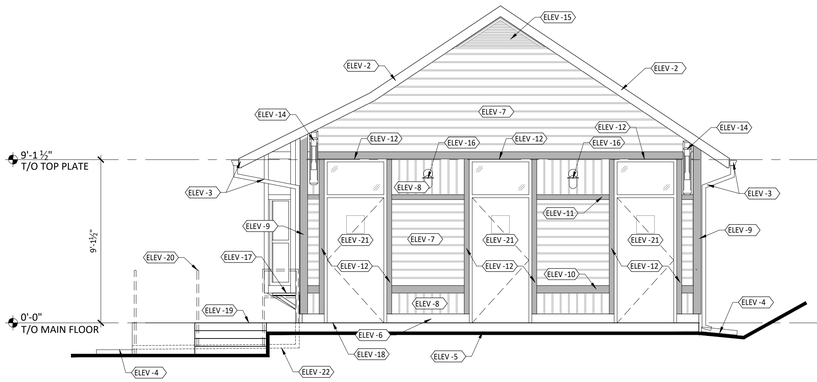
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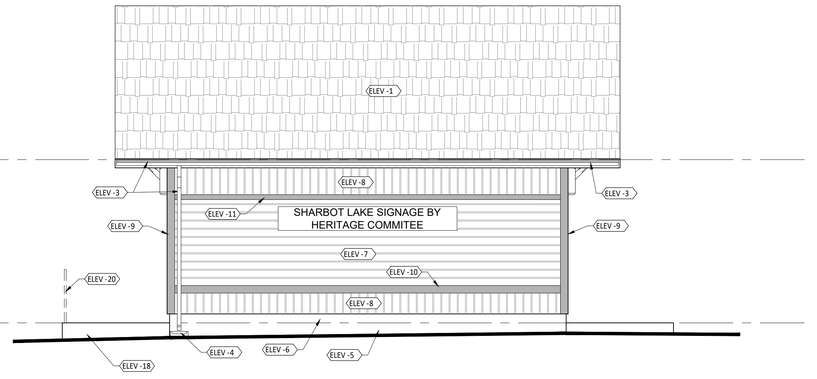
NORTH ELEVATION
1/4"=1'-0"



WEST ELEVATION
1/4"=1'-0"



SOUTH ELEVATION
1/4"=1'-0"



EAST ELEVATION
1/4"=1'-0"

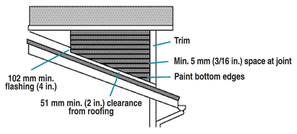
ELEVATION NOTES

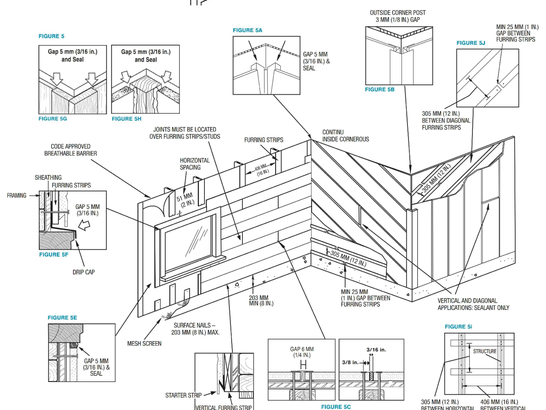
- ELEV -1 — METAL SHAKE SHINGLES AND SNOWGUARDS C/W SYNTHETIC ROOF UNDERLAYMENT. COLOUR TAN
- ELEV -2 — PRE-FINISHED ALUMINUM FASCIA (FASTENED WITH 3/4" SELF-TAPPING SS SCREWS, 5" EAVE TROUGH AND DRIP EDGE. COLOUR SIMILAR TO CLIFFSIDE. OWNER TO VERIFY COLOUR SELECTION WITH MANUFACTURERS STANDARD OFFERINGS.
- ELEV -3 — PRE-FINISHED ALUMINUM RAIN WATER LEADER INCLUDING ELBOWS AND EXTENSIONS. COLOUR SIMILAR TO CLIFFSIDE. OWNER TO VERIFY COLOUR SELECTION WITH MANUFACTURERS STANDARD OFFERINGS.
- ELEV -4 — PRE-CAST CONCRETE SPLASH PADS.
- ELEV -5 — FINISH GRADE. REFER TO SITE GRADING PLAN.
- ELEV -6 — CEMENT BOARD INSULATION COVER WITH PARGING FINISH.
- ELEV -7 — PRE-FINISHED HORIZ. SIDING - ULTRAPLANK, COLOUR COUNTRY RED.
- ELEV -8 — PRE-FINISHED VERT. SIDING - ULTRAPLANK, COLOUR COUNTRY RED.
- ELEV -9 — 5" PRE-FINISHED CORNERS - TEXTURED, COLOUR: CLIFFSIDE.
- ELEV -10 — 5" PRE-FINISHED TRIM - TEXTURED, COLOUR: CLIFFSIDE.
- ELEV -11 — 4" PRE-FINISHED TRIM - TEXTURED, COLOUR: CLIFFSIDE.
- ELEV -12 — 4" PRE-FINISHED DOOR AND WINDOW TRIM - TEXTURED, COLOUR: CLIFFSIDE.
- ELEV -13 — DRIP CAP OVER WINDOWS AND DOORS. REFER TO CANEXEL INSTRUCTIONS
- ELEV -14 — CUSTOM WOOD BRACKET. COLOUR: BEAUTITONE COSTAL FOG D22-2-2013-4. REFER TO DETAIL: 01/A2
- ELEV -15 — GABLE VENT.
- ELEV -16 — LIGHT FIXTURE: TITAN LIGHTING, VANDON 1, TN-75811, COLOUR LIGHT CHARCOAL.
- ELEV -17 — CUSTOM WOOD BENCH. BEAUTITONE COASTAL FOG D22-2-0213-4. REFER TO DETAIL: 02/A2
- ELEV -18 — CONCRETE SIDEWALK.
- ELEV -19 — CONCRETE STAIR.
- ELEV -20 — TYP. GUARD AND HANDRAIL. REFER TO SECTIONS A/A5 AND B/A5. ALL EXPOSED STEEL TO HAVE 1 COAT PRIMER AND 2 COATS PAINT.
- ELEV -21 — DOOR SIGNAGE. REFER TO DOOR SCHEDULE.
- ELEV -22 — PROVIDE BELOW GRADE PVC CONDUIT FOR WEST SIDE RAIN WATER LEADERS AND EXIT ON GRADE TO PARKING AREA ON WEST OF RAMP AND STAIRS WITH PRECAST CONCRETE SPLASH PADS.

NOTE:
INSTALL CANEXEL SIDING IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AT ALL BASE, TRIMS, FRIEZE BOARDS AND WINDOW/DOOR TRIMS TO ENSURE NECESSARY VENTING BEHIND CANEXEL SIDING

Maibec CanExel Engineered siding

FIGURE 4
ROOF FLASHING DETAIL





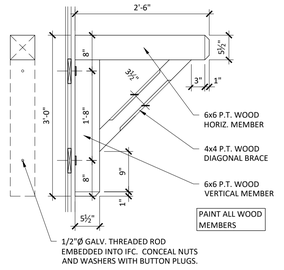
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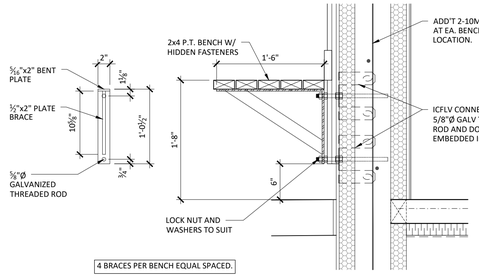
COMPLIANCE WITH MAIBEC CANEXEL'S INSTALLATION, STORAGE AND MAINTENANCE REQUIREMENTS, AND WITH ALL APPLICABLE BUILDING CODES IS MANDATORY. PROBLEMS CAUSED BY FAILURE TO COMPLY WITH THESE REQUIREMENTS AND CODES MAY NOT BE COVERED BY THE APPLICABLE WARRANTIES.

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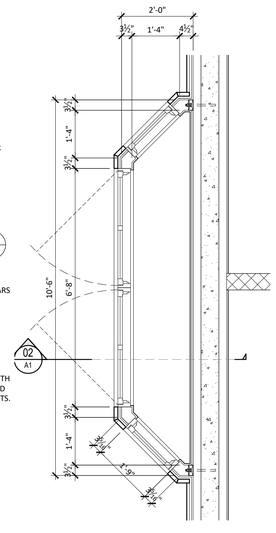
1 800 363-1930
maibec.com
202 - 1984, 6e Rue, Lévis QC
G6W 5M6 Canada



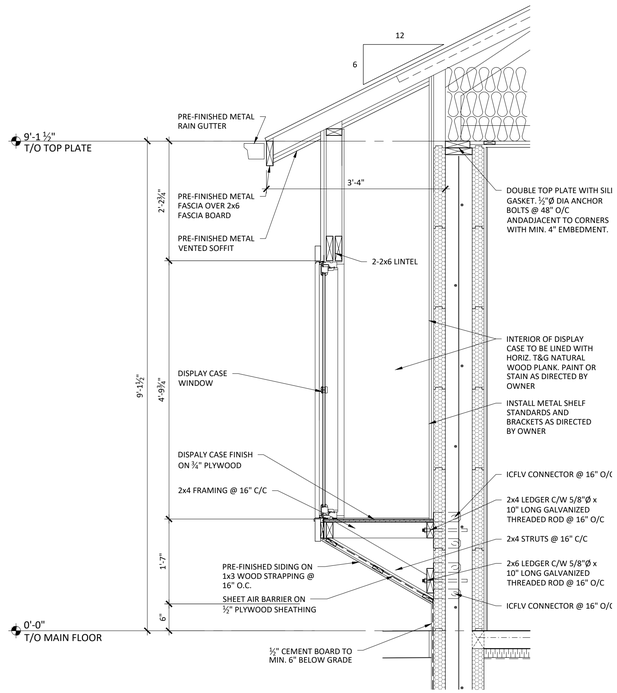
DECORATIVE WOOD BRACE DETAIL 01/A2
3/4"=1'-0"



EXTERIOR BENCH DETAIL 02/A2
1"=1'-0"



DISPLAY CASE PLAN 03/A2
1/2"=1'-0"



SECTION THROUGH DISPLAY CASE 04/A2
3/4"=1'-0"

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623 FORTUNE CRES, #100, KINGSTON, ON K7P 0L5
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Project:

K&P TRAIL HEAD PUBLIC WASHROOM

MATHEW STREET, SHARBOT LAKE, ON

Drawing Title:

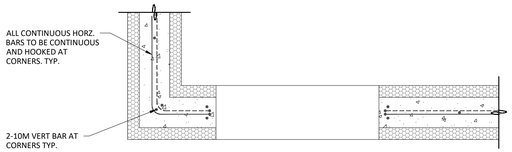
EXTERIOR ELEVATIONS AND DETAILS

Stamp:

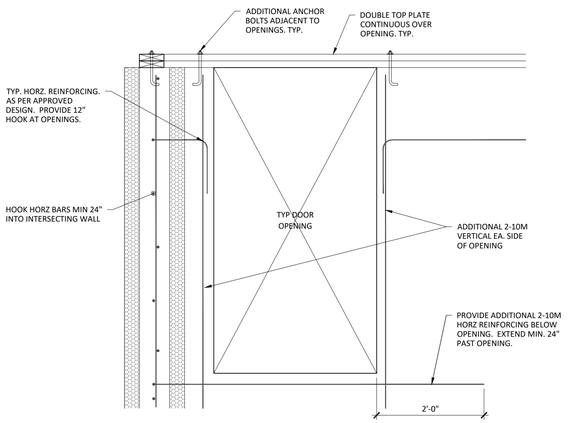
LICENSED PROFESSIONAL ENGINEER
J. K. AUSTIN
100186045
MAY 28, 2025
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Plot Scale:
Scale: AS SHOWN
Drawn by: RP
Project No: 25011
Approved By:
Drawing Number: A2



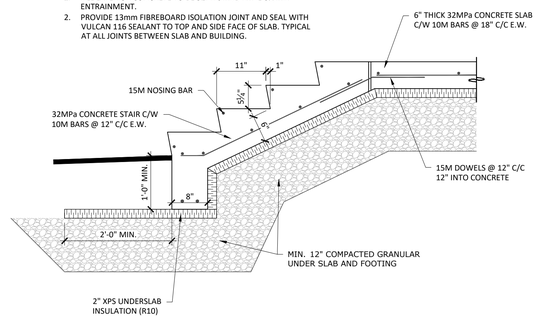
PLAN VIEW



TYPICAL REINFORCING DETAIL AT OPENINGS
N.T.S.

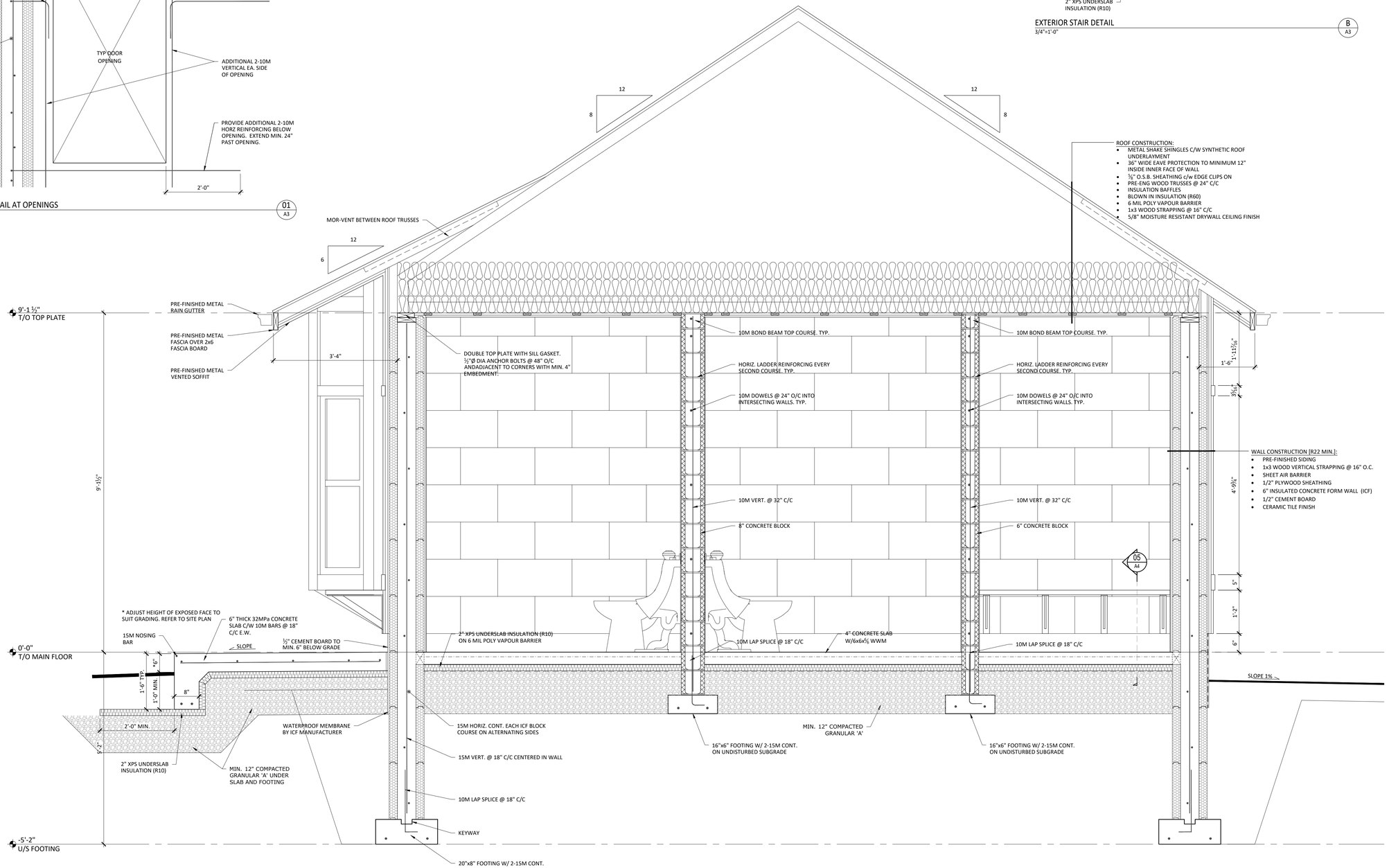
01
A3

NOTES:
1. ALL EXTERIOR CONCRETE TO BE 32MPa AND HAVE 6% AIR ENTRAINMENT.
2. PROVIDE 13mm FIBREBOARD ISOLATION JOINT AND SEAL WITH VULCAN 116 SEALANT TO TOP AND SIDE FACE OF SLAB. TYPICAL AT ALL JOINTS BETWEEN SLAB AND BUILDING.



EXTERIOR STAIR DETAIL
3/4"=1'-0"

B
A3



BUILDING SECTION
3/4"=1'-0"

A
A3

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Project:

K&P TRAIL HEAD PUBLIC WASHROOM

MATHEW STREET, SHARBOT LAKE, ON

Drawing Title:

BUILDING SECTION AND DETAILS

Stamp:

LICENSED PROFESSIONAL ENGINEER
J. K. AUSTIN
100186045
MAY 28, 2025
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0	ISSUED FOR REVIEW	JKA	2025/04/04

Plot Scale:

Scale: AS SHOWN

Drawn by: RP

Project No: 25011

Approved By:

Drawing Number: A3

DOOR SCHEDULE

AA - ANODIZED ALUMINUM | GL - Glass | IM - INSULATED METAL | PT - PAINT | PLAM - PLASTIC LAMINATE
AL - ALUMINUM | HM - HOLLOW METAL | PF - PRE-FINISHED | PL - PLASTIC LAMINATE | SCW - SOLID CORE WOOD

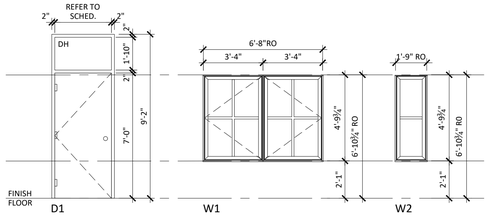
Door (D No.)	Rating (Hour)	Door			Size	Frame				Hardware											Comments
		Type	Material	Finish	DOOR 'WIDTH' x DOOR 'HEIGHT'	Type	Material	Finish	Glazing	Threshold	Kick Plate	Stop (Floor/ Hinge/Wall)	Panic Set/ Thumb Latch	Passage Set	Privacy Set	Lock Set	Push/Pull	Closer	Delay Action Closer	Door Operator	
D101		D1	IM	PT	3'-0"x7'-0"		IM	PT	---	●		W				●		●			Family WR signage
D102		D1	IM	PT	3'-0"x7'-0"		IM	PT	---	●		W				●		●			Family WR signage
D103		D1	IM	PT	3'-0"x7'-0"		IM	PT	---	●		W				●		●			Change Room signage
D104		D1	IM	PT	3'-2"x7'-0"		IM	PT	---	●		W				●			●	●	Barrier Free WR signage
D105		D1	IM	PT	3'-2"x7'-0"		IM	PT	---	●		W				●		●			

ROOM FINISH SCHEDULE

C - CONCRETE | CWB - CEMENT BOARD | EP - NON-SLIP EPOXY FLOORING | PT - PAINT | PW - 5/8 PLYWOOD
CB - CONCRETE BLOCK | CT - CERAMIC TILE | ECB - EPOXY COVE BASE | GB - GYPSUM BOARD

Room No.	Room Name	Floor		Base		Walls						Ceiling			Comments
		Mat.	Finish	Mat.	Finish	North	East	South	West	Mat.	Finish	Mat.	Finish	Ht.	
101	FAMILY WR	C	EP	CB/ECB	EP	●	●	●	●	CB/CWB	CT	GB	PT	9'-0"	CT TO CEILING, 6" EPOXY COVE BASE, CEMENT BOARD OVER ICF
102	FAMILY WR	C	EP	CB/ECB	EP	●	●	●	●	CB/CWB	CT	GB	PT	9'-0"	CT TO CEILING, 6" EPOXY COVE BASE, CEMENT BOARD OVER ICF
103	CHANGE ROOM	C	EP	CB/ECB	EP	●	●	●	●	CB/CWB	CT	GB	PT	9'-0"	CT TO CEILING, 6" EPOXY COVE BASE, CEMENT BOARD OVER ICF
104	BARRIER FREE WR	C	EP	CB/ECB	EP	●	●	●	●	CB/CWB	CT	GB	PT	9'-0"	CT TO CEILING, 6" EPOXY COVE BASE, CEMENT BOARD OVER ICF
105	MECHANICAL	C	EP	CB/ECB	EP	●	●	●	●	CB/PW	PT	GB	PT	9'-0"	ROOF ACCESS HATCH IN CEILING, 6" EPOXY COVE BASE, PLYWOOD OVER ICF

GENERAL NOTES:
- 1 COAT PRIMER & 2 COATS PAINT ON ALL PAINTED SURFACES
- EPOXY FLOORING TO BE: STONHARD STONTEC UTF SLIP RESISTANT TEXTURED SEDONA SNOW 1/16" FLAKE



DOOR NOTES:
1. PROVIDE WALL STOPS FOR ALL DOORS EXCEPT WHERE FLOOR STOPS ARE REQUIRED
2. KICKPLATES TO BE INSTALLED ON INTERIOR PUSH SIDE OF DOOR TYPICAL
3. ALL HM DOORS 1 1/2 PAIR BB EXTERIOR HINGES c/w SET SCREW
4. ALL DOOR FRAMES TO HAVE THREE NEOPRENE BUMPERS ATTACHED TO LATCH SIDE OF FRAME
5. [DH] DOUBLE GLAZED WITH INSULATED SPACERS, LOW E, ARGON FILLED. PRIVACY FILM ON INTERIOR

WINDOW NOTES:
1. EXTRUDED ALUMINUM FRAMES, COLOUR BLACK
2. LAMINATED GLASS WITH PVB LAYER FOR UV PROTECTION
3. WEATHERSTRIPPING
4. HINGED DOORS WITH KEY LOCK

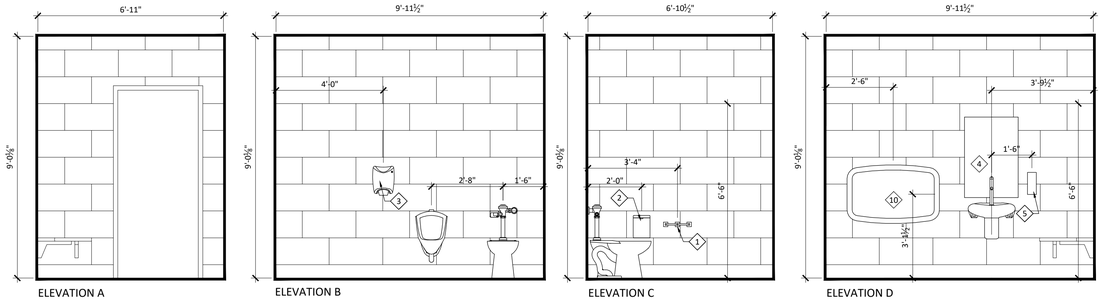
DOOR ACCESS AND SECURITY CONTROL:
1. PROVIDE DOOR ACCESS AND SECURITY CONTROL SYSTEM FOR ALL DOORS. PREFERRED SYSTEM MANUFACTURER: UBIQUITY UNIFI.
2. DOOR SYSTEM FEATURES TO INCLUDE:
   - -ALL DOORS TO LOCK/UNLOCK WITH MECHANICAL KEY.
   - -LOCK/UNLOCK REMOTELY ON A SCHEDULE.
   - -LOCK/UNLOCK REMOTELY WITH A MOBILE APP.
   - -LOCK/UNLOCK WITH A CARD READER.
   - -INTEGRATED WITH POWER DOOR OPERATOR CONTROLS ON ACCESSIBLE WASHROOM.
3. CONTRACTOR TO PROVIDE SHOP DRAWING FOR OWNERS REVIEW INCLUDING DESCRIPTION OF ALL HARDWARE, SOFTWARE AND SYSTEM FEATURES.

DOOR AND WINDOW ELEVATIONS
1/4"=1'-0"

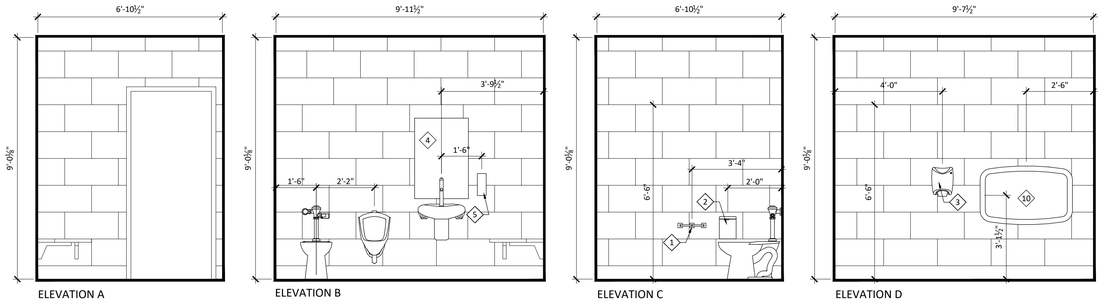
WASHROOM ACCESSORIES:
ALL ACCESSORIES AS PER SPECIFICATIONS BELOW OR APPROVED EQUAL.

1. DOUBLE ROLL, BATH TISSUE DISPENSER: SUPPLIED AND INSTALLED BY THE TOWNSHIP
2. SURFACE MOUNTED SANITARY WASTE RECEPTACLE: SUPPLIED AND INSTALLED BY THE TOWNSHIP
3. HAND DRYER: WORLD DRYER - SMARTdri PLUS SERIES ALUMINUM WHITE K-974P2
4. MIRRORS: FROST 941-FT 2436
5. LOTION SOAP DISPENSER: SUPPLIED AND INSTALLED BY THE TOWNSHIP
6. COAT HOOK: BOBRICK B-212
7. AIR FRESHENER: SUPPLIED AND INSTALLED BY THE TOWNSHIP
8. GRAB BARS: BOBRICK B-6806 24" - 1½" DIA. STAINLESS STEEL, PEENED FINISH
9. GRAB BARS: BOBRICK B-6898. 30"x30" - 1½" DIA. STAINLESS STEEL, PEENED FINISH
10. BABY CHANGE STATION: KOALA HORIZ. STAINLESS STEEL - KB310-SSWM
10. BABY CHANGE STATION: KOALA HORIZ. STAINLESS STEEL - KB310-SSWM

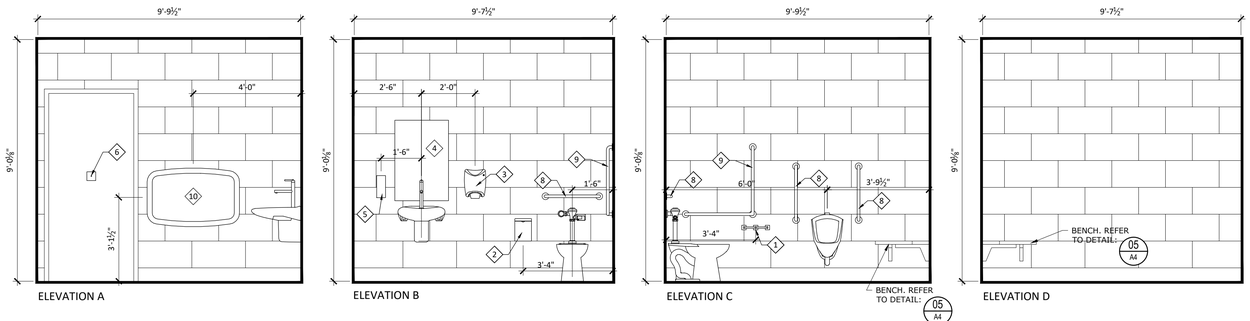
NOTE:
BARRIER FREE WASHROOM LAYOUT AND ACCESSORIES TO MEET OBC 2024 SECTION 3.8



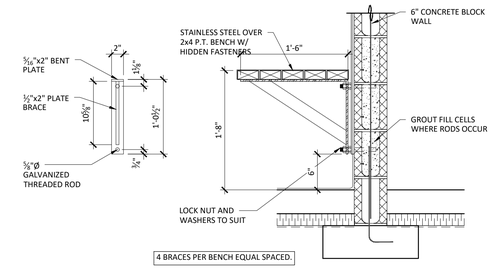
FAMILY WR 102 INTERIOR ELEVATIONS
3/8"=1'-0"
01 A4



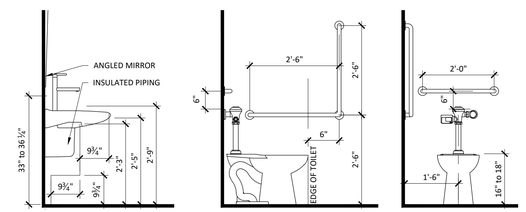
FAMILY WR 101 INTERIOR ELEVATIONS
3/8"=1'-0"
02 A4

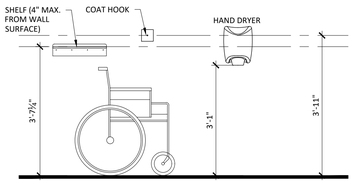


BARRIER FREE WR 104 INTERIOR ELEVATIONS
3/8"=1'-0"
03 A4



INTERIOR BENCH DETAIL
1"=1'-0"
05 A4





SERVICE UNIT HEIGHTS

TYPICAL UNIVERSAL WASHROOM DETAILS
1/2"=1'-0"
04 A4

AUSTIN ENGINEERING
AUSTIN ENGINEERING INC.
623 FORTUNE CRES, #100, KINGSTON, ON K7P 0L5
(613) 561-5634 www.AustinEng.ca

Project:

K&P TRAIL HEAD PUBLIC WASHROOM

MATHEW STREET, SHARBOT LAKE, ON

Drawing Title:

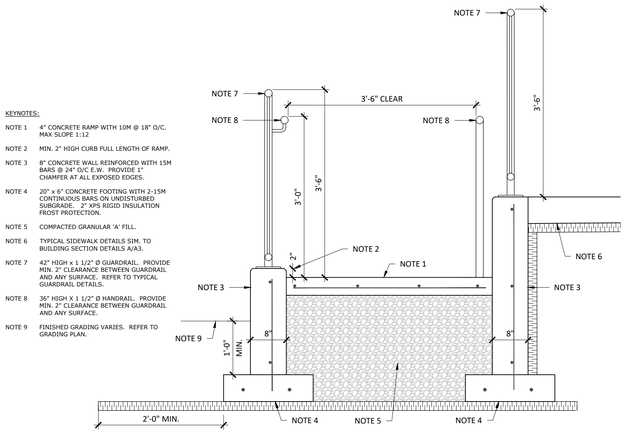
INTERIOR ELEVATIONS, DETAILS AND SCHEDULES

Stamp:

LICENSED PROFESSIONAL ENGINEER
J. K. AUSTIN
100186945
MAY 28, 2025
PROVINCE OF ONTARIO

No.	DESCRIPTION	BY	DATE
2	ISSUED FOR TENDER	JKA	2025/05/28
1	ISSUED FOR 100% REVIEW	JKA	2025/05/02
0	ISSUED FOR REVIEW	JKA	2025/04/04

Scale: AS SHOWN | Plot Scale:
Project No: 25011 | Drawn by: RP | Approved By:
Drawing Number: A4



KEYNOTES:

NOTE 1 4" CONCRETE RAMP WITH 10M @ 18" O/C. MAX SLOPE 1:12

NOTE 2 MIN. 2" HIGH CURB FULL LENGTH OF RAMP.

NOTE 3 8" CONCRETE WALL REINFORCED WITH 15M BARS @ 24" O/C E.W. PROVIDE 1" CHAMFER AT ALL EXPOSED EDGES.

NOTE 4 20" x 6" CONCRETE FOOTING WITH 2-15M CONTINUOUS BARS ON UNDISTURBED SUBGRADE. 2" XPS RIGID INSULATION FROST PROTECTION.

NOTE 5 COMPACTED GRANULAR 'A' FILL.

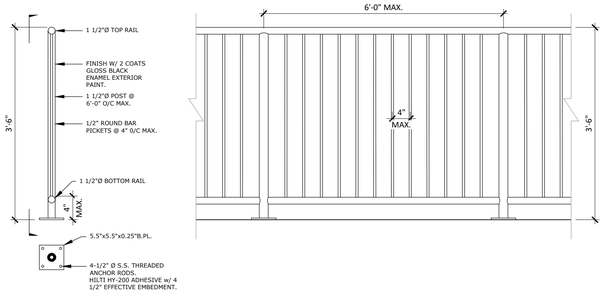
NOTE 6 TYPICAL SIDEWALK DETAILS SIM. TO BUILDING SECTION DETAILS A/A3.

NOTE 7 42" HIGH x 1 1/2" Ø GUARDRAIL. PROVIDE MIN. 2" CLEARANCE BETWEEN GUARDRAIL AND ANY SURFACE. REFER TO TYPICAL GUARDRAIL DETAILS.

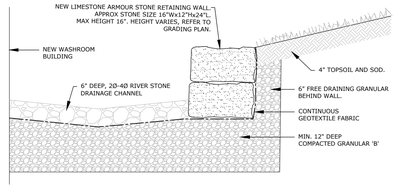
NOTE 8 36" HIGH X 1 1/2" Ø HANDRAIL. PROVIDE MIN. 2" CLEARANCE BETWEEN GUARDRAIL AND ANY SURFACE.

NOTE 9 FINISHED GRADING VARIES. REFER TO GRADING PLAN.

TYPICAL RAMP SECTION
3/4"=1'-0" — A, A5



TYPICAL GUARDRAIL SECTION AND ELEVATION
3/4"=1'-0" — B, A5



TYPICAL RETAINING WALL DETAIL
3/4"=1'-0" — C, A5

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Project:

K&P TRAIL HEAD PUBLIC WASHROOM

MATHEW STREET, SHARBOT LAKE, ON

Drawing Title:

DETAILS

Stamp:

LICENSED PROFESSIONAL ENGINEER
J. K. AUSTIN
100186045
MAY 28, 2025
PROVINCE OF ONTARIO

No.	DESCRIPTION	BY	DATE
2	ISSUED FOR TENDER	JKA	2025/05/28
1	ISSUED FOR 100% REVIEW	JKA	2025/05/02
0	ISSUED FOR REVIEW	JKA	2025/04/04

Plot Scale:

Scale: AS SHOWN

Drawn by: JKA

Project No: 25011

Approved By:

Drawing Number: A5

GENERAL CONDITIONS & NOTES:

1. DESIGN IS IN ACCORDANCE WITH THE ONTARIO BUILDING CODE (OBC) 2024.
2. EXECUTE ALL WORK TO THE REQUIREMENTS OF THE OBC 2024, APPLICABLE CSA STANDARDS, OHSA WORKPLACE SAFETY STANDARD, MUNICIPAL AND PROVINCIAL REGULATIONS.
3. ALL WORKMANSHIP TO BE REPRESENTATIVE OF THE HIGHEST INDUSTRY STANDARD.
4. READ THESE DRAWINGS IN CONJUNCTION WITH THE WRITTEN SPECIFICATION AND NOTES. WHERE DISCREPANCIES EXIST BETWEEN THE DRAWINGS AND THE WRITTEN SPECIFICATIONS, THE WRITTEN SPECIFICATIONS SHALL TAKE PRECEDENCE. ANY REFERENCE TO 'CONTRACT DOCUMENTS' MEANS THE LATEST ISSUED DRAWINGS, NOTES, AND SPECIFICATIONS, AND ALSO INCLUDES THE LATEST REVIEWED SHOP DRAWING SUBMISSIONS, RFI'S ETC.
5. CONDITIONS SPECIFIED IN THESE GENERAL NOTES APPLY TO ALL OTHER SECTION NOTES AND DRAWING NOTES AS APPLICABLE.
6. THE CONTRACTOR SHALL PROVIDE AND PAY FOR ALL MATERIALS, LABOUR, WATER, TOOLS, EQUIPMENT, LIGHT, HEAT AND POWER AS MAY BE NECESSARY FOR THE EXECUTION OF THE WORK.
7. IT IS THE INTENT OF THIS CONTRACT TO PROVIDE FINISHED WORK. ITEMS THAT ARE CLEARLY REQUIRED TO PROVIDE A FINISHED INSTALLATION ARE INCLUDED IN THE SCOPE WHETHER SPECIFICALLY NOTED OR NOT.
8. IT IS THE INTENT OF THIS CONTRACT TO PROVIDE A NEW COMPLETE WASHROOM BUILDING INCLUDING ALL EXTERIOR WORKS AND CONNECTION TO THE EXISTING SEPTIC TANKS AND TILE BED.
9. THE CONTRACTOR SHALL COORDINATE ALL CONDITIONS OF THE BUILDING PERMIT INCLUDING INSPECTIONS WITH THE OWNER AND/OR TOWNSHIP.
10. DO NOT SCALE THE DRAWINGS.
11. CONFIRM ALL DIMENSIONS, ELEVATIONS, GRADES AND SITE CONDITIONS PRIOR TO COMMENCING THE WORK AND REPORT ANY DISCREPANCIES TO THE OWNER.
12. DRAWING DIMENSIONS ARE FOR REFERENCE ONLY TO SHOW THE INTENT OF THE WORK. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS INCLUDING THE WORK PREVIOUSLY PREFORMED BY OTHER TRADES.
13. PROPRIETARY SYSTEMS ARE TO BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S WRITTEN INSTRUCTIONS. UNLESS OTHERWISE SPECIFIED, COMPLY WITH MANUFACTURER'S LATEST PRINTED INSTRUCTIONS FOR MATERIALS AND INSTALLATION METHODS.
14. COORDINATE WORK OF ALL TRADES SO THAT THERE IS A MINIMUM OF CUTTING, FITTING AND PATCHING.
15. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ANY NECESSARY UTILITY LOCATES PRIOR TO START OF CONSTRUCTION.
16. ALL PLUMBING, SEPTIC AND ELECTRICAL WORKS TO FOLLOW APPLICABLE OBC DESIGN REQUIREMENTS AND PERMITTING.
17. DO NOT CONCEAL WORK UNTIL REVIEWED AND ACCEPTED BY THE OWNER. THE CONTRACTOR WILL BE RESPONSIBLE FOR UNCOVERING AND REPLACING ANY WORK THAT IS CONCEALED PRIOR TO INSPECTION. THE CONTRACTOR SHALL COORDINATE THE REQUIRED INSPECTIONS WITH OWNER AND PROVIDE A MINIMUM OF 48 HOURS NOTICE FOR SUCH INSPECTIONS.
18. SUBSTITUTIONS AND ALTERNATIVE PRODUCTS AND MATERIALS WILL NOT BE ALLOWED WITHOUT WRITTEN APPROVAL FROM THE OWNER.
19. MAINTAIN WORK AREAS IN TIDY CONDITION, FREE FROM ACCUMULATION OF WASTE PRODUCTS AND DEBRIS. CLEAN WORK AREAS DAILY, INCLUDING EXTERIOR AREAS AND ALL INTERIOR ROOMS. REMOVE WASTE MATERIALS FROM SITE AT REGULARLY SCHEDULED TIMES AND DISPOSE OFFSITE IN APPROVED LOCATIONS. WHEN WORK IS SUBSTANTIALLY PERFORMED, REMOVE SURPLUS PRODUCTS, TOOLS, CONSTRUCTION MACHINERY AND EQUIPMENT NOT REQUIRED FOR PERFORMANCE OF REMAINING WORK. PROVIDE FINAL CLEANING TO THE SATISFACTION OF OWNER FOLLOWING COMPLETION OF PROJECT.
20. PROVIDE SUBMITTALS (SHOP DRAWINGS, RFI'S) FOR THE OWNER'S REVIEW, AS SPECIFIED IN THE CONTRACT DOCUMENTS, ELECTRONICALLY (IN PDF FORMAT). SUBMIT WITH REASONABLE PROMPTNESS AND IN ORDERLY SEQUENCE SO AS TO NOT CAUSE DELAY IN WORK. ASSUME A MINIMUM OF TEN (10) BUSINESS DAYS FOR REVIEW OF SHOP DRAWINGS AND FIVE (5) BUSINESS DAYS FOR REVIEW OF RFI'S. FAILURE TO SUBMIT IN AMPLE TIME IS NOT CONSIDERED SUFFICIENT REASON FOR AN EXTENSION OF CONTRACT TIME AND NO CLAIM FOR EXTENSION BY REASON OF SUCH DEFAULT WILL BE ALLOWED.
21. CONTRACTOR TO REVIEW SUBMITTALS PRIOR TO SUBMISSION TO THE OWNER. THIS REVIEW REPRESENTS THAT NECESSARY REQUIREMENTS HAVE BEEN DETERMINED AND VERIFIED, OR WILL BE, AND THAT EACH SUBMITTAL HAS BEEN CHECKED AND COORDINATED WITH REQUIREMENTS OF WORK AND CONTRACT DOCUMENTS. SUBMITTALS NOT STAMPED, SIGNED, DATED BY THE CONTRACTOR AND IDENTIFIED AS TO THIS SPECIFIC PROJECT WILL BE RETURNED WITHOUT BEING EXAMINED AND SHALL BE CONSIDERED REJECTED. ALL WORK AFFECTED BY SUBMITTAL SHALL NOT PROCEED UNTIL REVIEW IS COMPLETE.
22. PROVIDE SUBMITTALS (SHOP DRAWINGS, RFI'S) TO VERIFY MANUFACTURER, MATERIAL TYPE, SIZE, COLOUR, FINISH, ETC. FOR PRODUCTS AND MATERIALS IDENTIFIED BUT NOT FULLY DEFINED IN THE CONTRACT DOCUMENTS.
23. NOTIFY THE OWNER, IN WRITING AT TIME OF SUBMISSION, IDENTIFYING DEVIATIONS FROM REQUIREMENTS OF CONTRACT DOCUMENTS STATING REASONS FOR DEVIATIONS.
24. THE CONTRACTOR'S RESPONSIBILITY FOR ERRORS AND OMISSIONS IN SUBMISSIONS IS NOT RELIEVED BY THE OWNERS REVIEW OF SUBMITTALS. THE CONTRACTOR'S RESPONSIBILITY FOR DEVIATIONS IN SUBMISSIONS FROM THE REQUIREMENTS OF CONTRACT DOCUMENTS IS NOT RELIEVED BY THE OWNERS REVIEW. ALL SUBSEQUENT WORK AFFECTED BY SUBSTITUTIONS AND DEVIATIONS IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

GENERAL SITE NOTES:

1. CONSTRUCTION PARKING, HAUL ROUTES, MATERIAL STORAGE AND LAY DOWN AREA ARE TO BE APPROVED BY THE OWNER PRIOR TO THE START OF CONSTRUCTION.
2. FIRES AND BURNING OF RUBBISH ON SITE NOT PERMITTED.
3. DO NOT BURY RUBBISH AND WASTE MATERIALS ON SITE.
4. DO NOT DISPOSE OF WASTE OR VOLATILE MATERIALS, SUCH AS MINERAL SPIRITS, OIL OR PAINT THINNER INTO WATERWAYS, STORM OR SANITARY SEWERS.
5. DISPOSAL OF CONCRETE WASH WATER ON-SITE IS PROHIBITED.
6. CONTROL DISPOSAL OR RUNOFF OF WATER FROM THE WORK SITE CONTAINING SUSPENDED MATERIALS OR OTHER HARMFUL SUBSTANCES IN ACCORDANCE WITH FEDERAL, PROVINCIAL, AND MUNICIPAL ENVIRONMENTAL LAWS AND REGULATIONS.
7. PROTECT TREES AND PLANTS ON SITE AND ADJACENT PROPERTIES TO AVOID ANY UNNECESSARY DAMAGE. APPROVAL FROM THE OWNER IS REQUIRED PRIOR TO ANY TREE CUTTING OR PRUNING.
8. WRAP IN BURLAP, TREES AND SHRUBS ADJACENT TO CONSTRUCTION WORK, STORAGE AREAS AND TRUCKING LANES, AND ENCASE WITH PROTECTIVE WOOD FRAMEWORK FROM GRADE LEVEL TO HEIGHT OF 2 M MINIMUM.
9. PROTECT ROOTS OF DESIGNATED TREES TO DRIPLINE DURING EXCAVATION AND SITE GRADING TO PREVENT DISTURBANCE OR DAMAGE. AVOID UNNECESSARY TRAFFIC, DUMPING AND STORAGE OF MATERIALS OVER ROOT ZONES.
10. MINIMIZE STRIPPING OF TOPSOIL AND VEGETATION.
11. RESTORE VEGETATIVE AREAS UPON COMPLETION OF WORK TO THE SATISFACTION OF THE OWNER.
12. REINSTATE ALL AREAS DAMAGED BY CONSTRUCTION ACTIVITIES TO THE SATISFACTION OF THE OWNER AND CONSULTANT. DO NOT AFFECT ADJACENT PROPERTIES DURING CONSTRUCTION. OBTAIN WRITTEN AUTHORIZATION FROM PROPERTY OWNERS FOR ANY REQUIRED ACCESS OR WORKS ON ADJACENT LANDS.
13. ALL SITE GRADING TO REMAIN UNCHANGED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
14. UNLESS OTHERWISE SHOWN ON THE DRAWINGS, PROVIDE POSITIVE DRAINAGE AWAY FROM THE BUILDING AT MIN. 2% GRADE AND MATCH TO EXISTING SITE GRADING.
15. UTILITY LOCATES TO BE PERFORMED BY THE CONTRACTOR PRIOR TO STARTING CONSTRUCTION.
16. PERMITS FOR UTILITY WORK ARE THE RESPONSIBILITY OF THE CONTRACTOR.

SITE GRADING:

1. TOPSOIL TO BE A MIXTURE OF PARTICULATES, MICRO-ORGANISMS AND ORGANIC MATTER WHICH PROVIDES SUITABLE MEDIUM FOR SUPPORTING INTENDED PLANT GROWTH. CONTAIN NO TOXIC ELEMENTS OR GROWTH INHIBITING MATERIALS. CONSISTENCE: FRIABLE WHEN MOIST.
2. FINISHED SURFACE FREE FROM: DEBRIS AND STONES OVER 50 MM DIAMETER. COURSE VEGETATIVE MATERIAL, 10 MM DIAMETER AND 100 MM LENGTH, OCCUPYING MORE THAN 2% OF SOIL VOLUME.
3. STRIPPING AND STOCKPILE OF TOPSOIL FOR REUSE WHERE PRACTICAL. CONSULT THE OWNER FOR DIRECTION PRIOR TO REMOVING ANY EXCESS SOIL FROM SITE.
4. PROVIDE SEDIMENT EROSION AND CONTROL MEASURES INCLUDING SILT FENCING.
5. GRADE SOIL, ELIMINATING UNEVEN AREAS AND LOW SPOTS, ENSURING POSITIVE DRAINAGE.
6. VERIFY THAT GRADES ARE CORRECT. IF DISCREPANCIES OCCUR, NOTIFY DEPARTMENTAL REPRESENTATIVE AND DO NOT COMMENCE WORK UNTIL INSTRUCTED BY DEPARTMENTAL REPRESENTATIVE.
7. REMOVE DEBRIS, ROOTS, BRANCHES, STONES IN EXCESS OF 50 MM DIAMETER AND OTHER DELETERIOUS MATERIALS.
8. REMOVE SOIL CONTAMINATED WITH CALCIUM CHLORIDE, TOXIC MATERIALS AND PETROLEUM PRODUCTS.
9. DISPOSE OF UNUSED AND EXCESS MATERIALS OFF SITE AT APPROVED LOCATIONS.
10. CULTIVATE ENTIRE AREA WHICH IS TO RECEIVE TOPSOIL TO MINIMUM DEPTH OF 100 MM. CROSS CULTIVATE THOSE AREAS WHERE EQUIPMENT USED FOR HAULING AND SPREADING HAS COMPACTED SOIL.
11. PLACE TOPSOIL AFTER DEPARTMENTAL REPRESENTATIVE HAS ACCEPTED SUBGRADE.
12. SPREAD TOPSOIL IN UNIFORM LAYERS NOT EXCEEDING 150mm.
13. FOR SODDED AREAS ENSURE TOPSOIL 15 MM BELOW FINISHED GRADE.
14. SPREAD TOPSOIL TO MATCH EXISTING DEPTHS OR A MINIMUM DEPTH OF 100 MM AFTER SETTLEMENT.
15. MANUALLY SPREAD TOPSOIL/PLANTING SOIL AROUND TREES, SHRUBS AND OBSTACLES.
16. GRADE TO ELIMINATE ROUGH SPOTS AND LOW AREAS AND ENSURE POSITIVE DRAINAGE.
17. PREPARE LOOSE FRIABLE BED BY MEANS OF CULTIVATION AND SUBSEQUENT RAKING.
18. CONSOLIDATE TOPSOIL TO REQUIRED BULK DENSITY USING EQUIPMENT APPROVED BY DEPARTMENTAL REPRESENTATIVE. LEAVE SURFACES SMOOTH, UNIFORM AND FIRM AGAINST DEEP FOOTPRINTING.
19. UPON COMPLETION OF INSTALLATION, REMOVE SURPLUS MATERIALS, RUBBISH, TOOLS AND EQUIPMENT BARRIERS.

EXCAVATING AND BACKFILLING:

1. EXTERIOR FOOTINGS SHALL EXTEND A MINIMUM 1.5m BELOW FINISHED GRADE UNLESS OTHERWISE NOTED.
2. WHERE BEDROCK IN ENCOUNTERED WITHIN THE EXCAVATION NOTIFY THE OWNER FOR DIRECTION.
3. NOTIFY THE OWNER AND ENGINEER WHEN GROUND WATER IS FOUND WITHIN THE REQUIRED FOOTING DEPTH.
4. ALL FOOTINGS SHALL BE POURED ON UNDISTURBED SUBGRADE SOILS FREE FROM DELETERIOUS MATERIALS. EXCAVATE ALL ORGANIC FILL, DEBRIS AND FOREIGN MATERIAL TO UNDISTURBED SUB-GRADE.
5. ANY AREA OVER EXCAVATED SHALL BE LEVELED WITH COMPACTED ENGINEERED FILL AS DIRECTED BY THE OWNER. SUBGRADE SHALL BE PROOF ROLLED PRIOR TO PLACING ENGINEERED FILL.
6. ALL GRANULAR SHALL BE PLACED AND COMPACTED IN MAXIMUM 6" LIFTS.
7. SOIL BEARING CAPACITY OF 75 KPa ASSUMED IN DESIGN.
8. DO NOT BACKFILL AGAINST WALLS UNTIL ELEMENTS PROVIDING LATERAL SUPPORT ARE COMPLETED. PLACE BACKFILL SIMULTANEOUSLY ON EACH SIDE OF WALLS SO AS NOT TO PRODUCE A DIFFERENTIAL PRESSURE.
9. DO NOT BACKFILL AND / OR COMPACT AGAINST WALLS UNTIL THE CONCRETE HAS REACHED SUFFICIENT STRENGTH AND REQUIRED LATERAL SUPPORT IS PROVIDED. REFER TO CSA A23.1.

CONCRETE REINFORCEMENT NOTES:

1. PERFORM CONCRETE REINFORCING WORK AND FABRICATION IN ACCORDANCE WITH CAN/CSA-A23.1/A23.2 UNLESS SPECIFIED OTHERWISE IN THIS SECTION.
2. REINFORCING STEEL SHALL BE GRADE 400W DEFORMED BILLET - STEEL CONFORMING TO CAN/CSA - G30.18 AND FREE OF RUST, OIL OR ANY OTHER DELETERIOUS MATERIAL.
3. ALL REINFORCING TO BE DETAILED, FABRICATED AND PLACED IN ACCORDANCE WITH THE LATEST RSIC DETAILING MANUAL.
4. PROVIDE ALL NECESSARY BAR SUPPORTS AND TIE IN ACCORDANCE WITH THE LATEST RSIC DETAILING MANUAL.
5. REINFORCING WORK TO BE INSPECTED BY THE OWNER AND IN ACCORDANCE WITH THE BUILDING PERMIT PRIOR TO PLACING CONCRETE. NOTIFY THE OWNER 48 HOUR IN ADVANCE. CONTRACTOR MUST ENSURE MINIMUM 95% STEEL IS IN PLACE FOR THE INSPECTION.
6. SPLICES IN REINFORCEMENT SHALL BE STAGGERED WHERE POSSIBLE. SPLICES SHALL HAVE A MINIMUM OF 24" LAP LENGTH WITH ADJACENT BARS.
7. WELDED WIRE FABRIC SPLICES SHALL BE MADE BY OVERLAPPING A MINIMUM OF 150mm.
8. WELDED WIRE FABRIC SHALL CONFORM TO CSA STANDARD G30.5 WELDED STEEL WIRE FABRIC FOR CONCRETE REINFORCEMENT.
9. THE MINIMUM CLEAR COVER FOR REINFORCEMENT SHALL BE IN ACCORDANCE WITH CSA A23.1 AND FOR NON-PRESTRESSED CONCRETE, UNLESS NOTED OTHERWISE, SHALL BE:
   - CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH IS 76mm (3").
   - BEAMS, COLUMNS AND WALLS CAST AGAINST FORMWORK IS 50mm (2")
   - SLABS: 50mm (2") FROM TOP OR TOP 1/3 OF SLAB DEPTH, WHICHEVER IS GREATER.

WOOD & FRAMING NOTES:

1. PROVIDE PRE-ENGINEERED TRUSS SHOP DRAWINGS FOR REVIEW. SHOP DRAWING SHALL BE REVIEWED AND STAMPED BY A PROFESSIONAL ENGINEER LICENSED IN THE PROVENCE OF ONTARIO.
2. LUMBER FOR JOISTS, RAFTERS, TRUSSES, BEAMS, STUD WALL FRAMING SHALL BE SPF NO.2 OR BETTER.
3. WOOD-BASED PANELS AND SHEATHING TO CSA O437.0, "OSB AND WAFERBOARD" 0-1 GRADE, 0121 DOUGLAS FIR PLYWOOD, O151 CANADIAN SOFTWOOD PLYWOOD.
4. MOISTURE CONTENT OF LUMBER SHALL BE NOT MORE THAN 19% AT THE TIME OF INSTALLATION.
5. ALL WOOD FRAME NAILING TO COMPLY TO ONTARIO BUILDING CODE TABLE 9.23.3.4
6. NAIL SHALL BE ZINC COATED CONFORMING TO CSA B111.
7. ALL NAILS AND FASTENERS IN CONTACT WITH PRESSURE TREATED WOOD SHALL BE GALVANIZED OR OTHER SUITABLE MEANS OF CORROSION PROTECTION SUITABLE FOR CONTACT WITH PRESSURE TREATED WOOD.
8. DELIVER, STORE AND HANDLE MATERIALS IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
9. ALL WOOD MEMBERS EXPOSED TO EXTERIOR CONDITIONS OR IN CONTACT WITH CONCRETE TO BE PRESSURE-TREATED LUMBER OR EQUIVALENT MEANS OF PROTECTION FROM THE EXTERIOR CONDITIONS.

CONCRETE NOTES:

1. PERFORM CONCRETE WORK TO THE REQUIREMENTS OF CSA STANDARD A23.1. CONCRETE MATERIALS AND METHODS OF CONCRETE CONSTRUCTION.
2. READY MIX CONCRETE SHALL BE QUALITY CONTROLLED CONCRETE CONFORMING WITH CSA STANDARD CAN/CSA-A23.1/A23.2. CONCRETE DESIGN SHALL BE A PERFORMANCE BASED AND CONTRACTOR IS RESPONSIBLE FOR QUALITY CONTROL OF CONCRETE INCLUDING MIX DESIGN, PLACEMENT AND CURING. CONCRETE DESIGN SHALL BE IN ACCORDANCE WITH THE SPECIFIED 28 DAY DESIGN COMPRESSIVE STRENGTH AS NOTED. THE CONTRACTOR SHALL PROVIDE COPIES OF CONCRETE DELIVERY TICKETS WHEN REQUESTED BY THE OWNER. CALCIUM CHLORIDE SHALL NOT BE USED AS AN ADDITIVE TO CONCRETE.
3. UNLESS OFFICIALLY APPROVED OTHERWISE, SLUMPS SHALL BE CONSISTENT AT 75 mm ±20 mm (3" ±3/4"). GREATER SLUMPS ARE NOT ACCEPTABLE AND THE LOADS SHALL BE REJECTED. ADMIXTURES, WHERE PERMITTED, SHALL CONFORM WITH CSA STANDARD CAN 3-A266M.
4. CONFORM TO CAN/CSA-A23.1/A23.2 IN THE USE OF ADMIXTURES.
5. ALL CONCRETE SHALL BE CONSOLIDATED WITH INTERNAL VIBRATORS, AND FINISH TO ARCHITECT'S REQUIREMENTS.
6. ALL CONCRETE SURFACES MUST BE CURED FOR MINIMUM 3 DAY AT MINIMUM 10°C. THE CONTRACTORS CURING METHODS SHALL BE IN ACCORDANCE WITH CAN/CSA-A-23.1/A23.2.
7. PLACEMENT & CONSOLIDATION SHALL BE IN ACCORDANCE WITH CSA A23.1/A23.2. MAINTAIN RECORDS OF POURED CONCRETE ITEMS. RECORD DATE, LOCATION OF POUR, QUANTITY, AIR TEMPERATURE, AND WEATHER.
8. POUR CONCRETE CONTINUOUSLY BETWEEN PRE-DETERMINED CONSTRUCTION AND CONTROL JOINTS.
9. IMMEDIATELY AFTER PLACEMENT, PROTECT CONCRETE FROM PRE-MATURE DRYING, EXCESSIVE HOT OR COLD TEMPERATURES AND MECHANICAL DAMAGE. CONFORM TO CAN/CSA-A23.1/A23.2 WHEN CONCRETING DURING HOT OR COLD WEATHER.
10. PROVIDE A POWERED STEEL TROWEL FINISH FOR ALL INTERIOR CONCRETE SLABS. PROVIDE A NON SLIP BROOM FINISH TO ALL EXTERIOR SLABS, WALKWAYS, RAMPS AND PADS.
11. FILLETS FOR CHAMFERED CORNERS SHALL BE 25mm AND LOCATED AS SPECIFIED ON THE DRAWINGS.
12. MODIFY OR REPLACE CONCRETE NOT CONFORMING TO REQUIRED LINES, DETAILS AND ELEVATIONS. REPAIR OR REPLACE CONCRETE WITH EXCESSIVE HONEYCOMBING AND OTHER DEFECTS TO THE SATISFACTION OF THE OWNER.
13. THE VERTICAL HEIGHT OF FREE FALL CONCRETE DURING POURING OPERATIONS SHALL NOT EXCEED 1.8 METERS UNLESS OFFICIALLY APPROVED OTHERWISE BY THE OWNER AND CONCRETE READY MIX SUPPLIER.
14. REFER TO CONTRACT DRAWINGS FOR ADDITIONAL CONCRETE REQUIREMENTS.
15. CONCRETE MIX: FOOTINGS: 20MPA, CLASS R-1, 3-6% AIR.
    WALLS/PIERS: 25MPA, CLASS R-2, 4-7% AIR.
    INTERIOR SLABS: 25MPA, CLASS R-3, NO AIR.
    SLABS EXPOSED TO FREEZING: 32MPA, CLASS C-2, 5-8% AIR.

INSULATING CONCRETE FORMING (ICF):

1. FURNISH ALL LABOR, MATERIALS, TOOLS AND EQUIPMENT TO PERFORM THE COMPLETE ERECTION/ INSTALLATION OF THE INSULATING CONCRETE FORM SYSTEM (ICF), INSTALLATION OF REINFORCING STEEL, PLACEMENT OF CONCRETE WITHIN FORMWORK, AND FINAL CLEANUP.
2. ADEQUATE BRACING AND FALSE WORK SHALL BE PROVIDED BY THE INSTALLING CONTRACTOR TO COMPLY WITH ALL APPLICABLE CODES.
3. CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY PRODUCTS TO COMPLETE THE WORK INCLUDING BUT NOT LIMITED TO SLEEVES, INSERTS, CONDUITS, ANCHORS, BOLTS, REINFORCING STEEL, WINDOW AND DOOR OPENING BUCKS, CONCRETE, EPS COMPATIBLE MODIFIED BITUMINOUS SHEET WATERPROOFING MEMBRANE, EPS COMPATIBLE PARGE COAT.
4. CONTRACTOR SHALL SUBMIT ICF MANUFACTURER'S PRODUCT DATA FOR REVIEW. PROVIDE ICF SYSTEM MATERIALS FROM ONE MANUFACTURER.
5. SUBMIT COPY OF MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS.
6. CONTRACTOR SHALL ENGAGE THE SERVICES OF A TRAINED INSTALLER OR TECHNICAL ASSOCIATE WITH MINIMUM 3 YEARS EXPERIENCE IN COMMERCIAL ICF CONSTRUCTION FOR THE DURATION OF THE WORK UNDER THIS SECTION.
7. DELIVER PRODUCTS IN ORIGINAL FACTORY PACKAGING, BEARING IDENTIFICATION OF PRODUCT, MANUFACTURER AND BATCH/LOT NUMBER.
8. HANDLE AND STORE PRODUCTS IN LOCATION AND MANNER TO PREVENT DAMAGING AND SOILING.
9. USE APPROPRIATE MEASURES FOR PROTECTION OF ICF FORMWORK AND CONCRETE DURING HOT AND COLD WEATHER CONSTRUCTION.
10. CONCRETE FOOTINGS SHALL BE INSTALLED WITHIN +/-6 MM (¼") OF LEVEL AND ANY REQUIRED FOOTING STEPS ARE PROVIDED IN INCREMENTS COMPATIBLE WITH THE HEIGHT OF STANDARD ICF BLOCKS.
11. WHERE PARTIAL OR HALF COURSE IS INTENDED FOR STARTING COURSE ELEVATION, ENSURE STEP FOOTING INCREMENT IS EQUAL TO CUT FORM UNIT LESS 13 MM (½").
12. WHERE SPECIFIED, ENSURE REINFORCING STEEL DOWELS ARE IN PLACE AT SPECIFIED CENTERS ALONG FOOTING LENGTHS.
13. ENSURE REINFORCEMENT STEEL DOWELS HAVE CSA STANDARD COMPLIANT PROTECTION INSTALLED UNTIL FORMWORK IS ERECTED ABOVE DOWEL LEVEL.
14. CLEAN ALL DEBRIS FROM TOP OF FOOTINGS PRIOR TO COMMENCEMENT OF INSULATING CONCRETE FORM SYSTEM INSTALLATION.
15. SEQUENCE INSTALLATION OF CONCRETE FORMWORK WITH RELATED WORK SPECIFIED IN OTHER SECTIONS.
16. INSTALLATION OF ICF TO BE IN STRICT ACCORDANCE WITH MANUFACTURER'S PRODUCT INSTALLATION MANUAL.
17. INSTALL ICF WALLS PLUMB AND SQUARE TO A TOLERANCE OF 6 MM (¼") IN 2.5 M.
18. SERVICE PENETRATIONS (ELECTRICAL SERVICE CONDUITS, WATER SERVICE PIPES, AIR SUPPLY AND EXHAUST DUCTS ETC.) SHALL BE INSTALLED AT THE REQUIRED LOCATIONS AS INDICATED BY THE APPROPRIATE TRADE.
19. SERVICE PENETRATIONS EXCEEDING 400 MM X 400 MM (16" X 16") IN AREA SHALL BE REINFORCED PER ENGINEER SPECIFICATIONS.
20. PRIOR TO CONCRETE PLACEMENT, INSTALL SERVICE PENETRATION SLEEVES AT DESIGNATED LOCATIONS AS INDICATED ON THE DRAWINGS TO CREATE VOIDS FOR SERVICE PLACEMENT AT LATER DATE.
21. CLEAN UP AND PROPERLY DISPOSE OF ALL DEBRIS REMAINING ON JOB SITE RELATED TO THE INSTALLATION OF THE INSULATED CONCRETE FORMS.
22. ASSURE FINAL FINISHES ARE INSTALLED OVER ICF OR PROVIDE TEMPORARY COVERAGE OF INSTALLATION TO REDUCE EPS FOAM SURFACE EXPOSURE TO ULTRAVIOLET LIGHT SHOULD THE FINAL FINISH APPLICATION BE DELAYED LONGER THAN 18 MONTHS AFTER ICF INSTALLATION.
23. CONSULT WITH EXTERIOR FINISH CONTRACTOR CONCERNING EXPOSURE TO ULTRAVIOLET LIGHT TO ENSURE PROPER FINISH TO ICF WALLS.

MASONRY:

1. MASONRY WORKS TO BE PERFORMED IN ACCORDANCE WITH CSA S304.1 - LATEST EDITION AND CSA A371 "MASONRY CONSTRUCTION FOR BUILDINGS".

MATERIALS:

2. STANDARD CONCRETE BLOCK UNITS TO CSA-A165 SERIES. H/15/A/M, BLOCK SIZE AS INDICATED ON THE DRAWINGS.
3. MORTAR AND GROUT: TO CAN/CSA A179.
4. GROUT TO BE MINIMUM 15 MPA AT 28 DAYS. NO COURSE AGGREGATE.
5. WATER: CLEAN AND POTABLE.
6. BONDING AGENT: LATEX TYPE.
7. MORTAR TO BE TYPE S FOR EXTERIOR WORK AND TYPE N FOR INTERIOR WORK, MIXED TO PROPERTY SPECIFICATIONS, TO CSA A179-04.
8. GROUT TO BE MIXED TO PROPORTION SPECIFICATIONS, TO CSA A179-04.

PREPARATION / CONSTRUCTION:

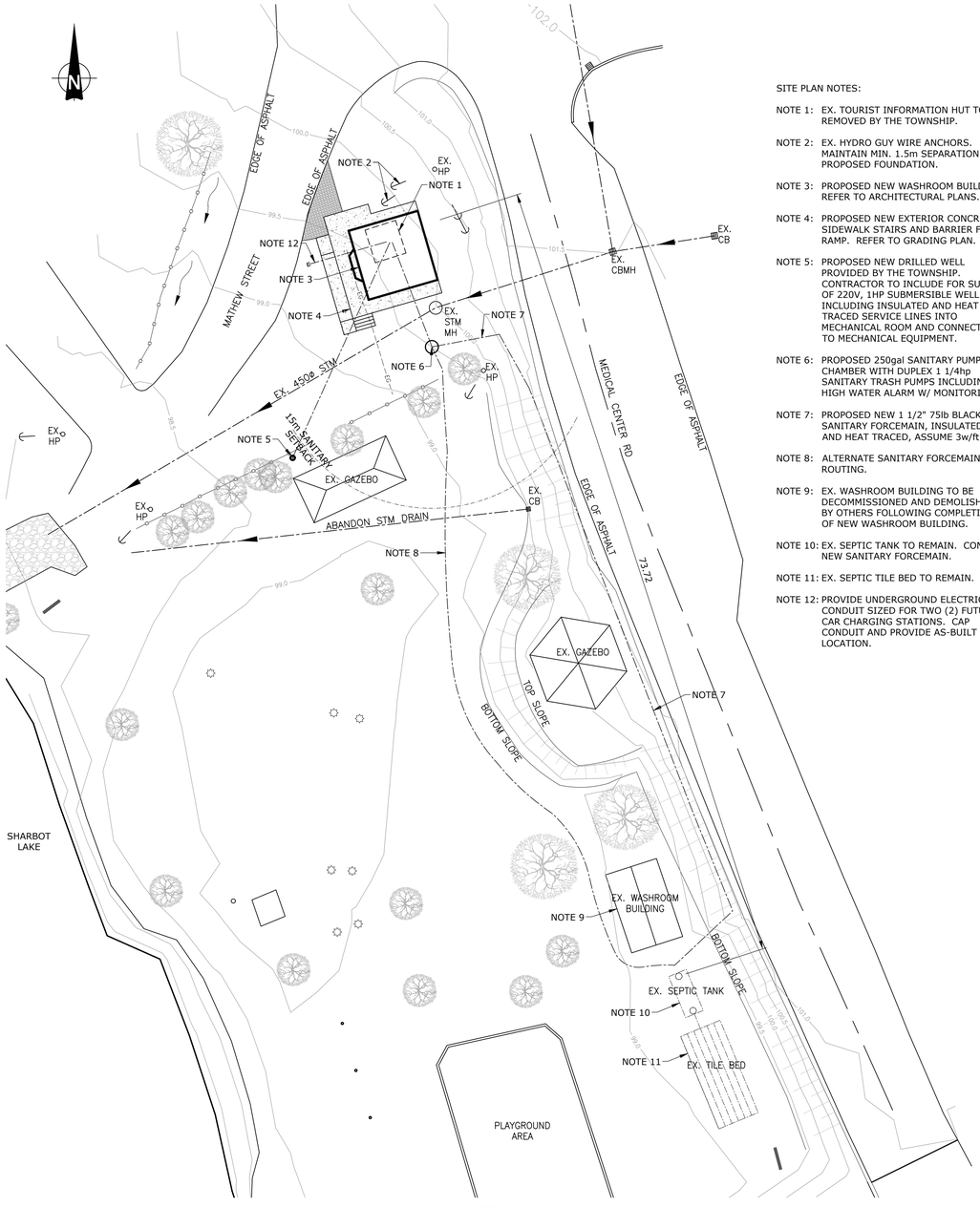
9. PROTECT MASONRY WORK FROM ADVERSE WEATHER CONDITIONS DURING CONSTRUCTION.
10. COMPLY WITH MANUFACTURER'S WRITTEN DATA, INCLUDING PRODUCT TECHNICAL BULLETINS, PRODUCT CATALOGUE INSTALLATION INSTRUCTIONS, PRODUCT CARTON INSTALLATION INSTRUCTIONS, AND DATA SHEETS.
11. USE ONLY NEW CONCRETE BLOCKS AND MASONRY ACCESSORIES.
12. UNLESS OTHERWISE NOTED ON THE DRAWINGS, REINFORCE MASONRY WORKS AS FOLLOWS:
    HORIZONTAL LADDER REINFORCING EVER SECOND COURSE.
    REINFORCED HORIZONTAL BOND BEAMS BOTTOM AND TOP OF WALLS.
    REINFORCED VERTICAL CORES AT WALL ENDS AND 32" O/C.
    DOWELS INTO FOOTING TO MATCH VERTICAL REINFORCING SIZE AND SPACING.
    DOWELS GROUTED INTO INTERSECTING WALL AT 24" O/C.
    LINTELS AND BEAMS AS DETAILED.
13. ALL REINFORCED CORES TO BE GROUTED SOLID. WORK GROUT INTO CAVITIES AND CONSOLIDATE TO ELIMINATE VOIDS.
14. MASONRY CONTRACTOR TO BE RESPONSIBLE FOR SUPPLYING AND ERECTING ALL TEMPORARY WORKS AND SUPPORTS REQUIRED TO COMPLETE MASONRY WORK.
15. LEAVE WORK AREA CLEAN AT END OF EACH DAY. REMOVE DROPPINGS AND SPLASHINGS USING CLEAN SPONGE AND WATER.

METAL FABRICATIONS:

1. FABRICATE COMPONENTS IN THE SHOP IN LARGEST SIZE PRACTICABLE TO MINIMIZE FIELD JOINTING.
2. FABRICATE COMPONENTS SQUARE, STRAIGHT, TRUE, FEE FROM WARPAGE AND OTHER DEFECTS. ACCURATELY CUT, MACHINE FILE AND FIT JOINTS, CORNERS, COPES AND MITRES.
3. REINFORCE FABRICATED COMPONENTS TO SAFELY WITHSTAND EXPECTED LOADS.
4. MAKE JOINTS IN BUILT-UP SECTIONS WITH HAIRLINE JOINTS IN LEAST CONSPICUOUS LOCATIONS AND MANNER.
5. MAKE ALLOWANCE FOR THERMAL EXPANSION AND CONTRACTION WHEN FABRICATING EXTERIOR WORK.
6. JOINTS SHALL BE WELDED UNLESS OTHERWISE INDICATED AND UNLESS DETAILS OF CONSTRUCTION DO NOT PERMIT WELDING. EXPOSED WELDS SHALL BE CONTINUOUS AND GRINDED SMOOTH.
7. USE SELF-TAPPING SHAKE-PROOF FLAT HEADED SCREWS ON ITEMS REQUIRING ASSEMBLY BY SCREWS OR AS INDICATED.
8. CLOSE EXPOSED OPEN ENDS OF TUBULAR MEMBERS WITH WELDED ON STEEL PLUGS.
9. WHERE WORK OF OTHER SECTIONS IS TO BE ATTACHED TO WORK OF THIS SECTION, PREPARE WORK BY DRILLING AND TAPPING HOLES, AS REQUIRED TO FACILITATE INSTALLATION OF SUCH OTHER WORK.
10. WORK OF THIS SECTION, SUPPLIED FOR INSTALLATION UNDER OTHER SECTIONS, SHALL BE PREPARED AS REQUIRED READY FOR INSTALLATION BY: DRILLING, COUNTERSINKING AND TAPPING HOLES, FORMING SHAPES AND CUTTING TO REQUIRED SIZES.
11. GRIND OFF MILL STAMPINGS AND FILL RECESSED MARKINGS ON STEEL COMPONENTS LEFT EXPOSED TO VIEW.
12. WHERE POSSIBLE, FIT AND SHOP ASSEMBLE WORK, READY FOR ERECTION.
13. THOROUGHLY CLEAN STEEL OF LOOSE SCALE, RUST, OIL, DIRT AND OTHER FOREIGN MATTER. SUITABLY PREPARE STEEL SURFACES BY POWER TOOL CLEANING TO RECEIVE SPECIFIED FINISHES.
14. GRIND SMOOTH SHARP PROJECTIONS. REMOVE OIL AND GREASE BY SOLVENT CLEANING.
15. APPLY COATINGS IN THE SHOP AND BEFORE ASSEMBLY. APPLY ONE SHOP COAT OF PRIMER TO METAL ITEMS, WITH EXCEPTION OF GALVANIZED OR CONCRETE ENCASED ITEMS. PROVIDE TWO COATS OF FINISH PAINT ON EXPOSED WORK.
16. PROVIDE THE FOLLOWING COMPONENTS AS REQUIRED AND / OR WHERE INDICATED:
    ALL MISCELLANEOUS STEEL TO CSA G40.20/G40.21, GRADE 300W .
    HOLLOW STRUCTURAL SECTIONS (HSS) TO CSA G40.20/G40.21, GRADE 345W CLASS C.
    STRUCTURAL PIPE TO ASTM A53, SCH40.
17. ANCHOR BOLTS; TYPE: STAINLESS STEEL EXPANSION ANCHORS UNLESS OTHERWISE NOTED. QUANTITY, SIZE AND INSTALLATION DETAILS AS SHOWN ON THE DRAWINGS.

SHEET METAL FLASHING AND TRIM:

1. PROVIDE SHOP DRAWING SUBMITTALS TO OWNER REPRESENTATIVE FOR REVIEW AND ACCEPTANCE. SUBMIT MANUFACTURER'S PRINTED PRODUCT LITERATURE FOR SHEET METAL FLASHING SYSTEMS MATERIALS, SPECIFICATIONS AND DATA SHEET AND INCLUDE PRODUCT CHARACTERISTICS, PERFORMANCE CRITERIA, PHYSICAL SIZE, FINISH AND LIMITATIONS. PROVIDE OWNER SPECIFIED COLOUR AND FINISH FROM MANUFACTURER'S STANDARD OFFERINGS.
2. CONTRACTOR TO REVIEW INSTALLATION AND SUBSTRATE CONDITIONS. COORDINATION WITH OTHER BUILDING SUBTRADES.
3. REVIEW MANUFACTURER'S INSTALLATION INSTRUCTIONS AND WARRANTY REQUIREMENTS.
4. DELIVER, STORE AND HANDLE MATERIALS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
5. WASTE MANAGEMENT AND DISPOSAL: SEPARATE WASTE MATERIALS FOR REUSE AND REC



SITE PLAN

SCALE: 1:250

SITE PLAN NOTES:

NOTE 1: EX. TOURIST INFORMATION HUT TO BE REMOVED BY THE TOWNSHIP.

NOTE 2: EX. HYDRO GUY WIRE ANCHORS. MAINTAIN MIN. 1.5m SEPARATION FROM PROPOSED FOUNDATION.

NOTE 3: PROPOSED NEW WASHROOM BUILDING. REFER TO ARCHITECTURAL PLANS.

NOTE 4: PROPOSED NEW EXTERIOR CONCRETE SIDEWALK STAIRS AND BARRIER FREE RAMP. REFER TO GRADING PLAN.

NOTE 5: PROPOSED NEW DRILLED WELL PROVIDED BY THE TOWNSHIP. CONTRACTOR TO INCLUDE FOR SUPPLY OF 220V, 1HP SUBMERSIBLE WELL PUMP INCLUDING INSULATED AND HEAT TRACED SERVICE LINES INTO MECHANICAL ROOM AND CONNECTIONS TO MECHANICAL EQUIPMENT.

NOTE 6: PROPOSED 250gal SANITARY PUMPING CHAMBER WITH DUPLEX 1 1/4hp SANITARY TRASH PUMPS INCLUDING HIGH WATER ALARM W/ MONITORING.

NOTE 7: PROPOSED NEW 1 1/2" 75lb BLACK POLY SANITARY FORCEMAIN, INSULATED, AND HEAT TRACED, ASSUME 3w/ft.

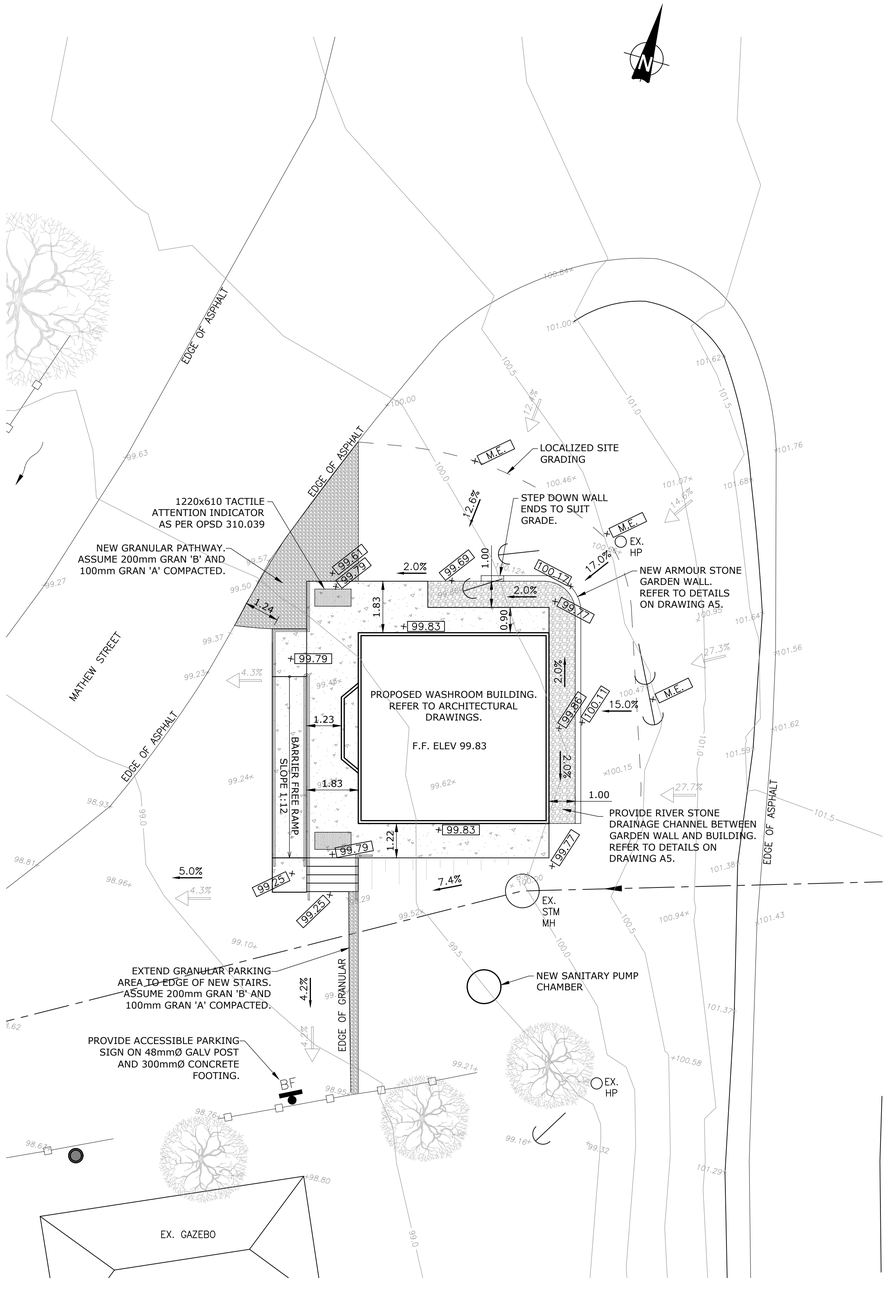
NOTE 8: ALTERNATE SANITARY FORCEMAIN ROUTING.

NOTE 9: EX. WASHROOM BUILDING TO BE DECOMMISSIONED AND DEMOLISHED BY OTHERS FOLLOWING COMPLETION OF NEW WASHROOM BUILDING.

NOTE 10: EX. SEPTIC TANK TO REMAIN. CONNECT NEW SANITARY FORCEMAIN.

NOTE 11: EX. SEPTIC TILE BED TO REMAIN.

NOTE 12: PROVIDE UNDERGROUND ELECTRICAL CONDUIT SIZED FOR TWO (2) FUTURE CAR CHARGING STATIONS. CAP CONDUIT AND PROVIDE AS-BUILT LOCATION.



GRADING PLAN

SCALE: 1:100



KEY PLAN

LEGEND:

- PROPERTY LINE
- REGULATORY SETBACK
- UNDERGROUND CONDUIT OR SERVICE LINE
- FENCE LINE
- EDGE OF GRANULAR
- PROPOSED PARKING SPACE
- EX. TREES
- PROPOSED ELEVATION
- PROPOSED GRADE
- EXISTING ELEVATION
- EX. GRADING
- EX. SWALE
- LANDSCAPED/OPEN SPACE

No.	ISSUE / REVISION	DATE
2	ISSUED FOR TENDER	MAY 28, 2025
1	ISSUED FOR 100% REVIEW	MAY 02, 2025
0	ISSUED FOR REVIEW	APR 04, 2025

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VERIFY SHEET SIZE AND SCALES. BAR TO THE RIGHT IS 25mm IF THIS IS A FULL SIZE DRAWING. 0 25mm

SCALE: AS NOTED

CLIENT:

CONSULTANT:

CONSULTANT:
AUSTIN ENGINEERING
613-561-5634 - INFO@AUSTINENG.CA

PROFESSIONAL STAMP

LICENSED PROFESSIONAL ENGINEER
J. K. AUSTIN
100186045
MAY 28, 2025
PROVINCE OF ONTARIO

PROJECT:

K&P TRAIL AND SHARBOT LAKE PUBLIC WASHROOM

MATHEW STREET, SHARBOT LAKE, ON

DRAWING:

SITE PLAN AND GRADING PLAN

DESIGN: JKA	
DRAWN: MS	DRAWING #: SP1
CHECKED:	
AE #: 25011	

PLOT DATE:

File Location:

Township of Central Frontenac

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0
Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422
www.centralfrontenac.com

TENDER: K&P Trail Head
DATE: June 26/25

DESCRIPTION: RFT-FA-2025-01
TIME: 3:02 - 3:11

CONTRACTOR	PRICE BEFORE HST	COMPLIANT BID	NOTES
Cupido	$ 684500.00		
Wemp + Smith	$ 509690.00		
Specialized Onsite Services	$ 498 294.55		
Myers Design + Build	$ 379 645.38		
Norwood & Co	$ 362 625.00		
RK Porter	$ 428 443.51		
Upgrading Homes	$ 324 790.00		
	$		
	$		
	$		
	$		
	$		
	$		
	$		

WITNESS Crystal Nedow
PRINT: ANDY DILLON
SIGN:

WITNESS Crystal Nedow
PRINT: Bill Young
SIGN:

STAFF REPORT TO COUNCIL

Township of Central Frontenac
1084 Elizabeth St.
Sharbot Lake, Ontario

REPORT NUMBER:	136-2025
DATE:	August 12, 2025
FROM:	Andy Dillon, Chief Building Official
PREPARED BY:	Andy Dillon, Chief Building Official
RE:	Hinchinbrooke Public School Demolition

RECOMMENDATION

WHEREAS Council approved the recommendation of the Housing Committee for staff to call for a Request for Proposal for the demolition of the Hinchinbrooke Public School;

AND WHEREAS Staff used a simpler, more efficient method of procurement through Canoe to obtain competitive pricing that complies with the Broader Public Sector (BPS) Procurement Directive and the municipality's Procurement Policy;

AND WHERAS Council deferred this decision at the July 08 meeting until they had an opportunity to visit the school and see the condition of the building.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official and award the demolition of the Hinchinbrooke Public School to Bel-Con Design Builders Ltd in the amount of $146,887.88;

AND THAT Council authorizes the Treasurer to pull the cost from reserves;

AND THAT Council directs the Chief Building Official to issue a purchase order for the work;

A**ND FURTHER THAT** the Mayor and CAO/Clerk be authorized to sign the final contract.

BACKGROUND

At its meeting on October 22, 2024, Council approved a recommendation from the Housing Committee to initiate the process for a request for proposal for the demolition of the former Hinchinbrooke School Site. The removal of the former school building is a necessary first step to enable development of the site. The municipality has identified this property as a key location for development, and demolition is required to prepare the site for future development and servicing.

Removing the school from the site will save operating costs. The building must be inspected twice per week to maintain insurance coverage. The building is vandalized or broke into approximately once a month. The building is in a very poor state of repair and is a liability.

DISCUSSION

Staff obtained demolition pricing through The Gordian Group via the Canoe Procurement Group of Canada, a cooperative purchasing organization to which the municipality is a member. The Canoe program enables municipalities to access prequalified vendors and competitively sourced pricing without the need for a standalone Request for Proposal (RFP), streamlining procurement while ensuring compliance with the Broader Public Sector (BPS) Procurement Directive and the municipality's Procurement Policy.

Gordian provided a price of $146,887.88 (before HST) for the demolition of the school at the Hinchinbrooke Site. As part of this process, Gordian selected Bel-Con Design-Builders Ltd. from Belleville as the general contractor. To ensure competitive pricing and incorporate local expertise, Bel-Con solicited quotes from three demolition contractors: Environmentall Contracting from Kingston, Westendorp Demolition from Yarker and Priestly Demolition from King. The final pricing submitted from Bel-Con reflects the competitive pricing contained in Gordians construction task catalogue that the general contractor must adhere to.

To assess the value of this approach, staff also reviewed tender results from a comparable demolition project, the former Sharbot Lake Public School site, tendered in 2019. That project involved a similar building with a similar scope of work. The lowest bid received in 2019 was from Environmentall Contracting at a cost of $197,485.00 (before HST).

Even without accounting for inflation and escalating costs since 2019, the $146,887.88 quote from Gordian/Bel-Con is approximately 25% lower than the previous price for a similar school demolition in Sharbot Lake. This affirms that the use of Gordian and

Canoe not only meets public procurement standards but also delivers tangible value for the municipality.

STRATEGIC PLAN PRIORITY

This project supports multiple goals outlined in the Township of Central Frontenac's Strategic Plan, including:

Healthy Community Development

This site can support a wide range of options, which may include communal services.

By removing the former Hinchinbrooke School, the municipality is taking an active step toward enabling new development in a location already identified as a priority for growth. The demolition of this building supports responsible asset management by addressing aging infrastructure that no longer serves a municipal function. This site will encourage community revitalization and growth that could transform an underutilized property into a productive use for future needs.

FINANCIAL IMPLICATIONS

The price obtained through Canoe of $146,887.88 represents a cost-effective option for proceeding with the demolition, as authorized through the cooperative purchasing section of the procurement policy.

There is no money allocated in the 2025 Budget for this project, therefore if the project is approved by council, the funding for this project would need to be pulled from the facilities reserves.

ATTACHMENTS/REFERENCES

Gordian / Bel-Con Proposal Package

May 15, 2025

BEL-CON DESIGN - BUILDERS LTD

1-335 University Ave.,
Belleville, ON K8N 5T7

Tel: (613) 968-6707
Email: info@bel-con.com
www.bel-con.com

Township of Central Frontenac
Hinchinbrooke Public School
1021 Long Lake Road
Parham, Ontario
Demolition Project – **Revised Scope of Work**

Provide all labour, equipment and material as required to complete the following scope of work:

- Apply and pay for demolition permit
  - Provide a fire safety plan to Municipality with demolition permit application
- Provide site fencing to encapsulate work area
- Provide visual markers / signage for areas to be protected; e.g., septic bed, wells
- Supervision
- Project management
- Temporary facilities (portable washroom, site trailer)
- Demolition contractor mobilize to the site after permit acquisition and temporary fencing is in place
- Demolition contractor to perform all abatement as required by the DSR
- Any interior fixtures or items that demolition contractor wishes to salvage will be removed from building and moved off site
- Site patrols / overnight security are not included during the demolition process
- Demolition will then proceed as per plan provided by demolition contractor
  - Demolition will be by machine
  - Material separation as required to separate masonry from metals and waste materials
  - All masonry, concrete will be crushed on-site to 3" minus
  - Building to be demolished including removal of foundation
  - All crushed material will be used to fill any resulting "void" created by the demolition to finished grade less 6". Balance of crushed material will be stockpiled on-site
  - Remove existing buried oil tank
    - Demolition contractor to endeavour to remove tank in one piece and verify that the tank is empty
    - Any sign of contamination of soils that surround the oil tank will be tested and appropriate action will be taken to remediate any contamination.
    - Costs for remediation of soil or disposal of oil, are extra if required
- All paving to remain where possible
- Sidewalk to south of building to be removed
- Retain trees in front of building where possible
  - As per site visit it was acknowledged that the trees closest to the front wall of the school may have to be removed to facilitate demolition
- Remove temporary fencing and demobilize from the site

Proposal Review Details - Category

Date: 5/15/2025

Work Order #: Can2-Bel-001-GC

Title: Township of Central Frontenac School Demo

Contractor: BEL-CON DESIGN-BUILDERS LTD.

Contractor Number: CAN-2024-019-BCD

Job Order Value: $0.00

Proposal Name: Township of Central Frontenac School Demo

Proposal Value: $145,807.21

Proposal Submitted: 5/15/2025 10:45 PM

	CSI Number	Mod	UOM	Description	LineTotal
Category1 - Crushing material on site					
1	01 22 23 00-0365		DAY	2-1/2 To 2-7/8 CY Hydraulic Excavator With Full-Time Operator	$16,653.79
				Qty X Unit Price X Factor = Total	
				Installation 5 X $2,513.78 X 1.325 $16,653.79	
				Contractor Notes: *Crushing of all concrete, masonry and precast to 3" minus - all of this material to be left on-site*	
				Subtotal for Category1 - Crushing material on site:	**$16,653.79**
Category1 - Not Entered					
2	01 22 16 00-0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	$128.70
				Qty X Unit Price X Factor = Total	
				Installation 117 X $1.00 X 1.1 $128.70	
				Contractor Notes: *Demolition permit fee as per Municipality*	
3	01 22 20 00-0002		HR	Asbestos Removal WorkerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$35,686.49
				Qty X Unit Price X Factor = Total	
				Installation 280 X $96.19 X 1.325 $35,686.49	
				Contractor Notes: *Abatement operations*	
4	01 22 20 00-0042		HR	Watch/Guard Person, Unarmed	$0.00
				Qty X Unit Price X Factor = Total	
				Installation 0 X $37.55 X 1.325 $0.00	
				Contractor Notes: *Demolition site will be fenced, but at this point we have not included for an overnight watch person through the time required for the building to be leveled. Estimated time to get the building on the ground would be 7-10 days where a guard may be desirable - looking for direction of client*	

	CSI Number	Mod	UOM	Description	LineTotal
Category1 - Not Entered					
5	01 52 13 00-0002		MO	8' x 24' Mobile Office, With Toilet	$439.54
				Qty Unit Price Factor Total	
				Installation 1 X $331.73 X 1.325 $439.54	
				Contractor Notes: *Site trailer for duration of work including delivery and pick-up but with no toilet*	
6	01 52 13 00-0002	0003	EA	For Each Delivery And Removal, Two Round Trips, Add	$1,596.76
				Qty Unit Price Factor Total	
				Installation 1 X $1,205.10 X 1.325 $1,596.76	
7	01 52 13 00-0002	0091		For Office Trailer Without Toilet, Deduct	($87.91)
				Qty Unit Price Factor Total	
				Installation 1 X ($66.35) X 1.325 ($87.91)	
8	01 56 26 00-0005		LF	Temporary 6' High Chain Link Fence And Posts, Up To 6 Months	$7,208.66
				Qty Unit Price Factor Total	
				Installation 650 X $8.37 X 1.325 $7,208.66	
				Contractor Notes: *Free standing safety fence supplied and installed to encapsulate the work area throughout demolition - modified to decrease rate for larger quantity*	
9	01 56 26 00-0005	0050		For >500, Deduct	($1.02)
				Qty Unit Price Factor Total	
				Installation 1 X ($0.77) X 1.325 ($1.02)	
10	01 74 19 00-0016		EA	40 CY Dumpster (3 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	$24,831.86
				Qty Unit Price Factor Total	
				Installation 19 X $986.37 X 1.325 $24,831.86	
				Contractor Notes: *Estimated total number of bins required for materials that will leave site for recycling or disposal*	
11	02 41 16 13-0012		CCF	By Machine, Reinforced Concrete Building Demolition	$35,993.36
				Qty Unit Price Factor Total	
				Installation 520 X $52.24 X 1.325 $35,993.36	
				Contractor Notes: *Primary demolition operation - volume includes all walls, floors (both concrete slab and precast) and roof (precast) - also including roofing system and curtain wall glazing as well as miscellaneous interior partitions, doors, etc.*	
12	02 41 16 13-0012	0003		For Floor-To-Floor (Or Floor-To-Structure) Heights >18' To 21', Deduct	$0.00
				Qty Unit Price Factor Total	
				Installation 0 X ($11.75) X 1.325 $0.00	
13	02 41 16 13-0012	0005		For >500 To 1,000, Add	$0.00
				Qty Unit Price Factor Total	
				Installation 0 X $10.45 X 1.325 $0.00	

	CSI Number	Mod	UOM	Description	LineTotal
Category1 - Not Entered					
14	02 41 16 13-0012		CCF	By Machine, Reinforced Concrete Building Demolition	$12,805.33
				Qty Unit Price Factor Total	
				Installation 185 X $52.24 X 1.325 $12,805.33	
				Contractor Notes: *Total volume calculated for all below grade foundations and footings to be removed as part of the demolition contract*	
15	02 41 16 13-0023		CCF	Sorting Of Material Debris For Recycling Prior To Hauling Off	$5,532.67
				Qty Unit Price Factor Total	
				Installation 520 X $8.03 X 1.325 $5,532.67	
				Contractor Notes: *Site sorting of materials - masonry and concrete to be crushed and separated from items to be recycled (steel and aluminum) and/or disposed of in landfill (roofing doors, etc.)*	
16	02 41 16 13-0023	0005		For >500 To 1,000, Add	$0.00
				Qty Unit Price Factor Total	
				Installation 0 X $1.61 X 1.325 $0.00	
17	02 61 26 00-0003		CF	>10 To 100 CF, Asbestos Contaminated Soil, Asbestos Abatement And Disposal	$3,242.01
				Qty Unit Price Factor Total	
				Installation 30 X $81.56 X 1.325 $3,242.01	
				Contractor Notes: *Bagging and disposal of all asbestos tiles to licensed disposal facility*	
18	02 65 00 00-0089		EA	Remove 7572 To 18927 Liter (2001 - 5000 Gallon) Tank Cut Straps, Extract Tank From The Diggings And Block To Prevent Movement	$1,776.97
				Qty Unit Price Factor Total	
				Installation 1 X $1,341.11 X 1.325 $1,776.97	
				Contractor Notes: *Removal of fuel tank and associated piping - as per site meeting it is to be assumed that the tank is empty and no leakage has occurred, therefore the surrounding soil will be considered clean - if contaminated soil is found - the cost to remediate would be an extra cost*	
				Subtotal for Category1 - Not Entered:	**$129,153.42**
				Grand Total:	**$145,807.21**

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	137-2025
DATE:	August 12, 2025
FROM:	Andy Dillon, Chief Building Official
PREPARED BY:	Crystal Nedow, Building Inspector
RE:	Enhancing Access to Spaces for Everyone (EASE) Grant

RECOMMENDATION

WHEREAS Olden Hall could use a new accessible ramp and door with a power door operator.

AND WHEREAS The EASE Grant offers up to $60,000 to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

NOW THERFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official to work with the Community Services Coordinator and apply for the EASE grant

BACKGROUND

The access to Olden Hall has been in a poor state of repair for several years. The ramp is too steep to meet current accessibility requirements, has large crack that is a tripping hazard, the railing is in poor condition, and the front door does not meet current accessibility requirements. The door is deficient in door width and lacks a power door operator.

DISCUSSION

The EASE Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults. It supports these individuals to live more active, healthy, safe and socially connected lives within their communities.

The program offers up to $60,000 in grants to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

STRATEGIC PLAN PRIORITY

This project aligns with **Vibrant and Prosperous Community.** Improving our facilities to be more inclusive creates a place for all to enjoy.

Prioritize investments in community facilities based on utilization and maintenance requirements

FINANCIAL IMPLICATIONS

The ramp, door, and power door operator are estimated to be more than $60,000 and will be considered in the 2026 budget.

ATTACHMENTS/REFERENCES

https://www.ontario.ca/page/enhancing-access-spaces-everyone-ease-grant#:~:text=Related-,Overview,connected%20lives%20within%20their%20communities.

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	138-2025
DATE:	August 12, 2025
FROM:	Steve Gould, Public Works Manager
PREPARED BY:	Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor
RE:	Public Works Activity Report

RECOMMENDATION

THAT Council receive the Public Works Activity Report as presented by the Public Works Manager for information.

BACKGROUND

The Public Works Manager submits a monthly report outlining the key activities performed by the Public Works Department across the Township.

DISCUSSION

Throughout the monthly of July, the Public Works Department has been actively addressing a variety of road maintenance tasks to ensure the safety and usability of our road network. Grading operations were completed on Fall River, Armstrong, Bell Line, Kirk Kove, Cronk, Eagle Lake, Fish Creek and Veeley Roads. Ditching work has been carried out on Wagner and McLean Roads to improve drainage and prevent future water damage. Patching efforts took place on Crow lake, Brewer, Henderson, Moon, Legion Hill and Warrington Roads to repair potholes and surface deterioration.

Mowing was completed along Road 38, Wagarville, Arden, Road 509 and Henderson Roads, as well as on various back roads to maintain visibility and roadside safety. Calcium applications and gravel hauling have both been successfully completed for the season. In response to recent heat waves and high windstorms, trees and low-hanging branches have been cut back along multiple routes to prevent falling debris and minimize hazards. Washouts, ruts and potholes resulting from heavy rainfall were also

cleaned up to restore road conditions.
Maintenance activities included ongoing trimming of vegetation behind guardrails to maintain clear sightlines and control overgrowth. In Crow Lake Village, tree removal and branch chipping were completed as part of continued vegetation management.

Eagle Lake Road, at the CP Rail crossing, will be subject to temporary closures and traffic restrictions due to rail maintenance work.

The updated schedule is as follows:
• Tuesday, August 12: Prep work – no closures.
• Wednesday, August 13 (morning): Full closure from 7:00 a.m. to 12:00 p.m. (Emergency vehicles will be accommodated.)
• Wednesday, August 13 (afternoon): Open to all traffic on the hour, every hour, from 1:00 p.m. to 5:00 p.m.
• Thursday, August 14: Open to all traffic on the hour, every hour, from 7:00 a.m. to 5:00 p.m.
• Friday, August 15: One lane open to all traffic from 7:00 a.m. to 5:00 p.m. (Paving work).

Full access for all traffic will be available each day from 5:00 p.m. to 7:00 a.m.
To ensure residents were fully informed, notification of this closure was posted on the Township website, Facebook page, Voyent Alert App, and the Frontenac News. Furthermore, 350 mailouts were distributed to residents and cottagers on Eagle Lake.

Overall, the department has remained proactive in maintaining safe and accessible roadways despite challenging weather conditions and unexpected incidents throughout the month.

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 139-2025
DATE: August 12, 2025
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor
RE: Project Status Report

RECOMMENDATION

THAT Council receive the Project Status Report as presented by the Public Works Manager for information.

BACKGROUND

A new report outlining the status of the capital and major operational projects in the 2025 budget year.

DISCUSSION

Operational Projects

Project Name	Description	Status	Budget
Gravel	New gravel applied	Completed	$528,740.00
Calcium	Calcium applied to major gravel roadways for dust control	Completed	$225,000.00
Street Sweeping	Sweeping up winter sand left over from winter operations	Completed	$35,000.00

Capital Projects

Project Name	Description	Status	Budget
2024 Tandem Truck	Purchase of new tandem truck to replace truck 20	In Progress	$450,000.00
2025 Tandem Truck	Purchase of new tandem truck to replace truck 13	In Progress	$410,000.00
2025 Half Ton Truck	Purchase new half ton truck to replace truck 4	Completed	$60,000.00
2025 Tractor and Chipper	Purchase new tractor and chipper combo for roadside clean up	Completed	$120,000.00
2024 Tractor and Brusher Combo	Purchase new tractor and brusher combo for roadside mowing	Completed	$520,000.00
2024 Sharbot Lake Causeway Bridge	Replace old bearings	Completed	$220,000.00
2020 Sharbot Lake Village Project	Cannon Road, Matthew Street, Garrett Street	Planning	$470,239.00
2025 Dickson Crescent	Resurface Dickson Crescent	Planning	$80,000.00
2025 Road 509	Resurface a portion of Road 509	Planning	$350,000.00
2025 Pavement Preservation	CRF, Micro-Surface and Crack Sealing	In Progress	$800,000.00
Hinchinbrooke Sand Dome Tarp	Replacing of the Hinchinbrooke Sand Dome Tarp	Planning	$120,000.00

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	140-2025
DATE:	August 12, 2025
FROM:	Steve Gould, Public Works Manager
PREPARED BY:	Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor
RE:	Paving of Dickson Crescent and Oso Ball Field Parking Lot

RECOMMENDATION

THAT Council receive the Paving of Dickson Crescent and Oso Ball Field Parking Lot report as presented by the Public Works Manager for information,

AND THAT Council award the paving of Dickson Crescent and Oso Ball Field Parking Lot to G. Williams Paving in the amount of $100,000 excluding HST;

NOW THEREFOR BE IT RESOLVED THAT the Mayor and CAO be authorized to execute the contract documents with G. Williams Paving, and that the Public Works Manager be directed to issue a PO for the work.

BACKGROUND

Funding for the paving of Dickson Crescent was including in the 2025 capital budget. The Oso Ball Field parking lot, however, was not included in the 2025 budget. To address this, local recreation committees will be working collaboratively to secure the additional funds required for the parking lot. By coordinating these efforts, both projects can be completed at the same time, resulting in cost savings, reduced mobilization costs, and minimized disruptions for all involved.

This combined project will improve road conditions on Dickson Crescent, enhance accessibility and parking at the Oso Ball Field, and address long-standing drainage concerns on the site.

DISCUSSION

Due to time constraints in the construction season, the project was not formally tendered. Instead, the Public Works Department obtained three quotes from qualified contractors to ensure competitive pricing.

The Public Works Department will be assisting with aspects of the work, which contributes to cost savings and overall efficiency. After reviewing all submissions, the Public Works manager recommends awarding the project to G. Williams Paving, who provided the most cost-effective proposal and has a proven track record of quality work within multiple Municipalities.

Paving Dickson Crescent is $65,000 excluding HST. Paving the Oso Ball Field parking lot is $35,000 excluding HST. While the Dickson Crescent portion is fully funded, the Oso Ball Field parking lot could have a projected $7,000 including HST approximate over budgeted amount. However, this investment is considered highly beneficial as the paving will significantly improve drainage at the ball field site, protecting both the new rink and the new canteen building from potential water damage.

Weather permitting, the paving work will be scheduled to begin near the end of August 2025.

FINANCIAL IMPLICATIONS

The total cost of $100,000 excluding HST reflects $65,000 for Dickson Crescent and $35,000 for the Oso Ball Field parking lot. While the Dickson Crescent portion is more then covered under the 2025 capital budget, the Oso Ball Field portion require additional funding efforts by the recreation committees and is projected to be approximately $7,000 over budget. Despite this overage, the long-term benefits of improved drainage and infrastructure protection justify the additional expense.

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	141-2025
DATE:	August 12, 2025
FROM:	Steve Gould, Public Works Manager
PREPARED BY:	Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor
RE:	Parking Recommendations – Road 38

RECOMMENDATION

THAT Council receive the Parking Recommendations – Road 38 report as presented by the Public Works Manager for information;

AND THAT Council approve the Public Works Manager's recommendation to implement no-parking zones, including pavement markings and signage in front of the Cardinal Cafe and Township office, to enhance public safety along this section of Road 38.

BACKGROUND

The purpose of this report is addressing ongoing concerns regarding parking and roadway safety in front of the Cardinal Cafe and the new Township office on Road 38, and to provide recommendations to ensure the safety of both residents and motorists.

DISCUSSION

A meeting was recently held with the owner of the Cardinal Cafe, Greg, and the Public Works Department. Greg has expressed interest in enhancing the area in front of his business by installing bike racks and placing flowerpots along the roadway, to accommodate bike traffic from the trail. While these additions could aesthetically benefit the area, the location presents significant safety risks due to its position on Road 38.

Road 38 is designated a through highway that experiences high volumes of traffic, including frequent wide loads. The Public Works Manager consulted with other

Township Managers regarding the placement of structures such as bike racks and flowerpots, or other street furnishings along similar high-traffic corridors. Feedback from these consultations was unanimous: such installations should not extend beyond the curbline in areas where high traffic volumes and large vehicles are present, as they create unnecessary hazards and compromise public safety.

The primary concern is ensuring the safety of pedestrians, cyclists and motorists. Road 38 at this location lack the width and space necessary to accommodate any structures or additional lanes without significantly increasing the risk of accidents. There is no viable way to ensure the protection of residents or customers using bike racks or flowerpots in this area, as no barricades or barriers can be installed due to the limited roadway width.

Discussions were also held about converting this section of roadway into a right-hand turn lane, similar considerations were made for the North and South sides of Robert Street in front of the new Township office. However, this was determined to be impractical. The minimum required width for a turn lane is 3.7 meters, while both proposed areas are under at 2.5 meters wide. Implementing a turn lane would require extensive curb modifications and still would not meet safety standards.

Other alternatives were explored; however, none were considered practical or safe given the constraints of the site and nature of the traffic. If the Cardinal Cafe were located on an interior street such as Elizabeth or Garrett Street, where traffic volumes and vehicle sizes were significantly lower, the installation of bike racks and flowerpots would not present the same risks. Unfortunately, with the cafe situated directly on Road 38, a high-traffic through highway, the placement of any structures beyond the curb is deemed extremely unsafe.

The Public Works Manager strongly recommends that parking be strictly prohibited in front of the Cardinal Cafe and Township office. The areas within 20 meters from the intersection of Robert Street, in both the North and South bound directions be marked with hashed pavement markings and painted with no-parking zones, accompanied by “No Parking” signage. As well an additional 20 meter section beginning at the hashed area in front of the Cardinal Cafe also be marked with hashed pavement markings, painted with no parking areas and new “No Parking” signage.

The safety of the public must remain the Township’s top priority. Road 38 is not suited for roadside amenities or parking in either location due to the high traffic volume and the lack of space to safely accommodate additional features or lanes. Implementing the

recommended no-parking zones and prohibiting placement of any structures beyond the curbline will significantly reduce the risk of accidents and ensure safe passage for all.

FINANCIAL IMPLICATIONS

The cost for pavement markings of this magnitude would be approximately $800. Additionally, the cost for six new no-parking signs is approximately $900. There is enough funds in the 2025 budget to cover these costs.

CARDINAL
Café & Shop
14153
ICE CREAM

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	142-2025
DATE:	August 12, 2025
FROM:	Steve Gould, Public Works Manager
PREPARED BY:	Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor
RE:	Hinchinbrooke Sand Dome Replacement

RECOMMENDATION

THAT Council receive the Hinchinbrooke Sand Dome Replacement report as presented by the Public Works Manger for information;

AND THAT Council direct staff to proceed in sole sourcing Barretts Farm and Family Center to construct an 80 ft x 80 ft sand storage structure at the Hinchinbrooke Garage;

AND THAT Council authorize the Treasurer to pull up to $165,000 from Public Works reserves, to be offset through potential Capital Project savings;

AND FURTHER THAT Council consider replacing the full 80 ft by 160 ft same dome at the Hinchinbrooke Site, in the 2026 budget.

BACKGROUND

The purpose of this report is to inform Council of the structural failure of the Hinchinbrooke Garage sand dome and to outline the necessary steps and recommendations for its replacement.

DISCUSSION

Recently, concerns were raised regarding the condition of the Hinchinbrooke Garage sand dome. The Township's engineering firm, Greer Galloway, was engaged to inspect the structure. Following a comprehensive inspection of the cement foundation, Greer Galloway concluded that the dome is unsafe for use. The engineer has strongly

recommended that Township staff immediately cease using the dome and refrain from entering it.

Additionally, the tarp contractor consulted a concrete specialist to further assess the condition of the structure. The specialist determined that the cement used during the original construction was an incorrect mix and material and should not have been used for this type of structure. Based on his findings, the rebar and cement walls will need to be completely removed, and the dome will need to be rebuilt from the footings up. There is a possibility that the existing concrete pad (flooring) can be reused; however, this will require further confirmation.

Given the urgency of maintaining adequate sand storage for upcoming winter season, one proposed option for this winter is to construct a smaller sand dome measuring approximately 80 X 80 feet. This structure would have a storage capacity of 3,000 to 4,000 tonnes, compared to the current dome's capacity of 9,000 tonnes. The winter sand tender will need to be updated to include additional top-ups throughout the winter season to include deliveries of approximately 2,000 tonnes of sand at a time for Hinchinbrooke Garage. Additional top-ups may also be required for the Olden Garage as well as truck routing will need to be adjusted to accommodate the reduced storage capacity.

Moving forward with the construction of the smaller structure this season would add long-term value to the Hinchinbrooke garage by providing equipment storage after the original dome is replaced. However, relying on the smaller dome as a permanent solution may lead to increased hauling and operational costs over time and could place the Township at a disadvantage in the event of a sand shortage. The Hinchinbrooke garage also houses the Township's in-house mechanics, who would benefit from the additional storage space to keep equipment accessible and ready for use.

Greer Galloway has recommended reusing the existing trusses and the tarp that has already been purchased, which will reduce costs.

Barrett's Farm and Family Center, the contractor from whom the Township purchased the replacement tarp for the existing sand dome, specializes in constructing sand domes for local municipalities. Based on the recommendation of Greg Galloway to reuse the existing trusses and tarp, Barrett's is well-positioned to complete the proposed sand dome project. Their experience with similar municipal builds, along with confirmed availability during the limited construction window, makes them the most suitable contractor for this work.

The current Procurement Policy does support sole sourcing in specific situations, such as: “When specialized experience, knowledge or expertise is required.”

The Hinchinbrooke Garage sand dome has been deemed structurally unsafe and must be replaced. In the interim, constructing a smaller dome and implementing and adjusting sand supply strategies will ensure that winter maintenance operations can continue with minimal disruptions. Township staff will continue to work with engineers and contractors to determine the most cost efficient and cost-effective approach and will report back to Council with further updates as details are finalized.

FINANCIAL IMPLICATIONS

The cost of building a 80 X 80-foot new structure will be $140,083 plus HST
Paving the interior of the structure would be $17,500 plus HST
Site preparation (inhouse) is approx. $5000

TOTAL COST of Smaller Dome: $162,583 plus HST

It is recommended to replace the full sand dome structure in 2026, with estimated costs being $750,000

ATTACHMENTS/REFERENCES

Greer Galloway Recommendation Letter

GREER GALLOWAY
a division of Jp2g Consultants Inc.

July 17, 2025

Township of Central Frontenac
14216 Road 38 PO Box 89
Sharbot Lake, ON K0H 2P0

Attn Steve Gould, C.R.S- Public Works Manager
sgould@centralfrontenac.com

Re Central Frontenac Salt Dome Site Inspection and Recommendations

To whom it may concern,

Greer Galloway conducted a visual site inspection of the existing salt dome at 9439, Road 38 Godfrey Ont. on July 17, 2025.

The site inspection included:

1. A non-destructive sounding of the existing concrete footwall
2. A visual inspection of the wall components

Based on the poor conditions of the existing concrete wall and evidence of severe concrete delamination and rebar corrosion, Greer Galloway recommends the following:

- Stop usage of the facility by township staff immediately
- The canvas roof structure should remain off until foundation repairs can be completed
- The existing end panels (canvas) must be removed, or the end walls must be braced immediately to prevent excessive lateral loads.
- A detailed structural analysis must be completed on the structure, with focus on the concrete walls.

Trusting this is satisfactory.

Yours truly,

Greer Galloway, a division of Jp2g Consultants Inc.

Kevin Hawley

Kevin Hawley
P. Eng

cc Public Works

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	143-2025
DATE:	August 12, 2025
FROM:	Chris McDonough, Manager of Emergency Services Fire Chief
PREPARED BY:	Chris McDonough, Manager of Emergency Services Fire Chief Donna Longmire, Fire Services Coordinator
RE:	Central Frontenac Fire Rescue (CFFR) Activity Report

RECOMMENDATION

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated August 12, 2025

BACKGROUND

Fire Prevention/Public Education

During the month of July, social media safety campaigns focused on Kids out of school safety, cooking safety, hotel/motel safety, cottage safety, and camping safety tips. The Camp and Cottage Public Education Campaign has been completed, with fire personnel conducting smoke alarm and fire safety inspections at seasonal cottage resort properties. In support of community engagement and safety education, fire department staff assisted with the Cottage Association's AGM's, and Seniors meetings.

Meeting/Training Sessions

During this reporting period, staff participated in several key meetings, including Zoom sessions with Environment and Climate Change Canada and the District Chief's Meeting. These engagements offered valuable opportunities for information sharing, coordination, and updates that support ongoing fire safety initiatives and emergency preparedness planning.

Recruit training session has begun for Firefighter I, with five Fire fighters from Central Frontenac and two from North Frontenac. We are currently evaluating the program for future resources (third party).

In addition, Central Frontenac Fire & Rescue Services continues to make significant progress toward meeting the Mandatory Firefighter Certification compliance deadline of July 1, 2026. Efforts remain focused on fulfilling all training requirements, which are essential to ensuring the safety and effectiveness of our firefighters and the well-being of our community.

Fire and Emergency Operations

Replacement of P441 apparatus, the vehicle is currently having adjustments and retro fits for Canadian Operations. Expected delivery the end of August Beginning of September with more work to be completed in Canada upon arrival.

With the departure of the Deputy Chief, we are realigning duties and tasks related to training, health and safety, and administrative duties for fire services.

CFFRS has brought forth the 2025 Automatic Aid Agreement between Central Frontenac and North Frontenac Fire Rescue Services that is to be reviewed and agreed upon annually.

Currently CFFRS has placed a burn ban due to the dry weather conditions. We are also monitoring the wildfire smoke conditions that are affecting our area.

Since Voyent Alert has been operational, mid-April, there is currently has 414 subscribers. To date, 104 Informational notification's (Weather warnings, etc.) and 29 Other Notifications (Road Closures, etc.) have been issued.

ATTACHMENTS/REFERENCES

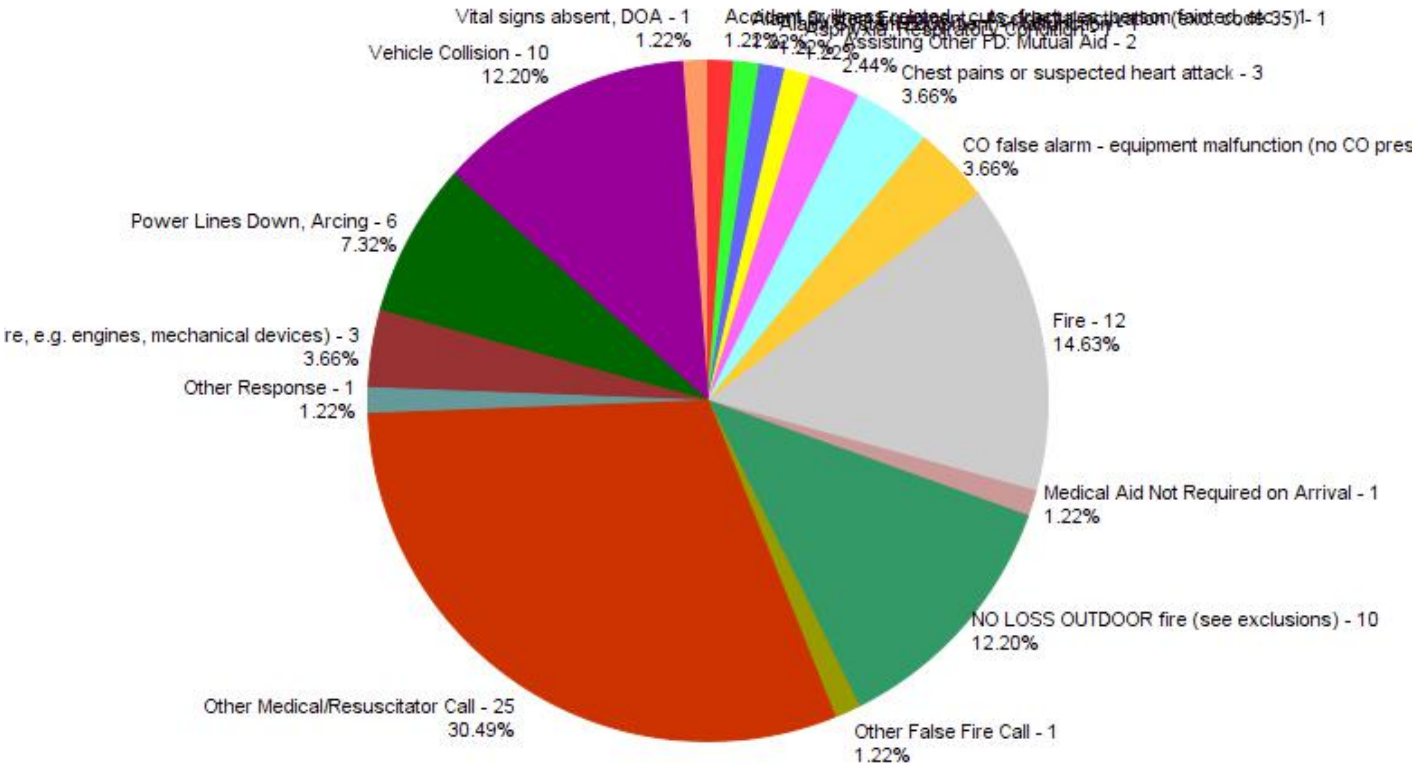
- July 2025 CFFR – Incidents
- Three Year Comparison for the Month of July – Incidents
- July Training/Meetings
- Memorandum – Mandatory Firefighter Certification

CFFR INCIDENTS

July 2025

	Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time
Arden						
01	Fire	3	3.66	12 h 30 m	2.0	00:48
03	NO LOSS OUTDOOR fire (se...	2	2.44	0 h 0 m	0.0	17:07
62	Vehicle Collision	2	2.44	15 h 42 m	3.0	00:27
76	Chest pains or suspected heart...	1	1.22	3 h 25 m	5.0	18:16
89	Other Medical/Resuscitator Call	9	10.98	38 h 31 m	3.7	13:17
	Subtotal for Arden	**17**	**20.73**	**70 h 8m**	**2.9**	**15:48**
Mountain Grove						
01	Fire	3	3.66	18 h 49 m	2.0	23:24
03	NO LOSS OUTDOOR fire (se...	3	3.66	0 h 0 m	0.0	23:39
21	Overheat (no fire, e.g. engines,...	1	1.22	0 h 32 m	1.0	
38	CO false alarm - equipment m...	1	1.22	1 h 19 m	1.0	
50	Power Lines Down, Arcing	1	1.22	0 h 0 m	0.0	
62	Vehicle Collision	1	1.22	4 h 20 m	2.0	
76	Chest pains or suspected heart...	1	1.22	1 h 22 m	2.0	18:16
89	Other Medical/Resuscitator Call	5	6.10	4 h 40 m	1.6	08:26
	Subtotal for Mountain Grove	**16**	**19.51**	**31 h 2m**	**1.3**	**04:33**
Sharbot Lake						
01	Fire	3	3.66	60 h 31 m	6.7	20:18
03	NO LOSS OUTDOOR fire (se...	3	3.66	15 h 16 m	1.3	20:30
21	Overheat (no fire, e.g. engines,...	1	1.22	3 h 15 m	6.0	10:42
31	Alarm System Equipment - M...	1	1.22	0 h 0 m	0.0	
32	Alarm System Equipment - Ac...	1	1.22	0 h 58 m	2.0	05:25
38	CO false alarm - equipment m...	1	1.22	1 h 24 m	1.0	
39	Other False Fire Call	1	1.22	0 h 30 m	3.0	
50	Power Lines Down, Arcing	4	4.88	17 h 8 m	3.3	07:31
62	Vehicle Collision	4	4.88	26 h 13 m	6.5	19:39
84	Medical Aid Not Required on ...	1	1.22	2 h 0 m	6.0	09:10
88	Accident or illness related - cu...	1	1.22	3 h 48 m	5.0	11:50
89	Other Medical/Resuscitator Call	4	4.88	2 h 54 m	0.8	15:41
910	Assisting Other FD: Mutual Aid	1	1.22	0 h 0 m	3.0	20:00
99	Other Response	1	1.22	4 h 45 m	5.0	17:10
	Subtotal for Sharbot Lake	**27**	**32.93**	**138 h 42m**	**3.6**	**08:57**
Parham						
01	Fire	3	3.66	75 h 24 m	7.0	13:32
03	NO LOSS OUTDOOR fire (se...	2	2.44	63 h 50 m	5.0	21:31
21	Overheat (no fire, e.g. engines,...	1	1.22	2 h 9 m	7.0	
38	CO false alarm - equipment m...	1	1.22	6 h 16 m	4.0	21:42
50	Power Lines Down, Arcing	1	1.22	8 h 22 m	4.0	15:34
62	Vehicle Collision	3	3.66	67 h 36 m	7.0	17:59
71	Asphyxia, Respiratory Condit...	1	1.22	11 h 40 m	7.0	09:46
76	Chest pains or suspected heart...	1	1.22	3 h 22 m	2.0	21:41
85	Vital signs absent, DOA	1	1.22	11 h 0 m	5.0	17:00
89	Other Medical/Resuscitator Call	7	8.54	4 h 21 m	0.9	17:43
910	Assisting Other FD: Mutual Aid	1	1.22	8 h 32 m	4.0	05:20
	Subtotal for Parham	**22**	**26.83**	**262 h 32m**	**4.1**	**21:32**
	Total Number of Responses	**82**		**502 h 24m**	**3.1**	**17:23**

July 2025 Type of Incident



CFFR Three Year Comparison for the Month of July

Response Type		2025 # of Incidents	2024 # of Incidents	2023 # of Incidents
Arden				
01	Fire	3	0	0
03	NO LOSS OUTDOOR fire (see exclusions)	2	0	0
42	Gas Leak - Propane	0	1	0
62	Vehicle Collision	2	1	4
76	Chest pains or suspected heart attack	1	1	0
89	Other Medical/Resuscitator Call	9	11	7
Totals for Arden:		**17**	**14**	**16**
Mountain Grove				
01	Fire	3	0	1
03	NO LOSS OUTDOOR fire (see exclusions)	3	1	0
21	Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
38	CO false alarm - equipment malfunction (no CO present)	1	0	0
42	Gas Leak - Propane	0	1	0
50	Power Lines Down, Arcing	1	0	1
62	Vehicle Collision	1	2	4
76	Chest pains or suspected heart attack	1	0	0
89	Other Medical/Resuscitator Call	5	7	6
Totals for Mountain Grove:		**16**	**11**	**19**
Sharbot Lake				
01	Fire	3	0	1
03	NO LOSS OUTDOOR fire (see exclusions)	3	2	0
21	Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
31	Alarm System Equipment - Malfunction	1	0	1
32	Alarm System Equipment - Accidental activation (exc. code 35)	1	0	0
38	CO false alarm - equipment malfunction (no CO present)	1	0	0
39	Other False Fire Call	1	0	0
50	Power Lines Down, Arcing	4	3	0
62	Vehicle Collision	4	2	6
76	Chest pains or suspected heart attack	0	2	0
84	Medical Aid Not Required on Arrival	1	0	0
88	Accident or illness related - cuts, fractures, person fainted, etc.	1	1	0
89	Other Medical/Resuscitator Call	4	3	7
910	Assisting Other FD: Mutual Aid	1	0	0
99	Other Response	1	0	0
Totals for Sharbot Lake:		**27**	**13**	**21**

CFFR Training/Other/Meetings – July 2025

Type	# of Sessions	Session Hours
Arden		
*Training	3	6.00
*Other	1	4.00
Subtotal for Arden	**4**	**10.00**
Mountain Grove		
*Training	3	6.00
*Other	2	4.00
Subtotal for Mountain Grove	**5**	**10.00**
Sharbot Lake		
*Training	2	4.00
Subtotal for Sharbot Lake	**2**	**4.00**
Parham		
*Training	3	6.00
*Other	1	2.00
Subtotal for Parham	**4**	**8.00**
All Stations		
*Training	2	11.00
Subtotal for All Stations	**2**	**11.00**
Total Number of Sessions:	**17**	**43.00**

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	144-2025
DATE:	August 12, 2025
FROM:	Chris McDonough, Manager of Emergency Services Fire Chief
PREPARED BY:	Chris McDonough, Manager of Emergency Services Fire Chief Donna Longmire, Fire Services Coordinator
RE:	2025 Automatic Aid Agreement Between Central Frontenac and North Frontenac Township Fire Rescue Services

RECOMMENDATION

BE IT RESOLVED THAT Council receives for information the Manager of Emergency Services Fire Chief's Report entitled 2025 Automatic Aid Agreement Between Central Frontenac and North Frontenac Township Fire Rescue Services.

AND THAT Council approves the Automatic Aid Agreement between Central Frontenac and North Frontenac and consider a By-law later in the meeting to authorize the Mayor and CAO/Clerk to sign the proposed Automatic Aid Agreement.

BACKGROUND

On June 27, 2023, Council passed resolution #113-2023 which stated:

Whereas Section 2 (6) of the Fire Protection and Prevention Act, Chapter 4, Statues of Ontario, 1997, authorizes a municipality to enter into automatic aid agreements with other municipalities to provide and/or receive fire protection services.
And Whereas the Manager of Emergency Services/Fire Chief for both Central Frontenac and North Frontenac along with the Chief Administrative Officers met to discuss automatic aid agreements.
And Whereas the Automatic Aid Program is to provide vital fire protection services which will ultimately improve the level of public safety for the residents.
And Whereas Central Frontenac will continue to provide Ice Water Rescue for North Frontenac's Wards 1,2 and 3 as well as Structure Fires, in Atoms 202 and 203 as defined in the map.

Now Therefore Be It Resolved That Council authorize the Mayor and CAO/Clerk to execute the automatic aid agreement attached to this report for the provision of ice water rescue and fire suppression services for the Township of North Frontenac".

DISCUSSION

Since the passing of Resolution #113-2023, an Agreement for Automatic Aid has been prepared for both Central Frontenac and North Frontenac Council's consideration. Fire Chief's from Central and North Frontenac have consulted on the Agreement and believe this proposal will provide the residents for North Frontenac an effective and appropriate level of protection as defined in in the Agreement while North Frontenac work at recruitment of Firefighters for the Snow Road Station.

The proposed Agreement provides for the protection of residents in the hamlet and areas surrounding Snow Road Station with Automatic Aid for structure fires, medical emergencies, motor vehicle collisions and wildland fires. Central Frontenac will provide Fire Protection Services under the Automatic Aid Agreement, to North Frontenac Response Atoms, 202 and 203, as defined in the map in Schedule "B".

The proposed Automatic Aid Agreement also continues to provide the residents and visitors to North Frontenac in Wards 1, 2, and 3 with Ice Water Rescue, as directed in North Frontenac Fire Master Plan.

FINANCIAL IMPLICATIONS

I. Each party to this Agreement shall be solely responsible for the wages, benefits and other payments to their respective Fire Department employees and volunteers responding to any Fire Protection Services rendered under this Agreement.
II. In consideration of the fire protection services undertaken by Central Frontenac, to be provided in the fire response area, North Frontenac shall pay Central Frontenac a rate of Ten Thousand Dollars ($10,000.00) annually as a stand-by fee.
III. The North Frontenac Fire Department shall also reimburse Central Frontenac for responses to structure fires, medical emergencies, motor vehicle collisions, wildland fires and ice water rescue provided per this Agreement, based on the current Ministry of Transportation rates ($559.86 per hour) to Fire Department responses to provincial highways.
IV. Central Frontenac shall submit itemized invoices to North Frontenac at the end of each calendar month and allow for payment to be made under the terms "Net thirty (30) days" from the date of submission.

ATTACHMENTS/REFERENCES

- Automatic Aid Agreement

Automatic Aid Agreement

This Agreement made in duplicate this _____ day of _____, 2025,

Between

The Corporation of The Township of Central Frontenac

(Hereinafter called the "Central Frontenac")
Of the First Part

and

The Corporation of The Township of North Frontenac

(Hereinafter called the "North Frontenac")
Of the Second Part

Whereas Section 2 (6) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter automatic aid agreements with other municipalities to provide and/or receive fire protection services;

And Whereas both Central Frontenac and North Frontenac operate fire protection services and manage assets suitable to meet municipal responsibilities required by the Fire Protection Act, through a fire department situated within Central Frontenac and North Frontenac;

And Whereas Central Frontenac is prepared to make available fire protection services to North Frontenac;

Now Therefore in consideration of the mutual covenants, conditions, considerations and payments herein contained, Central Frontenac and North Frontenac mutually agree as follows:

1. Introduction

Due to geographical distances and conditions, it is sometimes advantageous for Fire Departments to immediately require assistance from another Fire Department at the same time that the alarm is forwarded to the Fire Department within whose jurisdiction the incident occurred. The Automatic Aid Program is created to provide vital fire protection services which will ultimately improve the level of public safety for the residents. Automatic Aid is intended to be used on a day-to-day basis in order to meet the following objectives:

a. Ensure the closest fire station immediately responds to an emergency, irrespective of existing municipal boundaries;
b. Assemble an adequate fire attack crew. This crew may be made up of personnel and equipment from two or more Fire Stations;

c. Provide equipment and personnel, particularly at the boundaries of municipalities, where protection may be otherwise limited.
d. Receive special services not provided by the municipality from another Fire Department.

2. Definitions*:*

In this Agreement, unless the context otherwise requires,

a. "**Designate**" means a person who, in the absence of the *Fire Chief*, has the same powers and authority as the Fire Chief.
b. "**Fire Area**" means the defined areas as outlined in Schedule "A" within the geographic boundaries of North Frontenac.
c. "**Fire Chief**" means the Chief of either participating Fire Department.
d. "**Fire Department**" means the Fire Department of both parties participating in this Agreement.
e. "**Home Fire Department**" means the Fire Department established by the municipality where the occurrence is.
f. "**Fire Protection**" means and includes Fire Suppression of Structural Fires including Exposure Fires.
g. "**Occurrence**" means an emergency response or request to respond to an emergency.
h. "**CFFR**" means Central Frontenac Fire & Rescue.
i. "**NFFD**" means North Frontenac Fire Department.
j. "**Ice Rescue**" means a person fallen through ice or is on ice and requires rescue.

3. Fire Area

The geographic area within which Central Frontenac will supply *fire protection services* in accordance with this Agreement is defined in Schedule "A", "B", "C".

4. Fire Protection Services

1. Central Frontenac will supply Fire Protection Services for responses to Structure Fires, Medical Emergencies, Motor Vehicle Collisions, and Wildland Fires to all the properties and residents situated within the *Fire Area* (Schedule "B", Atoms 202 & 203) upon request as follows:

a. Fire apparatus and personnel will respond to occurrences in the Fire Area in a like manner as if the response were in Central Frontenac;
b. Should the first on scene Fire Chief or Designate require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the Fire Area, such assistance may be summoned by that Fire Chief or Designate from either municipality;
c. The Fire Chief or Designate receiving a request for assistance may refuse to supply the resources requested if response personnel, apparatus or equipment are required in Home Fire Department area, or elsewhere, under the provisions of existing Mutual Aid Agreements or for another Occurrence within either Central Frontenac or North Frontenac;
d. The Fire Chief or Designate may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an Occurrence in the Fire Area. In such

cases the Fire Chief or Designate may summon assistance in accordance with Section 4. (b).

2. Central Frontenac will supply Fire Protection Services for responses to Ice Water Rescues, to all the properties and residents situated within North Frontenac (Schedule “C”) upon request as follows

e. Fire apparatus and personnel will respond to Ice Rescue occurrences in the Fire Area in a like manner as if the response were in Central Frontenac during the period between November 1 and April 30;
f. Should the first on scene Fire Chief or Designate require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the Fire Area, such assistance may be summoned by that Fire Chief or Designate from either municipality;
g. The Fire Chief or Designate receiving a request for assistance may refuse to supply the resources requested if response personnel, apparatus or equipment are required in Home Fire Department area, or elsewhere, under the provisions of existing Mutual Aid Agreements or for another Occurrence within either Central Frontenac or North Frontenac;
h. The Fire Chief or Designate may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an Occurrence in the Fire Area. In such cases the Fire Chief or Designate may summon assistance in accordance with Section 4. (b).

5. Municipal Responsibility

a. Each party to this Agreement is responsible for providing appropriate training to its Fire Department pursuant to each Municipalities Fire Departments Training Standards and shall maintain records of training.
b. Each party to this Agreement is responsible for ensuring their equipment and apparatus are maintained to the minimum provincial and/or national standards used in the Ontario Fire Service such as *Occupational Health & Safety Act*, *Canadian General Standards Board*, Ministry of Transportation, Ministry of Labour Section 21, the National Fire Protection Association, and maintain records of maintenance.

6. Incident Command

a. The first arriving Fire Department will assume Incident Command and begin fire ground command functions. When the Home Fire Department arrives, a ranking Officer will contact the Incident Commander directly and, if it is decided that a transfer of command would benefit the situation or is desired by the parties, the Home Fire Department will assume command. The Incident Commander being relieved will provide a briefing to the Officer assuming command indicating situation status, assignment and tactical needs. Once the briefing has been conducted, confirmation of Incident Command transfer will be broadcasted over the radio to alert all fire ground personnel.
b. In such an event, the first arriving Fire Department may release its personnel, apparatus and equipment from the scene within the Fire Area, upon agreement with Incident Command.

7. Liability

a. Each party to this Agreement shall assume liability solely for their own Fire Department for any injury or damage sustained by personnel, apparatus, or equipment of the Fire Department while engaged in the provision of Fire Protection Services in the Fire Area.
b. Each party to this Agreement shall assume liability for the actions or lack thereof taken by their own Fire Department and its members while engaged in the provision of Fire Protection Services in the Fire Area.
c. Each party to this Agreement shall indemnity and hold the other harmless from and against all actions, suits, claims and demands which may be brought against or made upon the other and from all loss, costs, charges and expenses including legal costs ("Claims"), which may be incurred by the other party in consequence of the provision of Fire Protection Services to the Fire Area related to the action or inaction of that party.

8. Insurance

a. Property Insurance: Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Automatic Aid Fire Protection Services pursuant to this Agreement not less that the full replacement cost.
b. General Liability Insurance: General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than $25,000,000. This policy shall be endorsed to include cross-liability, contractual liability and personal injury.
c. Medical Malpractice Insurance: Medical Malpractice coverage with a limit of not less than $25,000,000. The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy reference above.
d. Non-owned Automobile Coverage: Non-owned Automobile coverage with a limit of not less than $25,000,000 and shall include contractual non-owned coverage.
e. Automobile Liability Insurance: Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of any licensed vehicle operating in connection with the Agreement with limits not less than $25,000,000
f. Environmental Coverage: Environmental Liability Policy in an amount of not less than $3,000,000 per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury as well as injury to or physical damage to tangible property including loss of use of tangible property, or the prevention, control, repair, cleanup or restoration of environmental impairments of lands, the atmosphere or any water course or body of water on a sudden and accidental basis and gradual release. The policy will be renewed for three (3) years after contract termination. Should the policy be non-renewed, 90 days' notice of nonrenewal must be provided and the (Assisted Municipality) has the right to request that an extended reporting period be purchased at the (Assisting Municipality's) sole expense.
g. All policies of insurance shall:
    a. Be underwritten by an insurer licensed to conduct business in the Province of Ontario.

b. Include a provision for Thirty (30) days' notice of cancellation except for Automobile insurance shall which shall provide fifteen (15) day notice of cancellation.

h. Primary Coverage: The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.
i. Certificate of Insurance: The proponent's shall provide a Certificate of Insurance evidencing coverage in force at least ten (10) days prior to contract commencement.

9. Payment

a. North Frontenac shall retain their respective rights as the Home Fire Department to be responsible for all fees, fines, charges, and bills that are assessed or collected from properties and owners for incidents occurring within their jurisdiction.
b. Each party to this Agreement shall be solely responsible for the wages, benefits and other payments to their respective Fire Department employees and volunteers responding to any Fire Protection Services rendered under this Agreement.
c. In consideration of the fire protection services undertaken by Central Frontenac, to be provided in the fire response area, North Frontenac shall pay Central Frontenac a rate of Ten Thousand Dollars ($10,000.00) annually as a stand-by fee.
d. The North Frontenac Fire Department shall also reimburse Central Frontenac for responses to structure fires, medical emergencies, motor vehicle collisions, wildland fires and ice water rescue provided per this Agreement, based on the current Ministry of Transportation rates to Fire Department responses to provincial highways.
e. Central Frontenac shall submit itemized invoices to North Frontenac at the end of each calendar month and allow for payment to be made under the terms "Net thirty (30) days" from the date of submission.

10. Termination and Amendments

a) This Agreement shall be in force for a period of two (2) years, with an option to extend an additional two (2) years, commencing on the date of passing of a by-law authorizing the agreement by both municipalities.
b) This Agreement may be amended at any time with the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
c) Notwithstanding Section 10a) above, this Agreement may be terminated at any time prior to, by either party by giving written notice to the other party not less than 90 days prior to the proposed termination date.

Notwithstanding Section 10a) above, setting out the termination date of the Agreement, the Agreement may be extended by mutual consent of the parties indicated by appropriate correlating resolution and extension agreement being duly passed and executed by both parties hereto.

11. Notice

a. Notices and communications shall be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax, and shall be addressed to the parties, respectively, as set out below, or as either Party later designates to the other by Notice:

To Central Frontenac:

Township of Central Frontenac
Attention Fire Chief
1084 Elizabeth Street
Sharbot Lake, ON
K0H 2P0
Tel: 613-279-2935
Email: cmcdonough@centralfrontenac.com

To North Frontenac:

Township of North Frontenac
Attention Fire Chief
6648 Road 506
Plevna, Ontario
K0H 2M0
Tel: 613-479-2231 ext. 232
Email: Firechief@northfrontenac.ca

12. Severability

a. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in force and effect mutatis mutandis.
b. The parties hereto agree that they shall pass all necessary By-laws to give full force and effect to this Agreement.

In Witness Whereof the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

The Corporation of the Township of Central Frontenac

_____
Francis Smith
Mayor

_____
Cathy MacMunn
Clerk Administrator

The Corporation of the Township of North Frontenac

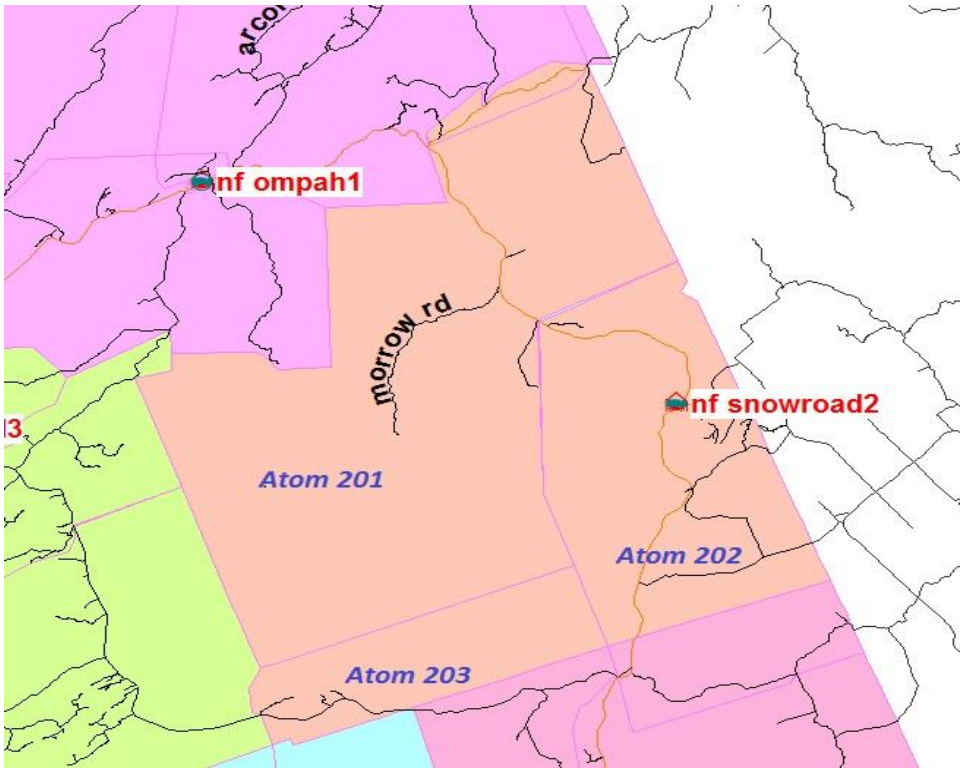
_____
Gerry Lichty
Mayor

_____
Tara Mieske
Clerk

Schedule “A”

The Corporation of the Township of Central Frontenac will provide Fire Protection Services under Automatic Aid to the areas of the Township of North Frontenac for Structure Fires, atoms, 202, 203, as defined in the map in Schedule “B”.

Schedule ‘B”



Township of North Frontenac
Snow Road

Schedule “C”

The Corporation of the Township of Central Frontenac will supply Fire Protection Services under Automatic Aid to the areas of the Township of North Frontenac for responses to Ice Water Rescues, Wards, 1, 2, and 3.

STAFF REPORT TO COUNCIL

Township of Central Frontenac
1084 Elizabeth St.
Sharbot Lake, Ontario

REPORT NUMBER:	145-2025
DATE:	August 12, 2025
FROM:	Chris McDonough, Manager of Emergency Services Fire Chief
PREPARED BY:	Chris McDonough, Manager of Emergency Services Fire Chief Donna Longmire, Fire Services Coordinator
RE:	Public Access Defibrillators

RECOMMENDATION

THAT Council receive the report for Public Access Defibrillators for information.

BACKGROUND

A request was made by a member of Council regarding the placement of Public Access Defibrillators in outdoor locations. In response, staff have explored feasible options for installing such units in key areas throughout the municipality.

DISCUSSION

To support the potential installation of outdoor public access defibrillators, staff consulted with Action First Aid and gathered relevant information. SaveStation AED cabinets were identified as a suitable option, as they are climate-controlled and offer full remote monitoring capabilities. For these stations to function effectively, access to electricity and Wi-Fi will be required at each proposed location.

FINANCIAL IMPLICATIONS

The cost of implementation will vary depending on the specific unit selected. A quote has been provided by Action First Aid for Council's review.

ATTACHMENTS/REFERENCES

- Action First Aid information sheet
- Quote from Action First Aid

The SaveStation Difference

SaveStation climate controlled & fully monitored cabinets feature:

- Out of the box ready to install
- 4 year cellular package & SIM card
- Remote monitoring maintenance & emergency alerts (email & SMS)
- Photo control
- Monitoring platform account (personalized)
- 911 location sticker
- Customizable visual & audible alarm
- Custom decals to showcase organization logo and messaging

Best in class support:

- Guidance for location selection
- Tutorials on monitoring settings
- Full technical support
- Installation & maintenance guides
- Guide to running a public awareness campaign
- Resources and support for launch events (ribbon cutting)
- Awareness & education videos



SaveStation Wall Mount (SS600 Series)

Action First Aid
92 Commerce Park Dr. Unit #5&6
Barrie ON L4N 8W8
705-720-2978
info@actionfirstaid.ca
actionfirstaid.ca

ATTN TO: Chris McDonough

Action First Aid.ca
Empowering People to TAKE ACTION

QUOTE #1027854

BILL TO
Central Frontenac Fire Rescue Services
1084 Elizabeth St.
Sharbot Lake, ON
K0H 2P0

SHIP TO
Central Frontenac Fire Rescue Services
1084 Elizabeth St.
Sharbot Lake, ON
K0H 2P0

DATE:
2025-07-29

QUOTE VALID UNTIL:
2025-08-28

P.O. NUMBER

SALES REPRESENTATIVE
Christine Drury

SKU	Product / Service Description	Qty	Unit Price	Amount
SS500VH	SaveStation Standard 500VH Ventilated and Heated Cabinet includes a high visibility mounting panel with Public Access Defibrillator signage and a customizable 911 Location Decal. The package features: • An audible and visual alarm • Transparent cover for maximum AED visibility • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates. • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only. For use with all AED brands and models. Mounting Panel Dimensions: 18.75" W x 30" H x 0.32" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 25 lbs.	1	~~$1,175.00~~ $1,057.50	$1,057.50
SS500VHM	SaveStation Standard 500VHM Ventilated, Heated and Monitored Cabinet includes a high visibility mounting panel with Public Access Defibrillator signage and a customizable 911 Location Decal. The package features: • An audible and visual alarm • Transparent cover for maximum AED visibility • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates. • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • A photo control camera with infrared lens automatically takes pictures when the cabinet is opened and when the AED is removed • Remote monitoring and communication of AED operational status and cabinet conditions using a LAN/ethernet or cellular data connection • Four year cellular plan with access to monitoring platform • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only. For use with all AED brands and models. Mounting Panel Dimensions: 18.75" W x 30" H x 0.32" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 25 lbs.	1	~~$3,850.00~~ $3,465.00	$3,465.00

SS600VH	SaveStation 600VH Wall Mount Ventilated and Heated Cabinet is made from durable aluminum with a weather resistant powder coat finish. Includes illuminated high visibility SaveStation AED Public Access Defibrillator Signage. The package features: • An audible and visual alarm • Transparent cover for maximum AED visibility • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates • Customizable 911 Location Decal and QR Code to link to the SaveStation CPR/AED instructional video • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only. For use with all AED brands and models. Wall Mount Dimensions: 15" W x 41" H x 9" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 35 lbs.	1	~~$2,999.00~~ $2,699.10	$2,699.10
SS600VHM	SaveStation 600VHM Wall Mount Ventilated, Heated and Monitored Cabinet is made from durable aluminum with a weather resistant powder coat finish. Includes illuminated high visibility SaveStation AED Public Access Defibrillator Signage. The package features: • An audible and visual alarm • Transparent cover for maximum AED visibility • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates • Customizable 911 Location Decal and QR Code to link to the SaveStation CPR/AED instructional video • A photo control camera with infrared lens automatically takes pictures when the cabinet is opened and when the AED is removed • Remote monitoring and communication of AED operational status and cabinet conditions using a LAN/ethernet or cellular data connection • Four year cellular plan with access to monitoring platform • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only. For use with all AED brands and models. Wall Mount Dimensions: 15" W x 41" H x 9" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 35 lbs.	1	~~$6,050.00~~ $5,445.00	$5,445.00
SS700VH	SaveStation 700VH Heated and Ventilated free-standing Tower is made from durable aluminum with a weather resistant powder coat finish. Includes illuminated high visibility SaveStation AED Public Access Defibrillator signage and space for corporate branding, sponsorship, or advertisements on the front and back of the Tower. The package features: • An audible and visual alarm • Transparent cover for maximum AED visibility • Customizable 911 Location Decal and QR Code to link to the SaveStation CPR/AED instructional video • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only. For use with all AED brands and models. Custom artwork available at time of purchase only. Tower Dimensions: 15" W x 63" H x 9" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 45 lbs.	1	~~$3,900.00~~ $3,510.00	$3,510.00

SS700VHM	SaveStation 700VHM Ventilated, Heated and Monitored free-standing Tower is made from durable aluminum with a weather resistant powder coat finish. Includes illuminated high visibility SaveStation AED Public Access Defibrillator signage and space for corporate branding, sponsorship, or advertisements on the front and back of the Tower. The package features: • An audible and visual alarm • Transparent cover for maximum AED visibility • Customizable 911 Location Decal and QR Code to link to the SaveStation CPR/AED instructional video • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates • A photo control camera with infrared lens automatically takes pictures when the cabinet is opened and when the AED is removed • Remote monitoring and communication of AED operational status and cabinet conditions using a LAN/ethernet or cellular data connection • Four year cellular plan with access to monitoring platform • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only. For use with all AED brands and models. Custom artwork available at time of purchase only. Tower Dimensions: 15" W x 63" H x 9" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 45 lbs.	1	~~$6,615.00~~ $5,953.50	$5,953.50
SS412	SaveStation Outdoor Signage Bundle includes AED 3D Sign, and a CPR/AED Instructional Wall Sign.	1	~~$52.00~~ $46.80	$46.80
115210	Stryker Physio Control LIFEPAK CR2 AED Semi-automatic, WiFi, English-French, Handle, 4-year Universal Adult/Child Pads, 4-year Battery & 8-year Manufacturer`s Warranty, Bilingual	1	~~$2,295.00~~ $2,065.50	$2,065.50
35120	Action First Aid AED Response Kit Containing CPR Pocket Mask, 2 Pairs of Nitrile Gloves, Paramedic Shears, Prep Razor, Absorbent Wiping Towel and Hand Wipes stored in clip-on clear front Carry Case	1	~~$29.00~~ $0.00	$0.00

NOTES: shipping not included in quote signage and custom decals available

TERMS: Due on Receipt

SUBTOTAL	$24,242.40
SHIPPING	$0.00
TAX (ON - 13%)	$3,151.51
TOTAL	$27,393.91

(GST/HST No. 862917036)

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	146-2025
DATE:	August 12, 2025
FROM:	J. Michael McGovern, Treasurer
PREPARED BY:	J. Michael McGovern, Treasurer
RE:	Accounts Payable Report

RECOMMENDATION

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of $2,067,593.99 as prepared by the Treasurer, for information.

BACKGROUND

Invoices are routinely received, processed, and paid regularly, typically on a bi-weekly basis.

DISCUSSION

Invoice details are available from the Treasurer at the office. Please call in advance of the meeting for any information.

STRATEGIC PLAN PRIORITY

Sustainable Core Services are at the heart of our commitment. We will ensure that essential services remain efficient and accessible, enabling our community's sustainable growth.

FINANCIAL IMPLICATIONS

The municipality's cash position is sufficient to cover these invoice payments.

Disclaimer – Original copies with approval signatures are available upon request

ATTACHMENTS/REFERENCES

Cheque Distribution Reports.

Disclaimer – Original copies with approval signatures are available upon request

TOWNSHIP OF CENTRAL FRONTENAC
Treasurer's Report
ACCOUNTS PAYABLE 2025-07-18

TOTAL A/P Cash Requirements

$2,067,593.99 **to be approved by Council**

Date

June 26, 2025	$	637,324.72
July 10, 2025	$	904,021.75
July 18, 2025	$	526,247.52

DISTRIBUTION	**Total**	**$**	**2,067,593.99**
General Government		$	-
Council		$	-
General Administration		$	697,237.95
Technology		$	-
911 Civic Addressing		$	-
Central Frontenac Fire		$	65,187.05
Emergency Measures		$	-
Conservation Authorities		$	-
Policing		$	104,919.67
Fenceviewers		$	-
Animal Control		$	-
Livestock Losses		$	150.40
Building Department		$	2,491.46
Facilities Coordinator/Septic program		$	2,298.52
By-law Enforcement		$	740.42
Roads Department		$	903,075.40
Streetlighting		$	-
Waste Disposal		$	8,270.67
Cemeteries		$	4,882.65
Helipad		$	-
Medical Centre		$	-
Recreation		$	78,333.55
Other Cultural		$	-
Planning		$	42,292.65
Economic Development/Festival		$	-
Municipal Drain		$	-
HST Rebate(100% Gst, 78% Pst)		$	157,713.60

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

	From:	To:
Ranges:		
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-06-26	2025-06-26
Sorted By:	Vendor Name	

Distribution Types Included: AVAIL, TAKEN, FNCHG, PURCH, TRADE, MISC, FREIGHT, TAXES, WRITE UNIT, ROUND, RZGAIN, RZLOSS

Cheque Number	Date	Department	Document Number	Document Amount
Vendor:	**16000053C**	**16000053 Canada Inc.**		
029866	2025-06-26	Administration	29042359	$19,865.45
Total For Vendor	**16000053C**	**16000053 Canada Inc.**		**$19,865.45**
Vendor:	**BELL001**	**Bell Canada**		
029867	2025-06-26	Transportation Services	6133742335 MAY 25	$10.67
029867	2025-06-26	Administration	528888063 MAY 25	$483.63
029867	2025-06-26	Administration	6133352140 MAY 25	$208.82
029867	2025-06-26	Administration	6133355713 MAY 25	$218.82
029867	2025-06-26	Administration	6133353862 MAY 25	$215.12
Total For Vendor	**BELL001**	**Bell Canada**		**$1,137.06**
Vendor:	**BLAC001**	**Black Dog Tire & Lubricants Ltd,**		
EFT000000006374	2025-06-26	Protection Services	IK0077919	$419.63
Total For Vendor	**BLAC001**	**Black Dog Tire & Lubricants L**		**$419.63**
Vendor:	**BROW002**	**Brown, Gord**		
029868	2025-06-26	Administration	83452	$141.25
Total For Vendor	**BROW002**	**Brown, Gord**		**$141.25**
Vendor:	**CANA009**	**Canadian Tire**		
029869	2025-06-26	Administration	6028513	$1,111.67
Total For Vendor	**CANA009**	**Canadian Tire**		**$1,111.67**
Vendor:	**CINT001**	**CINTAS**		
EFT000000006375	2025-06-26	Administration	4232805171	$119.94
EFT000000006375	2025-06-26	Administration	4229863053	$1,434.32
EFT000000006375	2025-06-26	Administration	4232805232	$2,300.97
Total For Vendor	**CINT001**	**CINTAS**		**$3,855.23**
Vendor:	**COLD001**	**Coldwell Banker Settlement Realty**		
029870	2025-06-26	Administration	134332915	$276.85

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		**COLD001 Coldwell Banker Settlement F**		**$276.85**	
Vendor:	**COOP002**	**Cooper Equipment Rentals**			
EFT000000006376	2025-06-26	Administration	C69074296	$668.96	
Total For Vendor		**COOP002 Cooper Equipment Rentals**		**$668.96**	
Vendor:	**COXS001**	**Cox, Scott**			
029871	2025-06-26	Protection Services	PRM2022-0045	$100.00	
Total For Vendor		**COXS001 Cox, Scott**		**$100.00**	
Vendor:	**CULL001**	**Culligan Ottawa Water Conditioning**			
EFT000000006377	2025-06-26	Administration	69720TO	$53.72	
EFT000000006377	2025-06-26	Administration	4585449	$5.76	
EFT000000006377	2025-06-26	Administration	4580544	$12.37	
Total For Vendor		**CULL001 Culligan Ottawa Water Condit**		**$71.85**	
Vendor:	**CUNN001**	**Cunningham, Swan, Carty**			
EFT000000006378	2025-06-26	Administration	203763	$704.97	
EFT000000006378	2025-06-26	Administration	203762B	$345.01	
Total For Vendor		**CUNN001 Cunningham, Swan, Carty**		**$1,049.98**	
Vendor:	**DALE001**	**Da-Lee (Other product of Morris Chemicals)**			
EFT000000006379	2025-06-26	Administration	INV0102133	$8,745.92	
EFT000000006379	2025-06-26	Administration	INV0102129	$10,320.89	
EFT000000006379	2025-06-26	Administration	INV0102271	$10,337.08	
EFT000000006379	2025-06-26	Administration	INV0101955	$9,215.88	
EFT000000006379	2025-06-26	Administration	INV0102014	$10,294.97	
EFT000000006379	2025-06-26	Administration	INV0102016	$8,749.14	
EFT000000006379	2025-06-26	Administration	INV0101776	$9,206.16	
EFT000000006379	2025-06-26	Administration	INV0101840	$10,324.13	
EFT000000006379	2025-06-26	Administration	INV0102343	$8,966.37	
EFT000000006379	2025-06-26	Administration	INV0102337	$10,304.69	
Total For Vendor		**DALE001 Da-Lee (Other product of Mor**		**$96,465.23**	
Vendor:	**DICO001**	**Dicola Petroleum**			
EFT000000006380	2025-06-26	Administration	`1888	$339.00	
Total For Vendor		**DICO001 Dicola Petroleum**		**$339.00**	
Vendor:	**DWBS001**	**DW Building Restoration Services Inc**			
029872	2025-06-26	Administration	2025-09-01	$76,337.51	

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		**DWBS001 DW Building Restoration Ser**		**$76,337.51**	
Vendor:	**E360S01**	**E 360 Solutions**			
EFT000000006381	2025-06-26	Administration	1050003-0000169137	$465.54	
Total For Vendor		**E360S01 E 360 Solutions**		**$465.54**	
Vendor:	**EAST001**	**Eastern Ontario Trails Alliance**			
EFT000000006382	2025-06-26	Recreation & Cultural Services	INV#CF-04-01	$10,000.00	
Total For Vendor		**EAST001 Eastern Ontario Trails Allianc**		**$10,000.00**	
Vendor:	**FELL002**	**FELLOWS, AMANDA**			
EFT000000006383	2025-06-26	Transportation Services	JUNE202025	$682.27	
Total For Vendor		**FELL002 FELLOWS, AMANDA**		**$682.27**	
Vendor:	**FIRE004**	**Fireservice Management Ltd**			
EFT000000006384	2025-06-26	Protection Services	456361	$56.50	
Total For Vendor		**FIRE004 Fireservice Management Ltd**		**$56.50**	
Vendor:	**FLIE001**	**Flieler, Elaine**			
EFT000000006385	2025-06-26	Administration	98	$753.32	
EFT000000006385	2025-06-26	Administration	99	$565.00	
Total For Vendor		**FLIE001 Flieler, Elaine**		**$1,318.32**	
Vendor:	**FRON001**	**Frontenac Addington Trappers Council**			
029873	2025-06-26	Transportation Services	MAY 2025	$4,800.00	
Total For Vendor		**FRON001 Frontenac Addington Trapper**		**$4,800.00**	
Vendor:	**GEMM001**	**Gemmill Sand And Gravel Limited**			
EFT000000006386	2025-06-26	Administration	00004847	$117,029.45	
EFT000000006386	2025-06-26	Administration	00004846	$417.84	
EFT000000006386	2025-06-26	Administration	00004865	$25,899.60	
EFT000000006386	2025-06-26	Administration	00004890	$119,274.89	
Total For Vendor		**GEMM001 Gemmill Sand And Gravel Lin**		**$262,621.78**	
Vendor:	**GREE001**	**Greenshield Pest Control Inc**			
EFT000000006387	2025-06-26	Administration	143626	$116.39	
EFT000000006387	2025-06-26	Administration	143621	$116.39	

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		**GREE001 Greenshield Pest Control Inc**		**$232.78**	
Vendor:	**HALE001**	**Hales Excavation & Trucking Ltd**			
029874	2025-06-26	Administration	4387	$847.48	
Total For Vendor		**HALE001 Hales Excavation & Trucking**		**$847.48**	
Vendor:	**HAMI001**	**Hamilton Carpentry**			
EFT000000006388	2025-06-26	Administration	3404	$8,689.70	
EFT000000006388	2025-06-26	Administration	3405	$1,118.70	
Total For Vendor		**HAMI001 Hamilton Carpentry**		**$9,808.40**	
Vendor:	**HART001**	**Hartington Equipment**			
EFT000000006389	2025-06-26	Administration	IV90385A	$885.98	
Total For Vendor		**HART001 Hartington Equipment**		**$885.98**	
Vendor:	**HOLL004**	**Holly Bounce Rentals**			
029875	2025-06-26	Recreation & Cultural Services	MAY 29 2025	$200.00	
Total For Vendor		**HOLL004 Holly Bounce Rentals**		**$200.00**	
Vendor:	**HOPK001**	**Hopkins Chitty Land Surveyors Inc**			
EFT000000006390	2025-06-26	Administration	11730	$3,277.00	
EFT000000006390	2025-06-26	Administration	11729	$5,085.00	
Total For Vendor		**HOPK001 Hopkins Chitty Land Surveyo**		**$8,362.00**	
Vendor:	**HUGH003**	**Hughson Fencing and Guide Rail**			
029876	2025-06-26	Administration	8144	$41,550.10	
Total For Vendor		**HUGH003 Hughson Fencing and Guide**		**$41,550.10**	
Vendor:	**HUGH004**	**Sue Hughes**			
029886	2025-06-26	Recreation & Cultural Services	MAY 29V2025	$100.00	
Total For Vendor		**HUGH004 Sue Hughes**		**$100.00**	
Vendor:	**IRON002**	**Iron Trade Works**			
029877	2025-06-26	Administration	2181	$1,847.55	
029877	2025-06-26	Administration	2162	$5,381.48	
Total For Vendor		**IRON002 Iron Trade Works**		**$7,229.03**	

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**JEWE001**	**Jewell Engineering**			
EFT000000006391	2025-06-26	Administration	00121626	$3,879.49	
Total For Vendor	**JEWE001**	**Jewell Engineering**		**$3,879.49**	
Vendor:	**KIMB001**	**Rhonda Kimberly-Young**			
029882	2025-06-26	Administration	JUNE 9 2025	$44.64	
Total For Vendor	**KIMB001**	**Rhonda Kimberly-Young**		**$44.64**	
Vendor:	**KIMC001**	**Kimco Steel Sales Limited**			
EFT000000006392	2025-06-26	Administration	486494	$1,320.14	
Total For Vendor	**KIMC001**	**Kimco Steel Sales Limited**		**$1,320.14**	
Vendor:	**KING002**	**Kingston Humane Society**			
EFT000000006393	2025-06-26	Protection Services	811146	$520.74	
Total For Vendor	**KING002**	**Kingston Humane Society**		**$520.74**	
Vendor:	**LDPO001**	**L.D. Power Sports**			
EFT000000006394	2025-06-26	Administration	31972	$593.17	
Total For Vendor	**LDPO001**	**L.D. Power Sports**		**$593.17**	
Vendor:	**MACM001**	**MacMunn, Cathy**			
EFT000000006395	2025-06-26	General Government	JUNE 12 2025	$150.00	
Total For Vendor	**MACM001**	**MacMunn, Cathy**		**$150.00**	
Vendor:	**MANU001**	**Manulife Financial**			
EFT000000006396	2025-06-26	General Government	MANULIFE JULY 2025	$24,382.88	
Total For Vendor	**MANU001**	**Manulife Financial**		**$24,382.88**	
Vendor:	**NELS003**	**Chris Nelson**			
EFT000000006397	2025-06-26	General Government	JUNE232025	$400.00	
Total For Vendor	**NELS003**	**Chris Nelson**		**$400.00**	
Vendor:	**NORT002**	**North Frontenac Telephone Co.**			
EFT000000006398	2025-06-26	Administration	27911461 JUNE 2025	$409.94	
EFT000000006398	2025-06-26	Administration	27929351 JUNE 2025	$656.71	
EFT000000006398	2025-06-26	Administration	82102967 JUNE 25	$169.44	
EFT000000006398	2025-06-26	Administration	37566501 JUNE 25	$168.74	
EFT000000006398	2025-06-26	Administration	82093964 JUNE 25		

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
	Total For Vendor	**NORT002 North Frontenac Telephone C**			**$1,494.10**
Vendor:	**PETE010**	**Tim Peters**			
029888	2025-06-26	Recreation & Cultural Services	JUNE 24 2025		$2,100.00
	Total For Vendor	**PETE010 Tim Peters**			**$2,100.00**
Vendor:	**PETR002**	**Petro Canada Sharbot Lake**			
029878	2025-06-26	Administration	016077		$118.30
	Total For Vendor	**PETR002 Petro Canada Sharbot Lake**			**$118.30**
Vendor:	**PROT001**	**Pro-Tech Training Services Inc**			
EFT000000006399	2025-06-26	Administration	2976		$3,152.70
	Total For Vendor	**PROT001 Pro-Tech Training Services In**			**$3,152.70**
Vendor:	**PURO001**	**Purolator Courier Ltd**			
029879	2025-06-26	Administration	570202665		$320.73
029879	2025-06-26	Administration	535134704		$52.57
029879	2025-06-26	Administration	575163983		$94.10
	Total For Vendor	**PURO001 Purolator Courier Ltd**			**$467.40**
Vendor:	**RDCG001**	**RDC Group**			
EFT000000006400	2025-06-26	Administration	23035		$1,919.87
	Total For Vendor	**RDCG001 RDC Group**			**$1,919.87**
Vendor:	**RECE003**	**Receiver General - GST/HST recoverable**			
029880	2025-06-26	Administration	JUNE 24 2025		$5,592.25
	Total For Vendor	**RECE003 Receiver General - GST/HST r**			**$5,592.25**
Vendor:	**REDL001**	**Reda, Luigino**			
029881	2025-06-26	Administration	JUNE252025		$1,381.32
	Total For Vendor	**REDL001 Reda, Luigino**			**$1,381.32**
Vendor:	**RICO0001**	**Ricoh Canada Inc.**			
EFT000000006401	2025-06-26	Administration	SCO948898831		$68.78
EFT000000006401	2025-06-26	Administration	SCO94889830		$235.53
EFT000000006401	2025-06-26	Administration	SCO94889829		$1,167.37
	Total For Vendor	**RICO0001 Ricoh Canada Inc.**			**$1,471.68**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**ROTA001**	**Rotating Rug Rental**			
029883	2025-06-26	Administration	116615	$214.00	
Total For Vendor	**ROTA001**	**Rotating Rug Rental**		**$214.00**	
Vendor:	**RUSH001**	**Rush Truck Centres (formerly Tallman)**			
EFT000000006402	2025-06-26	Administration	3041876384	$333.58	
EFT000000006402	2025-06-26	Administration	3042024629	$66.56	
Total For Vendor	**RUSH001**	**Rush Truck Centres (formerly**		**$400.14**	
Vendor:	**SERG001**	**Sergeant, Angela**			
029884	2025-06-26	Administration	JUNE 5, 2025	$25.43	
Total For Vendor	**SERG001**	**Sergeant, Angela**		**$25.43**	
Vendor:	**SHOR001**	**Nicole Shorts**			
EFT000000006403	2025-06-26	Administration	JUNE 9 2025	$67.66	
Total For Vendor	**SHOR001**	**Nicole Shorts**		**$67.66**	
Vendor:	**SHRE001**	**Shred-It International**			
029885	2025-06-26	Administration	8101030177	$90.38	
Total For Vendor	**SHRE001**	**Shred-It International**		**$90.38**	
Vendor:	**STIN003**	**W.O. Stinson & Sons Ltd**			
EFT000000006404	2025-06-26	Administration	34000170	$965.33	
EFT000000006404	2025-06-26	Administration	34000250	$1,449.94	
EFT000000006404	2025-06-26	Administration	34000252	$811.96	
EFT000000006404	2025-06-26	Administration	34000316	$662.75	
EFT000000006404	2025-06-26	Administration	34000234	$700.04	
EFT000000006404	2025-06-26	Administration	34000246	$4,530.45	
EFT000000006404	2025-06-26	Administration	34000303	$979.55	
EFT000000006404	2025-06-26	Administration	34000212	$1,410.81	
EFT000000006404	2025-06-26	Administration	34000213	$1,128.78	
EFT000000006404	2025-06-26	Administration	34000207	$963.25	
EFT000000006404	2025-06-26	Administration	34000208	$943.18	
EFT000000006404	2025-06-26	Administration	34000285	$1,808.90	
EFT000000006404	2025-06-26	Administration	34000251	$1,285.75	
EFT000000006404	2025-06-26	Administration	34000160	$2,774.56	
EFT000000006404	2025-06-26	Administration	34000167	$3,005.40	
EFT000000006404	2025-06-26	Administration	108000430	$128.07	
EFT000000006404	2025-06-26	Administration	108000230	$366.64	
EFT000000006404	2025-06-26	Administration	34000203	$1,121.53	
Total For Vendor	**STIN003**	**W.O. Stinson & Sons Ltd**		**$25,036.89**	

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**TBGM001**	**TBG Mechanical Solutions Ltd.**			
029887	2025-06-26	Administration	7275	$288.15	
029887	2025-06-26	Administration	7277	$557.09	
Total For Vendor	**TBGM001**	**TBG Mechanical Solutions Lt**		**$845.24**	
Vendor:	**THEF001**	**The Frontenac News**			
EFT000000006405	2025-06-26	Administration	83457	$27.80	
EFT000000006405	2025-06-26	Administration	83437	$282.05	
Total For Vendor	**THEF001**	**The Frontenac News**		**$309.85**	
Vendor:	**TRAC001**	**Trackmatics Inc.**			
029889	2025-06-26	Administration	43619	$1,893.88	
Total For Vendor	**TRAC001**	**Trackmatics Inc.**		**$1,893.88**	
Vendor:	**TRMA001**	**T. R. MacMunn & Sons**			
EFT000000006406	2025-06-26	Administration	3942	$601.16	
Total For Vendor	**TRMA001**	**T. R. MacMunn & Sons**		**$601.16**	
Vendor:	**VALL002**	**Valley Plumbing & Water Treatment**			
EFT000000006407	2025-06-26	Administration	I1218	$220.00	
Total For Vendor	**VALL002**	**Valley Plumbing & Water Trea**		**$220.00**	
Vendor:	**VILL002**	**Villages Beautiful**			
029890	2025-06-26	Administration	PL;ANTERS	$2,029.44	
Total For Vendor	**VILL002**	**Villages Beautiful**		**$2,029.44**	
Vendor:	**VINK003**	**Vinkle Cleaning Services (Cassandra Vinkle)**			
EFT000000006408	2025-06-26	Administration	OSO0014	$4,384.68	
Total For Vendor	**VINK003**	**Vinkle Cleaning Services (Cas**		**$5,602.12**	
			GRAND TOTAL	**$637,324.72**	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-07-10	2025-07-10
Sorted By:	Vendor Name	

Distribution Types Included: **AVAIL, TAKEN, FNCHG, PURCH, TRADE, MISC, FREIGHT, TAXES, WRITE UNIT, ROUND, RZGAIN, RZLOSS**

Cheque Number	Date	Department	Document Number	Document Amount
Vendor:	**ADVA002**	**Advanced Janitorial & Property**		
029894	2025-07-10	Administration	CFFJANITORIAL:0625	$1,153.17
029894	2025-07-10	Administration	CFFFLOORS0525	$3,538.79
	Total For Vendor	**ADVA002 Advanced Janitorial & Proper**		**$4,691.96**
Vendor:	**AGOI001**	**AGO Industries Inc**		
EFT000000006409	2025-07-10	Administration	1186593	$11,317.55
	Total For Vendor	**AGOI001 AGO Industries Inc**		**$11,317.55**
Vendor:	**AJST001**	**A.J. Stone Company Ltd**		
EFT000000006410	2025-07-10	Administration	0000192203	$603.09
	Total For Vendor	**AJST001 A.J. Stone Company Ltd**		**$603.09**
Vendor:	**AMHE001**	**Amherst Driveway Sealing**		
029895	2025-07-10	Administration	2448	$1,038.47
	Total For Vendor	**AMHE001 Amherst Driveway Sealing**		**$1,038.47**
Vendor:	**BLAC001**	**Black Dog Tire & Lubricants Ltd,**		
EFT000000006411	2025-07-10	Administration	IK0077827	$178.54
EFT000000006411	2025-07-10	Administration	IK0078181	$146.90
	Total For Vendor	**BLAC001 Black Dog Tire & Lubricants l**		**$325.44**
Vendor:	**BROW002**	**Brown, Gord**		
029897	2025-07-10	Administration	JULY 10, 2025	$1,023.89
	Total For Vendor	**BROW002 Brown, Gord**		**$1,023.89**
Vendor:	**BUTC001**	**BUTLER, CHRISTINE**		
029898	2025-07-10	General Government	JULY 10 2025	$554.47
	Total For Vendor	**BUTC001 BUTLER, CHRISTINE**		**$554.47**
Vendor:	**CANA006**	**Canadian Pacific Railway Co.**		

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006412	2025-07-10	Transportation Services	1000-0011168251		$1,210.50
EFT000000006412	2025-07-10	Transportation Services	1000-0011168281		$769.00
EFT000000006412	2025-07-10	Transportation Services	1000-2000185670		$100.00
Total For Vendor	**CANA006**	**Canadian Pacific Railway Co.**			**$2,079.50**
Vendor:	**CAPI001**	**Capital Park Consulting**			
029899	2025-07-10	Administration	2512-SL		$9,740.60
029899	2025-07-10	Administration	2511-SL		$11,859.35
Total For Vendor	**CAPI001**	**Capital Park Consulting**			**$21,599.95**
Vendor:	**CINT001**	**CINTAS**			
EFT000000006413	2025-07-10	Administration	4233508643		$119.94
EFT000000006413	2025-07-10	Administration	4234237567		$119.94
EFT000000006413	2025-07-10	Administration	4234970524		$119.94
Total For Vendor	**CINT001**	**CINTAS**			**$359.82**
Vendor:	**COLV001**	**Colvoy Equipment**			
EFT000000006414	2025-07-10	Administration	2494		$3,630.95
Total For Vendor	**COLV001**	**Colvoy Equipment**			**$3,630.95**
Vendor:	**COUN001**	**County Of Frontenac**			
EFT000000006415	2025-07-10	General Government	IVC00000000066558		$26,238.76
EFT000000006415	2025-07-10	General Government	IVC00000000066555		$586,478.25
EFT000000006415	2025-07-10	Planning and Development	IVC00000000066562		$31,507.18
Total For Vendor	**COUN001**	**County Of Frontenac**			**$644,224.19**
Vendor:	**CULL001**	**Culligan Ottawa Water Conditioning**			
EFT000000006416	2025-07-10	Administration	80658TO		$53.72
EFT000000006416	2025-07-10	Administration	80657TO		$54.97
EFT000000006416	2025-07-10	Administration	80656TO		$117.22
EFT000000006416	2025-07-10	Administration	80642TO		$116.22
Total For Vendor	**CULL001**	**Culligan Ottawa Water Condit**			**$342.13**
Vendor:	**DALE001**	**Da-Lee (Other product of Morris Chemicals)**			
EFT000000006417	2025-07-10	Administration	INV0103230		$8,749.27
EFT000000006417	2025-07-10	Administration	INV0102428		$10,330.61
EFT000000006417	2025-07-10	Administration	INV0102491		$10,282.01
EFT000000006417	2025-07-10	Administration	INV0103114		$10,272.28
EFT000000006417	2025-07-10	Administration	INV0102812		$8,856.20
Total For Vendor	**DALE001**	**Da-Lee (Other product of Mor**			**$48,490.37**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**FIRE002**	**Fire Marshal's Public Fire Safety Council**			
EFT000000006418	2025-07-10	Administration	IN168770	$1,028.50	
EFT000000006418	2025-07-10	Administration	IN168821	$739.90	
Total For Vendor	**FIRE002**	**Fire Marshal's Public Fire Saf**		**$1,768.40**	
Vendor:	**FIRE004**	**Fireservice Management Ltd**			
EFT000000006419	2025-07-10	Administration	456413	$229.96	
Total For Vendor	**FIRE004**	**Fireservice Management Ltd**		**$229.96**	
Vendor:	**GANA001**	**Gananoque Chev Buick Cadillac GMC**			
029900	2025-07-10	Administration	385707	$100.66	
Total For Vendor	**GANA001**	**Gananoque Chev Buick Cadil**		**$100.66**	
Vendor:	**GINC001**	**Gincor Industries**			
EFT000000006420	2025-07-10	Administration	92733	$339.52	
Total For Vendor	**GINC001**	**Gincor Industries**		**$339.52**	
Vendor:	**GRAY001**	**Gray's Grocery**			
029901	2025-07-10	Protection Services	JUNE 30 25	$135.55	
Total For Vendor	**GRAY001**	**Gray's Grocery**		**$135.55**	
Vendor:	**GREG001**	**Greer Galloway Consulting Engineers**			
EFT000000006421	2025-07-10	Administration	45324	$7,595.44	
Total For Vendor	**GREG001**	**Greer Galloway Consulting E**		**$7,595.44**	
Vendor:	**HART001**	**Hartington Equipment**			
EFT000000006422	2025-07-10	Administration	W029072	$2,546.43	
Total For Vendor	**HART001**	**Hartington Equipment**		**$2,546.43**	
Vendor:	**IRON002**	**Iron Trade Works**			
029902	2025-07-10	Administration	2181	$1,847.55	
029902	2025-07-10	Administration	2201	$4,597.82	
029902	2025-07-10	Administration	2202	$556.53	
029902	2025-07-10	Administration	2194	$1,598.96	
Total For Vendor	**IRON002**	**Iron Trade Works**		**$8,600.86**	
Vendor:	**KENN004**	**Kennebec Tree & Lawn**			
EFT000000006423	2025-07-10	Administration	2025035		

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006423	2025-07-10	Administration	2025034	$762.75	
Total For Vendor	**KENN004**	**Kennebec Tree & Lawn**		**$1,779.75**	
Vendor:	**KING007**	**Kingston Fire & Rescue**			
029903	2025-07-10	Administration	010392	$4,587.63	
Total For Vendor	**KING007**	**Kingston Fire & Rescue**		**$4,587.63**	
Vendor:	**LERN001**	**LEARNERS ILP BARRISTER AND SOL**			
029904	2025-07-10	General Government	JUNE 30 25	$30.00	
Total For Vendor	**LERN001**	**LEARNERS ILP BARRISTER A**		**$30.00**	
Vendor:	**MATS004**	**Chase Matson**			
EFT000000006424	2025-07-10	Protection Services	JUNE 27 25	$150.40	
Total For Vendor	**MATS004**	**Chase Matson**		**$150.40**	
Vendor:	**MICH001**	**Michelin North America**			
029905	2025-07-10	Administration	DA0010565137	$2,716.23	
Total For Vendor	**MICH001**	**Michelin North America**		**$2,716.23**	
Vendor:	**MLSU001**	**M & L Supply**			
EFT000000006425	2025-07-10	Administration	026936	$1,573.75	
Total For Vendor	**MLSU001**	**M & L Supply**		**$1,573.75**	
Vendor:	**NETT001**	**NETT Technologies Inc**			
029906	2025-07-10	Administration	751246	$782.88	
Total For Vendor	**NETT001**	**NETT Technologies Inc**		**$782.88**	
Vendor:	**NORT002**	**North Frontenac Telephone Co.**			
EFT000000006426	2025-07-10	Administration	27921231 JUNE 1 25	$242.23	
Total For Vendor	**NORT002**	**North Frontenac Telephone C**		**$242.23**	
Vendor:	**NORT005**	**North Frontenac Food Bank**			
029907	2025-07-10	Recreation & Cultural Services	2024 2025 GRANTS	$3,000.00	
Total For Vendor	**NORT005**	**North Frontenac Food Bank**		**$3,000.00**	
Vendor:	**OMER001**	**OMERS**			
EFT000000006427	2025-07-10	Administration	OMERS MAY 2025		

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006427	2025-07-10	Administration	OMERS JUNE 2025	$39,492.56	
Total For Vendor	**OMER001**	**OMERS**		**$80,901.58**	
Vendor:	**PITN001**	**Pitney Bowes Global Credit Services**			
EFT000000006428	2025-07-10	Administration	3202584122	$945.47	
Total For Vendor	**PITN001**	**Pitney Bowes Global Credit S**		**$945.47**	
Vendor:	**PURO001**	**Purolator Courier Ltd**			
029908	2025-07-10	Administration	520189976	$321.34	
029908	2025-07-10	Administration	575169129	$192.98	
Total For Vendor	**PURO001**	**Purolator Courier Ltd**		**$514.32**	
Vendor:	**RELI001**	**Reliance Home Comfort**			
029909	2025-07-10	Administration	APRIL 24 2025	$61.75	
Total For Vendor	**RELI001**	**Reliance Home Comfort**		**$61.75**	
Vendor:	**RUSH001**	**Rush Truck Centres (formerly Tallman)**			
EFT000000006429	2025-07-10	Administration	3042097111	$1,056.35	
Total For Vendor	**RUSH001**	**Rush Truck Centres (formerly**		**$1,056.35**	
Vendor:	**SHOR001**	**Nicole Shorts**			
EFT000000006430	2025-07-10	Administration	JUNE 25 2025	$176.28	
Total For Vendor	**SHOR001**	**Nicole Shorts**		**$176.28**	
Vendor:	**TEAL002**	**Bob Teal**			
029896	2025-07-10	Administration	JULY 10, 2025	$1,401.19	
Total For Vendor	**TEAL002**	**Bob Teal**		**$1,401.19**	
Vendor:	**THEP001**	**The Public Sector Digest (PSD Citywide Inc)**			
EFT000000006431	2025-07-10	Administration	24343	$3,201.67	
Total For Vendor	**THEP001**	**The Public Sector Digest (PSI**		**$3,201.67**	
Vendor:	**UNIV001**	**Universal Supply Group (Quinte/Napa/Fraction/CMax**			
EFT000000006432	2025-07-10	Administration	173-438318	$271.20	
EFT000000006432	2025-07-10	Administration	173-439317	$128.46	
EFT000000006432	2025-07-10	Administration	173-438416	$20.14	
Total For Vendor	**UNIV001**	**Universal Supply Group (Quir**		**$419.80**	

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**VINK003**	**Vinkle Cleaning Services (Cassandra Vinkle)**			
EFT000000006433	2025-07-10	Administration	HINCH0015	$1,217.44	
EFT000000006433	2025-07-10	Administration	OSO0015	$4,384.68	
Total For Vendor	**VINK003**	**Vinkle Cleaning Services (Cas**		**$5,602.12**	
Vendor:	**WILS001**	**Adam Wilson**			
029893	2025-07-10	Transportation Services	ENTRANCE PERMIT	$400.00	
Total For Vendor	**WILS001**	**Adam Wilson**		**$400.00**	
Vendor:	**WSIB001**	**WSIB**			
029910	2025-07-10	Protection Services	WSIB MAY 2025	$13,964.68	
029910	2025-07-10	Protection Services	WSIB JUNE 2025	$15,148.49	
Total For Vendor	**WSIB001**	**WSIB**		**$29,113.17**	
Vendor:	**WSPC001**	**WSP Canada Inc.**			
Total For Vendor	**WSPC001**	**WSP Canada Inc.**		**$3,766.58**	
GRAND TOTAL				**$904,021.75**	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-07-18	2025-07-18
Sorted By:	Vendor Name	

Distribution Types Included: **AVAIL, TAKEN, FNCHG, PURCH, TRADE, MISC, FREIGHT, TAXES, WRITE UNIT, ROUND, RZGAIN, RZLOSS**

Cheque Number	Date	Department	Document Number	Document Amount
Vendor:	**ALOC001**	**A - 1 Lock and Key**		
029932	2025-07-18	Administration	20519	$611.15
Total For Vendor	**ALOC001**	**A - 1 Lock and Key**		**$611.15**
Vendor:	**ASSO001**	**Association Of Ontario Road Supervisors**		
EFT000000006434	2025-07-18	Administration	30987	$226.00
Total For Vendor	**ASSO001**	**Association Of Ontario Road**		**$226.00**
Vendor:	**BELL001**	**Bell Canada**		
029933	2025-07-18	Administration	6133742335 JUNE 25	$175.03
Total For Vendor	**BELL001**	**Bell Canada**		**$175.03**
Vendor:	**CANA007**	**Canadian Red Cross - Swim Program**		
EFT000000006435	2025-07-18	Protection Services	CRC-F-112152	$250.00
Total For Vendor	**CANA007**	**Canadian Red Cross - Swim**		**$250.00**
Vendor:	**CANA009**	**Canadian Tire**		
029934	2025-07-18	Administration	6024997	$316.38
029934	2025-07-18	Administration	6024943	$36.14
Total For Vendor	**CANA009**	**Canadian Tire**		**$352.52**
Vendor:	**CENS001**	**Central Square Canada Software Inc**		
EFT000000006436	2025-07-18	Administration	440732	$2,276.95
Total For Vendor	**CENS001**	**Central Square Canada Softw**		**$2,276.95**
Vendor:	**CINT001**	**CINTAS**		
EFT000000006437	2025-07-18	Administration	4236413176	$119.94
EFT000000006437	2025-07-18	Administration	4235937914	$119.94
Total For Vendor	**CINT001**	**CINTAS**		**$239.88**
Vendor:	**COOP004**	**Sean Cooper**		

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
029947	2025-07-18	Transportation Services	ENT REFUND COOPER	$400.00	
Total For Vendor	**COOP004**	**Sean Cooper**		**$400.00**	
Vendor:	**CULL001**	**Culligan Ottawa Water Conditioning**			
EFT000000006438	2025-07-18	Administration	0428387 AUG 25	$163.18	
EFT000000006438	2025-07-18	Administration	92747TO	$136.22	
EFT000000006438	2025-07-18	Administration	4594031	$12.37	
Total For Vendor	**CULL001**	**Culligan Ottawa Water Condit**		**$311.77**	
Vendor:	**CWCOM00**	**CW and Company**			
029935	2025-07-18	Administration	8389	$342.74	
Total For Vendor	**CWCOM0**	**CW and Company**		**$342.74**	
Vendor:	**DALE001**	**Da-Lee (Other product of Morris Chemicals)**			
EFT000000006439	2025-07-18	Administration	INV0103284	$8,933.96	
EFT000000006439	2025-07-18	Administration	INV0103622	$10,291.73	
EFT000000006439	2025-07-18	Administration	INV0103632	$10,162.10	
EFT000000006439	2025-07-18	Administration	INV0103631	$8,859.44	
EFT000000006439	2025-07-18	Administration	INV0102113	$10,482.91	
EFT000000006439	2025-07-18	Administration	INV0103725	$10,421.33	
Total For Vendor	**DALE001**	**Da-Lee (Other product of Mor**		**$59,151.47**	
Vendor:	**DICO001**	**Dicola Petroleum**			
EFT000000006440	2025-07-18	Administration	2108	$339.00	
EFT000000006440	2025-07-18	Administration	2109	$339.00	
Total For Vendor	**DICO001**	**Dicola Petroleum**		**$678.00**	
Vendor:	**DILL002**	**Dillon, Andy**			
EFT000000006441	2025-07-18	Administration	BOOTS 2025	$200.00	
Total For Vendor	**DILL002**	**Dillon, Andy**		**$200.00**	
Vendor:	**E360S01**	**E 360 Solutions**			
EFT000000006442	2025-07-18	Administration	1050003-0000170795	$362.64	
Total For Vendor	**E360S01**	**E 360 Solutions**		**$362.64**	
Vendor:	**EARL001**	**Earl Rosebush Fuels**			
EFT000000006443	2025-07-18	Administration	372195	$172.64	
Total For Vendor	**EARL001**	**Earl Rosebush Fuels**		**$172.64**	

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**EAST001**	**Eastern Ontario Trails Alliance**			
EFT000000006444	2025-07-18	Recreation & Cultural Services	CF-06-01	$5,552.82	
Total For Vendor	**EAST001**	**Eastern Ontario Trails Allianc**		**$5,552.82**	
Vendor:	**EAST004**	**Eastern Ontario Paving Inc**			
029936	2025-07-18	Administration	2025-032	$25,551.56	
Total For Vendor	**EAST004**	**Eastern Ontario Paving Inc**		**$25,551.56**	
Vendor:	**ELEV001**	**Eleven Environmental**			
029937	2025-07-18	Administration	1959	$1,600.08	
Total For Vendor	**ELEV001**	**Eleven Environmental**		**$1,600.08**	
Vendor:	**ESAF001**	**eSafe Product Approval Services**			
029938	2025-07-18	Administration	INV-E-000009760	$1,328.88	
Total For Vendor	**ESAF001**	**eSafe Product Approval Servi**		**$1,328.88**	
Vendor:	**FLIE001**	**Flieler, Elaine**			
EFT000000006445	2025-07-18	Administration	100	$753.32	
EFT000000006445	2025-07-18	Administration	101	$565.00	
Total For Vendor	**FLIE001**	**Flieler, Elaine**		**$1,318.32**	
Vendor:	**FRON001**	**Frontenac Addington Trappers Council**			
029939	2025-07-18	Transportation Services	JUNE 2025	$1,650.00	
Total For Vendor	**FRON001**	**Frontenac Addington Trapper**		**$1,650.00**	
Vendor:	**GEMM001**	**Gemmill Sand And Gravel Limited**			
EFT000000006446	2025-07-18	Administration	00004932	$2,314.96	
EFT000000006446	2025-07-18	Administration	00004925	$176,750.14	
EFT000000006446	2025-07-18	Administration	00004914	$39,386.26	
Total For Vendor	**GEMM001**	**Gemmill Sand And Gravel Lin**		**$218,451.36**	
Vendor:	**GREE001**	**Greenshield Pest Control Inc**			
EFT000000006447	2025-07-18	Administration	144029	$116.39	
EFT000000006447	2025-07-18	Administration	144103	$116.39	
EFT000000006447	2025-07-18	Administration	144098	$116.39	
Total For Vendor	**GREE001**	**Greenshield Pest Control Inc**		**$349.17**	
Vendor:	**HALE001**	**Hales Excavation & Trucking Ltd**			

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
029940	2025-07-18	Administration	4498		$571.77
029940	2025-07-18	Administration	4450		$571.77
029940	2025-07-18	Administration	4497		$752.57
Total For Vendor	**HALE001**	**Hales Excavation & Trucking**			**$1,896.11**
Vendor:	**HAMI001**	**Hamilton Carpentry**			
EFT000000006448	2025-07-18	Administration	3409		$8,689.70
EFT000000006448	2025-07-18	Administration	2203603		$1,118.70
Total For Vendor	**HAMI001**	**Hamilton Carpentry**			**$9,808.40**
Vendor:	**HAMM002**	**Stephanie Hammond**			
EFT000000006449	2025-07-18	Administration	3164		$29.31
Total For Vendor	**HAMM002**	**Stephanie Hammond**			**$29.31**
Vendor:	**HART001**	**Hartington Equipment**			
EFT000000006450	2025-07-18	Administration	IV91392		$806.32
Total For Vendor	**HART001**	**Hartington Equipment**			**$806.32**
Vendor:	**IRON002**	**Iron Trade Works**			
029941	2025-07-18	Administration	2237		$1,280.29
Total For Vendor	**IRON002**	**Iron Trade Works**			**$1,280.29**
Vendor:	**ITSP001**	**Independant Telephone Services**			
EFT000000006451	2025-07-18	Administration	49107		$1,058.87
Total For Vendor	**ITSP001**	**Independant Telephone Servi**			**$1,058.87**
Vendor:	**JEFF001**	**Jeff's Auto Glass (Uniglas)**			
EFT000000006452	2025-07-18	Administration	20865		$723.20
Total For Vendor	**JEFF001**	**Jeff's Auto Glass (Uniglas)**			**$723.20**
Vendor:	**JEWE001**	**Jewell Engineering**			
EFT000000006453	2025-07-18	Administration	00121783		$220.35
Total For Vendor	**JEWE001**	**Jewell Engineering**			**$220.35**
Vendor:	**KENN004**	**Kennebec Tree & Lawn**			
EFT000000006454	2025-07-18	Administration	2025033		$2,239.73
Total For Vendor	**KENN004**	**Kennebec Tree & Lawn**			**$2,239.73**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**KIMC001**	**Kimco Steel Sales Limited**			
EFT000000006455	2025-07-18	Administration	487490	$1,164.75	
Total For Vendor	**KIMC001**	**Kimco Steel Sales Limited**		**$1,164.75**	
Vendor:	**KING014**	**Kingston Pro Movers**			
029942	2025-07-18	Administration	INVOICE	$3,381.53	
Total For Vendor	**KING014**	**Kingston Pro Movers**		**$3,381.53**	
Vendor:	**KOEN001**	**Koen, Michael (SNAP-ON TOOLS)**			
EFT000000006456	2025-07-18	Administration	11172491676	$493.81	
EFT000000006456	2025-07-18	Administration	11292491907	$179.11	
EFT000000006456	2025-07-18	Protection Services	11222491786	$184.76	
Total For Vendor	**KOEN001**	**Koen, Michael (SNAP-ON TO**		**$857.68**	
Vendor:	**LDPO001**	**L.D. Power Sports**			
EFT000000006457	2025-07-18	Administration	32888	$32.28	
EFT000000006457	2025-07-18	Administration	32872	$78.58	
EFT000000006457	2025-07-18	Administration	32912	$53.66	
Total For Vendor	**LDPO001**	**L.D. Power Sports**		**$164.52**	
Vendor:	**MCCO001**	**McConville Excavating**			
029943	2025-07-18	Administration	1637	$734.22	
Total For Vendor	**MCCO001**	**McConville Excavating**		**$734.22**	
Vendor:	**MINI013**	**Ministry Of Finance - Policing**			
029944	2025-07-18	Protection Services	380907251247028	$104,919.67	
Total For Vendor	**MINI013**	**Ministry Of Finance - Policing**		**$104,919.67**	
Vendor:	**NEAD001**	**Neadow Property Maintenance(yard works)**			
EFT000000006458	2025-07-18	Administration	002	$2,705.62	
Total For Vendor	**NEAD001**	**Neadow Property Maintenanc**		**$2,705.62**	
Vendor:	**NORT002**	**North Frontenac Telephone Co.**			
EFT000000006459	2025-07-18	Administration	82102967 JULY 25	$169.44	
EFT000000006459	2025-07-18	Administration	82093964 JULY 25	$89.27	
Total For Vendor	**NORT002**	**North Frontenac Telephone C**		**$258.71**	
Vendor:	**PERT002**	**Perth & District Portable Toilet Rentals**			

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006460	2025-07-18	Administration	PT-2479		$341.71
EFT000000006460	2025-07-18	Administration	PT-2478		$341.71
EFT000000006460	2025-07-18	Administration	PT-2477		$341.71
Total For Vendor	**PERT002**	**Perth & District Portable Toile**			**$1,025.13**
Vendor:	**PRIN001**	**Princess Auto**			
EFT000000006461	2025-07-18	Administration	3487315		$2,905.05
Total For Vendor	**PRIN001**	**Princess Auto**			**$2,905.05**
Vendor:	**PURO001**	**Purolator Courier Ltd**			
029945	2025-07-18	Administration	580167970		$70.25
Total For Vendor	**PURO001**	**Purolator Courier Ltd**			**$70.25**
Vendor:	**RICO0001**	**Ricoh Canada Inc.**			
EFT000000006462	2025-07-18	Administration	SCO94924018		$173.56
EFT000000006462	2025-07-18	Administration	SCO94924017		$247.88
EFT000000006462	2025-07-18	Administration	SCO94924019		$68.78
Total For Vendor	**RICO0001**	**Ricoh Canada Inc.**			**$490.22**
Vendor:	**ROBI001**	**Robinson Excavating**			
EFT000000006463	2025-07-18	Administration	815		$8,542.80
EFT000000006463	2025-07-18	Administration	814		$7,107.70
Total For Vendor	**ROBI001**	**Robinson Excavating**			**$15,650.50**
Vendor:	**ROTA001**	**Rotating Rug Rental**			
029946	2025-07-18	Administration	117062		$148.00
Total For Vendor	**ROTA001**	**Rotating Rug Rental**			**$148.00**
Vendor:	**SAND001**	**Sands Canada Inc.,**			
EFT000000006464	2025-07-18	Administration	00728598		$115.87
Total For Vendor	**SAND001**	**Sands Canada Inc.,**			**$115.87**
Vendor:	**SAVI001**	**Savino Human Resources Partners**			
EFT000000006465	2025-07-18	Administration	INV-3849		$1,412.50
Total For Vendor	**SAVI001**	**Savino Human Resources Pa**			**$1,412.50**
Vendor:	**SHAR011**	**Sharbot Lake Automotive**			
029948	2025-07-18	Administration	8448		$128.99
029948	2025-07-18	Administration	8335		$250.00

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		**SHAR011 Sharbot Lake Automotive**			**$388.89**
Vendor:	**SHRE001**	**Shred-It International**			
029949	2025-07-18	Administration	8101051871	$90.38	
Total For Vendor		**SHRE001 Shred-It International**			**$90.38**
Vendor:	**STIN003**	**W.O. Stinson & Sons Ltd**			
EFT000000006466	2025-07-18	Administration	34000345	$3,625.73	
EFT000000006466	2025-07-18	Administration	34000344	$1,494.23	
EFT000000006466	2025-07-18	Administration	34000343	$3,575.04	
EFT000000006466	2025-07-18	Administration	34000423	$1,235.78	
EFT000000006466	2025-07-18	Administration	34000500	$1,625.29	
EFT000000006466	2025-07-18	Administration	34000506	$2,811.94	
EFT000000006466	2025-07-18	Administration	34000507	$2,206.16	
EFT000000006466	2025-07-18	Administration	34000508	$1,969.99	
EFT000000006466	2025-07-18	Administration	34000353	$2,074.76	
EFT000000006466	2025-07-18	Administration	34000430	$2,553.07	
EFT000000006466	2025-07-18	Administration	34000339	$3,791.38	
EFT000000006466	2025-07-18	Administration	34000338	$1,624.66	
EFT000000006466	2025-07-18	Administration	34000413	$337.81	
EFT000000006466	2025-07-18	Administration	34000331	$608.36	
EFT000000006466	2025-07-18	Administration	34000489	$1,138.53	
EFT000000006466	2025-07-18	Administration	34000451	$1,802.63	
EFT000000006466	2025-07-18	Administration	34000452	$2,476.56	
EFT000000006466	2025-07-18	Administration	34000460	$1,214.31	
EFT000000006466	2025-07-18	Administration	34000461	$1,209.82	
EFT000000006466	2025-07-18	Administration	34000467	$2,356.73	
EFT000000006466	2025-07-18	Administration	108000578	$58.79	
EFT000000006466	2025-07-18	Administration	2144581	$11.28	
Total For Vendor		**STIN003 W.O. Stinson & Sons Ltd**			**$39,802.85**
Vendor:	**TBGM001**	**TBG Mechanical Solutions Ltd.**			
029950	2025-07-18	Administration	7276	$157.07	
029950	2025-07-18	Administration	7392	$293.80	
Total For Vendor		**TBGM001 TBG Mechanical Solutions Lt**			**$450.87**
Vendor:	**THEF001**	**The Frontenac News**			
EFT000000006467	2025-07-18	General Government	83602	$1,500.00	
EFT000000006467	2025-07-18	Administration	83587	$336.27	
Total For Vendor		**THEF001 The Frontenac News**			**$1,836.27**
Vendor:	**TOWN005**	**Township Of South Frontenac**			
EFT000000006468	2025-07-18	Environmental Services	IVC00000000004137	$1,550.00	
Total For Vendor		**TOWN005 Township Of South Frontena**			**$1,550.00**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	**TOWN007**	**Town & Country Electrical Contractors Ltd**			
EFT000000006469	2025-07-18	Administration	2450	$253.57	
Total For Vendor	**TOWN007**	**Town & Country Electrical Co**		**$253.57**	
Vendor:	**TRAC001**	**Trackmatics Inc.**			
029951	2025-07-18	Administration	43729	$1,893.88	
Total For Vendor	**TRAC001**	**Trackmatics Inc.**		**$1,893.88**	
Vendor:	**UNIV001**	**Universal Supply Group (Quinte/Napa/Fraction/CMax**			
EFT000000006470	2025-07-18	Administration	332111079	$935.97	
EFT000000006470	2025-07-18	Administration	332111284	$1,006.88	
Total For Vendor	**UNIV001**	**Universal Supply Group (Quir**		**$1,942.85**	
Vendor:	**XPLO001**	**Xplornet Communications**			
EFT000000006471	2025-07-18	Administration	INV56604741	$169.48	
Total For Vendor	**XPLO001**	**Xplornet Communications**		**$169.48**	
Vendor:	**YOUN006**	**D.G. Younge Cemetery Services**			
Total For Vendor	**YOUN006**	**D.G. Younge Cemetery Servic**		**$2,248.70**	
			GRAND TOTAL	**$526,247.52**	

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	147-2025
DATE:	August 12, 2025
FROM:	J. Michael McGovern, Treasurer
PREPARED BY:	Erin Babcock, Deputy-Treasurer
RE:	Apportionment of Taxes

RECOMMENDATION

THAT Council approve the following apportionment(s) of assessment as recommended by MPAC for 2025 as applicable for the following roll number(s):

10-39-010-010-03501-0000; 10-39-080-020-17400-0000 & 10-39-080-020-17402-0000 & 10-39-080-020-17403-0000.

BACKGROUND

Apportionments are the results received from MPAC related to a severance or consolidation application submitted by property owners, the municipality's planning department, or lawyers.

STRATEGIC PLAN PRIORITY

N/A

DISCUSSION

MPAC was requested to apportion these properties which were legally divided. As per section 356 of The Municipal Act, it is required that at a meeting, Council is to make its decision to approve or deny the apportionment. The applicant is notified of Council's decision and may further appeal to the Assessment Review Board. A decision of the Assessment Review Board is final.

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS

Apportionment Sheet(s) attached.

FOR TAXATION YEAR: 2025

SEVERANCE/CONSOLIDATION PLAN INFORMATION FORM - MPAC

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Field Office # / Name	05 KINGSTON	Comments:
Municipality	CENTRAL FRONTENAC TOWNSHIP	
Plan Description	13R23238	
Registration Date (YY/MM/DD)		
DTS Log # (Plans - Other)	15293248	

FROM:

ROLL NUMBER	PROPERTY LOCATION		ACTUAL				TOTAL ROLL VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...
			Frontage	Area	U/M						
103901001003501	1911 ELMTREE RD		0	38.92	A	Starting point	$30,500	VL/R/T			
1st Owner		LEGAL DESCRIPTION						$30,500			
SNOW ROBERT CLIFFORD		CON 5 PT LOT 15 S/S TWP. ROAD	Depth		Farm	Phase-in Amount	$34,000	VL/R/T			
Mailing Address			0		N			$34,000			
9 - SUNNYSIDE DR						Destination	$34,000	VL/R/T			
								$34,000			
City/Province	Postal					Site change required from 38.92 ac to 32.80 ac per RP 13R22163					
STITTSVILLE ON	K2S 1J1										

TO:

ROLL NUMBER	PROPERTY LOCATION					ACTUAL				TOTAL APPOR. VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...	REMARKS/SALES
	Lower	Upper	Qual	Street Name	Unit #	Frontage	Area	U/M							
103901001003501	1911			ELMTREE RD		0	32.68	A	Starting point	$30,500	VL/R/T				
1st Owner		LEGAL DESCRIPTION									$30,500				
SNOW ROBERT CLIFFORD		KENNEBEC CON 5 PT LOT 15 RP 13R22163 PT PART 1 PART 3				Depth		Farm	Phase-in Amount	$34,000	VL/R/T				
Mailing Address		RP 13R23238 PARTS 2 AND 4				0		N			$34,000				
9 - SUNNYSIDE DR									Destination	$34,000	VL/R/T				
											$34,000				
City/Province	Postal														
STITTSVILLE ON	K2S 1J1														

ROLL NUMBER	PROPERTY LOCATION					ACTUAL				TOTAL APPOR. VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...	REMARKS/SALES
	Lower	Upper	Qual	Street Name	Unit #	Frontage	Area	U/M							
Land Not Assessed				ELMTREE RD		0	5349.66	SQ FT	Starting point						Instrument Number:FC403575, Sale Date:2025/04/30, Sale Amount:$2
1st Owner		LEGAL DESCRIPTION													
		KENNEBEC CON 5 PT LOT 15 RP 13R23238 PARTS 1 3 AND 5				Depth		Farm	Phase-in Amount						
Mailing Address						0		0							
									Destination						
City/Province	Postal														

FOR TAXATION YEAR: 2025

SEVERANCE/CONSOLIDATION PLAN INFORMATION FORM - MPAC

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Field Office # / Name	05 KINGSTON	**Comments:**
Municipality	CENTRAL FRONTENAC TOWNSHIP	
Plan Description	13R23247	
Registration Date (YY/MM/DD)		
DTS Log # (Plans - Other)	15292626	

FROM:

ROLL NUMBER	PROPERTY LOCATION	ACTUAL				TOTAL ROLL VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...
		Frontage	Area	U/M						
103908002017400	WILLIS ARMSTRONG RD	0	99	A	Starting point	$65,326	VL/R/T			
1st Owner	LEGAL DESCRIPTION						$65,326			
2155674 ONTARIO INC	OSO CON 6 W PT LOT 27	Depth		Farm	Phase-in Amount	$68,000	VL/R/T			
Mailing Address		0		N			$68,000			
195 - BAY ST					Destination	$68,000	VL/R/T			
							$68,000			
City/Province	Postal									
EMBRUN ON	K0A 1W1									

TO:

ROLL NUMBER	PROPERTY LOCATION					ACTUAL				TOTAL APPOR. VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...	REMARKS/SALES
	Lower	Upper	Qual	Street Name	Unit #	Frontage	Area	U/M							
103908002017400				WILLIS ARMSTRONG RD		0	94.72	A	Starting point	$43,901	VL/R/T				
1st Owner	LEGAL DESCRIPTION										$43,901				
2155674 ONTARIO INC	OSO CON 6 PT LOT 27					Depth		Farm	Phase-in Amount	$45,698	VL/R/T				
Mailing Address						0		N			$45,698				
195 - BAY ST									Destination	$45,698	VL/R/T				
											$45,698				
City/Province	Postal														
EMBRUN ON	K0A 1W1														

ROLL NUMBER	PROPERTY LOCATION					ACTUAL				TOTAL APPOR. VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...	REMARKS/SALES
	Lower	Upper	Qual	Street Name	Unit #	Frontage	Area	U/M							
103908002017402				CLARENDON RD		296.33	2.06	A	Starting point	$10,745	VL/R/T				Instrument Number:FC403997, Sale Date:2025/05/05, Sale Amount:$2
1st Owner	LEGAL DESCRIPTION										$10,745				
2155674 ONTARIO INC	OSO CON 6 PT LOT 27 RP 13R23247 PART 2					Depth		Farm	Phase-in Amount	$11,185	VL/R/T				
Mailing Address						0		N			$11,185				
195 - BAY ST									Destination	$11,185	VL/R/T				
											$11,185				
City/Province	Postal														
EMBRUN ON	K0A 1W1														

ROLL NUMBER	PROPERTY LOCATION					ACTUAL				TOTAL APPOR. VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...	REMARKS/SALES
	Lower	Upper	Qual	Street Name	Unit #	Frontage	Area	U/M							
103908002017403				WILLIS ARMSTRONG RD		305.04	2.01	A	Starting point	$10,680	VL/R/T				Instrument Number:FC403996, Sale Date:2025/05/05, Sale Amount:$2
1st Owner	LEGAL DESCRIPTION										$10,680				
2155674 ONTARIO INC	OSO CON 6 PT LOT 27 RP 13R23247 PART 3					Depth		Farm	Phase-in Amount	$11,117	VL/R/T				
Mailing Address						0		N			$11,117				
195 - BAY ST									Destination	$11,117	VL/R/T				
											$11,117				
City/Province	Postal														
EMBRUN ON	K0A 1W1														

ROLL NUMBER	PROPERTY LOCATION					ACTUAL				TOTAL APPOR. VALUE	Tax Class 1 $ Value	Tax Class 2 $ Value	Tax Class 3 $ Value	Tax Class 4 ... $ Value ...	REMARKS/SALES
	Lower	Upper	Qual	Street Name	Unit #	Frontage	Area	U/M							
Land Not Assessed				WILLIS ARMSTRONG RD		0	9310.03	SQ FT	Starting point						Instrument Number:FC403245, Sale Date:2025/04/23, Sale Amount:$2
1st Owner	LEGAL DESCRIPTION														
	OSO CON 6 PT LOT 27 RP 13R23247 PARTS 1 4 AND 5					Depth		Farm	Phase-in Amount						
Mailing Address						0		0							
									Destination						

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	148-2025
DATE:	August, 12, 2025
FROM:	J. Michael McGovern, Treasurer
PREPARED BY:	J. Michael McGovern, Treasurer
RE:	Budget to actuals variance report to June 30, 2025

RECOMMENDATION

THAT Council accept the Revenue and Expenditure budget to actual variances report for the period ending June 30, 2025, for information.

BACKGROUND

This report contains the results from the quarterly review of budget to actuals, which is an ongoing process within the finance department. Departments have access to the financial information, which is updated nightly. The Treasurer will notify the department heads of any concerns that arise throughout the year.

DISCUSSION

All departments are affected by timing of operational & capital purchases, and the transfer to/from reserves yearly entry which has not been completed yet.

<u>Revenues (Percentages left to be collected)</u>

- Overall average with Operating & Capital– 80% compared to 80% for 2024
- Operations only = 51%, compared to 48% in 2024

- Bank interest – 51% of budget
- Grant revenue timing
- Penalties & interest higher than 2024 due to higher receivables
- Building revenues $27k than 2024, slow start but picking up
- Part 8 Septic revenues are lower than expected
- Cemetery revenues are $5k higher than 2024 actuals
- Facilities revenues are 25% lower than 2024 but $803 higher than budgeted, higher than pre-covid levels
- Planning revenues are $31k vs $101k in 2024, due to 2 larger road Closings occurring in 2024
- Public Works revenue ahead of budget due to insurance recovery, & also impacted by timing of revenues & to/from reserves
- Recreation under budget re parkland transfer for Arena operations to be completed
- Waste site bag sales & tipping fees $51k higher than budget due to lagging 2024 recycling contract revenue of $35k & new average revenue is $5.5k month

Expenditures (Percentages left to spend)

- Overall average with Operating & Capital - 64% compared to 76% for 2024

- Operations only = 64%, compared to 63% in 2024

- Majority of expenses are over 50% left to spend
- Conservation Authorities & Insurance are paid for the year.
- Libraries – Insurance higher than budget & heating
- Central Frontenac Recreation – insurance allocated and FCA $ paid earlier
- Public Works operating expenses at 52% left to spend, Winter Maintenance overall with 46% left to spend, Olden Garage heating higher than 2024
- Building Expense – 37% re salary allocation to be completed, under budget otherwise re lower legal fees, fuel & training
- Facilities - $27k less than 2024 re timing of special projects
- Fire – 55% left to spend

- Waste – 73%, $27k less than 2024, materials, training & fuels, site monitoring & compliance higher than 2024 for active site & transfer stations
- Planning – 57%, $16k less than 2024 re Road Closing expenses

STRATEGIC PLAN PRIORITY

Sustainable Core Services are at the heart of our commitment. We will ensure that essential services remain efficient and accessible, enabling our community's sustainable growth.

FINANCIAL IMPLICATIONS

Cash flow is meeting expenditures.

ATTACHMENTS/REFERENCES

Quarterly Reporting Budget to Actuals – Summary (June 30, 2025)

5 Year Total Revenues by Department (June 30, 2025)

5 Year Total Expenses by Department (June 30, 2025)

Operating & Capital Budget Quarterly Report - Council – Summary (June 30, 2025)

Operating & Capital Budget Quarterly Report - Council – By Dept. (June 30, 2025)

Quarterly Reporting Budget to Actuals - Summary
As of June 30, 2025

	2025 6 Council Amended Approved Budget	2025 YTD Actuals	Variance $	Variance %	2024 YTD Actuals	Variance to 2024
Revenue						
Net Supplemental Tax Revenue	(9,500)	(32,688)	23,188	(244.1%)	(78,664)	45,976
Bank Interest	(375,100)	(184,191)	(190,909)	50.9%	(331,090)	146,899
Grant Revenue	(4,089,466)	(1,683,958)	(2,405,508)	58.8%	(1,507,864)	(176,094)
Penalties & Interest	(161,000)	(91,417)	(69,583)	43.2%	(74,932)	(16,485)
Transfer from Reserves	(5,654,920)		(5,654,920)	100.0%	2,340	(2,340)
Misc. Revenue	(560,027)	(282,411)	(277,616)	49.6%	(265,173)	(17,238)
Permits, Licences, Inspections & Fines	(423,100)	(129,303)	(293,797)	69.4%	(163,941)	34,638
Total Revenue	(11,273,113)	(2,403,968)	(8,869,145)	78.7%	(2,419,324)	15,356
Expenses						
Capital	5,175,715	3,222,983	1,952,732	37.7%	(1,522,442)	4,745,425
Contracted Services	2,105,202	616,116	1,489,086	70.7%	1,031,304	(415,188)
Fuel & Lubes	472,551	206,699	265,852	56.3%	178,892	27,807
Heat & Hydro	208,691	75,648	133,043	63.8%	42,599	33,049
Insurance	330,549	270,437	60,112	18.2%		270,437
Materials, Supplies, Repairs, & Misc.	2,108,843	802,398	1,306,445	62.0%	776,837	25,561
Road & Bridge Maintenance	1,289,240	456,971	832,269	64.6%	169,612	287,359
Salaries & Benefits	4,961,399	2,400,386	2,561,013	51.6%	2,117,700	282,686
Training/Conference	109,900	37,204	72,696	66.1%	50,644	(13,440)
Transfer to Reserves	4,178,920		4,178,920	100.0%		
Telephone/Radio Communications	78,922	26,041	52,881	67.0%	33,626	(7,585)
Vehicle & Equipment Repairs & Maint.	443,531	165,241	278,290	62.7%	182,830	(17,589)
Winter Maintenance	568,000	269,138	298,862	52.6%	273,727	(4,589)

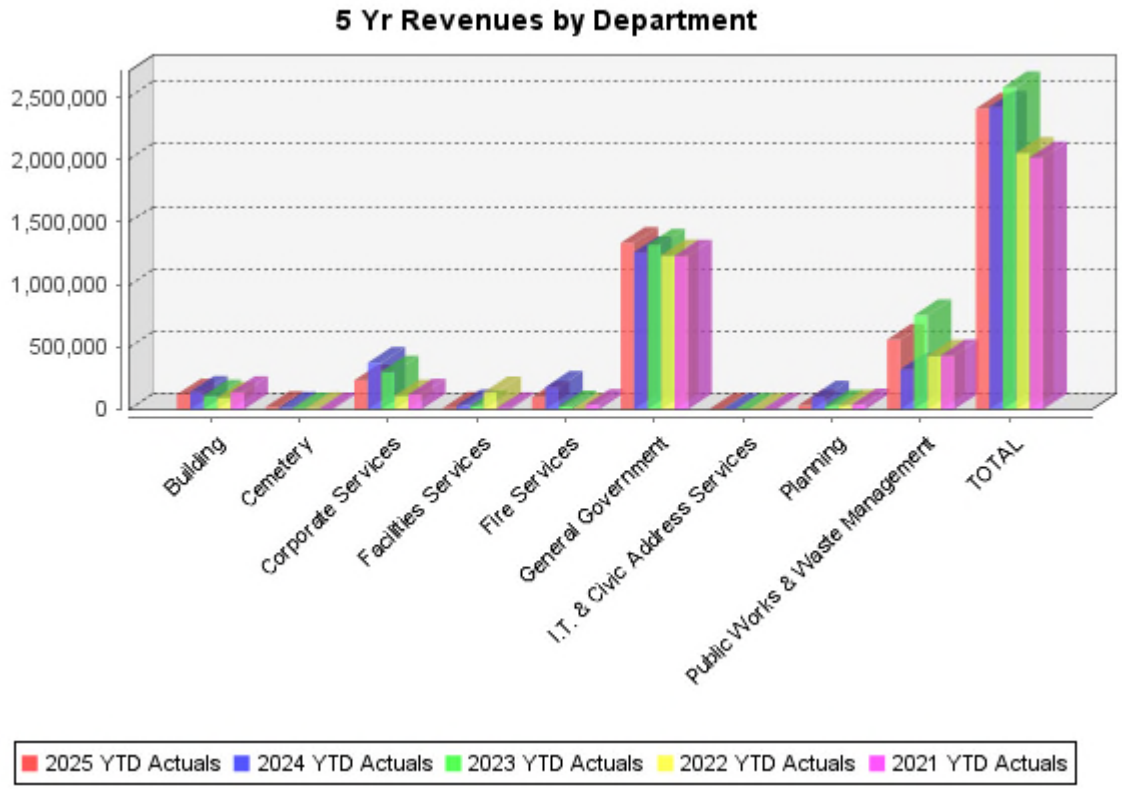
Quarterly Reporting Budget to Actuals - Summary
As of June 30, 2025

	2025 6 Council Amended Approved Budget	2025 YTD Actuals	Variance $	Variance %	2024 YTD Actuals	Variance to 2024
Total Expenses	22,031,463	8,549,262	13,482,201	61.2%	3,335,329	5,213,933
Total	10,758,350	6,145,294	4,613,056	42.9%	916,005	5,229,289

Township of Central Frontenac

Total Revenues - Quarterly Reporting - 5 Yrs Actuals(Chart) - 3D Bar Chart

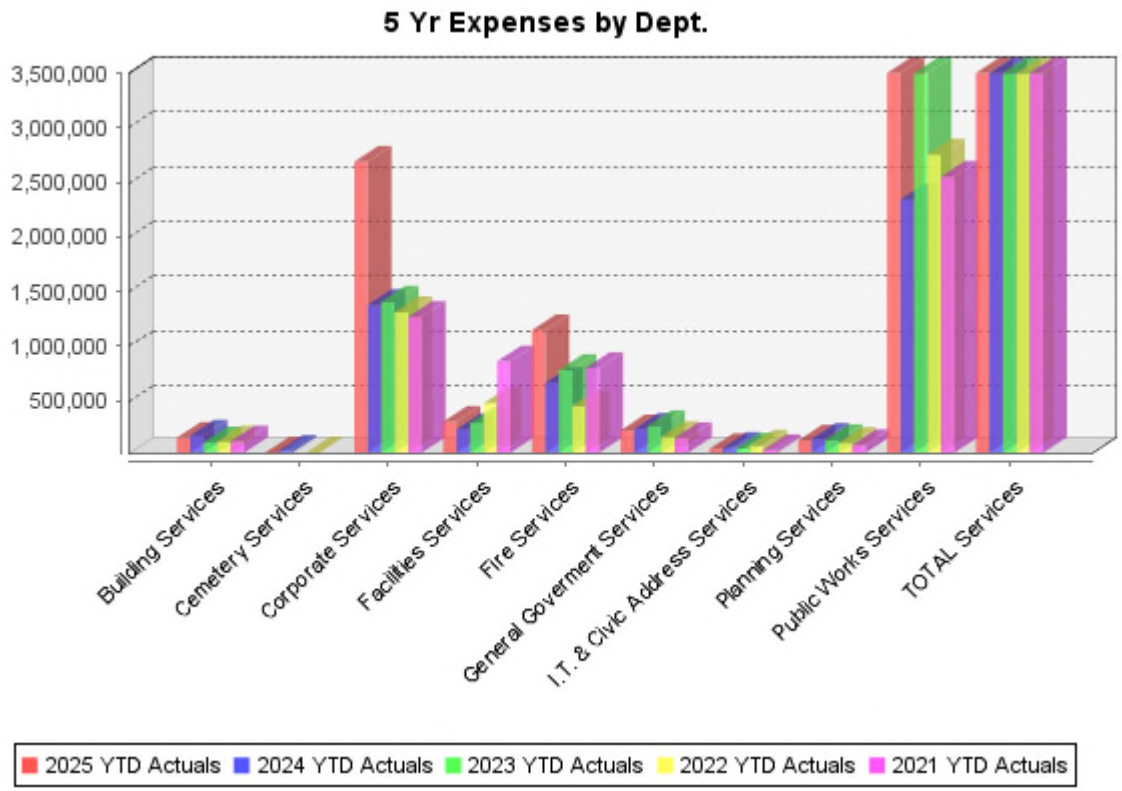
For period ending June 30, 2025



Township of Central Frontenac

Total Expenses - Quarterly Reporting - 5 yrs Actuals(Chart)-3D Bar Chart

For period ending June 30, 2025



Township of Central Frontenac

Operating & Capital Budget Quarterly Report - Council - SUMMARY PAGE

As of June 30, 2025

	2025 Final Budget	2025 YTD Actuals	Budget Variance $ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance $ 2025 vs 2024
General Government	($4,031,403)	(1,104,325)	($2,927,078)	72.6%	(1,015,593)	($88,732)
Corporate Services	$2,734,090	2,470,657	$263,433	9.6%	1,020,477	$1,450,180
Technology and Civic Address Services	$156,216	55,964	$100,252	64.2%	68,829	($12,865)
Fire Services	$1,821,704	1,048,512	$773,192	42.4%	486,195	$562,317
Building Services	$62,602	43,216	$19,386	31.0%	42,474	$742
Cemetery Services	$70,749	10,330	$60,419	85.4%	29,911	($19,581)
Facilities Services	$1,168,658	296,239	$872,419	74.7%	209,143	$87,096
Public Works and Waste Management Services	$8,544,049	3,218,867	$5,325,182	62.3%	2,230,085	$988,782
Planning Services	$231,685	105,834	$125,851	54.3%	52,601	$53,233
Total Township of Central Frontenac	$10,758,350	6,145,294	$4,613,056	42.9%	3,124,122	$3,021,172

Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council

As of June 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance $ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance $ 2025 vs 2024
General Government						
General Government Revenue						
General Government Revenue						
General Government Revenue	($2,645,900)	(1,334,148)	($1,311,752)	49.6%	(1,259,511)	($74,637)
Total General Government Revenue	($2,645,900)	(1,334,148)	($1,311,752)	49.6%	(1,259,511)	($74,637)
Total General Government Revenue	($2,645,900)	(1,334,148)	($1,311,752)	49.6%	(1,259,511)	($74,637)
General Government Expenses						
General Government Expenses						
Council	$246,013	101,609	$144,404	58.7%	110,330	($8,721)
Conservation Authorities	$128,215	128,214	$1		115,319	$12,895
General Government Expenses	$18,269		$18,269	100.0%	18,269	($18,269)
Capital - Reserves Transfer to/from - GG	($1,778,000)		($1,778,000)	100.0%		
Total General Government Expenses	($1,385,503)	229,823	($1,615,326)	116.6%	243,918	($14,095)
Total General Government Expenses	($1,385,503)	229,823	($1,615,326)	116.6%	243,918	($14,095)
Total General Government	($4,031,403)	(1,104,325)	($2,927,078)	72.6%	(1,015,593)	($88,732)

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Corporate Services						
Operating - Corporate Services						
Corporate Services						
Corporate Services Revenue	($404,500)	(198,088)	($206,412)	51.0%	(350,107)	$152,019
Corporate Services Expense	$1,729,806	804,714	$925,092	53.5%	653,816	$150,898
Total Corporate Services	$1,325,306	606,626	$718,680	54.2%	303,709	$302,917
Policing						
Policing Expense	$1,320,330	223,300	$1,097,030	83.1%	631,945	($408,645)
Total Policing	$1,320,330	223,300	$1,097,030	83.1%	631,945	($408,645)
Animal Control						
Animal Control Revenue	($7,400)	(7,262)	($138)	1.9%	(5,679)	($1,583)
Animal Control Expense	$34,078	6,523	$27,555	80.9%	13,948	($7,425)
Total Animal Control	$26,678	(739)	$27,417	102.8%	8,269	($9,008)
Livestock						
Livestock Losses Revenue					(300)	$300
Livestock Losses Expense		150	($150)		250	($100)
Total Livestock		150	($150)		(50)	$200
Medical Centre						
Medical Centre Revenue	($23,426)	(16,335)	($7,091)	30.3%	(10,677)	($5,658)
Medical Centre Expense	$15,000	3,557	$11,443	76.3%	16,449	($12,892)
Total Medical Centre	($8,426)	(12,778)	$4,352	(51.6%)	5,772	($18,550)
Library						
Library - 1282 Wagarville Rd	$8,541	2,672	$5,869	68.7%	997	$1,675
LIbrary - 5998 Arden Rd	$1,858	547	$1,311	70.6%	41	$506
Library - 1455 Mtn Grove Rd	$638		$638	100.0%	65	($65)
Library - 1045 Mill Rd	$1,547	1,890	($343)	(22.2%)	655	$1,235
Library - 1037 Robert St	$705	1,235	($530)	(75.2%)		$1,235
Total Library	$13,289	6,344	$6,945	52.3%	1,758	$4,586
Other Cultural						
Other Cultural Revenue	($10)	(9)	($1)	10.0%	(3,769)	$3,760
Other Cultural Expense	$2,000	1,279	$721	36.1%	5,160	($3,881)
Total Other Cultural	$1,990	1,270	$720	36.2%	1,391	($121)
By-Law						
By-law Enforcement Revenue	($40,000)	(10,925)	($29,075)	72.7%		($10,925)
By-law Enforcement Expense	$142,157	8,014	$134,143	94.4%	1,693	$6,321
Total By-Law	$102,157	(2,911)	$105,068	102.8%	1,693	($4,604)
Lottery License						

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Lottery License Revenue	($2,000)	(849)	($1,151)	57.6%	(317)	($532)
Total Lottery License	($2,000)	(849)	($1,151)	57.6%	(317)	($532)
Total Operating - Corporate Services	$2,779,324	820,413	$1,958,911	70.5%	954,170	($133,757)
Capital - Corporate Services						
Capital - Corporate Services						
CPCS Capital Projects - Corporate Services	$6,000	1,633,878	($1,627,878)	(27,131.3%)	20,835	$1,613,043
Capital - Reserves Transfer to/from - Corporate Services	($123,716)		($123,716)	100.0%		
Capital - Other Revenue - Corporate Services	($100,000)		($100,000)	100.0%	(2,872)	$2,872
CPMC Capital Projects - Medical Centre	$15,000		$15,000	100.0%	31,963	($31,963)
Capital - Medical Centre Loan	$32,766	16,366	$16,400	50.1%	16,381	($15)
Capital - Transfer to/from Reserves - Medical Centre	$121,716		$121,716	100.0%		
CPBYLCapital - Reserves Transfer to/from - By-Law	$3,000		$3,000	100.0%		
Total Capital - Corporate Services	($45,234)	1,650,244	($1,695,478)	3,748.2%	66,307	$1,583,937
Total Capital - Corporate Services	($45,234)	1,650,244	($1,695,478)	3,748.2%	66,307	$1,583,937
Total Corporate Services	$2,734,090	2,470,657	$263,433	9.6%	1,020,477	$1,450,180

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	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance $ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance $ 2025 vs 2024
Technology and Civic Address Services						
Technology Revenue & Expense						
Technology Revenue & Expense						
Technology Expense	$132,955	58,302	$74,653	56.1%	69,946	($11,644)
Capital - Reserves Transfer to/from - I.T.	$1,000		$1,000	100.0%		
Total Technology Revenue & Expense	$133,955	58,302	$75,653	56.5%	69,946	($11,644)
Total Technology Revenue & Expense	$133,955	58,302	$75,653	56.5%	69,946	($11,644)
Civic Address Revenue & Expense						
Operating - Civic Address						
Civic Address Revenue	($7,000)	(3,050)	($3,950)	56.4%	(2,625)	($425)
Civic Address Expense	$29,261	712	$28,549	97.6%	1,508	($796)
Total Operating - Civic Address	$22,261	(2,338)	$24,599	110.5%	(1,117)	($1,221)
Total Civic Address Revenue & Expense	$22,261	(2,338)	$24,599	110.5%	(1,117)	($1,221)
Total Technology and Civic Address Services	$156,216	55,964	$100,252	64.2%	68,829	($12,865)

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Fire Services						
Fire Service Revenue						
Fire Service Revenue						
Fire Service Revenue	($44,945)	(12,280)	($32,665)	72.7%	(29,895)	$17,615
Total Fire Service Revenue	($44,945)	(12,280)	($32,665)	72.7%	(29,895)	$17,615
Total Fire Service Revenue	($44,945)	(12,280)	($32,665)	72.7%	(29,895)	$17,615
Fire Service Expense						
Operating Fire Service Expense						
Fire Service - Administration Expense	$405,757	160,338	$245,419	60.5%	144,836	$15,502
Fire Service - Vehicles & Equipment Expense	$169,959	109,270	$60,689	35.7%	69,452	$39,818
Fire Service - Fire Prevention & Safety Education Expense	$8,500	2,005	$6,495	76.4%	667	$1,338
Fire Service - Training Expense	$41,000	9,818	$31,182	76.1%	23,124	($13,306)
Fire Service - Communications Expense	$23,100	12,994	$10,106	43.7%	13,099	($105)
Fire Service - Fire Stations Expense	$94,558	55,574	$38,984	41.2%	54,203	$1,371
Fire Service - Emergency Response Operations Expense	$426,775	188,571	$238,204	55.8%	145,957	$42,614
Emergency Measures Expense	$6,000	6,312	($312)	(5.2%)	427	$5,885
Total Operating Fire Service Expense	$1,175,649	544,882	$630,767	53.7%	451,765	$93,117
Capital Projects - Fire Service						
CPFIR Capital Projects - Fire	$647,922	603,207	$44,715	6.9%	214,325	$388,882
Capital - Equipment Loan - Fire						
Capital - Reserves Transfer to/from - Fire	$121,000		$121,000	100.0%		
Capital - Other Revenue	($77,922)	(87,297)	$9,375	(12.0%)	(150,000)	$62,703
Total Capital Projects - Fire Service	$691,000	515,910	$175,090	25.3%	64,325	$451,585
Total Fire Service Expense	$1,866,649	1,060,792	$805,857	43.2%	516,090	$544,702
Total Fire Services	$1,821,704	1,048,512	$773,192	42.4%	486,195	$562,317

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Building Services						
Building Service Revenue						
Building Service Revenue						
Building Service Revenue	($282,800)	(92,154)	($190,646)	67.4%	(119,274)	$27,120
Total Building Service Revenue	($282,800)	(92,154)	($190,646)	67.4%	(119,274)	$27,120
Total Building Service Revenue	($282,800)	(92,154)	($190,646)	67.4%	(119,274)	$27,120
Building Service Expenses						
Building Service Expense						
Building Service Expense	$197,080	124,292	$72,788	36.9%	92,453	$31,839
Total Building Service Expense	$197,080	124,292	$72,788	36.9%	92,453	$31,839
Facilities Coordinator Expense						
Faciilities Coordinator Expense	$103,087	37,231	$65,856	63.9%	77,095	($39,864)
Total Facilities Coordinator Expense	$103,087	37,231	$65,856	63.9%	77,095	($39,864)
CPBLDCapital Projects - Bulding						
Capital Projects - Building	$6,000		$6,000	100.0%		
Capital - Reserves Transfer to/from - Building	($85,339)		($85,339)	100.0%		
Total CPBLD Capital Projects - Bulding	($79,339)		($79,339)	100.0%		
CPFACCapital Projects - Facilities						
Capital - Reserves Transfer to/from - Facilities Coordinator	$66,339		$66,339	100.0%		
Total CPFAC Capital Projects - Facilities	$66,339		$66,339	100.0%		
Total Building Service Expenses	$287,167	161,523	$125,644	43.8%	169,548	($8,025)
Septic Re-Inspection						
Septic Reinspection Revenue						
. Septic Reinspection Revenue	($37,500)	375	($37,875)	101.0%	(125)	$500
Total Septic Reinspection Revenue	($37,500)	375	($37,875)	101.0%	(125)	$500
Septic Reinspection Expense						
. Septic Reinspection Expense	$54,485		$54,485	100.0%	4,739	($4,739)
Total Septic Reinspection Expense	$54,485		$54,485	100.0%	4,739	($4,739)
Capital Projects - Re-Inspection						
Capital Reserves Transfer to/from- Septic Re-Inspection	$15,000		$15,000	100.0%		
Total Capital Projects - Re-Inspection	$15,000		$15,000	100.0%		
Total Septic Re-Inspection	$31,985	375	$31,610	98.8%	4,614	($4,239)
Part 8 Septic Inspections						
Part 8 Septic Inspections Revenue						
. Part 8 Septic Inspections Revenue	($75,000)	(27,080)	($47,920)	63.9%	(21,560)	($5,520)
Total Part 8 Septic Inspections Revenue	($75,000)	(27,080)	($47,920)	63.9%	(21,560)	($5,520)
Part 8 Septic Inspections Expense						

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. Part 8 Septic Inspections Expense	$96,250	552	$95,698	99.4%	9,146	($8,594)
Total Part 8 Septic Inspections Expense	$96,250	552	$95,698	99.4%	9,146	($8,594)
Capital Projects - Inspection						
Capital Reserves Transfer to/from - Septic Inspection	$5,000		$5,000	100.0%		
Total Capital Projects - Inspection	$5,000		$5,000	100.0%		
Total Part 8 Septic Inspections	$26,250	(26,528)	$52,778	201.1%	(12,414)	($14,114)
Total Building Services	$62,602	43,216	$19,386	31.0%	42,474	$742

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Cemetery Services						
Cemeteries Hinchinbrooke						
Parham						
Parham Revenue	($500)	(3,353)	$2,853	(570.6%)	(1,616)	($1,737)
Parham Expense	$2,500	2,142	$358	14.3%	1,221	$921
Total Parham	$2,000	(1,211)	$3,211	160.5%	(395)	($816)
Piccadillly						
Piccadilly Revenue	($2,750)	(4,261)	$1,511	(54.9%)	(1,625)	($2,636)
PIccadilly Expense	$5,500	789	$4,711	85.7%	611	$178
Total Piccadillly	$2,750	(3,472)	$6,222	226.3%	(1,014)	($2,458)
Wagarville						
Wagarville Revenue	($500)		($500)	100.0%	(197)	$197
Wagarville Expense	$800		$800	100.0%		
Total Wagarville	$300		$300	100.0%	(197)	$197
Echo Lake						
Echo Lake Expense	$300		$300	100.0%		
Total Echo Lake	$300		$300	100.0%		
Total Cemeteries Hinchinbrooke	$5,350	(4,683)	$10,033	187.5%	(1,606)	($3,077)
Cemeteries Olden						
Mountain Grove New						
Mountain Grove Revenue - New	($2,000)	(810)	($1,190)	59.5%	(353)	($457)
Mountain Grove Expense - New	$1,500	789	$711	47.4%		$789
Total Mountain Grove New	($500)	(21)	($479)	95.8%	(353)	$332
Mountain Grove Old						
Mountain Grove Revenue - Old		(676)	$676			($676)
Mountain Grove Expense - Old	$1,000		$1,000	100.0%		
Total Mountain Grove Old	$1,000	(676)	$1,676	167.6%		($676)
St. John's Anglican						
St. John's Anglican Revenue	($500)		($500)	100.0%		
St. John's Anglican Expense	$1,250		$1,250	100.0%		
Total St. John's Anglican	$750		$750	100.0%		
Mountain Grove General						
Mountain Grove General Revenue	($100)		($100)	100.0%		
Total Mountain Grove General	($100)		($100)	100.0%		
Total Cemeteries Olden	$1,150	(697)	$1,847	160.6%	(353)	($344)
Cemeteries Oso						
Oconto						

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Cemeteries Oconto Revenue	($8,500)	(7,030)	($1,470)	17.3%	(10,962)	$3,932
Cemeteries Oconto Expense	$4,500	1,460	$3,040	67.6%	6,171	($4,711)
Total Oconto	($4,000)	(5,570)	$1,570	(39.3%)	(4,791)	($779)
Zealand						
Cemeteries Zealand Revenue	($500)	(913)	$413	(82.6%)		($913)
Cemeteries Zealand Expense	$1,900	814	$1,086	57.2%	485	$329
Total Zealand	$1,400	(99)	$1,499	107.1%	485	($584)
St. Pauls						
St. Pauls Revenue		(80)	$80			($80)
St. Pauls Expense	$500		$500	100.0%		
Total St. Pauls	$500	(80)	$580	116.0%		($80)
Total Cemeteries Oso	($2,100)	(5,749)	$3,649	(173.8%)	(4,306)	($1,443)
Cemeteries Kennebec						
Gaylord						
Gaylord Expense	$250		$250	100.0%		
Total Gaylord	$250		$250	100.0%		
Elm Tree						
Elm Tree Expense	$250		$250	100.0%		
Total Elm Tree	$250		$250	100.0%		
Bordenwood						
Bordenwood Revenue	($300)		($300)	100.0%		
Bordenwood Expense	$250		$250	100.0%		
Total Bordenwood	($50)		($50)	100.0%		
Total Cemeteries Kennebec	$450		$450	100.0%		
Cemeteries General						
Cemeteries General						
Cemeteries General Revenue	($1,000)	(507)	($493)	49.3%	(327)	($180)
Cemeteries General Expense	$65,899	21,966	$43,933	66.7%	22,006	($40)
Total Cemeteries General	$64,899	21,459	$43,440	66.9%	21,679	($220)
Total Cemeteries General	$64,899	21,459	$43,440	66.9%	21,679	($220)
Capital Projects - Cemeteries						
Capital Projects - Cemeteries						
CPCEMCapital Projects - Cemeteries					12,157	($12,157)
Capital - Transfer to/from Reserves - Cemeteries	$1,000		$1,000	100.0%	2,340	($2,340)
Total Capital Projects - Cemeteries	$1,000		$1,000	100.0%	14,497	($14,497)
Total Capital Projects - Cemeteries	$1,000		$1,000	100.0%	14,497	($14,497)
Total Cemetery Services	$70,749	10,330	$60,419	85.4%	29,911	($19,581)

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Facilities Services						
Heliport						
Heliport						
Heliport	$2,000		$2,000	100.0%		
Total Heliport	$2,000		$2,000	100.0%		
Total Heliport	$2,000		$2,000	100.0%		
Hinchinbrooke Facilities						
Hall - 1025 Oak Flats Rd						
Hall - 1025 Oak Flats Rd Revenue	($1,000)	(1,559)	$559	(55.9%)	(1,237)	($322)
Hall - 1025 Oak Flats Expense	$9,163	5,001	$4,162	45.4%	1,157	$3,844
Total Hall - 1025 Oak Flats Rd	$8,163	3,442	$4,721	57.8%	(80)	$3,522
Ballpark/Fairgrounds - 1164 Wagarville Rd						
Ballpark/Fairgrounds - 1164 Wagarville Rd Expense	$9,175	59	$9,116	99.4%	6,811	($6,752)
Total Ballpark/Fairgrounds - 1164 Wagarville Rd	$9,175	59	$9,116	99.4%	6,811	($6,752)
Rink - Fream St. Tichborne						
Rink - Fream St. Tichborne Expense	$4,141		$4,141	100.0%	187	($187)
Total Rink - Fream St. Tichborne	$4,141		$4,141	100.0%	187	($187)
Beach/Boat Launch - 1277 Eagle Lake Rd						
Beach/Boat Launch - 1277 Eagle Lake Rd Expense	$1,500		$1,500	100.0%	305	($305)
Total Beach/Boat Launch - 1277 Eagle Lake Rd	$1,500		$1,500	100.0%	305	($305)
Hinchinbrooke Pulbic School						
Hinchinbrooke Public School Expense	$1,000		$1,000	100.0%	214	($214)
Total Hinchinbrooke Pulbic School	$1,000		$1,000	100.0%	214	($214)
Hinchinbrooke Rec. General						
Hinchinbrooke Rec. General Expense	$57,355	3,596	$53,759	93.7%	12,740	($9,144)
Total Hinchinbrooke Rec. General	$57,355	3,596	$53,759	93.7%	12,740	($9,144)
Total Hinchinbrooke Facilities	$81,334	7,097	$74,237	91.3%	20,177	($13,080)
Kennebec Facilities						
Hall - 5998 Arden Rd						
Hall - 5998 Arden Rd Revenue	($3,000)	(2,800)	($200)	6.7%	(2,124)	($676)
Hall - 5998 Arden Rd Expense	$18,583	3,771	$14,812	79.7%	5,657	($1,886)
Total Hall - 5998 Arden Rd	$15,583	971	$14,612	93.8%	3,533	($2,562)
Ballpark - 1034 Queen St						
Balllpark - 1034 Queen St Expense	$1,843		$1,843	100.0%	990	($990)
Total Ballpark - 1034 Queen St	$1,843		$1,843	100.0%	990	($990)
Beach Arden						
Beaches Expense	$2,555	225	$2,330	91.2%	3,014	($2,789)

Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council

As of June 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance $ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance $ 2025 vs 2024
Total Beach Arden	$2,555	225	$2,330	91.2%	3,014	($2,789)
Rink - 5998 Arden Rd						
Rink - 5998 Arden Rd Expense	$5,226		$5,226	100.0%	325	($325)
Total Rink - 5998 Arden Rd	$5,226		$5,226	100.0%	325	($325)
Kennebec Trails						
Kennebec Trails Expense	$4,000	127	$3,873	96.8%		$127
Total Kennebec Trails	$4,000	127	$3,873	96.8%		$127
Kennebec Rec General						
Kennebec Rec. General Expense	$56,550	19,467	$37,083	65.6%	9,875	$9,592
Total Kennebec Rec General	$56,550	19,467	$37,083	65.6%	9,875	$9,592
Total Kennebec Facilities	$85,757	20,790	$64,967	75.8%	17,737	$3,053
Olden Facilities						
Hall - 1522 Mountain Grove Rd						
Hall - 1522 Mountain Grove Rd Revenue	($2,000)	(1,627)	($373)	18.7%	(1,725)	$98
Hall - 1522 Mountain Grove Rd Expense	$12,949	2,772	$10,177	78.6%	1,084	$1,688
Total Hall - 1522 Mountain Grove Rd	$10,949	1,145	$9,804	89.5%	(641)	$1,786
Ball Park - 1069 Olden Park Rd(Old)						
Ball Park - 1069 Olden Park Rd(Old) Expense		308	($308)		1,089	($781)
Total Ball Park - 1069 Olden Park Rd(Old)		308	($308)		1,089	($781)
Rink - 1413 Mountain Grove Rd						
Rink - 1413 Mountain Grove Rd Expense	$12,844	1,228	$11,616	90.4%	308	$920
Total Rink - 1413 Mountain Grove Rd	$12,844	1,228	$11,616	90.4%	308	$920
Beach Long Lake						
Beach Long Lake Expense	$1,055		$1,055	100.0%	10	($10)
Total Beach Long Lake	$1,055		$1,055	100.0%	10	($10)
New Mtn Grove Ball Park						
New Mtn Grove Ball Park Expense	$3,735	44	$3,691	98.8%	308	($264)
Total New Mtn Grove Ball Park	$3,735	44	$3,691	98.8%	308	($264)
Olden Memorial Park						
Olden Memorial Park Expense	$500	50	$450	90.0%		$50
Total Olden Memorial Park	$500	50	$450	90.0%		$50
Olden Rec. General						
Olden Rec General & Memorial Park Expense	$55,169	4,302	$50,867	92.2%	8,402	($4,100)
Total Olden Rec. General	$55,169	4,302	$50,867	92.2%	8,402	($4,100)
Total Olden Facilities	$84,252	7,077	$77,175	91.6%	9,476	($2,399)
Oso Facilities						
Sharbot Lake Public School						

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Sharbot Lake Public School Expense	$67,000	231	$66,769	99.7%	362	($131)
Total Sharbot Lake Public School	$67,000	231	$66,769	99.7%	362	($131)
Hall - 1107 Garrett St.						
Hall - 1107 Garrett St. Revenue	($6,000)	(6,817)	$817	(13.6%)	(7,045)	$228
Hall - 1107 Garrett St. Expense	$20,448	14,658	$5,790	28.3%	5,974	$8,684
Total Hall - 1107 Garrett St.	$14,448	7,841	$6,607	45.7%	(1,071)	$8,912
Ballpark - 1089 Dickson Cres.						
Ballpark - 1089 Dickson Cres.Expense	$7,380	(2,700)	$10,080	136.6%	2,986	($5,686)
Total Ballpark - 1089 Dickson Cres.	$7,380	(2,700)	$10,080	136.6%	2,986	($5,686)
Beach 1021 Medical Centre Rd.						
Beach 1021 Medical Centre Expense	$8,520	662	$7,858	92.2%	1,500	($838)
Total Beach 1021 Medical Centre Rd.	$8,520	662	$7,858	92.2%	1,500	($838)
Crow Lake Dock						
Crow Lake Dock Expense	$500		$500	100.0%		
Total Crow Lake Dock	$500		$500	100.0%		
Oso Rec General						
Oso Rec General Expense	$120,480	10,341	$110,139	91.4%	29,951	($19,610)
Total Oso Rec General	$120,480	10,341	$110,139	91.4%	29,951	($19,610)
SL Govt Dock						
SL Govt Dock Expenses	$2,580	509	$2,071	80.3%	983	($474)
Total SL Govt Dock	$2,580	509	$2,071	80.3%	983	($474)
Public Works Office						
. Public Works Office Expense	$7,622	1,201	$6,421	84.2%		$1,201
Total Public Works Office	$7,622	1,201	$6,421	84.2%		$1,201
Total Oso Facilities	$228,530	18,085	$210,445	92.1%	34,711	($16,626)
Swim Program						
Swim Program						
Swim Program Expense					175	($175)
Total Swim Program					175	($175)
Total Swim Program					175	($175)
Trails Committee						
. Trails Committee						
. Trails Committee Expense	$5,000	5,553	($553)	(11.1%)		$5,553
Total . Trails Committee	$5,000	5,553	($553)	(11.1%)		$5,553
Total Trails Committee	$5,000	5,553	($553)	(11.1%)		$5,553
Central Frontenac Recreation						
Central Frontenac Recreation						

Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council

As of June 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance $ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance $ 2025 vs 2024
Central Frontenac Recreation Revenue	($161,696)	(117)	($161,579)	99.9%	(6,696)	$6,579
Central Frontenac Recreation Expense	$320,481	198,561	$121,920	38.0%	102,459	$96,102
Total Central Frontenac Recreation	$158,785	198,444	($39,659)	(25.0%)	95,763	$102,681
Total Central Frontenac Recreation	$158,785	198,444	($39,659)	(25.0%)	95,763	$102,681
Capital Projects - Facilities						
Indoor Capital Projects						
CPIHI Indoor Capital Projects - Hinchinbrooke Facilities					15,377	($15,377)
CPIKE Indoor Capital Projects - Kennebec Facilities	$15,000	502	$14,498	96.7%		$502
CPIOL Indoor Capital Projects - Olden Facilities	$200,000		$200,000	100.0%		
CPIOS Indoor Capital Projects - Oso Facilities	$5,000		$5,000	100.0%		
Total Indoor Capital Projects	$220,000	502	$219,498	99.8%	15,377	($14,875)
Outdoor Capital Projects						
CPOHI Outdoor Capital Projects - Hinchinbrooke Facilities		15,681	($15,681)		22,927	($7,246)
CPOOL Outdoor Capital Projects - Olden Facilities	$5,000		$5,000	100.0%		
CPOOS Outdoor Capital Projects - Oso Facilities	$300,000	23,010	$276,990	92.3%	5,812	$17,198
Total Outdoor Capital Projects	$305,000	38,691	$266,309	87.3%	28,739	$9,952
Capital Projects General - Facilities						
Capital - Transfer to/from Reserves - Facilities	($2,000)		($2,000)	100.0%		
Capital - Other Revenue					(13,012)	$13,012
Total Capital Projects General - Facilities	($2,000)		($2,000)	100.0%	(13,012)	$13,012
Total Capital Projects - Facilities	$523,000	39,193	$483,807	92.5%	31,104	$8,089
Total Facilities Services	$1,168,658	296,239	$872,419	74.7%	209,143	$87,096

Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council

As of June 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance $ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance $ 2025 vs 2024
Public Works and Waste Management Services						
Public Works Services						
Public Works Revenue						
Public Works Revenue	($61,500)	(50,014)	($11,486)	18.7%	(2,200)	($47,814)
Total Public Works Revenue	($61,500)	(50,014)	($11,486)	18.7%	(2,200)	($47,814)
Public Works Expenses						
Roads General Expenses	$1,272,460	658,451	$614,009	48.3%	455,894	$202,557
Roads Equipment Maintenance	$313,900	102,076	$211,824	67.5%	123,723	($21,647)
Garage - 9439 Rd 38 Expense	$849,664	455,426	$394,238	46.4%	416,444	$38,982
Garage - 5916 Arden Rd Expense	($34)		($34)	100.0%		
Garage - 1085 Olden Park Rd Expense	$823,340	494,502	$328,838	39.9%	398,862	$95,640
Garage - 1020 Wagner Rd Expense	$17,174	8,576	$8,598	50.1%	8,375	$201
Bridges & Culverts Operations Expense	$170,500	21,949	$148,551	87.1%	25,563	($3,614)
Roadside Maintenance Operations Expense	$105,000	13,272	$91,728	87.4%	13,479	($207)
Hardtop Maintenance Operations Expense	$270,000	25,336	$244,664	90.6%	40,945	($15,609)
Loosetop Maintenance Operations Expense	$768,740	396,414	$372,326	48.4%	89,625	$306,789
Winter Control Operations Expense	$895,185	481,236	$413,949	46.2%	420,536	$60,700
Safety Devices Operations Expense	$125,000	62,808	$62,192	49.8%	54,250	$8,558
Total Public Works Expenses	$5,610,929	2,720,046	$2,890,883	51.5%	2,047,696	$672,350
Capital Projects - Public Works						
CPFL Capital - Fleet - Public Works	$920,000	55,209	$864,791	94.0%	58,065	($2,856)
CPEQ Capital Projects - Equipment - Public Works	$693,000	584,232	$108,768	15.7%	37,855	$546,377
CPBR Capital Projects - Bridges - Public Works	$220,000	4,612	$215,388	97.9%	17,508	($12,896)
CPRD Capital Projects - Roads - Public Works	$1,734,239	28,494	$1,705,745	98.4%	4,778	$23,716
CPBU Capital Projects - Buildings - Public Works	$120,000	52,434	$67,566	56.3%		$52,434
CPSP Capital Projects - Special Projects - Public Works	$12,000		$12,000	100.0%		
Capital - Equipment Loan - Public Works	$28,335	13,502	$14,833	52.3%	19,325	($5,823)
Capital - Crow Lake Rd Loan - Public Works	$42,200	42,200			124,303	($82,103)
Capital - 2021 Loan	$173,253	86,630	$86,623	50.0%	84,064	$2,566
Capital - Reserves Transfer to/from - Public Works	$13,674		$13,674	100.0%		
Capital - Other Revenue - Public Works	($1,496,144)	(378,961)	($1,117,183)	74.7%	(242,342)	($136,619)
Capital - Wheeled Excavator Lease						
20-060-6103-70370 Not used (PW0000)		63,026	($63,026)			$63,026
Total Capital Projects - Public Works	$2,460,557	551,378	$1,909,179	77.6%	103,556	$447,822
Total Public Works Services	$8,009,986	3,221,410	$4,788,576	59.8%	2,149,052	$1,072,358
Streetlights						
Streetlights Expense						

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Streetlights Expense	$22,753		$22,753	100.0%	5,342	($5,342)
Total Streetlights Expense	$22,753		$22,753	100.0%	5,342	($5,342)
Total Streetlights	$22,753		$22,753	100.0%	5,342	($5,342)
Waste Management Services						
Waste Management Revenue						
Waste Disposal General Revenue	($87,050)	(109,823)	$22,773	(26.2%)	(58,749)	($51,074)
Waste Tipping Fees Revenue	($17,000)	(19,172)	$2,172	(12.8%)	(18,635)	($537)
Total Waste Management Revenue	($104,050)	(128,995)	$24,945	(24.0%)	(77,384)	($51,611)
Waste Management Expense						
Waste General Expense	$129,353	3,089	$126,264	97.6%	28,332	($25,243)
1039 Walker Rd (Wilkinson) Expense	$6,526	2,636	$3,890	59.6%	4,760	($2,124)
10180 Rd 38 Expense	$75,918	42,861	$33,057	43.5%	44,215	($1,354)
6409 Arden Rd Expense	$5,398	2,936	$2,462	45.6%	3,083	($147)
1094 Olden Park Rd Expense	$148,071	27,638	$120,433	81.3%	29,897	($2,259)
1122 Wemp Rd Expense	$76,768	43,415	$33,353	43.4%	39,364	$4,051
Fish Creek	$9,000	3,877	$5,123	56.9%	3,424	$453
Total Waste Management Expense	$451,034	126,452	$324,582	72.0%	153,075	($26,623)
Capital - Transfer to/from - Waste Management						
Capital - Transfer to/from Waste Management	$164,326		$164,326	100.0%		
Total Capital - Transfer to/from - Waste Management	$164,326		$164,326	100.0%		
Total Waste Management Services	$511,310	(2,543)	$513,853	100.5%	75,691	($78,234)
Total Public Works and Waste Management Services	$8,544,049	3,218,867	$5,325,182	62.3%	2,230,085	$988,782

Township of Central Frontenac

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Planning Services						
Planning General						
Planning General						
Planning General Revenue		397	($397)		(750)	$1,147
Planning General Expense	$291,985	135,661	$156,324	53.5%	135,358	$303
Total Planning General	$291,985	136,058	$155,927	53.4%	134,608	$1,450
Total Planning General	$291,985	136,058	$155,927	53.4%	134,608	$1,450
Minor Variances						
Minor Variances						
Minor Variances Revenue	($24,000)	(20,869)	($3,131)	13.0%	(8,400)	($12,469)
Minor Variances Expense	$2,500		$2,500	100.0%		
Total Minor Variances	($21,500)	(20,869)	($631)	2.9%	(8,400)	($12,469)
Total Minor Variances	($21,500)	(20,869)	($631)	2.9%	(8,400)	($12,469)
Severances						
Severances						
Severances Revenue	($41,250)	(7,594)	($33,656)	81.6%	(18,814)	$11,220
Severances Expense	$1,000		$1,000	100.0%	432	($432)
Total Severances	($40,250)	(7,594)	($32,656)	81.1%	(18,382)	$10,788
Total Severances	($40,250)	(7,594)	($32,656)	81.1%	(18,382)	$10,788
Road Closings/Openings						
Road Closings/Openings						
Road Closings/Openings Revenue	($4,000)		($4,000)	100.0%	(61,331)	$61,331
Road Closings/Openings Expense	$11,700	1,095	$10,605	90.6%	17,580	($16,485)
Total Road Closings/Openings	$7,700	1,095	$6,605	85.8%	(43,751)	$44,846
Total Road Closings/Openings	$7,700	1,095	$6,605	85.8%	(43,751)	$44,846
Official Plan						
Official Plan						
Official Plan Revenue	($2,300)		($2,300)	100.0%		
Official Plan Expense	$500		$500	100.0%		
Total Official Plan	($1,800)		($1,800)	100.0%		
Total Official Plan	($1,800)		($1,800)	100.0%		
Zoning						
Zoning						
Zoning Revenue	($5,900)	(2,560)	($3,340)	56.6%	(2,160)	($400)
Zoning Expense	$2,250	303	$1,947	86.5%	529	($226)
Total Zoning	($3,650)	(2,257)	($1,393)	38.2%	(1,631)	($626)
Total Zoning	($3,650)	(2,257)	($1,393)	38.2%	(1,631)	($626)

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Condominium						
Condominium						
Condominium Expense		163	($163)			$163
Total Condominium		163	($163)			$163
Total Condominium		163	($163)			$163
Site Plan						
Site Plan						
Site Plan Revenue	($5,000)	(1,113)	($3,887)	77.7%	(1,500)	$387
Site Plan Expense	$3,200	20	$3,180	99.4%		$20
Total Site Plan	($1,800)	(1,093)	($707)	39.3%	(1,500)	$407
Total Site Plan	($1,800)	(1,093)	($707)	39.3%	(1,500)	$407
Subdivision						
Subdivision						
Subdivision Revenue	($2,300)		($2,300)	100.0%	(8,343)	$8,343
Subdivision Expense	$2,300	331	$1,969	85.6%		$331
Total Subdivision		331	($331)		(8,343)	$8,674
Total Subdivision		331	($331)		(8,343)	$8,674
Capital Planning Expenses						
Capital Planning Expenses						
Capital - Transfer to/from Reserves - Planning	$1,000		$1,000	100.0%		
Total Capital Planning Expenses	$1,000		$1,000	100.0%		
Total Capital Planning Expenses	$1,000		$1,000	100.0%		
Total Planning Services	$231,685	105,834	$125,851	54.3%	52,601	$53,233

Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council

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Total	$10,758,350	6,145,294	$4,613,056	42.9%	3,124,122	$3,021,172

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	149-2025
DATE:	August 12, 2025
FROM:	J. Michael McGovern, Treasurer
PREPARED BY:	J. Michael McGovern, Treasurer
RE:	Arrears/Tax Sale Properties Summary Update

RECOMMENDATION

THAT Council accept the Arrears/Tax Sale Properties Summary Update report as prepared by the Treasurer, for information purposes.

BACKGROUND

The municipality is authorized under sections 371 to 389 of the municipal act to commence the tax sale process on any property that has any part of 3 years of taxes owing. Example – 2025, 2024 plus any part of 2023.

Currently in tax sale at different stages represents properties that we have commenced the tax sale process on.

Current payment arrangements made represents the fact that sufficient payments are being made to remove the property from tax sale in a timely fashion.

Properties to be investigated before commencing tax sale represent properties that have problems with them that need to be investigated to see the viability of conducting a tax sale, which are normally related to legal description and/or ownership issues.

In 2024 we had 92 properties in tax sale position representing $523,335 in outstanding property tax receivables. We currently have 103 properties in various stages of tax sale position representing $616,614 in outstanding property tax receivables, which is an increase of 11 properties and an increase of $93,279 in outstanding property tax receivables from 2024.

DISCUSSION

We strive to work with residents to help them keep their property and avoid tax sale costs of approximately $2,000 to 3,000 where possible. We did not hold a tax sale in 2023 but were back on track in 2024 but with only a few properties based on payments made.

We stamped notices in March, giving owners one last deadline to pay money before we started the tax sale process on June 1, 2025. This year was later starting due to the threat of the Canada Post strike. We stamped 53 properties but sent only 24 properties due to either payments being received or arrangements being made, saving approximately $800 in fees per property.

STRATEGIC PLAN PRIORITY

Sustainable Core Services are at the heart of our commitment. We will ensure that essential services remain efficient and accessible, enabling our community’s sustainable growth.

FINANCIAL IMPLICATIONS

Please see attached excel document.

ATTACHMENTS/REFERENCES

Arrears, Tax Sale Summary Report to Council August 12, 2025 - Accessible

	A	B	C	D	E	F	G	H	I	J
3	**Arrears Update/Tax Sale Properties Summary**							**# of Properties**	**Outstanding Property Tax Receivables**	**% of Total A/R($913,710)****
4	**As of August 1, 2025**									
5	Currently in tax sale at different stages-*							32	$ 238,467	26%
6	Current Payment arrangements made							63	$ 335,003	37%
7	Properties to be investigated before commencing tax sale							8	$ 43,144	5%
8	**Total # of properties in tax sale position (Total o/s A/R)**							**103**	**$ 616,614**	67%
9	Difference to previous year overall							11	$ 93,279	-4%
10										
11	* 24 of the 32 properties were sent in 2025									
12										
13										
14	**Arrears Update/Tax Sale Properties Summary**							**# of Properties**	**Outstanding Property Tax Receivables**	**% of Total A/R($733,484.36)****
15	**As of July 25, 2024**									
16	Currently in tax sale at different stages-*							21	$ 154,461	21%
17	Current Payment arrangements made							59	$ 325,360	44%
18	Properties to be investigated before commencing tax sale							12	$ 43,514	6%
19	**Total # of properties in tax sale position (Total o/s A/R)**							**92**	**$ 523,335**	71%
20	Difference to previous year overall							22	$ 75,363	-3%
21										
22	* 13 of the 21 properties were sent in 2024									
23										
24										
25	**Arrears Update/Tax Sale Properties Summary**							**# of Properties**	**Outstanding Property Tax Receivables**	**% of Total A/R($601,231.38)****
26	**As of July 22, 2023**									
27	Currently in tax sale at different stages-*							30	$ 237,036	39%
28	Current Payment arrangements made							36	$ 204,051	34%
29	Properties to be investigated before commencing tax sale							4	$ 6,885	1%
30	**Total # of properties in tax sale position (Total o/s A/R)**							**70**	**$ 447,972**	75%
31	Difference to previous year overall							-6	-$ 52,551	-21%
32										
33	* 10 of the 30 properties were sent in 2023									
34										
35										

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	150-2025
DATE:	August 12, 2025
FROM:	J. Michael McGovern, Treasurer
PREPARED BY:	J. Michael McGovern, Treasurer
RE:	Mountain Grove Cemeteries Memorial Day Service

RECOMMENDATION

THAT Council receive the report submitted to the Central Frontenac Treasurer by Judy Gray, be received for information;

BACKGROUND

The annual Memorial Day Service was held at the Mountain Grove Cemetery July 13, 2025. Kathy Sauve conducted the service. Murray White provided the sound system and musical accompaniment.

DISCUSSION

Donations received at this service are used for improvements to the Mountain Grove Cemeteries (3) – Olden Pioneer Cemetery, the Mountain Grove Cemetery (new) and the St. John's Anglican Cemetery.

STRATEGIC PLAN PRIORITY

Healthy Community Development is very important. We will create an environment that nurtures physical, mental, and social wellbeing, providing the foundation for every individual's success.

FINANCIAL IMPLICATIONS

The funds are placed in the reserve fund for this purpose. Total donations – please see attached.

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ATTACHMENTS/REFERENCES

2025 Mountain Grove Cemetery report from Judy Gray

Mountain Grove Cemetery Service

Sunday July 13, 2025

Receipts

Received at the service in offerings	$697.10
Office donations	$100.00
Total Revenue	**$797.10**

Expenses

Kathy Sauve	Worship Leader	No charge
Murray White	Musician and equipment	$75.00
Total Expense		**$75.00**

Balance to Mountain Grove Cemetery Reserves **$722.10**

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	151-2025
DATE:	August, 12, 2025
FROM:	J. Michael McGovern, Treasurer
PREPARED BY:	J. Michael McGovern, Treasurer
RE:	Benefits plan adjustment report

RECOMMENDATION

THAT Council receive the Benefits Plan Adjustment Report as prepared by the Treasurer for information;

AND THAT Council authorize the CAO/Clerk to amend the benefits plan as follows:

a) increase Vision Care coverage from $300 to $500 every two years;
b) Increase Paramedical Services coverage from $750 to $1,000 per year.

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BACKGROUND

Our benefits plan renewal occurs August 1 of each year. Our insurance broker negotiated a 4.9% rate decrease in mthly premiums based on our usage of the plan. This will result in a decrease of $13,378 for a 12-month period (August to July).

Paramedical Services covers Audiologist, Dietician, Chiropractor, Osteopath, Podiatrist/Chiropodist, Massage Therapist, Naturopath, Speech Therapist, Physiotherapist, Psychologist/Social Worker, and Acupuncturist.

DISCUSSION

Costs have increased over the years since we started with our current provider (2016) and coverage amounts have stayed the same, which essentially means that as costs have increased, employee's health coverage has effectively diminished. We would like to take advantage of this reduction to maintain the health of our employees by

increasing the amounts for Vision Care coverage from $300 every 2 years to $500 every 2 years, and Paramedical Services from $750 per year to $1,000 per year.

STRATEGIC PLAN PRIORITY

Healthy Community Development is very important. We will create an environment that nurtures physical, mental, and social wellbeing, providing the foundation for every individual's success.

FINANCIAL IMPLICATIONS

Negotiated reduction of $13,378

Estimated increase cost for Vision Care of $3,698 and Paramedical of $4,836.

Resulting in a net savings of $4,844.

ATTACHMENTS/REFERENCES

n/a

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	152-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Nicole Shorts, Bylaw Enforcement and Education Officer
RE:	August 2025 Bylaw Enforcement & Education Activity Report

RECOMMENDATION

THAT Council receive the August 12, 2025, By-law Enforcement and Education Activity Report as prepared by the By-law Enforcement Officer for information.

BACKGROUND

Monthly report on By-Law and Education Activity.

DISCUSSION

N/A

STRATEGIC PLAN PRIORITY

Healthy Community Development Action 4- Strengthen and support the enforcement of bylaws

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

Activity Report: By-law Enforcement July 2, 2025 – August 6, 2025

Activity Report: By-law Enforcement - July 2, 2025 – August 6, 2025

By-law Enforcement	Count	YTD	Fees
Safe Properties	4	54	**No Charge**
Barking Dogs/Dogs at Large/DOLA	16	118	
Large Animal	0	15	
Waste Management	0	12	
Parking Complaints	3	14	
Noise	4	22	
Zoning	1	25	
Miscellaneous (calls to SPCA/OPP/Building/Fire Dept. /Queries on bylaws/Civil Issues)	6	37	
Total Inquiries	**34**	**297**	
New Calls	20	177	
Follow-ups	14	192	
Total Site Investigations	**12**	**369**	
Orders	0	25	Fines $18025.00 YTD $25800.00
Letters	8	65	
Warrant	0	1	
Fines	25	100	
Warnings	7	66	
Total Orders Issued	**40**	**257**	
Closed files	7	97	
Impounds	2	19	
Dog Tags (YTD)	9	396	$5982.00
Kennels	0	4	$700.00
Total Licenses		**400**	$6682.00
Partnerships			
Animal Welfare, Sydenham Veterinary Clinic, Kingston After Hours Animal Clinic, Kingston Humane Society, Reids Towing, Kimco Steel, OPP, Frontenac Municipal Law Enforcement, Rural Frontenac Community Services.			

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER: 153-2025
DATE: August 12, 2025
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Abigail McKinnon, Planning Services Assistant
RE: Planning Activity Report

RECOMMENDATION

THAT Council receive the August 2025 Planning Activity Report as prepared by the Planning Services Assistant for information.

BACKGROUND

Monthly planning activity report for Council.

DISCUSSION

Planning Applications

Minor Variance Applications	**2024**	**YTD 2025**
Total Number of Applications	17	15
Closed Applications	15	6
Consent Applications		
Total Number of Applications	29	17
Lot Additions	9	8
Severances	16	7
Right of Way/Easements	4	2
Zoning By-Law Amendment Applications		
Total Number of Applications	1	4
Closed	1	3
Holding Lift Applications		
Total Number of Applications	0	1
Closed	0	1

Site Plan Control Applications		
Total Number of Applications	2	6
Closed Applications	2	0
Zoning Clearance Applicaitons		
Total Number of Applications	43	44
Closed Applications	43	43
Zoning Compliance Applicaitons		
Total Number of Applications	23	28
Closed Applications	23	28

August Project Updates

Additional Severance Research Project
Council has requested continued research into a potential Official Plan amendment to increase the number of severances permitted per property. A report will be presented to Council at the August 12, 2025, meeting to provide an update on the status of this initiative. The project remains in progress but is nearing completion.

Property Access Research Project
Township staff have received several resident complaints regarding property access issues that impact building permit applications. Staff have implemented a temporary solution and are actively exploring a permanent solution through a potential zoning by-law amendment. This project is ongoing and continues to be a priority.

Mapping of Historic Plans of Subdivision
Township staff are working in collaboration with County Planning and GIS staff to map historic plans of subdivision. Raw data has been provided to the County, who are developing a new mapping layer. This initiative aims to improve the quality and accessibility of planning information, enhance staff efficiency during resident inquiries, and support more accurate planning reviews. This project is ongoing.

Road Mapping Project
In partnership with the Public Works Department, County GIS staff, and both County and Township Planning departments, all required data has been compiled and submitted to the County. The project is currently in the final review stage by the relevant departments.

STRATEGIC PLAN PRIORITY

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

ATTACHMENTS/REFERENCES

Not Applicable

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	154-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Elayna Jackson, Summer Student, Clerks Department
RE:	July 2025 Administration Activity Report

RECOMMENDATION

THAT Council receive the July 2025 Administration activity report as presented by the Chief Administrative Officer/Clerk for information.

BACKGROUND

Monthly administration activity report for Council

DISCUSSION

CAO/Clerk calendar for July 2025

July was a demanding month for the CAO/Clerk's office, but progress continued steadily alongside a successful office relocation.
The month began with a department update on the 7th to go over details of the moving process. The next day was a Regular Council meeting on the 8th, followed by a staff update and move brief on the 9th. On the 10th, fence viewers met for an arbitration and established an award. The move date followed quickly on the 14th, and went smoothly with minimal disruptions, and all office staff in the new building by the end of the day. There are still some items to be moved, which is being addressed by staff. There were 4 committee meetings, with the Volunteer Appreciation Committee having met on the 7th, the Septic Reinspection Committee on the 15th, the Volunteer Appreciation Committee again on the 16th, and the Staff Appreciation Committee after that, on the 16th. On the 22nd, the County of Frontenac Economic Development team visited the Central Frontenac Office and met with staff. Following this, Frontenac Municipal By-Law

Enforcement also met with staff and visited the Office. This was followed up with a wedding on the 24th.

Communications and Engagement

Between June and the end of July, the Township saw 10,000 active users. Of those, 9,400 were new visitors within the last 30 days. Website activity remained high, with 17,123 sessions/events and 47,000 page views.
Facebook engagement was strong, with 23 posts generating 73,600 views, reaching 19,400 people.

July 2025 Project Updates

CAO/Clerks Office

Surplus Properties
Updated list to be presented to Council at September 9th meeting.

Public Notice Policy, Accountability & Transparency Policy
Scheduled for September Council Meeting

Safe Yard By-Law
August 12th meeting for approval

Delegation of Authority By-Law
A draft version of the by-law is being compiled, currently receiving input from managers.

Cemetery Fees
Scheduled for September Council Meeting

Organizational Review
Ongoing, Council will receive further progress report later in August.

Commemorative Plaques
Commemorative plaques have been purchased and are to be fixed to park benches for Irena Craig and Dr. Bell.

Fence Viewer Request
A viewing took place on July 10th, and an award was made. The case is still open.

MFIPPA Requests
So far this year, 10 MFIPPA (Freedom of Information) requests have been received. All have been completed.

Volunteer Appreciation Event
Since the last update, a committee has been created and plans are underway for a Volunteer Appreciation event to take place on September 20th 2025. The event will include a sit-down meal with catering by Smoke n Barrell, and Volunteers will receive a pin, in recognition of their efforts.

Staff Appreciation Event
Staff have met and planned a staff appreciation event for the afternoon of August 14th.

By-Law and Policy Review
Several by-laws and policies of lower priority are being reviewed as per the priority list received by Council.

Community Services Projects

Several key community services projects remain ongoing, including the Veterans Banner Program launching this fall, Website Optimization, enhancing content quality of the Visitor Guide, Economic Development and Downtown Revitalization, as well as grant research and application efforts.

***Notable updates listed; this is not an exhaustive list**

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	155-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Sarah Watkins, Casual Clerical Assistant – Clerks Department
RE:	Volunteer Appreciation Events Committee – Terms of Reference

RECOMMENDATION

THAT Council receive the "Volunteer Appreciation Events Committee – Terms of Reference" report for information;

AND FURTHER THAT Council confirm and approve the submitted Terms of Reference as submitted by the Committee.

BACKGROUND

At its regular meeting held on June 24, 2025, Council approved the establishment of the Volunteer Appreciation Events Committee. Councillors McGregor and Klages were appointed as Council representatives to the Committee. Township staff members Jody Legue, Deputy Clerk/Executive Assistant to the CAO; Abigail McKinnon, Planning Assistant; and Sarah Watkins, Casual Clerical Assistant, Clerks Department, were assigned to provide administrative support to the Committee.

DISCUSSION

The Committee has developed a draft Terms of Reference in accordance with the Township's procedural policy. The draft has been reviewed and approved by the Committee and is now being presented to Council for formal endorsement.

Additionally, the minutes from the Committee's inaugural meeting, held on July 7, 2025, have been submitted under Correspondence for Council's information.

STRATEGIC PLAN PRIORITY

N/A

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

Attach #1 - Volunteer Appreciation Events Committee Draft Terms of Reference

TERMS OF REFERENCE FOR:

Volunteer Appreciation Events Committee
2025-2026

Mandate/Purpose:

To act as facilitators for planning, organizing and implementation of a community volunteer and community leader appreciation event.

Objectives:

Attendance at the community volunteer and community leader appreciation event will include invitations to all appointed public members of committees and invitations to special guests at Council's discretion.

An escort will be allowed with each invitation.

Volunteer and Special Awards will be given during this event.

Organization of the Committee:

- Two (2) Council members will be appointed as the Organizing Committee and will be responsible for the events for the year after their appointment.

- Three (3) staff members shall attend and participate in the committee in a supporting role but are not to be voting members. Assistance will be provided on an "as required" basis and shall act as information resource, assist with facilitating reports to council, meeting management, and act as recording secretary in the preparation of minutes.

- Committee members will be confirmed by resolution of council as soon as the committee has formed following the new term of council following an election.
- Three (3) staff members shall attend and participate in the committee in a supporting role but are not to be voting members.

- Quorum is both appointed members of Council. The committee shall select its own Chair and Vice-Chair at the first meeting.

- Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the *Municipal Government Act*, sections 169 - 173.

- Members of the Committee may have access to information that is confidential and are expected to hold all confidential and closed session items in confidence in accordance with the *Municipal Government Act*.

- If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation or replacement if it is a group representative.

- In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. A representative from the Clerk's office will act as recording secretary to record minutes and produce agendas for each meeting.

Procedures for committee

- The committee shall adopt and follow the Procedural By-Law approved by Council for the calling and running of meetings, including providing advance public notice of meetings and preparation of a formal agenda following the format set out in the procedural bylaw for committees.

- Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.

- The Chair of the committee shall provide Council with a report on each event which shall include revenues and expenses, along with estimated number of participants.

- Meetings may be closed to the public when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.

- The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting.

- Draft meeting minutes will be distributed to Committee Members and the CAO/Clerk after each meeting and brought to the next committee meeting for approval.

- Approved minutes will be included as correspondence on the next Council agenda.

- An agenda, along with draft minutes, will be provided to the committee members at least five (5) business days prior to the next meeting.

- The Committee will meet as required to fulfill their mandate.

- Agendas and approved minutes shall be given to the Clerk or designate to be uploaded to the website in a timely manner. Approved minutes shall be placed on the next council meeting agenda for council's information. In time sensitive situations or when a committee does not meet regularly, draft minutes may be placed on the council agenda provided they are noted as "draft".

- The Committee Terms of Reference shall be reviewed at the first meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Resources

- The committee may request meeting space and /or technical assistance to host hybrid or virtual meetings, which staff will make every attempt to accommodate, however this will be at the discretion of the CAO/Clerk depending on the availability of resources to do so. Meeting requests should be given to the CAO/Clerk or designate no later than 2 weeks prior to the meeting or as soon as possible, in the event of a rescheduled meeting or meeting called on short notice. Meeting locations are limited and are prioritized for staff use and paid rental bookings.

- Council members shall receive remuneration based on the existing policy for attendance.

- Budget requests will be provided to Council prior to November 1 each year for consideration in the following year's capital and operating budgets.

- Funding requests may be made outside of the budget process but are subject to Council approval and funding availability.

- The committee is encouraged to seek outside donations, grants and contributions to support their endeavors.

- Town funding shall be provided based on an approved budget via reimbursement, funding provided to registered local organizations or through special arrangements with town administration.

- The Committee will be supported by the CAO/Clerks Department who will oversee the agenda and minute preparation.

- The Chief Administrative Officer may designate other staff members(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	156-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Sarah Watkins, Clerical Assistant-Casual
RE:	Committees of Council Policy

RECOMMENDATION

THAT Council receive the report titled “Committees of Council Policy” as presented by the CAO/Clerk for information;

AND THAT Council approve the Committees of Council Policy as presented;

AND FURTHER THAT the policy be enacted effective immediately to guide all Council-appointed Committees.

BACKGROUND

At the Council meeting on June 24, 2025, the draft *Committees of Council Policy* was presented for Council’s review. Members were requested to submit any comments or feedback by July 22, 2025.

The policy was developed to address long-standing issues with committee operations, including inconsistent meeting practices, unclear expectations of volunteers, and communication breakdowns between committees, Council, and the public. These concerns were previously raised in reports dated January 8, 2019, February 28, 2023, and March 28, 2023, which provided the foundation for the current policy framework.

DISCUSSION

The Township relies on its committees to support local governance, community development, and civic engagement. However, operational inconsistencies such as missed meetings, inadequate documentation, and unclear volunteer roles have created inefficiencies and communication barriers.

The Committees of Council Policy aims to address these issues by standardizing processes across all committees. It includes templates for agendas, minutes, and terms of reference, and aligns with the Township's Procedural By-law #2023-53 and other statutory requirements. The goal is to establish a clear, transparent process that is easy for all participants to understand and follow.

Feedback from members of Council was received by the deadline of July 22, 2025. Based on this input, staff made appropriate revisions to the policy to reflect the suggestions and concerns raised. The updated policy is now recommended for adoption.

The immediate implementation of this policy will improve committee function, enhance transparency, and clarify expectations for all volunteer members. A member of the Clerks department will work directly with all committees to ensure an easy transition.

STRATEGIC PLAN PRIORITY

The Committees of Council Policy aligns with Strategic Priority 3: *Healthy Community Development*, specifically Strategic Action 1: *Establish strategically focused public engagement through communication*. By standardizing committee operations and improving the consistency of meeting agendas, minutes, and public notifications, the policy strengthens transparent communication and enhances opportunities for meaningful community participation.

Additionally, by clarifying roles and expectations for volunteers, the policy supports programs with a potential "snowball effect," encouraging greater civic involvement and building long-term community capacity through structured, replicable engagement practices.

FINANCIAL IMPLICATIONS

Nil.

ATTACHMENTS/REFERENCES

Attach #1: Committees of Council Policy
Attach #2: Schedule A - Committee Terms of Reference Template
Attach #3: Schedule B - Committee Agenda Template
Attach #4: Schedule C - Committee Minutes Template

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

1. Purpose

To establish clear, consistent, and transparent procedures for the operation of Council-appointed committees, including agenda and minute management, membership updates, communication, and facility bookings. This SOP ensures compliance with the Central Frontenac Procedural By-law and supports effective, accountable governance.

2. Scope

This Policy applies to all Council-appointed committees, including advisory, standing, and ad hoc committees. This Policy does not apply to sub-committees or informal working groups.

3. Committee Composition

- "Committee" shall mean any Committee established by council as an advisory, standing, or ad hoc Committee.
- Advisory committees, which pursuant *to S. 238 of the Municipal Act* will have at least 50% council composition.
- Standing and/or ad hoc committees which have council representation but less than 50% with the rest comprised of community members/volunteers.
- All current Committees of Council can be found in Appendix 'A'.

4. Procedure

4.1 Terms of Reference

- Use the approved Terms of Reference template (Schedule A).
- All committees must have a clearly defined Terms of Reference that has been formally approved by the Council, in accordance with *Procedural By-law 2023-53, Section 9.6(a).*
- As per *Procedural By-law 2023-53, Section 9.6(b)* the Terms of Reference must include the following elements:
    - Mandate and Purpose
    - Committee structure
    - Number of Members required for quorum
    - Reporting process

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

  - Staff and support services
  - Budget (if applicable)
  - Completion date
- Each committee must review and update its Terms of Reference for approval with each new term of Council.

4.2 Agenda Preparation

- Use the approved agenda template (Schedule B).
- Agendas must be distributed to committee members and the CAO/Clerk or designate at least 5 business days prior to the scheduled meeting.
- Agendas will be submitted to the township to be posted publicly on the Township's website and social media accounts at least 2 business days prior to the scheduled meeting.
- As outlined in *Section 10.1(d)* of *Procedural By-law 2023-53*, the agenda template must include the following standard sections:
  1. Call to Order
  2. Approval of Agenda
  3. Disclosure of Pecuniary Interest and General Nature thereof
  4. Approval of Minutes
  5. Business
  6. New/Other Business
  7. Next Meeting
  8. Adjournment

4.3 Meetings

- All meetings must be open to the public in accordance with the *Municipal Act, 2001, S.O. 2001, c. 25, s. 239(1)*, except as otherwise provided in *s. 239(2)*.
- Meetings should be made available to both members and the public, with options for virtual and in-person participation.
- Committee Meetings must be held at least quarterly, in accordance with *Motion #10-2019*.
- Once a meeting date is confirmed, notify the CAO/Clerk or designate immediately to initiate the public notice process.

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

- Committee Meetings may be cancelled in consultation with the Mayor, Chair, and CAO/Clerk if insufficient business will be before the Committee. Notice of cancellation should be provided as soon as possible.

4.4 Minutes Preparation and Distribution

- Use the approved minutes template (Schedule C).
- Minutes must include the following information:
  - Date, scheduled start time, and location of meeting
  - Attendance, including Committee members, Staff, and Guests
  - Call to Order
  - Motions (including the name of the mover)
  - Time of Adjournment
- All minutes must be approved at the next scheduled committee meeting.
- Once approved, minutes must be sent to the CAO/Clerk or designate and the Deputy Treasurer within 5 business days of the meeting at which they were approved.
- Approved minutes will be:
  - Posted publicly on the Township's website
  - Included on the agenda for the next regular Council meeting for information.
- Any recommendations or action items arising from the minutes will be addressed by the Deputy Clerk and/or Deputy Treasurer.
- Minutes from committee meetings that are to be presented to Council prior to the next scheduled committee meeting shall be distributed to committee members for feedback. These minutes shall be labeled as "Draft" when included in the Council agenda.

4.5 Authority

- *As per Section 9.5(c)* of *Procedural By-law 2023*-53, the authority of any Committee is limited to making recommendations to Council. No decision to take any action other than administrative in nature shall be recognised as emanating from any Committee.
- Committees must follow the procurement policy in place regarding purchases and the amount of quotes required, depending on the total acquisition cost.
  - Please see Appendix 'B' for the most relevant sections. For further information, please contact the Treasurer.

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

4.6 Financial Requests

- Financial requests must be accompanied by a copy of the relevant committee minutes (approved or unapproved).
- The motion recorded in the minutes must clearly outline the requested action.
- Financial requests must be submitted via email to the Deputy Treasurer for processing and follow-up action.
- Cheques issued to organizations must be accompanied by an invoice.
- Reimbursements to committee members must be accompanied by receipts.
- Payment requests greater than $1000 may be requested to be paid through A/P to save recoverable tax and reimbursed by the Committee to the Township.

4.7 Membership

- Each committee shall be comprised of a Council and Community Members.
- *As per Section 9.5(e)* of *Procedural By-law 2023*-53, Community Members are to be appointed by Council.
- As per *Section 8.4* of *Procedural By-law 2023-53*, the Chair of each committee shall be a Member of Council.
- Any changes to committee membership must be reported immediately to the CAO/Clerk or designate.
- The CAO/Clerk or designate will update the committee membership database accordingly.
- All members must formally accept the Township's Code of Conduct (*K-1 Code of Conduct, Employee Policy Manual*).
- All Community members must:
    - Obtain and submit evidence of a clear Criminal Record Check (CPIC) every four (4) years
    - Sign an annual CPIC declaration, in accordance with *Motion #10-2019*.
- Committee members and volunteers are only permitted to interact with individuals in a vulnerable sector when at least two members are present.
    - If there is a specific need for a volunteer or committee member to meet with a "vulnerable Individual" one-on-one, they must obtain a vulnerable sector check prior to the meeting.
    - "Vulnerable Individual" refers to children, the elderly, or persons with disabilities.

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

5. Hall Rentals/Bookings

- **No Booking Fees**
  - Committees of Council are not required to pay for boardroom or hall bookings for official Township events and meetings.
- **Booking Requests Required**
  - Staff will not pre-book or reserve annual or recurring events without receiving a formal booking request.
  - Committees are encouraged to submit booking requests well in advance to secure their preferred date.
- **How to Book a Community Hall**
  - Submit a request using the online Hall Booking Form: Click here to access the form.
  - Paper forms are also available at the Township Office.
- **Boardroom Bookings**
  To book a boardroom, contact the appropriate administrator
  - Council Chamber(s): Jody Legue| jlegue@centralfrontenac.com
  - Fire Stations: Donna Longmire | dlongmire@centralfrontenac.com

6. Responsibilities

- **Committee Chair**: Responsible for ensuring the agenda is prepared and distributed on time, and that meetings are conducted in accordance with approved procedures.
- **Committee Members**: Responsible for reviewing the agenda in advance, attending meetings, and declaring any conflict of interest as required.
- **Staff Advisor**: Provides information on committee matters related to legislation, policies and procedures. May also serve as the committee secretary.
- **CAO/Clerk or designate**: Responsible for serving as the secretary for committees, including preparing agendas and minutes, receiving approved minutes, facilitating posting on the Township website, and managing updates to committee membership.
- **Deputy Treasurer**: Responsible for processing any financial requests and any related actions arising from the minutes.
- **Community Services Coordinator**: Responsible for posting updates and maintaining the committee information on the Township's website.

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

7. Related Documents

- Municipal Act, 2001, S.O. 2001, c. 25.
- Procedural By-law 2023-53.
- Motion #10-2019 - Appointment to Committees and Committees' Terms of Reference.
- Employee Policy Manual, Section K-1 Code of Conduct.
- Approved Template for Terms of Reference (Schedule A).
- Approved Template for Agendas (Schedule B).
- Approved Template for Minutes (Schedule C).

8. Revision History

This Standard Operating Procedure (SOP) will be reviewed periodically to ensure it remains current and accurate. All changes or updates will be documented in the revision history table below.

Revision Date	Description of Change

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

Appendix 'A'

Advisory Committees

- Septic Re-Inspection Committee
- Central Frontenac Housing Committee

Standing/Ad Hoc Committees

- Central Frontenac Economic Development Committee (Standing)
- Waste and Recycling Committee (Standing)
- Central Frontenac Recreation Committee (Standing)
- Central Frontenac Heritage Festival Committee (Standing)
- Sharbot Lake Farmers Market Committee (Standing)
- Central Frontenac Trails Revitalization Committee (Ad hoc)
- Central Frontenac Washroom Facilities Committee (Ad hoc)
- Volunteer Appreciation Events Committee (Ad hoc)

Section:	Policy Title and Number **Committee Policy**
Effective Date: August 12, 2025	Revision Date:

Appendix 'B'

Purchases Less Than ($2,500) Dollars

A documented solicitation of 3 quotations may be undertaken for purchases between $150 and $2,500.

Purchases between $2,500 and $15,000

Purchases between $2,500 and less than $15,000 may be purchased from a Vendor of Record (VOR). When a VOR is not able to supply the required item, a request for quotation (RFQ) shall be obtained from preferably 3 but no less than two and the lowest supplier may be selected, unless justification to the Clerk-Administrator to accept a higher bid can be made due to the quality of the product/service provided and/or the reliability/history of the vendor while considering all lifecycle costs.

TERMS OF REFERENCE FOR:

[Committee Name]
2023-2026

Mandate/Purpose:

To advise and make recommendations to Council on matters related to *[insert one or two generalized statements that reflect the overall purpose and rationale for the committee]*

Objectives:

[OUTLINE APPROX 3-5 STATEMENTS SETTING OUT SPECIFIC/MEASURABLE OBJECTIVES]

Organization of the Committee:

- FOR ADVISORY: The Committee shall be comprised of _____ members, the majority of which shall be council representatives:

  _____ Council representative(s); and

  up to _____ community members

- FOR STANDING/AD HOC: The Committee shall be comprised of _____ members _____ of which shall be appointed by council and _____ community members

- Community members should be residents or taxpayers of the township who possess educational or professional experience in the relevant subject matter, a strong commitment to the Terms of Reference, as well as strong advocacy and communications skills.

- Membership shall coincide with the term of Council.

- Committee members will be confirmed by resolution of council as soon as the committee has formed following the new term of council, following an election.

- In the event of a vacancy part way through the term, the Committee may solicit new member(s) up to the maximum, to hold the position of community member for the balance of the term.

- Changes in membership shall be brought to Council for ratification.

- Staff members may be invited to attend and participate in the committee in a supporting role, but are not to be voting members. Assistance will be provided on an “as required” basis and shall act as an information resource, assist with orientation of new members, facilitate reporting to council, meeting management and in some cases act as recording secretary in the preparation of minutes.

- Quorum for the committee is hereby established as _____members. [In most cases, this should be a majority.]

- A Council representative must be appointed Chair pursuant to the Township’s Procedural By-law.

- If a member is absent for three consecutive meetings without notice or justifiable reason, the committee will review their membership and make the appropriate recommendation to Council to replace said member.

- All committee members shall receive a copy of the Township’s Code of Conduct and abide by the same. Committee members are also subject to the Municipal Conflict of Interest Act, R.S.O. 1990 c.M50 and shall disclose any direct or indirect pecuniary interest; said disclosure to be noted in the minutes.

- Committee Members shall be subject to the same rules as volunteers as it relates to obtaining a police record check and volunteer training.

- No subcommittees or working groups shall be formed without the express direction and approval of Council by resolution.

Procedures for Committee

- The committee shall adopt and follow the Procedural By-Law approved by Council for the calling and running of meetings, including providing advance public notice of meetings and preparation of a formal agenda following the format set out in the procedural bylaw for committees.

- The committee will hold a minimum of _____ meetings a year [amend as makes sense depending on the committee][required to meet at least quarterly]

- Agendas and approved minutes shall be given to the Clerk or designee to be uploaded to the website in a timely manner. Approved minutes shall be placed on the next council meeting agenda for council's information. In time-sensitive situations or when a committee does not meet regularly, draft minutes may be placed on the council agenda, provided they are noted as "draft".

Resources

- The committee may request meeting space and /or technical assistance to host hybrid or virtual meetings, which staff will make every attempt to accommodate; however, this will be at the discretion of the CAO/Clerk, depending on the availability of resources to do so. Meeting requests should be given to the CAO/Clerk or designate no later than 2 weeks prior to the meeting or as soon as possible, in the event of a rescheduled meeting or meeting called on short notice. Meeting locations are limited and are prioritized for staff use and paid rental bookings.

The Corporation of the

Township of Central Frontenac

[Committee Name] Agenda

[Date] at [Time]

[Location]

1. Call to Order

2. Approval of Agenda

MOVED BY: (name)

THAT the agenda of the (date of meeting), meeting be approved as presented [amended].

3. Disclosure of Pecuniary Interest

4. Approval of Minutes

a) (date of minutes meeting)

MOVED BY: (name)

THAT the minutes of the (date of minutes meeting), meeting be approved as presented [amended].

5. Business

a) (agenda item)

6. New/Other Business

7. Next Meeting

8. **Adjournment**

MOVED BY: (name)

THAT this meeting be adjourned at xx:xx

The Corporation of the

Township of Central Frontenac

[Committee Name] Minutes

[Date] at [Time]

[Location]

Roll Call
Members: [Members present]
Regrets: [Members absent]

Staff in Attendance: [Staff Present]

1. Call to Order

(name) called the meeting to order at (time).

2. Approval of Agenda

MOVED BY: (name)

THAT the agenda of the (date of meeting), meeting be approved as presented [amended].

Carried/Defeated/Deferred

3. Disclosure of Pecuniary Interest

4. Approval of Minutes

a) (Date of minutes meeting)

MOVED BY: (name)

THAT the minutes of the (date) meeting be approved as presented [amended].

Carried/Defeated/Deferred

5. Business

a) (agenda item)

6. **New/Other Business**

7. **Next Meeting**

8. **Adjournment**

MOVED BY: (name)

THAT this meeting be adjourned at xx:xx

Carried/Defeated/Deferred

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	157-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Cathy MacMunn, CAO/Clerk
RE:	Frontenac Municipal Services Corporation – Shareholders Agreement

RECOMMENDATION

Whereas the Board of Directors for the Frontenac Municipal Services Corporation (FMSC) directed the Chief Administrative Officers of the County and the four Townships to work collaboratively with legal counsel to draft the Shareholders Agreement;

And Whereas on May 20, 2025, the Board officially approved the finalized Shareholders Agreement;

Now therefore be it resolved that Council receive the report from the County Chief Administrative Officer for information;

And Further that Council consider a By-law later in the meeting to authorize the Mayor and CAO/Clerk to sign the proposed Shareholders Agreement.

BACKGROUND

As provided in the report attached

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

A copy of Kevin Farrell's report

FRONTENAC

Report 2025-056

Council Recommend Report

To:	Warden and Members of County Council
From:	Kevin Farrell, Chief Administrative Officer
Prepared by:	Kevin Farrell, Chief Administrative Officer
Date of meeting:	June 18, 2025
Re:	**Office of the CAO – Frontenac Municipal Services Corporation Shareholder Agreement**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the report regarding the Frontenac Municipal Services Corporation Shareholder Agreement attached to this report as Appendix A;

And Further That the Warden and Clerk be authorized to sign the Shareholder Agreement on behalf of the County.

Background

The Frontenac Municipal Services Corporation (FMSC) was established to oversee and regulate the installation and operation of communal water and wastewater services in Frontenac County. The governance structure includes a Board of Directors with representatives from each member municipality. The shareholders are the Townships of North Frontenac, Central Frontenac, South Frontenac, Frontenac Islands, and the County of Frontenac. The Shareholder Agreement outlines the governance, financial policies, and operational procedures for the Corporation, ensuring that it serves the needs of the member municipalities effectively. Each shareholder has a proportional vote based on their holdings of Class A Common Shares.

Comment

The Shareholder Agreement provides a comprehensive framework for the management and operation of the FMSC. It emphasizes the reinvestment of earnings into the member municipalities, ensuring sustainable growth and prosperity. The agreement also includes

provisions for emergency financing, confidentiality, and restrictions on share dealings, which are crucial for maintaining the integrity and stability of the Corporation.

The development of the Shareholder Agreement involved multiple reviews and iterations by the Board. Initially presented on March 25, 2024, it was recommended that staff collaborate with Templeman LLP to draft the agreement. Subsequent updates and feedback sessions were held on May 16, 2024, July 23, 2024, and February 6, 2025, where the Board provided valuable input on various clauses. Following the February 6th meeting it was advised that the County Chief Administrative Officer and the four Township Chief Administrative Officers meet to refine the clauses further. The Frontenac CAOs met on April 24 to review the agreement in detail to ensure there was consensus. The Board officially approved the finalized Shareholder Agreement on May 20, 2025.

Strategic Priority Implications

Priority 2. Contribute to the Progress of Sustainable Economic Growth and Prosperity Throughout the County.

- Provide business support and resources to existing and prospective businesses.

Financial Implications

The financial policy outlined in the Shareholder Agreement emphasizes external sources for funding, minimizing the financial burden on the member municipalities. Emergency borrowing provisions ensure that the Corporation can respond effectively to unforeseen circumstances.

Organizations, Departments and Individuals Consulted and/or Affected

Frontenac CAOs – Corey Klatt, Cathy MacMunn, Louise Fragnito, Vanessa Latimer
FMSC Board – Fran Smith, Gerry Lichty, Ron Vandewal, Mike Jablonicky
Justin Bromberg, Chief Executive Officer, FMSC
Tyler Lalonde, Administrative Coordinator, FMSC

SHAREHOLDERS AGREEMENT

THIS AGREEMENT made as of the 20th day of May, 2025

AMONG:

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
(hereinafter called "North Frontenac")
of the FIRST PART

- and –

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC
(hereinafter called "Central Frontenac")
of the SECOND PART

- and –

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC
(hereinafter called "South Frontenac")
of the THIRD PART

- and –

THE CORPORATION OF THE TOWNSHIP OF FRONTENAC ISLANDS
(hereinafter called "Frontenac Islands")
of the FOURTH PART

- and –

THE CORPORATION OF THE COUNTY OF FRONTENAC
(hereinafter called the "County")
Of the FIFTH PART

- and –

FRONTENAC MUNICIPAL SERVICES CORPORATION
(hereinafter called the "Corporation")
Of the SIXTH PART

WHEREAS the parties hereto have agreed that the Corporation shall be owned, managed, financed and operated in accordance with the provisions set forth in this Agreement;

AND WHEREAS the Shareholder parties wish to provide for how they will deal with each other and the Corporation in relation to the shares of the capital stock of the Corporation held by them;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises herein and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE I. DEFINITIONS

1.1 For the purposes of this Agreement, the following terms shall have the following meanings:

(a) "Act" means the Business Corporations Act, R.S.O. 1990, B.16 and all amendments and regulations thereto;

(b) "Business Day" means a day on which the banking institution for the Corporation is open for business.

(c) "Completion Date" means the date pursuant to any Article hereof for the completion of the transaction contemplated by that Article, and if no date shall be so set, the date that is thirty (30) days after the agreement of purchase and sale be made or deemed made in accordance with the terms hereof;

(d) "Participating Share" or "Common Share" means any share which entitles the holder thereof to participate pro rata with the holders of other participating shares in the distribution of the assets of the Corporation upon the liquidation, dissolution, winding-up or other termination of its activities and a "non- participating share" or "Preference share" means a share the holder of which is not so entitled;

(e) "Shareholders" means all parties to this Agreement other than the Corporation (a Shareholder being any one such party) and includes where relevant the estate of a deceased Shareholder or his representatives in the event of incapacity, or any transferee of shares who has agreed to be bound by the terms hereof. "Shareholder" or "Shareholders" does not include persons who become Shareholders by court order;

(f) "Shares" means all shares in the capital stock of the Corporation, options to acquire same, warrants in respect of same or any other obligation or right of any party hereto to acquire shares in the capital stock of the Corporation and shall include common shares, preference shares, special shares or shares under any other designation;

ARTICLE II. INCORPORATION AND ORGANIZATION OF CORPORATION

2.1 The Shareholders shall each so vote all shares in the capital of the Corporation from time to time held by each of them and otherwise exercise their rights as Shareholders of the Corporation and, to the extent permitted by law, cause their respective nominees on the Board of Directors of the Corporation to act so that at all times the conditions, restrictions, limitations and prohibitions of the business and corporate affairs of the Corporation set forth below shall apply. In the event of conflict between the provisions of this Agreement and the provisions of the articles of incorporation, bylaws or resolutions of the Directors or Shareholders of the Corporation, each party shall so vote his shares in the Corporation and take such steps as are necessary so as to cause the articles, bylaws and/or resolutions to be amended to resolve any such conflict in favour of the provisions of this Agreement and until actually so amended, shall amongst the parties hereto be deemed to be so amended.

(a) The business and affairs of the Corporation shall be managed and supervised by a board of four (4) Directors of whom three (3) shall constitute a quorum, provided that if no such quorum is present within one half hour following the time at which a meeting is scheduled to take place, the meeting shall stand adjourned to a date and time set by the President acting as Chair, and if no such quorum is present within one half hour following the time at which the adjourned meeting is scheduled to take place, subject to the Act, the Directors present thereat shall constitute a quorum for the transaction of business for which the meeting was called. Any quorum must include a director appointed by South Frontenac. On any occasion on which the Directors of the Corporation are appointed (whether to full terms or to partial terms filling vacancies on the Corporation's Board of Directors), each Shareholder shall vote all his shares (or any other voting security issued by the Corporation and held by such Shareholder) for the appointment of one candidate designated by North Frontenac, one candidate designated by Central Frontenac, one candidate designated by South Frontenac, and one candidate designated by Frontenac Islands. To implement the designation of candidates by the Shareholders with respect to future appointment of Directors, the Corporation shall notify all Shareholders on each occasion on which action is proposed to be taken on the appointment of Directors. Each such notice shall state the date on which such action is proposed to be taken, and shall be given by the Corporation not later than forty-five (45) days prior to the date so chosen. Each Shareholder shall notify the Corporation within thirty (30) days of receipt of the Corporation's notice, of the names of the candidate or candidates it wishes to propose for appointment at the meeting. Should any party entitled to designate candidates fail on any such occasion to designate a candidate, the Director at the time serving as a result of the nomination of such party or so serving as a result of mutual agreement of all persons entitled to designate a Director shall be deemed designated as a nominee for the election to succeed himself.

(b) No person, including the President acting as Chair, at any meeting of the Shareholders or Directors shall be entitled to exercise any casting or deciding vote.

(c) At any meeting of the directors or Shareholders, the appointed directors and/or Shareholders representatives shall have a proportional vote based on holdings of Class A Common Shares. Notwithstanding this if any single director or Shareholder’s representation holds more than 50% of such votes, then, any approvals shall require the approval of another director or Shareholder as the case may be.

(d) No meeting of the Shareholders or Directors shall be held unless and until notice of such meeting shall have been sent by email, electronic transmission or prepaid post to all persons entitled thereto, at least ten (10) days but not more than fifty (50) days in the case of Shareholder meetings, prior to the date fixed for the holding of the meeting providing that, subject to the Act, such notice may be waived by the persons entitled thereto in writing before or after the meeting.

2.2 With the unanimous consent of the Shareholders hereto, any provision in Section 2.1 (b) to (d) may be altered or varied.

2.3 Until changed in accordance with this Agreement, the issued shares in the capital stock of the Corporation shall be held as follows:

Name	**Number**	**Type**
North Frontenac	**1574**	**Class A Common Shares**
Central Frontenac	**1639**	**Class A Common Shares**
South Frontenac	**5862**	**Class A Common Shares**
Frontenac Islands	**926**	**Class A Common Shares**
County	**2,500**	**Class B Common Shares**

2.4 The Shareholders shall:

(a) Cause the Corporation to carry on the business of communal services to the Shareholders and their residents (the "Business");

(b) Cooperate fully to ensure the successful operation of the Business.

2.5 Each of the Shareholders agrees that without the written consent of all Shareholders no action, other than action contemplated elsewhere in this Agreement, shall be taken with respect to the following:

(a) the amalgamating or merging of the Corporation with any other corporation or company;

(b) the selling or otherwise disposing of all or substantially all of the assets of the Corporation;

(c) the issuing of or agreeing to issue any additional shares or the creation, issue or exercise of any option, warrant or right for the purpose thereof or securities convertible into shares of the Corporation;

(d) any division, alteration, reorganization, reclassification, consolidation, subdivision or any other change in the authorized or issued share capital of the Corporation;

(e) the redemption, purchase for cancellation or other retirement of any shares in the capital of the Corporation.

(f) the taking or instituting proceedings for the winding up, liquidation, or dissolution of the Corporation.

2.6 **Dissolution:** in the event that the Corporation has been authorized to be dissolved, liquidated or wound up by resolution in accordance with section 2.5(f) hereof then the following shall apply:

(a) Each Shareholder shall be entitled to receive, by transfer from the Corporation at nominal value, any Communal Services physical assets located within their municipal boundaries.

(b) Any other physical assets not related to the direct operation of Communal Services, such as rolling stock, office furniture, and maintenance operations, will be then sold and the proceeds divided based upon the Shareholder's proportionate share of the shares of the Corporation issued and outstanding, irrespective of whether they are voting or non-voting.

(c) A Shareholder may elect to purchase such assets from the Corporation for their appraised value. Where more than one Shareholder expresses an interest in purchasing the assets, the successful Shareholder purchaser will be selected by a random draw.

(d) All costs with respect to the wind down shall be paid by the Corporation out of the net cash and liquid assets remaining, including after sale of the physical assets described above.

(e) The parties may, upon agreement of all of the parties who are Shareholders, appoint an independent third party to handle the disposition of the assets. Such independent party shall have the authority to set the price and terms of any sale and conduct any sale on behalf of the Corporation. The cost of the independent party will be deducted from the proceeds of sale. If such costs exceed the value of the assets sold, then they shall be divided among the Shareholders based on the proportionate number of shares held by each Shareholder issued and outstanding in the Corporation, irrespective of whether they are voting or non-voting. Any costs to the individual Shareholders other than the costs of the Corporation shall be the responsibility of the individual Shareholders with respect to any such dissolution, sale or transfer.

(f) All remaining net cash after the transactions set out above shall be divided among the Shareholders, proportionate to the number of shares they hold in the Corporation issued and outstanding, irrespective of whether they are voting or non-voting.

2.7 **Withdrawal:** Any Shareholder may, at any time commencing on or after September 1st, 2028, give written notice to withdraw by September 1st in any year, effective December

31st of the following year. In the event no specific withdrawal is given, the following shall apply:

(a) the withdrawing Shareholder may purchase back from the Corporation any municipal systems or other operating assets that the Corporation wishes to be transferred back to such municipal Shareholder at the cost thereof to the Corporation, payable on or before the effective date of the withdrawal;

(b) the withdrawing municipal Shareholder shall acknowledge and agree that it has no interest in any other assets of the Corporation, and shall transfer back its shares in the Corporation at the value paid for such shares ($1.00);

(c) such municipal Shareholder shall also forgive any amounts owing to it by the Corporation;

(d) the municipality's representatives shall resign as directors and officers of the Corporation;

(e) the municipal Shareholder shall pay any costs incurred by the Corporation as a consequence of such withdrawal or the transfer of assets, including any land transfer tax on such transfer, the cost of lawyers and accountants, and any income taxes payable as a result of such transfer, all of which shall be due and payable on the effective date of the withdrawal; and

(f) the other Shareholders shall also have the option of dissolving the Corporation on the effective date of such withdrawal under the provisions of section 2.6 hereof.

ARTICLE III. COMMUNITY BENEFITS

3.1 It is the intention that any monies earned be re-invested in the member municipalities or communities severed by the Corporation, hence no community benefits shall be distributed or provided without the unanimous written consent of the Shareholders. Community benefits shall mean any returns including money, or other benefits for which no market compensation has been given.

3.2 The fiscal year of the Corporation shall terminate on such date of each year as determined by the Board of Directors.

3.3 Without limiting the generality of anything contained in this Agreement, the provision of such community benefits shall not cause the Corporation to be unable to pay its liabilities as they become due or cause the realizable value of the Corporation's assets to be less than the aggregate of its liabilities and stated capital *of* all classes.

ARTICLE IV. FINANCING

4.1 The financial policy of the Corporation shall be in accordance with the following criteria:

a) Any funds, including capital and/or working capital requirements, shall to the fullest extent possible, be obtained by the Corporation from sources other than the Shareholders including the Corporation's own resources, bank loans, government grants or other external sources.

b) In the event of an emergency where the funds cannot be obtained in accordance with section 4.1(a), the Corporation upon approval by the Board, can borrow such funds as required for such emergency by way of loan by Shareholder(s). The terms of such loan shall be agreed upon between the Shareholder(s) and the Corporation.

ARTICLE V. DEALING IN SHARES OF THE CORPORATION

5.1 Except as provided in this Agreement, no Shareholder shall transfer, mortgage, pledge, charge or otherwise dispose of or alienate any of his shares in the capital stock of the Corporation by way of sale, gift, beneficial bequest, declaration of trust or otherwise, or do any act to encumber the beneficial title to any shares or affect the rights in any way of another Shareholder with respect thereto under this Agreement. For the purpose of this Agreement, if any Shareholder is a corporation, any transfer, mortgage, pledge or charge of shares of its capital stock resulting in a change of voting control of such Shareholder corporation shall be deemed to be a transfer of shares of that Shareholder in the capital stock of the Corporation.

ARTICLE VI. ENDORSEMENT OF SHARE CERTIFICATE

6.1 All share certificates of the Corporation shall have a notation thereon as follows:

"The ownership and transfer of these shares are restricted and are subject to the terms of a Shareholder Agreement made as of the 20th day of May, 2025 to which reference is hereby expressly made and by which the transferee or other holder of the shares agrees to be bound by accepting same. A copy of this Agreement may be obtained from the Secretary of the Corporation on request in writing."

ARTICLE VII. CONFIDENTIALITY

7.1 Each Shareholder covenants and agrees that upon and from any sale by it of its shares in the Corporation it shall not at any time disclose the private affairs of the Corporation, any trade or business secrets of the Corporation, any information or knowledge it may have acquired with respect to the business of the Corporation to any person, firm or corporation whatsoever and any Shareholder shall treat any such information with the strictest of confidence and recognizes such trade and business secrets and confidential information as the property of the Corporation.

ARTICLE VIII. UNANIMOUS SHAREHOLDER AGREEMENT

8.1 This Agreement shall be deemed to be a unanimous Shareholder agreement within the meaning of Section 1(44) and Section 108 of the Act, and the power of the Directors to manage or supervise the management of the business and affairs of the Corporation shall be restricted in accordance with this Agreement.

8.2 Where provided for in this Agreement, a Shareholder has all the rights, powers, duties and liabilities of a Director of the Corporation, whether arising under the Act or otherwise, to which this Agreement relates and to the extent that this Agreement restricts the discretion or powers of the Directors to manage or supervise the management of the business and affairs of the Corporation the Directors are thereby relieved of their duties and liabilities, including any liabilities under Section 131 of the Act, to the same extent.

8.3 This Agreement may be amended by written agreement by all the Shareholders herein; provided that if any change shall affect the duties and liabilities of any of the Directors or officers referred to herein, the Directors or officers of the Corporation shall be given written notice of the proposed amendment, and such Director or officer shall be at liberty to resign and such amendment shall not be effective until another Director or officer is appointed in his place and stead.

ARTICLE IX. GENERAL

9.1 All rights, advantages, privileges, immunities, powers and things hereby secured to the parties and each of them shall be equally secured and exercisable by his heirs, executors, administrators, successors and assigns, as the case may be, and all covenants contained herein shall be binding not only upon the parties hereto but their respective heirs, executors, administrators, successors and assigns, as the case may be.

9.2 Except as otherwise may be expressly provided herein, the parties hereto hereby waive the application of Section 185 of the Act.

9.3 This Agreement shall terminate upon the earlier of:

(a) the dissolution or bankruptcy of the Corporation; or

(b) the date upon which there is only one Shareholder of the Corporation.

9.4 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

9.5 Any notice, request, demand or other communication required to be given under this Agreement shall be in writing and shall be effectively given if (i) delivered personally, (ii) sent by prepaid courier service or mail, or (iii) sent prepaid by telecopier, telex, email or other similar means of electronic communication or email, to the Shareholders at their last address or email address or website shown on the books of the Corporations or to

the Corporations at their registered offices unless another address is selected by any party hereto. Any notice so given shall be deemed conclusively to have been given and received when so personally delivered or sent by telex, telecopier, email or other electronic communication or on the third day following the sending thereof by private courier or mail.

9.6 Time shall be of the essence of this Agreement.

9.7 The Shareholders acknowledge that there are no written agreements, contracts, covenants, promises, representations, warranties, inducements or understandings between them, except as set forth or referred to herein with respect to the management and financing of the Corporation and the disposition of their shares.

9.8 This Agreement shall not be changed orally and shall not be changed, modified or discharged in whole or in part otherwise than by an instrument in writing, signed by all parties hereto.

9.9 The Corporation acknowledges the terms and conditions hereof and agrees to be bound by the terms hereof.

9.10 Wherever in this Agreement the context requires, words importing the singular number shall include the plural and vice versa, and words importing the masculine gender shall include the feminine and neuter genders and vice versa.

9.11 This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

9.12 Every provision of this Agreement is intended to be several, and if any term or provision hereof is adjudged to be illegal or invalid for any reason whatsoever, then any such illegal or invalid provision shall not be deemed to affect the validity of the remainder of this Agreement, and this Agreement shall accordingly be read and construed as if such invalid or illegal provision was omitted.

Balance of page left intentionally blank

IN WITNESS WHEREOF the parties hereunto have duly executed this Agreement as of the date first written above.

SIGNED & DELIVERED In the presence of:

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

_____
Per: Gerald Lichty, Mayor

_____
Per: Tara Mieske, Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

_____
Per: Frances Smith, Mayor

_____
Per: Cathy MacMunn, CAO / Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

_____
Per: Ronald Vandewal, Mayor

_____
Per: James Thompson, Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE TOWNSHIP OF FRONTENAC ISLANDS

_____

Per: Judy Greenwood-Speers, Mayor

_____

Per: Vanessa Latimer, CAO / Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE COUNTY OF FRONTENAC

_____

Per: Gerry Lichty, Warden

_____

Per: Jannette Amini, Clerk

FRONTENAC MUNICIPL SERVICES CORPORATION

_____

Per: Frances Smith, Chair/President

_____

Per: Cathy MacMunn, Secretary

We have authority to bind the Corporation

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	158-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Jody Legue, Deputy Clerk
RE:	Enforcement Option for Septic Reinspection Program Using AMPS (Administrative Monetary Penalties)

RECOMMENDATION

THAT Council receive the Enforcement Option for Septic Reinspection Program using Administrative Monetary Penalties report as prepared by the Deputy Clerk for Information;

AND THAT Council direct staff to draft a septic-specific Property Standards By-Law for Council review.

BACKGROUND

Council has endorsed a septic reinspection program to ensure the ongoing safety, environmental health, and regulatory compliance of private on-site sewage systems within the municipality. While voluntary compliance has been successful in some areas, the Septic Reinspection Committee overseeing the program has recommended implementing stronger enforcement tools to address non-compliance efficiently and equitably.

DISCUSSION

To enable enforcement of septic system maintenance using Administrative Monetary Penalties (AMPs), the Township must first enact a simplified Property Standards By-law focused solely on septic systems. This by-law would formalize the expectations for property owners and provide the legal foundation for enforcement.

Once the septic-specific Property Standards By-law is in place, it can be designated as enforceable under the Township's existing Administrative Monetary Penalties (AMPs). By-law No. 2024-43 (adopted under the *Municipal Act, 2001* and Ontario Regulation 333/07) authorizes the use of AMPs for designated by-laws. This framework allows the Township to issue monetary penalties for non-compliance without resorting to the Provincial Offences Act court system, streamlining enforcement and encouraging timely compliance from property owners.

As mandated under the *Building Code Act*, any municipality that enacts a Property Standards By-law must establish a Property Standards Committee. This committee serves an important role in the enforcement process by hearing appeals of Property Standards Orders issued by the Township. Even though the proposed by-law is limited in scope to septic systems only, the requirement for a committee still applies.
The Property Standards Committee would be appointed by Council and composed of members with relevant knowledge or experience—preferably in areas such as environmental health, municipal by-laws, or property/building issues. The committee would be responsible for reviewing appeals from property owners, and it would have the authority to confirm, modify, or rescind Orders based on its findings.

To implement this enforcement framework, the following actions are recommended.

1. Draft a septic-specific Property Standards By-law
2. Establish a Property Standards Committee and adopt associated procedural policies
3. Train enforcement and administrative staff on the new procedures
4. Educate property owners about the updated enforcement framework

STRATEGIC PLAN PRIORITY

Healthy Community Development- Strengthen and support the enforcement of Bylaws
Resilient Natural Environment: Continue the Septic Reinspection Program

FINANCIAL IMPLICATIONS

There will be some upfront administrative and legal costs to draft the by-law and establish the committee, as well as ongoing staff time for enforcement. However, the AMPs system is expected to reduce legal expenses and improve compliance over time.

ATTACHMENTS/REFERENCES

N/A

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	159-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Abigail McKinnon, Planning Services Assistant
RE:	Road Allowance Closure request – Part of the unopened road allowance between Lot 13 and Lot 14 on Subdivision Plan 130

RECOMMENDATION

WHEREAS Council granted approval in principle on September 27, 2022, to close a portion of the lane located between Lot 13 and Lot 14 on Subdivision Plan 130;

AND WHEREAS a public meeting was held on November 8, 2022, at which public feedback was received;

AND WHEREAS a resolution to stop up, close, and convey the said lane was deferred;

AND WHEREAS the structure currently situated on the lane and on the abutting neighbour's property has existed since 1934, according to MPAC records, and its removal or relocation is not feasible;

NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to proceed with the next steps, including obtaining a property appraisal;

AND FURTHER THAT a by-law to stop up, close, and convey the subject lane as a lot addition to the applicant, subject to any required easements in favour of Hydro One Networks Inc., be brought forward for Council's consideration later in the meeting;

AND THAT the by-law shall stipulate that all associated costs, including registration of the by-law and transfer documents on title, shall be the sole responsibility of the property owner.

BACKGROUND

At the Council meeting held on September 27, 2022, Council approved in principle to proceed with the road closure process. Staff Report 146-2022, which outlines the proposal, is attached.

Notice of the public meeting was provided via publication in the Frontenac News and the Township's website as per the road allowance closure policy.

Notification was also sent by mail or email to adjacent property owners, the Conservation Authority, Hydro One Networks Inc., and Infrastructure Ontario on behalf of the province.

No objections were received from the above noted agencies however at the public meeting objections were received from neighbouring property owners.

The objections received were mainly focused on how these "lanes" are used for access to properties on the island.

DISCUSSION

In this case, because the cottage is constructed on the lane, there is no practical ability to use the lane for access without trespassing. Given that the cottage has existed since 1934, according to MPAC's records, it is likely that the lane has not been used for access for over 90 years. Furthermore, there are numerous other lanes available for residents to traverse the island, and most properties in this area have direct waterfront access, reducing the necessity of retaining this specific lane for public use.

For these reasons, staff recommend that Council proceed with passing a by-law later in the meeting to stop up, close, and convey the subject road allowance. This will allow the two property owners to resolve the long-standing encroachment issue involving the cottage.

If the by-law is approved, the next steps will include obtaining an appraisal of the land, as a survey has already been completed.

STRATEGIC PLAN PRIORITY

Not applicable.

FINANCIAL IMPLICATIONS

All costs associated with the survey, appraisal, legal fees, and property consolidation will be borne by the applicant(s).

ATTACHMENTS/REFERENCES

Staff Report 146-2022
Staff Report 177-2022

The Corporation of the Township of Central Frontenac

Report to Council

Report Number: **xx-2022**

Date of Meeting: **October 11 2022**

From: **Cathy MacMunn, CAO/Clerk**

Prepared By: **Cindy Deachman, Deputy Clerk**

Re: Road Allowance Closure request– Pt unopened road allowance between Concession 10 and 11 between Highway 7 and Kennebec Lake

A. Recommendation

That Council approve in principle the recommendation of the CAO/Clerk to close part of the unopened road allowance between Concession 10 & 11 Kennebec, as applied for by David Christopher Eardley;

And that we proceed to a public meeting to close the said road allowance before passing said by-law

B. Background/Information

The applicant wishes to purchase the unopenrecently received a cottage property on Craig Island from his brother's estate. It has come to his attention that the older cottage is located partly on the "lane" and partly on the neighbouring property.

He has reached out to the landowners on that property, consulted with a lawyer, and has undertaken pre-consultation with county planning and township staff.

The Subdivision Plan for Craig's Island was registered in 1912. This plan is attached to this report, contemplates "lanes" with an approximate width of 2.3m. between every two waterfront lots, as well as an internal lane of approx. 3.8m (12').

The cottage was constructed in approximately 1934.

The applicant would like to obtain title to the road allowance and then obtain a small sliver of land from the neighbour so that his cottage is completely within his lot boundary. Because this is considered a plan of subdivision this will not be done through a consent application but a by-law under the Planning Act.

Managers and planning staff have been circulated for comments.

The applicant provided some pictures of the allowance taken in August; these are attached.

If Council endorses the recommendation today, we would next schedule a public meeting and provide notification under the policy. Staff propose, in excess of caution that we notify all property owners on the island so that everyone has the same information.

Given the allowance has lake frontage on Sharbot Lake, staff will circulate the public meeting notice and request comments from MVCA and MNRF as well as the usual agencies contacted.

C. Financial Implications

An appraisal of land value would be obtained to determine purchase price. The applicant is responsible for all administrative, legal and surveying costs. Any revenue from the sale would be put into reserves.

D. Attachments

Plan 130

The Corporation of the Township of Central Frontenac

Report to Council

Report Number: **177-2022**

Date of Meeting: November 8, 2022

From: Cathy MacMunn, CAO/Clerk

Prepared By: Cindy Deachman, Deputy Clerk

Re: **Public Meeting – Road Closure (Armstrong).**

A. Recommendation(s)

That Council receives input from the public meeting and the accompanying report prepared by the Deputy Clerk;

And further that subject to the comments received at the public meeting Council approves the recommendation to stop up and close the lane between Lots 13 & 14 Plan 130 (Craig's Island);

And Further that staff are authorized to proceed with the next steps of arranging a survey, if required, an appraisal of the land, and bringing forward a by-law to council to stop up, close and close and convey the said road allowance to the applicant, as a lot addition to the applicant's property, subject to any easements as may be required by Hydro One Networks Inc., said by-law to indicate that all costs relating to the registration of the by-law and transfer documents on title be at the property owner's expense

B. Background/Information

Council approved in principle to proceed with this road closure at the September 27th council meeting. See Report 146-2022

Notice of the Public meeting was posted in the Frontenac News, online, and adjoining property owners, Conservation Authority, Hydro One, and Infrastructure Ontario (on behalf of Ministry/Province) were notified by mail or email.

As of the date of this report, a few inquiries have been received and staff anticipate some members of the public to attend the public meeting. One point of clarification based on comments received is that the lane is approximately 6' wide, not 12' as was indicated in the accompanying letter to the notices.

Next steps will be to arrange for the reference plan (if deemed necessary), and appraise the land. Once this is complete staff will bring a by-law back to council for consideration.

C. Financial Implications

Unknown at this point. The purchase price for the land will be placed in reserves per our road closing/sale policy.

D. Attachments
Copy of notice

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

PUBLIC MEETING NOTICE

TAKE NOTICE that the Council of the Corporation of the Township of Central Frontenac proposes to enact By-Laws to stop up, close and convey two road allowances as set out and described below:

Firstly:
Lane between Lots 13 & 14 Plan 130 (Craig's Island) being all of PIN 36233-0256 as shown in the map below:



These proposed closings are to come before the said Council for consideration at its regular meeting on Tuesday the 8th of November, 2022 at the hour of 4:00 pm and at that time, the Council will hear any person who claims that his or her land will be prejudicially affected and who applies to be heard either in person or by his or her Counsel, Solicitor or Agent.

This meeting will be held in person at the Soldiers' Memorial Hall, 1107 Garrett St Sharbot Lake with an option to attend virtually. Anyone wishing to attend the public meeting virtually should contact the undersigned at (613) 279-2935 x 237 or cdeachman@centralfrontenac.com to register and obtain log-in or phone-in instructions no later than noon on November 4, 2022.

Dated this 21st day of October, 2022
Cindy Deachman, Deputy Clerk
Township of Central Frontenac
1084 Elizabeth St, P.0. Box 89
Sharbot Lake, Ontario K0H 2P0
cdeachman@centralfrontenac.com

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38.
Sharbot Lake, Ontario

REPORT NUMBER:	160-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY:	Abigail McKinnon, Planning Services Assistant
RE:	15894 Road 509 By-Law Change for Road Allowance Closure.

RECOMMENDATION

THAT Council receive the report entitled "Road Allowance Closure By-Law Change – 15894 Road 509" for information;

AND THAT Council enact a new by-law to permanently close, declare surplus, and authorize the sale of the portion of the road allowance described in the registered plan associated with 15894 Road 509 later in the meeting.

BACKGROUND

At the regular meeting of Council held on June 24, 2025, a by-law was passed to permanently close, declare surplus, and sell a portion of the highway adjacent to the property located at 15894 Road 509. At the time the by-law was prepared, the final registered survey had not yet been received. As a result, the by-law referenced the draft survey plan in describing the lands subject to the closure.

DISCUSSION

A certified copy of the by-law was submitted to the Township's legal counsel for registration and PIN consolidation. However, the Land Registry Office rejected the registration due to the reference to the draft plan rather than a finalized registered plan.

Since that time, the registered plan has been received. Staff are now able to correct the error to allow for the successful completion of the transaction.

To address this issue and avoid any further confusion, staff have prepared a new by-law to be presented to Council later in the meeting. This new by-law will replace By-Law Number 2025-29.

STRATEGIC PLAN PRIORITY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

ATTACHMENTS/REFERENCES

Not applicable.

STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER:	161-2025
DATE:	August 12, 2025
FROM:	Cathy MacMunn, CAO/Clerk
PREPARED BY:	Sarah Watkins, Clerical Assistant - Casual
RE:	Septic Re-Inspection Committee - Staffing Support

RECOMMENDATION

THAT Council receive the report titled “Septic Re-Inspection Committee – Staffing Support” for information;

AND THAT Council approve the creation of a full-time administrative position to provide clerical support for septic administration within Development Services and to continue providing clerical support to the Clerk’s Department

BACKGROUND

The Septic Re-Inspection Committee met on July 15, 2025, to discuss Report 123-2025, titled *“Septic Re-Inspection Challenges,”* which had been presented by Andy Dillion, Chief Building Official (CBO), at the regular Council meeting on July 8, 2025. The report identified several operational challenges and unresolved issues within the septic re-inspection program and recommended that the program be suspended until a comprehensive review could be completed and the identified issues effectively addressed.

At its meeting on July 15, 2025, the Septic Re-Inspection Committee endorsed the hiring of a dedicated full-time administrative staff member to support the critical task of implementing and maintaining the Citywide septic system re-inspection program.

DISCUSSION

This role is proposed as a 50% shared position between the Clerk's Department and Development Services. It combines the duties of the casual clerical assistant with those of the septic program administrator, providing year-round support to both departments. During the summer months, the Clerk's Department receives support from a student position, allowing the administrative staff member to focus primarily on the septic re-inspection program during its peak season. This structure ensures consistent and flexible support for both departments throughout the year.

A key responsibility of this position will be to lead the foundational work of updating and integrating septic system records into the Citywide system. Existing records are currently incomplete and unreliable, making it difficult to track inspection statuses and ensure compliance. The staff member will initially dedicate approximately 35 to 40 hours to establish this database, focusing on verifying septic installations from the past 10 years and accurately linking them to property records.

This foundational work is critical to the success of the Township's septic re-inspection program. Once the system is established, the position will maintain responsibility for updating and managing these records on an ongoing basis. This includes developing and implementing workflows to ensure inspection results are consistently entered, allowing for efficient program management, better tracking of compliance, and transparent reporting to Council and the public.

Ongoing responsibilities will also include incorporating data from older septic systems (pre-dating the last 10 years) and updating historical inspection records, further strengthening the Township's ability to manage the program proactively.

The position is necessary because the current Development Services workload does not allow for the focused time required to implement and maintain this critical system. By combining this role with clerical support duties and strategically utilizing summer staffing, the Township can achieve an efficient and cost-effective staffing model that supports both departments and advances the goals of protecting public health and the environment.

STRATEGIC PLAN PRIORITY

Strategic Plan Priority 4: Resilient Natural Environment, specifically under Strategic Action 4: *Continue the septic system reinspection program*.

FINANCIAL IMPLICATIONS

The proposed full-time administrative position, combining the current casual assistant role in the Clerk's Department with the septic program administrative duties, is not currently included in the approved 2025 budget.

This new shared position would provide 35 hours per week of administrative support split between the Clerk's Department and Development Services (Septic Program). The estimated net increase to the 2025 budget is approximately $18,000, based on a partial-year cost. The full annual net increase, including benefits, is estimated at $47,000.

These estimates reflect that the costs of the new position are partially offset by the elimination of the existing casual administrative assistant role.

ATTACHMENTS/REFERENCES

Attach #1: Septic Re-inspection Committee Minutes – July 15, 2025

The Corporation of the Township of Central Frontenac

Septic Re-inspection Committee Minutes

July 15, 2025 at 1:00 p.m.

14216 Road 38, Sharbot Lake – Council Chambers

Roll Call

Members: Councillor Susan Irwin – Chair, Councillor Bill Everett, Councillor Nicki Gowdy, Ken Waller, Art Dunham

Regrets: Jim McIntosh

Staff in Attendance: Andy Dillion, CBO; Crystal Nedow, Building Inspector- On-Site Sewage Systems; Cathy MacMunn, CAO/Clerk; Sarah Watkins, Clerical Assistant

Guests: Eric Kohlsmith, CBO – Mississippi Rideau Septic System Office, Mayor Frances Smith.

1. Call to Order

Susan Irwin called the meeting to order at 1:03 p.m.

2. Approval of Agenda

MOVED BY: Nicki Gowdy **SECONDED BY:** Art Dunham

THAT the agenda of the July 15, 2025, meeting be approved as presented.

Carried

3. Disclosure of Pecuniary Interest

None.

4. Approval of Minutes

a) June 18, 2025

MOVED BY: Ken Waller **SECONDED BY:** Nicki Gowdy

THAT the minutes from the June 18, 2025 meeting of the septic re-inspection committee be approved as amended.

Carried

Amend to include clarification under the “Minutes” section by adding the exact wording of the amendment made during the meeting, and revise the phrase “planning error” to “planning decision” in Section 6(c).

5. Business

a) Building Report on 2025 Septic Re-inspection Program

Challenges

Discussion began with a review of the Septic Re-Inspection Program and its alignment with the existing by-law. It was noted that the Septic Inspection report that went to Council refers to a 10-year goal to inspect all properties, but the by-law itself does not contain this target.

The Committee agreed that a comprehensive review is needed to advise Council on the program’s future direction, staffing requirements, and public education needs.

Andy stated that his understanding was that the program intended to follow a 10-year cycle. With over 5,000 developed properties in the township, it was suggested that dividing the 4 districts in half and operating on an 8-year cycle could improve coverage.

Concern was raised that many residents who maintain their systems regularly or undergo inspections for real estate purposes are not being captured under the current re-inspection framework.

Nicki asked whether a survey could be sent to property owners. Cathy noted that, due to privacy concerns, staff could upload the data internally. Sarah has already uploaded many historical records into the CityWide platform and added that records from 1990 to present have been uploaded, with partial records from 1960 to 1989 also entered.

Fran reminded the Committee that previous attempts to engage haulers in collecting data had been unsuccessful. Ken referenced prior issues in the 2010–2012 period, when inspections were conducted inconsistently by multiple sources. He emphasized that the current model, which uses professional inspectors, is more effective and reliable.

Ken cautioned that if the program is paused to consider alternative models, progress may fall further behind. He noted that the current inspections have been successful in identifying and addressing problem systems. Art agreed, stating that all known Class 4 issues

have been resolved and that environmental protection should remain the program's top priority.

Susan raised concerns about properties on islands that may not meet current standards. Crystal responded that applying enforcement inconsistently between islands would not be fair. Eric explained that current Ontario Building Code provisions only allow grey water pits for islands and that approving alternative systems poses liability risks for both the Township and the Chief Building Official. When Susan asked how other municipalities are handling this, Eric stated that Tay Valley Township evaluates each case based on previously approved systems and aims to manage within those constraints.

Nicki asked for clarification on voluntary data submissions. Andy reported that although septic data from 1990 onward has been uploaded to CityWide, the platform currently requires users to view each property record individually. Bulk searches or program-level overviews are not yet possible.

Fran inquired about whether additional administrative staff or inspectors would be better suited to perform the necessary database updates. Nicki asked about time requirements. Andy estimated 15 minutes per property, totaling approximately 1,250 hours to review and update all 5,000+ property records.

Fran asked about the process for updating property statuses. Sarah confirmed that asset fields in CityWide can be used for this purpose. Ken mentioned that if Eric's current list of inspections is uploaded, approximately 300 properties could be updated immediately. Sarah provided a brief demonstration of the data currently available in CityWide.

Susan asked whether staff currently have the capacity to complete this work. Cathy responded that Sarah has completed her studies and could be hired full-time, and that additional part-time staffing may be needed to bring the database fully up to date. Fran suggested bringing in staff like Madison during slower winter months and recommended identifying funding opportunities to support the additional staffing requirement.

b) CBO proposed program amendment.

Susan noted that the by-law does allow for the involvement of a by-law enforcement officer in supporting septic program compliance. Andy

added that while AMPS could be used, the enforcement process may generate public complaints.

Fran asked how many septic-related building permits are currently open. Andy reported more than 100 open permits, including several that have had multiple inspections but remain incomplete. He added that the Township should begin actively enforcing compliance on these files. Fran recommended referring unresolved files to the By-Law Enforcement Officer to assess next steps. Andy said he could begin this immediately but acknowledged that results are uncertain.

Crystal noted that residents often obtain permits and then fail to complete the work. Andy noted there is no formal timeline on permit completion, but permits can be revoked after six months of inactivity. Susan recommended establishing a clear timeframe to allow for consistent enforcement. Andy suggested the minimum timeframe be one year. Fran proposed a form letter be sent to owners of old or inactive permits, advising them of a compliance deadline after which they would need to reapply. Art emphasized the potential environmental consequences of non-compliant septic systems.

Fran proposed that Sarah begin updating the asset records in CityWide, starting with Eric's list of inspected properties. Andy expressed concern that the administrative workload may outweigh the overall benefit of the program. Susan disagreed, noting that many residents have expressed concern about declining lake water quality, which may be linked to aging or failing septic systems. The Committee agreed to prioritize lakes first, followed by populated hamlets, and then multi-unit properties such as apartments and camps.

Art clarified that large-scale septic systems are not the Township's responsibility. Crystal noted that septic inspection reports from real estate transactions are not typically shared with the Township. Fran recommended reaching out to local real estate agents to request report sharing. Art suggested that property owners be asked directly to submit inspection documentation. Nicki proposed updating the terms of reference and bringing the CityWide system fully up to date before the 2026 season, with a new and consistent inspection cycle beginning in February.

Eric advised that the next council meeting is scheduled for August 12, 2025, but with summer students no longer available and letters unable to go out before the end of August, inspections for 2025 may no longer be feasible. He added that missed inspections also remove an important education opportunity for property owners.

Art asked whether Council approval was needed. Fran confirmed that because the previous motion was deferred and no changes to the program have yet been made, no further action from Council is currently required. Sarah added that she will forward the list of 100 properties to Eric and his team to begin this year's inspections.

c) 2025 Septic Re-inspection Program Recommendation/Next Steps

Susan recommended that the Committee make a formal recommendation to Council in support of hiring a dedicated administrative staff person to manage septic program recordkeeping and updates to the CityWide system.

MOVED BY: Bill Everett **SECONDED BY:** Ken Waller

THAT the Septic Re-Inspection Committee recommends that a list of properties on Kennebec Lake be provided to Eric of the Mississippi-Rideau Septic System Office (MRSSO) to proceed with the 2025 inspection program;

AND THAT the Committee supports the allocation of a dedicated administrative staff person to assist with citywide septic system record updates.

Carried

6. New/Other Business

None.

7. Next Meeting

The next meeting to be scheduled for September 16, 2025 at 1:00 p.m. in the council chambers.

8. Adjournment

MOVED BY: Nicki Gowdy **SECONDED BY:** Bill Everett

THAT the July 15, 2025 meeting of the Septic Re-inspection Committee be adjourned.

Carried

Adjourned at 2:20 p.m.

August 5, 2025

Mayor Frances Smith

Central Frontenac Township

14216 Road 38

Sharbot Lake Ont K0H2P0

Subject: Support for adopting the new affordable housing property tax subclass

Dear Mayor and Councilors,

I'm writing on behalf of the North Frontenac Non Profit Housing Corporation and the Central Frontenac Housing Corporation, two non-profit housing providers in Central Frontenac, to ask that the municipality adopt the new **affordable rental housing property tax subclass** recently introduced by the Ontario government.

This optional tool would allow Central Frontenac to reduce property taxes by up to **35%** for eligible affordable rental units (including both new and existing homes). These savings would help organizations like ours keep rents affordable and reinvest in our buildings and supports for tenants.

To qualify, units must meet the province's definition of affordability, meaning rents would not exceed the lesser of an **income-based** rent amount and the **average market rent**, as outlined in the Ministry's Affordable Residential Units bulletin.

We understand that the subclass won't apply automatically. It requires a local **by-law to be passed by September 30, 2025** for this new tool to take effect in 2026.

We're encouraging Central Frontenac to:

- Review the new regulations (O. Reg. 73/25, 74/25, and 75/25)
- Bring forward a by-law so this tool can be used to support affordable housing in our community

We would be happy to speak with you further about the positive impact this could have on local housing providers and tenants. Thank you for your continued leadership on affordable housing issues.

Sincerely,

Janet Gutowski
Board Chair North Frontenac Non Profit Housing and Central Frontenac Housing
Office: 613-279-3322 Cell:613-279-2397
www.nfhousingcorp.org

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW # 2025-XX

BEING A BY-LAW XXX

WHEREAS

AND WHEREAS

AND WHEREAS

NOW THEREFORE

READ a first and second and third time and finally passed on this xx day of month, year

_____ _____

Frances L Smith, Mayor Cathy MacMunn, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW NUMBER 2025-35

A BY-LAW TO AMEND ZONING BY-LAW NUMBER 2011-52, AS AMENDED (ZONE CHANGE FROM A RESIDENTIAL WATERFRONT (RW) ZONE TO A SITE-SPECIFIC RESIDENTIAL WATERFRONT EXCEPTION (RW-X45) ZONE; CONCESSION 2, PART LOT 26 GEOGRAPHIC TOWNSHIP OF HINCHINBROOKE, TOWNSHIP OF CENTRAL FRONTENAC).

WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, RSO 1990, the Council of a Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

AND WHEREAS By-Law Number 2011-52 regulates the use of land and the location, use and erection of buildings and structures within the Township of Central Frontenac;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Township of Central Frontenac enacts as follows:

1. By-Law Number 2011-52 of The Corporation of the Township of Central Frontenac, as amended, is hereby further amended as follows:

    1.1. Schedule ‘A5’, as amended, is hereby further amended to change the zoning of the subject lands legally described as Part Lot 2, Concession 26, Geographic Township of Hinchinbrooke, Township of Central Frontenac, ARN 103904006012200, from Waterfront Residential (RW) to a Site-Specific Waterfront Residential Exception (RW-X45) Zone, as shown on Schedule ‘A’ attached to and forming part of By-Law Number 2025-35;

    1.2. Section 5.6.4 of Zoning By-Law Number 2011-52 is hereby further amended by adding an additional site-specific section of text as follows:

    42. RW-X45, Part of Lot 26, Concession 2, Hinchinbrooke (ARN 103904006012200)

    Despite any provisions of Section 4.1.1.13 to the contrary, on lands located in the RW-X45 Zone, the following provisions shall apply:

    a. A maximum of two (2) docks shall be permitted.

b. The combined total area of both docks shall not exceed 27 square metres (290 square feet).

(By-law 2025-35)

2. That all other provisions of By-Law Number 2011-52 shall continue to apply.

3. That this by-law shall come into force and take effect on the date of final passing by the Council of the Township of Central Frontenac, subject to the provisions of the *Planning Act, R.S.O, 1990,* as amended.

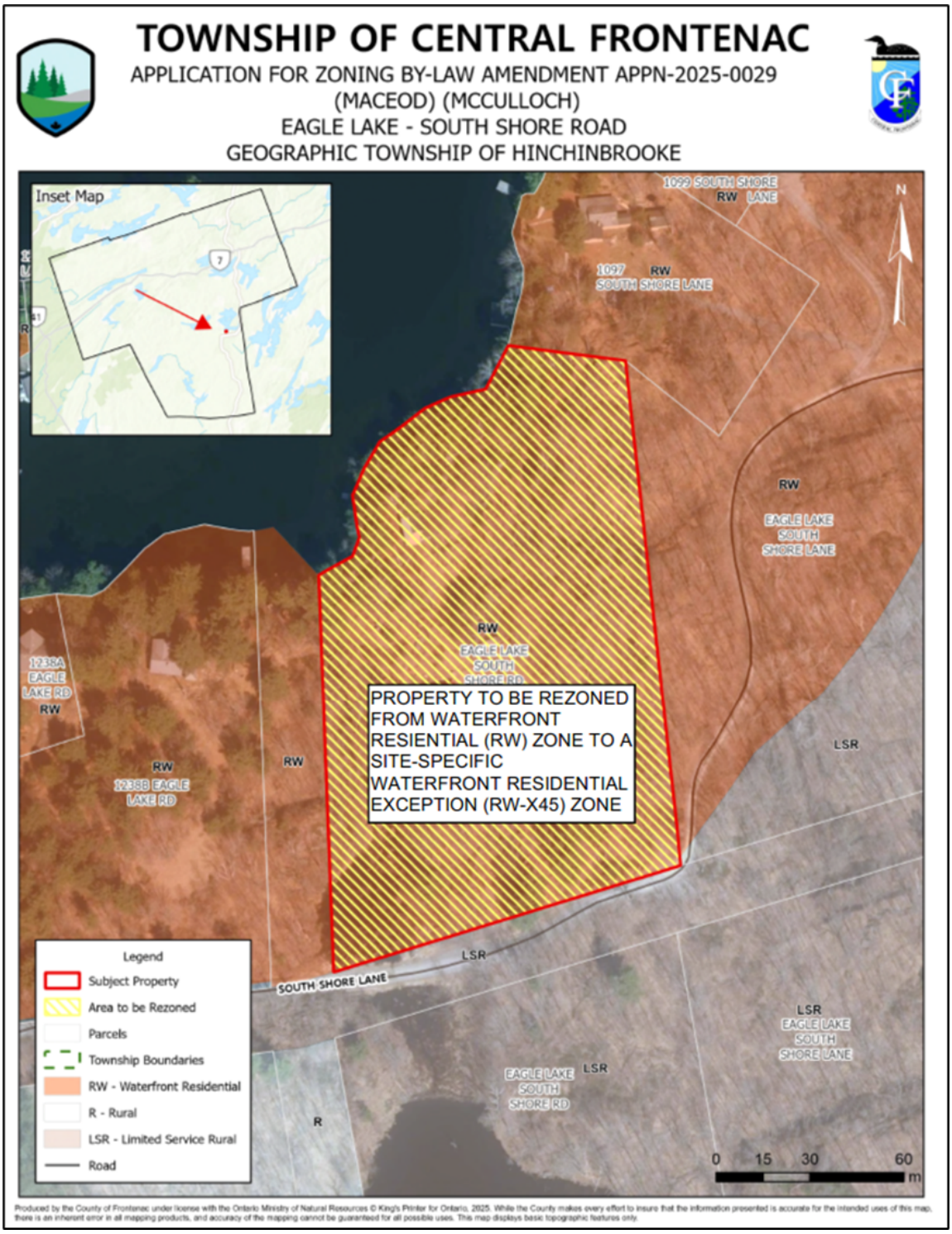
Read a first and second time this 12th day of August, 2025.

Read a third time and adopted this 12th day of August, 2025.

_____	_____
Frances L Smith, Mayor	Cathy MacMunn, CAO/Clerk

Township of Central Frontenac

Schedule ‘A’ to By-Law Number 2025-35



Central Frontenac By-Law No. 2025-35
A By-Law to Amend Zoning By-Law Number 2011-52, as amended.
August 12th, 2025

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW # 2025-36

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AUTOMATIC AID AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC AND THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

WHEREAS Section 2 (6) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 authorizes a municipality to enter automatic aid agreements with other municipalities to provide and/or receive fire protection services;

AND WHEREAS The Corporation of the Township of Central Frontenac is prepared to make fire protection services available to the Corporation of the Township of North Frontenac, in certain designated areas.

NOW THEREFORE the council of the Corporation of the Township of Central Frontenac hereby enacts as follows:

1. That the Corporation of the Township of Central Frontenac enter into an Automatic Aid Agreement with The Corporation of the Township of North Frontenac,
2. That the terms and conditions in the agreement shall be in substantially the same form as attached hereto as Schedule “A” forming an integral part of this by-law.
3. That the Mayor and CAO/Clerk be hereby authorized to execute such agreement on behalf of The Corporation of the Township of Central Frontenac and affix thereto the seal of the corporation.
4. That all previous agreements and/or by-laws conflicting with this by-law shall be hereby repealed.
5. This by-law shall come into force and take effect on the day it is finally passed.

READ a first and second and third time and finally passed on this 12th day of August, 2025

_____ _____

Frances L Smith, Mayor Cathy MacMunn, CAO/Clerk

Automatic Aid Agreement

This Agreement made in duplicate this _____ day of _____ , 2025,

Between

The Corporation of The Township of Central Frontenac

(Hereinafter called the "Central Frontenac")
Of the First Part

and

The Corporation of The Township of North Frontenac

(Hereinafter called the "North Frontenac")
Of the Second Part

Whereas Section 2 (6) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter automatic aid agreements with other municipalities to provide and/or receive fire protection services;

And Whereas both Central Frontenac and North Frontenac operate fire protection services and manage assets suitable to meet municipal responsibilities required by the Fire Protection Act, through a fire department situated within Central Frontenac and North Frontenac;

And Whereas Central Frontenac is prepared to make available fire protection services to North Frontenac;

Now Therefore in consideration of the mutual covenants, conditions, considerations and payments herein contained, Central Frontenac and North Frontenac mutually agree as follows:

1. Introduction

Due to geographical distances and conditions, it is sometimes advantageous for Fire Departments to immediately require assistance from another Fire Department at the same time that the alarm is forwarded to the Fire Department within whose jurisdiction the incident occurred. The Automatic Aid Program is created to provide vital fire protection services which will ultimately improve the level of public safety for the residents. Automatic Aid is intended to be used on a day-to-day basis in order to meet the following objectives:

a. Ensure the closest fire station immediately responds to an emergency, irrespective of existing municipal boundaries;
b. Assemble an adequate fire attack crew. This crew may be made up of personnel and equipment from two or more Fire Stations;

c. Provide equipment and personnel, particularly at the boundaries of municipalities, where protection may be otherwise limited.
d. Receive special services not provided by the municipality from another Fire Department.

2. Definitions*:*

In this Agreement, unless the context otherwise requires,

a. "**Designate**" means a person who, in the absence of the *Fire Chief*, has the same powers and authority as the Fire Chief.
b. "**Fire Area**" means the defined areas as outlined in Schedule "A" within the geographic boundaries of North Frontenac.
c. "**Fire Chief**" means the Chief of either participating Fire Department.
d. "**Fire Department**" means the Fire Department of both parties participating in this Agreement.
e. "**Home Fire Department**" means the Fire Department established by the municipality where the occurrence is.
f. "**Fire Protection**" means and includes Fire Suppression of Structural Fires including Exposure Fires.
g. "**Occurrence**" means an emergency response or request to respond to an emergency.
h. "**CFFR**" means Central Frontenac Fire & Rescue.
i. "**NFFD**" means North Frontenac Fire Department.
j. "**Ice Rescue**" means a person fallen through ice or is on ice and requires rescue.

3. Fire Area

The geographic area within which Central Frontenac will supply *fire protection services* in accordance with this Agreement is defined in Schedule "A", "B", "C".

4. Fire Protection Services

1. Central Frontenac will supply Fire Protection Services for responses to Structure Fires, Medical Emergencies, Motor Vehicle Collisions, and Wildland Fires to all the properties and residents situated within the *Fire Area* (Schedule "B", Atoms 202 & 203) upon request as follows:

a. Fire apparatus and personnel will respond to occurrences in the Fire Area in a like manner as if the response were in Central Frontenac;
b. Should the first on scene Fire Chief or Designate require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the Fire Area, such assistance may be summoned by that Fire Chief or Designate from either municipality;
c. The Fire Chief or Designate receiving a request for assistance may refuse to supply the resources requested if response personnel, apparatus or equipment are required in Home Fire Department area, or elsewhere, under the provisions of existing Mutual Aid Agreements or for another Occurrence within either Central Frontenac or North Frontenac;
d. The Fire Chief or Designate may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an Occurrence in the Fire Area. In such

cases the Fire Chief or Designate may summon assistance in accordance with Section 4. (b).

2. Central Frontenac will supply Fire Protection Services for responses to Ice Water Rescues, to all the properties and residents situated within North Frontenac (Schedule “C”) upon request as follows

e. Fire apparatus and personnel will respond to Ice Rescue occurrences in the Fire Area in a like manner as if the response were in Central Frontenac during the period between November 1 and April 30;
f. Should the first on scene Fire Chief or Designate require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the Fire Area, such assistance may be summoned by that Fire Chief or Designate from either municipality;
g. The Fire Chief or Designate receiving a request for assistance may refuse to supply the resources requested if response personnel, apparatus or equipment are required in Home Fire Department area, or elsewhere, under the provisions of existing Mutual Aid Agreements or for another Occurrence within either Central Frontenac or North Frontenac;
h. The Fire Chief or Designate may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an Occurrence in the Fire Area. In such cases the Fire Chief or Designate may summon assistance in accordance with Section 4. (b).

5. Municipal Responsibility

a. Each party to this Agreement is responsible for providing appropriate training to its Fire Department pursuant to each Municipalities Fire Departments Training Standards and shall maintain records of training.
b. Each party to this Agreement is responsible for ensuring their equipment and apparatus are maintained to the minimum provincial and/or national standards used in the Ontario Fire Service such as *Occupational Health & Safety Act*, *Canadian General Standards Board*, Ministry of Transportation, Ministry of Labour Section 21, the National Fire Protection Association, and maintain records of maintenance.

6. Incident Command

a. The first arriving Fire Department will assume Incident Command and begin fire ground command functions. When the Home Fire Department arrives, a ranking Officer will contact the Incident Commander directly and, if it is decided that a transfer of command would benefit the situation or is desired by the parties, the Home Fire Department will assume command. The Incident Commander being relieved will provide a briefing to the Officer assuming command indicating situation status, assignment and tactical needs. Once the briefing has been conducted, confirmation of Incident Command transfer will be broadcasted over the radio to alert all fire ground personnel.
b. In such an event, the first arriving Fire Department may release its personnel, apparatus and equipment from the scene within the Fire Area, upon agreement with Incident Command.

7. Liability

a. Each party to this Agreement shall assume liability solely for their own Fire Department for any injury or damage sustained by personnel, apparatus, or equipment of the Fire Department while engaged in the provision of Fire Protection Services in the Fire Area.
b. Each party to this Agreement shall assume liability for the actions or lack thereof taken by their own Fire Department and its members while engaged in the provision of Fire Protection Services in the Fire Area.
c. Each party to this Agreement shall indemnity and hold the other harmless from and against all actions, suits, claims and demands which may be brought against or made upon the other and from all loss, costs, charges and expenses including legal costs ("Claims"), which may be incurred by the other party in consequence of the provision of Fire Protection Services to the Fire Area related to the action or inaction of that party.

8. Insurance

a. Property Insurance: Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Automatic Aid Fire Protection Services pursuant to this Agreement not less that the full replacement cost.
b. General Liability Insurance: General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than $25,000,000. This policy shall be endorsed to include cross-liability, contractual liability and personal injury.
c. Medical Malpractice Insurance: Medical Malpractice coverage with a limit of not less than $25,000,000. The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy reference above.
d. Non-owned Automobile Coverage: Non-owned Automobile coverage with a limit of not less than $25,000,000 and shall include contractual non-owned coverage.
e. Automobile Liability Insurance: Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of any licensed vehicle operating in connection with the Agreement with limits not less than $25,000,000
f. Environmental Coverage: Environmental Liability Policy in an amount of not less than $3,000,000 per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury as well as injury to or physical damage to tangible property including loss of use of tangible property, or the prevention, control, repair, cleanup or restoration of environmental impairments of lands, the atmosphere or any water course or body of water on a sudden and accidental basis and gradual release. The policy will be renewed for three (3) years after contract termination. Should the policy be non-renewed, 90 days' notice of nonrenewal must be provided and the (Assisted Municipality) has the right to request that an extended reporting period be purchased at the (Assisting Municipality's) sole expense.
g. All policies of insurance shall:
    a. Be underwritten by an insurer licensed to conduct business in the Province of Ontario.

b. Include a provision for Thirty (30) days' notice of cancellation except for Automobile insurance shall which shall provide fifteen (15) day notice of cancellation.

h. Primary Coverage: The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.
i. Certificate of Insurance: The proponent's shall provide a Certificate of Insurance evidencing coverage in force at least ten (10) days prior to contract commencement.

9. Payment

a. North Frontenac shall retain their respective rights as the Home Fire Department to be responsible for all fees, fines, charges, and bills that are assessed or collected from properties and owners for incidents occurring within their jurisdiction.
b. Each party to this Agreement shall be solely responsible for the wages, benefits and other payments to their respective Fire Department employees and volunteers responding to any Fire Protection Services rendered under this Agreement.
c. In consideration of the fire protection services undertaken by Central Frontenac, to be provided in the fire response area, North Frontenac shall pay Central Frontenac a rate of Ten Thousand Dollars ($10,000.00) annually as a stand-by fee.
d. The North Frontenac Fire Department shall also reimburse Central Frontenac for responses to structure fires, medical emergencies, motor vehicle collisions, wildland fires and ice water rescue provided per this Agreement, based on the current Ministry of Transportation rates to Fire Department responses to provincial highways.
e. Central Frontenac shall submit itemized invoices to North Frontenac at the end of each calendar month and allow for payment to be made under the terms "Net thirty (30) days" from the date of submission.

10. Termination and Amendments

a) This Agreement shall be in force for a period of two (2) years, with an option to extend an additional two (2) years, commencing on the date of passing of a by-law authorizing the agreement by both municipalities.
b) This Agreement may be amended at any time with the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
c) Notwithstanding Section 10a) above, this Agreement may be terminated at any time prior to, by either party by giving written notice to the other party not less than 90 days prior to the proposed termination date.

Notwithstanding Section 10a) above, setting out the termination date of the Agreement, the Agreement may be extended by mutual consent of the parties indicated by appropriate correlating resolution and extension agreement being duly passed and executed by both parties hereto.

11. Notice

a. Notices and communications shall be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax, and shall be addressed to the parties, respectively, as set out below, or as either Party later designates to the other by Notice:

To Central Frontenac:

Township of Central Frontenac
Attention Fire Chief
1084 Elizabeth Street
Sharbot Lake, ON
K0H 2P0
Tel: 613-279-2935
Email: cmcdonough@centralfrontenac.com

To North Frontenac:

Township of North Frontenac
Attention Fire Chief
6648 Road 506
Plevna, Ontario
K0H 2M0
Tel: 613-479-2231 ext. 232
Email: Firechief@northfrontenac.ca

12. Severability

a. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in force and effect mutatis mutandis.
b. The parties hereto agree that they shall pass all necessary By-laws to give full force and effect to this Agreement.

In Witness Whereof the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

The Corporation of the Township of Central Frontenac

_____
Frances Smith
Mayor

_____
Cathy MacMunn
CAO/Clerk

The Corporation of the Township of North Frontenac

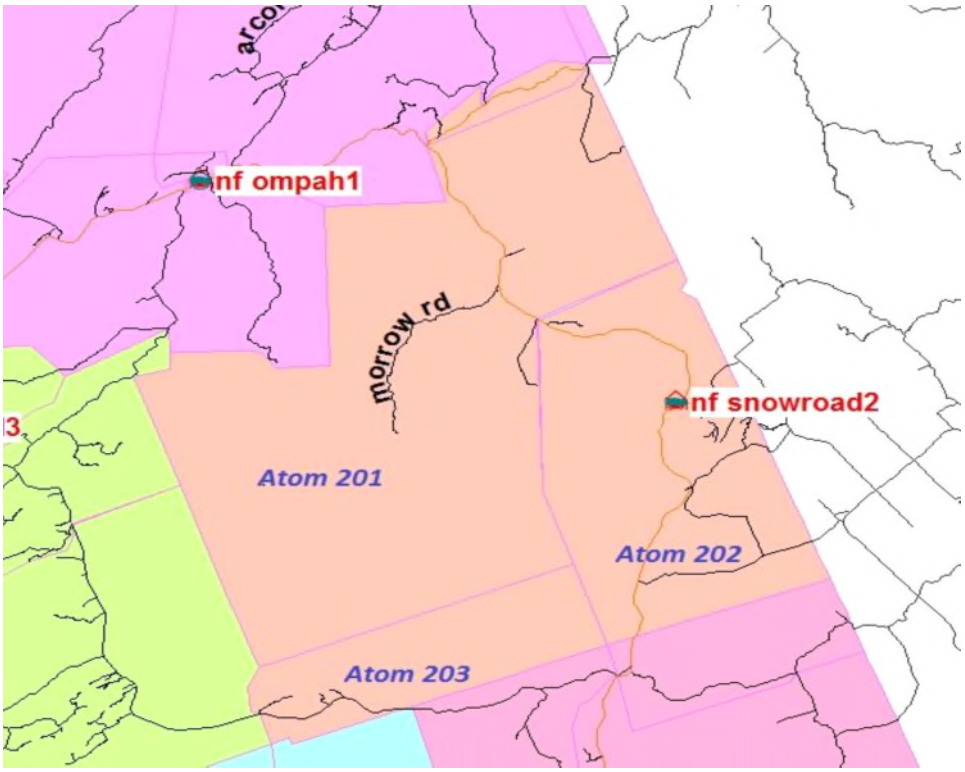
_____
Gerry Lichty
Mayor

_____
Tara Mieske
Clerk

Schedule “A”

The Corporation of the Township of Central Frontenac will provide Fire Protection Services under Automatic Aid to the areas of the Township of North Frontenac for Structure Fires, atoms, 202, 203, as defined in the map in Schedule “B”.

Schedule ‘B”



Township of North Frontenac
Snow Road

Schedule “C”

The Corporation of the Township of Central Frontenac will supply Fire Protection Services under Automatic Aid to the areas of the Township of North Frontenac for responses to Ice Water Rescues, Wards, 1, 2, and 3.

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW # 2025-37

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CAO/CLERK TO ENTER INTO A SHAREHOLDERS AGREEMENT WITH THE TOWNSHIP OF NORTH FRONTENAC, TOWNSHIP OF SOUTH FRONTENAC, TOWNSHIP OF FRONTENAC ISLANDS, COUNTY OF FRONTENAC AND FRONTENAC MUNICIPAL SERVICES CORPORATION

WHEREAS the Frontenac Municipal Services Corporation was established to oversee and regulate the installation and operation of communal water and wastewater services in the County of Frontenac.

AND WHEREAS the Township of Central Frontenac deems it expedient to enter into a shareholders agreement with the Township of North Frontenac, Township of South Frontenac, Township of Frontenac Islands, County of Frontenac and Frontenac Municipal Services Corporation for the operation of the Frontenac Municipal Services Corporation.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Central Frontenac enacts that the Mayor and the CAO/Clerk are authorized to enter into a shareholders agreement with the Township of North Frontenac, Township of South Frontenac, Township of Frontenac Islands, County of Frontenac and Frontenac Municipal Services Corporation for the management and operation of the Frontenac Municipal Services Corporation.

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

AND THAT this By-Law shall come into force and take effect on the date of final passing.

READ a first and second and third time and finally passed on this 12th day of August, 2025.

_____ _____

Frances L Smith, Mayor Cathy MacMunn, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC
BY-LAW #2025-38

BEING A BY-LAW TO PERMANENTLY CLOSE, DECLARE SURPLUS, AND SELL PART OF A HIGHWAY

WHEREAS Section 34 of the *Municipal Act, 2001*, authorizes Council to pass a by-law permanently closing a public highway;

AND WHEREAS it is deemed expedient to permanently close and declare surplus certain parts of a public highway as hereinafter accurately described;

AND WHEREAS notice of the proposed by-law to permanently close and declare surplus the said public highway has been published in the Frontenac News, a weekly newspaper having a general circulation in the Township of Central Frontenac (hereinafter, the "Municipality") and circulated, mailed to adjoining and other impacted properties, and posted on the Municipality's website pursuant to the Municipality's Road Closure and Sale policy and;

AND WHEREAS the above-mentioned notice informed all who claimed that his or her land would be prejudicially affected by the stopping up, closing and declaring surplus of the said public highway to appear before Council on November 8th, 2022, at 4:00 p.m.;

AND WHEREAS Council of the Corporation of the Township of Central Frontenac on November 8th, 2022, did sit and hear any person who might be prejudicially affected by the permanent closing and sale of the said highway;

AND WHEREAS Council has determined that the lands described in Section 1 and Section 2 below are surplus to the Municipality's needs.

NOW THEREFORE IT IS HEREBY ENACTED by the Council of The Corporation of the Township of Central Frontenac as follows:

1. That part of the unopened lane between Lots 13 & 14, on Subdivision Plan 130, Craig Island, Geographic Township of Oso, Now Township of Central Frontenac, being all of PIN 36233-0256, and described as Parts 2 & 3 on the Reference Plan 13R-23016 prepared by J.D. McArthur dated October 12, 2023 and attached as Schedule "A" hereto (hereinafter, the "**Lane**") be and is hereby permanently closed.

2. That the Lane be and is hereby declared surplus to the Municipality's needs.

3. That a certified copy of this by-law be registered in the appropriate Land Registry Office;

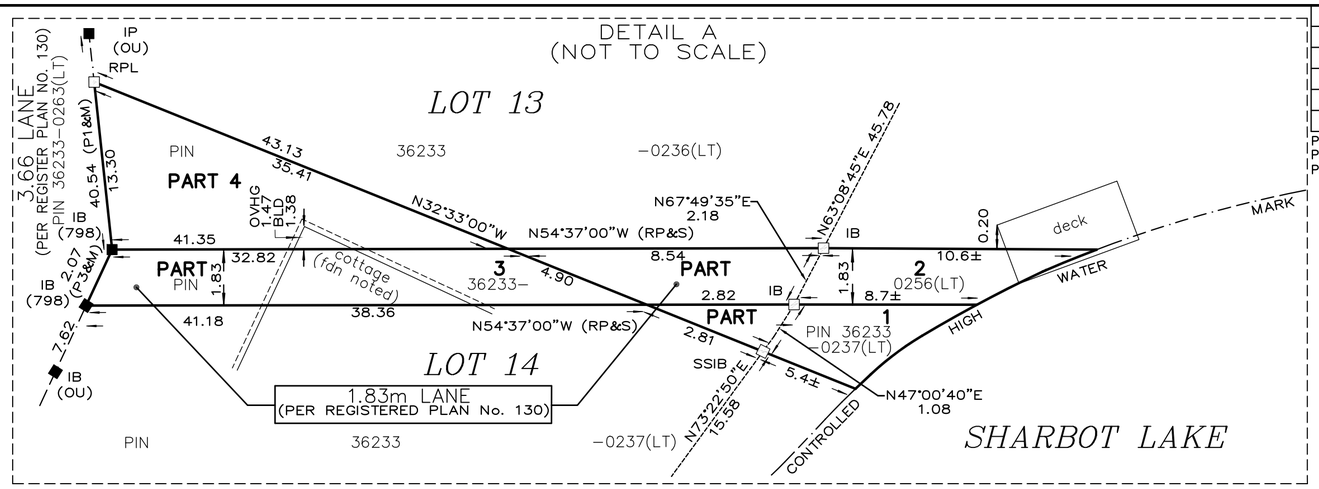
4. That this by-law shall become effective upon it being registered in the appropriate Land Registry Office.

READ a first and second time this 12th day of August 2025.

READ a third time and passed this 12th day of August 2025.

_____	_____
Frances L Smith, Mayor	Cathy MacMunn, CAO/Clerk

DETAIL A
(NOT TO SCALE)



SCHEDULE			
PART	PART OF LOT	PLAN No.	PIN
1	14	130	36233-0237(LT)
2	LANE	130	36233-0256(LT)
3	LANE	130	36233-0256(LT)
4	13	130	36233-0236(LT)

PART 1 COMPRISES PART OF PIN 36233-0237(LT)
PART 2 & 3 COMPRISES ALL OF PIN 36233-0256(LT)
PART 4 COMPRISES PART OF PIN 36233-0236(LT)

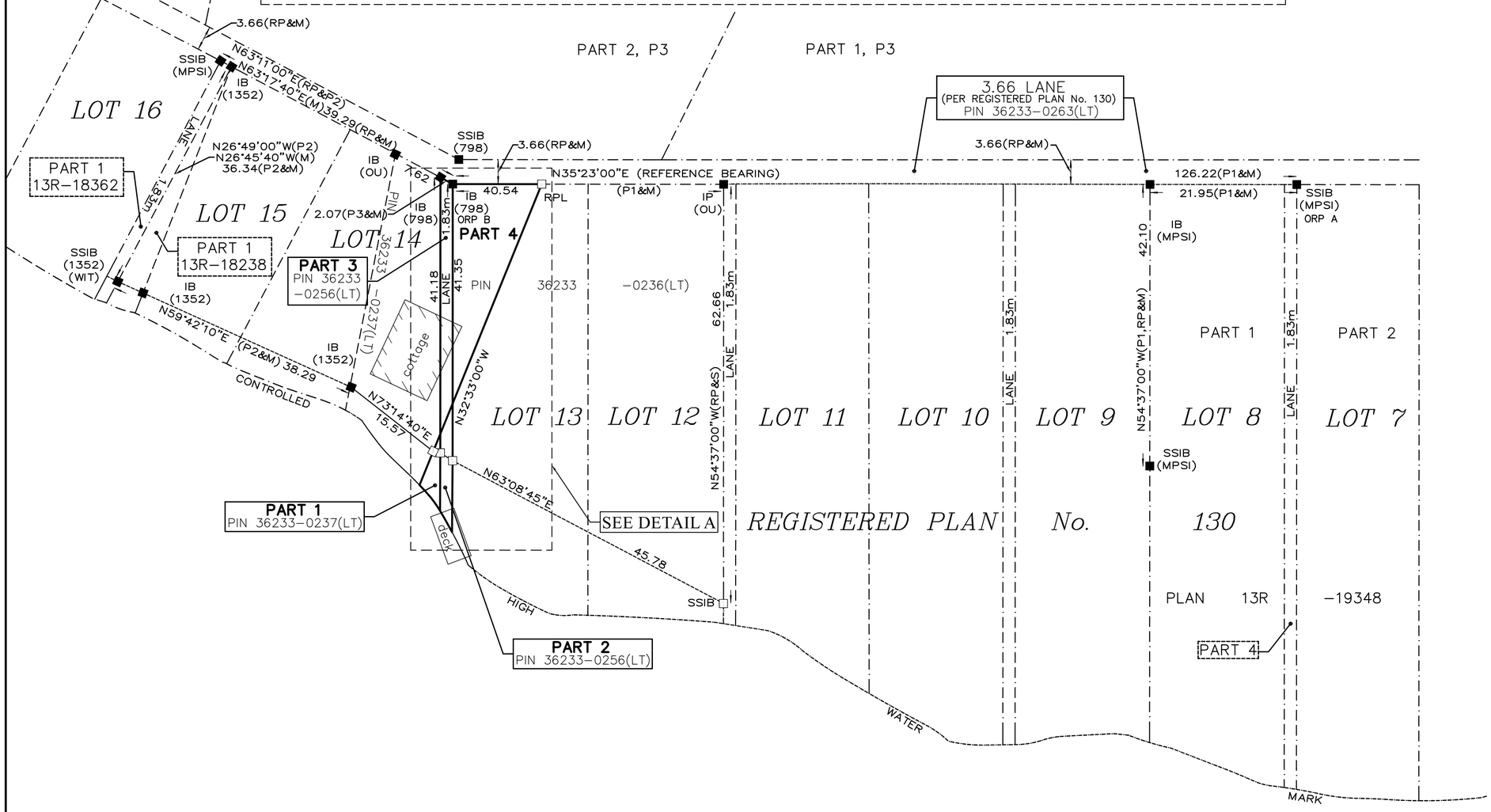
PLAN 13R-23016

Received and deposited

November 1st, 2023

Tom Berube

Representative for the Land Registrar for the Land Titles Division of Frontenac (No.13)



PLAN OF SURVEY

OF PART OF

LOTS 13, 14 AND LANE REGISTERED PLAN No. 130

GEOGRAPHIC TOWNSHIP OF OSO
TOWNSHIP OF CENTRAL FRONTENAC
COUNTY OF FRONTENAC

SCALE 1:500

0 10 20 30 40 50

THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 458mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:500

JAYMAC LAND SURVEYS INC.

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN CONVERTED TO FEET BY DIVIDING BY 0.3048

NOTES:

BEARINGS ARE MTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A & B, MTM ZONE 9, NAD83 (CSRS)

BEARING ARE ASTRONOMIC REFERRED TO THE SOUTHERLY LIMIT OF LOT 32, REGISTERED PLAN No. 130, BEING N35°23'00"E

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999895

LEGEND:

■	DENOTES	SURVEY MONUMENT FOUND
□	"	SURVEY MONUMENT SET
SSIB	"	SHORT STANDARD IRON BAR
SIB	"	STANDARD IRON BAR
IB	"	IRON BAR
RPL	"	ROCK PLUG
ORP	"	OBSERVED REFERENCE POINT
M	"	MEASURED
S	"	SET
PIN	"	PROPERTY IDENTIFICATION NUMBER
P1	"	PLAN 13R-19348
P2	"	PLAN 13R-18362
P3	"	PLAN BY RAY HUNTER OLS, DATED AUGUST 18, 1970
RP	"	REGISTERED PLAN No. 130
MPSI	"	McINTOSH PERRY SURVEYING INC.
798	"	RAY HUNTER, OLS
1352	"	B.W. KERR, OLS
OU	"	ORIGIN UNKNOWN

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON SEPTEMBER 15, 2023

OCTOBER 12, 2023
DATE

J.D. McARTHUR
J.D. McARTHUR
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-64925

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM REAL TIME NETWORK OBSERVATIONS (RTN) AND ARE REFERRED TO MTM ZONE 9, NAD83 (CSRS). COORDINATES TO RURAL ACCURACY PER SECTION 14 (2) OF O.REG. 216/10		
POINT ID	NORTHING	EASTING
ORP A	4 959 658.8	289 542.3
ORP B	4 959 555.9	289 469.3
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

JAYMAC LAND SURVEYS Inc
ONTARIO LAND SURVEYORS
PERTH, ONTARIO
T: 613-701-3220 JAYMACLANDSURVEYS.COM

SURVEY BY: JM	CHECKED BY: JM	CLOSURE CHECK: JM
FILE #: 23-4046-SHARBOT LAKE		JOB #: 23-4046

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW # 2025-39

BEING A BY-LAW TO PERMANENTLY CLOSE, DECLARE SURPLUS, AND SELL PART OF A HIGHWAY

WHEREAS Section 34 of the *Municipal Act, 2001*, authorizes Council to pass a by-law permanently closing a public highway;

AND WHEREAS it is deemed expedient to permanently close and declare surplus certain parts of a road allowance and forced road as hereinafter accurately described;

AND WHEREAS notice of the proposed by-law to permanently close and declare surplus the said roads has been published in the Frontenac News, a weekly newspaper having a general circulation in the Township of Central Frontenac (hereinafter, the “Municipality”) and circulated, mailed to adjoining and other impacted properties, and posted on the Municipality’s website pursuant to the Municipality’s Road Closure and Sale policy and;

AND WHEREAS the above-mentioned notice informed all who claimed that his or her land would be prejudicially affected by the stopping up, closing and declaring surplus of the said roads to appear before Council on June 10, 2025 at 6:00 p.m.;

AND WHEREAS Council of the Corporation of the Township of Central Frontenac on June 10, 2025 did sit and hear any person who might be prejudicially affected by the permanent closing and sale of the said highway;

AND WHEREAS Council has determined that the lands described in Section 1 and Section 2 below are surplus to the Municipality's needs.

NOW THEREFORE IT IS HEREBY ENACTED by the Council of The Corporation of the Township of Central Frontenac as follows:

1. That part of the unopened road allowance between Lots 30 & 31, Concession 4, Geographic Township of Oso, Now Township of Central Frontenac, being all of PIN 36214-0120, and described as Part 1 on Registered Plan 13R-23381 prepared by Thomas MacDonald dated May 23, 2025 and attached as

Schedule “A” hereto (hereinafter, the “**Road Allowance Lands**”) be and is hereby permanently closed.

2. That the lands described as Part Lot 30, Concession 4, Geographic Township of Oso, Now Township of Central Frontenac, Designated As Part 7 on Plan 13R1213, Being Part of Forced Road, being all of PIN 36214-0124, and described as Part 2 on Registered Plan 13R-23381 prepared by Thomas MacDonald dated May 23, 2025 and attached as Schedule “A” hereto (hereinafter, the “**Forced Road Lands**”) be and is hereby permanently closed.

3. That the Road Allowance Lands and Forced Road Lands be and are hereby declared surplus to the Municipality's needs.

4. That a certified copy of this by-law be registered in the appropriate Land Registry Office;

5. That this by-law shall repeal by-law 2025-29.

6. That this by-law shall become effective upon it being registered in the appropriate Land Registry Office.

READ a first and second time this 12th day of August 2025.

READ a third time and passed this 12th day of August 2025.

_____ _____

Frances L Smith, Mayor Cathy MacMunn, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW # 2025-40

BEING A BY-LAW TO PROVIDE SAFE YARDS FOR THE TOWNSHIP OF CENTRAL FRONTENAC

WHEREAS Section 127 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a local municipality may require the owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings; regulate when and how land shall be cleared and cleaned; prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land; and define “refuse” for the purpose of this by-law

AND WHEREAS Section 131 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a local municipality may prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition.

AND WHEREAS Section 398 of the *Municipal Act, 2001*, S.O. 2001, c25, provides that a local municipality may impose fees and charges for work done by the municipality to implement a by-law, and once charged, add unpaid fees or charges to the tax roll and collect them in the same manner as municipal taxes.

Whereas section 434.1(1) of the *Municipal Act, 2001*, S.O. 2001, c25, provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act.

AND WHEREAS Section 436 of the *Municipal Act, 2001*, S.O. 2001, c25, provides that the municipality may require the production of documents and things relevant to an inspection and conduct other examinations, texts, and investigations to determine if a by-law has been contravened.

AND WHEREAS the Council of the Township of Central Frontenac deems it desirable to establish standards for the maintenance and safety of yards, so that the owners and occupants provide minimum standards for persons who may live at, attend or otherwise be affected by the condition of the properties, and so that yards support safe access, visibility, maintenance, and land use compatibility.

NOW THEREFORE the Council of the Township of Central Frontenac enacts as follows:

1. SHORT TITLE

This by-law shall be referred to as the “Safe Yards By-law”.

2. DEFINITIONS

For the purpose of this by-law the following words shall have the following meanings:

“Adjacent Lands” shall refer to *properties* or pieces of land that are next to or bordering each other.

“CAO/Clerk” shall mean the Chief Administrative Officer/Clerk of the Township of Central Frontenac.

“Compost Heap” shall refer to a human-made pile or collection of organic waste materials, such as food scraps, yard trimmings, leaves, grass clippings, and other biodegradable materials.

“Council” shall mean the Council of the Township of Central Frontenac.

“Debris” shall refer to scattered fragments or remnants of something that has been broken, destroyed, or discarded. It includes, but is not limited to materials such as broken pieces of wood, metal, glass, stones, or other waste items.

“Drainage Swale” means a shallow, sloped channel designed to manage stormwater runoff by directing it away from buildings, roads, or other areas.

“Exterior Property” means the portion of a lot excluding buildings.

“Immediate Action” means action taken without delay, and in any case within no later than 72 hours of notice being given.

“Infestation” means the presence or invasion of pests, insects, animals, or harmful organisms in a place in such a way that they may create damage, contamination, or health risks.

“**Motor Vehicle**” includes an automobile, a motorcycle, a motor assisted bicycle, and any other vehicle propelled or driven otherwise than by muscular power.

“Noxious Weeds” shall mean any plant as identified as such in the Weed Control Act, R.S.O.,1990, c. W.5, S.3.

“Occupant” means a tenant, renter, or anyone who occupies a *property*, even if they do not own it.

“Officer” means a By-law Enforcement Officer for the Township of Central Frontenac who has been duly appointed by by-law for the purpose of administering and enforcing the provisions of this by-law.

“Owner” includes the registered owner of the *property* and any *person* for the time being managing or receiving the rent of or paying the municipal taxes on the *property* whether on his or her own account or as agent or trustee of any other *person* or who would receive the rent if such *property* were rented.

“Person” includes an individual, firm, corporation, association or partnership;

“Recreational Vehicle” means any vehicle so constructed that 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 living, sleeping, eating or accommodation of persons on a temporary, transient or short-term basis, even if the vehicle is jacked up or its running gear is removed. This definition includes, without limiting the generality of the foregoing, a motor home, tent trailer, a camper trailer, a recreational trailer, a fifth wheel or a bus converted into a motor home. A recreational vehicle does not include a mobile home, a park model trailer or a manufactured home.

“Refuse” includes waste material, trash, and garbage items. It includes items like paper, plastic, food scraps, broken furniture, and other things that are thrown away because they are no longer useful.

“Roll-Off Service Bin” means containers (also called "roll-off dumpsters") designed or used for the purpose of collecting and disposing of waste, debris, or construction materials, often used for home renovations, construction work, or large clean-ups.

“Safe Condition” means a condition that does not pose or constitute an undue or unreasonable hazard, fire risk or risk to life, limb or health of any person on or near the *property*.

“Parts” means components of machines, vehicles, or electronic devices.

“Property” means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, out-buildings, fences and erections thereon whether heretofore or hereafter erected and includes *Vacant Property*;

“Unsafe Condition” means a condition that poses or constitutes an undue or unreasonable hazard, fire risk, or risk to life, limb or health of any person on or near the property.

“Vacant Property” means a lot or lands that are not currently being used for any development or activity.

“Vehicle” includes any machine or device used for transporting people or goods from one place to another.

“Yard” shall mean an open space on a lot, extending from the exterior walls of any building or structure to the *property* boundaries, and remaining free from buildings or structures. This includes lots developed with buildings as well as *vacant property* used for recreational purposes (e.g., camping, seasonal use).

3. GENERAL STANDARDS FOR ALL PROPERTIES AND USES

3.1 No *person*, being the *owner* or *occupant* of a *property*, including a *vacant property*, shall fail to maintain the *property* in conformity with the standards required in this By-law.

3.2 No *owner* or *occupant* of a *property* shall use, occupy or allow permit or consent to use or occupation of the *property* unless such *property* conforms to the standards prescribed in this By-law.

3.3 The *owner* of any *property* which does not conform to the standards in this By-law shall maintain the *property* to conform to the standards and shall clear the *property* of all *refuse, debris* or accumulations of material that prevent access to or exit from the *property* in the case of emergency, or other safety or health hazard and shall leave the *property* in a graded and levelled condition.

3.4 Every *owner* or *occupant* shall take *immediate action* to eliminate any *unsafe condition*.

3.5 Every *owner* or *occupant* shall barricade any *unsafe condition* until the necessary repairs or demolition can be carried out.

3.6 This By-law does not apply to matters assessed by the *CAO/Clerk* or *Officer* as being unsubstantiated or without sufficient grounds for further consideration.

4. RESPONSIBILITY OF OWNER

4.1. The *owner* of a *property* shall maintain and keep clean the *property* in accordance with the By-law and take *immediate action* to eliminate any *unsafe condition*. The *owner* of every *property*, including *vacant property*, shall be responsible for any *refuse, debris* or other material which has blown, drifted or otherwise been transported from the *property,* including the collection and removal of the *refuse, debris* or other material as directed by an *Officer*.

5. MAINTENANCE OF LANDS

5.1 Every *owner* and *occupant* shall keep their *property* in a safe condition and free from:

5.1.1 *Refuse*, *debris* or *unsafe conditions*;

5.1.2 *Infestation* or conditions that may promote an *infestation*;

5.1.3 *Noxious Weeds*;

5.1.4 scrap and junk materials including without limitation, tools, tires, appliances, equipment or any part thereof, and discarded, unwanted, or broken items that are no longer usable for their original purpose;

5.1.5 any *vehicle* including a *recreational vehicle*, machinery or *parts* thereof which is in a wrecked, discarded, dismantled, unlicensed, inoperative or abandoned condition, except in an establishment licensed or authorized to conduct a salvage, wrecking or repair business and then only if such establishment conforms with all relevant by-laws of the Municipality and provincial and federal legislation;

5.1.6 timber, lumber, building materials or any other type of product or material stored or kept under *unsafe conditions*.

This provision does not apply to:

(a) wood that has been cut and stored for use in a stove or other heating appliance incidental to the heating of a building or for cooking purposes; and

(b) building materials that are directly related to ongoing construction or landscaping on the *property* for which a valid building permit has been issued.

5.1.7 any human-made pit, excavation or deep waterbody that is unfenced or unprotected against risk or accident.

5.1.8 any combustible, flammable, volatile, caustic or explosive substance unless stored in Canadian Standards Association or Underwriters' Laboratories of Canada approved containers and under safe *conditions.*

5.1.9 trees, shrubs, hedges, brush, and any dead, decayed, or damaged branches or limbs located along property lines adjacent to roads, sidewalks, or buildings in an *unsafe condition* or which poses a risk to public safety, visibility, or structural integrity.

5.1.10 the improper use or maintenance of *Roll-off Service Bins*, including but not limited to the overflow of garbage onto the ground surrounding the bin, failure to remove bins in a timely manner so as to prevent odours or *Infestation*, and the placement of *Roll-off Service Bins* within any *Drainage Swale* under any circumstances.

5.2 *Compost heaps* shall be maintained in a clean, sanitary and *safe condition* at all times and in accordance with all health regulations. Without limiting the generality of the foregoing:

5.2.1 The *Compost heap* shall be no larger than 1 square meter (10 square feet) and 1.8 meters (6 feet) in height.

5..2.2 *Compost heaps* must be enclosed on all sides by concrete block, lumber, metal frame structure with a concrete floor, or in a commercial plastic container designed for composting. They shall be constructed to prevent the entry of animals and be provided with a tight-fitting cover which shall be kept closed at all times except when material is being placed therein.

5.2.3 *Compost heaps* shall not be placed in the front yard or side yards and shall not under any circumstances be located within any *Drainage Swale*.

5.3 No *person* shall alter roof drainage, sump pump discharge, or surface grading in a manner that causes water to be directed onto a sidewalk, stairs, hard-paved or concrete surface, or onto adjacent properties in a way that may cause damage or create an *unsafe condition*.

5.3.1 No swimming pool shall be drained onto *adjacent lands*.

5.4 Every *owner* and *occupant* shall undertake snow storage in such a manner and location on property to prevent an *unsafe condition*, hazard, flooding, erosion and other damage to *adjacent lands*.

5.5 Every *owner* of a *property* containing a commercial, industrial, or multi-residential tenancy use shall maintain all steps, walks, driveways, and areas used or intended for parking, loading, or passage in a manner that ensures they are:

a) Safe for use under normal conditions during both daytime and nighttime hours;

b) Free from tripping hazards, large holes, deep ruts, or any other condition that may pose a risk to pedestrian or vehicular safety;

c) Maintained to ensure unobstructed access for firefighters and other emergency personnel at all times; and

d) Equipped with and maintained with adequate lighting in all access areas leading to a dwelling unit, commercial unit, or industrial unit, as well as in driveways and designated parking areas, to ensure safe passage and visibility during nighttime hours.

5.6 Except as provided in the applicable zoning by-law for the *property*, no *person* shall use any *property* for storing used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition.

5.7 The warehousing or storage of material, inoperative equipment used for *parts* or operative equipment that is required for the continuing operation of the agricultural, industrial or commercial use of a property shall be maintained so as not to create a fire or accident hazard and shall provide unobstructed access for emergency vehicles.

6. ADMINISTRATION

6.1 The *CAO/Clerk* or designate shall administer the By-law and establish any practices, policies and procedures necessary to implement the By-law.

6.2 The *CAO/Clerk* or designate shall prescribe all forms and notices necessary to implement the By-law and may amend such forms and notices from time to time as necessary.

7. OFFICERS AND INSPECTORS

7.1 An *Officer* or any *person* acting under his/her instructions may at all reasonable times, upon producing proper identification, enter upon any *property*, excluding any building used as a dwelling, for the purpose of conducting an inspection to determine whether there is or has been a contravention of this by-law, a direction or order issued under this By-law.

7.2 An *Officer* shall be responsible for the administration and enforcement of this By-law.

7.4 The *Officer* and any *person* acting under the *Officer's* instruction may at all reasonable times and upon producing proper identification enter and inspect any *property*.

8. NOTICE OF NON-CONFORMING PROPERTY

8.1 An *Officer* may cause a placard to be placed on a *property* or the exterior of any building which does not conform to the standards contained in this By-law. The placard shall state the particulars of the non-conformity until it conforms to the standards set by this By-law. No *person* shall remove, deface or cover up any such placard.

9. ORDERS

9.1 An *Officer* who finds that a *property* does not conform to any of the standards may make and serve or cause to be served upon or send by prepaid registered mail to the *owner* or *occupant* an order containing:

a) The Municipal address or legal description of such *property*,

b) Reasonable particulars of the remedial repairs to be affected or a statement that the *property* is to be cleared of all debris, refuse, or safety hazards and left in a graded and level condition,

c) The period in which there must be compliance with the terms and conditions of the order and notice that, if such repairs or clearance is not done with in the time specified in the order, the Municipality may carry out the repair or clearance at the expense of the *owner*, and be added to the Municipal Tax Roll,

d) The deadline to comply with an order shall not be later than 30 days after the day the order is issued.

e) An order issued with respect to section 5 (Maintenance of Lands) may require work to be done even though the facts that constitute the contravention of this By-law were present before this By-law came into force.

9.2 An order when sent by registered mail shall be sent to the last known address of the party or parties involved.

9.3 If the *Officer* is unable to effect service of an order, they shall place a placard containing the terms of the order in a conspicuous place on the property and placing the placard shall be deemed to be sufficient service of the order on any *owner* and *occupant* of the *property*.

10. EMERGENCY ORDER

10.1 Notwithstanding any other provisions of this By-law, if upon inspection of a *property* the *Officer* is satisfied that there is non-conformity with the standards prescribed in

this By-law to such extent as to pose an immediate danger to health or safety of any person, the Officer may make an order containing particulars of the non-conformity and requiring remedial repairs or other work to be carried out immediately to terminate the danger.

10.2 The order shall be served on the *owner* of the *property*, its *occupants*, and such other *persons* affected thereby as the Officer determines, and a copy shall be posted on the *property*.

10.3 After making an order, the *Officer* may, either before or after the order is served, take any measures necessary to terminate the danger and, for this purpose, the Municipality may, through its employees and agents, at any time enter upon the *property* in respect of which the order was made without a warrant.

10.4 The *Officer*, Municipality or *person* acting on its behalf is not liable to compensate the *owner*, *occupant* or any other *person* by reason of anything done by or on behalf of the Municipality in the reasonable exercise of its power under this By-law.

11. POWER OF MUNICIPALITY TO REPAIR

11.1 If an order of an *Officer* under this By-law is not complied with in accordance with the order the Municipality may cause the *property* to be repaired.

a) An *Officer* acting under this By-law or employees or agents of the Municipality may and upon producing proper identification enter the *property* at any reasonable time without a warrant in order to repair the *property*.

b) The Municipality or a *person* acting on its behalf is not liable to compensate the *owner*, *occupant* or any other *person* by reason of anything done by or on behalf of the Municipality in the reasonable exercise of its power under this By-law.

11.2 The Municipality shall be entitled to recover the costs for any repairs or maintenance undertaken to bring a *property* into compliance with this By-law. The *owner* to which an order has been issued shall be required to pay for the costs in like manner as municipal taxes.

11.3 Items that have been removed from a *property* and placed in storage by the Municipality pursuant its powers under this By-law, and that have not been recovered by the *owner* within the time period specified (60 days) in accordance with the *Repair and Storage Liens Act*, R.S.O. 1990, shall be disposed of or sold in accordance with that Act.

12. PENALTY AND ENFORCEMENT

12.1 Every *person* who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P33 and to any other applicable penalties.

12.2 Each *person* who contravenes any provision of this By-law or fails to comply with an order issued in accordance with this By-law, shall, upon issuance of a penalty notice in accordance with Administrative Monetary Penalty By-law 2024-43, be liable to pay to the Municipality an administrative penalty. If a *person* receives a penalty notice in accordance with the Administrative Monetary Penalty By-law for a contravention of the By-law, the following tiered penalty system applies:

(a) for a single contravention, the *person* shall be liable to pay to the Municipality the tier one (1) administrative penalty in the amount for that contravention as established by Schedule C to the Administrative Monetary Penalty By-law.

(b) if the *person* receives a second penalty notice for a contravention of the Safe Yards By-law within twelve (12) months from the date of the penalty notice containing a tier one (1) Administrative Monetary Penalty amount, the person shall be liable to pay to the Municipality a tier two (2) Administrative Monetary Penalty amount for that contravention in the amount of the tier one (1) penalty plus $100.

(c) if the *person* receives a third penalty notice for a contravention of the Safe Yards By-law within twelve (12) months from the date of the penalty notice containing a tier two (2) Administrative Monetary Penalty amount, the person shall be liable to pay to the Municipality a tier three (3) Administrative Monetary Penalty amount for that contravention in the amount of the tier two (2) penalty plus an additional $150.

(d) If the *person* receives any subsequent penalty notices for further contravention of the Safe Yards By-law within twelve (12) months from the date of the penalty notice containing a tier three (3) Administrative Monetary Penalty amount, the person shall be liable to pay to the Municipality a tier three (3) Administrative Monetary Penalty amount for that offence.

13. APPEALS

13.1 Every person who is issued a penalty notice in accordance with the Administrative Monetary Penalty By-law with respect to a contravention of this By-law may

request a review of the penalty notice in accordance with the Administrative Monetary Penalty By-law.

13.2 Every person who is issued an order under this By-Law may request, in writing, a review of the order by the CAO/Clerk, within seven (7) days of the order being issued. The CAO/Clerk shall review the order and make a decision, in his or her sole discretion, acting reasonably, as to whether to uphold, vary, or cancel the order. A request for review under this section shall not stay the order.

14. VALIDITY

14.1 Where a provision of this by-law conflicts with the provisions of another by-law, Act or Regulation in force within the Municipality, the provision, which establishes the higher standards to protect the health, safety and welfare of the occupants and the public shall prevail.

14.2 If any provision or article of this By-law is for any reason found to be invalid by a court of competent jurisdiction, the provision or article found to be invalid shall be severed from the By-law and the remaining provisions or articles shall remain in effect until repealed.

NOW THEREFORE the Township of Central Frontenac hereby enacts as follows:

1. **THAT** all previous bylaws, or parts thereof, inconsistent with the provisions of this bylaw are hereby repealed.

2. **AND THAT** this by-law shall come into force and take effect upon the date of the passing.

READ a first and second and third time and finally passed on this 12th day of August, 2025

_____ _____

Frances L Smith, Mayor Cathy MacMunn, CAO/Clerk

BY-LAW REFERENCE	SHORT FORM WORDING	SET FINE
3.1	Fail to maintain property to bylaw standards	$150.00
3.4	Fail to eliminate an unsafe condition	$300.00
3.5	Fail to barricade unsafe condition	$300.00
5.1.1	Fail to keep free of refuse, debris or unsafe condition	$150.00
5.1.2	Fail to keep yard free of infestation	$150.00
5.1.3	Fail to keep free of noxious weeds	$150.00
5.1.4	Fail to keep property free of scrap and junk	$150.00
5.1.5	Fail to remove inoperative or dismantled vehicle/parts	$150.00
5.1.6	Lumber or building material in unsafe condition	$150.00
5.1.7	Fail to secure unfenced pit, excavation, or waterbody	$300.00
5.1.8	Fail to safely store hazardous material	$200.00
5.1.9	Fail to remove hazardous vegetation.	$150.00
5.1.10	Fail to maintain Roll-off Bin Service	$150.00
5.2	Fail to maintain compost heap	$150.00
5.2.2	Fail to maintain compost heap to deter animals	$150.00
5.2.3	Incorrect placing of compost heap	$150.00
5.3	Roof, sump or surface water improperly directed.	$150.00
5.3.1	Permit pool water onto adjacent property	$150.00
5.4	Snow storage hazard	$150.00
5.5b	Fail to keep driveways/ walkways safe for passage	$150.00
5.5c	Fail to maintain unobstructed access	$150.00

5.5d	Fail to maintain adequate lighting	$150.00
5.6	Using land for wrecking, dismantling or salvaging for parts.	$200.00
5.7	Fail to maintain unobstructed access or hazard on commercial or agricultural property	$200.00
8.1	Removal of a posted order	$300.00

The Corporation of the Township of Central Frontenac

By-Law #2025-41

Being a By-Law to Confirm the Regular Meeting of Council Held on August 12th, 2025

The Council of the Corporation of the Township of Central Frontenac enacts as follows:

The actions of the Council at the Regular Council meeting held on the 12th day of August 2025 in respect of each report, motion, resolution, or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed.

The Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary on that behalf in accordance with the by-laws of Council relating thereto.

Read a first, second, and third time and finally passed this 12th day of August 2025.

_____	_____
Frances Smith, Mayor	Cathy MacMunn, CAO/Clerk