



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

Tuesday, September 23, 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 of September 23, 2025 be approved as amended to suspend the provisions of Section 10.4 the Procedural By-law 2023-53 respecting delegations, and to permit four (4) delegations to be heard.

5. Disclosure of Pecuniary Interest

6. Approval of the Minutes

11 - 24

[Regular Meeting of Council - Sep 09 2025 - Minutes.docx](#)

THAT the minutes from the regular meeting of Council held on September 9, 2025, be approved as presented [amended].

7. Mayors Remarks

8. Delegations

- a. Steven Reeder, Originative Energy Solutions Partners (OESP)

25 - 33

[Request for Municipal Support Resolution](#)



THAT council receive the presentation from Steven Reeder with Originative Energy Solutions partners for information.

- b. David Bates- Resident
2024-41 Canine Control Bylaw

THAT Council receive the presentation from David Bates regarding the Canine Control By-law for information.

- c. Tracey Hole & Aleris Cronk- Residents District #4 34
[Hinchinbrooke School Property- Community vision](#) 

THAT Council receive the Hinchinbrooke School Property Community Vision report from Tracey Hole and Aleris Cronk for information.

- d. Rhonda Kimberley Young, Railway Society 35 - 45
[Letter of Support Request](#) 
[Caboosfundraising- A.pdf](#) 

THAT Council receive the presentation from Rhonda Kimberley Young from the Railway Society for information;

AND FURTHER THAT Council authorize the CAO/Clerk to write a letter of support the for Railway Society's ROD grant application.

9. Public Meeting

10. Consent Agenda

- a. Correspondence received for September 23rd, 2025
 1. City of Welland dated September 4, 2025. Re: Ontario Municipal Advisory Committee Review Survey.
 2. Town of Fort Frances dated August 11, 2025. Re: Support for the Elect Respect campaign.
 3. Town of Fort Frances dated August 11, 2025. Re: Opposition to Strong Mayor Powers.
 4. Township of Southgate dated September 4, 2025. Re: Resolution of Support – City of St. Catharine’s – Elect Respect Pledge.
 5. Township of Perry dated September 4, 2025. Re: Support for Advocacy for Increased Income Support Thresholds for Canadian Veterans.


6. Township of Armour dated September 9, 2025. Re: O. Reg. 391/21 - Blue Box Regulation.
7. Town of Goderich dated September 16, 2025. Re: Endorsement of City of St. Catherine's Motion – Elect Respect Pledge.
8. Municipality of South Huron dated September 17, 2025. Re: Proposed Amendments to the Resource Recovery and Circular Economy Act.
9. Bluewater Recycling Association dated September 2, 2025. Re: Feedback on Proposed Amendments to the Resource Recovery & Circular Economy Act.

- | | | |
|----|--|---------|
| b. | Central Frontenac Housing Committee Minutes- June 23, 2025
2025-06-23 - Housing.docx  | 46 - 50 |
| c. | Economic Development Advisory Committee Minutes- August 6, 2025
2025-08-06 EcDev Committee Minutes - August 6, 2025- A.pdf 
Wayne | 51 - 55 |
| d. | Trail Committee Minutes- September 9, 2025
Trails Committee- September 9th- A.pdf  | 56 - 70 |

THAT Council receive items a through d for information as they are considered routine.

11. Deferred Items

12. Staff Reports/Departmental Updates

- | | | |
|----|--|---------|
| a. | 171-2025 - PLAN - Severance Review Report
2025-09-23 Planning Report - Severance Review Update.docx  | 71 - 81 |
|----|--|---------|

THAT the Council for the Township of Central Frontenac direct staff to prepare water supply standards to be used by applicants proposing to create a new lot on private services;

AND THAT the draft water supply standards be presented to Council and the public for review and comment prior to being endorsed by Council;

AND THAT Council also direct staff to begin the process of amending the Official Plan to propose allowing a third severance in the Rural Area;

AND THAT the Official Plan Amendment process run concurrently with the development of the water supply standards.

- b. 172-2025 CFFRS Activity Report September 23 2025 82 - 86

[CFFRS Activity Report -September Council Meeting.docx](#) 

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated September 23, 2025

- c. 173-2025 - FIN - Accts Payable - September 23, 2025 87 - 110

[Accts Payable - September 23, 2025.docx](#) 

[AP Report to Council September 23, 2025.pdf](#) 

[2025, July 28 Check Distribution Report.pdf](#) 

[2025, August 11 Check Distribution Report.pdf](#) 

[2025, August 27 Check Distribution Report.pdf](#) 

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$1,966,072.32 as prepared by the Treasurer, for information.

- d. 174-2025 - FIN - Apportionments of Taxes 111 - 112

[Apportionments Report](#) 

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

10-39-040-010-01400-0000; 10-39-040-020-21420-0000 & 10-39-040-020-21425-0000; 10-39-040-040-01300-0000 & 10-39-040-040-01303-0000; 10-39-040-060-00200-0000 & 10-39-040-060-00204-0000; 10-39-040-060-01825-0000; 10-39-040-060-07500-0000 & 10-39-040-060-07550-0000; 10-39-050-020-32600-0000 & 10-39-050-020-32700-0000; 10-39-070-020-19700-0000 & 10-39-070-020-19707-0000; 10-39-080-020-16501-0000; 10-39-080-020-17100-0000; 10-39-080-030-18500-0000 & 10-39-080-030-18505-0000; 10-39-080-030-18500-0000 & 10-39-080-030-18512-0000 & 10-39-080-030-18513-0000

- e. 175-2025 - FIN - 357/358/359 Application Response(s) 113 - 114

[357/358/359 Application Response\(s\)](#) 

THAT Council for the Township of Central Frontenac approve the following reduction of Assessment pursuant to the Municipal Act.

Roll Number 10-39-010-020-01800-0000 for the period of July 30, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/**Razed by fire**, demolition, or otherwise - (357)(1)(d)(i); And;

Roll Number 10-39-040-020-01900-0000 for the period of November 14, 2024 to December 31, 2025 as reported by MPAC. Reason – Demolition/**Razed by fire**, demolition, or otherwise - (357)(1)(d)(i); And;

Roll Number 10-39-080-010-03900-0000 for the period of November 14, 2024 to December 31, 2025 as reported by MPAC. Reason – Ceases to be liable for the tax rate it was taxed - (357)(1)(a) And;

Roll Number 10-39-080-040-01158-0000 for the period of June 26, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/**Razed by fire**, demolition, or otherwise - (357)(1)(d)(i)

AND FURTHER THAT Council approves an adjustment of taxes to be calculated by the tax department for the related period.

- f. 176-2025 - FIN - Draft Capital Policy Report 115 - 155






[Capital Policy Report - September 23, 2025.docx](#) 

[Draft TCA Policy \(2025\).docx](#) 

[Current CF TCA Policy.pdf](#) 

THAT Council receive the Draft Tangible Capital Asset (TCA) Policy for information;

AND FURTHER THAT council provide the Treasurer with recommendations.

- g. 177-2025 FIN New Website Platform Required 156 - 157
[177-2025 FIN New Website Platform Required.docx](#) 
 THAT Council receive the report for information;
- AND THAT Council receive for information the Treasurer’s report entitled “New Website Platform Required”;
- AND THAT Council supports the selection of Sandbox Software Solutions as the successful proponent to create a new website for Central Frontenac Township at a cost of \$22,157+ annual hosting of \$5,700;
- AND THAT Council directs the Treasurer to add the cost to the 2026 budget;
- AND THAT Council authorize the CAO & Mayor to enter a contract for website services with Sandbox Software Solutions to start late in 2025 to avoid last minute issues for our residents.
- h. 178-2025 - ADMIN - By-Law Activity Report 158 - 159
[BLE Activity Report](#) 
 THAT Council receive the September 23, 2025 Bylaw Enforcement and Education Activity Report as prepared by the Bylaw Enforcement Officer for information.
- i. 179-2025 ADMIN- Planning Activity Report - September 23rd, 2025 160 - 162
[Planning Activity Report](#) 
 THAT Council receive the Planning Activity Report dated September 23rd, 2025 as prepared by the Planning Services Assistant for information.
- j. [180-2025 ADMIN September Activity Report](#)  163 - 167
[Admin Activity Report](#) 
 THAT Council receive the September 2025 Administration activity report as presented by the Chief Administrative Officer/Clerk for information.

- k. 181-2025 - ADMIN Committee of Council Titles Report 168 - 177
[Committee of Council Titles Report](#) 
[Attach #1: Committees of Council Policy](#) 

THAT Council receive the "Committee of Council Titles" report for information;

AND THAT all Committees of Council be renamed to incorporate the term "Advisory" in their official titles;

AND FURTHER THAT Standing Committees be retitled as Standing Advisory Committees, Ad Hoc Committees be retitled as Ad Hoc Advisory Committees, and all other Committees of Council be renamed to reflect their advisory role.

- l. 182-2025 ADMIN Open House 178 - 179
[Hosting an Open House.docx](#) 


WHEREAS the municipality purchased the former Simonett building from W.A. Robinson Holdings Inc. in June 2025, and subsequently relocated municipal offices to the new building on July 14, 2025;

AND WHEREAS the CAO/Clerk is recommending that Council consider hosting an Open House in October 2025 to formally introduce the new municipal facility to the public;

AND WHEREAS it is proposed that invitations be extended to residents, neighbouring township representatives, legal counsel, contractors, and other relevant stakeholders as outlined in this report;

NOW THEREFORE BE IT RESOLVED that Council approve the recommendation of the CAO/Clerk to host an Open House for the new municipal building.

13. Committee/Other Reports

- a. Septic Re-Inspection Committee 180 - 182
[Terms of Reference](#) 


Recruitment of Public Member

THAT Council accept and approve the Terms of Reference as submitted by the Septic Re-Inspection Committee.

WHEREAS Jim McIntosh has resigned from the Septic Re-Inspection Committee;

AND WHEREAS the Committee's composition requires a minimum of three (3) public members;

NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to initiate the recruitment process to fill the vacancy on the Septic Re-Inspection Committee.

- b. Central Frontenac Housing Committee - Terms of Reference 183 - 186
[OFFICIAL DRAFT - Central Frontenac Housing Committee Terms of Reference](#) 

THAT Council accept and approve the Terms of Reference as submitted by the Central Frontenac Housing Committee.

- c. Adhoc Website Committee Appointment
Ad Hoc committees must have less than 50% members of Council, per S. 3 Central Frontenac Committee Policy

THAT the Ad Hoc Website Advisory Committee be comprised of _____ members of Council and up to _____ members of the public;

AND THAT _____ be appointed as the Council members of said Committee;

AND FURTHER THAT Council authorize staff to commence the recruitment process for community members of the Ad Hoc Website Advisory Committee.

- d. Heritage Committee Appointment
THAT _____ be appointed as the second (2nd) member of Council on the Heritage Committee.

AND FURTHER THAT Council authorize staff to begin recruitment of community members for said committee.

14. Communications/Correspondence for Action

15. By-Laws/Agreements

16. Notice of Motions

17. Giving Notice of Motions

18. New/Other Business

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

b. Rise From Closed Session

THAT Council rise from closed session pursuant to S. 239.2 of the Municipal Act to discuss personal matters about an identifiable individual, including municipal or local board employees (S.239.2(b))

20. Adjournment

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[Confirming By-Law 2025-44](#) 

THAT By-Law 2025-44 being a by-law to confirm the proceedings of the regular council meeting held September 23rd, 2025, be read first, second, and third time, and finally passed this 23rd day of September, 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, October 14th, 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, September 9, 2025 at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call

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

Staff in Attendance: Cathy MacMunn – CAO/Clerk, Jody Legue – Deputy Clerk/EA to the CAO, Chris Nelson – Community Services Coordinator, Andy Dillon – Chief Building Official, Steve Gould – Public Works Manager, and Amanda Fellows – Public Works Technician

1. Call to Order

Mayor Smith called the meeting to order at 6:00 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

The agenda has been amended under Section 19: Closed Session to include three (3) additional items under Section 239(2) of the Municipal Act:

Two (2) items – personal matters about an identifiable individual, including municipal or local board employees (Section 239(2)(b));

One (1) item – a proposed or pending acquisition or disposition of land by the municipality or local board (Section 239(2)(c)).

THAT the agenda for the regular meeting of Council to be held September 9, 2025, be approved as amended.

Moved by: Susan Irwin
Seconded by: Dan Meeks

Carried

5. Disclosure of Pecuniary Interest

None.

6. Approval of the Minutes

THAT the minutes from the regular meeting of Council held August 12, 2025 and the minutes from the special meeting of Council held on August 27, 2025, be approved as presented.

Moved by: Phillip Smith
Seconded by: Nicki Gowdy

Carried

7. Mayors Remarks

- a. Return to Regular Meeting Schedule
Mayor Smith noted that the summer “holiday” schedule of one meeting per month in July and August has concluded. With the arrival of September, Council has returned to its regular schedule of two meetings per month. She remarked on how quickly the summer passed and that fall is now upon us.
- b. Fish Fry
Councillor Meeks thanked all community members who came out to support the Fish Fry on Saturday, September 6, 2025, noting it was a great turnout. Mayor Smith added that the fish was excellent.

8. Delegations/Presentations

- a. Richard Allen, Manager of Economic Development, County of Frontenac

THAT Council receive the Municipal Accommodation Tax presentation from Richard Allen, Manager of Economic Development with the County of Frontenac, for information.

Moved by: Susan Irwin

Seconded by: Dan Meeks

Carried

9. Public Meeting

None.

10. Consent Agenda

Item A(13) was pulled from the Consent Agenda and will be discussed under Section 14 (Communications/Correspondence for Action).

- a. Correspondence Received September 9, 2025
 - 1. Municipality of Strathroy-Caradoc dated August 7, 2025. Re: Support Amendment for O. Reg. 391/21: Blue Box .
 - 2. City of Mississauga dated July 30, 2025. Re: Non-Native “Exotic” Animals.
 - 3. Town of Blue Mountains dated July 14, 2025. Re: Climate Action Now Network TBM (CANN).
 - 4. Town of Blue Mountains dated July 14, 2025. Re: Climate Action Now Network TBM (CANN).
 - 5. Township of Southgate dated August 11, 2025. Re: Increased Income Support Thresholds for Canadian Veterans.
 - 6. Municipality of West Nipissing dated August 12, 2025. Re: Moratorium on Aerial Spraying of Glyphosate in the Nipissing Forest.
 - 7. Township of Armour dated August 12, 2025. Re: Standardized Governance of Family Health Teams.
 - 8. Township of Rideau Lakes dated August 5, 2025. Re: Request for Support – V.O.I.C.E. Coalition.
 - 9. Township of Terrance Bay dated August 12, 2025. Re: Exemption to O. Reg. 343/22 – Firefighter Certification Requirements.

10. Township of West Lincoln dated August 12, 2025. Re: Support of H.E.R. Respect Campaign.
11. Township of West Lincoln dated August 12, 2025. Re: Endorse the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region.
12. Town of Goderich dated August 22, 2025. Re: Standing Senate Committee on Agriculture and Forestry.
13. Ladies Auxiliary of The Royal Canadian Legion dated July 31, 2025. Re: Request for donation.
14. Municipality of Tweed dated August 12, 2025. Re: Collaborative Action on Sustainable Waste Management in Ontario.
15. Township of Brudenell, Lyndoch, and Raglan dated August 6, 2025. Re: Advocacy for Increased Income Support Thresholds for Canadian Veterans.
16. Woolwich Township dated August 27, 2025. Re: Resolution Passed by Woolwich Township Council – Strong Mayor Legislation.
17. Township of Brudenell, Lyndoch, and Raglan dated August 6, 2025. Re: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22) Supporting Correspondence from the Township of Black River – Matheson.
18. Frontenac County dated August 15th, 2025. Re: EORN Cell Gap Project Monthly Update August 2025.
19. Letter from Sarah Pilon, dated September 4, 2025 regarding the speed limit on Westport Rd.

- b. Economic Development Committee Minutes - June 4, 2025
- c. Economic Development Committee Minutes - July 9, 2025
- d. Volunteer Appreciation Events Committee - July 16, 2025

THAT Council receive items a) through d) with the exception of #13 for information, as they are considered routine items.

Moved by: Duncan McGregor

Seconded by: Bill Everett

Carried

11. Deferred Items

12. Staff Reports/Departmental Updates

- a. 163-2025 - Public Works Activity Report

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

Moved by: Lynne Klages

Seconded by: Cindy Kelsey

Carried

- b. 164-2025 - Public Works Project Status Report

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

Moved by: Susan Irwin

Seconded by: Phillip Smith

Carried

Councillor Irwin requested that an additional column be added in the report to show the final cost of completed projects alongside the budgeted amounts, in order to compare for any surplus or deficit for budget planning purposes.

- c. 165-2025 PW Draft Parking Bylaw

THAT Council receive the Draft Parking By-Law report, for information;

AND THAT Council provide comments and feedback on the draft parking bylaw to the Deputy Clerk by September 30th, 2025;

AND THAT staff release a survey to gather public comments and feedback on the draft parking bylaw, with a closing date of September 30th, 2025;

AND FURTHER THAT staff update the draft bylaw accordingly for Council review at an upcoming meeting.

Moved by: Dan Meeks
Seconded by: Nicki Gowdy

Carried

- d. 166-2025 DS August Construction Details
THAT Council receive the Construction Details (Building Activity) report for August 2025 for information.

Moved by: Duncan McGregor
Seconded by: Lynne Klages

Carried

- e. 167-2025 - DS Capital Projects Status Report August 2025
THAT Council receive the Capital Projects report as presented by the Chief Building Official for information.

Moved by: Bill Everett
Seconded by: Cindy Kelsey

Carried

Councillor Irwin requested that an additional column be added in the report to show the final cost of completed projects in order to compare for any surplus or deficit.

- f. 168-2025-ADMIN-Road Allowance Closure- Approval in Principal (Goodfellow)

[Approval in Principal Report](#) 

[Map of Road Allowance.pdf](#) 

THAT Council approve in principle the recommendation of the CAO/Clerk to close part of the unopened road allowance between Concession 1 & 2, Lot 25, Geographic Township of Hinchinbrooke, Part of PIN 36158-0482;

AND THAT Council authorize staff to proceed to a public meeting to receive resident input on the proposed closure.

Moved by: Nicki Gowdy
Seconded by: Susan Irwin

Carried

g. 169-2025 - ADMIN Heritage Festival Committee

THAT Council receive the “Heritage Festival Committee” report for information;

AND THAT Council repeals By-law 2007-245, being a by-law to establish a Central Frontenac Heritage Festival Committee, in its entirety;

AND THAT Council choose one of the following options:

AND THAT Council re-establish a Heritage Festival Committee comprised of two (2) council members and a minimum of four (4) community members, one from each district;

AND FURTHER THAT Council direct staff to proceed with recruiting community members for appointment to this committee.

Moved by: Cindy Kelsey

Seconded by: Duncan McGregor

Carried

Councillor Kelsey noted that while the committee experienced difficulties last year, she has successfully managed it the same way for the past ten years without issue. She expressed support for Option 2, keeping the committee separate but with two council members included to provide additional support. She also supported appointing four community members.

Councillor Klages agreed with Councillor Kelsey, commending her past leadership and noting that last year’s challenges were an exception. She supported maintaining the committee as a stand-alone body with community involvement, adding that including an additional council member would be beneficial.

Mayor Smith suggested that the four community members should be drawn from each district, which she felt would strengthen the committee.

Councillor Kesey asked if this requirement could be incorporated into Option 2, and Mayor Smith confirmed that it could.

Councillor McGregor asked whether four members would be sufficient. Councillor Kelsey responded that more members could be added if desired, and Councillor Klages recommended wording the structure as a minimum of four community members.

Council agreed to proceed with Option 2.

- h. 170-2025 ADMIN Designate Safe Yards Bylaw in AMPS
THAT Council approve the addition of the Safe Yard Property By-law [2025-40] as a designated by-law under the Administrative Monetary Penalties (AMPS) By-law [2024-43];
AND THAT the necessary amending by-law be presented later in the meeting for passage.

Moved by: Phillip Smith

Seconded by: Dan Meeks

Carried

13. Committee/Other Reports

- a. Economic Development Committee - Terms of Reference
WHEREAS Council has adopted a new Committees of Council Policy;
AND WHEREAS the Economic Development Committee Terms of Reference must be updated to align with this policy and current committee structure;
NOW THEREFORE BE IT RESOLVED THAT Council accept the amended Terms of Reference as amended by changing the name from Economic Development Committee to Economic Development Advisory Committee.

Moved by: Lynne Klages
Seconded by: Bill Everett

Carried

Councillor Smith asked if Council should take some of the recommendations from the organizational review which suggested the committees become advisory committees and make that evident in the name.

14. Communications/Correspondence for Action

- a. Correspondence Item A (13) - Ladies Auxiliary of The Royal Canadian Legion Re: Request for donation.

I would like to pull item #13 from correspondence to discuss - Township has contributed in past years. Can we donate this year? I propose some new swag and a \$25 gift card for groceries.

Moved by: Lynne Klages
Seconded by: Cindy Kelsey

Councillor Klages provided an overview of a letter dated July 31, 2025, from the Ladies Auxiliary of the Gordon Gaylord Branch in Arden. The letter requested Council's support through a donation for their upcoming quarter auction and Chinese dinner fundraiser, with proceeds to assist individuals in the community supported by the Legion in Arden.

Councillor Klages noted that, in the past, Council has made donations to this event and suggested continuing this practice. She proposed that Council contribute some newly acquired township promotional items along with a \$25 grocery gift card from Mike Dean's Grocers.

15. By-Laws/Agreements

- a. 2025-42 A By-law to Designate the Safe Yards By-law under AMP (2024-43)

THAT By-Law 2025-42, being a by-law to designate the Safe Yards By-Law under AMPS (2024-43), be read a first, second

and third time and finally passed this 9th day of September, 2025.

Moved by: Cindy Kelsey

Seconded by: Susan Irwin

Carried

16. 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 28th Council meeting outlining potential benefits/concerns with changing Elizabeth Street to a One-Way Street

Moved by: Duncan McGregor

Seconded by: Lynne Klages

Defeated

Councillor McGregor clarified that he is not requesting Elizabeth Street be made one-way, but raised concerns regarding parking and a hazardous intersection at the south end of the street. He noted that a one-way configuration could provide benefits such as improved streetscaping and pedestrian safety. He emphasized that this is not a proposed solution but a conversation starter.

Councillor Klages expressed interest in receiving a staff report outlining both the positives and negatives to help Council make a balanced decision.

Councillor Irwin, Mayor Smith, and Councillor McGregor each raised concerns, both personally and on behalf of residents, regarding the possibility of converting Elizabeth Street to a one-way street.

Councillor Gowdy asked Cathy MacMunn, CAO/Clerk, whether the studies completed for the Elizabeth Street project 10–12 years ago had considered these issues. Cathy MacMunn responded that she did not recall any such considerations by the Public Works Manager at that time.

Councillor McGregor noted that he would not support the project if it posed a financial burden on the municipality. He emphasized the importance of public feedback and shared that he had posted information on social media and visited nearly all residents on Elizabeth Street. He stated that the direction of a potential one-way has not been determined and clarified that safety concerns relate to exiting the street, not the volume of traffic.

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 friendly and support other items outlined in the strategic plan.

Moved by: Duncan McGregor

Seconded by: Susan Irwin

Carried

Cathy MacMunn, CAO/Clerk, noted that the current website will no longer be supported after December 2025 and that the Treasurers are working with the County to identify a new company to manage the website.

Mayor Smith added that an ad hoc committee can be established immediately to review the current website and

provide input on what works and what does not, to assist in the development of the new site.

A motion to appoint Council members to the ad hoc website committee will be brought forward at the next regular meeting of Council.

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, 2001, to discuss:

1. a proposed or pending acquisition or disposition of land by the municipality or local board (S.239.2(c))
2. a proposed or pending acquisition or disposition of land by the municipality or local board (S.239.2(c))
3. personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).
4. personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).

Moved by: Lynne Klages

Seconded by: Dan Meeks

Carried

b. Rise from Closed Session

THAT Council rise from closed session pursuant to S. 239.2 of the Municipal Act, 2001, to discuss:

1. a proposed or pending acquisition of disposition of land by the municipality or local board (S.239.2(c))
2. a proposed or pending acquisition of disposition of land by the municipality or local board (S.239.2(c))
3. personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).
4. personal matters about an identifiable individual, including municipal or local board employees (S.239.2 (b)).

AND FURTHER THAT Staff carry out instructions received from Council in closed session.

Moved by: Bill Everett

Seconded by: Phillip Smith

Carried

20. Adjournment

THAT By-Law 2025-xx being a by-law to confirm the proceedings of the regular council meeting held September 9, 2025, be read first, second, and third time, and finally passed this 9th day of September, 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, September 23, 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: Duncan McGregor

Seconded by: Nicki Gowdy

Carried

The meeting was adjourned at 7:41 p.m.

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk



Ontario Green Peaker: Originative Energy Solutions Partners

Presentation to Central Frontenac
September, 23rd 2025

Private & Confidential

Introductions



- Originative Energy Solutions Partners
- Five energy development professional with broad skill sets
 - Engineering, operations, EPC / major equipment procurement, construction management
 - Financing, Power Purchase Agreement negotiations, financial modelling, bid prep
- Over 150 years of development experience
 - Ontario, US and International
 - Gas generation/ HV transmission/ large hydro/ coal/ cogeneration/ wind/ solar/ ethanol plants
 - Key players in the development of many of Ontario's major gas generation plants (4,000 Megawatts)
 - Key players in over 8,000 Megawatts of generation developed

The Project

- Ontario is procuring capacity in their Long Term 2 RFP Capacity Stream in 2025 and subsequent years, with an initial call for 600 Megawatts due in December 2025 and to be operational by 2030 with follow up tenders for 1,000 Megawatts
- Originative Energy Solutions Partners (OESP) is a very successful group of energy developers and entrepreneurs with over 150 years of energy project creation experience
- OESP has an environmentally conscious and expeditious energy solution “Green Peaker” utilizing conventional turbines but using bio-fuels rather than natural gas or oil for the long-term capacity requirements and a strategy that can accelerate deployment of capacity
- By utilizing this technology in this way we are reducing emissions and supporting local employment both during construction and in the long term by creating several well-paid jobs in the area
- We have selected a brownfield site that is currently being used for a gravel operation rather than more pristine lands in the area

Our Ask



- We are here today to ask for a Municipal Support Resolution (MSR) as required by the IESO as part of the bid process
- By issuing a MSR this does not change our obligations to work with the county to obtain all required permits and zoning as well as all of the environmental permits as required by the Ministry of Environment
- Of additional note, we also need to deliver a Pre-Engagement Confirmation Notice to the Municipality

Benefits To The County

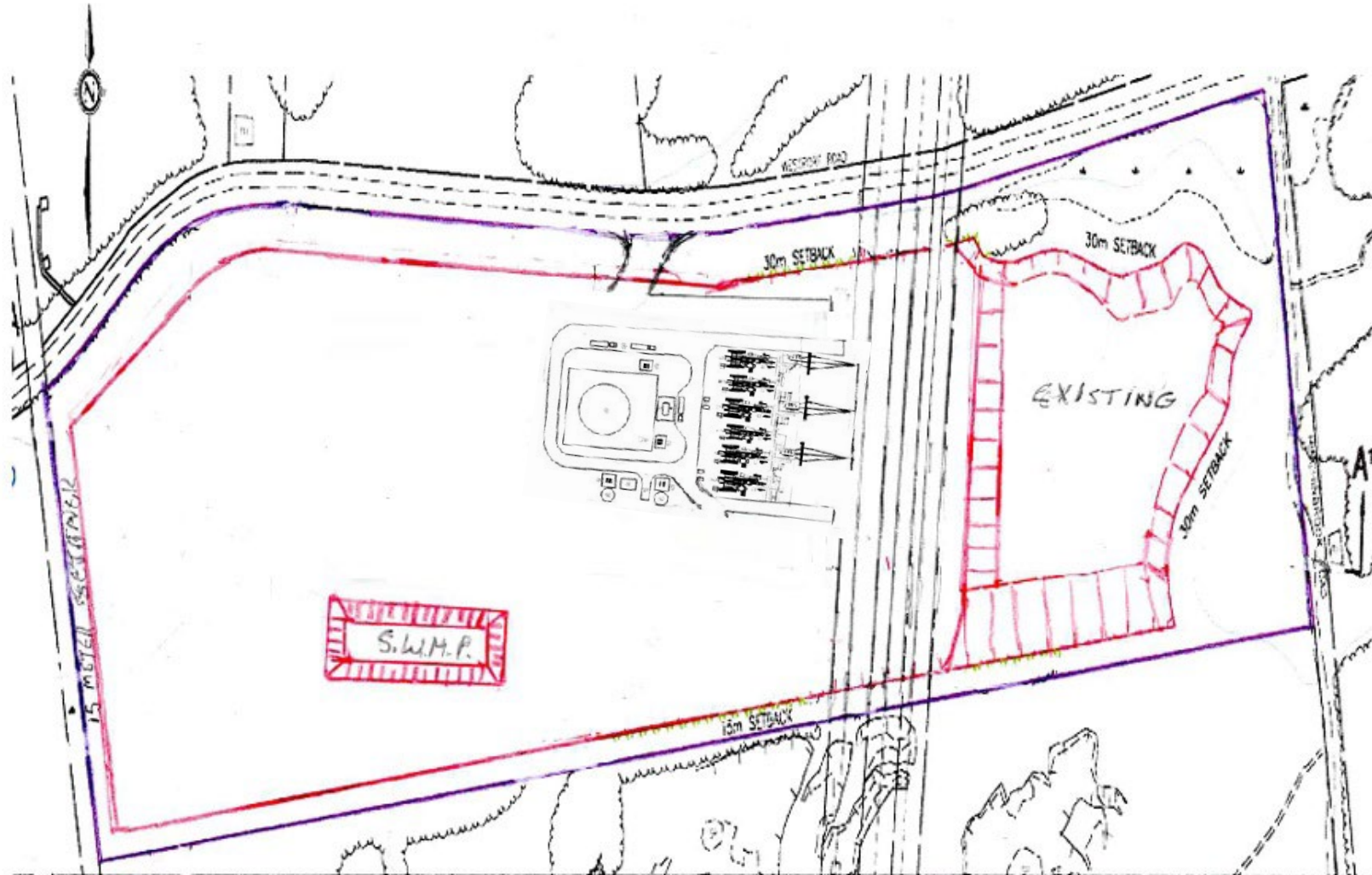


- Tax base
- Several million dollar in local work during construction
- Long term employment at the site
- Several contracts for delivery, landscaping, maintenance etc. going forward
- We plan on entering into a support agreement with the county over and above the increased property taxes that this project will generate
- This project will have a high aesthetic standard through a professional landscape plan developed in conjunction with the municipality

7349 Hinchinbrooke Road: Proposed Project Location and Point of Interconnection to Transmission



7349 Hinchinbrooke Road: Illustrative Project Layout



Next Steps



- We ask that Council vote in favor of granting a Municipal Support Resolution and that we continue to work in a collaborative effort to see this project through to a successful conclusion
- Work together to develop a support agreement for the community
- We will be working with the local First Nations to inform them of the project and its benefits and solicit their support.



Hinchinbrooke School Property – Proposed Community Vision

Cultivating community, learning, and sustainability for generations to come.

Education & Skills

- Agricultural workshops & outdoor education
- Youth & adult learning (digital literacy, trades, resume writing)
- Intergenerational teaching (gardening, crafts, 4H)
- Skills centre: cooking, sewing, woodworking

Community & Wellness

- Senior centre & youth drop-in
- Yoga, meditation, nutrition, snowshoeing
- Counselling, tutoring, massage therapy
- Mobile health services & Life Labs pop-ups
- Cafe & bakery

Family & Child Services

- Daycare & children's play structures
- Mini splash pad (ideal for daycare & local school programs)
- Summer camp programs (partnerships)
- Library relocation (from Fire Station)

Local Food & Sustainability

- Garden beds & rentable greenhouse plots
- Bee sanctuary & pollinator education programs
- Community pantry
- Farmers' markets & craft sales
- Seed saving & food sovereignty initiatives

Events & Engagement

- Event space for weddings, birthdays, and community gatherings (profitable returns)
- Rec & fair committee partnership for events
- Silent auctions, line dancing, and other social events
- Community kitchen (i.e. pancake breakfast, holiday dinners)

Infrastructure & Services

- OPP workstation & first responder training site
- Shared/rented office space for other services
- Food & ice cream truck location (seasonal)
- Routine mobile services (e.g., dental, health checkups)

CFRHS Caboose Project

Rhonda Kimberley-Young, Secretary



Project Objective



Fundraising
for 3 goals



Transport
Caboose



Anniversary
Mural



Refurbish
Caboose



150th
Celebration

Who is the CFRHS?

- NFP dedicated to promoting railway history of our area
- We maintain and improve the railway park in Sharbot Lake
- We have the only non-natural tourist attraction in the area
- We support the beautification and development of our area
- We support the trails network (K&P, trans Canada trail)



We wish to make a significant improvement to our park by adding a **vintage 1922 caboose**. Once onsite, the interior of the caboose would be refurbished as museum space for artifacts

To celebrate the 150th anniversary (our village and the railway causeway), we wish to install a **large mural** depicting the initial train crossing 150 years ago



Impact on the Central Frontenac Community:

- Park is already 2nd most popular attraction (#1 is the beach)
- Park is enjoyed by hikers, cyclists, snowmobilers and ATVs
- Unique location of park's two trails intersect, lake view
- Park serves 2 purposes - railway displays, artifacts etc. and excellent rest/stopping point enjoyed by trail users
- Enhanced railway park will support downtown revitalization, growth of trail network, attract visitors, beautify village
- Park is appreciated by locals and visitors alike

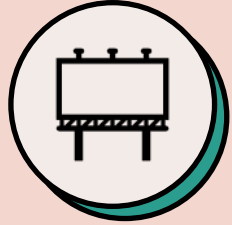


Our Fundraising plans



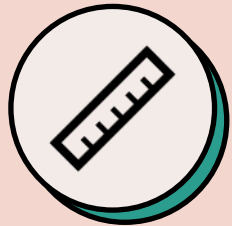
Awareness

Frontenac News article, flyer distribution (2200), presence at events to get the word out



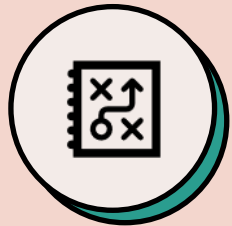
Direct appeal for donations/sponsors

Emails, mail to Railway Society members, local businesses, service clubs, trail associations etc. Will continue this outreach



Planned activities

Planning local fundraising activities including a fall dinner, dance, 50/50 etc. along with other events through the next year



ROD grant application – due Sept 24

35% on a reimbursed basis; we are seeking an exemption to 50% due to extenuating circumstances



Partners

Although we have received donations, having the county as a partner will enhance our chances of receiving much-needed ROD grant funding

Timeline

Fall 2025

Get Caboose Moved
from Barry's Bay to
Sharbot Lake

Winter – Spring 2026

Mural Prepared for
spring unveiling;
Plans for May 8
Anniversary Event

Spring – Summer
2026

Continue any
necessary
refurbishing of
caboose interior

Fall & Winter 2025

Continue our
Fundraising Efforts
for the project

Spring 2026

Special Community
Anniversary Event to
recognize completion
of the causeway

May 8

How we get there

Direct Appeal Fundraising

To date, we have raised about 7K from Individuals and Families

We have raised about 2K from local businesses and service clubs

We will continue our direct appeal

We have other fundraising plans to bridge some of the budget gap

ROD application/ budget

Transport Caboose	30 k
Refurbish Caboose	8 k
Mural	8 k
Contingency	<u>3 K</u>
Total	49 K

At 35% reimbursement, we need to raise about 32 k locally; At 50% reimbursement, we need to raise about 25 k

Our Ask of County Council

Our ROD grant application will be much stronger with a municipal Partner; we are seeking 5 k in funding and a letter of support

This project will directly support tourism and local businesses; good for business and the aesthetics of our village

Timing - the 150th Anniversary!



Thank you!

- The Central Frontenac Railway Society appreciates your consideration of our request!
- Our Board and Volunteers work hard to maintain and protect our railway history and to create a welcoming park
- Our park gets rave reviews from visitors from around the country and around the world; we want to make it even better – this is a rare opportunity to grow our museum!
- Our community can use a “boost” to achieve this project to celebrate our 150th Anniversary will show local businesses, visitors and residents, that we are proud of our history, our village, our trails and keen to support our area’s economic growth, beautification and revitalization



The Central Frontenac Railway Heritage Society needs your help!

We are very excited that we have acquired a new display for Railway Heritage Park in Sharbot Lake. This is our newest project, and our most ambitious one in recent years. We are thrilled that the timing of this venture will coincide with the 150th anniversary of the village of Sharbot Lake and the completion of the K&P Railway causeway across the Narrows in 1876.

The society has managed to find and procure a vintage 1922, wooden-sided Canadian Pacific caboose. This caboose was originally built by the Canadian Car & Foundry Company and has been partially restored by a group of dedicated volunteers in Barry's Bay, Ontario. As well as being a showpiece on exhibit at Railway Heritage Park, it will create additional space to house historical displays and artifacts.

Each year, the park and our displays are visited by local people and tourists from around the world alike. Since our park is on the trail network, it is a popular stopping point for cyclists, hikers, ATVers and snowmobilers. A recent assessment of the most popular attractions in our community put our Railway Heritage Park in second place, only surpassed by the beautiful Sharbot Lake Beach. The Railway Heritage Society is not only committed to respecting and preserving our community's railway history; we want to keep improving the park, attracting new visitors and ensuring that our village puts its best foot forward for the people who live and work here and the people who visit us and support our community economically. That's why we need your help!

Getting the caboose here from Barry’s Bay will be the biggest expense of the project. We do not have adequate funds to cover the transportation costs. While we will pursue grants to defray the moving costs and any refurbishing needed on the interior, we still need to raise local funds. If you are a regular contributor to our Society, please consider making a special contribution to this project. If you haven’t contributed before, please consider a financial contribution to help make this goal a reality!

If you are a local business, please consider supporting this project which will enhance tourism potential in our community. If you are a part of a local service club, you know the value of community building and we hope your organization might be able to make a financial contribution.

We will acknowledge those who make significant contributions. Once the inside of the caboose is finished and ready to open (Summer or Fall, 2026), we will publicly display a list of those whose generosity helped us hit our goal. Our society is a government authorized, non-for-profit organization; we are able to provide a tax-deductible receipt to individuals or businesses that are willing to donate to this project

Sponsorship Levels:

Individuals / Families:

\$100-199 Friends of CFRHS
\$200-399 Supporters of CFRHS
\$400+ Patrons of CFRHS

Businesses / Service Clubs:

\$100 - \$249 Bronze Sponsor
\$250 - \$499 Silver Sponsor
\$500 - \$999 Gold Sponsor
\$1000+ Platinum Sponsor

Cheques may be made out to Central Frontenac Railway Heritage Society and mailed to Box 142, Sharbot Lake, ON K0H 2P0

E-transfers may be sent to kickandpush.sharbotlake@gmail.com

In either case, please specify “caboose project” so that you may be recognized. If you have any questions, contact Rhonda Kimberley-Young by phone (416-435-5193) or by email to rkimberleyyoung@gmail.com



**The Corporation of the
Township of Central Frontenac
Central Frontenac Housing Committee Minutes**

June 23rd, 2025 at 9:00 a.m.

Station #3 Fire Hall, Wagarville Road, Sharbot Lake, ON

Roll Call

Members: Councillor Phillip Smith, Councillor Susan Irwin, Councillor Dan Meeks, Louise Moody, Peggy Hurley

Regrets: Cathy MacMunn - CAO/Clerk; Jody Legue - Deputy Clerk; Mayor Frances Smith

Staff in Attendance: Sarah Watkins - Clerical Assistant

1. Call to Order

Chair, Phillip Smith called the meeting to order at 9:02 am

2. Approval of Agenda

MOVED BY: Susan Irwin **SECONDED BY:** Dan Meeks

THAT the Agenda for June 23rd, 2025, be approved as presented.

CARRIED

3. Disclosure of Pecuniary Interest

None.

4. Approval of Minutes

a) May 16th, 2025

MOVED BY: Peggy Hurley **SECONDED BY:** Dan Meeks

THAT the minutes of the May 16th, 2025, meeting be approved as presented.

CARRIED

b) May 24th, 2025

MOVED BY: Peggy Hurley

SECONDED BY: Susan Irwin

THAT the minutes of the May 24th, 2025, Open House be approved as presented.

CARRIED

5. Business

a) Sharbot Lake Site Update

Phillip reported that there is no update on the grant at this time.

Louise inquired if there is a timeframe or deadline for the grant. Phillip was unsure but will provide an update when more information becomes available.

Louise noted that no further progress can be made on the environmental review until funding is received.

Louise mentioned that library patrons have been asking whether the library will be included in the new space. The location is seen as desirable due to its walkable distance for community members.

b) Open House Review

Phillip noted that there were continued concerns about the type of housing being proposed, particularly the absence of support services for individuals who may move in.

Susan commented that it was informative to learn about the need for support services, especially for those without access to a car.

Louise added that since COVID-19, many services are now willing to come directly to people's homes, which has improved access for some residents.

Susan shared feedback that a complaint about the current youth hub/group is that it lacks enough programming for boys and appears to be too female-focused.

Peggy mentioned that a community member had shared several creative ideas for how the space could be used.

Peggy also mentioned a public concern regarding salt usage during winter maintenance, noting potential environmental impacts from snow and ice clearing.

c) Report to Council

Phillip noted the need to report back to Council that the committee took a housing-focused approach, but community feedback suggests this is not currently desired.

Susan observed that many rural communities face a divide, with some residents supporting growth and housing, while others are opposed.

Louise emphasized the importance of creating a space for community dialogue.

Louise proposed that a central community center in Parham could serve multiple needs and revitalize community connection.

Dan suggested that the site could also function as a seniors' center, potentially offering a continuum of care from assisted living to 24/7 care, similar to the care home in Northbrook.

He also mentioned that long waitlists for nearby care homes point to a need for more senior living options in the area.

Louise referenced the concept of a NORC (Naturally Occurring Retirement Community), which allows residents to age in place with a long-term care facility nearby, minimizing the need to leave their community.

Susan suggested exploring a community centre model with housing attached, offering both shared space and residential options.

Lousie noted that some small communities, such as Arden and Tichborne, were once vibrant hubs but have lost services over the past 40–70 years.

Peggy asked if there are other suitable locations in the Parham area for housing development.

Phillip replied that none of the township-owned properties are currently suitable or usable for housing.

Louise asked whether the old township office could be converted into housing.

Peggy noted it would likely be lower density if used for that purpose.

Dan suggested it may be more practical to focus on the Sharbot Lake site instead.

Phillip emphasized the idea of partnering with housing organizations by offering land at a reduced rate to support development. He added that many organizations are eager to build housing but lack available land.

He suggested considering smaller parcels of land for duplexes, which could be more achievable.

Louise referenced a housing system on Wolfe Island that had been previously reviewed and could offer inspiration.

She stressed that shared spaces are essential for building community.

Louise also recommended researching reclaimed buildings being used as housing and reviewing stats to see if the number of housing units has increased.

Susan suggested the committee needs to bring community feedback back to Council to determine next steps for the space.

Phillip proposed rewording some of the open house notes to better reflect community input and bringing those to Council.

He also suggested working with Jody to draft a report for Council, which will be circulated to the committee for approval before submission.

Phillip raised the idea of inviting the Chair of Habitat for Humanity to speak about funding mechanisms and current housing initiatives.

He also proposed looking at housing statistics from nearby municipalities to get a clearer picture of housing models applicable to Central Frontenac, particularly while awaiting progress on the Sharbot Lake site.

Louise noted that while many people want to live in the village, there is a need for smaller housing units with shared amenities.

6. New/Other Business

None.

7. Next Meeting

The next meeting is scheduled for Tuesday, September 16, 2025, at 9:00 a.m., to be held either at the Fire Hall or the Council Chambers—location to be confirmed.

An invitation will be extended to Habitat for Humanity and/or the City of Kingston Housing Committee to attend.

A virtual option will be made available for guests who wish to join remotely.

8. Adjournment

MOTION

MOVED BY: Lousie Moody

SECONDED BY: Susan Irwin

THAT the Housing Committee meeting held on June 23rd, 2025, be adjourned.

CARRIED

Time of Adjournment: 10:09 am

Chair, Phillip Smith

**MINUTES OF THE CENTRAL FRONTENAC ECONOMIC DEVELOPMENT COMMITTEE
HELD ON AUGUST 6, 2025**

PRESENT:

Susan Irwin, Duncan McGregor, Lynn Klages, Sara Carpenter, Derek Redmond,
Christine Butler
Staff: Chris Nelson, Community Services Coordinator

REGRETS: Jill Lock

1. CALL TO ORDER

S. Carpenter called the meeting to order at 10:09 a.m.

2. APPROVAL OF AGENDA

MOVED by Lynn Klages, SECONDED by Susan Irwin:

THAT the agenda be approved.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

None disclosed.

4. APPROVAL OF MINUTES

MOVED by Susan Irwin, SECONDED by Christine Butler:

THAT the minutes of the July 9, 2025 meeting of the Central Frontenac Economic
Development Committee be approved.

CARRIED

5. BUSINESS ARISING

a. Environmental Scan

Notable changes and events in the past month. The Beer Store in Sharbot Lake is closing in September as alcoholic beverages become increasingly available at retail; it's unclear how beverage container returns will be handled now, although the

Province apparently has a plan for 2026. The Sharbot Lake Country Inn/Crossing Pub has installed a new Open/Closed LED sign at the curb, which should make it easier to see when they're open. There have been ongoing challenges with traffic sight lines and parking around the Cardinal Café; the Township has restricted street parking in front, which the owners are trying to have amended. The country music festival on July 26 was more successful than ever, attracting a bigger crowd and a younger demographic. The County's July 22 business networking breakfast at Lehlewa was a great success, with business people from all over the county connecting with one another.

b. Working Group Updates

i. Greening of Sharbot Lake // Enhance Visual Experience

The heat wave has made plant watering a challenge and the baskets on the causeway have experienced some wilting. C. Butler observed that some other communities manage this successfully; maybe with a different approach, the baskets could look nice next year. D. McGregor wondered about adding extra watering by volunteers to the Township's regular watering schedule. S. Irwin suggested that decorative banners could be another option, which she will discuss with Villages Beautiful.

The remaining budget could cover some few fall displays. S. Irwin will contact Villages Beautiful to discuss.

ii. Staff Position/Partnerships

The Township's organizational review recommendations will be presented to Council in a closed session August 6, D. McGregor reported, and will be made public later. S. Carpenter noted that if an economic development position is recommended, some funding might be available from the Rural Ontario Development Program. Another alternative might be an accommodation tax, part of which could fund economic development, Duncan said.

There was discussion about possible collaboration with North Frontenac. D. McGregor and C. Nelson plan to attend the Sept. 15 meeting of the NF Economic Development Task Force to explore further.

iii. Lake and Trail Interface

A small group of committee members and public works staff met with Richard Allen on July 22 at the Trailhead to review an EcDev plan to improve traffic flow.

Several proposed alterations emerged from the site visit and were brought back to committee. However, a couple of important elements remain to be addressed. Another field visit will be scheduled to try to work them out.

D. McGregor suggested that in the interim, the committee could approve the purchase of the concrete curbs that will be needed so that they can be deployed once the final configuration is decided. As well, he has offered to organize some volunteers to do some brush clearing at the Trailhead, with Public Works agreeing to remove the material.

MOVED by D. McGregor, SECONDED by S. Carpenter:

THAT the CF Economic Development Committee, via the Public Works Department, purchase a quantity of moveable concrete curbs to be installed in area of the Government Dock and Trailhead to improve traffic flow, for up to \$4,000, not including HST.

CARRIED

iv. Signage

C. Nelson reported that the gateway signs should be ready by August 13.

v. Volunteers

L. Klages told the committee about the upcoming Volunteer Appreciation event, and handed out invitations to each committee member.

vi. Township Website

C. Nelson did not yet have information on the timing or process for the Township website to migrate to the new platform. The County is also facing similar decisions. Chris will speak with CF Treasurer McGovern about how it will work. What is known is that maintenance (software updates, product releases) will no longer be available for the existing platform as of Dec. 30, and only bare bones support will exist after June, 2026.

In the meantime, Chris has been doing clean-up the website. However, any major changes would require managers to assess the content relating to their own departments and make decision about adding, removing or revising.

D. McGregor felt that website improvements are beyond the scope of the EcDev Committee. A better solution would be to create an ad hoc committee of Council

to include Township staff to address the website.

vii. Visitor Attraction

L. Klages brought news from the Friends of Arden, a longstanding community volunteer group with dwindling numbers who are trying to ensure the continuation of their work. Lynn reported that the Rec Committee has the capacity to take on some of their functions, but a couple of vital tasks might need outside help: the large gateway sign at the entrance to Arden, which is a platform for local businesses to advertise, and a printed local businesses booklet, published every few years. At some point, the EcDev Committee might be asked to assist.

c. **Letter of Support**

S. Carpenter furnished a letter of support about exploring turning Elizabeth Street in Sharbot Lake into a one-way street, for D. McGregor's proposed motion at Council.

6. NEW/OTHER BUSINESS

- a. Budget update. S. Carpenter provided an update on the financial standing of the EcDev Committee. There was a question about why \$5,600 for community engagement software was being charged to EcDev, when the committee doesn't use it at all.

MOVED by D. McGregor, seconded by L. Klages:

THAT the "Bang the Table" software charge be removed from the budget of the Central Frontenac Economic Development Committee, and that the Township consider withdrawing from the program entirely.

CARRIED

MOVED by L. Klages, SECONDED by S. Irwin:

THAT the Touch Stay subscription used for the CF Visitors Guide be renewed for a one-year period.

CARRIED

- b. Rural Ontario Development Fund – prospects. Deferred.
- c. Funders forum. S. Carpenter attended a forum in Kingston featuring several Ontario government departments – including OMAFA – with funding for capital

and human resources projects, at the business and community levels. A number of initiatives on EcDev's radar could qualify.

7. NEXT MEETING

Wed. September 3, 2025 at 10:00 a.m.

8. ADJOURNMENT

The meeting was adjourned at 11:51 a.m.



The Corporation of the
Township of Central Frontenac
Trails Committee Minutes
September 9, 2025
Township Offices, 14216 Rd 38, Sharbot Lake

Roll Call

Members: Mayor Frances Smith, Chair; Wayne Robinson, Secretary; Gerald Courneya, Jim Knapp

Regrets: Wayne Bush, Craig Middleton, Jonas Bonnetta

1. **Call to Order**

Frances Smith called the meeting to order at 10 am.

2. **Approval of Agenda**

MOVED BY: Gerald and seconded by Jim:

THAT the agenda of the 9th day of September, meeting be approved as presented.

Carried

3. **Disclosure of Pecuniary Interest. No one declared.**

4. **Approval of Minutes**

a) **June 25th, 2025**

MOVED BY: Wayne seconded by Gerald:

THAT the minutes of the June 28th, 2025 meeting be approved as presented.

Carried.

5. Business

a) Presentation by Jim Knapp, President of the Frontenac ATV Club

Jim started by telling the committee that he and his group had travelled several times the full length of the Tay Havelock trail over the last few months (our portion) and he indicated that the trail is in very poor condition. He presented several photos of the trail, which are attached. There are several trees that need to be removed and some work on some of the bridges is also needed.

Jim also informed us that the Frontenac ATV club had grown from some 150 members to about 690 members now.

He told the committee that he had a strong member base that was most willing to do work on the trail and that they also had equipment available.

Jim said that the trail from Sharbot Lake to Maberly was particularly bad and that many trail rides avoid using it. He said there is an acute need for some bridge repair work on the bridges west of Sharbot Lake.

Gerald added to the discussion by informing the committee that the Township, the legal owner of the trail, required by law to have an OSIM bridge report every two years on the state of all its bridges. He suggested that we should have an engineering firm carry this out and that the County uses Keystone Engineering that their bridges.

For reference on the subject:

OSIM Bridge Inspection Requirements

The Ontario Structure Inspection Manual (OSIM) outlines the requirements for bridge inspections, including the following key points:

Inspection Frequency: Bridges must be inspected every two calendar years by or under the direction of a professional engineer.

Jim also said that his Club could offer the following to our Committee and the Township

1. His club has several trained trail wardens.
2. They have the ability to apply for grants.
3. They have a professional retired grant writer in their club.
4. They have a maintenance team.
5. They have access to equipment.
6. They have a professional arborist as a member and several certified chainsaw crewmembers.

Jim also said that the agreement between the Township, the EOTA and the ATV club had expired. Fran asked if he would send a copy and we would look at getting it renewed.

Fran also agreed to set up a meeting with Cindy of the EOTA for Fran and Wayne to meet and discuss some of the maintenance issues on the trail. Fran is going to try and set it up for the first week of October.

Update on K & P work:

Gerald reported that the expropriations on the section at Snow Road were now complete and paid for. Before the transaction could be completed a landowner had torn out a bridge and that will need to be replaced but if all goes well that section of the trail should be open for snowmobiles this winter.

Update on Bathroom Project

Wayne reported that the project had been approved by the Township of Central Frontenac and that construction is scheduled to begin September 20th. The Committee has prepared a request to the County of Frontenac for the \$100,000.00 set aside by the County for Trailhead and Infrastructure improvements for the trail. The request is for it to be in the 2026 County budget.

General Discussion:

It is of great concern of the committee that the state of the 45 kms of trails in the Township needs a different strategy than having an agreement with the EOTA to maintain the trail. It was suggested that a consortium of sorts needs to be established made up of the Township, the County, the ATV Club, the Snowmobile Club and the EOTA that will work together to raise money and bring the trail up to an acceptable level and put in place a long term maintenance plan.

Gerald suggested that a meeting be pulled together of the various parties after Fran and Wayne meet with Cindy at the EOTA.

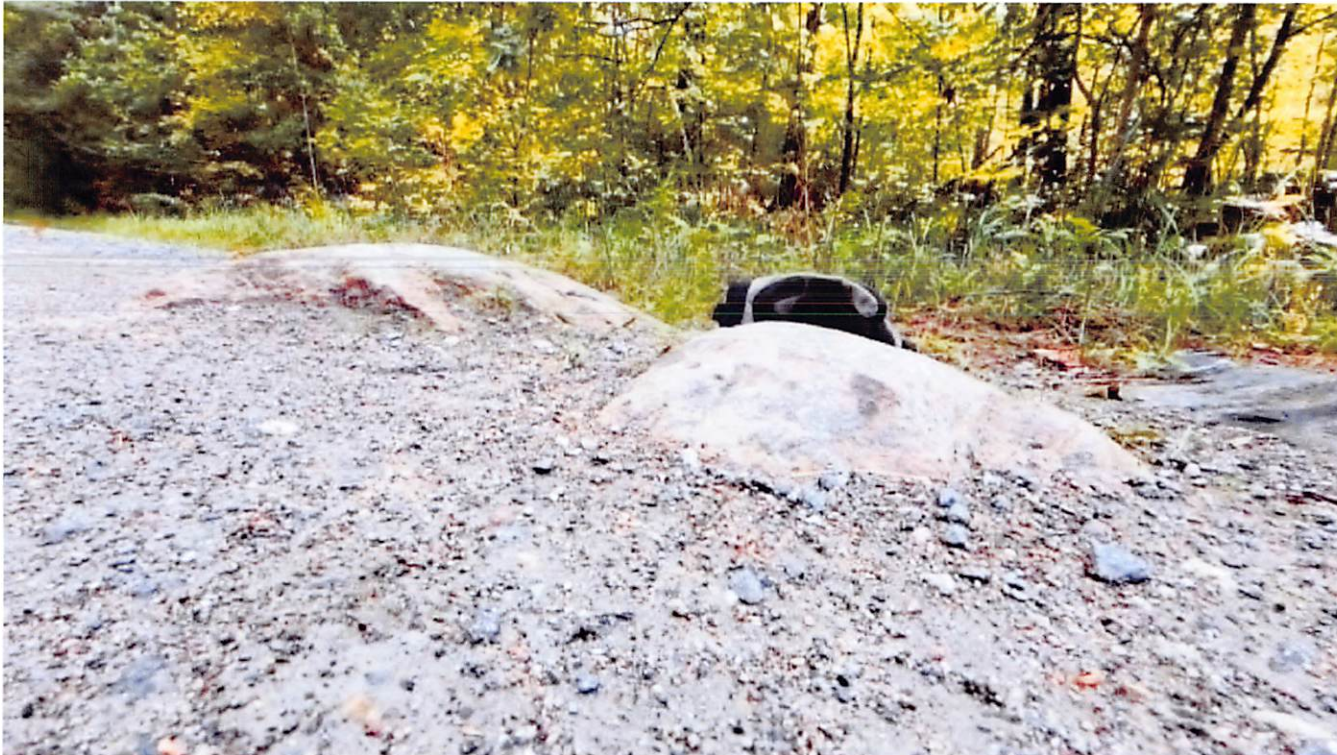
Next Meeting To be called by the Chair

Adjournment

MOVED BY: Jim Knapp

THAT this meeting be adjourned at 11:07 am

Carried



**Many kilometers of rock protruding from the trail.
A cyclist hitting these rocks at cycling speed will cause
serious damage to the wheel or cause cyclist to fall and
could cause serious injury to the rider.
Serious damage to ATV's can occur also.**

4/10 post Kalia / Kim



**This is in the middle of the trail. There are many areas like this. Disaster to a cyclist.
Expensive repairs to an ATV.**

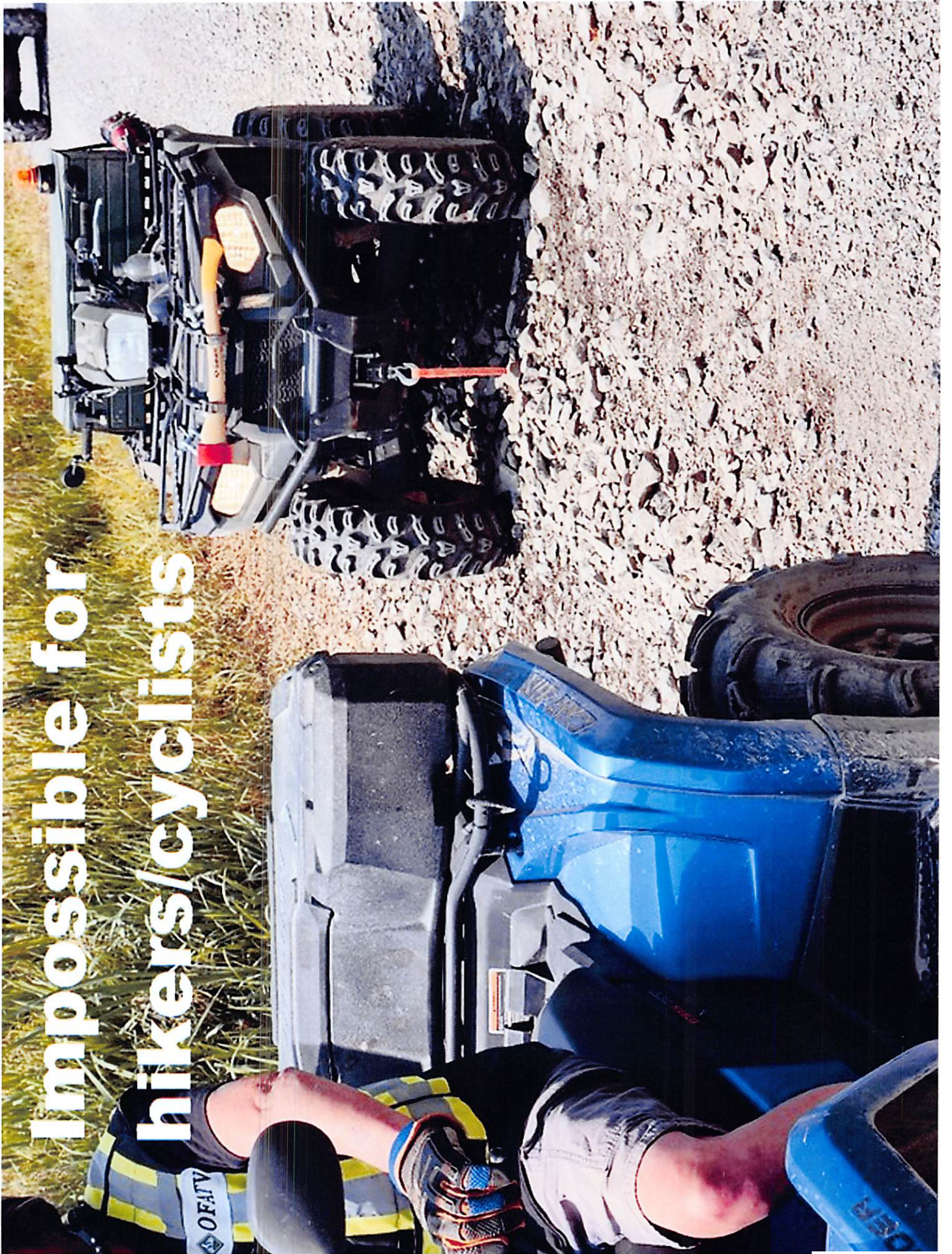
**For years, much of this trail has seen little to no upkeep. With the scenery it offers,
it could easily develop into a sought-after destination.**



Not a great trail for hiking, cycling, horseback riding or atving

This Trail currently sees very little traffic. Even modest improvements would attract more users bringing economic benefits to the small businesses along the way

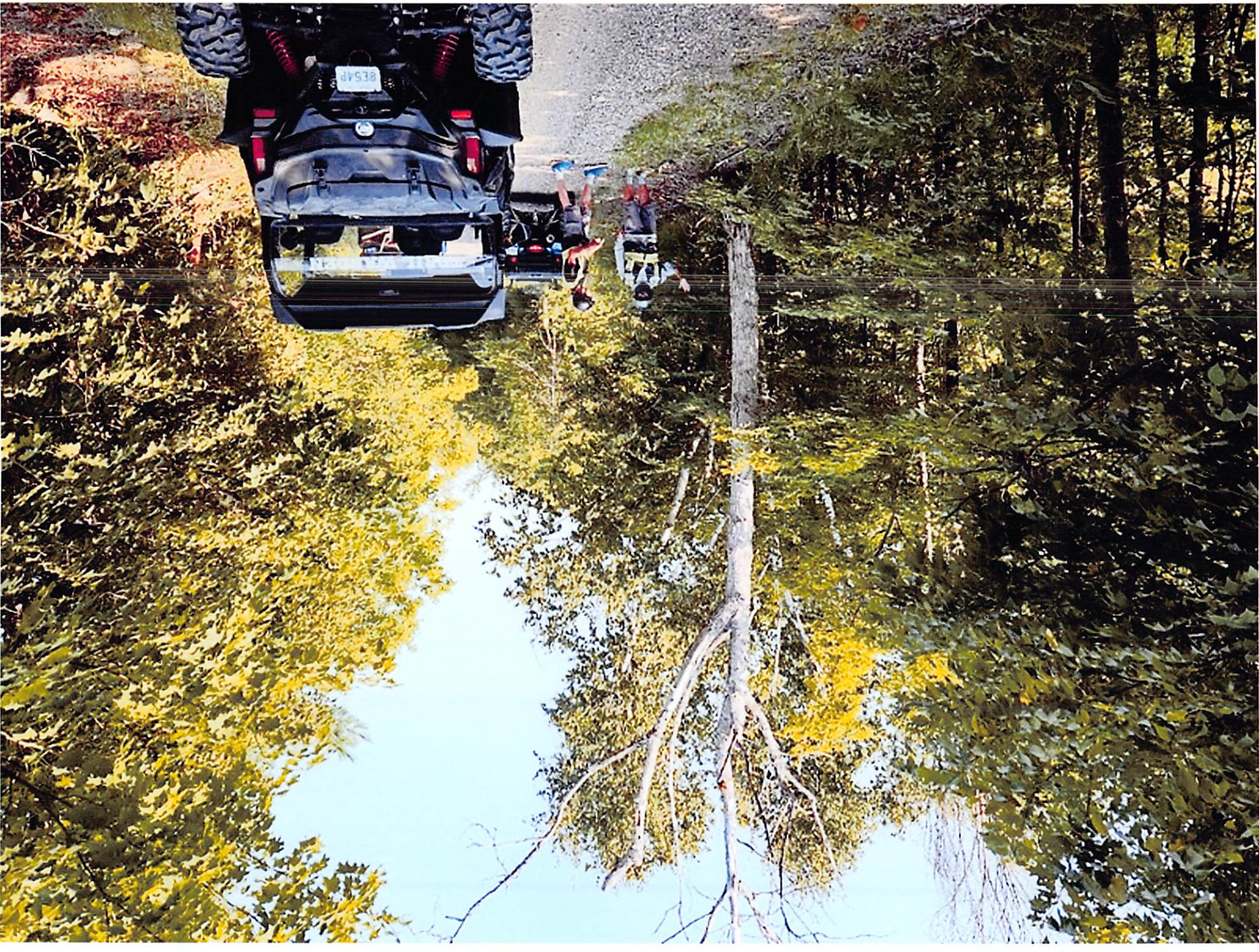
Impossible for hikers/cyclists





**This
culvert
is
plugged
solid**







This Tree is almost completely hollow and is going to fall over. It needs to be brought down before it falls on someone.



**Front wheel of a cycle
going here could cause
serious injuries**

**Perpendicular 2x6 Hemlock
will add years to this deck**

Sept 5/25



Hitting this lip on while riding a cycle is hazardous. Could cause cycle to flip or damage rim.

STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 172-2025
DATE: September 23, 2025
FROM: Cathy MacMunn, CAO/Clerk, Township of Central Frontenac
PREPARED BY: Sonya Bolton, Manager of Community Planning, County of Frontenac
RE: Final Report for the Review of Residential Severances in the Rural Area

RECOMMENDATION

THAT the Council for the Township of Central Frontenac direct staff to prepare water supply standards to be used by applicants proposing to create a new lot on private services; and,

THAT the draft water supply standards be presented to Council and the public for review and comment prior to being endorsed by Council; and,

THAT Council also direct staff to begin the process of amending the Official Plan to propose allowing a third severance in the Rural Area; and,

THAT the Official Plan Amendment process run concurrently with the development of the water supply standards.

BACKGROUND

Details about the background information related to this severance review, including links to previous staff reports, can be found in Attachment 1 to this report.

DISCUSSION

This severance review was conducted to determine whether it would be appropriate to amend the Official Plan to allow for a third severance (new lot) on properties in the Rural Area of the municipality. As part of this review, staff conducted a vacant land inventory for the Township and a policy review of the existing policies in the Township's Official Plan. While the results of the vacant land inventory and policy review are discussed here, further details about both can be found in Attachment 1 to this report.

There are 2,376 parcels of vacant land in the Township, but following the analysis through the vacant land inventory, 762 parcels, approximately one third of the total were

removed, because they could not be developed or severed because of land ownership, zoning, or lack of road access. The inventory did not include screening for properties that could be partially excluded because of zoning or the presence of natural heritage features or hazards; however, given the number of parcels removed from the vacant land inventory, staff do not see the value of pursuing additional screening criteria work through GIS.

The policies in the Official Plan regarding the consent process are clear and provide good direction on what is required of an applicant and what staff and the Committee of Adjustment need to consider as part of their review of an application. Based on the experience that planning staff have processing and reviewing consent applications for the Township, there are two Official Plan policies that are not being adequately implemented:

- Sufficient lot area for a building envelope for both the severed and retained parcels outside of any natural hazards or natural heritage features; and,
- Confirmation of an adequate and appropriate supply of potable water for new lots.

Lot Area

During a previous Council meeting regarding this issue of changing the number of severances, a question was raised as to whether the minimum required lot area for rural residential lots could be reduced. The current requirement for rural residential lots is a minimum area of 0.8 hectares (2 acres). Planning staff are not in support of changing this requirement. This requirement represents a current best practice, allowing enough land for a building envelope that includes space for a dwelling, a well that can be separated from other structures on the property in accordance with the Ontario Building Code, a septic tank and bed, and a location for a secondary septic bed to allow sufficient space for a future replacement of the system.

Section 3.15.1.2 of the Official Plan requires the following:

“The lot(s) to be severed and to be retained must meet the requirements of the Zoning By-law. The applicant will be required to demonstrate that there is a sufficient land area suitable for a building envelope on a proposed lot that is outside of natural or human-made hazards, outside of the required 30 metre setback from the water and all yard setbacks and influence areas required, and outside of an easement or any part of a private lane or right-of-way. In determining compliance with the zoning by-law, areas which are not useable on a lot may be excluded for the purposes of calculating the minimum required lot area or a required setback.”

Where someone is proposing a new lot that does not meet the minimum requirement of the zoning by-law, they have the option of also applying for a minor variance for the proposed reduction in lot area. However, the onus is on the applicant to prove that the reduced lot size is appropriate, and they can provide a functional building envelope outside of all hazards and natural heritage features. In some applications, it has been

necessary to require an applicant to provide a site survey showing the limits of this functional building envelope.

In the April 8, 2025, report to Council, planning staff had illustrated that only 11 of the 163 new lots that had been created between 2020 and 2024 had been issued building permits for new dwellings. Several of the new lots created during this time included lots with very constrained building envelopes, and a number of these lots remain undeveloped at the time of writing this report.

It is the recommendation of planning staff that the policy wording in Section 3.15.1.2. of the Official Plan that states "...areas which are not useable on a lot may be excluded..." be modified to read "areas which are not useable on a lot **shall** be excluded..." Reductions in overall lot area can still be considered on a property by property basis through the minor variance process, but strengthening the policy wording provides greater clarity for staff, property owners, and members of the Committee of Adjustment.

Water Supply

Section 3.15.5 of the Official Plan states the following:

"An adequate quantity of potable water and sewage capacity shall be demonstrated to be available for each new lot. Applicants shall provide sufficient technical information to demonstrate this to the satisfaction of the applicable review agency."

There are similar policies to this in the County Official Plan and the Provincial Planning Statement, because the provision of appropriate water and wastewater services to a property is a cornerstone of safe development.

Section 3.15.1.18 of the Official Plan also permits the Township to impose conditions related to the installation of water supply or sewage disposal systems, while Section 3.17.2 includes policies about individual onsite systems for water supply and sewage disposal and states the following:

"Lands throughout the Township may be serviced by individual on-site sewage services and individual on-site water services. Individual on-site services are owned, operated and managed by the owner of the property upon which the system(s) are located. Planning applications for new development shall be supported with information satisfactory to addressing relevant parts of the Ministry of Environment and Climate Change D-series Guidelines and the *Ontario Water Resources Act*.

Where a lot or lots are serviced with individual on-site water and sewage services site conditions shall be suitable for the long-term provision of such services. This may require a hydrogeological and water supply assessment study designed to assess the potential risk to groundwater. Reference shall be made to Ministry of the Environment, Conservation and Parks, Guidelines D-5-4 and D-5-5, Technical Guideline for Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment, in

undertaking the appropriate assessment. Approval of new lots may include sufficient off-site reserve sewage system capacity for hauled sewage and the lot shall be accessible by a sewage hauler.”

The installation of septic systems for individual residential properties is governed by the provisions of the Ontario Building Code (OBC). The ability of a site to accommodate a septic system is something that is already considered as part of the lot creation process through consultation with staff in the Township’s Building Department. However, a review of an appropriate potable water supply is not something that is currently being done in the Township when new lots are proposed, as there are no standards in the OBC or adopted by the municipality.

While septic systems are governed by the OBC, water supply systems are subject to different provincial guidelines, and reviewed by qualified professionals, such as a hydrogeologist, well driller, etc. To guide the review of water supply for new lot creation and/or additional residential units in rural areas, many municipalities have created water supply standards based on provincial guidelines that are endorsed by council and used by staff as part of the review of planning applications.

A municipal water supply standard sets the minimum requirements to ensure that the community has access to water that is both safe to use and sufficient in volume. It addresses:

- Quantity – making sure there is a reliable and adequate supply of water to meet daily needs, support growth, and provide fire protection.
- Quality – ensuring the water meets Ontario’s health and safety regulations for drinking water and other uses.

In short, the standard provides assurance that the proposed water system can consistently deliver enough water, at the right quality, to serve a property, without negatively impacting adjacent wells.

Both the Township of South Frontenac and the City of Kingston have these standards, and the County is in the process of assisting the Township of North Frontenac in creating similar standards for additional residential units.

Planning staff recommend that the Township develop and endorse a water supply standard to ensure that proposed new lots have an adequate supply of water. The work that the County has already undertaken for North Frontenac can be used as a starting point for the development of a standard for Central Frontenac and should not take very long to develop. It could be done concurrently with the public process for the proposed Official Plan Amendment to increase the number of severances in the Rural Area.

Conclusion

The outcome of the vacant land inventory and the existing policy framework in the Township Official Plan provides planning staff with a basis to support an amendment to

the Official Plan permitting a third severance in Rural Areas, providing the following conditions are met:

- The date of June 2, 2008, in the Official Plan for the basis of number of lots created remains the same.
- Greater attention is paid to the creation of lots with building envelopes that meet the minimum lot area requirements of the Zoning By-Law, and the calculation of lot area excludes lands that cannot be developed due to natural hazards or natural heritage features. This should be reflected in a change to the wording of Section 3.15.1.2 that should indicate that areas of land that are not buildable **shall** be excluded from the lot area calculation.
- The Township adopt water supply standards for the creation of new residential lots to ensure that all lots can maintain an adequate supply of water without negatively impacting surrounding properties. These standards should be in place prior to any approval of the Official Plan Amendment (OPA) to increase the number of severances and can be developed concurrently with the OPA process.

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 58 hours on this project, which works out to approximately \$7,540. The cost of that work will be billed to the Township in accordance with the service agreement between the Township and the County, along with any future costs associated with processing the actual Official Plan Amendment application.

The number of hours noted above 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.

The development of the water supply standards would be based on work already undertaken by County staff. Any additional costs to the Township would be minimal, such as the payment of costs for the County's hydrogeologist on contract to review the draft document and having them appear before Township Council to answer questions.

ATTACHMENTS/REFERENCES

1. Background Information and Vacant Land Inventory

Attachment 1: Background Information and Vacant Land Inventory

Background Information

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 (2,376 in total), 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](#).

On August 12, 2025, Planning staff presented an update report to Township Council outlining the results of the road access analysis. When vacant lots without any road access are removed 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. A copy of that staff report is available at the following link: [August 12, 2025 Council Report](#). At the August 12 meeting, Council endorsed planning staff's recommendation to complete the vacant land inventory.

Vacant Land Inventory

At the meeting on April 8, 2025, staff presented the preliminary data showing that there were 2,376 parcels of vacant land (33%) out of the total of 7,170 parcels that are in the Township (refer to Figure 1). 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.

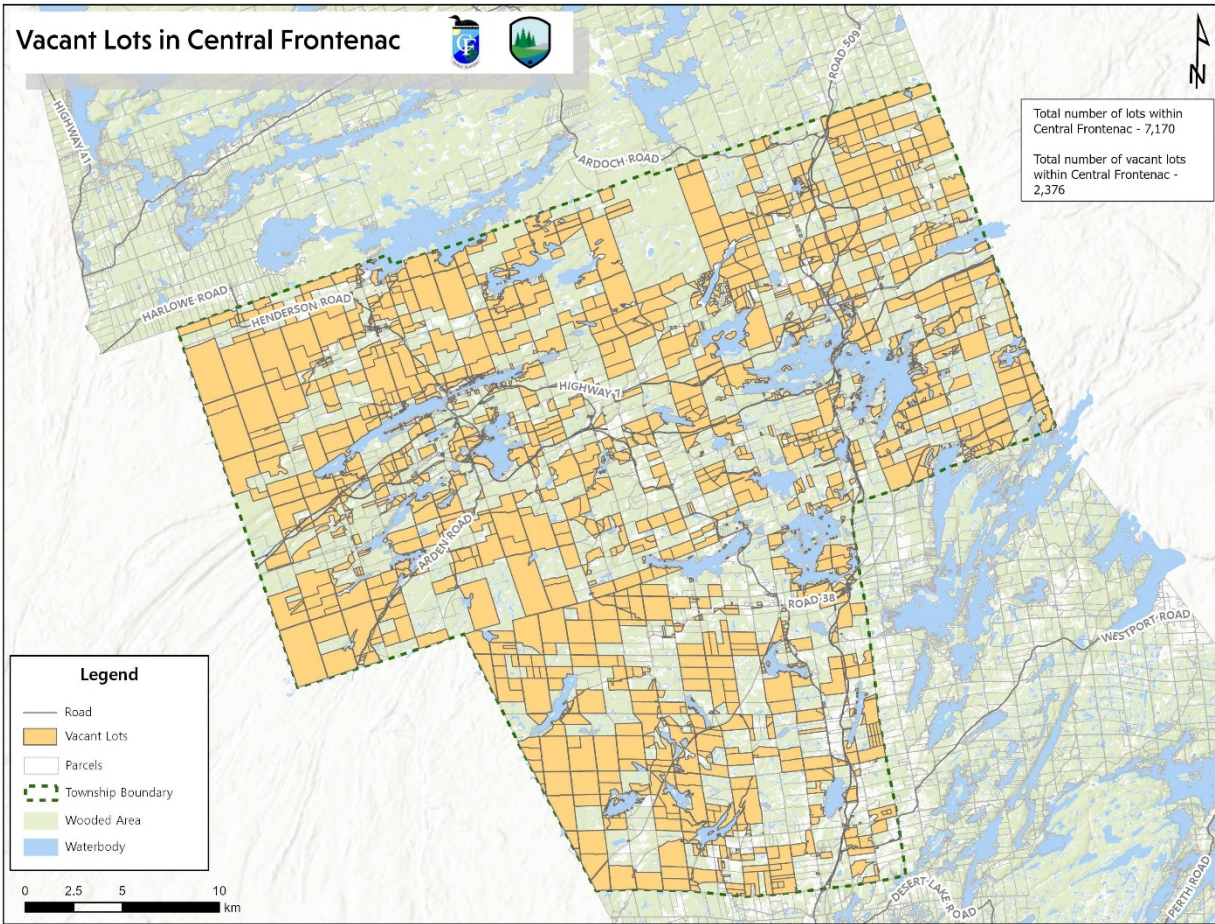


Figure 1: A map of the Township of Central Frontenac showing the total number of vacant lots in the municipality.

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 allowed the County to use the assistance of the interns that had been hired for the summer, including in GIS, without additional cost to the Township.

The remainder of the vacant land inventory was completed by the end of August, and it included removing additional vacant parcels based on the following additional screening criteria:

- All Crown land parcels;
- All vacant parcels of land owned by the Province of Ontario or one of its ministries;
- All vacant parcels of land owned by the County of Frontenac;
- All vacant parcels of land owned by the Township of Central Frontenac;
- All vacant parcels of land owned by one of the conservation authorities;
- All vacant parcels of land owned by a land conservancy group;
- All vacant parcels of land adjacent to an at-capacity lake;
- All vacant parcels of land completely covered by a Provincially Significant Wetland (PSW);
- All vacant parcels of land completely zoned as Environmental Protection Zone – Parks, Conservation Areas and Crown Land (EP-C); and,
- All vacant parcels of land completely zoned as Environmental Protection Zone – Provincially Significant Wetland (EP-PSW).

With the above criteria applied, an additional 489 vacant lots were removed from the inventory. When combined with the road access data, the total number of vacant lots remaining in the inventory is 1,614, which is only 32% of the overall total of 2,376. (refer to the map in Figure 2 and corresponding legend in Figure 3).

It should be noted that the screening criteria did not include parcels partially covered by wetlands or other natural heritage features, or within the influence area of pit, quarries, or waste disposal sites. Planning staff anticipate that there are additional parcels that would not be appropriate for development but see no value at this time in pursuing further screening criteria work through GIS.

LEGEND



Figure 3: The legend for Figure 2

Policy Review

In addition to the vacant land inventory, planning staff have reviewed the Township's Official Plan, specifically as it relates to the division of land and servicing for water and wastewater. A copy of the Official Plan can be found online at this link: [Central Frontenac Official Plan](#).

The policies related to the division of land are in Section 3.15 of the Official Plan. Large scale development must be done through a plan of subdivision, but small-scale development, where only a couple of lots are proposed to be severed, are done through the consent process. The Township's Committee of Adjustment is the approval authority for consents.

Section 3.15.1.3 of the Official Plan provides the following direction regarding the number of consents:

“The consent process is intended to be used for lot line adjustments, easements and similar administrative purposes, or for the creation of limited new lots as follows:

- A maximum of two (2) new lots (2 new lots, plus a retained lot) may be created by consent from a land holding as it existed on June 2, 2008 in the Rural Area and Waterfront Area.
- A maximum of three (3) new lots (3 new lots, plus a retained lot) may be created by consent from a land holding as it existed on June 2, 2008 in the Settlement Area.”

It is standard practice in land use planning to use the date of a previous Official Plan as the point in time that the number of severances is calculated from, and to maintain that date moving forward.



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 172-2025
DATE: September 23, 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 September 23, 2025

BACKGROUND

Fire Prevention/Public Education

In August, social media safety campaigns highlighted children's fire safety, hiking safety, on-campus and off-campus student living, Labour Day messaging, Voyent Alert, and burn ban status updates. To further support community engagement and education, fire department staff participated in events including Cottage Association AGMs, senior group meetings, and the local fair.

Meeting/Training Sessions

Throughout the reporting period, staff attended several key meetings, including sessions with Environment and Climate Change Canada, the Ontario Fire Chiefs Administrative Assistants Association, the Ontario Fire Marshal regarding the Fire Protection Grant, the Canadian Red Cross on Fire and Life Safety, and the District Chiefs' Meeting. These sessions provided important opportunities for information sharing, coordination, and updates that strengthen fire safety initiatives and emergency preparedness.

Recruit firefighter training has progressed, with classroom sessions for Firefighter 1 completed. Five recruits successfully passed the written exam and efforts are underway to schedule the live fire training component. Due to lack of resources and time constraints, staff are exploring third-party resources for compliance with mandatory firefighter certification requirements going forward.

Fire and Emergency Operations

The replacement apparatus for P441 is currently being retrofitted in the United States for Canadian operations. Delivery is now expected between late September/early October, with additional work to be completed in Canada upon arrival.

The annual emergency measurers exercise has been submitted to Emergency Management Ontario, and staff have updated all contact information with the Ontario Fire Marshal Training Portal, Red Cross, and other partnership organizations.

CFFRS is also reviewing the structure of its Health and Safety Committee and has begun preparations for the 2026 budget.

ATTACHMENTS/REFERENCES

- August 2025 CFFR – Incidents
- Three Year Comparison for the Month of August – Incidents
- August Training/Meetings

August 2025 CFFR – Incidents

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time
Arden					
August					
	1	2.08	0 h 0m	0.0	
01 Fire	1	2.08	25 h 30m	9.0	17:51
36 Authorized controlled burning...	2	4.17	7 h 35m	6.0	08:40
39 Other False Fire Call	1	2.08	0 h 0m	5.0	
89 Other Medical/Resuscitator Call	3	6.25	10 h 13m	4.0	19:31
911 Assisting Other FD: Automatic...	1	2.08	11 h 28m	4.0	12:34
Subtotal for August	9	18.75	54h 46m	4.7	01:28
Subtotal for Arden	9	18.75	54h 46m	4.7	01:28
Mountain Grove					
August					
23 Open air burning/unauthorized...	1	2.08	3 h 12m	6.0	09:49
89 Other Medical/Resuscitator Call	2	4.17	2 h 44m	4.0	15:54
Subtotal for August	3	6.25	5h 56m	4.7	13:52
Subtotal for Mountain Grove	3	6.25	5h 56m	4.7	13:52
Sharbot Lake					
August					
01 Fire	1	2.08	4 h 0m	9.0	05:16
03 NO LOSS OUTDOOR fire (se...	1	2.08	0 h 0m	2.0	03:44
23 Open air burning/unauthorized...	1	2.08	0 h 10m	1.0	08:57
31 Alarm System Equipment - M...	1	2.08	2 h 16m	6.0	17:10
34 Human - Perceived Emergency	1	2.08	0 h 26m	1.0	
36 Authorized controlled burning...	1	2.08	0 h 50m	2.0	00:03
38 CO false alarm - equipment m...	1	2.08	3 h 39m	3.0	23:07
39 Other False Fire Call	1	2.08	5 h 39m	10.0	07:58
62 Vehicle Collision	2	4.17	37 h 5m	7.5	10:28
76 Chest pains or suspected heart...	1	2.08	3 h 20m	5.0	12:45
89 Other Medical/Resuscitator Call	7	14.58	22 h 26m	3.9	13:45
Subtotal for August	18	37.50	79h 51m	4.5	14:36
Subtotal for Sharbot Lake	18	37.50	79h 51m	4.5	14:36
Parham					
August					
	1	2.08	0 h 0m	0.0	22:24
03 NO LOSS OUTDOOR fire (se...	6	12.50	219 h 15m	10.3	15:45
23 Open air burning/unauthorized...	3	6.25	20 h 56m	5.3	07:58
50 Power Lines Down, Arcing	1	2.08	12 h 30m	11.0	06:54
62 Vehicle Collision	1	2.08	7 h 30m	19.0	07:03
73 Seizure	1	2.08	3 h 27m	8.0	22:54
85 Vital signs absent, DOA	1	2.08	4 h 20m	5.0	02:35
89 Other Medical/Resuscitator Call	4	8.33	13 h 24m	3.5	17:24
Subtotal for August	18	37.50	281h 22m	7.5	19:32
Subtotal for Parham	18	37.50	281h 22m	7.5	19:32
Total Number of Responses	48		421h 55m	5.7	18:15

Three Year Comparison for the Month of August Incidents

Response Type	2025	2024	2023
	# of Incidents	# of Incidents	# of Incidents
Arden			
	1	0	0
01 Fire	1	0	0
03 NO LOSS OUTDOOR fire (see exclusions)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
32 Alarm System Equipment - Accidental activation (exc. code 35)	0	1	0
36 Authorized controlled burning - complaint	2	1	0
39 Other False Fire Call	1	0	0
62 Vehicle Collision	1	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	2	0
89 Other Medical/Resuscitator Call	5	3	10
911 Assisting Other FD: Automatic Aid	1	0	0
Totals for Arden:	14	8	12
Mountain Grove			
	1	0	0
01 Fire	1	0	0
03 NO LOSS OUTDOOR fire (see exclusions)	2	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
31 Alarm System Equipment - Malfunction	0	1	0
32 Alarm System Equipment - Accidental activation (exc. code 35)	0	1	0
36 Authorized controlled burning - complaint	1	0	0
39 Other False Fire Call	1	0	0
62 Vehicle Collision	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	0
89 Other Medical/Resuscitator Call	2	1	4
Totals for Mountain Grove:	9	5	5
Sharbot Lake			
	1	0	0
01 Fire	1	0	0
03 NO LOSS OUTDOOR fire (see exclusions)	4	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
31 Alarm System Equipment - Malfunction	1	1	1
34 Human - Perceived Emergency	1	0	0
36 Authorized controlled burning - complaint	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	1	0	0
62 Vehicle Collision	3	3	2
67 Water Rescue	0	1	1
73 Seizure	1	0	1
76 Chest pains or suspected heart attack	1	0	1
89 Other Medical/Resuscitator Call	8	3	6
910 Assisting Other FD: Mutual Aid	0	1	0
Totals for Sharbot Lake:	25	9	21
Parham			
	1	0	0
01 Fire	1	0	0
03 NO LOSS OUTDOOR fire (see exclusions)	7	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	0	0
31 Alarm System Equipment - Malfunction	1	1	0
38 CO false alarm - equipment malfunction (no CO present)	0	1	0
39 Other False Fire Call	1	0	0
50 Power Lines Down, Arcing	1	0	0
62 Vehicle Collision	2	1	2
67 Water Rescue	0	1	0
73 Seizure	1	1	0
76 Chest pains or suspected heart attack	0	1	1
85 Vital signs absent, DOA	1	0	0
89 Other Medical/Resuscitator Call	6	4	2
Totals for Parham:	25	10	7
Total Number of Responses	73	32	45

August Training/Meetings

Type	# of Sessions	Session Hours
Arden		
August		
*Training	4	10.50
*Other	1	2.00
Subtotal for August	5	12.50
<hr/>		
Subtotal for Arden	5	12.50
<hr/>		
Mountain Grove		
August		
*Training	4	9.50
*Other	3	6.00
Subtotal for August	7	15.50
<hr/>		
Subtotal for Mountain Grove	7	15.50
<hr/>		
Sharbot Lake		
August		
*Training	4	8.00
Subtotal for August	4	8.00
<hr/>		
Subtotal for Sharbot Lake	4	8.00
<hr/>		
Parham		
August		
*Training	3	8.00
Subtotal for August	3	8.00
<hr/>		
Subtotal for Parham	3	8.00
<hr/>		
All Stations		
August		
*Training	8	56.00
Subtotal for August	8	56.00
<hr/>		
Subtotal for All Stations	8	56.00
<hr/>		
Total Number of Sessions:	27	100.00



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 173-2025
DATE: September 23, 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 \$1,966,072.32 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.

TOWNSHIP OF CENTRAL FRONTENAC
Treasurer's Report
ACCOUNTS PAYABLE

2025-09-05

TOTAL A/P Cash Requirements

\$1,966,072.32 to be approved by Council

Date

July 28, 2025	\$	360,552.70
August 11, 2025	\$	459,188.03
August 27, 2025	\$	1,146,331.59

DISTRIBUTION	Total	\$	1,966,072.32
General Government		\$	-
Council		\$	-
General Administration		\$	113,430.45
Technology		\$	-
911 Civic Addressing		\$	2,833.62
Central Frontenac Fire		\$	68,883.25
Emergency Measures		\$	-
Conservation Authorities		\$	-
Policing		\$	234,103.00
Fenceviewers		\$	661.68
Animal Control		\$	-
Livestock Losses		\$	-
Building Department		\$	2,894.06
Facilities Coordinator/Septic program		\$	2,485.14
By-law Enforcement		\$	2,664.51
Roads Department		\$	1,315,764.67
Streetlighting		\$	-
Waste Disposal		\$	9,388.57
Cemeteries		\$	3,454.76
Helipad		\$	-
Medical Centre		\$	1,900.71
Recreation		\$	37,295.56
Other Cultural		\$	-
Planning		\$	4,869.20
Economic Development/Festival		\$	-
Municipal Drain		\$	-
HST Rebate(100% Gst, 78% Pst)		\$	165,443.14

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-07-28	2025-07-28
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: A&MD001 A & M Designs				
029952	2025-07-28	General Government	132	\$386.59
Total For Vendor A&MD001 A & M Designs				\$386.59
Vendor: AJST001 A.J. Stone Company Ltd				
EFT000000006473	2025-07-28	Administration	0000192973	\$10,786.98
Total For Vendor AJST001 A.J. Stone Company Ltd				\$10,786.98
Vendor: BELL001 Bell Canada				
029953	2025-07-28	Administration	6133355713 JULY 25	\$106.32
029953	2025-07-28	Administration	528888063 JULY 25	\$262.68
029953	2025-07-28	Administration	6133353862 JULY 25	\$104.52
029953	2025-07-28	Administration	6133352140 JULY 25	\$101.45
Total For Vendor BELL001 Bell Canada				\$574.97
Vendor: BOYL001 Mark Boyle				
029962	2025-07-28	Administration	OVERPAYMENT	\$125.00
Total For Vendor BOYL001 Mark Boyle				\$125.00
Vendor: CINT001 CINTAS				
EFT000000006474	2025-07-28	Administration	4237186882	\$119.94
Total For Vendor CINT001 CINTAS				\$119.94
Vendor: COUK9001 Courageous Companions K9				
029955	2025-07-28	Administration	99468	\$360.47
Total For Vendor COUK900 Courageous Companions K9				\$360.47
Vendor: CRAI002 Crains' Construction Ltd				
EFT000000006475	2025-07-28	Administration	24488	\$226.00
Total For Vendor CRAI002 Crains' Construction Ltd				\$226.00

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: CULL001 Culligan Ottawa Water Conditioning					
EFT000000006476	2025-07-28	Administration	03783TO	\$54.97	
EFT000000006476	2025-07-28	Administration	JULY 25 LOWERY	\$118.96	
EFT000000006476	2025-07-28	Administration	03784TO	\$53.72	
EFT000000006476	2025-07-28	Administration	03769TO	\$126.22	
Total For Vendor CULL001 Culligan Ottawa Water Condil				\$353.87	
Vendor: CUNN001 Cunningham, Swan, Carty					
EFT000000006477	2025-07-28	Administration	204594A	\$107.35	
EFT000000006477	2025-07-28	Administration	204594B	\$1,039.60	
EFT000000006477	2025-07-28	Administration	204594C	\$180.80	
EFT000000006477	2025-07-28	Administration	204594D	\$180.80	
EFT000000006477	2025-07-28	Administration	204594E	\$180.80	
EFT000000006477	2025-07-28	Administration	204594F	\$180.80	
EFT000000006477	2025-07-28	Administration	204594G	\$367.25	
EFT000000006477	2025-07-28	Administration	204594H	\$367.25	
EFT000000006477	2025-07-28	Administration	204594I	\$254.25	
EFT000000006477	2025-07-28	Administration	204594J	\$146.90	
EFT000000006477	2025-07-28	Administration	204594K	\$73.45	
EFT000000006477	2025-07-28	Administration	204594L	\$349.18	
EFT000000006477	2025-07-28	Administration	204595	\$1,528.89	
Total For Vendor CUNN001 Cunningham, Swan, Carty				\$4,957.32	
Vendor: CWCOM00 CW and Company					
029956	2025-07-28	Administration	8369	\$1,474.65	
Total For Vendor CWCOM00 CW and Company				\$1,474.65	
Vendor: FITZ002 Lindsay Fitzgerald					
029961	2025-07-28	Protection Services	JULY 12, 2025	\$232.20	
Total For Vendor FITZ002 Lindsay Fitzgerald				\$232.20	
Vendor: FLIE002 Flieler, Tyrell					
029958	2025-07-28	Protection Services	JULY 17 2025	\$50.00	
Total For Vendor FLIE002 Flieler, Tyrell				\$50.00	
Vendor: GHDD001 GHD Digital					
029960	2025-07-28	Administration	723002870	\$6,458.37	
Total For Vendor GHDD001 GHD Digital				\$6,458.37	
Vendor: HOLE001 Hole, Dan					
EFT000000006492	2025-07-28	Recreation & Cultural Services	930644	\$1,390.00	

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor HOLE001 Hole, Dan				\$1,390.00	
Vendor: HUMP001 Carrie Humphries					
029954	2025-07-28	General Government	CHRSITMAS PART 25	\$200.00	
Total For Vendor HUMP001 Carrie Humphries				\$200.00	
Vendor: KENN007 Daryl Kennedy					
029957	2025-07-28	Protection Services	FIRE	\$167.28	
Total For Vendor KENN007 Daryl Kennedy				\$167.28	
Vendor: KIMC001 Kimco Steel Sales Limited					
EFT000000006478	2025-07-28	Administration	487921	\$825.67	
Total For Vendor KIMC001 Kimco Steel Sales Limited				\$825.67	
Vendor: KING002 Kingston Humane Society					
EFT000000006479	2025-07-28	Protection Services	811166	\$520.74	
Total For Vendor KING002 Kingston Humane Society				\$520.74	
Vendor: MANU001 Manulife Financial					
EFT000000006480	2025-07-28	General Government	MANULIFE AUGUST 2025	\$23,225.66	
Total For Vendor MANU001 Manulife Financial				\$23,225.66	
Vendor: MATS004 Chase Matson					
EFT000000006481	2025-07-28	Protection Services	JULY 10 2025	\$242.16	
Total For Vendor MATS004 Chase Matson				\$242.16	
Vendor: MIKE001 Mike Dean Super Food Stores					
EFT000000006482	2025-07-28	Administration	MAY- JUNE 25	\$464.55	
Total For Vendor MIKE001 Mike Dean Super Food Stores				\$464.55	
Vendor: NORT004 Brandt Tractor Ltd					
EFT000000006483	2025-07-28	Administration	8064712	\$2,172.81	
Total For Vendor NORT004 Brandt Tractor Ltd				\$2,172.81	
Vendor: PERT002 Perth & District Portable Toilet Rentals					
EFT000000006484	2025-07-28	Administration	PT-2087	\$341.71	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor PERT002 Perth & District Portable Toile				\$341.71	
Vendor: REAL001 Realtax Inc					
EFT000000006485	2025-07-28	Administration	107277	\$3,531.25	
Total For Vendor REAL001 Realtax Inc				\$3,531.25	
Vendor: RLG0001 RLG					
029963	2025-07-28	Administration	SPI00060	\$2,712.00	
Total For Vendor RLG0001 RLG				\$2,712.00	
Vendor: SAND001 Sands Canada Inc.,					
EFT000000006486	2025-07-28	Protection Services	00728598 REMAINDER	\$21.72	
Total For Vendor SAND001 Sands Canada Inc.,				\$21.72	
Vendor: STOR001 Storing Septic Service Ltd					
EFT000000006487	2025-07-28	Administration	48126B	\$300.00	
EFT000000006487	2025-07-28	Administration	48126A	\$325.00	
Total For Vendor STOR001 Storing Septic Service Ltd				\$625.00	
Vendor: SUPE001 Superior Road Products					
EFT000000006488	2025-07-28	Transportation Services	1034	\$120,263.64	
EFT000000006488	2025-07-28	Transportation Services	1035	\$172,754.40	
Total For Vendor SUPE001 Superior Road Products				\$293,018.04	
Vendor: SUTH002 George Sutherland					
029959	2025-07-28	Protection Services	FENCEVIEW	\$252.24	
Total For Vendor SUTH002 George Sutherland				\$252.24	
Vendor: THEF001 The Frontenac News					
EFT000000006489	2025-07-28	Administration	83655	\$234.89	
Total For Vendor THEF001 The Frontenac News				\$234.89	
Vendor: TRAC001 Trackmatics Inc.					
029964	2025-07-28	Administration	43114	\$768.40	
029964	2025-07-28	Administration	43113	\$1,864.50	
Total For Vendor TRAC001 Trackmatics Inc.				\$2,632.90	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: UNIV001 Universal Supply Group (Quinte/Napa/Fraction/CMax)					
EFT000000006490	2025-07-28	Administration	332111704	\$20.49	
EFT000000006490	2025-07-28	Administration	332111640	\$192.86	
Total For Vendor UNIV001 Universal Supply Group (Quir				\$213.35	
<hr/>					
Vendor: WURT001 Wurth Canada Limited					
Total For Vendor WURT001 Wurth Canada Limited				\$1,654.37	
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GRAND TOTAL				\$360,552.70	
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Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-08-11	2025-08-11
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
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Vendor: ADVA002 Advanced Janitorial & Property

029965	2025-08-11	Administration	CFFJANITORIAL0725	\$1,153.17
Total For Vendor ADVA002 Advanced Janitorial & Proper				\$1,153.17

Vendor: AJST001 A.J. Stone Company Ltd

EFT000000006493	2025-08-11	Administration	0000193162	\$48.83
EFT000000006493	2025-08-11	Administration	0000193145	\$56.50
EFT000000006493	2025-08-11	Administration	0000193134	\$241.03
Total For Vendor AJST001 A.J. Stone Company Ltd				\$346.36

Vendor: AMO001 AMO

EFT000000006494	2025-08-11	Administration	MGBP000018092	\$36,083.68
EFT000000006494	2025-08-11	Administration	MGBP000018869	\$13,874.56
Total For Vendor AMO001 AMO				\$49,958.24

Vendor: BATT001 Battlefield Equip Rental

EFT000000006495	2025-08-11	Transportation Services	24288338	\$1,695.00
Total For Vendor BATT001 Battlefield Equip Rental				\$1,695.00

Vendor: CANA006 Canadian Pacific Railway Co.

EFT000000006496	2025-08-11	Transportation Services	1000-0011169041	\$1,210.50
EFT000000006496	2025-08-11	Transportation Services	1000-0011169071	\$769.00
Total For Vendor CANA006 Canadian Pacific Railway Co.				\$1,979.50

Vendor: CINT001 CINTAS

EFT000000006497	2025-08-11	Administration	4238621180	\$2,098.22
EFT000000006497	2025-08-11	Administration	4235937837	\$2,300.97
EFT000000006497	2025-08-11	Administration	4237884532	\$119.94
EFT000000006497	2025-08-11	Administration	4238621426	\$119.94
Total For Vendor CINT001 CINTAS				\$4,639.07

Vendor: CLAN001 CLANCY ELECTRIC

029966	2025-08-11	Administration	1856	\$4,682.72
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**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor CLAN001 CLANCY ELECTRIC				\$4,682.72	
Vendor: CULL001 Culligan Ottawa Water Conditioning					
EFT000000006498	2025-08-11	Administration	15385TO	\$44.22	
EFT000000006498	2025-08-11	Administration	4607781	\$12.37	
EFT000000006498	2025-08-11	Administration	4612704	\$5.76	
Total For Vendor CULL001 Culligan Ottawa Water Condit				\$62.35	
Vendor: DALE001 Da-Lee (Other product of Morris Chemicals)					
EFT000000006499	2025-08-11	Administration	INV0103853	\$8,784.90	
EFT000000006499	2025-08-11	Administration	INV0103852	\$8,752.50	
Total For Vendor DALE001 Da-Lee (Other product of Mor				\$17,537.40	
Vendor: FIRE004 Fireservice Management Ltd					
EFT000000006500	2025-08-11	Administration	456722	\$118.09	
EFT000000006500	2025-08-11	Administration	456685	\$181.37	
Total For Vendor FIRE004 Fireservice Management Ltd				\$299.46	
Vendor: FLIE001 Flieler, Elaine					
EFT000000006501	2025-08-11	Administration	102	\$753.32	
EFT000000006501	2025-08-11	Administration	103	\$565.00	
Total For Vendor FLIE001 Flieler, Elaine				\$1,318.32	
Vendor: GARA001 Garage Door Company Of SE Ontario					
EFT000000006502	2025-08-11	Administration	4056	\$189.28	
Total For Vendor GARA001 Garage Door Company Of SE				\$189.28	
Vendor: GEMM001 Gemmill Sand And Gravel Limited					
EFT000000006503	2025-08-11	Administration	00004973	\$98,888.25	
Total For Vendor GEMM001 Gemmill Sand And Gravel Lin				\$98,888.25	
Vendor: GREE001 Greenshield Pest Control Inc					
EFT000000006504	2025-08-11	Administration	144615	\$116.39	
Total For Vendor GREE001 Greenshield Pest Control Inc				\$116.39	
Vendor: HART001 Hartington Equipment					
EFT000000006505	2025-08-11	Administration	IV91918	\$885.98	
EFT000000006505	2025-08-11	Administration	IV92198	\$3,522.05	
EFT000000006505	2025-08-11	Administration	IV91923	\$1,118.05	

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006505	2025-08-11	Administration	IV91360	\$5,220.76	
Total For Vendor HART001 Hartington Equipment				\$10,774.84	
Vendor: J&JL001 J & J Landscaping					
EFT000000006506	2025-08-11	Administration	RB17192746765	\$2,029.48	
Total For Vendor J&JL001 J & J Landscaping				\$2,029.48	
Vendor: KIMC001 Kimco Steel Sales Limited					
EFT000000006507	2025-08-11	Administration	488556	\$1,314.16	
Total For Vendor KIMC001 Kimco Steel Sales Limited				\$1,314.16	
Vendor: LOND001 Londry Alarms					
EFT000000006508	2025-08-11	Administration	221047	\$366.12	
Total For Vendor LOND001 Londry Alarms				\$366.12	
Vendor: MAXI001 Maxill					
029968	2025-08-11	Administration	1008764	\$212.22	
Total For Vendor MAXI001 Maxill				\$212.22	
Vendor: MESS001 Messer Canada Inc (formerly Linde)					
EFT000000006509	2025-08-11	Administration	2109221795	\$731.04	
Total For Vendor MESS001 Messer Canada Inc (formerly				\$731.04	
Vendor: MINI013 Ministry Of Finance - Policing					
029969	2025-08-11	Protection Services	382307251326028	\$108,653.00	
Total For Vendor MINI013 Ministry Of Finance - Policing				\$108,653.00	
Vendor: MONA001 John and Kim Monaghan					
029967	2025-08-11	Transportation Services	ENTRANCE REF	\$400.00	
Total For Vendor MONA001 John and Kim Monaghan				\$400.00	
Vendor: NEAD001 Neadow Property Maintenance(yard works)					
EFT000000006510	2025-08-11	Administration	1	\$941.68	
EFT000000006510	2025-08-11	Administration	2	\$941.68	
Total For Vendor NEAD001 Neadow Property Maintenanc				\$1,883.36	
Vendor: OAKE002 Oakes Truck Sales					

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006511	2025-08-11	Administration	195471	\$373.42	
EFT000000006511	2025-08-11	Protection Services	194351	\$367.54	
EFT000000006511	2025-08-11	Protection Services	194813	\$827.75	
EFT000000006511	2025-08-11	Protection Services	194297	\$2,574.86	
EFT000000006511	2025-08-11	Transportation Services	194636	\$3,088.48	
EFT000000006511	2025-08-11	Transportation Services	195208	\$2,173.34	
EFT000000006511	2025-08-11	Protection Services	194906	\$263.14	
EFT000000006511	2025-08-11	Administration	194907	\$822.05	
Total For Vendor OAKE002 Oakes Truck Sales				\$10,490.58	

Vendor: PARH001 Parham Agriculture Society

029970	2025-08-11	Recreation & Cultural Services	PARHAM FAIR 25	\$2,500.00
Total For Vendor PARH001 Parham Agriculture Society				\$2,500.00

Vendor: PATR001 Pat Rogers Towing Service

029971	2025-08-11	Administration	E05507	\$762.75
Total For Vendor PATR001 Pat Rogers Towing Service				\$762.75

Vendor: PERT002 Perth & District Portable Toilet Rentals

EFT000000006512	2025-08-11	Administration	PT-2779	\$341.71
EFT000000006512	2025-08-11	Administration	PT-2780	\$341.71
EFT000000006512	2025-08-11	Administration	PT-2781	\$341.71
EFT000000006512	2025-08-11	Administration	PT-2782	\$1,885.52
Total For Vendor PERT002 Perth & District Portable Toile				\$2,910.65

Vendor: PROT001 Pro-Tech Training Services Inc

EFT000000006513	2025-08-11	Administration	3027	\$1,678.05
Total For Vendor PROT001 Pro-Tech Training Services In				\$1,678.05

Vendor: PURO001 Purolator Courier Ltd

029972	2025-08-11	Administration	595176022	\$286.71
Total For Vendor PURO001 Purolator Courier Ltd				\$286.71

Vendor: REAL001 Realtax Inc

EFT000000006514	2025-08-11	Administration	107753	\$1,282.55
EFT000000006514	2025-08-11	Administration	107754	\$1,282.55
EFT000000006514	2025-08-11	Administration	107755	\$1,282.55
EFT000000006514	2025-08-11	Administration	107761	\$870.10
EFT000000006514	2025-08-11	Administration	107760	\$870.10
EFT000000006514	2025-08-11	Administration	107759	\$1,175.20
EFT000000006514	2025-08-11	Administration	107758	\$1,446.40
Total For Vendor REAL001 Realtax Inc				\$8,209.45

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: RECE013 Receiver General Of Canada (Garnishee)					
029973	2025-08-11	Administration	PAYS JUNE JULY	\$1,031.17	
Total For Vendor RECE013 Receiver General Of Canada (\$1,031.17	
Vendor: RELI001 Reliance Home Comfort					
029974	2025-08-11	Administration	AUGUST	\$62.68	
Total For Vendor RELI001 Reliance Home Comfort				\$62.68	
Vendor: RGLOG00 RG Logging					
EFT000000006515	2025-08-11	Recreation & Cultural Services	1054	\$6,300.00	
Total For Vendor RGLOG00 RG Logging				\$6,300.00	
Vendor: ROAD002 Roadlast Asphalt & Sealing Maintenance Inc					
029975	2025-08-11	Administration	1499	\$25,223.01	
Total For Vendor ROAD002 Roadlast Asphalt & Sealing M				\$25,223.01	
Vendor: SAVI001 Savino Human Resources Partners					
EFT000000006516	2025-08-11	Administration	INV-3892	\$1,412.50	
Total For Vendor SAVI001 Savino Human Resources Pai				\$1,412.50	
Vendor: SHAR005 Sharbot Lake Marina					
029976	2025-08-11	Administration	49316	\$689.30	
029976	2025-08-11	Administration	49314	\$1,356.00	
Total For Vendor SHAR005 Sharbot Lake Marina				\$2,045.30	
Vendor: STRY002 Stryker Canada					
029977	2025-08-11	Administration	141574	\$479.12	
Total For Vendor STRY002 Stryker Canada				\$479.12	
Vendor: TACK001 G. Tackaberry & Sons					
EFT000000006517	2025-08-11	Administration	A-0906368	\$3,495.85	
Total For Vendor TACK001 G. Tackaberry & Sons				\$3,495.85	
Vendor: TAYL002 Taylor Auto Mall					
029978	2025-08-11	Administration	15539	\$157.75	
Total For Vendor TAYL002 Taylor Auto Mall				\$157.75	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: THEF001 The Frontenac News					
EFT000000006518	2025-08-11	Administration	83677	\$528.66	
Total For Vendor THEF001 The Frontenac News				\$528.66	
Vendor: THEP001 The Public Sector Digest (PSD Citywide Inc)					
EFT000000006519	2025-08-11	Administration	24651	\$7,027.97	
Total For Vendor THEP001 The Public Sector Digest (PSI				\$7,027.97	
Vendor: TOWN007 Town & Country Electrical Contractors Ltd					
EFT000000006520	2025-08-11	Administration	2480	\$920.75	
Total For Vendor TOWN007 Town & Country Electrical Co				\$920.75	
Vendor: TPMO001 TPM (Ont) Ltd					
029979	2025-08-11	Administration	3896804	\$65,650.11	
Total For Vendor TPMO001 TPM (Ont) Ltd				\$65,650.11	
Vendor: TRAC001 Trackmatics Inc.					
029980	2025-08-11	Administration	43840	\$1,893.88	
Total For Vendor TRAC001 Trackmatics Inc.				\$1,893.88	
Vendor: UNIV001 Universal Supply Group (Quinte/Napa/Fraction/CMax					
EFT000000006521	2025-08-11	Administration	332102734	\$20.51	
Total For Vendor UNIV001 Universal Supply Group (Quir				\$20.51	
Vendor: UPPE002 Upper Canada Office Systems					
029981	2025-08-11	Administration	454771	\$474.60	
Total For Vendor UPPE002 Upper Canada Office Systems				\$474.60	
Vendor: VINK003 Vinkle Cleaning Services (Cassandra Vinkle)					
EFT000000006522	2025-08-11	Administration	HINCH0016	\$1,217.44	
EFT000000006522	2025-08-11	Administration	OSO0016	\$4,384.68	
Total For Vendor VINK003 Vinkle Cleaning Services (Ca				\$5,602.12	
Vendor: WTCC001 WTC Communications					
029982	2025-08-11	Administration	08012025	\$424.65	
Total For Vendor WTCC001 WTC Communications				\$424.65	

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
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Vendor:	XPLO001	Xplornet Communications			
EFT000000006523	2025-08-11	Administration	INV56908778		\$169.48
Total For Vendor				XPLO001 Xplornet Communications	\$169.48

Vendor:	YOUN001	Young, Bill			
029983	2025-08-11	Protection Services	20250802		\$200.00
Total For Vendor				YOUN001 Young, Bill	\$200.00

GRAND TOTAL **\$459,188.03**

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-08-27	2025-08-29
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
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Vendor:	AJST001	A.J. Stone Company Ltd		
EFT000000006524	2025-08-27	Administration	0000193413	\$1,785.57
EFT000000006524	2025-08-27	Administration	0000193401	\$7,377.54
EFT000000006524	2025-08-27	Administration	0000193555	\$1,659.76
EFT000000006524	2025-08-27	Administration	0000193549	\$1,099.66
EFT000000006524	2025-08-27	Administration	0000190248-1	\$25,712.02
Total For Vendor AJST001 A.J. Stone Company Ltd				\$37,634.55

Vendor:	BADO003	Doug Badour		
029988	2025-08-29	Transportation Services	ENTRANCE PERMIT	\$400.00
029988	2025-08-29	Transportation Services	ENTRANCE PERMIT 2	\$400.00
Total For Vendor BADO003 Doug Badour				\$800.00

Vendor:	BEAR001	BearCom Canada Corporation (formerly Turris)		
EFT000000006525	2025-08-27	Administration	5933241	\$231.65
Total For Vendor BEAR001 BearCom Canada Corporation				\$231.65

Vendor:	BELL001	Bell Canada		
029984	2025-08-29	Administration	6133742335 JULY 25	\$148.92
029984	2025-08-29	Administration	6133352140AUG	\$101.37
029984	2025-08-29	Administration	528888063AUG	\$244.41
029984	2025-08-29	Administration	6133353862AUG	\$104.43
029984	2025-08-29	Administration	6133353557AUG	\$106.23
Total For Vendor BELL001 Bell Canada				\$705.36

Vendor:	BLAC001	Black Dog Tire & Lubricants Ltd,		
EFT000000006526	2025-08-27	Administration	IK0078911	\$474.58
Total For Vendor BLAC001 Black Dog Tire & Lubricants L				\$474.58

Vendor:	CANA009	Canadian Tire		
029985	2025-08-29	Administration	10092	\$1,295.42
Total For Vendor CANA009 Canadian Tire				\$1,295.42

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor:	CAPI001	Capital Park Consulting			
029986	2025-08-29	Administration	PAYMENT #3	\$9,953.04	
Total For Vendor				\$9,953.04	
Vendor:	CHAM002	Champion Commercial Products Inc			
EFT000000006527	2025-08-27	Administration	594461	\$2,253.90	
Total For Vendor				\$2,253.90	
Vendor:	CINT001	CINTAS			
EFT000000006528	2025-08-27	Administration	4240111074	\$119.94	
EFT000000006528	2025-08-27	Administration	4239501863	\$119.94	
Total For Vendor				\$239.88	
Vendor:	COTA002	Cota, Gord			
029987	2025-08-29	Transportation Services	WO#3936	\$400.00	
Total For Vendor				\$400.00	
Vendor:	CULL001	Culligan Ottawa Water Conditioning			
EFT000000006529	2025-08-27	Administration	25466TO	\$136.22	
EFT000000006529	2025-08-27	Administration	25480TO	\$98.72	
EFT000000006529	2025-08-27	Administration	25481TO	\$103.72	
EFT000000006529	2025-08-27	Administration	25482TO	\$53.72	
Total For Vendor				\$392.38	
Vendor:	CUMI001	Steve Cuming			
030003	2025-08-29	Transportation Services	ENTRANCE PERMIT	\$400.00	
Total For Vendor				\$400.00	
Vendor:	CUNN001	Cunningham, Swan, Carty			
EFT000000006530	2025-08-27	Administration	205068	\$639.02	
Total For Vendor				\$639.02	
Vendor:	DALE001	Da-Lee (Other product of Morris Chemicals)			
EFT000000006531	2025-08-27	Administration	INV0004757	\$9,492.00	
Total For Vendor				\$9,492.00	
Vendor:	DICO001	Dicola Petroleum			
EFT000000006532	2025-08-27	Administration	2221		

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor DICO001 Dicola Petroleum				\$339.00	
Vendor: E360S01 E 360 Solutions					
EFT000000006533	2025-08-27	Administration	1050003-0000172867	\$388.96	
Total For Vendor E360S01 E 360 Solutions				\$388.96	
Vendor: EAST003 Eastern Fluid Power Inc					
EFT000000006534	2025-08-27	Administration	K120586	\$51.92	
Total For Vendor EAST003 Eastern Fluid Power Inc				\$51.92	
Vendor: FITZ002 Lindsay Fitzgerald					
029993	2025-08-29	Protection Services	AUGUST 1 2025 TRAINI	\$1,033.72	
Total For Vendor FITZ002 Lindsay Fitzgerald				\$1,033.72	
Vendor: FREI001 Freightliner North Bay					
EFT000000006535	2025-08-27	Administration	FREIGHTLINER 2025	\$416,337.20	
Total For Vendor FREI001 Freightliner North Bay				\$416,337.20	
Vendor: GREE001 Greenshield Pest Control Inc					
EFT000000006536	2025-08-27	Administration	144742	\$116.39	
EFT000000006536	2025-08-27	Administration	144747	\$116.39	
Total For Vendor GREE001 Greenshield Pest Control Inc				\$232.78	
Vendor: GREG001 Greer Galloway Consulting Engineers					
EFT000000006537	2025-08-27	Administration	45852	\$4,652.78	
EFT000000006537	2025-08-27	Administration	45821	\$7,411.73	
Total For Vendor GREG001 Greer Galloway Consulting En				\$12,064.51	
Vendor: HAMI001 Hamilton Carpentry					
EFT000000006538	2025-08-27	Administration	3410	\$8,689.70	
Total For Vendor HAMI001 Hamilton Carpentry				\$8,689.70	
Vendor: HART001 Hartington Equipment					
EFT000000006539	2025-08-27	Administration	IV87788	\$349.31	
EFT000000006539	2025-08-27	Transportation Services	IV92942	\$1,529.34	
Total For Vendor HART001 Hartington Equipment				\$1,878.65	

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: HOPK001 Hopkins Chitty Land Surveyors Inc					
EFT000000006540	2025-08-27	Administration	12018	\$7,345.00	
Total For Vendor HOPK001 Hopkins Chitty Land Surveyors Inc				\$7,345.00	
Vendor: IMPR001 Impression Printing					
EFT000000006541	2025-08-27	Administration	61775	\$972.50	
EFT000000006541	2025-08-27	Administration	61693	\$583.20	
Total For Vendor IMPR001 Impression Printing				\$1,555.70	
Vendor: JEWE001 Jewell Engineering					
EFT000000006542	2025-08-27	Administration	00121987	\$1,323.80	
Total For Vendor JEWE001 Jewell Engineering				\$1,323.80	
Vendor: KENN004 Kennebec Tree & Lawn					
EFT000000006543	2025-08-27	Administration	2025047	\$2,239.73	
EFT000000006543	2025-08-27	Administration	2025049	\$423.75	
EFT000000006543	2025-08-27	Administration	2025048	\$678.00	
Total For Vendor KENN004 Kennebec Tree & Lawn				\$3,341.48	
Vendor: KETE001 Gary Ketenjian					
029989	2025-08-29	Transportation Services	ENTRANCE PERMIT KETE	\$600.00	
Total For Vendor KETE001 Gary Ketenjian				\$600.00	
Vendor: KIMC001 Kimco Steel Sales Limited					
EFT000000006544	2025-08-27	Administration	489206	\$988.08	
Total For Vendor KIMC001 Kimco Steel Sales Limited				\$988.08	
Vendor: KING002 Kingston Humane Society					
EFT000000006545	2025-08-27	Protection Services	811186	\$520.74	
Total For Vendor KING002 Kingston Humane Society				\$520.74	
Vendor: KING007 Kingston Fire & Rescue					
029990	2025-08-29	Administration	010695	\$4,587.63	
Total For Vendor KING007 Kingston Fire & Rescue				\$4,587.63	
Vendor: LDPO001 L.D. Power Sports					
EFT000000006546	2025-08-27	Administration	34119	\$232.22	
EFT000000006546	2025-08-27	Administration	34178		

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006546	2025-08-27	Administration	34241	\$388.63	
EFT000000006546	2025-08-27	Administration	33846	\$245.18	
Total For Vendor LDPO001 L.D. Power Sports				\$984.85	
Vendor: LEED001 Leeder Monuments					
029991	2025-08-29	Administration	4110	\$113.00	
Total For Vendor LEED001 Leeder Monuments				\$113.00	
Vendor: LIGH001 Lightning Equipment Sales, Inc.					
029992	2025-08-29	Administration	47827	\$754.84	
Total For Vendor LIGH001 Lightning Equipment Sales, Inc.				\$754.84	
Vendor: LOND001 Londry Alarms					
EFT000000006547	2025-08-27	Administration	219616	\$461.04	
Total For Vendor LOND001 Londry Alarms				\$461.04	
Vendor: MACM001 MacMunn, Cathy					
EFT000000006548	2025-08-27	General Government	OFFIC AUG 9 AND 16	\$300.00	
Total For Vendor MACM001 MacMunn, Cathy				\$300.00	
Vendor: MANU001 Manulife Financial					
EFT000000006549	2025-08-27	General Government	MANULIFE SEPT 2025	\$26,252.22	
Total For Vendor MANU001 Manulife Financial				\$26,252.22	
Vendor: MARA001 Marathon Equipment Inc					
EFT000000006550	2025-08-27	Transportation Services	00021253	\$161.34	
Total For Vendor MARA001 Marathon Equipment Inc				\$161.34	
Vendor: MILL002 Miller Paving Limited The miller group					
029994	2025-08-29	Administration	4243879	\$337,001.13	
Total For Vendor MILL002 Miller Paving Limited The mill				\$337,001.13	
Vendor: MINI013 Ministry Of Finance - Policing					
029995	2025-08-29	Protection Services	380608250911028	\$108,653.00	
Total For Vendor MINI013 Ministry Of Finance - Policing				\$108,653.00	
Vendor: NEAD001 Neadow Property Maintenance(yard works)					

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006551	2025-08-27	Administration	003	\$2,068.94	
Total For Vendor NEAD001 Neadow Property Maintenanc				\$2,068.94	
<hr/>					
Vendor: NEWH001 Newhook, Renee					
029996	2025-08-29	Transportation Services	WO#3709	\$400.00	
Total For Vendor NEWH001 Newhook, Renee				\$400.00	
<hr/>					
Vendor: NORT002 North Frontenac Telephone Co.					
EFT000000006552	2025-08-27	Administration	82102967 AUG 25	\$169.44	
EFT000000006552	2025-08-27	Administration	82093964 AUG 25	\$89.27	
Total For Vendor NORT002 North Frontenac Telephone C				\$258.71	
<hr/>					
Vendor: NORT004 Brandt Tractor Ltd					
EFT000000006553	2025-08-27	Administration	5020543	\$1,910.41	
EFT000000006553	2025-08-27	Administration	8066870	\$2,353.31	
EFT000000006553	2025-08-27	Administration	8066906	\$588.66	
Total For Vendor NORT004 Brandt Tractor Ltd				\$4,852.38	
<hr/>					
Vendor: OMER001 OMERS					
EFT000000006554	2025-08-27	General Government	OMERS 2025 JULY	\$40,984.88	
Total For Vendor OMER001 OMERS				\$40,984.88	
<hr/>					
Vendor: PLAN002 Planitar Inc.					
029998	2025-08-29	Administration	PLANITAR 104713-06-2	\$589.35	
Total For Vendor PLAN002 Planitar Inc.				\$589.35	
<hr/>					
Vendor: PURO001 Purolator Courier Ltd					
029999	2025-08-29	Administration	570227180	\$279.89	
Total For Vendor PURO001 Purolator Courier Ltd				\$279.89	
<hr/>					
Vendor: REAL001 Realtax Inc					
EFT000000006555	2025-08-27	Administration	107916	\$971.80	
EFT000000006555	2025-08-27	Administration	108117	\$779.70	
EFT000000006555	2025-08-27	Administration	108118	\$779.70	
EFT000000006555	2025-08-27	Administration	108119	\$779.70	
EFT000000006555	2025-08-27	Administration	108120	\$779.70	
EFT000000006555	2025-08-27	Administration	108121	\$700.60	
EFT000000006555	2025-08-27	Administration	108122	\$779.70	
EFT000000006555	2025-08-27	Administration	108123	\$779.70	
EFT000000006555	2025-08-27	Administration	108124	\$858.80	
EFT000000006555	2025-08-27	Administration	108125	\$779.70	

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006555	2025-08-27	Administration	108126	\$700.60	
EFT000000006555	2025-08-27	Administration	108127	\$700.60	
EFT000000006555	2025-08-27	Administration	108128	\$700.60	
EFT000000006555	2025-08-27	Administration	108116	\$700.60	
EFT000000006555	2025-08-27	Administration	108115	\$779.70	
EFT000000006555	2025-08-27	Administration	108113	\$779.70	
EFT000000006555	2025-08-27	Administration	108114	\$779.70	
EFT000000006555	2025-08-27	Administration	108112	\$779.70	
Total For Vendor REAL001 Realtax Inc				\$13,910.30	

Vendor: RICO0001 Ricoh Canada Inc.

EFT000000006556	2025-08-27	Administration	SCO94957013	\$479.86	
EFT000000006556	2025-08-27	Administration	SCO94957014	\$173.72	
EFT000000006556	2025-08-27	Administration	SCO94957015	\$68.78	
Total For Vendor RICO0001 Ricoh Canada Inc.				\$722.36	

Vendor: ROTA001 Rotating Rug Rental

030000	2025-08-29	Administration	117477	\$133.00	
Total For Vendor ROTA001 Rotating Rug Rental				\$133.00	

Vendor: RUSH001 Rush Truck Centres (formerly Tallman)

EFT000000006557	2025-08-27	Administration	3042873084	\$954.62	
EFT000000006557	2025-08-27	Administration	3042793674	\$2,386.56	
Total For Vendor RUSH001 Rush Truck Centres (formerly				\$3,341.18	

Vendor: SHAR005 Sharbot Lake Marina

030001	2025-08-29	Administration	49479	\$652.63	
Total For Vendor SHAR005 Sharbot Lake Marina				\$652.63	

Vendor: SHRE001 Shred-It International

030002	2025-08-29	Administration	8101072228	\$580.22	
Total For Vendor SHRE001 Shred-It International				\$580.22	

Vendor: SIGN001 SignDesign

EFT000000006558	2025-08-27	Administration	15385	\$1,101.75	
EFT000000006558	2025-08-27	Administration	15400	\$1,706.30	
Total For Vendor SIGN001 SignDesign				\$2,808.05	

Vendor: STIN003 W.O. Stinson & Sons Ltd

EFT000000006559	2025-08-27	Administration	34000669	\$1,124.12	
EFT000000006559	2025-08-27	Administration	34000590	\$1,674.29	

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006559	2025-08-27	Administration	34000748	\$1,980.31	
EFT000000006559	2025-08-27	Administration	34000646	\$1,870.43	
EFT000000006559	2025-08-27	Administration	34000659	\$2,025.86	
EFT000000006559	2025-08-27	Administration	34000660	\$1,367.87	
EFT000000006559	2025-08-27	Administration	34000730	\$1,596.07	
EFT000000006559	2025-08-27	Administration	34000740	\$1,838.66	
EFT000000006559	2025-08-27	Administration	34000741	\$622.91	
EFT000000006559	2025-08-27	Administration	34000742	\$1,010.65	
EFT000000006559	2025-08-27	Administration	2231109	\$1,349.22	
EFT000000006559	2025-08-27	Administration	34000624	\$1,439.06	
EFT000000006559	2025-08-27	Administration	34000625	\$486.31	
EFT000000006559	2025-08-27	Administration	34000535	\$1,610.76	
EFT000000006559	2025-08-27	Administration	34000536	\$2,681.49	
EFT000000006559	2025-08-27	Administration	34000537	\$1,417.73	
EFT000000006559	2025-08-27	Administration	34000538	\$1,421.70	
EFT000000006559	2025-08-27	Administration	34000680	\$1,756.87	
EFT000000006559	2025-08-27	Administration	34000681	\$2,663.55	
EFT000000006559	2025-08-27	Administration	34000604	\$1,761.56	
EFT000000006559	2025-08-27	Administration	108001109	\$102.64	
EFT000000006559	2025-08-27	Administration	483026830	\$810.61	
EFT000000006559	2025-08-27	Administration	2190712	\$82.31	
EFT000000006559	2025-08-27	Administration	2190713	\$82.31	
EFT000000006559	2025-08-27	Administration	2190714	\$82.31	
EFT000000006559	2025-08-27	Administration	2190715	\$82.31	
EFT000000006559	2025-08-27	Administration	2190716	\$82.31	
EFT000000006559	2025-08-27	Administration	2190717	\$82.31	
EFT000000006559	2025-08-27	Administration	2190718	\$82.31	
EFT000000006559	2025-08-27	Administration	2190719	\$82.31	
EFT000000006559	2025-08-27	Administration	2190720	\$82.31	
EFT000000006559	2025-08-27	Administration	2190721	\$82.31	
EFT000000006559	2025-08-27	Administration	2190722	\$82.31	
EFT000000006559	2025-08-27	Administration	2190723	\$11.28	

Total For Vendor STIN003 W.O. Stinson & Sons Ltd \$33,529.36

Vendor: STRO001 NORS (strongo)

029997	2025-08-29	Administration	92619159	\$4,234.68
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Total For Vendor STRO001 NORS (strongo) \$4,234.68

Vendor: THEA001 The Axe Shop Inc.

030004	2025-08-29	General Government	STAFF APPRE	\$600.00
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Total For Vendor THEA001 The Axe Shop Inc. \$600.00

Vendor: THEF001 The Frontenac News

EFT000000006560	2025-08-27	Administration	83781	\$72.13
EFT000000006560	2025-08-27	Administration	83780	\$30.65

Total For Vendor THEF001 The Frontenac News \$102.78

Vendor: THOM002 Thomson Reuters

Township of Central Frontenac CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
030005	2025-08-29	Administration	852401921	\$178.50	
		Total For Vendor THOM002 Thomson Reuters		\$178.50	
Vendor: TOWN005 Township Of South Frontenac					
EFT000000006561	2025-08-27	Protection Services	IVC00000000004236	\$16,797.00	
		Total For Vendor TOWN005 Township Of South Frontenac		\$16,797.00	
Vendor: WSIB001 WSIB					
030006	2025-08-29	Protection Services	WSIB JULY 2025	\$14,575.22	
		Total For Vendor WSIB001 WSIB		\$14,575.22	
Vendor: WURT001 Wurth Canada Limited					
EFT000000006562	2025-08-27	Administration	26513876	\$1,238.49	
		Total For Vendor WURT001 Wurth Canada Limited		\$1,238.49	
Vendor: YOUN006 D.G. Younge Cemetery Services					
		Total For Vendor YOUN006 D.G. Younge Cemetery Serv		\$2,621.60	
				GRAND TOTAL	\$1,146,331.59



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 174-2025
DATE: September 23, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: Erin Babcock, Deputy-Treasurer
RE: Apportionment of Assessment(s)

RECOMMENDATION

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

10-39-040-010-01400-0000; 10-39-040-020-21420-0000 & 10-39-040-020-21425-0000; 10-39-040-040-01300-0000 & 10-39-040-040-01303-0000; 10-39-040-060-00200-0000 & 10-39-040-060-00204-0000; 10-39-040-060-01825-0000; 10-39-040-060-07500-0000 & 10-39-040-060-07550-0000; 10-39-050-020-32600-0000 & 10-39-050-020-32700-0000; 10-39-070-020-19700-0000 & 10-39-070-020-19707-0000; 10-39-080-020-16501-0000; 10-39-080-020-17100-0000; 10-39-080-030-18500-0000 & 10-39-080-030-18505-0000; 10-39-080-030-18500-0000 & 10-39-080-030-18512-0000 & 10-39-080-030-18513-0000

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.



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 175-2025
DATE: September 23, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: Erin Babcock, Deputy Treasurer
RE: 357/358 Application Response(s)

RECOMMENDATION

THAT the Council of the Township of Central Frontenac approve the following reduction of Assessment pursuant to the Municipal Act.

Roll Number 10-39-010-020-01800-0000 for the period of July 30, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/ **Razed by fire**, demolition, or otherwise - (357)(1)(d)(i); And;

Roll Number 10-39-040-020-01900-0000 for the period of November 14, 2024 to December 31, 2025 as reported by MPAC. Reason – Demolition/ **Razed by fire**, demolition, or otherwise - (357)(1)(d)(i); And;

Roll Number 10-39-080-010-03900-0000 for the period of November 14, 2024 to December 31, 2025 as reported by MPAC. Reason – Ceases to be liable for the tax rate it was taxed - (357)(1)(a) And;

Roll Number 10-39-080-040-01158-0000 for the period of June 26, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/ **Razed by fire**, demolition, or otherwise - (357)(1)(d)(i)

AND FURTHER THAT Council approves an adjustment of taxes to be calculated by the tax department for the related period.

BACKGROUND

MPAC reviews applications and does a site visit where necessary to determine the new assessed value.

Phase-in of Assessment has meant that Assessments for 2012 have had to be restated by MPAC based on the now existing property to determine the new phased-in amounts. Additional reports have been implemented by MPAC to determine this information.

DISCUSSION

It is the normal practice to approve this adjustment of assessment as recommended by MPAC.

FINANCIAL IMPLICATIONS

Tax adjustments (reductions) will be charged back to the County and School Board and to Township write offs.

ATTACHMENTS

Reports from MPAC at meeting



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 176-2025
DATE: September 23, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Draft Capital Policy Report

RECOMMENDATION

THAT Council receive the Draft Tangible Capital Asset (TCA) Policy for information
AND FURTHER THAT Council provide the Treasurer with recommendations.

BACKGROUND

The current capital asset policy that we have been operating under was passed in 2009 when municipalities were initially required to record tangible capital asset purchases and amortize the cost over the life of the asset. Asset Management has improved substantially since inception; therefore, the draft policy has been refreshed with updated definitions and represents current practices.

DISCUSSION

Going forward, I would recommend that the TCA policy be reviewed during each term of council, so it is the Treasurers intention to bring the TCA Policy back to council with any suggested revisions in the middle of each term.

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

Applicable costs for asset purchases and maintenance have been budgeted.

ATTACHMENTS/REFERENCES

Draft TCA Policy (2025)

Current CF TCA Policy



Tangible Capital Assets Policy

FN 2025-01

Tangible Capital Assets

Policy Type: Date	Corporate Policy (Approved by Council)
Approved:	DD-MM-YYYY
Department:	Finance
Revisions	
Approved: Staff	
Report: By-Law No.:	

Policy Statement

Tangible Capital Assets are the single largest investment made by the Township and need to be handled in accordance with Public Sector Accounting Board Section 3150 on the annual Financial Statements. This policy will outline the treatment of Tangible Capital Assets by the Finance Department and Township staff.

Objective

This Policy supports the following Corporate Strategic Objective of Sustainable Core Services ensuring:

- a. Fiscal Responsibility
- b. Accountability for the Township's Tangible Capital Assets
- c. Compliance with PSAB
- d. Efficient and effective use of TCA
- e. Enhanced measurement of cost of service
- f. Improved information to support long term planning

Purpose

The purpose of this policy is to establish guidelines around the treatment of Tangible Capital Assets as it relates to PSAB 3150 and the Township Financial Statements.

- a. Outline the accounting treatment of Tangible Capital Assets to assist users of the Township Financial Statements as it pertains to the investment made in property, plant and equipment.

- b. Criteria as to the recognition of a Tangible Capital Asset, the carrying amount, annual Amortization, and any impairment losses as per PSAB 3150.
- c. As per the Canadian Institute of Chartered Accountants section 1508, establish criteria for accounting estimates when measurement uncertainty exists.
- d. Establish roles and responsibilities for Township staff.
- e. Ensure consistent and transparent treatment of all Tangible Capital Assets.

Application

This policy applies to all Township staff as well as all other staff or officials whose financial information is included in the Township's consolidated Financial Statements.

Definitions

Accumulated Amortization – represents the total to date of the annual amortization expense relating to the Tangible Capital Asset since it was placed in use.

Acquisition Cost – the amount of consideration given up to: acquire, construct, develop or better a Tangible Capital Asset. This includes but is not limited to installation costs, delivery and duty costs, and staffing costs.

Amortization – process of annually expensing the cost of the Tangible Capital Asset, less any Residual Value, over the Tangible Capital Asset's Estimated Useful Life.

Betterment – costs incurred to enhance the service potential of a Tangible Capital Asset. One of the following criteria must exist in order to capitalize these costs:

- Significant reduction in operating cost
- Estimated Useful Life is extended
- Quality of the output is improved

Disposals – this occurs when the Township releases ownership of the Tangible Capital Asset. This can happen through sale, destruction, loss or abandonment.

Estimated Useful Life – estimate of the period over which a Tangible Capital Asset is expected to be used. This can be in years or units (hours or kilometers). This period is the amount of time or units that the Tangible Capital Asset will be amortized over.

Fair Market Value - amount of consideration given for a Tangible Capital Asset between two unrelated parties in an arms-length transaction where all parties are knowledgeable and willing.

Gain on Disposal – the amount of proceeds that exceed the Net Book Value of the Tangible Capital Asset when the Tangible Capital Asset is disposed of. Gains will be allocated to the department that was responsible for the Tangible Capital Asset and transferred to reserves as part of the year end process.

General Capital Assets are assets that are movable, are not part of the infrastructure system, and could be used to support multiple systems.

Generally Accepted Accounting Principles – generally referred to as GAAP. This is a combination of authoritative standards and the commonly accepted ways of recording and reporting accounting information.

Infrastructure is the set of facilities and systems that serve a country, city, or other area, and encompasses the services and facilities necessary for its economy, households and firms to function.[2] Infrastructure is composed of public and private physical structures such as roads, railways, bridges, airports, public transit systems, tunnels, water supply, sewers, electrical grids, and telecommunications (including Internet connectivity and

broadband access). In general, infrastructure has been defined as "the physical components of interrelated systems providing commodities and services essential to enable, sustain, or enhance societal living conditions" and maintain the surrounding environment.

Loss on Disposal – the amount that the Net Book Value exceeds the proceeds realized when the Tangible Capital Asset is disposed. The loss will be allocated to the department that was responsible for the Tangible Capital Asset. This is a non-cash transaction.

Net Book Value – difference between the Tangible Capital Asset Acquisition Cost and the Accumulated Amortization.

Public Sector Accounting Board – generally referred to as PSAB, this board was created to serve the public interest by establishing accounting standards for the public sector in addition to providing guidance for financial and other performance information.

Repairs and Maintenance – costs incurred to keep the Tangible Capital Asset in working condition. These costs are expensed annually and shown on the Township's Statement of Operations.

Residual Value – the estimated net realizable value of a Tangible Capital Asset at the end of the Tangible Capital Asset's useful life. The Township generally assumes a Residual Value of \$0.

Straight-line amortization – allocates the cost less estimated residual value of a capital asset equally over each year of its estimated useful life. It is assumed that the economic usefulness is the same each year and therefore the amortization charge is the same for each year of its useful life.

Tangible Capital Asset – non-financial Tangible Capital Assets having physical substance that include all of the following criteria:

- Are held for use and intended to be used on a continuous basis by the Township in the delivery of the goods and services provided to the citizens, businesses and visitors of the Township
- Have useful life greater than one year
- Are not intended for sale
- The ownership and control clearly rest with the Township

Procedures

Tangible Capital Assets PSAB 3150

This accounting standard outlines that all Tangible Capital Assets be held at historical cost and shown on the Township's Statement of Financial Position. In addition, the Township has a Tangible Capital Asset Note to the Financial Statement, which includes the following information:

- The Tangible Capital Assets recorded at cost
- The Net Book Value of all Tangible Capital Assets
- The Accumulated Amortization
- The annual Amortization that is expensed on the Statement of Operations
- The Disposals and any adjustments that occurred in the given year

This note allows the reader of the Financial Statements the ability to see what changed during the year in the Tangible Capital Assets owned by the Township.

Capital Lease

The Township may enter into an agreement with a third party to lease a Tangible Capital Asset. The lease is deemed a capital lease and will be treated as all other Tangible Capital Assets, if the Township receives substantially all the benefits and risks associated with the Tangible Capital Asset. At least one of the following criteria must exist for a lease to be capitalized:

- There is a reasonable chance that the Township will assume ownership of the Tangible Capital Asset at the end of the lease. This can be achieved if there is bargain purchasing (75% of the Fair Market Value of the Tangible Capital Asset) option for the Township.
- The lease term is for more than 75% of the Estimated Useful Life of the Tangible Capital Asset.
- The present value of the minimum lease payments is equal to 90% or more of the Fair Market Value of the Tangible Capital Asset at the inception of the lease.

If one of the thresholds are met, then a Tangible Capital Asset will be recorded with an offsetting capital lease liability for the present value of the minimum lease payment.

Tangible Capital Asset Functional Category

For the purpose of reporting, Tangible Capital Assets need to be categorized. Tangible Capital Assets will be categorized in the following groups for the notes to the Financial Statements, which follows the Ministry of Municipal Affairs and Housing Financial Information Return:

- General Government
- Protection Services
- Transportation Services
- Environmental Services
- Health Services
- Recreation and Cultural Services
- Planning and Development

Tangible Capital Asset Classification

For the purpose of reporting, Tangible Capital Assets need to be classified. Tangible Capital Assets will be classified in the following groups for the Financial Statements:

- Land
- Landfill and land Improvements
- Buildings and building improvements
- Machinery, Equipment and Furniture
- Vehicles
- Computer Software
- Roads and road infrastructure
- Bridges and bridge infrastructure
- Storm sewer system
- Frontenac Community Arena
- Assets under Construction

In addition, each Tangible Capital Asset will be assigned to the department to which is responsible for the Tangible Capital Asset. This will allow annual amortization to be expensed to the correct department as well as tying the Tangible Capital Assets into the annual Financial Information Return.

Recording and Valuing Tangible Capital Assets

When recording Tangible Capital Assets, the Township has two approaches that are both accepted under GAAP, Whole Tangible Capital Asset and component.

Whole Tangible Capital Asset – this approach would see the entire Tangible Capital Assets and all components recorded and amortized as one Tangible Capital Asset. An example would be a snowplow truck.

Component Approach – under this approach, major components of a Tangible Capital Asset are recorded and amortized as separate pieces. An example of this would be a building that would be recorded as structure, roof, electrical, plumbing, and HVAC.

The Component approach is more appropriate for large scale Tangible Capital Assets that can easily be broken down into smaller Tangible Capital Assets, which can have different values and estimated useful lives.

Additional factors to consider when choosing an approach:

- Significance of the amounts
- Quantity of individual Tangible Capital Assets
- Availability/reliability of the information with respect to the specific components
- Information needs to make future decisions

Segments

Linear Tangible Capital Assets (roads, and stormwater pipes) will be broken down into logical segments as determined by the department responsible for the Tangible Capital Asset in cooperation with the finance department.

Pooled Tangible Capital Assets

In certain situations, the Township makes a large purchase of several smaller items. For example, books or computers. In this situation, the individual Tangible Capital Asset is below the threshold; however the combined total is well over the threshold. If this is the case, effort will be made to capitalize individually if determined feasible by the Treasurer, and if not, then the Tangible Capital Assets will be capitalized as a pooled Tangible Capital Asset and recorded; and amortized over the useful life.

Recording a Tangible Capital Asset

A Tangible Capital Asset should be recorded and recognized on the Financial Statements when both of the following criteria exist:

- It is probable that a future benefit to the Township will be obtained from the Tangible Capital Asset
- There is a reliable/appropriate base of measurement

The acquisition date of the Tangible Capital Asset is the earlier of:

- The date that the legal ownership of the Tangible Capital Asset is transferred to the Township
- The date that the construction of the Tangible Capital Asset is completed and ready for use

Determining when a Tangible Capital Asset is complete and ready for use requires situation specific considerations. These considerations will be made with the department responsible in conjunction with the Finance Department.

Capitalization Threshold

The threshold represents the minimum cost that an individual (or pooled) Tangible Capital Asset must have before being capitalized and shown on the Statement of Financial Position.

Costs must meet the criteria to be considered a Tangible Capital Asset and meet or exceeds the following capitalization threshold.

Tangible Capital Asset	Threshold
Land	All Land purchases are capitalized
Land Improvements	\$5,000
Buildings	\$5,000
Vehicles, Machinery and Equipment	\$5,000
Pooled Tangible Capital Assets	\$5,000
Linear (Roads, Storm Sewer system)	\$5,000

Betterment versus Maintenance

Costs of Betterment are considered to be part of the Tangible Capital Asset and therefore capitalized whereas maintenance costs are expensed annually on the Statement of Operations. Major Betterments should be included in the annual Capital Budgets whereas repairs and maintenance should be included in the annual Operating Budgets of the respective department.

To be considered a Betterment, the cost must be equal to or greater than 20% of the historical cost for both individual and pooled Tangible Capital Assets. In addition to criterion, one of the following must also exist:

- The Estimated Useful Life is extended by 25%
- The costs result in an increased capacity of at least 25%
- The efficiency of the Tangible Capital Asset is increased by 15%
- The operational costs decreased by 15%

When a cost cannot be differentiated between a Betterment and maintenance, the cost will be considered an expense and shown in the annual Statement of Operations.

Valuing Tangible Capital Assets

Tangible Capital Assets are considered non-financial Tangible Capital Assets and are included in the Statement of Financial Position. In accordance with GAAP, the historical cost of the Tangible Capital Asset must be used when capitalizing the expenditures.

Costs can include:

- Purchase price of the Tangible Capital Asset
- Direct construction costs including labour (external) and materials
- Installation costs
- Design and engineering fees
- Legal and surveying fees
- Site preparation
- Freight and duty costs
- Insurance costs related to the transportation of the Tangible Capital Asset

For projects that result in multiple Tangible Capital Assets, for example a building, the general costs will be distributed based on the percentage of the individual Tangible Capital Assets.

Township staffing costs (salaries and benefits) can be allocated to the capital project, however the staff member's time must be clearly attributable to the project and not include hours working on other items. Whether staffing costs can be capitalized is at the sole discretion of the Treasurer.

Interest costs related to the financing of a Tangible Capital Asset will not be capitalized, rather expensed through the annual Statement of Operations.

Contributed or Donated Tangible Capital Assets

The Township can have Tangible Capital Assets either donated or contributed to the delivery of the services provided by the Township. A donated Tangible Capital Asset could be a piece of land given for the purposes of a park and a contributed Tangible Capital Asset could be linear works received during the assumption of a subdivision.

These Tangible Capital Assets need to be capitalized at the Fair Market Value on the date of contribution and included on the Statement of Financial Position.

For donated Tangible Capital Assets, the department receiving the Tangible Capital Asset should obtain an independent valuation from a third-party, such as an appraisal or engineering professional opinion. This third-party valuation will be the Fair Market Value assigned to the donated Tangible Capital Asset.

For contributed Tangible Capital Assets, the department receiving the Tangible Capital Assets will obtain the Fair Market Value of the Tangible Capital Assets through the development contract or agreement.

If a Fair Market Value cannot be determined by the process outlined above, then a nominal value will be used and a note to disclose this information will be included with the Statement of Financial Position.

Amortization

Amortization reflects the annual cost to the Township of the Tangible Capital Assets. As the Tangible Capital Asset is consumed (through the Estimated Useful Life) a portion is allocated as an operating expense through amortization.

The Township will utilize the straight-line method of amortization which includes the Half Year Rule. This rule states that only 50% of the annual amortization will be booked in year one.

Land is the only category of Tangible Capital Assets that will not be amortized.

As per section PSAB 3150.29, the amortization method of Estimated Useful Life of a Tangible Capital Asset should be adjusted if one of the following events occurs:

- A change in how the Tangible Capital Asset is used
- Removal of the Tangible Capital Asset out of service for an extended period of time (one year)
- Physical damage to the Tangible Capital Asset
- Significant technological advancements
- Change in the demand for the service (that the Tangible Capital Asset provides)
- Change in legislation affecting the period of time over which a Tangible Capital Asset can be used.

Amortization is reviewed on an annual basis through the completion of the Financial Statements.

Estimated Useful Life

The estimated useful life (included in Appendix A) is the shorter of either the physical, technological, commercial or legal life. Using professional judgement, staff have assigned an estimated useful life for the various Tangible Capital Assets that are owned and operated by the Township. Although the physical life of the Tangible Capital Asset may differ, the intent is to try and make these two useful lives the same. Factors that go into setting the estimated useful life include:

- Experience with similar Tangible Capital Assets
- Third party knowledge of the Tangible Capital Assets
- Expected usage of the Tangible Capital Asset in conjunction with the maintenance program

Impairment of a Tangible Capital Asset

When a Tangible Capital Asset is no longer able to provide the good and or service that it was purchased to perform, the Net Book Value of that Tangible Capital Asset needs to be reduced to reflect the new Fair Market Value of the Tangible Capital Asset to the Township.

Any impairments will be expensed to the department responsible and will be shown on the annual Statement of Operations.

Indications of impairment include:

- A change in how the Tangible Capital Asset is used
- A change in the manner to which a Tangible Capital Asset is used
- Physical damage to the Tangible Capital Asset
- Significant technological advancements
- Change in the demand of the service (that the Tangible Capital Asset provides)
- A decision to halt construction before the Tangible Capital Asset is in a useable condition

Disposals

On disposal, the historical cost and accumulated amortization is removed from the Statement of Financial Position. As per PSAB 3150, the difference between the net proceeds on disposal and the Net Book Value of the Tangible Capital Asset is accounted for as either revenue (Gain on Disposal) or expense (Loss on Disposal) through the Statement of Operations.

Disposals of a Tangible Capital Asset may occur by sale, trade-in, destruction, loss or abandonment.

Tangible Capital Assets under Construction (Work in Progress)

During construction or the ordering process of a Tangible Capital Asset the costs will be recorded to the Work in Progress inventory account. Once the Tangible Capital Asset is completed and ready to be transferred into use, the Tangible Capital Asset is then transferred to the correct Tangible Capital Asset classification.

Tangible Capital Assets included in the Work in Progress account are not amortized until they are considered in service. All costs included in Work in Progress must be written off if construction of the Tangible Capital Asset is terminated or deferred indefinitely or have been in Work In Progress for five years, whichever is earlier.

Exclusions

There are no exclusions from this policy.

Consequences of Non-Compliance

As per section 294.1 of the
Municipal Act, 2001:

A municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Review Cycle

This policy will be reviewed once every term of Council.

Appendix A

Tangible Capital Asset (Categories & Segments)	Years
Land	Indefinite
Landfill and land improvements	
Dry Hydrants	25
Retaining Wall	20 to 50
Sports Structure	15 to 20
Sports Facility	15 to 20
Cemetery	100
Aggregate Pit	100
Columbarium	100
Beach Band Shell	25 to 40
Monument	100
Parking lots - Paved	20 to 25
Parking lots - Gravel	100
Buildings	
Building - A/C	10 to 20
Building - Ductwork	15 to 20
Building - Electrical panel	15 to 20
Building - Fire Detection & Alarm	15 to 20
Building - Fire Suppression	15 to 20
Building - Flooring finish (hardwood, tile, etc.)	15 to 20
Building - Foundation	100
Building - Furnace	15 to 20
Building - Grounds (exterior)	15 to 20
Building - Insulation	15 to 20
Building - Interior Shelving/Office Furniture	20 to 25
Building - Interior wall finish material (panelling, drywall, etc)	15 to 20
Building - Kitchen Exhaust System	35
Building - Lighting	15 to 20
Building - Overhead (Garage) Doors	25
Building - Plumbing Fixtures (Toilets, Sinks, Faucets)	15 to 20
Building - Plumbing System (drainage, water lines, well pump)	15 to 20
Building - Roofing material	20 to 25
Building - Siding	15 to 20
Building - Stairs	15 to 20
Building - Structural support (beams, studs, joists, etc)	50 to 100
Building - Windows	15 to 20
Building lot	100

Machinery, Equipment & Fleet		
Machinery & Equipment		
Equipment		3 to 15
Grader		10 to 20
Heavy Commercial		9 to 12
Loader/Backhoe		11 to 20
Tractors		15 to 20
Trailers		12
Vehicle Equipment		10 to 20
I.T. Computer Software		3
I.T. Hardware & Software		4
Fleet		
ATV		7
Equipment		3 to 15
Fire Pumper		20
Fire Tanker		20 to 35
Heavy Commercial		9 to 12
Light Commercial		8 to 12
Trailers		12

Roads and road infrastructure		
Roads		
Sub Base - Not Paved		120
Base - Not Paved		15 to 50
Sub Base - Paved		120
Base - Paved		15 to 50
Surface - Paved		15 to 20
Ditching		15
Guardrails		13
Light Posts		8
Shoulder		10 to 20
Sidewalks		30
Signs		8
Street Lights		50
Stormwater Network		
Catch Basin		43
Storm Sewer Pipe		40

Bridges and bridges infrastructure		
Bridges		
Bridges - Abutments		50
Bridges - Approaches		40 to 50
Bridges - Barriers		20-50 Years
Bridges - Beams/MLEs		50
Bridges - Coatings		50
Bridges - Decks		50
Bridges - Embankments & Streams		50
Bridges - Joints		50
Bridges - Piers		50
Bridges - Retaining Walls		50
Bridges - Sidewalks/Curbs		50
Bridges - Abutments		40
Bridges - Accessories		50
Bridges - Approaches		50
Bridges - Barriers		20
Bridges - Beams/MLEs		50
Bridges - Decks		50
Bridges - Embankments & Streams		50
Bridges - Sidewalks/Curbs		50
Culverts		
Culverts - Barriers		20
Culverts - Embankments & Streams		20
Culverts - Foundations		20

Township of Central Frontenac

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FIN-09-10

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Objective:

To outline purpose and scope.

Purpose:

Tangible Capital Assets (TCA) Policy promotes compliance with the Public Sector Accounting Board (PSAB) Handbook Section 3150. It provides overall direction for the capitalization of assets, technical guidance in the creation of a tangible capital assets accounting system and addresses areas of PSAB 3150 that may require professional judgement. In addition, the TCA policy provides a framework in which to make consistent and sound decisions, plan ahead for future needs and provide public confidence in accounting and financial reporting processes.

Financial statements prepared for the fiscal year starting January 1, 2009, with 2008 comparative figures, will require compliance with PSAB 3150.

Scope:

All tangible property owned by the Township of Central Frontenac, either through donation, lease, contribution or purchase and which qualifies as a tangible capital asset is included in the scope of this policy.

A tangible capital asset is to be recognized when it is probable that future benefits associated with the asset will be obtained, there is an appropriate basis of measurement and a reasonable estimate of the amount can be made. The recognition and valuation of an asset is based on its service potential.

For all other categories of assets not shown, or in the event of disagreement on the interpretation or implementation of these policies and procedures, the Treasurer or designate shall make the final decision, guided by the Municipal Act, Public Sector Accounting Handbook Section 3150 and the OMBI "Municipal Guide for Accounting for Tangible Capital Assets".

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This policy includes

- 9-10-1 Definitions
- 9-10-2 Asset Categories
- 9-10-3 Tangible Capital Asset Thresholds
- 9-10-4 New Asset Valuation
- 9-10-5 Asset Valuation Techniques
- 9-10-6 Tangible Capital Asset Amortization
- 9-10-7 Tangible Capital Asset Disposal

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FIN-09-02

Subject: General

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Objective:

To provide definitions to some of the terminology within and surrounding tangible capital asset accounting policy.

General Definitions

Betterments: Subsequent expenditures on tangible capital assets that fulfill one or more of the following requirements:

- Significantly Increase previously assessed physical output or service capacity
- Significantly lower associated operating costs
- Significantly extend the useful life of the asset; or
- Significantly improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and should be expensed in the period.

For purposes of this definition significantly is deemed to be an increase of 15% or more to the original output, cost, useful life or quality.

Types of Betterment:

Additions are made to an existing asset to extend, enlarge or expand the existing asset.

Rearrangements are the re-installation, re-routing of asset components to achieve greater service efficiency or effectiveness of the asset.

Replacement involves the removal of component parts and substitution of a new part or component of essentially the same type and performance capabilities.

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Capital Lease: Lease with contractual terms that transfer substantially all of the benefits and risks inherent in ownership of property to the township. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one of more of the following conditions must be met:

- Reasonable assurance that the Township will obtain ownership of the leased property by the end of the lease term.
- Lease term is of such a duration that the Township will receive substantially all of the economic benefits to be derived from the use of the leased property over its life span.
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investments as a result of the lease agreements

A capital lease should be recorded at the present value of the lease payments. If one of these are not there you need to look at the guidance in the paragraph 8-10 of the Public Sector Accounting Board section 2.

Carrying costs are costs directly attributable to an asset's acquisition, construction or development activity where, due to the nature of the asset, it takes a long period of time to get it ready for its intended use. Typical carrying costs could include:

- technical and administrative work prior to commencement of and during construction;
- overhead charges directly attributable to construction or development; and
- interest.

Component is a part of an asset with a cost that is significant in relation to the total cost of that asset. Component accounting recognizes that each part might have a different useful life and requires separate accounting for each component that has a different useful life than the whole asset does.

Fair Value: The amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no

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compulsion to act in a biased manner. Fair value would be used to assign an amount to a donated asset received by the Township of Central Frontenac.

Group/Pooled Assets: Similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be 'pooled' as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance

Examples could include the following:

- Computer software
- Desktop/laptop computers
- Furniture and fixtures

An inventory will be taken at regular intervals. If necessary (if the actual count is less than the system tally), an entry will be recorded in the software program to adjust the pool balance to the actual inventory count (this will account for pooled units disposed of during the year).

In service Date: Realized as the date at which an asset begins to be utilized by the Township

Leasehold improvements

Improvements and/or betterments to leased assets, which do not qualify under the definition of a capital lease. These improvements will be capitalized and amortized based on the criteria contained in the Valuation and Amortization policy.

Maintenance and Repairs

A recurring expenditure, periodically or regularly required as part of the anticipated schedule of works required ensuring that the asset achieves its useful life. It is an expenditure that keeps an asset in a condition that helps maintain or

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ensure realization of the future economic benefits that are expected from the asset over its initially assessed useful life. These expenditures are made to maintain the asset in operating condition and are expensed in the year they occur.

Residual Value is the estimated net realizable value of a tangible capital asset at the end of its useful life to the municipality. The Municipality will assume no residual value for all assets.

Straight-line amortization allocates the cost less estimated residual value of a capital asset equally over each year of its estimated useful life. It is assumed that the economic usefulness is the same each year and therefore the amortization charge is the same for each year of its useful life.

Tangible Capital Assets: Assets, which have physical substance that are non-financial assets,

- Are used on a continuing basis in the townships operations
- Have useful lives extending beyond the accounting period
- Are not held for re-sale in the ordinary course of operations
- Are held for use in the production or supply of goods and services, resale to others, administrative purposes or for the development, construction, maintenance, or repairs of other tangible capital assets.

Please consult the policy on Thresholds for further direction regarding the capitalization of assets.

Threshold

The minimum cost that an individual asset must have before it is to be treated as a tangible capital asset. The threshold amount is to be used as a guide in addition to professional judgment.

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Useful life is the estimate of either the period over which a local government expects to use a tangible capital asset, or the number of production or similar units that it can obtain from the tangible capital asset. The life of a tangible capital asset may extend beyond its useful life. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.

Whole Asset/Component Approach

When recording relatively large assets such as a building or road network, a decision must be made regarding the level of detail desired for that particular asset. Two principle options are available – the whole asset approach and the component approach.

The whole asset approach is the process of combining what could be considered to be several assets into one single capital asset. The underlying concept behind this determination is whether or not it would be cost beneficial to segregate the asset in question. Where it would be relatively difficult to track the individual components of a particular asset, and there are no clear benefits to doing so, the whole asset approach would be the method of choice.

The component approach is the process of subdividing an asset into individual segments of 'components'. Similar to the above, the qualifying question is "would it be cost beneficial to divide this asset into components?" Where the cost required to track the individual components is relatively insignificant, and the benefits obtained through more accurate reporting are considered significant, then the component approach would be the method of choice.

The Township of Central Frontenac will utilize a modified component approach, electing to record individual asset components where clearly beneficial, and to record 'whole asset' when the benefit is not evident.

Write-down is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

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FIN-09-10-2

Subject: Tangible Capital Assets – Asset Categories

Page 1 of 4

Objective:

To list the major asset categories that will be used for financial statement presentation at the Township of Central Frontenac.

For financial statement purposes, tangible capital assets shall be classified using two distinct categories. The first is a "primary" category, which describes what an asset objectively is. The second category is the "function" service area in which the asset is used. These categories will be presented separately in the notes to the financial statements.

Primary Category

The primary asset category will be shown in the notes to the financial statements as "*Segmented by Asset Class*". The list of primary asset categories to be utilized is as follows:

- Land
Real property in the form of a plot, lot or area. Includes all expenditures made to acquire land and to ready it for use where the improvements are considered permanent in nature and includes purchase price, closing costs, grading, filling, draining, clearing, removal of old buildings (net of salvage), assumption of liens or mortgages, and any additional land improvements that have an indefinite life. The costs associated with improvements to land are added to the cost of the land if those improvements can be considered permanent (such as re-grading or filling of the land). Excludes forests, water and other mineral resources and land held for resale (a separate non-financial asset). General Capital - Land includes land for administrative buildings, parks, playgrounds, fields, open space. It also includes land under roads and land associated with road allowances, etc.

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- **Land Improvements**

Land improvements consist of betterments; site preparation and site improvements (other than buildings) that ready land for its intended use, and which generally decay or break down over time. Land improvements that are removable and can degrade or deplete over the course of time through use or due to the elements, should be separately capitalized and their value amortized over the useful life of the improvement.

General capital land improvement examples include but are not limited to: landfill site development, construction of driveways, parking lots, retaining walls, bike paths in parks, drop off locations, sidewalks, fencing, patios, water fountains, outdoor swimming or wading pools, ball diamonds, soccer fields, irrigation systems, tennis courts and the like.

- **Building**

General capital buildings include all structures that provide shelter from the elements which function independent of an infrastructure network. Includes capital and betterments to general capital buildings that are owned by the Township. Examples include but are not limited to: office buildings, works garages, including equipment such as boiler, electrical wiring, hot water tank, air conditioning unit, heating systems.

- **Capital Work in Progress**

While an asset is under construction, the costs would be accumulated in a Capital Work-in-Progress asset account. Cost accumulation would cease when the asset (or component part of it) is put into use. At that point, the costs would be transferred to the appropriate TCA account. Amortization does not begin until an asset is put into use.

- **Machinery & Equipment**

An apparatus, tool, device, implement or instrument that likely uses energy (for example human, electrical, hydraulic fuel, or thermal) to facilitate a process, function or completion of a task. It may be installed within a building, but is generally capable of being moved and reinstalled

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at a different location, if need be (that is, it is not permanently affixed to or integrated into the building or structure in which it resides.) Examples include but are not limited to medical equipment, generator, general attached equipment, technology and communication equipment, tools, etc.

- Vehicles

A means of transportation, usually having wheels, for transporting persons or things or designed to be towed behind such an apparatus. Includes automobiles, trucks, trailers, 4 wheels, ambulances, grader, backhoe, tractor, etc.

- Furniture and Fixtures

Assets that may be acquired. It may be installed within a building, but is generally capable of being moved and reinstalled at a different location, if need be (that is, it is not permanently affixed to or integrated into the building or structure in which it resides). An Example would be office equipment.

- Infrastructure -Linear Assets

Linear assets are assets generally constructed or arranged in a continuous and connected network. "Infrastructure – Linear assets" includes, connected:

1. surface systems such as roads, sidewalks, bridges, drainage ditches, and transit rail lines; and
2. underground systems such as water distribution pipe systems, wastewater collection pipe systems, manholes, and storm drainage collection systems and tunnels.

The Network Approach counting the entire system as a single asset will not be used very often, because it does not lend itself to future asset management. Entire networks or systems are rarely completely replaced.

- Culverts larger than 3 meters in diameter will be assessed as assets, and otherwise will be expensed.

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Functional Category

The functional asset category will be shown in the notes to the financial statements as "Segmented by Division". The list of functional asset categories follows the Ministry of Municipal Affairs and Housing Financial Information Return including, but not limited to:

- General Government
- Protection Services
- Transportation Services
- Environmental Services
- Health Services
- Social and Family Services
- Social Housing
- Recreation and Cultural Service
- Planning and Development

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FIN-09-10-3

Subject: Tangible Capital Assets – Thresholds

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Objective:

To prescribe the financial criteria necessary to capitalize tangible assets on the financial statements of the Township of Central Frontenac

Thresholds:

Tangible assets shall be capitalized and recorded in the capital asset module according to the following thresholds.

- All land
- Land improvements with a unit cost of \$10,000 or greater
- Buildings with a unit cost of \$20,000 or greater
- All Capital Work in Progress
- Leasehold improvements with a cost of \$10,000 or greater
- Machinery/Equipment with a unit cost of \$5,000 or greater
- Furniture and Fixtures with a unit cost of \$5,000 or greater
- Vehicles with a unit cost of \$5,000 or greater
- Linear assets with a unit cost of \$10,000 or greater
- Any other asset that is deemed necessary to capitalize by the Treasurer or designate of the Township of Central Frontenac

Studies and other initiatives that relate directly to the acquisition of a tangible capital asset shall be capitalized. If the study/initiative does not relate directly to

Approved: _____

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FIN-09-10-3

Subject: Tangible Capital Assets – Thresholds

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the acquisition of a tangible capital asset, then the expense shall be recorded in the year(s) in which it occurs.

Tangible capital assets that are to be developed or constructed shall be recorded as "Capital Work in Progress". Amortization shall begin on the earlier of the day that the asset goes into service or that ownership/responsibility/control is transferred to the Township. Subsequently, the asset will be transferred from "Capital work in progress" to the applicable asset category. Any interest (paid or accrued) that is directly attributable to the construction/development project shall be capitalized up to the "in service date".

Expenditures that qualify as betterments to the existing assets should be capitalized when unit costs exceed the threshold. Consult General Definitions policy to determine what will qualify as a betterment.

In the event of disagreement on the interpretation or implementation of these policies and procedures, the Treasurer shall make the final decision, guided by the Municipal Act, Public Sector Accounting Handbook Section 3150 and the Ontario Municipal Benchmarking Initiative's "Municipal Guide for Accounting for Tangible Capital Assets"

Approved:

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Township of Central Frontenac

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Index Number
FIN-09-10-4

Subject: Tangible Capital Assets – New Asset Valuation

Page 1 of 2

Objective:

To disclose the criteria involved in assigning a value to newly purchased or constructed assets of the Township of Central Frontenac

Asset Valuation

Purchase assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Acquired, Constructed or Developed Assets

Cost includes all amounts directly attributable (eg. Construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar cost may be capitalized. Capitalization of general administrative overheads (such as the salary of a director), which are not directly attributable, is not permitted.

Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred, and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to

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Subject: Tangible Capital Assets – New Asset Valuation

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prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement costs. Costs that are directly attributable to the asset acquisition should be capitalized.

Approved:

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Index Number
FIN-09-10-5

Subject: Tangible Capital Assets – Asset Valuation Techniques Page 1 of 4

Objective:

To describe the valuation techniques that are to be used to record the historical (pre-January 1, 2008) tangible capital asset inventory of the Township of Central Frontenac.

Assigning Asset Values

Tangible capital assets should be recorded at historical cost plus all ancillary charges necessary to place the asset in its intended location and condition for use. *For all TCA, cost is determined without regard to the sources of financing that were used to obtain the asset, such as Federal/Ontario grants, or long-term borrowing, or taxation levied, discounts, or use of reserves.*

Reasonable effort must be made when collecting, valuing assets to make sure that sufficient evidence is available to support ownership, completeness, existence and valuation. Asset inventory forms should be maintained for each asset and invoices, contracts, or other documentation should be attached to support the information.

Where historical records are not available all approaches and assumptions used for valuation must be well documented.

Historical Cost

This should be the goal for all assets acquired within the terms specified in the records retention bylaw. For items purchased/constructed within this period, there should be an electronic or paper version of the invoice and;/or job cost report. Any applicable overhead costs that were directly attributed to this acquisition, would also be added to the invoice/job cost amount to arrive at the true historical cost of the asset.

This method should only be used when the source invoice and/or job costing is readily obtainable. In cases where the cost/effort of obtaining the necessary

Approved:

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Subject: Tangible Capital Assets – Asset Valuation Techniques Page 2 of 4

documents would outweigh the benefits of doing so, an alternative method should be considered.

Deflated Replacement Costs

This technique is the second method of choice for valuation. It is to be used when the asset in question is no longer available for purchase or reproduction in the same physical form. In this case, the cost of replacing or reproducing the asset in a different physical form (to perform the same task) today is used as the cost base from which to deflate back to the date of acquisition.

As an example, this method would be used to value a piece of machinery that is technologically obsolete (and is no longer available for purchase), but is still functioning well for the Township of Central Frontenac. To assign a historical cost, the current cost for a new piece of machinery that performs the same task (with the new technology) would be used as the cost base from which to deflate back to the year of the purchase and subsequently amortize.

The deflation calculation will be performed using the Consumer Price Index or other indices specific to the asset.

Deflated Reproduction Cost

This technique is the third method of choice for valuation. It is to be used when the asset in question can be purchased or reproduced today in the same physical form. Today's price or cost is then deflated (discounted) back to the year of the asset's acquisition to generate an estimate of the historical cost. The deflation calculation will be performed using the Consumer Price Index or other indices specific to the asset. An example of this would be a historic monument or historical plaque.

In some cases, it may be possible to reproduce an asset in the same physical form, but recent technological advances have made the asset (in its current

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Subject: Tangible Capital Assets – Asset Valuation Techniques Page 3 of 4

physical form) obsolete. In this case, the deflated replacement cost should be considered.

Appraisal

This technique is the fourth method of choice for valuation. It uses a professional assessment of what it would cost to replace the asset today. Today's price or value is deflated back to the year of the asset's acquisition to produce the approximate historical cost.

Deflator

The deflation calculation will be performed using the Consumer Price Index for Ontario per Statistics Canada. This one index will be applied to all TCA. Evidence of the discount calculation made, upon initial set-up of the asset, will be maintained in the Asset Register records. Other indexes that are more specific to particular Asset Categories are available, but they will not be used by the Township.

This method is most useful for buildings.

Capital Lease

A capital lease should be recorded at the present value of the lease payments.

Asset Components

For assets that have been or should be recognized individually, a reasonable split can be allocated to each component of the asset. It is important that this allocation be used consistently for all similar asset allocations unless there is evidence to prove that the split should be calculated differently in isolated cases.

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Subject: Tangible Capital Assets – Asset Valuation Techniques Page 4 of 4

Componentization

Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include;

- a) Major components have significantly different useful lives and consumption patterns than the related tangible capital asset.
- b) Value of components in relation to the related tangible capital asset.

Additional factors that may influence the choice of method include:

- Significance of amounts
- Quantity of individual asset components
- Availability of information with respect to specific components
- Specific information needs of management for decision making and asset control purposes

Civil infrastructure systems should use the component approach. Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

The following TCA will be set up as multiple components, and not as a single asset record:

- Roads, set up as 3 components: Surface, Base and Land
- Bridges, set up as 2 components: Super-structure and Deck

Approved:

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County of Frontenac

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Index Number
FIN-09-10-6

Subject: Tangible Capital Assets – Amortization Techniques Page 1 of 3

Objective:

To provide guidance in selection of the techniques that are to be used to amortize the tangible capital asset inventory of the Township of Central Frontenac. As well as determine the useful life of tangible capital assets.

Amortization

All tangible capital assets shall be amortized on a straight-line basis (based on original life), except in conditions where it would be deemed more appropriate to use a different method. The Treasurer shall approve any alternative methods considered.

Amortization will be calculated and posted to appropriate departments on a regular basis and as a minimum annually. The first amortization posting will occur the month of the "in-service" date. For example, if an asset is purchased July 4th and put in service on August 8th, the first full month of amortization will be recorded in August.

Land and land components of tangible capital assets shall be recorded at cost and not amortized.

Tangible capital assets shall be deemed to have no residual value. For items that have been fully amortized, any eventual sale proceeds received shall be recorded as a "gain on sale of asset". Any costs relating to the disposal of a fully amortized item shall be recorded as a "loss" or an increase to a "loss on disposal of asset".

Annual amortization expense shall be estimated and included in the annual budget of each respective operating unit. The actual amortization expense shall be charged against the operating unit.

Where applicable, capital assets may be segmented to identify the appropriate components of the system or network. With the components recorded as

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Subject: Tangible Capital Assets – Amortization Techniques

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individual units, it will be possible to capitalize the new component and dispose of the old component, thus continually updating the capital costs. If the asset were not segmented, the appropriate accounting treatment of a partial replacement would be to expense in the year incurred (as it ultimately would not qualify as a betterment).

Useful Life

The Township of Central Frontenac will consider various sources when making useful life estimates, including, but not limited to

- Manufacturer estimates
- Previous experience
- Other jurisdictions, private industry, industry organizations
- OMBI documentation
- Government Sources

The assessment of useful life should be reviewed regularly to ensure that it has been properly determined. Significant events that may indicate a need to revise the estimate useful life of an asset may include

- Completion of a major betterment
- Change in extent that the asset is used
- Change in manner that the asset is used
- Removal of asset from service for extended periods of time
- Physical damage or destruction
- Significant technological developments
- Change in law, environment or public preferences that affect usage and time periods over which asset is used.

The useful life estimate for leasehold assets will be restricted by the terms of the lease agreement. The useful life will be the lesser of the actual estimate and the sum of the number of years remaining in the current and ensuing lease terms.

Approved:

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County of Frontenac

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Subject: Tangible Capital Assets – Amortization Techniques Page 3 of 3

For all other categories of assets not shown, or in the event of disagreement on the interpretation or implementation of these policies and procedures, the Treasurer or designate shall make the final decision, guided by the Municipal Act, Public Sector Accounting Handbook Section 3150 and the OMBI "Municipal Guide for Accounting for Tangible Capital Assets".

Approved:

Issued Date: _____

Township of Central Frontenac

Department: Finance

Classification: Asset Management

Index Number
FIN-09-10-7

Subject: Tangible Capital Assets – Disposal

Page 1 of 1

Objective:

To prescribe the financial process required for the disposal, sale, abandonment, demolition or trade-in of an asset.

Disposal

When a tangible capital asset is disposed of, the cost and accumulated amortization are removed from the accounts. Any difference between net proceeds and the carrying amount of the asset is accounted for as revenue or expense in the Statement of Operations.

Any amount received for trade-ins is a net proceed on disposal.

Approved:

Issued Date:



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 177-2025
DATE: September 23, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: New Website Platform Required

RECOMMENDATION

THAT Council receive the report for information;

AND THAT Council receive for information the Treasurer's report entitled "New Website Platform Required";

AND THAT Council supports the selection of Sandbox Software Solutions as the successful proponent to create a new website for Central Frontenac Township at a cost of \$22,157+ annual hosting of \$5,700;

AND THAT Council directs the Treasurer to add the cost to the 2026 budget;

AND THAT Council authorize the CAO & Mayor to enter a contract for website services with Sandbox Software Solutions to start late in 2025 to avoid last minute issues for our residents.

BACKGROUND

The Frontenac County along with all lower tiered townships issued a joint RFP (Request for Proposal) to create a new website for Frontenac County & Townships.

We had 32 submissions for the RFP. The list was narrowed down to 5 proposals for further review. The reviewed proposal prices for one time fees & annual maintenance ranged in price from \$19,100 to \$37,350 for Central Frontenac. Sandbox scored the

highest overall with 93.5 out of 100 due to the pricing, support, and overall customer references.

The new website will allow Township staff to update parts of the website ourselves making information available to residents quicker, as well as allow for easier support from County I.T. lowering support costs.

The implementation for the current software was \$15,700 in 2017 and the 2025 annual maintenance was \$5,715 after the hst rebate.

DISCUSSION

The Township's current website provider (GHD) since 2017 provided notice that the current website hosting product (iCreate) will reach end of life June 30, 2026. With this information the township and partner municipalities decided to go to market and issue an RFP for Website Development and Hosting options. The following recommendation is a result of that shared procurement process.

We agreed across the Frontenacs that Sandbox Software Solutions was the best option for all of us due to the value for money, also allowing consistency across the websites for look & support from County I.T.

The other prices for one time fee & annual support costs came in at \$19,100, \$23,894, \$25,673, & \$37,350.

STRATEGIC PLAN PRIORITY

N/A

FINANCIAL IMPLICATIONS

The one-time cost of \$22,157 and annual hosting of \$5,700 will form part of the 2026 budget. Any costs incurred prior to the 2026 budget year will form part of the 2025-year end surplus/deficit.

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 178-2025
DATE: September 23, 2025
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Nicole Shorts, By-law Enforcement & Education Officer
RE: September 2025 Bylaw Enforcement & Education Activity Report

RECOMMENDATION

THAT Council receive the September 23, 2025, Bylaw Enforcement and Education Activity Report as prepared by the Bylaw Enforcement Officer for information.

BACKGROUND

Monthly report on By-Law and Education Activity.

FINANCIAL IMPLICATIONS

NIL

ATTACHMENTS

Activity Report: By-law Enforcement August 12, 2025 – September 23, 2025 15, 2025

Activity Report: By-law Enforcement August 12, 2025-September 23, 2025

By-law Enforcement	Count	YTD	Fees
Safe Properties	13	67	No Charge
Barking Dogs/Dogs at Large/DOLA	14	132	

Large Animal	3	18	
Waste Management	1	13	
Parking Complaints	2	16	
Noise	3	25	
Zoning	2	27	
Miscellaneous (calls to SPCA/OPP/Building/Fire Dept. /Queries on bylaws/Civil Issues)	5	42	
Total Inquiries	43	340	
New Calls	27	204	
Follow-ups	26	218	
Total Site Investigations	53	422	
Orders	3	28	Fines \$2325.00 YTD \$24200.00
Letters	0	65	
Warrant	0	1	
Fines	11	111	
Warnings	7	73	
Total Orders Issued		278	
Closed files	2	99	
Impounds	1	20	
Dog Tags (YTD)	14	410	\$6202.00
Kennels	4	4	\$700.00
Total Licenses			\$6902.00
After Hours			
Number of Calls	15	15	
Hours Worked	29.5	29.5	



STAFF REPORT TO COUNCIL

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

REPORT: 179-2025
DATE: September 23, 2025
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Abigail McKinnon, Planning Services Assistant
RE: Planning Activity Report

RECOMMENDATION

THAT Council receive the Planning Activity Report dated September 23, 2025 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	17
Closed Applications	15	7
Consent Applications		
Total Number of Applications	29	18
Lot Additions	9	9
Severances	16	7
Right of Way/Easements	4	2
Zoning By-Law Amendment Applications		
Total Number of Applications	1	4
Closed	1	4
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	60
Closed Applications	43	56
Zoning Compliance Applicaitons		
Total Number of Applications	23	36
Closed Applications	23	34

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: xx-2025
DATE: Month, Day, Year
FROM: Manager Name, Title
PREPARED BY: Name, Title
RE: Topic of Report

RECOMMENDATION

THAT Council receive the report for information;

BACKGROUND

Description

DISCUSSION

Explanation

STRATEGIC PLAN PRIORITY

Enter the Strategic Plan Priority.

FINANCIAL IMPLICATIONS

Is it in the budget? What is the overall cost etc.

ATTACHMENTS/REFERENCES

Add any attachments or links here



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 180-2025
DATE: September 23, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: September 2025 Administration Activity Report

RECOMMENDATION

THAT Council receive the September 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 September 2025

On September 2, the CAO/Clerk attended a Low Water Response Team meeting, followed by a departmental meeting on September 3. On September 4, meetings were held with Originative Energy Solutions Partners and with a resident regarding Beaver Pond management.

On September 8, the regular Managers' Meeting was held. On September 9, the CAO/Clerk met with a community partner and attended the Regular Meeting of Council. On September 15, the CAO/Clerk participated in the Housing Committee meeting, the Septic Reinspection Committee meeting, and the Managers' Meeting. On September 17, meetings were held with legal counsel regarding the Employee Policy Review and with staff at a departmental meeting.

On September 18, the CAO/Clerk attended the OPP Detachment Board meeting and met with Circular Materials regarding a change notice. On September 20, the CAO/Clerk officiated a wedding.

On September 22, the Managers' Meeting was held. On September 23, the CAO/Clerk will attend the Regular Meeting of Council and will participate in the flag-raising ceremony at Sharbot Lake Beach for the National Day for Truth and Reconciliation with Chief Doreen Davis. On September 24, the Staff-Council Update session will take place.

On September 29, the CAO/Clerk will attend the Joint Frontenac CAO/Treasurer meeting, followed by the Managers' Meeting.

Communications and Engagement

Between the reporting period, the Township saw 7,700 active website users, of which 6,800 were new visitors within the last 30 days. Website activity remained high, with over 71,000 sessions/events and 36,000 page views, along with 8 news posts. Facebook engagement was strong, with 13 posts generating 85,800 views and reaching 19,900 people. LinkedIn activity included 2 posts, which received approximately 200 views.

September 2025 Project Updates

CAO/Clerks Office

Surplus Properties

Ongoing, the Deputy Clerk and Planning Coordinator are visiting properties to determine suitability for surplus. A report will come to Council to declare further properties surplus.

Public Notice Policy, Accountability & Transparency Policy & Delegation of Authority

Both the Public Notice and Accountability and Transparency policies have been reviewed by Council and are ready for enactment. The Delegation of Authority Bylaw, which is connected to these policies, is currently being updated and adapted into a standalone bylaw. Once this bylaw has been reviewed and approved by Council, all three bylaws will be enacted

Safe Yard By-Law

Completed and implemented.

Cemetery Fees

Pending

Organizational Review

Final Report to come to meeting in October

Commemorative Plaques and Benches

Commemorative plaques and benches have arrived and are to be installed at the Sharbot Lake Beach Park for Irena Craig and Dr. Bell.

Fence Viewer Request

Currently in appeal

MFIPPA Requests

So far this year, 11 MFIPPA (Freedom of Information) requests have been received. All have been completed.

Volunteer Appreciation Event

Held September 20th, 2025, at the Sharbot Lake Rink. Staff committed many hours executing the event, with Council guidance. A BBQ feast of chicken and ribs were enjoyed, and volunteers were provided with a 2025 Volunteer Pin as a token of appreciation.

Staff Appreciation Event

Held August 14, 2025. Staff enjoyed a BBQ meal prepared by Council, axe throwing and a small token of appreciation

By-Law and Policy Review

The preliminary parking bylaw has been drafted is receiving both council and public comments.

The preliminary sewage system standards bylaw has been drafted and presented to Council.

The Employee Policy is currently being reviewed by the legal team and CAO/Clerk.

Committee Policy

The Committee of Council Policy has been accepted by Council and is now in the process of being implemented, providing a consistent and accessible guidelines.

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: 181-2025
DATE: September 23, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Sarah Watkins – Clerical Assistant
RE: Committee of Council Titles

RECOMMENDATION

THAT Council receive the “Committee of Council Titles” report for information;

AND THAT all Committees of Council be renamed to incorporate the term “Advisory” in their official titles;

AND FURTHER THAT Standing Committees be retitled as Standing Advisory Committees, Ad Hoc Committees be retitled as Ad Hoc Advisory Committees, and all other Committees of Council be renamed to reflect their advisory role.

BACKGROUND

The Committees of Council Policy was approved and enacted on August 12, 2025. The purpose of this policy is to establish a clear framework to ensure a consistent, standardized procedure for all Committees of Council.

At the September 9, 2025, Regular Meeting of Council, some confusion arose regarding the function of Committees, specifically with respect to their advisory nature.

DISCUSSION

As outlined in the Committees of Council Policy and 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 recognized as emanating from any Committee.”

This provision establishes that all Committees of Council are advisory in nature. Committees may make recommendations, but any decision beyond administrative matters requires Council approval before it can be acted upon.

For classification purposes:

- An “**Advisory Committee**” must be made up of at least 50% council composition pursuant to S. 238 of the Municipal Act
- Any Committees with less than 50% Council composition have been classified as either “**Standing Committees**” or “**Ad Hoc Committees**”, depending on their mandate and duration.

Since Council has directed that the word “Advisory” be incorporated into the names of all committees. Staff are recommending that any committee classified as “Standing” or “Ad Hoc” will be formally titled as:

- Standing Advisory Committee
- Ad Hoc Advisory Committee

This change reflects Council’s intent to ensure the advisory role of all committees is consistently identified in their names.

ATTACHMENTS/REFERENCES

Attach #1: Committees of Council Policy



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
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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
Effective Date: August 12, 2025	Committee Policy
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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.



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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
Effective Date: August 12, 2025	Committee Policy
	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.



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 182-2025
DATE: September 23 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Cathy MacMunn, CAO/Clerk
RE: Open House for the New Municipal Building

RECOMMENDATION

WHEREAS the municipality purchased the former Simonett building from W.A. Robinson Holdings Inc. in June 2025, and subsequently relocated municipal offices to the new building on July 14, 2025;

AND WHEREAS the CAO/Clerk is recommending that Council consider hosting an Open House in October 2025 to formally introduce the new municipal facility to the public;;

AND WHEREAS it is proposed that invitations be extended to residents, neighbouring township representatives, legal counsel, contractors, and other relevant stakeholders as outlined in this report;

NOW THEREFORE BE IT RESOLVED that Council approve the recommendation of the CAO/Clerk to host an Open House for the new municipal building.

BACKGROUND

The purpose of this report is to recommend that Council authorize the hosting of an Open House event at the newly acquired municipal building. This event will provide an opportunity to:

- Introduce the facility to the public,
- Recognize the efforts of those involved in the acquisition process,
- Strengthen community and professional relationships.

The municipality recently acquired the former Simonett building to serve as the new municipal office. The facility was move-in ready and required no renovations, enabling a smooth and efficient transition for staff and operations. This acquisition represents a strategic, cost-effective investment that enhances infrastructure, accessibility, and service delivery for both staff and the public.

DISCUSSION

The proposed Open House event would include:

- Guided tours of the facility
- Light refreshments
- Brief remarks from the Mayor

Proposed Invitees:

- Residents of the municipality
- Elected officials and staff from neighbouring townships
- Legal counsel involved in the acquisition process
- Contractors and service providers who supported the transition
- Members of the media and the general public

The event will be promoted in advance to ensure strong community participation and awareness.

STRATEGIC PLAN PRIORITY

This initiative aligns with the municipality's strategic goals of:

- **Community Engagement:** Encouraging transparency and participation through public events.
- **Efficient Governance:** Showcasing strategic investments in infrastructure.
- **Collaboration:** Strengthening relationships with regional partners and stakeholders.

FINANCIAL IMPLICATIONS

The anticipated costs associated with the Open House (e.g., light refreshments, printed materials, minor event supplies) are modest and can be accommodated within the current operating budget. These costs will be managed by the appropriate municipal department.



**TERMS OF REFERENCE FOR:
SEPTIC RE-INSPECTION COMMITTEE
2025-2026**

Mandate/Purpose:

This committee shall recommend to council on matters relating to reducing pollution to waterways and water sources, and identifying and resolving hazards resulting from deficient sewage systems regulated under Part 8 of the Building Code.

The committee's mandate is to review the existing re-inspection program as set out in By-Law 2018-49, amended by 2020-04 for the following:

- a) effectiveness in reducing pollution and hazards,
- b) explore options for program delivery to maximize efficiencies
- c) critically assess practicalities and costs associated with enforcement,
- d) educate and keep residents informed about best practices regarding maintenance and operation of septic systems

Objectives:

- The committee shall advise council on its recommendations for the continuation of, amendment to and/or alternatives for the program to best achieve the goal of improving the environment, reducing hazards, and determining future inspection priorities of the township;
- Review municipal resources and cost of the program with regards to not only the inspections but also the enforcement costs;
- Explore education opportunities for the public.

Organization of the Committee:

- ❖ ADVOSRY: The Committee shall be comprised of a minimum of six members three of which will be council members and a minimum of three 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 four (4) members.
- ❖ 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 four (4) meetings a year.
- ❖ 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.



***TERMS OF REFERENCE FOR:
CENTRAL FRONTENAC HOUSING COMMITTEE
2025-2026***

Mandate/Purpose:

To advise and make recommendations to Council on matters related to seniors housing, and options for other housing within the Township of Central Frontenac, as well as explore and encourage opportunities to increase the housing options in Central Frontenac.

Objectives:

- ❖ Advocating for housing opportunities to meet the present and future needs of residents.
- ❖ Investigate opportunities and promote awareness of existing programs and funding opportunities for affordable, attainable, and seniors housing.
- ❖ Identify and recommend opportunities to increase and improve the housing mix within the Township, both for ownership and long-term rental purposes.
- ❖ Pursue continuous education opportunities to deepen the knowledge and understanding of the Committee, to be informed to be able to contribute to policy and program opportunities.
- ❖ Work collaboratively with other Township Committees and/or regional partners in an effort to enhance housing opportunities within the Township.

Organization of the Committee:

- ❖ **ADVISORY:** The Committee shall be comprised of five (5) members, the majority of whom shall be Council representatives:
 - Three (3) Council representatives; and
 - up to two (2) 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 three (3) members.
- ❖ 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 meet quarterly at a minimum.
- ❖ 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.

Conflict of Interest

- ❖ A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.
- ❖ If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

The Corporation of the Township of Central Frontenac
By-Law #2025-44
Being a By-Law to Confirm
the Regular Meeting of Council Held on September 23rd, 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 23rd day of September 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 23rd day of September 2025.

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk