



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

Tuesday, October 28, 2025 at 6:00 PM
Council Chambers, 14216 Road 38, Sharbot Lake, ON

Page

1. Call to Order

2. Land Acknowledgement

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

3. National Anthem

Please stand for the National Anthem

4. Approval of the Agenda

THAT the agenda for the regular meeting of Council to be held October 28, 2025, be approved as presented [amended].

5. Disclosure of Pecuniary Interest

6. Approval of the Minutes

THAT the minutes from the regular meeting of Council held on October 14, 2025, be approved as presented [amended].

11 - 20

[Regular Meeting of Council - Oct 14 2025 - Minutes - sw.docx](#)

THAT the minutes from the regular meeting of Council held on September 23, 2025, be approved as amended.

21 - 33

[Regular Meeting of Council - Sep 23 2025 - Minutes - amended.docx](#)



7. Mayors Remarks

8. Delegations

- a. Steve Newstead, Lions Club Regarding Oso Hall

THAT Council receive the presentation from Steve Newstead from the Sharbot Lake Lions Club regarding Oso Hall for information.

9. Public Meeting

- a. 206-2025- Road Allowance Closure Public Meeting (Goodfellow)

34 - 38

[Road Allowance Closure Public Meeting \(Goodfellow\)](#) 

[Public Notice Ad.pdf](#) 

[168-2025 - ADMIN - Road Allowance Closure request \(GOODFELLOW\).docx](#) 

THAT Council receives input from the public meeting and the accompanying report prepared by the Planning Services Assistant;






AND FURTHER THAT subject to the comments received at today's public meeting that Council approve the recommendation to stop up and close the unopened road allowance between Concessions 1 & 2, Lot 25 Geographic Township of Hinchinbrooke, being Part of PIN 36158-0482.


AND FURTHER THAT Council authorize staff to proceed with the next steps of arranging a survey and an appraisal of the land, and bringing forward a by-law to council to stop up, close and convey this subject road allowance to the applicant, as a lot addition, subject to any easements as may be required by Hydro One Networks Inc., said by-law to indicate that all costs relating to the registration of the by-law and transfer documents on title be at the property owner's expense.

10. Consent Agenda

- a. Correspondence Received for October 28, 2025
1. Town of Goderich dated October 10, 2025. Re: Endorsement of the Township of Woolwich Resolution – Bill C-61 First Nations Clean Water Act.
 2. Town of Goderich dated October 9, 2025. Re: Endorsement of The City of Dryden's Resolution – Swim to Survive Training.
 3. Township of Stone Mills dated October 7, 2025. Re: Electoral

Reform.


4. Town of Whitby dated October 17, 2025. Re: Extended Producer Responsibility for Blue Box Recycling Collection and Impacts to Small Businesses located in Mixed-Use Properties.
 5. Town of Plympton-Wyoming dated October 8, 2025. Re: Provincial Fee Freeze -Conservation Authorities.
 6. Township of Puslinch dated October 17, 2025. Re: City of Dryden Support – Mandatory water safety and Swim-to-Survive training in Elementary Curriculum.
 7. Municipality of Bluewater dated October 16, 2025. Re: Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority.
 8. Township of Edwardsburgh Cardinal dated September 29, 2025. Re: Ontario Community Infrastructure Fund (OCIF).
 9. Town of Wasga Beach dated October 16, 2025. Re: Mandatory Water Safety & Swim-to-Survive Training.
 10. Municipality of South Huron dated October 20, 2025. Re: Swim-to-Survive Training.
 11. City of Dryden dated September 22, 2025. Re: Swim-to-Survive Training.
 12. Town of Ajax dated October 22, 2025. Re: Provincial Decision on Automated Speed Enforcement (ASE).
 13. Township of Edwardsburgh Cardinal dated October 14, 2025. Re: Ontario Community Infrastructure Fund.
 14. Municipality of South Huron dated October 23, 2025. Re: Ontario Community Infrastructure Fund.
-
- | | | |
|----|--|---------|
| b. | Volunteer Appreciation Events Advisory Committee -
September 9, 2025
2025-09-03 - Volunteer Appreciation Minutes - A.pdf  | 39 - 41 |
| c. | Quinte Conservation Source Protect Authority Meeting -
September 19, 2024
Minutes - QCA - SPA - Sept 19 2024 - A.PDF  | 42 - 45 |
| d. | Quinte Conservation Executive Board Meeting - April 17, 2025
Minutes - QCA - April 17 2025 - A.PDF  | 46 - 54 |
| e. | Quinte Conservation Executive Board Meeting - May 15, 2025
Minutes - QCA May 15 2025 - A.PDF  | 55 - 60 |
| f. | Quinte Conservation Executive Board Meeting - June 19, 2025
Minutes - QCA - June 19 2025 - A.PDF  | 61 - 67 |

- g. Quinte Conservation Executive Board Meeting - September 18, 2025 68 - 71
[Minutes - QCA - Sept 18 2025 - A.PDF](#) 

THAT Council receive items a) to g) for information, as they are considered routine items.

11. Deferred Items

12. Staff Reports/Departmental Updates

- a. 193-2025 [CFFRS Activity Report -October Council Meeting.docx](#)  72 - 78

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated October 28, 2025

- b. 194-2025 [Accts Payable - October 28, 2025.docx](#)  79 - 105
[2025, September 11 Check Distribution Report.pdf](#) 
[2025, September 26 Check Distribution Report.pdf](#) 
[2025, October 9 Check Distribution Report.pdf](#) 

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$2,214,520.35 as prepared by the Treasurer, for information.

- c. 195-2025 FIN October [Apportionments](#)  106 - 109
[October 28, 2025 - Apportionments.docx](#) 

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

- d. 196- 2026 FIN [Report to Council October 28, 2025 - Revenue and Expense to Budget up to September 30, 2025.docx](#)  110 - 140
[Quarterly Reporting Budget to Actuals - Summary \(September 30, 2025\).pdf](#) 
[5 Year Total Revenues by Department \(September 30, 2025\).pdf](#) 
[5 Year Total Expenses by Department \(September 30, 2025\).pdf](#) 
[Operating & Capital Budget Quarterly Report - Council - Summary \(September 30, 2025\).pdf](#) 
[Operating & Capital Budget Quarterly Report - Council -By Dept. \(September 30, 2025\).pdf](#) 
THAT Council accept the Revenue and Expenditure budget to actual variances report for the period ending September 30, 2025, for information.
- e. 197-2025 FIN [Capital Policy Report - October 28, 2025.docx](#)  141 - 159
[TCA Policy Final \(2025\).docx](#) 
THAT Council approve the Final Tangible Capital Asset (TCA) Policy.
- f. 198-2025 FIN [Prudent Investor Annual Report - Oct 28 2025 .docx](#)  160 - 187
[Central Frontenac Investment Policy Statement.pdf](#) 
WHEREAS the Prudent Investment Standard requires the Treasurer to review the policy annually with Council;

NOW THEREFORE IT BE RESOLVED THAT Council has received and reviewed the current investment policy statement (IPS) as part of the ONE JIB update process and confirm re-approval, without revision, of continuing the moderate risk profile under the Prudent Investor path that is geared towards a long-term investment capital return to fund Road 38 reconstruction.
- g. 199-2025 FIN [MFOA Conference report - October 28, 2025.docx](#)  188 - 196

Municipal Finance Officers Association (MFOA) Conference
THAT Council receive the Municipal Finance Officers
Association Conference Report for information.

- h. 200-2025 FIN [2026 Budget Process Dates - October 28, 2025.docx](#)  197 - 203


[MMAH Visual - Strong Mayor Budget Process.pdf](#) 

THAT Council receives for information the report prepared by the Treasurer entitled "Budget policy with 2026 Budget Process and Dates ";


AND THAT Council reduce the time period as set out in subsection 7(3) of Ontario Regulation 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 15 days (November 20, 2025 to December 4, 2025);

AND FURTHER THAT Council reduce the time period as set out in subsection 7(3) of Ontario Regulation 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 7 days (December 10, 2025 to December 16, 2025);

AND THAT Council approves the 2026 Budget Schedule as presented.

- i. 201-2025 Planning Activity Report October 2025 204 - 206
[Planning Activity Report](#) 

THAT Council receive the Planning Activity Report dated October 28, 2025 as prepared by the Planning Services Assistant for information.

- j. 202-2025 - ADMIN - Road Allowance Closure Request (Hivuk) 207 - 214
[Road Allowance Closure Request \(Hivuk\)](#) 


[13R-23406.pdf](#) 

[134-2024 ADMIN 6 Road Closure Request- Hoffman.docx](#) 



[60-2025 PUBLIC MEETING Report for Hiruk Road Closing.docx](#) 

THAT Council receive the Road Allowance Closure Request Report as prepared by the Planning Services Assistant for information;

AND FURTHER THAT Council approve the recommendation of the Planning Services Assistant to stop up, close, declare surplus and sell part of a highway.

- k. 203-2025 ADMIN [BLE Activity Report](#)  215 - 216
 THAT Council receive the October 20, 2025 Bylaw Enforcement and Education Activity Report as prepared by the Bylaw Enforcement Officer for information

- l. 204 [-2025 ADMIN Activity Report October 2025](#)  217 - 219
 THAT Council receive the October 2025 Administrative Activity Report as prepared by the Deputy Clerk for information.

- m. 205-2025 - ADMIN - 2026 Council Calendar 220 - 222
[2026 Council Calendar Report](#) 
[2026 Council Calendar](#) 
 THAT Council receive for information the 2026 Council Calendar;

AND FUTHER THAT Council accept the proposed dates for the 2026 regular meetings of Council.

- n. 207-2025 ADMIN 150th Anniversary of Sharbot Lake 223 - 224
[207-ADMIN Sharbot Lake 150th Anniversary.docx](#) 
 WHEREAS the Sharbot Lake Village Historical Group has undertaken an extensive archival project focusing on the village’s origins and historical development;


AND WHEREAS 2025 marks the Village’s 150th Anniversary;

AND WHEREAS the historical group is requesting Council to waive the rental fees for Oso Hall on the following dates May 7-10, 2026, and August 6-9, 2026, to host the public historical display.

NOW THEREFORE BE IT RESOLVED that Council recognize the significance of Sharbot Lake Village’s 150th anniversary and approve the request to waive the rental fees for Oso Hall on May 7-10th and August 6-9th, 2026.

13. Committee/Other Reports

- a. Central Frontenac Recreation Advisory Committee - Terms of Reference 225 - 228

[Central Frontenac Recreation Advisory Committee Terms of Reference - Draft](#) 

THAT Council approve the Terms of Reference as submitted by the Central Frontenac Recreation Advisory Committee.

- b. Creation of Sub Committee, Canada Day Committee
Motion from Central Frontenac Recreation Committee- September, 2025

MOVED BY: Bob Teal and Seconded by Boyd Klages

THAT the Central Frontenac Recreation committee recommend to Council that the Canada Day Committee be established as a sub-committee of Central Frontenac Recreation Committee moving forward.

CARRIED

THAT Council approve the recommendation of the Central Frontenac Recreation Advisory Committee to establish the Canada Day Committee as a sub-committee of the Central Frontenac Recreation Committee.

14. Communications/Correspondence for Action

- a. Friends of the Residents of the Sharbot Lake Retirement Residence

WHEREAS the Friends of the Residents of the Sharbot Lake Retirement Residence are fundraising to purchase a wheelchair-accessible vehicle to help residents travel to medical and other appointments;

AND WHEREAS their goal is to raise \$60,000 through community donations and events such as the upcoming “Jingle Bell Bash” on November 8, 2025 at the Oso Hall;

NOW THEREFORE BE IT RESOLVED THAT Council support this initiative and approve a donation in the amount of

\$_____;

AND FURTHER THAT this initiative aligns with the Township's Strategic Priority: Healthy Community Development by supporting medical services.

b.

THAT Council receive the 2025 Annual Report from the Perth and Smiths Falls District Hospital Foundation for information;

NOW THEREFORE BE IT RESOLVED THAT Council consider a 2026 budget donation to the Perth and Smiths Falls District Hospital Foundation as an investment in accessible local care, innovation, and the overall health of our community.

AND FURTHER THAT this initiative aligns with the Township's Strategic Priority: Healthy Community Development by supporting medical services.

15. By-Laws/Agreements

- a. 2025-46 -Being a By-Law to Permanently Close Declare Surplus and Sell Part of a Highway (Hivuk) 229 - 230

[Road Allowance Closure By-Law \(15894 Road 509\)](#) 

THAT By-Law 2025-46, being a by-law permanently close declare surplus and sell part of a highway, be read a first, second, and third time, and finally passed this 28th day of October, 2025.

16. Notice of Motions

- a. Curbside Waste Pick Up
Councillor Nicki Gowdy

WHEREAS during the municipal election campaign in the fall of 2022, many residents inquired about the possibility of curbside waste pick up;

AND WHEREAS we are soon going to be entering into budget deliberations, it would be a relevant time to investigate the cost of Township curbside waste pick up;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to investigate the cost of curbside waste collection and bring a report back to Council at the November 11, 2025 regular meeting of Council

Strategic Priority: Resilient Natural Environment, this could help with the ever-growing roadside dumping and to help support the bylaw officer with the new safe yards bylaw.

17. Giving Notice of Motions

18. New/Other Business

19. Closed Session

20. Adjournment

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[Confirming By-Law 2025-47](#) 

THAT By-Law 2025-47 being a by-law to confirm the proceedings of the regular council meeting held October 28, 2025, be read first, second, and third time, and finally passed this 28th day of October, 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, November 11, 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, October 14, 2025 at 6:00 PM
Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call

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

Regrets: Mayor Frances Smith

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, Lance Cowdy – Public Works Supervisor, and Amanda Fellows – Public Works Technical Assistant

1. Call to Order

Deputy Mayor Everett 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

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT the agenda for the regular meeting of Council to be held October 14, 2025, be approved as presented.

CARRIED

5. Disclosure of Pecuniary Interest

None.

6. Approval of the Minutes

Moved by: Phillip Smith

Seconded by: Nicki Gowdy

THAT the minutes from the regular meeting of Council held on September 23, 2025, be approved as presented.

CARRIED

Councillor Gowdy requested that Staff confirm the Mayor's comments regarding Mr. Bates' delegation on the Canine By-Law.

7. Mayors Remarks

- a. Township Open House
Deputy Mayor Everett announced that the Township Open House will be held on Monday, October 20, 2025, from 4:00 p.m. to 6:00 p.m.
- b. Memorial Bench
Deputy Mayor Everett showed an image of the Memorial Bench for Robert Harvey, which was installed by the Harvey Family the previous weekend. He thanked Bill Young for his assistance and to the Township for approving the placement of the bench, which is located in Fossey Park facing the lake.
- c. Veteran's Banner Program
Deputy Mayor Everett advised that the banners for the Veterans Banner Program are expected to arrive this week. Installation is currently being coordinated, with the goal of having the banners displayed within the next few weeks.

Chris Nelson, Community Services Coordinator, added that the banners are anticipated to arrive within the next few days and that installation will occur as soon as possible, ideally by the end of the week if all goes as planned.

8. Delegations

None.

9. Public Meeting

None.

10. Consent Agenda

- a) Correspondence Received for October 14, 2025
1. City of Dryden dated September 22, 2025. Re: Urge for Mandatory Water Safety and Swim-to-Survive Training in Ontario Elementary School Curriculum.
 2. City of North Bay dated August 12, 2025. Re: Northern Ontario Resource Development Support (NORDS) Pilot Program.
 3. Municipality of Assiginack dated August 19, 2025. NORDS Pilot Program.
 4. The Municipality of St. Charles dated September 17, 2025. Re: NORDS Pilot Program.
 5. Municipality of Brighton dated September 15, 2025. Re: Support for Electoral Reform.
 6. Bonfield Township dated September 24, 2025. Re: Urgent Appeal Regarding Canada Post Labour Dispute and Impact on Municipal Communications.
 7. Canadian Union of Postal Workers dated September 24, 2025. Re: Federal Government Plan – Canada Post Corporation Review.
 8. City of Kitchener dated September 26, 2025. Re: Municipal Act Amendment on Paper Billing.
 9. Township of West Lincoln dated September 26, 2025. Re: Support Consultation on the Future of Community Natural Gas Expansion.
 10. Niagara Region dated September 30, 2025. Re: Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions.
 11. City of Pickering dated October 3, 2025: Re: Elect Respect.
 12. Town of Newmarket dated October 7, 2025. Re: Automated Speed Enforcement Resolution.
 13. Municipality of Waterloo dated October 8, 2025. Re: Amending Ontario Regulation 391/21.
- b) Rideau Valley Conservation Authority Draft Minutes - July 24, 2025
- c) EORN Call Gap Project Monthly Update - September 2025

Moved by: Duncan McGregor

Seconded by: Susan Irwin

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

CARRIED

Councillor McGregor requested that Item A (1) be removed from the consent agenda for discussion. Following the discussion, Council's consensus was in support of the item.

11. Deferred Items

None.

12. Staff Reports/Departmental Updates

- a. 183-2025 DS - September Building Report
Moved by: Nicki Gowdy
Seconded by: Susan Irwin

THAT Council receive the September Construction Details (Building Activity) report as presented by the Chief Building Official for information.

CARRIED

- b. 184-2025 DS - Capital Projects Status Report September 2025
Moved by: Susan Irwin
Seconded by: Lynne Klages

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

CARRIED

- c. 185-2025 DS - Mountain Grove Hall Interior Renovations
Moved by: Lynne Klages
Seconded by: Cindy Kelsey

WHEREAS the Mountain Grove Hall experienced flood damage in the kitchen in 2024 and requires repairs;

AND WHEREAS the washrooms and stairs do not meet current AODA requirements;

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official and award the renovation of the Mountain Grove Hall to Wise Choice Contracting, in the amount of \$196,000;

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

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

CARRIED

- d. 186-2025 PW - Activity Report
Moved by: Cindy Kelsey
Seconded by: Dan Meeks

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

CARRIED

- e. 187-2025 PW - Capital Project Status Report
Moved by: Susan Irwin
Seconded by: Phillip Smith

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

CARRIED

- f. 188-2025 PW - Change Order Notice - Circular Materials Ontario
Moved by: Phillip Smith
Seconded by: Cindy Kelsey

THAT Council receive the Change Order Notice report as presented by the Public Works Supervisor for information;

AND THAT Council authorize the CAO and Mayor to sign the Change Order issued by Circular Materials Ontario, extending the agreement until December 31, 2028, effective January 1, 2026.

CARRIED

- g. 189-2025 PW Draft Parking Bylaw
Moved by: Dan Meeks
Seconded by: Susan Irwin

THAT Council receive the updated Draft Parking By-law, as prepared by the Deputy Clerk, for information;

AND THAT Council receive the public feedback and comments for information;

AND FURTHER THAT Council authorize Staff to proceed with a legal review of the draft Parking By-law, with the results and any related feedback or comments to be brought forward to Council upon completion.

CARRIED

- h. 190-2025 ADMIN - Municipal Support Resolution

Moved by: Nicki Gowdy

Seconded by: Phillip Smith

WHEREAS Steven Reader on behalf of Originative Energy Solutions Partners appeared before Council at the September 23, 2025, meeting regarding a Proposal for a Long-Term Capacity Services Project LT2 (c-1)

AND WHEREAS the land they have an option on is approximately 111 acres and their project would occupy less than ¼ of the land which is located at 7349 Hinchinbrooke Road and is currently licenced and used as a commercial gravel yard;

AND WHEREAS a resolution is a mandatory requirement that confirms the municipality's support for the proposal submission, not a guarantee of a contract award, and is a crucial part of the project's application process.

AND WHEREAS Originative Energy Solutions Partners are proposing to submit a bid to the Ontario Independent Electricity System Operator (IESO) and is requesting Council's support of their project (LT2(c-1));

NOW THEREFORE BE IT RESOLVED THAT Council supports Originative Energy Solutions Partners in submitting a proposal for the Long-Term Capacity Services Project located at 7349 Hinchinbrooke Road North;

AND FURTHER THAT this resolution be attached to the prescribed form as identified as Exhibit A for LT2(c-1) RFP as issued by the Independent Electricity System Operator ("IESO").

CARRIED

- i. 191-2025 ADMIN Acceptance of Final Organizational and Service Delivery Review

Moved by: Phillip Smith

Seconded by: Nicki Gowdy

THAT Council accept the Final Organizational and Service Delivery Review as prepared by Capital Park Consulting;

AND THAT Staff be authorized to develop an implementation plan based on the recommendations contained in the report for future Council consideration.

CARRIED

13. Committee/Other Reports

- a. 192-2025 Request to Temporary a Close Portion of K&P trail
Moved by: Duncan McGregor
Seconded by: Susan Irwin

THAT Council approve the temporary closure of the K&P Trail between the Sharbot Lake Beach and the Government Docks (Thompson's Cut) on October 31, 2025, from 3:00 p.m. to 8:00 p.m., for a Community Halloween event;

AND FURTHER THAT Staff post advance notice of the closure on the Township's Facebook page and website by October 27, 2025;

AND THAT Staff notify the Frontenac ATV Club and the Eastern Ontario Trails Alliance (EOTA) of the closure;

AND THAT Staff ensure temporary signage is placed at both ends of the closed section of the trail to assist trail users with a detour route through the village.

CARRIED

- b. Economic Development Advisory Committee - October 1, 2025
Moved by: Dan Meeks
Seconded by: Lynne Klages

THAT Council approves an amendment to the "Organization of the Committee" section of the new Terms of Reference for the Central Frontenac Economic Development Advisory Committee be amended to state that the Committee shall be composed of up to ten (10) members, including three (3) appointed Members of Council and up to seven (7) community representatives.

CARRIED

Moved by: Cindy Kelsey
Seconded by: Susan Irwin

THAT Council approve the appointment of Davin Allan to the Central Frontenac Economic Development Advisory Committee as a representative of the Central Frontenac business community.

CARRIED

14. Communications/Correspondence for Action

None.

15. By-Laws/Agreements

None.

16. Notice of Motions

None.

17. Giving Notice of Motions

- a. Councillor Gowdy – Curbside Waste Collection

WHEREAS during the municipal election campaign in the fall of 2022, many residents inquired about the possibility of curbside waste collection;

AND WHEREAS we are soon going to be entering into budget deliberations, it would be a relevant time to investigate the cost of Township curbside waste collection;

THEREFORE IT BE RESOLVED THAT Council direct Staff to investigate the cost of curbside waste collection and bring a report back to Council at the November 11, 2025, regular meeting of Council.

18. New/Other Business

None.

19. Closed Session

- a. Resolve into Closed Session
Moved by: Phillip Smith
Seconded by: Cindy Kelsey

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)

CARRIED

b. Rise From Closed Session

Moved by: Lynne Klages

Seconded by: Dan Meeks

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)

CARRIED

c. Report From Closed Session

Implementation Plan- Organizational and Service Delivery Review

Moved by: Duncan McGregor

Seconded by: Cindy Kelsey

THAT the Chief Administrative Officer/Clerk be directed to implement the recommendations contained in the Organizational and Service Delivery - Final Report prepared by Capital Park Consulting Inc. (CPC) dated September 5, 2025, based upon the implementation plan approved by Council;

AND FURTHER THAT the financial implications contained in the CPC report be included in future budget consideration by Council.

AND THAT We proceed to advertise for a Deputy Fire Chief.

CARRIED

20. Adjournment

Confirming By-Law 2025-45

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT By-Law 2025-45 being a by-law to confirm the proceedings of the regular council meeting held October 14, 2025, be read first, second, and third time, and finally passed this 14th day of October 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, October 28, 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

CARRIED

The meeting was adjourned at 7:13 p.m.

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk



**The Corporation of the
Township of Central Frontenac
Regular Meeting of Council Minutes**
Tuesday, September 23, 2025, at 6:00 PM
Council Chambers, 14216 Road 38, Sharbot Lake

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, Michael McGovern–Treasurer, and Nicole Shorts–By-law Enforcement Officer.

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

Moved by: Susan Irwin

Seconded by: Cindy Kelsey

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.

AND FURTHER THAT 2 additional items be added to section 19. Closed Session,

1. 239. (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

2. 2.239.2(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

5. Disclosure of Pecuniary Interest

None.

6. Approval of the Minutes

Moved by: Dan Meeks

Seconded by: Lynne Klages

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

CARRIED

The minutes have been corrected under Item 16: the third paragraph now reads ‘...Councillor Irwin, Mayor Smith and Councillor Everett raised concerns...’ instead of ‘...Councillor Irwin, Mayor Smith and Councillor McGregor raised concerns...’

7. Mayors Remarks

a. Flag Raising

Mayor Smith shared that earlier this afternoon, a flag-raising ceremony was held at the beach with Chief Doreen Davis to mark the beginning of the Week of Reflection in honour of Truth and Reconciliation. To recognize this important time, the Sharbot Obaadjiwan flag will be flown at half-mast until October 1, 2025.

On September 30, 2025, members of the Sharbot Obaadjiwan community will return to the beach for Every Child Matters Day. Mayor Smith encouraged residents to attend, reflect, and engage meaningfully with the community.

b. Volunteer Appreciation

Mayor Smith shared that the Volunteer Appreciation Event was held on Saturday, September 20, 2025, with approximately 80 people in attendance. Council Members served barbequed meals to the volunteers, who were also presented with Volunteer Pins in recognition of their valuable contributions.

Mayor Smith extended sincere thanks to all volunteers for their dedication and service to the community.

- c. Safety Truck Rodeo
 Mayor Smith announced that on September 10, 2025, Township staff members Taylor Blackburn and Joel Connally represented the Township in the District 8 Association Road Supervisors' Safety Truck Rodeo. The Township is very proud of their achievements: Taylor placed first in the district and will advance to the provincial finals on September 24, 2025, while Joel placed third.

 The provincial Safety Truck Rodeo is a prestigious competition that showcases the skill and professionalism of Ontario's top municipal equipment operators, with challenges designed to replicate real-world working conditions.

8. Delegations

- a. Steven Reader, Originative Energy Solutions Partners (OESP)
Moved by: Bill Everett
Seconded by: Cindy Kelsey

THAT Council receive the Pre-Engagement Confirmation Notice provided by Originative Energy Solutions Partners regarding a proposal to construct and operate a Long-Term Capacity Service Project located on Municipal Project Lands identified as Pt. Lt. 3 - 4, Con. 2, Hinchinbrooke District, Municipal address 7349 Hinchinbrooke Road North.

CARRIED

Moved by: Bill Everett
Seconded by: Phillip Smith

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

CARRIED

- b. David Bates- Resident
 2024-41 Canine Control Bylaw
Moved by: Nicki Gowdy
Seconded by: Duncan McGregor

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

CARRIED

Mayor Smith thanked Mr. Bates for his comments and advised that they will be taken under consideration and referred to the Township's By-Law Enforcement Officer.

- c. Tracey Hole & Aleris Cronk- Residents District #4
Moved by: Phillip Smith
Seconded by: Cindy Kelsey

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

CARRIED

- d. Rhonda Kimberley Young, Railway Society
Moved by: Duncan McGregor
Seconded by: Lynne Klages

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 for the Railway Society's Rural Ontario Development Program grant application.

CARRIED

9. Public Meeting

None.

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
- c. Economic Development Advisory Committee Minutes- August 6, 2025
- d. Trail Committee Minutes- September 9, 2025

Moved by: Bill Everett
Seconded by: Dan Meeks

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

CARRIED

11. Deferred Items

None.

12. Staff Reports/Departmental Updates

- a. 171-2025 - PLAN - Severance Review Report
Moved by: Susan Irwin
Seconded by: Nicki Gowdy

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.

CARRIED

- b. 172-2025 CFFRS Activity Report September 23 2025
Moved by: Phillip Smith
Seconded by: Bill Everett

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

CARRIED

- c. 173-2025 - FIN - Accts Payable - September 23, 2025
Moved by: Lynne Klages
Seconded by: Susan Irwin

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

CARRIED

- d. 174-2025 - FIN - Apportionments of Taxes
Moved by: Duncan McGregor
Seconded by: Dan Meeks

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

CARRIED

- e. 175-2025 - FIN - 357/358/359 Application Response(s)
Moved by: Lynne Klages
Seconded by: Nicki Gowdy

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.

CARRIED

- f. 176-2025 - FIN - Draft Capital Policy Report
Moved by: Cindy Kelsey
Seconded by: Phillip Smith

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

AND FURTHER THAT Council provide the Treasurer with recommendations.

CARRIED

- g. 177-2025 FIN New Website Platform Required
Moved by: Susan Irwin
Seconded by: Duncan McGregor

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.

CARRIED

- h. 178-2025 - ADMIN - By-Law Activity Report
Moved by: Dan Meeks
Seconded by: Lynne Klages

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

CARRIED

- i. 179-2025 ADMIN- Planning Activity Report - September 23rd, 2025
Moved by: Bill Everett
Seconded by: Nicki Gowdy

THAT Council receive the Planning Activity Report dated September 23rd, 2025 as prepared by the Planning Services Assistant for information.

CARRIED

- j. 180-2025 ADMIN September Activity Report
Moved by: Susan Irwin
Seconded by: Bill Everett

THAT Council receive the September 2025 Administration activity report as presented by the Chief Administrative Officer/Clerk for information.

CARRIED

- k. 181-2025 - ADMIN Committee of Council Titles Report
Moved by: Nicki Gowdy
Seconded by: Duncan McGregor

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.

CARRIED

- l. 182-2025 ADMIN Open House
Moved by: Lynne Klages
Seconded by: Cindy Kelsey

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.

CARRIED

Council agreed to set October 20, 2025, from 4:00 pm- 6:00 pm as the scheduled date and time.

13. Committee/Other Reports

- a. Septic Re-Inspection Committee
Recruitment of Public Member
Moved by: Bill Everett
Seconded by: Duncan McGregor

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

CARRIED

Moved by: Susan Irwin
Seconded by: Cindy Kelsey

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.

CARRIED

- b. Central Frontenac Housing Committee - Terms of Reference
Moved by: Cindy Kelsey
Seconded by: Phillip Smith

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

CARRIED

- c. Adhoc Website Committee Appointment
Moved by: Nicki Gowdy
Seconded by: Dan Meeks

THAT the Ad Hoc Website Advisory Committee be comprised of 2 members of Council and 4 members of the public;

AND THAT Bill Everett and Susan Irwin 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.

CARRIED

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

- d. Heritage Committee Appointment

Moved by: Phillip Smith

Seconded by: Cindy Kelsey

THAT Nicki Gowdy 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.

CARRIED

14. Communications/Correspondence for Action

None.

15. By-Laws/Agreements

None.

16. Notice of Motions

None.

17. Giving Notice of Motions

None.

18. New/Other Business

None.

19. Closed Session

- a. Resolve into Closed Session

Moved by: Dan Meeks

Seconded by: Susan Irwin

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

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

2. 239. (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
3. 239.2(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

- b. Rise From Closed Session
Moved by: Phillip Smith
Seconded by: Bill Everett

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

1. personal matters about an identifiable individual, including municipal or local board employees (S.239.2(b))
2. 239. (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
3. 239.2(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

- c. Offer for former Municipal Office
Moved by: Susan Irwin
Seconded by: Lynne Klages

WHEREAS the former Municipal Office, located at 1084 Elizabeth Street, Sharbot Lake, was declared surplus;

AND WHEREAS Council has received an offer to purchase the former Municipal Office;

NOW THEREFORE BE IT RESOLVED THAT Council hereby accept the offer from Community Living-North Frontenac Board of Directors as presented in closed session.

CARRIED

20. Adjournment

Moved by: Duncan McGregor
Seconded by: Lynne Klages

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

CARRIED

The meeting was adjourned at 8:20 p.m.

Bill Everett, Deputy Mayor

Cathy MacMunn, CAO/Clerk



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: xx-2025
DATE: October 28, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Abigail McKinnon, Planning Services Assistant
RE: Road Allowance Closure - Public Meeting
(Goodfellow)

RECOMMENDATION

THAT Council receive the input provided at the public meeting, along with the accompanying report prepared by the Planning Services Assistant;

AND FURTHER THAT subject to the comments received at today's public meeting, Council approve the recommendation to stop up and close the unopened road allowance located between Concessions 1 and 2, Lot 25, in the Geographic Township of Hinchinbrooke, being Part of PIN 36158-0482;

AND FURTHER THAT Council authorize staff to proceed with the necessary next steps, including arranging for a survey and appraisal of the land, and subsequently bringing forward a by-law to Council to stop up, close, and convey the subject road allowance to the applicant as a lot addition, subject to any easements that may be required by Hydro One Networks Inc.;

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

BACKGROUND

Council approved in principle to proceed with this road closure at the **September 9, 2025**, council meeting. See staff report 168-2025.

Notice of the Public meeting was posted in the Frontenac News, online, and at the subject property. Adjoining property owners, Conservation Authority, Hydro One, and Infrastructure Ontario (on behalf of Ministry/Province) were notified by mail or email.

DISCUSSION

As of the date of this report, no inquiries have been received.

Next steps will be to arrange for the reference plan and appraise the land. Once this is complete staff will bring a by-law back to council for consideration.

STRATEGIC PLAN PRIORITY

Not applicable.

FINANCIAL IMPLICATIONS

Unknown at this time. The purchase price for the land will be placed in reserves per our road closing/sale policy.

ATTACHMENTS/REFERENCES

Copy of Public Meeting Notice
Staff Report 168-2025

**THE CORPORATION OF THE
TOWNSHIP OF CENTRAL FRONTENAC
PUBLIC MEETING NOTICE**



File Number: APPN-2025-0043

Subject Lands: Part of the road allowance between Concessions 1 & 2, Lot 25 Geographic Township of Hinchinbrooke, Township of Central Frontenac, being Part of PIN 36158-0482.

Location: Council Chambers – 14216 Road 38, Sharbot Lake ON. 6:00 p.m.

Purpose of Closure: Sell to adjacent landowners

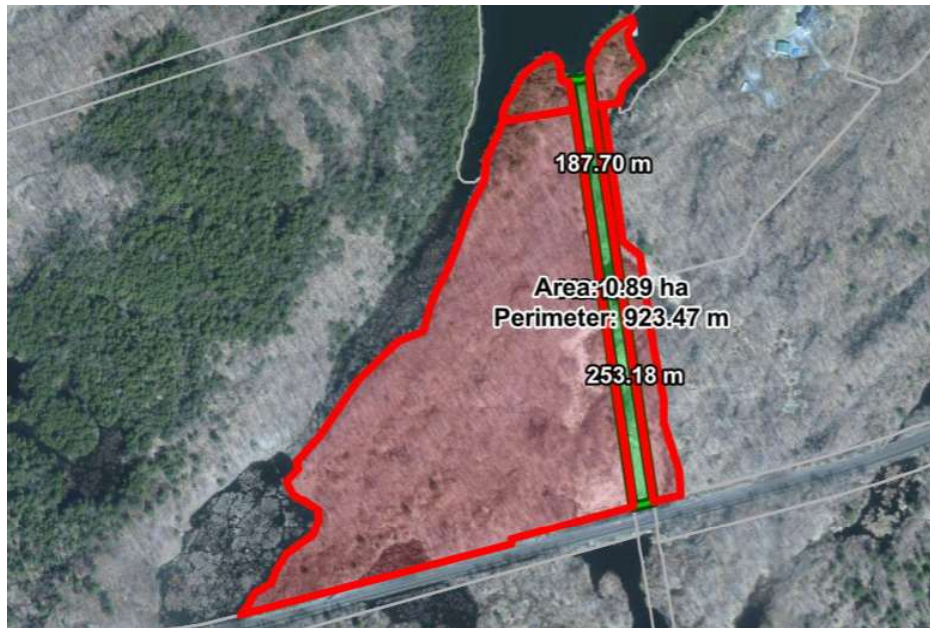
Public Meeting Date: October 28, 2025

Objections or Comments Deadline: October 28, 2025 on or before 4:30 p.m.

TAKE NOTICE: that the Council of the Corporation of the Township of Central Frontenac proposes to enact a By-Law to stop up, close and convey a portion of the road allowance as set out and described below.

Any person who claims their land will be prejudicially affected by the proposed closure may submit written submissions to The Township of Central Frontenac in advance of the meeting or may submit oral submissions at the meeting before Council.

ADDITIONAL INFORMATION: Further information related to the proposed Road Allowance Closure can be obtained by contacting the undersigned.



Abigail McKinnon
Planning Coordinator
Township of Central Frontenac
P.O. Box 89 - 14216 Road 38
Sharbot Lake, ON K0H 2P0
amckinnon@centralfrontenac.com
613 279 2935 ext. 260



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 168-2025
DATE: September 9, 2025
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Abigail McKinnon, Planning Services Assistant
RE: Road Allowance Closure request – Part of the unopened road allowance between Concession 1 & 2, Lot 25, Geographic Township of Hinchinbrooke, Part of PIN 36158-0482

RECOMMENDATION

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.

BACKGROUND

Township staff received a request from Tina and Roland Goodfellow to close the road allowance referenced above. The applicants have indicated that the purpose of this request is to provide greater flexibility for the future siting of a residence on their property.

DISCUSSION

Although Township policy generally discourages the closure of road allowances that provide access to water, staff note that this particular road allowance is largely comprised of wetland. Additionally, there are alternative, more suitable public access points to Eagle Lake, including the public beach and boat launch. Staff therefore see no practical need to retain this road allowance for future recreational purposes.

It is also worth noting that a pre-existing structure encroaches on the road allowance, and that the applicants own the abutting lands on all sides. Closure of this road allowance would reduce municipal liability, enlarge the existing lots, and bring the lands into conformity with the Township's Zoning By-law.

The request has been circulated to internal managers and planning staff.

Should Council support the recommendation to proceed, the next steps will include scheduling a public meeting, issuing public notice in accordance with Township policy, and circulating the proposal to required technical agencies for comment.

STRATEGIC PLAN PRIORITY


Not applicable

FINANCIAL IMPLICATIONS

An appraisal of land value would be obtained to determine purchase price. The applicant is responsible for all administrative, legal and surveying costs. Any revenue from the sale would be put into reserves.

ATTACHMENTS/REFERENCES

Map



The Corporation of the Township of Central Frontenac
Volunteer Appreciation Committee
 September 3, 2025 at 9:00 a.m.
 14216 Road 38, Sharbot Lake - Council Chambers

Roll Call

Members: Councillor Duncan McGregor and Councillor Lynn Klages

Staff in Attendance: Jody Legue – Deputy Clerk & EA to the CAO and Sarah Watkins – Clerical Assistant

Regrets: Abigail McKinnon – Planning Assistant

1. Call to Order

Chair Duncan McGregor, called the meeting to order at 9:08 a.m.

2. Approval of Agenda

MOVED BY: Lynn Klages **SECONDED BY:** Jody Legue

THAT the agenda of the September 3, 2025, meeting be approved as presented.

CARRIED

3. Disclosure of Pecuniary Interest

None.

4. Approval of Minutes

MOVED BY: Sarah Watkins **SECONDED BY:** Duncan McGregor

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

CARRIED

5. Business

a) Status Update

Jody reported that only \$700 has been spent so far for the invitations and pins. The remaining expenses will be for catering and decorations.

Sarah updated the committee that 92 RSVPs had been received, not including Council members and their guests, which would bring the total attendance to approximately 110 people. She noted that Abby had sent the caterer a figure of 120 to be safe.

b) Decorations

Jody shared that the plan includes tablecloths and fall-themed decorations. Lynn suggested that any leftover decorations could be reused for the office.

Jody also reminded the group that drinks had not been discussed, noting that water, pop, coffee, tea, and juice will need to be purchased, along with coolers to keep them cold.

Lynn suggested using percolators for coffee and hot water, with tea bags, milk, sugar, and creamer provided. Jody mentioned that water bottles and sugar from OSO Hall could be used.

Abby will be responsible for picking up the catering, as Sarah will be away that weekend and unable to attend.

Each committee chair will be asked to prepare a five-minute speech highlighting accomplishments, and Sarah will reach out to the chairs to let them know.

Jody offered the use of her karaoke speaker for speeches. She also confirmed the event will wrap up around 8 p.m. and asked if Council would be able to assist with setup. Lynn proposed that half of Council help with setup and the other half assist with cleanup.

Jody said she would confirm with Bill Young about where chairs and tables should be taken and stored after the event.

Duncan asked how the pins would be presented. The group

discussed the option of placing them at each setting, but Sarah noted this could result in plus-ones receiving them and there not being enough for absent volunteers. The committee agreed that the best approach would be for the committee chairs to distribute the pins to their members and volunteers.

Jody said that paper plates would be purchased and mentioned that Costco offers reusable forks and knives that could be cleaned and reused. Duncan suggested considering Kingston Party Rentals, which offers metal cutlery and plate rentals that can be returned unwashed for approximately \$200, well within budget. The committee agreed to proceed with Kingston Party Rentals for cutlery and plates.

Lynn asked about napkins, and Jody confirmed that they would be included in the decoration budget, with the plan being to purchase fall-themed napkins.

Duncan added that Kingston Party Rentals also provides tablecloth rentals, and Jody said she would compare rental versus purchase costs before making a decision.

6. New/Other Business

None

7. Next Meeting

At the call of the chair.

8. Adjournment

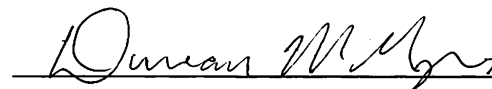
MOVED BY: Lynn Klages

SECONDED BY: Sarah Watkins

THAT the Volunteer Appreciation Committee meeting be adjourned.

CARRIED

The Meeting was adjourned at 9:27 a.m.



Duncan McGregor, Chair



**Minutes of the meeting of the
Quinte Conservation Source Protection Authority Meeting**

Date: September 19, 2024

Location: QC Boardroom

Members Present: Bob Norrie (Town of Greater Napanee)
Dave Ogden (Tyendinaga Township)
Don Kuntze (City of Quinte West)
Don Stewart (Stirling and Rawdon Township)
James Flieler (Municipality of Tweed)
Jamie Ziemann (Town of Deseronto)
Janice Maynard (County of Prince Edward)
John Hirsch (County of Prince Edward)
Kathryn Brown (City of Belleville)
Kelly Henderson (City of Belleville)
Kirby Thompson (Addington Highlands Township)
Krysta-Lee Woodcock (Stone Mills Township)
Lynn Klages (Township of Central Frontenac)
Mike Kerby (Centre Hastings Municipality)
Mike Stevens (Marmora and Lake Municipality)
Norm Roberts (Township of South Frontenac)

Members Absent: Brent Taylor (Twp of Tudor & Cashel)
Carrie West (Township of Madoc)
Nathan Townend (Loyalist Township)
Paul Carr (City of Belleville)

Also Present: Amy Dickens (Source Water Protection Coordinator)
Brad McNevin (CAO)
Christine Philibert (Water Resources Manager)
Kristina Hamilton (Corporate Services Assistant)
Mary Gunning (Aquatic Science Manager)
Paul McCoy (Planning and Regulations Manager)
Tammy Smith (Corporate Services Manager)

1. Call to Order

The Chair called the meeting to order at 3:35 pm.

a. **Notice Regarding Cell Phones and Pagers**

Cell phones and pagers are not permitted to be turned on during the meeting, except in an event of an emergency. If the device is to be left on, it must be announced at the beginning of the meeting.

b. **Collection of Personal Information for Board Minutes**

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

2. Approval of the Agenda

MOTION SPA-24-009

Moved By: Lynn Klages

Seconded By: James Flieler

THAT, the Agenda for the September 19, 2024 Source Protection Authority Meeting be approved.

CARRIED

3. Chair's Announcement to Guests

N/A

4. Disclosure of Pecuniary Interest

N/A

5. Approval of the Minutes of the Quinte Source Protection Authority meeting of March 21, 2024.

MOTION SPA-24-010

Moved By: Paul Carr

Seconded By: Kathryn Brown

THAT, the Minutes from the March 21, 2024 Quinte Source Protection Authority Meeting be approved.

CARRIED

11. Source Protection Committee Membership (Motion to Approve)

MOTION SPA-24-011

Moved By: Mike Kerby

Seconded By: Lynn Klages

THAT, Phil Norton, Heather Lang, and Sandy Latchford be appointed to the economic sector for a term of 5 years; and

THAT Terry Kennedy, Gillan Ward, Josh Powles, and Mel Plewes be appointed to the public sector for a term of 5 years.

CARRIED

Staff letters have been forwarded to municipalities regarding municipal appointments. Trying to establish membership, and the committee size has been reworked. Previously, Deseronto and Napanee shared one representative. Moving forward, Deseronto, Napanee and Belleville will be combined into one representative. Similarly, the northern municipalities require a singular position to represent multiple municipalities.

12. Program Update Report (Motion to receive)

MOTION SPA-24-012

Moved By: Mike Kerby

Seconded By: Dave Ogden

That the Quinte Source Protection Authority receive the program update.

CARRIED

13. Other Business

N/A

14. Date and Time of Next Meeting

The date and time of the next meeting is at the call of the Chair.

15. Adjournment

The meeting was adjourned at 3:40 pm.

MOTION SPA-24-012

Moved By: James Flieler

Seconded By: Paul Carr

CARRIED

THAT, the meeting be adjourned.

Chris Malette, Chair

SOURCE PROTECTION COMMITTEE CHAIR APPOINTMENT

On October 24th, 2025, the Source Protection Committee appointed Terry Kennedy as the interim Chair for a six-month period. After the expiration of Chair Kennedy's six-month appointment, a provincially appointed Chair had not been selected, and Chair Kennedy was reappointed as interim Chair until an official Chair appointment has been made by the Province.

EDUCATION AND OUTREACH

DRINKING WATER WISE WEBINARS

2025 marks the third year of the Drinking Water Wise Webinar series. This informational webinar series is free to anyone interested in joining, and it aims to educate the public on drinking water source protection. There have been four webinars completed in 2025 so far, with one more planned on November 27th. All webinars are recorded and available for people to view on Quinte Conservation's YouTube channel. The topics covered in 2025 include Well Maintenance and Safety, the History of Source Water Protection, Cisterns 101, Septic Systems 102, and Karst Geology. The organizing committee obtained experts from a variety of organizations, including the Ontario Ground Water Association, the Walkerton Clean Water Centre, the Canadian Clean Water Association, the Ontario Onsite Wastewater Association, and Terra-Dynamics Inc..

To date, the webinars have accumulated 1,900 registrants and 2,300 YouTube views. Over the past three years, the average number of registrants and YouTube views per webinar has doubled, showing that this initiative has been successful in sharing source water protection knowledge across the Province.

DRINKING WATER PROTECTION RADIO CONTEST

Quinte Conservation launched the third annual Drinking Water Protection Radio Contest. This year, eight classes with approximately 200 students participated in the contest. There was a total of 46 ads submitted from both local school boards (Algonquin and Lakeshore Catholic District School Board and Hastings Prince Edward District School Board). The winning ad for 2025 was from Maggie Garland's grade six/seven class at George Vanier Catholic School in Belleville. This is Ms. Garland's second time securing the win for her class. Last year, her student (Alex E) from St. Mary's in Trenton submitted the winning ad.

The winning class received a Water Rangers Testkit, free transportation to and from the Gerry O'Connor Water Treatment Facility, a tour of the water treatment facility, a pizza lunch and a Food Cycler Eco 3 unit. The winning students were invited to record their radio ad at 91X FM's studio at Loyalist College, and the ad was aired on the radio for several weeks starting on April 23, 2025.

CELEBRATING 25 YEARS OF SOURCE WATER PROTECTION VIDEO:

Quinte Conservation staff worked with several other Conservation Authorities, Conservation Ontario, and Loyalist College to produce a documentary-style video to celebrate 25 years of source water protection. The video aims to highlight the important work that has been accomplished since 2000, and the work that



**Minutes of the meeting of the
Quinte Conservation Executive Board Meeting**

Date: April 17, 2025 3:30pm
Location: Joe Eberwein Boardroom (Quinte Conservation)

Members Present: **Bob Norrie** (Town of Greater Napanee), **Brent Taylor** (Twp of Tudor and Cashel), **Dave Ogden** (Tyendinaga Township), **Don Kuntze** (City of Quinte West), **Don Stewart** (Stirling and Rawdon Township), **James Flieler** (Municipality of Tweed), **Jamie Zieman** (Town of Deseronto), **Janice Maynard** (County of Prince Edward), **John Hirsch** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Kirby Thompson** (Addington Highlands Township), **Mike Stevens** (Marmorata and Lake Municipality), **Paul Carr** (City of Belleville)

Members Absent: **Carrie West** (Township of Madoc), **Chris Malette** (City of Belleville), **Krysta-Lee Woodcock** (Stone Mills Township), **Lynn Klages** (Township of Central Frontenac), **Mike Kerby** (Centre Hastings Municipality), **Nathan Townend** (Loyalist Township), **Norm Roberts** (Township of South Frontenac)

Staff Present: Brad McNevin (CAO), Amy Dickens (Source Water Protection Coordinator), Christine Phillibert (Water Resources Manager), Kristina Hamilton (Corporate Services Assistant), Lindsay Nash (Outreach and Stewardship Coordinator), Paul McCoy (Planning and Regulations Manager)

Also Present: Lawrence O'Keefe

1. Chair called the meeting to order at 3:33 pm.

a. Land Acknowledgement

I would like to begin this meeting by acknowledging the lands where we conduct business and find ourselves on today are located on the traditional territories of the Anishinaabe (ah-nish-i-NAH-bee), Haudenosaunee (hoh-DEE-noh-SHoh-nee), Mississaugas, Huron-Wendat (hyur-aan – wawn-dat) peoples.

b. Collection of Personal Information for Board Minutes

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

2. Approval of the Agenda (Motion to Approve)

MOTION QC-25-024

Moved By: Dave Ogden

Seconded By: Janice Maynard

THAT, the Agenda for April 17, 2025, Executive Board Meeting be approved.

CARRIED

3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of February 20, 2025.

MOTION QC-25-025

Moved By: Don Stewart

Seconded By: Kathryn Brown

THAT, the Minutes from the February 20, 2025, Quinte Conservation Executive Board Meeting be approved.

CARRIED

4. Business Arising from the Minutes

NA

5. Disclosure of Pecuniary Interests

NA

6. Delegations

- Lawrence O'Keefe – Flowering Rush on the Napanee River

Presentation as submitted.

Board - Is this found anywhere else, such as The Bay of Quinte?

Lawrence -Likely but has not been confirmed. Quinte Conservation has done Environmental DNA (eDNA) testing for water soldier and flowering rush, and it has been observed in that testing.

Board- Do Conservation Authorities east and west have the same problem?

Lawrence -Yes that is Correct. This invasive species is showing up elsewhere. Groups continue to fight for funding of flowering rush work. A lot of competing with Phragmites as it is a more commonly known problem. It is our hope that the Napanee River group will provide foundation for funding moving forward.

Board- Is \$10 000.00K enough?

Lawrence – For the treatment with the chemical there is a cost for a 9L jug at approximately \$2500.00. 1 jug will be needed and an additional jug to have and hold in stock in case the need presents itself.

Board- Is the application Backpack spray?

Lawrence - Drone application assessment is currently being done however, Jon boats are general used. Less than 8hrs to complete the application.

Board- Where did this originate?

Lawrence -Asia.

Board- Will it come back?

Lawrence -Ministry has deemed it invasive, and illegal to purchase. There is need for public information on how to properly get rid of the plant. Don't pull, as it produces more growth, dig...

Board- Can we send info pkg to municipalities?

Lawrence -Quinte Conservation has info pkgs, but it competes with other invasives that get a lot of attention. Sharing best practices is the answer.

Board – Are you (Lawrence O’Keefe) willing to come to municipalities for information sessions?

Lawrence -yes.

Lawrence - there is eDNA testing currently happening for some invasive species on the bay. City of London also has an array of solutions that they are currently using successfully.

Staff- Reminder that there is a need to be mindful of Source Water Protection. Multiple spraying currently going on and SWP is not typically considered. Reminder for need to be mindful of SWP.

Lawrence – This herbicide is an eco-friendly option.

7. Monthly Permits Summary (Motion to Receive)

MOTION QC-25-026

Moved By: Kirby Thompson

Seconded: John Hirsch

THAT, the monthly permits summary for the month of February and March 2025, be received.

CARRIED

Board-Are we tracking the same number of applications, what are the numbers compared to last year?

Staff- Numbers are lower than last year but picking up as we move into warmer weather.

8. Monthly Planning Summary (Motion to Receive)

MOTION QC-25-027

Moved By: Paul Carr

Seconded By: Dave Ogden

THAT, the monthly planning summary for the month of February and March 2025, be received.

CARRIED

9. Monthly Source Water Program Update - Verbal (Motion to Receive) Amy

MOTION QC-25-028

Moved By: Bob Norrie

Seconded By: Janice Maynard

THAT, the Monthly Source Water Program Verbal Update be received.

CARRIED

Part IV

- 29 Section 59 Clearance Notices
- Recertifications: Amy Dickens, Sharlene Richardson
- Staff continue to participate in a provincial working group to improve Part IV training and resource sharing

Technical

- Water Budgets:
 - Staff are investigating the accuracy of water budgets completed in 2009.
 - Inserting numbers that represent the current populations, crops, livestock, permits to take water, and rural water use into the same modelling program.
- Issues contributing area pilot project:
 - The working group has created a request for a proposal.

E & O

- Webinars:
 - The first Drinking Water Wise Webinar of 2025 was held on April 9th with special guests from the Ontario Ground Water Association and the Haliburton, Kawartha, Pine Ridge District Health Unit. Over 250 people registered for the event, with approximately 50% live attendance and 80 YouTube views since the video was uploaded.
 - The second webinar for 2025 is scheduled for May 21st with the Walkerton Clean Water Centre to discuss the History of Source Water Protection.
- Radio Contest - Approximately 200 students participated in this year's contest with a total of 46 radio ad submissions (eight classes).
 - Maggie Garland's grade 6/7 class at Georges Vanier in Belleville won the third annual Drinking Water Protection Radio Contest.
 - The winning students will be recording their ad on April 22nd at the 91 X radio station
 - The winning class will receive their grand prize on April 23rd
 - The prize includes free transportation for a field trip, a tour of the Gerry O'Connor Water Treatment Plant in Belleville, A Water Ranger's Education Testkit, an Eco 3 Food Cycler and a pizza lunch

- 25 Years of Source Water Protection in Ontario - QC staff helped lead an initiative to create a video highlighting the successes that have occurred in the past 25 years of source water protection.
- The video interviews six individuals involved in source water protection, most notably, Retired Justice Dennis O'Connor.
- The video was done in partnership with Loyalist College, where Goutham Kokila provided his talents to edit the interviews into one cohesive video.

OTHER

- SPC - Councillor Roy Pennell and Andrew Landy resigned from the SPC in 202
- Welcomed: - Kayla Beach-Courtney (PEC), Bill Sherlock and Jessica Eisnor (Health Unit Liaisons)
- Ministry close to having a chair. No name to report
- New Chair was sent to QC staff for comments.
- QC staff submitted the 2nd financial reporting for the MECP on Jan. 30, 2025, and are working away on the next report due end of May.
- All policies either fully implemented or in progress.
- SPC scored "Progressing well" on (1) Source Protection Plan Policies, (2) municipal progress, septic inspections, risk management plans, and source protection awareness.
- SPC scored "satisfactory" for provincial progress, due to responses that were more focussed on process and less on implementation efforts of the previous year.

10. Budget Control (Motion to Approve)

MOTION QC-25-029

Moved By: Jamie Zieman

Seconded By: Kathryn Brown

THAT, the Budget Control, be approved.

CARRIED

11. Bloomfield Mill Pond Property Agreement (Motion to Approve)

MOTION QC-25-030

Moved By: Kirby Thompson

Seconded By: Jamie Zieman

THAT, staff be directed to enter into an agreement with The Corporation of the County of Prince Edward for the usage of the Henry Leavens Conservation Area located in Bloomfield.

CARRIED

Staff offered an overview of the report as submitted. Liability and maintenance key main points.

Board- Is the roadway actually part of the mill property?

Staff- Area marked in yellow is where the existing laneway that is private property and not on QC property.

12. 2025 Spring Freshet – Verbal Report (Motion to Receive) Christine P

MOTION QC-25-031

Moved By: Jamie Zieman

Seconded By: Mike Stevens

THAT, the 2025 Spring Freshet Verbal Report be received

CARRIED

Staff gave an overview of the spring freshet.

Winter – we had a late start to snow, lower snowpack, near end of November reached normal. Normal ice thickness

Spring – We experienced an early melt mid March driven by snow melt and little rainfall. A major precipitation event and northern melt lead to slow rise.

Staff provided outline of seasonal activities:

Monitoring snow conditions twice a month, extra 3 times this winter for better assessments.

Measured ice thickness to assist with flood forecasting.

Sent out municipal releases, phone calls with municipalities and public, regarding rising water levels.

Flood- levels were average 1-2 yr flood ranging to 5 yr flood in some watersheds. Similar to 2023, nothing significant throughout the watersheds.

This year was somewhat unique with no mid winter melt. We had rain events separated by weeks, allowing water levels to decline in between rain events. We've seen more debris this spring and had some beaver dam breaches, resulting in road washout locations.

Thanks to the team for efforts that go into the program. This really is a group effort

Board- What influence do the dams have on the floods? I don't think they have any influence.

Staff- depends on the structure, Tweed dam maintains a certain level of water and does not contribute to flooding. Lingham Lake has a dam which in the fall, we draw the dam down making room for spring snow melt. Our watershed dams have limited ability to influence spring water levels. Our reservoirs are not huge so capacity to hold spring runoff is limited.

Further information on our website

February's update was quite accurate but really only as good as the weather forecasts.

13. 2024 Stewardship Report (Motion to Receive)

MOTION QC-25-032

Moved By: Jamie Zieman

Seconded By: Bob Norrie

THAT, the 2024 Outreach and Stewardship Report be received

CARRIED

Presentation as submitted.

Vanderwater Discovery Day Tues Aug 12, 2025

Boat Cleaning Station – available for rent, \$300/wk, great initiative for Invasive Species Education- clean drain and dry. Mobile unit- solar powered, GPS Tracked- anti theft features, water free. Letters of interest sent out to municipalities.

2 Volunteer Information sessions / quarter

Earth day – April 22 Tues

Board member- If we (municipality) are looking for a time to set up replanting, how do we proceed.

Staff –a partnership could be investigated. Contact Lindsay.

14. Other Business

- Update regarding the CO AGM,
 - Chair Dave Barton (Mayor of Uxbridge, Vice Chair of TRCA)
 - Vice Chair Ed McGugan (Counc. Township of Huron-Kinloss, Chair Maitland Valley)
 - Vice Chair Pat Warren (Counc. Kawartha Lakes, Chair of Kawartha Conservation)
 - Director, Rob Baldwin, CAO Lake Simcoe CA
 - Director, Chandra Sharma, CAO Halton Region CA
 - Director, Brad McNevin, CAO Quinte Conservation – I will also continue my role as the chair of the CO Budget and Audit Committee as well as my role as the Canadian Advisor representing all 36 Conservation Authorities on the Great Lakes Fisheries Commission. I also represent CO on the GLWQA Annex 2 Lakewide Partnership Management Committee which is a binational committee

Brad to bring a report to the Board outlining the QC staff that support CO and all 36 conservation authorities.

- Update regarding Foundation deposit- Anew has made a 1 million deposit into the carbon account. Still working with legal team for foundation set up. Deposit is reflective of 2021-22 credits. Board- Will there be a media release on that? Staff – no release scheduled as we are working through the details and looking at rebranding.
- Board- Suggested viewing “All too Clear”- Fisheries issue in the Great lakes.

15. Adjournment of 2024 Business (Motion to Approve)

The meeting was adjourned at 5: 27 pm.

MOTION QC-25-033

Moved By: Kirby Thompson

Seconded By: James Flieler

THAT, the meeting be adjourned.

CARRIED

Don Kuntze, Chair



**Minutes of the meeting of the
Quinte Conservation Executive Board Meeting**

Date: May 15, 2025, 3:30pm
Location: Joe Eberwein Boardroom (Quinte Conservation)

Members Present: **Bob Norrie** (Town of Greater Napanee), **Carrie West** (Township of Madoc), **Dave Ogden** (Tyendinaga Township), **Don Kuntze** (City of Quinte West), **James Flieler** (Municipality of Tweed), **Jamie Ziemann** (Town of Deseronto), **Janice Maynard** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Kirby Thompson** (Addington Highlands Township), **Krysta-Lee Woodcock** (Stone Mills Township), **Lynn Klages** (Township of Central Frontenac), **Norm Roberts** (Township of South Frontenac), **Paul Carr** (City of Belleville)

Members Absent: **Brent Taylor** (Twp of Tudor and Cashel), **Chris Malette** (City of Belleville), **Don Stewart** (Stirling and Rawdon Township), **John Hirsch** (County of Prince Edward), **Mike Kerby** (Centre Hastings Municipality), **Mike Stevens** (Marmora and Lake Municipality), **Nathan Townend** (Loyalist Township)

Staff Present: Brad McNevin (CAO), Amy Dickens (Source Water Protection Coordinator), Kristina Hamilton (Corporate Services Assistant), Paul McCoy (Planning and Regulations Manager)

Also Present: Ella O'Neill (Corporate Services Summer Student)

1. Chair called the meeting to order at 3:40 pm.

a. **Land Acknowledgement**

I would like to begin this meeting by acknowledging the lands where we conduct business and find ourselves on today are located on the traditional territories of the Anishinaabe (ah-nish-i-NAH-bee), Haudenosaunee (hoh-DEE-noh-SHoh-nee), Mississaugas, Huron-Wendat (hyur-aan – wawn-dat) peoples.

b. **Collection of Personal Information for Board Minutes**

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

2. **Approval of the Agenda (Motion to Approve)**

MOTION QC-25-034

Moved By: Lynn Klages

Seconded By: Bob Norrie

THAT, the Agenda for May 15, 2025, Executive Board Meeting be approved.

CARRIED

3. **Approval of the Minutes of the Quinte Conservation Executive Board meeting of April 17, 2025.**

MOTION QC-25-035

Moved By: Dave Ogden

Seconded By: Kirby Thompson

THAT, the Minutes from the April 17, 2025, Quinte Conservation Executive Board Meeting be approved

CARRIED

4. **Business Arising from the Minutes**

N/A

5. **Disclosure of Pecuniary Interests**

N/A

6. **Delegations**

N/A

7. Quinte Conservation Executive Board Election memo (Motion to receive)

MOTION QC-25-036

Moved By: Lynn Klages

Seconded: Paul Carr

THAT, the staff report outlining the election procedure for the position of vice-chair be received.

CARRIED

8. Appointment of Election Scrutineers (Motion to Approve)

MOTION QC-25-037

Moved By: Kathryn Brown

Seconded By: Dave Ogden

THAT, Tammy Smith, Corporate Services Manager and Kristina Hamilton, Corporate Services Assistant be appointed as scrutineers for the purpose of counting ballots.

CARRIED

9. Election of Vice Chair

The Chair calls for nominations for Vice-Chair.

James Flieler nominated Janice Maynard.

Janice Maynard accepted.

The Chair called a second time for nominations for Vice-Chair.

The Chair called a third time for nominations for Vice-Chair.

10. Appointment of Vice Chair for 2025 and 2026 (Motion to Approve)

MOTION QC-25-038

Moved By: Kathryn Brown

Seconded: Dave Ogden

THAT, **Janice Maynard** be appointed Vice-Chair of the Quinte Conservation Executive Board for 2025 and 2026,

AND THAT, the May-15-2025 elected Vice-Chair of the Quinte Conservation Executive Board be appointed to the Conservation Ontario Council for 2025,

AND FURTHER THAT, the May-15-2025 elected Vice-Chair of the Quinte Conservation Executive Board be appointed as a signing officer in accordance with the Quinte Conservation Administrative By-law.

CARRIED

11. Monthly Permits Summary (Motion to Receive)

MOTION QC-25-039

Moved By: Paul Carr

Seconded: Krysta-Lee Woodcock

THAT, the monthly permits summary for the month of April 2025 be received.

CARRIED

12. Monthly Planning Summary (Motion to Receive)

MOTION QC-25-040

Moved By: Norm Roberts

Seconded By: Kirby Thompson

THAT, the monthly planning summary for the month of April 2025 be received.

CARRIED

13. Monthly Source Water Program Update - Verbal (Motion to Receive)

MOTION QC-25-041

Moved By: James Flieler

Seconded By: Norm Roberts

THAT, the Monthly Source Water Program Verbal Update be received.

CARRIED

- Submitted Progress report, will be up on the website shortly.
- Staff continue to wait for direction from MECP regarding the prescribed instruments. We are anticipating correspondence soon from the province.
- staff highlighted the 25th Anniversary Walkerton Tragedy.
- staff identified that the interim report will be submitted on time to meet MECP timelines.

14. McLeod Dam Hydro Report (Motion to Receive)

MOTION QC-25-042

Moved By: James Flieler

Seconded By: Norm Roberts

THAT, the McLeod Dam Hydro Report be received.

CARRIED

Board- are operator costs higher?

Staff -Yes we have seen some major maintenance costs over the period from late last year and into this year. We will be submitting a claim to Corp Finance to access the reserve account for major maintenance because we pay into each year as part of the original financing agreement. We are going to wait until all the expenses are in for the repairs and then submit one claim.

15. Update to the QC Regulations Policy Manual (Motion to Approve)

MOTION QC-25-043

Moved By: Paul Carr

Seconded By: Kirby Thompson

THAT, the following policies and guidelines be approved in conjunction with updates to the "Policy Manual to Implement the Conservation Authorities Act and Ontario Regulation 41/24":

1. Cut and Fill Policies
2. Cut and Fill Guidelines
3. Hearing Guidelines
4. Part D-Procedures of the Policy Manual.

CARRIED

Staff – offered explanation of process and explained that the policy is our manual that is used during the permitting review process. The cut and fill policy and guidelines will help staff and board members make decisions on files.

Board - Effective immediately?

Staff- If approved yes, it would apply to all files moving forward and applies to all new permits but would not be retroactive

Board- Is there any hearing scheduled?

Staff- We have 1 formally requested hearing scheduled in June.

Board – Does approval for Policies come from the board and how does this differ from operational guidelines. Is the policy guidelines and operational guidelines approved by the board? Not sure we want to get into the weeds of the approval process. Need guidance on what the board's role is vs the operational policies. (Legislature)

Staff – We are looking for Board approval our policies and guideline and some of these small issues rather than having to take issues to hearings. The cut and fill policy would be similar to the Board approved Karst guidelines that staff presented for approval.

16. Frink Centre Pavillion Enclosure (Motion to Approve)

MOTION QC-25-044

Moved By: Paul Carr

Seconded By: Bob Norrie

THAT, Quinte Conservation enter a contract with Ducon Contractors and Homes Ltd. for the design and build of the Pavilion Enclosure at the H.R. Frink Conservation Area and Outdoor Education Centre.

CARRIED

Board- Was this part of the budget?

Staff- Frink upgrades are part of the Capital Asset Management Plan and we will be looking to use self generated revenue, reserves from school board agreement and grant funding if successful.

17. Staff Recognition to Conservation Ontario and Network (Motion to Receive)

MOTION QC-25-045

Moved By: Kirby Thompson

Seconded By: Dave Ogden

THAT, the staff report highlighting the dedication and commitment of Quinte Conservation staff to the Conservation Ontario Network be received.

CARRIED

18. Other Business

- multiple comments regarding Bill 5
 - QW has approved subdivisions, yet still no houses built.
 - new government means perhaps new friend
 - not accepting public input into endangered species
 - No environmental assessments = severe consequences.

19. Date and Time of Next Meeting

The date and time of next meeting is **June 19, 2025**, or earlier at the call of the chair.

20. Adjournment (Motion to Approve)

The meeting was adjourned at 4:12 pm.

MOTION QC-25-046

Moved By: Kirby Thompson

Seconded By: Norm Roberts

THAT, the meeting be adjourned.

CARRIED

Don Kuntze, Chair



**Minutes of the meeting of the
Quinte Conservation Executive Board Meeting**

Date: Jun 19, 2025 3:30pm
Location: Joe Eberwein Boardroom (Quinte Conservation)

Members Present: **Carrie West** (Township of Madoc), **Don Kuntze** (City of Quinte West), **Don Stewart** (Stirling and Rawdon Township), **James Flieler** (Municipality of Tweed), **Jamie Zieman** (Town of Deseronto), **Janice Maynard** (County of Prince Edward), **John Hirsch** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Kelly Henderson** (City of Belleville), **Lynn Klages** (Township of Central Frontenac), **Mike Kerby** (Centre Hastings Municipality), **Mike Stevens** (Marmora and Lake Municipality), **Norm Roberts** (Township of South Frontenac), **Paul Carr** (City of Belleville)

Members Absent: **Bob Norrie** (Town of Greater Napanee), **Brent Taylor** (Twp of Tudor and Cashel), **Dave Ogden** (Tyendinaga Township), **Kirby Thompson** (Addington Highlands Township), **Krysta-Lee Woodcock** (Stone Mills Township), **Nathan Townend** (Loyalist Township)

Staff Present: Brad McNevin (CAO), Amy Dickens (Source Water Protection Coordinator), Christine Phillibert (Water Resources Manager), Kristina Hamilton (Corporate Services Assistant), Paul McCoy (Planning and Regulations Manager), Tammy Smith (Corporate Services Manager), Tim Trustham (Lands Operations Coordinator)

Also Present: Richard Steiginga – Baker Tilly

1. Chair called the meeting to order at 3:30 pm.

a. Land Acknowledgement

I would like to begin this meeting by acknowledging the lands where we conduct business and find ourselves on today are located on the traditional territories of the Anishinaabe (ah-nish-i-NAH-bee), Haudenosaunee (hoh-DEE-noh-SHoh-nee), Mississaugas, Huron-Wendat (hyur-aan – wawn-dat) peoples.

b. Collection of Personal Information for Board Minutes

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

2. Approval of the Agenda (Motion to Approve)

MOTION QC-25-047

Moved By: Lynn Klages

Seconded By: Carrie West

THAT, the Agenda for June 19, 2025, Executive Board Meeting be approved.

CARRIED

3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of May 15, 2025.

MOTION QC-25-048

Moved By: Paul Carr

Seconded By: Norm Roberts

THAT, the Minutes from the May 15, 2025, Quinte Conservation Executive Board Meeting be approved

CARRIED

4. Business Arising from the Minutes

N/A

5. Disclosure of Pecuniary Interests

N/A

6. Delegations

N/A

7. Consolidated Financial Statements, 2024 (Motion to Approve)

MOTION QC-25-049

Moved By: John Hirsch

Seconded: Mike Stevens

THAT, the Consolidated Financial Statements as presented by Richard Steingina, representative of Baker Tilly, be approved.

CARRIED

Presentation as submitted by Richard Steingina. Clean and qualified auditors report.

Board- 2million in carbon offset imbalance, would go to foundation. Would receivables go there as well?

Staff- This was deposited into its own account. Future offset deposits also would go into this account. All deposits are backlogged to start of program. These amounts were set up as receivables for years prior but are now being recorded in real time for the foundation.

Board- Is there an update on the foundation itself?

Staff- The lawyer has reestablished the foundation, active number for foundation. Nothing has been done to re engage group at this time but will work on that in the future.

Richard- Documentation relates to revenue so the account was set up as receivable. Cannot calculate that alone.

Board- Carbon offsets continue to flow through the Conservation Authority?

Staff- Yes , it is currently set up like that

Board- Do we know what is going to be done with the money from Offsets? Could we pay off Dam early?

Staff- That has come up in conversation, but the real purpose is to establish a bank account to fund what is not already funded by the government. We think focus should be to support land acquisition, stewardship, etc.

Staff- We are under contract with Anew, for which there is a list of items to deliver with their marketing plan. We have committed to the plan, on the premise that certain things are to be done with the funds.

Board- 2M is for the last 3 yrs, Is that expected to be consistent or has it held?

Staff- Credits are essentially auctions with repeat buyers. Some contract for many years. Futures market, do not own an asset, voluntary.

Staff explained the process of credits and the marketing plan with Anew, demand for our product. When the process started, it was worth \$8/ tonne, now \$30/ tonne and it is projected to earn \$50/tonne, but these amounts are variable

Board- Do we sell incremental?

Staff- Staff explained further process of measurement. Original quotes were of 30% of plot , we will remeasure and it is guesstimated that we have more available than originally thought, potentially growing credits

Richard- 2 million is recognised as revenue, and recognised \$2,344,000.00 overall

Board- Not always good to pay off debt early depending on interest rates, but we're getting closer to paying off Dam

Richard- Statement on standards of audit.

8. Budget Control (Motion to Approve)

MOTION QC-25-050

Moved By: Lynn Klages

Seconded By: Paul Carr

THAT, the Budget Control, be approved.

CARRIED

9. Monthly Permits Summary (Motion to Receive)

MOTION QC-25-051

Moved By: James Flieler

Seconded: Norm Roberts

THAT, the monthly permits summary for the month of May 2025 be received.

CARRIED

10. Monthly Planning Summary (Motion to Receive)

MOTION QC-25-052

Moved By: Mike Kerby

Seconded By: James Flieler

THAT, the monthly planning summary for the month of May 2025 be received.

CARRIED

11. Monthly Source Water Program Update - Verbal (Motion to Receive)

MOTION QC-25-053

Moved By: Paul Carr

Seconded By: Lynn Klages

THAT, the Monthly Source Water Program Verbal Update be received.

CARRIED

Amy will provide a verbal update with notice about an email vote over the summer

Good news- Drinking Water Wise Webinar July 9th, private drinking water, water conservation, how cisterns work , speaker Jason Jackson from Canadian Water Quality Association

-25th Walkerton tragedy commemoration video released on Conservation Ontario youtube page early July. Collaboration with Loyalist College film department. Video highlights all the hard work that has been completed over the last 25 years of source water protection.

- Provincial approval negotiations have been finalized. MECP have agreed to new language in provincial approval policies requiring additional conditions specific to source water protection. We will be taking final proposed wording to the source protection committee as soon as possible, likely early July. We'll then email the board for an email approval. Final resubmission to MECP anticipated mid July

- New Collaboration with Price Eddy's Beer. Prince eddy's partnership. Picton Intake Protection Zone 2 and uses municipal water to make beer. To release a Lager with Quinte Conservation identifier on can and the slogan 'great beer starts with clean water' on the can and link to website. To be released in July. No freebie samples yet.

- Full meeting in September to finalize the language updates.

Staff- Amy and Keith fought hard and should be commended. Quinte Conservation staff really drove the bus on this issue.

Board- Thank you for what you do

12. Updates to the Quinte Conservation Planning Act Application Review

MOTION QC-25-054

Moved By: John Hirsch

Seconded By: Carrie West

THAT, the various housekeeping and legislative updates made to Quinte Conservation's Planning Act Application Review Policy Manual be approved.

CARRIED

Staff offered brief summary, document is used for review planning documents. Has not been updated since 2017, needed to be done to include last years regulation changes. Promotes pre-consultation. Some language has changed, which gives staff some flexibility for issuing permits.

Board- All planning comes to QC for planning review?

Staff- Correct

Board- Will bill 5 have any effect on this document?

Staff- Yes

Board- What bill 5 affects is Endangered species, environmental assessment, environmental protection, special economics.

Board -Will we(Board) be providing comments on this bill?

Staff – Quinte Conservation has provided comments and they have submitted a response

Board- Is there an opportunity in September to hear from staff as to what the implications of the bill will actually be?

Staff- Yes we can

Board- Can our (municipality) building departments flat our refuse a permit?

Staff- Municipalities cannot issue permit without consultation with us.

Board- discussion on process of going around the rules.

Staff – Our job is to follow the rules and regulations, hearings are for those who don't agree with the rules and regulations, therefore taking it to a different audience to decide upon.

13. Other Business

-Foundation meeting to be scheduled for a time in the near future, date to be discussed.

14. Date and Time of Next Meeting

The date and time of next meeting is **September 18, 2025**, or earlier at the call of the chair.

15. Adjournment (Motion to Approve)

The meeting was adjourned at 4: 45 pm.

MOTION QC-25-055

Moved By: Lynn Klages

Seconded By: Norm Roberts

THAT, the meeting be adjourned.

CARRIED

Don Kuntze, Chair



**Minutes of the meeting of the
Quinte Conservation Executive Board Meeting**

Date: September 18, 2025 3:30pm
Location: Joe Eberwein Boardroom (Quinte Conservation)

Members Present: **Carrie West** (Township of Madoc), **Dave Ogden** (Tyendinaga Township), **Don Stewart** (Stirling and Rawdon Township), **Jamie Ziemann** (Town of Deseronto), **Janice Maynard** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Kelly Henderson** (City of Belleville), **Kirby Thompson** (Addington Highlands Township), **Lynn Klages** (Township of Central Frontenac), **Norm Roberts** (Township of South Frontenac)

Members Absent: **Bob Norrie** (Town of Greater Napanee), **Brent Taylor** (Twp of Tudor and Cashel), **Don Kuntze** (City of Quinte West), **James Flieler** (Municipality of Tweed), **John Hirsch** (County of Prince Edward), **Krysta-Lee Woodcock** (Stone Mills Township), **Mike Kerby** (Centre Hastings Municipality), **Mike Stevens** (Marmora and Lake Municipality), **Nathan Townend** (Loyalist Township), **Paul Carr** (City of Belleville)

Staff Present: Brad McNevin (CAO), Catherine Sinclair (Regulations Officer), Christine Phillibert (Water Resources Manager), Curtis Vance (GIS/IT Systems Supervisor), Dave Eastcott (Water Resources Technician), Kristina Hamilton (Corporate Services Assistant), Mark Boone (Hydrologist/Regulations Officer), Paul McCoy (Planning and Regulations Manager), Tim Trustham (Lands Operations Coordinator)

Also Present:

- Tim Rashotte
- Mark Pederson – O’Flynn Weese LLP
- Bryon Keene – Jewell Engineering
- Kaitie Keene – Jewell Engineering
- Craig Mann – Riverstone Environmental Solutions
- Al Shaw - Riverstone Environmental Solutions
- Don DeGenova – Mayor, Tweed
- Peter Valiquette – Councillor, Tweed

1. Chair called the meeting to order at 3:39 pm.

2. Collection of Personal Information for Board Minutes

a. Land Acknowledgement

I would like to begin this meeting by acknowledging the lands where we conduct business and find ourselves on today are located on the traditional territories of the Anishinaabe (ah-nish-i-NAH-bee), Haudenosaunee (hoh-DEE-noh-SHoh-nee), Mississaugas, Huron-Wendat (hyur-aan – wawn-dat) peoples.

b. Collection of Personal Information for Board Minutes

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

3. Approval of the Agenda (Motion to Approve)

MOTION QC-25-057

Moved By: Dave Ogden

Seconded By: Kirby Thompson

THAT, the Agenda for September 18, 2025, Executive Board Meeting be approved.

CARRIED

4. Approval of the Minutes of the Quinte Conservation Executive Board meeting of June 19, 2025 (Motion to Approve)

MOTION QC-25-058

Moved By: Jamie Zieman

Seconded By: Norm Roberts

THAT, the Minutes from the June 19, 2025, Quinte Conservation Executive Board Meeting be approved

CARRIED

5. Business Arising from the Minutes

N/A

6. Disclosure of Pecuniary Interests

N/A

7. Delegations

N/A

8. McLeod Dam SHP Hydro Contract (*Motion to Approve*)

MOTION QC-25-059

Moved By: Kathryn Brown

Seconded: Dave Ogden

THAT, Quinte Conservation enters into a formal agreement with the IESO (Small Hydro Program);

AND FURTHER THAT, the Vice Chair and CAO sign the Small Hydro Program – Amended and Restated Contract (SHP-AR-001).

CARRIED

9. Land Acquisition to Expand the Frink Center Conservation Area

MOTION QC-25-060

Moved By: Kathryn Brown

Seconded By: Kelly Henderson

THAT, staff be directed to purchase Part of Lot 25, Con 7, Geographic Township of Thurlow, Municipality of the City of Belleville (being P.I.N. 405350145) from the current landowner for the agreed amount of \$250, 000 with the capital funds provided by the Jack and Bernice Parrott Foundation.

CARRIED

Board- Was any appraisal done?

Staff- It has been evaluated through real estate but negotiated with owner. There is historic access, from Scuttlehole Road, however we intend to have it surveyed.

Board- I would like to Speak in support of this acquisition. The Frink Center is a crown jewel and really important in the Township of Thurlow. Continuing to acquire next to the Frink is a very positive step, and would like to extend thanks to the owner, for consideration to Quinte Conservation first.

10. Other Business

N/A

11. Date and Time of Next Meeting

The date and time of next meeting is **October 16, 2025**, or earlier at the call of the chair.

12. Adjournment (Motion to Approve)

The meeting was adjourned at 3:44 pm.

MOTION QC-25-061

Moved By: Jamie Zieman

Seconded By: Norm Roberts

THAT, the meeting be adjourned.

CARRIED

Janice Maynard, Vice Chair



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 193-2025
DATE: October 28, 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 October 28, 2025, for information.

BACKGROUND

Fire Prevention/Public Education

In September, Fire Rescue Services focused social media campaigns on seasonal safety topics, including back-to-school awareness (“Watch for Kids”), fire extinguisher safety, cottage closing safety, and autumn safety tips. The department continues to advance community engagement and public education initiatives, with annual inspections ongoing in vulnerable occupancies.

Meeting/Training Sessions

During this reporting period, staff attended several important meetings, including sessions with Environment and Climate Change Canada, the Canadian Red Cross on Fire and Life Safety, Emergency Management Sector monthly meeting and the monthly District Chiefs’ Meeting. These engagements facilitated collaboration, information sharing, and updates that strengthen fire safety initiatives and overall emergency preparedness.

Given limited internal resources and time constraints, staff have been working closely with South Frontenac Fire Rescue Services to support ongoing compliance with mandatory firefighter certification requirements. Recruit firefighter training is progressing, with Firefighter Level 2 training scheduled in partnership with South

Frontenac Fire Rescue Services from September, with anticipated completion in October.

Fire and Emergency Operations

Staff are currently coordinating with Border Services regarding the delivery of the replacement apparatus for P441; however, delivery has experienced a slight delay.

CFFRS has also begun preparations for the 2026 budget.

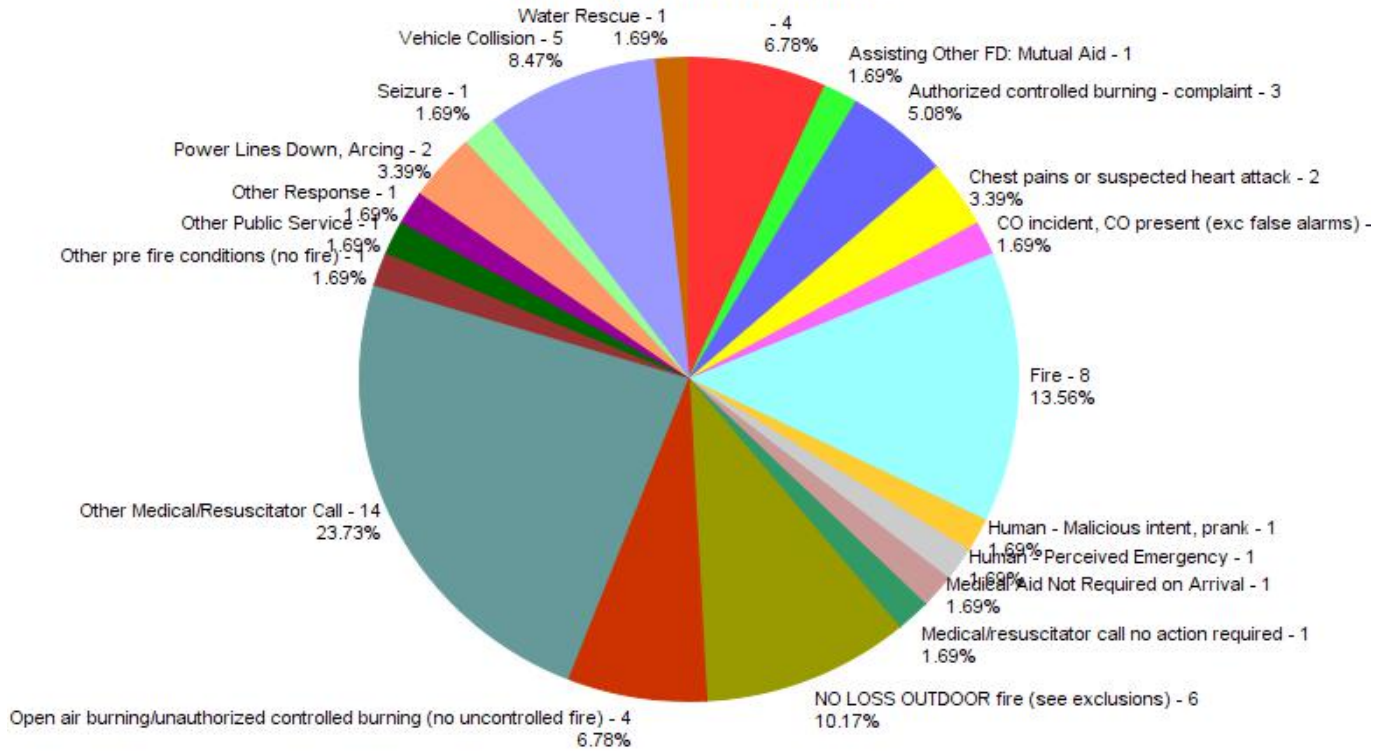
ATTACHMENTS/REFERENCES

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

September 2025 CFFR – Incidents

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time
Arden					
01 Fire	1	2.86	35 h 20 m	17.0	14:04
03 NO LOSS OUTDOOR fire (se...	2	5.71	30 h 0m	8.0	10:18
50 Power Lines Down, Arcing	1	2.86	4 h 18 m	7.0	06:23
53 CO incident, CO present (exc f...	1	2.86	3 h 30 m	6.0	17:44
76 Chest pains or suspected heart...	1	2.86	4 h 46 m	4.0	22:27
84 Medical Aid Not Required on ...	1	2.86	3 h 15 m	7.0	18:54
89 Other Medical/Resuscitator Call	3	8.57	18 h 11 m	6.0	16:22
94 Other Public Service	1	2.86	3 h 20 m	8.0	13:41
Subtotal for Arden	11	31.43	102 h 40m	7.5	23:32
Mountain Grove					
23 Open air burning/unauthorized...	2	5.71	4 h 48 m	3.0	08:29
34 Human - Perceived Emergency	1	2.86	1 h 36 m	4.0	13:31
62 Vehicle Collision	1	2.86	5 h 0m	10.0	18:13
89 Other Medical/Resuscitator Call	2	5.71	2 h 18 m	5.5	14:44
Subtotal for Mountain Grove	6	17.14	13 h 42m	5.2	13:02
Sharbot Lake					
	1	2.86	0 h 0m	0.0	16:47
33 Human - Malicious intent, prank	1	2.86	1 h 25 m	5.0	07:06
36 Authorized controlled burning...	1	2.86	2 h 46 m	9.0	22:17
62 Vehicle Collision	1	2.86	3 h 36 m	6.0	05:44
67 Water Rescue	1	2.86	3 h 10 m	5.0	
73 Seizure	1	2.86	2 h 8m	4.0	07:21
89 Other Medical/Resuscitator Call	1	2.86	1 h 7m	6.0	23:37
910 Assisting Other FD: Mutual Aid	1	2.86	8 h 0m	4.0	06:00
99 Other Response	1	2.86	9 h 55 m	7.0	08:02
Subtotal for Sharbot Lake	9	25.71	32 h 7m	5.1	15:07
Parham					
	1	2.86	0 h 0m	0.0	23:36
01 Fire	1	2.86	1 h 0m	5.0	14:09
03 NO LOSS OUTDOOR fire (se...	1	2.86	27 h 20m	9.0	12:11
23 Open air burning/unauthorized...	1	2.86	6 h 0m	10.0	08:52
89 Other Medical/Resuscitator Call	5	14.29	24 h 54 m	4.0	12:30
Subtotal for Parham	9	25.71	59 h 14m	4.9	13:28
Total Number of Responses	35		207 h 43m	5.8	17:02

2025 September Incidents



Three Year Comparison for the Month of September Incidents

Response Type	2025	2024	2023
	# of Incidents	# of Incidents	# of Incidents
Arden			
01 Fire	1	2	0
03 NO LOSS OUTDOOR fire (see exclusions)	2	0	0
36 Authorized controlled burning - complaint	1	1	0
50 Power Lines Down, Arcing	1	0	0
53 CO incident, CO present (exc false alarms)	1	0	0
62 Vehicle Collision	1	4	1
71 Asphyxia, Respiratory Condition	0	1	0
76 Chest pains or suspected heart attack	2	0	0
84 Medical Aid Not Required on Arrival	1	0	0
89 Other Medical/Resuscitator Call	4	3	5
94 Other Public Service	1	0	0
Totals for Arden:	15	11	6
Mountain Grove			
01 Fire	1	2	1
03 NO LOSS OUTDOOR fire (see exclusions)	0	1	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	0	0
34 Human - Perceived Emergency	1	0	0
36 Authorized controlled burning - complaint	0	1	0
62 Vehicle Collision	2	2	3
71 Asphyxia, Respiratory Condition	0	1	0
898 Medical/resuscitator call no action required	1	0	0
89 Other Medical/Resuscitator Call	2	2	6
Totals for Mountain Grove:	9	9	12
Sharbot Lake			
	2	1	0
01 Fire	4	2	1
03 NO LOSS OUTDOOR fire (see exclusions)	2	1	3
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
33 Human - Malicious intent, prank	1	0	0
36 Authorized controlled burning - complaint	1	3	0
62 Vehicle Collision	1	3	7
67 Water Rescue	1	0	0
71 Asphyxia, Respiratory Condition	0	1	0
73 Seizure	1	1	0
85 Vital signs absent, DOA	0	1	0
89 Other Medical/Resuscitator Call	2	2	4
910 Assisting Other FD: Mutual Aid	1	0	0
99 Other Response	1	0	0
Totals for Sharbot Lake:	18	15	20
Parham			
	2	1	0
01 Fire	2	2	1
03 NO LOSS OUTDOOR fire (see exclusions)	2	1	2
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
29 Other pre fire conditions (no fire)	1	0	0
36 Authorized controlled burning - complaint	1	2	1
50 Power Lines Down, Arcing	1	0	0
62 Vehicle Collision	1	1	2
89 Other Medical/Resuscitator Call	6	4	3
Totals for Parham:	17	11	15
Total Number of Responses	59	46	53

September Training/Meetings

Type	# of Sessions	Session Hours
Arden		
*Training	5	11.00
*Other	2	5.50
Subtotal for Arden	7	16.50
Mountain Grove		
*Training	5	10.00
*Other	1	2.00
Subtotal for Mountain Grove	6	12.00
Sharbot Lake		
*Training	5	10.00
Subtotal for Sharbot Lake	5	10.00
Parham		
*Training	5	11.00
Subtotal for Parham	5	11.00
All Stations		
*Meeting	1	2.00
Subtotal for All Stations	1	2.00
Total Number of Sessions:	24	51.50



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 194-2025
DATE: October 28, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Accounts Payable Report

RECOMMENDATION

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$2,214,520.35 as prepared by the Treasurer, for information.

BACKGROUND

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

DISCUSSION

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

STRATEGIC PLAN PRIORITY

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

FINANCIAL IMPLICATIONS

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

Disclaimer – Original copies with approval signatures are available upon request

ATTACHMENTS/REFERENCES

Cheque Distribution Reports.

Disclaimer – Original copies with approval signatures are available upon request

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges: From: To:
Vendor ID: First Last
Vendor Name: First Last
Cheque Date: 2025-09-11 2025-09-11
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
Vendor: ADVA002 Advanced Janitorial & Property				
030007	2025-09-11	Administration	CFFJANITORIAL:0825	\$1,153.17
Total For Vendor ADVA002 Advanced Janitorial & Proper				\$1,153.17
Vendor: ALGO001 Algonquin And Lakeshore				
EFT000000006564	2025-09-11	General Government	EDUCATION LEV AUG 25	\$24,453.89
Total For Vendor ALGO001 Algonquin And Lakeshore				\$24,453.89
Vendor: ALLI002 Alliance SEcurity Team				
030008	2025-09-11	Administration	SK23495-00012090-090	\$1,215.24
Total For Vendor ALLI002 Alliance SEcurity Team				\$1,215.24
Vendor: BARR001 Barrett's Farm & Family Centre				
030010	2025-09-11	Administration	08012025B	\$8,599.30
030010	2025-09-11	Transportation Services	08012025A	\$17,608.23
Total For Vendor BARR001 Barrett's Farm & Family Centi				\$26,207.53
Vendor: BEAR001 BearCom Canada Corporation (formerly Turriss)				
EFT000000006565	2025-09-11	Administration	5935740	\$440.70
Total For Vendor BEAR001 BearCom Canada Corporator				\$440.70
Vendor: BELL001 Bell Canada				
030011	2025-09-11	Administration	6133353862 AUG 25	\$104.43
030011	2025-09-11	Administration	6133352140 AUG 25	\$101.37
030011	2025-09-11	Administration	528888063 AUG 25	\$244.41
030011	2025-09-11	Administration	6133355713 AUG 25	\$106.23
Total For Vendor BELL001 Bell Canada				\$556.44
Vendor: BERT003 Bryon Bertrim				
030013	2025-09-11	Administration	20250827RFD	\$122.04
Total For Vendor BERT003 Bryon Bertrim				\$122.04

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: BROW002 Brown, Gord					
030012	2025-09-11	Administration	20250911EXP	\$2,175.80	
Total For Vendor BROW002 Brown, Gord				\$2,175.80	
Vendor: CADU001 Caduceon Enterprises Inc.,					
EFT000000006566	2025-09-11	Administration	I25-014449	\$65.69	
EFT000000006566	2025-09-11	Administration	I25-014452	\$65.69	
Total For Vendor CADU001 Caduceon Enterprises Inc.,				\$131.38	
Vendor: CANA006 Canadian Pacific Railway Co.					
EFT000000006567	2025-09-11	Transportation Services	1000-0011169808	\$769.00	
EFT000000006567	2025-09-11	Transportation Services	1000-0011169778	\$1,210.50	
Total For Vendor CANA006 Canadian Pacific Railway Co.				\$1,979.50	
Vendor: CAPI001 Capital Park Consulting					
030014	2025-09-11	Administration	2514-SL	\$5,932.50	
Total For Vendor CAPI001 Capital Park Consulting				\$5,932.50	
Vendor: CENT005 Central Frontenac Railway Heritage Society					
030015	2025-09-11	Recreation & Cultural Services	SEPT 4, 2025	\$1,000.00	
Total For Vendor CENT005 Central Frontenac Railway He				\$1,000.00	
Vendor: CINT001 CINTAS					
EFT000000006568	2025-09-11	Administration	4240844942	\$119.94	
EFT000000006568	2025-09-11	Administration	4241562628	\$119.94	
EFT000000006568	2025-09-11	Administration	4241562500	\$2,098.22	
Total For Vendor CINT001 CINTAS				\$2,338.10	
Vendor: CONS001 Conseil Des Ecoles Publiques					
EFT000000006569	2025-09-11	General Government	EDUCATION LEV AUG 25	\$1,572.79	
Total For Vendor CONS001 Conseil Des Ecoles Publiques				\$1,572.79	
Vendor: CONS002 Conseil Scolaire Catholique Du					
EFT000000006570	2025-09-11	General Government	EDUCATION LEV AUG 25	\$1,842.03	
Total For Vendor CONS002 Conseil Scolaire Catholique C				\$1,842.03	
Vendor: COOP002 Cooper Equipment Rentals					
EFT000000006571	2025-09-11	Administration	C69075951		

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006571	2025-09-11	Administration	C69075807	\$222.75	
Total For Vendor		COOP002 Cooper Equipment Rentals		\$1,971.99	
Vendor: COUN001 County Of Frontenac					
EFT000000006572	2025-09-11	Administration	IVC0000000066503	\$768.02	
EFT000000006572	2025-09-11	Administration	IVC0000000066504	\$771.93	
EFT000000006572	2025-09-11	Administration	IVC0000000066653	\$825.32	
EFT000000006572	2025-09-11	Administration	IVC0000000066654	\$778.13	
EFT000000006572	2025-09-11	Administration	IVC0000000066655	\$833.68	
Total For Vendor		COUN001 County Of Frontenac		\$3,977.08	
Vendor: CULL001 Culligan Ottawa Water Conditioning					
EFT000000006573	2025-09-11	Administration	4621015	\$12.37	
EFT000000006573	2025-09-11	Administration	4625892	\$5.76	
Total For Vendor		CULL001 Culligan Ottawa Water Condit		\$18.13	
Vendor: CUNN001 Cunningham, Swan, Carty					
EFT000000006574	2025-09-11	Administration	206297	\$3,000.15	
EFT000000006574	2025-09-11	Administration	205457	\$340.70	
EFT000000006574	2025-09-11	Administration	205458	\$271.51	
Total For Vendor		CUNN001 Cunningham, Swan, Carty		\$3,612.36	
Vendor: DALE001 Da-Lee (Other product of Morris Chemicals)					
EFT000000006575	2025-09-11	Administration	INV0103758	\$10,291.73	
Total For Vendor		DALE001 Da-Lee (Other product of Mor		\$10,291.73	
Vendor: DICO001 Dicola Petroleum					
EFT000000006576	2025-09-11	Administration	2305	\$339.00	
Total For Vendor		DICO001 Dicola Petroleum		\$339.00	
Vendor: ELEV001 Eleven Environmental					
030016	2025-09-11	Administration	2072	\$1,939.08	
Total For Vendor		ELEV001 Eleven Environmental		\$1,939.08	
Vendor: FERG008 Archie Ferguson					
030009	2025-09-11	Administration	20250911CR	\$51.66	
Total For Vendor		FERG008 Archie Ferguson		\$51.66	

Vendor: FIRE002 Fire Marshal's Public Fire Safety Council

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006577	2025-09-11	Administration	IN169338	\$1,344.76	
Total For Vendor FIRE002 Fire Marshal's Public Fire Saf				\$1,344.76	
Vendor: GEMM001 Gemmill Sand And Gravel Limited					
EFT000000006578	2025-09-11	Administration	00005067	\$2,401.25	
Total For Vendor GEMM001 Gemmill Sand And Gravel Lin				\$2,401.25	
Vendor: GREE001 Greenshield Pest Control Inc					
EFT000000006579	2025-09-11	Administration	145088	\$116.39	
Total For Vendor GREE001 Greenshield Pest Control Inc				\$116.39	
Vendor: GWIL001 G. Williams Paving Ltd					
030017	2025-09-11	Administration	9345	\$118,650.00	
Total For Vendor GWIL001 G. Williams Paving Ltd				\$118,650.00	
Vendor: HAMI001 Hamilton Carpentry					
EFT000000006580	2025-09-11	Administration	3420	\$8,689.70	
EFT000000006580	2025-09-11	Administration	3421	\$2,894.73	
EFT000000006580	2025-09-11	Administration	3422	\$8,510.03	
Total For Vendor HAMI001 Hamilton Carpentry				\$20,094.46	
Vendor: JEFF001 Jeff's Auto Glass (Uniglas)					
EFT000000006581	2025-09-11	Administration	3035-410358	\$841.85	
EFT000000006581	2025-09-11	Administration	3035-410359	\$841.85	
Total For Vendor JEFF001 Jeff's Auto Glass (Uniglas)				\$1,683.70	
Vendor: KENN004 Kennebec Tree & Lawn					
EFT000000006582	2025-09-11	Administration	2025059	\$678.00	
EFT000000006582	2025-09-11	Administration	2025060	\$423.75	
EFT000000006582	2025-09-11	Administration	2025058	\$2,239.73	
Total For Vendor KENN004 Kennebec Tree & Lawn				\$3,341.48	
Vendor: KING015 Kingston Driveway Sealing					
030019	2025-09-11	Administration	052	\$1,200.00	
Total For Vendor KING015 Kingston Driveway Sealing				\$1,200.00	
Vendor: KJPMGT01 KJ Pender Mgt					
EFT000000006583	2025-09-11	General Government	2025-11	\$1,370.52	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor KJPMGT0 KJ Pender Mgt				\$1,370.52	
Vendor: KLAG001 Lynn Klages					
EFT000000006584	2025-09-11	General Government	20250902	\$159.81	
Total For Vendor KLAG001 Lynn Klages				\$159.81	
Vendor: KROW001 Krown Rust Control Perth Inc					
030020	2025-09-11	Administration	146-234858	\$361.60	
Total For Vendor KROW001 Krown Rust Control Perth Inc				\$361.60	
Vendor: LDPO001 L.D. Power Sports					
EFT000000006585	2025-09-11	Administration	46021	\$91.86	
EFT000000006585	2025-09-11	Administration	34522	\$76.82	
Total For Vendor LDPO001 L.D. Power Sports				\$168.68	
Vendor: LIME001 Limestone District School Board					
EFT000000006586	2025-09-11	General Government	EDUCATION LEV AUG 25	\$380,437.92	
Total For Vendor LIME001 Limestone District School Bo				\$380,437.92	
Vendor: LOCA001 Local Authority Services Ltd					
EFT000000006587	2025-09-11	Administration	MGBP000015130	\$19,906.51	
Total For Vendor LOCA001 Local Authority Services Ltd				\$19,906.51	
Vendor: LOND001 Londry Alarms					
EFT000000006588	2025-09-11	Administration	221123	\$1,480.30	
Total For Vendor LOND001 Londry Alarms				\$1,480.30	
Vendor: MCCO001 McConville Excavating					
030021	2025-09-11	Administration	1646	\$734.22	
030021	2025-09-11	Administration	1643	\$734.22	
Total For Vendor MCCO001 McConville Excavating				\$1,468.44	
Vendor: MESS001 Messer Canada Inc (formerly Linde)					
EFT000000006589	2025-09-11	Administration	2109321840	\$715.41	
EFT000000006589	2025-09-11	Protection Services	2109306127	\$748.97	
EFT000000006589	2025-09-11	Administration	2109306546	\$694.33	
Total For Vendor MESS001 Messer Canada Inc (formerly				\$2,158.71	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: MIKE001 Mike Dean Super Food Stores					
EFT000000006590	2025-09-11	Administration	MIKE DEANS JULY 25	\$503.07	
Total For Vendor MIKE001 Mike Dean Super Food Stores				\$503.07	
Vendor: MNPL001 MNP LLP					
EFT000000006591	2025-09-11	Administration	12648310	\$9,195.38	
Total For Vendor MNPL001 MNP LLP				\$9,195.38	
Vendor: NEAD001 Neadow Property Maintenance(yard works)					
EFT000000006592	2025-09-11	Administration	0003	\$941.68	
Total For Vendor NEAD001 Neadow Property Maintenanc				\$941.68	
Vendor: PARI001 Paris Site Furnishings Outdoor Fitness					
030022	2025-09-11	Administration	P14445	\$3,488.84	
Total For Vendor PARI001 Paris Site Furnishings Outdoo				\$3,488.84	
Vendor: PERT002 Perth & District Portable Toilet Rentals					
EFT000000006593	2025-09-11	Administration	PT2980	\$427.14	
EFT000000006593	2025-09-11	Administration	PT-2981	\$427.14	
EFT000000006593	2025-09-11	Administration	PT2982	\$427.14	
EFT000000006593	2025-09-11	Administration	PT-2983	\$1,800.09	
Total For Vendor PERT002 Perth & District Portable Toile				\$3,081.51	
Vendor: PRIN001 Princess Auto					
EFT000000006594	2025-09-11	Administration	3529049	\$658.32	
EFT000000006594	2025-09-11	Transportation Services	3537399	\$1,105.08	
EFT000000006594	2025-09-11	Administration	3537401	\$349.19	
Total For Vendor PRIN001 Princess Auto				\$2,112.59	
Vendor: RECE003 Receiver General - GST/HST recoverable					
030023	2025-09-11	Administration	AUGUST 31, 2025	\$5,592.25	
Total For Vendor RECE003 Receiver General - GST/HST r				\$5,592.25	
Vendor: RECE013 Receiver General Of Canada (Garnishee)					
030024	2025-09-11	Administration	GAR PAYS AUG SEP 25	\$344.32	
Total For Vendor RECE013 Receiver General Of Canada (\$344.32	
Vendor: RICO0001 Ricoh Canada Inc.					

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006595	2025-09-11	Administration	SCO94990853		\$176.11
EFT000000006595	2025-09-11	Administration	SCO94990854		\$134.58
EFT000000006595	2025-09-11	Administration	SCO94990855		\$68.78
Total For Vendor RICO001 Ricoh Canada Inc.					\$379.47
<hr/>					
Vendor:	ROBI006	Jeff Robins			
EFT000000006596	2025-09-11	Administration	AUGUST 22, 2025		\$200.00
Total For Vendor ROBI006 Jeff Robins					\$200.00
<hr/>					
Vendor:	RUSH001	Rush Truck Centres (formerly Tallman)			
EFT000000006597	2025-09-11	Administration	3042882047		\$82.38
EFT000000006597	2025-09-11	Administration	3042864263		\$8,470.91
EFT000000006597	2025-09-11	Administration	3042874804		\$888.18
EFT000000006597	2025-09-11	Administration	3042968938		\$1,898.26
Total For Vendor RUSH001 Rush Truck Centres (formerly					\$11,339.73
<hr/>					
Vendor:	RWEL001	R.W. Electric			
EFT000000006598	2025-09-11	Transportation Services	K-10196		\$6,311.05
Total For Vendor RWEL001 R.W. Electric					\$6,311.05
<hr/>					
Vendor:	SAND001	Sands Canada Inc.,			
EFT000000006599	2025-09-11	Administration	00729321		\$137.39
Total For Vendor SAND001 Sands Canada Inc.,					\$137.39
<hr/>					
Vendor:	SAVI001	Savino Human Resources Partners			
EFT000000006600	2025-09-11	Administration	INV-3936		\$1,412.50
Total For Vendor SAVI001 Savino Human Resources Partners					\$1,412.50
<hr/>					
Vendor:	SHAR005	Sharbot Lake Marina			
030026	2025-09-11	Administration	49609		\$257.02
Total For Vendor SHAR005 Sharbot Lake Marina					\$257.02
<hr/>					
Vendor:	SHAR011	Sharbot Lake Automotive			
030025	2025-09-11	Protection Services	8707		\$259.90
Total For Vendor SHAR011 Sharbot Lake Automotive					\$259.90
<hr/>					
Vendor:	SHOR001	Nicole Shorts			
EFT000000006601	2025-09-11	Administration	AUG 25 2025		\$186.76

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor SHOR001 Nicole Shorts				\$186.76	
Vendor: SHRE001 Shred-It International					
030027	2025-09-11	Administration	8101093505	\$156.19	
Total For Vendor SHRE001 Shred-It International				\$156.19	
Vendor: SMIT005 Holly Smith					
030018	2025-09-11	Administration	20250911RFD	\$50.85	
Total For Vendor SMIT005 Holly Smith				\$50.85	
Vendor: STIN003 W.O. Stinson & Sons Ltd					
EFT000000006602	2025-09-11	Administration	34000520	\$2,774.56	
EFT000000006602	2025-09-11	Administration	34000522	\$3,005.40	
Total For Vendor STIN003 W.O. Stinson & Sons Ltd				\$5,779.96	
Vendor: STOR001 Storing Septic Service Ltd					
EFT000000006603	2025-09-11	Administration	48453	\$325.00	
Total For Vendor STOR001 Storing Septic Service Ltd				\$325.00	
Vendor: TAYS001 Tayside Motorsports					
EFT000000006604	2025-09-11	Administration	INV-37168	\$894.85	
Total For Vendor TAYS001 Tayside Motorsports				\$894.85	
Vendor: THEF001 The Frontenac News					
EFT000000006605	2025-09-11	Administration	83808	\$152.43	
Total For Vendor THEF001 The Frontenac News				\$152.43	
Vendor: TRAC001 Trackmatics Inc.					
030028	2025-09-11	Administration	43826	\$1,893.88	
Total For Vendor TRAC001 Trackmatics Inc.				\$1,893.88	
Vendor: VINK003 Vinkle Cleaning Services (Cassandra Vinkle)					
EFT000000006606	2025-09-11	Administration	HINCH0017	\$1,217.44	
EFT000000006606	2025-09-11	Administration	OSO0017	\$4,384.68	
Total For Vendor VINK003 Vinkle Cleaning Services (Ca				\$5,602.12	
Vendor: WILL002 Williams Hot Mix Ltd					

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006607	2025-09-11	Administration	5597	\$4,038.37	
Total For Vendor		WILL002 Williams Hot Mix Ltd		\$4,038.37	
Vendor: WURT001 Wurth Canada Limited					
EFT000000006608	2025-09-11	Administration	26533401	\$60.79	
Total For Vendor		WURT001 Wurth Canada Limited		\$60.79	
Vendor: XPLO001 Xplornet Communications					
EFT000000006609	2025-09-11	Administration	INV57212931	\$175.13	
Total For Vendor		XPLO001 Xplornet Communications		\$175.13	
Vendor: YOUN006 D.G. Younge Cemetery Services					
Total For Vendor		YOUN006 D.G. Younge Cemetery Servic		\$2,966.25	
GRAND TOTAL				\$717,505.95	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-09-25	2025-09-25
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: AJST001 A.J. Stone Company Ltd				
EFT000000006611	2025-09-25	Administration	0000194298	\$2,477.10
EFT000000006611	2025-09-25	Administration	0000194467	\$899.22
EFT000000006611	2025-09-25	Administration	0000194297	\$1,533.99
Total For Vendor AJST001 A.J. Stone Company Ltd				\$4,910.31
<hr/>				
Vendor: ALGO001 Algonquin And Lakeshore				
EFT000000006612	2025-09-25	General Government	JUNE 25	\$23,509.38
Total For Vendor ALGO001 Algonquin And Lakeshore				\$23,509.38
<hr/>				
Vendor: ANCH001 Anchor Concrete Products Ltd				
030030	2025-09-25	Administration	48374	\$4,644.30
Total For Vendor ANCH001 Anchor Concrete Products Lt				\$4,644.30
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Vendor: BELL001 Bell Canada				
030031	2025-09-25	Administration	6133742335 AUG 25	\$308.20
030031	2025-09-25	Administration	528888063 SEPT 25	\$244.08
Total For Vendor BELL001 Bell Canada				\$552.28
<hr/>				
Vendor: BLAC001 Black Dog Tire & Lubricants Ltd,				
EFT000000006613	2025-09-25	Administration	IK0080061	\$368.82
Total For Vendor BLAC001 Black Dog Tire & Lubricants l				\$368.82
<hr/>				
Vendor: CALD001 CAldwell Banker REalty				
030032	2025-09-25	Administration	SEPTEMBER 8, 2025	\$282.50
Total For Vendor CALD001 CAldwell Banker REalty				\$282.50
<hr/>				
Vendor: CANA009 Canadian Tire				
030034	2025-09-25	Administration	6028672	\$183.75
030034	2025-09-25	Administration	10109	\$248.59
Total For Vendor CANA009 Canadian Tire				\$432.34
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Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: CANA015 Canadian Network Broadcasting					
030033	2025-09-25	Administration	2541011	\$450.87	
Total For Vendor CANA015 Canadian Network Broadcast				\$450.87	
Vendor: CEDA001 Cedar Signs					
EFT000000006614	2025-09-25	Protection Services	IVC/2025/3929	\$12,042.88	
EFT000000006614	2025-09-25	Administration	INV/2025/3930	\$2,298.72	
Total For Vendor CEDA001 Cedar Signs				\$14,341.20	
Vendor: CINT001 CINTAS					
EFT000000006615	2025-09-25	Administration	4243058434	\$143.86	
EFT000000006615	2025-09-25	Administration	4242379866	\$143.86	
Total For Vendor CINT001 CINTAS				\$287.72	
Vendor: CONS001 Conseil Des Ecoles Publiques					
EFT000000006616	2025-09-25	General Government	JUNE 25	\$1,551.69	
Total For Vendor CONS001 Conseil Des Ecoles Publiques				\$1,551.69	
Vendor: CONS002 Conseil Scolaire Catholique Du					
EFT000000006617	2025-09-25	General Government	JUNE 25	\$1,883.88	
Total For Vendor CONS002 Conseil Scolaire Catholique C				\$1,883.88	
Vendor: COOP002 Cooper Equipment Rentals					
EFT000000006618	2025-09-25	Transportation Services	C69076327	\$384.11	
EFT000000006618	2025-09-25	Transportation Services	C69076318	\$248.44	
Total For Vendor COOP002 Cooper Equipment Rentals				\$632.55	
Vendor: COUN001 County Of Frontenac					
EFT000000006619	2025-09-25	Administration	IVC0000000066704	\$996.88	
EFT000000006619	2025-09-25	Administration	IVC0000000066703	\$1,632.16	
EFT000000006619	2025-09-25	General Government	IVC0000000066710	\$3,677.37	
EFT000000006619	2025-09-25	Administration	IVC0000000066709	\$552.24	
EFT000000006619	2025-09-25	Administration	IVC0000000066711	\$1,915.35	
EFT000000006619	2025-09-25	Administration	IVC0000000066712	\$1,419.26	
EFT000000006619	2025-09-25	Administration	IVC0000000066713	\$1,763.52	
EFT000000006619	2025-09-25	Administration	IVC0000000066708	\$80.80	
EFT000000006619	2025-09-25	Administration	IVC0000000066707	\$620.45	
Total For Vendor COUN001 County Of Frontenac				\$12,658.03	
Vendor: CRAI002 Crains' Construction Ltd					

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006620	2025-09-25	Administration	24628	\$698.07	
Total For Vendor CRAI002 Crains' Construction Ltd				\$698.07	
Vendor: CRON002 Leslie Cronk					
030041	2025-09-25	Administration	SEPT 11 2025	\$825.23	
Total For Vendor CRON002 Leslie Cronk				\$825.23	
Vendor: CULL001 Culligan Ottawa Water Conditioning					
EFT000000006621	2025-09-25	Administration	47802TO	\$45.22	
EFT000000006621	2025-09-25	Administration	37661TO	\$82.22	
EFT000000006621	2025-09-25	Administration	47789TO	\$126.22	
Total For Vendor CULL001 Culligan Ottawa Water Condit				\$253.66	
Vendor: CUNN001 Cunningham, Swan, Carty					
EFT000000006622	2025-09-25	Administration	205853	\$264.15	
EFT000000006622	2025-09-25	Administration	206594	\$186.45	
EFT000000006622	2025-09-25	Administration	206596	\$186.45	
EFT000000006622	2025-09-25	Administration	206597	\$186.45	
EFT000000006622	2025-09-25	Administration	202731	\$169.50	
EFT000000006622	2025-09-25	Administration	202732	\$665.88	
EFT000000006622	2025-09-25	Administration	204379	\$442.14	
EFT000000006622	2025-09-25	Administration	203425	\$372.38	
Total For Vendor CUNN001 Cunningham, Swan, Carty				\$2,473.40	
Vendor: CWCOM00 CW and Company					
030035	2025-09-25	Administration	8456	\$160.35	
Total For Vendor CWCOM00 CW and Company				\$160.35	
Vendor: DWBS001 DW Building Restoration Services Inc					
030036	2025-09-25	Administration	SEPT 3 2025	\$22,059.63	
Total For Vendor DWBS001 DW Building Restoration Ser				\$22,059.63	
Vendor: E360S01 E 360 Solutions					
EFT000000006623	2025-09-25	Administration	1050003-000175302	\$380.80	
Total For Vendor E360S01 E 360 Solutions				\$380.80	
Vendor: EARL001 Earl Rosebush Fuels					
EFT000000006624	2025-09-25	Administration	376984	\$59.82	
EFT000000006624	2025-09-25	Administration	376976	\$4,922.25	
EFT000000006624	2025-09-25	Administration	377006	\$1,826.02	
EFT000000006624	2025-09-25	Administration	377007	\$992.15	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor EARL001 Earl Rosebush Fuels				\$7,800.24	
Vendor: ELIT004 Elite Seamless Eavestrough					
030037	2025-09-25	Administration	2583	\$13,006.30	
030037	2025-09-25	Administration	2584	\$6,644.40	
Total For Vendor ELIT004 Elite Seamless Eavestrough				\$19,650.70	
Vendor: FLIE001 Flieler, Elaine					
EFT000000006625	2025-09-25	Administration	105	\$565.00	
EFT000000006625	2025-09-25	Administration	104	\$753.32	
Total For Vendor FLIE001 Flieler, Elaine				\$1,318.32	
Vendor: FRON002 Frontenac Community Arena					
030038	2025-09-25	Recreation & Cultural Services	3016	\$31,682.50	
Total For Vendor FRON002 Frontenac Community Arena				\$31,682.50	
Vendor: GARA001 Garage Door Company Of SE Ontario					
EFT000000006626	2025-09-25	Administration	5809	\$1,559.68	
Total For Vendor GARA001 Garage Door Company Of SE				\$1,559.68	
Vendor: GEMM001 Gemmill Sand And Gravel Limited					
EFT000000006627	2025-09-25	Administration	00005094	\$1,430.02	
EFT000000006627	2025-09-25	Administration	00005100	\$4,292.91	
EFT000000006627	2025-09-25	Administration	00005105	\$1,121.67	
EFT000000006627	2025-09-25	Administration	00005092	\$27,430.77	
Total For Vendor GEMM001 Gemmill Sand And Gravel Lin				\$34,275.37	
Vendor: GREE001 Greenshield Pest Control Inc					
EFT000000006628	2025-09-25	Administration	145245	\$116.39	
EFT000000006628	2025-09-25	Administration	145250	\$116.39	
Total For Vendor GREE001 Greenshield Pest Control Inc				\$232.78	
Vendor: GREG001 Greer Galloway Consulting Engineers					
EFT000000006629	2025-09-25	Administration	46276	\$4,447.04	
Total For Vendor GREG001 Greer Galloway Consulting En				\$4,447.04	
Vendor: HALE001 Hales Excavation & Trucking Ltd					
030039	2025-09-25	Administration	4613	\$1,036.64	
030039	2025-09-25	Administration	4692	\$2,000.00	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
030039	2025-09-25	Transportation Services	4624	\$3,565.29	
		Total For Vendor	HALE001 Hales Excavation & Trucking	\$7,602.51	
Vendor: JEWE001 Jewell Engineering					
EFT000000006630	2025-09-25	Administration	00122143	\$350.30	
		Total For Vendor	JEWE001 Jewell Engineering	\$350.30	
Vendor: KALA001 Kaladar Auto Parts (Carquest)					
EFT000000006631	2025-09-25	Administration	6104-241601	\$1,662.82	
EFT000000006631	2025-09-25	Protection Services	6104242054	\$146.89	
EFT000000006631	2025-09-25	Protection Services	6104-241604	\$10.49	
EFT000000006631	2025-09-25	Administration	6104-241605	\$478.80	
EFT000000006631	2025-09-25	Administration	6104-242890	\$131.85	
		Total For Vendor	KALA001 Kaladar Auto Parts (Carquest)	\$2,430.85	
Vendor: KIMC001 Kimco Steel Sales Limited					
EFT000000006632	2025-09-25	Administration	490475	\$1,285.68	
EFT000000006632	2025-09-25	Administration	490070	\$1,607.61	
		Total For Vendor	KIMC001 Kimco Steel Sales Limited	\$2,893.29	
Vendor: KING002 Kingston Humane Society					
EFT000000006633	2025-09-25	Protection Services	811228	\$520.74	
		Total For Vendor	KING002 Kingston Humane Society	\$520.74	
Vendor: KLAG001 Lynn Klages					
EFT000000006634	2025-09-25	Administration	SEPT 17 2025	\$1,732.47	
		Total For Vendor	KLAG001 Lynn Klages	\$1,732.47	
Vendor: LDPO001 L.D. Power Sports					
EFT000000006635	2025-09-25	Administration	35047	\$27.11	
		Total For Vendor	LDPO001 L.D. Power Sports	\$27.11	
Vendor: LEEJ001 Jen Lee					
030040	2025-09-25	Protection Services	FEED	\$56.28	
		Total For Vendor	LEEJ001 Jen Lee	\$56.28	
Vendor: LEES001 Amy Lees					
030029	2025-09-25	Protection Services	67	\$185.00	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor LEES001 Amy Lees				\$185.00	
Vendor: LIME001 Limestone District School Board					
EFT000000006636	2025-09-25	General Government	JUNE 25	\$385,298.65	
Total For Vendor LIME001 Limestone District School Bo				\$385,298.65	
Vendor: LUBE001 Lubecore					
030042	2025-09-25	Transportation Services	57442	\$7,684.00	
Total For Vendor LUBE001 Lubecore				\$7,684.00	
Vendor: MANI001 Manitoulin Transport					
030043	2025-09-25	Protection Services	38180392	\$249.52	
Total For Vendor MANI001 Manitoulin Transport				\$249.52	
Vendor: MANU001 Manulife Financial					
EFT000000006637	2025-09-25	General Government	MANULIFE OCT 25	\$22,118.14	
Total For Vendor MANU001 Manulife Financial				\$22,118.14	
Vendor: MCGO001 McGovern, Michael					
EFT000000006638	2025-09-25	Administration	SEPTEMBER 23, 2025	\$576.24	
Total For Vendor MCGO001 McGovern, Michael				\$576.24	
Vendor: MIKE001 Mike Dean Super Food Stores					
EFT000000006639	2025-09-25	Administration	AUGUST 2025	\$2,580.82	
Total For Vendor MIKE001 Mike Dean Super Food Stores				\$2,580.82	
Vendor: MINI013 Ministry Of Finance - Policing					
030044	2025-09-25	Protection Services	422808251415038	\$107,797.67	
Total For Vendor MINI013 Ministry Of Finance - Policing				\$107,797.67	
Vendor: NEAD001 Neadow Property Maintenance(yard works)					
EFT000000006640	2025-09-25	Administration	4	\$2,068.94	
Total For Vendor NEAD001 Neadow Property Maintenanc				\$2,068.94	
Vendor: NORT002 North Frontenac Telephone Co.					
EFT000000006641	2025-09-25	Administration	82093964 SEPT 25	\$89.27	
EFT000000006641	2025-09-25	Administration	82102967 SEPT 25		

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor NORT002 North Frontenac Telephone C				\$258.71	
Vendor: PERT004 Perth Motors					
030045	2025-09-25	Administration	129694	\$33.90	
030045	2025-09-25	Administration	76477	\$1,191.02	
030045	2025-09-25	Administration	129736	\$67.80	
030045	2025-09-25	Administration	129847	\$399.45	
Total For Vendor PERT004 Perth Motors				\$1,692.17	
Vendor: PETR002 Petro Canada Sharbot Lake					
030046	2025-09-25	Administration	JULY 1 25	\$29.36	
030046	2025-09-25	Protection Services	MAR 4	\$57.53	
Total For Vendor PETR002 Petro Canada Sharbot Lake				\$86.89	
Vendor: PLAN002 Planitar Inc.					
030047	2025-09-25	Administration	104713-06-2025	\$589.35	
Total For Vendor PLAN002 Planitar Inc.				\$589.35	
Vendor: PRIN001 Princess Auto					
EFT000000006642	2025-09-25	Administration	3560709	\$720.83	
Total For Vendor PRIN001 Princess Auto				\$720.83	
Vendor: PURO001 Purolator Courier Ltd					
030048	2025-09-25	Administration	515193149	\$63.60	
Total For Vendor PURO001 Purolator Courier Ltd				\$63.60	
Vendor: RDCG001 RDC Group					
EFT000000006643	2025-09-25	Administration	25223	\$1,118.71	
Total For Vendor RDCG001 RDC Group				\$1,118.71	
Vendor: REVE001 Revell Ford Lincoln					
030049	2025-09-25	Administration	233832	\$79.06	
030049	2025-09-25	Protection Services	233277	\$138.07	
030049	2025-09-25	Protection Services	233830	\$361.76	
030049	2025-09-25	Protection Services	233333	\$139.78	
Total For Vendor REVE001 Revell Ford Lincoln				\$718.67	
Vendor: RGLOG00 RG Logging					
EFT000000006644	2025-09-25	Environmental Services	1057	\$5,600.00	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		RGLOG00 RG Logging		\$5,600.00	
Vendor:	RLG0001	RLG			
EFT000000006645	2025-09-25	Administration	SPI00060	\$2,712.00	
Total For Vendor		RLG0001 RLG		\$2,712.00	
Vendor:	ROTA001	Rotating Rug Rental			
030050	2025-09-25	Administration	117836	\$118.00	
Total For Vendor		ROTA001 Rotating Rug Rental		\$118.00	
Vendor:	STIN003	W.O. Stinson & Sons Ltd			
EFT000000006646	2025-09-25	Administration	34000790	\$826.99	
EFT000000006646	2025-09-25	Administration	34000791	\$1,796.49	
EFT000000006646	2025-09-25	Administration	34000812	\$1,295.55	
EFT000000006646	2025-09-25	Administration	34000925	\$1,148.06	
EFT000000006646	2025-09-25	Administration	34000926	\$1,058.19	
EFT000000006646	2025-09-25	Administration	34000927	\$2,299.56	
EFT000000006646	2025-09-25	Administration	34000832	\$1,785.41	
EFT000000006646	2025-09-25	Administration	34000852	\$1,914.50	
EFT000000006646	2025-09-25	Administration	34000875	\$4,078.36	
EFT000000006646	2025-09-25	Administration	2241263	\$11.28	
EFT000000006646	2025-09-25	Administration	108001417	\$23.13	
EFT000000006646	2025-09-25	Administration	108001269	\$28.36	
Total For Vendor		STIN003 W.O. Stinson & Sons Ltd		\$16,265.88	
Vendor:	SULM001	SULLIVAN, MATTHEW			
030051	2025-09-25	Administration	09242025	\$50.85	
Total For Vendor		SULM001 SULLIVAN, MATTHEW		\$50.85	
Vendor:	TAYL002	Taylor Auto Mall			
030052	2025-09-25	Administration	16214	\$191.29	
Total For Vendor		TAYL002 Taylor Auto Mall		\$191.29	
Vendor:	THEF001	The Frontenac News			
EFT000000006647	2025-09-25	Administration	83893	\$620.78	
EFT000000006647	2025-09-25	Administration	83894	\$282.05	
Total For Vendor		THEF001 The Frontenac News		\$902.83	
Vendor:	TOWN007	Town & Country Electrical Contractors Ltd			
EFT000000006648	2025-09-25	Administration	2507	\$2,636.94	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		TOWN007 Town & Country Electrical Co		\$2,636.94	
Vendor:	WURT001	Wurth Canada Limited			
EFT000000006649	2025-09-25	Administration	26551473		\$320.60
Total For Vendor		WURT001 Wurth Canada Limited		\$320.60	
Vendor:	YOUN006	D.G. Younge Cemetery Services			
Total For Vendor		YOUN006 D.G. Younge Cemetery Servic		\$711.90	
GRAND TOTAL				\$773,255.39	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	2025-10-09	2025-10-09
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: 1894001 1894 Inc				
EFT000000006651	2025-10-09	Administration	1470	\$3,672.50
Total For Vendor 1894001 1894 Inc				\$3,672.50
Vendor: BAYR001 Bayridge Printer				
EFT000000006652	2025-10-09	Administration	29495	\$1,581.97
Total For Vendor BAYR001 Bayridge Printer				\$1,581.97
Vendor: BEAR001 BearCom Canada Corporation (formerly Turriss)				
EFT000000006653	2025-10-09	Administration	5947691	\$1,774.10
Total For Vendor BEAR001 BearCom Canada Corporator				\$1,774.10
Vendor: BLAC001 Black Dog Tire & Lubricants Ltd,				
EFT000000006654	2025-10-09	Administration	IK0079579	\$526.33
EFT000000006654	2025-10-09	Administration	IK0080248	\$3,292.37
Total For Vendor BLAC001 Black Dog Tire & Lubricants L				\$3,818.70
Vendor: BUTL001 Allan Butler				
030054	2025-10-09	Administration	TAX REFUND	\$5,190.01
Total For Vendor BUTL001 Allan Butler				\$5,190.01
Vendor: CANA006 Canadian Pacific Railway Co.				
EFT000000006655	2025-10-09	Transportation Services	1000-0011170647	\$769.00
EFT000000006655	2025-10-09	Transportation Services	1000-0011170617	\$1,210.50
Total For Vendor CANA006 Canadian Pacific Railway Co.				\$1,979.50
Vendor: CINT001 CINTAS				
EFT000000006656	2025-10-09	Administration	4244549796	\$143.86
EFT000000006656	2025-10-09	Administration	4243805706	\$143.86
EFT000000006656	2025-10-09	Administration	1905907709	\$18,994.17
Total For Vendor CINT001 CINTAS				\$19,281.89

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: COOP002 Cooper Equipment Rentals					
EFT000000006657	2025-10-09	Administration	C69076692	\$940.16	
Total For Vendor COOP002 Cooper Equipment Rentals				\$940.16	
<hr/>					
Vendor: COWD002 Cowdy, Lance					
030055	2025-10-09	Administration	BOOTS	\$200.00	
Total For Vendor COWD002 Cowdy, Lance				\$200.00	
<hr/>					
Vendor: CULL001 Culligan Ottawa Water Conditioning					
EFT000000006658	2025-10-09	Administration	58456TO	\$63.22	
EFT000000006658	2025-10-09	Administration	4639243	\$5.76	
EFT000000006658	2025-10-09	Administration	4634217	\$12.37	
Total For Vendor CULL001 Culligan Ottawa Water Condit				\$81.35	
<hr/>					
Vendor: CUNN001 Cunningham, Swan, Carty					
EFT000000006659	2025-10-09	Administration	206611	\$601.99	
EFT000000006659	2025-10-09	Administration	207114	\$1,045.25	
EFT000000006659	2025-10-09	Administration	206804	\$374.15	
EFT000000006659	2025-10-09	Administration	207172	\$540.22	
EFT000000006659	2025-10-09	Administration	207465	\$220.35	
EFT000000006659	2025-10-09	Administration	207171	\$582.91	
EFT000000006659	2025-10-09	Administration	200292	\$507.13	
Total For Vendor CUNN001 Cunningham, Swan, Carty				\$3,872.00	
<hr/>					
Vendor: DICO001 Dicola Petroleum					
EFT000000006660	2025-10-09	Administration	2421	\$339.00	
Total For Vendor DICO001 Dicola Petroleum				\$339.00	
<hr/>					
Vendor: DRID001 D. Riddell Welding and Fabrication					
030056	2025-10-09	Administration	1223	\$1,073.50	
Total For Vendor DRID001 D. Riddell Welding and Fabric				\$1,073.50	
<hr/>					
Vendor: DWBS001 DW Building Restoration Services Inc					
030057	2025-10-09	Administration	2025-09-02	\$122,199.13	
Total For Vendor DWBS001 DW Building Restoration Ser				\$122,199.13	
<hr/>					
Vendor: EOET001 EOETA					
030058	2025-10-09	Protection Services	2025-67	\$900.00	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor EOET001 EOETA				\$900.00	
Vendor: FIRE001 Firefixx					
EFT000000006661	2025-10-09	Administration	2060	\$3,196.10	
Total For Vendor FIRE001 Firefixx				\$3,196.10	
Vendor: FIRE002 Fire Marshal's Public Fire Safety Council					
EFT000000006662	2025-10-09	Administration	IN169695	\$209.91	
Total For Vendor FIRE002 Fire Marshal's Public Fire Saf				\$209.91	
Vendor: FLIE001 Flieler, Elaine					
EFT000000006663	2025-10-09	Administration	106	\$753.32	
EFT000000006663	2025-10-09	Administration	107	\$565.00	
Total For Vendor FLIE001 Flieler, Elaine				\$1,318.32	
Vendor: GARA001 Garage Door Company Of SE Ontario					
EFT000000006664	2025-10-09	Administration	5811	\$2,127.79	
EFT000000006664	2025-10-09	Administration	5830	\$544.10	
Total For Vendor GARA001 Garage Door Company Of SE				\$2,671.89	
Vendor: GEMM001 Gemmill Sand And Gravel Limited					
EFT000000006665	2025-10-09	Administration	00005109	\$45,347.87	
EFT000000006665	2025-10-09	Administration	00005119	\$207.02	
EFT000000006665	2025-10-09	Administration	00005086	\$359,037.77	
Total For Vendor GEMM001 Gemmill Sand And Gravel Lin				\$404,592.66	
Vendor: GINC001 Gincor Industries					
EFT000000006666	2025-10-09	Administration	94563	\$845.38	
Total For Vendor GINC001 Gincor Industries				\$845.38	
Vendor: GREE001 Greenshield Pest Control Inc					
EFT000000006667	2025-10-09	Administration	145712	\$116.39	
Total For Vendor GREE001 Greenshield Pest Control Inc				\$116.39	
Vendor: HEAR003 HeartFelt Response Medical Inc					
030059	2025-10-09	Administration	HRM-253706DB	\$10,346.28	
Total For Vendor HEAR003 HeartFelt Response Medical I				\$10,346.28	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: IRON002 Iron Trade Works					
030060	2025-10-09	Administration	2314	\$2,486.72	
Total For Vendor IRON002 Iron Trade Works				\$2,486.72	
Vendor: KIMC001 Kimco Steel Sales Limited					
EFT000000006668	2025-10-09	Administration	490828	\$1,332.98	
Total For Vendor KIMC001 Kimco Steel Sales Limited				\$1,332.98	
Vendor: KJPMGT0 KJ Pender Mgt					
EFT000000006669	2025-10-09	General Government	2025-14	\$575.00	
Total For Vendor KJPMGT0 KJ Pender Mgt				\$575.00	
Vendor: LDPO001 L.D. Power Sports					
EFT000000006670	2025-10-09	Administration	35185	\$65.27	
EFT000000006670	2025-10-09	Administration	46294	\$33.26	
Total For Vendor LDPO001 L.D. Power Sports				\$98.53	
Vendor: LEGU001 Jody Legue					
EFT000000006671	2025-10-09	General Government	SEPT 27V 2025	\$392.40	
Total For Vendor LEGU001 Jody Legue				\$392.40	
Vendor: LEVA001 Levac Propane Inc					
EFT000000006672	2025-10-09	Administration	2047253	\$430.28	
Total For Vendor LEVA001 Levac Propane Inc				\$430.28	
Vendor: MCCO001 McConville Excavating					
030061	2025-10-09	Administration	1651	\$734.22	
Total For Vendor MCCO001 McConville Excavating				\$734.22	
Vendor: MCGO001 McGovern, Michael					
EFT000000006673	2025-10-09	General Government	SEPT 16 2025	\$45.00	
Total For Vendor MCGO001 McGovern, Michael				\$45.00	
Vendor: MCHY001 M&C Hydraulics					
EFT000000006674	2025-10-09	Administration	731002352	\$540.12	
Total For Vendor MCHY001 M&C Hydraulics				\$540.12	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: MCKI001		Abigail McKinnon			
EFT000000006675	2025-10-09	General Government	SEPT 20 2025	\$3,846.49	
Total For Vendor MCKI001 Abigail McKinnon				\$3,846.49	
Vendor: MESS001		Messer Canada Inc (formerly Linde)			
EFT000000006676	2025-10-09	Administration	2109118924	\$735.42	
EFT000000006676	2025-10-09	Administration	2109426156	\$774.32	
Total For Vendor MESS001 Messer Canada Inc (formerly				\$1,509.74	
Vendor: META001		Metalfab Fire Trucks			
030062	2025-10-09	Protection Services	22360	\$604.84	
Total For Vendor META001 Metalfab Fire Trucks				\$604.84	
Vendor: MORR002		Morrow, John			
030063	2025-10-09	Administration	SEPT 24 25	\$306.71	
Total For Vendor MORR002 Morrow, John				\$306.71	
Vendor: NEAD001		Neadow Property Maintenance(yard works)			
EFT000000006677	2025-10-09	Administration	5	\$2,298.82	
Total For Vendor NEAD001 Neadow Property Maintenanc				\$2,298.82	
Vendor: OAKE002		Oakes Truck Sales			
EFT000000006678	2025-10-09	Administration	195606	\$2,632.24	
Total For Vendor OAKE002 Oakes Truck Sales				\$2,632.24	
Vendor: OMER001		OMERS			
EFT000000006679	2025-10-09	Administration	AUGUST OMERS 25	\$60,786.54	
EFT000000006679	2025-10-09	Administration	SEPT OMERS 25	\$39,864.20	
Total For Vendor OMER001 OMERS				\$100,650.74	
Vendor: PERT002		Perth & District Portable Toilet Rentals			
EFT000000006680	2025-10-09	Administration	PT-3179	\$341.71	
EFT000000006680	2025-10-09	Administration	PT-3180	\$341.71	
EFT000000006680	2025-10-09	Administration	PT-3178	\$341.71	
Total For Vendor PERT002 Perth & District Portable Toile				\$1,025.13	
Vendor: PITN001		Pitney Bowes Global Credit Services			
EFT000000006681	2025-10-09	Administration	3202628768		

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor PITN001 Pitney Bowes Global Credit S				\$945.47	
Vendor: PURO001 Purolator Courier Ltd					
030064	2025-10-09	Administration	505202171	\$182.92	
030064	2025-10-09	Administration	580191117	\$63.00	
Total For Vendor PURO001 Purolator Courier Ltd				\$245.92	
Vendor: RIDE001 Rideau Pipe & Drilling Supp					
EFT000000006682	2025-10-09	Administration	PE-02259989	\$95.35	
Total For Vendor RIDE001 Rideau Pipe & Drilling Supp				\$95.35	
Vendor: ROTA001 Rotating Rug Rental					
030065	2025-10-09	Administration	118114	\$118.00	
Total For Vendor ROTA001 Rotating Rug Rental				\$118.00	
Vendor: RUSH001 Rush Truck Centres (formerly Tallman)					
EFT000000006683	2025-10-09	Administration	3043234887	\$89.15	
Total For Vendor RUSH001 Rush Truck Centres (formerly				\$89.15	
Vendor: SAVI001 Savino Human Resources Partners					
EFT000000006684	2025-10-09	Administration	INV-3992	\$1,412.50	
Total For Vendor SAVI001 Savino Human Resources Pai				\$1,412.50	
Vendor: TRAC001 Trackmatics Inc.					
030066	2025-10-09	Administration	44040	\$1,893.88	
030066	2025-10-09	Administration	44006	\$2,966.25	
Total For Vendor TRAC001 Trackmatics Inc.				\$4,860.13	
Vendor: UNIV001 Universal Supply Group (Quinte/Napa/Fraction/CMax					
EFT000000006685	2025-10-09	Administration	332115680	\$123.94	
EFT000000006685	2025-10-09	Administration	332115728	\$367.88	
Total For Vendor UNIV001 Universal Supply Group (Quir				\$491.82	
Vendor: VINK003 Vinkle Cleaning Services (Cassandra Vinkle)					
EFT000000006686	2025-10-09	Administration	OSO0018	\$4,384.68	
EFT000000006686	2025-10-09	Administration	HINCH0018	\$1,217.44	
Total For Vendor VINK003 Vinkle Cleaning Services (Cas				\$5,602.12	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

<u>Cheque Number</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Document Number</u>	<u>Apply Amount</u>	<u>Dist Type</u>
Vendor:		XPLO001 Xplornet Communications			
		Total For Vendor	XPLO001 Xplornet Communications		\$187.85
					<hr/>
			GRAND TOTAL		\$723,759.01
					<hr/> <hr/>



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 195-2025
DATE: Month, Day, Year
FROM: J. Michael McGovern, Treasurer
PREPARED BY: Erin Babcock, Deputy-Treasurer
RE: Apportionment of Taxes

RECOMMENDATION

THAT Council approve the following apportionment(s) of assessment as recommended by MPAC for 2025 as applicable for the following roll number(s): 10-39-040-010-01400-0000; 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

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: xx-2025
DATE: October 28, 2025
FROM: Michael McGovern, Treasurer
PREPARED BY: Erin Babcock, Deputy-Treasurer
RE: Apportionment of Taxes

RECOMMENDATION

THAT Council approve the following apportionment(s) of assessment as recommended by MPAC for 2024 and 2025 as applicable for the following roll number(s):

10-39-010-030-03910-0000 & 10-39-010-030-03912-0000; 10-39-020-010-17303-0000 & 10-39-020-010-17300-0000; 10-39-040-040-00300-0000 & 10-39-040-040-00302-0000; 10-39-060-010-16305-0000 & 10-39-060-010-16300-0000; 10-39-060-020-10200-0000 & 10-39-060-020-10202-0000 & 10-39-060-020-10203-0000 & 10-39-060-020-10204-0000; 10-39-060-020-12300-0000; 10-39-070-010-33325-0000 & 10-39-070-010-33329-0000; 10-39-070-020-17835-0000 & 10-39-070-020-17847-0000; 10-39-070-020-24505-0000 & 10-39-070-020-24602-0000; 10-39-080-040-19200-0000 & 10-39-080-040-20100-0000

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.

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.

STRATEGIC PLAN PRIORITY

N/A

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

Apportionment Sheet(s) attached



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 196-2025
DATE: October 28, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Budget to actuals variance report to September 30, 2025

RECOMMENDATION

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

BACKGROUND

This report contains the results from the quarterly review of budget to actuals, which is an ongoing process within the finance department. Departments have access to the financial information, which is updated nightly. The Treasurer will notify the department heads of any concerns that arise throughout the year.

DISCUSSION

All departments are affected by timing of operational & capital purchases, and the transfer to/from reserves yearly entry which has not been completed yet.

Revenues (Percentages left to be collected)

Overall average with Operating & Capital – 9% compared to 40% for 2024 (27% with removing extra reserves pull for office & fire truck)

Operations only = 13%, compared to 17% in 2024

- Bank interest – 27% left to collect
- Tax Sale Surplus fund - \$43k from files before legislative changes
- Grant revenue timing
- By-law revenue at 54% left to collect
- Penalties & interest \$25k higher than 2024 due to higher receivables
- Building revenues \$136k lower than 2024, slow start but picking up
- Part 8 Septic revenues are lower than expected – 33% left to collect
- Cemetery revenues are \$5k higher than 2024 actuals
- Facilities revenues are \$41k higher than 2024 but
- Planning revenues are \$65k vs \$117k in 2024, due to 2 larger road Closings occurring in 2024
- Public Works revenue ahead of budget due to insurance recovery, & also impacted by timing of revenues
- Recreation under budget re parkland transfer for Arena operations to be completed
- Waste site bag sales & tipping fees \$15k higher than budget due to lagging 2024 recycling contract revenue of \$35k & new average revenue is \$5.5k month

Expenditures (Percentages left to spend)

Overall average with Operating & Capital - 21% compared to 26% for 2024 (31% after taking into account fire truck & admin office purchase)

Operations only = 38%, compared to 44% in 2024

- Majority of expenses are over 25% left to spend
- Policing one month behind for billing
- Conservation Authorities & Insurance are paid for the year.
- Libraries – Insurance higher than budget & heating not budgeted
- Central Frontenac Recreation – insurance allocated and FCA \$ paid earlier
- Cemeteries \$12k lower than 2024 due to lower capital projects
- Public Works operating expenses at 31% left to spend, Winter Maintenance overall with 45% left to spend, Olden Garage heating higher

than 2024

- Building Expense – 37% re salary allocation to be completed to Part 8 Septic inspections, under budget otherwise re lower legal fees, fuel & training
- Facilities - \$21k more than 2024 re timing of special projects – Oso Hall – entry to be completed re allocation of supplies to other facilities
- Fire – 41% left to spend
- Waste – 57%, \$53k less than 2024, materials, training & fuels, site monitoring & compliance higher than 2024 for active site & transfer stations
- Planning – 46%, \$64k less than 2024 re Road Closing expenses

STRATEGIC PLAN PRIORITY

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

FINANCIAL IMPLICATIONS

Cash flow is meeting expenditures.

ATTACHMENTS/REFERENCES

Quarterly Reporting Budget to Actuals – Summary (September 30, 2025)

5 Year Total Revenues by Department (September 30, 2025)

5 Year Total Expenses by Department (September 30, 2025)

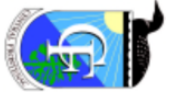
Operating & Capital Budget Quarterly Report - Council – Summary (September 30, 2025)

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



Quarterly Reporting Budget to Actuals - Summary
As of September 30, 2025

	2025 6 Council Amended Approved Budget	2025 YTD Actuals	Variance \$	Variance %	2024 YTD Actuals	Variance to 2024
Revenue						
Net Supplemental Tax Revenue	(9,500)	(186,769)	177,269	(1,866.0%)	(154,904)	(31,865)
Bank Interest	(375,100)	(273,762)	(101,338)	27.0%	(532,491)	258,729
Grant Revenue	(4,089,466)	(2,587,221)	(1,502,245)	36.7%	(2,414,992)	(172,229)
Penalties & Interest	(161,000)	(150,751)	(10,249)	6.4%	(126,289)	(24,462)
Transfer from Reserves	(5,654,920)	(6,075,230)	420,310	(7.4%)	2,340	(6,077,570)
Misc. Revenue	(560,027)	(789,909)	229,882	(41.0%)	(480,557)	(309,352)
Permits, Licences, Inspections & Fines	(423,100)	(205,215)	(217,885)	51.5%	(401,905)	196,690
Total Revenue	(11,273,113)	(10,268,857)	(1,004,256)	8.9%	(4,108,798)	(6,160,059)
Expenses						
Capital	5,175,715	5,405,615	(229,900)	(4.4%)	318,841	5,086,774
Contracted Services	2,105,202	1,110,452	994,750	47.3%	1,496,223	(385,771)
Fuel & Lubes	472,551	247,885	224,666	47.5%	245,295	2,590
Heat & Hydro	208,691	138,103	70,588	33.8%	109,033	29,070
Insurance	330,549	270,783	59,766	18.1%	271,123	(340)
Materials, Supplies, Repairs, & Misc.	2,108,843	1,223,108	885,735	42.0%	1,083,290	139,818
Road & Bridge Maintenance	1,289,240	1,013,151	276,089	21.4%	623,640	389,511
Salaries & Benefits	4,961,399	3,245,075	1,716,324	34.6%	3,250,466	(5,391)
Training/Conference	109,900	60,114	49,786	45.3%	57,737	2,377
Transfer to Reserves	4,178,920	4,178,920				4,178,920
Telephone/Radio Communications	78,922	40,133	38,789	49.1%	49,625	(9,492)
Vehicle & Equipment Repairs & Maint.	443,531	261,818	181,713	41.0%	312,792	(50,974)
Winter Maintenance	568,000	279,855	288,145	50.7%	292,988	(13,133)



Quarterly Reporting Budget to Actuals - Summary
As of September 30, 2025

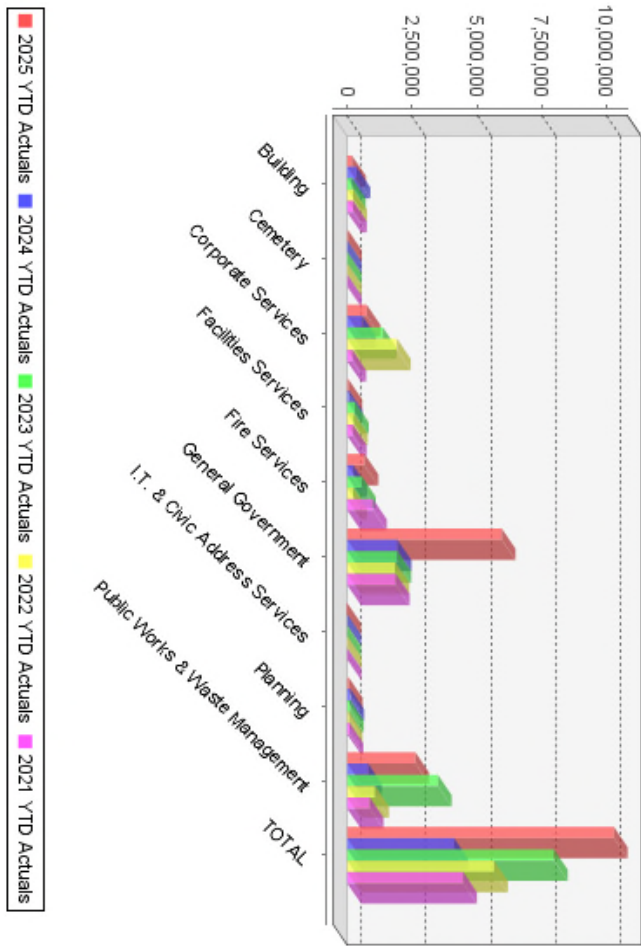
	2025 6 Council Amended Approved Budget	2025 YTD Actuals	Variance \$	Variance %	2024 YTD Actuals	Variance to 2024
Total Expenses	22,031,463	17,475,012	4,556,451	20.7%	8,111,053	9,363,959
Total	10,758,350	7,206,155	3,552,195	33.0%	4,002,255	3,203,900



Township of Central Frontenac

Total Revenues - Quarterly Reporting - 5 Yrs Actuals(Chart) - 3D Bar Chart
For period ending September 30, 2025

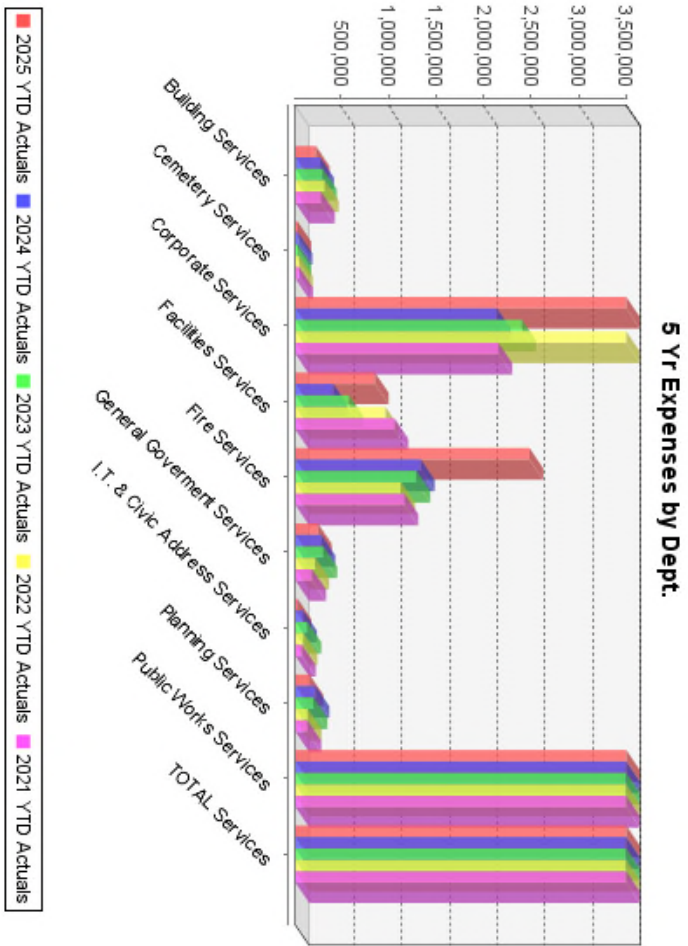
5 Yr Revenues by Department





Township of Central Frontenac

Total Expenses - Quarterly Reporting - 5 yrs Actuals(Chart)-3D Bar Chart
 For period ending September 30, 2025





Township of Central Frontenac

Operating & Capital Budget Quarterly Report - Council - SUMMARY PAGE
As of September 30, 2025

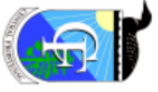
	2025 Final Budget	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
General Government	(\$4,031,403)	(5,698,698)	\$1,667,295	(41.4%)	(1,641,563)	(\$4,057,135)
Corporate Services	\$2,734,090	2,864,135	(\$130,045)	(4.8%)	1,577,963	\$1,286,172
Technology and Civic Address Services	\$156,216	74,869	\$81,347	52.1%	99,827	(\$24,958)
Fire Services	\$1,821,704	1,822,196	(\$492)		1,107,588	\$714,608
Building Services	\$62,602	55,527	\$7,075	11.3%	(72,500)	\$128,027
Cemetery Services	\$70,749	20,197	\$50,552	71.5%	36,142	(\$15,945)
Facilities Services	\$1,168,658	813,722	\$354,936	30.4%	364,731	\$448,991
Public Works and Waste Management Services	\$8,544,049	7,146,521	\$1,397,528	16.4%	4,620,239	\$2,526,282
Planning Services	\$231,685	107,686	\$123,999	53.5%	117,945	(\$10,259)
Total Township of Central Frontenac	\$10,758,350	7,206,155	\$3,552,195	33.0%	6,210,372	\$995,783



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
General Government						
General Government Revenue						
General Government Revenue						
General Government Revenue	(\$2,645,900)	(2,160,777)	(\$485,123)	18.3%	(1,939,809)	(\$220,968)
Total General Government Revenue	(\$2,645,900)	(2,160,777)	(\$485,123)	18.3%	(1,939,809)	(\$220,968)
General Government Expenses						
General Government Expenses						
Council	\$246,013	133,376	\$112,637	45.8%	164,658	(\$31,282)
Conservation Authorities	\$128,215	128,214	\$1	100.0%	115,319	\$12,895
General Government Expenses	\$18,269	(3,799,511)	\$18,269	100.0%	18,269	(\$18,269)
Capital - Reserves Transfer to/from - GG	(\$1,778,000)	(3,537,921)	\$2,021,511	(113.7%)	298,246	(\$3,799,511)
Total General Government Expenses	(\$1,385,503)	(3,537,921)	\$2,152,418	(155.4%)	298,246	(\$3,836,167)
Total General Government Expenses	(\$1,385,503)	(3,537,921)	\$2,152,418	(155.4%)	298,246	(\$3,836,167)
Total General Government	(\$4,031,403)	(5,698,698)	\$1,667,295	(41.4%)	(1,641,563)	(\$4,057,135)



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

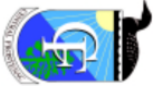
	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Corporate Services						
Operating - Corporate Services						
Corporate Services						
Corporate Services Revenue	(\$404,500)	(637,933)	\$233,433	(57.7%)	(554,369)	(\$83,564)
Corporate Services Expense	\$1,729,806	1,186,513	\$543,293	31.4%	1,080,462	\$126,051
Total Corporate Services	\$1,325,306	548,580	\$776,726	58.6%	506,093	\$42,487
Policing						
Policing Expense	\$1,320,330	670,121	\$650,209	49.2%	943,595	(\$273,474)
Total Policing	\$1,320,330	670,121	\$650,209	49.2%	943,595	(\$273,474)
Animal Control						
Animal Control Revenue	(\$7,400)	(7,947)	\$547	(7.4%)	(5,238)	(\$2,709)
Animal Control Expense	\$34,078	7,564	\$26,514	77.8%	22,115	(\$14,551)
Total Animal Control	\$26,678	(383)	\$27,061	101.4%	16,877	(\$17,260)
Livestock						
Livestock Losses Revenue					(300)	\$300
Livestock Losses Expense		150	(\$150)		250	(\$100)
Total Livestock		150	(\$150)		(50)	\$200
Medical Centre						
Medical Centre Revenue	(\$23,426)	(21,834)	(\$1,592)	6.8%	(16,015)	(\$5,819)
Medical Centre Expense	\$15,000	4,152	\$10,848	72.3%	21,610	(\$17,458)
Total Medical Centre	(\$8,426)	(17,682)	\$9,256	(109.9%)	5,595	(\$23,277)
Library						
Library - 1282 Wagarville Rd	\$8,541	2,672	\$5,869	68.7%	3,190	(\$518)
Library - 5998 Arden Rd	\$1,858	547	\$1,311	70.6%	516	\$31
Library - 1455 Mhn Grove Rd	\$638	268	\$370	58.0%	387	(\$119)
Library - 1045 Mill Rd	\$1,547	2,128	(\$581)	(37.6%)	2,237	(\$109)



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Library - 1037 Robert St	\$705	1,665	(\$960)	(136.2%)		\$1,665
Total Library	\$13,289	7,280	\$6,009	45.2%	6,330	\$950
Other Cultural						
Other Cultural Revenue	(\$10)	(82)	\$52	(520.0%)	(3,777)	\$3,715
Other Cultural Expense	\$2,000	1,279	\$721	36.1%	5,160	(\$3,881)
Total Other Cultural	\$1,990	1,217	\$773	38.8%	1,383	(\$166)
By-Law						
By-law Enforcement Revenue	(\$40,000)	(18,500)	(\$21,500)	53.8%		(\$18,500)
By-law Enforcement Expense	\$142,157	9,594	\$132,563	93.3%	6,323	\$3,271
Total By-Law	\$102,157	(8,906)	\$111,063	108.7%	6,323	(\$15,229)
Lottery License						
Lottery License Revenue	(\$2,000)	(1,676)	(\$324)	16.2%	(1,076)	(\$600)
Total Lottery License	(\$2,000)	(1,676)	(\$324)	16.2%	(1,076)	(\$600)
Total Operating - Corporate Services	\$2,779,324	1,198,701	\$1,580,623	56.9%	1,485,070	(\$286,369)
Capital - Corporate Services						
Capital - Corporate Services						
CPCS Capital Projects - Corporate Services	\$6,000	1,633,878	(\$1,627,878)	(27,131.3%)	41,960	\$1,591,918
Capital - Reserves Transfer to/from - Corporate Services	(\$123,716)	(117,716)	(\$6,000)	4.8%		(\$117,716)
Capital - Other Revenue - Corporate Services	(\$100,000)		(\$100,000)	100.0%	(2,872)	\$2,872
CPMC Capital Projects - Medical Centre	\$15,000	11,713	\$3,287	21.9%	31,963	(\$20,250)
Capital - Medical Centre Loan	\$32,766	24,556	\$8,210	25.1%	21,842	\$2,714
Capital - Transfer to/from Reserves - Medical Centre	\$121,716	110,003	\$11,713	9.6%		\$110,003
CPBYL Capital - Reserves Transfer to/from - By-Law	\$3,000	3,000				\$3,000
Total Capital - Corporate Services	(\$45,234)	1,665,434	(\$1,710,668)	3,781.8%	92,893	\$1,572,541
Total Capital - Corporate Services	(\$45,234)	1,665,434	(\$1,710,668)	3,781.8%	92,893	\$1,572,541
Total Corporate Services	\$2,734,090	2,864,135	(\$130,045)	(4.8%)	1,577,963	\$1,286,172



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

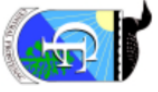
	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Technology and Civic Address Services						
Technology Revenue & Expense						
Technology Revenue & Expense						
Technology Expense	\$132,955	64,153	\$68,802	51.7%	103,044	(\$38,891)
Capital - Reserves Transfer to/from - I.T.	\$1,000	1,000				\$1,000
Total Technology Revenue & Expense	\$133,955	65,153	\$68,802	51.4%	103,044	(\$37,891)
Total Technology Revenue & Expense	\$133,955	65,153	\$68,802	51.4%	103,044	(\$37,891)
Civic Address Revenue & Expense						
Operating - Civic Address						
Civic Address Revenue	(\$7,000)	(4,675)	(\$2,325)	33.2%	(4,725)	\$50
Civic Address Expense	\$29,261	14,391	\$14,870	50.8%	1,508	\$12,883
Total Operating - Civic Address	\$22,261	9,716	\$12,545	56.4%	(3,217)	\$12,933
Total Civic Address Revenue & Expense	\$22,261	9,716	\$12,545	56.4%	(3,217)	\$12,933
Total Technology and Civic Address Services	\$156,216	74,869	\$81,347	52.1%	99,827	(\$24,958)



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Fire Services						
Fire Service Revenue						
Fire Service Revenue						
Fire Service Revenue	(\$44,945)	(18,346)	(\$26,599)	59.2%	(83,849)	\$65,503
Total Fire Service Revenue	(\$44,945)	(18,346)	(\$26,599)	59.2%	(83,849)	\$65,503
Total Fire Service Revenue	(\$44,945)	(18,346)	(\$26,599)	59.2%	(83,849)	\$65,503
Fire Service Expense						
Operating Fire Service Expense						
Fire Service - Administration Expense	\$405,757	219,094	\$186,663	46.0%	238,493	(\$19,999)
Fire Service - Vehicles & Equipment Expense	\$169,959	151,220	\$18,739	11.0%	147,594	\$3,626
Fire Service - Fire Prevention & Safety Education Expense	\$8,500	3,836	\$4,664	54.9%	2,567	\$1,269
Fire Service - Training Expense	\$41,000	12,934	\$28,066	68.5%	29,017	(\$16,083)
Fire Service - Communications Expense	\$23,100	13,599	\$9,501	41.1%	17,770	(\$4,171)
Fire Service - Fire Stations Expense	\$94,558	85,336	\$9,222	9.8%	78,056	\$7,280
Fire Service - Emergency Response Operations Expense	\$426,775	212,572	\$214,203	50.2%	191,875	\$20,697
Emergency Measures Expense	\$6,000	7,358	(\$1,358)	(22.6%)	427	\$6,931
Total Operating Fire Service Expense	\$1,175,649	705,949	\$469,700	40.0%	705,799	\$150
Capital Projects - Fire Service						
CPFR Capital Projects - Fire	\$647,922	1,087,128	(\$439,206)	(67.8%)	635,638	\$451,490
Capital - Equipment Loan - Fire						
Capital - Reserves Transfer to/from - Fire	\$121,000	134,762	(\$13,762)	(11.4%)		\$134,762
Capital - Other Revenue	(\$77,922)	(87,297)	\$9,375	(12.0%)	(150,000)	\$62,703
Total Capital Projects - Fire Service	\$691,000	1,134,593	(\$443,593)	(64.2%)	485,638	\$648,955
Total Fire Service Expense	\$1,866,649	1,840,542	\$26,107	1.4%	1,191,437	\$649,105
Total Fire Services	\$1,821,704	1,822,196	(\$492)		1,107,588	\$714,608



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Building Services						
Building Service Revenue						
Building Service Revenue						
Building Service Revenue	(\$282,800)	(129,618)	(\$153,182)	54.2%	(241,317)	\$111,699
Total Building Service Revenue	(\$282,800)	(129,618)	(\$153,182)	54.2%	(241,317)	\$111,699
Total Building Service Revenue	(\$282,800)	(129,618)	(\$153,182)	54.2%	(241,317)	\$111,699
Building Service Expenses						
Building Service Expense						
Building Service Expense	\$197,080	182,024	\$15,056	7.6%	159,800	\$22,224
Total Building Service Expense	\$197,080	182,024	\$15,056	7.6%	159,800	\$22,224
Facilities Coordinator Expense						
Facilities Coordinator Expense	\$103,087	48,511	\$54,576	52.9%	110,365	(\$61,854)
Total Facilities Coordinator Expense	\$103,087	48,511	\$54,576	52.9%	110,365	(\$61,854)
CPBLDCapital Projects - Building						
Capital Projects - Building	\$6,000	(79,339)	\$6,000	100.0%		
Capital - Reserves Transfer to/from - Building	(\$85,339)	(79,339)	(\$6,000)	7.0%		(\$79,339)
Total CPBLDCapital Projects - Building	(\$79,339)	(79,339)				(\$79,339)
CPFACCapital Projects - Facilities						
Capital - Reserves Transfer to/from - Facilities Coordinator	\$66,339	66,339				\$66,339
Total CPFAC Capital Projects - Facilities	\$66,339	66,339				\$66,339
Total Building Service Expenses						
Septic Re-Inspection	\$287,167	217,535	\$69,632	24.2%	270,165	(\$52,630)
Septic Reinspection Revenue						
Septic Reinspection Revenue	(\$37,500)	(5,500)	(\$32,000)	85.3%	(15,705)	\$10,205
Septic Reinspection Revenue	(\$37,500)	(5,500)	(\$32,000)	85.3%	(15,705)	\$10,205
Total Septic Reinspection Revenue	(\$37,500)	(5,500)	(\$32,000)	85.3%	(15,705)	\$10,205
Septic Reinspection Expense						



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
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	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Septic Reinspection Expense	\$54,485		\$54,485	100.0%	4,739	(\$4,739)
Total Septic Reinspection Expense	\$54,485		\$54,485	100.0%	4,739	(\$4,739)
Capital Projects - Re-Inspection						
Capital Reserves Transfer to/from- Septic Re-Inspection	\$15,000	15,000				\$15,000
Total Capital Projects - Re-Inspection	\$15,000	15,000	\$22,485	70.3%	(10,966)	\$20,466
Total Septic Re-Inspection	\$31,985	9,500				
Part 8 Septic Inspections						
Part 8 Septic Inspections Revenue						
Part 8 Septic Inspections Revenue	(\$75,000)	(48,213)	(\$26,787)	35.7%	(99,547)	\$51,334
Total Part 8 Septic Inspections Revenue	(\$75,000)	(48,213)	(\$26,787)	35.7%	(99,547)	\$51,334
Part 8 Septic Inspections Expense						
Part 8 Septic Inspections Expense	\$96,250	1,323	\$94,927	98.6%	9,165	(\$7,842)
Total Part 8 Septic Inspections Expense	\$96,250	1,323	\$94,927	98.6%	9,165	(\$7,842)
Capital Projects - Inspection						
Capital Reserves Transfer to/from - Septic Inspection	\$5,000	5,000				\$5,000
Total Capital Projects - Inspection	\$5,000	5,000				\$5,000
Total Part 8 Septic Inspections	\$26,250	(41,890)	\$68,140	259.6%	(90,382)	\$48,492
Total Building Services	\$62,602	55,527	\$7,075	11.3%	(72,500)	\$128,027



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Cemetery Services						
Cemeteries Hinchinbrooke						
Parham						
Parham Revenue	(\$500)	(5,043)	\$4,543	(908.6%)	(4,862)	(\$181)
Parham Expense	\$2,500	4,823	(\$2,323)	(92.9%)	1,526	\$3,297
Total Parham	\$2,000	(220)	\$2,220	111.0%	(3,336)	\$3,116
Piccadilly						
Piccadilly Revenue	(\$2,750)	(7,001)	\$4,251	(154.6%)	(1,625)	(\$5,376)
Piccadilly Expense	\$5,500	1,175	\$4,325	78.6%	611	\$564
Total Piccadilly	\$2,750	(5,826)	\$8,576	311.9%	(1,014)	(\$4,812)
Wagarville						
Wagarville Revenue	(\$500)		(\$500)	100.0%		
Wagarville Expense	\$800		\$800	100.0%		
Total Wagarville	\$300		\$300	100.0%		
Echo Lake						
Echo Lake Expense	\$300		\$300	100.0%		
Total Echo Lake	\$300		\$300	100.0%		
Total Cemeteries Hinchinbrooke	\$5,350	(6,046)	\$11,396	213.0%	(4,350)	(\$1,696)
Cemeteries Olden						
Mountain Grove New						
Mountain Grove Revenue - New	(\$2,000)	(810)	(\$1,190)	59.5%	(550)	(\$260)
Mountain Grove Expense - New	\$1,500	942	\$558	37.2%	153	\$789
Total Mountain Grove New	(\$500)	132	(\$632)	126.4%	(397)	\$529
Mountain Grove Old						
Mountain Grove Revenue - Old			\$986		(507)	(\$479)
Mountain Grove Expense - Old	\$1,000		\$1,000	100.0%	305	(\$305)



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
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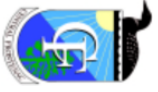
	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Total Mountain Grove Old	\$1,000	(986)	\$1,986	198.6%	(202)	(\$784)
St. John's Anglican						
St. John's Anglican Revenue	(\$500)		(\$500)	100.0%		
St. John's Anglican Expense	\$1,250		\$1,250	100.0%		
Total St. John's Anglican	\$750		\$750	100.0%		
Mountain Grove General						
Mountain Grove General Revenue	(\$1,000)	(100)			(15)	(\$85)
Mountain Grove General Expense	(\$100)	(100)			(15)	(\$85)
Total Mountain Grove General	(\$100)	(100)			(15)	(\$85)
Total Cemeteries Olden	\$1,150	(954)	\$2,104	183.0%	(614)	(\$340)
Cemeteries Oso						
Oconto						
Cemeteries Oconto Revenue	(\$8,500)	(8,991)	\$491	(5.8%)	(13,773)	\$4,782
Cemeteries Oconto Expense	\$4,500	4,014	\$486	10.8%	6,629	(\$2,615)
Total Oconto	(\$4,000)	(4,977)	\$977	(24.4%)	(7,144)	\$2,167
Zealand						
Cemeteries Zealand Revenue	(\$500)	(1,271)	\$771	(154.2%)	(676)	(\$595)
Cemeteries Zealand Expense	\$1,900	814	\$1,086	57.2%	543	\$271
Total Zealand	\$1,400	(457)	\$1,857	132.6%	(133)	(\$324)
St. Pauls						
St. Pauls Revenue		(700)	\$700			(\$700)
St. Pauls Expense	\$500		\$500	100.0%		
Total St. Pauls	\$500	(700)	\$1,200	240.0%		(\$700)
Total Cemeteries Oso	(\$2,100)	(6,134)	\$4,034	(192.1%)	(7,277)	\$1,143
Cemeteries Kennebéc						
Gaylord						
Gaylord Expense	\$250		\$250	100.0%		



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	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Total Gaylor	\$250		\$250	100.0%		
Elim Tree						
Elim Tree Expense	\$250		\$250	100.0%		
Total Elim Tree	\$250		\$250	100.0%		
Bordenwood						
Bordenwood Revenue	(\$300)		(\$300)	100.0%		
Bordenwood Expense	\$250		\$250	100.0%		
Total Bordenwood	(\$50)		(\$50)	100.0%		
Total Cemeteries Kennebec	\$450		\$450	100.0%		
Cemeteries General						
Cemeteries General						
Cemeteries General Revenue	(\$1,000)	(507)	(\$493)	49.3%	(327)	(\$180)
Cemeteries General Expense	\$65,899	32,838	\$33,061	50.2%	34,213	(\$1,375)
Total Cemeteries General	\$64,899	32,331	\$32,568	50.2%	33,886	(\$1,555)
Total Cemeteries General	\$64,899	32,331	\$32,568	50.2%	33,886	(\$1,555)
Capital Projects - Cemeteries						
Capital Projects - Cemeteries						
OPCENCapital Projects - Cemeteries						
Capital - Transfer to/from Reserves - Cemeteries	\$1,000	1,000			12,157	(\$12,157)
Total Capital Projects - Cemeteries	\$1,000	1,000			2,340	(\$1,340)
Total Capital Projects - Cemeteries	\$1,000	1,000			14,497	(\$13,497)
Total Cemetery Services	\$70,749	20,197	\$50,552	71.5%	36,142	(\$15,945)



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	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Facilities Services						
Heliport						
Heliport	\$2,000		\$2,000	100.0%		
Total Heliport	\$2,000		\$2,000	100.0%		
Total Heliport	\$2,000		\$2,000	100.0%		
Hinchinbrooke Facilities						
Hall - 1025 Oak Flats Rd						
Hall - 1025 Oak Flats Rd Revenue	(\$1,000)	(2,110)	\$1,110	(111.0%)	(1,569)	(\$541)
Hall - 1025 Oak Flats Expense	\$9,163	6,345	\$2,818	30.8%	5,230	\$1,115
Total Hall - 1025 Oak Flats Rd	\$8,163	4,235	\$3,928	48.1%	3,661	\$574
Ballpark/Fairgrounds - 1164 Wagarville Rd						
Ballpark/Fairgrounds - 1164 Wagarville Rd Expense	\$9,175	1,484	\$7,691	83.8%	6,448	(\$4,964)
Total Ballpark/Fairgrounds - 1164 Wagarville Rd	\$9,175	1,484	\$7,691	83.8%	6,448	(\$4,964)
Rink - Fream St. Tichborne						
Rink - Fream St. Tichborne Expense	\$4,141	1,165	\$2,976	71.9%	2,127	(\$962)
Total Rink - Fream St. Tichborne	\$4,141	1,165	\$2,976	71.9%	2,127	(\$962)
Beach/Boat Launch - 1277 Eagle Lake Rd						
Beach/Boat Launch - 1277 Eagle Lake Rd Expense	\$1,500		\$1,500	100.0%	305	(\$305)
Total Beach/Boat Launch - 1277 Eagle Lake Rd	\$1,500		\$1,500	100.0%	305	(\$305)
Hinchinbrooke Public School						
Hinchinbrooke Public School Expense	\$1,000		\$1,000	100.0%	214	(\$214)
Total Hinchinbrooke Public School	\$1,000		\$1,000	100.0%	214	(\$214)
Hinchinbrooke Rec. General						
Hinchinbrooke Rec. General Expense	\$57,355	15,937	\$41,418	72.2%	26,511	(\$10,574)
Total Hinchinbrooke Rec. General	\$57,355	15,937	\$41,418	72.2%	26,511	(\$10,574)



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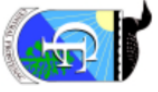
	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Total Hinchinbrooke Facilities	\$81,334	22,821	\$58,513	71.9%	39,266	(\$16,445)
Kennebec Facilities						
Hall - 5998 Arden Rd						
Hall - 5998 Arden Rd Revenue	(\$3,000)	(3,820)	\$820	(27.3%)	(3,324)	(\$496)
Hall - 5998 Arden Rd Expense	\$18,583	10,288	\$8,295	44.6%	10,886	(\$598)
Total Hall - 5998 Arden Rd	\$15,583	6,468	\$9,115	58.5%	7,562	(\$1,094)
Ballpark - 1034 Queen St						
Ballpark - 1034 Queen St Expense	\$1,843	1,350	\$493	26.7%	1,717	(\$367)
Total Ballpark - 1034 Queen St	\$1,843	1,350	\$493	26.7%	1,717	(\$367)
Beach Arden						
Beaches Expense	\$2,555	225	\$2,330	91.2%	3,014	(\$2,789)
Total Beach Arden	\$2,555	225	\$2,330	91.2%	3,014	(\$2,789)
Rink - 5998 Arden Rd						
Rink - 5998 Arden Rd Expense	\$5,226	2,980	\$2,246	43.0%	1,501	\$1,479
Total Rink - 5998 Arden Rd	\$5,226	2,980	\$2,246	43.0%	1,501	\$1,479
Kennebec Trails						
Kennebec Trails Expense	\$4,000	138	\$3,862	96.6%		\$138
Total Kennebec Trails	\$4,000	138	\$3,862	96.6%		\$138
Kennebec Rec General						
Kennebec Rec. General Expense	\$56,550	33,976	\$22,574	39.9%	19,593	\$14,383
Total Kennebec Rec General	\$56,550	33,976	\$22,574	39.9%	19,593	\$14,383
Total Kennebec Facilities	\$85,757	45,137	\$40,620	47.4%	33,387	\$11,750
Olden Facilities						
Hall - 1522 Mountain Grove Rd						
Hall - 1522 Mountain Grove Rd Revenue	(\$2,000)	(2,332)	\$332	(16.6%)	(2,520)	\$188
Hall - 1522 Mountain Grove Rd Expense	\$12,949	11,137	\$1,812	14.0%	14,763	(\$3,626)



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Total Hall - 1522 Mountain Grove Rd	\$10,949	8,805	\$2,144	19.6%	12,243	(\$3,438)
Ball Park - 1069 Olden Park Rd(Old)						
Ball Park - 1069 Olden Park Rd(Old) Expense		615	(\$615)		1,397	(\$782)
Total Ball Park - 1069 Olden Park Rd(Old)		615	(\$615)		1,397	(\$782)
Rink - 1413 Mountain Grove Rd						
Rink - 1413 Mountain Grove Rd Expense	\$12,844	2,228	\$10,616	82.7%	2,473	(\$245)
Total Rink - 1413 Mountain Grove Rd	\$12,844	2,228	\$10,616	82.7%	2,473	(\$245)
Beach Long Lake						
Beach Long Lake Expense	\$1,055		\$1,055	100.0%	2,610	(\$2,610)
Total Beach Long Lake	\$1,055		\$1,055	100.0%	2,610	(\$2,610)
New Mtn Grove Ball Park						
New Mtn Grove Ball Park Expense	\$3,735	304	\$3,431	91.9%	881	(\$577)
Total New Mtn Grove Ball Park	\$3,735	304	\$3,431	91.9%	881	(\$577)
Olden Memorial Park						
Olden Memorial Park Expense	\$500	50	\$450	90.0%		\$50
Total Olden Memorial Park	\$500	50	\$450	90.0%		\$50
Olden Rec. General						
Olden Rec General & Memorial Park Expense	\$55,169	51,500	\$3,669	6.7%	21,145	\$30,365
Total Olden Rec. General	\$55,169	51,500	\$3,669	6.7%	21,145	\$30,365
Total Olden Facilities	\$84,252	63,502	\$20,750	24.6%	40,749	\$22,753
Oso Facilities						
Sharbot Lake Public School						
Sharbot Lake Public School Revenue		(23,010)	\$23,010			(\$23,010)
Sharbot Lake Public School Expense	\$67,000	2,312	\$64,688	96.5%	977	\$1,335
Total Sharbot Lake Public School	\$67,000	(20,698)	\$87,698	130.9%	977	(\$21,675)
Hall - 1107 Garrett St.						



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Hall - 1107 Garrett St. Revenue	(\$6,000)	(10,095)	\$4,095	(68.3%)	(9,223)	(\$872)
Hall - 1107 Garrett St. Expense	\$20,448	22,755	(\$2,307)	(11.3%)	13,340	\$9,415
Total Hall - 1107 Garrett St.	\$14,448	12,660	\$1,788	12.4%	4,117	\$8,543
Ballpark - 1089 Dickson Cres.						
Ballpark - 1089 Dickson Cres. Expense	\$7,380	10,403	(\$3,023)	(41.0%)	5,540	\$4,863
Total Ballpark - 1089 Dickson Cres.	\$7,380	10,403	(\$3,023)	(41.0%)	5,540	\$4,863
Beach 1021 Medical Centre Rd.						
Beach 1021 Medical Centre Expense	\$8,520	5,964	\$2,556	30.0%	3,508	\$2,456
Total Beach 1021 Medical Centre Rd.	\$8,520	5,964	\$2,556	30.0%	3,508	\$2,456
Crow Lake Dock						
Crow Lake Dock Expense	\$500	293	\$207	41.4%		\$293
Total Crow Lake Dock	\$500	293	\$207	41.4%		\$293
Oso Rec General						
Oso Rec General Expense	\$120,480	31,316	\$89,164	74.0%	48,367	(\$17,051)
Total Oso Rec General	\$120,480	31,316	\$89,164	74.0%	48,367	(\$17,051)
SL Govt Dock						
SL Govt Dock Expenses	\$2,580	891	\$1,689	65.5%	983	(\$92)
Total SL Govt Dock	\$2,580	891	\$1,689	65.5%	983	(\$92)
Public Works Office						
Public Works Office Expense	\$7,622	2,760	\$4,862	63.8%	2,016	\$744
Total Public Works Office	\$7,622	2,760	\$4,862	63.8%	2,016	\$744
Total Oso Facilities	\$228,530	43,589	\$184,941	80.9%	65,508	(\$21,919)
Swim Program						
Swim Program						
Swim Program Expense					175	(\$175)
Total Swim Program					175	(\$175)



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Total Swim Program					175	(\$175)
Trails Committee						
Trails Committee						
Trails Committee Expense	\$5,000	5,553	(\$553)	(11.1%)		\$5,553
Total - Trails Committee	\$5,000	5,553	(\$553)	(11.1%)		\$5,553
Total Trails Committee	\$5,000	5,553	(\$553)	(11.1%)		\$5,553
Central Frontenac Recreation						
Central Frontenac Recreation						
Central Frontenac Recreation Revenue	(\$161,696)	(795)	(\$160,901)	99.5%	(7,022)	\$6,227
Central Frontenac Recreation Expense	\$320,481	247,224	\$73,257	22.9%	182,088	\$65,136
Total Central Frontenac Recreation	\$158,785	246,429	(\$87,644)	(55.2%)	175,066	\$71,363
Total Central Frontenac Recreation	\$158,785	246,429	(\$87,644)	(55.2%)	175,066	\$71,363
Capital Projects - Facilities						
Indoor Capital Projects						
GIHL Indoor Capital Projects - Hinchinbrooke Facilities					19,880	(\$19,880)
GPIKE Indoor Capital Projects - Kennebec Facilities	\$15,000	502	\$14,498	96.7%		\$502
GPIOL Indoor Capital Projects - Olden Facilities	\$200,000		\$200,000	100.0%		
GPIOS Indoor Capital Projects - Oso Facilities	\$5,000		\$5,000	100.0%		
Total Indoor Capital Projects	\$220,000	502	\$219,498	99.8%	19,880	(\$19,378)
Outdoor Capital Projects						
CPOHI Outdoor Capital Projects - Hinchinbrooke Facilities						
CPOOI Outdoor Capital Projects - Olden Facilities	\$5,000	15,681	(\$15,681)	100.0%		\$15,681
CPOOS Outdoor Capital Projects - Oso Facilities	\$300,000	23,010	\$276,990	92.3%	3,712	\$19,298
Total Outdoor Capital Projects	\$305,000	38,691	\$266,309	87.3%	3,712	\$34,979
Capital Projects General - Facilities						
Capital - Transfer to/from Reserves - Facilities	(\$2,000)	347,498	(\$349,498)	17,474.9%		\$347,498



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Capital - Other Revenue						
Total Capital Projects General - Facilities	(\$2,000)	347,498	(\$349,498)	17,474.9%	(13,012)	\$13,012
Total Capital Projects - Facilities	\$523,000	386,691	\$136,309	26.1%	10,580	\$376,111
Total Facilities Services	\$1,168,658	813,722	\$354,936	30.4%	364,731	\$448,991



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Public Works and Waste Management Services						
Public Works Services						
Public Works Revenue						
Public Works Revenue	(\$61,500)	(65,999)	\$4,499	(7.3%)	(26,549)	(\$39,450)
Total Public Works Revenue	(\$61,500)	(65,999)	\$4,499	(7.3%)	(26,549)	(\$39,450)
Public Works Expenses						
Roads General Expenses	\$1,272,460	857,313	\$415,147	32.6%	814,263	\$43,050
Roads Equipment Maintenance	\$313,900	160,977	\$152,923	48.7%	216,984	(\$56,007)
Garage - 9439 Rd 38 Expense	\$849,664	602,033	\$247,631	29.1%	609,623	(\$7,590)
Garage - 5916 Arden Rd Expense	(\$34)		(\$34)	100.0%		
Garage - 1085 Olden Park Rd Expense	\$823,340	647,644	\$175,696	21.3%	593,874	\$53,770
Garage - 1020 Wagner Rd Expense	\$17,174	10,804	\$6,370	37.1%	11,175	(\$371)
Bridges & Culverts Operations Expense	\$170,500	146,012	\$24,488	14.4%	65,283	\$80,729
Roadside Maintenance Operations Expense	\$105,000	19,990	\$85,010	81.0%	70,001	(\$50,011)
Hardtop Maintenance Operations Expense	\$270,000	101,712	\$168,288	62.3%	68,137	\$33,575
Loosetop Maintenance Operations Expense	\$768,740	745,437	\$23,303	3.0%	425,019	\$320,418
Winter Control Operations Expense	\$895,185	491,953	\$403,232	45.0%	439,797	\$52,156
Safety Devices Operations Expense	\$125,000	70,881	\$54,119	43.3%	112,853	(\$41,972)
Total Public Works Expenses	\$5,610,929	3,854,756	\$1,756,173	31.3%	3,427,009	\$427,747
Capital Projects - Public Works						
CPFL Capital - Fleet - Public Works	\$920,000	437,054	\$482,946	52.5%	60,042	\$377,012
CPEQ Capital Projects - Equipment - Public Works	\$693,000	586,754	\$106,246	15.3%	41,671	\$545,083
CPBR Capital Projects - Bridges - Public Works	\$220,000	207,456	\$12,544	5.7%	22,369	\$185,087
CPRD Capital Projects - Roads - Public Works	\$1,734,239	1,014,625	\$719,614	41.5%	1,260,601	(\$245,976)
CPBU Capital Projects - Buildings - Public Works	\$120,000	107,533	\$12,467	10.4%		\$107,533
CPSP Capital Projects - Special Projects - Public Works	\$12,000		\$12,000	100.0%	10,659	(\$10,659)



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Capital - Equipment Loan - Public Works	\$28,335	20,351	\$7,984	28.2%	27,977	(\$7,626)
Capital - Crow Lake Rd Loan - Public Works	\$42,200	42,200			186,958	(\$144,758)
Capital - 2021 Loan	\$173,253	130,148	\$43,105	24.9%	126,602	\$3,546
Capital - Reserves Transfer to/from - Public Works	\$13,674	1,251,328	(\$1,237,654)	(9,051.1%)		\$1,251,328
Capital - Other Revenue - Public Works	(\$1,496,144)	(678,374)	(\$817,770)	54.7%	(597,795)	(\$80,579)
Capital - Wheeled Excavator Lease		63,026	(\$63,026)			\$63,026
20-060-6103-70370 Not used (PW0000)						
Total Capital Projects - Public Works	\$2,460,557	3,182,101	(\$721,544)	(29.3%)	1,139,084	\$2,043,017
Total Public Works Services	\$8,009,986	6,970,858	\$1,039,128	13.0%	4,539,544	\$2,431,314
Streelights						
Streelights Expense	\$22,753	9,937	\$12,816	56.3%	11,514	(\$1,577)
Streelights Expense	\$22,753	9,937	\$12,816	56.3%	11,514	(\$1,577)
Total Streelights Expense	\$22,753	9,937	\$12,816	56.3%	11,514	(\$1,577)
Waste Management Services						
Waste Management Revenue						
Waste Disposal General Revenue	(\$87,050)	(157,884)	\$70,834	(81.4%)	(141,776)	(\$16,108)
Waste Tipping Fees Revenue	(\$17,000)	(33,242)	\$16,242	(95.5%)	(35,135)	\$1,893
Total Waste Management Revenue	(\$104,050)	(191,126)	\$87,076	(83.7%)	(176,911)	(\$14,215)
Waste Management Expense						
Waste General Expense	\$129,353	21,744	\$107,609	83.2%	41,460	(\$19,716)
1039 Walker Rd (Wilkinson) Expense	\$6,526	2,636	\$3,890	59.6%	5,778	(\$3,142)
10180 Rd 38 Expense	\$75,918	54,254	\$21,664	28.5%	74,994	(\$20,740)
6409 Arden Rd Expense	\$5,398	2,936	\$2,462	45.6%	3,083	(\$147)
1094 Olden Park Rd Expense	\$148,071	43,631	\$104,440	70.5%	52,978	(\$9,347)
1122 Wemp Rd Expense	\$76,768	63,448	\$13,320	17.4%	64,375	(\$927)



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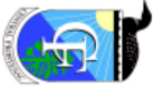
	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Fish Creek	\$9,000	3,877	\$5,123	56.9%	3,424	\$453
Total Waste Management Expense	\$451,034	192,526	\$258,508	57.3%	246,092	(\$53,566)
Capital - Transfer to/from - Waste Management						
Capital - Transfer to/from - Waste Management	\$164,326	164,326				\$164,326
Total Capital - Transfer to/from - Waste Management	\$164,326	164,326				\$164,326
Total Waste Management Services	\$511,310	165,726	\$345,584	67.6%	69,181	\$96,545
Total Public Works and Waste Management Services	\$8,544,049	7,146,521	\$1,397,528	16.4%	4,620,239	\$2,526,282



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Planning Services						
Planning General						
Planning General						
Planning General Revenue		397	(\$397)		(780)	\$1,177
Planning General Expense	\$291,985	165,830	\$126,155	43.2%	217,072	(\$51,242)
Total Planning General	\$291,985	166,227	\$125,758	43.1%	216,292	(\$50,065)
Total Planning General	\$291,985	166,227	\$125,758	43.1%	216,292	(\$50,065)
Minor Variances						
Minor Variances						
Minor Variances Revenue	(\$24,000)	(28,069)	\$4,069	(17.0%)	(15,900)	(\$12,169)
Minor Variances Expense	\$2,500	941	\$1,559	62.4%		\$941
Total Minor Variances	(\$21,500)	(27,128)	\$5,628	(26.2%)	(15,900)	(\$11,228)
Total Minor Variances	(\$21,500)	(27,128)	\$5,628	(26.2%)	(15,900)	(\$11,228)
Severances						
Severances						
Severances Revenue	(\$41,250)	(12,727)	(\$28,523)	69.1%	(24,694)	\$11,967
Severances Expense	\$1,000	467	\$533	53.3%	432	\$35
Total Severances	(\$40,250)	(12,260)	(\$27,990)	69.5%	(24,262)	\$12,002
Total Severances	(\$40,250)	(12,260)	(\$27,990)	69.5%	(24,262)	\$12,002
Road Closings/Opening						
Road Closings/Opening						
Road Closings/Opening Revenue	(\$4,000)	(14,209)	\$10,209	(255.2%)	(61,331)	\$47,122
Road Closings/Opening Expense	\$11,700	1,661	\$10,039	85.8%	17,580	(\$15,919)
Total Road Closings/Opening	\$7,700	(12,548)	\$20,248	263.0%	(43,751)	\$31,203
Total Road Closings/Opening	\$7,700	(12,548)	\$20,248	263.0%	(43,751)	\$31,203
Total Road Closings/Opening	\$7,700	(12,548)	\$20,248	263.0%	(43,751)	\$31,203
Total Road Closings/Opening	\$7,700	(12,548)	\$20,248	263.0%	(43,751)	\$31,203
Official Plan						



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Official Plan						
Official Plan Revenue	(\$2,300)		(\$2,300)	100.0%		
Official Plan Expense	\$500		\$500	100.0%		
Total Official Plan	(\$1,800)		(\$1,800)	100.0%		
Total Official Plan	(\$1,800)		(\$1,800)	100.0%		
Zoning						
Zoning Revenue	(\$5,900)	(3,840)	(\$2,060)	34.9%	(3,520)	(\$320)
Zoning Expense	\$2,250	1,243	\$1,007	44.8%	529	\$714
Total Zoning	(\$3,650)	(2,597)	(\$1,053)	28.8%	(2,991)	\$394
Total Zoning	(\$3,650)	(2,597)	(\$1,053)	28.8%	(2,991)	\$394
Condominium						
Condominium Expense		163	(\$163)			\$163
Total Condominium		163	(\$163)			\$163
Total Condominium		163	(\$163)			\$163
Site Plan						
Site Plan						
Site Plan Revenue	(\$5,000)	(6,113)	\$1,113	(22.3%)	(3,100)	(\$3,013)
Site Plan Expense	\$3,200	611	\$2,589	80.9%		\$611
Total Site Plan	(\$1,800)	(5,502)	\$3,702	(205.7%)	(3,100)	(\$2,402)
Total Site Plan	(\$1,800)	(5,502)	\$3,702	(205.7%)	(3,100)	(\$2,402)
Subdivision						
Subdivision						
Subdivision Revenue	(\$2,300)		(\$2,300)	100.0%	(8,343)	\$8,343
Subdivision Expense	\$2,300	331	\$1,969	85.6%		\$331



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As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Total Subdivision		331	(\$331)		(8,343)	\$8,674
Total Subdivision		331	(\$331)		(8,343)	\$8,674
Capital Planning Expenses						
Capital Planning Expenses						
Capital - Transfer to/from Reserves - Planning	\$1,000	1,000				\$1,000
Total Capital Planning Expenses	\$1,000	1,000				\$1,000
Total Capital Planning Expenses	\$1,000	1,000				\$1,000
Total Planning Services	\$231,685	107,686	\$123,999	53.5%	117,945	(\$10,259)



Township of Central Frontenac

1. Operating & Capital Budget Quarterly Report - Council
As of September 30, 2025

	2025 Final Budget 6 Council Amended Approved	2025 YTD Actuals	Budget Variance \$ left to collect/spend	Variance %	2024 YTD Actuals	Actuals Variance \$ 2025 vs 2024
Total	\$10,758,350	7,206,155	\$3,552,195	33.0%	6,210,372	\$995,783



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 197-2025
DATE: October 28, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Final Capital Policy Report

RECOMMENDATION

THAT Council approve the Final Tangible Capital Asset (TCA) Policy as prepared by the Treasurer.

BACKGROUND

A draft TCA Policy was brought to the September 23, 2025, council meeting. There were no suggestions for change, so I am bringing the Final TCA Policy back for council approval. I did make one change, which was to use a standard policy format provided by the Clerks department, which looks nicer.

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

TCA Policy Final (2025)



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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



The Corporation of the Township of Central Frontenac Policy

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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.



The Corporation of the Township of Central Frontenac Policy

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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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
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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.

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
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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.



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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



The Corporation of the Township of Central Frontenac Policy

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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



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
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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



The Corporation of the Township of Central Frontenac Policy

Section: FN 2025-01	Policy Title and Number Tangible Capital Asset Policy
Effective Date: October 29, 2025	Revision Date:

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

The Corporation of the Township of Central Frontenac

Report to Council



Report Number: -2025
Date of Meeting: October 28, 2025
From: J. Michael McGovern
Prepared By: J. Michael McGovern
Re: Prudent Investor Annual Review

A. Recommendation(s)

Whereas the Prudent Investment Standard requires the Treasurer to review the policy annually with Council;

Now Therefore Be It Resolved that Council has received and reviewed the current investment policy statement (IPS) as part of the ONE JIB update process and confirm re-approval, without revision, of continuing the moderate risk profile under the Prudent Investor path that is geared towards a long-term investment capital return to fund Road 38 reconstruction.

B. Background

On August 13, 2024, Council approved the attached Prudent Investor by-law and gave the CAO/Clerk and the Treasurer the authority to sign the agreement for Prudent Investor Standard and to complete the client questionnaire.

The portfolio of investments has performed very good since our initial investment.

The total money invested is considered a long-term investment vs short

term.

The total investment of \$2,800,000 was invested in accordance with the Township's investment policy and goals as adopted by council, and provincial legislation, including that the funds were invested with the One Investment program under the Prudent Investor Standard. The value of our current investments as of September 12, 2025 is \$3,109,203, which is an increase of \$309,203 (11%) from our initial investment.

C. Discussion

Investing under the Prudent Investor Standard will allow us to leverage investment dollars to help with costs of Road projects such as Road 38.

D. Financial Implications

Returns are reinvested as per our policy.

E. Attachments

Central Frontenac Investment Policy Statement

Attachment 1

INVESTMENT POLICY STATEMENT

FOR

TOWNSHIP OF CENTRAL FRONTENAC (the “Municipality”)

AUGUST 13, 2024

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Township of Central Frontenac

Investment Policy Statement

1. GLOSSARY AND DEFINITIONS

The following capitalized terms are defined terms which have the meanings set out below:

Act: means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

Agent: means any administrator, Custodian, payment servicer, investment counsel, consultant, banker, broker, dealer or other service provider engaged or appointed by ONE JIB and authorized by ONE JIB to exercise any of the functions of ONE JIB pursuant to a written agreement, in the manner and to the extent provided in the Regulation and without limiting the generality of the foregoing, Agent includes ONE Investment.

Alternative Assets: means investments outside traditional investments such as equities, fixed income, and cash which may include, hedge funds, private equity, natural resources, real estate and infrastructure. Alternative investments are typically less liquid than traditional investments and are appropriate only for allocations with a long investment horizon.

Asset Class: An asset class is a specific category of assets or investments, such as cash, fixed income, equities, alternative investments, real estate etc.

Asset Mix (or Asset Allocation): means the proportion of each asset class in a portfolio. Asset classes include bank deposits, money market securities, bonds and equities, among other things.

Benchmark: means an index that is representative of a specific securities market (e.g. the S&P/TSX Composite Index, the FTSE/TMX 91 Day T-bill Index, etc.) against which investment performance can be compared. Performance benchmarks refer to total return indices in Canadian dollar terms.

CHUMS Financing Corporation (CHUMS): means a subsidiary of the Municipal Finance Officers' Association of Ontario (MFOA) which, in conjunction with LAS, established ONE Investment.

CFA Institute: refers to the global, not-for-profit professional association that administers the Chartered Financial Analyst (CFA) and the Certificate in Investment Performance Measurement (CIPM) curricula and examination programs worldwide, publishes research, conducts professional development programs, and sets voluntary, ethics-based professional and performance reporting standards for the investment industry.

Custodian: means a specialized financial institution that is responsible for safeguarding a municipality's investments and is not engaged in "traditional" commercial or consumer/retail banking. Global custodians hold investments for their clients in multiple jurisdictions around the world, using their own local branches or other local custodian banks ("sub-custodians" or "agent banks").

Diversification: means a risk management technique that mixes a variety of investment types within a portfolio to help mitigate portfolio risk. A diversified portfolio holds different kinds of investments to improve the risk adjusted returns.

Derivative: means a contract between two or more parties whose value is based on an agreed-upon underlying financial asset (like a security) or set of assets (like an index). Common underlying instruments include bonds, commodities, currencies, interest rates, market indexes, and stocks.

Environmental, Social and Governance (ESG) Investing: means considering and integrating ESG factors into the investment process, rather than eliminating investments based on ESG factors alone. Integrating ESG information can lead to more comprehensive analysis of a company.

Internal Controls: means a system of controls that may include authorities, policies, procedures, separation and segregation of duties, compliance checks, performance measurement and attribution, reporting protocols, measures for safekeeping of property and data, and the audit process.

Investment Plan: means the investment plan applicable to the Long-Term Money investments and adopted by ONE JIB under the Regulation, as it may be amended from time to time.

Investment Policy Statement (IPS): means the investment policy, or policies, applicable to the Municipality's investments adopted and maintained by the Council of the Municipality for Long-Term Money under the Regulation, and for Short-Term Money, as the same may be amended from time to time. The IPS may also apply to the money and investments held by the Municipality for the benefit of persons other than the Municipality itself and may make reference to source(s) of money in which the Municipality may have an indirect interest but which the Municipality has no authority to invest.

JIB: is short for Joint Investment Board and means a joint municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of Part II of the Regulation.

Legal List Securities: means the securities and other investments and financial instruments that are included from time to time in Part I of the Regulation.

Leverage: means an investment strategy of using borrowed money—specifically, the use of various financial instruments or borrowed capital—to increase the potential return of an investment. Typically leverage also tends to increase investment risks.

Liquidity: means the ability to turn an investment to cash relatively quickly, without a substantial loss in value. For example, a savings account is more liquid than real estate.

Local Authority Services (LAS): means an entity which, in conjunction with MFOA, established ONE Investment.

Local Distribution Corporation or LDC: means a corporation incorporated under Section 142 of the *Electricity Act, 1998*.

Long-Term Money: means money that the municipality has defined as long-term and characterized as money that is not required immediately by the Municipality as described in section 5.2. Monies that are Long Term Money will be invested in accordance with the Prudent Investor Standard.

Market Value: means the price at which a security is trading and could presumably be sold. Also known as Fair Value it represents the current value of the investment.

Maturity: means the date upon which the principal or stated value of an investment becomes due.

Money not Required Immediately (MNRI): means the long-term money that will be invested in accordance with the Prudent Investor Standard.

Money Required Immediately (MRI): means the short-term money to be used to meet financial obligations within the next 2 years.

Municipality: means the Township of Central Frontenac.

OCIO Offering: means the comprehensive investment program made available through ONE JIB pursuant to which a duly qualified investment manager is engaged by ONE Investment to advise a participating municipality with regard to the investment of the participating municipality's MNRI and to invest and manage such MNRI in accordance with the terms and conditions set out in the ONE JIB Agreement.

ONE Investment: means the not-for-profit corporation founded by CHUMS and LAS which provides certain management, administrative and other services to ONE JIB as their agent.

ONE JIB: means ONE Joint Investment Board, established by certain founding municipalities under Section 202 of the Act as a JIB for purposes of Part II of the Regulation, which is the duly appointed JIB for the Municipality, as constituted from time to time and which acts in accordance with the Act, the Regulation, the ONE JIB Agreement, including the Terms of Reference, this IPS and the Investment Plan.

ONE JIB Agreement: means the agreement effective as of the Prudent Effective Date, entered into in accordance with the requirements of the Regulation, pursuant to which ONE JIB has control and management of the Municipality's Long-Term Money.

Outsourced Chief Investment Officer (OCIO): means a submanager of ONE Investment that provides investment advice and professional services and is involved in the implementation and operational aspects of the OCIO Offering.

Participating Municipality: means from time to time each of the municipalities for whom ONE JIB acts as the JIB under the terms of the ONE JIB Agreement.

Pooled Fund: means a unit trust established under a trust instrument, generally not available to the public, in which institutional, sophisticated or high net worth investors contribute monies that are invested and managed by an External Portfolio Manager. Monies are pooled or combined with monies of other investors.

Portfolio: means any collection of funds that are grouped together and required for specific purposes.

Proxy Voting: means a legal transfer to another party of a shareholder's right to vote thereby allowing shareholders who cannot attend meetings to participate. External Portfolio Managers usually vote proxies on behalf of their clients.

Prudent Effective Date: means the agreed upon date to which the prudent investor regime applies to the Municipality.

Prudent Investor Standard: means the standard that applies when the Municipality invests money that it does not require immediately under section 418.1 of the Act. It requires the Municipality to exercise the care, skill, diligence and judgment that a prudent investor would exercise in making such an investment and the standard does not restrict the securities in which the Municipality can invest. The Prudent Investor Standard makes use of Modern Portfolio Theory and applies the standard of prudence to the entire portfolio in respect of the Municipality's Long-Term Money rather than to individual securities. It identifies the fiduciary's central consideration as the trade-off between risk and return as found in the CFA Institute Standards of Practice Handbook.

Rebalancing: means the process of realigning the weightings of a portfolio of assets. Rebalancing involves periodically buying or selling securities in a portfolio to maintain an original or desired level of asset allocation or risk.

Regulation: means Ontario Regulation 438/97.

Risk: means the uncertainty of future investment returns or chance of loss of capital.

Risk Tolerance: means the financial ability and willingness to absorb a loss in return for greater potential for gains.

Safekeeping: means the holding of assets (e.g., securities) by a financial institution.

Securities Lending: means loaning a security to another market participant. The borrower is required to deliver to the lender, as security for the loan, acceptable collateral with value greater than the value of the securities loaned. The Securities Lending program is managed by the Custodian or another appointed agent on behalf of investors. A Securities Lending program is widely used by institutional investors to generate additional marginal returns on the total portfolio.

Short-Term Money: means money that is required immediately by the Municipality as described in section 5.1 and which remains under the control and management of the Municipality. The money can be invested in appropriate Legal List Securities.

Sinking Fund: means a fund established to fulfil the requirements to make annual contributions in respect of various debenture issues wherein money is to be regularly set aside for the payment of the principal of the debentures at maturity.

Sinking Fund Required Contributions (Annual Sinking Fund Requirement): means the amount of money to be set aside each year for deposit into a sinking fund or a retirement fund, as applicable,

for each sinking fund and term debenture issue in accordance with the Municipality's debenture by-laws.

Sinking Fund Required Earnings: means the investment earnings needed for the Sinking Fund Contributions to continue to grow to a value sufficient to repay the principal at maturity for each issue of sinking fund and term debentures.

Sinking Fund Excess Earnings: means the investment earnings in excess of the required earnings.

Trust Fund: means a fund which consists of assets that have been conveyed or assigned to a trustee to be administered as directed by agreement or statute. As a result, a trustee holds title to the assets for the purpose of providing benefits and being accountable to a beneficiary. The Municipality is the trustee of funds that are to be used for specific purposes by the Municipality or any related parties.

2. PURPOSE AND LEGISLATIVE FRAMEWORK

2.1 Purpose of Policy

This IPS governs the investment of the Municipality's MNRI and MRI. It is intended, among other things, to direct the Treasurer in the investment of MRI and to direct ONE Joint Investment Board (ONE JIB) in the investment of MNRI by implementing the Authorizing Prudent Investor By-law # 2024-26 pursuant to which the Municipality authorized the establishment of guidelines for the prudent management of the Municipality's MNRI pursuant to section 418.1 of the Act.

In addition to the Municipality's MRI and MNRI, the Municipality is from time to time entrusted with the management of money and investments for a third-party beneficiary ("third-party trust funds").

There are also source(s) of money in which the Municipality may have an indirect interest but which the Municipality currently has no authority to invest. Such source(s) of money, referred to in this IPS as "designated funds", are listed in this policy. The designated funds are identified in this IPS for the sole purpose of enabling the Municipality to better see, on an aggregated basis, the various financial assets in which the Municipality has an interest. The Municipality is not responsible for the investment activities or performance of designated funds.

The goals of this IPS are to:

- Define and assign responsibilities for investment of MRI and MNRI;
- Describe the Municipality's responsibilities with respect to third-party trust funds and designated funds;
- Ensure compliance with the applicable legislation;
- Direct ONE JIB as to the Municipality's investment goals and risk tolerance;
- Provide guidance and limitations regarding the investments and their underlying risks;

- Establish a basis of evaluating investment performance and the underlying risks; and,
- Establish a reporting standard to Council.

This IPS applies to employees of the Municipality, to ONE JIB and to the employees of ONE Investment. ONE JIB, the Treasurer, and any agent, sub-manager, or advisor providing services to ONE JIB in connection with the investment of the portfolio shall accept and strictly adhere to this IPS.

2.2 Governing Legislation

Investments of MRI will only be made in Legal List Investments in accordance with this IPS and Section 418 of the Act. Investments of MNRI are governed by the Prudent Investor Standard in accordance with Section 418.1 of the Act. This standard is similar to that which governs trustees and pension fund administrators and creates a fiduciary responsibility. Prudent investment in compliance with the Act and the Regulation enhances the potential for the Municipality to earn improved risk-adjusted rates of return.

The Act provides that the Municipality, and therefore ONE JIB, must consider the following criteria in planning investments of MNRI, in addition to other criteria relevant to the circumstances:

- General economic conditions;
- The possible effect of inflation or deflation;
- The role that each investment plays within the Municipality's total portfolio of investments;
- The expected total return from income and the appreciation of capital; and
- Needs for liquidity, regularity of income and preservation or appreciation of capital.

Money and investments that the Municipality holds as third-party trust funds or has an interest in as designated funds will be subject to applicable legislation and any related agreements or instruments.

2.3 Prudent Investor Standard

For MNRI, the standard to be used by the Municipality and ONE JIB shall be the Prudent Investor Standard as required by Section 418.1 of the Act and Part II of the Regulation in the context of managing the Municipality's MNRI and investments thereof. Investments shall be made with the care, skill, diligence, and judgment, taking into account the prevailing circumstances, that persons of prudence, discretion and integrity would exercise in the management of investments, considering the necessity of preserving capital as well as the need for income and appreciation of capital. The Act includes a duty to obtain the advice that a prudent investor would obtain under comparable circumstances.

Officers, employees and investment agents acting in accordance with written procedures and the IPS and exercising due diligence shall take all necessary actions to optimize

performance of investments on a portfolio basis, taking into account the prescribed risk and other parameters set out in this IPS and market factors. The Municipality's staff acting in accordance with written procedures and this IPS, shall be relieved of personal responsibility for an investment's performance, provided underperformance relative to expectations is reported to Council and the liquidation or sale of investments is carried out in accordance with this IPS.

3. MONEY REQUIRED IMMEDIATELY AND MONEY NOT REQUIRED IMMEDIATELY

3.1 Determination of MNRI and MRI

Determination of the Municipality's MNRI is the responsibility of Council. In making the determination, Council may consider:

- the time horizon within which the monies are needed to meet financial obligations;
- the purpose for which the monies have been collected or set aside and are to be used;
- the source of the money; or
- any combination of the foregoing

MNRI will be comprised of money that is to be used to meet financial obligations that become due more than two years from the date of receipt of such money by the Municipality.

For certainty, all money and investments of the Municipality that have not been identified as MNRI (other than third-party trust funds and any designated funds referenced in Section 2.1) shall be deemed for purposes of this IPS to be MRI.

Determination of the Municipality's MNRI and MRI may be modified at any time and from time to time by action of Council and with respect to specific money by the Treasurer in accordance with the provisions of Section 6.2.

Any changes in this IPS regarding the Municipality's MNRI and MRI must be communicated immediately in writing to ONE JIB.

3.2 Overview of Portfolios

The Municipality's portfolios represent funds required for specific purposes. A high-level description of each of these portfolios and their objectives is provided in Section 5 below. This IPS applies to the following money of the Municipality, its agencies, boards and commissions including:

- MRI which is invested in Legal List Securities; and/or
- MNRI which is invested under the Prudent Investor Standard.

4. ROLES AND RESPONSIBILITIES

4.1 Role of ONE JIB

ONE JIB has been appointed by the Municipality in accordance with the requirements of the Act and the Regulation and on the terms and conditions set out in the ONE JIB Agreement (Appendix I).

ONE JIB exercises control and management of the Municipality's MNRI and the investments made by it in accordance with the objectives and risk tolerance established in this IPS.

Among the responsibilities of ONE JIB are the following:

- Reviewing this IPS;
- Adopting and maintaining an Investment Plan that complies with this IPS;
- Engaging Custodians, administrators and other investment professionals (i.e. Agents);
- Allocating the money and investments under its control and management in compliance with this IPS;
- Monitoring the performance of the OCIO Offering and Agents; and,
- Reporting to the Municipality.

The foregoing is subject to the more detailed terms and conditions contained in the ONE JIB Agreement.

4.2 Role of Municipal Staff

This IPS is approved and adopted by Council with input from the Treasurer, and from ONE JIB with respect to MNRI. MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, remain under the control and management of the Treasurer.

Consistent with this IPS, the Treasurer is responsible for the implementation of the investment program and the establishment of investment procedures which shall include:

- Investment management of MRI and any third-party trust funds referenced in Section 2.1 by, or under the direction of, the Treasurer;
- The deposit or withdrawal of MNRI, under the explicit delegation of authority regarding MNRI, and the investment thereof, to ONE JIB, which is responsible for the control and management of such funds and investments; and,
- A system of controls exercised by the Treasurer to regulate the activities of subordinate officials.

No person including, without limitation, ONE JIB, may engage in an investment transaction except as provided under the terms of this IPS.

In the management of MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, the Treasurer may engage one or more agents and service providers. ONE Investment can assist with the investment of the Municipality's MRI, in Legal List

Securities, and with the investment of third-party trust funds, in accordance with the terms of the applicable trust, if permitted, at the request of the Municipality.

4.3 Ethics and Conflicts of Interest

Individuals who are responsible for the Municipality's Short-Term Investment Portfolio shall comply with the Municipality's Conflict of Interest guidelines and any relevant professional codes of conduct (e.g., the CPA Code of Professional Conduct).

ONE JIB, in its capacity as a joint municipal service board, in addition to being a local board of each member Municipality is subject to a Code of Conduct as required by the Municipal Act, 2001 (the "Act"). This Code of Conduct applies to the Chair and the other Members of ONE JIB acting in their capacity as Members of ONE JIB.

5. INVESTMENT

5.1 MRI: Short-Term Money

The Municipality's MRI is described in this IPS as Short-Term Money. Short-Term Money consists of money that is needed to meet the short-term financial obligations of the Municipality and are controlled and managed by the Treasurer.

5.1.1 Short-Term Money: Investment Objectives

The main focus of the investment of Short-Term Money is cash management, and the interest income generated by the investment of these monies contribute to municipal revenues. To the extent possible, the Municipality shall attempt to match its investments with anticipated obligations.

Capital preservation is the paramount objective for short-term investments, and these investments need to be highly liquid. Consequently, only high quality, short-term investments that are also Legal List Securities will be held in this portfolio. The Municipality aims to maximize returns subject to the constraints set out in Part I of the Regulation, as amended from time to time, with a view to preserving capital and to further manage risk through diversification by issuer and credit quality.

The investment objectives for short term money, ranked in priority, are as follows:

a) Security of Principal

The primary objective for MRI is to ensure the security of principal. To minimize the risk of loss, investments shall be subject to minimum credit ratings and shall be diversified by maturity, type of investment and issuer. Investing activities will be reviewed on a regular basis as actual, revised and forecasted operating and capital plans are completed. Maturity dates should be structured so that investment cash inflows occur when needed.

b) Liquidity Requirements

Liquidity is measured by the ease with which securities can be converted to cash to meet forecast spending. The investments that are eligible under Ontario's Eligible Investments and Related Financial Agreements Regulation possess different features and thus market

prices will vary depending on market conditions, as well as the particular features of the type of investment.

To ensure adequate liquidity, the Municipality's investments shall be diversified by holding securities of various terms to maturity and by various types of investments and issuers and to the extent possible, the term of such investments shall match the forecasted requirements for such monies to meet expenditures.

c) Rate of Return

The Municipality's money shall be invested to maximize the rate of return within acceptable risk levels while respecting the security of principal, legal constraints and the liquidity needs of each investment portfolio.

5.1.2 Short-Term Money: Eligible Investments

Short Term Money may be invested in high quality, short-term investments that are also Legal List Securities available from banks, dealers and other financial institutions. Investments issued or guaranteed by approved institutions will be permitted by this Policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

The Municipality's existing investment policy (see Appendix 2) will continue to apply to its Short-Term Money.

5.2 MNRI: Long-Term Money

The Municipality's MNRI is described in Section 3.1 as Long-Term Money. In accordance with the ONE JIB Agreement and this IPS, ONE JIB has exclusive control and management of the Long-Term Money and the investments made therewith.

From time to time, the Municipality may require money immediately to meet financial obligations and may require ONE JIB to liquidate one or more investments in order to generate money to meet those obligations. ONE JIB will select the investment(s) to be liquidated. The timing of such liquidation will be determined by ONE JIB in consultation with the Treasurer.

5.2.1 Long-Term Money: Investment Objectives

In setting the objectives noted below, the Municipality has taken into account the following considerations:

- Preservation of capital;
- Adequate liquidity that takes into account the needs of financial obligations and reasonably anticipated budgetary requirements;
- Diversification by asset class, market, sector, issuer, credit quality and term to maturity;
- Income and capital appreciation; and,
- Macro risks, such as inflation, economic growth and interest rates.

Investment of Long-Term Money (MNRI) is managed by ONE JIB in a way that balances investment objectives, expected returns, and risk to develop asset allocations that achieve the Municipality's financial needs within stated risk tolerances.

The primary investment objective for the Municipality's MNRI is growth to contribute toward funding future large capital road projects. The overall MNRI portfolio investment horizon shall be in line with the nature of the municipality's annual capital forecast and underlying liabilities. The risk tolerance to capital losses is to be minimized while weighing the benefits of higher expected returns over a longer investment horizon.

Investment of long-term money is to be managed by ONE JIB in a way that balances the investment objectives with a level of risk that is appropriate for the municipality. The MNRI invested with ONE JIB will be broadly diversified to help reduce the volatility of investment returns. Returns have an impact on revenues, as well as a longer-term impact on future years' budgets and should, at a minimum, keep pace with inflation. To the extent possible, the Long-Term Money's investment horizons are aligned with the Municipality's obligations and cash flow requirements and may consist of liquid and non-liquid securities based on future cash flow requirements.

5.2.2 Long-Term Money: Eligible Investments

Eligible investments for Long-Term Money include any Pooled Fund or other collective investment vehicle or institutional investment management product approved or selected by ONE Investment for the Prudent Investment Program (OCIO Offering), provided always that the products and the selection of products comply in all material respects with the IPS.

Additionally, nothing in this IPS prevents Long-Term Money from being held in cash, short term money market instruments, or overnight deposits.

5.2.3 Long-Term Money: Sinking Funds

Not Applicable to this Municipality

5.2.4 Long-Term Money: Local Distribution Corporation (LDC) Securities

Not Applicable to this Municipality

5.3 Third-Party Trust Funds and Designated Funds

In addition to the Municipality's own money, the Municipality is from time to time entrusted with third-party trust funds, and the Municipality's responsibilities and obligations with respect thereto may be subject to other legislation and governed by other agreements and instruments. To the extent that there is any conflict or inconsistency between the provisions of this IPS and the terms and conditions contained in such other legislation, agreements or instruments applicable to third-party trust funds, the latter shall prevail.

The Municipality's third-party trust funds and the designated funds are listed in Schedule A.

For certainty, the third-party trust funds and the designated funds are not MNRI of the Municipality, and such monies are not under the control or management of ONE JIB.

5.4 Investment Management

5.4.1 Investment Management of Short-Term Money

The investment of Short-Term Funds shall be controlled and managed by the Treasurer.

5.4.2 Investment Management of Long-Term Money

The investment of Long-Term Money shall be controlled and managed by ONE JIB in accordance with this IPS.

5.5 Transition to Prudent Investor Regime

Until the Prudent Effective Date, the Municipality will continue to control and manage its MRI, MNRI and investments in Legal List Securities. Some Legal List investments were made with MRI and some with MNRI.

Upon and after the Prudent Effective Date, the control and management of money and investments that are determined to be not required immediately shall be given to ONE JIB. Nothing in this IPS requires that such investments need be liquidated or disposed of. It is not contrary to this IPS for investments that the Municipality does not require immediately to be held, and to continue to be held by ONE JIB, in instruments such as term deposits, guaranteed investment certificates or principal protected notes issued by a financial institution. They can be held to maturity and invested upon receipt of cash proceeds.

Management of third-party trust funds and any designated funds is not directly affected by the Prudent Effective Date.

5.6 Investment Constraints

5.6.1 Environmental, Social and Governance (ESG) Investing

The Municipality supports ESG investing for Short-Term and Long-Term Money. The Municipality believes that well-managed companies are those that demonstrate high ethical and environmental standards and respect for their employees, human rights, and the communities in which they do business, and that these actions contribute to long term financial performance.

For the investment of Long-Term Money, ONE JIB is required to explore and consider how the OCIO sub-manager is implementing responsible investing principles at the time of hiring and during periodic reviews. It may report on results periodically, if requested.

5.6.2 Securities Lending

For the investment of Short-Term Money, Securities Lending is not Permitted.

For the investment of Long-Term Money, the Municipality may invest in pooled funds, and other investment funds that are managed by the OCIO sub-manager who may engage in Securities Lending if the policies of the OCIO permit such an action.

5.6.3 Derivatives

Derivatives shall not be used for the investment of Short-Term Money.

For the investment of Long-Term Money, futures and forwards contracts, options and other derivative instruments may only be used for to (a) create an asset mix position that does not leverage the portfolio, (b) replicate the performance of a capital market index, or (c) reduce risk as part of a hedging strategy.

5.6.4 Use of Leverage

Nothing in this IPS prevents the use of leverage, provided it is prudent to do so. Leverage is inherent in the use of certain types of investment strategies and instruments. Where leverage is employed, ONE JIB (for MNRI) and the Treasurer (for MRI) shall have in place monitoring procedures to manage overall exposure to any counterparty. Leverages should not be exercised for speculative purposes but may be used as a hedging tool.

5.6.5 Pooled Funds

Investments in open-ended pooled funds, closed-ended pooled funds, limited partnerships and other specialist corporate structures (e.g. LLCs), are permitted provided that the assets of such funds are permissible investments under this Policy or provided that any non-permitted investments are disclosed by the Investment manager. Within pooled funds, the Investment Managers' policies will take precedence over this Statement of Investment Policies and Goals.

5.6.6 Currency Hedging

The Short-Term Investment Portfolio will not utilize currency hedging.

The Municipality's funding requirements are in Canadian dollars. However, some exposure to foreign currencies in the Long-Term Investment Portfolio may be advantageous to provide diversification and potentially enhance returns. Therefore, it shall not be a violation of this IPS for investments in global mandates to be unhedged, in whole or in part, where the diversification benefits embedded in the currency exposure are considered to be beneficial or desirable by ONE JIB.

5.6.7 Alternative Asset Classes

The Legislation does not prevent the direct / indirect placement of the Long-Term Money in Alternative Assets Classes; this IPS restricts investments in alternative investments for the purpose of management of Long-Term Money under the ONE JIB.

Alternative Asset Classes may have uncorrelated return characteristics with traditional asset classes that may improve diversification within the portfolio, which may lead to better risk adjusted returns. Typically, these investments may not be fully liquid, and are only appropriate for inclusion in portfolios with long investment horizons.

5.7 Performance Monitoring, Rebalancing and Management

5.7.1 Short-Term Money

The performance benchmarks may vary from time to time, as decided by the Treasurer, subject to the investment constraints listed in the IPS.

The investment of Short-Term Money will be monitored and rebalanced – at the direction of the Treasurer as per the existing investment policy attached as Appendix II.

5.7.2 Long-Term Money

For the investment of Long-Term Money, ONE JIB shall establish parameters for monitoring investments and rebalancing through policy or directly within the investment plan.

Investments are expected to achieve returns at least equal to their benchmarks measured over a rolling five-year period. At minimum, ONE JIB shall provide reporting described in Section 6.7 that shows the Municipality's holdings, declares compliance with this IPS, and shows External Portfolio Manager performance.

6. ADMINISTRATIVE POLICIES

6.1 Flow of Money and Annual Municipal Budget

6.1.1 Transfer to ONE JIB as Part of Annual Review Process

On an annual basis, as part of the Municipality's Annual Review process, the Municipality shall identify the amount, if any, of Long-Term Money that it holds. Any Long-Term Money not already under the control and management of ONE JIB shall be transferred to ONE JIB as soon as practicable.

6.1.2 Transfer to Municipality as Part of Annual Review Process

On an annual basis, ONE JIB shall be notified by the Treasurer as to the amount, if any, required by the Municipality from the Long-Term Money then under the control and management of ONE JIB for the Municipality's operational purposes. Such amount shall be deemed to be Short-Term Money and shall be returned to the Municipality in a lump sum or by way of periodic payments, as directed by the Treasurer.

6.2 Flow of Money Otherwise than through the Budget Process

6.2.1 Surplus Funds

The Short-Term Funds capture revenues received by the Municipality during each year after the approval of the Municipality's budget for the year. Any amounts deemed to be MNRI by the Treasurer at any such time during the year shall be transferred to ONE JIB to be under its management and control as Long-Term Money. Amounts so transferred will be recorded annually in the Investment Plan and allocated by ONE JIB in accordance with the Investment Plan.

6.2.2 Contingencies

The Treasurer is authorized to direct ONE JIB to return any amounts determined by the Treasurer to be required to meet expenditures for unexpected contingencies not anticipated by the Municipality's budget in force for that year, provided however that the aggregate of the amounts to be returned to the Municipality under this Section 6.2.2 during the year shall not exceed 25% of the Long-Term Money under the control and management of ONE JIB as at the date that the Municipality approved its budget for the year (the Budgeted Long-Term Money). In determining the Budgeted Long-Term Money for purposes of calculating the 25% limit, any Long-Term Money to be transferred to the control and management of ONE JIB in accordance with that year's Annual Review pursuant to Section 6.1.1 shall be included and any amount to be returned by ONE JIB to the Municipality pursuant to Section 6.1.2 shall be excluded. ONE Investment should be made aware of material transactions in advance to ensure the orderly sale of securities to fund withdrawals.

6.3 Valuation of Investments

Investments shall be valued according to the values provided by the Custodian(s). For the investment of Long-Term Money, values of unitized vehicles shall be valued according to the unit values published by the Custodian. Other investments shall be valued at their market value when that is available from regular public trading. If a market valuation of an investment is not available, then a fair value shall be supplied by the OCIO to the Custodian no less frequently than quarterly.

6.4 Voting Rights

Subject to the provisions of Section 5.2.4 with respect to LDC securities, where External Portfolio Managers have been appointed, such External Portfolio Managers shall assume the responsibility of exercising voting rights and will report their voting policies to ONE JIB annually. The Municipality may access these policies at any time.

6.5 Internal Controls

The Treasurer shall establish an annual process of review of all investments made under this IPS. This review will provide internal control by assuring compliance with governing legislation and with policies and procedures established by the Treasurer. To the extent

ONE JIB's input is needed, these requirements will be communicated in advance to ONE JIB.

6.6 Custodians

All investments and assets of the investment portfolios shall be held by a Custodian and any of the Custodian's sub-custodians or nominees. For Long-Term Money, the Custodian shall be acceptable to ONE Investment. For Short-Term Money the Custodian shall be acceptable to ONE Investment, if ONE Investment is administering the investment of the Municipality's Short-Term Money, otherwise the Custodian shall be acceptable to the Municipality.

6.7 Reporting

6.7.1 Short-Term Money

For the investment of Short-Term Money, the Treasurer shall report at least annually to Council, the report to be in a form and contain such content as Council may request or as prescribed by our existing investment policy in Appendix II. The report to Council shall include investment performance during the period covered and any other information required under the Regulation and that the Treasurer may consider to be pertinent.

6.7.2 Long-Term Money

The Regulation provides that ONE JIB shall submit an investment report to Council in respect of the investment of Long-Term Money at least annually. This report shall include the following.

- Investment performance during the period covered by the report;
- Asset mix of the total portfolio;
- A listing of individual investments held at the fund level at the end of the reporting period showing, where appropriate, book value, market value, realized/unrealized gains/losses and actual income received;
- A list of all transactions including the security name, trade date, and the purchase and/or sale price;
- A statement by the Treasurer as to whether all investments were made in accordance with the IPS and as to whether all investments were made in accordance with the Investment Plan; and
- Any other pertinent information in the opinion of the Treasurer.

All securities invested on behalf of the Municipality by ONE JIB or with the assistance of ONE Investment shall be held for safekeeping in the name of the Municipality by a Custodian.

7. APPROVAL, SUBSEQUENT MODIFICATIONS AND EFFECTIVE DATE

7.1 Revocation / Amendment of Previous Investment Policy

There are no amendments to the existing investment policy (Appendix II), as it still applies to Short-Term Money

This IPS will operate alongside of the existing Investment Policy , and will be applicable for only Long Term Money that is not required immediately.

7.2 Modifications to the IPS

At least annually, Council shall review the IPS and update it, if required. In the course of reviewing the IPS, Council may request comments from the Treasurer with respect to the investment of Short-Term Money and from ONE JIB with respect to the investment of Long-Term Money.

Following the Council’s review of the IPS, ONE JIB shall review the Investment Plan and update it, if required.

At a minimum, the annual IPS review will consider:

- the adequacy of funding for capital works;
- the Municipality’s ability to reduce other spending;
- flexibility of the timeframe to payout; and
- sensitivity to loss.

7.3 Effective Date

This IPS is adopted by Council of the Municipality effective August 13, 2024. The Treasurer is directed to sign a copy of this IPS to evidence approval and to deliver a copy of this IPS to ONE JIB.

Following approval of the municipality by ONE JIB, a Prudent Investor Effective Date will be agreed upon by the Municipality and ONE JIB to commence the transition to the Prudent Investment Program.

J. Michael McGovern
Signed by:

J. Michael McGovern
[Treasurer]

August 14, 2024
Date

Schedule A

Third-Party Trust Funds and Designated Funds

Third-Party Trust Funds

Bank - Cemetery Plot Olden
Bank - Cemetery Monument Olden
Bank - Cemetery Hinchinbrooke
Bank – Bordenwood
Bank – Oconto Cemetery Donations
Bank – Zealand Cemetery
Bank – St. Paul’s
Investments – Cemetery National Trust Olden

Designated Funds

Not applicable

Appendix I: ONE JIB Agreement

Appendix II: Investment Policy for Short-Term Money**Corporation of the Municipality of Central Frontenac
Municipal Investment Policy****1. PURPOSE**

This policy establishes guidelines for municipal investments, as defined by and in compliance with the requirements of s. 418 to s. 420 of the Municipal Act, 2001 and of O.Reg.438/97. The goals of this policy are to ensure compliance with legislation and to establish a reporting practice to council, where, at least annually, a full disclosure of information relating to municipality held investments is provided.

2. POLICY

It is the policy of the Corporation of The Municipality of Central Frontenac to ensure

- 2.1** All investments are in compliance with O.Reg.438/97 and with s.418 to s.420 of the Municipal Act, 2001.
- 2.2** Preservation of capital
- 2.3** Maintenance of liquidity
- 2.4** Competitive return on investments

3. SCOPE

This investment policy applies to any investment of the financial assets of the Municipality of Central Frontenac, including Current, Capital, Reserve, Trust, and Gas Tax Funds.

4. AUTHORIZED INVESTMENTS

The eligible securities are prescribed under Ontario Regulation 438/97.

In addition, the Municipality further restricts investments to:

- a. Guaranteed Investment Certificates;

- b. the Money Market Fund, the Bond Fund, the Corporate Bond Fund and the Equity Fund, operated by *The One Investment Program*;

- c. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by,
 - i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),
 - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or
 - iii. a credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies.

The Treasurer will attempt where possible to diversify the investments so that certificates are covered under the Bank of Canada Deposit Insurance Act.

5. CURRENCY

The Municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 438/97, s.6 (1).

6. REPORTING

The Treasurer or designate has a specific responsibility to prepare and provide, at least annually, an annual investment report to council. O. Reg. 438/97, s.8 (1). This report shall contain the following information:

- 6.1 a statement about the performance of the portfolio of investments of the municipality during the period covered by the report.

- 6.2 an estimated proportion of the long-term and short-term securities compared to the total investments and a description of the change, if any, in that estimated proportion since the previous year's report.

- 6.3 a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality; and

- 6.4 a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.
- 6.5 such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 438/97, s. 8 (2); O. Reg. 655/05, s. 6.

7. AUTHORITY

Authority to invest public funds is derived from section 418 to section 420 of the Municipal Act, 2001.

The Municipal Treasurer shall have the responsibility for the management of the investment program and to ensure that all investments are made in accordance with this Policy and Ontario's Eligible Investments and Related Financial Agreements Regulation O.Reg 438/97. All investment documents which authorize the transfer of funds from the Township's General Bank Account must be co-signed by the Township's Mayor or designate.

This policy is approved by resolution of the Council of The Municipality of Central Frontenac,

READ a first and second time this 8th day of July, 2014.

READ a third time and passed this 8th day of July, 2014.

Frances Smith, Mayor

Steve Silver, Interim CAO/Clerk



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 199-2025
DATE: October 28, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Municipal Finance Officers Association (MFOA)
Conference Sept. 16 to 19, 2025

RECOMMENDATION

THAT Council receive the Municipal Finance Officers Association Conference Report as prepared by the Treasurer, for information.

BACKGROUND

MFOA Annual Conference – Niagara Falls, Ontario

The Treasurer attended in person the three-and-a-half-day MFOA Annual Conference held in Niagara Falls, Ontario. The MFOA conference continues to be an excellent opportunity to participate in informative and relevant sessions focused on the municipal finance environment.

Equally valuable was the opportunity to network with 452 finance professionals attending in person, to share experiences, explore various solutions to common challenges, and connect with past, present, and potential future vendors that support municipal service delivery. In addition, over 500 participants attended the conference virtually.

As a member of the MFOA Board, the Treasurer found it especially meaningful to mentor both new and returning attendees and to assist with various aspects of the conference. Several attendees mentioned that their first introduction to MFOA had been

through the Treasurer a number of years ago and that this initial connection encouraged their continued participation.

I was also deeply honoured to be the recipient of the Suzanna Dielman award, selected by MFOA staff. This award recognizes an individual whose dedication, positive attitude, and commitment reflect the spirit of Suzanna Dielman, whose passion for municipal finance, insightfulness, and dedication to enhancing sector knowledge were an inspiration to all who worked with her.

The **Deputy Treasurer** attended the conference virtually, gaining valuable insights on a range of topics relevant to municipal finance. The virtual format provided access to key updates from organizations such as Municipal Property Assessment Corporation (MPAC), Ministry of Municipal Affairs and Housing (MMAH), and Ministry of Infrastructure (MOI)—agencies that have a direct impact on municipalities—while allowing her to remain available to staff and the public as needed.

While all sessions were informative and useful, of note were the following:

Future-Ready Municipalities: Long-term Financial Planning (LTFP) in a Dynamic Environment

Watson & Associates presented an overview of a LTFP, what it is, what it can do, varying elements, assessing the quality, how investments impact the LTFP, and we also went through a case study, as well as why it is important to continuously evaluate our LTFP.

Questions to ask during the process:

1. Are my current reserves sustainable?
2. How much debt financing might be required, considering the Annual Debt Repayment limits?
3. Will growth have an impact?
4. What if questions? What if we build a pool, what lifecycle costs are associated?

Long-term financial planning combines financial forecasting with strategizing.



Elements should include Time Horizon, Scope, Frequency, Content, & Visibility



Key takeaways were:

- Conservative financial planning of future rates
- A LTFP will help to ensure the future health of our municipality
- Asset management planning requirements & legislative changes require long-term planning to ensure services to our residents
- Robust investment strategies will assist in maximising our portfolio,

- which I applaud council for approving our Prudent Investor Policy to help set us up for the future

Updates Session

Ministry of Infrastructure

- Reviewed Asset management planning O.Reg 588/17 requirements such as current Levels of Service (LOS), costs to maintain by July 1, 2024, and Proposed LOS, required activities to meet the proposed LOS and a strategy to fund the activities
- Reminded of support to municipalities through Asset Management Plan (AMP) it Up 3.0 through MFOA touching on Coaching & Assistance for small municipalities with less than 5k (Central Frontenac Township is a recipient)
- A quality assurance review was completed on the AMP's submitted, key themes to be addressed are 1. Common compliance gaps, 2. Capacity challenges for small and/or rural municipalities, and 3. AMP quality.
- Key findings will be shared later this year
- The Ministry continues to provide \$400 million under the Ontario Community Infrastructure Funding (OCIF) Formula Allocation program. Notices were released during the conference, which the early release was appreciated. Even though the funding for CF Twp decreased by \$65,792 (\$592,128 vs \$657,920), the funding is still very much appreciated. The allocations are based on the Current Replacement Values (CRV) submitted by each township, in comparison to other municipalities

Municipal Property Assessment Corporation (MPAC)

- Strategic Plan – Built for Change – To be the global leader in transforming property assessment, data, and services by delivering exceptional value to Ontarians
- MPAC is always ready to go as soon as a reassessment is called, MPAC's challenges the longer that we go without a reassessment are:
 - Growing gap between assessed value and market conditions
 - Planning and budgeting are harder
- MPAC is facing challenges like all municipalities, such as risk of losing institutional knowledge, adoption of modern tools and processes, and bringing in and supporting new talent. Therefore, they are investing in succession planning, talent development, mentorship and knowledge transfer, and being an inclusive, learning focused culture

- Opportunities that MPAC are focused on are:
 - o Delivering more value through property data
 - o Enhancing self-serve tools in Municipal Connect
 - o Launching the Property Pulse Dashboard for real-time insights
 - o Developing an assessment base management training program for municipal staff to help them effectively manage their assessment base
- MPAC is still assessing properties while the reassessment is on hold, forecasting between \$12 to \$14 million for Central Frontenac Township in new assessment, which would mean an increase of approximately between \$180k and \$212k for Central Frontenac if the forecasts come to fruition
- Median sale price of a residential property has increased 88% across the province since 2016

Market trends: Provincial

Across all property types, there has been a **99%** increase since 2016.

Residential accounts for more than **73%** of all property value, and the property tax class has seen an increase of **94%**.

Property Tax Class	% Change 2016 - 2025
Residential	94%
Multi-residential	98%
Farm	119%
Commercial	103%
Industrial	207%
Exempt	112%
Provincial Average	99%

Association of Municipalities of Ontario (AMO)

- Canada Community Benefit Funding – predictable, flexible & focused on local decision making
- Central Frontenac Township's 2026 allocation \$160,213.61 unchanged from 2025, increases to \$166,622.16 for 2027 & 2028
- Focused on meeting provincial targets as per O. Reg 588/17 and improving asset management data through research, webinars, case studies and facilitated discussions

Investments

Between 2014 and 2023 Ontario's municipalities invested in the renewal, rehabilitation, or expansion of local infrastructure.

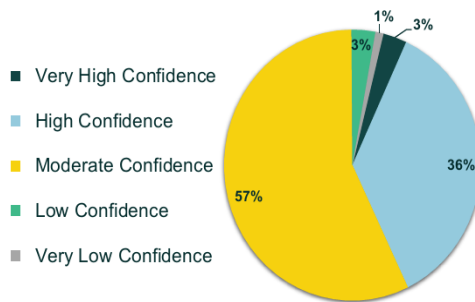


- Interesting to note below that AMO identified that 31% of municipalities have one or more staff members dedicated to AM practices.

AM maturity assessment

2025 mandatory [questionnaire](#)

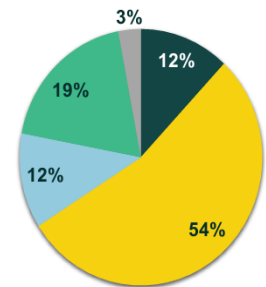
Data Confidence



2017 and 2021 survey results highlighted a broad lack of data confidence among municipalities.

Staffing

- A team dedicated full-time to asset management.
- It is the responsibility of another staff member (e.g. the treasurer, clerk, CAO, etc.)
- No one has been identified as the lead on asset management.
- One staff member dedicated full-time to asset management
- Shared staff resource(s) with another municipality or municipalities.



Beyond 2025: The Asset Management Journey for Ontario Municipalities

Hemson Consulting delivered a presentation focused on the next steps following full compliance with *O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure*. The presenters emphasized that while annual reporting and a five-year update to the Asset Management Plan (AMP) are required, the broader goal is to view asset management as a journey of continuous improvement.

They highlighted how far municipalities have progressed—from a time when assets were not capitalized to today's comprehensive and data-driven asset management practices. Moving forward, municipalities are encouraged to focus on addressing inventory gaps and enhancing data quality to support more informed decision-making and improve service delivery to residents through better management of capital assets.

Hemson also suggested several areas for continued improvement, including:

Having a purposeful data management strategy is one of the next improvement steps to clarify:

- Define where the asset data can be found
- Define asset attributes required in the database
- Frequency of updates
- Who is responsible and who can access the data
- Department roles in managing the data

Measuring asset performance in terms of actuals vs planned, lifecycle activities required vs completed and the cost of the service is another important process to complete.

Natural assets is an emerging topic being debated by Public Sector Accounting Board (PSAB) and there are some municipalities currently capturing items such as green spaces, water courses, ponds, lakes, and wetlands, pet cemeteries, & forests but is currently not a requirement.

Climate change should be integrated into asset management and beyond.

Other Sessions

Budget presentation and redesigning a chart of accounts.

A municipality presented its budget process, outlining various strategies for effectively communicating and educating stakeholders about the budget. Additionally, the municipality shared a presentation on redesigning the chart of accounts, emphasizing approaches to enhance the efficiency of multi-purpose financial reporting.

We have the ability to watch sessions that we could not attend as there are times when multiple sessions are offered or to rewatch sessions that were of interest.

The most valuable aspect was the in-person discussion forums organized by municipal size—1 to 10,000; 10,000 to 50,000; 50,000 to 150,000; and 150,000 and above. These sessions provided an opportunity for participants to discuss important issues and share experiences with peers who understand the unique challenges faced by municipalities of similar size. We are fortunate to have a highly collaborative group of professionals who openly share both successes and challenges, fostering mutual learning and continuous improvement. The appreciation and engagement among participants were clearly evident.

DISCUSSION

Top 5 Reasons to Attend MFOA's Annual Conference:

- 1. Meet and Learn from the Best** - the MFOA conference speakers, attendees, exhibitors and sponsors are at the forefront of the industry. This is a great opportunity to learn about best practices from other professionals that can be applied to your municipality.
- 2. Network** - Make new connections with peers and find out how they are managing common challenges. Meet potential vendors who could help your municipality.
- 3. Develop** - Get equipped with the tools, strategies and actionable insights that can be brought back to your municipality. Explore new ways to engage, learn and connect.
- 4. Stay Relevant** - If we want to stay relevant in our profession we must embrace, understand and integrate changes, new ideas and best practices to our municipality. There is no better place to learn how to do this successfully than at the MFOA conference.
- 5. Inspire Your Team** - Take what you have learned and share it with your team which in turn will positively affect your municipality's bottom line.

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

Mileage and accommodation expenses for four nights totaled **\$1,482**. Conference registration fees were **\$1,270** for in-person attendees and **\$550** for online participants, plus applicable taxes. As a board member, the Treasurer's registration fee was waived.

ATTACHMENTS/REFERENCES

n/a



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 200-2025
DATE: October 28, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: 2026 Budget process & dates

RECOMMENDATION

THAT Council receives for information the report prepared by the Treasurer entitled "Budget policy with 2026 Budget Process and Dates ";

AND THAT Council reduce the time period as set out in subsection 7(3) of Ontario Regulation 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 15 days (November 20, 2025, to December 4, 2025);

AND FURTHER THAT Council reduce the time period as set out in subsection 7(3) of Ontario Regulation 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 7 days (December 10, 2025, to December 16, 2025);

AND THAT Council approves the 2026 Budget Schedule as presented.

BACKGROUND

On April 9, 2025, the Government of Ontario announced that changes were being made to Ontario Regulation 530/22 under the Municipal Act, 2001 to expand the list of Municipalities where the Head of Council has Strong Mayor Powers and duties, to include certain single-tier and lower-tier municipalities with a council composition size of six members or more, to help these municipalities move forward on shared provincial-municipal priorities.

These changes became effective in Central Frontenac on May 1, 2025

DISCUSSION

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC
MDI-2025-01 MAYORAL DIRECTIVE
TO STAFF REGARDING THE 2026 BUDGET

To: The Chief Administrative Officer/Clerk

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Sections 284.3 and 284.4 (Direction to Employees) the mayor may direct municipal employees to:

- a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and
- b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.

I, Frances Smith, Mayor of the Township of Central Frontenac direct the Chief Administrative Officer/Clerk and the Treasurer as follows:

1. Prepare a preliminary draft of the 2026 Operating and Capital Budget, adhering to established practices and processes from previous years, with an overall levy increase not exceeding 5%;
2. CAO/Clerk and the Treasurer are instructed to provide periodic updates to the Mayor on the progress of the 2026 draft Budget;
3. The proposed draft Budget shall be made available to all Members of Council, Staff, and the Public by November 20, 2025;
4. This Direction shall take effect on October 7, 2025, and remains in effect unless and until it is revoked or amended in writing by the Mayor.

Preparation of the Budget

(Graph for legislated timelines attached as provided by Ministry of Municipal Affairs and Housing (MMAH))

- The powers and duties of the municipality, with respect to proposing and adopting a budget are assigned to the Mayor.
- The Mayor cannot delegate the duty to prepare the budget. The budget must be provided by the Mayor prior to February 1st each year. Failing that, Council is responsible for preparing and adopting a budget.
- If the Mayor is prohibited by the Municipal Conflict of Interest Act from using the power and exercising the duty under section 284.16(2) regarding the preparation of the budget, Council may pass a resolution to amend the budget and the Mayor may not veto the resolution
- After receiving the proposed budget from the Mayor, Council may, within 30 calendar days (or shorter if approved by Council), pass a resolution making an amendment to the proposed budget. The Mayor may vote on the amendment(s) as a member of Council.
- If Council makes an amendment, the Mayor may veto the resolution within 10 days (or shorter if determined by the Mayor) of the end of the 30-day period (or shorter if approved by Council). The Mayor is required to provide the veto to each member of Council and to the CAO/Clerk, including the reasons for the veto.
- Council may override the Mayor's veto, with a two-thirds majority vote (vote of 6 out of 9) within 15 days (or shorter if approved by Council) of the expiry of the veto period. The Mayor may vote on the override.

After the expiry of the time period for council to override the Mayor's veto, the proposed budget is deemed to be adopted by the municipality and does not require a vote of Council.

Council Amendment Requirements

The Mayor must prepare a balanced budget for Council's consideration. The Mayor's budget must include estimates of both expenditures and revenues, including the amounts to be raised from the property tax levy and user fees, as required by bylaw.

Because the Township is required to adopt a balanced budget, proposed amendments that would result in an unbalanced budget are not in order and should not be accepted or put to a vote. Instead, such proposals must include offsetting provisions to maintain budget balance.

For example:

- A proposal to increase expenditures for a program must be accompanied by a matching reduction in another program, and/or an increase in a revenue source.

A proposal to reduce the amount to be collected from property taxes or user fees must be accompanied by a corresponding reduction in expenditures and/or increase in another revenue source.

Treasurer and Managers Report and Budget Summary

The Treasurer and Managers will prepare report(s) and the Treasurer will prepare the presentation for the Special Council Meeting. The Treasurer will also provide Council with changes between the staff proposed budget and the Mayors proposed budget as part of the presentation.

By-Law

Council is required to pass the Final Tax Rate By-Law to raise the property tax revenues contained in the budget. As the budget will be deemed adopted, motions to amend tax rates to increase or decrease the total levy will not be in order. Council cannot restrain the Mayor's exercise of his powers and duties.

The Final Tax Rate By-Law is approved by Council to set the tax rates, installment dates and penalties which will be provided to Council once the County approves the annual tax policy decisions (tax ratios, subclasses, discount factors).

In-Year Budget Amendments - Requiring an Additional Levy

- For the purpose of raising an additional levy (i.e. general local municipal levy or a special local municipal levy), the Mayor may prepare an in-year budget amendment, by providing the proposed budget amendment to the Members of Council, the CAO/Clerk and the public.
- Within 21 days after receiving the proposed budget amendment, Council may pass a resolution to amend the proposed budget. In the absence of a resolution, the budget amendment is deemed adopted after 21 days. Council may also pass a resolution to shorten the 21-day period, which would result in the budget being deemed to have been adopted at that time.
- If Council amends the budget within the 21-day period, the Mayor may veto the amendments made by Council within 5 days by providing each member of Council and the CAO/Clerk the written veto document and the reasons for the veto. The Mayor may also shorten this five-day limit. If the Mayor does not veto the amendment, it is deemed to be adopted by the Municipality.
- If the Mayor vetoes the amendment, Council may override the Mayor's veto by a vote of two-thirds (6 out of 9) of the Members of Council, within ten days after the five-day time period for the Mayor to veto the amendment. Council may

shorten this time limit. The Mayor may vote on the Council override of the veto and may also shorten the 10-day time limit.

- After the expiry of the time period for Council to override the Mayor's veto, the proposed
- budget amendment is deemed to be adopted by the municipality.

Proposed Timelines

Action	Legislated timeline	Proposed shorter timeline	Proposed Dates	Notes
Managers prepare draft budget			October 1 to October 31	During the process there will be meetings with CAO/Clerk, Treasurer and Managers as well as updates provided to the Mayor
Proposed budget provided to Mayor			Provided to Mayor by November 3	Mayor will review the budget in detail & provide any amendments to the staff provided budget
Distribution of 2026 Draft Budget to Council, Clerk and Public			November 20	Will be circulated in an Agenda for the proposed December 4th Special Council Meeting date
Council Amendment Period	30 days	15 days	November 20 to December 4	Shortened timelines are all proposed to get the budget passed before the end of the year

Presentation of Mayors Budget to Council			December 4 & 5 (5th if needed)	Special Public Council Meeting
Mayoral Veto Period	10 days	5 days	December 5 to December 9	No meeting is required. If the Mayor does not veto any amendments, the budget will be deemed adopted on December 9th.
Council Veto Override Period	15 days	7 days	December 10 to December 16	The budget will be deemed adopted on December 16th.
Tax Rate By-law			2nd meeting in January	January meeting dates not set

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.

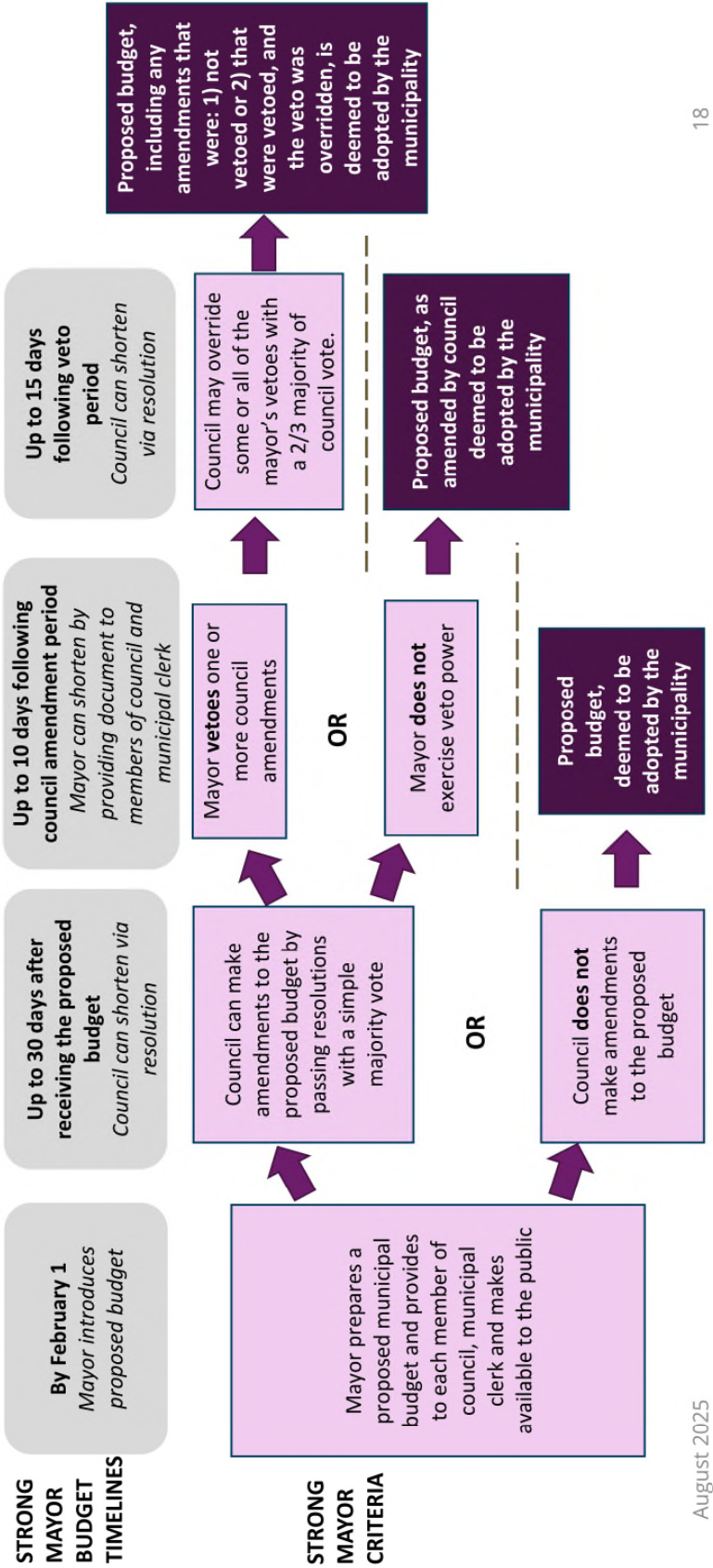
FINANCIAL IMPLICATIONS

There is no financial impact by adopting the 2026 Budget Schedule.

ATTACHMENTS/REFERENCES

Ministry of Municipal Affairs and Housing Visual – Strong Mayor Budget Process

Visual - Strong Mayor Budget Process





STAFF REPORT TO COUNCIL

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

REPORT: 201-2025
DATE: October 28, 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 October 28, 2025, as prepared by the Planning Services Assistant for information.

BACKGROUND

Monthly planning activity report for Council.

DISCUSSION

Planning Applications

	2024	YTD 2025
Minor Variance Applications		
Total Number of Applications	17	17
Closed Applications	15	10
Consent Applications		
Total Number of Applications	29	20
Lot Additions	9	9
Severances	16	9
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	2
Zoning Clearance Applications		
Total Number of Applications	43	64
Closed Applications	43	60
Zoning Compliance Applications		
Total Number of Applications	23	37
Closed Applications	23	37

August Project Updates

Additional Severance Research Project

A report was presented to Council on September 23, 2025, which included the recommendation from the County Planners to develop Water Quantity and Quality Standards and to amend the Official Plan to increase the number of permitted severances within the Rural Zone. The project remains in progress and 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: 202-2025
DATE: October 28, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Abigail McKinnon, Planning Services Assistant
RE: Road Allowance Closure Request (Hivuk/Hoffmann)

RECOMMENDATION

THAT Council receive the Road Allowance Closure Request Report as prepared by the Planning Services Assistant for information;

AND FURTHER THAT Council approve the recommendation of the Planning Services Assistant to stop up, close, declare surplus and sell part of a highway.

BACKGROUND

On August 13, 2024, Council approved in principle the recommendation of the Deputy Clerk to stop up, close, declare surplus, and sell a portion of the unopened road allowance.

Subsequently, on April 22, 2025, a public meeting was held to receive comments from residents regarding this request. No comments were received at the meeting.

DISCUSSION

The applicant has now had a survey prepared, which has been approved by staff and deposited at the Land Registry Office. Township staff have also obtained a letter of opinion of value for the portion of the road allowance and have prepared a draft by-law, which will be discussed later in the meeting.

If Council passes the by-law later in the meeting the next steps would be to register the by-law and convey the subject portion of the road allowance to the applicant.

FINANCIAL IMPLICATIONS

The purchase price for the land will be placed in reserves per our road closing and sale policy.

ATTACHMENTS/REFERENCES

Survey 13R-23406
Staff Report 134-2024
Staff Report 60-2025

The Corporation of the Township of Central Frontenac



Report to Council

Report Number: 134-2024
Date of Meeting: August 13th, 2024
From: Cathy MacMunn, CAO/Clerk
Prepared By: Jody Legue, Deputy Clerk & Executive Assistant to the CAO
Re: Road Allowance Closure request– Pt unopened road allowance between Concession 4 and 5 Lots 30 and 31, Kennebec

A. Recommendation

THAT Council approve in principle the recommendation of the CAO/Clerk to close part of the unopened road allowance between Concession 4 & 5, Lots 30 & 31 Kennebec, as shown on the sketch attached to this report, as applied for by Ina Hoffmann;

AND THAT we proceed to a public meeting to close the said road allowance before passing said by-law.

B. Background/Information

The applicant wishes to purchase the unopened road allowance on the easterly boundary of his property. This road allowance runs north-south from Henderson Rd to another road allowance that runs east-west between Lots 30 and 31, Concessions 4 & 5 Kennebec.

The applicant has reached out to the landowner that abuts the road allowance on the eastern boundary, and the landowner provided a letter declaring no interest or opposition to this potential road closure and conveyance.

C. Discussion

The purpose of the acquisition would be to add the lands to their respective property as a lot addition to correct a lot line issue. The applicant's barn is

located on the road allowance, and they would like to obtain a permit for construction. With the lot addition, there is adequate space for the side line setback.

Managers and planning staff have been circulated for comments. No comments or concerns were raised.

Staff attended the property on June 6, 2024 (see picture below). The topography of the road allowance is flat and accessible. There is an additional road allowance running east-west that intersects with this parcel. The road allowance running east-west is accessible from Henderson Rd., approximately 375 meters to the west, and would continue to provide access to the properties to the north..

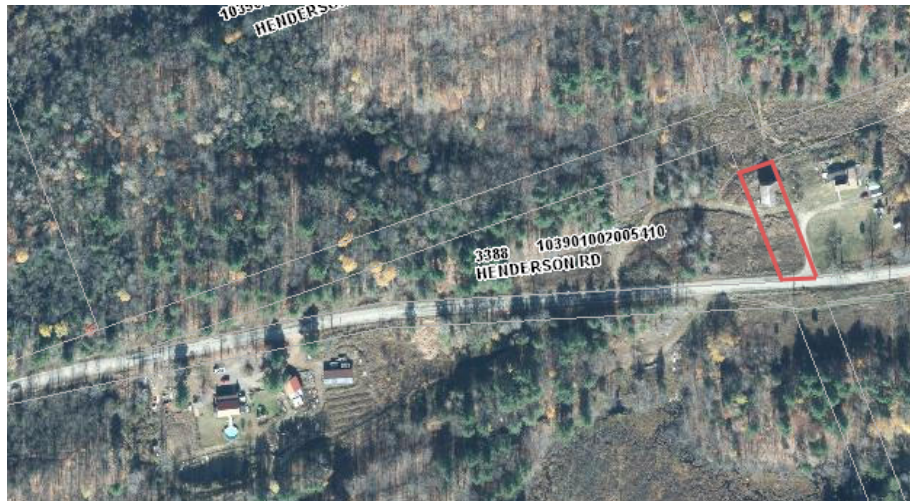
If Council endorses the recommendation today, we would next schedule a public meeting and provide notification under the policy.

D. Financial Implications

An appraisal of land value would be obtained to determine purchase price. The applicant is responsible for all administrative, legal and surveying costs. Any revenue from the sale would be put into reserves.

E. Attachments





The Corporation of the Township of Central Frontenac



Report to Council

Report Number: 60-2025
Date of Meeting: April 22, 2025
From: Cathy MacMunn, CAO/Clerk
Prepared By: Jody Legue, Deputy Clerk & EA to the CAO
Re: Public Meeting – Road Closure (Hiruk).

A. Recommendation(s)

THAT Council receives input from the public meeting and the accompanying report prepared by the Deputy Clerk;

AND FURTHER THAT subject to the comments received at today's public meeting that Council approve the recommendation to stop up and close the unopened road allowance between Concessions 4 and 5, Geographic Township of Kennebec, being part of PIN 361720092;

AND FURTHER THAT Council authorize staff to proceed with the next steps of arranging a survey and an appraisal of the land, and bringing forward a by-law to council to stop up, close and convey the said road allowance to the applicant, as a lot addition, subject to any easements as may be required by Hydro One Networks Inc., said by-law to indicate that all costs relating to the registration of the by-law and transfer documents on title be at the property owner's expense.

B. Background

Council approved in principle to proceed with this road closure at the August 13, 2024 council meeting. See staff report 134-2024.

Notice of the Public meeting was posted in the Frontenac News, online, and at the subject property. Adjoining property owners, Conservation Authority, Hydro One, and Infrastructure Ontario (on behalf of Ministry/Province) were notified by mail or email.

As of the date of this report, no inquiries have been received.

Next steps will be to arrange for the reference plan and appraise the land. Once this is complete staff will bring a by-law back to council for consideration.

C. Financial Implications

Unknown at this point. The purchase price for the land will be placed in reserves per our road closing/sale policy.

D. Attachments

Copy of Public Meeting Notice
Staff Report 134-2024



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 203-2025
DATE: October 20, 2025
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Nicole Shorts, By-law Enforcement & Education Officer
RE: October 20, 2025, Bylaw Enforcement & Education Activity Report

RECOMMENDATION

THAT Council receive the October 20, 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 September 16, 2025– October 20, 2025

Activity Report: By-law Enforcement
September 16, 2025– October 20, 2025

By-law Enforcement	Count	YTD	Fees
Safe Properties	13	80	No Charge
Barking Dogs/Dogs at Large/DOLA	8	140	
Large Animal	1	19	
Waste Management	1	14	
Parking Complaints	0	16	
Noise	5	30	
Zoning	1	28	
Miscellaneous (calls to SPCA/OPP/Building/Fire Dept. /Queries on bylaws/Civil Issues)	4	46	
Total Inquiries	33	373	
New Calls			
	17	221	
Follow-ups			
	34	252	
Total Site Investigations	51	473	
Orders			
Orders	0	28	Fines 0 YTD \$24,200.00
Letters	16	81	
Warrant	0	1	
Fines	0	111	
Warnings	23	96	
Total Orders Issued	39	317	
Closed files			
	31	130	
Impounds			
	0	20	
Dog Tags (YTD)			
	5	415	\$6,277.00
Kennels			
	1	5	\$900.00
Total Licenses	6	420	\$7,177.00
After Hours			
Number of Calls	5	20	
Hours Worked	4.5	30.5	
Policy Review			
Nuisance Beaver Bylaw			On Going



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 204-2025
DATE: October 28, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: October 2025 Administrative Activity Report

RECOMMENDATION

THAT Council receive the October 2025 Administrative Activity Report as prepared by the Deputy Clerk for information.

BACKGROUND

A monthly report on the activity and the actions being undertaken in the CAO/Clerks Office.

DISCUSSION

CAO/Clerks Schedule:

Throughout the month of October, the CAO/Clerk maintained a full schedule of administrative, operational, and ceremonial responsibilities.

Recruitment efforts continued with Interviews for the Public Works Operator position were conducted on October 1 and 3, in collaboration with the Public Works Manager. The CAO/Clerk also officiated a civil marriage ceremony, followed by a series of engagements during the week, including a managers' meeting, a wedding consultation, and a meeting with a resident on October 6.

Further meetings were held with Township legal counsel on October 7 and with the Human Resources Consultant on October 9, to address ongoing organizational matters.

Regular management meetings took place on October 13, 21, and 27, while staff updates were provided on October 15 and 29 to support internal communications and operational alignment.

The CAO/Clerk attended regular meetings of Council on October 14 and 28 and officiated additional civil marriage ceremonies on October 18 and 25.

Other notable engagements included attendance at the Frontenac Clerks Meeting and the Township Open House on October 20, participation in a Ministry of Municipal Affairs and Housing update on October 22, and a legal seminar on October 30.

File Updates

The Parking By-law is in its final stages of internal review. Staff are currently incorporating the last round of feedback in consultation with the Public Works Manager, after which the draft will be forwarded for legal review.

In collaboration with the Planning Coordinator, staff are developing educational maps to serve as public reference tools to support the implementation of the new by-law. Additionally, discussions are ongoing with the By-law Officer to develop public education materials regarding Administrative Monetary Penalties. These materials will be shared through the Township's website and social media platforms. This initiative is in direct response to feedback received through the recent public survey.

An Open House was successfully held on October 20, 2025. Township staff provided guided tours for members of the public and community partners, while Council members and the CAO/Clerk welcomed attendees in Council Chambers. The event was well-received and served as a valuable opportunity for residents to engage with Township staff and elected officials.

The Organizational Review was formally accepted at the previous Council meeting. Staff are now in the process of developing a phased implementation plan, which includes the recruitment of two key municipal positions: Building Inspector and Deputy Fire Chief.

In relation to the Fence Viewer process, staff will be recommending the introduction of an "opt-out" provision for the Township, due to the significant staff time currently required to administer the process.

Additionally, staff have identified the development of a dedicated Fence By-law as an opportunity to improve clarity, consistency, and administrative efficiency.

The draft Sewage System Standards By-law is currently under development. Research has been completed, and staff anticipate presenting a preliminary draft for Council's consideration at the November 25, 2025, meeting.

An updated list of surplus Township properties will also be brought forward on November 25, 2025. Currently, two vacant land parcels remain listed with local real estate agents.

Preparations for the 2026 Municipal Election are underway. The Clerk's Department has commenced election training and is currently reviewing the preliminary list of electors to ensure accuracy and support a smooth election process.

In alignment with recent updates to the Township's Accountability and Transparency Policy, staff are conducting research to support the development of an updated Delegation of Authority By-law. This work must be completed prior to repealing the existing by-law and enacting the new version.

Amendments to the Noise By-law are also in progress. The proposed changes will remove the requirement for decibel measurement, thereby enhancing the enforceability of the by-law through simplified compliance and enforcement procedures.

The 2025 staff Performance Evaluation process is currently underway and proceeding in accordance with the Township's established timelines.

The Employee Policy Manual is undergoing a comprehensive review. All proposed updates are being vetted by Township's legal counsel and HR partners to ensure compliance with current legislation and to maintain consistency across policies.

Finally, the sale of the former Township Office building is nearing completion. The closing date is scheduled for October 24, 2025. Staff have fully vacated the building in preparation for the final transfer of ownership.



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: xx-2025
DATE: October 28, 2025
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Abigail McKinnon, Planning Services Assistant
RE: 2026 Council Calendar

RECOMMENDATION

THAT Council receive for information the 2026 Council Calendar;

AND FUTHER THAT Council accept the proposed dates for the 2026 regular meetings of Council.

BACKGROUND

The current Procedural By-law (By-law 2023-53) establishes the Council meeting schedule as outlined in the attached calendar.

DISCUSSION

Subject to any proposed changes to the time or date of Council meetings to be considered through a Procedural By-law amendment, staff recommend that the 2025 meeting schedule be approved by Council.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

Not applicable.

ATTACHMENTS/REFERENCES

2026 Council Calendar



TOWNSHIP OF CENTRAL FRONTENAC 2026 COUNCIL CALENDAR

All Meetings Held in the Council Chambers at 14216 Road 38, Sharbot Lake.



Council Meetings are held at 6:00 p.m.
Committee of Adjustment Meetings are at the call of the chair (5:00 p.m. before Council)

Regular Council/Committee of Adjustment Meetings Statutory Holiday

January						
CW	S	M	T	W	T	F
1					1	2
2	4	5	6	7	8	9
3	11	12	13	14	15	16
4	18	19	20	21	22	23
5	25	26	27	28	29	30

February						
CW	S	M	T	W	T	F
6	1	2	3	4	5	6
7	7	8	9	10	11	12
8	15	16	17	18	19	20
9	22	23	24	25	26	27

March						
CW	S	M	T	W	T	F
10	1	2	3	4	5	6
11	8	9	10	11	12	13
12	15	16	17	18	19	20
13	22	23	24	25	26	27

April						
CW	S	M	T	W	T	F
14			1	2	3	4
15	5	6	7	8	9	10
16	12	13	14	15	16	17
17	19	20	21	22	23	24

May						
CW	S	M	T	W	T	F
18						1
19	3	4	5	6	7	8
20	10	11	12	13	14	15
21	17	18	19	20	21	22
22	24	25	26	27	28	29

June						
CW	S	M	T	W	T	F
23		1	2	3	4	5
24	7	8	9	10	11	12
25	14	15	16	17	18	19
26	21	22	23	24	25	26

July						
CW	S	M	T	W	T	F
27				1	2	3
28	5	6	7	8	9	10
29	12	13	14	15	16	17
30	19	20	21	22	23	24

August						
CW	S	M	T	W	T	F
31						1
32	2	3	4	5	6	7
33	9	10	11	12	13	14
34	16	17	18	19	20	21

September						
CW	S	M	T	W	T	F
36			1	2	3	4
37	6	7	8	9	10	11
38	13	14	15	16	17	18
39	20	21	22	23	24	25

October						
CW	S	M	T	W	T	F
40					1	2
41	4	5	6	7	8	9
42	11	12	13	14	15	16
43	18	19	20	21	22	23

November						
CW	S	M	T	W	T	F
45	1	2	3	4	5	6
46	8	9	10	11	12	13
47	15	16	17	18	19	20
48	22	23	24	25	26	27

December						
CW	S	M	T	W	T	F
49			1	2	3	4
50	6	7	8	9	10	11
51	13	14	15	16	17	18
52	20	21	22	23	24	25



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 167-2025
DATE: October 28, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Cathy MacMunn, CAO/Clerk
RE: Request to Waive Hall Rental Fees – Sharbot Lake
150th Anniversary Historical Display

RECOMMENDATION

WHEREAS the Sharbot Lake Village Historical Group has undertaken an extensive archival project focusing on the village's origins and historical development;

AND WHEREAS 2025 marks the Village's 150th Anniversary;

AND WHEREAS the historical group is requesting Council to waive the rental fees for Oso Hall on the following dates May 7-10, 2026, and August 6-9, 2026, to host the public historical display.

NOW THEREFORE BE IT RESOLVED that Council recognize the significance of Sharbot Lake Village's 150th anniversary and approve the request to waive the rental fees for Oso Hall on May 7-10th and August 6-9th, 2026.

BACKGROUND

In 1978, the Oso Historical Society was established by a group of dedicated volunteers including Doris Ayers, Shirley Peruniack, Jessie Donnelly, and others. This initial group laid the foundation for preserving and researching the history of the village.

Now in 2025, another committed team of volunteers has continued with the research and expanded upon this important work. The current group—comprising of Dianne Lake, Anne Walsh, John Lee, Sharon MacDonald, Eugene Kirkham, and Nelda Whan—has undertaken an extensive archival project focusing on the village's origins and historical development.

The village of Sharbot Lake traces its origins to 1875, when Matthew Garrett was granted a 94-acre parcel of land by Queen Victoria. Using modern archival resources and digital technologies, the research team has systematically studied over 150 properties within the village, documenting dates of ownership along with photographic records dating back to 1875.

This comprehensive research has culminated in the creation of a detailed historical display. The display aims to educate both residents and visitors about the rich heritage of Sharbot Lake, highlighting significant events, property histories, and the community's development over the past 150 years.

In celebration of Sharbot Lake reaching its 150-year milestone the Historical Group plans to host a historical display at Oso Hall on two different occasions with the first being May 7-10th, 2026 and the second on August 6-9th, 2026.

Key features of the display will include A scale model of the original Sharbot Lake village (courtesy of Dr. Peter Bell), Original records from the establishment of the Sharbot Lake Fire Department, Historical materials and photographs related to Sharbot Lake Public School and High School, an Additional artifacts and photographs reflecting the village's historical development

This event will be free and open to the public, with all work conducted by volunteers. Since it is a volunteer group, they have no capital and as such are requesting Council to waive the hall rental fee for these special occasions.

STRATEGIC PLAN PRIORITY

Community Identity and Pride: Celebrating local history fosters a sense of belonging and civic pride.

Cultural Heritage Preservation: Showcasing the village's heritage supports cultural tourism and educational objectives.

Volunteerism and Community Partnerships: Encourages community-led initiatives and enhances Township partnerships with local groups.

FINANCIAL IMPLICATIONS

As a volunteer-driven initiative without access to capital funding, the group would benefit significantly from this support. While the waiver would result in a loss of rental revenue for the Township, it is anticipated that the cultural and community engagement benefits justify this concession.



TERMS OF REFERENCE FOR:
Central Frontenac Recreation Advisory Committee
2023-2026

Mandate/Purpose:

To advise and make recommendations to Council on matters related to the recreational needs and strategy for the township and long-term sustainability of recreation facilities; and further to bring together the district recreation committees to facilitate coordination and efficiencies in programming, budgetary requests, and liaise with municipal staff regarding the condition and maintenance of recreation facilities within the township.

Objectives:

- ❖ **To Coordinate Recreation Activities and Resources**
To facilitate communication, cooperation, and coordination among the District Recreation Sub-Committees in order to promote consistent, efficient, and equitable recreation programming and facility use across the Township.
- ❖ **To Advise Council on Recreation Planning and Funding**
To provide recommendations to Council on recreation-related matters, including annual and capital budget submissions, long-term planning, and the sustainable allocation of financial and staff resources.
- ❖ **To Support the Maintenance and Development of Recreation Facilities**
To liaise with municipal staff regarding the condition, maintenance, and enhancement of Township-owned recreation facilities, ensuring they are safe, accessible, environmentally responsible, and aligned with the Township's strategic goals.
- ❖ **To Encourage Community Engagement and Partnerships**
To promote collaboration and partnerships with community organizations, volunteers, and other stakeholders to enhance recreation opportunities and support inclusive, township-wide participation.
- ❖ **To Promote Financial and Operational Sustainability**
To identify and support funding and resource opportunities, including grants,

sponsorships, and community fundraising initiatives, that contribute to the long-term financial and operational sustainability of recreation facilities and programs.

Organization of the Committee:

- ❖ The Committee shall be comprised of a total of 6 members.
 - 2 members of council appointed by council who are not already appointed to any of the District Recreation Sub-Committees, and 4 other members who are the Chairs of each District Recreation Sub-Committee. If the District Chair is an elected member of Council the District Recreation Sub-Committee shall appoint either the Co-Chair of the committee, or an alternative member in its discretion may deem appropriate. In exceptional circumstances the member of Council for the District Recreation Sub-Committee may attend in absence of an alternative member.
- ❖ 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.
- ❖ 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 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 4 members. [in most cases this should be a majority]
- ❖ A Council representative must be appointed either Chair or Vice-Chair /Co-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 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 records checks and volunteer training.
- ❖ No further sub committees or working groups shall be formed without the express direction and approval of Council by resolution or by-law then the four (4) District Recreation Sub Committees.

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 designate to be uploaded to the website in a timely manner. Approved minutes shall be placed on the next council meeting agenda for council's information. In time sensitive situations or when a committee does not meet regularly, draft minutes may be placed on the council agenda provided they are noted as "draft".

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 # 2025-46

**BEING A BY-LAW TO PERMANENTLY CLOSE, DECLARE SURPLUS, AND SELL
PART OF A HIGHWAY**

WHEREAS Section 34 of the *Municipal Act, 2001*, authorizes Council to pass a by-law permanently closing a public highway;

AND WHEREAS it is deemed expedient to permanently close and declare surplus certain parts of a road allowance and forced road as hereinafter accurately described;

AND WHEREAS notice of the proposed by-law to permanently close and declare surplus the said roads has been published in the Frontenac News, a weekly newspaper having a general circulation in the Township of Central Frontenac (hereinafter, the "Municipality") and circulated, mailed to adjoining and other impacted properties, and posted on the Municipality's website pursuant to the Municipality's Road Closure and Sale policy and;

AND WHEREAS the above-mentioned notice informed all who claimed that his or her land would be prejudicially affected by the stopping up, closing and declaring surplus of the said roads to appear before Council on April 22, 2025 at 6:00 p.m.;

AND WHEREAS Council of the Corporation of the Township of Central Frontenac on April 22, 2025 did sit and hear any person who might be prejudicially affected by the permanent closing and sale of the said highway;

AND WHEREAS Council has determined that the lands described in Section 1 and Section 2 below are surplus to the Municipality's needs.

NOW THEREFORE IT IS HEREBY ENACTED by the Council of The Corporation of the Township of Central Frontenac as follows:

1. That part of the unopened road allowance between Concession 4 & 5 Geographic Township of Kennebec, Now Township of Central Frontenac, being part of PIN 36172-0092, and described as Part 1 on Registered Plan 13R-23406 prepared by W. Ronald Clancy dated July 14th, 2025 and attached as Schedule "A" hereto (hereinafter, the "Road Allowance Lands") be and is hereby permanently closed.

2. That the Road Allowance Lands be and are hereby declared surplus to the Municipality's needs.
3. That following the closure of the Road Allowance Lands, the Municipality shall convey the Road Allowance Lands to Ina Hoffman ("Transferee") as a lot addition to her abutting lands legally described as PT E 100 ACRES LT 30 CON 4 KENNEBEC LYING N OF THE TRAVELLED RD (AKA HENDERSON-HARLOWE RD), EXCEPT PT 2, 13R15466; CENTRAL FRONTENAC being all of PIN 36172-0052 (the "Transferee's Lands").
4. The consideration for the conveyance of the Road Allowance Lands described in paragraph 3 shall be \$8,500.00 plus HST, exclusive of all administration and legal costs to transfer the said lands, which costs shall be the responsibility of the Transferee.
5. Prior to conveying the Road Allowance Lands, the Municipality shall be satisfied that the Road Allowance Lands and the Transferee's Lands shall merge upon conveyance by such Planning Act means, agreement or covenant as may be recommended by legal counsel and the Municipality's planning consultants.
6. That the Mayor and the Clerk are hereby authorized to execute any such transfers, agreements and other documents as may be necessary for such purpose.
7. That a certified copy of this by-law be registered in the appropriate Land Registry Office;
8. That this by-law shall become effective upon it being registered in the appropriate Land Registry Office.

READ a first and second time this 28th day of October 2025.

READ a third time and passed this 28th day of October 2025.

Frances L Smith, Mayor

Cathy MacMunn, CAO/Clerk

The Corporation of the Township of Central Frontenac

By-Law #2025-47

**Being a By-Law to Confirm
the Regular Meeting of Council Held on October 28th, 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 28th day of October 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 28th day of October 2025.

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk