



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

Tuesday, November 25, 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 November 25, 2025, be approved as presented [amended].

5. Disclosure of Pecuniary Interest

6. Approval of the Minutes

a. [November 11, 2025](#) 

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THAT the minutes from the regular meeting of Council held on November 11, 2025, be approved as presented [amended].

7. Mayors Remarks

8. Delegations

a. Jane Anderson, Resident
Crow Lake Village Road Safety

THAT Council receive the presentation from Jane Anderson, a

resident of Crow Lake Village, regarding safety concerns on Crow Lake Road within the village, for information.

9. Public Meeting



10. Consent Agenda

- a. Correspondence Received for November 25, 2025
 1. Letter dated October 14, 2025, Town of Edwardsburg Cardinal regarding the Ontario Community Infrastructure Fund (OCIF)
 2. Letter dated October 17, 2025, from the Town of Whitby regarding blue box collection and impact to small businesses.
 3. Letter dated November 4th, 2025, from the Municipality of Wawa regarding Rent Protection for Tenants
 4. Letter dated November 4th, 2025, from the Municipality of Wawa regarding Elect Respect Pledge
 5. Letter dated November 6, 2025, from South -West Oxford to Premier Ford, regarding Automated Speed Enforcement
 6. Letter dated November 12, 2025, Township of McGarry regarding Swim to Survive
 7. Letter dated November 12, 2025, Township of McGarry regarding GST/HST relief on new homes
 8. Letter dated October 14, 2024, From Fort Francis in support of City of Dryden Swim to Survive Motion
 9. Fall 2025 AORS advance
 10. Letter dated November 12, 2025, Township of Selwyn regarding Curbside recycling eligibility for Non-Profit Organizations.
 11. Letter dated November 12, 2025, from Township of Chapple regarding the Elect Respect Pledge
 12. Letter dated November 10, 2025, from East Gwillimbury, in support of Goderich regarding Opposition to Protect Ontario by Unleashing our Economy
 13. Letter dated November 18, 2025, from East Gwillimbury in support of Wawa resolution – Accessible and Effective Alcohol Container Return System in Ontario
 14. Letter dated November 18, 2025, from Goderich, in support of Tay Valley Resolution – Collaborative Action on Sustainable Waste Management in Ontario
 15. Letter dated November 17, 2025, from United Counties of SD&G regarding Conservation Authorities
 16. Letter dated November 19, 2025, from Town of Ajax, Solve the Crisis and Winter Homelessness Program Support
 17. Letter dated November 18, 2025, from Fort Erie in support to t City of Brampton- on the Provincial Decision on Automated Speed Enforcement (ASE)
 18. Letter dated November 18, 2025, from the Town of Parry Sound

in support of Bradford West Gwillimbury's call to remove GST/HST from new home purchases.






19. Letter dated November 18, 2025, from the Town of Parry Sound in support of South-West Oxford's resolution on the Provincial decision on Automated Speed Enforcement (ASE)

20. Letter dated November 18, 2025, from Madawaska Valley in support of a resolution from Brudenell, Lyndoch Raglan Township in support of Swim to Survive








- b. Rideau Valley Conservation Authority Minutes 18 - 26
[September 25, 2025](#) 
- c. EORN (Eastern Ontario Regional Network) Update 27 - 30
[October 2025](#) 
THAT Council approve items a through c , as they are considered routine items.

11. Deferred Items

12. Staff Reports/Departmental Updates

- a. 215-2025 31 - 36
[Fire Services and Rescue Activity Report](#) 
THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated November 25, 2025
- b. 216-2025 37 - 51
[Finance Accounts Payable Report](#) 
[October 28, 2025 Check Distribution Report](#) 
[November 7, 2025 Check Distribution Report](#) 
THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$1,075,891.49 as prepared by the Treasurer, for information.
- c. 217-2025 52 - 53
[Finance Apportionments Report](#) 
THAT Council approve the following apportionment(s) of assessment as recommended by MPAC for 2025 as applicable for the following roll number(s):

10-39-010-010-03501-0000 & 10-39-010-010-03505-0000 & 10-39-010-010-03506-0000; 10-39-040-010-10400-0000 & 10-39-040-010-10500; 10-39-060-010-12505-0000; 10-39-060-010-12510-0000; 10-39-070-020-23405-0000; 10-39-080-020-11002-0000; 10-39-080-030-13000-0000 & 10-39-080-030-13005-0000

- d. 218-2025 54 - 55
[Finance 357, 358 and 359 Responses Report](#) 
THAT Council for the Township of Central Frontenac approve the following reduction of Assessment pursuant to the Municipal Act.
Roll Number 10-39-040-020-16250-0000 for the period of August 8, 2025 to December 31, 2025 as reported by MPAC.
Reason – Demolition/ Razed by fire, demolition, or otherwise - (357)(1)(d)(i) – Class change from exempt to taxable.
AND FURTHER THAT Council approves an adjustment of taxes to be calculated by the tax department for the related period.
- e. 219-2025 56 - 85
[Finance Draft Procurement Policy](#) 
[Central Frontenac Procurement Policy-By-law](#) 
[Schedule B \(Policy FlowChart\).pdf](#) 
THAT Council accept the attached draft procurement policy for information purposes as prepared by the Treasurer;
AND FURTHER THAT the draft procurement policy bylaw be passed later in the meeting.
- f. 220-2025 86 - 100
[Finance 2024 Financial Statements Report](#) 
[Audit Findings Presentation - Central Frontenac.pdf](#) 
THAT Council receive the presentation by MNP of the 2024 Financial Statements;
AND THAT council approve the 2024 Financial Statements as presented.
- g. 221-2025 101 - 102
[Finance Insurance Report](#) 
THAT Council authorize the CAO/Clerk and the Treasurer to sign the renewal for the providing of insurance services with

Aon for the year of 2026, more specifically for the period of January 1 to December 31, 2026, at a cost of \$286,528.


- h. 222-2025 103 - 104
[Administration Planning Activity Report](#) 
THAT Council receive the Planning Activity Report dated November 25, 2025, as prepared by the Planning Services Assistant for information.
- i. 223-2025 105 - 106
[Administration Bylaw Activity Report](#) 
THAT Council receive the November 2025, By-law Enforcement and Education Activity Report as prepared by the By-law Enforcement Officer for information.
- j. 224-2025 107 - 108
[Administration Activity Report](#) 
THAT Council receive the November 2025 Administrative Activity Report as prepared by the Deputy Clerk for information.
- k. 225-2025 109 - 119
[Administration Amended Committee of Council Policy Report](#) 
[Committees of Council Policy- draft amendment Nov V1.docx](#) 
THAT Council receive Amended Committees of Council Policy report as prepared by the Deputy Clerk for information;
AND THAT Council approve the amended Committees of Council Policy as presented;
AND FURTHER THAT the policy be enacted effective immediately to guide all Council-appointed Committees.
- l. 226-2025 120 - 132
[Administration Draft Sewage System Standards Bylaw Report](#) 
[Sewage System Standards Draft ByLaw V1.pdf](#) 
[Public Survey -Draft Sewage System Standards Bylaw.docx](#) 
THAT Council receive the Preliminary Draft Sewage System

Standards Bylaw report, for information;
AND THAT Council provides comments and feedback on the draft bylaw to the Deputy Clerk by January 15, 2026;
AND THAT staff release a survey to gather public comments and feedback on the draft bylaw, with a closing date of December 31st, 2025, and submit the results to Council in a timely manner;
AND FURTHER THAT staff update the draft bylaw accordingly for Council review at an upcoming meeting.

13. Committee/Other Reports


14. Communications/Correspondence for Action

15. By-Laws/Agreements

- a. [By-Law #2025-50 Procurement Policy](#)  133
THAT By-Law 2025-50, being a by-law to adopt a policy to govern the purchasing of goods and services, be read a first, second, and third time, and finally passed this 25th day of November, 2025.

16. Notice of Motions

17. Giving Notice of Motions

- a. Councillor Gowdy 134 - 135
[Amend By-Law 2024-41](#) 

TAKE NOTICE that Councillor Nicki Gowdy gives Notice of Motion to amend By-law 2024-41, to be considered at the December 9, 2025 Regular Meeting of Council

18. New/Other Business

- a. Notice of Special Meeting of Council
Pursuant to the Municipal Act, 2001, and the Township of Central Frontenac Procedural By-law, notice is hereby given that a Special Meeting of Council has been called for the purpose of presenting the Mayor’s Draft 2026 Budget.

Date: December 4th, 2025

Time: 4:00 PM

Location: Council Chambers, 14216 Road 38, 2025

All members of Council and the public are advised that the Special Meeting will address the matters specified above and no other business will be conducted.

19. Closed Session

a. Resolve into Closed Session

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

b. Rise from Closed Session

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

AND FURTHER THAT Staff carry out instructions provided by Council in closed session.

20. Adjournment

a. [Confirming By-Law 2025-51](#) 

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THAT By-Law 2025-51 being a by-law to confirm the proceedings of the regular council meeting held November 25, 2025, be read first, second, and third time, and finally passed this 25th day of November 2025;

AND FURTHER THAT this meeting be adjourned until Thursday, December 4th, at 4:00 p.m. for a special meeting of the Council, said meeting to be held in the Council Chambers located at 14216 Road 38, Sharbot Lake.



The Corporation of the Township of Central Frontenac Regular Meeting of Council - Minutes

Tuesday, November 11, 2025, at 6:00 PM
Council Chambers, 14216 Road 38, Sharbot Lake, ON

ROLL CALL

Members

Francis Smith, Mayor; Bill Everett, Deputy Mayor; Susan Irwin, Councillor; Lynn Klages, Councillor; Nicki Gowdy, Councillor; Duncan McGregor, Councillor

Regrets Staff

Cindy Kelsey, Councillor; Dan Meeks, Councillor; Phillip Smith, Councillor. Cathy MacMunn, CAO/Clerk; Jody Legue, Deputy Clerk; Chris Nelson, Community Services Coordinator; Steve Gould, Public Works Manager; Amanda Fellows, Public Works Technical Assistant

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

MOTION: 426-2025

Moved by: Susan Irwin

Seconded by: Bill Everett

THAT the agenda for the Regular Meeting of Council held November 11, 2025, be approved as amended, to include the addition of the following items:

Item 19a) Closed Session: Closed Session item regarding a proposed or pending acquisition or disposition of land by the Municipality or a local board. (S.239.2(c))

Item 19b): Closed Session: a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality. (S.239.2(k))

Carried

5. Disclosure of Pecuniary Interest

None

6. Approval of the Minutes

MOTION: 427-2025

Moved by: Lynn Klages

Seconded by: Nicki Gowdy

THAT the minutes from the regular meeting of Council held on October 28, 2025, be approved as presented.

Carried

7. Mayors Remarks

1. Recognition of Remembrance Day ceremonies held today across the Township.
2. Reminder that the 2026 Budget Survey is now available, the link is on the Township website.

8. Delegations

None

9. Public Meeting

None

10. Consent Agenda

MOTION: 428-2025

Moved by: Duncan McGregor

Seconded by: Bill Everett

THAT Council accepts the correspondence received for the November 11, 2025, meeting for information, as it is considered a routine item.

Carried

- a. Correspondence Received for November 11, 2025
1. Eastern Ontario Wardens' Caucus (EOWC), dated October 24, 2025. Re: The EOWC Strengthens Ties with Federal Leaders During Parliament Hill Advocacy Day.
 2. Town of Bradford West Gwillimbury, dated October 27, 2025. Re: Removing HST/GST from New Homes to Support Housing Affordability.
 3. Municipality of St. Charles, dated October 15, 2025. Re: Support for the Township of Moonbeam for Stop the Spray Canada.
 4. Norfolk County, dated October 23, 2025. Re: Letter of support for the Regional Municipality of Waterloo – Blue Box.
 5. Town of East Gwillimbury, dated October 28, 2025. Re: Opposition to the *Protect Ontario by Unleashing Our Economy Act, 2025*.
 6. Town of Wasaga Beach, dated October 29, 2025. Re: Public Safety Requirements to Protect Our Communities.
 7. Municipality of Halton, dated October 3, 2025. Re: Public Safety Requirements to Protect Our Communities.
 8. Niagara Region, dated September 30, 2025. Re: State of Emergency on Mental Health, Homelessness and Addictions.
 9. Municipality of Wawa, dated October 21, 2025. Re: Accessible and Effective Alcohol Container Return System in Ontario.
 10. Municipality of St. Charles dated October 15, 2025. Re: Closure of Before and After School Programs.
 11. Town of Plympton-Wyoming dated October 8, 2025. Re: Conservation Authority Fee Freeze.
 12. Municipality of Calvin dated October 29, 2025. Re: Conservation Authority Fee Freeze.
 13. Town of Blue Mountains dated October 20, 2025. Re: Bill 5, Special Economic Zones and T.C. Energy's Pumped Storage Proposal.

14. Municipality of South Huron dated November 5, 2025. Re:
Collaborative Action on Sustainable Waste Management.

11. Deferred Items

None

12. Staff Reports/Departmental Updates

- a. 209-2025- PW - Public Works Activity Report

MOTION: 429-2025

Moved by: Lynne Klages

Seconded by: Bill Everett

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

Carried

- b. 210-2025 - PW - Capital Project Status Report

MOTION: 430-2025

Moved by: Duncan McGregor

Seconded by: Susan Irwin

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

Carried

- c. 211-2025 - PW - Curbside Garbage Pickup (2 motions)

MOTION: 431-2025

Receipt of Preliminary Report

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT Council receives the Curbside Garbage Pickup Preliminary Report as presented by the Public Works Manager for information;

AND THAT Council authorizes the Public Works Manager and staff additional time to collect accurate data, consult with relevant sources, and conduct a detailed analysis of all variables affecting the potential implementation of curbside garbage pickup;

AND THAT Council directs staff to define a proposed service area for future analysis and report back to Council no later than February 10, 2025 with findings and recommendations.

Carried

Councillor McGregor noted that setting the earlier date of February 10, 2026, would provide the Clerk's Department sufficient time to include a related question on the election ballot.

Council amended the due date from May 2026 to February 10, 2026, with the understanding that the information provided at that time would be an estimate rather than a finalized cost. The CAO/Clerk noted that completing a full analysis by that date may be challenging for staff, given the broad scope of the proposal.

MOTION: 432-2025

Scope of Detailed Analysis

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Council directs the Public Works Manager and staff, as part of the continued review of curbside garbage pickup, to include in the detailed analysis the following components:

- Service definition to include all households within the Township, with vacant land not eligible for pickup;
- A comparison of contracted and in-house service options, including equipment, staffing, and operational costs;
- Review of potential contract modifications with Emterra;
- Environmental compliance assessments and any related approvals or regulatory requirements;
- Identification of other potential or indirect costs associated with program implementation; and
- Determination of the estimated cost per household.

AND THAT this detailed analysis be presented to Council as part of the comprehensive report due no later than February 10, 2026.

Carried

The CAO/Clerk reiterated that staff may not be able to complete a full analysis by the revised date but will make every effort to provide a reasonable estimate.

- e. 212-2025 - DS - October Building Report

MOTION: 433-2025

Moved by: Bill Everett

Seconded by: Duncan McGregor

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

Carried

- f. 213-2025 - DS - Capital Projects Status Report September 2025

MOTION: 434-2025

Moved by: Duncan McGregor

Seconded by: Lynne Klages

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

Carried

- g. 214-2025 - ADMIN - Alternate Voting Method for the 2026 Election

MOTION: 435-2025

Moved by: Susan Irwin

Seconded by: Lynne Klages

THAT Council receives the Administrative Report from the CAO/Clerk entitled "Voting Method for the 2026 Municipal Election" for information;

AND THAT Council approves the recommendation of the CAO/Clerk to continue the use of internet and telephone voting as the alternative voting method for the 2026 Municipal and School Board Elections.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the continued use of internet and telephone voting as the alternative voting method for the 2026 Municipal and School Board Elections, in accordance with Section 42(1) of the Municipal Elections Act, S.O. 1996, c. 32, as amended;

AND FURTHER THAT the bylaw be passed later in the meeting.

Carried

13. Committee/Other Reports

None

14. Communications/Correspondence for Action

None

15. By-Laws/Agreements

- a. Alternative Voting Methods for 2026 Election

MOTION: 436-2025

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT By-Law 2025-48, being a by law authorizing electors to use alternative voting methods in the 2026 election, be read a first, second and third time and finally passed this 11th day of November 2025.

Carried

16. Notice of Motions

None

17. Giving Notice of Motions

None

18. New/Other Business

None

19. Closed Session

- a. Resolve Into Closed Session

MOTION: 437-2025

Moved by: Bill Everett

Seconded by: Lynn Klages

THAT Council resolve into closed session pursuant to Section 239(2) of the Municipal Act, 2001, to discuss

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

2. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried on by or behalf of the municipality or local board. (S.239.2(k))

Carried

b. Rise From Closed Session

MOTION: 438-2025

Moved by: Duncan McGregor

Seconded by: Lynn Klages

THAT Council rise from Closed Session held pursuant to Section 239(2) of the Municipal Act, 2001, to discuss a

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

2. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried on by or behalf of the municipality or local board. (S.239.2(k))

AND FURTHER THAT staff be directed to carry out the instructions as received in Closed Session.

Carried

20. Adjournment

MOTION: 439-2025

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT By-Law 2025-49 being a by-law to confirm the proceedings of the regular council meeting held November 11, 2025, be read first, second, and third time, and finally passed this 11th day of November 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, November 25th, 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

ADJOURNMENT TIME: 6:57 PM

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504

Hybrid meeting held in-person and electronically

APPROVED MINUTES

Board of Directors	7/25	Thursday, September 25, 2025
Present:	Joe Aragona Anne Barr Steve Fournier Wilson Lo Angela Pierman Adam Turcotte Adrian Wynands	Jeff Banks Brian Dowdall Trevor Johnson Shelley Petersen-Quesnel Kristin Strackerjan Gary Waterfield
Staff:	Sommer Casgrain-Robertson Dan Cooper John DeMorest Marissa Grondin	Ian Cochrane Kathy Dallaire Diane Downey Isabelle Maltais
Regrets:	David Brown Susan Irwin Shawn Pankow	Sean Devine Theresa Kavanagh

Chair Waterfield called the meeting to order at 6:29 p.m.

1.0 Roll Call

General Manager/Secretary-Treasurer conducted a roll call.

2.0 Land Acknowledgement Statement

Jeff Banks gave the Land Acknowledgement statement. Chair Waterfield thanked Councilor Banks and welcomed members to add a personal reflection to the land acknowledgement statement.

3.0 Agenda Review

Chair Waterfield reviewed the Agenda.

4.0 Adoption of Agenda

Resolution 1-250925

Moved by: Adrian Wynands
Seconded by: Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of July 24, 2025

Resolution 2-250925

Moved by: Brian Dowdall
Seconded by: Joe Aragona

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #06/25, July 24, 2025 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Ferguson Tree Nursery Renewal

Ian Cochrane, Forestry Manager presented a report to approve Ferguson Tree Nursery as RVCA's primary tree and shrub provider.

A member noted that they like to buy local even if it is not the lowest price. They suggested that RVCA's Purchasing Policy include a provision to prioritize purchasing from local suppliers.

Resolution 3-250925

Moved by: Steve Fournier
Seconded by: Kristin Strackerjan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Ferguson Tree Nursery as RVCA's primary source for tree and shrub purchases for its planting programs through to December 31, 2030;

AND THAT, any stock requirements that cannot be met by the Ferguson Tree Nursery be sourced from other nurseries at the lowest rate possible.

Resolution Carried

9.0 Replace Network Servers

Ms. Casgrain-Robertson, General Manager, introduced John DeMorest, Systems Administrator, and gave an overview of RVCA's replacement server needs.

A member asked if RVCA's other servers are Scale servers and Mr. DeMorest confirmed that they are.

A member asked what RVCA would do with the old servers and Mr. Demorest responded that they would be used for backup.

Another member asked what the life expectancy of the new servers is. Mr. Demorest indicated that they have a five-year warranty but that the RVCA typically gets five to 10 years out of them.

The member also asked Mr. Demorest to explain RVCA's current server network. Mr. DeMorest explained that RVCA currently operates ten virtual servers on an existing Scale solution and three standalone servers. The three standalone servers are what need to be replaced and will be migrated to a new virtual one. Going forward, RVCA will operate a single cluster with three nodes which will be bigger and faster to meet RVCA increasing IT needs.

Resolution 4-250925

Moved by: Anne Barr
Seconded by: Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the purchase of three Scale HC1450 servers from CDW Canada for a total cost of \$82,020 plus applicable taxes, to be funded from RVCA's Working Fund Reserve.

Resolution Carried

10.0 Updated Fee Policy

Ms. Casgrain-Robertson presented proposed amendments to RVCA's Fee Policy to align with regulatory requirements and improve accessibility.

Resolution 5-250925

Moved by: Steve Fournier
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached updated Fee Policy to take effect January 1, 2026.

Resolution Carried

11.0 2026 Meeting Schedules

Ms. Casgrain-Robertson presented 2026 meeting schedules for the Board of Directors and Executive Committee. She highlighted that staff recommended replacing next year's Watershed Tour in June with a community event to be held at the main office in celebration of RVCA's 60th anniversary.

A member noted that next year's November board meeting will fall after the municipal election and asked how that would affect members. Ms. Casgrain-Robertson explained that the legislation states that members continue to serve on the conservation authority until their municipality appoints a new member. However, she noted that in practice members who are not reelected to council usually do not continue to serve on the conservation authority which can cause issues for quorum while municipalities work to appoint new members.

A member asked if the Board could look at an earlier start time, so staff do not have to stay after hours for meetings. Ms. Casgrain-Robertson noted that a report will be brought to the Board in the spring to consider any changes to meeting times before municipalities appoint members for the 2027-2030 term of council.

A member asked if the meeting time could be revisited for this term and Ms. Casgrain-Robertson confirmed that the current Board was polled earlier in the term and the results indicated that multiple members are not available to attend daytime meetings. A couple of members highlighted that members of council who are still working cannot make meetings that are held during the day.

A member asked if a return to in-person meetings, with hybrid meetings only occurring under certain circumstances could be considered. Chair Waterfield indicated that both meeting format and timing will be brought to the Board for consideration in April.

Resolution 6-250925

Moved by:

Brian Dowdall

Seconded by:

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2026 Meeting Schedules for the Board of Directors and Executive Committee.

Resolution Carried

12.0 Activity Report: July and August 2025

Directors presented highlights from July and August.

A Member indicated that they received RVCA's lower water messaging through the municipal clerk and asked if information could be sent directly to Board members. Diane Downey indicated that all RVCA flood forecasting and low water messaging is supposed to be sent directly to Board members and that she would check to see if there was a problem with distribution.

A member asked if the RVCA could bring in more students to promote and expand its outdoor education programs. Dan Cooper indicated that Baxter is now delivering programming at two sites simultaneously now, so it is almost at capacity. There may still be some room to grow at Foley.

The member also asked why there had been fewer beach closures this year. Mr. Cooper indicated that with less rain there was less runoff which results in fewer beach closures.

A member asked how big a challenge it was having to water the Butternut trees by hand. Mr. Cooper explained that watering is required if there is less than 35 mm of rain in a 30 day period and while it was a dry season this year, that threshold was not met and so watering was not required.

Jeff Banks left the meeting 7:15 p.m.

A member asked if staff could expand on what enforcement activities entail. Ms. Casgrain-Robertson explained that the RVCA is only involved in enforcement pertaining to Section 28 and septic. If a property owner does work without a permit, then staff try and work with them to resolve it amicably by having them apply retroactively and bring the work that was done into compliance. Where compliance cannot be achieved, there are legal tools that can be used to address the issue through legislation or the courts.

13.0 2026 Budget Direction

Ms. Casgrain-Robertson presented the attached slides outlining budget factors for 2026 and seeking direction from the Board.

A member inquired about the use of reserves to support the operating budget. Ms. Casgrain-Robertson confirmed that reserves had been used a couple of times in the past to address shortfalls in the operating budget but that the RVCA took steps to bring its operating costs in line with its levy to ensure its budget did not outpace modest levy growth.

The member also asked if a neighbouring conservation authority was proposing a higher levy increase. Ms. Casgrain-Robertson was not aware of one but suggested it may be an increase to their capital levy which often increases more than the operating levy.

A member asked if municipalities can refuse a levy increase. Ms. Casgrain-Robertson explained that once the Board approves the budget municipalities are required by legislation to pay the levy which is why the budget is circulated for municipal consultation in advance and staff seek Board direction on levy increases.

Two members expressed appreciation that staff were proposing a levy increase that is lower than last year and lower than the City of Ottawa's budget direction.

A member asked if staff could speak to past levy increases. Ms. Casgrain-Robertson indicated that over the past 12 years levy increases have remained between 2 and 3 percent plus assessment growth.

A member asked if the province dictates the levy increase. Ms. Casgrain-Robertson explained that it does not, however the process a conservation authority must follow to prepare a budget and set its municipal levy is prescribed in legislation. She indicated that conservation authorities follow a similar process as municipal councils when deciding on their property tax rate.

Members reiterated appreciation that staff were proposing a lower levy increase this year as municipalities are facing a number of economic pressures and that this approach would likely be well received by their municipal councils. Chair Waterfield agreed but reminded members to wait to report to their municipalities until the budget direction is confirmed in October.

14.0 Meetings

- a) AMO Conference – August 17 to 20, 2025
- b) Westport COW delegation (Annual Report) – September 2, 2025
- c) Rideau Valley Conservation Foundation meeting – September 10, 2025
- d) Conservation Ontario Council Meeting – September 22, 2025
 - Chair Waterfield and Ms. Casgrain-Robertson attended the Conservation Ontario Council meeting, which brought together representatives from across the province. The meeting was described as highly productive.
- e) Conservation Authority University – September 23, 2025
 - Kathy Dallaire, Isabelle Maltais, and Marika Livingston attended Conservation Authority University. Ms. Casgrain-Robertson also delivered a presentation on Board Governance.
- f) Board of Directors Information Session – September 25, 2025

Upcoming

- g) RVCA Audit Committee meeting – September 29, 2025
- h) Quarterly City/CA General Manager's meeting – October 7, 2025
- i) RVCA Board of Directors meeting – October 23, 2025

j) Latornell Conservation Symposium – November 2 to 4, 2025)

15.0 Member Inquiries

None.

16.0 New Business

None.

17.0 Adjournment



The Chair adjourned the meeting at 7:44 p.m. on a resolution by Joe Aragona.

Gary Waterfield
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer


2026 Budget Direction

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Budget Process

Provide Budget Direction to Staff	September 25
Review Preliminary Draft Budget & Workplan	October 23
Approve Draft Budget & Workplan for Circulation	November 27
Circulate to Municipalities for Review	Early December
Approve Budget	February 26



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Prior Year's Budget

2025 Budget was \$13.4 million

- 7% Capital \$914,204
- 93% Operations \$12,511,489

Operations Breakdown:

- 61% Labour Costs \$7,650,791
 - 48% Salary \$5,977,180
 - 13% Payroll Taxes & Benefits \$1,673,611
- 33% Non-Labour Costs \$4,169,625
- 6% Rideau River Ice Management \$691,073

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Prior Year's Budget

Revenue Streams

- Provincial Funding \$402,513 3%
- Special Levies \$886,030 7%
- Self Generated \$4,841,117 36%
- Municipal Levy \$7,296,033 54%



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2026 Budget Pressures

- Conservation Ontario Levy
 - Overall increase of 3% (RVCA's apportionment decreased by \$1,928 to \$47,739)
- Insurance & Benefits
 - Insurance renews in April (estimating increase of 10% for budget purposes)
 - Benefits renew in September (anticipate increase of 9.3%)
- OMERS & Payroll Taxes
 - OMERS rates are announced in December (anticipate little change)
- Salaries
 - Band movement of 2% for staff not at their job rate
 - Cost of living adjustment is 1.6% (last year was 2.7%)
- Capital Costs
 - Capital projects are largely dependent on external funding and reserves

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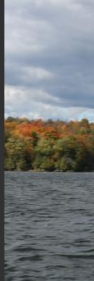
2026 Revenue Projections

Revenue Streams

- Provincial Funding unchanged
- Self Generated Revenue modest increase
- Foundation looking for additional opportunities
- Special Levies slight adjustments

Municipal Levy Increase:

- Assessment Growth 1.6%
- Tax Increase 2%



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2026 Preliminary Budget Direction

Staff Recommend:

- **Salaries**
 - Cost of living adjustment of 1.6% (also applied to Board per diems)
 - Band movement of 2% for employees still moving through their salary band
- **Municipal Levy**
 - Increase of 2% plus assessment growth of 1.6% (last year was 4.6%)

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Questions?



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EORN Cell Gap Project Monthly Update October 2025

Regional view

	Planned	Completed	New this month
Upgrades to existing towers	311	311	n/a
New towers in service	258	149	3
New co-locations	75	69	1
Land use authority	257	253	0
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Frontenac County

	Planned	Completed	New this month
Upgrades to existing towers	13	13	n/a
New towers in service	14	7	0
New co-locations	6	4	0
Land use authority	14	14	n/a
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Note: data is updated by Rogers on the 15th of each month. Data provided for this update was received on October 15, 2025.

Frontenac County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0234	Arden	Township of Central Frontenac	In-service
C0235	Sharbot Lake	Township of Central Frontenac	In-service
C2169	Godfrey	Township of Central Frontenac	In-service
C2170	Parham	Township of Central Frontenac	In-service
C3467	Highway 7 at Mountain Grove	Township of Central Frontenac	In-service
C3629	Highway 7 (Kaladar- Arden)	Township of Central Frontenac	In-service
C3406	Howe Island	Township of Frontenac Islands	In-service
C3469	Bon Echo	Township of North Frontenac	In-service
C1978	Harrowsmith	Township of South Frontenac	In-service
C3368	Verona	Township of South Frontenac	In-service
C3647	Frontenac Provincial Park 0 South	Township of South Frontenac	In-service
C4105	Missouri	Township of South Frontenac	In-service
C4106	Sydenham South	Township of South Frontenac	In-service

Frontenac County Co-location Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8471	Port Metcalf	Township of Frontenac Islands	In-service
C6625	Beech Corners	Township of North Frontenac	In-service
C8657	County Road 509 and Mountain Road	Township of North Frontenac	In-service
C7530	Snow Road Station	Township of North Frontenac	In-service
C8656	Smith Road at North Frontenac	Township of North Frontenac	2026
C8659	Canonto Road at Ompah	Township of North Frontenac	2026

Frontenac County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8658	Ardoch Road and Road 509	Township of Central Frontenac	2026
C8688	Long Lake Road and Middle Road	Township of Central Frontenac	2026
C8655	Henderson Road at Henderson	Township of Central Frontenac	In-service
C8693	Benard Lane and Wilkinson Road	Township of Central Frontenac	In-service
C8716	Road 38 and Richard Brannigan Trail	Township of Central Frontenac	In-service
C8660	Matawatchan Road at Wilson	Township of North Frontenac	2026
C8661	Sunday Lake Drive and Cruise Road	Township of North Frontenac	2026
C8504	Jewel Road and Little Pond Road	Township of North Frontenac	In-service
C8691	Devil Lake Road at Little Wolfe Lake	Township of South Frontenac	In-service
C8721	Westport Road at White Lake	Township of South Frontenac	2026
C8788	Moreland-Dixie Road and South Frontenac Road 12	Township of South Frontenac	2026
C8552	Opinicon Road and Maple Leaf Road	Township of South Frontenac	In-service
C8689	Dewitt Road at Timmermans Island	Township of South Frontenac	In-service



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 215-2025
DATE: November 25, 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 November 25, 2025

BACKGROUND

Fire Prevention/Public Education

Fire Rescue Services continued its seasonal safety outreach through targeted social media campaigns. Topics included Fire Prevention Week, smoke alarm safety, fuel-burning appliances, hunter safety, and Halloween safety tips. Staff supported local schools by assisting with fire drills, and the Pizza Lunch Contest held at Granite Ridge Education Centre will be expanded next year to include all Central Frontenac schools. Several annual inspections were also completed for vulnerable sector facilities.

Firefighters are currently preparing for the annual Santa Claus Parade, the January 1 Polar Bear Plunge, and various additional fire prevention and public education events.

Meeting/Training Sessions

Between October and November, the department participated in a range of meetings, including the Officer's Meeting, Health and Safety Meeting, the annual Municipal Forest Fire Management meeting with the Ministry of Natural Resources, budget discussions, a Red Cross Agreement meeting, and a virtual briefing on the Provincial Emergency Measures Exercise.

Multiple training sessions were delivered during this period, including completion of Firefighter Level II and Emergency First Response (EFR) certifications. Central Frontenac now has three certified in-house trainers, who have already provided EFR training to several firefighters.

Looking ahead to 2026, firefighters have enrolled in a number of upcoming courses, such as Fire Officer Level I, Surface Water Rescue (Operations & Technician), Fire Instructor Level I, and Lithium-Ion Battery Safety. In March 2026, an eight-hour *Resilient Minds* workshop will be offered—an evidence-based, peer-led mental health awareness program designed by firefighters for firefighters. Due to high interest, two separate sessions will be provided.

Fire and Emergency Operations

We are pleased to report that the replacement apparatus for P441, a 2020 Spartan, has been delivered. Retrofitting is underway, with an anticipated operational date in December.

Two grant applications have been submitted:

- TPON – Communications Infrastructure, Emergency Management
- TPON – Fire Protection and Cancer Prevention: SCBA Fill Station for Station #2

Three firefighters have been promoted to Captain: David Young (Station 3), Branden Hole (Station 4), and Simon Gowdy (Station 4). Their extensive experience will be a valuable asset to the department.

An attachment has been included outlining Mutual Aid incidents from the past year, itemized by neighbouring municipality.

ATTACHMENTS/REFERENCES

- October 2025 CFFR – Incidents
- Three Year Comparison for the Month of October – Incidents
- Mutual Aid Incidents
- October Training/Meetings
- Voyent Alert

Please note, for accessible version of graphs below, please contact the Township Office, and they will be provided.

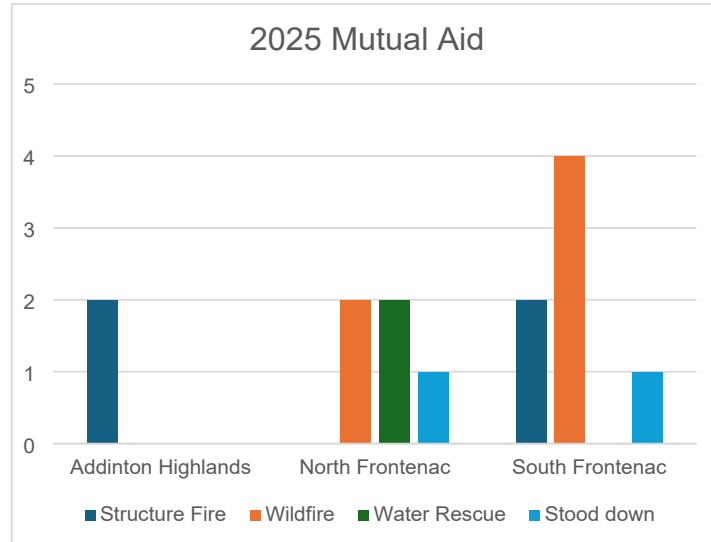
October 2025 CFFR – Incidents

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time
Arden					
October					
03 NO LOSS OUTDOOR fire (se...	2	5.71	28 h 3 m	10.0	02:13
36 Authorized controlled burning...	1	2.86	2 h 15 m	12.0	20:49
62 Vehicle Collision	2	5.71	16 h 3 m	5.5	21:07
84 Medical Aid Not Required on ...	1	2.86	2 h 0 m	4.0	18:27
910 Assisting Other FD: Mutual Aid	4	11.43	60 h 16 m	3.0	00:22
Subtotal for October	10	28.57	108 h 37m	5.9	13:32
Subtotal for Arden	10	28.57	108 h 37m	5.9	13:32
Mountain Grove					
October					
23 Open air burning/unauthorized...	1	2.86	3 h 30 m	7.0	15:19
33 Human - Malicious intent, prank	2	5.71	4 h 46 m	2.0	03:22
76 Chest pains or suspected heart...	1	2.86	0 h 43 m	4.0	13:27
88 Accident or illness related - cu...	1	2.86	2 h 9 m	7.0	12:14
Subtotal for October	5	14.29	11 h 8m	4.4	09:33
Subtotal for Mountain Grove	5	14.29	11 h 8m	4.4	09:33
Sharbot Lake					
October					
01 Fire	3	8.57	0 h 0 m	0.0	06:19
36 Authorized controlled burning...	2	5.71	45 h 16 m	17.0	00:21
76 Chest pains or suspected heart...	1	2.86	4 h 46 m	9.0	23:30
85 Vital signs absent, DOA	1	2.86	1 h 39 m	3.0	18:43
89 Other Medical/Resuscitator Call	2	5.71	7 h 14 m	4.0	02:45
910 Assisting Other FD: Mutual Aid	1	2.86	2 h 6 m	3.0	16:43
• Medical/resuscitator call	1	2.86	0 h 6 m	3.0	
			0 h 33 m	5.0	16:48
Subtotal for October	12	34.29	61 h 40m	5.4	20:28
Subtotal for Sharbot Lake	12	34.29	61 h 40m	5.4	20:28
Parham					
October					
32 Alarm System Equipment - Ac...	1	2.86	0 h 16 m	2.0	08:37
37 CO false alarm - perceived em...	1	2.86	2 h 58 m	2.0	04:00
42 Gas Leak - Propane	1	2.86	5 h 15 m	6.0	11:45
62 Vehicle Collision	1	2.86	1 h 41 m	3.0	10:08
89 Other Medical/Resuscitator Call	1	2.86	7 h 29 m	6.0	14:24
910 Assisting Other FD: Mutual Aid	3	8.57	35 h 47 m	5.0	01:00
Subtotal for October	8	22.86	53 h 26m	4.3	03:51
Subtotal for Parham	8	22.86	53 h 26m	4.3	03:51
Total Number of Responses	35		234 h 51m	5.1	01:53

Three Year Comparison for the Month of October – Incidents

Response Type	2025	2024	2023
	# of Incidents	# of Incidents	# of Incidents
Arden			
01 Fire	2	1	1
03 NO LOSS OUTDOOR fire (see exclusions)	2	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
36 Authorized controlled burning - complaint	1	1	0
62 Vehicle Collision	2	1	2
76 Chest pains or suspected heart attack	1	2	0
84 Medical Aid Not Required on Arrival	1	0	0
85 Vital signs absent, DOA	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	0	0
89 Other Medical/Resuscitator Call	0	8	4
910 Assisting Other FD: Mutual Aid	4	0	0
Totals for Arden:	15	14	8
Mountain Grove			
	1	0	0
01 Fire	1	2	2
03 NO LOSS OUTDOOR fire (see exclusions)	1	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
33 Human - Malicious intent, prank	2	0	0
36 Authorized controlled burning - complaint	2	1	0
62 Vehicle Collision	1	1	1
76 Chest pains or suspected heart attack	1	1	0
85 Vital signs absent, DOA	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	0	0
89 Other Medical/Resuscitator Call	0	4	3
910 Assisting Other FD: Mutual Aid	1	1	0
Totals for Mountain Grove:	12	12	8
Sharbot Lake			
	6	0	0
01 Fire	2	3	2
03 NO LOSS OUTDOOR fire (see exclusions)	1	3	0
36 Authorized controlled burning - complaint	2	0	0
37 CO false alarm - perceived emergency (no CO present)	0	1	0
42 Gas Leak - Propane	1	0	1
50 Power Lines Down, Arcing	0	1	0
62 Vehicle Collision	0	1	6
76 Chest pains or suspected heart attack	1	0	0
85 Vital signs absent, DOA	2	0	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	0
89 Other Medical/Resuscitator Call	1	3	3
910 Assisting Other FD: Mutual Aid	3	2	0
• Medical/resuscitator call	1	0	0
Totals for Sharbot Lake:	20	15	20
Parham			
	2	2	2
01 Fire	2	2	2
03 NO LOSS OUTDOOR fire (see exclusions)	1	3	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	0	0
36 Authorized controlled burning - complaint	2	1	0
37 CO false alarm - perceived emergency (no CO present)	1	1	0
42 Gas Leak - Propane	1	0	0
62 Vehicle Collision	1	1	2
89 Other Medical/Resuscitator Call	1	3	0
910 Assisting Other FD: Mutual Aid	4	1	0
Totals for Parham:	15	12	8
Total Number of Responses	62	53	44

Mutual Aid Incidents



October Training/Meetings

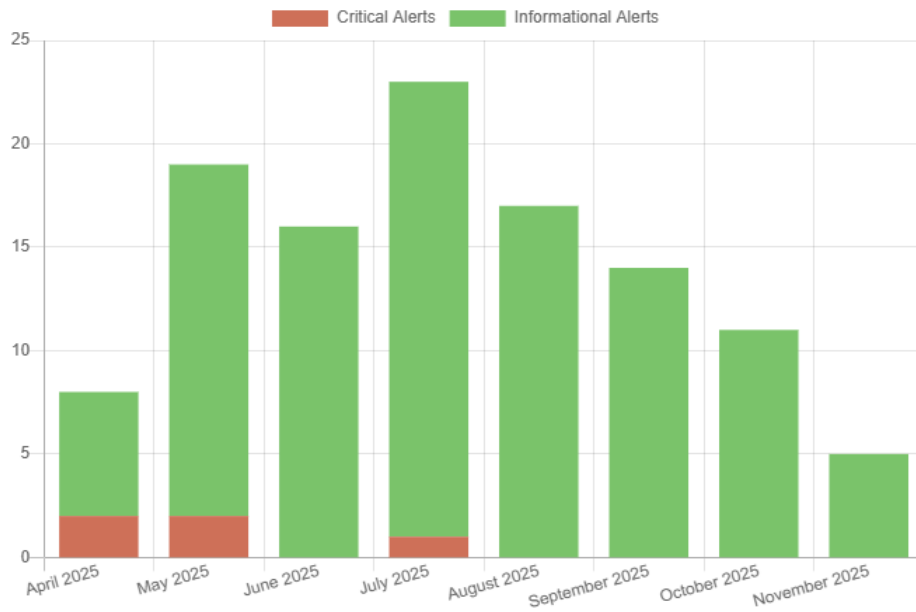
Type	# of Sessions	Session Hours
Arden		
*Training	5	18.00
*Other	2	4.00
Subtotal for Arden	7	22.00
Mountain Grove		
*Training	4	8.00
Subtotal for Mountain Grove	4	8.00
Sharbot Lake		
*Training	4	8.00
Subtotal for Sharbot Lake	4	8.00
Parham		
*Training	4	9.50
*Other	1	3.50
Subtotal for Parham	5	13.00
All Stations		
*Training	11	79.00
Subtotal for All Stations	11	79.00
Total Number of Sessions:	31	130.00

Voyent Alert

Subscribed Recipients



Alert Activations by Severity





STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 216-2025
DATE: November 25, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Accounts Payable Report

RECOMMENDATION

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$1,075,891.49 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

Disclaimer – Original copies with approval signatures are available upon request

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

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:	2025-10-28	2025-10-28
Sorted By:	Vendor Name	

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

Cheque Number	Date	Department	Document Number	Document Amount
Vendor: ADVA002 Advanced Janitorial & Property				
030067	2025-10-28	Administration	CFFJANITORIAL:0925	\$1,226.62
Total For Vendor ADVA002 Advanced Janitorial & Proper				\$1,226.62
Vendor: AJST001 A.J. Stone Company Ltd				
EFT000000006688	2025-10-28	Administration	0000194812	\$885.99
Total For Vendor AJST001 A.J. Stone Company Ltd				\$885.99
Vendor: BELL001 Bell Canada				
030068	2025-10-28	Administration	528888063 OCT 25	\$243.75
Total For Vendor BELL001 Bell Canada				\$243.75
Vendor: BENS001 Benson				
030069	2025-10-28	Administration	91647257	\$1,250.66
Total For Vendor BENS001 Benson				\$1,250.66
Vendor: CHAM002 Champion Commercial Products Inc				
EFT000000006689	2025-10-28	Administration	596022	\$233.46
Total For Vendor CHAM002 Champion Commercial Produ				\$233.46
Vendor: CINT001 CINTAS				
EFT000000006690	2025-10-28	Administration	4246018107	\$171.88
EFT000000006690	2025-10-28	Administration	4245345944	\$143.86
EFT000000006690	2025-10-28	Administration	4244549686	\$2,265.80
EFT000000006690	2025-10-28	Administration	4247476670	\$1,818.32
Total For Vendor CINT001 CINTAS				\$4,399.86
Vendor: COCO001 GIP Properties (formally coco paving)				
EFT000000006691	2025-10-28	Administration	1568888	\$1,740.20
EFT000000006691	2025-10-28	Administration	1574776	\$208.43
Total For Vendor COCO001 GIP Properties (formally coco				\$1,948.63

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: COUN001 County Of Frontenac					
EFT000000006692	2025-10-28	Planning and Development	IVC0000000066737	\$31,507.18	
EFT000000006692	2025-10-28	General Government	IVC0000000066733	\$26,238.76	
EFT000000006692	2025-10-28	General Government	IVC0000000066729	\$557,114.75	
Total For Vendor COUN001 County Of Frontenac				\$614,860.69	
<hr/>					
Vendor: COWD002 Cowdy, Lance					
030070	2025-10-28	Administration	BOOTS 25	\$124.29	
Total For Vendor COWD002 Cowdy, Lance				\$124.29	
<hr/>					
Vendor: CREI001 CREIGHTON					
EFT000000006693	2025-10-28	Administration	INV324923	\$1,151.47	
Total For Vendor CREI001 CREIGHTON				\$1,151.47	
<hr/>					
Vendor: CUNN001 Cunningham, Swan, Carty					
EFT000000006694	2025-10-28	Administration	204448	\$248.60	
Total For Vendor CUNN001 Cunningham, Swan, Carty				\$248.60	
<hr/>					
Vendor: DOME001 Lori Domen					
030075	2025-10-28	Transportation Services	ENTRANCE PERMIT	\$400.00	
Total For Vendor DOME001 Lori Domen				\$400.00	
<hr/>					
Vendor: E360S01 E 360 Solutions					
EFT000000006695	2025-10-28	Administration	1050003-0000177115	\$801.01	
Total For Vendor E360S01 E 360 Solutions				\$801.01	
<hr/>					
Vendor: EAST003 Eastern Fluid Power Inc					
EFT000000006696	2025-10-28	Administration	KI21586	\$30.56	
Total For Vendor EAST003 Eastern Fluid Power Inc				\$30.56	
<hr/>					
Vendor: FRON010 Frontenac Municipal Service Corporation					
EFT000000006697	2025-10-28	General Government	SI-5	\$18,269.00	
Total For Vendor FRON010 Frontenac Municipal Service Corporation				\$18,269.00	
<hr/>					
Vendor: GEMM001 Gemmill Sand And Gravel Limited					
EFT000000006698	2025-10-28	Administration	0005109	\$45,347.87	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor GEMM001 Gemmill Sand And Gravel Lin				\$45,347.87	
Vendor: GERV002 Doug Gervais					
030072	2025-10-28	Transportation Services	ENTRANCE PERMIT	\$400.00	
Total For Vendor GERV002 Doug Gervais				\$400.00	
Vendor: GINC001 Gincor Industries					
EFT000000006699	2025-10-28	Administration	94812	\$2,213.05	
Total For Vendor GINC001 Gincor Industries				\$2,213.05	
Vendor: GREE001 Greenshield Pest Control Inc					
EFT000000006700	2025-10-28	Administration	145860	\$116.39	
EFT000000006700	2025-10-28	Administration	145861	\$116.39	
Total For Vendor GREE001 Greenshield Pest Control Inc				\$232.78	
Vendor: HALE001 Hales Excavation & Trucking Ltd					
030073	2025-10-28	Administration	4829	\$868.95	
030073	2025-10-28	Administration	4804	\$2,524.82	
030073	2025-10-28	Administration	4805	\$1,001.16	
Total For Vendor HALE001 Hales Excavation & Trucking				\$4,394.93	
Vendor: HAMI001 Hamilton Carpentry					
EFT000000006701	2025-10-28	Administration	3430	\$5,006.13	
EFT000000006701	2025-10-28	Administration	3429	\$4,675.61	
EFT000000006701	2025-10-28	Administration	3425	\$8,689.70	
Total For Vendor HAMI001 Hamilton Carpentry				\$18,371.44	
Vendor: HOLE001 Hole, Dan					
EFT000000006702	2025-10-28	Protection Services	OCT19EXP	\$170.14	
Total For Vendor HOLE001 Hole, Dan				\$170.14	
Vendor: HOOK001 Hook's Building Centre					
EFT000000006703	2025-10-28	Administration	2510-587192	\$1,955.85	
Total For Vendor HOOK001 Hook's Building Centre				\$1,955.85	
Vendor: KENN004 Kennebec Tree & Lawn					
EFT000000006704	2025-10-28	Administration	2025063	\$2,239.73	
EFT000000006704	2025-10-28	Health Services	2025064	\$678.00	
EFT000000006704	2025-10-28	Health Services	2025065	\$422.75	

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor KENN004 Kennebec Tree & Lawn				\$3,341.48	
Vendor: KIMC001 Kimco Steel Sales Limited					
EFT000000006705	2025-10-28	Administration	491210	\$2,760.51	
Total For Vendor KIMC001 Kimco Steel Sales Limited				\$2,760.51	
Vendor: KING002 Kingston Humane Society					
EFT000000006706	2025-10-28	Protection Services	811257	\$520.74	
EFT000000006706	2025-10-28	Protection Services	811201	\$8.00	
Total For Vendor KING002 Kingston Humane Society				\$528.74	
Vendor: KROW001 Krown Rust Control Perth Inc					
030074	2025-10-28	Administration	171-39524	\$8,495.90	
030074	2025-10-28	Administration	171-39111	\$124.30	
030074	2025-10-28	Administration	171-38582	\$542.40	
Total For Vendor KROW001 Krown Rust Control Perth Inc				\$9,162.60	
Vendor: LEGU001 Jody Legue					
EFT000000006707	2025-10-28	Administration	OCT 9.2025	\$349.34	
Total For Vendor LEGU001 Jody Legue				\$349.34	
Vendor: LEVA001 Levac Propane Inc					
EFT000000006708	2025-10-28	Administration	2052858	\$445.62	
Total For Vendor LEVA001 Levac Propane Inc				\$445.62	
Vendor: LOCA001 Local Authority Services Ltd					
EFT000000006709	2025-10-28	Administration	MGBP000029374	\$1,684.33	
Total For Vendor LOCA001 Local Authority Services Ltd				\$1,684.33	
Vendor: LOOM001 The Loomex Group					
EFT000000006710	2025-10-28	Administration	AR-00053	\$2,874.72	
Total For Vendor LOOM001 The Loomex Group				\$2,874.72	
Vendor: MACM001 MacMunn, Cathy					
EFT000000006711	2025-10-28	General Government	OCT 4 2025	\$150.00	
Total For Vendor MACM001 MacMunn, Cathy				\$150.00	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: MANU001 Manulife Financial					
EFT000000006712	2025-10-28	General Government	MANULIFE NOV 25	\$23,375.63	
Total For Vendor MANU001 Manulife Financial				\$23,375.63	
Vendor: MATS004 Chase Matson					
EFT000000006713	2025-10-28	Transportation Services	ENTRANCE PERMIT	\$400.00	
Total For Vendor MATS004 Chase Matson				\$400.00	
Vendor: MICH001 Michelin North America					
030076	2025-10-28	Administration	DA0010658409	\$2,935.31	
Total For Vendor MICH001 Michelin North America				\$2,935.31	
Vendor: MILE001 Milestone Monument Company					
030077	2025-10-28	Administration	4073	\$1,384.25	
030077	2025-10-28	Administration	4072	\$1,193.28	
030077	2025-10-28	Administration	4070	\$395.50	
Total For Vendor MILE001 Milestone Monument Compar				\$2,973.03	
Vendor: MINI018 Minister of Finance - Emergency Preparedness					
030078	2025-10-28	General Government	OCT 10, 2025 GRANT R	\$567.00	
Total For Vendor MINI018 Minister of Finance - Emerger				\$567.00	
Vendor: NORT002 North Frontenac Telephone Co.					
EFT000000006714	2025-10-28	Administration	27921231 OCT 25	\$257.94	
EFT000000006714	2025-10-28	Administration	37566501 OCT 25	\$179.68	
EFT000000006714	2025-10-28	Administration	27911461 OCT 25	\$398.00	
EFT000000006714	2025-10-28	Administration	27929351 OCT 25	\$699.39	
Total For Vendor NORT002 North Frontenac Telephone C				\$1,535.01	
Vendor: ONEP001 One Promo Inc					
EFT000000006715	2025-10-28	Administration	7078161	\$4,084.95	
Total For Vendor ONEP001 One Promo Inc				\$4,084.95	
Vendor: PERT004 Perth Motors					
030079	2025-10-28	Administration	129860	\$135.60	
Total For Vendor PERT004 Perth Motors				\$135.60	
Vendor: PITN002 Pitney Works					

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006716	2025-10-28	Administration	6100900012127475/OC2		\$11,300.00
Total For Vendor PITN002 Pitney Works					\$11,300.00
Vendor: PLAY001 Playground Planners					
030080	2025-10-28	Administration	7540		\$744.56
Total For Vendor PLAY001 Playground Planners					\$744.56
Vendor: PRIN001 Princess Auto					
EFT000000006717	2025-10-28	Protection Services	3582313		\$144.59
Total For Vendor PRIN001 Princess Auto					\$144.59
Vendor: RUSH001 Rush Truck Centres (formerly Tallman)					
EFT000000006718	2025-10-28	Administration	3043624832		\$355.95
Total For Vendor RUSH001 Rush Truck Centres (formerly					\$355.95
Vendor: RWEL001 R.W. Electric					
EFT000000006719	2025-10-28	Administration	K-10727		\$931.33
Total For Vendor RWEL001 R.W. Electric					\$931.33
Vendor: SEED002 David Seeds					
030071	2025-10-28	Transportation Services	ENTRANCE PERMIT		\$400.00
Total For Vendor SEED002 David Seeds					\$400.00
Vendor: SHOR001 Nicole Shorts					
EFT000000006720	2025-10-28	Administration	BOOTS 25		\$169.50
Total For Vendor SHOR001 Nicole Shorts					\$169.50
Vendor: STIN003 W.O. Stinson & Sons Ltd					
EFT000000006721	2025-10-28	Administration	34001011		\$2,187.53
EFT000000006721	2025-10-28	Administration	34001059		\$2,417.58
EFT000000006721	2025-10-28	Administration	34001054		\$2,582.05
EFT000000006721	2025-10-28	Administration	34001045		\$1,531.73
EFT000000006721	2025-10-28	Administration	34000971		\$773.07
EFT000000006721	2025-10-28	Administration	34000972		\$5,151.32
EFT000000006721	2025-10-28	Administration	340001003		\$1,189.33
EFT000000006721	2025-10-28	Administration	34001004		\$2,582.05
EFT000000006721	2025-10-28	Administration	34001083		\$1,362.95
EFT000000006721	2025-10-28	Administration	34001093		\$727.81
EFT000000006721	2025-10-28	Administration	34000955		\$1,761.95
EFT000000006721	2025-10-28	Administration	2296575		\$1,071.81
EFT000000006721	2025-10-28	Administration	2286377		\$11.28

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
EFT000000006721	2025-10-28	Administration	108001529		\$23.90
EFT000000006721	2025-10-28	Administration	94004388		\$30.83
EFT000000006721	2025-10-28	Administration	464028462		\$63.02
EFT000000006721	2025-10-28	Administration	34001060		\$998.67
Total For Vendor STIN003 W.O. Stinson & Sons Ltd					\$24,466.88
<hr/>					
Vendor: THEF001 The Frontenac News					
EFT000000006722	2025-10-28	Administration	84018		\$620.78
Total For Vendor THEF001 The Frontenac News					\$620.78
<hr/>					
Vendor: THEP001 The Public Sector Digest (PSD Citywide Inc)					
EFT000000006723	2025-10-28	Administration	25133		\$1,271.25
Total For Vendor THEP001 The Public Sector Digest (PSI					\$1,271.25
<hr/>					
Vendor: TOWN003 Township Of Leeds And The Thousand Islands					
030081	2025-10-28	Protection Services	2025-93		\$1,050.00
Total For Vendor TOWN003 Township Of Leeds And The					\$1,050.00
<hr/>					
Vendor: UNIV001 Universal Supply Group (Quinte/Napa/Fraction/CMax					
EFT000000006724	2025-10-28	Administration	332116344		\$15.98
EFT000000006724	2025-10-28	Administration	332116493		\$842.39
Total For Vendor UNIV001 Universal Supply Group (Quir					\$858.37
<hr/>					
Vendor: WILL002 Williams Hot Mix Ltd					
EFT000000006725	2025-10-28	Administration	5662		\$50,152.44
Total For Vendor WILL002 Williams Hot Mix Ltd					\$50,152.44
<hr/>					
Vendor: YOUN001 Young, Bill					
030082	2025-10-28	Protection Services	MEDICAL 25		\$100.00
Total For Vendor YOUN001 Young, Bill					\$100.00
<hr/>					
Vendor: YOUN006 D.G. Younge Cemetery Services					
Total For Vendor YOUN006 D.G. Younge Cemetery Servic					\$1,344.70
<hr/>					
GRAND TOTAL					\$870,374.87
<hr/> <hr/>					

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges: From: To:
Vendor ID: First Last
Vendor Name: First Last
Cheque Date: 2025-11-07 2025-11-07
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: BELL001 Bell Canada				
030083	2025-11-07	Administration	6133742335 SEPT 25	\$322.89
030083	2025-11-07	Administration	6133353862 OCT 25	\$104.43
030083	2025-11-07	Administration	6133355713 OCT 25	\$106.23
030083	2025-11-07	Administration	6133352140 OCT 25	\$101.37
Total For Vendor BELL001 Bell Canada				\$634.92
<hr/>				
Vendor: CAMB001 Cambium Inc				
EFT000000006727	2025-11-07	Administration	2025-57183	\$4,785.55
EFT000000006727	2025-11-07	Administration	2025-57184	\$282.50
EFT000000006727	2025-11-07	Administration	2025-57185	\$2,926.70
EFT000000006727	2025-11-07	Administration	2025-57182	\$5,260.15
EFT000000006727	2025-11-07	Administration	2025-57181	\$5,446.60
EFT000000006727	2025-11-07	Administration	2025-57285	\$3,672.50
Total For Vendor CAMB001 Cambium Inc				\$22,374.00
<hr/>				
Vendor: CANA006 Canadian Pacific Railway Co.				
EFT000000006728	2025-11-07	Transportation Services	1000-0011171370	\$1,210.50
EFT000000006728	2025-11-07	Transportation Services	1000-0011171400	\$769.00
Total For Vendor CANA006 Canadian Pacific Railway Co.				\$1,979.50
<hr/>				
Vendor: CANA009 Canadian Tire				
030084	2025-11-07	Administration	10110	\$520.82
Total For Vendor CANA009 Canadian Tire				\$520.82
<hr/>				
Vendor: CANA015 Canadian Network Broadcasting				
EFT000000006729	2025-11-07	Administration	2541011	\$450.87
Total For Vendor CANA015 Canadian Network Broadcast				\$450.87
<hr/>				
Vendor: CINT001 CINTAS				
EFT000000006730	2025-11-07	Administration	4246878551	\$171.88
EFT000000006730	2025-11-07	Administration	4247476768	\$171.88
Total For Vendor CINT001 CINTAS				\$343.76
<hr/>				

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: COLV001 Colvoy Equipment					
EFT000000006731	2025-11-07	Administration	6717	\$2,606.12	
Total For Vendor COLV001 Colvoy Equipment				\$2,606.12	
<hr/>					
Vendor: CRAI002 Crains' Construction Ltd					
EFT000000006732	2025-11-07	Administration	24825	\$270.67	
Total For Vendor CRAI002 Crains' Construction Ltd				\$270.67	
<hr/>					
Vendor: CULL001 Culligan Ottawa Water Conditioning					
EFT000000006733	2025-11-07	Administration	69629TO	\$63.22	
EFT000000006733	2025-11-07	Administration	69628TO	\$74.47	
EFT000000006733	2025-11-07	Administration	69627TO	\$108.72	
EFT000000006733	2025-11-07	Administration	69613TO	\$96.22	
Total For Vendor CULL001 Culligan Ottawa Water Condit				\$342.63	
<hr/>					
Vendor: CUNN001 Cunningham, Swan, Carty					
EFT000000006734	2025-11-07	Administration	207904	\$422.45	
EFT000000006734	2025-11-07	Administration	207193	\$349.48	
EFT000000006734	2025-11-07	Administration	204237	\$1,610.25	
EFT000000006734	2025-11-07	Administration	207139	\$759.11	
Total For Vendor CUNN001 Cunningham, Swan, Carty				\$3,141.29	
<hr/>					
Vendor: DICO001 Dicola Petroleum					
EFT000000006735	2025-11-07	Administration	2483	\$339.00	
Total For Vendor DICO001 Dicola Petroleum				\$339.00	
<hr/>					
Vendor: GFLE001 GFL Environmental Inc,					
EFT000000006736	2025-11-07	Administration	LQ03066597	\$103.04	
Total For Vendor GFLE001 GFL Environmental Inc,				\$103.04	
<hr/>					
Vendor: HAMI006 Tanya Hamilton					
030092	2025-11-07	Protection Services	2025_OCT_CFTWP	\$4,060.00	
Total For Vendor HAMI006 Tanya Hamilton				\$4,060.00	
<hr/>					
Vendor: HOLE001 Hole, Dan					
EFT000000006737	2025-11-07	Protection Services	FIRE FOOD NOV 25	\$155.94	
Total For Vendor HOLE001 Hole, Dan				\$155.94	
<hr/>					

Township of Central Frontenac
CHEQUE DISTRIBUTION REPORT

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: HOOK001 Hook's Building Centre					
EFT000000006738	2025-11-07	Administration	2510-588464	\$216.77	
Total For Vendor HOOK001 Hook's Building Centre				\$216.77	
Vendor: ITSP001 Independant Telephone Services					
EFT000000006739	2025-11-07	Administration	49278	\$105.09	
Total For Vendor ITSP001 Independant Telephone Servi				\$105.09	
Vendor: J&JL001 J & J Landscaping					
EFT000000006740	2025-11-07	Administration	RB17192746787	\$2,763.98	
Total For Vendor J&JL001 J & J Landscaping				\$2,763.98	
Vendor: KING007 Kingston Fire & Rescue					
030086	2025-11-07	Administration	010922	\$4,587.63	
Total For Vendor KING007 Kingston Fire & Rescue				\$4,587.63	
Vendor: KING013 Jason King					
EFT000000006741	2025-11-07	Administration	25 WORK BOOTS	\$124.29	
EFT000000006741	2025-11-07	Administration	KING BOOTS	\$124.29	
Total For Vendor KING013 Jason King				\$248.58	
Vendor: KJPMGT0 KJ Pender Mgt					
EFT000000006742	2025-11-07	General Government	2025-16	\$7,531.84	
Total For Vendor KJPMGT0 KJ Pender Mgt				\$7,531.84	
Vendor: LEVA001 Levac Propane Inc					
EFT000000006743	2025-11-07	Administration	2057505	\$1,422.46	
Total For Vendor LEVA001 Levac Propane Inc				\$1,422.46	
Vendor: LOCA001 Local Authority Services Ltd					
EFT000000006744	2025-11-07	Administration	MGBP000030780	\$77.19	
Total For Vendor LOCA001 Local Authority Services Ltd				\$77.19	
Vendor: MCGO001 McGovern, Michael					
EFT000000006745	2025-11-07	General Government	LAW MILEAGE	\$102.24	
Total For Vendor MCGO001 McGovern, Michael				\$102.24	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Vendor: MESS001 Messer Canada Inc (formerly Linde)					
EFT000000006746	2025-11-07	Administration	2109499133	\$209.05	
Total For Vendor MESS001 Messer Canada Inc (formerly				\$209.05	
Vendor: MIKE001 Mike Dean Super Food Stores					
EFT000000006747	2025-11-07	General Government	MIKE DEANS SEPT 25	\$490.72	
Total For Vendor MIKE001 Mike Dean Super Food Stores				\$490.72	
Vendor: MILE001 Milestone Monument Company					
030087	2025-11-07	Administration	4082	\$395.50	
Total For Vendor MILE001 Milestone Monument Compar				\$395.50	
Vendor: MINI013 Ministry Of Finance - Policing					
EFT000000006748	2025-11-07	Protection Services	422509250907029	\$108,653.00	
Total For Vendor MINI013 Ministry Of Finance - Policing				\$108,653.00	
Vendor: NORT002 North Frontenac Telephone Co.					
EFT000000006749	2025-11-07	Administration	82102967 OCT 25	\$169.44	
EFT000000006749	2025-11-07	Administration	82093964 OCT 25	\$89.27	
Total For Vendor NORT002 North Frontenac Telephone C				\$258.71	
Vendor: NORT004 Brandt Tractor Ltd					
EFT000000006750	2025-11-07	Administration	5021426	\$3,177.38	
EFT000000006750	2025-11-07	Administration	8070408	\$664.38	
Total For Vendor NORT004 Brandt Tractor Ltd				\$3,841.76	
Vendor: PERT004 Perth Motors					
030088	2025-11-07	Administration	129940	\$67.80	
Total For Vendor PERT004 Perth Motors				\$67.80	
Vendor: RAWN002 Ernie Rawsley					
030085	2025-11-07	Transportation Services	ENTRANCE PERMIT	\$400.00	
Total For Vendor RAWN002 Ernie Rawsley				\$400.00	
Vendor: RELI001 Reliance Home Comfort					
030089	2025-11-07	Administration	JUNE-SEPT 25	\$61.75	
030089	2025-11-07	Administration	JULY-OCYT 25	\$61.75	

**Township of Central Frontenac
 CHEQUE DISTRIBUTION REPORT**

Cheque Number	Date	Vendor Name	Document Number	Apply Amount	Dist Type
Total For Vendor		RELI001 Reliance Home Comfort		\$123.50	
<hr/>					
Vendor:	RICO0001	Ricoh Canada Inc.			
EFT000000006751	2025-11-07	Administration	SCO95024607	\$242.59	
EFT000000006751	2025-11-07	Administration	SCO95024608	\$168.88	
EFT000000006751	2025-11-07	Administration	SCO95024609	\$68.78	
Total For Vendor		RICO0001 Ricoh Canada Inc.		\$480.25	
<hr/>					
Vendor:	SHAR011	Sharbot Lake Automotive			
030090	2025-11-07	Administration	8969	\$128.99	
Total For Vendor		SHAR011 Sharbot Lake Automotive		\$128.99	
<hr/>					
Vendor:	SIGN001	SignDesign			
EFT000000006752	2025-11-07	Administration	15518	\$406.80	
Total For Vendor		SIGN001 SignDesign		\$406.80	
<hr/>					
Vendor:	SITT001	SITTLER GRINDING INC.			
030091	2025-11-07	Administration	156481	\$26,792.30	
Total For Vendor		SITT001 SITTLER GRINDING INC.		\$26,792.30	
<hr/>					
Vendor:	TAYL002	Taylor Auto Mall			
030093	2025-11-07	Administration	16180	\$163.62	
Total For Vendor		TAYL002 Taylor Auto Mall		\$163.62	
<hr/>					
Vendor:	TAYS001	Tayside Motorsports			
EFT000000006753	2025-11-07	Administration	37062	\$1,740.20	
Total For Vendor		TAYS001 Tayside Motorsports		\$1,740.20	
<hr/>					
Vendor:	TORO001	Toromont Cat			
030094	2025-11-07	Administration	PS040720139	\$352.63	
030094	2025-11-07	Administration	PS040720138	\$1,580.73	
Total For Vendor		TORO001 Toromont Cat		\$1,933.36	
<hr/>					
Vendor:	UNIV001	Universal Supply Group (Quinte/Napa/Fraction/CMax			
EFT000000006754	2025-11-07	Administration	883-015421	\$38.13	
EFT000000006754	2025-11-07	Administration	896-224942	\$11.54	
EFT000000006754	2025-11-07	Administration	883-015420	\$536.37	
EFT000000006754	2025-11-07	Administration	883-020816	\$574.49	

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>
		Total For Vendor	UNIV001 Universal Supply Group (Quir	\$1,160.53	
				<hr/>	
Vendor:	WHIT001	White's Wear Parts Ltd			
		Total For Vendor	WHIT001 White's Wear Parts Ltd	\$3,892.19	
				<hr/>	
			GRAND TOTAL	\$205,516.62	
				<hr/> <hr/>	



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 217-2025
DATE: November 25, 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 2025 as applicable for the following roll number(s):

10-39-010-010-03501-0000 & 10-39-010-010-03505-0000 & 10-39-010-010-03506-0000; 10-39-040-010-10400-0000 & 10-39-040-010-10500; 10-39-060-010-12505-0000; 10-39-060-010-12510-0000; 10-39-070-020-23405-0000; 10-39-080-020-11002-0000; 10-39-080-030-13000-0000 & 10-39-080-030-13005-0000

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: 218-2025
DATE: November 25, 2025
FROM: Michael McGovern, Treasurer
PREPARED BY: Erin Babcock, Deputy-Treasurer
RE: 357/358/359 Application Response(s)

RECOMMENDATION

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

Roll Number 10-39-040-020-16250-0000 for the period of August 8, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/ Razed by fire, demolition, or **otherwise - (357)(1)(d)(i) – Class change from exempt to taxable.**

And further that Council approves an adjustment of taxes to be calculated by the tax department for the related period.

BACKGROUND

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

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

DISCUSSION

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

STRATEGIC PLAN PRIORITY

N/A

FINANCIAL IMPLICATIONS

The class change will result in property taxes being collected on this property based on the applicable tax rate.

ATTACHMENTS/REFERENCES

Reports from MPAC at meeting



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 219-2025
DATE: November 25, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: Draft Procurement Policy

RECOMMENDATION

THAT Council accept the attached draft procurement policy for information purposes as prepared by the Treasurer;

AND FURTHER THAT the draft procurement policy bylaw be passed later in the meeting.

BACKGROUND

The current purchasing policy by-law was adopted in 2018. As a standard practice, the purchasing policy should be updated every four years. The draft procurement policy before council is meant to streamline the purchasing activities within the municipality and continue to provide openness, fairness, accountability, and transparency in the best interests of the Township of Central Frontenac. It is also to provide flexibility and expediency to the process while balancing cost, quality and timing, to provide the best value to our residents.

DISCUSSION

The main differences from the current procurement policy include increased purchase thresholds to better reflect inflation. The policy now also permits authorization to proceed when the total purchase price is within a specified percentage over budget, as outlined in section 31(d). This change is intended to provide flexibility and allow

purchases to be completed more efficiently rather than waiting for the next Council meeting.

Additionally, the Authority and Responsibility section (Part III) has been more clearly defined. The policy also establishes clearer rules regarding the purchase of used fleet equipment, as detailed in section 38, along with enhanced requirements to ensure competitive pricing while maintaining high-quality service for residents. Improvements have also been made to the cooperative purchasing provisions in sections 71 to 73.

Finally, a new group procurement section, 37(d), has been added in response to previous discussions and Council's direction.

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

N/A

ATTACHMENTS/REFERENCES

Schedule A Central Frontenac Draft Purchasing-By-law
Schedule B Policy Flow Chart

**SCHEDULE "A" TO BY-LAW 2025-xx
CORPORATION OF THE TOWNSHIP
OF CENTRAL FRONTENAC
PROCUREMENT POLICY**

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Part I. Short Title, Purpose and Scope

Short Title

1. This by-law shall be known and may be cited as the “Procurement Policy”.

Purpose

2. This by-law has been enacted to adopt a policy respecting the Procurement of Goods and Services, Construction or Consulting Services to:
 - a) ensure an efficient, timely and cost-effective approach while maintaining controls necessary for a public agency;
 - b) encourage objective and equitable treatment of all Suppliers while ensuring the principles of fairness, transparency and accountability;
 - c) ensure the Best Value of an acquisition is obtained by determining the total cost. Factors to consider may include, but shall not be limited to, the determination of the total cost of performing the intended function over the lifetime of the task, acquisition cost, installation, disposal value, disposal cost, quality of product, training cost, maintenance cost, quality of performance and environmental impact;
 - d) support effective business planning to ensure that acquisitions occur after consideration of need, alternatives, timing and appropriate life cycle management;
 - e) adhere to the highest standards of ethical conduct and to avoid conflicts between the interests of the Township and those of the Township's employees and elected officials;
 - f) ensure compliance with applicable trade agreements, laws and regulations; and encourage due regard for the preservation of the natural environment.

Scope

3. This by-law applies to the Procurement of all Goods and Services, Construction or Consulting Services except those items set out within Schedule "A".
4. This by-law applies to all departments , committees, and volunteers within the Township.
5. This by-law applies to the disposal of assets owned by the Township save and except the disposal of artifacts and real property including land, building, leasehold interests, easements, encroachments, license and rentals;

Part II Interpretation

Headings

6. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.
7. Appendix "A" to this by-law — Excluded Procurements forms an integral part of this by-law and is attached hereto.

References to Applicable Law

8. All references to applicable policies, by-law, statutes and regulations apply as amended, revised or replaced from time to time.

Definitions

For the purposes of this by-law, unless a contrary intention appears;

"Acquisition" means to obtain Goods and Services, Construction or Consulting Services;

"Approval Authority" means the authority to approve and award Procurements, as well as any assignment or corporate change requests related to such Procurements, up to the Procurement Values for the respective body or person(s) set out in "Section V Standard Procurement" and "Section VI Non-Standard Procurement"

"Approved Budget" means an annual operating and capital budget adopted by council through a by-law;

"Authorized" in relation to a Person, means authorized by this Policy to act on behalf of the Township of Central Frontenac to: (i) initiate Bid Requests and other forms of Procurement activities; (ii) govern the conduct of a Bid Request; and (iii) make an Award;

"Authorized Person" means a Person who is approved in accordance with the Procurement procedures and includes any Deputies;

"Authorized Delegate" means the person who has been delegated by Council to have Approval Authority in accordance with the Procurement procedures. An Authorized Delegate includes any other person further sub-delegated in writing, by the CAO/Clerk and Treasurer, to temporarily act on behalf of the Approval Authority;

"Best Value" means the optimal balance of performance and cost determined in accordance with pre-defined evaluation criteria and is not limited to the lowest dollar amount;

"Bid" means an offer or submission in response to a Solicitation Document;

"Bid Bond" means a written, valid, subsisting, binding and irrevocable undertaking by a surety company to pay to the Township of Central Frontenac a specified amount in the event the successful bidder fails to enter into a Contract;

"Bid Deposit" means a certified cheque or bank draft in a specified amount to accompany the tender document;

"Bid Documents" means the documents issued by the Township of Central Frontenac in connection with a Bid Request;

"Bid Request" means a written request by the Township of Central Frontenac for Bids in connection with the provision of Goods and or Services and includes, without limitation, Requests for Proposals, Requests for Tenders, Requests for Quotations;

"Bidder" means a Supplier that submits a Bid;

"CAO/Clerk " means the Chief Administrative Officer/Clerk of the Township or designate;

"CFTA" means Canadian Free Trade Agreement

"CETA" means Comprehensive Economic and Trade Agreement

"Committee of Council" - means any committee created by council

"Competitive Process" means either an Open Competition or an Invitational Competition;

"Confidential Information" means information of commercial value, the disclosure of which is likely to have the effect of either impairing the Township's ability to obtain such information as is necessary to perform its statutory functions, or causing substantial harm to the competitive position of the Supplier or other organization from which the information was obtained, unless the Township is required by law to disclose such information;

"Conflict of Interest" means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Corporation is, or can be reasonably be perceived to be, in conflict with the interests of the Corporation, and includes, but is not limited to:

- (i) the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers Goods and/or Services to the Corporation;
- (ii) a direct or indirect interest in any business that provides Goods and/or Services to the Corporation;
- (iii) a conflict of interest as defined in the Municipal Conflict of Interest Act; or

(iv) a conflict of interest as defined in the Corporation's Code of Conduct/Code of Ethics/Conflict of Interest Policy

"Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional services related to the construction contract unless they are included in the Procurement;

"Consulting Services" means the provision of expertise, strategic advice or design services that is presented for consideration, decision-making and problem solving, and are generally acquired to obtain information, advice, training or direct assistance;

"Contract" means a commitment by the Township for the Procurement of Goods and Services, Construction or Consulting Services from a Supplier which may be evidenced by:

- i. a Solicitation Document;
- ii. an Agreement executed by the Supplier and the Township; or
- iii. a Purchase Order and issued to the Supplier by a duly authorized employee of the Township;

"Cooperative Purchasing" means a variety of arrangements whereby two or more publicly funded entities combine their requirements in a single Procurement process to obtain advantages of volume purchases from the same Supplier(s);

"Council" means the Council of the Township;

"Department" means any department within the Township;

"Department Head" means the Township of Central Frontenac staff person responsible for the directional and operational control of a Department, including, without limitation, the Department's budget;

"Direct Procurement" means using a process for acquisition of Goods and Services, Construction or Consulting Services by acquiring Best Value directly from a particular Supplier on the Vendor of Record list, within approved budget limitations as per this procurement policy ;

"Disposal" means an act through which the Township gives up title to property or ownership of Goods;

"Division" means any division within a Department in the Township;

"Electronic Tendering System" means a world wide web or Internet based system (including but not limited to MERX, Bids & Tenders, or Biddingo) that is used by purchasers of Goods and or services to submit Bid Requests;

"Emergency" means a situation, or the threat of an impending situation, which, affect the environment, life, safety, health or welfare of the general public, or the property of the residents of the Township;

"Evaluation Committee" means any Township employee(s) to determine that the Vendor has the necessary technical and qualitative requirements to perform the project engagement;

"Evaluation Criteria" means a minimum measurement value of budget, experience, quality of proposal, and may include valued added options such as timing, methodology, understanding of project, personnel, interview, and references

"Goods and Services" includes supplies, equipment, materials, products, services, structures and fixtures to be delivered, installed or constructed;

"HST" means harmonized sales tax;

"In-house bidding" means a process that permits Central Frontenac Township Departments to respond to Bid Requests in competition with external Bidders;

"Internal Business Partner" means the Township Department or Committee of Council initiating or requesting the Acquisition of the Goods and Services, Construction or Consulting Services;

"Invitational Competition" means a Competitive Process in which an invitation to submit Bids is issued to a minimum of two, but ideally three Suppliers;

"Informal Procurement" means a process for Acquisition of Goods and Services, Construction or Consulting Services in which a minimum of two, but ideally three written Quotations are obtained directly from particular Suppliers without conducting a Competitive Process, in order to acquire the Best Value.

"Irregularity" in reference to the contents of a Bid means a departure from the strict requirements of a Bid Request as reflected by the Bid Documents;

"Limited Competition Procurement" means the Acquisition of Goods and Services, Construction or Consulting Services through a process whereby Bids are solicited from less than three Suppliers;

"Non-Standard Procurement" means the Acquisition of Goods and Services, Construction or Consulting Services through a process other than the process normally used for the type and Procurement Value of the Goods and Services, Construction or Consulting Services set out in "Section VI Non- Standard Procurement";

"Open Competition" means the solicitation of Bids through a publicly posted Solicitation Document;

"OPSS" means the "Ontario Provincial Standard Specifications";

"Person" includes individuals, corporations, partnerships, firms and trusts and may include Council;

"Personal Information" refers to personal information as defined within the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56;

"Pre-qualification" means the process of selecting a number of prospective Vendors who are determined by the CAO/Clerk and Department Head to be experienced in the provision of a specific type of Goods and/or Services;

"Policy" means this purchasing by-law;

"Procurement" or **"Purchasing"** means the Acquisition of Goods and Services, Construction or Consulting Services by purchasing, renting or leasing;

"Procurement Value" means the estimated amount for budget or planning purposes in acquiring particular Goods and Services, Construction or Consulting Services which amount may be higher, lower or equal to the actual cost of the Goods and Services, Construction or Consulting Services when ultimately acquired. For greater certainty, when multi-year Contracts are awarded for the Acquisition of Goods and Services, Construction or Consulting Services, the estimated value of the Goods and Services, Construction or Consulting Services for such multi-year Contracts is the estimated amount to be paid for the Goods and Services, Construction or Consulting Services over the entire Contract, and is not limited to the amount which may be payable in any particular budget year. The Procurement Value must include all anticipated costs to the Township, including, as applicable, Acquisition, maintenance, replacement, Disposal, and training, delivery, installation and extension options, less applicable rebates or discounts and shall exclude the recoverable portion of the HST or other taxes;

"Proposal" means an offer to supply Goods and/or Services on which end results are outlined but no detailed Specifications were given to the Bidders as to the Goods and/or Services or how the work is to be performed through a publicly advertised Request for Proposal;

"Purchase Order" means a written offer from the Township of Central Frontenac to Purchase Goods and/or Services in the form prescribed by Council;

"Quotation" means an offer to sell Goods or provide Services obtained from selected sources of supply to provide stipulated goods and/or Services at a particular price and with specified terms or conditions. Quotations may be received by mail, e-mail, or facsimile;

"Request for Proposals" or "RFP" means the process for obtaining unique proposals designed to meet broad outcomes to a complex problem or need for which there could be various options which may or may not result in an Award;

"Request for Quotation" or "RFQ" means the process for obtaining Quotations from vendors to offer a Quotation for the completion of a specific task or project;

"Request for Tender or "RFT" means the process for requesting Tenders from Vendors in accordance with this policy;

"Senior Management Team" consists of the CAO/Clerk, Fire Chief, Treasurer, Manager of Development Services, and the Public Works Manager, or as amended by the CAO/Clerk;

"Services" means the furnishing of labour, time or effort by a Supplier, which may involve the delivery or supply of products incidental to the provision of the Services, and includes professional, construction or maintenance Services;

"Single Source" means the process of procuring Goods and/or Services from a particular Vendor without the utilization of a Bid Request issued to other potential Vendors;

"Solicitation Document" means the document issued by the Township to solicit Bids from Bidders or Suppliers that may be without limits in the form of a Request for Tender, a Request for Proposal or a Request for Pre-Qualification;

"Standard Procurement" means the Acquisition of Goods and Services, Construction or Consulting Services set out in "Section V - Standard Procurement";

"Supplier" means a person carrying on the business of providing Goods and Services, Construction or Consulting Services;

"Specifications" means the detailed description of and written requirements and standards for Goods and Services, Construction or Consulting Services and also includes any drawings, designs and models; and

"Standardization" is a management decision-making process that examines a specific common need or requirement and then selects Goods and Services, Construction or Consulting Services that best fills that need to become the standard;

"Tender" means a sealed Bid that contains an offer in writing to execute some specified Services or to supply certain specified Goods for a certain price provided in response to a publicly advertised Request for Tenders;

"Total Acquisition Cost (TAC)" means the Township of Central Frontenac's estimate of the amount of a particular Contract plus any applicable federal and provincial taxes, less any applicable rebates;

"Township" means The Corporation of the Township of Central Frontenac.

"Two Envelope Method" is a procurement process used to evaluate proposals based on technical and financial criteria separately.

"Unfair Advantage" means any use of information that could be perceived as an advantage in or imposition of a disadvantage in the procurement process which would violate the township's standard code of conduct. An example would be exploiting another person's vulnerability for personal, social or objective gain, or using unethical methods to achieve some benefit.

"Vendor" means any Person supplying Goods and or Services to the Township of Central Frontenac; and

"Vendor of Record (VOR) Process" means a procurement process in which Bids are sought only from the members of a select group of prospective Vendors as determined by the process outlined in the vendor of record section below.

Part III. Authority and Responsibility

General

9. Specific responsibilities pertaining to all stages of a Procurement process, from the initial identification of requirements through to the management of Contracts with Suppliers, are detailed in this by-law and the Township's Procurement procedures. In addition to those specific responsibilities, the general roles and responsibilities of the Township's elected officials and employees are set out below.

Council

10. In accordance with best practices in municipal Procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Township's Procurement operations as follows:
 - a) It is the role of Council to establish policy and to approve expenditures through the Township's budget approval process. Through this by-law, Council delegates to the Township's employees the authority to incur expenditures in accordance with approved budgets through the acquisition of Goods and Services, Construction or Consulting Services in accordance with the rules and processes set out in this by-law.
 - b) To facilitate Council's oversight role in respect of significant projects, Council may require Departments to obtain Council's authority to initiate specific Procurements by identifying Procurement projects of interest, such as Procurements that are of a high Procurement Value or involve significant risk, security concerns or significant community interest.
 - c) To avoid the potential appearance of bias or political influence in Procurement Contract award decisions, members of Council will have no involvement in competitive Procurement processes from the time those Procurement processes have been initiated through the advertisement or issuance of the Solicitation Document until a Contract has been entered into with the successful Bidder, except where Council considers or approves the Contract award in accordance with this by-law.

CAO/Clerk

11. It is the role of the CAO/Clerk to work cooperatively with Council and Authorized Department Heads in order to ensure the goals and objectives of this by-law are met.
12. In fulfilling this role, the CAO/Clerk is responsible for delegating authority approval limits to staff in compliance with this by-law and all applicable procedures.

Treasurer

13. It is the role of the Treasurer to oversee the Procurement process for the Township and provide support in order to ensure the goals and objectives of this by-law are met.
14. In fulfilling this role, the Treasurer is responsible for:
 - a) establishing administrative procedures and policies for the implementation of this by-law;
 - b) ensuring compliance with this by-law and reporting noncompliance, in writing, to the appropriate Department Head and/or the CAO/Clerk where warranted.
15. It is also the role of the Treasurer to work cooperatively with the Department Head in the Township's Procurement. In fulfilling this role, the Treasurer, or designate, is responsible for:
 - a) researching developments in Canadian public Procurement requirements and best practices and, through collaboration with the Internal Business Partners, recommending updates to this by-law and developing the Township's Procurement procedures to reflect such developments and support the Township's Procurement goals and objectives;
 - b) providing Procurement advice and related Services, including developing and maintaining the necessary forms and Solicitation Document templates, for the purposes of fulfilling the Procurement needs of the Township;

- c) assisting in developing Procurement strategies and continually analyzing the Township's business requirements and spending patterns to identify opportunities for more strategic sourcing, including:
 - i. the Standardization of Goods and Services in conjunction with Internal Business Partners, where appropriate and feasible; and
 - ii. the consolidation of all similar Goods and Services where appropriate and possible;
 - iii. ensuring the consistent application of Procurement procedures and providing procurement services in an efficient and diligent manner;
- d) addressing and, where possible, resolving issues or concerns that arise in respect of a Procurement process or the application and interpretation of this by-law and the Township's Procurement procedures and seeking guidance and advice from the Senior Management Team, as required;
- e) providing appropriate orientation, training and tools to Township employees involved in Procurement activities; and
- f) serving as the Township's representative as a member of Cooperative Purchasing groups and organizations, where such membership is determined to be in the best interests of the Township.

Department Head

16. It is the role of the Department Head to ensure that their requirements for Goods and Services, Construction or Consulting Services are met in accordance with the goals and objectives of this by-law. In fulfilling this role, the Department Heads are responsible for:

- a) exercising their approval authority for all Procurement activity within the prescribed limits of this by-law;
- b) ensuring that all Procurement activities and decisions are authorized by this by-law and are carried out in accordance with the Township's Procurement procedures;
- c) monitoring all Contract expenditures to ensure compliance with financial limits;
- d) identifying and addressing non-compliance with this by-law and applicable procedures within their Departments; and
- e) upon discovery of instances of non-compliance, notifying and consulting with the Treasurer to obtain advice with respect to mitigating potential risks to the Township arising from/ non-compliance.

General Provisions

The provisions of this policy shall be followed by all Persons who act on behalf of the Township in issuing and/or conducting a Bid Request, and/or making an Award.

Save and except for the provisions of the "Contractual Agreement" section, which provisions apply to all Purchases on behalf of the Township, the Purchase of Goods and /or Services listed in Appendix "A" are exempt from the provisions of this Policy.

The terms of this Policy are applicable to all Township activities. Any Person carrying on activities on behalf of the Township must refer to the appropriate Department Head or Designate, all proposals for Purchases of any Goods or Services that will be used by such Person, which will thereafter become the property of the Township.

No Contract for Goods and Services or Construction may be divided into two or more parts to avoid the application of the provisions of the By-Law or circumvent the dollar limits established herein.

No employee shall Purchase, on behalf of the Township of Central Frontenac, any Goods and Services or Construction, except in accordance with this By-Law.

Goods and services purchased outside of the provisions of this policy will not be accepted and any invoices received will not be processed for payment.

Lease financing will only be undertaken in accordance with the guidelines of this policy and the applicable Township by-law.

Where an employee is involved in the Award of any Contract, either on his or her own behalf, or while acting for, by, with or through another person, has any Conflict of interest, direct or indirect, in the Contract, the employee, shall:

- a) Immediately disclose the interest to the Department Head involved in the Award of the Contract and the CAO/Clerk and shall describe the general nature thereof;
- b) Shall not take part in the Award of the Contract; and
- c) Shall not attempt in any way to influence the Award of the Contract.

All Council members shall conduct themselves in accordance with the Municipal Conflict of Interest Act, RSO 1990, c M50 as amended and the Township's Code of Conduct.

The provisions of the CFTA and CETA are incorporated by reference into this Policy, and shall form a part hereof. In the event of a conflict or inconsistency between any provision of this Policy and a provision of the CFTA or CETA, the provision of the latter referenced trade agreements shall prevail.

Where the designation of CAO/Clerk or Treasurer appears throughout this document, it will hereinafter mean CAO/Clerk or CAO/Clerk or deputy and Treasurer or deputy.

If a situation arises that is not addressed by this procurement policy, the purchase shall be deemed eligible for special treatment on a case-by-case basis by the Mayor, CAO/Clerk and Treasurer who will decide on the most cost effective, efficient decision based on the circumstances. If the amount is greater than \$50,000, a report will follow to inform council of the situation at the next council meeting. Any deficiency will be addressed in future updates of the procurement policy.

Operational Purchases

Prior to the approval of the budget, operational purchases up to **50%** of the value of the preceding years budget may be made without Council approval. Approval shall be obtained beyond the **50%** limit.

Notification of Procurement Opportunities

Notification of procurement opportunities for Goods and Services or construction exceeding a *TAC of \$50,000* shall be posted to the Township website and will be supplemented by other means of notification in as many places as feasible (newspaper, trade website, electronic tendering system, etc.). Postings shall be done, where possible, 2 months before the deadline to submit a bid.

Vendors of Record

A VOR listing shall be compiled by staff and recommended to Council for approval on an annual basis during budget deliberations as well as updated and presented to council during various times of the year as needed.

The VOR listing shall consist of vendors who have established an acceptable business relationship with the Township. The intent of a VOR listing is to avoid the Township absorbing the administrative costs of seeking multiple and repetitive quotes.

The Township may select the VOR process of procurement if the Vendors are included on a Vendor of Record list. The VOR process may be used either directly to Procure Goods and/or Services (i.e. without further competition) or it may be used as the basis for a Bid Request.

The Treasurer can add Vendors to the list at any time upon recommendation by an Authorized Person and complete any necessary Credit Applications while maintaining purchase thresholds as determined through this Policy. Any Vendor can be removed from the VOR list at any time upon recommendation to the CAO/Clerk by the Treasurer.

A vendor who is the successful bidder in a competitive process for the Township and who provides the contracted service consistent with the requirements of the contract in a manner satisfactory to the Authorized Person will be added to the Vendor of Record list.

Where there are multiple VOR for a particular contract, the Department Head shall give consideration to the expertise, experience, best value, and availability of the vendor in selecting the most appropriate

vendor. If all else is equal, the Department Head will assign such work in such a way as to achieve equitable distribution of work between vendors.

Internal Business Partners

17. Employees of all Departments & volunteers of committees of council are responsible for complying with this by-law. Internal Business Partners involved in Procurement activities must clearly understand their obligations and responsibilities under this by-law and all applicable procedures and should consult with the Treasurer in respect of any questions regarding the application or interpretation of this by-law or the Procurement procedures.

Restricted Acts after Nomination Day

18. Certain staff may be given delegated authority to approve Contract awards that would not be permitted for approval by Council under Sections 275 (1) to (4.1) of the *Municipal Act* (otherwise known as "Restricted Acts After Nomination Day").

Part IV. Conduct and Conflicts of Interest Council and Township Employees

19. The Township's Procurement activities must be conducted with integrity so as to maintain the public's trust. All Procurement activities undertaken by the Township must be conducted in accordance with the following policies, statutes and all other policies:
 - a) the Township's Code of Conduct for Employees is also applicable to volunteers, where directed, as it pertains to purchasing on behalf of the Township, as applicable;
 - b) the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as applicable.
20. All participants in a Procurement process, including any Suppliers acting on the Township's behalf, must declare any perceived, possible or actual conflicts of interest.
21. The following activity is prohibited, unless specifically approved by Council:
 - a) Any attempt to evade or circumvent the requirements of this bylaw including, but not limited to, the division of purchases to avoid the requirements of the Procurement policy by any method.

Suppliers

22. The Township expects its Suppliers to act with integrity and conduct business in an ethical manner. The Township may, in the sole and absolute discretion of the Township, refuse to do business with any Supplier that:
 - a) has engaged in illegal or unethical bidding practices;
 - b) has an actual or potential conflict of interest;
 - c) has an unfair advantage in the Procurement process; or
 - d) fails to adhere to ethical business practices.
23. Where a Supplier is retained to participate in the development of a Solicitation Document or the Specifications for inclusion in a Solicitation Document, that Supplier will not be allowed to respond, directly or indirectly, to that Solicitation Document unless the Treasurer is satisfied that there is not a reasonable alternative or that there is not a competitive advantage to be gained.
24. Illegal or unethical bidding practices include:
 - a) bid-rigging, price-fixing, bribery or collusion or other behaviors or practices prohibited by federal or provincial statutes;
 - b) attempting to gain favor or advantage by offering gifts or incentives to Township employees, members of Council or any other representative of the Township;
 - c) lobbying members of Council or Township employees or engaging in any prohibited communications during a Procurement process;
 - d) submitting inaccurate or misleading information in response to a Procurement opportunity; and, engaging in any other activity that compromises the Township's ability to run a fair Procurement process.

25. The Township will, where appropriate, report suspected cases of collusion or other bid-rigging offences under the *Competition Act*, R.S.C., 1985, c. C-34 to the Competition Bureau or to other relevant authorities.
26. In providing Goods and Services, Construction or Consulting Services to the Township, Suppliers are expected to adhere to ethical business practices, including:
 - a) performing all Township Contracts in a professional and competent manner and in accordance with the terms and conditions of the Contract; and complying with all applicable laws, including safety and labour codes (both domestic and international as may be applicable).

Part V. Standard Procurement

27. Standard Procurement depends on the type and Procurement Value of the Goods and Services, Construction or Consulting Services required. Standard Procurement processes include:
 - a) acquisitions made by Direct Procurement, every attempt should be made to obtain Best Value, which may include through the Purchasing group where analysis supports Best Value; or
 - b) conducting an Informal Procurement process by obtaining a minimum of two, but ideally three written Quotations; or
 - c) conducting an Invitational Competition by soliciting Bids from a minimum of two, but ideally three Suppliers; or
 - d) conducting an Open Competition by publicly advertising and posting the Solicitation Document by way of a Request for Tender or Request for Proposal, which may require the need to negotiate scope & pricing. If deemed necessary by the Department Head, CAO/Clerk, and Treasurer, effort will be made to offer the same opportunity to the another bidder.
28. The following table sets out the requirements for Standard Procurement within the approved budget: & is summarized in Appendix C

<u>Standard Procurement Process and Approval Authority</u>		
<u>Procurement Value</u>	<u>Procurement Process</u>	<u>Approval Authority</u>
Up to \$20,000 or less	Direct Procurement	Department Head or Authorized Designate
\$20,000 to \$50,000	Informal Procurement or Invitational Competition	Department Head and CAO/ Clerk or Treasurer*
\$50,001 to \$100,000	Open Competition	Department Head and CAO/ Clerk or Treasurer*
Greater than \$100,000	Open Competition	Council
*Note: If Finance is the issuing Department, then approval must include the CAO.		

29. The Department Head whose budget provides for the Procurement shall be responsible for the preparation of Specifications for Requests for Tenders. Specifics are to be reviewed by the Treasurer. All Requests for Tender shall be called, opened, and awarded in accordance with procedures for Procurement for the Township and includes terms and conditions of the Bid solicitation.
30. Where it is not possible to prepare precise Specifications, or where otherwise appropriate, the Department Head will issue a Request for Proposal, which will include evaluation criteria and weightings for the criteria such as, but not limited to, qualifications, experience, strategy, approach, methodology, facilities, and equipment. The documentation shall clearly distinguish those requirements that are deemed mandatory or non-mandatory and shall clearly outline how these items will be evaluated. All Proposals received are scored in accordance with the pre-determined evaluation criteria. All Request for Proposals shall be called, opened, and awarded in accordance with procedures for Procurement for the Township.
31. Regardless of Procurement Value, the Department Head shall submit a report to Council recommending award of a purchase if any one or more of the following conditions apply:
 - a) the value of the Bid being recommended for award including any contingency allowance is in excess of the Council approved budget as per the chart below;
 - b) the project is not specifically identified within the Council approved budget and is over the approval amount as per the authorization charts in Appendix "C"; or
 - c) there are other orders of government or granting agencies which require Council approval.
 - d) Any purchases under \$50,000 that are over budget shall require the approval as directed below.

<u>Staff Approval Required if Cost Over Budget for purchases <\$50,000:</u>	
<u>% over Approved Budget</u>	<u>Approval Required</u>
<5%	Department head to find within budget
>5% and <10%	Treasurer
<15%	CAO/ Clerk

32. Where any purchase of Goods and Services, Construction or Consulting Services has been authorized under this by-law, the Department Head may authorize disbursement of additional funds over the original awarded contract, including the ability to negotiate scope & pricing under extenuating circumstances, provided that the additional funds:

- a) shall not exceed the lesser of \$20,000 or ten percent (10%) of the original Contract
- b) are available within the relevant budget; and
- c) are required to complete works that are necessary as part of the original Contract.

<u>Council Approval Required if Cost Over Budget by:</u>	
<u>Approved Budget Value</u>	<u>Over Approved Budget by:</u>
\$0-\$10, 000	>20% of approved budget
\$10,001-\$50,000	>15% of approved budget
\$50,001-\$100,000	>10% of approved budget
>\$100, 000	>7.5% of approved budget

- 33. The conditions above do not apply where the additional funds required are provided to the Township from an external party by way of grant, donation, or similar funding source.
- 34. The Standard Procurement processes shown in the table in section 23 are minimum standards. Although the table indicates that the Procurement process shall become progressively more formal as the estimated Procurement Value increases, the Internal Business Partner may always choose to use a more formal Procurement process than the process indicated in the table.
- 35. The Treasurer will prepare a quarterly information only report to Council on solicitations awarded through open competition where the Procurement Value is between \$50,000 and \$99,999.

Part VI. Non-Standard Procurement

- 36. Non-Standard Procurement processes for Goods and Services, Construction or Consulting Services includes, without limitation:
 - a) Informal Procurement; or
 - b) Invitational Procurement; or
 - c) Limited Competition Procurement.
- 37. The use of a Non-Standard Procurement processes is only permitted under the following circumstances:
 - a) where a Standard Procurement process was conducted in accordance with this by-law and applicable procedures and has not resulted in the receipt of any compliant Bids, Quotations or Proposals;

- b) for the Procurement of Goods and Services, Construction or Consulting Services relating to matters with Confidential Information or privileged nature where the disclosure of those matters through an open competition could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- c) for the Procurement of Goods and Services, Construction or Consulting Services from a publicly funded agency or a non-profit organization;
- d) for the Procurement of Goods and Services, Construction or Consulting Services through the Purchasing Group where analysis supports Best Value
- e) for the Procurement of Goods and Services, Construction or Consulting Services under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
- f) for the Procurement of a prototype of Goods and Services, Construction or Consulting Services to be developed in the course of, and for a particular Contract for research, experiment, study, or original development, but not for any subsequent purchases;
- g) for the Procurement of Goods and Services, Construction or Consulting Services that is financed primarily from donations that are subject to conditions that are inconsistent with a Standard Procurement process conducted in accordance with this by-law and applicable procedures;
- h) Additional deliveries by the original Supplier of the Goods and Services, Consulting Services or Construction that were not included in the initial Procurement, if a change in Supplier:
 - I. cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial Procurement; and
 - II. would cause significant inconvenience or substantial duplication of costs for the Township;
- i) where expressly authorized by Council
- j) when the purchase is already covered by a lease-purchase agreement where payments are partially or totally credited to the purchase
- k) when the required item is in short supply due to market conditions, e.g. non-market forces impact on supply & demand
- l) when an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority, such as an environmental, public health, or workplace safety compliance order.
- m) where a Contract has expired or expiry is imminent and unforeseeable circumstances have caused a delay in issuing a new RFP or RFT such that a Contract extension is required;
- n) when by legislation or regulation, the service can be provided only by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, chartered accountants, lawyers and notaries

Purchase of Used Fleet Equipment

38. The Department Heads are authorized to purchase used fleet equipment that is sold by other municipalities, by private sale or public auction; sold through a vendor licensed to sell used equipment; by sealed bid, or by negotiation providing that:

Requirements:

- a) the equipment meets or exceeds the departmental equipment requirements.
- b) the CAO/Clerk & Treasurer approval required before purchase, if under \$100,000.
- c) it is documented by the Department Head report to council that it is fiscally responsible to purchase a used piece of equipment rather than purchase new.
- d) if the total expenditure per piece of equipment exceeds \$100,000, a report will be forwarded to Council by the Department Head before exploring the market. The report will define the parameters of the intended purchase with information about the purchase and to obtain council approval.

d)

- e) There will be no less than 2 quotes, ideally 3 if possible, obtained to ensure that we are getting the best price in relation to the required specifications as outlined in the report to council

39. The Department Head is exempt from the Municipality's RFQ/RFP/RFT processes when purchasing used fleet equipment, subject to compliance with budgetary limitations and approvals from the CAO/Clerk & Treasurer.

Specialized Services (Non-Standard Procurement)

Banking, Audit, Legal, Employee Benefits, Insurance, Engineering and Planning Consulting.

40. These services are recognized to require a combination of expertise, experience and knowledge of the Township's operations, policies and practices. Tendering for these services will be considered on a multi-year (maximum of five-year cycle) basis.

Council may renew an arrangement for the provision of these services by resolution.

Authorized Persons may Award Contracts on a Single Source, non-standard procurement basis to suppliers of specialized goods and/or services who are on the Vendor of Record list. The Award of the Contract will be documented by the issuance of a purchase order to recognize the agreement.

41. The following table sets out the approval authority levels.

<u>Non-Standard Procurement Process and Approval Authority</u>		
<u>Procurement Value</u>	<u>Procurement Process</u>	<u>Approval Authority</u>
\$50,000 or less	Informal Procurement	Department Head and CAO/ Clerk or Treasurer*
\$50,001 to \$100,000	Informal or Invitational Procurement	Department Head and CAO/ Clerk or Treasurer*
Greater than \$100,000	Limited Competition Procurement	Council
*Note: If Finance is the issuing Department, then approval must include the CAO.		

Part VII. Emergency Procurement

42. Notwithstanding any other provisions of this by-law and provided time does not permit the use of a Standard Procurement process Goods and Services, Construction or Consulting Services may be purchased on an Emergency basis where they are required as a result of an unforeseen situation or an event occurs that is a threat to any of the following:

- a) public health or safety;
- b) the maintenance of essential Township Services or to prevent the disruption of essential Township Services;
- c) the welfare of persons or of public property; or
- d) the security of the Township's interests.

43. Where an Emergency purchase is required as described above and cannot be accommodated in the approved budget, on the recommendation of a Department Head, the authority levels below shall be used: Treasurer or CAO/Clerk has the approval authority to issue a purchase for the requirements. When the Procurement Value of the Emergency acquisition exceeds \$50,000, the Department Head shall provide a report to Council as soon as practicable.

- a) any department head (or designate) may authorize Emergency Purchases having TAC of \$20,000 or less;
- b) for Emergency Purchases having a TAC greater than \$20,000 and less than \$50,000, Department Heads (or designate) who have written approval of the CAO/Clerk (or designate) to authorize the Emergency Purchase, and
- c) for Emergency Purchases having a TAC greater than \$50,000, only the Mayor (or designate) and CAO/Clerk (or designate) may authorize such a Purchase.

44. Where there is a declared municipal Emergency in accordance with the Township's emergency response plan, the CAO/Clerk or the Emergency Operation Commander shall authorize any required purchases. This authority shall continue until the declared municipal emergency is terminated in accordance with the Township's emergency response plan. When the Procurement Value of the

acquisition exceeds \$100,000, the Emergency Operation Commander & Treasurer shall issue an information report to Council as soon as practicable.

Part VIII. Pre-Qualification for Suppliers

45. The purpose for prequalification of Suppliers is to ensure that each Supplier intending to perform work on a Township Contract can demonstrate its ability to provide the necessary expertise and resources to satisfactorily complete the work required.
46. Pre-qualification of Suppliers will only be considered when one or more of the following circumstances exists:
 - a) the work will require substantial project management by the Township if the Supplier is not appropriately experienced and could result in a substantial cost to the Township;
 - b) the Goods and Services, Construction or Consulting Services to be purchased must meet national safety standards;
 - c) the work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials, or financial requirements;
 - d) there could be a substantial impact on the Township operations if the work is not satisfactorily performed the first time;
 - e) time requirements necessitate efficient use of time and expertise; or
 - f) any other circumstances deemed appropriate by the CAO/Clerk.
47. Pre-qualification requires Suppliers to provide such information as requested by the Township to determine that the Supplier has the capability in all respects to perform the Contract requirements. This information may include such things as:
 - a) previous experience on similar work (Supplier and/or any staff assigned);
 - b) capacity to fulfill the Contract requirements; and
 - c) the facilities and/or equipment to perform the work.
48. Pre-qualifications may be done on a project specific basis. As a result of the pre-qualification the Township will only allow those who are pre-qualified to participate in the bidding process for scope of work and/or Services as specified in the Solicitation Document, while maintaining the competitive bidding process.

Part VIII. Expression of Interest

49. A Department Head may use an Expression of Interest (EOI) prior to a Bid request to seek information from interested parties for an upcoming solicitation. An EOI is a process whereby the Township can acquire information. An EOI may be used:
 - a) to determine interest of the marketplace to provide Goods or Services which the Township is contemplating acquiring;
 - b) as a general market research tool to determine availability of Acquisition, and if they meet the business or operational requirements of the potential acquisition;
 - c) to request publicly available cost details for the purpose of budget planning or developing a future Bid.

An EOI should not create a contractual obligation between the Township and the interested party. An EOI process does not lead to a Contract award.

Part X. Contract Management and Supplier Performance

Contractual Agreement

51. Informal written agreements will be issued for every service contract detailing pertinent contact information, details of the agreement and penalties if services are not performed accordingly.
52. Formal agreements shall be entered into when the resulting Contract is complex and will contain terms and conditions other than standard contractual terms and conditions.
53. It shall be the responsibility of the Department Head, in consultation with the CAO/Clerk and Treasurer, to determine if it is in the best interest of the Township of Central Frontenac to establish a formal agreement with the supplier.
54. Where it is deemed that a formal agreement is required, the formal agreement shall be reviewed by the Department Head, CAO/Clerk, Treasurer, and Legal Counsel as required.
55. Where a formal agreement is required, the CAO/Clerk shall execute the agreement in the name of the Township of Central Frontenac.

Guarantee of Contract Execution and Performance

56. The authorized department head, in consultation with the CAO/Clerk, may require that a bid be accompanied by a bid bond in order to guarantee entry into a Contract, for Requests for Tenders and Requests for Proposals shall be as follows:

Estimated TAC	Minimum Deposit required
\$100,000 or less	5%
Greater than \$100,000	10%

57. The bid bond means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money order and where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Township of Central Frontenac.
58. For both RFT and RFP procurements, where applicable as determined by the department head, (exceptions will be given for legal, financial, engineering and planning consulting assignments) prior to the commencement of the work, the successful bidder will be required to provide the following security in addition to the security referred to above, guaranteed by a surety company of good standing;
 - a) a performance bond to guarantee the performance of a Contract, and
 - b) a payment bond to guarantee the payment for labour and materials to be supplied in connection with a Contract.
59. These bonds protect the Township from a successful bidder who does not complete the work required in the formal contract. Where this occurs, the surety company may be required to pay the Township an amount up to the bond limit. The bond must be taken for 100% of the contract fee and be included as part of the bid itself, otherwise the Township will not consider the bid.
60. Prior to the commencement of work, evidence of insurance coverage satisfactory to the Department Head while following the guidelines in Appendix D must be obtained, ensuring indemnification of the Township of Central Frontenac from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the Contract and from any other risk determined by the Department Head as requiring coverage. The Township of Central Frontenac shall be added to the contractor's insurance policy as an "Additional Named Insured." Insurance will be kept up to date/maintained through the entirety of the contract, and may be requested from the vendor during the contract.
61. Prior to commencement of work, a Certificate of Clearance from the Workplace Safety and Insurance Board shall be obtained ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board and a copy of a liability insurance certificate as required per Appendix D. Prior to payment of any progress draws, a Certificate of Clearance from the Workplace Safety and Insurance

Board shall also be obtained ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board.

62. After the successful bidder is determined, as well as any other bids to be retained, the Township will return the other bid deposits. Once an agreement is completed, the Township will return the successful bidder's deposit as well as any other bids held.
63. For those projects using the OPSS based tender documents the value of the Bid Bond required as specified below will be consistent with the OPSS:

Blanket Purchase Orders

64. A Department Head may establish Blanket Orders using the applicable bid mechanism (RFT or RFP) based upon the estimated annual expenditure. Blanket Orders may also be coordinated with other Municipal departments as applicable. An example would be gravel tenders.

Blanket Orders shall be issued for a specific time period with all ordering departments responsible for maintaining purchases within budget allocations.

65. All Contracts must be managed by the respective Internal Business Partner acting as the project lead in accordance with this by-law and all applicable procedures to ensure that both the Township and the Supplier fulfil the requirements of the Contract.
66. No Invitational Competition or Open Competition will be awarded to any Supplier which has a claim, has threatened to or has instituted a legal proceeding against the Township or against which the Township has a claim or has instituted a legal proceeding with respect to any previous Contract, without approval of Council. For purposes of this provision, a legal proceeding includes an arbitration and includes a proceeding before the Ontario Land Tribunal.

Part XL Two-Envelope Procurement Process

67. When acquiring Goods and Services, Construction or Consulting Services and where an evaluation of experience and qualification is required, the Township may employ the Two Envelope Method and shall only consider the financial envelope containing the prices of the Supplier if the technical envelope has permitted the Evaluation Committee to determine that the Supplier has the necessary technical and qualitative requirements to perform the project engagement. The Evaluation Committee may consist of the Treasurer, the Department Head of the project, and the CAO/Clerk.

Part XII. Unsolicited Proposals

68. All unsolicited Proposals, including any offers for presentations or product/service trials submitted to the Township with the expectation on the part of the submitter of obtaining consideration for an ensuing Contractor purchase by the Township, must be directed to the applicable Department Head in conjunction with the Treasurer for review and approval for acceptance.
69. Any Procurement resulting from the receipt of an unsolicited Proposal must comply with the provisions of this by-law.
70. If it is determined that there is a legitimate need for the Goods and Services, Construction or Consulting Services offered by way of an unsolicited Proposal, then an acquisition process shall be conducted in accordance with this by-law and all applicable procedures.

Part XIII. Cooperative Purchasing

71. The Township may participate with other publicly funded agencies in Cooperative Purchasing for Goods and Services, Construction or Consulting Services when it is in the best interests of the Township to do so, as determined by the Department Head in conjunction with the CAO/Clerk, and/or the Treasurer.
72. In the event that the Cooperative Purchasing Contract was led by a publicly funded agency other than the Township, the policies of the government agencies or public authorities calling the cooperative Bid Solicitation shall be the accepted policy for that particular purchase. The resulting Contract must permit the Township to purchase from that Supplier under the same terms and conditions.
73. Allow Central Frontenac Township to contact another municipality to obtain their RFP evaluation results that will then allow Central Frontenac to use the evaluation conducted to determine the

company that the Township would have chosen and contact that company to pursue an arrangement for services or a product if:

- a) the RFP has been completed in the last 365 days,
- b) the RFP followed the spirit of the Township's procurement policy,
- c) the requirements in the RFP are, in the dept. head's opinion, in the best interests of the Township, and
- d) the evaluation results & submissions can be provided.

Submission Irregularities

74. The process for administering irregularities shall be as set out in Appendix "B".

Part XIV. Green Procurement

75. The Township is committed to the purchase of Goods and Services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and Services, except where it is not practicable to do so.
All Internal Business Partners, in conjunction with the Treasurer, are encouraged to seek additional ways of achieving the goal of being environmentally safe and responsible by thorough review of each Procurement process to ensure that, wherever possible and economically feasible, the Township's Solicitation Document includes specifications that reflect environmentally friendly attributes of the Goods and Services, except where it is not practicable to do so.

Part XV. Protection of Confidential/Personal Information

76. In situations where a Supplier may receive the Township's Confidential Information or any Personal Information as part of the provision of the Goods and Services, Construction or Consulting Services, the Township will ensure that the Solicitation Document and/or terms and conditions include requirements that the Supplier safeguards the Confidential Information and Personal Information.

Part XVI. Disposal of Surplus Assets

77. The Department Head, shall submit to the Treasurer, a written report of all Township assets from their Department, including but not limited to, furniture, vehicles, equipment, supplies, and other Goods and material, which are deemed surplus or which have become obsolete, worn out, or otherwise incapable of use.
78. The Treasurer, shall have the approval authority to sell, exchange, or otherwise dispose of Township assets declared as surplus or obsolete to the needs of the Township. The Treasurer may first offer the surplus assets to other Departments. Any surplus assets not required by other Departments and that are deemed by the Treasurer as having a residual value may be disposed of by any of the following Disposal methods:
- a) by auction or solicitation; or
 - b) by donation to a charity or non-profit agency; or
 - c) by recycling; or
 - d) in the event that all efforts to dispose of the goods by sale are unsuccessful, by scrapping or destroying if recycling is unavailable.

79. In House Procurement

In-House bidding may occur for the procurement of Goods and Services or construction in circumstances where the CAO/Clerk and the appropriate department head determine that the offering of the goods or service can be completed at a competitive rate. An evaluation of the In-House Bid would be undertaken under the same criteria as that required for external vendors.

Part XVII. Incorporation of Accessibility Design, Criteria and Features

80. Every provider of Goods and Services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of Goods and Services to members of the public shall be trained. Website or other preapproved training would be considered an acceptable form of training. A waiver form will be required from the successful Bidder. In accordance with the Integrated Accessibility Standards Regulation 191/11, the Township of Central Frontenac is committed to including accessibility criteria and features, when procuring or acquiring Goods and Services or facilities. When it is not practicable

to do so, an explanation will be provided, upon request. Whenever possible, Township staff will take into account the accessibility features and criteria of Goods and Services, and facilities procured, purchased, or acquired.

Part XVIII. By-Law Administration

81. In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.
82. Under this by-law and associated procedures, the CAO/Clerk and/or Treasurer are authorized to make all decisions, save and except where Council is specifically identified in this by-law as the approval authority.
83. Council approval contemplated herein or any waiver of the requirements of this by-law shall be by majority vote.
84. This by-law will be reviewed every five (5) years, or such earlier date as the CAO/Clerk, Treasurer or Council may deem it appropriate to evaluate its effectiveness.
85. It is hereby declared that each and every one of the foregoing sections, subsections and appendices of this by-law is severable and that, if any provisions of this by-law should for any reason be declared invalid by any court, it is the intention and desire of Council that each and every one of the then remaining provisions hereof shall remain in full force and effect.
86. Notwithstanding its repeal, any purchases begun but not yet completed **by** the effective date of this by-law shall be completed in accordance with the terms of the previous Purchasing By-law No. 2018-24 as if it were still in effect.

Part XIX. Enactment and Repeal

87. This by-law shall come into full force and effect on the date that it is passed, at which time By-law No. 2018-24 is repealed and all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby amended or repealed insofar as it is necessary to give effect to the provisions of this by-law.
88. Notwithstanding any clause above, this by-Law shall remain in effect until repealed by Council.

Appendix "A":

Excluded Procurements

This By-law does not apply to the acquisition of the following:

- a) training and Education including:
 - i. staff training and professional development;
 - ii. memberships, and subscriptions, periodicals and books; and
 - iii. training and development including course development and delivery;

- b) employer's General Expenses including:
 - i. employee expenses (professional dues / license renewals, meal allowances, travel, advances, misc.);
 - ii. petty cash replenishment and cash advances;
 - iii. Workplace Safety and Insurance Board payments;
 - iv. health benefits, medical notes and exams;
 - v. tax remittances;
 - vi. insurance premiums;
 - vii. damage claims;
 - viii. legal settlements;
 - ix. arbitration awards;
 - x. charges to, and from, other publicly funded agencies or administrative authorities mandated by the government;
 - xi. Council approved grants and / or donations;
 - xii. employee, Councilor, and Mayor's income (including sick leave gratuity, vacation leave, severance);
 - xiii. payroll deduction remittances;
 - xiv. honorariums;
 - xv. debentures, debt and sinking funds;
 - xvi. payments to Local Boards and affiliates;
 - xvii. real property, including land, building, leasehold interests, easements, encroachments, license and rentals; investments;
 - xviii. refunds (including building permit refunds, property tax refunds, and refunds for cancelled Services, programs or events);
 - xix. license fees (regular maintenance fees for vehicles, elevators, communications, software etc.);
 - xx. utilities (including water, sewer, hydro, natural gas, telecommunications, postage and cable service);
 - xxi. temporary staffing agencies and Services;
 - i. election equipment, materials, supplies and Services;
 - ii. media / advertising; and
 - xxii. software upgrades / maintenance costs;

- c) professional and Special Services including:
 - i. legal counsel fees and disbursements;
 - ii. financial Services related to financial assets and liabilities, including banking Services, ancillary advisory and information Services as well as management of investments whether or not delivered by a financial institution;
 - iii. witness fees;
 - iv. committee fees;
 - v. arbitrator fees;
 - vi. appraisal fees;
 - vii. real estate fees;
 - viii. land transfer tax;
 - ix. registry office fees;
 - x. insurance claims;
 - xi. revenue collected on behalf of a third party; and
 - xii. collection agency fees;

- d) acquisitions which will be reimbursed in full by a third party;

- e) work to be performed under the provisions of a warranty or guarantee held in respect to the original work;

- f) acquisitions purchased on a commodity market;

- g) acquisitions related to cultural or artistic fields, including:
 - i. events supporting local non-profit or charitable organizations;
 - xiii. entertainers for theatre or special events;
 - xiv. original works of art; and
 - xv. antiques or artifacts;
- h) sponsorships;
- i) construction costs of developer built parkland when the Township is reimbursing a developer for construction costs related to parkland in the course of development a subdivision development.

Appendix B
Administering Irregularities

<u>Item</u>	<u>Irregularity</u>	<u>Response</u>
<u>1</u>	<u>Late Bids</u>	<u>Automatic rejection and not opened or read publicly</u>
<u>2</u>	<u>Unsealed Bid Envelope</u>	<u>Automatic rejection and not read publicly</u>
<u>3</u>	<u>Bid requirements not completely met</u>	<u>Rejection depends on significance of bid requirements oversight</u>
<u>4</u>	<u>Restricted or qualified bids</u>	<u>Rejection depends on significance of bid restriction or qualification</u>
<u>5</u>	<u>Bids received on documents other than those provided by the Township</u>	<u>Automatic rejection</u>
<u>6</u>	<u>Corporate Seal or Authorized Signatory signature missing</u>	<u>48 hours to correct</u>
<u>7</u>	<u>Failure to provide securities (when requested)</u>	<u>Automatic rejection</u>
<u>8</u>	<u>Overwrites, strikethroughs, or erasures are not initialed</u>	<u>48 hours to initial</u>
<u>9</u>	<u>Documents in which addenda with financial implications have not been acknowledged</u>	<u>Automatic rejection</u>
<u>10</u>	<u>All other irregularities</u>	<u>Depending on the significance of the irregularity, the bid envelope will either be automatically rejected, 48 hours will be given to correct and initial, or the bid may be accepted with the irregularities</u>

* Notwithstanding the foregoing, the administration of irregularities remains subject to the Township obtaining legal advice at its' sole discretion.

Appendix C Procurement Authorizations

The following table shall determine the identity of the Authorized Person to make purchases on behalf of the Township.

<u>Standard Procurement Process and Approval Authority</u>		
<u>Procurement Value</u>	<u>Procurement Process</u>	<u>Approval Authority</u>
Up to \$20,000 or less	Direct Procurement	Department Head or Authorized Designate
\$20,000 to \$50,000	Informal Procurement or Invitational Competition	Department Head and CAO/Clerk or Treasurer*
\$50,001 to \$100,000	Open Competition	Department Head and CAO/Clerk or Treasurer*
Greater than \$100,000	Open Competition	Council
*Note: If Finance is the issuing Department, then approval must include the CAO.		

<u>Non-Standard Procurement Process and Approval Authority</u>		
<u>Procurement Value</u>	<u>Procurement Process</u>	<u>Approval Authority</u>
\$50,000 or less	Informal Procurement	Department Head and CAO/Clerk or Treasurer*
\$50,001 to \$100,000	Informal or Invitational Procurement	Department Head and CAO/Clerk or Treasurer*
Greater than \$100,000	Limited Competition Procurement	Council

Where funding is not approved by Council in the Annual budget

<u>Total Acquisition Cost</u>	<u>Authorized Person</u>
<u>\$20,000 or less</u>	<u>CAO/Clerk</u>
<u>Greater than \$20,000</u>	<u>CAO/Clerk</u> (i) <u>Initiate Bid Request and other forms of Procurement activities, and</u> (ii) <u>Govern the conduct of a Bid Request, and</u> <u>Council</u> (iii) <u>Make an Award</u>

Appendix D

Insurance Requirements

The standard insurance minimums are as follows:

- \$2 million - general liability policy
- \$2 million - automobile liability policy
- \$2 million - homeowners (e.g. for rental of facilities)
- \$5 million - general liability and automobile liability policies - for contract work done for most Public Works and Environmental Services Department projects which have specific high risk activities such as shoring or blasting
- \$2 million - professional errors and omissions liability
- Builder's Risk – 1.1 times the contract value where new construction abuts existing structures

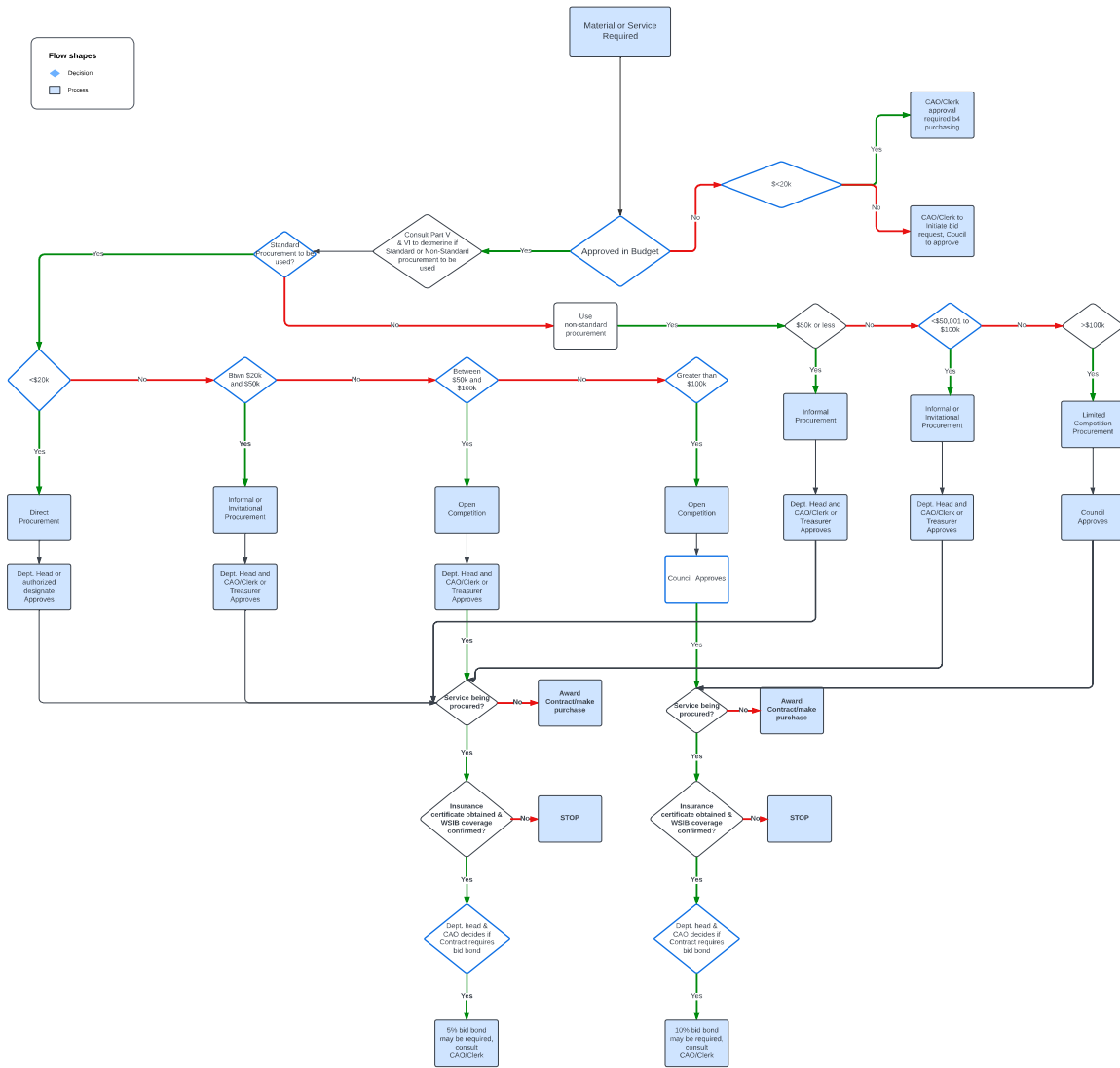
Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

The successful bidder must furnish the Township at his/her cost a "certified copy" of a liability insurance policy covering public liability and property damage for no less than the minimum amounts stated above in the tender documents to the satisfaction of the Township and in force for the entire contract period. The policy must contain:

- a) a "Cross Liability" clause or endorsement;
- b) an endorsement certifying that The Corporation of Township of Central Frontenac and the successful bidder are included as an additional named insured;
- c) an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Township.
- d) contractor's Liability Insurance Policy shall not contain any exclusions of liability for damage, etc. to property, building or land arising from:
 - the removal or weakening of support of any property, building or land whether such support be natural or otherwise;
 - the use of explosives for blasting;
 - the vibration from pile driving or caisson work, provided that the minimum coverage for any such loss or damage shall be \$5,000,000

Schedule "B" to By-Law 2025-xx

Procurement Policy Flowchart





STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 220-2025
DATE: November 25, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: 2024 Financial Statements

RECOMMENDATION

THAT Council receive the presentation by MNP of the 2024 Financial Statements and that council approve the 2024 Financial Statements as presented.

BACKGROUND

Municipalities are required to have an audit completed annually. MNP was awarded the contract during the 2023 RFP process, which covers 5 years, 2023 to 2027.

DISCUSSION

A member of the MNP team will be in attendance to present the findings of the 2024 audit.

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

Auditing costs are budgeted for each year during the annual budget process.

ATTACHMENTS/REFERENCES

MNP Audit Findings Report



TOWNSHIP OF CENTRAL FRONTENAC

AUDIT FINDINGS REPORT

FOR THE YEAR ENDED DECEMBER 31, 2024

Objectives

Our objectives in presenting this Audit Findings to you:

- Discuss the status of our audit of the consolidated financial statements
- Communicate significant matters which members of Council should be aware
- Discuss any other matters that may be of interest to you

Auditor's Opinion



Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of Central Frontenac:

Opinion

We have audited the financial statements of Corporation of the Township of Central Frontenac (the "Township"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, accumulated operating surplus/net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2024, and the results of its operations, net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

- Draft unqualified ("clean") audit opinion
- Based on materiality of \$615,000 and posting threshold of \$30,750
- Audit is substantially complete pending:
 - Receipt of management representation letter
 - Council approval of consolidated financial statements
- No difficulties encountered during the course of our audit procedures:
 - No changes to initial audit plan
 - No disagreements or difficulties with management
- Accounting policy change in 2024 due to implementation of PS 3400

Summary of MNP Audit Process

Our audit:

- Included a review of all significant accounting and management reporting systems, with each material year-end balance, key transaction and other event considered significant to the consolidated financial statements
- Focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks
- Specific areas of focus:
 - Revenue cut-off and recognition, specifically around deferred revenue
 - Tax revenues, specifically around the risk of staff receiving preferential rates
 - Asset retirement obligations (PS 3280)
 - CityWide engaged to assist with the related estimates
 - Building Permit Fees (PS3400)

2024 Standard Changes

Revenue (PS 3400)

- PS 3400 (applicable to fiscal years beginning on or after April 1, 2023) is new standard for the recognition, measurement and disclosure of revenue under PS 3400 Revenue. The new standard establishes when to recognize and how to measure revenue, and provides the related financial statement presentation and disclosure requirements. Under the new standard, revenue is differentiated between revenue arising from transactions that include performance obligations, referred to as “exchange transactions”, and transactions that do not have performance obligations, referred to as “non-exchange transactions”.
- This standard is effective for fiscal years beginning on or after April 1, 2023. Early adoption is permitted.

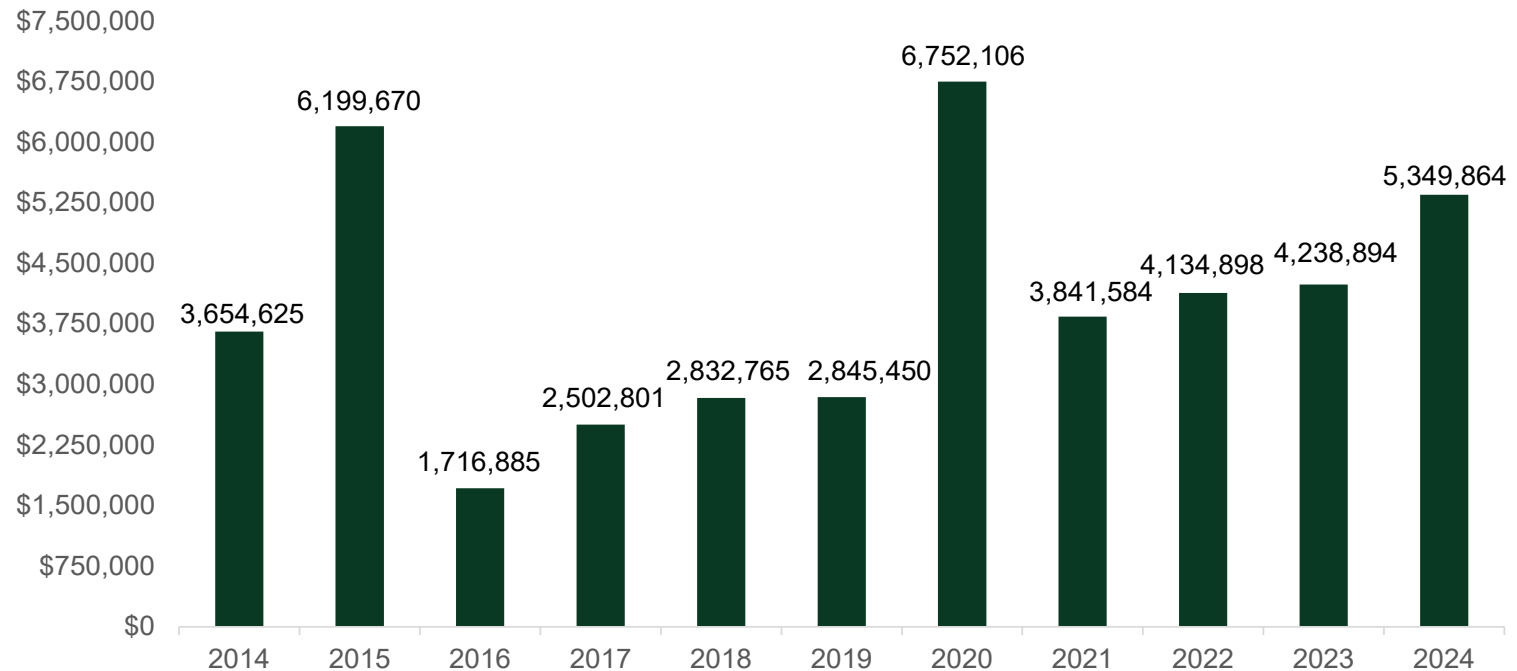
Statement of Financial Position



	2024	2023
Financial Assets:		
Cash (Note 2)	\$12,477,161	\$11,011,416
Investments (Note 3)		725,949
Taxes receivable	1,141,834	934,985
Accounts receivable	1,155,888	1,529,499
	14,774,883	14,201,849
Liabilities:		
Accounts payable and accrued liabilities	2,422,850	2,330,512
Deferred revenue	42,777	3,343
Deferred revenue - obligatory reserve funds (Note 4)	147,773	155,699
Long-term liabilities (Note 6)	1,477,630	2,208,117
Asset retirement obligation liability (Note 8)	3,712,805	2,118,539
Employee post-employment benefits (Note 10)	433,000	423,200
	8,236,835	7,239,410
Net financial assets	6,538,048	6,962,439
Non-financial assets		
Tangible capital assets (Note 13)	44,374,074	42,408,330
Other assets	92,741	351,062
	44,466,815	42,759,392
Accumulated Surplus (Note 14)	\$51,004,863	\$49,721,831

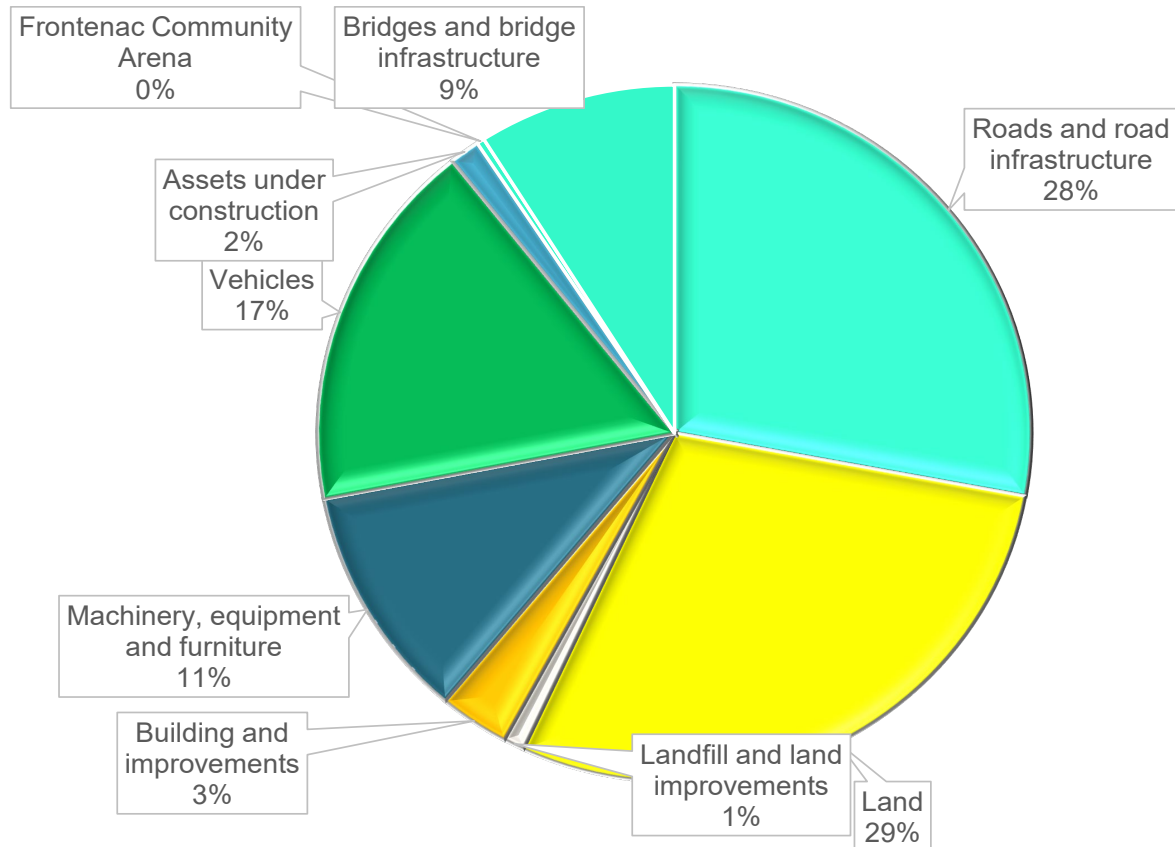
- Statement of Financial Position reports the total value of assets and liabilities
- This information presents the Township's ability to meet liabilities and commitments in the future
- The Township has improved the net asset position from the prior year, reflecting the availability of resources to fund future services
- The Asset Retirement Obligation increased due to higher projected costs for final cover materials and additional expenses related to site grading and compaction.
- Other assets – prepaid insurance

History of Capital Asset Additions



- The Township’s capital assets play an essential role in providing services, and expanding and managing population growth. The annual consumption and use of capital assets is reflected in the annual amortization expense. The estimated capital asset consumption is calculated at 62% (2023 – 63%) and provides a measure of the capital assets that have already been consumed.

2024 Capital Asset Additions



Accumulated Municipal Surplus



	2024	2023
Surplus	\$5,835,692	\$5,645,974
Recreation Operations	122,501	254,941
Investment in tangible capital assets:		
Tangible capital assets	43,396,910	41,431,166
Frontenac Community Arena	940,653	977,164
Tangible Capital Asset before debt	44,374,074	42,408,330
Long-term liabilities	(1,477,630)	(2,208,117)
Net Investment in Capital	42,933,226	40,200,213
Asset retirement obligation liability	(3,712,805)	(2,118,539)
Employee post-employment benefits	(433,000)	(423,200)
Subtotal	38,788,446	37,658,474
Reserves set aside for specific purposes by Council for:		
Working capital	2,460,274	1,618,470
Contingencies	414,252	662,308
Roads equipment	1,170,407	1,074,217
General Government	52,000	52,000
Recreation and culture	639,055	527,253
Environmental	552,714	527,253
Protection	359,971	823,869
Health	230,540	247,038
Total Reserves	5,879,211	5,801,518
Reserve funds set aside for specific purpose by legislation, regulation or agreement for:		
Roads	137,421	130,873
Recreation	23,570	23,570
Health Services	204,181	193,265
Other	13,841	13,216
reserve funds	379,013	360,924
accumulated surplus, end of year	\$51,004,863	\$49,721,831

- At the end of 2024, the Township had an accumulated operating surplus of \$5,835,692
- There was a net investment in tangible capital assets of \$42,933,226
- Total reserves were \$5,879,211 and total reserve funds were \$379,013



Statement of Operations

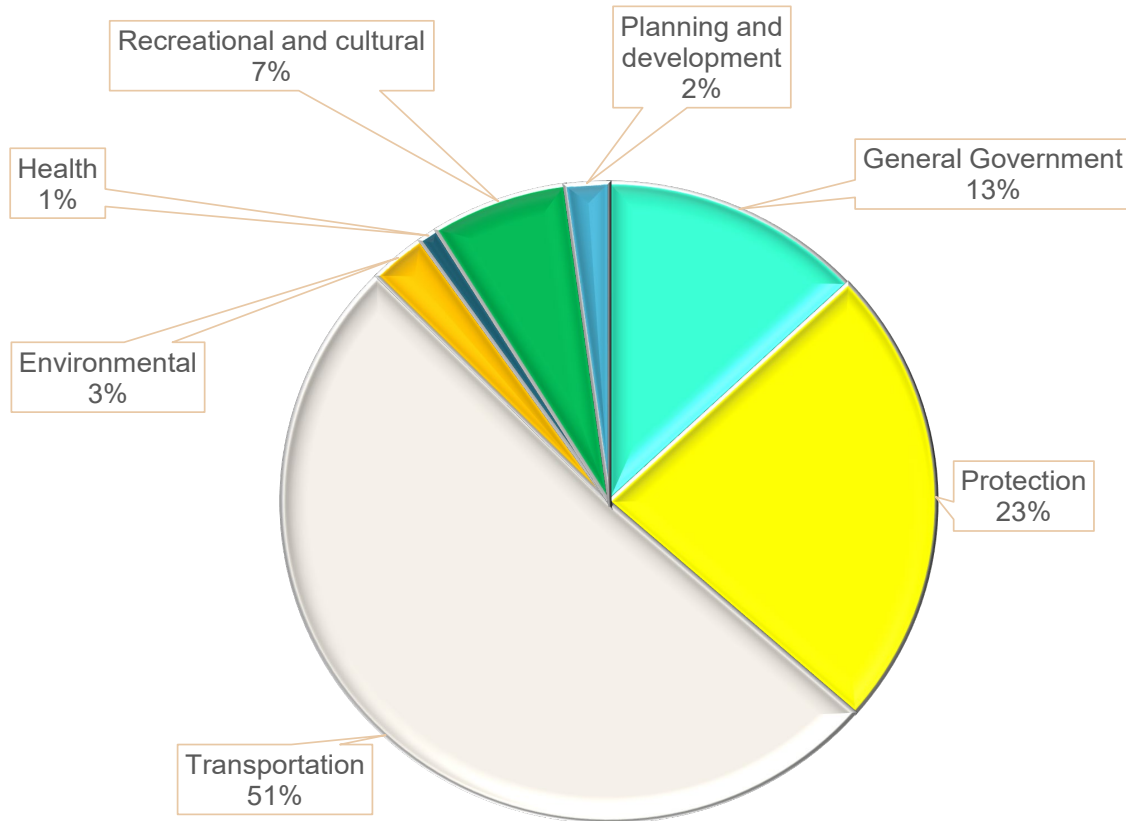
CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC
Consolidated Statement of Operations and Accumulated Surplus
 For the Year Ended December 31

	Budget 2024 (Note 12)	2024	2023
Revenue:			
Property taxation	\$10,208,503	\$10,354,442	\$9,736,884
User charges	331,711	529,803	422,332
Government grants	4,090,523	3,346,853	3,832,800
Other municipalities	138,587	151,564	144,669
Investment income	552,600	773,266	611,313
Penalties and interest on taxes	161,000	176,345	155,214
Licenses, permits, and rents	360,126	489,708	348,309
Loss on disposal of tangible capital assets		(152,550)	(136,448)
Other	251,979	292,319	419,913
	16,095,029	15,961,750	15,534,986
Expenses (Note 15):			
General government	2,004,112	1,914,343	1,814,193
Protection services	3,472,325	3,435,939	3,093,402
Transportation services	8,224,576	7,490,231	7,063,425
Environmental services	491,613	404,285	823,968
Health and cemetery services	149,514	137,990	113,452
Parks, recreation and culture	776,029	980,880	854,842
Planning and development	346,951	315,050	291,958
	15,465,120	14,678,718	14,055,240
Annual surplus	629,909	1,283,032	1,479,746
cumulated surplus, beginning of year		49,721,831	48,242,085
cumulated surplus, end of year		<u>\$51,004,863</u>	<u>\$49,721,831</u>

Property taxation revenues and PIL's increased by 6%

There was an increase in investment income due to increased rates experienced in the early half of 2024.

2024 Expenditures



Summary of Audit Findings

- Increase to ARO resulting from revised future closure/post-closure costs
- Half of the annual expenses relate to transportation, followed by protection and general government
- Accounting policy change due to implementation of PS 3400, reasonable and supportable to recognise building permit fee revenue upon receipt.

Questions?



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 221-2025
DATE: November 25, 2025
FROM: J. Michael McGovern, Treasurer
PREPARED BY: J. Michael McGovern, Treasurer
RE: 2026 Insurance Renewal

RECOMMENDATION

THAT Council authorize the CAO/Clerk and the Treasurer to sign the renewal for the providing of insurance services with Aon for the year of 2026, more specifically for the period of January 1 to December 31, 2026, at a cost of \$286,528.

BACKGROUND

During 2021, council approved the CAO/Clerk and the Treasurer to enter into an agreement for the providing of insurance services with Aon for a 3-year period from 2022-2024, including the possibility of two 1-year extensions.

In 2021, Frontenac County, South Frontenac, North Frontenac & Central Frontenac municipalities issued a joint RFP for an insurance consultant. The only respondent, who we used successfully the last time we went out to RFP for insurance services, was Cameron & Associates, so we approved using the company again. The consultant then issued an RFP for insurance services on behalf of Frontenac County & South, Central & North Frontenac Municipalities. Central Frontenac had three companies (Intact,- \$297,353 Marsh - \$313,496, & Aon-\$217,148) quote for our business.

DISCUSSION

AON has been a very great company to deal with in terms of customer service and the pricing has been very competitive.

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 2026 renewal with AON of \$286,528 is an 4.6% increase over 2025, which was a total cost of \$273,805.

ATTACHMENTS/REFERENCES

n/a



STAFF REPORT TO COUNCIL

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

REPORT: 222-2025
DATE: November 25, 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 November 25, 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	21
Closed Applications	15	13
Consent Applications		
Total Number of Applications	29	21
Lot Additions	9	10
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	3
Zoning Clearance Applications		
Total Number of Applications	43	67
Closed Applications	43	64
Zoning Compliance Applications		
Total Number of Applications	23	42
Closed Applications	23	40

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.

FINANCIAL IMPLICATIONS

Not Applicable



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 223-2025
DATE: November 25, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Nicole Shorts, By-Law Enforcement and Education Officer
RE: November 2025 Bylaw Enforcement & Education Activity Report

RECOMMENDATION

THAT Council receive the November 2025, By-law Enforcement and Education Activity Report as prepared by the By-law Enforcement Officer for information.

BACKGROUND

Monthly report on By-Law and Education Activity.

DISCUSSION

N/A

STRATEGIC PLAN PRIORITY

Healthy Community Development Action 4- Strengthen and support the enforcement of bylaws

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

Activity Report: By-law Enforcement October 21, 2025, 2025 – November 18, 2025

Activity Report: By-law Enforcement – October 21, 2025 – November 18, 2025

By-law Enforcement	Count	YTD
Safe Properties	6	86
Barking Dogs/Dogs at Large/Dog Owner Liability Act	3	143
Large Animal	0	19
Waste Management	1	15
Parking Complaints	2	18
Noise	1	31
Zoning	0	28
Miscellaneous (calls to SPCA/OPP/Building/Fire/Queries on bylaws/Civil Issues)	7	53
Total Inquiries	20	393
New Calls	18	239
Follow Ups	26	278
Total Site Investigations		517
Orders	0	28
Letters	12	93
Warrants	0	1
Fines	19	115
Fine Amounts	\$0.00	\$24,200
Warnings	19	115
Total Orders Issued	31	348
Closed Files	21	151
Impounds	0	20
Dog Tags	1	416
Dog Tag Fees		\$6,292
Kennels	0	5
Kennel Fees		\$900
Total Dog Fees		\$7192.00

Policy Review: Nuisance Beaver Bylaw



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 224-2025
DATE: November 25, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: November 2025 Administrative Activity Report

RECOMMENDATION

THAT Council receive the November 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:

In November, the CAO/Clerk participated in a range of meetings and events. On November 3, a Managers Meeting was held. On November 4, the CAO/Clerk met with AMO, and met with the HR Partner. On November 6, staff held a Budget Meeting.

On November 10, internal work continued, followed by participation in the Remembrance Day Ceremony and the Regular Meeting of Council on November 11, along with an additional Budget Meeting. On November 13, the CAO/Clerk attended the Strong Mayor Forum.

Budget deliberations continued with meetings on November 17 and November 20. A Managers Meeting took place on November 24. On November 25, the CAO/Clerk attended the Regular Meeting of Council as well as an HR Law Seminar.

File Updates

The Parking By-law is being reviewed by the legal team and will return to Council once complete. An education piece on Administrative Monetary Penalties was placed in the Monthly newsletter for November by the Deputy Clerk. The mapping project to support the new parking bylaw is still underway in partnership with the Planning Coordinator.

The preliminary draft Sewage System Standards By-law is currently under development and is now nearing completion. Research is complete, and a preliminary draft has been included in the November 25, 2025, agenda for Council's review. Staff have prepared a survey, which will be released upon Council approval, to obtain public feedback on the preliminary draft.

An updated list of surplus Township properties will also be brought forward on in early 2026. Currently, one vacant land parcel remains listed with local real estate agents. The second vacant land parcel listing has expired and will be reactivated in 2026.

Preparations for the 2026 Municipal Election are underway. The Clerk's Department has begun election training and is nearing completion of the review of the preliminary list of electors to ensure accuracy and support a smooth election process. The first phase of training is expected to be completed by the end of 2025, with an in-person training session scheduled for 2026.

The 2025 staff Performance Evaluation process is nearing completion 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. This is expected to be completed in early 2026.

The Committee Policy has been redrafted as requested by Council to include additional details on the delegated authority granted to committees. The updated draft has been included in the November 25 agenda.

The 2026 Budget process is underway and has been a major focus for the CAO/Clerk, with the expectation that the process will be completed by the end of 2025.



STAFF REPORT TO COUNCIL

Township of Central Frontenac
14216 Road 38
Sharbot Lake, Ontario

REPORT NUMBER: 225-2025
DATE: November 25, 2025
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: Amended Committees of Council Policy

RECOMMENDATION

THAT Council receive the report titled “Amended Committees of Council Policy” as prepared by the Deputy Clerk for information;

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

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

BACKGROUND

At the Council meeting on June 24, 2025, the draft Committees of Council Policy was presented for Council’s review, and members were asked to submit any comments or feedback by July 22, 2025. The Policy was subsequently approved by Council on August 12, 2025. At the September 23, 2025, meeting, Council requested that the Policy be updated to include guidelines outlining the delegated authority held by the committees.

DISCUSSION

Updates to the policy clarify and formalize the delegated authority of Committees while ensuring alignment with Township procedures and legislative requirements. Committees are limited to making recommendations to Council and may only undertake administrative or operational activities within their approved annual budgets. Recreation Committees may continue to operate recreational programs, canteens, community

events, and similar initiatives, provided they remain within their mandates and budgets. Committees must ensure that all volunteers participating in Committee-led activities are registered with the Township, so they are properly covered under Township insurance.

Any capital project—including construction, renovations, installation of structures or equipment, or any work creating or improving Township assets—requires prior staff review and formal Council approval, regardless of funding sources. Committees may not proceed with capital work until such approval is granted.

Committees must follow the Township's current Procurement Policy for all purchases and adhere to the required approval levels and quotation processes. As the Procurement Policy may be updated from time to time, specific details are no longer included in the policy, and Committees are directed to consult the Treasurer or refer to the current Procurement Policy for guidance.

Applications for grants, sponsorships, or donations beyond routine fundraising must be reviewed by staff and approved by Council to ensure compliance with financial policies and reporting obligations. Committees are encouraged to bring forward ideas or recommendations at any time, with Township staff available to assist in determining whether initiatives fall within existing delegated authority or require Council approval.

STRATEGIC PLAN PRIORITY

The Committees of Council Policy aligns with Strategic Priority 3: *Healthy Community Development*, specifically Strategic Action 1: *Establish strategically focused public engagement through communication*. By standardizing committee operations and improving the consistency of meeting agendas, minutes, and public notifications, the policy strengthens transparent communication and enhances opportunities for meaningful community participation.

Additionally, by clarifying roles and expectations for volunteers, the policy supports programs with a potential "snowball effect," encouraging greater civic involvement and building long-term community capacity through structured, replicable engagement practices.

FINANCIAL IMPLICATIONS

Nil.

ATTACHMENTS/REFERENCES

Committees of Council Policy- Amened Draft V1



Section:	Policy Title and Number
	Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

1. Purpose

To establish clear, consistent, and transparent procedures for the operation of Council-appointed committees, including agenda and minute management, membership updates, communication, and facility bookings. This SOP ensures compliance with the Central Frontenac Procedural By-law and supports effective, accountable governance.

2. Scope

This Policy applies to all Council-appointed committees, including advisory, standing, and ad hoc committees. This Policy does not apply to sub-committees or informal working groups.

3. Committee Composition

- “Committee” shall mean any Committee established by council as an advisory, standing, or ad hoc Committee.
- Advisory committees, which pursuant to *S. 238 of the Municipal Act* will have at least 50% council composition.
- Standing and/or ad hoc committees which have council representation but less than 50% with the rest comprised of community members/volunteers.
- All current Committees of Council can be found in Appendix ‘A’.

4. Procedure

4.1 Terms of Reference

- Use the approved Terms of Reference template (Schedule A).
- All committees must have a clearly defined Terms of Reference that has been formally approved by the Council, in accordance with *Procedural By-law 2023-53, Section 9.6(a)*.
- As per *Procedural By-law 2023-53, Section 9.6(b)* the Terms of Reference must include the following elements:
 - Mandate and Purpose
 - Committee structure
 - Number of Members required for quorum



Section:	Policy Title and Number
	Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

- Reporting process
- Staff and support services
- Budget (if applicable)
- Completion date
- Each committee must review and update its Terms of Reference for approval with each new term of Council.

4.2 Agenda Preparation

- Use the approved agenda template (Schedule B).
- Agendas must be distributed to committee members and the CAO/Clerk or designate at least 5 business days prior to the scheduled meeting.
- Agendas will be submitted to the township to be posted publicly on the Township's website and social media accounts at least 2 business days prior to the scheduled meeting.
- As outlined in *Section 10.1(d) of Procedural By-law 2023-53*, the agenda template must include the following standard sections:
 1. Call to Order
 2. Approval of Agenda
 3. Disclosure of Pecuniary Interest and General Nature thereof
 4. Approval of Minutes
 5. Business
 6. New/Other Business
 7. Next Meeting
 8. Adjournment

4.3 Meetings

- All meetings must be open to the public in accordance with the *Municipal Act, 2001, S.O. 2001, c. 25, s. 239(1)*, except as otherwise provided in *s. 239(2)*.
- Meetings should be made available to both members and the public, with options for virtual and in-person participation.
- Committee Meetings must be held at least quarterly, in accordance with *Motion #10-2019*.
- Once a meeting date is confirmed, notify the CAO/Clerk or designate immediately to initiate the public notice process.



Section:	Policy Title and Number
Effective Date: August 12, 2025	Revision Date: November 25, 2025

- Committee Meetings may be cancelled in consultation with the Mayor, Chair, and CAO/Clerk if insufficient business will be before the Committee. Notice of cancellation should be provided as soon as possible.

4.4 Minutes Preparation and Distribution

- Use the approved minutes template (Schedule C).
- Minutes must include the following information:
 - Date, scheduled start time, and location of meeting
 - Attendance, including Committee members, Staff, and Guests
 - Call to Order
 - Motions (including the name of the mover)
 - Time of Adjournment
- All minutes must be approved at the next scheduled committee meeting.
- Once approved, minutes must be sent to the Deputy Clerk and the Deputy Treasurer within 5 business days of the meeting at which they were approved.
- Approved minutes will be:
 - Posted publicly on the Township's website
 - Included on the agenda for the next regular Council meeting for information.
- Any recommendations or action items arising from the minutes will be addressed by the Deputy Clerk and/or Deputy Treasurer.
- Minutes from committee meetings that are to be presented to Council prior to the next scheduled committee meeting shall be distributed to committee members for feedback. These minutes shall be labeled as "Draft" when included in the Council agenda.

4.5 Authority

- ~~As per Section 9.5(c) of Procedural By-law 2023-53, the authority of any Committee is limited to making recommendations to Council. No decision to take any action other than administrative in nature shall be recognised as emanating from any Committee.~~
- ~~Committees must follow the procurement policy in place regarding purchases and the amount of quotes required, depending on the total acquisition cost.~~
- ~~Please see Appendix 'B' for the most relevant sections. For further information, please contact the Treasurer.~~ **4.5 Authority**



The Corporation of the Township of Central Frontenac
Committees of Council Policy

Section:	Policy Title and Number
	Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

- As per Section 9.5(c) of Procedural By-law 2023-53, the authority of any Committee is limited to making recommendations to Council. No decision to take any action other than those administrative in nature shall be recognized as emanating from any Committee.
- Committees may undertake work and activities within their approved annual budget, provided such work is operational in nature and does not involve the creation, alteration, or acquisition of capital assets.
- Recreation Committees are authorized to operate recreational programming, canteens, community events, and similar activities, so long as such programming is consistent with their mandate and within their approved budget.
- Volunteer workers assisting with Committee-led programming or events must be registered with the Township in order to be covered under Township insurance. Committees are responsible for ensuring all volunteers are properly registered prior to participating in any activities.
- Capital projects of any kind—including construction, renovations, installation of structures or equipment, or any work resulting in the creation or improvement of a Township asset—must receive Council approval, regardless of whether the funds are raised by the Committee, donated, or sourced through grants.
- All proposed capital projects must be reviewed by Township staff prior to Council consideration to ensure compliance with building codes, procurement requirements, health and safety standards, accessibility legislation, insurance considerations, and long-term asset management obligations.
- Committees may not proceed with any capital work until formal Council approval has been granted.
- • Committees must follow the Township’s current Procurement Policy for all purchases, including the required number of quotes, approvals, and authorization levels based on the total acquisition cost.
 - For further information or clarification, please contact the Treasurer.
- When applying for grants, sponsorships, or donations exceeding routine program fundraising, Committees must obtain prior staff review and Council endorsement to ensure compliance with Township financial policies, reporting obligations, and liability considerations.
- Committees are encouraged to bring forward recommendations and project ideas at any time. Township staff will assist in determining whether the initiative may proceed under the Committee’s approved budget and authority, or whether Council approval is required.



Section:	Policy Title and Number
	Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

4.6 Financial Requests

- Financial requests must be accompanied by a copy of the relevant committee minutes (approved or unapproved).
- The motion recorded in the minutes must clearly outline the requested action.
- Financial requests must be submitted via email to the Deputy Treasurer for processing and follow-up action.
- Cheques issued to organizations must be accompanied by an invoice.
- Reimbursements to committee members must be accompanied by receipts.
- Payment requests greater than \$1000 may be requested to be paid through A/P to save recoverable tax and reimbursed by the Committee to the Township.

4.7 Membership

- Each committee shall be comprised of a Council and Community Members.
- *As per Section 9.5(e) of Procedural By-law 2023-53*, Community Members are to be appointed by Council.
- *As per Section 8.4 of Procedural By-law 2023-53*, the Chair of each committee shall be a Member of Council.
- Any changes to committee membership must be reported immediately to the CAO/Clerk or designate.
- The CAO/Clerk or designate will update the committee membership database accordingly.
- All members must formally accept the Township's Code of Conduct (*K-1 Code of Conduct, Employee Policy Manual*).
- All Community members must:
 - Obtain and submit evidence of a clear Criminal Record Check (CPIC) every four (4) years
 - Sign an annual CPIC declaration, in accordance with *Motion #10-2019*.
- Committee members and volunteers are only permitted to interact with individuals in a vulnerable sector when at least two members are present.
 - If there is a specific need for a volunteer or committee member to meet with a "vulnerable Individual" one-on-one, they must obtain a vulnerable sector check prior to the meeting.
 - "Vulnerable Individual" refers to children, the elderly, or persons with disabilities.



Section:	Policy Title and Number
	Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

5. Hall Rentals/Bookings

- **No Booking Fees**
 - Committees of Council are not required to pay for boardroom or hall bookings for official Township events and meetings.
- **Booking Requests Required**
 - Staff will not pre-book or reserve annual or recurring events without receiving a formal booking request.
 - Committees are encouraged to submit booking requests well in advance to secure their preferred date.
- **How to Book a Community Hall**
 - Submit a request using the online Hall Booking Form: [Click here to access the form.](#)
 - Paper forms are also available at the Township Office.
- **Boardroom Bookings**

To book a boardroom, contact the appropriate administrator

 - Council Chamber(s): Jody Legue | jlegue@centralfrontenac.com
 - Fire Stations: Donna Longmire | dlongmire@centralfrontenac.com

6. Responsibilities

- **Committee Chair:** Responsible for ensuring the agenda is prepared and distributed on time, and that meetings are conducted in accordance with approved procedures.
- **Committee Members:** Responsible for reviewing the agenda in advance, attending meetings, and declaring any conflict of interest as required.
- **Staff Advisor:** Provides information on committee matters related to legislation, policies and procedures. May also serve as the committee secretary.
- **Clerk or Designate:** Responsible for serving as the secretary for committees as needed, including preparing agendas and minutes, receiving approved minutes,
- **Deputy Treasurer:** Responsible for processing any financial requests and any related actions arising from the minutes.
- **Community Services Coordinator:** Responsible for facilitating posting on the Township website, and managing updates to committee membership., posting updates and maintaining the committee information on the Township's website.



Section:	Policy Title and Number Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

7. Related Documents

- Municipal Act, 2001, S.O. 2001, c. 25.
- Procedural By-law 2023-53.
- Motion #10-2019 - Appointment to Committees and Committees' Terms of Reference.
- Employee Policy Manual, Section K-1 Code of Conduct.
- Approved Template for Terms of Reference (Schedule A).
- Approved Template for Agendas (Schedule B).
- Approved Template for Minutes (Schedule C).

8. Revision History

This Standard Operating Procedure (SOP) will be reviewed periodically to ensure it remains current and accurate. All changes or updates will be documented in the revision history table below.

Revision Date	Description of Change
November 25, 2025	Add scope of delegated authority



The Corporation of the Township of Central Frontenac
Committees of Council Policy

Section:	Policy Title and Number
	Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

Appendix 'A'

Advisory Committees

- Septic Re-Inspection Committee
- Central Frontenac Housing Committee

Standing/Ad Hoc Committees

- Central Frontenac Economic Development Committee (Standing)
- Waste and Recycling Committee (Standing)
- Central Frontenac Recreation Committee (Standing)
- Central Frontenac Heritage Festival Committee (Standing)
- Sharbot Lake Farmers Market Committee (Standing)
- Central Frontenac Trails Revitalization Committee (Ad hoc)
- Central Frontenac Washroom Facilities Committee (Ad hoc)
- Volunteer Appreciation Events Committee (Ad hoc)



The Corporation of the Township of Central Frontenac
Committees of Council Policy

Section:	Policy Title and Number Committee Policy
Effective Date: August 12, 2025	Revision Date: November 25, 2025

Appendix 'B'

Purchases Less Than (\$2,500) Dollars

~~A documented solicitation of 3 quotations may be undertaken for purchases between \$150 and \$2,500.~~

Purchases between \$2,500 and \$15,000

~~Purchases between \$2,500 and less than \$15,000 may be purchased from a Vendor of Record (VOR). When a VOR is not able to supply the required item, a request for quotation (RFQ) shall be obtained from preferably 3 but no less than two and the lowest supplier may be selected, unless justification to the Clerk-Administrator to accept a higher bid can be made due to the quality of the product/service provided and/or the reliability/history of the vendor while considering all lifecycle costs.~~



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 226-2025
DATE: November 25, 2025
FROM: Jody Legue, Deputy Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: Preliminary Draft Sewage System Standards Bylaw

RECOMMENDATION

THAT Council receive the Preliminary Draft Sewage System Standards Bylaw report, for information;

AND THAT Council provides comments and feedback on the draft bylaw to the Deputy Clerk by January 15, 2026;

AND THAT staff release a survey to gather public comments and feedback on the draft bylaw, with a closing date of December 31st, 2025, and submit the results to Council in a timely manner;

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

BACKGROUND

Council authorized staff to undertake the creation of a Sewage System Standards Bylaw. The Deputy Clerk in collaboration with the Chief Building Official and Septic Reinspection Committee, has drafted a preliminary sewage system standards bylaw, that includes sewage system standards, an appeal mechanism and the ability to enforce the standards under the Administrative Monetary Penalty System (AMPS).

DISCUSSION

The draft bylaw is presented as an initial framework and is subject to Council review and feedback. Staff look forward to receiving input from both Council and the public to help shape the final version of the bylaw. The Sewage System Standards By-law incorporates the standard property standards provisions, including enforcement mechanisms, while allowing for flexibility in how these are applied; not all clauses from the standard property standards framework will necessarily be included in the final by-law.

The preliminary draft includes the sewage system standards, as prescribed by the Building Code Act and enforcement using AMPS. A Sewage System Standards Appeal Committee must be established to hear and consider appeals related to the Sewage System Standards By-law. This Committee will ensure that decisions regarding appeals are fair, consistent with legislative requirements, and transparent. A separate by-law to formally establish the Appeal Committee will be created and presented to Council for approval prior to the enactment of the Sewage System Standards By-law.

Staff have prepared a survey, attached for reference, to obtain feedback from the public. It is recommended that the survey remain open for a period of three weeks to provide adequate opportunity for community input.

Council and the public will have the opportunity to provide comments on the draft bylaw at the same time. Feedback from Council is requested by October 15, 2025, which aligns with the close of the public consultation period. Once all input has been received, staff will review the feedback and prepare a revised draft bylaw for Council's consideration.

Please note, this bylaw does not repeal the Septic Re-Inspection Program Bylaw; rather, it is intended to support the program by strengthening compliance and enforcement.

STRATEGIC PLAN PRIORITY

Healthy Community Development- Strengthen and support the enforcement of bylaws

FINANCIAL IMPLICATIONS

TBD

ATTACHMENTS/REFERENCES

Preliminary Sewage System Standards Draft Bylaw V1
Public Survey

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW # 2025-XX

BEING A BY-LAW TO ESTABLISH STANDARD FOR SEWAGE SYSTEMS

WHEREAS Section 15.1 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, authorizes a municipality to pass a by-law prescribing standards for the maintenance and occupancy of property;

AND WHEREAS Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, provides that a municipality may pass by-laws respecting the health, safety, and well-being of persons;

AND WHEREAS Section 15.4.1 of the Building Code Act, 1992. S.O. 1992, C. 23. as amended, provides that a municipality may require a person, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under section 15.1 of that Act;

AND WHEREAS Section 425 of the Municipal Act, 2001, S.O. 2001. c. 25. as amended, provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under that Act is guilty of an offence;

AND WHEREAS Section 429 of the Municipal Act, 2001, S.O. 2001, c.25, as amended. provides that a municipality may establish a system of fines for offences under a bylaw of the municipality passed under that Act;

AND WHEREAS section 434.1(1) of the Act, provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty If the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act;

AND WHEREAS Ontario Regulation 332/12 (Building Code) sets out requirements for the maintenance and operation of sewage systems, including private septic systems;

AND WHEREAS Council for the Township of Central Frontenac deems it desirable and expedient to regulate the condition, maintenance, and repair of sewage systems to protect the environment, health, and safety of residents;

NOW THEREFORE the Council of the Corporation of the Township of Central Frontenac enacts as follows:

Central Frontenac By-Law No. 2025-xx
Draft Sewage System Standards By-Law V1
November 25, 2025

1. DEFINITIONS

“**Owner**” means the registered owner of the property or any person managing or controlling the property.

“**Property**” means land, buildings, and structures within the Township.

“**Sewage System**” means a sewage system as defined in the *Building Code Act*, including leaching beds, grey water pits, holding tanks, treatment units, or other sewage disposal works located wholly within the property boundaries.

“**Officer**” means a Property Standards Officer appointed by the Township.

“**Unsafe Condition**” means a condition of a sewage system that poses a risk to human health, safety, or the environment, including but not limited to sewage discharge, surface ponding, odours, or system failure.

2. General Standards for Sewage Systems

2.1 Every Owner shall maintain all sewage systems in good working order and in compliance with the Ontario Building Code and this By-law.

2.2 Sewage systems shall:

- a. Be kept free from leaks, blockages, or other defects that may result in unsafe conditions.
- b. Be pumped out, inspected, and maintained at intervals sufficient to ensure proper operation.
- c. Not discharge sewage, effluent, or grey water onto the surface of the ground, into ditches, watercourses, or storm drainage systems.
- d. Not create offensive odours, health hazards, or attract pests/vermin.
- e. Not be altered, repaired, or replaced except with all necessary approvals and permits.

3. Duties of Owners

3.1 Every Owner shall:

- a. Maintain sufficient capacity in the sewage system for the use of the property.
- b. Repair or replace a failing or unsafe sewage system within the timeline prescribed by an Officer.

3.2 Where a property has failed a sewage system re-inspection under By-law 2024-16:

- a. The Owner shall obtain a valid Building Permit for the repair or replacement of the sewage system within three (3) months of the date of the failed inspection report; and
- b. The Owner shall complete all required repairs or replacement, to the satisfaction of the Chief Building Official or designate, within twelve (12) months of the date of the failed inspection; and
- c. Failure to obtain a permit within the required timeframe, or to complete remedial work within the required timeframe, constitutes an offence under this By-law and is subject to Administrative Monetary Penalties (AMPS).

4. Procedure

4.1 Investigation

Investigation of infractions of standards set out in this by-law shall be initiated upon receipt of a written complaint or another government agency or upon investigation by the Officer.

4.2 Inspection of a Property

An Officer may enter onto property at any reasonable time to inspect sewage systems in accordance with the Building Code Act and Municipal Act. If requested, the Officer must produce proper identification.

4.3 The Officer or any person acting under their authority shall not enter any room or place, actually used as a dwelling for persons or housing for animals, without requesting and obtaining the consent of the occupier, first having informed the occupier that the right of entry may be refused, and thus having been refused may only gain entry under the authority of a Search Warrant issued pursuant to the Building Code Act.

4.4 Notice of Violation

If, in the opinion of the Officer, a sewage system does not conform to this By-law, the Officer may issue a Notice of Violation, setting out the work required and the time for compliance.

- 4.5** The Notice shall be sent by registered mail to the last known address of the recipient or served by personal service upon the assessed owner, the occupant and all persons whom by the records of the most recent tax assessment roll, have an interest in the property.

4.6 Contents of the Notice of Violation

The Notice of Violation shall contain the following information:

- a. The municipal address or legal description of the property.
- b. a statement that the property does not comply with the standards prescribed by the by law
- c. specifications as to the particulars of the non-conformity
- d. action required to be taken to bring the sewage system into conformity with the by-law
- e. a reasonable time to carry out the work
- f. advise the owner or occupant that he has the right to a review before the Officer or to make representations to the officer in writing in respect of the Notice of Violation
- g. that any request for a review is to be made in writing to the Officer withing thirty (30) days of the date of the mailing of the Notice of Violation
- h. name and phone number of the Officer who issued the Notice

4.7 Review of Notice of Violation

Any review requested by an owner or occupant shall be held by the Officer within twenty-one (21) days of receiving the request for the review and the owner or occupant shall have the right to make relevant representations and present relevant evidence at the review.

4.8 Orders

At any time, irrelevant if a Notice of Violation has been issued or a review has been requested, when an inspection by the Officer reveals that a property does not conform with the standards prescribed by the by-law, the officer may issue an Order with regard to a property not in compliance with the standards prescribed by this by-law and may serve an Order in the manner provided in section 4.5

- 4.9** Such Order may be registered against the property in the Land Registry Office and shall contain the following information:
- a. the municipal address or legal description of the property;
 - b. reasonable particulars of the repairs to be effected and shall be in accordance with all applicable legislation;
 - c. the period in which compliance with the terms of the Order is to be carried out;
 - d. a notice that if such repair is not so carried out within the time specified in the Order, the Municipality may carry out the repairs at the expense of the owner;
 - e. the name and phone number of the officer who issued the Order;
 - f. the final date for giving Notice of Appeal from the Order.

4.10 Notwithstanding the requirements of section 4.9, the Officer may also make an order or orders to the owner or occupant:

- a. requiring the owner or occupant to make the property conform to the standards within a period of time not to exceed ninety (90) days;
- b. prohibiting the use of the property, and requiring the person using or occupying the property to vacate the property within a period of time not to exceed ninety (90) days;
- c. requiring the owner to demolish the property within a period of time not to exceed ninety (90) days; or
- d. causing the registration of a caution on the title to the property.

4.11 When a Notice or Order has been served by an Officer, the date of service shall be deemed to be three days from the date upon which the Notice or Order is sent by registered mail, or the date when a Notice or Order is personally served by the officer upon any person, or the date of placarding of a property.

4.12 No person shall fail to comply with a final and binding order issued pursuant to section 15.2(2) of the Building Code Act, 1992, S.O. c. 23, as amended.

5. Sewage System Standards Committee

The Council of the Township of Central Frontenac shall provide a by-law for the establishment of a Septic Standards Committee for the purpose of hearing appeals against Orders served by the Officer, in accordance with the relevant provisions of the *Building Code Act, 1992*, S.O. 1992, c. 23.

5.1 Appeals to the Sewage System Standards Committee

When an owner or occupant upon whom an Order has been served by the Officer is not satisfied with the terms of conditions of the Order, they may appeal to the Property Standards Committee by sending a notice of appeal by registered mail to the Secretary of the Committee within fourteen (14) days of service of the Order.

5.2 The application fee for appealing an Order of the Property Standards Officer to the Sewage System Standards Committee shall be as listed in the tariff of fees by-law. Council reserves the right to amend the fee from time-to-time or authorize the refunding of fees.

5.3 An Order that is not appealed within the time referred to in section 5.1 shall be deemed to have been confirmed.

5.4 Hearing of Appeal

When an appeal has been submitted, the Committee shall hear it within thirty (30) days after receipt by the Secretary of the notice of appeal.

5.5 Upon hearing the appeal, the Committee shall have all of the powers and functions of the officer who made the Order and may:

- a. Confirm, modify or rescind the Order to repair or replace; or
- b. Extend the time for complying with the Order provided that, in the opinion of the Committee, the general intent and purpose of the by-law and of the Official Plan are maintained.

5.6 Appeal the Decision of Committee

The Municipality or any owner, occupant or person affected by a decision of the Sewage System Standards Committee may appeal to the appropriate Provincial Court by notifying the Clerk of the Municipality in writing and by applying to the appropriate Provincial Court for an appointment within fourteen (14) days after sending a copy of the decision to the Corporation, owner/occupant , or complainant.

5.7 The Judge or Justice of the Peace shall, in writing, appoint a day, time and place for the hearing of the appeal and the appointment may direct that it shall be served upon such persons and in such manner as he or she prescribes.

5.8 The Judge or Justice of the Peace on such appeal has the same powers and functions as the Committee.

5.9 Order to be Final and Binding

The Order, as deemed to have been confirmed pursuant to section 5.8 or as confirmed or modified by the Committee pursuant to section 5.5 or as confirmed or modified by the Judge pursuant to section 5.8. shall be final and binding upon the owner or occupant who shall carry out the repair or demolition within the time and in the manner specified in the Order.

5.10 Power of the Corporation to Repair

If the owner or occupant of a property fails to repair the sewage system in accordance with an order as confirmed or modified, the Municipality in addition to all other remedies:

- a. shall have the right to repair the sewage system accordingly;
- b, shall have the right for its servants and agents to enter in and upon the property to carry out the aforesaid repair;
- c. shall have the right to carry out the repairs at the expense of the owner; and
- d. shall not be liable to compensate such owner, occupant or any other person having an interest in the property by reason of anything done by or on behalf of the Municipality under the provisions of this section of the by-law.

5.11 Where the Township carries out work on default of the Owner, all costs incurred may be recovered in like manner as municipal taxes in accordance with the Municipal Act, 2001.

6. Penalties

6.1 Any person who contravenes an Order issued under the provisions of this by- law which is final and binding or who contravenes any other provision of this by-law shall, upon conviction thereof, be liable to a fine as is provided for in the provisions of the Building Code Act S.O. 1992, as amended and any other applicable law, exclusive of costs, for each offence.

- 6.2** When a person has been convicted of an offence under this by-law, the Provincial Court or any court of competent jurisdiction may in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed toward the continuation or repetition of the offence.
- 6.3** Section 4.12 of this By-law is hereby designated as part of this By-law to which the Administrative Penalty By-law applies.
- 6.4** Any person shall, upon issuance of a penalty notice for a contravention of this Bylaw, in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Penalty By-law.
- 6.5** All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the designated provisions of this by-law.
- 6.6** Where a person has not paid the administrative penalty within thirty (30) days in accordance with the Administrative Penalty By-law, the Municipality may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 6.4

7. Emergency Powers

- 7.1** Despite any other provisions of this by-law, if upon inspection of a property the Officer is satisfied that a non-conformity with the standards prescribed in the by-law exists to such extent as to pose an immediate danger to the health or safety of any person the officer may make an Order containing particulars of the non-conformity which requires remedial repairs or other work to be carried out forthwith to terminate the danger.
- 7.2** The Order shall be served on the owner of the property and such other persons affected thereby as the officer determines, and a copy shall be posted on the property.

- 7.3** After making an Order under section 7.1, the officer may, either before or after the Order is served, take or cause to be taken any measures he considers necessary to terminate the danger and for this purpose the Corporation servants and agents have the right to enter in and upon the property in respect of which the Order was made, without a warrant.
- 7.4** The officer, the Municipality or anyone acting on behalf of the Municipality is not liable to compensate the owner, occupant or any other person by reason of anything done by or on behalf of the Municipality in the reasonable exercise of its powers under section 7.3.
- 7.5** Where the Order was not served before emergency measures were taken by the officer to terminate the danger, the officer shall forthwith after the measures have been taken, send or serve copies of the Order in accordance with the provisions of the Building Code Act S.O.1992, as amended, to the owner of the property and all persons affected thereby as determined by the officer, and each copy of the Order shall have attached thereto a statement by the officer describing the measures taken by the Municipality and providing details of the amount expended in taking the measures.
- 7.6** Where the Order was served before the emergency measures were taken, the officer shall serve a copy of the statement mentioned in section 7.5 in accordance with the Building Code Act S.O.1992, as amended, to the owner(s) as soon as practical after the measures have been taken.
- 7.7** As soon as practical after the requirements of sections 7.5 and 7.6 have been complied with, the officer shall apply to a Judge of the appropriate Provincial Court for an Order confirming the Order made under section 7.1.
- 7.8** The disposition of the application under section 7.7 shall be final and binding.

8. General

- 8.1** This By-law may be cited as the “Sewage System Standards By-law”.

- 8.2** This By-law shall apply to all properties within the boundaries of the Municipality of Central Frontenac
- 8.3** Where a provision of this by-law conflicts with a provision of another Corporation by-law or Provincial Statutes, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.
- 8.4** If a court of competent jurisdiction should declare any section or part of a section of this By-Law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-Law and it is hereby declared that the remainder of the By-Law all be valid and shall remain in force
- 8.5** This by-law shall be administered by a person or persons appointed by the Council of the Municipality of Central Frontenac as Officers.
- 8.6** The Clerk of the Municipality of Central Frontenac is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantic or descriptive nature or kind to this by-law and schedules as may be deemed necessary after passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law.
- 8.7** This By-law shall come into force and take effect on the date of passing.

READ a first and second and third time and finally passed on this xx day of month, year

Frances L Smith, Mayor

Cathy MacMunn, CAO/Clerk

Preliminary Draft Sewage System Standards Bylaw Survey

1. Clarity and Understanding

Do you find the draft by-law clear and easy to understand?

- Yes
- Somewhat
- No

Comments: _____

2. Standards and Requirements

Do you feel the proposed standards and requirements for sewage systems are reasonable and appropriate?

- Yes
- Somewhat
- No

Comments: _____

3. Additional Feedback

Do you have any suggestions or concerns regarding the draft by-law that you would like Council to consider?

Comments: _____

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC
BY-LAW 2025-50**

**BEING A BY-LAW TO ADOPT A POLICY TO GOVERN THE PURCHASING OF
GOODS AND SERVICES BY THE TOWNSHIP OF CENTRAL FRONTENAC**

WHEREAS Section 5 of the Municipal Act S.O. 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 270(1) of the Municipal Act, S.O. 2001, as amended, states that a municipality and local board shall adopt policies with respect to its procurement of goods and services;

WHEREAS section 5 (3) of the Municipal Act provides that a municipal power shall be exercised by by-law unless it is specifically authorized to do otherwise; and

WHEREAS section 5 (1) of the Integrated Accessibility Standards, Ontario Regulation 191/11, provides that municipalities shall incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so; and

WHEREAS on May 22, 2018, the Council of the Corporation of The Township of Central Frontenac passed Purchasing By-law No. 2018-24; and

AND WHEREAS it is deemed necessary to revise the existing Purchasing By-law in order to increase efficiencies and to strengthen the procurement function while maintaining the integrity of the process.

NOW THEREFORE The Corporation of the Township of Central Frontenac:

1. Hereby adopts the Procurement Policy for the Township of Central Frontenac attached hereto and marked as Schedule "A" & "B"
2. Repeals the existing Procurement Policy, By-law No. 2018-24.
3. Repeals any other by-laws or provisions conflicting with this by-law.
4. Agrees that appendences may be amended by resolution.
5. Approves that this by-law shall come into force and take effect on November 26, 2025.

Read a first, second and third time, and finally passed this 25th day of November 2025.

Frances L Smith, Mayor

Cathy MacMunn, CAO/Clerk



Township of Central Frontenac

Giving Notice of Motion

Section 12.2 of the Procedural By-Law #2023-53

In accordance with Section 12.2 of the Procedural By-Law # 2023-53, as amended, this form is to be completed and submitted to the Clerk for any Notice of Motion.

I, Nicki Gowdy, a Member of Council, hereby give notice of my intention to bring forward a motion to amend By-Law 2024-41. This motion is to be considered at the Regular Meeting of Council scheduled for December 9, 2025.

WHEREAS By-law No. 2024-41, being a bylaw for the licensing of dogs and prohibiting the running at large of dogs within the Township of Central Frontenac, was enacted on November 26, 2024; and

WHEREAS Council considers it desirable to amend the said by-law to updating some definitions and changing sections 5.3, 9.1 & 2 and correcting a spelling error in section 10 a;

NOW THEREFORE BE IT RESOLVED THAT:

1. By-law No. be amended as follows:

- Section 5.3 is amended to read Every person who owns or harbors a dog shall remove and sanitarly dispose of any excrement left by the dog anywhere on Township property and from any other property that same becomes a nuisance or sanitary hazard.
- Section 9.1 is replaced with the following: No owner of any dog shall cause or permit a dog to run at large within the limits of the Township unless the animal is a "Working dog".
- Section 9.2 is replaced with the following: Unless a dog is on premises with the premises owner's permission, every dog shall be under the control of a capable person.
- Section 10 a) the number 3 be replaced with a number 4 to correct the number to match the verbiage.
- Definitions: Running at large shall mean any animal as defined herein that is found in any place other than the premises of the owner, without permission of the premises owner and is not under the control of capable person.
- Definitions: Under the control of a capable person shall mean a dog that is at all times on a leash or restraint of a maximum length of 2 meters and under care and control and capable of being physically restrained in such a manner as to prevent contact with people and other animals.

- Definitions: Working dog shall mean any dog doing useful work, such as hunting, guarding livestock, herding animals or pulling wagons or sleds.
2. **THAT** the Clerk be directed to prepare the necessary amending by law for consideration at the January 13, 2026, meeting.

Signature: _____

Date Submitted to the Clerk: _____

Clerk Signature: _____

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC
BY-LAW #2025-51**

**BEING A BYLAW TO CONFIRM THE REGULAR MEETING OF COUNCIL
HELD ON NOVEMBER 25th, 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 25th day of November 2025 in respect of each report, motion, resolution, or other action passed and taken by the Council at its meeting, are 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 25th day of November 2025.

Frances L Smith, Mayor

Cathy MacMunn, CAO/Clerk