



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

Tuesday, January 13, 2026 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 January 13, 2026, be approved as presented [amended].

## 5. Disclosure of Pecuniary Interest

## 6. Approval of the Minutes

10 - 22

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

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

## 7. Mayors Remarks

## 8. Delegations

### a. Alto High Speed Rail

Alexis Doyle, Manager Of Community Relations

THAT Council receive the Presentation from Alexis Doyle regarding Alto High Speed Rail, for information.

- b. North Frontenac Little Theatre  
Art Holloway and Angela Cowdy  
THAT Council receive the Presentation from Art Holloway and Angela Cowdy regarding North Frontenac Little Theatre Company, for information.


**9. Public Meeting**


**10. Consent Agenda**

- a. Correspondence received for January 13, 2025
  1. **December 4, 2025** – City of Toronto regarding Swim to Survive Program and Inclusion in the Ontario Curriculum.
  2. **December 9, 2025** – Town of Ingersoll regarding Conservation Authorities and Bill 68.
  3. **December 9, 2025** – Municipal Engineers Association regarding Appointment of New Board of Directors.
  4. **December 12, 2025** – Town of Smiths Falls regarding Ontario Community Infrastructure Fund (OCIF).
  5. **December 12, 2025** – Government of Canada, News Release regarding Alto High-Speed Rail – Starting Point Announcement.
  6. **December 12, 2025** – Eastern Ontario Wardens’ Caucus regarding December 2025 Newsletter.
  7. **December 14, 2025** – City of Peterborough regarding Elect Respect Campaign.
  8. **December 14, 2025** – City of Welland regarding Standing Together for Justice and the Protection of Canada’s Children.
  9. **December 15, 2025** – City of Hamilton regarding Drowning Prevention and Swim Safety in Ontario.
  10. **December 17, 2025** – County of Oxford regarding Bill 68 and Proposed Consolidation of Conservation Authorities.
  11. **December 18, 2025** – Township of Perry regarding Removal of HST on New Home Purchases.
  12. **December 18, 2025** – Municipality of Chatham-Kent regarding Bill 68 and Amalgamation of Conservation Authorities.
  13. **December 19, 2025** – Township of Amaranth regarding

Bill 68 and Amalgamation of Conservation Authorities.

14. **December 19, 2025** – Kawartha Conservation regarding Bill 68 and Amalgamation of Conservation Authorities.
15. **December 22, 2025** – Township of Huron Shores regarding Rent Protection for Tenants.
16. **December 22, 2025** – Township of Huron Shores regarding Improvements to Highways 17 and 11.
17. **December 24, 2025** – Town of Cobourg regarding “Elbows Up” for Climate Action Letter.
18. **December 24, 2025** – Township of Machar regarding Bill 68 and Amalgamation of Conservation Authorities.
19. **December 29, 2025** – Town of Cobourg regarding Bill 68 and Amalgamation of Conservation Authorities.
20. **January 5, 2026** – Alto High-Speed Rail regarding Public Consultation Letter.
21. **January 5, 2026** – Alto High-Speed Rail regarding Project Announcement.
22. **January 5, 2026** – Association of Municipalities of Ontario (AMO) regarding Submission on Proposed Consolidation of Conservation Authorities.
23. **January 5, 2026** – Kathleen Dussome regarding Transportation Needs in Central Frontenac.
24. **January 5, 2026** – Village of Mallorytown regarding Closure of Satellite Offices – Southwest Public Health.

b. EORN ( Eastern Ontario Regional Network) Update 23 - 26  
[November 2025.docx](#) 

c. Sharbot Lake Farmers Market - November 23, 2025 - Minutes 27 - 30  
[SLFM Meeting November 23 2025.docx](#) 

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

## 11. Deferred Items

## 12. Staff Reports/Departmental Updates

a. Report No. 1-2026 31 - 32  
Development Services Activity Report  
[1-2026 - DS Building Activity December 2025 -A.docx](#) 

THAT Council receive the Construction Detail (Activity) Report for December 2025, for information.

- b. Report No. 2-2026 33 - 39  
Development Services Building Fees Report

[2-2026 -DS -Building Fees 2026 -A.docx](#) 

WHEREAS By-law 2014-27 requires that the fees set out in Schedule “C” shall be adjusted annually and effective the 1st of February based upon the 3rd quarter Bank of Canada Total CPI (<https://www.bankofcanada.ca/rates/price-indexes/cip/>).

NOW THEREFORE BE IT RESOLVED that Council approve a 2.0% increase to building permit fees effective February 1, 2026, in accordance with Section 7.4 of By-law 2014-27 (as amended) which links annual fee updates to the Bank of Canada Total CPI (Q3);

AND THAT the Chief Building Official be directed to update Schedule “C” accordingly.

- c. Report No. 3-2026 40 - 41  
Public Works Activity Report

[3-2026 - Public Works Activity Report -A.docx](#) 

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

- d. Report No. 4-2026 42 - 43  
Public Works Capital Projects Status Report

[4-2026 - Public Works Capital Project Status Report -A.docx](#) 

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

- e. Report No. 5-2026 44 - 46  
Public Works Response to Inquiries from December 9, 2025

[5-2026 - Public Works - Response to Inquiries -A.docx](#) 

THAT Council receive the Public Works Response to Inquiries report as presented by the Public Works Manager, for

information.


f.

Report No. 6-2026

47 - 72

Public Works Final Parking By-Law

[6-2026 - Public Works Final Parking Bylaw -A.docx](#) 

[Final Draft Parking Regulations- September 2025 JL - CSWAN\(121569967.1\) Changes accepted.docx](#) 

[2026-02 Amend AMPS and Designate Parking Bylaw.docx](#) 

[Map 1 - Crow Lake Boat Launch.pdf](#) 

[Map 2 - Long Lake Boat Launch.pdf](#) 

[Map 3 - Eagle Lake.pdf](#) 

[Map 4 - Kennebec Hall - By Permit Only.pdf](#) 

[Map 5 - Dickson Gordon Cres GREC.pdf](#) 

[Map 6 - Village of Sharbot Lake.pdf](#) 

[Map 7- Lower Elizabeth St at Cannon Rd.pdf](#) 

[Map 8 - Main Business Hub.pdf](#) 

[Map 9 - 38 to Medical Centre.pdf](#) 

[Map 10 - Road 38 & Elizabeth Street.pdf](#) 

[Map 11 - Township office\(14216\) & Robert Street Intersection.pdf](#) 

WHEREAS the Township has reviewed and updated its Parking By-law to modernize regulations and improve clarity;

AND WHEREAS the updated Parking By-law includes provisions for an Administrative Monetary Penalty System (AMPS) in accordance with applicable legislation;

AND WHEREAS public consultation has been completed and feedback has been considered as part of the update;

AND WHEREAS the proposed Parking By-law has undergone a legal review to ensure compliance with provincial requirements;


AND WHEREAS it is necessary to amend Schedule C of By-law 2024-43 (Administrative Monetary Penalty System) by adding

Table 3 to reflect updated parking-related penalties;

NOW THEREFORE BE IT RESOLVED THAT Council hereby receives the updated Parking By-law as presented;

AND FURTHER THAT Schedule C of By-law 2024-43 be amended by adding Table 3, as attached;

AND FURTHER THAT the Parking By-law be brought forward for adoption later in this meeting.


- g. Report No. 7-2026 73 - 75  
Public Survey Results-Draft Sewage Systems Standards Bylaw  
[7-2026 ADMIN Public Survey Results on the Draft Sewage System Standards By-Law- A.docx](#) 

WHEREAS Council, by resolution at its November 25, 2025, Regular Meeting, directed staff to release a public survey to gather comments on the Preliminary Draft Sewage System Standards By-law, with a closing date of December 31, 2025;

AND WHEREAS the results of the public survey have been compiled and submitted to Council;

NOW THEREFORE BE IT RESOLVED THAT Council hereby receives the public survey results regarding the Preliminary Draft Sewage System Standards By-law for information

### 13. Committee/Other Reports

- a. Heritage Festival Committee- Terms of Reference 76 - 77  
[Heritage Festival Committee TOR draft REVISED .docx](#) 

THAT Council approve and adopt the Heritage Festival Committee terms of reference as presented.

### 14. Communications/Correspondence for Action

- a. Registered Mail dated December 31, 2025  
From Ontario Infrastructure and Lands Corporation.  
Regarding Extension of Lease for Soldiers Memorial Hall-

## Ontario Courts Use

WHEREAS the Corporation of the Township of Central Frontenac entered into a licence agreement dated July 1, 2001, as amended (the “Licence”), with the Province of Ontario for the rental of approximately 2,274 square feet of space at Soldiers Memorial Hall, located at 1107 Garrett Street in the community of Sharbot Lake;

AND WHEREAS the licensed space is located on the main floor of Soldiers Memorial Hall and has been used by the Province of Ontario under the terms of the Licence;

AND WHEREAS the Licence includes an option for the Province of Ontario to extend the agreement for an additional five (5) years;


AND WHEREAS the Township has received notice that the Province of Ontario is exercising its option to extend the Licence for a further five (5) years, from July 1, 2026 to June 30, 2031, under the same terms and conditions;

AND WHEREAS Ontario Infrastructure and Lands Corporation, through its agent CBRE Limited, will be working with the Township to finalize the extension agreement;

NOW THEREFORE BE IT RESOLVED that Council acknowledges and accepts the extension of the Licence for the rental of space at Soldiers Memorial Hall for the period of July 1, 2026 to June 30, 2031;

AND BE IT FURTHER RESOLVED THAT the Mayor and the CAO/Clerk are hereby authorized to sign the Licence extension agreement and any related documents.

## 15. By-Laws/Agreements

- a. 2026-01 Parking By-Law  
[2026-01 - Parking By-Law.docx](#) 

78 - 98

[Map 1 - Crow Lake Boat Launch.pdf](#) 

[Map 2 - Long Lake Boat Launch.pdf](#) 

[Map 3 - Eagle Lake.pdf](#) 

[Map 4 - Kennebec Hall - By Permit Only.pdf](#) 

[Map 5 - Dickson Gordon Cres GREC.pdf](#) 

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[Map 7- Lower Elizabeth St at Cannon Rd.pdf](#) 

[Map 8 - Main Business Hub.pdf](#) 

[Map 9 - 38 to Medical Centre.pdf](#) 


[Map 10 - Road 38 & Elizabeth Street.pdf](#) 

[Map 11 - Township office\(14216\) & Robert Street Intersection.pdf](#) 

THAT By-Law 2026-01, being a by-law for the establishment and enforcement of parking regulations in the Township of Central Frontenac, be read a first, second and third time and finally passed this 13th day of January 2026.

- b. 2026-02 By-Law to Amend Administrative Monetary Penalties (AMPS) and Designate Parking By-law 99 - 100  
[2026-02 Amend AMPS and Designate Parking Bylaw.docx](#) 

THAT By-Law 2026-02, Being a by-law to amend the Administrative Monetary Penalties (AMPS) by-law to designate a Parking By-law, be read a first, second and third time and finally passed this 13th day of January 2026.

- c. 2026-03 By-Law to Appoint a Committee of Adjustment for 2026 101 - 102  
[2026-03 By-Law -Committee of Adjustment Appointment 2026.docx](#) 

THAT By-Law 2026-03, Being a by-law to appoint a Committee of Adjustment for 2026, be read a first, second and third time and finally passed this 13th day of January 2026.

**16. Notice of Motions**

**17. Giving Notice of Motions**

**18. New/Other Business**

**19. Closed Session**

**20. Adjournment**

- a. Confirming By-Law 2026-04

103

[2026-04 Confirming By-Law January 13, 2026.docx](#) 

**THAT** By-Law 2026-04 being a by-law to confirm the proceedings of the regular council meeting held January 13, 2025, be read first, second, and third time, and finally passed this 13th day of January 2026;

**AND FURTHER THAT** this meeting be adjourned until Tuesday, January 27, 2026, at 6:00 p.m. for a regular meeting of 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, December 9, 2025, at 6:00 PM

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

**Roll Call**

**Members:** Frances Smith, Mayor; Councillors: Susan Irwin, Dan Meeks, Nicki Gowdy, Duncan McGregor, Bill Everett, Lynn Klages, and Cindy Kelsey

**Regrets:** Phillip Smith

**Staff in Attendance:** Cathy MacMunn, CAO/Clerk; Jody Legue, Deputy Clerk; Abigail McKinnon, Planning Coordinator ( Virtual); Chris Nelson, Community Services Coordinator; Chris McDonough, Fire Chief ( Virtual); Andy Dillon, Chief Building Official ( Virtual); Nicole Shorts, Bylaw Enforcement; Michael McGovern, Treasurer; Jennie Kapusta, Community Planner County Of Frontenac; Steve Gould, Public Works Manager; Amanda Fellows, Public Works Technical Assistant

**1. Call to Order**

Mayor Smith called the meeting to order at 6:00 PM

**2. Land Acknowledgement**

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

**3. National Anthem**

Please stand for the National Anthem

**4. Approval of the Agenda**

*Moved by:* Cindy Kelsey

*Seconded by:* Susan Irwin

**THAT** the agenda for the regular meeting of Council to be held December 9, 2025, be approved as presented.

**Carried**

**5. Disclosure of Pecuniary Interest**

None Declared

**6. Approval of the Minutes**

November 25, 2025 & December 4, 2025

*Moved by:* Lynn Klages

*Seconded by:* Dan Meeks

**THAT** the minutes from the regular meeting of Council held on November 25, 2025, and the Special Meeting of Council held on December 4th, 2025, be approved as presented.

**Carried**

**7. Mayors Remarks**

- a. Mayor Smith announced that she will not veto any of the Council amendments made at the December 4, 2025 meeting and has submitted a Mayoral Decision to confirm this. As a result, the 2026 Budget is hereby adopted, incorporating Council’s amendments, with a final levy increase of 4.9%.
- b. Mayor Smith expressed her appreciation and gratitude for all the work Staff has done throughout the year, on behalf of herself and Council.
- c. Councillor Irwin echoed the Mayor’s sentiments and expressed her thanks to staff.
- d. Councillor Irwin reported that she met with Diane Lake of the Historical Society and conveyed their appreciation to Council for waiving the hall rental fees for next year’s anniversary celebration. She also suggested that Council may wish to consider using the Harvey Barber Shop—the former Public Works office—as a temporary historical museum until the building is required for Township purposes.
- e. Councillor Gowdy expressed her thanks to the Residents and Businesses in the Township for participating in the Peanut Butter and Jam Challenge to raise much-needed donations for the North Frontenac Food Bank.

**8. Appointment of Deputy Mayor**

Under By-Law 2023-53-A, the Deputy Mayor is appointed annually at the first Council meeting in December, with the role rotating through each ward over the four-year term. Following the established order—Hinchinbrooke, Oso, Olden, then Kennebec—the Kennebec Ward is next for the Deputy Mayor appointment.

**a. Nomination**

*Moved by:* Nicki Gowdy

*Seconded by:* Bill Everett

**THAT** Cindy Kelsey be nominated for appointment of Deputy Mayor for the 2026 Council year.

**Carried**

**b. Appointment**

*Moved by:* Nicki Gowdy

*Seconded by:* Duncan McGregor

**THAT** Cindy Kelsey be appointed to serve as Deputy Mayor for the 2026 Council year.

**Carried**

**9. Delegations**

**a. Cheryl Furlong & Al Reid Regarding Wilkinson Road**

Mayor Smith noted that Public Works will respond to all questions raised and expressed confidence in the training, expertise, and professionalism of staff.

*Moved by:* Nicki Gowdy

*Seconded by:* Phillip Smith

**THAT** Council receive the presentation from Cheryl Furlong and Al Reid regarding Wilkinson Road, for information.

**Carried**

**10. Public Meeting**

None

**11. Consent Agenda**

**Approval of the Consent Agenda**

*Moved by:* Duncan McGregor

*Seconded by:* Cindy Kelsey

**THAT** Item a of the Consent Agenda be hereby received for information, as it is deemed to be routine.

**Carried**

**12. Deferred Items**

None

**13. Staff Reports/Departmental Updates**

a. **227-2025 DS November Building Activity Report**

*Moved by:* Duncan McGregor

*Seconded by:* Susan Irwin

**THAT** Council receives the Construction Details (Building Activity) report for November 2025 for information.

**Carried**

b. **228-2025 DS 2025 Capital Project Update**

*Moved by:* Bill Everett

*Seconded by:* Dan Meeks

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

**Carried**

c. **229-2025 DS Rural Ontario Development (ROD) Grant Application**

*Moved by:* Lynn Klages

*Seconded by:* Susan Irwin

**WHEREAS** Soldiers Memorial Hall and surrounding community would benefit from upgrades to the hall kitchen;

**AND WHEREAS** The Rural Ontario Development (ROD) Grant offers up to 35% or \$25,000 to fund small community infrastructure enhancements;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the recommendation of the Chief Building Official to work with the Community Services Coordinator and apply for the ROD grant to enhance the kitchen at Soldiers Memorial Hall.

**Carried**

d. **230-2025 PW December Activity Report**

*Moved by:* Duncan McGregor

*Seconded by:* Nicki Gowdy

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

**Carried**

e. **231-2025 PW December Capital Project Report**

*Moved by:* Dan Meeks

*Seconded by:* Susan Irwin

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

**Carried**

f. 232-2025 PW Business Recycling Update

*Moved by:* Phillip Smith

*Seconded by:* Cindy Kelsey

**THAT** Council receives the Business Recycling Report dated December 9, 2025, as presented by the Public Works Manager for information.

**Carried**

g. 233-2025 CFFRS December Activity Report

*Moved by:* Bill Everett

*Seconded by:* Phillip Smith

**THAT** Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated December 9, 2025.

**Carried**

h. **234-2025 FIN Accounts Payable- December 2025**

*Moved by:* Cindy Kelsey

*Seconded by:* Susan Irwin

**THAT** Council receives the Accounts Payable Report (Cheque Distribution) in the amount of \$559,241.24 as prepared by the Treasurer, for information.

**Carried**

i. **235-2025 FIN December 357, 358, 359 Responses**

*Moved by:* Duncan McGregor

*Seconded by:* Nicki Gowdy

**THAT** Council for the Township of Central Frontenac approves the following reduction/change of Assessment pursuant to the Municipal Act.

Roll Number 10-39-060-010-15810-0000 for the period of August 11, 2025, to December 31, 2025, as reported by MPAC. Reason – Demolition/ Razed by fire, demolition, or otherwise - (357) (1)(d)(i) – Class changes from exempt to taxable.

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

**Carried**

j. **236-2025 ADMIN CA Consolidation & Lunch and Learn Session November 7, 2025**

**MOTION 1**

*Moved by:* Bill Everett

*Seconded by:* Dan Meeks

**THAT** Council receives for information the summary of updates regarding Conservation Authority consolidation, Source Protection amendments, floodplain mapping projects, and related provincial legislative changes presented through the Lunch and Learn session held on November 7, 2025, as prepared by the Planning Coordinator.

**Carried**

**MOTION 2**

*Moved by:* Lynn Klages

*Seconded by:* Susan Irwin

**WHEREAS** the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy;

**AND WHEREAS** local municipalities established the Rideau Valley Conservation Authority in 1966, the Mississippi Valley Conservation Authority in 1968, and the Quinte Conservation Authority in 1947, and currently provide over 50% of total conservation authority funding, while the Province of Ontario provides less than 5%;

**AND WHEREAS** municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable services standards, and ensuring fair and predictable costs for ratepayers;

**AND WHEREAS** Bill 68 (Schedule 3) and ERO posting 025-1257 proposes to consolidate Ontario's 36 conservation authorities into seven regional authorities and create the Ontario Provincial Conservation Agency, a Crown agency that would

assume oversight over conservation authorities and have the ability to levy authorities to cover its costs;

**AND WHEREAS** the Province already possesses the authority to establish overarching legislation, regulations, standards and policies across all conservation authorities through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks;

**NOW THEREFORE BE IT RESOLVED THAT** the Corporation of the Township of Central Frontenac calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

**AND FURTHER THAT** while the Corporation of the Township of Central Frontenac supports provincial goals for consistent permit approval processes, shared services and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

**AND FURTHER THAT** the Corporation of the Township of Central Frontenac supports efforts to balance expertise, capacity and program delivery across the province, and requests that the province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives;

**AND THAT** a copy of this resolution be sent to the Ontario Minister of Environment, Conservation and Parks, to the local MP(s) and MPP(s), the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, the local conservation authority(s), and all municipalities in Ontario.

**Carried**

k. **237-2025 Road Allowance Closure Request (Rostron)**

*Moved by:* Cindy Kelsey

*Seconded by:* Nicki Gowdy

**THAT** Council approves in principle the recommendation of the Planning Coordinator to close part of the unopened road allowance between Concession 4 & 5, Lot 20, Geographic Township of Hinchinbrooke, being part of PIN 36156-0202;

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

**Carried**

l. **238-2025 ADMIN Change of Conditions Consent APPRN-2024-0033**

*Moved by:* Dan Meeks

*Seconded by:* Phillip Smith

**THAT** Council receives the report titled Change of Conditions of Provisional Approval for Consent Application APPN-2025-0033, for information;

**AND FURTHER THAT** subject to any discussion at the December 9th, 2025, meeting, that Council approves the application for Change of Conditions for Consent Application as submitted.

**Carried**

m. **239-2025 ADMIN Year End Activity Report**

*Moved by:* Bill Everett

*Seconded by:* Lynn Klages

**THAT** Council receives the 2026 Year End Activity Report as prepared by the Deputy Clerk, for information.

**Carried**

n. **240-2025 Holiday Hours & Office Closure Notice**

*Moved by:* Susan Irwin

*Seconded by:* Duncan McGregor

**WHEREAS** it has been past practice for the municipal office to be closed between Christmas and the New Year;

**AND WHEREAS** the Municipality grants employees a half day off with pay on December 24th and December 31st, as outlined in the Employee Policy;

**AND WHEREAS** it is proposed that the municipal office be closed from the end of the business day on December 23rd to and including January 2nd, which will require employees to use four (4) days of vacation;

**AND WHEREAS** it has been customary for the municipal office to close during the Christmas holiday period, with some staff choosing to take vacation on December 22nd and 23rd while others remain scheduled to work;

**NOW THEREFORE BE IT RESOLVED** that Council acknowledge and recognize the continued practice of closing the municipal office between Christmas and the New Year.

**Carried**

**14. Committee/Other Reports**

a. **Motion from the Central Frontenac Recreation Advisory Committee (CFRAC) For Consideration**

**Presented by CFRAC Chair- Phillip Smith**

*Moved by:* Phillip Smith

*Seconded by:* Bill Everett

*Moved by:* Phillip Smith

*Seconded by:* Bill Everett

**THAT** Council accept the recommendation of the Central Frontenac Recreation Advisory Committee (CFRAC) to transfer any unspent funds from the CFRAC 2025 budget into reserves;

**AND FURTHER THAT** these funds be designated in reserves specifically for the Central Frontenac Recreation Advisory Committee.

**Carried**

**15. Communications/Correspondence for Action**

**16. By-Laws/Agreements**

a. **2025-53 Provide a 2026 Interim Tax Levy**

*Moved by:* Phillip Smith

*Seconded by:* Duncan McGregor

**THAT** By-Law 2025-53, being a by law to provide a 2026 interim Tax Levy, be read a first, second and third time and finally passed this 9th day of December 2025.

**Carried**

**17. Notice of Motions**

a. **Councillor Gowdy- Amend Bylaw 2024-41 (Canine Bylaw)**

*Moved by:* Nicki Gowdy

*Seconded by:* Cindy Kelsey

**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 update 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** By-law No. 2024-41 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 a 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 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 meter 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."

**AND FURTHER THAT** the Clerk be directed to prepare the necessary amending by-law for consideration at the January 13, 2026, meeting.

**Deferred**

**18. Giving Notice of Motions**

**19. New/Other Business**

**20. Closed Session**

**21. Adjournment**

Confirming By-Law 2025-54

*Moved by:* Susan Irwin

*Seconded by:* Bill Everett

**THAT** By-Law 2025-54 being a by-law to confirm the proceedings of the regular council meeting held December 9th, 2025, be read first, second, and third time, and finally passed this 9th day of December 2025;

**AND FURTHER THAT** this meeting be adjourned until Tuesday, January 13th, 2026, at 6:00 p.m. for a regular meeting of the Council, said meeting to be held at the Soldiers Memorial Hall, 1107 Garrett Street, Sharbot Lake ON.

**Carried**

**The meeting was adjourned at 7:10 pm**

# EORN Cell Gap Project Monthly Update November 2025

## Regional view

	Planned	Completed	New this month
Upgrades to existing towers	311	311	n/a
New towers in service	258	153	4
New co-locations	75	69	0
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 15<sup>th</sup> of each month. Data provided for this update was received on November 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



**The Corporation of the  
Township of Central Frontenac  
Sharbot Lake Farmers Market Minutes  
November 23, 2025 at 1:00 pm  
Kick and Push Brewery**

**Roll Call**

**Members:** Ali & Mike Williams-Winding Road Coffee, Amanda Neadow-Middleton: Neadow Farm, Mary Ellen Whan-Whan Farm, Darlene & George Conboy- Conboy Maple Syrup, Sarah Winney- Rise Farm, Lianne Parkhill- Fen Valley Farm, Susan Irwin- CF Council Rep & Chair

**Regrets:** Ken & Joyce Waller- Waller Woodcrafts

**Staff in Attendance:** Sarah Winney, SLFM Manager

**1. Call to Order**

Susan Irwin called the meeting to order at 1:15 pm

**2. Approval of Agenda**

**MOVED BY:** Amanda Neadow-Middleton Seconded by Darlene Conboy

**THAT** the agenda of the November 23, 2025 meeting be approved as presented.

Carried

**3. Disclosure of Pecuniary Interest**

None disclosed.

**4. Approval of Minutes**

June 11, 2025

**MOVED BY** Ali Williams, Seconded by Mary Ellen Whan

**THAT** the minutes of the June 11, 2025 meeting be approved as presented.

Carried

## 5. Business

### a) Season Wrap Up – Report from Sarah Winney:

2025 was a fantastic season with 1 or more Community Partners in attendance each week. The Food Bank was a welcome addition. NFLT returned this year on a weekly basis and saw good results, and brought good energy on Saturday mornings. David Yerxa attended promoting his swimathon, and the Girl Guides were also present at several Markets.

Opening Day with Sharbot Lake Chiropractic and Wellness was a good kick off for the 2025 Market season. The Corn Roast, support of the Food Bank, donations from Cardinal and Belong, as well as Heidi from Tiny Honey presenting during Open Farms weekend were all highlights this past summer.

Everyone was in agreement that the Gift Basket Draws were a great addition this year, and it was nice to see that our regular customers were the winners.

Everyone in attendance agreed that the highlights in 2025 were seeing regular customers each week, the community spirit that the market has fostered, the social atmosphere that has been created on Saturdays at the Beach, the Flash Mob with NFLT, and becoming a destination for cottagers.

2025 Season saw 2744 people in attendance approximately 188/week- These numbers indicate that attendance is back to pre-covid numbers. Sarah commended Vendors who had committed to the 14 weeks creating a solid vendor base for the Market.

### b) Market Finances

\$4065.96 currently in the bank account- more vendors this year and more 1- or 2-time vendors meant more revenue.

BBQs brought in a small amount of money- but everyone agreed that they are a positive experience for market goers and promoting community.

Christmas Market – December 6, 2025- Fees are \$25/ table. These fees will go toward the 2026 season.

The Gift Certificates that each Vendor awarded to customers was great marketing- creating repeat customers.

Invoice 2025-1 Market Manager Fees Sept 2024- March 2025 \$1350

Invoice 2025-2 Manager Manager Fees April 2025- Sept 2025 \$2650

Frontenac News- September Insert

\$201.18

**MOVED BY:** Mary Ellen Whan **SECONDED BY:** Darlene Conboy

**THAT** Invoice 2025-1 and Invoice 2025-2 for Market Manager Fees be approved as presented.

Carried

**MOVED BY:** Ali Williams **SECONDED BY:** Amanda Neadow-Middleton

**THAT** payment of expenses for the advertisements in the Frontenac News: September insert and upcoming Holiday/Christmas Market ad, are approved.

Carried

c) Holiday Market

Saturday, December 6, 2025, 10 a.m. -1 p.m.

4 \$25 gift certificates have been donated to the Festival of Trees and must be used at the Holiday Market.

15 Vendors have expressed interest in attending. There will be 1 new Vendor, Angela from Harlowe Green

A representative from the Heritage Railway Museum may also be in attendance.

A Farm to Table Lunch will be served featuring Beef Chili, Vegetarian Chili and Butternut Squash Soup, Bread, and Maple Candy for dessert. Winding Road Coffee will have Gourmet Hot Chocolate and Warm Apple Cider.

d) 2026 Season

Opening Saturday June 30. Closing Day Saturday September 26

14 week season.

A Season Meet and Greet for all vendors will be organized for the beginning of June.

Expansion of Farm Vendors will be a goal for 2026 which will then allow for more crafters.

A coffee tote will be available in the trailer for Saturdays that Winding Road is not available.

Percy – Food Truck will also be attending again in 2026.

Dutch Spice Mill has indicated that they will also be a part of the 2026 Market.

**6. New/Other Business**

A Spring Fling Market will be planned for March 28<sup>th</sup> (if Oso Hall is available) Details to follow

**7. Next Meeting- Date and location to be determined**

**8. Adjournment**

**MOVED BY:** Mary Ellen Whan **SECONDED BY:** Amanda Neadow-Middleton

**THAT** this meeting be adjourned at 2:15 p.m.

Carried

Note: A market vendor social was held following the Committee meeting



## STAFF REPORT TO COUNCIL

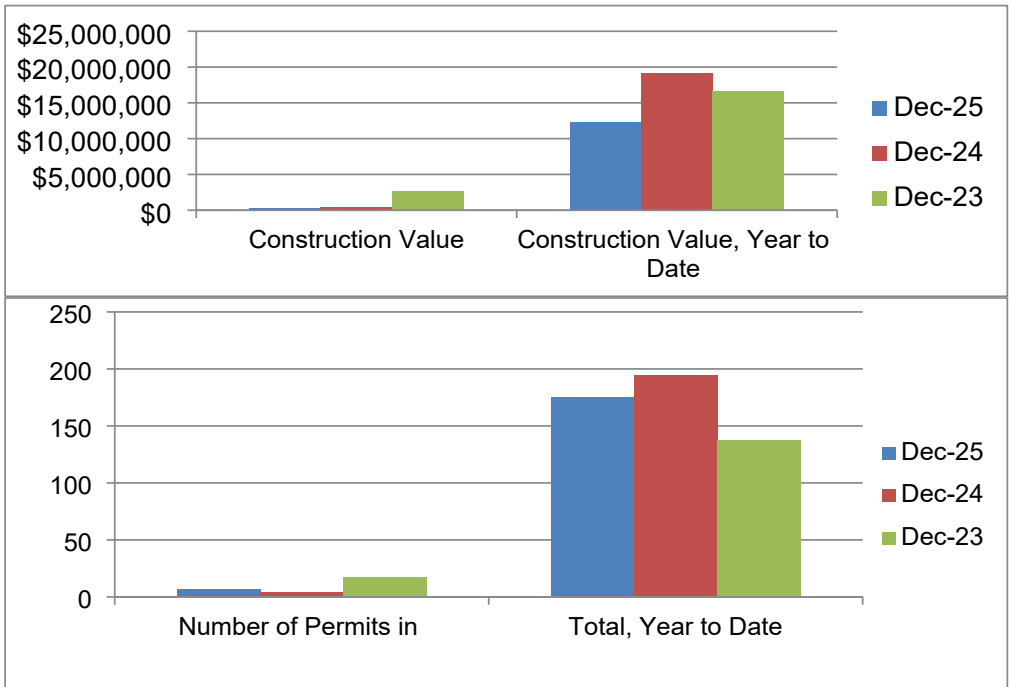
Township of Central Frontenac  
 14216 Road 38  
 Sharbot Lake, Ontario

**REPORT NUMBER:** 1-2026  
**DATE:** January 13, 2026  
**FROM:** Andy Dillon, Chief Building Official  
**PREPARED BY:** Crystal Nedow, Building Inspector  
**RE:** December Construction Details (Building Activity) Report

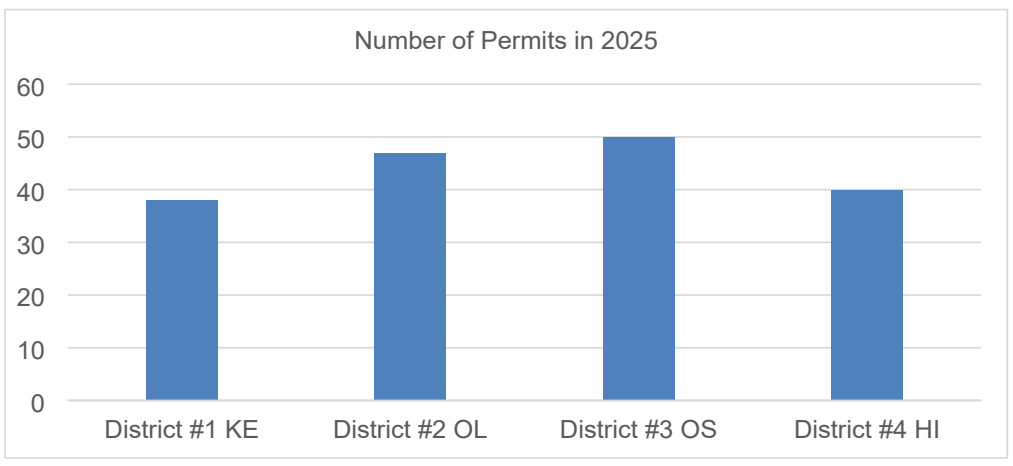
### RECOMMENDATION

That Council receive the Construction Detail Report - December 2025 for information

	Dec-25	Dec-24	Dec-23
Construction Value	\$253,600	\$375,000	\$2,695,950
Construction Value, Year to Date	\$12,250,493	\$19,151,340	\$16,562,680
Permit Fees	\$2,138	\$6,912	\$47,604
Permit Fees, Year to Date	\$233,910	\$355,514	\$285,851
Number of Permits in	7	4	17
Total, Year to Date	175	194	137
New Residential Units	1	0	3
New Residential Units, Year to Date	18	19	23
New Seasonal Units	0	0	1
New Seasonal Units, Year to Date	12	12	15
New Com/Inds/Inst Units	0	0	0
New Com/Inds/Inst Units, Year to Date	1	0	0
Sewage System	3	1	6
Sewage System, Year to Date	69	63	34
Closed Permits, Year to Date	175	110	57



	District #1 KE	District #2 OL	District #3 OS	District #4 HI
Number of Permits in 2025	38	47	50	40





## STAFF REPORT TO COUNCIL

Township of Central Frontenac  
14216 Road 38  
Sharbot Lake, Ontario

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**REPORT NUMBER:** 2-2026  
**DATE:** January 13, 2026  
**FROM:** Andy Dillon, Chief Building Official  
**PREPARED BY:** Andy Dillon, Chief Building Official  
**RE:** Annual adjustment to Schedule "C" building permit fees under By-law 2014-27 (as amended), effective February 1, 2026

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### RECOMMENDATION

WHEREAS By-law 2014-27 requires that the fees set out in Schedule "C" shall be adjusted annually and effective the 1st of February based upon the 3rd quarter Bank of Canada Total CPI (<https://www.bankofcanada.ca/rates/price-indexes/cip/>).

NOW THEREFORE BE IT RESOLVED that Council approve a 2.0% increase to building permit fees effective February 1, 2026, in accordance with Section 7.4 of By-law 2014-27 (as amended) which links annual fee updates to the Bank of Canada Total CPI (Q3);

AND THAT the Chief Building Official be directed to update Schedule "C" accordingly.

### BACKGROUND

Section 7.4 of By-law 2014-27 (as amended by 2022-22) provides for annual adjustments to building permit fees. Increases are required to maintain cost recovery for the delivery of building services, including wage growth, vehicle maintenance, insurance, and the administration of the Septic Re-Inspection Program.

Over the past three years, more than 500 permits were issued, with nearly 350 still open, many being homeowner-led projects that span multiple years. A dedicated reserve is needed to cover future inspections and to buffer against economic downturns. A minimum reserve target of three years of operating costs is recommended before fees are frozen.

In 2025, the Building Department is estimated to have run a \$15,000 deficit, with the reserve projected at \$175,000 (down 7.5% from 2024). Permit fee revenue in 2025 was approximately \$230,000, the lowest since before the COVID-19 pandemic. Ancillary

corporate costs (e.g., space rental, heat, hydro, IT) are not precisely allocated to the department.

## **DISCUSSION**

A modest 2.0% fee increase aligns with the by-law's CPI-based methodology and helps ensure growth pays for growth rather than shifting costs onto existing taxpayers. While the department generated small surpluses in previous years, the 2025 deficit underscores the need to maintain cost recovery and service continuity.

The additional full-time employee budgeted for 2026 will support delivery and enforcement of the sewage system maintenance inspection program, which imposes significant administrative demands. If permit volumes in 2026 remain at 2025 levels, the increase would add roughly \$4,600 (2% of \$230,000) in revenue—helpful but not sufficient alone to offset a larger deficit; ongoing monitoring of volumes and cost drivers will be required.

While Central Frontenac's building permit fees are on the higher end compared to neighbouring municipalities, it is important to note that operating costs vary significantly by region, influencing overall fee structures.

## **STRATEGIC PLAN PRIORITY**

### Sustainable Core Services

- Maintain sufficient reserves to manage unanticipated downloads or other needs

### Healthy Community Development

- Strengthen and support the enforcement of bylaws

### Resilient Natural Environment

- Continue the septic system re-inspection program

## **FINANCIAL IMPLICATIONS**

The 2026 operating budget for Building Code Act enforcement, including one additional full-time employee, is projected to increase by about \$65,000 to \$300,000. 2025 permit fee revenue was approximately \$230,000. If 2026 volumes are similar, a 2.0% fee increase would yield an estimated \$4,600 in additional revenue. Without an increase in permit volumes or other efficiencies, the department could face a larger deficit in 2026; therefore, maintaining CPI-linked adjustments and monitoring reserve adequacy are recommended.

## **ATTACHMENTS/REFERENCES**

- 1) Fee comparison to surrounding municipalities.
- 2) Central Frontenac's proposed fee schedule for 2025.
- 3) By-law 2014-27 (as amended by 2022-22) - Being a By-Law to regulate Construction,

Demolition and Change of Use Permits for Buildings, Structures, and All Other Related services

## Fee comparison to surrounding municipalities

<b>Comparison of municipal fees to obtain a building permit.</b>						
1500 square foot house with a finished basement, two bathrooms, and a deck valued at \$450,000.						
Municipality	Building Permit Fee	Septic Permit Fee	Township Development Fee	County Development Fee	Education Development Fee	Total
South Frontenac	\$7,730	\$978	\$12,837		\$898	\$22,443
Tay Valley	\$2,650	\$990	\$8,575	\$1,536	\$0	\$13,751
Stone Mills	\$5,180	\$950	\$2,250		\$898	\$9,278
Central Frontenac	\$7,650	\$998	\$0		\$0	\$8,648
North Frontenac	\$6,380	\$978	\$0		\$0	\$7,358
Addington Highlan	\$3,350	\$950	\$0		\$0	\$4,300
Lanark Highlands	\$2,400	\$990	\$0	\$1,536	\$0	\$4,926

*Fees calculated with from schedules publicly available. May not refelect 2026 pricing.*

## Central Frontenac's proposed fee schedule for 2025

Table 1 - Permits						
Permit Type	Project Type	2014 Base Fee	2024 Fee + 1.6%	2025 Fee	2025 Fee + 2.0%	2026 Proposed
Building	New Buildings, Structures and Designated Structures as defined by the Building Code not listed below.	\$14.00 per thousand dollars of project value.	\$16.91	\$17	\$17.25	\$17
	All Additions and Renovations/ Alterations to buildings or structures.	\$14.00 per thousand dollars of project value.	\$16.91	\$17	\$17.25	\$17
Change of Use	Where compensating construction is required.	\$14.00 per thousand dollars of project value.	\$16.91	\$17	\$17.25	\$17
	Pursuant to s. 10 of the Building Code Act where no construction is proposed or required.	\$80.00 Flat fee	\$117.25	\$117	\$119.59	\$120
Demolition	Complete building or structure demolition.	\$90.00 per structure	\$117.25	\$117	\$119.59	\$120
	Partial demolition of structure or building.	\$80.00 per structure	\$117.25	\$117	\$119.59	\$120
Occupancy	Applicable to only projects that require occupancy pursuant to the building code.	\$25.00 per unit	\$29.31	\$29	\$29.90	\$30
Partial Permit	Requested by applicant. Where permit is issued to allow partial construction of a building.	\$80.00 per request, plus applicable fees noted in Table 1	\$117.25	\$117	\$119.59	\$120
On-Site Sewage Systems ***	Construction or alteration of a Class 2,3,4, or 5 sewage system other than a class A sewage system.	N/A	\$978.00	\$994	\$997.56	\$998
	Construction or alteration of a Class A sewage system. (Class A system represents flows greater than 4500 litres)	N/A	\$1,080.00	\$1,097	\$1,101.60	\$1,102
	Installation of replacement septic tank only.	N/A	\$772.00	\$784	\$787.44	\$787
	Plans review to confirm location only of existing system.	N/A	\$103.00	\$105	\$105.06	\$105
	On-site review to confirm location only of existing sewage system.	N/A	\$257.00	\$261	\$262.14	\$262
	Review of performance level of existing on-site sewage system.	N/A	\$515.00	\$523	\$525.30	\$525
	Certificate of Approval renewal.	N/A	\$154.00	\$156	\$157.08	\$157
	Review for new lots in a subdivision, condominium, severance or lot addition.	N/A	\$515.00	\$523	\$525.30	\$525
	Review for minor variance application or zoning by-law amendment.	N/A	\$463.00	\$470	\$472.26	\$472
Review for minor variance in combination with a review of performance level.	N/A	\$720.00	\$732	\$734.40	\$734	
Review for minor variance in combination with a new class 2,3,4, or 5 sewage system other than a class A sewage system.	N/A	\$1,183.00	\$1,202	\$1,206.66	\$1,207	
Sign	All new or replacement signs that require a building permit, as prescribed in the building code.	\$14.00 per thousand dollars of project value.	\$16.91	\$17	\$17.25	\$17
Solar Photovoltaic	As regulated by the building code.	\$100 per permit	\$117.25	\$117	\$119.59	\$120
Swimming Pools (Public)	As regulated by the building code.	\$14.00 per thousand dollars of project value.	\$16.91	\$17	\$17.25	\$17
Swimming Pools (Private)	For pool fencing regulated under the Municipal Act (fee does not include decks).	\$80.00 per permit	\$117.25	\$117	\$119.59	\$120
Tents	As regulated by the building code.	\$100 per permit	\$117.25	\$117	\$119.59	\$120
Wood Stove or Fireplace or Chimney	As regulated by the building code.	\$80.00 per permit	\$117.25	\$117	\$119.59	\$120

\* 2022 Switched from non-residential construction price index to consumer price index. First time fees increased since 2014.

\*\*\* Sewage System fees not increased in 2024 as directed by council

Table 2 - Clerical & Administrative Fees						
Function	Detail	2014 Base Fee	2024 Fee + 1.6%	2025 Fee	2025 Fee + 2.0%	2026 Proposed
Clerical	Additional Inspections.	\$80 per repeat re-inspections of same stage of construction, at the Chief Building Officials discretion.	\$110.48	\$110	\$112.69	\$113
	Building compliance title search.	\$80 per building	\$117.25	\$117	\$119.59	\$120
	Compliance letters to other government authorities.	\$80 per letter	\$117.25	\$117	\$119.59	\$120
	Consent & zoning by-law amendment application review and comments.	\$80 per report issued.	\$117.25	\$117	\$119.59	\$120
	Renewal of building permit.	\$60 per deferral of revocation of permit that may be revoked in accordance to the building code.	\$110.48	\$110	\$112.69	\$113
	Review of revised permit documents.	\$60 per hour	\$83.43	\$83	\$85.09	\$85
	Special requests for file research.	\$60 per hour	\$83.43	\$83	\$85.09	\$85
	Transfer of permit to new property owner.	\$60 per permit	\$83.43	\$83	\$85.09	\$85
Investigations To offset additional investigative and administrative costs.	Construct or demolish without permit issued.	Double normal permit fee , \$15,000.00 maximum prior to the issuance of an Order pursuant to the Building Code Act.	\$20,815.87	\$20,816	\$21,232.19	\$21,232
	Non-compliance inspection.	\$100 per inspection	\$138.67	\$139	\$141.44	\$141
	Order registered on title.	\$500 per Order	\$694.46	\$694	\$708.35	\$708
	Issuance of summons.	\$500 per summons plus legal expenses.	\$694.46	\$694	\$708.35	\$708
	Subdivision lot grading non-compliance.	\$80 per site inspections or meetings to determine or observe corrective measures where grading not installed as per approved subdivision plan	\$117.25	\$117	\$119.59	\$120
Third Party Review or Consultation	Where determined by the chief building official that peer review and/or consultation by a third-party consultant is required.	The applicant or permit holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule.				

\* 2022 Switched from non-residential construction price index to consumer price index. First time fees increased since 2014

Table 3 - Conditional Permits and Agreements						
Permit type	Agreement type	2014 Base Fee	2024 Fee +1.6%	2025 Fee	2025 Fee +2.0%	2026 Proposed
Conditional Building Permits	Simple agreement, not listed below.	\$200.00, plus applicable fees noted in Table 1, and refundable deposits stipulated in the agreement.	\$235.62	\$236	\$240.33	\$240
Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required to process any application. The applicant shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this table.	Other agreements, including but not limited to, remediation of buildings or structures previously used as illicit marijuana grow-op or clandestine labs.	\$2000.00, plus applicable fees noted in Table 1 and refundable deposits stipulated in the agreement	\$2,353.96	\$2,354	\$2,401.04	\$2,401
	Retrofit Order from Fire Dept.	Applicable fees noted in Table 1.				
	Request to use alternative solution.	\$2000.00, plus applicable fees noted in Table 1	\$2,775.60	\$2,776	\$2,831.11	\$2,831
	Request for Chief Building Official to accept Alternative Material	\$2000.00, plus applicable fees noted in Table 1	\$2,775.60	\$2,776	\$2,831.11	\$2,831
	Temporary two dwelling agreement	\$200.00 fee, plus a refundable \$10,000.00 deposit	\$235.62	\$236	\$240.33	\$240
Dwelling trailers under a temporary living agreement.	Temporary until occupancy is granted	\$200.00 fee per unit, plus a refundable \$3000.00 deposit per unit	\$235.62	\$236	\$240.33	\$240

\* 2022 Switched from non-residential construction price index to consumer price index. First increase since 2014.



# STAFF REPORT TO COUNCIL

Township of Central Frontenac

14216 Road 38

Sharbot Lake, Ontario

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**REPORT NUMBER:** 3-2026  
**DATE:** January 13, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** Public Works Activity Report

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## RECOMMENDATION

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

## BACKGROUND

The Public Works Manager provides a monthly report to Council summarizing the key activities and operational highlights undertaken by the Public Works Department throughout the Township.

## DISCUSSION

Brushing activities were completed on Oak Flats Road prior to the holiday season to improve sightlines, enhance roadway safety, and support effective winter maintenance operations. Throughout the month of December, Township Road crews responded extensively to winter weather conditions, plowing and sanding roads on 19 of the 31 days. Toward the end of the month, the Township experienced a significant ice storm. Both road crews were fully prepared and responded immediately, allowing ice to be cleared and road conditions to be restored in a timely and efficient manner.

Council and residents are reminded that road maintenance activities in Ontario are governed by provincially regulated Minimum Maintenance Standards. These standards establish the legally required timelines for municipalities to identify and address road hazards such as potholes, snow accumulation, and ice buildup. The standards are based on road classifications ranging from Class 1 (most heavily travelled) to Class 5 (least travelled). Most of the roads within the Township are classified as Class 4 or Class 5. Under these standards, response times for certain hazards on these road classes may range from 30 to 60 days, and road patrols may only be required once every 30 days. Despite these allowances, Central Frontenac consistently exceeds the

minimum service levels prescribed by legislation. The Township takes pride in its response times and service delivery, and staff remain committed to maintaining the high standard of service residents expect.

During extreme weather conditions, the Township may declare a Significant Weather Event. Such a declaration occurs when conditions, including heavy snowfall, freezing rain, or ice accumulation, make roads and sidewalks particularly hazardous. When a Significant Weather Event is declared, normal maintenance timelines are temporarily suspended to allow crews to prioritize critical routes and operate safely. The declaration also serves as a public safety notice, advising residents to exercise extreme caution or avoid travel when possible. Standard maintenance operations resume once the event has concluded.

Residents are also reminded that plowing, shoveling, or otherwise depositing snow onto or across a roadway is prohibited. Section 181 of the *Highway Traffic Act* makes it illegal to deposit snow or ice onto a roadway without written permission from the road authority. Depositing snow onto roadways creates significant safety risks by increasing the likelihood of icy conditions, reducing visibility, interfering with snow removal operations, and potentially forming frozen snowbanks. These frozen accumulations pose a serious hazard to motorists and equipment operators. If a municipal plow encounters an unexpected frozen snowbank, it may result in equipment damage, loss of vehicle control, or the plow being forced into the ditch, placing motorists, pedestrians, and operators at risk of serious injury or death. Repeated violations may result in enforcement action and fines.

Residents are encouraged to remain calm during storm events, monitor weather forecasts, and prepare in advance for anticipated conditions. Allowing extra travel time and exercising caution helps reduce risks during winter weather. The Township also asks for patience and cooperation while road crews work safely to clear snow, ice, and fallen trees. These operations require time and must be completed in a manner that ensures the safety of both workers and the community. Township road crews remain dedicated to maintaining safe and passable roads and to supporting the safety of Central Frontenac residents throughout the winter season.



# STAFF REPORT TO COUNCIL

Township of Central Frontenac  
 14216 Road 38  
 Sharbot Lake, Ontario

**REPORT NUMBER:** 4-2026  
**DATE:** January 13, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor  
**RE:** Public Works Project Status Report

## RECOMMENDATION

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

## BACKGROUND

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

## DISCUSSION

### Operational Projects

Project Name	Description	Status	Budget	Actuals
Gravel	New gravel applied	Completed	\$528,740.00	\$538,784.00
Calcium	Dust Control	Completed	\$225,000.00	\$215,407.00
Street Sweeping	Sweeping up sand	Completed	\$35,000.00	\$14,846.00
Winter Sand	Winter Sand for Roads	Completed	\$208,000.00	\$128,630.00
Salt	Salt for roads in winter	Ongoing	\$240,000.00	<b>\$274,731.00</b>

**\*not complete totals\***

### Capital Projects

Project Name	Description	Status	Budget	Actuals
2024 Tandem Truck	Replace Truck 20	In Progress	\$450,000.000	
2025 Tandem Truck	Replace Truck 13	Completed	\$410,000.00	\$375,184.00
2025 Half Ton	Replace Truck 4	Completed	\$60,000.00	\$54,690.00
2025 Tractor and Chipper	Roadside Clean up	Completed	\$120,000.00	\$119,643.00
2024 Brusher and Tractor	New Brushing Machine and Tractor	Completed/ In Progress	\$520,000.00	\$417,678.00
2024 Sharbot Lake Causeway Bridge	Replace old Bearings	Completed	\$220,000.00	\$206,157.00
2020 Sharbot Lake Village Project	Cannon Road, Matthew Street, Garrett Street	Planning	\$470,239.00	
2025 Dickson Crescent	Resurface Dickson Cres.	Completed	\$80,000.00	\$71,232.00
2025 Road 509	Resurface a Portion of Road 509	Completed	\$350,000.00	\$317,732.53
2025 Pavement Preservation	CRF, Micro-Surface, Crack Sealing	Completed	\$800,000.00	<b>\$601,072.00</b>
Hinchinbrooke Sand Dome	Replacing Sand Dome Tarp	Planning	\$120,000.00	

**\*not complete totals\***



## STAFF REPORT TO COUNCIL

Township of Central Frontenac  
14216 Road 38  
Sharbot Lake, Ontario

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**REPORT NUMBER:** 5-2026  
**DATE:** January 13, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant, Lance Cowdy, Public Works Supervisor  
**RE:** Public Works – Response to Inquiries

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### RECOMMENDATION

THAT Council receive the Public Works – Response to Inquiries report as presented by the Public Works Manager for information.

### BACKGROUND

At the December 9, 2025 Council meeting, a delegation raised concerns related to Public Works operations in the South end of the Township. These concerns prompted questions regarding supervision, equipment use and roadway maintenance practices, and overall operational oversight. The following information is provided to clearly explain current procedures, operational constraints, and the rationale behind existing practices. These responses are intended to inform Council and the public by providing accurate context on how Public Works operations are managed.

### DISCUSSION

#### 1. Do the Supervisor or Manager inspect the work crews do?

Yes. The supervisor actively inspects and oversees the work completed by all crews and is directly responsible for daily operations in the field. The Manager's role is broader in scope and focuses on strategic and administrative responsibilities such as asset management, staffing, budgeting, policy development, and overall departmental oversight. Together, these roles are clearly defined and complementary, ensuring effective supervision, operational accountability, and appropriate management of Public Works activities.

#### 2. Would a shift rotation be a better idea to get work done?

No, a shift rotation model is not feasible given current financial, staffing, and operational conditions. Implementing shift-based operations would require a

significant increase in equipment to allows multiple crews to operate concurrently without interruption, which is not financially sustainable. In addition, the Township does not currently have sufficient staffing levels, including mechanics and operators, to support and maintain a continuous shift rotation model. As a result, introducing shift rotations would not improve service delivery and would place undue strain on existing resources while increasing operational risk.

**3. Is grading on a rotation not an option?**

Yes. Grading is performed using a rotational approach; however, the rotation is operationally flexible and may be adjusted in response to emergency situations, weather conditions, or other priority maintenance needs.

The Township owns four graders and operates two crews, divided between the North and South areas of the Township. During grading operations, one grader begins at the southernmost point and progresses inward, while a second grader begins at the northernmost point and progresses inward. The remaining two graders are deployed from central locations and work outward toward the advancing graders. Once coverage is completed, the rotations recommence. This method ensures systematic roadway coverage while maintaining the ability to reassign resources when urgent conditions arise.

**4. Can Wilkinson Road get tar and chip?**

At this time, the Township is relying on an outdated traffic count for Wilkinson Road. A new traffic count is scheduled to be conducted during the upcoming summer season, when traffic volumes are typically at their highest, to ensure the data accurately reflects current roadway usage. Once updated traffic data is available, the roadway will be reassessed in the fall to determine whether a tar and chip treatment is justified. As a general guideline, a roadway must experience a minimum average daily traffic volume of approximately 200 vehicles before consideration is given to transitioning from gravel to a tar and chip surface.

**5. Do the trucks have chains?**

Yes. All Township trucks are equipped with tire chains. Chains are installed and used during periods of severe icy or slippery conditions when required to maintain safe and effective operations.

**6. Are Public Works staff properly trained?**

Yes. All Public Works staff receive training appropriate to their roles and responsibilities and in accordance with applicable legislation, regulatory requirements and operation standards. Training is delivered through a combination of in-house instruction and external programs offered by recognized organizations specializing in municipal operations, including Good Roads training and road schools, which many staff members have attended. Ongoing training is provided to

ensure staff remain qualified, compliant, and capable of performing their duties safely and effectively.

### **Conclusion**

Public Works operations are carried out in accordance with established procedures that prioritize public safety, service reliability, fiscal responsibility, and regulatory compliance. While operational challenges and emergency situations may occasionally affect scheduled work, systems are in place to ensure appropriate oversight, accountability, and continuity of service. The information provided above reflects current practices and clarifies the rationale behind operational decisions.



## STAFF REPORT TO COUNCIL

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

---

**REPORT NUMBER:** 6-2026  
**DATE:** January 13, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Jody Legue, Deputy Clerk  
**RE:** Final Parking Bylaw

---

### RECOMMENDATION

WHEREAS the Township has reviewed and updated its Parking By-law to modernize regulations and improve clarity;

AND WHEREAS the updated Parking By-law includes provisions for an Administrative Monetary Penalty System (AMPS) in accordance with applicable legislation;

AND WHEREAS public consultation has been completed and feedback has been considered as part of the update;

AND WHEREAS the proposed Parking By-law has undergone a legal review to ensure compliance with provincial requirements;

AND WHEREAS it is necessary to amend Schedule C of By-law 2024-43 (Administrative Monetary Penalty System) by adding Table 3 to reflect updated parking-related penalties;

NOW THEREFORE BE IT RESOLVED THAT Council hereby receives the updated Parking By-law as presented;

AND FURTHER THAT Schedule C of By-law 2024-43 be amended by adding Table 3, as attached;

AND FURTHER THAT the Parking By-law be brought forward for adoption later in this meeting.

## **BACKGROUND**

The Township is updating its parking regulations to consolidate, modernize, and replace By-Laws 2004-156 and 2012-34. The new Parking By-Law establishes clear, enforceable parking rules for Township highways and municipal properties and aligns enforcement with the Township's Administrative Monetary Penalty (AMP) framework under By-Law 2024-43.

Ontario Regulation 333/07 authorizes municipalities to impose administrative penalties for parking, stopping, and standing offences, as an alternative to the Provincial Offences Act. This approach provides for more efficient enforcement, timely resolution, and reduced court involvement.

## **DISCUSSION**

On September 9, 2025, staff presented a draft Parking By-law to Council for initial consideration. At that time, Council directed staff to seek public input, which was obtained through a survey posted on the Township website. The feedback received was reported back to Council, and Council provided direction to staff on revisions to the draft by-law.

The revised draft Parking By-law was brought back to Council on October 14, 2025. Council indicated satisfaction with the updates and requested that the by-law undergo a legal review prior to adoption.

The legal review has since been completed. As a result, the following refinements were made to the by-law: the addition of appropriate definitions; rewording for clarity and consistency without altering the intent of the provisions; the inclusion of Section 4(d) addressing School Zones; the addition of Section 4(f) to include Township-owned parking lots; and the removal of all references to the Provincial Offences Act (POA), as enforcement will be carried out through the Administrative Monetary Penalty System (AMPS).

The proposed Set Penalty Schedule was developed through a comparison of penalty amounts used by other small municipalities. For accessible parking spaces, the provincially established penalty amount has been applied.

To support implementation and public education, the Planning Coordinator, A. McKinnon, prepared maps illustrating parking restrictions throughout the Township. The Public Works Manager has reviewed the updated Parking By-law and is satisfied that it meets all legislative requirements and operational needs of the Township. Staff

therefore recommend that Council pass the Parking By-law later in this meeting and amend the AMPS By-law to designate the Parking By-law as an enforceable by-law under the AMPS program.

Upon implementation, the Township will commence an education and awareness campaign through its website and social media platforms, advising the public of the changes to the Parking By-law and identifying the locations of no-parking areas.

**STRATEGIC PLAN PRIORITY**

Healthy community development, strengthen and support the enforcement of bylaws.

**FINANCIAL IMPLICATIONS**

The implementation of the Parking By-law is not expected to have a significant financial impact on the Township and can be accommodated within existing resources.

**ATTACHMENTS/REFERENCES**

Final Parking Bylaw

Penalty Schedule (Schedule 3 Table 3, Bylaw 2024-43 (AMPS amendment))

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**

**BY-LAW # 2026-xx**

**BEING A BY-LAW FOR THE ESTABLISHMENT OF AND THE ENFORCEMENT OF  
PARKING REGULATIONS IN THE TOWNSHIP OF CENTRAL FRONTENAC**

---

**WHEREAS** section 11(3) of the Municipal Act, 2001, S.O. 2001 c. 25 (the “Municipal Act”), provides that a municipality may pass by-laws for the purpose of regulating and prohibiting traffic and parking upon the highways under its jurisdiction;

**AND WHEREAS** subsection 102.1 (1) of the Municipal Act provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** Ontario Regulation 333/07: Administrative Penalties , pursuant to the Municipal Act, 2001 prescribes the regulations applicable to administrative penalties issued in respect of the parking, standing or stopping of vehicles;

**AND WHEREAS** section 63 (1) of the Municipal Act provides that a municipality may provide for the removal and impounding or restraining and immobilising of vehicles placed, stopped, standing or parked on a highway in contravention of the by-law and subsection 170(15) of the Highway Traffic Act, R.S.O. 1990, c. H.8 applies with necessary modifications to the by-law;

**AND WHEREAS** sections 100 and 100.1 of the Municipal Act provides that a local municipality may regulate and prohibit parking on private or municipal property;

**AND WHEREAS** section 102 of the Municipal Act provides that a local municipality may require owners or operators of parking lots or other parking facilities to which public has access, to provide designated parking spaces for vehicles displaying a disabled parking permits and shall prescribe conditions of the use of disabled parking permits and prohibit the improper use of such permits;

**AND WHEREAS** the Council of the Corporation of the Township of Central Frontenac desires to regulate traffic and parking on private and municipal property upon the highways within the municipality of Central Frontenac;

**AND WHEREAS** the Council of the Corporation of the Township of Central Frontenac deems it expedient to regulate traffic and parking;

Now therefore the Council of the Corporation of the Township of Central Frontenac enacts as follows:

## 1. DEFINITIONS

The following definitions shall apply to this By-Law:

**Accessible Parking Space** means a parking space reserved for persons with disabilities as identified with authorized signs in accordance with section 11 of Ontario Regulation 581 made under the Highway Traffic Act.

**By-Law Enforcement Officer** means any person appointed by the Township to enforce this or other by-laws of the Township.

**Highway** means a common and public highway, any part of which is used by the general public for the passage of vehicles, and includes a street, road allowance, public lane, and any bridge, trestle, viaduct or structure that forms part of a highway.

**Park and parking** mean the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading goods or passengers;

**Police Officer** shall mean a police officer as defined under the *Community Safety and Policing Act*, 2019, S.O. 2019, or its successor legislation.

**Public Works Manager** means the person appointed to the position of Manager of Public Works for the Township of Central Frontenac or such similar position as may be established, from time to time.

**School Bus Loading Zone** means the portion of a roadway or curb area designated by official signage for the exclusive use of school buses to pick up or drop off students, during the times indicated on the signage.

**Stop and stopping** means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or of a traffic control sign or signal;

**Township** means the Corporation of the Township of Central Frontenac

**Vehicle** includes a motor vehicle and any other vehicle drawn, propelled or driven by any kind of power, including muscular power.

## 2. APPLICATION

- a. This by-law applies to all Township highways and municipal parking lots, and all other property owned or occupied by the Township
- b. This by-law does not apply to a provincial highway or to a private road.
- c. This by-law does not apply to private parking lots.
- d. The attached Schedule(s) form part of this by-law.

## 3. TRAFFIC SIGNS AND SIGNALS

- a. The Public Works Manager or his or her designate is authorized to place or erect and maintain such official signs and traffic control signals as are required to give effect to the provisions of this Bylaw or as are required to warn or guide traffic for the safety or convenience of the public.
- b. A contravention of any parking regulation in this by-law occurs when a person fails to comply with the parking requirements as indicated by signs erected under this by-law

## 4. PARKING/STOPPING REGULATIONS

- a. No person shall park or stop a vehicle on the travelled portion of any highway at any time, except:
  - i. When necessary to avoid conflict with other traffic; or
  - ii. When required to comply with the directions of a police officer, a by-law enforcement officer or a traffic control device.
- b. No person shall permit a vehicle under their control to be stopped or parked in such a manner as to obstruct or interfere with the normal movement of traffic on the traveled portion of the roadway.
- c. No person shall park or permit to be parked a vehicle on a highway or parts of highways contrary to any of the restrictions specified in Schedule "A" of this by-law.
- d. No person shall park or permit a vehicle to be parked within a School Bus Loading Zone during the times and on the days indicated by official signage, except for emergency vehicles.
- e. No person shall park or permit to be parked a vehicle on a highway or parts of highways at any time when such parking may obstruct or interfere with the removal of snow, or maintenance of the highway by municipal equipment or work crews.
- f. No person shall park a vehicle on any highway within the limits of the Township, or in any Township-owned parking lot, between the hours of 12:00

a.m. and 7:00 a.m., from November 15 of any year to March 31 of the following year (Eastern Standard Time).

- g.** No person shall park a vehicle on a highway or parts of a highway at any time where the parked vehicle obstructs, or interferes with, the open access to and from a highway or a private laneway.
- h.** No person shall park a vehicle on a highway or portion thereof except as follows:
  - i.** On highways carrying two-way traffic, where there is a raised curb, on the right side of the roadway of the highway having regard to the direction such vehicle was travelling, with its right front and rear wheels parallel to and not more than 30 centimeters out from such curb;
  - ii.** On highways carrying two-way traffic, where there is no curb or a rolled curb, with the right front and rear wheels parallel to and as near to the right -hand limit of the highway as is practicable without stopping over any part of a highway which is landscaped, or which is not intended for the use of vehicles
- i.** No person shall park any motor vehicle on a property of the Township which parking is by sign designated as an area in which parking is prohibited.
- j.** No person shall park any motor vehicle on a property of the Township where parking is by sign regulated by time limits for a longer period of time than that set out on the sign.
- k.** No person shall park a vehicle on the roadway-side of any stopped or parked vehicle.
- l.** No person shall park a vehicle on a highway for the purpose of displaying a vehicle for sale.
- m.** No person shall park on a highway where the roadway width is six (6) metres or less.
- n.** The following shall apply to Accessible Parking Spaces:
  - i.** No person shall park a motor vehicle in an Accessible Parking Space unless a valid accessible parking permit is visibly displayed on its dashboard or on the sun visor in accordance with the provisions of the *Highway Traffic Act*.
  - ii.** A displayed accessible parking permit shall not be valid when the motor vehicle in or on which it is displayed is not actually being used for the purposes of picking up or transporting a person with a disability as defined under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11.
  - iii.** No person, other than the person to whom it was issued or a person conveying the person to whom it was issued, or a person providing transportation services for a corporation or organization to whom it was

issued to provide transportation services primarily to persons with disabilities shall use or display an accessible parking permit.

## **5. ENFORCEMENT**

- a. This By-Law may be enforced by any By-Law Enforcement Officer or police officer.
- b. Any By-Law Enforcement Officer or police officer is authorized to issue a penalty notice in accordance with the Township's Administrative Monetary Penalty By-Law 2024-43 to any person who contravenes a provision of this by-law, and may have any vehicle found in contravention of this by-law moved, removed, towed, detained, or impounded from a highway or from property near a highway in accordance with section 63(1) of the Municipal Act.
- c. No person shall provide false information or give a false statement to a By-Law Enforcement Officer or police officer in the lawful exercise of a power or duty under this By-Law.
- d. No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, a By-Law Enforcement Officer or police officer in the lawful exercise of a power or duty under this By-Law. Without limiting the generality of the foregoing, failure to provide satisfactory proof of identification when requested to do shall constitute obstruction under this section.

## **6. PENALTIES**

- a. Each day a vehicle is parked, stopped or standing in contravention of this Bylaw shall constitute a separate offence.
- b. In addition to any other penalties provided by this by-law, a police officer or By-Law Enforcement Officer may cause such vehicle to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removing, care and storage thereof, if any, are a lien upon the vehicle being released and may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R.25 as amended.
- c. All parking, stopping, and standing provisions in this by-law are hereby designated for the purposes of section 3(1)(b) of Ontario Regulation 333/07 as provisions to which the Township's Administrative Monetary Penalty By-Law 2024-43 applies.

- d. Every person who contravenes a provision of this by-law shall, when given a penalty notice under By-Law 2024-42, in accordance with said By-Law, be liable to pay the Corporation an administrative penalty in the amount specified.
- e. Administrative penalties shall be administered in accordance with By-Law 2024-43, including procedures respecting the issuance of penalty notices, screening reviews, hearing reviews, service of notices, payment deadlines, and any related administrative fees.

## 7. ADMINISTRATION

- a. By-Law Enforcement Officers and police officers are exempt from complying with the provisions of this by-law while actively engaged in its enforcement.
  - b. The provisions of this by-law are subject to the provisions of the *Highway Traffic Act* as amended, which statute shall prevail to the extent of any conflict.
  - c. In the event that any section of this By-Law, including any section or part of any of the schedules hereto, is declared by a Court of competent jurisdiction to be invalid, the remaining parts shall remain valid and binding and shall be read as if the offending section had been struck out.
8. This By-Law is to be referred to as the “Parking Bylaw”
9. By-Law numbers 2004-156 & 2012-34 are hereby repealed
10. This By-Law shall come into force and take effect on its passing.

**READ** a first, second and third time, and finally passed on this 13<sup>th</sup> day of January 2026

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Frances L Smith, Mayor

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Cathy MacMunn, CAO/Clerk

**SCHEDULE "A"**

<b>PARKING RESTRICTIONS</b>							
<b>Type</b>	<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Direction</b>	<b># of Signs</b>	<b>Notes</b>	<b>Map #</b>
Handicap	Arden Road	5998			2	No Parking - By Permit Only	4
Handicap	Parking Lot across from 1099 Garrett St.	1099			1	No Parking - By Permit Only	8
Handicap	Oso Hall. Parking Lot	1107			1	No Parking - By Permit Only	8
Handicap	Elizabeth Street	1036		East	1	No Parking - By Permit Only	8
Handicap	Township office	14216	14216	North bound		No Parking - By Permit Only	11
No Parking	Crow Lake Road	1895A		Boat Launch and Loading Area	2	No Parking Anytime in Boat Launch	1
No Parking	Public Beach Road	1044	1066	Both Directions	1	No Parking Anytime	2
No Parking	Eagle Lake Road	1277		Boat Launch, Loading Area & Beach	1	No Parking Anytime	3
No Parking	Elizabeth Street	1053	1061	Both Directions	2	No Parking Anytime	7
No Parking	Cannon Road	1180		Boat Launch and Loading Area	3	No Parking Anytime Gov't Dock	7
No Parking	Elizabeth Street	1036		East	1	No Parking Anytime	8

No Parking	Road 38	14153	14225	Southbound	3	No Parking Anytime on Road 38 (30 meters from intersection)	9
No Parking	Medical Center Road	1007			2	No Parking Anytime - Helipad Access	9
No Parking	Road 38	14153	Medical Center Road	Southbound Lane	5	No Parking Anytime	10
No Parking	Road 38	14202	14216	South Bound Lane	2	No Parking Anytime - 30 m North and South of Robert St Across from Twp Office	11
No Parking	Road 38	Gorden Crescent North End	Gorden Crescent South End	North and South	4	No Parking Anytime	5
School Bus Loading Zone	Dickson Crescent	Road 38	1056 Dickson Crescent	Both Directions	2	no parking 7 am- 4pm, Monday to Friday, during school year	5
Time Restriction	Elizabeth Street	1094	1102	North	1	2 Hour Parking Limit 7 am - 6pm	7
Time Restriction	Elizabeth Street	1043	1053	West	2	2 Hour Parking Limit 7 am - 6pm	8
Time Restriction	Elizabeth Street	1012	1046	East	4	2 Hour Parking Limit 7 am - 6pm	10

**SCHEDULE "B"**

**PARKING RESTRICTION MAPS**

Map 1	Crow Lake Boat Launch
Map 2	Long Lake Boat Launch
Map 3	Eagle Lake Boat Launch
Map 4	Kennebec Hall
Map 5	Dickson Crescent
Map 6	Village of Sharbot Lake
Map 7	Lower Elizabeth St at Cannon Rd.
Map 8	Sharbot Lake Business Hub
Map 9	Road 38 To Medical Center
Map 10	Road 38 & Elizabeth St.
Map 11	Road 38 & Township Office

**SCHEDULE "C"**  
**PARKING RESTRICTIONS**  
**SHORT FORM WORDING**

<b>Item</b>	<b>Short Form Wording (Contravention)</b>	<b>By-Law Section</b>
1	Parked on travelled portion of highway	s. 4(a), 4(b)
2	Parked contrary to posted signage	s. 3(b), 4(c)
3	Parked in School Bus Loading Zone	s. 4(d)
4	Parked interfering with snow removal or maintenance	s. 4(e)
5	Overnight parking prohibited	s. 4(f)
6	Parked obstructing driveway or laneway	s. 4(g)
7	Improper parking position on roadway	s. 4(h)
8	Parked in prohibited Township property area	s. 4(i)
9	Exceeded posted time limit	s. 4(j)
10	Parked beside stopped or parked vehicle (double parking)	s. 4(k)
11	Parked vehicle for sale on highway	s. 4(l)
12	Parked on roadway six (6) metres or less	s. 4(m)
13	Parked in Accessible Parking Space without permit	s. 4(n)(i)
14	Improper use of Accessible Parking Permit	s. 4(n)(ii), (iii)
15	Obstruction of By-Law Enforcement Officer	s. 5(d)
16	Providing false information to Officer	s. 5(c)

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**

**BY-LAW #2026-02**

**BEING A BY-LAW TO AMEND BY-LAW 2024-43, BEING A BY-LAW TO ESTABLISH  
AN ADMINISTRATIVE MONETARY PENALTIES (AMPS) SYSTEM FOR THE  
TOWNSHIP OF CENTRAL FRONTENAC**

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**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to establish a system of administrative monetary penalties for the purpose of enforcing its by-laws;

**AND WHEREAS** the Council of the Township of Central Frontenac passed By-law 2024-43, being a By-law to establish an Administrative Monetary Penalties (AMPS) system;

**AND WHEREAS** Council deems it expedient to amend By-law 2024-43 to designate the Parking Bylaw 2026-02 as a by-law enforceable under the AMPS system, and to establish "Schedule C Table 3" setting out the associated penalties;

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

1. That Schedule "A" of By-law 2024-43 is hereby amended to include the Parking By-law 2026-02 as a designated by-law under the Administrative Monetary Penalties system.
2. That "Schedule C Table 3" attached hereto and forming part of this By-law, be added to By-law 2024-43 to establish the applicable penalties for contraventions of the Parking By-Law 2026-02.
3. That this By-law shall come into force and take effect on the date of passing.

**READ** a first, second and third time, and finally passed on this 13<sup>th</sup> Day of January 2026

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Frances L Smith, Mayor

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Cathy MacMunn, CAO/Clerk

**SCHEDULE “A”**

**BY-LAW 2024-43 ADMINISTRATIVE PENALTY BY-LAW  
DESIGNATED BY-LAWS**

<b>DESIGNATED BY-LAW</b>	<b>BY-LAW NUMBER</b>
Canine Control By-Law	2024-41
Safe Yard By-Law	2025-40
Parking By-Law	2026-02

**SCHEDULE “C”**

**DESIGNATED BY-LAW 2026-02 PARKING BYLAW**

The following tables set out the Designated By-laws, short form wording and the set penalty for each offence

<b>TABLE 3: DESIGNATED BY-LAW 2026-02 PARKING BY-LAW</b>			
<b>ITEM</b>	<b>BY-LAW SECTION</b>	<b>SHORT FORM WORDING (CONTRAVENTION)</b>	<b>PENALTY AMOUNT</b>
1	s. 4(a), 4(b)	Parked on travelled portion of highway	\$40
2	s. 3(b), 4(c)	Parked contrary to posted signage	\$30
3	s. 4(d)	Parked in School Bus Loading Zone	\$60
4	s. 4(e)	Parked interfering with snow removal or maintenance	\$60
5	s. 4(f)	Overnight parking prohibited	\$40
6	s. 4(g)	Parked obstructing driveway or laneway	\$50
7	s. 4(h)	Improper parking position on roadway	\$30
8	s. 4(i)	Parked in prohibited Township property area	\$30
9	s. 4(j)	Exceeded posted time limit	\$25
10	s. 4(k)	Parked beside stopped or parked vehicle (double parking)	\$50
11	s. 4(l)	Parked vehicle for sale on highway	\$40
12	s. 4(m)	Parked on roadway six (6) metres or less	\$50
13	s. 4(n)(i)	Parked in Accessible Parking Space without permit	\$300
14	s. 4(n)(ii), (iii)	Improper use of Accessible Parking Permit	\$300
15	s. 5(d)	Obstruction of By-Law Enforcement Officer	\$100
16	s. 5(c)	Providing false information to Officer	\$100



Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Boundaries
  - Township Boundary
- Property Information
  - Civic Address Points
  - Assessment Parcels
  - No Parking Anytime



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Notes

Map 1



Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Boundaries
  - Township Boundary
- Property Information
  - Civic Address Points
- Assessment Parcels
  - No Parking Anytime



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Notes

**MAP 2**



Legend

Transportation

Frontenac Road Network

- Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Boundaries

Township Boundary



Property Information

Civic Address Points



Assessment Parcels



No Parking Anytime



Notes



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Legend

- Transportation
- Frontenac Road Network Highway
  - Major Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Shoreline
  - Ferry

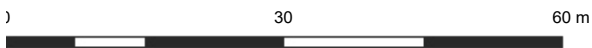
- Boundaries
- Township Boundary

- Property Information
- Civic Address Points

- Assessment Parcels
- Accessible Parking Only

Notes

**MAP 4**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

Transportation

Frontenac Road Network

- Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Township Boundary



Property Information

Civic Address Points



Assessment Parcels



No Parking

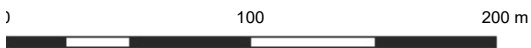


School Bus Loading Zone



Notes

**MAP 5**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



Legend

- Transportation
- Frontenac Road Network Highway
  - Major Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Shoreline
  - Ferry
- Property Information
- Civic Address Points
- Assessment Parcels
- Accessible Parking Only
  - 2 Hour Parking Limit 7 am - 6pm
  - Public Parking Lots
  - No Parking Anytime

Notes

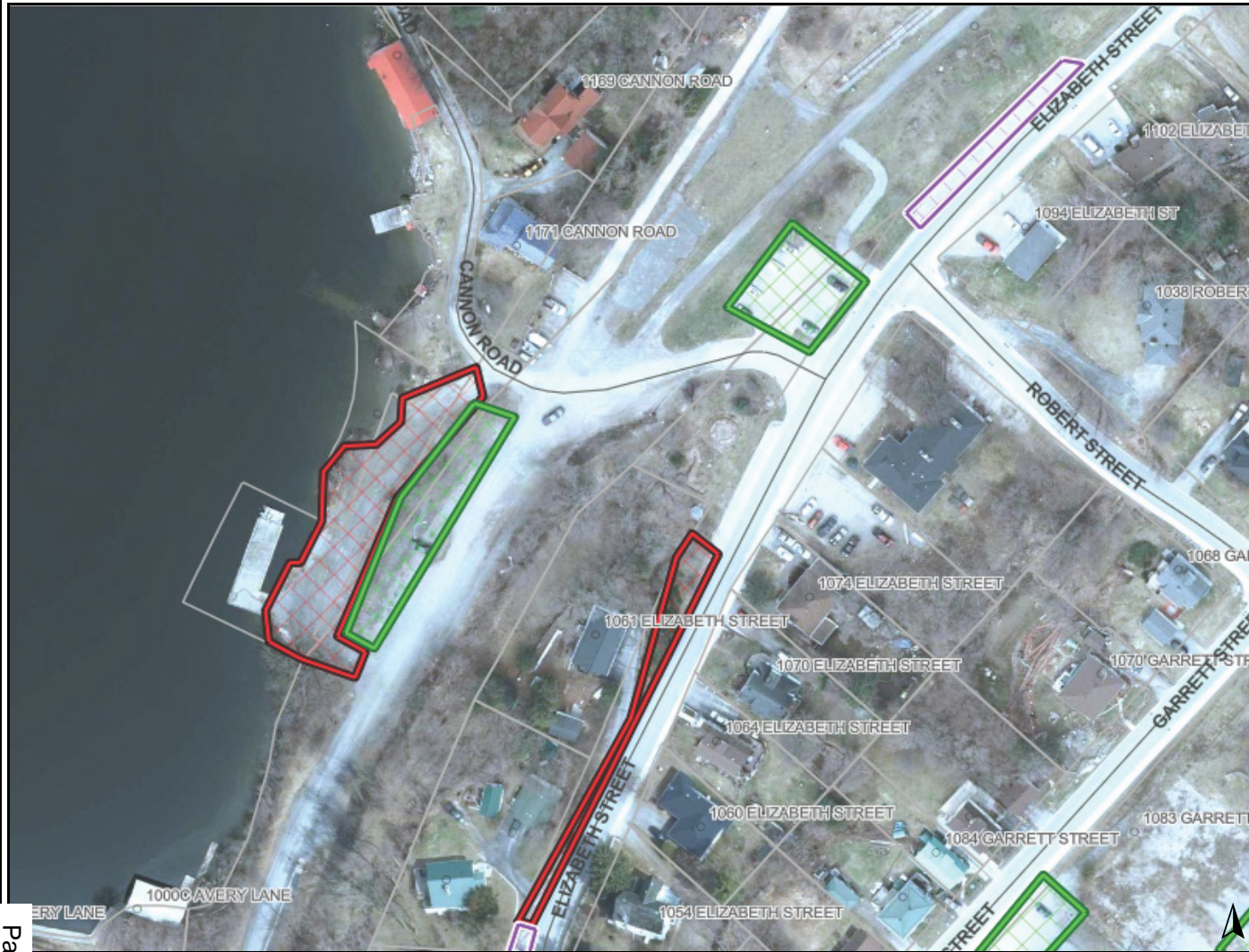
No Parking Anytime / 2 Hour Parking Limit 7 am - 6pm / No Parking - By Permit Only / Public Parking Lots



300 600 m

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

Transportation

- Frontenac Road Network Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

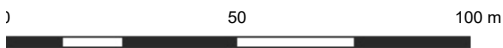
Property Information

- Civic Address Points
- Assessment Parcels

- Public Parking Lots
- No Parking Anytime
- 2 Hour Parking Limit 7 am - 6pm

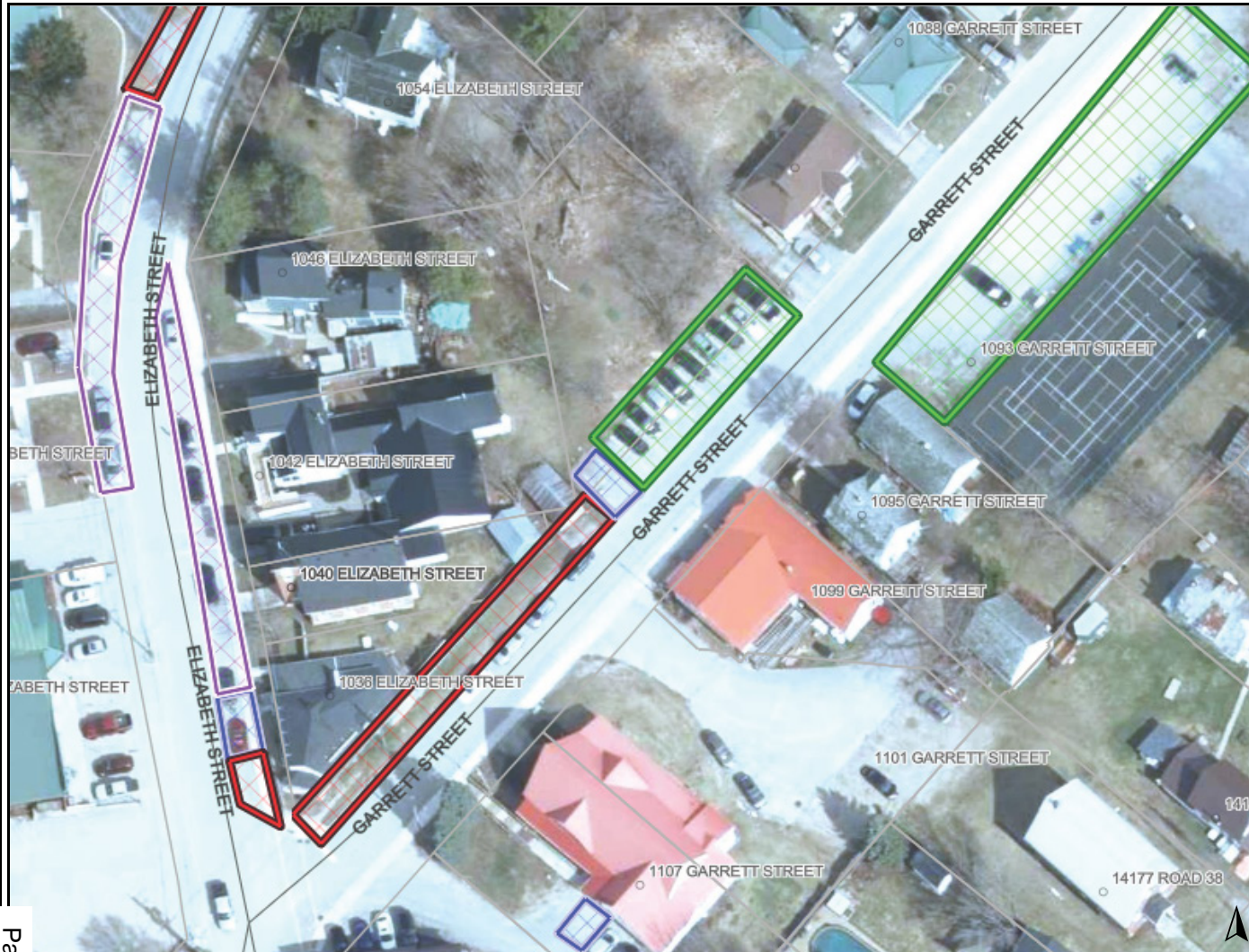
Notes

No Parking Anytime / 2 Hour Parking Limit 7 am - 6pm / Public Parking Lot



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THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

Transportation

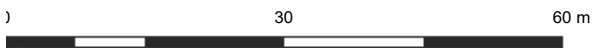
- Frontenac Road Network
- Highway
- Major Road
- Secondary Road
- Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Property Information

- Civic Address Points
- Assessment Parcels
- Public Parking Lots
- Accessible Parking Only
- No Parking Anytime
- 2 Hour Parking Limit 7 am - 6pm

Notes

No Parking Anytime / 2 Hour Parking Limit 7 am - 6pm / No Parking - By Permit Only / Public Parking Lot



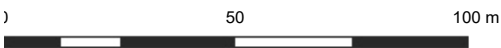
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Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Boundaries
  - Township Boundary
  - Municipality Boundary
- Property Information
  - Civic Address Points
  - Assessment Parcels
  - No Parking Anytime



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Notes



Legend

Transportation

- Frontenac Road Network
- Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Property Information

- Civic Address Points
- Assessment Parcels

No Parking Anytime

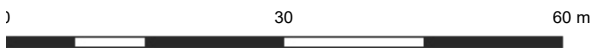


2 Hour Parking Limit 7 am - 6pm



Notes

No Parking Anytime 30m from intersection - Both Directions / 2 Hour Parking Limit 7 am - 6pm



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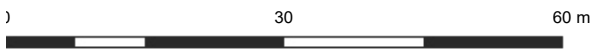
Legend

Transportation

- Frontenac Road Network
- Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Property Information

- Civic Address Points
- Assessment Parcels
- Public Parking Lots
- Accessible Parking Only
- No Parking Anytime



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Notes

No Parking Anytime / No Parking - By Permit Only / Public Parking Lot



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 7-2026  
**DATE:** January 13, 2026  
**FROM:** Cathy MacMunn, Chief Administrative Officer/Clerk  
**PREPARED BY:** Jody Legue, Deputy Clerk  
**RE:** Public Survey Results- Draft Sewage System Standards By-Law

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### RECOMMENDATION

WHEREAS Council, by resolution at its November 25, 2025, Regular Meeting, directed staff to release a public survey to gather comments on the Preliminary Draft Sewage System Standards By-law, with a closing date of December 31, 2025;

AND WHEREAS the results of the public survey have been compiled and submitted to Council;

NOW THEREFORE BE IT RESOLVED THAT Council hereby receives the public survey results regarding the Preliminary Draft Sewage System Standards By-law for information

### BACKGROUND

As part of the outcomes of the Septic Reinspection Program, the Septic Reinspection Advisory Committee recommended that Council consider the adoption of a Sewage System Standards By-law as a means of addressing failed or non-compliant sewage systems identified through the program. Failing or malfunctioning sewage systems pose risks to public health and have the potential to negatively impact surface water, groundwater, and the broader natural environment.

Without the Administrative Monetary Penalties System (AMPS), enforcement of failed or non-compliant septic systems is carried out through traditional means, including orders to comply issued by the Chief Building Official, Provincial Offences Act charges, or legal action. These approaches can be time-consuming, resource-intensive, and may not

result in timely compliance. The proposed Sewage System Standards By-law, supported by an AMPS framework, provides the Township with a more effective, proportionate, and timely compliance tool to address deficiencies identified through the reinspection program.

The adoption of a Sewage System Standards By-law directly supports the Township's Strategic Priorities. Specifically, it aligns with Healthy Community Development by strengthening and supporting the enforcement of municipal by-laws, and with a Resilient Natural Environment by supporting the continuation and effectiveness of the Septic Reinspection Program. Together, these measures enhance the Township's ability to proactively address sewage system failures, protect the environment, and promote long-term community well-being.

## **DISCUSSION**

Public feedback on the draft Sewage System Standards By-law was received from a total of 62 respondents across the Township of Central Frontenac. With respect to clarity and ease of understanding, responses were mixed, with a minority indicating the by-law was clear, while the majority felt it was only somewhat clear or not clear. Several respondents noted that the by-law follows a standard municipal by-law format; however, others raised concerns about specific provisions, suggesting that certain language—such as requirements related to odours—may be overly broad and would benefit from greater specificity to better distinguish normal system operation from non-compliant conditions.

Feedback regarding the proposed standards and requirements was generally more critical. A significant portion of respondents felt the standards were not reasonable or appropriate, particularly in the context of a rural municipality. Key concerns included the potential financial impact on property owners, cumulative tax pressures, rising costs of living, and the expense of required sewage system upgrades or replacements. Several respondents expressed concern about the use of Administrative Monetary Penalties, emphasizing that enforcement should be proportionate and used as a last resort. While some respondents acknowledged the importance of maintaining safe and functional sewage systems to protect public health and the natural environment, there was a recurring theme that Council should consider flexibility, timing, and alternative compliance approaches in light of current economic conditions.

## **STRATEGIC PLAN PRIORITY**

Healthy Community Development- Strengthen and support the enforcement of bylaws  
Resilient Natural Environment- Continue the Septic Reinspection Program

**FINANCIAL IMPLICATIONS**

N/A

**ATTACHMENTS/REFERENCES**

Public Survey Results



***TERMS OF REFERENCE FOR:***  
Heritage Festival Committee  
2023-2026

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**Mandate/Purpose:**

The heritage festival committee is a group of volunteers who come together each fall to plan, coordinate and deliver an annual Heritage event, celebrating the cultural, historical, and community heritage of the Township the long weekend in February.

**Objectives:**

1. Develop schedule for the Heritage Festival events.
2. Coordinate the event considering location(s), timing, activities and services.
3. Encourage community involvement by working with existing community groups and organizations.
4. Prepare and manage an annual festival budget within the allocation approved by Council.
5. Consult with township staff regarding municipal policies, bylaws, safety requirements, and accessibility standards.
6. Provide regular updates and a final report to Council following the event.

**Organization of the Committee:**

- ❖ STANDING/AD HOC: The Committee shall be comprised of up to 12 members, 2 of which shall be Councillor(s) appointed by council and 10 community members
- ❖ Community members should be interested in heritage activities, community programming and local events.
- ❖ A Council representative must be appointed Chair pursuant to the Township's Procedural By-law.

## **Procedures for Committee**

- ❖ The committee shall adopt and follow the Procedural By-Law approved by Council for the calling and running of meetings, including providing advance public notice of meetings and preparation of a formal agenda following the format set out in the procedural bylaw for committees.
- ❖ Agendas and approved minutes shall be given to the Clerk or designee to be uploaded to the website in a timely manner. Approved minutes shall be placed on the next council meeting agenda for council's information. In time-sensitive situations or when a committee does not meet regularly, draft minutes may be placed on the council agenda, provided they are noted as "draft".

## **Resources**

- ❖ The committee will seek community space for meetings.

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**

**BY-LAW # 2026-01**

**BEING A BY-LAW FOR THE ESTABLISHMENT OF AND THE ENFORCEMENT OF  
PARKING REGULATIONS IN THE TOWNSHIP OF CENTRAL FRONTENAC**

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**WHEREAS** section 11(3) of the Municipal Act, 2001, S.O. 2001 c. 25 (the “Municipal Act”), provides that a municipality may pass by-laws for the purpose of regulating and prohibiting traffic and parking upon the highways under its jurisdiction;

**AND WHEREAS** subsection 102.1 (1) of the Municipal Act provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** Ontario Regulation 333/07: Administrative Penalties , pursuant to the Municipal Act, 2001 prescribes the regulations applicable to administrative penalties issued in respect of the parking, standing or stopping of vehicles;

**AND WHEREAS** section 63 (1) of the Municipal Act provides that a municipality may provide for the removal and impounding or restraining and immobilising of vehicles placed, stopped, standing or parked on a highway in contravention of the by-law and subsection 170(15) of the Highway Traffic Act, R.S.O. 1990, c. H.8 applies with necessary modifications to the by-law;

**AND WHEREAS** sections 100 and 100.1 of the Municipal Act provides that a local municipality may regulate and prohibit parking on private or municipal property;

**AND WHEREAS** section 102 of the Municipal Act provides that a local municipality may require owners or operators of parking lots or other parking facilities to which public has access, to provide designated parking spaces for vehicles displaying a disabled parking permits and shall prescribe conditions of the use of disabled parking permits and prohibit the improper use of such permits;

**AND WHEREAS** the Council of the Corporation of the Township of Central Frontenac desires to regulate traffic and parking on private and municipal property upon the highways within the municipality of Central Frontenac;

**AND WHEREAS** the Council of the Corporation of the Township of Central Frontenac deems it expedient to regulate traffic and parking;

Now therefore the Council of the Corporation of the Township of Central Frontenac enacts as follows:

## 1. DEFINITIONS

The following definitions shall apply to this By-Law:

**Accessible Parking Space** means a parking space reserved for persons with disabilities as identified with authorized signs in accordance with section 11 of Ontario Regulation 581 made under the Highway Traffic Act.

**By-Law Enforcement Officer** means any person appointed by the Township to enforce this or other by-laws of the Township.

**Highway** means a common and public highway, any part of which is used by the general public for the passage of vehicles, and includes a street, road allowance, public lane, and any bridge, trestle, viaduct or structure that forms part of a highway.

**Park and parking** mean the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading goods or passengers;

**Police Officer** shall mean a police officer as defined under the *Community Safety and Policing Act*, 2019, S.O. 2019, or its successor legislation.

**Public Works Manager** means the person appointed to the position of Manager of Public Works for the Township of Central Frontenac or such similar position as may be established, from time to time.

**School Bus Loading Zone** means the portion of a roadway or curb area designated by official signage for the exclusive use of school buses to pick up or drop off students, during the times indicated on the signage.

**Stop and stopping** means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or of a traffic control sign or signal;

**Township** means the Corporation of the Township of Central Frontenac

**Vehicle** includes a motor vehicle and any other vehicle drawn, propelled or driven by any kind of power, including muscular power.

## **2. APPLICATION**

- a. This by-law applies to all Township highways and municipal parking lots, and all other property owned or occupied by the Township
- b. This by-law does not apply to a provincial highway or to a private road.
- c. This by-law does not apply to private parking lots.
- d. The attached Schedule(s) form part of this by-law.

## **3. TRAFFIC SIGNS AND SIGNALS**

- a. The Public Works Manager or his or her designate is authorized to place or erect and maintain such official signs and traffic control signals as are required to give effect to the provisions of this Bylaw or as are required to warn or guide traffic for the safety or convenience of the public.
- b. A contravention of any parking regulation in this by-law occurs when a person fails to comply with the parking requirements as indicated by signs erected under this by-law

## **4. PARKING/STOPPING REGULATIONS**

- a. No person shall park or stop a vehicle on the travelled portion of any highway at any time, except:
  - i. When necessary to avoid conflict with other traffic; or
  - ii. When required to comply with the directions of a police officer, a by-law enforcement officer or a traffic control device.
- b. No person shall permit a vehicle under their control to be stopped or parked in such a manner as to obstruct or interfere with the normal movement of traffic on the traveled portion of the roadway.
- c. No person shall park or permit to be parked a vehicle on a highway or parts of highways contrary to any of the restrictions specified in Schedule "A" of this by-law.
- d. No person shall park or permit a vehicle to be parked within a School Bus Loading Zone during the times and on the days indicated by official signage, except for emergency vehicles.
- e. No person shall park or permit to be parked a vehicle on a highway or parts of highways at any time when such parking may obstruct or interfere with the removal of snow, or maintenance of the highway by municipal equipment or work crews.
- f. No person shall park a vehicle on any highway within the limits of the Township, or in any Township-owned parking lot, between the hours of 12:00

a.m. and 7:00 a.m., from November 15 of any year to March 31 of the following year (Eastern Standard Time).

- g.** No person shall park a vehicle on a highway or parts of a highway at any time where the parked vehicle obstructs, or interferes with, the open access to and from a highway or a private laneway.
- h.** No person shall park a vehicle on a highway or portion thereof except as follows:
  - i.** On highways carrying two-way traffic, where there is a raised curb, on the right side of the roadway of the highway having regard to the direction such vehicle was travelling, with its right front and rear wheels parallel to and not more than 30 centimeters out from such curb;
  - ii.** On highways carrying two-way traffic, where there is no curb or a rolled curb, with the right front and rear wheels parallel to and as near to the right -hand limit of the highway as is practicable without stopping over any part of a highway which is landscaped, or which is not intended for the use of vehicles
- i.** No person shall park any motor vehicle on a property of the Township which parking is by sign designated as an area in which parking is prohibited.
- j.** No person shall park any motor vehicle on a property of the Township where parking is by sign regulated by time limits for a longer period of time than that set out on the sign.
- k.** No person shall park a vehicle on the roadway-side of any stopped or parked vehicle.
- l.** No person shall park a vehicle on a highway for the purpose of displaying a vehicle for sale.
- m.** No person shall park on a highway where the roadway width is six (6) metres or less.
- n.** The following shall apply to Accessible Parking Spaces:
  - i.** No person shall park a motor vehicle in an Accessible Parking Space unless a valid accessible parking permit is visibly displayed on its dashboard or on the sun visor in accordance with the provisions of the *Highway Traffic Act*.
  - ii.** A displayed accessible parking permit shall not be valid when the motor vehicle in or on which it is displayed is not actually being used for the purposes of picking up or transporting a person with a disability as defined under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11.
  - iii.** No person, other than the person to whom it was issued or a person conveying the person to whom it was issued, or a person providing transportation services for a corporation or organization to whom it was

issued to provide transportation services primarily to persons with disabilities shall use or display an accessible parking permit.

## **5. ENFORCEMENT**

- a.** This By-Law may be enforced by any By-Law Enforcement Officer or police officer.
- b.** Any By-Law Enforcement Officer or police officer is authorized to issue a penalty notice in accordance with the Township's Administrative Monetary Penalty By-Law 2024-43 to any person who contravenes a provision of this by-law, and may have any vehicle found in contravention of this by-law moved, removed, towed, detained, or impounded from a highway or from property near a highway in accordance with section 63(1) of the Municipal Act.
- c.** No person shall provide false information or give a false statement to a By-Law Enforcement Officer or police officer in the lawful exercise of a power or duty under this By-Law.
- d.** No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, a By-Law Enforcement Officer or police officer in the lawful exercise of a power or duty under this By-Law. Without limiting the generality of the foregoing, failure to provide satisfactory proof of identification when requested to do shall constitute obstruction under this section.

## **6. PENALTIES**

- a.** Each day a vehicle is parked, stopped or standing in contravention of this Bylaw shall constitute a separate offence.
- b.** In addition to any other penalties provided by this by-law, a police officer or By-Law Enforcement Officer may cause such vehicle to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removing, care and storage thereof, if any, are a lien upon the vehicle being released and may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R.25 as amended.
- c.** All parking, stopping, and standing provisions in this by-law are hereby designated for the purposes of section 3(1)(b) of Ontario Regulation 333/07 as provisions to which the Township's Administrative Monetary Penalty By-Law 2024-43 applies.

- d. Every person who contravenes a provision of this by-law shall, when given a penalty notice under By-Law 2024-43, in accordance with said By-Law, be liable to pay the Corporation an administrative penalty in the amount specified.
- e. Administrative penalties shall be administered in accordance with By-Law 2024-43, including procedures respecting the issuance of penalty notices, screening reviews, hearing reviews, service of notices, payment deadlines, and any related administrative fees.

## 7. ADMINISTRATION

- a. By-Law Enforcement Officers and police officers are exempt from complying with the provisions of this by-law while actively engaged in its enforcement.
  - b. The provisions of this by-law are subject to the provisions of the *Highway Traffic Act* as amended, which statute shall prevail to the extent of any conflict.
  - c. In the event that any section of this By-Law, including any section or part of any of the schedules hereto, is declared by a Court of competent jurisdiction to be invalid, the remaining parts shall remain valid and binding and shall be read as if the offending section had been struck out.
8. This By-Law is to be referred to as the “Parking Bylaw”
9. By-Law numbers 2004-156 & 2012-34 are hereby repealed
10. This By-Law shall come into force and take effect on its passing.

**READ** a first, second and third time, and finally passed on this 13<sup>th</sup> day of January 2026

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Cindy Kelsey, Deputy Mayor

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Cathy MacMunn, CAO/Clerk

**SCHEDULE "A"**

<b>PARKING RESTRICTIONS</b>							
<b>Type</b>	<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Direction</b>	<b># of Signs</b>	<b>Notes</b>	<b>Map #</b>
Handicap	Arden Road	5998			2	No Parking - By Permit Only	4
Handicap	Parking Lot across from 1099 Garrett St.	1099			1	No Parking - By Permit Only	8
Handicap	Oso Hall. Parking Lot	1107			1	No Parking - By Permit Only	8
Handicap	Elizabeth Street	1036		East	1	No Parking - By Permit Only	8
Handicap	Township office	14216	14216	North bound		No Parking - By Permit Only	11
No Parking	Crow Lake Road	1895A		Boat Launch and Loading Area	2	No Parking Anytime in Boat Launch	1
No Parking	Public Beach Road	1044	1066	Both Directions	1	No Parking Anytime	2
No Parking	Eagle Lake Road	1277		Boat Launch, Loading Area & Beach	1	No Parking Anytime	3
No Parking	Elizabeth Street	1053	1061	Both Directions	2	No Parking Anytime	7
No Parking	Cannon Road	1180		Boat Launch and Loading Area	3	No Parking Anytime Gov't Dock	7
No Parking	Elizabeth Street	1036		East	1	No Parking Anytime	8

No Parking	Road 38	14153	14225	Southbound	3	No Parking Anytime on Road 38 (30 meters from intersection)	9
No Parking	Medical Center Road	1007			2	No Parking Anytime - Helipad Access	9
No Parking	Road 38	14153	Medical Center Road	Southbound Lane	5	No Parking Anytime	10
No Parking	Road 38	14202	14216	South Bound Lane	2	No Parking Anytime - 30 m North and South of Robert St Across from Twp Office	11
No Parking	Road 38	Gorden Crescent North End	Gorden Crescent South End	North and South	4	No Parking Anytime	5
School Bus Loading Zone	Dickson Crescent	Road 38	1056 Dickson Crescent	Both Directions	2	no parking 7 am- 4pm, Monday to Friday, during school year	5
Time Restriction	Elizabeth Street	1094	1102	North	1	2 Hour Parking Limit 7 am - 6pm	7
Time Restriction	Elizabeth Street	1043	1053	West	2	2 Hour Parking Limit 7 am - 6pm	8
Time Restriction	Elizabeth Street	1012	1046	East	4	2 Hour Parking Limit 7 am - 6pm	10

**SCHEDULE "B"**

**PARKING RESTRICTION MAPS**

Map 1	Crow Lake Boat Launch
Map 2	Long Lake Boat Launch
Map 3	Eagle Lake Boat Launch
Map 4	Kennebec Hall
Map 5	Dickson Crescent
Map 6	Village of Sharbot Lake
Map 7	Lower Elizabeth St at Cannon Rd.
Map 8	Sharbot Lake Business Hub
Map 9	Road 38 To Medical Center
Map 10	Road 38 & Elizabeth St.
Map 11	Road 38 & Township Office

**SCHEDULE "C"**  
**PARKING RESTRICTIONS**  
**SHORT FORM WORDING**

<b>Item</b>	<b>Short Form Wording (Contravention)</b>	<b>By-Law Section</b>
1	Parked on travelled portion of highway	s. 4(a), 4(b)
2	Parked contrary to posted signage	s. 3(b), 4(c)
3	Parked in School Bus Loading Zone	s. 4(d)
4	Parked interfering with snow removal or maintenance	s. 4(e)
5	Overnight parking prohibited	s. 4(f)
6	Parked obstructing driveway or laneway	s. 4(g)
7	Improper parking position on roadway	s. 4(h)
8	Parked in prohibited Township property area	s. 4(i)
9	Exceeded posted time limit	s. 4(j)
10	Parked beside stopped or parked vehicle (double parking)	s. 4(k)
11	Parked vehicle for sale on highway	s. 4(l)
12	Parked on roadway six (6) metres or less	s. 4(m)
13	Parked in Accessible Parking Space without permit	s. 4(n)(i)
14	Improper use of Accessible Parking Permit	s. 4(n)(ii), (iii)
15	Obstruction of By-Law Enforcement Officer	s. 5(d)
16	Providing false information to Officer	s. 5(c)



Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Boundaries
  - Township Boundary
- Property Information
  - Civic Address Points
  - Assessment Parcels
  - No Parking Anytime



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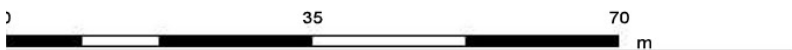
Notes

Map 1



Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Boundaries
  - Township Boundary
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- Assessment Parcels
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Notes

MAP 2



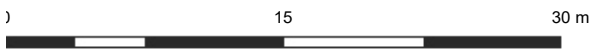
Legend

- Transportation
- Frontenac Road Network
  - Highway
  - Major Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Shoreline
  - Ferry

- Boundaries
- Township Boundary
  -

- Property Information
- Civic Address Points
  - 
  - Assessment Parcels
  - 
  - No Parking Anytime
  - ▨

Notes

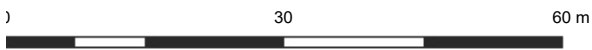


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Legend

- Transportation
  - Frontenac Road Network Highway
  - Major Road
  - Secondary Road
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  - Secondary Road
  - Shoreline
  - Ferry
- Boundaries
  - Township Boundary
- Property Information
  - Civic Address Points
  - Assessment Parcels
  - Accessible Parking Only



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Notes

**MAP 4**

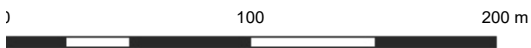


Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Township Boundary
  - ▭
- Property Information
  - Civic Address Points
    -
  - Assessment Parcels
    - ▭
  - No Parking
    - ▨
  - School Bus Loading Zone
    - ▨

Notes

**MAP 5**



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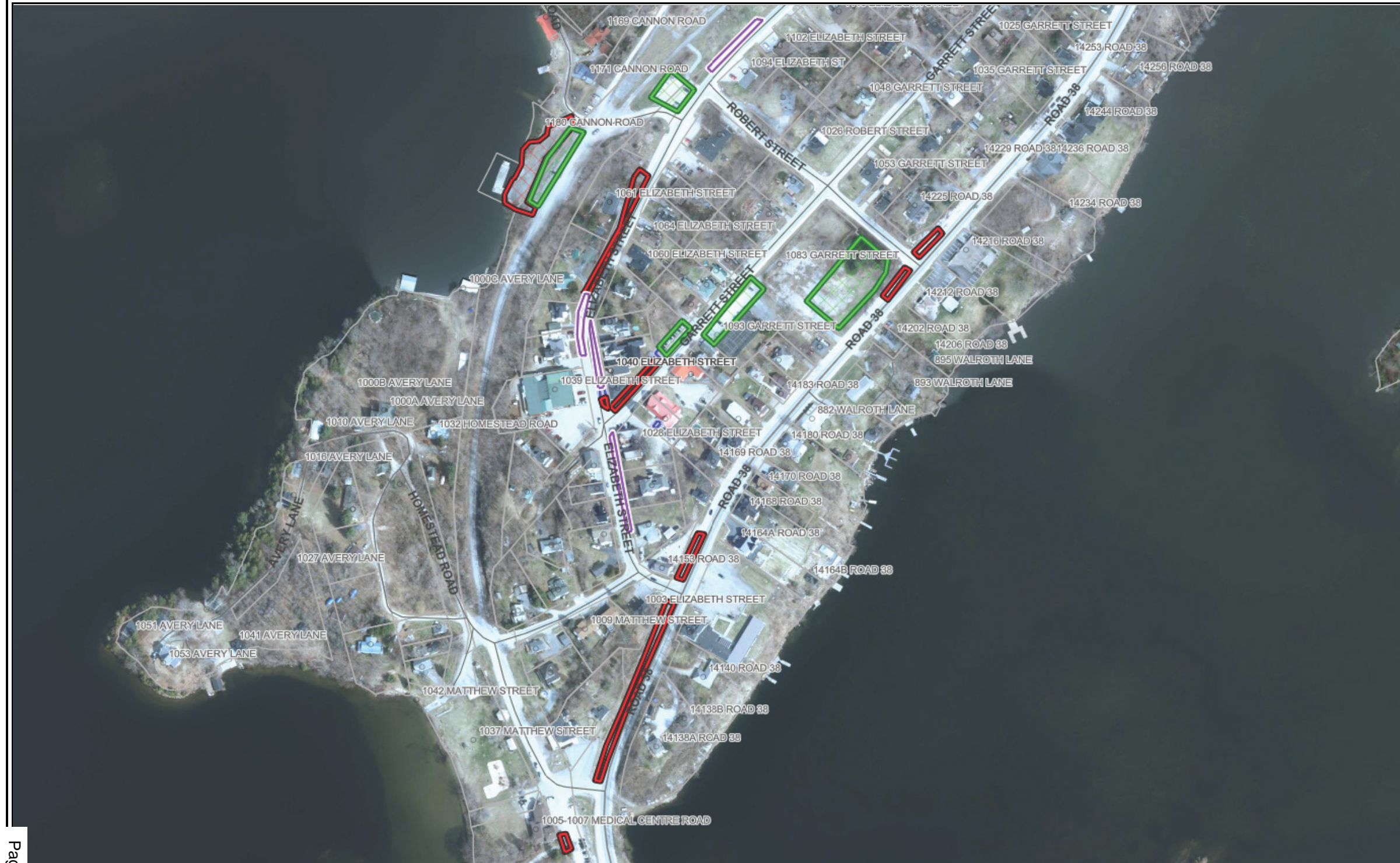


Legend

- Transportation**
- Frontenac Road Network Highway
  - Major Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Secondary Road
  - Shoreline
  - Ferry
- Property Information**
- Civic Address Points
- Assessment Parcels**
- Accessible Parking Only
  - 2 Hour Parking Limit 7 am - 6pm
  - Public Parking Lots
  - No Parking Anytime

Notes

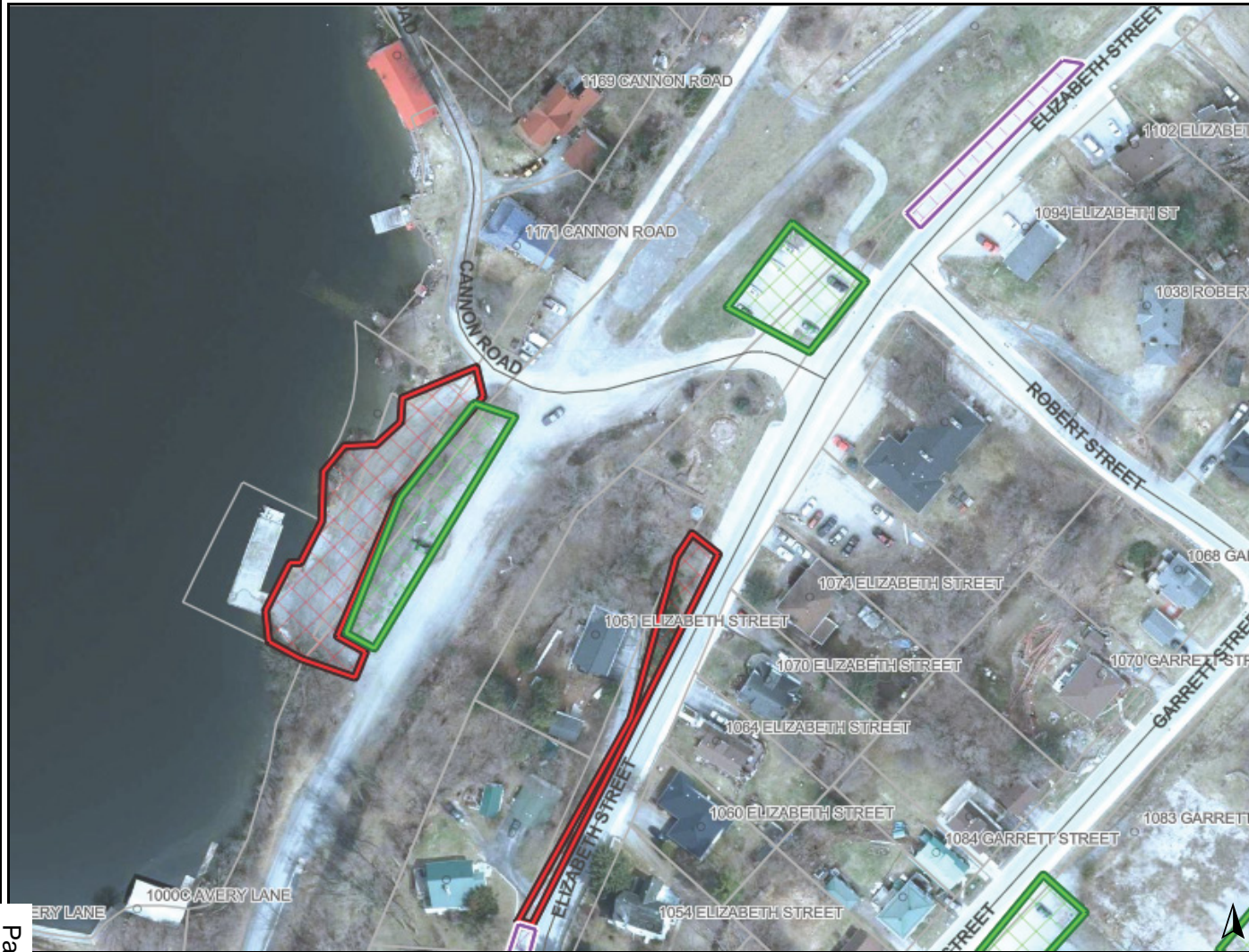
No Parking Anytime / 2 Hour Parking Limit 7 am - 6pm / No Parking - By Permit Only / Public Parking Lots



300 600 m

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

Transportation

- Frontenac Road Network Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Property Information

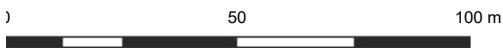
Civic Address Points

Assessment Parcels

- Public Parking Lots
- No Parking Anytime
- 2 Hour Parking Limit 7 am - 6pm

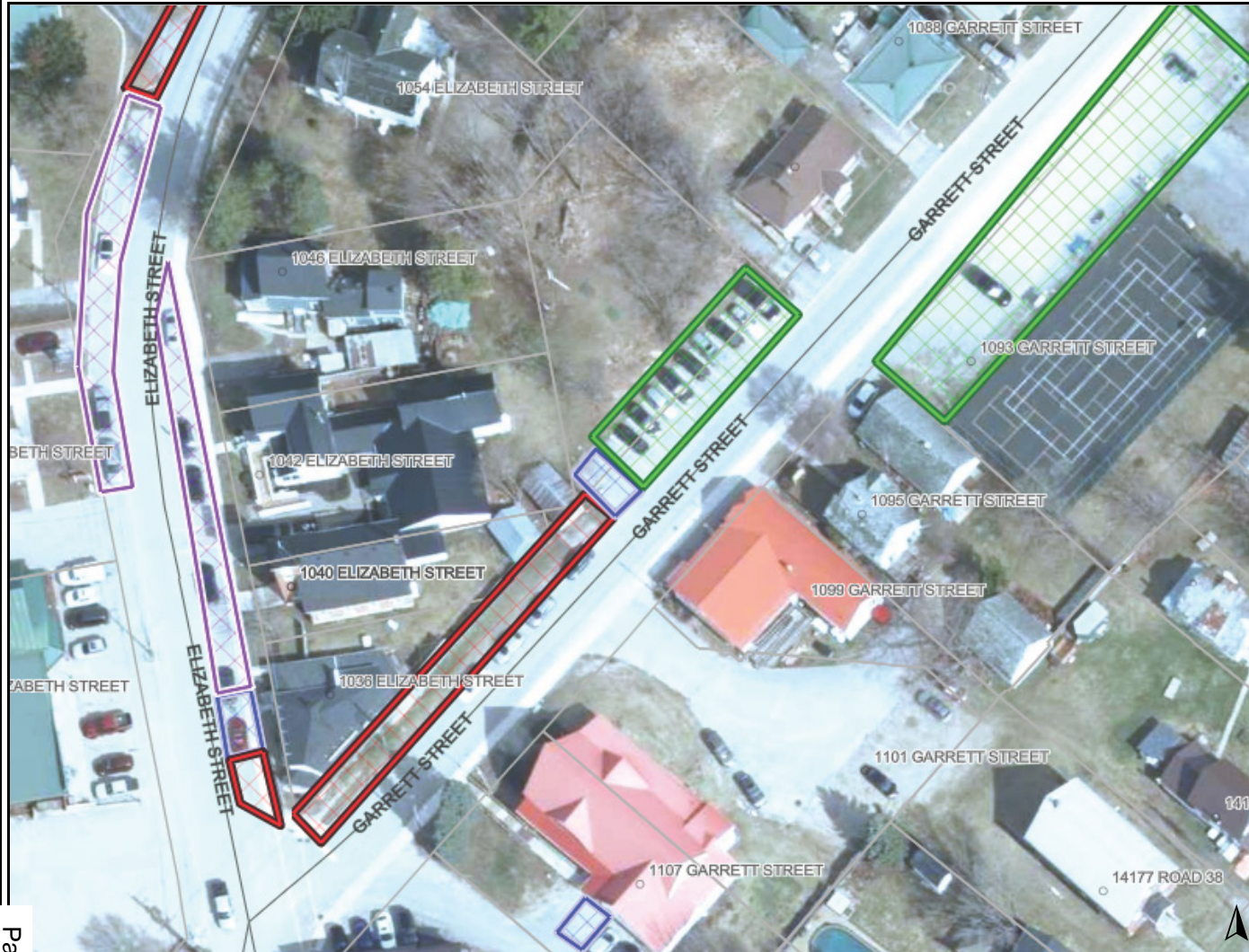
Notes

No Parking Anytime / 2 Hour Parking Limit 7 am - 6pm / Public Parking Lot



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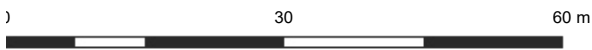


Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Property Information
  - Civic Address Points
  - Assessment Parcels
  - Public Parking Lots
    - Accessible Parking Only
    - No Parking Anytime
    - 2 Hour Parking Limit 7 am - 6pm

Notes

No Parking Anytime / 2 Hour Parking Limit 7 am - 6pm / No Parking - By Permit Only / Public Parking Lot



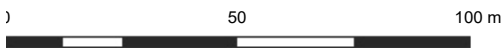
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THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

- Transportation
  - Frontenac Road Network
    - Highway
    - Major Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Secondary Road
    - Shoreline
    - Ferry
- Boundaries
  - Township Boundary
  - Boundary
- Property Information
  - Civic Address Points
  - Assessment Parcels
  - No Parking Anytime



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Notes



Legend

Transportation

- Frontenac Road Network
- Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Property Information

- Civic Address Points
- Assessment Parcels

No Parking Anytime



2 Hour Parking Limit 7 am - 6pm



Notes

No Parking Anytime 30m from intersection - Both Directions / 2 Hour Parking Limit 7 am - 6pm



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Legend

Transportation

- Frontenac Road Network
- Highway
- Major Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Secondary Road
- Shoreline
- Ferry

Property Information

- Civic Address Points
- Assessment Parcels
- Public Parking Lots
- Accessible Parking Only
- No Parking Anytime



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Notes

No Parking Anytime / No Parking - By Permit Only / Public Parking Lot

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**

**BY-LAW #2026-02**

**BEING A BY-LAW TO AMEND BY-LAW 2024-43, BEING A BY-LAW TO ESTABLISH  
AN ADMINISTRATIVE MONETARY PENALTIES (AMPS) SYSTEM FOR THE  
TOWNSHIP OF CENTRAL FRONTENAC**

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**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to establish a system of administrative monetary penalties for the purpose of enforcing its by-laws;

**AND WHEREAS** the Council of the Township of Central Frontenac passed By-law 2024-43, being a By-law to establish an Administrative Monetary Penalties (AMPS) system;

**AND WHEREAS** Council deems it expedient to amend By-law 2024-43 to designate the Parking Bylaw 2026-02 as a by-law enforceable under the AMPS system, and to establish "Schedule C Table 3" setting out the associated penalties;

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

1. That Schedule "A" of By-law 2024-43 is hereby amended to include the Parking By-law 2026-02 as a designated by-law under the Administrative Monetary Penalties system.
2. That "Schedule C Table 3" attached hereto and forming part of this By-law, be added to By-law 2024-43 to establish the applicable penalties for contraventions of the Parking By-Law 2026-02.
3. That this By-law shall come into force and take effect on the date of passing.

**READ** a first, second and third time, and finally passed on this 13<sup>th</sup> Day of January 2026

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Frances L Smith, Mayor

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Cathy MacMunn, CAO/Clerk

**SCHEDULE “A”**

**BY-LAW 2024-43 ADMINISTRATIVE PENALTY BY-LAW  
DESIGNATED BY-LAWS**

<b>DESIGNATED BY-LAW</b>	<b>BY-LAW NUMBER</b>
Canine Control By-Law	2024-41
Safe Yard By-Law	2025-40
Parking By-Law	2026-02

**SCHEDULE “C”**

**DESIGNATED BY-LAW 2026-02 PARKING BYLAW**

The following tables set out the Designated By-laws, short form wording and the set penalty for each offence

<b>TABLE 3: DESIGNATED BY-LAW 2026-02 PARKING BY-LAW</b>			
<b>ITEM</b>	<b>BY-LAW SECTION</b>	<b>SHORT FORM WORDING (CONTRAVENTION)</b>	<b>PENALTY AMOUNT</b>
1	s. 4(a), 4(b)	Parked on travelled portion of highway	\$40
2	s. 3(b), 4(c)	Parked contrary to posted signage	\$30
3	s. 4(d)	Parked in School Bus Loading Zone	\$60
4	s. 4(e)	Parked interfering with snow removal or maintenance	\$60
5	s. 4(f)	Overnight parking prohibited	\$40
6	s. 4(g)	Parked obstructing driveway or laneway	\$50
7	s. 4(h)	Improper parking position on roadway	\$30
8	s. 4(i)	Parked in prohibited Township property area	\$30
9	s. 4(j)	Exceeded posted time limit	\$25
10	s. 4(k)	Parked beside stopped or parked vehicle (double parking)	\$50
11	s. 4(l)	Parked vehicle for sale on highway	\$40
12	s. 4(m)	Parked on roadway six (6) metres or less	\$50
13	s. 4(n)(i)	Parked in Accessible Parking Space without permit	\$300
14	s. 4(n)(ii), (iii)	Improper use of Accessible Parking Permit	\$300
15	s. 5(d)	Obstruction of By-Law Enforcement Officer	\$100
16	s. 5(c)	Providing false information to Officer	\$100

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**

**BY-LAW # 2026-03**

**BEING A BY-LAW TO APPOINT A COMMITTEE OF ADJUSTMENT**

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**WHEREAS** *Section 44 of the Planning Act, Chapter P13, R.S.O. 1990*, as amended, authorizes the Municipal Council to pass a by-law to constitute and appoint a Committee of Adjustment for the Township of Central Frontenac.

**AND WHEREAS** *Section 44(3)* requires that members who are municipal council are to be appointed annually;

**AND WHEREAS** the Committee shall be composed of not fewer than three.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Central Frontenac enacts as follows:

1. That the Committee of Adjustment for the Township of Central Frontenac for 2026 shall consist of all elected officials of Council, namely Frances Smith, Cindy Kelsey, C. Lynn Klages, Bill Everett, Danny Meeks, Susan Irwin, Duncan McGregor, Nicki Gowdy and Phillip Smith.
2. That the Committee shall elect one of themselves as chair, and when the chair is absent through illness or otherwise, the Committee may appoint another member to act as acting chair.
3. That the Planning Coordinator be the Secretary-Treasurer of the Committee of Adjustment, with either the Deputy Clerk and/or CAO/Clerk as the Alternate Secretary-Treasurer. The Secretary-Treasurer shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee.
4. That, in addition to complying with the requirements of the *Planning Act*, the Committee shall comply with such rules of procedure as are prescribed.
5. That the Committee of Adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under *Section 34 or 38 of the Planning Act* or a predecessor of such sections, or any person authorized in writing by the owner, may despite any other Act, authorize such minor variance from the provisions of the by-law in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the Committee the general intent and purpose of the by-law and of the Official Plan, are maintained.

Central Frontenac By-Law No. 2026-03  
Being a By-Law to Appoint a Committee of Adjustment  
January 13, 2025

6. Pursuant to *Section 54 (2) of the Planning Act R.S.O. 1990*, the authority to grant consent(s) shall be delegated to the Committee of Adjustment.

7. This by-law shall repeal By-law # 2025-09 and become effective upon its passing.

**READ** a first, second and third time and finally passed this 13<sup>th</sup> day of January, 2026.

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Frances L Smith, Mayor

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Cathy MacMunn, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**

**BY-LAW #2026-04**

**BEING A BY-LAW TO CONFIRM THE REGULAR MEETING OF COUNCIL HELD ON  
DECEMBER 9TH, 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 13th day of January 2026 in respect of each report, motion, resolution, or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed.

The Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary on that behalf in accordance with the by-laws of Council relating thereto.

Read a first, second, and third time and finally passed this 13th day of January 2026.

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Frances Smith, Mayor

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Cathy MacMunn, CAO/Clerk