



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

Tuesday, February 10, 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 February 10, 2026, be approved as presented [amended].

5. Disclosure of Pecuniary Interest and General Nature Thereof

6. Approval of the Minutes

THAT the minutes from the regular meeting of Council held on January 27, 2026, be approved as presented [amended].

14 - 26

[Regular Meeting Of Council - Jan 27 2026 - Minutes - Draft JL.docx](#)

7. Mayor's Remarks

8. Delegations

9. Public Meeting

10. Consent Agenda



THAT items a) through e) be accepted for information as they are considered routine.

- a. Correspondence Received February 10, 2026
 1. Letter dated January 21, 2026, from Township of Southgate regarding OMERS Bill 68
 2. Letter dated January 15, 2026, from EORN, January 2026 Cell Gap Monthly Update
 3. Letter dated January 26, 2026 from Fort Francis, regarding Call on Province of Ontario to Establish an Ontario Airport Capital Assistance Program
 4. Letter dated January 21, 2026, from Municipality of St. Charles, regarding Nation Building Improvements to Highway 11/17
 5. Letter dated January 20, 2026, from the Township of Assiginack regarding Elbows Up Climate Action
 6. Letter dated January 28, 2026 from Northumberland County regarding the Ontario Community Infrastructure Fund (OCIF)
 7. Letter dated January 20, 2026 from Township of Assiginack regarding the Closure of Life Labs Northern Locations
 8. Letter dated February 2, 2026, from Municipality of Markstay Warren regarding the closure of the LifeLabs Laboratory in Greater Sudbury
 9. Letter dated February 3, 2026, from the Municipality of Central Manitoulin a support resolution regarding Peterborough motion regarding sustainable funding or police services.
 10. Letter dated January 26, 2026 from the Municipality of North Perth a support resolution regarding Peterborough motion regarding sustainable funding or police services.
 11. Letter dated January 26, 2026 from the Municipality of North Perth a support resolution Regarding the Municipality of North Grenville, Merrickville-Wolford OPP Detachment Board regarding enhanced school bus safety.
 12. Letter dated February 6, 2026 from Whitby to Remove the GST.HST from all new homes purchased as primary residences in Ontario.

- b. Sharbot Lake Farmers Market Minutes January 28, 2026 27 - 29
[SLFM Meeting Minutes- Jan 28, 2026.docx](#) 
- c. Eastern Ontario Reginal Network (EORN) Update January 2026 30 - 33
[Frontenac County January 2026.docx](#) 
- d. Mississippi Valley Conservation Authority Board Minutes January 23, 2026 34 - 57
[26-01-23 Board Summary Rpt Jan12.pdf](#) 
- e. Central Frontenac Recreation Advisory Committee (CFRAC) Minutes November 27, 2026 (including District #1 Recreation Committee Minutes) 58 - 69
[CFRC - 2025-11-27 - Minutes- A.pdf](#) 

11. Deferred Items

12. Staff Reports/Departmental Updates

- a. **Report no. 017-2026** 70 - 71
Development Services Building Activity January 2026
[017-2026 DS Building Activity January 2026- A.docx](#) 
THAT the Construction Details – January 2026 report be received for information, as presented by the Chief Building Official
- b. **Report no. 018-2026** 72 - 74
Development Services Building Deficit
[018-2026 DS Building Deficit.docx](#) 
THAT Council receive the Building Services Deficit report as prepared by the Chief Building Official for information;

AND FURTHER THAT Council understands the funding challenges associated with applying the Ontario Building Code retroactively through septic reinspection programs and highlights the differences between Building Code and Fire Code enforcement funding models.
- c. **Report no. 019-2026** 75 - 76

Public Works Activity Report January

[019-2026 PW Activity Report.docx](#) 

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

d. **Report no. 020-2026**

77 - 79

Public Works Supply and Delivery of Gravel

[020-2026 PW Supply and Delivery of Gravel Recommendation.docx](#)



THAT Council receive the Supply and Delivery of Gravel Recommendation report for information;

AND THAT Council approve the Public Works Manager's recommendation to award the the Supply and Delivery of Gravel contract to Gemmill's Sand and Gravel in the amount of \$402,690 excluding HST;

NOW THEREFORE IT BE RESOLVED THAT Council authorize the Public Works Manager to issue a purchase order for the work;

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

e. **Report no. 021-2026**

80 - 81

Public Works Supply and Delivery of %35 Calcium Chloride

[021-2026 PW Supply and Delivery of 35% Calcium Chloride Recommendation.docx](#)

[Recommendation.docx](#) 

THAT Council receive the Supply and Delivery of 35% Calcium Chloride Recommendation report for information;

AND THAT Council approve the recommendation of the Public Works Manager to award the Supply and Delivery of 35% Calcium Chloride contract to Da-Lee in the amount of \$0.405 per litre for 20,000-litre loads and \$0.495 per litre for 10,000-litre loads excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Public Works Manager to issue a purchase order for the

work and coordinate the seasonal deliveries;

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

f. **Report no. 022-2026**

82 - 83

Public Works Micro Surfacing

[022-2026 PW Micro-Surface Recommendation.docx](#) 

THAT Council receive the Micro-Surface Recommendation Report for information;

AND THAT Council direct staff not to award Tender PW-2026-01 Micro-Surface Program as all bids received exceeded the approved budget allocation;

AND THAT Council authorize staff to re-tender the Micro-Surface Program in order to seek more competitive pricing and ensure best value for the Township;

AND THAT staff report back to Council with the results of the re-tender process for consideration and potential award.

g. **Report no. 023-2026**

84 - 86

Public Works Plow Truck




[023-2026 PW Plow Truck Recommendation.docx](#) 

THAT Council receive the Plow Truck Recommendation report for information;


AND THAT Council accept the recommendation of the Public Works Manager and award the tender PW-2026-02 to Freightliner North Bay in the amount of \$411,000 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Public Works Manager to issue a purchase order and finalize all necessary documents;

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

- h. **Report no. 024-2026** 87 - 94
Public Works Estimated Curbside Waste Collection Costs
[024-2026 PW Estimated Curbside Collection Report- A.docx](#) 
[024-2026 PW Appendix A - In-House Cost Breakdown.docx](#) 
[024-2026 PW Appendix B - Contractor Cost Breakdown.docx](#) 

THAT Council receive the Estimated Curb-Side Waste Collection Cost Analysis Report as prepared by the Public Works Technical Assistant for information.


- i. **Report no. 025-2026** 95 - 97
Public Works Kennebec Custodial Services
[025-2026 PW Kennebec District Custodial Services Recommendation- A.docx](#) 

THAT Council receive the Kennebec District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submission and is recommending that the contract be awarded to TK Cleaning Services, being the lowest compliant bidder at \$18,500 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of the Public Works Manager, and that the Public Works Manager be authorized to issue a purchase order for custodial services for a term of one (1) year in the Kennebec District;

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

- j. **Report no. 026-2026** 98 - 99
Public Works Olden Custodial Services
[026-2026 PW Olden District Custodial Services Recommendation.docx](#) 

THAT Council receive the Olden District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submission and is recommending Cleaning with Cloovi to be awarded, being the lowest and only bidder at \$23,500 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of the Public Works Manager and that the Public Works Manager be authorized to issue a purchase order for the custodial services for a term of one (1) year in the Olden District;

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


- k. **Report no. 027-2026** 100 - 102
Public Works Oso Custodial Services
[027-2026 PW Oso District Custodial Services Recommendation Report.docx](#) 

THAT Council receive the Oso District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submission and is recommending that the contract be awarded to Vinkle Cleaning Services, being the most compliant bidder at \$77,511 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of the Public Works Manger, and that the Public Works Manager be authorized to issue a purchase order for custodial services for a term of one (1) year in the Oso District;

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

- l. **Report no. 028-2026** 103 - 105
Public Works Hinchinbrooke Custodial Services
[028-2026 PW Hinchinbrooke District Custodial Service Recommendation.docx](#) 

THAT Council receive the Hinchinbrooke District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submissions and is recommending that the contract be awarded to Vinkle Cleaning Services, being one of the lowest and compliant bidder at \$13,187 excluding HST;

NOW THEREFORE IT BE RESOLVED THAT Council accept the recommendation of the Public Works Manager, and that the Public Works Manager be authorized to issue a purchase order for the custodial services for a term of one (1) year in the Hinchinbrooke District;

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

m. **Report no. 029-2026** 106 - 107

Public Works Canadian Geese at Local Beaches

[029- 2026 PW Canadian Geese at local Beaches.docx](#) 

THAT Council receive the report regarding the management of Canadian Geese at municipal beaches for information;

AND FURTHER if Council wishes to address geese impacts at municipal beaches that staff be directed to proceed with Option 4, the Combined Preventative Approach, as outlined in the report and recommended by staff.

n. **Report no. 030-2026** 108 - 113

Public Works Draft Parking Bylaw Update

[030-2026 PW Draft Parking Bylaw Update.docx](#) 

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

[Map 1 - Crow Lake Boat Launch. Version 2](#) 

[Map 2 - Long Lake Boat Launch. Version 1](#) 

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

THAT Council receive the report regarding the updated parking by-law considerations for information;


AND THAT Council is satisfied with the Public Works Manager recommendation to allow parking in selected locations at the Crow Lake and Long Lake Beach until an alternate solution can be considered;

AND FURTHER THAT Council direct staff to investigate [not investigate] potential properties or locations that may be suitable for parking near Crow Lake and Long Lake beaches, and to report back to Council if directed to do so.

o. Report no. 031-2026 114 - 126

Administration Zoning Bylaw Penalty and Compliance Options

[031-2026 - ADMIN - Penalty & Compliance Options Report.docx](#) 

[031 -2026 - ADMIN - Penalty & Compliance Options - Planning Fees Attach 1.docx](#) 

[031-2026 - ADMIN - Penalty & Compliance Options - Zoning By-law Education and Enforcement Policy Attach 2.docx](#) 

THAT Council receive the Education, Enforcement and Penalty Options Report as prepared by the Planning Coordinator for information;

AND THAT Council consider and provide guidance with respect to potential fee structures and enforcement tools to address development occurring without required planning approvals or permits;

AND FURTHER THAT Council provide comments in writing to the Planning Coordinator by March 3, 2026.

p. Report no. 032-2026 127 - 138

Administration Natural Heritage Consultation Contract

[032-2026 ADMIN - EnVision Contract Report.docx](#) 

[032-2026 ADMIN - EnVision Contract Final Attach 1.docx](#) 

THAT Council receive the report titled EnVision Contract for Natural Heritage Consultation as prepared by the Planning Coordinator for information;

AND FURTHER THAT Council authorize the Mayor and CAO to enter into and execute an agreement with Envision Consultants Ltd. for natural heritage consulting services.

q. **Report no. 033-2026** 139 - 142

Administration Feral and Free Roaming Cat Options

[033-2026 ADMIN- Feral and Free Roaming Cat - Options.docx](#) 

[033-2026 ADMIN Attch 1 Proposed Feral Cat Bylaw By Resident.docx](#)


THAT the Feral and Free Roaming Cat Report be received for information, as prepared by the Deputy Clerk.

r. **Report no. 034-2026** 143 - 145

Administration Question on the Ballot in 2026 Election

[034-2026 ADMIN Question on the ballot- Updated JL.docx](#) 

WHEREAS Section 8(1)(b) and (c) of the Municipal Elections Act, 1996 authorizes a municipality to submit one or more questions to electors on the ballot during a municipal election by by-law;

AND WHEREAS Council has expressed an interest in placing one or more binding questions on the ballot for the 2026 Municipal Election;

AND WHEREAS, subject to compliance with all legislative requirements, the following questions be placed on the ballot:

1. Are you in favour of the Township implementing a municipal garbage collection program beginning in 2028, to be funded through property taxes?

2. Are you in favour of the Township continuing the septic re-inspection program, to be funded through property taxes?

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to initiate the process required under the Municipal Elections Act, 1996 to place binding question(s) as purposed in the report on the ballot for the 2026 Municipal Election;

s. **Report No. 035-2026**

Administration Clarification on Council Direction for
Municipal Support Resolutions

[035-2026 ADMIN Clarification of Council Direction- Municipal Support
Resolution.docx](#) 

THAT Council confirm the direction given at the January 27,
2026, meeting of Council regarding Municipal Support
Resolutions;

AND THAT staff be directed to send a letter to the
Independent Electricity System Operator requesting the
removal of municipal support resolution requirements from
its tendering and procurement processes;

AND THAT staff be directed to develop a policy governing the
processing of all municipal support resolutions or letters of
support, for Council's review and consideration.

13. Committee/Other Reports

14. Communication/Correspondence for Action

15. Bylaws/Agreements

16. Notice of Motion

17. Giving Notice of Motion

- a. Councillor Gowdy hereby gives Notice of Motion regarding
Alto Rail .

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[2026-02-10 NOM Councillor Gowdy \(Alto Rail\).docx](#) 

WHEREAS Section 12.2 of Procedural By-law No. 2023-53, as
amended, governs the process for the introduction of Notices
of Motion;

AND WHEREAS Council has received a Notice of Motion from
Councillor Gowdy regarding Alto Rail, and Councillor Gowdy
has requested the Notice of Motion be introduced at the
February 10, 2026 meeting;

AND WHEREAS Section 3.3 of Procedural By-law No. 2023-53, as amended, permits Council to suspend the rules and regulations for a single occasion by resolution with the approval of at least two-thirds of Council;

NOW THEREFORE BE IT RESOLVED THAT Council suspend Section 12.2 of Procedural By-law No. 2023-53, as amended, for the purpose of allowing the Notice of Motion regarding Alto Rail to be introduced and if seconded, debated and considered at the February 10, 2026 Regular Meeting of Council.

18. New/Other Business

19. Closed Session

- a. Resolve into Closed Session
THAT Council resolve into closed session pursuant to S.239(2) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose. S.239(2)(f)

- b. Rise from Closed Session
THAT Council rise from closed session pursuant to S.239(2) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose. S.239(2)(f)

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

20. Adjournment

THAT By-Law 2025-06 being a by-law to confirm the proceedings of the regular council meeting held February 10th, 2026, be read first, second, and third time, and finally passed this 10th day of February, 2026;

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AND FURTHER THAT this meeting be adjourned until

Wednesday, February 11, 2026 , at 1:00 p.m. for a special meeting of the Council, said meeting to be held in the Council Chambers at 14216 Road 38, Sharbot Lake, Ontario.

[2026-06 Confirming By-Law February 10, 2026.docx](#) 



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

Tuesday, January 27, 2026, at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call

Members: Mayor Frances Smith ; Councillors: Susan Irwin , Dan Meeks , Phillip Smith , Nicki Gowdy , Bill Everett & Lynn Klages

Regrets: Duncan McGregor, Cindy Kelsey

Staff in Attendance: Cathy MacMunn CAO/Clerk; Jody Legue, Deputy Clerk; Chris Nelson, Community Services Coordinator; Chris McDonough, Fire Chief; Michael McGovern, Treasurer.

1. Call to Order

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

2. Land Acknowledgement

- a. 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

- a. Please stand for the National Anthem

4. Approval of the Agenda

MOTION NO. 2026-18

Moved by: Lynn Klages

Seconded by: Phillip Smith

THAT the agenda for the Regular Meeting of Council to be held on January 27, 2026, be approved as amended, by moving Item 14(a) to Item 12(l) and including a staff report to Council regarding the matter.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Gowdy declared pecuniary interest in item 12 a) as she is receiving a payment.

6. Approval of the Minutes

MOTION NO. 2026-19

Moved by: Nicki Gowdy

Seconded by: Dan Meeks

THAT the minutes from the regular meeting of Council held on January 13th, 2026, be approved as presented [amended].

Carried

7. Mayor's Remarks

Mayor Smith shared that she was pleased to be back following her recovery from a broken ankle. Council also highlighted upcoming community events, including the Heritage Festival taking place over the Family Day weekend, with a brochure to be distributed in the local paper, and the District #4 Recreation Committee Chinese Dinner and Quarter Auction scheduled for February 7, 2026, at Oso Hall. Tickets for the event are selling quickly.

8. Delegations

a. **Michela Gossage, Resident**

Originative Energy Solutions Municipal Support Resolution

Original Motion:

THAT Council receive the presentation from Michela Gossage regarding the Originative Energy Solutions Municipal Support Resolution, for information.

Not Voted On

MOTION NO. 2026-20

Moved by: Nicki Gowdy

Seconded by: Phillip Smith

Amended Motion:

We motion that we would like to accept Michela Gossage's presentation for information and direct staff to develop a policy for future support letters from the municipality for applications and to send a letter to the IESO for the removal of the municipal support letter for applications from municipalities.

Carried

b. **Bruce Beacock, Resident**

Feral Cats in Central Frontenac

MOTION NO. 2026-21

Moved by: Bill Everett

Seconded by: Phillip Smith

THAT Council receive the presentation from Bruce Beacock regarding Feral Cats in Central Frontenac.

Carried

Mayor Smith asked that Bruce send in his motion for staff to review and consider potential enforcement options or solutions.

9. Public Meeting

None

10. Consent Agenda

MOTION NO. 2026-22

Moved by: Lynn Klages

Seconded by: Dan Meeks

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

Carried

- a. **Correspondence received up to January 21, 2026**
 - 1. Pages 1-4, Dated December 3rd, 2025, from the City of Peterborough, Sustainable Funding for Police Services Request
 - 2. Pages 5-9, Dated December 15th, 2025, from EORN, Cell Gap Project Monthly Update December 2025
 - 3. Pages 10-11, Dated January 12, 2026, from the Municipality of North Perth, Support Resolution for Township of Perry Resolution, Removal of HST and GST From New Homes.
 - 4. Pages 12-14, Dated January 15, 2026, from the City of Stratford, Bill 68, Plan to Protect Ontario Act, and ERO Posting 025-1257
 - 5. Pages 15-18 Dated January 2, 2026, from the Municipality of North Grenville, Merrickville-Wolford Village Police Detachment Board, Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera Systems
 - 6. Pages 19-20, Dated January 20, 2026 from The Town of Wasaga Beach, Letter of Support from the Town of Wasaga Beach – City of Brantford Correspondence Re: Support for Reform to Sentencing, Parole, and Public Access to the Ontario Sex Offender Registry

- b. **Heritage Committee Minutes**
 - 1. October 21, 2025
 - 2. November 25, 2025
 - 3. January 6, 2026

- c. **Economic Development Advisory Committee Minutes**
 - 1. October 1, 2025
 - 2. November 17, 2025
 - 3. December 3, 2025

- d. **Central Frontenac Recreation Committee Minutes**
 - 1. CFRC, April 24, 2025
 - 2. CFRC, May 15, 2025
 - 3. CFRC, May 22, 2025

- 4. CFRC, June 19, 2025
- 5. CFRC, October, 16, 2025

- e. **Septic Reinspection Advisory Committee Minutes**
 - 1. September 16, 2025

11. Deferred Items

None

12. Staff Reports/Departmental Updates

- a. **Report No. 007-2026**
Finance Accounts Payable Report

MOTION NO. 2026-23

Moved by: Bill Everett

Seconded by: Lynn Klages

THAT Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$2,416,508.09 as prepared by the Treasurer, for information;

Carried

- b. **Report No. 008-2026**
Finance Apportionments

MOTION NO. 2026-23

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Council approve the following apportionment(s) of assessment as recommended by MPAC for 2025 & 2026 as applicable for the following roll number(s):

10-39-020-010-28000; 10-39-020-010-28100-0000; 10-39-080-020-17100-0000 & 10-39-080-020-17106-0000

Carried

- c. **Report No. 009-2026**
Finance 2026 Excluded Expenses
MOTION NO. 2026-24
Moved by: Phillip Smith
Seconded by: Nicki Gowdy
THAT the Council of the Township of Central Frontenac accept and approve the 2026 Expenses Report as required by Ontario Regulation 284/09;
Carried
- d. **Report No. 010-2026**
Finance 2026 Final Tax Levy and Budget Bylaw
MOTION NO. 2026-24
Moved by: Susan Irwin
Seconded by: Phillip Smith
THAT Council adopt the 2026 tax rate by-law as presented by the Treasurer with the recommendation to raise the municipal levy of \$11,285,509;
Carried
- e. **Report No. 011-2026**
Finance 2026 Vendor List
MOTION NO. 2026-25
Moved by: Dan Meeks
Seconded by: Susan Irwin
WHEREAS the Township Procurement policy by-law requires an annual council review and approval of the vendor list during budget deliberations;
AND WHEREAS the Treasurer is recommending that Council approve the Vendor of Record list as presented.
Carried
- f. **Report No. 012-2026**
Emergency Services/Fire Monthly Activities

MOTION NO. 2026-26

Moved by: Lynn Klages

Seconded by: Dan Meeks

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated January 27, 2026

Carried

g. **Report No. 013-2026**

Bylaw Enforcement Monthly Activities

MOTION NO. 2026-26

Moved by: Lynn Klages

Seconded by: Susan Irwin

THAT Council receive the January 2026, By-law Enforcement and Education Activity Report as prepared by the By-law Enforcement Officer for information.

Carried

h. **Report No. 014-2026**

Planning Monthly Activities

MOTION NO. 2026-27

Moved by: Susan Irwin

Seconded by: Lynn Klages

THAT Council receive the Planning Activity Report dated January 27, 2026, as prepared by the Planning Coordinator for information.

Carried

i. **Report No. 015-2026**

Administration Surplus Declaration and Disposition Process – Identified Municipal Parcels

MOTION NO. 2026-28

Moved by: Bill Everett

Seconded by: Nicki Gowdy

THAT Council declare the following municipally owned parcels as surplus to the needs of the Township:

Roll 103901002011210 PLAN 949 LOT 17 CON 7 PT LOT 31
(Steiger Rd)

Roll 103901002001920 CON 3 PT LOT 19 RP 13R9474 PART 1
(Bordenwood Rd.)

Roll 103901002007500 CON 6 PT LOT 27 RP 13R13751 PART 2
(Henderson Rd.)

Roll 103904002006000 CON 1 PT LOT 25 (11683 Road 38)

AND THAT Council suspend the disposition method prescribed in by-law 2020-29 for these parcels and direct staff to proceed with the sale of the surplus lands through a licensed real estate agent;

AND FURTHER THAT Council authorize staff to provide public notice of the proposed land sales in accordance with the Municipal Act, 2001 and the Township's Sale of Land By-law.

Carried

j. **Report No. 016-2026**

Administration Cemetery Maintenance Request For Tender

MOTION NO. 2026-29

Moved by: Dan Meeks

Seconded by: Nicki Gowdy

WHEREAS the Township is responsible for the maintenance of municipal cemeteries and related services;

AND WHEREAS the current cemetery maintenance contracts are expiring on May 31, 2026 and must be retendered for the upcoming season;

AND WHEREAS the cemetery grave opening and closing contract is a four(4) year contract ending December 31, 2028, and staff wish to better align contract timelines for future efficiency;

NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to issue Requests for Quotation for cemetery maintenance services using both a combined Township wide contract and separate district-based contracts, for a three(3) year term ending December 31, 2028, and to report back to Council with the results and a recommendation.

Carried

k. **Report No. 017-2026**

Administration Draft Sewage System Standards Bylaw Survey

MOTION NO. 2026-30

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Council authorize staff to release an additional public survey on the draft Sewage System Standards By-law;

AND THAT the survey be hosted on the Township website to encourage increased community participation.

Carried

l. **Report No. 018-2026**

Administration Building Canada Homes Funding Application

****Amended Item: Report No. 018-2026 added Monday January 26, 2026.*

*Moving item 14 a) (Correspondence for action) to staff reports and including a full report. ****

MOTION NO. 2026-31

Moved by: Susan Irwin

Seconded by: Phillip Smith

WHEREAS 2B Developments, through President Lindsay Blair, has continued to act on behalf of the Township in advancing the Sharbot Lake Project, including completing the housing feasibility analysis, presenting findings to the Housing Advisory Committee, and preparing for potential funding applications.

AND WHEREAS the federal government has introduced the Build Canada Homes (BCH) program as the new funding stream for housing development projects;

AND WHEREAS 2B Developments is seeking Council's authorization to submit a Build Canada Homes (BCH) funding application on behalf of the Township for the Sharbot Lake Project;

NOW THEREFORE BE IT RESOLVED that Council authorize 2B Developments to proceed with submitting a capital funding application to Build Canada Homes (BCH) on behalf of the Township for the Sharbot Lake Project by the end of January 2026.

Carried

13. Committee/Other Reports

a. **2026 Rural Ontario Municipal Association (ROMA) Conference Update**

Councillors Gowdy , Smith and Kelsey

MOTION NO. 2026-31

Moved by: Phillip Smith

Seconded by: Nicki Gowdy

THAT Council receive the 2026 Rural Ontario Municipal Association Conference update from Councillors Gowdy, Kelsey and Smith for information;

Carried

14. Communication/Correspondence for Action

a. **Amended Item (January 26, 2026)**

Item 14. a) moved to section 12. (I) Staff reports

****Original information below (prior to amendment)***

"2B Developments Building Canada Homes Grant Application Authorization

Letter dated January 23, 2026

WHEREAS the federal government has introduced the Build Canada Homes(BCH) program as the new funding stream for housing development projects;

AND WHEREAS 2B Developments is seeking authorization to submit a Build Canada Homes funding application on behalf of the Township for the Sharbot Lake Project;

NOW THEREFORE BE IT RESOLVED THAT Council authorize 2B Developments to submit a Build Canada Homes funding application on behalf of the Township for the Sharbot Lake Project."

15. Bylaws/Agreements

a. **2026 Final Tax Levy Bylaw**

MOTION NO. 2026-32

Moved by: Dan Meeks

Seconded by: Nicki Gowdy

THAT By-Law 2026-05, being a by-law to adopt the estimates for the sums required during the year 2026 for the purposes of the Township and to set the appropriate tax rates, be read a first, second and third time and finally passed this 27th day of January 2026.

Carried

16. Notice of Motion

None

17. Giving Notice of Motion

None

18. New/Other Business

None

19. Closed Session

a. **Resolve into Closed Session**

MOTION NO. 2026-33

Moved by: Phillip Smith

Seconded by: Lynn Klages

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

Personal matters about an identifiable individual, including municipal and local board employees (S.239(2)(b))

1. Personal matters about an identifiable individual, including municipal and local board employees (S.239(2)(b))

Carried

b. **Rise from Closed Session**

MOTION NO. 2026-34

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT Council rise from closed session pursuant to S.239(2) of the Municipal Act 2001, to discuss:

1. Personal matters about an identifiable individual, including municipal and local board employees (S.239(2)(b))
2. Personal matters about an identifiable individual, including municipal and local board employees (S.239(2)(b))

Carried

MOTION NO. 2026-35

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT Council approve the Organizational and Service Delivery Review – Implementation Plan dated November 10, 2025;

AND THAT Council authorize the Mayor and Chief Administrative Officer to proceed with the implementation of the plan in accordance with the phased approach, governance framework, and reporting mechanisms outlined therein;

AND THAT progress be monitored and reported to Council in accordance with the Implementation Plan, with any required budgetary approvals to be considered through the annual budget process.

Carried

20. Adjournment

MOTION NO. 2026-36

Moved by: Bill Everett

Seconded by: Duncan McGregor

THAT By-Law 2025-06 being a by-law to confirm the proceedings of the regular council meeting held January 27, 2026, be read first, second, and third time, and finally passed this 27th day of January, 2026;

AND FURTHER THAT this meeting be adjourned until Tuesday, February 10th, 2026 , at 6:00 p.m. for a regular meeting of Council, said meeting to be held in the Council Chambers at 14216 Road 38, Sharbot Lake, Ontario.

Carried

Mayor Smith Adjourned the meeting at 7:49 pm

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk



**The Corporation of the
Township of Central Frontenac
Sharbot Lake Farmers Market Agenda**

Jan 28 at 6pm
Online

Members: Ali & Mike Williams-Winding Road Coffee, Amanda Neadow- Middleton Neadow Farm, Mary Ellen Whan-Whan Farm, Darlene & George Conboy- Conboy Maple Syrup, Ken & Joyce Waller- Waller Woodcrafts, Lianne Parkhill- Fen Valley Farm, Susan Irwin-Councillor, Central Frontenac

Market Manager: Sarah Hannon-Rise Farm

1. **Call to Order:** Susan Irwin Called the meeting to order at 6:02 pm

2. **Approval of Agenda**

MOVED BY: Ken Waller

THAT the agenda of the Jan 28, meeting be approved as presented.

Carried

3. **Disclosure of Pecuniary Interest** None

4. **Approval of Minutes**

a) November 23rd

MOVED BY: Mary Ellen Whan, **Seconded:** Amanda Neadow-Middleton

THAT the minutes of the November 23rd meeting be approved as presented.

Carried

5. **Business**

a) Holiday Market

\$400 was generated from table rentals and lunch sales at the Holiday Market December 6, 2025. After expenses there was a profit of \$150. This money will be allocated to the ad for the Spring Fling 2026. Oso Hall is booked for Saturday December 5 for the 2026 Holiday Market

b) Invoices

Sarah Hannon- Invoice # 2025-3: \$300- Holiday Market preparation

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

THAT payment of Invoice 2025-3 for Market Manager Fees in the amount of \$300 be approved as presented.

CARRIED

Frontenac News Ad- \$100.46 for the Holiday Market

MOVED BY: Ken Waller **SECONDED:** Ali Williams

THAT payment of the Frontenac News Ad expense of \$100.46 for the Holiday Market is approved.

CARRIED

c) Spring Fling

Saturday April 11, 2026 from 10 am to 1pm at Oso Hall

Offer will be made to all vendors who have previously participated before opening up to new vendors with the exception of Living Shores as the market is timely for their product mix.

The hall is booked from 8 until 3 to allow for set up and change in hours if warranted.

There will be a farm to table fundraising lunch as in the past. Ken Waller suggested that all vendors be on site by 9:00 to ensure that set up is complete when customers arrive before 10 am.

d) 2026 Season Dates / Opening Day

Saturday June 27 is Opening Day. Sharbot Lake Chiropractic and Wellness, Sharbot Lake Library and Early ON have already indicated that they would like to attend on Opening Day.

Rocket Dog will also be in attendance and have indicated that they will participate once monthly.

Discussion with regard to Market Day hours- remain with 9 am- 12 pm or extend to 1 pm. It was decided to table this discussion until the March meeting so everyone could have a chance to consider.

e) Vendor Applications

As in past years there will be exclusivity for Vendors.

Vendor applications will be open from Feb 15- Mar 31. At the next meeting on April 2, the applications will be reviewed.

A meet and greet for all Vendors will be held in early June.

6. New/Other Business

Sarah has been in touch with the Farmers Market of Ontario association. The \$300 yearly fee would include promotion in various marketing material featuring farmers markets

Mary Ellen had received an inquiry from Central Frontenac Township's Economic Development Advisory Committee asking if the Sharbot Lake Farmers Market wanted to participate in the Central Frontenac Visitors Guide.

7. Next Meeting – April 2, 2026 @ 6 pm via Zoom

8. Adjournment

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

THAT this meeting be adjourned at 6:45

CARRIED

EORN Cell Gap Project Monthly Update January 2026

Regional view

	Planned	Completed	New this month
Upgrades to existing towers	311	311	n/a
New towers in service	257	167	8
New co-locations	89	78	1
Land use authority	257	256	2
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	8	1
New co-locations	6	4	0
Land use authority	14	14	n/a
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Note: data is updated by Rogers on the 15th of each month. Data provided for this update was received on January 15, 2026.

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

Board Summary Report

January 12, 2026

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights of the January 12, 2026, Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the December 8, 2025, Board of Directors meeting.

EMPLOYEE PRESENTATION: MODERNIZING FINANCIAL OVERSIGHT

Staff provided a presentation on improvements to the financial systems in use at MVCA. The expanded use of QuickBooks Online (QBO) allows for online bill submission, review and approvals, and reliable and up to date budget monitoring by managers and is proving useful and easy to use.

GM UPDATE

S. McIntyre provide the GM Update and highlighted the following:

- The sale and lease agreements for MVCA's portion of the K&P Trail were signed by Chair R. Huetl, GM McIntyre, and the Wardens and Chief Administrative Officers of the counties of Lanark, Frontenac and Renfrew on December 8, 2025.
- The Mill of Kintail museum will move from being open 7 days a week to 5 days a week in 2026; closed on Tuesdays and Wednesdays. This change will allow MVCA to reduce costs by approximately \$20,000/year.
- A comparative financial analysis of the five CAs proposed for amalgamation and of the provincial grants received by those CAs was provided and discussed in response to a Board member request at the December meeting.

FALL RIVER FLOOD AND EROSION HAZARD MAPPING STUDY

The Board of Directors adopted the report *Fall River Regulatory Flood and Erosion Hazard Mapping*, dated December 2025, and the associated GIS-based Regulation Limit lines and floodplain maps as the delineation of areas along the Fall River that are

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susceptible to erosion and flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 41/24; and directed that the December report, maps and Regulation Limit be used in the implementation of Ontario Regulation 41/24.

PROPOSED FEE SCHEDULE AMENDMENTS

The Board approved a 2026 update of Schedules A through C of MVCA's Fee Schedule. The fees will be posted and circulated for comment. The fees will take effect on March 1, 2026, pending no major concern regarding the proposed changes or direction from the province.

2026-2028 EDUCATION PLAN

A presentation was provided on the results of the education program pilot; and the goals, objectives, and targets set out in the proposed Education Plan. Board members were supportive of the program and identified potential opportunities to supplement funding for school bussing. The Board approved the *2026-2028 Education Plan*.

ATTACHMENTS:

- Draft minutes of January 12, 2026, Board of Directors Meeting.
- Approved Minutes of December 8, 2025, Board of Directors Meeting.



DRAFT Minutes: Board of Directors Meeting

January 12, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

ROLL CALL

Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair
- Allan Hubley (Remote)
- Bev Holmes
- Cathy Curry (Remote)
- Cindy Kelsey
- Dena Comley
- Glen Gower
- Helen Yanch
- Janet Mason
- Jeannie Kelso
- Jeff Atkinson
- Mary Lou Souter
- Richard Kidd
- Taylor Popkie (Remote)
- Wayne Baker

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Elizabeth Clifflen-Gallant, Finance Officer
- Juraj Cunderlik, Director of Engineering
- Ben Dopson, Manager of Planning & Stewardship
- Scott Lawryk, Property Manager
- Emma Higgins, Education Program Coordinator
- Alex Broadbent, Manager of I&CT
- Kelly Hollington, Recording Secretary
- Bryan Flood, Water Resources Engineer (Remote)

Members Absent

- Clarke Kelly

Guests

- Martha King

R. Huetl called the meeting to order at 12:58 p.m.

DECLARATIONS OF INTEREST

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

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AGENDA REVIEW

There were no additions or amendments to the agenda.

BOD26/01/12 - 1

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

Resolved, that the agenda for the January 12, 2026, Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, December 8, 2025.

There were no discussions or amendments regarding the minutes.

BOD26/01/12 - 2

MOVED BY: J. Atkinson

SECONDED BY: C. Kelsey

Resolved, that the minutes of the Board of Directors Meeting held on December 8, 2025, be received and approved as printed.

“CARRIED”

2. Staff Presentation: Modernizing Financial Oversight, Elizabeth Clifflen-Gallant.

E. Clifflen-Gallant provided a presentation on improvements to the finance department at MVCA: online bill approvals and budget reporting for managers using QuickBooks Online. She described the online invoice approval process, noting it's improved accessibility and timeliness. She explained that managers now have access to real-time budget reports. She demonstrated a manager view of budget reports, highlighting the level of detail they can access. She highlighted the improvements have made for efficient workflows and improved oversight and tracking.

J. Mason asked the MVCA management team for feedback on the improvements. S. Lawryk responded that the changes have made a positive impact. He noted more effective invoice tracking and budgeting. J. Cunderlik agreed.

J. Kelso asked if the QuickBooks program is secure. E. Clifflen-Gallant responded that QuickBooks Online is a cloud-based platform hosted within Canada and has a two-factor authentication sign-in process.

3. GM Update, Report 3533/26, Sally McIntyre.

S. McIntyre provided the GM Update, she highlighted:

- The sale and lease agreements for the K&P Trail were signed by Chair R. Huetl, Richard Kidd and other county wardens and CAOs and S. McIntyre on December 8, 2025. Implementation will be phased.
- The museum will move from being open 7 days a week to 5 days a week in 2026-- closed on Tuesdays and Wednesdays. This change will allow MVCA to move from 1 full-time and 2 part-time staff to 2 full-time staff.
- In response to a request made at the previous Board meeting, a comparative financial analysis of provincial grants and levy costs on a per capita basis of the five CAs was carried out and presented. Tables 1 and 2 provide this information as well as main expenditure budget for the five CAs. S. McIntyre noted that CAs define their category 2 and 3 programs and services differently. She noted MVCAs significant capital program and that a benefit of amalgamation would be potential sharing of capital costs. She highlighted significant differences in grants across the CAs and there is no apparent rationale. She noted offsetting revenues are not included in Table 2 and that per capita levy costs was a more reliable indicator of potential future impacts on MVCA municipalities.

P. Kehoe asked if Mississippi Mills staff have been notified of MVCA's plan to reduce the museum hours, specifically Mayor Lowry. S. McIntyre responded that the Mill of Kintail Museum advisory committee were consulted on the decision, which includes B. Holmes. P. Kehoe recommended that Mayor Lowry's office be notified. S. McIntyre agreed that the communication would be made.

R. Kidd asked how much of a reduction in cost is associated with reducing museum staff from 1 full-time and 2 part-time to 2 full-time employees. S. Millard responded that the reduction in cost is roughly \$20,000. She noted that the reduction is largely attributed to moving to a 5-day schedule. S. McIntyre added that being open 7-days/week required an additional staff member to allow for staff time-off.

R. Kidd asked why Raisin Region Conservation Authority (RRCA) receives twice as much as MVCA in grants. S. McIntyre responded that she is not aware of the reason for the

differences in grant amounts allocated to CAs. She noted that the GMs across the other CAs cannot explain the differences and no rationale has ever been provided. R. Kidd commented that discrepancies in grant amounts were noted by the Heath Units when they amalgamated. S. McIntyre responded that the CAs have been aware of these discrepancies for many years. R. Kidd indicated that the differences in accounting practices amongst CAs could be an example of why the province is pursuing amalgamation. S. McIntyre commented that these types of differences could be addressed by a memo that provided clarification and direction at far less cost.

4. Fall River Flood and Erosion Hazard Mapping Study, Report 3534/26, Juraj Cunderlik.

J. Cunderlik provided background for the Fall River and Erosion Hazard Mapping study. He reviewed the study area and approach to the project and noted that Provincial and Federal technical guidelines were followed. He summarized the methodology, model validation, and ground truthing carried out and showed a sample map.

J. Cunderlik showed which properties are affected, noting that only 50% are newly regulated, with the balance already regulated under wetland policies. He reviewed safe access issues: 5 public roads without safe access affecting 166 residences. He noted that the number of residences is high because, in many cases, there is only one in-out access road. He highlighted that adjustments to the height of these roads would create safe access.

J. Cunderlik outlined the notification and public consultation process and said that the public open house held on November 27 was well attended. Staff reviewed public comments and inquiries, with the majority related to developing and permitting and the new erosion hazard. He highlighted that the public understand flood hazards and have less knowledge around the concept of erosion hazards. He noted that education is required to help the public gain an understanding of erosion hazards and how they are identified.

J. Cunderlik outlined next steps including the posting of the final maps on MVCA's website and sharing of maps with Tay Valley Township and Lanark County. He noted that the maps will help MVCA and municipal partners to understand the impacts of development and how to mitigate hazards in the Fall River watershed; and will inform MVCA's flood forecasting and warning and capital infrastructure renewal programs.

P. Kehoe asked if Highway 7 is included in the areas without safe access. J. Cunderlik responded that the area in question is a private driveway.

W. Baker noted his attendance at the public open house and expressed his thanks to Juraj and his team for their work on the project.

BOD26/01/12 - 3

MOVED BY: H. Yanch

SECONDED BY: D. Comley

Resolved, That the Board of Directors:

- a. Adopt the report Fall River Regulatory Flood and Erosion Hazard Mapping, dated December 2025, and the associated GIS-based Regulation Limit lines and floodplain maps as the delineation of areas along the Fall River that are susceptible to erosion and flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 41/24; and*
- b. Direct that the December report, maps and Regulation Limit be used in the implementation of Ontario Regulation 41/24.*

“CARRIED”

5. Proposed Fee Schedule Amendments, Report 3535/26, Stacy Millard & Ben Dopson.

B. Dopson provided background on the Provincial freeze on planning and regulation fees that has been in place since 2023. Unlike the past two years, no extension notice was received in December, and staff propose to move forward with increases. MVCA staff coordinated with Rideau Valley Conservation Authority (RVCA) and South Nation Conservation Authority (SNC) in recommending a 3% increase to planning and regulation fees. He noted the following additional amendments:

- Changes to Zoning by-law amendments, minor variance applications, and site plan – single residential fees to make them consistent with those of RVCA.
- Adding a fee for lifting of 30cm Reserves – a planning tool used by the City of Ottawa to control single residential lot development by restricting frontage onto a road. MVCA encountered this for the first time in 2025.
- Addition of fees for part-lot control.
- Amendments to the descriptions in Schedule D to provide clarity and to align with RVCA where possible.

- Increases to the security deposits for minor and major projects based upon input from consultants who indicated that MVCA's are lower than the cost to prepare as-built drawings, making it more likely that someone would forfeit their security deposit.
- Addition of a security deposit for projects participating in MVCA's wetland compensation policies based upon analysis of the per/hectare cost to create a wetland.

B. Dopson explained that the proposed changes to the fee schedules would be circulated to member municipalities and posted for public consultation with a comment period of 30 days following Board approval.

J. Kelso asked when the Province has sent freeze extension notices in the past. B. Dopson responded that notification has typically been received in December.

D. Comley asked how often fees were updated prior to the freeze. S. McIntyre responded that fees were increased annually. D. Comley asked if 3% is an enough of an increase to account for inflation. S. McIntyre explained that the GMs from RVCA and SNC collectively agreed to take a reasonable approach to fee increases recognizing that the Province may yet decide to implement a fee freeze.

J. Mason commented that 3% is low considering cost of living increases over the three years of the freeze and that it is overly prudent. She expressed concern regarding the messaging behind only increasing by 3%.

R. Kidd expressed doubts that the Province will allow fee increases.

S. McIntyre noted that ministry overseeing CAs changed last year from the Ministry of Natural Resources to the Ministry of Environment, Conservation and Parks. She noted that ~30% of CAs have already approved fee increases. A 3% increase was a value that the three CA GMs operating within the City of Ottawa could agree upon.

J. Mason commented that a 3% increase is not reflective of the actual cost increase to carry out the works listed in the fee schedules.

R. Kidd commented that it should be made clear the increase only reflects 2026 and not the previous 3 years; it does not recuperate the lost funds from the previous years.

M. Souter commented that clarification is needed.

R. Kidd requested that the motion be amended to reflect that the increase is specifically for 2026 fees and does not recuperate the lost funds from 2023, 2024 and 2025.

S. McIntyre looked to the Board for recommended wording.

J. Kelso recommended adding that the *increase is only for 2026*.

R. Kidd recommended adding that *they do not include 2023, 2024 and 2025*.

Item d. was added to the motion.

BOD26/01/12 - 4

MOVED BY: M. Souter

SECONDED BY: G. Gower

Resolved, That the Board of Directors approve:

- a. 2026 update of Schedules A through C of MVCA's Fee Schedule as set out in Report #3535/26;*
- b. Posting and circulation of the new fees in accordance with MVCA's Fee Policy;*
- c. That the new fees take effect March 1, 2026, pending no major concerns regarding the proposed changes or direction from the province; and*
- d. This increase is only for 2026 and does not include 2023, 2024 and 2025.*

"CARRIED"

6. 2026-2028 Education Plan, Report 3536/26, Emma Higgins.

E. Higgins summarized MVCAs education program streams: day camps, watershed education programs for schools and groups, and guided conservation area tours. She reviewed highlights from 2025 including the expansion of the Summer Camp program from 4 to 7 weeks, with 228 campers. She noted that March Break Camp is a popular program, and that PA Day camp registrations are more weather dependent.

E. Higgins said that the education programs served ~2,500 students with great client feedback, and relatively low effort for marketing due to word of mouth amongst educators. She highlighted MVCA's status as a recognized partner of the Upper Canada District School Board (UCDSB); and that MVCA partnered with the Canadian Mental Health Association to provide guided *Mood Walks* at conservation areas.

E. Higgins state that an 85% increase in revenues is projected in 2025 over 2024. She reviewed grants and funding for the education program. She highlighted the goals of increasing grant applications and finding a long-term partner or multi-year

funding/sponsorship and developing a financial assistance program for transportation costs.

E. Higgins reviewed MVCA's education program partnerships. She noted a 2026 partnership with Trellis Mental Health, a mental health initiative within Almonte, to build a partnered wellness retreat program at the Mill of Kintail Conservation Area. She reviewed 2026 program registration targets, short-, mid- and long-term objectives. She highlighted the focus of increasing partnerships and funding.

P. Kehoe asked about the transportation subsidies for school groups. E. Higgins responded that MVCA has partnered with Ontario Power Generation (OPG) for grants that allow for schools to receive a transportation subsidy, within a specified location radius. P. Kehoe asked if the grant is one-time only or if MVCA will receive long-term support from OPG. E. Higgins responded that OPG also sponsored the purchase of snowshoes and that she is pursuing long-term support. P. Kehoe highlighted the importance of transportation subsidies in promoting programs to local schools. E. Higgins responded that transportation costs are a barrier for many schools.

R. Huetl noted high transportation costs for schools in North Frontenac.

J. Kelso commended E. Higgins on her hard work and passion for the education program. She commented that there is an opportunity to look for community grants with the Township of Lanark Highlands.

H. Yanch expressed her support for a focus on mental health-based initiatives. She recommended structuring mental health activities around June and September for the ideal weather conditions.

M. Souter commended and thanked E. Higgins on her work. She commented that she has ideas to share after the meeting. She noted the opportunity to apply for community grants with the Municipality of Mississippi Mills.

D. Comley added her commendations. She noted that she has a camper who attended and enjoyed summer camp and will continue to participate. She commented that the program is gaining in popularity amongst parents. She noted that the fees for camp are very reasonable and generally lower than most other local camps.

J. Mason asked if there is an opportunity to revive the Carp River Living Classroom with the help of E. Higgins. S. McIntyre agreed. J. Mason explained that she previously worked with the Ottawa-Carleton District School Board and the Ottawa Catholic School Board and outdoor educators to develop a Carp River Living Classroom plan for the Carp

River Conservation Area. The classroom initiative was paused with the reduction of education-based programs. She committed to connecting with E. Higgins, S. Lawryk and S. McIntyre on the potential revival of the project. She noted that Friends of the Carp River would be a partner.

R. Kidd commented that the program is not generating as much revenue as he anticipated. He asked about the pay rate for part-time staff. E. Higgins responded that staff are paid on a scale depending on experience. S. Millard commented that the part-time staff are paid slightly over minimum wage.

R. Kidd expressed concern that the program is losing money. S. Millard commented that the budget for the program is very conservative and does not include grants.

R. Kidd commented that the revenue generated from camps should be enough to cover the costs of the program. S. Millard explained that MVCA is still building the education program and is investing in items such as marketing and equipment. Equipment costs moving forward will be less.

S. Lawryk explained that the program is new and still actively being built. He noted the main expense in the budget associated with the program is the full-time salary. He explained that the goal of the program is to be full cost recoverable by 2028 including covering the full and part time salaries and not requiring subsidy from the municipalities. He highlighted the high level of administrative work that is required to support the program.

R. Kidd asked about the costs for seniors to participate in group tours. E. Higgins responded that the current costs for adults are 10\$/person or 25\$ for a group of five; and \$5 for children under 6. She has communicated these prices and discussing affordability with Care Bridge Community Support.

R. Kidd commented that it is difficult to raise camp prices once established. He warned against setting low fees to attract participants.

S. McIntyre explained that the summer camp program is operating at a profit. The pricing and structure of the other streams is being developed. She highlighted that the current costs are associated with establishing and growing the year-round program.

R. Kidd commented that Beckwith's summer camp program also helps to subsidise other programs such as public skating.

BOD26/01/12 - 5

MOVED BY: H. Yanch

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the attached Education Plan 2026-2028.

“CARRIED”

7. By-law Amendment: Abstentions, Report 3537/26, Sally McIntyre.

S. McIntyre explained that there is no text in MVCA’s Administrative By-laws regarding “abstentions” during voting. She reviewed the relevant sections of *Robert’s Rules of Order* regarding voting abstentions and noted that they are generally seen as lack of support for the motion.

C. Curry provided a description of issues created from voting abstentions she has experienced on other boards. She recommended not being able to abstain from voting.

H. Yanch agreed with C. Curry; she recommended not being able to abstain from voting. She noted issues she has experienced with voting abstentions at council meetings.

R. Kidd commented that *Robert’s Rules of Order* is an American book. He recommended that MVCA take an approach like member municipal councils. He recommended not being able to abstain from voting.

R. Huetl explained that each municipality handles voting differently. He explained that in his experience the only reason for voting abstention has been a conflict of interest with the topic.

P. Kehoe asked for clarity around tie votes and how abstentions factor in. S. McIntyre explained that on a tie vote, the motion is lost. If an abstention is viewed as lack of support, it would be considered a negative vote.

B. Holmes recommended not being able to abstain from voting. She noted the inclusion of language in the *Administrative By-Law* referring to the agricultural representative; she asked if MVCA will have a new agricultural representative appointed. S. McIntyre responded that the term expired for the previous agricultural representative. MVCA is waiting on the province to appoint a new representative. R. Kidd noted that the position is a provincial appointment.

R. Huetl highlighted the importance of clarifying this topic in the *Administrative By-law*.

R. Kidd recommended that a committee review how abstentions should be handled and report to the Board.

P. Kehoe commented that when the Board votes on a motion, only in-favour votes are counted; votes against and abstaining from voting are considered the same.

S. McIntyre highlighted that according to Robert's Rules of Order the Chair is supposed to ask for both the positive and negative votes for each motion.

G. Gower commented that if the item is being deferred for consideration, he has a recommendation for a parliamentary expert to review the rules and offer advice on how to best word the *Administrative By-law*.

H. Yanch commented that in her township, voting is recorded online. She recommended considering this option.

W. Baker recommended not being able to abstain from voting.

R. Kidd asked that language clarifying conflict of interest also be clarified. S. McIntyre explained that the previous version of conflict of interest provided to the Board was a staff version. The board-based version is included in the document and available on MVCA's website.

H. Yanch explained that the members of the Board have a responsibility to have an understanding of what is considered a conflict of interest.

R. Kidd commented that each municipality considers conflict of interest differently. S. McIntyre agreed that conflict of interest policies should be considered and tabled with the Board.

D. Comley asked if the Policy and Planning Advisory Committee has the parliamentary experience to consider abstentions and conflict of interest policies. S. McIntyre responded that the committee will have to make that determination.

BOD26/01/12-6

MOVED BY: G. Gower

SECONDED BY: J. Atkinson

Resolved, That the Policy and Planning Committee be directed to consider how abstentions are handled and to review the conflict-of-interest policies and make recommendations to the Board of Directors.

"CARRIED"

8. In Camera – Labour Relations, Verbal Report, Roy Huetl.

Discussions were held in-camera.

BOD26/01/12 - 7

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

Resolved, that the Board of Directors move to an in-camera session for the discussion of:

- *Personal matters about an identifiable individual, including employees of the Authority;*
- *And further resolved, That all MVCA staff and guests leave the room.*

“CARRIED”

BOD26/01/12 - 8

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

Resolved, That the Board of Directors move out of in-camera session.

“CARRIED”

BOD26/01/12 - 9

MOVED BY: J. Atkinson

SECONDED BY: G. Gower

Resolved, That the Board of Directors accept the legal advice concerning personnel matters dated December 9, 2025.

“CARRIED”

ADJOURNMENT

BOD26/01/12 – 10

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 3:05 p.m.

K. Hollington, Recording Secretary



Minutes: Board of Directors Meeting

December 8, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

ROLL CALL

Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair (11:45 a.m.)
- Bev Holmes
- Cindy Kelsey
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Janet Mason
- Jeannie Kelso
- Jeff Atkinson
- Mary Lou Souter
- Richard Kidd
- Wayne Baker

Members Absent

- Allan Hubley
- Cathy Curry
- Taylor Popkie

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager
- Alex Broadbent, Manager of I&CT
- Kelly Hollington, Recording Secretary

Guests

- Donna Rotar, Baker Tilly

Chair called the meeting to order at 10:04 p.m.

DECLARATIONS OF INTEREST

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

AGENDA REVIEW

There were no amendments or discussion regarding the agenda.

BOD25/12/08 – 1

MOVED BY: M. Souter

SECONDED BY: D. Comley

Resolved, that the agenda for the December 8., 2025, Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, October 20, 2025

There were no amendments or discussion regarding the minutes.

BOD25/12/08 – 2

MOVED BY: J. Kelso

SECONDED BY: W. Baker

Resolved, that the minutes of the Board of Directors Meeting held on October 20, 2025, be received and approved as printed.

“CARRIED”

2. Receipt of Draft Minutes: Finance and Administration Advisory Committee, November 27, 2025.

There was no discussion regarding the draft minutes.

3. GM Update, Report 3529/25, Sally McIntyre.

S. McIntyre provided the GM Update, she highlighted:

- Mill of Kintail Museum Update – A virtual public information session held on November 24th was attended by over 30 people. Staff received an expression of interest from North Lanark Historical Society regarding the potential relocation of their museum to the Mill of Kintail and co-management of the Mill of Kintail museum and collection. Organizations have confirmed their participation in the working group and a kickoff meeting is scheduled for January.

- K&P Trail Sale/Lease – MVCA is executing the agreements later today for the purchase and sale and the interim lease of the K&P Trail.
- MVCA’s Director of Engineering, Juraj Cunderlik and summer student Violet French took 2nd prize at the annual Latornell conference for their poster presentation regarding the impacts of climate change on the magnitude of flood events in the Carp River.

J. Mason asked for a copy of the poster from the Latornell conference. S. McIntyre agreed.

4. Bill 68 and Conservation Authority Amalgamation, Report 3530/25, Sally McIntyre.

S. McIntyre reported that she attended a consultation session on Friday, December 5 hosted by the Province. She summarized the provincial proposal for the St. Lawrence Regional CA and noted that MVCA is the only CA in the region with significant infrastructure used to manage water levels and flows across an entire watershed. She also noted that Hassaan Basit, Chief Conservation Executive stated on December 5th that he is not interested in alternative boundaries that would split an existing CAs between two Regional CAs. She summarized the proposed boundary criteria and identified the following gaps: financial fairness, operational effectiveness, governance effectiveness, existing partnership agreements and regulatory differences.

S. McIntyre provided a brief overview of how conservation authorities were formed and highlighted that municipal levies constituted ~68% of MVCA’s 2025 operating revenues. She reviewed the approved legislative changes regarding the proposed Ontario CA Agency and expressed concerns regarding its power to levy CAs to support Agency operations.

S. McIntyre reviewed several areas of risk, focusing on governance and funding including uncertainty regarding who will be responsible for the costs to amalgamate. She highlighted potential risks of moving to a province-wide permitting digital solution without phased implementation.

M. Souter asked what the motive is behind the provincial guidelines. S. McIntyre explained that the province wants a single window approach for developers, and potentially to allow for screening and for tracking key performance indicators. She noted that MVCA relies heavily on the pre-consultation process to engage with the public on the specifics of regulations for their property and questioned whether that might be diminished or lost.

J. Kelso asked when a permit timeline starts, at the point of application or other time. S. McIntyre explained that once a permit application is submitted, MVCA staff determine if all the requirements are met and the timeline starts once the package is deemed to be complete.

R. Kidd commented that the Provincial government is not afraid of change and developing new provincial policy statements to suit its needs.

S. McIntyre reviewed each of the key points from the draft response to ERO 025-1257 and asked for input from the Board.

R. Kidd asked if it's worth including the recommendation for the Lower Ottawa River Conservation Authority if Hassaan Basit has indicated that it is not in his interest to reallocate boundaries. S. McIntyre explained that the area recommended for reallocation is small—an area largely south of Highway 401.

B. Holmes asked if South Nation CA (SNCA) agrees with the provincial proposal. S. McIntyre explained that SNCA has rejected the provincial proposal in totality and objects to any amalgamation. She highlighted the SNCA is a bilingual CA, and they have concerns regarding continued service delivery in French if amalgamation occurs. She noted there would be costs associated with making the proposed Regional CA bilingual. S. McIntyre explained that the General Manager of Raisin Region CA was amenable to the recommendation of a Lower Ottawa River CA (LORCA).

S. McIntyre asked for feedback from C. Kelly and G. Gower regarding the City of Ottawa's intended approach.

G. Gower commented that City of Ottawa staff are preparing a response to the ERO. He explained that the Ottawa Councillors who sit on the Ottawa-area CA Boards are working on a motion to bring to council on Wednesday December 10. He noted that the motion opposes the amalgamation and raises issues around protecting municipal taxpayers, the reserves in place within the CAs, governance and boundaries. The motion will recommend the LORCA as an alternative to the St. Lawrence Regional CA.

S. McIntyre commented that it's worth recommending the LORCA in the submission as the province is looking for alternatives to its proposal. M. Souter agreed.

S. McIntyre reviewed the suggested municipal representation if the province moves forward with the LORCA model.

H. Yanch noted that the model does not include representation from Addington Highlands. S. McIntyre explained that the municipalities were determined based upon approximate assessment value percentages. She noted that North Frontenac is not on the Board for Quinte CA due to its size. She clarified that the values are an estimate and sought input from Board members.

J. Kelso asked that it be clarified in the submission that the municipal representation model is an estimate.

J. Mason asked if there is a way to include representation across the entire watershed. She highlighted that the upper Mississippi River is not fully represented. S. McIntyre agreed that representation from Lanark County would have to cover both the Rideau River watershed and the Mississippi river watershed.

R. Kidd commented that Lanark County would appoint its own representatives. J. Mason responded that the counties could be given guidelines to include all geographic areas.

M. Souter highlighted that the upper Mississippi River watershed contains important water control structures. S. McIntyre recommended adding two “Headwaters” representatives. J. Mason expressed her support for adding these positions. J. Atkinson expressed his support and noted that adding headwater representation supports the notion of a watershed-based regional CA.

S. McIntyre recommended that the positions be rotating seats amongst the headwater municipalities. H. Yanch expressed her support for the recommendation of two additional rotating seats.

C. Kelly asked how the rotating positions would be selected. S. McIntyre responded that the positions could be selected per term of council, or every two years. R. Kidd commented that the Heath Unit had rotating seats that were for 2-year terms.

H. Yanch expressed concerns regarding having to train new Board members every two years. S. McIntyre clarified that the rotation of positions would only be for the two headwater positions.

S. McIntyre highlighted the recommendation of a phased implementation approach to moving forward with amalgamation.

J. Mason suggested that MVCA recommend that amalgamations start in the Toronto area as it is an area of concern for the province. S. McIntyre noted that Hassaan Basit is

concerned about the smaller CAs that are unable to consistently deliver baseline levels of service. J. Mason recommended tailoring the recommendation to an area that appeals to Hassaan Basit, such as Nottawasaga CA.

J. Atkinson recommended highlighting the issues associated with changing to a bilingual organization in the proposed St. Lawrence Regional CA including cost and staff retention.

G. Gower expressed his support in the recommendations and thanked S. McIntyre and R. Huetl for their work dealing with the unexpected announcements, keeping the Board updated on information and developing a response.

S. McIntyre asked G. Gower and C. Kelly about bilingual service delivery. C. Kelly confirmed that everything at the City is offered in both official languages.

R. Kidd asked if there is a way to do comparative analysis of the assessment value per capita amongst the 5 CAs. He highlighted the importance of including capital assets such as MVCA's dams. S. McIntyre committed to sending the numbers for the CAs in the proposed St. Lawrence Region CA. He asked that the value of provincial grants per CA per capita also be included. S. McIntyre agreed.

R. Kidd suggested that the proposed regional CA could share the capital costs across all municipalities within the region. J. Mason noted that it would open the door for other capital project costs to be shared across all municipalities in the regional CA. J. Mason highlighted that the recommendations put forward support keeping municipal dollars within each municipality. S. McIntyre explained that the operating and capital budgets for each CA are unique.

BOD25/12/08 – 3

MOVED BY: D. Comley

SECONDED BY: M. Souter

Resolved, That the Board of Directors direct staff to submit the comments contained in Attachment 2 regarding the proposed amalgamation of Conservation Authorities per ERO posting 025-1257, as amended.

“CARRIED”

5. Draft 2026 Budget, Report 3527/25, Sally McIntyre & Stacy Millard.

S. McIntyre reviewed the 2026 budget direction per the October 20, 2025 Board of Directors meeting and the total budget percentage change between the 2025 budget and draft 2026 budget. She noted that differences are largely attributable to actual timesheet submissions in 2025 and consequent increase in staff time allocated to Category 1 services and reduction in time allocated to Category 3 services. She reviewed changes in staff compensation based on Cost-of-Living Adjustments (COLA) and merit increases. She reviewed the Category 1 operating budget and noted that MVCA will establish a cost centre for amalgamation costs (including legal and advisory services), to allow for their tracking and recovery from the province.

S. Millard highlighted a reassignment of Floodplain and Hazard Mapping project costs from the operating budget to the capital budget. She noted that data collected are asset used across several applications at MVCA.

J. Mason asked if the data is considered a depreciating asset. D. Rotar confirmed that the flood and erosion hazard mapping data is considered a depreciating asset. She noted that costs are incurred over the useful lifetime of the asset.

J. Kelso asked how the lifetime of an asset is determined. D. Rotar explained that she relies on the expertise of staff. She noted MOUs with the City of Ottawa speak to 10-year benchmarks. D. Rotar highlighted that the lifetime is an estimate.

S. McIntyre asked J. Cunderlik what the recommended benchmark is for updating floodplain and hazard mapping. J. Cunderlik confirmed that a 10-year benchmark is generally recommended. He explained that the lifetime of mapping data is subject to factors such as the amount of development that occurs in the area.

S. McIntyre reviewed the Category 1 Capital budget and planned capital projects for 2026. In follow-up to a query made at the Finance & Administration Advisory Committee meeting, she noted that MVCA is not well positioned to undertake additional dam safety reviews in 2026 because the preparatory work has not been completed. There may be potential to undertake an additional condition assessment at Big Gull Lake dam. She highlighted that the additional project would require additional staff resources and explained that the 2026 work plan uses all staff resources with little leeway for additional projects. J. Cunderlik explained that the dam safety review projects are data intensive and can necessitate years of preparatory work.

S. McIntyre provided an overview of the municipal levy and the percentage of change from 2025 to 2026. She reviewed the draft 2026 operating budget, operating revenues and the percentage of change from 2025 to 2026, and projected year-end reserve balance for 2026.

R. Kidd asked if all CAs have a watershed management category within their operating budget. S. McIntyre explained that all CAs would have a watershed management or similar category. She noted that the amounts would be different across the CAs.

BOD25/12/08 – 4

MOVED BY: J. Mason

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the Draft Budget (as amended by the Finance and Administration Advisory Committee) for circulation to member municipalities for comment.

“CARRIED”

6. Duty Officer Compensation, Report 3528/25, Sally McIntyre & Juraj Cunderlik.

S. McIntyre reviewed the recommended change in service delivery from seasonal monitoring to 365 day/year system monitoring. She provided the proposed compensation structure for duty officers. She noted that amendments recommended by the Finance and Administration Advisory Committee have been included in the current draft.

BOD25/12/08 – 5

MOVED BY: J. Kelso

SECONDED BY: W. Baker

Resolved, That the Board of Directors approve the update of the MVCA Employee Manual to include the duty officer compensation table and related amendments recommended in Report 3528/25 as amended per direction of the Finance and Administration Advisory Committee.

“CARRIED”

7. Financial Update – YTD September 30, 2025, Report 3526/25, Stacy Millard.

S. Millard noted that finances are on track. Expenses are down ~\$83,000. She highlighted that the water and sewer connection has been delayed again and is projected to cost more due to the delay. She noted that the 10-year capital plan will be tabled with the Board in March or April 2026, leaving room for adjustments. She explained that investment earnings were ~\$53,000 over approximately 4 months.

8. In Camera – New Agency – Amalgamation, Verbal Report, Sally McIntyre & Roy Huetl.

Presentations and discussions for items 8 and 9 were held in camera, see resolution below.

9. In Camera – Labour Relations, Verbal Report, Roy Huetl.

BOD25/12/08 – 6

MOVED BY: D. Comley

SECONDED BY: C. Kelsey

a) Resolved, That the Board of Directors move to in-camera discussions regarding labour relations or employee negotiations.

And further resolved that Sally McIntyre remain in the room and MVCA staff leave the room for initial discussions.

And further resolved that Sally McIntyre leave the room upon request for further discussion.

b) Resolved that the Board of Directors move to in-camera discussions regarding personal matters about an identifiable individual, including employees of the Authority.

And further resolved that the Sally McIntyre and MVCA Staff leave the room.

“CARRIED”

BOD25/12/08 – 7

MOVED BY: P. Kehoe

SECONDED BY: W. Baker

Resolved, That the Board of Directors move out of in-camera discussions.

“CARRIED”

CONSENT ITEMS

10. 2026 Mileage, Per Diem & Honorarium Rates, Report 3531/25, Sally McIntyre.

BOD25/12/08 – 8

Resolved, that the Board of Directors approve a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rates paid to employees and Board members, to take effect January 1, 2026.

“CARRIED THROUGH CONSENT AGENDA”

11. 2026 MVCA Board Meeting Schedule, Report 3532/25, Sally McIntyre.

BOD25/12/08 – 9

Resolved, that the Board of Directors approve the proposed 2026 meeting schedule.

“CARRIED THROUGH CONSENT AGENDA”

ADJOURNMENT

BOD25/12/8 – 10

MOVED BY: P. Kehoe

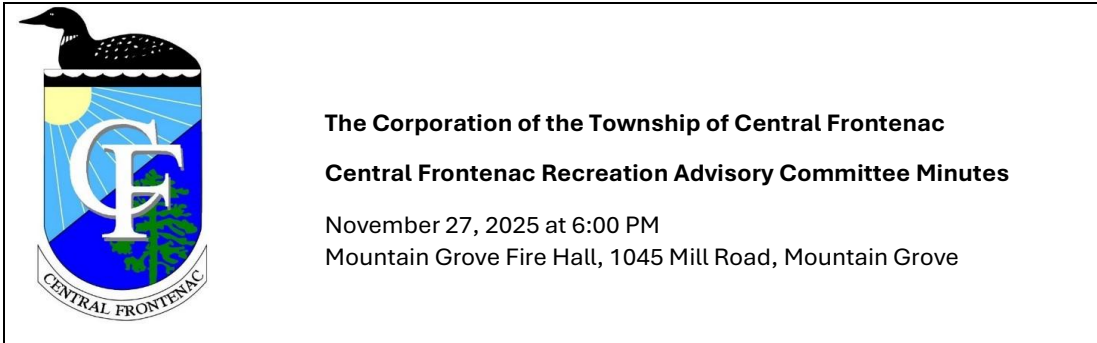
SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 12:00 p.m.

K. Hollington, Recording Secretary



Roll Call

Members: Bill Everett, Bob Teal, Duncan McGregor, and Phillip Smith

Regrets: Boyd Klages, Cory Thompson, Lesley Merrigan

Staff in Attendance: Nill

1. Call to Order

Phillip Smith as Chair called the meeting to order at 6:02 PM.

Duncan McGregor attended the meeting due to the absence of the District #3 member as their alternative member.

2. Approval of Agenda

MOVED BY: Bill Everett and Seconded by Bob Teal

THAT the agenda of the November 27, 2025 meeting be approved as presented.

Carried

3. Disclosure of Pecuniary Interest

Nill

4. Approval of Minutes

a) CFRC Minutes from October 16, 2025

MOVED BY: Bob Teal and seconded by Bill Everett

THAT the minutes of October 16, 2025, meetings be approved as amended.

Carried

- b) District #1 – October 20, 2025
District #4 – October 15, 2025

MOVED BY: Duncan McGregor and seconded by Bill Everett

THAT the meeting minutes of District #1 dated October 20, 2025, and District #4 dated October 15, 2025 be accepted for information.

Carried

5. Business

a) Financial Update

There has been no update so the amount remains \$1,742.69.

There has been email exchange regarding the Angie Sargent payment motioned at the last meeting and where the funds should come from District #3 or CRFAC. Discussed and Phillip Smith will follow up with township to advise it should be allocated as a Canada Day expense and not associated with CFRAC or District #3.

b) 2026 Budget Discussions (Including Canada Day)

Phillip Smith provided update that was received from Michael McGovern regarding what is currently budgeted for 2026. There has been earmarked \$20,000 per district and \$21,000 for Canada Day for a total CFRAC budget allotment of \$101,000.00 for 2026.

c) Fishing Derby Discussion

Deferred further discussion until more members are present.

Did review weekends when there was free fishing.

Duncan McGregor pointed out that if we are having a kids fishing derby that they don't require a license anyways.

Looking at Fathers Day weekend, being June 20-21, 2026.

Discussed District winners and overall township winners.

d) Volunteer Awards 2025

Deferred further discussion until more members are present.

Did discuss that we wanted to continue with the awards and was felt that Canada Day was the appropriate place to present the awards.

Also discussed that we would have nominations from community this year as well.

6. New/Other Business

a) Resolution Run – January 3, 2026

Bob Teal brought the Committee up to speed on an initiative of the Lions Club for a fundraiser run with pledge sheets, funds to support the Food Bank. Wanting to partner with the District Recreation

Committees. The Oso Hall has been booked already. Bob Teal is going to send an email to the Committee with further information.

7. **Next Meeting**
January 22, 2026 at 6:00, Council Chambers in Sharbot Lake or TBD

8. **Adjournment**

MOVED BY: Duncan McGregor

THAT this meeting be adjourned at 6:56 PM

Carried

KENNEBEC RECREATION COMMITTEE

MINUTES – November 17, 2025, 7 pm

ATTENDANCE:

In Attendance:		
Samantha Bradley	Barb Kirkland	Diane Nicolson
Gord Brown	Boyd Klages	Kim Ratcliffe-Doe
Rose Cavanagh	Lynn Klages	Una Riley
Tom Houghtling	Charmaine Lee	Christine Scott
Sue Hughes	Barbie Matson	Kent Smith
Judy Kennedy	Jeff Matson	Theresa Smith
Terry Kennedy	Greg McEachern	Dave Swann
Connie Tryan	Jen McEachern	Will Geissler
Judi Geissler		

1. REVIEW AND APPROVAL OF MINUTES FROM October 20, 2025

No changes were requested to the October 20th meeting minutes.

MINUTES October 20, 2025: Motion	First	Second
To accept Minutes	Christine	Kent
ACCEPTED		

2. REVIEW AND APPROVAL OF AGENDA

All were in favour of the Agenda.

Jeff Matson added an "Other" topic for discussion.

3. COUNCILLOR'S REPORT - LYNN

Lynn presented the Volunteer appreciation pin to **Jeff** as he was not able to attend the dinner.

4. FINANCIAL REPORT - SUE

Monies received for regular weekly classes. Report is attached for October.

MOTION:	First	Second
To approve details of financial report	Terry	Kent
ACCEPTED		

Dave Swann made a \$20 donation in exchange for some excess lights that were in the basement,

previously purchased by the KRC.

6. RECURRING ACTIVITY REPORTS:

EUCHRE (Tuesday 7:00pm) – Going well, numbers are steady

TAI CHI (Wednesday 9:15am) – Going well, numbers are steady.

CORNHOLE (Wednesday 1:00 pm) – Numbers are low, but expected to increase in the new year. Lynn suggested advertising after the Christmas holidays.

PICKLEBALL (Tuesday & Friday mornings, Thursday evenings) – Done for the season.

STRETCH & STRENGTHEN – (Monday & Thursday 9:30am) – Going well, good turnouts.

KIDS KLUB (Thursday 5:00pm) - (Connie) – Thursday classes are going well. One complaint came up regarding one teen's foul language. If it continues, a letter will go to the parents. If no improvement from then, the teen will have to be banned.

7. EVENTS

A. HALLOWEEN PARTY - Went well though attendance was lower than expected and lower than previous year. **Kent** received comments on the lack of juice being offered at the party. **Lynn** plans to discuss changes for next year with **Connie**, including **Jeff's** suggestion of possibly combining both Shell-Out and Party/Haunted House on Oct. 31, 2026.

Sue offered to process the reimbursement of \$70.80 to Kent and Theresa before they leave on Dec 1. Lynn submitted her receipt as well so it can all be done at the same time.

MOTION:	First	Second
To approve the reimbursement of candy/decorations receipts before Dec 1	Sue	Judy
ACCEPTED		

B. HALLOWEEN SHELL-OUT - Went well, again, numbers were lower than last year. A lot of candy was left over and will be distributed to children at the Christmas Parade, as it was intended for the children by way of donation.

C. CHRISTMAS VENDOR MARKET – Cancelled due to lack of vendor interest. A Mother's Day Market is being considered.

D. CHRISTMAS PARADE – SATURDAY, DECEMBER 13, 2025 AT 5:30PM SHARP - SHARBOT LAKE

PREP COMMITTEE - **Sue, Rose and Rod Cavanagh.**

Sue is asking to borrow 2 portable rechargeable battery packs for the lights. She would need 4 volunteers to hand out candy. Last year, 2 was not enough. **Christine, Lynn, Gord, Will & Judy and Kim** offered their help. They are asked to show up on-site at 5pm.

A Grinch costume was purchased for **Tom** to wear.

OUTSIDE COMMITTEE REPORTS

8. CENTRAL RECREATION COMMITTEE

Boyd had nothing to report, they haven't had their meeting yet.

9. FRIENDS OF ARDEN (FOA) REPORT – TERRY

Terry summarized the FOA meeting from Oct 22. He mentioned that 2 ladies, **Brenda** and **Judy K.**, were working on the gift basket for the Festival of Trees, and more help is welcomed. Contact **Judy K.**, if interested. He announced the Christmas Dinner at Circle Square Ranch will be held on Nov 27 at 5:30 pm. It is donation based but attendees are required to contact the ranch beforehand. **Terry** has emailed the contact information to the committee.

10. KENNEBEC WILDERNESS TRAILS (KWT) REPORT – GORD

Gord's Notes:

Item 10. Kennebec Wilderness Trails (KWT): Kudos to the Township for plowing both parking lots on Monday, 10 November. Our KRC budget statement identifies that the KWT has \$2,898.71 which is being held in the account; approximately half of this amount was donated by the Chaplins, owners of Springwood Cottage Resort (the other half was from three consecutive Labour Day Trails Days organized by the Kennebec Lake Association). **Ed Chaplin** contacted me and indicated that he wants to donate another \$1,000.00 to the Trails; however, this time he would like to buy the KWT a piece of equipment. We are considering purchasing a commercial grade grass trimmer which can accept a specific cutting head attachment that will work well to trim back the raspberry bushes that are closing in on sections of the Yellow Trail. More to follow on that.

11. KENNEBEC AREA SENIORS - TOM

Tom announced there will be a dinner at the legion on Wednesday, Nov 19.

The last meeting of the year will be in December and a lawyer will be on site for questions.

Meetings will reconvene in February 2026.

Tom and Judy Campbell are asking the Rec Committee if they would jointly work with them on a grant for use of bus trips and activities for next year.

12. NEW AND OTHER BUSINESS

A. Proposed Budget for 2026 - attached.

B. EXERCISE CLASSES - Charmaine ordered a projector for the Stretch & Strengthen classes, and other events when needed. When it arrives, it will be tested on the wall before the rec centre walls get painted. If it doesn't work well, she will return it.

C. KSC PRIVY – Boyd and Will completed the heaters, the privy and signs have been installed.

D. RINK NETTING - **Boyd and Will** announced the east panel is done so snow removal can be done.

E. SKATE SHARPENER - **Jeff** announced that a skate sharpener has been ordered. The donated skates will be sharpened but will likely charge a fee for anyone who would like to get their own skates sharpened. In addition, **Jeff** will be adding chili or soup for dinners on weekend public ice skating. He is considering plans for an event on the weekend of Family Day/ Valentine's Day in February 2026. Jeff welcomes donations of hot chocolate again this year.

F. PAINTING PROJECT - Lynn suggested purchasing the paint for the rec hall now using the township money from 2025 budget and store it until Jan or Feb when ready to paint. She figures 10 volunteers would be enough.

G. 2026 ACTIVITIES PLANNING COMMITTEE - The members are **Lynn, Charmaine, Rose, Kim, Theresa and Sue**. They will meet at Lynns home on Wed, Dec 10 at 10am. **Theresa** may join over Zoom or Teams.

H. OTHER - **Jeff Matson** proposed a partnering of the Mountain Grove firefighters and KRC. 25 people are willing to help with fundraising and ticket sales where and when needed. The idea was well recieved.

NEXT MEETING – Monday, December 15, 2025, 7 pm at Kennebec Hall

MEETING ADJOURNED at 8:30pm

Kennebec Recreation Committee: October 2025			
Balance			\$32,601.02
Description	Deposit	Expenses	
Oct Interest	\$83.35		
Nov. Interest	\$80.98		
Tai Chi	\$176.55		
S & S	\$71.00		
Cornhole	\$52.00		
Totals:	\$463.88		
Expense W. Trails		\$18.25	
Netting		\$2,813.14	
Pickel balls-Lynn K		\$27.07	
Totals:		\$2,858.46	\$30,206.44
General	\$8,164.70		
Kids Club	\$1,245.03		
Ball	\$904.00		
Sport Centre	\$16,994.00		
Wilderness Trail	\$2,898.71		
Totals:	\$30,206.44		
Petty Cash	\$205.80		
Pickelballs	\$27.10	Paid to Lynn twice	

KENNEBEC RECREATION COMMITTEE

MINUTES – December 15 2025, 7 pm

ATTENDANCE:

In Attendance:		
Samantha Bradley	Barb Kirkland	Diane Nicolson
Gord Brown	Boyd Klages	Kim Ratcliffe-Doe
Rose Cavanagh	Lynn Klages	Una Riley
Tom Houghtling	Charmaine Lee	Christine Scott
Sue Hughes	Barbie Matson	Kent Smith
Judy Kennedy	Jeff Matson	Theresa Smith
Terry Kennedy	Greg McEachern	Will Geissler
Connie Tryan	Jen McEachern	Judy Geissler
Dave Swann	Jean Garcia	

REVIEW AND APPROVAL OF MINUTES FROM November 17, 2025

Minutes not being approved yet. Lynn is re-submitting November's minutes to township members for review.

MINUTES November 17, 2025: Motion	First	Second
To accept Minutes		
N/A		

REVIEW AND APPROVAL OF AGENDA

All were in favour of the Agenda.

COUNCILLOR'S REPORT – LYNN

Lynn welcomed new member Jean Garcia to our committee.

Lynn announced that the township budget was approved early December.

FINANCIAL REPORT - SUE

Monies received for regular weekly classes. To reimburse Sue for her cost of the Christmas parade float, funds will be transferred to her from petty cash.

MOTION:	First	Second
To approve details of financial report & Sue's reimbursement from petty cash.	Christine	Jeff
ACCEPTED		

RECURRING ACTIVITY REPORTS:

EUCHRE (Tuesday 7:00pm) – Going well, numbers are steady

TAI CHI (Wednesday 9:15am) – Going well, numbers are steady. On pause until January

CORNHOLE (Wednesday 1:00 pm) – Numbers are low, but expected to increase in the new year.

PICKLEBALL (Tuesday & Friday mornings, Thursday evenings) – Done for the season.

STRETCH & STRENGTHEN – (Monday & Thursday 9:30am) – Going well, good turnouts.

KIDS KLUB (Thursday 5:00pm) - (Connie) – Lynn will discuss with Connie.

EVENTS

CHRISTMAS PARADE – went well, a fair amount of candy was left over. Everyone enjoyed the event.

OUTSIDE COMMITTEE REPORTS

KENNEBEC AREA SENIORS - TOM

Tom announced the dinner at the legion went well and future ones will be planned. Rec Committee will be working jointly to obtain a grant for activities in 2026.

Seniors' meetings will reconvene in February 2026.

NEW AND OTHER BUSINESS

1. WINTER ICE PLANS

Motion to accept Honorarium Details	First	Second
Pay LISA MATSON an honorarium, of \$1500 for January 2026; and \$1500 for February 2026; and \$40 per day in March of 2026 as needed, to oversee and look after the Kennebec Rink.	Tom	Gord
ACCEPTED		

2. 2026 ACTIVITY PLANNING- LYNN

Committee discussed possible events for 2026 since weather prevented the sub-group's meeting on Dec 10th.

EVENTS DISCUSSED:

February

Rec Centre Rink - Jeff has a few things planned for the weekend. First hot chocolate will be free to everyone but beyond that, visitors will have to pay.

Painting of the Rec Centre - date to be determined. Lynn is awaiting volunteers.

March

Kids Easter Party - March 28, possible date if Connie chooses to do it.

Polar Plunge/River Dip - March 29

Cornhole Tournament - date to be determined.

April

Trash Bash - April 23 (since Earth Day is April 22)

May

Mother's Day Market - May 2 seemed to be the best choice since families will celebrate on the actual weekend. **Kim** will contact **Samantha** to offer her help on this.

Victoria Day Weekend Fireworks - May 18 (Sharbot Lake would be doing fireworks as usual Canada Day weekend.)

June

Possible fireworks June 27, rain date June 28.

July

Sharbot Lake Fireworks - July 1

Arden Studio Tour - July 11 & 12

August

Pickleball Tournament

KLA AGM - August 8

October

Kids Halloween Party - to be determined.

Other Possibilities Discussed without a date set:

-Pasta Dinner or Fish Fry - towards the end of summer - the meal by donation and in turn, the committee could donate the proceeds to a local business.

-Pickleball instruction - it was suggested half a day for a week when cottage kids are in the area - July or August.

-Summer Bash - to include music, food, activities for kids ie bouncy castles, games. Committee will work with the Legion so it is an event to encompass the whole town. As well as contacting Sarah Hale to get her opinion on whether to date this the same weekend as the Studio Tour.

-Baseball/Softball which **Charmaine** is going to look into.

More to come!

NEXT MEETING – Monday, January 19, 2026, 7 pm at Kennebec Hall
MEETING ADJOURNED at 8:55pm

Kennebec Recreation Report - September 2025	August & September 2025			
Balance				\$31,843.40
Description:		Deposit	Expense	
Sept Interest		\$87.97		
Donation- Ken Trails		\$100.00		
Pickleball		\$31.00		
Aug S&S		\$141.60		
Sept S&S		\$56.00		
Aug Euchre		\$232.05		
Sept Euchre		\$149.00		
Totals:		\$797.62		
				\$32,601.02
General	7727.89			
Sport Centre	19807.14			
Kids club	1245.03			
Ball	904.00			
Wilderness Trail	2916.96			
Totals:	\$32,601.02			
Petty Cash	\$300.00			
Paint for pickleball crt	-27.10	Rose		
Balls for pickleball	-27.10	Lynn	X Correction to be done in Oct report.	
Projector- Pd Sept	-40.00	Lynn		
Total:	\$205.80			
Expenses from petty cash included in my totals but not in Township totals!				



STAFF REPORT TO COUNCIL

Township of Central Frontenac
 14216 Road 38
 Sharbot Lake, Ontario

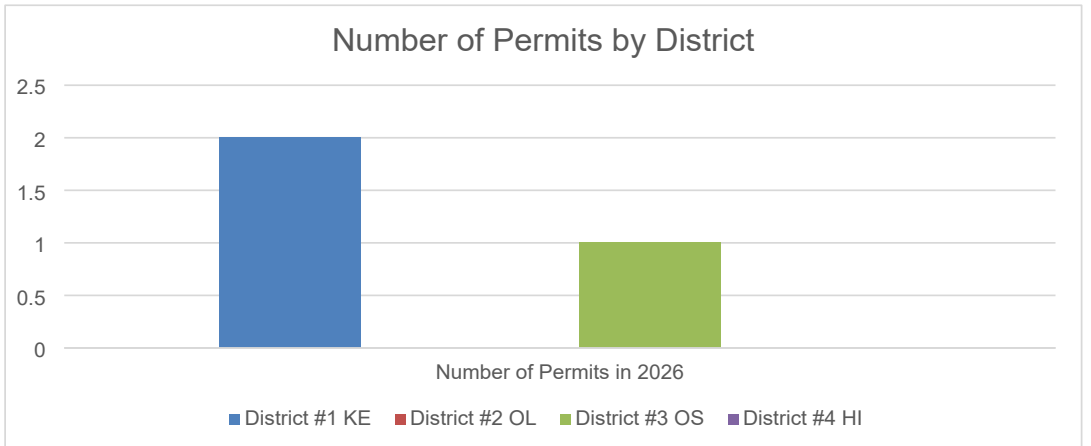
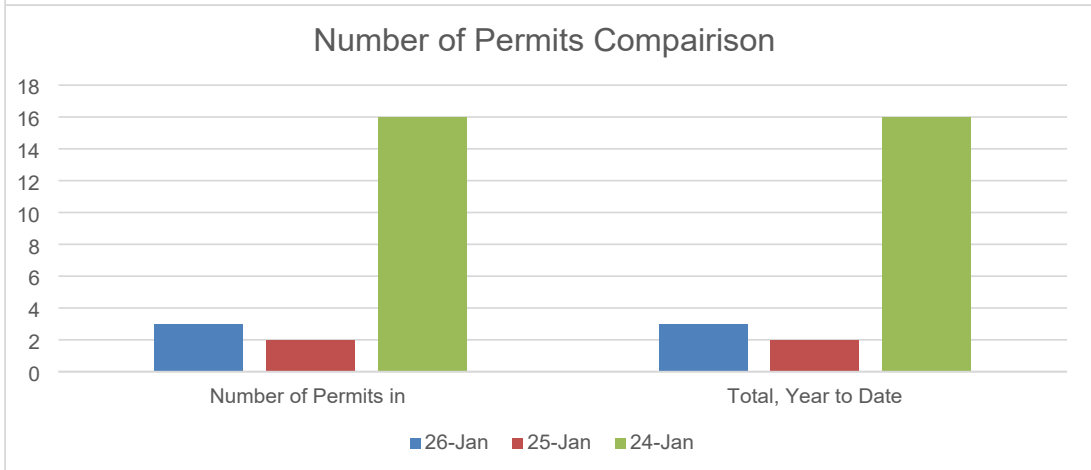
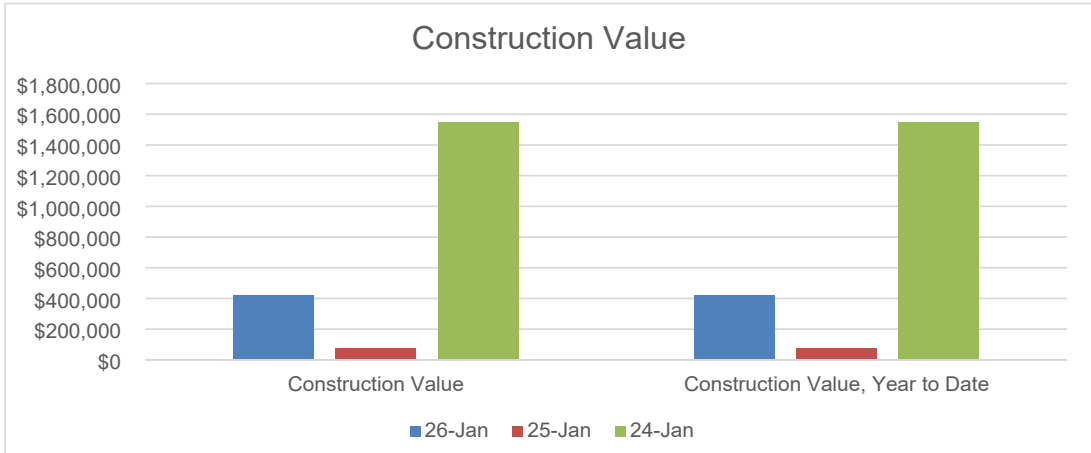
REPORT NUMBER: 017-2026
DATE: February, 10, 2026
FROM: Andy Dillon, Chief Building Official
PREPARED BY: Crystal Nedow, Building Inspector
RE: January Construction Details (Building Activity) Report

RECOMMENDATION

THAT Council receive the Construction Detail Report – January 2026 for information.

	Jan-26	Jan-25	Jan-24
Construction Value	\$420,000	\$75,000	\$1,547,000
Construction Value, Year to Date	\$420,000	\$75,000	\$1,547,000
Permit Fees	\$7,899	\$1,275	\$26,965
Permit Fees, Year to Date	3	2	16
Number of Permits in	3	2	16
Total, Year to Date	3	2	16
New Residential Units	1	0	3
New Residential Units, Year to Date	1	0	3
New Seasonal Units	0	0	2
New Seasonal Units, Year to Date	0	0	2
New Com/Inds/Inst Units	0	0	0
New Com/Inds/Inst Units, Year to Date	0	0	0
Sewage System	2	0	3
Sewage System, Year to Date	2	0	3
Closed Permits, Year to Date	13	11	6

	District #1 KE	District #2 OL	District #3 OS	District #4 HI
Number of Permits in 2026	2	0	1	0





STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 018-2026
DATE: February, 10, 2026
FROM: Andy Dillon, Chief Building Official
PREPARED BY: Andy Dillon, Chief Building Official
RE: Building Services Deficit

RECOMMENDATION

THAT Council receive the Building Services Deficit report as prepared by the Chief Building Official for information;

AND FURTHER THAT Council understands the funding challenges associated with applying the Ontario Building Code retroactively through septic reinspection programs and highlights the differences between Building Code and Fire Code enforcement funding models.

BACKGROUND

Municipalities are responsible for enforcing both the Ontario Building Code (OBC) and the Ontario Fire Code (OFC). While both regulatory frameworks serve important public-safety objectives, they operate under fundamentally different funding models:

- Fire Code enforcement is funded through the municipal tax base as a core, ongoing public safety service.
- Building Code enforcement is intended to operate on a cost-recovery basis, with costs primarily recovered through building permit fees associated with new development and construction activity.

Septic reinspection programs require municipalities to apply the Ontario Building Code retroactively to existing private sewage systems. Unlike new construction or system replacement, these activities do not generate permit revenue. As a result, septic reinspection programs create a structural funding shortfall when delivered solely within the Building Code Act cost-recovery framework.

DISCUSSION

Septic reinspection programs typically include the following components:

- Property selections and program planning
- Inspection scheduling
- Initial inspections of existing systems
- Follow-up inspections
- Compliance monitoring
- Enforcement actions
- Public education and outreach
- Administrative support

These functions are not tied to the issuance of building permits and therefore cannot reasonably be funded through permit fees. Where municipalities require retroactive enforcement of the OBC, a funding deficit within building department operations should be expected if alternative funding mechanisms are not established.

Fire Code enforcement is explicitly recognized as an ongoing, retroactive public-safety obligation and is funded through the municipal tax base. Whereas Central Frontenac's Septic Reinspection program serves a comparable public safety purpose and environmental protection function by safeguarding groundwater, drinking water sources, and overall environmental health. However, unlike Fire Code enforcement, septic reinspection programs lack a consistent and sustainable funding framework aligned with these public benefits.

This creates a structural contradiction: the Building Department is responsible for retroactive enforcement activities, yet the Building Code Act funding model does not support retroactive inspection, education, or enforcement functions.

Municipalities typically address this funding gap through a variety of approaches, including:

- User fees
- Tax-supported programs
- Hybrid funding models
- Outsourcing of inspection services
- Advocacy for provincial funding support

The Township's septic reinspection program currently operates under a hybrid funding model. Inspection services are outsourced and funded through by user fees, while

program administration, public education, and enforcement activities are supported through the municipal tax levy. This approach aligns the septic reinspection with the Fire Code enforcement model and recognizes the public-safety and environmental protection mandate.

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

There are no direct financial implications associated with receiving this report for information. However, the report identifies broader funding considerations related to septic reinspection programs, including:

- The shortfall of building permit revenues for retroactive enforcement
- The need for tax-supported funding or increased user fees
- Potential future budget impacts depending on Council direction

Any financial decisions related to program design, service levels, or funding models would be brought forward for Council consideration in a subsequent report.

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 019-2026
DATE: February 10, 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

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

Throughout January, Public Works crews were active on 17 of 31 days, responding to frequent winter weather events and maintaining safe road conditions across the Township. The month included three major snowstorms, each requiring extensive cleanup operations, with some efforts continuing for up to two full days following the conclusion of the storm.

Between weather events, crews focused on snow removal where time permitted and continued to push back snowbanks at intersections to improve sightlines and ensure safer navigation for motorists. The Public Works Department thanks all residents for their continued patience and understanding during this exceptionally harsh winter season.

As the Township continues through the winter months, Council is advised that the Capital Status Report will not resume until the third quarter of the year, when road

construction, capital projects and major operational initiatives begin. At that time, the report will once again be provided on a monthly basis to ensure Council remains informed on project progress, timelines and key milestones.

Additionally, due to a province-wide salt shortage, the Township – along with many other municipalities – has been required to adjust its winter maintenance practices. While salt deliveries are ongoing, they are arriving at a significantly slower pace than in a typical winter season.

To ensure continued compliance with the Minimum Maintenance Standards, Public Works crews are applying a salt-sand mixture to roadways. This approach helps extend existing salt supplies while maintaining safe driving conditions. This mixture provides necessary traction and allows the Township to manage limited salt inventory responsibly.

As a result, residents may notice differences in road conditions following winter storms. Roads may not appear as bare as in previous years; however, crews are prioritizing routes, applying materials strategically, and taking all reasonable measures to maintain safe and passable roadways during this ongoing supply challenge.

STRATEGIC PLAN PRIORITY

N/A

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 020-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Supply and Delivery of Gravel Recommendation –
PW-2026-04

RECOMMENDATION

THAT Council receive the Supply and Delivery of Gravel Recommendation report for information;

AND THAT Council approve the Public Works Manager's recommendation to award the Supply and Delivery of Gravel contract to Gemmill's Sand and Gravel in the amount of \$402,690 excluding HST;

NOW THEREFORE IT BE RESOLVED THAT Council authorize the Public Works Manager to issue a purchase order for the work;

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

BACKGROUND

Each year, the Township undertakes a gravel resurfacing program to maintain and improve the condition of gravel roads throughout the municipality. The regular application of new aggregate helps restore road structure, improve drainage, correct washboarding (uneven, rippled road surface) and ensure safe and reliable travel for residents and road users.

To improve operational efficiency and reduce strain on internal resources, this year's tender included additional requirements that the successful bidder must supply not only the gravel, but also a packer, grader and water truck. This approach allows the

Township to complete resurfacing and related roadwork without diverting three operators and three pieces of Township equipment away from regular maintenance and operations. As a result, this change enhances productivity, minimizes scheduling conflicts, and ensures that critical day-to-day maintenance activities can continue without disruption while still delivering a high standard of road maintenance.

DISCUSSION

Contractor	Bid
Gemmill's Sand and Gravel	\$ 402,690
Crain's Construction	\$ 413,350

The Supply and Delivery of Gravel tender was issued on January 6, 2026, and closed on January 23, 2026. A total of two (2) bids were received. Both submissions were reviewed and evaluated for completeness and compliance with the tender requirements, including gravel specifications, equipment availability, delivery timelines and pricing structure.

Following a detailed evaluation, Gemmill's Sand and Gravel is recommended as the successful bidder at a total cost of \$402,690 excluding HST. The submitted pricing is within the approved budget for the gravel resurfacing program and represents strong overall value, particularly given the inclusion of the packer, grader and water truck. These services would otherwise require Township operators and equipment to be reassigned from regular maintenance duties.

Gemmill's Sand and Gravel has demonstrated consistent and reliable performance in previous years, providing high-quality materials, dependable service and effective communication with Public Works staff. Their proven ability to coordinate equipment and deliveries contributes to efficient project completion and minimizes disruption to other Township operations.

Based on cost, compliance with tender requirements, demonstrated experience, and value-added services experience and value added services, Gemmill's represents the best overall choice for the Township.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

Within the approved 2026 budget allocation.

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 021-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Supply and Delivery of 35% Calcium Chloride
Recommendation – PW-2026-03

RECOMMENDATION

THAT Council receive the Supply and Delivery of 35% Calcium Chloride Recommendation report for information;

AND THAT Council approve the recommendation of the Public Works Manager to award the Supply and Delivery of 35% Calcium Chloride contract to Da-Lee in the amount of \$0.405 per litre for 20,000-litre loads and \$0.495 per litre for 10,000-litre loads excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Public Works Manager to issue a purchase order for the work and coordinate the seasonal deliveries;

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

BACKGROUND

Each Year the Township applies calcium chloride to gravel roads as part of its dust control and stabilization program. Calcium chloride attracts moisture from the air, Helping to bind fine road particles together. This reduces dust emissions, improves driving conditions, and assists in maintaining road structure by minimizing erosion, washboarding, and the loss of fines during dry weather.

This treatment is essential for maintaining visibility, reducing airborne dust impacts on adjacent properties, and ensuring safe travel along high-use gravel roads throughout the Township.

DISCUSSION

A tender was issued on January 6 ,2026 and closed on January 23, 2026 for the supply, and delivery of 35% Calcium Chloride. One (1) bid was received in response to the Da-Lee Dust Control submitted pricing in two parts.

- Part A 20,000 litres at \$0.405/litre
- Part B includes 10,000 litres at \$0.495/litre.

Da-Lee Dust Control is the only supplier within the local area capable of providing this specialized service at the required scale. The company has consistently supplied calcium chloride to the Township in previous years and has demonstrated effective coordination with Public Works staff, ensuring timely deliveries and meeting operational requirements.

Although only one bid was received, Da-Lee's pricing is consistent with historical market rates and reflects the specialized nature of the service. The company has an established track record with the Township and has demonstrated flexibility in delivery scheduling throughout the season.

Based on local availability, established supply capacity, compliance with tender requirements, and positive performance history, Da-Lee Dust Control remains the most practical and cost-effective provider for the Township's annual dust control program. The submission meets all tender requirements and aligns with the budget allocated for calcium chloride acquisition.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

Within the approved 2026 budget allocation

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 022-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Micro-Surface Recommendation – PW-2026-01

RECOMMENDATION

THAT Council receive the Micro-Surface Recommendation Report for information;

AND THAT Council direct staff not to award Tender PW-2026-01 Micro-Surface Program as all bids received exceeded the approved budget allocation;

AND THAT Council authorize staff to re-tender the Micro-Surface Program in order to seek more competitive pricing and ensure best value for the Township;

AND THAT staff report back to Council with the results of the re-tender process for consideration and potential award.

BACKGROUND

Micro-surfacing is a pavement preservation treatment consisting of a mixture of polymer-modified asphalt emulsion, fine aggregate, mineral filler, water, and additives. The material is applied as a thin protective layer over existing asphalt surfaces. The intent of micro-surfacing is not to reconstruct the roadway, but to seal and protect the pavement, extend its service life, and improve ride quality and skid resistance. Micro-surfacing is widely used by municipalities as a cost-effective method of delaying more extensive rehabilitation measures such as milling and paving or full road reconstruction. It is particularly effective for roads experiencing early-stage deterioration, oxidation, minor cracking, raveling, or loss of surface texture.

The primary focus of the 2026 Micro-Surface Program is Road 38, which is exhibiting surface wear consistent with pavements approaching the end of their pavement preservation cycle. Micro-surfacing is considered an appropriate treatment for Road 38 as it will restore surface friction, address raveling and slow further deterioration as a significantly lower cost than full resurfacing.

DISCUSSION

Tender PW-2026-01 Micro-Surface Program was issued on Tuesday January 6, 2026, to obtain qualified contractors to supply, materials, equipment and labour for micro-surfacing works on Road 38 and other identified locations. The tender closed on Friday January 23, 2026, and two (2) bids were received.

Following staff review, both bids were found to exceed the approved budget allocation for this project. The pricing submitted does not align with the Township's current financial constraints or with expected market pricing on recent comparable projects.

Although micro-surfacing remains the appropriate and cost-effective treatment for Road 38, awarding a contract that exceeds the approved budget would not be financially responsible and would not align with the Township's value-for-money objectives.

As both submissions exceeded the Township's cost expectations, staff recommend withdrawing the current tender and re-issuing it. Re-tendering the project is anticipated to improve the likelihood of obtaining competitive pricing that aligns with the approved budget while continuing to address the pavement preservation needs of Road 38.

As both submissions exceeded the Township's cost expectations, staff recommend withdrawing the current tender and re-issuing it. Re-tendering the project is anticipated to improve the likelihood of obtaining competitive pricing that aligns with the approved budget while continuing to address the pavement preservation needs of Road 38.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 023-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Plow Truck Recommendation – PW-2026-02

RECOMMENDATION

THAT Council receive the Plow Truck Recommendation report for information;

AND THAT Council accept the recommendation of the Public Works Manager and award the tender PW-2026-02 to Freightliner North Bay in the amount of \$411,000 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Public Works Manager to issue a purchase order and finalize all necessary documents;

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

BACKGROUND

The Public Works fleet includes several frontline plow trucks that have reached or are approaching the end of their operational life cycle. As these units age, they require increasing levels of maintenance, experience more frequent downtime, and can no longer meet operational demands.

In accordance with the Township's approved Asset Management Plan, a tender was issued for the supply and delivery for one (1) new plow truck, including a complete with winter maintenance equipment package to support both summer and winter operations.

DISCUSSION

Contractor	Bid
Freightliner North Bay	\$ 411,000
Oakes Truck Sales - Viking Equipment	\$ 413,254
Oakes Truck Sales - Twin Equipment	\$ 417,107
Oakes Truck Sales - EP Equipment	\$ 419,756
Premiere Truck Group	\$ 422,055
Surgenor Truck Center	\$ 439,101

The plow truck tender closed on January 23, 2026, and six (6) submissions were received. The bid prices are outlined in the report. Upon review, two (2) submissions were deemed fully compliant, having included all mandatory addenda and required documentation.

Both compliant bids met the specified technical requirements, including chassis configuration, plow and wing equipment, safety features, hydraulic systems and warranty provisions. As such, both proponents were considered capable of supplying equipment suitable to support the Township's operational requirements.

Of the compliant bids, Freightliner North Bay provided a tender price of \$411,000, which is within the approved capital budget for this purchase.

In addition to meeting all required specifications, the Freightliner submission includes the earliest confirmed delivery date, allowing the Township to integrate the new truck into the fleet sooner and reduce reliance on aging equipment.

Timely delivery is an important consideration, as delays may result increasing the risk of additional maintenance costs and service disruptions with older equipment. Based on price, compliance and delivery scheduling, the Freightliner North Bay bid represents the best overall value for the Township.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

Within the approved 2026 budget allocation.

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 024-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Estimated Curb-Side Waste Collection Cost Analysis

RECOMMENDATION

THAT Council receive the Estimated Curb-Side Waste Collection Cost Analysis Report as prepared by the Public Works Technical Assistant for information.

BACKGROUND

At the November 11, 2025, regular meeting, Council directed Public Works staff to prepare a cost analysis for curbside waste collection and to assess the potential impacts on households within the Township

This report outlines and compares two service delivery models: In-House Municipal Collection and Contracted Collection. The analysis includes estimated start-up costs, long-term financial implications, operational considerations, and a comparison of advantages and disadvantages for each option.

For both service delivery models, consistent assumptions were applied regarding household growth, wage escalation, fuel costs, insurance, maintenance and asset replacement over a ten (10) year planning horizon. Cost projections are presented in three (3) year increments, aligning with typical vehicle life cycles and contract terms.

All costs contained within this report are estimates only and are intended for comparative and planning purposes. They do not represent final or guaranteed costs.

DISCUSSION

Option 1: In-House Municipal Collection

Service Model Overview:

Under an in-house service delivery model, the Township would own and operate a curbside waste collection service. This would require the creation of standalone Waste Division, separate from existing Public Works operations.

Key operational assumptions include:

- One waste collection truck per district
- Two operators per truck
- Four collection days per week (Monday to Thursday), excluding statutory holidays
- Adjusted collection schedules during holiday weeks

Staffing Requirements:

To deliver this service, the following additional staffing resources would be required:

- 8 full-time Waste Operators
- One (1) on-call operator for vacation and sick coverage
- One (1) administrative support position
- One (1) supervisor/director

Facilities and Disposal:

All curbside-collected waste would be hauled to an external disposal facility, assumed to be Waste Management in Kingston. Disposal at the Olden Waste Site was intentionally excluded from this model, as doing so would significantly accelerate site capacity consumption and shorten its operational lifespan.

Impacts to Existing Waste Sites:

The Hinchinbrooke and Oso Waste Sites would be permanently closed. The Olden Waste Site would remain open for construction and demolition waste, mattresses, tires, brush, furniture, e-waste, and large loads; however, recycling would no longer be accepted at the site.

Staff have consulted with Circular Materials Ontario (CMO) and confirmed that, should the Township transition to curbside waste collection, CMO would align recycling services accordingly.

Capital and Startup Costs:

Estimated start-up costs for the in-house model are estimated at \$6,771,234 equating to approximately \$780.64 per household in Year 1. This represents an estimated 7-15% increase to the tax base in the first year.

These costs include:

- Purchase of waste collection trucks
- Initial fuel and operating costs
- Staffing and administration
- Purchase of waste bins for lanes not maintained by the Township (cottage lanes)
- Bin site preparation, including construction of gravel pads,
- Disposal fees
- Establishment of replacement reserves for vehicles and bins

Long-Term Financial Considerations:

Costs are projected over a ten (10) year period in three-year blocks. A 5% annual increase has been applied to wages, fuel, insurance, maintenance and household growth.

Maintenance costs are assumed to increase as trucks age, from approximately \$5 per hour per truck to \$20 per hour per truck over time. Insurance premiums are assumed to increase 5% annually. Replacement reserves are included to fund truck replacement at the end of their ten (10) year life cycle and bin replacement after ten (10) years.

A detailed cost breakdown is provided in Appendix A.

Overall, Year One (1) cost per household is estimated at \$780 stabilized annual cost per household approximately \$240-\$248.

Advantages In-House Model:

- Full municipal control over service levels and scheduling
- Ability to adapt services to local needs
- Long-term asset ownership
- Potential integration with other municipal operations

Disadvantages In-House Model:

- High upfront capital investment
- Ongoing staffing, insurance, fuel and maintenance costs.
- Increased administrative and management burden,
- Financial risk related to aging equipment and fuel volatility
- Requirement for organizational restructuring and division separation.

Option 2: Contracted Collection

Service Model Overview:

Under a contracted model, the Township would engage a third-party waste collection contractor to provide curbside service under a multi-year agreement. It is anticipated that a three (3) to five (5) year contract term would provide the most competitive pricing.

Staffing and Administration:

This model significantly reduces internal staffing requirements. Only one additional staff position would be required to manage contract administration, reporting, service coordination and resident inquiries. The Township would not be responsible for truck ownership, vehicle maintenance or insurance on collection vehicles.

Capital and Startup Costs:

Estimated start-up costs under the contracted model are total \$5,215,672 or approximately \$607.30 per household.

These costs include:

- Contractor mobilization
- Purchase of waste bins for lanes not maintained by the Township (cottage lanes)
- Bin site preparation, including gravel pads
- Disposal fees
- Establishment of bin replacement reserves

Long-Term Financial Considerations:

Annual contractor pricing is assumed to escalate at 5% annually (approximately 15% per three-year block). Bin replacement reserves are based on \$420 per lane per year for 166 lanes for a total of \$69,720 annually with an annual 5% escalation.

For a summary of costs please refer to Appendix B for a more detailed breakdown. Overall, year one (1) cost per household is estimated to be \$601 and a more stabilized annual cost per household over time is \$219. It should be noted that actual contracted pricing may be higher than estimated due to the Township's rural location and distance from waste collection contractors, which may result in travel premiums or limited bidder availability.

Advantages of Contracted Collection:

- Lower upfront cost compared to in-house delivery.
- Predictable annual costs,
- No vehicle ownership or maintenance risk,

- Reduced staffing and administration burden
- Easier scalability with population growth.

Disadvantages of Contracted Collection:

- Less direct control over day-to-day operations.
- Reliance on contractor performance and contract enforcement,
- Potential cost increases at contract renewal
- Limited flexibility once contract terms are established.

Both service delivery models are viable but differ significantly in terms of risk, upfront investment, staffing requirements and long-term operational responsibility.

The in-house model provides maximum control and long-term asset ownership but requires substantial startup costs, increased organizational complexity, and greater exposure to operational and financial risk.

The contracted model offers a lower-cost, lower-risk approach with predictable expenses and reduced administrative burden, though with reduced direct control over service delivery.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

In-House Service Delivery:

The total year one (1) startup cost for an in-house curbside collection program is \$6,771,234 (approximately \$780.64 per household). This includes fleet acquisition, staffing, bins for unmaintained lanes, waste disposal, reserves and bin site preparation. Many lanes require a level gravel pad for bin placement. After startup, annual operating costs would stabilize at \$240-\$248 per household, reflecting fuel, maintenance, staffing and reserve contributions.

Contracted Service Delivery:

Start up costs are significantly lower for contracted service, estimated at \$5,215,672 (approximately \$601.30 per household). This includes bins, bin set-up, oversight, disposal fees, and reserve contributions. As with the in-house model, bin site preparations costs would be identical. Contracted pricing may be higher than estimated due to the Township's rural location and distance from waste collection contractors,

which may result in travel premiums or limited bidder availability. Following the initial start up year, annual contracted service costs are expected to remain relatively stable at approximately \$219 per household.

ATTACHMENTS/REFERENCES

Appendix A – In-House Cost Breakdown
Appendix B – Contractor Cost Breakdown

	Trucks	Yearly Cost Increase	Fuel Costs	Maintenance Costs	Supervisor	Admin	Operators X8	Call In Operators X 2	Bins for Lanes	Bin Set up	Dumping Fees	Replacement Reserves	Total Cost	Household #	Cost Per HH per Year
Start Up	\$1,360,000		\$170,000	\$47,400	\$120,062	\$88,894	\$655,824	\$131,165	\$527,050	\$2,793,119	\$208,000	\$ 669,720.00	\$6,771,234	8674	\$780.64
Years 1-3		15%	\$195,500	\$47,840	\$138,071.30	\$102,228.10	\$754,197.60	\$150,839.52			\$239,200.00	\$ 770,178.00	\$2,398,054.52	9975.1	\$240.40
Years 3-5		15%	\$224,825	\$66,976	\$158,782.00	\$117,562.32	\$867,327.24	\$173,465.45			\$275,080.00	\$ 885,704.70	\$2,769,722.70	11471.37	\$241.45
Years 5-7		15%	\$258,548.75	\$95,680	\$182,599.29	\$135,196.66	\$997,426.33	\$199,485.27			\$316,342.00	\$ 1,018,560.41	\$3,203,838.70	13192.07	\$242.86
Years 7-10		15%	\$297,331.06	\$191,360	\$209,989.19	\$155,476.16	\$1,147,040.27	\$229,408.05			\$363,793.30	\$ 1,171,344.47	\$3,765,742.51	15170.88	\$248.22

	Yearly Increase	Cost For Contractor	Supervisor Director	Bins for Lanes	Bin Set Up	Dumping Fees	Replacement Reserves	Total Cost	House Holds	Cost Per HH Per Year Block
Start Up		\$ 1,502,040.00	\$120,062	\$527,050	\$2,788,800	\$208,000	\$ 69,720.00	\$ 5,215,672.00	8674	\$601.30
Years 1-3	15%	\$ 1,727,346.00	\$138,071.30			\$239,200	\$ 80,178.00	\$ 2,184,795.30	9975.1	\$219.02
Years 3-5	15%	\$ 1,986,447.90	\$158,782.00			\$275,080	\$ 92,204.70	\$ 2,512,514.60	11471.37	\$219.02
Years 5-7	15%	\$ 2,284,415.09	\$182,599.29			\$316,342	\$ 106,035.41	\$ 2,889,391.78	13192.07	\$219.02
Years 7-10	15%	\$ 2,627,077.35	\$209,989.19			\$363,793	\$ 121,940.72	\$ 3,322,800.55	15170.88	\$219.02



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 025-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Kennebec District Custodial Services
Recommendation – FA-2026-01

RECOMMENDATION

THAT Council receive the Kennebec District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submission and is recommending that the contract be awarded to TK Cleaning Services, being the lowest compliant bidder at \$18,500 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of the Public Works Manager, and that the Public Works Manager be authorized to issue a purchase order for custodial services for a term of one (1) year in the Kennebec District;

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

BACKGROUND

The Township issued a request for tender for custodial services for municipal facilities in Kennebec District on Tuesday January 6, 2026, for the 2026 contract term. The purpose of the tender was to secure reliable custodial services to ensure that Township facilities remain clean, safe and suitable for use by staff, residents and visitors.

The tender process was conducted in accordance with the Township's procurement policies, and submissions were evaluated for compliance and service availability. Staff

are bringing forward recommendations to ensure continuity of custodial services and avoid service disruptions.

DISCUSSION

Contractor	Bid
TK Cleaning Services	\$18,500
Cleaning With Cloovi	\$27,000

Following a review of all tender submissions, TK Cleaning Services was identified as the lowest compliant bidder, with a bid price of \$18,500 excluding HST. The proposed contract would commence April 1, 2026, and conclude March 31, 2027. While this amount exceeds the approved 2026 custodial services budget for the Kennebec District, it reflects current market pricing for compliant custodial services and the scope of work required to meet municipal standards.

TK Cleaning Services is a new vendor to the Township. Staff are recommending that the contract be awarded for the Kennebec District only for the initial one-year term to allow for performance evaluation, including service quality, responsiveness, and ability to meet municipal standards, before considering any future expansion.

No alternative compliant bids were received within the approved budget. Alternatives, such as re-tendering or extending and further evaluating the current contract, would require additional time and resources from the Public Works Department and may result in a gap in custodial services. If the tender is not awarded, the Township could experience an interruption in cleaning services, impacting the operation of municipal facilities. Staff therefore recommend proceeding with the award to ensure continuity of service, with the budget variance to be addressed through internal adjustments or future budget considerations

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

2026 Allocated Budget Amount: \$9,000
Recommended Bid Amount: \$18,500

Total Over 2026 Budget: \$9,500

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 026-2026
DATE: February, 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Olden District Custodial Services Recommendation –
FA-2026-02

RECOMMENDATION

THAT Council receive the Olden District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submission and is recommending Cleaning with Cloovi to be awarded, being the lowest and only bidder at \$23,500 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of the Public Works Manager and that the Public Works Manager be authorized to issue a purchase order for the custodial services for a term of one (1) year in the Olden District;

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

BACKGROUND

The Township issued a request for tender on Monday January 6, 2026, for custodial services for the Olden District for the 2026 contract term. Custodial services are essential to maintaining clean, safe and operational facilities for staff, residents and visitors.

The tender process was conducted in accordance with Township procurement policies and submissions were evaluated for compliance and service capability. Staff are

bringing forward recommendations to ensure continuity of custodial services and avoid service disruptions.

DISCUSSION

Following a review of the tender submission received for Olden District custodial services, Cleaning with Cloovi was identified as the sole compliant bidder, with a bid price of \$23,500 excluding HST. The proposed contract would commence April 1, 2026, and conclude March 31, 2027. While this amount exceeds the approved 2026 custodial services budget for the district, it reflects current market conditions and the scope of work required to maintain municipal cleaning standards.

Cleaning With Cloovi is a new contractor to the Township. Staff are recommending that the contract be awarded for the Olden District only for the initial one-year term to allow for evaluation of service quality, responsiveness, and the contractor's ability to meet municipal expectations before considering any future expansion.

As only one compliant bid was received, staff have limited options to secure custodial services for Olden District facilities. Alternatives, such as re-tendering or extending and further evaluating the current service arrangement, would require additional time and resources from the Public Works Department and may result in a gap in custodial services. If the tender is not awarded, the Township could experience an interruption in cleaning services, impacting the operation of municipal facilities.

Despite the budget variance, staff recommend proceeding with the award to ensure continuity of essential services, with the budget overage to be addressed through internal adjustments or future budget planning.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

2026 Budget Allotment:	\$9,000
Bid Amount:	\$23,500
Over Budget:	\$14,500

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

027 027-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Oso District Custodial Services Recommendation –
FA-2026-03

RECOMMENDATION

THAT Council receive the Oso District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submission and is recommending that the contract be awarded to Vinkle Cleaning Services, being the most compliant bidder at \$77,511 excluding HST;

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of the Public Works Manger, and that the Public Works Manager be authorized to issue a purchase order for custodial services for a term of one (1) year in the Oso District;

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

BACKGROUND

The Township issued a request for tender for custodial services for municipal facilities for the Oso District on Tuesday January 6, 2026, for the 2026 contract term. The purpose of the tender was to secure reliable custodial services to ensure that Township facilities remain clean, safe and suitable for use by staff, residents and visitors.

The tender process was conducted in accordance with the Township's procurement policies, and submissions were evaluated for compliance and service availability. Staff

are bringing forward recommendations to ensure continuity of custodial services and avoid service disruptions.

DISCUSSION

Contractor	Bid
Cleaning With Cloovi	\$43,500
TK Cleaning Services	\$48,000
Vinkle Cleaning Services	\$77,511

Following a review of custodial service requirements for the Oso District, staff are recommending the award of the custodial services contract to Vinkle Cleaning Services in the amount of \$77,511 excluding HST. The proposed contract would commence April 1, 2026, and conclude March 31, 2027. While this amount exceeds the approved 2026 custodial services budget, it reflects the expanded scope of work required to meet current operational needs.

Vinkle Cleaning Services has provided custodial services to the Township for the past two years and has consistently demonstrated reliable service, responsiveness, and the ability to meet municipal cleaning standards. Based on this established performance and familiarity with Township facilities, staff recommend continuing with Vinkle Cleaning Services to ensure service continuity and operational stability within the district.

The increased contract value is primarily attributable to the addition of a public washroom facility that will be operated year-round, resulting in increased cleaning frequency, higher service demands, and additional health and safety considerations. The proposed pricing aligns with the expanded scope of work required for the Oso District.

While additional bids were received, staff note that the expanded service requirements and year-round operations introduce a higher level of operational complexity. Based on staff's assessment, there is a greater level of certainty that the full scope of work and service expectations will continue to be met by a contractor with demonstrated experience delivering these services within the Township. Proceeding with an established service provider reduces the risk of service disruption or reduced service quality during the contract term.

Custodial services are essential to maintaining safe, clean, and operational public facilities. Staff therefore recommend proceeding with the award to ensure continuity of service. Staff further note that the expanded service requirements will need to be reflected in the 2027 budget to support sustainable service delivery.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

2026 Budget Allotment:	\$54,200
Recommended Bid Amount:	\$77,511
Over Budget:	\$23,311

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 028-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Amanda Fellows, Public Works Technical Assistant,
Lance Cowdy, Public Works Supervisor
RE: Hinchinbrooke District Custodial Services
Recommendation – FA-2026-04

RECOMMENDATION

THAT Council receive the Hinchinbrooke District Custodial Services Recommendation Report for information;

AND THAT the Public Works Manager has reviewed and evaluated the tender submissions and is recommending that the contract be awarded to Vinkle Cleaning Services, being one of the lowest and compliant bidder at \$13,187 excluding HST;

NOW THEREFORE IT BE RESOLVED THAT Council accept the recommendation of the Public Works Manager, and that the Public Works Manager be authorized to issue a purchase order for the custodial services for a term of one (1) year in the Hinchinbrooke District;

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

BACKGROUND

The Township issued a request for tender for custodial services for municipal facilities for the Hinchinbrooke District on Tuesday January 6, 2026, for the 2026 contract term. The purpose of the tender was to secure reliable custodial services to ensure that Township facilities remain clean, safe and suitable for use by staff, residents and visitors.

The tender process was conducted in accordance with the Township's procurement policies, and submissions were evaluated for compliance and service availability. Staff are bringing forward recommendations to ensure continuity of custodial services and avoid service disruptions.

DISCUSSION

Contractor	Bid
TK Cleaning Services	\$ 12,000
Vinkle Cleaning Services	\$ 13,187
Cleaning With Cloovi	\$ 13,500
Euroworld Corporation	\$ 70,000

Following a review of custodial service requirements for the Hinchinbrooke District, staff are recommending the award of the custodial services contract to Vinkle Cleaning Services in the amount of \$13,187 excluding HST. This amount is within the approved 2026 budget allocation for custodial services.

Vinkle Cleaning Services has provided custodial services to the Township for the Hinchinbrooke District for the past two years and has consistently delivered prompt, reliable and high-quality service. Staff are extremely satisfied with the contractor's performance and professionalism and have confidence in their ability to continue meeting municipal cleaning standards.

In addition, Vinkle Cleaning Services has successfully serviced both Hinchinbrooke and Oso Districts concurrently over the past two years. Based on past performance, staff are confident that the contractor has the capacity and resources to complete custodial services for both districts on time and to the Township's expectations.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

Within the approved 2026 budget allocation

ATTACHMENTS/REFERENCES

None



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 029-2026
DATE: February 10, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Jody Legue, Deputy Clerk
RE: Canadian Geese at local beaches

RECOMMENDATION

THAT Council receive the report regarding the management of Canada geese at municipal beaches for information;

AND FURTHER if Council wishes to address geese impacts at municipal beaches that staff be directed to proceed with Option 4 – the Combined Preventative Approach as outlined in the report which is recommended by staff.

BACKGROUND

Staff has identified concerns related to the increasing presence of Canada geese at municipal beaches, including impacts to water quality, public use of the beach, maintenance demands, and potential health and safety issues. Geese are known to return to the same locations each year, and once nesting occurs, options to address impacts become significantly more limited for the remainder of the season. As a result, early spring presents the most effective opportunity to influence whether geese establish at a beach location.

DISCUSSION

Canada geese are protected wildlife, and municipalities must rely on humane, non-lethal measures to discourage nesting and long-term use of municipal beaches. Common practice among Ontario municipalities is to focus on preventative actions that make sites less attractive to geese prior to nesting, supported by consistent deterrence. Once eggs are laid or goslings are present, municipal responses are generally limited to

managing impacts rather than preventing occupation. For this reason, timing and consistency are key considerations, and the options outlined below focus on measures that can be implemented immediately and sustained through the early spring period.

Option 1 – No Action (Status Quo) :Under this option, the Township would take no action before nesting begins. While this avoids immediate costs, it would likely result in geese nesting at municipal beaches and remaining for the season. Once nesting occurs, options are limited, increasing beach fouling, maintenance demands, and potential safety concerns from aggressive behaviour. This option is not recommended, as it does not prevent impacts and often leads to greater issues later in the season.

Option 2 – Passive Deterrence and Habitat Modification: This option makes beaches less attractive to geese through physical and visual measures such as temporary fencing or rope barriers, taller or naturalized shoreline vegetation, and signage discouraging feeding. When implemented early, these measures can help discourage nesting and are generally low-cost and humane. Effectiveness may vary by location, and ongoing monitoring would be required.

Option 3 – Active Deterrence: This option uses regular, non-harmful actions to discourage geese from nesting, such as early spring staff patrols, occasional visual or noise deterrents, or trained dogs where feasible. Active deterrence can be highly effective when applied early and consistently but requires ongoing effort and may place additional demands on staff resources if used alone.

Option 4 – Combined Preventative Approach: This option combines passive deterrence, active deterrence, and public education into a coordinated approach. Measures include shoreline barriers, visual/noise/trained dog deterrence, signage discouraging feeding, and regular monitoring. This approach provides the greatest likelihood of preventing nesting, reducing seasonal impacts, and maintaining public access to beaches. While it requires coordination and some upfront effort, it is the most effective and sustainable long-term option and aligns with best practices used by Ontario municipalities and the option staff recommend if Council wishes to proceed.

STRATEGIC PLAN PRIORITY

Healthy Community Development

ATTACHMENTS/REFERENCES

<https://laws-lois.justice.gc.ca/eng/acts/m-7.01/>



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 030-2026
DATE: January 27, 2026
FROM: Steve Gould, Public Works Manager
PREPARED BY: Jody Legue, Deputy Clerk
RE: Draft Parking Bylaw Update

RECOMMENDATION

THAT Council receive the report regarding the updated parking by-law and beach parking considerations for information; and

THAT Council direct staff to investigate [not investigate] potential properties or locations that may be suitable for parking near Crow Lake and Long Lake beaches, and to report back to Council if directed to do so.

BACKGROUND

Council previously raised concerns regarding parking availability and safety at local beaches, particularly at Crow Lake Beach and Long Lake Beach, where parking options are limited and seasonal demand is high.

As part of the update to the Township's parking by-law, staff were asked to review existing parking restrictions in these areas to balance public access, safety, and operational needs.

DISCUSSION

Following Council's direction, the Public Works Manager reviewed parking conditions at both locations. As a result of this review, staff recommend retaining a limited number of parking spaces at Crow Lake Beach to continue providing reasonable public access. At Long Lake Beach, staff do not recommend restricting parking along Public Beach Road

at this time, as there are currently no practical alternative parking locations available to serve beach users.

Staff recognize that parking pressures at municipal beaches are likely to continue, particularly during peak summer months. To address this in a longer-term and more sustainable way, staff are seeking Council direction on whether to investigate potential properties or locations in the vicinity of municipal beaches that could be suitable for future parking use.

If Council is supportive, staff can investigate possible parking solutions near municipal beaches, including the feasibility of identifying or acquiring properties that may be suitable for this purpose, and report back to Council with options and considerations.

If Council is satisfied with the direction staff have taken regarding parking at municipal beaches, staff will complete a final review and update of the parking by-law and bring the by-law forward to Council for consideration and passing at the February 24, 2026, Council meeting.

STRATEGIC PLAN PRIORITY

Healthy Community Development

ATTACHMENTS/REFERENCES

Crow Lake Boat Launch Maps, V1 & V2

Long Lake Boat Launch Maps, V1 & V2



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

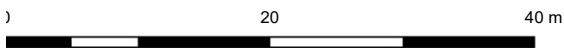
Boundaries

- Township Boundary
-

Property Information

- Civic Address Points
-
- Assessment Parcels
-
- No Parking Anytime
-
- Available Parking
-

Notes

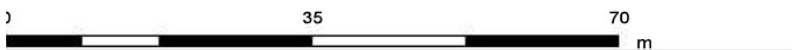


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Legend

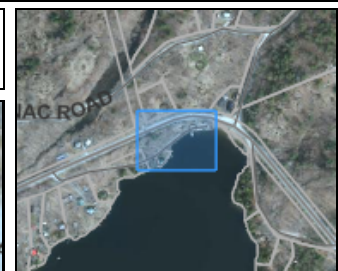
- Transportation
 - Frontenac Road Network
 - Highway
 - Major Road
 - Secondary Road
 - Secondary Road
 - Secondary Road
 - Secondary Road
 - Secondary Road
 - Shoreline
 - Ferry
- Boundaries
 - Township Boundary
- Property Information
 - Civic Address Points
- Assessment Parcels
 - No Parking Anytime



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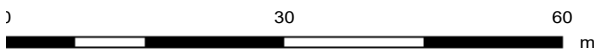
Notes

MAP 2



Legend

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



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Notes



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 031-2026
DATE: February 10, 2026
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Abigail McKinnon, Planning Coordinator
RE: Education, Enforcement and Penalty Options for
Development Without Planning Approvals.

RECOMMENDATION

THAT Council receive the Education, Enforcement and Penalty Options Report as prepared by the Planning Coordinator for information;

AND THAT Council consider and provide guidance with respect to potential fee structures and enforcement tools to address development occurring without required planning approvals or permits;

AND FURTHER THAT Council provide comments in writing to the Planning Coordinator by March 3, 2026.

BACKGROUND

The Township is occasionally required to address situations where development has occurred without the required planning approvals or building permits. These cases can require additional staff time, site inspections, coordination with external agencies, and enforcement actions to ensure the development is brought into compliance. Through recent months, staff have seen an increase in planning applications resulting from development occurring prior to obtaining necessary permits.

At the Committee of Adjustment meeting held on August 12, 2025, members passed a resolution directing staff to conduct research and bring a report to Council regarding additional penalty and enforcement options.

It is important to understand the background of our current fee structure and the options available to staff in these situations.

Minor Variance Applications

Standard application fee - \$1,200.00

Application fee after building without a permit - \$1,700.00

Difference - \$500.00

Zoning By-Law Amendment Applications

Standard application fee - \$1,500.00

Application fee after building without a permit - \$2,000.00

Difference - \$500.00

This additional \$500.00 covers the costs of additional processing time, research, internal departmental reviews, external agency consultation and one (1) site visit, by both Township and County Staff.

DISCUSSION

Under applicable legislation, including the Planning Act, the Building Code Act, and the Municipal Act, 2001, municipalities are limited in their ability to impose penalties through the planning approval process. Conditions of approval and fees must be reasonable, planning-related, and structured as cost-recovery measures rather than punitive actions.

Staff investigated whether the zoning by-law could be structured under the Administrative Monetary Penalties (AMPS) framework. Under the Municipal Act, 2001 the authority for a municipality to implement an Administrative Monetary Penalty System (AMPS) is described in section 434.1, which states that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Act. However, the Act does not explicitly reference zoning by-laws or grant a separate authority to use AMPS for land-use or zoning enforcement.

In addition to planning-related tools, enforcement mechanisms under the Building Code Act and the Planning Act remain available. These mechanisms include orders to comply, stop work orders (which can be registered on title of the property), and charges laid under the Provincial Offences Act, with any fines imposed by the courts.

Due to the limits for a municipality to impose penalties through the planning approval process, staff have considered the following options:

Conditions

Municipalities may include conditions of approval that are reasonable and planning related. Conditions are used to bring the development into compliance and address impacts created by unauthorized construction, not as a penalty.

Conditions can require submission of professional studies and drawings (e.g. site plans, lot grading/drainage, servicing). Additionally, a municipality may require removal or modification of unauthorized development, require registration of agreements, and to require fulfillment of external agency requirements.

Conditions cannot be framed as punishment for building without approvals or require a monetary penalty unless imposed through the courts.

Adjusted/Increase Planning Fees

Presently, the Township has established a separate fee category for “after the fact” or “retrospective” planning applications. Municipalities may charge higher fees where additional staff time, coordination, or review is required. Our current increased fee covers the costs of additional processing time, research, internal departmental reviews, external agency consultation and one (1) site visit, by both Township and County Staff.

This additional cost does not cover additional site visits beyond one (1) site visit that is included in the application fee, site visits required by other staff, and the staff time associated with coordination.

Staff have attached our fee schedule including the proposed changes outlined in red for council’s reference. Staff recommend council consider the following:

Add Fee – Additional Site Visit Fee \$ 200.00 – Occasionally there are situations where additional site visits are be required, currently there is no mechanism available for staff to bill for the cost of this time and other related travel expenses. This fee would cover the cost of one (1) Community Planner from the County and the Planning Coordinator’s time and related travel expenses.

Add Fee – Additional Site Visit Fee (Other Staff) \$ 150.00 – Occasionally there are situations where site visits by other staff such as the Chief Building Official or the Fire Chief are required, currently there is no mechanism available for staff to bill for the cost of this time and other related travel expenses. This fee would cover the cost of one (1) Department Head’s time and related travel expenses per hour.

Add Fee – Additional Site Visit Fee (2 Other Staff) \$ 250.00 This fee would cover the cost of one (2) Department Head’s time and related travel expenses per hour. This fee also contemplates that these 2 staff members would share a vehicle therefore would reduce travel related expenses.

Adjust Fee – Circulation of Public Meeting Notice – (due to an amended application, rescheduling a public meeting, the need to hold a second public meeting, or where a delegated consent is disputed) **FROM \$100.00 TO \$150.00** – The current fee only considers township staff time to re distribute materials, notices and agendas. It does not consider the time of Township and County Planning Staff to write a second report,

review a revised proposal including obtaining revised comments from external agencies. This increase would cover the actual costs of staff time related to application revisions and rescheduling.

Enforcement Options/Procedure

The Planning Act primarily establishes the framework and tools used to regulate land use planning and development. While the Act provides limited authority to impose penalties directly through the planning approval process, it does include enforcement mechanisms to address contraventions of zoning by-laws or planning approvals. Enforcement under the Planning Act may include court proceedings initiated under the Provincial Offences Act where the matter is within the applicable limitation period. In circumstances where the limitation period has expired, proceedings may be commenced in Superior Court. In both cases, any fines or penalties are determined and imposed by the courts, at their discretion, rather than by the municipality through the planning process.

Enforcement options under the Building Code Act include orders to comply, orders to stop work (which can be registered on title), increased fees for applications and court-imposed fines.

Next Steps

Staff are of the opinion that a combination of education and enforcement is a crucial component of addressing this issue and represents an area where improvements can be made. Initiatives such as newsletters, social media posts, and better use of existing communication tools, including the Township's monthly news advertisement, are effective ways to educate residents on development expectations and to clearly outline municipal processes.

Staff have already begun implementing education practices in day-to-day operations such as standard email templates with links to resources - When staff receive phone calls from residents, people looking to move to our community or from real estate agents this template can be used which provides a consistent and efficient responses while also providing education, resources and tools for further research.

With the introduction of an in-house By-law Enforcement position at the Township, staff believe it is important to develop a formal policy to guide how zoning by-law enforcement matters are addressed. Establishing this policy will support several commitments Council has made through the Strategic Plan and provide staff and the community with a transparent, fair and consistent process.

Attached to this report is a draft Zoning By-law Enforcement Policy, prepared by staff as a starting point for discussion. Staff respectfully request Council's guidance and feedback be submitted in writing to the Planning Coordinator by March 3, 2026.

STRATEGIC PLAN PRIORITY

Healthy Community Development – Action 1 - Establish strategically focused public engagement through communication.

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

Resilient Natural Environment – Action 1 - Ensure that the Official Plan and Zoning Bylaw continue to protect our environment.

Resilient Natural Environment – Action 2 - Collaborate with the Lake Associations and Conservation Authorities to provide public education on environmental concerns.

FINANCIAL IMPLICATIONS

The options outlined in this report are intended to support cost recovery associated with additional staff time and resources required to address unauthorized development. Any proposed fee changes would be subject to Council approval through the Township's fees and charges by-law process.

ATTACHMENTS/REFERENCES

Current Fee Structure

Draft Zoning By-Law Education and Enforcement Policy

[Planning Act, R.S.O. 1990](#)

[Building Code Act, 1992](#)

[Municipal Act, 2001](#)

[Township of Central Frontenac Strategic Plan](#)

*Changes as described in Planning Report **xx-2026** are written in red.*

Planning Fees		
Application Type	Current Fee	Proposed Fee
Pre-Application Consultation		
Pre-Application Consultation Fee		
- Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium	\$300.00	
- All other types of planning applications	\$100.00	
Official Plan		
- Official Plan Amendment (OPA)	\$2,000.00	
Zoning Relief		
- Zoning By-Law Amendment (ZBA)	\$1,500.00	
- As a condition of a consent	\$750.00	
- After building without a permit	\$2,000.00	
- Minor Variance/Permission	\$1,200.00	
- Accessory uses to a principal use on non-waterfront properties only (e.g., shed, detached garage, deck, etc.)	\$700.00	
- Minor variance application in combination with a consent application	\$700.00	
- After building without a permit	\$1,700.00	
- Removal of a Holding (H) Symbol	\$700.00	
- Temporary Use By-Law	\$1,200.00	
Land Division		
Consents		
- Severance to Create a New Lot	\$1,200.00	
- Lot Addition or Easement	\$750.00	
- Amendment to Conditions	\$300.00	
- Cancellation of Consent	\$350.00	
- Validation of Title	\$700.00	
Draft Plan of Subdivision/Condominium		
- 1 to 20 units	\$2,500.00	
- Greater than 20 units	\$3,500.00	
- Amendment to conditions following draft plan approval	\$700.00	
- Draft Plan Approval Extension	\$500.00	

- Final Plan of Subdivision/Condominium – clearance of conditions	\$1,000.00	
- Deeming By-Law	\$700.00	
- Part Lot Control By-Law	\$700.00	
Site Plan Control		
Site Plan Control Application		
- Minor Application (developments equal to or less than 200 square metres in area)	\$1,500.00	
- Major Application (developments greater than 200 square metres in area)	\$2,500.00	
- Modification – Amending agreement required	\$1,000.00	
- Modification – Amending agreement not required	\$700.00	
- Request for Security Reduction/Release	\$400.00	
Other Planning and Administrative Items		
Public Notices		
- Notice to Cancel a Public Meeting	\$100.00	
- Circulation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, the need to hold a second public meeting, or where a delegated consent is disputed)	\$100.00	\$150
- Development Agreement (includes registration)	\$700.00	
- Minimum Distance Separation (MDS) Calculation	\$200.00	
- MDS Re-calculation	\$100.00	
Zoning Compliance Review		
- Formal Letter	\$120.00	
- Formal Letter (less than 48 hours notice)	\$240.00	
- Zoning Clearance for Building Permit Application	\$80.00	
- Review by Planner (outside of a formal application or for files that exceed maximum hours limit)	\$120.00 per hour	
- Radiocommunications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to township – only for North and Central)	\$750.00	

<ul style="list-style-type: none"> - File Search Fee or Property Information Search (hourly rate applies after one hour; no charge for less than one hour) 	\$30.00	
<ul style="list-style-type: none"> - Additional Site Visit Fee (This fee would cover the cost of one (1) Community Planner from the County and the Planning Coordinator's time and related travel expenses, beyond 1 site visit where applicant has paid standard application fee, or 2 site visits where applicant has paid increased fee after building without a permit.) 		\$200
<ul style="list-style-type: none"> - Additional Site Visit Fee (Other Staff) (This fee would cover the cost of one (1) Department Head's time and related travel expenses per hour.) 		\$150
<ul style="list-style-type: none"> - Additional Site Visit Fee (2 Other Staff) (This fee would cover the cost of one (2) Department Head's time and related travel expenses per hour.) 		\$250



The Corporation of the Township of Central Frontenac
Zoning By-Law Education & Enforcement Policy – DRAFT

Section:	Policy Title and Number Volunteer Policy
Effective Date:	Revision Date:

Zoning By-law Education and Enforcement Policy

1. Purpose

The purpose of this Policy is to establish a clear, transparent, and consistent framework for zoning by-law education and enforcement within the Township. This Policy is intended to support compliance with the Township's Zoning By-law, the Planning Act, and the Building Code Act through a balanced approach that emphasizes education while providing for enforcement when necessary.

This Policy supports Council's Strategic Plan commitments by promoting accountability, fairness, and effective communication with residents, applicants, and stakeholders.

2. Guiding Principles

The Township's approach to zoning by-law enforcement shall be guided by the following principles:

- **Education First:** Proactive education and clear communication are the preferred tools for achieving compliance.
- **Consistency:** Similar situations shall be addressed in a consistent manner.
- **Fairness:** All parties shall be treated respectfully and equitably.
- **Transparency:** Processes and expectations shall be clearly communicated.
- **Proportionality:** Enforcement actions shall be appropriate to the nature and severity of the contravention.
- **Compliance-Oriented:** The primary goal is achieving compliance rather than punishment.



The Corporation of the Township of Central Frontenac
Zoning By-Law Education & Enforcement Policy – DRAFT

Section:	Policy Title and Number Volunteer Policy
Effective Date:	Revision Date:

3. Legislative Authority

Zoning by-law education and enforcement activities are undertaken pursuant to applicable provincial legislation, including but not limited to:

- **Planning Act**, R.S.O. 1990, c. P.13
- **Building Code Act, 1992**, S.O. 1992, c. 23
- **Provincial Offences Act**, R.S.O. 1990, c. P.33

The Planning Act establishes the framework for land use regulation and provides enforcement mechanisms to address contraventions of zoning by-laws and planning approvals. Enforcement may include proceedings under the Provincial Offences Act where the applicable limitation period has not expired, or proceedings in Superior Court where applicable. Any fines or penalties are imposed by the courts at their discretion.

The Building Code Act provides additional enforcement tools, including orders to comply, orders to stop work (which may be registered on title), increased application fees, and court-imposed fines.

4. Scope

This Policy applies to all zoning by-law matters within the Township, including:

- Development or land use undertaken without required approvals
- Non-compliance with zoning by-law standards or conditions of approval excluding structures that are in existing legal non compliance.
- Matters arising from complaints, referrals, or proactive investigations



The Corporation of the Township of Central Frontenac
Zoning By-Law Education & Enforcement Policy – DRAFT

Section:	Policy Title and Number Volunteer Policy
Effective Date:	Revision Date:

This Policy does not replace legislative authority or limit the Township’s ability to take immediate enforcement action where warranted.

5. Education and Outreach

The Township recognizes that education is a key component of achieving voluntary compliance.

Education initiatives may include, but are not limited to:

- Township newsletters and monthly news advertisements
- Social media posts and website updates
- Standardized email templates containing links to relevant policies, by-laws, and application resources
- Consistent messaging provided during phone inquiries from residents, prospective residents, and real estate professionals

These tools are intended to clearly communicate development expectations, municipal processes, and available resources to support informed decision-making.

6. Complaint Intake and Investigation

Zoning by-law enforcement matters may be initiated through:

- Public complaints
- Referrals from Township staff
- Proactive inspections or observations



Section:	Policy Title and Number Volunteer Policy
Effective Date:	Revision Date:

All complaints shall be reviewed and investigated in a timely manner, subject to staff capacity and prioritization. Anonymous complaints may be investigated at the Township's discretion.

All complaints shall be entered into the citywide system so they can be tracked appropriately and accessed by the departments who may be involved.

7. Progressive Enforcement Approach

The Township will generally follow a progressive approach to zoning by-law enforcement, which may include the following steps:

1. Education and Voluntary Compliance

- Initial contact to explain the issue, applicable regulations, and available options to achieve compliance.

2. Written Notice

- Formal notification outlining the contravention, required corrective actions, and timelines.

3. Orders or Legal Action

- Issuance of orders or initiation of proceedings under applicable legislation where compliance is not achieved.

4. Court Proceedings

- Prosecution under the Provincial Offences Act or proceedings in Superior Court, where appropriate.



The Corporation of the Township of Central Frontenac
Zoning By-Law Education & Enforcement Policy – DRAFT

Section:	Policy Title and Number Volunteer Policy
Effective Date:	Revision Date:

The Township reserves the right to advance directly to enforcement action at any stage where necessary to address serious, ongoing, or intentional contraventions.

8. Roles and Responsibilities

- **By-law Enforcement Officer:** Responsible for investigating zoning by-law matters and implementing this Policy.
- **Planning and Building Staff:** Provide technical support, interpretation, and coordination where zoning or building approvals are involved.
- **Council:** Provides policy direction and oversight.

9. Fees and Costs

Where permitted by legislation, the Township may recover costs associated with enforcement, including increased application fees, additional site visit fees, or other charges approved by Council.

10. Policy Review

This Policy shall be reviewed periodically and updated as required to reflect legislative changes, operational experience, and Council direction.

11. Effective Date

This Policy shall take effect upon adoption by Council.



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 032-2026
DATE: February 10, 2026
FROM: Cathy MacMunn, Chief Administrative Officer/Clerk
PREPARED BY: Abigail McKinnon, Planning Coordinator
RE: Envision Contract for Natural Heritage Consultation

RECOMMENDATION

THAT Council receive the report titled EnVision Contract for Natural Heritage Consultation as prepared by the Planning Coordinator for information;

AND FURTHER THAT Council authorize the Mayor and CAO to enter into and execute an agreement with Envision Consultants Ltd. for natural heritage consulting services.

BACKGROUND

The purpose of this report is to provide Council with background and rationale for formalizing the Township's contractual relationship with Envision Consultants Ltd. for natural heritage consulting services and to seek Council's authorization to enter and execute an agreement.

In 2023, the County, in partnership with its lower-tier municipalities issued a Request for Proposals (RFP) to retain qualified natural heritage consultants. This initiative was undertaken in response to provincial legislative changes that limited the ability of Conservation Authorities to provide comments on natural heritage features and areas as part of the planning and development review process.

As a result of the RFP, Envision Consultants Ltd. was selected to provide natural heritage consulting services. The County entered a contract with Envision for regional planning matters. Lower-tier municipalities were encouraged to enter into individual agreements to ensure clear invoicing, reporting, and administrative accountability. The original contract term contemplated a two (2) year period.

DISCUSSION

The County's initial contract with Envision Consultants Ltd. is scheduled to expire in August 2026. Following internal consultation, the County has determined that it is satisfied with the quality, responsiveness and overall performance of Envisions services. As a result, the County has elected to renew its contract for an additional two-year term, rather than issuing a new RFP.

While Envision Consultants Ltd. has been providing natural heritage consulting services to support planning applications affecting the Township as part of this coordinated approach, the Township did not execute a standalone agreement at the time of the original RFP. In contrast, other lower-tier municipalities proceeded with individual agreements to formalize invoicing and reporting relationships.

The proposed agreement before Council represents the Township's first contract with Envision Consultants Ltd. This approach is consistent with the original intent of the RFP process and aligns with the practices adopted by other municipalities within the County.

Several upcoming, complex planning applications will require peer review by a qualified natural heritage consultant. Entering into this agreement will ensure the Township has timely access to specialized expertise to support the review of planning applications and to ensure compliance with applicable provincial requirements. The agreement provides flexibility, as costs will only be incurred when services are required.

STRATEGIC PLAN PRIORITY

Sustainable Core Services – 1. Explore shared services with neighbouring municipalities and community organizations.

FINANCIAL IMPLICATIONS

There are no direct upfront financial commitments associated with the contract. Consulting fees are billed on a project-by-project basis and are costs born by the applicant, consistent with current practice.

ATTACHMENTS/REFERENCES

Envision Contract



NATURAL HERITAGE CONSULTING SERVICES

This Contract is made this _____ day of _____, 2026

**THE CORPORATION OF THE
TOWNSHIP OF CENTRAL FRONTENAC
14216 Road 38,
Sharbot Lake ON
K0H 2P0**

hereinafter called the “Township”

OF THE FIRST PART

- and -

**ENVISION CONSULTANTS LTD.
6415 Northwest Drive
Mississauga, Ontario
L4V 1X1**

hereinafter called “ENVISION”

OF THE SECOND PART

WHEREAS the Township requires the service of a qualified consultant to provide services on an as needed basis to conduct peer reviews of technical studies associated with natural heritage and environmental planning;

AND WHEREAS ENVISION has advised that, subject to the terms and conditions outlined in this Agreement, it is prepared to offer these services to the Township;

AND WHEREAS this Agreement supersedes any previous agreements, verbal or written, and states the terms and conditions that have been agreed to by the Township and ENVISION;

NOW THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

DEFINITIONS

1. In this Agreement:

“Confidential Information” means any information or data, whether written, oral, or in other form, disclosed by the Township or communicated to or acquired by ENVISION in the course of its provision of supplies, commodities and services in accordance with the Contract, directly or indirectly, and which is identified by the Township as being confidential in nature and shall specifically include all documents or other materials which are marked “Proprietary”, “Confidential”, “Secret” or in a similar fashion to indicate that they are the proprietary and internal materials of the Township.

“Contract” means the acceptance by the Township, in the form of this duly signed Agreement as outlined in the Request for Proposal and the acceptance with the terms and conditions of the Contract Documents incorporated by reference hereto.

“Contract Documents” refers to the following documents only: this Agreement, Request for Proposal, Addendum #1 and the Proposal.

“Request for Proposal” refers to the request issued by the County of Frontenac on June 19, 2023, attached as Appendix “A”.

“Addendum #1” refers to the request issued by the County of Frontenac on July 6, 2023, attached as Appendix ‘B’;

“Proposal” refers to ENVISION’s submission titled “2023-014 – Natural Heritage Consulting Services”, received July 12, 2023, attached as Appendix “C”.

CONTRACT

2. ENVISION covenants and agrees with the Township to fulfill all obligations, duties and requirements and to provide all services specified in, and in accordance with, the Contract Documents, which are hereby expressly acknowledged, accepted and made part of the Contract.
3. ENVISION shall not, without the prior written approval of the Township, retain any other individuals, firms or corporations, other than those outlined in the Quotation, on behalf of the Township or as consultants or agents of ENVISION for the purpose of providing any services beyond those services to be provided by ENVISION in accordance with the Contract.

4. Notwithstanding the foregoing, ENVISION may substitute staff identified in the Quotation with other ENVISION employees of equal or greater qualifications and experience without requiring prior written approval from the Township.
5. The Township hereby covenants and agrees to and with ENVISION that it shall and will, in consideration of the covenants and agreements being strictly performed by ENVISION as specified under Section 2 above, make payments or cause payments to be made to ENVISION for services in accordance with the fees and payment terms and conditions set out in the Contract Documents.

TERM OF CONTRACT

6. The term of the Contract shall commence September 1, 2025 until August 31, 2027.
7. The Township may extend the term of this Contract for one (1) additional period of up to two (2) years, commencing in 2027 and ending in 2029, on the same terms and conditions, subject to written agreement of both parties.

PAYMENTS FROM THE TOWNSHIP

8. Payments for ENVISION services will be as per Appendix "C".
9. Invoices to be forwarded to: Township of Central Frontenac
14216 Road 38, P.O. Box 89
Sharbot Lake, ON K0H 2P0
Attn: Accounts Payable
Or email to: accountspayable@centralfrontenac.com

TERMINATION

10. Failure by ENVISION to perform or observe any provision of the Contract to be observed or performed by ENVISION, shall entitle the Township to terminate the Contract on thirty (30) days' prior written notice of its intention to terminate the Contract, following which, the Contract shall be at an end.
11. The Township's right to terminate the Contract shall not be affected by its failure to take action with respect to any previous default.
12. This Contract shall terminate immediately and automatically if ENVISION is found guilty of any impropriety involving Township

property. Further, no Township property shall be removed without authorization. Any unauthorized incidences of Township property being removed by ENVISION shall be grounds for immediate contract termination.

CHANGES AND ADJUSTMENTS

13. If additional services are required of ENVISION, the fees shall be equitably adjusted once mutually agreed upon with the Township.

DISPUTE RESOLUTION

14. In the event of any conflict or inconsistency between any of the Contract Documents, the Contract Documents shall take precedence and govern in the following order:
 - i. this Agreement;
 - ii. the Addendum #1
 - iii. the Request for Proposal
 - iv. the Proposal
15. Dispute between the two parties with respect to the Contract, which they are unable to resolve through negotiations, at the request of a party, be submitted to arbitration pursuant to the Arbitration Act, 1991 and the decision of the arbitrator or, if more than one, the decision of the majority shall be final and binding on the parties. The arbitrator(s) will not have any power to alter or change any provisions of this Contract or to substitute any new provisions for any existing provisions or to give any decision inconsistent with the terms and provisions of the Contract. Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator(s).

ASSIGNMENT

16. Neither party may assign this agreement without the prior written consent of the other.

LAW GOVERNING THIS CONTRACT

17. The Contract shall be construed and governed in accordance with the laws of the Province of Ontario.

SUCCESSORS AND ASSIGNS

18. The Township and ENVISION, respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party to the Contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of the Contract. Except as otherwise provided herein, neither the Township nor ENVISION shall assign, sublet or transfer an interest in the Contract without the written consent of the other.

INDEMNITY

19. ENVISION agrees to indemnify and save harmless the Township from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings ("Claims") made or brought against, suffered by or imposed on the Township in respect of any loss, damage or injury to any person or land directly or indirectly arising out of, resulting from or sustained solely as a result of such actions of ENVISION, its officers, employees and agents as may occur as part of, during, or as a consequence of the provision of the services for which ENVISION is being remunerated, except to the extent such Claims result from the Township 's negligence or willful misconduct.

INSURANCE

20. During the term of the Contract ENVISION shall maintain in full force and effect, general liability insurance with a minimum limit of \$2,000,000 and shall, upon request, provide the Township with proof of insurance.

CONFIDENTIALITY

21. ENVISION shall not at any time before, during, or after the expiration or earlier termination of the Contract, without the prior written approval of the Township, divulge to any person (including its employees, officers, directors, agents, or representatives) or use for any other purpose any Confidential Information.
22. ENVISION may disclose Confidential Information to any person to whom disclosure is required in order for ENVISION to provide the supplies, services and commodities in accordance with the Contract, but only after such person provides a written assurance to ENVISION, in the form of a duly executed non-disclosure agreement, that such person will strictly adhere to the confidentiality obligations contained in the Contract.
23. ENVISION shall not enter into any non-disclosure agreement for the purposes of Item 20 unless and until the form and content of such agreement has first been approved by the Township.

EXTENT OF CONTRACT

- 24. This Contract represents the entire and integrated Contract between the Township and ENVISION and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended only in writing, signed by both the CAO/Clerk of the Township and ENVISION.

NOTICE

- 25. Any notice to be given under this Contract may be given personally or by prepaid first class mail (in which case, receipt shall be deemed to have occurred seven clear days after the mailing thereof).
- 26. Notice to the parties may be delivered to the following addresses.

Township	Service Provider
Cathy MacMunn, CAO/Clerk Township of Central Frontenac 14216 Road 38, P.O. Box 89 Sharbot Lake, ON K0H 2P0 Tel: 613-279-2935 ext. 227 Email: cmacmun@centralfrontenac.com	Paul Orchard EnVision Consultants Ltd. 6415 Northwest Drive Mississauga, ON L4V 1X1 Tel: 416-200-1593 Email: porchard@envisionconsultants.ca

or to such other addresses or facsimile numbers as the party entitled to or receiving such notice or document may, by notice given in accordance with this clause, communicate or deliver to the other party.

TIME IS OF THE ESSENCE

- 27. Time shall be of the essence for this Contract.

FURTHER ASSURANCES

- 28. The parties agree that each of them shall execute such further and other assurances as may be reasonably necessary to give full effect to all terms and conditions of the Contract.

- 29. ENVISION must carry WSIB coverage and maintain a valid WSIB Clearance Certificate throughout the period of the Contract.
- 30. ENVISION must conduct its review of any material provided to them by the Township in a timely manner, in order that the Township can ensure that the review of files and planning applications are done in accordance with the timelines prescribed by the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or other applicable legislation.

IN WITNESS WHEREOF the Parties hereto agree to the terms of this contract and seal this _____ day of _____, 2026.

ENVISION CONSULTANTS LTD.

Per _____, _____
 SIGNATURE PRINT NAME
 _____, _____
 DATE TITLE

TOWNSHIP OF CENTRAL FRONTENAC

Per _____, _____
 SIGNATURE PRINT NAME
 _____, _____
 DATE TITLE

Per _____, _____
 SIGNATURE PRINT NAME
 _____, _____
 DATE TITLE

APPENDIX "A"

APPENDIX "B"

APPENDIX "C"



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 033-2026
DATE: February 10, 2026
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: Feral and Free Roaming Cats

RECOMMENDATION

THAT the Feral and Free Roaming Cat Report be received for information, as prepared by the Deputy Clerk

BACKGROUND

Council recently received a delegation raising concerns about feral cats, including nuisance issues and impacts on neighbouring properties. In response, Council directed staff to review the matter and provide options for consideration. As the Township does not currently have a cat specific by-law, enforcement options are limited, and any potential approach must be within municipal authority, practical to enforce, compliant with provincial animal welfare legislation, and consistent with practices used by other Ontario municipalities.

DISCUSSION

Under the Municipal Act, 2001, municipalities have authority to pass by-laws related to animals, nuisances, property protection, and the health, safety, and well-being of residents. This authority allows municipalities to address issues involving cats where there are demonstrated impacts on neighbouring properties or the broader community.

While this authority is broad, regulating cats, particularly feral or free roaming cats, can present challenges. Assigning ownership or responsibility may be difficult where individuals do not have direct control over the animals, which can limit enforceability and increase the risk of complaints, disputes, or unintended liability. Any regulation must also be clear, reasonable, and practical to enforce.

Staff also considered the potential impact of regulation on residents acting in good faith, the ability of By-law Enforcement to apply the rules consistently, and the importance of avoiding conflict with provincial animal welfare legislation. These considerations are especially relevant in rural settings, where feral cat situations can be complex and ongoing, and long-term enforcement may be difficult to sustain.

Option 1 – Create a By-law Deeming Feeders as Owners

Risk Rating: High (Not Recommended)

This option would involve adopting a by-law that deems individuals who regularly feed or shelter cats to be “owners,” making them responsible for the cats and any nuisance or damage caused by the animals.

This approach presents several risks. Feeding alone does not reliably establish ownership or control, particularly in feral cat situations where animals may roam freely and are not easily managed. Assigning responsibility for nuisance or damage in situations where an individual has limited or no control over the animals creates enforcement challenges and increases the risk of complaints, disputes, and unintended liability. It may also discourage residents from acting humanely or cooperating with the Township to address ongoing issues related to feral or free-roaming cats.

Option 2 – Establish a Harboursing and Nuisance Based By-law

Risk Rating: Low, (Not Recommended at this time)

This option would involve introducing a targeted by-law that regulates the harboursing of cats and related impacts, rather than attempting to define or assign ownership. “Harboursing” would include regularly feeding or sheltering cats in a manner that results in nuisance or property damage. Individuals who harbour cats would be required to take reasonable steps to prevent impacts on neighbouring properties, with enforcement based on observable nuisance or damage rather than proof of ownership.

This approach focuses on regulating conduct rather than ownership, making it clearer to apply and explain. While it reduces the risk of overreach and unintended liability and is commonly used by Ontario municipalities, it would still require active complaint response and monitoring and could place additional strain on By-law Enforcement resources, particularly in ongoing or complex situations.

Option 3 – Adopt a Council Policy on Feral and Free-Roaming Cats

Risk Rating: □ Very Low (Recommended)

This option would establish a Council-approved policy, rather than a by-law, to guide how the Township responds to concerns related to feral and free-roaming cats.

The policy would set clear expectations for individuals who harbour cats to minimize impacts, emphasize an education first and complaint driven approach, and support collaboration with local cat rescue organizations and animal welfare groups. Through these partnerships, the Township could encourage humane population management strategies, such as Trap Neuter Return (TNR) where feasible, and help connect residents with community resources without assuming responsibility for animal care or enforcement.

This approach would provide clear guidance for staff and the public, promote consistent decision making, and allow flexibility in responding to site specific situations. It represents a reasonable and proportionate response, aligns with animal welfare best practices, and establishes a solid foundation should Council later determine that a by-law is necessary.

STRATEGIC PLAN PRIORITY

Healthy Community Development-

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

Proposed by-law received from a delegation on January 27, 2026

Whereas the Township of Central Frontenac currently lacks specific provisions addressing the ongoing feeding and sheltering of cats and the associated responsibilities of individuals who provide such care;

And Whereas situations involving regularly fed or sheltered cats can result in property damage or nuisance impacts to neighbouring properties;

And Whereas Ontario municipal animal control by-laws commonly assign responsibility to individuals who harbour, feed, or shelter animals on an ongoing basis;

Now Therefore Be It Resolved That Council direct staff to prepare a by-law amendment to clarify ownership and responsibility for cats that are regularly fed or sheltered within the Township.

Proposed Motion for Central Frontenac Council

That Council direct staff to prepare and bring forward a by-law to amend the Township's animal control provisions to include the following:

1. Definitions

"Cat" means any domesticated feline, male or female, whether of a specific breed or of mixed ancestry, that is fed, sheltered, harboured, kept, or permitted to remain on any property.

"Owner" means any person who possesses, keeps, harbours, feeds, or provides shelter or care (including food or water) to an animal on a regular or ongoing basis.

2. Deemed Ownership of Cats

Where an individual or household provides ongoing or regular food and/or shelter to one or more cats, such cat or cats shall be deemed to be owned by that individual or household for the purposes of this By-law.

3. Responsibilities of Owners

An owner of cats, as defined above, shall be responsible for compliance with all applicable provisions of this By-law, including ensuring that the animals do not cause damage or nuisance to adjacent or neighbouring properties.

Owners shall be liable for any damage caused by the cats to neighbouring property, including but not limited to damage to fences, gardens, vehicles, or other structures, resulting from their care, feeding, sheltering, or harbouring of the cats.



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 034-2026
DATE: February 10, 2026
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: Question on the Ballot

RECOMMENDATION

WHEREAS Section 8(1)(b) and (c) of the *Municipal Elections Act, 1996* authorizes a municipality to submit one or more questions to electors on the ballot during a municipal election by by-law;

AND WHEREAS Council has expressed an interest in placing one or more binding questions on the ballot for the 2026 Municipal Election;

AND WHEREAS, subject to compliance with all legislative requirements, the following questions be placed on the ballot:

1. *Are you in favour of the Township implementing a municipal garbage collection program beginning in 2028, to be funded through property taxes?*
2. *Are you in favour of the Township continuing the septic re-inspection program, to be funded through property taxes?*

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to initiate the process required under the *Municipal Elections Act, 1996* to place binding question(s) as purposed in the report on the ballot for the 2026 Municipal Election;

BACKGROUND

Council has previously expressed interest in placing a question, or questions, on the ballot for the 2026 Municipal Election. A ballot question provides electors with the opportunity to give formal input on a specific matter by voting “yes” or “no” on voting day.

Before Council may proceed with placing a question on the ballot, several statutory requirements under the *Municipal Elections Act, 1996* must be satisfied. These include providing public notice, holding at least one public meeting, and passing a by-law by legislated deadlines.

DISCUSSION

The *Municipal Elections Act, 1996* permits a municipality to place a question on the ballot during a regular municipal election through the passage of a by-law. Any ballot question must relate to a matter within municipal authority and must be written clearly so that electors may respond with a simple “yes” or “no.” Open-ended or explanatory questions are not permitted.

While the legislation does not restrict the number of questions that may appear on the ballot, each question requires its own by-law, public meeting, notice requirements, and appeal process. From both an administrative and voter experience perspective, many municipalities limit ballot questions to one or two clearly defined issues to reduce complexity and avoid voter confusion.

Prior to passing a by-law to place a question on the ballot, Council is required to hold at least one public meeting and provide notice to the public and to the Minister of Municipal Affairs and Housing no later than February 20, 2026. In a regular election year, the deadline to pass a by-law authorizing a ballot question is March 2, 2026.

Following passage, a legislated appeal period applies. Should Council later decide not to proceed, the by-law may be revoked up to Nomination Day, which is August 21, 2026.

Ballot questions may be either binding or non-binding, depending on the municipality’s legal authority over the subject matter. Binding questions require Council to act in accordance with the outcome of the vote, while non-binding questions are advisory in nature and are used to gauge public opinion. Clearly identifying whether a ballot question is binding or non-binding helps ensure electors understand how the results will be used.

The following ballot questions have been submitted by Members of Council for consideration:

1. **Are you in favour of the Township implementing a municipal garbage collection program beginning in 2027, to be funded through property taxes?**
2. **Are you in favour of the Township continuing the septic re-inspection program, to be funded through property taxes?**

The proposed ballot question(s) seek input from electors on whether the Township should proceed with these initiatives in principle. Estimated costs and potential impacts on property taxes will be shared with the public and discussed by Council during the required public meeting(s) and prior to the passage of any enabling by-law.

STRATEGIC PLAN PRIORITY

Healthy Community Development-

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS/REFERENCES

N/A



STAFF REPORT TO COUNCIL

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

REPORT NUMBER: 035-2026
DATE: February 10, 2026
FROM: Cathy MacMunn, CAO/Clerk
PREPARED BY: Jody Legue, Deputy Clerk
RE: Clarification of Council Direction- Municipal Support Resolutions

RECOMMENDATION

THAT Council confirm the direction given at the January 27, 2026, meeting of Council regarding Municipal Support Resolutions;

AND THAT staff be directed to send a letter to the Independent Electricity System Operator requesting the removal of municipal support resolution requirements from its tendering and procurement processes;

AND THAT staff be directed to develop a policy governing the processing of all municipal support resolutions or letters of support, for Council's review and consideration.

BACKGROUND

At the January 27, 2026, regular meeting of Council, the following resolution was passed: "We motion that we would like to accept Michela Gossage's presentation for information and direct staff to develop a policy for future support letters from the municipality for applications and to send a letter to the IESO for the removal of the municipal support letter for applications from municipalities."

Staff understand the general intent of the resolution, however, would like to clarify to ensure Councils direction is implemented accurately and consistently.

DISCUSSION

Staff seek confirmation from Council on the following two matters,

1. Letter to the Independent Electricity System Operator (IESO)
That staff be directed to send a formal letter to the IESO requesting that its tendering and procurement processes be amended to remove the requirement for municipal support resolutions, due to the potential liability and risk such resolutions may place on the Township.

2. Development of a Municipal Policy on Support Resolutions
That staff be directed to develop a municipal policy governing how all requests for municipal support resolutions or letters of support are to be received, evaluated, and processed, regardless of project type or sector.

STRATEGIC PLAN PRIORITY

Sustainable Core Services

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS / REFERENCES

N/A



Township of Central Frontenac

Notice of Motion

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

In accordance with Section 12.2 of Procedural By-law No. 2023-53, as amended, this form must be completed and submitted to the Clerk when providing a Notice of Motion.

Section 3.3 of Procedural By-law No. 2023-53, as amended, provides that the rules and regulations may be suspended for a single occasion by resolution, with the approval of at least two-thirds of Council, unless otherwise provided by law.

I, Councillor Gowdy, a Member of Council, hereby give Notice of Motion regarding Alto Rail and request that Council consider suspending Section 12.2 of Procedural By-law No. 2023-53, as amended, to allow the motion to be introduced and, if seconded, considered at the February 10, 2026, Regular Meeting of Council. I understand that this requires the approval of at least two-thirds of Council.

Should Council not approve the suspension of the rules, the motion will be brought forward, if seconded, for consideration at the February 24, 2026, Regular Meeting of Council.

WHEREAS Alto, a federal crown corporation, whose role is to establish a high-speed rail (HSR) network between Toronto and Quebec City has recently released possible route options with one coming through the Township of Central Frontenac;

AND WHEREAS Alto has stated that the proposed northern corridor, will have higher construction and operations costs and there will be no longer term economic benefit to the municipality due to no proposed stop;

AND WHEREAS Central Frontenac takes pride in its rural character, the protection of environmentally sensitive areas, its lakes and forested landscapes, and its natural features that define the Canadian Shield and support a strong recreational and tourism economy;

NOW THEREFORE BE IT RESOLVED THAT with the limited information and consultation that has been provided to date, the Council of the Township of Central Frontenac will not support the proposed northern corridor going through its Township;

AND FURTHER THAT staff be directed that this motion be sent to the Hon. Steve MacKinnon, Federal Minister of Transportation, The Honourable Mark Carney, Prime Minister of Canada, MP Scott Reid, Honourable Doug Ford, Premier of Ontario, MPP John Jordan, Mark Imbleau, the President of Alto, and all neighbouring municipalities within the proposed HSR corridors.

Date Submitted to Clerk: Wednesday February 4, 2026

Signature:

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

BY-LAW #2026-06

**BEING A BY-LAW TO CONFIRM THE REGULAR MEETING OF COUNCIL HELD ON
FEBRUARY 10, 2026**

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 10th day of February 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 10thh day of February 2026.

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk