



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

Tuesday, March 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**

a. **March 10, 2026**

THAT the agenda for the regular meeting of Council to be held March 10, 2026, be approved as presented [amended].

**5. Disclosure of Pecuniary Interest and General Nature Thereof**

**6. Approval of the Minutes**

a. **February 24, 2026**

[Regular Meeting Of Council - Feb 24 2026 - Minutes Draft JL.docx](#) 

7

THAT the minutes from the regular meeting of Council held on February 24, 2026 be approved as presented [amended].

**7. Mayor's Remarks**

**8. Delegations**

a. **Ron Couchman, Resident Central Frontenac**

Presentation on Alto Rail

THAT Council receive the presentation from Ron Couchman, resident of Central Frontenac, regarding Alto Rail for information.

**9. Public Meeting**

**10. Consent Agenda**

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

a. Correspondence Received for March 10, 2026

1. Letter dated February 4, 2026 from the Township of Brudenell, Lyndoch and Raglan regarding Support for the Steel and Lumber Sectors.
2. Resolution dated February 10, 2026 from the Township of Joly regarding Nation Building Improvements to Highways 11 and 17.
3. Resolution dated February 10, 2026 from the Township of Joly regarding Opposition to the Consolidation of Conservation Authorities.
4. Letter dated February 20, 2026 from the Township of Southgate regarding Support for Bill 21, Protect Our Food Act, 2025.
5. Letter dated February 20, 2026 from the OPP Detachment Board – James Bay East regarding Support for a Provincial Bail Notification Program.
6. Letter dated February 24, 2026 from the County of Perth regarding Removal of HST and GST from New Home Sales.
7. Letter dated February 4, 2026 from the Township of Brudenell, Lyndoch and Raglan regarding a Call for Reform and Publication of the Ontario Sex Offender Registry.
8. Letter dated February 4, 2026 from the Township of Brudenell, Lyndoch and Raglan regarding a Call to Action for Justice and Protection of Canada’s Children.
9. Motion regarding Support for Modernizing the Heritage Organization Development Grant (HODG).
10. Resolution from the Municipality of Markstay-Warren regarding Improvements to Highways 11 and 17.
11. Letter dated February 2026 from the Township of Perry regarding School Bus Safety.
12. Letter dated February 18, 2026 from the Township of Perry regarding Reduced Rate Distribution of Library Resources.
13. Resolution regarding Support for the Ontario Veterinary College.
14. Resolution regarding the Ontario Community Infrastructure Fund (OCIF).
15. Newsletter dated January 2026 from the Top Aggregate Producing Municipalities of Ontario (TAPMO).
16. Letter dated February 26, 2026 from resident Jacqueline Kelly-Pemberton regarding Alto Rail.
17. Letter dated March 4, 2026 from Addington Highlands regarding Alto Rail.

b. Quinte Conservation Executive Board Meeting Minutes 15  
December 18, 2025


[Quinte Minutes - December 2025.PDF](#) 

c. Central Frontenac Washroom Committee Update 26

[20260225\\_PROGRESS\\_REPORT.pdf](#) 


d. Mississippi Valley Conservation Authority Board Summary 27

[26-02-25 Board Summary Rpt Feb9.pdf](#) 


- e. Rideau Valley Conservation Authority 53  
January 22, 2026  
[260122\\_BOD\\_Minutes\\_APPROVED.pdf](#) 

**11. Deferred Items**

**12. Staff Reports/Departmental Updates**

- a. **Report No. 042-2026** 64  
Development Services Activity Report February 2026  
[042-2026 DS Building Activity November - Complete.docx](#) 


THAT Council receive the Construction Details (Building Activity) report dated February 2026 for information.

- b. **Report No. 043-2026** 65  
Development Services Capital Projects  
[043-2026 DS - Capital Projects - Complete.docx](#) 

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


- c. **Report No. 044-2026** 68  
Public Works Activity Report February 2026  
[044-2026 Public Works Activity Report.docx](#) 

THAT Council receive the Public Works Activity report dated February 2026 as prepared by the Public Works Technical Assistant for information.

- d. **Report No. 045-2026** 71  
Public Works Purchase of Used Motor Grader  
[045-2026 Purchase of Used Motor Grader.docx](#) 

THAT Council receive the report regarding the proposed purchase of a 2021 Caterpillar 150 AWD motor grader in the amount of \$435,772 excluding HST;

AND THAT Council authorize staff to proceed with the purchase of the motor grader and the CAO/Clerk and Mayor are authorized to sign all necessary contract documents.

- e. **Report No. 046-2026** 74  
Public Works Micro Surface Tender ( PW-2026-09)  
[046-2026 Micro-Surface Recommendation.docx](#) 

THAT Council receive Report PW-2026-09 regarding the Micro-Surface tender;

AND THAT Council accept the recommendation of the Public Works Manager and award the Micro-Surfacing tender to Greenwood Paving Ltd in the amount of \$286,581 excluding HST;


AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

- f. **Report No. 047-2026** 76  
Public Works Grounds Maintenance Tender- Kennebec ( PW-2026-05)  
[047-2026 Kennebec Grounds Maintenance Recommendation.docx](#) 

THAT Council receive Report PW-2026-05 regarding the Grounds Maintenance tender for the Kennebec District;

AND THAT Council accepts the recommendation of the Public Works Manager and award the Kennebec District Grounds Maintenance to Kennebec Tree and Lawn Service in the amount of \$11,400 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

- g. **Report No. 048-2026** 78  
Public Works Grounds Maintenance Tender- Olden ( PW-2026-06)  
[048-2026 Olden Grounds Maintenance Recommendation.docx](#) 

THAT Council receive Report PW-2026-06 Grounds Maintenance tender for the Olden District;

AND THAT Council accept the recommendation of the Public Works Manager and award the Olden District Grounds Maintenance to Kennebec Tree and Lawn Service in the amount of \$10,000 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

- h. **Report No. 049-2026** 80  
Public Works Grounds Maintenance Tender- Oso ( PW-2026-07)  
[049-2026 Oso Grounds Maintenance Recommendation.docx](#) 

THAT Council receive Report PW-2026-07 Grounds Maintenance tender for the Oso District;

AND THAT Council accepts the recommendation of the Public Works Manager to award the Oso District Grounds Maintenance to Hamilton's Carpentry in the amount of \$28,000 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

- i. **Report No. 050-2026** 82  
Public Works Grounds Maintenance Tender- Oso ( PW-2026-08)  
[050-2026 Hinchinbrooke Grounds Maintenance Recommendation.docx](#) 


THAT Council receive Report PW-2026-08 regarding the Grounds Maintenance tender for the Hinchinbrooke District;

AND THAT Council accepts the recommendation of the Public Works Manager and award the

Hinchinbrooke District Grounds Maintenance to Hamilton's Carpentry in the amount of \$10,225 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

**13. Committee/Other Reports**

- a. **Draft 2025 Septic Re-Inspection Program Report** 84  
**Mississippi Rideau Septic System Office ( MRSSO)**  
[2025 CF Reinspection Report.docx](#) 

THAT Council receive the Draft 2025 Septic Re-Inspection Program Report from Eric Kohlsmith, Mississippi Rideau Septic System Office, for information;

AND FURTHER THAT the report be submitted to the Septic Re-Inspection Committee for further review.

**14. Communication/Correspondence for Action**

**15. Bylaws/Agreements**

**16. Notice of Motion**

**17. Giving Notice of Motion**

- a. **Councillor Phillip Smith** 119  
[Notice of Motion - On Call Part Time Firefighter.docx](#) 

Councillor Phillip Smith hereby gives notice of a motion regarding On-Call Part-Time Firefighters, which will be brought forward for consideration at the Regular Meeting of Council on March 24, 2026.

In accordance with the Township's Procedural By-law No. 2023-53 the motion is being introduced for notice purposes only at this time. No discussion will occur at the March 10, 2026 meeting. The motion may be debated and considered at the March 24, 2026 meeting, subject to receiving a seconder on the motion.

**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:

1. Receive closed session minutes
2. for the purpose of receiving advice that is subject to solicitor-client privilege, including communications necessary for that purpose. pursuant to Section 239(2)(f) of the Act

- b. **Rise from Closed Session**

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

1. Receive closed session minutes

2. for the purpose of receiving advice that is subject to solicitor-client privilege, including communications necessary for that purpose. pursuant to Section 239(2)(f) of the Act

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

## **20. Adjournment**

- a. **Confirming Bylaw for March 10, 2026**

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[2026-13 Confirming By-Law March , 10, 2026.docx](#) 

THAT By-Law 2026-13 being a by-law to confirm the proceedings of the regular council meeting held March 10, 2026, be read first, second, and third time, and finally passed this 10th day of March , 2026

AND FURTHER THAT this meeting be adjourned until Tuesday, March 24, at 6:00 p.m. for a regular meeting of the Council, said meeting to be held in the Council Chambers at 14216 Road 38, Sharbot Lake, Ontario



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

Tuesday, February 24, 2026, at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

**Roll Call:** Mayor Frances Smith, Deputy Mayor Cindy Kelsey, Councillors Dan Meeks, Bill Everett, Phillip Smith, Nicki Gowdy, Lynn Klages, Duncan McGregor & Susan Irwin

**Staff in Attendance:** Cathy MacMunn, CAO/Clerk; Abigail McKinnon, Planning Coordinator; Michael McGovern, Treasurer; Chris McDonough, Fire Chief/Manager of Emergency Services; Chris Nelson, Community Services Coordinator.

### **1. Call to Order**

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

### **2. Land Acknowledgement**

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

### **3. National Anthem**

Please stand for the National Anthem

### **4. Approval of the Agenda**

#### ***MOTION NO. 2026-67***

*Moved by:* Cindy Kelsey

*Seconded by:* Lynn Klages

**THAT** the agenda for the regular meeting of Council to be held February 24, 2026, be approved as amended to defer the closed session matter related to legal advice to the Regular Meeting of Council to be held March 10, 2026.

**Carried**

**5. Disclosure of Pecuniary Interest and General Nature Thereof**

None Declared

**6. Approval of the Minutes**

***MOTION NO. 2026-68***

*Moved by:* Bill Everett

*Seconded by:* Duncan McGregor

**THAT** the minutes from the regular meeting of Council held on February 10, 2026, and the special meeting of Council held February 11, 2026, be approved as presented [amended].

**Carried**

**7. Mayor's Remarks**

Mayor Smith noted that the heritage festival held on Family Day weekend was a success and thanked the organizers.

**8. Delegations**

None

**9. Public Meeting**

None

**10. Consent Agenda**

***MOTION NO. 2026-69***

*Moved by:* Nicki Gowdy

*Seconded by:* Phillip Smith

**THAT** Council receive item a) for information as it is considered routine.

**Carried**

a. Correspondence Received for February 24, 2026

1. Letter dated February 10, 2026, from The Corporation of the Township of Nipigon, regarding Bill 68 ( schedule 3) Conservation Authorities
2. Letter dated February 16, 2026, from the Corporation of the Township of Bracebridge, regarding Elect Respect.

3. Letter dated February 17, 2026, from the Corporation of the Municipality of Wawa regarding School Bus Safety and Stop Arms.
4. Letter dated February 17, 20-26 from the Corporation of the Municipality of Wawa regarding Life labs closures.
5. Letter dated February 18, 2026, from the Township of Puslinch regarding a support resolution for the Municipality of Magnetawan regarding Invest Ready Certified Site Designation.
6. Letter dated February 18, 2026, from the Town of Fort Francis regarding a support resolution for the Township of Edwardsburg Cardinal and the Ontario Community Infrastructure Fund.
7. Letter dated February 10, 2026, from the Township of Joly regarding a support resolution for the Township of Nairn and Hyman to support steel and lumber sectors.
8. Letter dated February 6, 2026, from the Kingston Frontenac Public Library regarding the desire to have the Sharbot Lake Branch included in the redevelopment of the Sharbot Lake Public School site.  
\*\*\* correspondence available upon request

## 11. Deferred Items

- a. The Notice of Motion regarding By-law No. 2024-41 (Canine By-law) is currently deferred pending Council review of legal comments and is expected to return to Council for consideration at the second meeting of March.

## 12. Staff Reports/Departmental Updates

- a. **Report No.036-2026**  
Central Frontenac Fire Rescue Services Activity Report  
**MOTION NO. 2026-70**  
*Moved by:* Duncan McGregor  
*Seconded by:* Susan Irwin

**THAT** Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated February 24, 2026.

**Carried**

b. **Report No. 037-2026**

Central Frontenac Fire Rescue Services Supply Delivery and Installation of a 2 Site VHF-simulcast radio system.

**MOTION NO. 2026-71**

*Moved by:* Bill Everett

*Seconded by:* Cindy Kelsey

**THAT** Council receive the Two-site VHF Simulcast Radio System Recommendation Report for information;

**AND THAT** Council approve the recommendation from the Manager of Emergency Services/Fire Chief to accept the quotation submitted by Bearcom Canada for the supply and installation of a two-site VHF simulcast radio system in the amount of \$169,686.00 excluding HST.

**AND FURTHER THAT** the Manager Emergency Services/Fire Chief be authorized to proceed with obtaining a purchase order for the two-site VHF simulcast radio system.

**Carried**

c. **Report No. 038-2026**

Central Frontenac Fire Rescue Services Supply, Delivery and installation of a new Self Contained Breathing Apparatus (SCBA) Fill Station

**MOTION NO. 2026-72**

*Moved by:* Phillip Smith

*Seconded by:* Duncan McGregor

**THAT** Council receive the Self Contained Breathing Apparatus (SCBA) Fill Station Recommendation Report for information;

**AND THAT** Council approve the recommendation of the Manager of Emergency Services/Fire Chief to accept the quotation from M & L Supply for the purchase and installation

of a Revolve-Air SCBA Fill Station in the amount of \$109,350.00, excluding HST;

**AND FURTHER THAT** the Manager of Emergency Services/Fire Chief be authorized to proceed with the issuance of a purchase order for the SCBA Fill Station.

**Carried**

- d. **Report No. 039-2026**  
Finance Accounts Payable Report February 24, 2026  
**MOTION NO. 2026-73**  
*Moved by:* Dan Meeks  
*Seconded by:* Lynn Klages

**THAT** Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$1,944,871.85 as prepared by the Treasurer, for information.

**Carried**

- e. **Report No. 040-2026**  
Finance 2025 Council Remuneration Report  
**MOTION NO. 2026-74**  
*Moved by:* Nicki Gowdy  
*Seconded by:* Cindy Kelsey

**THAT** Council receive the “2025 Council/Committee Remuneration and Expenses” as prepared by the Treasurer for information purposes only.

**Carried**

- f. **Report No. 041-2026**  
Administration CAO/Clerk Department Activity Report  
**MOTION NO. 2026-75**  
*Moved by:* Phillip Smith

*Seconded by:* Susan Irwin

**THAT** Council receive the CAO/Clerk Department Update as prepared by the Deputy Clerk for information.

**Carried**

**13. Committee/Other Reports**

None

**14. Communication/Correspondence for Action**

None

**15. Bylaws/Agreements**

a. **County of Frontenac Funding Agreement**

Sharbot Lake Trailhead

**MOTION NO. 2026-76**

*Moved by:* Lynn Klages

*Seconded by:* Duncan McGregor

**WHEREAS** the County of Frontenac has established a funding program to support the development of trailheads associated with the K&P Trail, with a maximum contribution of up to \$100,000 per Township;

**AND WHEREAS** the Township of Central Frontenac has requested that the funding be allocated toward the development of the Sharbot Lake Trailhead, including a fully accessible, year-round public washroom facility;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Central Frontenac hereby accepts the Sharbot Lake Trailhead Agreement with the County of Frontenac for funding in the amount of up to \$100,000;

**AND FURTHER THAT** the Mayor and CAO/Clerk be authorized to sign and execute the Agreement and any related documentation required.

**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. 2026-77**

*Moved by:* Lynn Klages

*Seconded by:* Dan Meeks

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

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

**Carried**

b. **Rise from Closed Session**

**MOTION NO. 2026-78**

*Moved by:* Dan Meeks

*Seconded by:* Nicki Gowdy

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

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

**AND FURTHER THAT** staff carry out instructions as received in closed session.

**Carried**

## **20. Adjournment**

a. **Confirming Bylaw 2026-08**

**MOTION NO. 2026-79**

*Moved by:* Bill Everett

*Seconded by:* Susan Iriwn

**THAT** By-Law 2026-07 being a by-law to confirm the proceedings of the regular council meeting held February 24th, 2026, be read first, second, and third time, and finally passed this 24th day of February, 2026;

**AND FURTHER THAT** this meeting be adjourned until Friday, February 27, 2026 , at 9:00 a.m. for a special meeting of the Council, said meeting to be held in the Council Chambers at 14216 Road 38, Sharbot Lake, Ontario.

**Carried**

**Mayor Smith adjourned the meeting at: 6:41 PM**

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Frances Smith, Mayor

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Cathy MacMunn, CAO/Clerk



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

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

**Members Present:** **Bob Norrie** (Town of Greater Napanee), **Brent Taylor** (Twp of Tudor and Cashel), **Carrie West** (Township of Madoc), **Dave Ogden** (Tyendinaga Township), **Don Kuntze** (City of Quinte West), **Don Stewart** (Stirling and Rawdon Township), **James Flieler** (Municipality of Tweed), **Jamie Zieman** (Town of Deseronto), **Janice Maynard** (County of Prince Edward), **John Hirsch** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Kirby Thompson** (Addington Highlands Township), **Krysta-Lee Woodcock** (Stone Mills Township), **Mike Kerby** (Centre Hastings Municipality), **Mike Stevens** (Marmora and Lake Municipality), **Paul Carr** (City of Belleville), **Lynn Klages** (Township of Central Frontenac)

**Members Absent:** **Kelly Henderson** (City of Belleville), **Nathan Townend** (Loyalist Township), **Norm Roberts** (Township of South Frontenac)

**Staff Present:** Brad McNevin (CAO), Catherine Sinclair (Regulations Officer), Kristina Hamilton (Corporate Services Assistant), Mary Gunning (Aquatic Science Manager), Paul McCoy (Planning and Regulations Manager), Sharlene Richardson (Regulations Officer), Tammy Smith (Corporate Services Manager), Tim Trustham (Lands Operations Coordinator)

**Also Present**

- Karrin Broadhurst
- Greg Parsons (Quinte Urban Forest Network, Quinte Field Naturalists Trees Committee)

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

**a. Land Acknowledgement**

Quinte Conservation acknowledges we are meeting today on traditional territory of many nations. We recognize and honour the historic relationship of the Indigenous peoples to this land, and acknowledge our shared obligation to respect, honour and sustain these lands and the natural resources contained within.

We recognize all First Nations, Metis, and Inuit who call the Quinte Region their home, and support the need for cultivating a strong relationship with them. We look forward to fostering a path towards reconciliation and show respect for the Indigenous peoples who first lived and currently live on the land where we now, all reside together.

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

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

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

**MOTION QC-25-082**

**Moved By:** Mike Kerby

**Seconded By:** Jamie Ziemann

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

**CARRIED**

**3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of November 20, 2025 (Motion to Approve).**

**MOTION QC-25-083**

**Moved By:** Janice Maynard

**Seconded By:** Dave Ogden

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

**CARRIED**

**4. Business Arising from the Minutes**

N/A

**5. Disclosure of Pecuniary Interests**

N/A

**6. Delegations**

N/A

**7. Stewardship Application for Funding (*Motion to Approve*)**

**MOTION QC-25-084**

**Moved By:** James Flieler

**Seconded:** Dave Ogden

THAT, Quinte Conservation staff have Board support to engage with member municipalities to apply for the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC).

**CARRIED**

Presentation as submitted.

Board- Is there a maintenance requirement by municipalities?

Staff - No.

Board – Quinte Conservation is going to spearhead, what does success look like?

Staff - Logistically we are looking to support municipalities in the future and engage

Board- Do we need all 18 municipalities?

Staff - We do not need all 18

Board - Can you make the presentation available?

Staff - Yes and we can be available to engage municipalities

Board - Can this be used to refresh the Ash losses?

Staff - Absolutely, all native species.

Karrin Broadhurst - Surprised at how much the federal government wants tree plantings. They want success in tree plantings. Peterborough received a couple million dollars in funding.

Further explanation on the need for trees. Need to get trees in the ground.

Board-- Confirmation of 50% by municipalities. Can this be used with existing budget?

Staff- yes.

Explanation on budgeting and funding conditions.

Staff- further clarification on funding

Karrin- We're told we could "stack". Funding can be from other local organizations, Banks, interest groups etc.

Board- There are a lot of Ash trees to come down and be mindful of

Board- Will there be an assessment done to see what the needs are?

Staff - yes

**8. Budget Control (Motion to Approve)**

**MOTION QC-25-085**

**Moved By:** James Flieler

**Seconded By:** Norm Roberts

THAT, the Budget Control, be approved.

**CARRIED**

**9. Hydro Report (Motion to Approve)**

**MOTION QC-25-086**

**Moved By:** Mike Kerby

**Seconded:** Jamie Zieman

THAT, the Hydro Report, be approved.

**CARRIED**

Board – Is the money received from the major maintenance request?

Staff- Have not received anything but there is approx. \$125 000 request? We will continue to lobby for that money to be released. The claim looks good, but we have not received the money to date.

**10. Monthly Permits Summary (Motion to Receive)**

**MOTION QC-25-087**

**Moved By:** Brent Taylor

**Seconded:** Dave Ogden

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

**CARRIED**

Board-Are we getting less permit requests? Seems like they are down.

Staff-Tends to quiet down this time of year, but we're nearing close to the targeted revenue

Board- I see a permit for a private waste system? Why is there a permit for such, when Waste systems are in place in town?

Staff- Will investigate further.

**11. Monthly Planning Summary (Motion to Receive)**

**MOTION QC-25-088**

**Moved By:** Paul Carr

**Seconded By:** Brent Taylor

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

**CARRIED**

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

**MOTION QC-25-089**

**Moved By:** Don Stewart

**Seconded By:** James Flieler

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

**CARRIED**

Staff - Still waiting for section 36 appointments and a chair

**13. Update QC Forest Management Plan (Motion to Approve)**

**MOTION QC-25-090**

**Moved By:** Kathryn Brown

**Seconded By:** Dave Ogden

THAT, the Quinte Conservation Executive Board hereby approve the Quinte Conservation Forest Management Plan 2026 – 2045, and that staff be directed to provide public access to the plan by posting on the QC website.

**CARRIED**

Board- Does the grant as spoken of previously pertain to this?

Staff-FMP only pertains to our properties. Our plan is like the official plan, with major types of forests, big maps of forests, and summary of our area. There are natural and cultural features. Types of forest products coming out of our type of forests are hydro poles, lattice. Other forests are home to mushroom production, bee honey, maple syrup, lots of possibilities.

Designations for commercial harvests. How are we able to achieve the carbon offset?  
All those things are now documented and posted to our website.

**14. 2026/2027 Capital Projects (Motion to Approve)**

**MOTION QC-25-091**

**Moved By:** Norm Roberts

**Seconded By:** Lynn Klages

THAT, Quinte Conservation apply for the Water and Erosion Control Infrastructure grant to support the continued implementation of the 10-year capital asset management plan.

**CARRIED**

Board – How do we determine, when the new legislation comes out, do we keep in a pile for later?

Staff- We must move forward with these things regardless of what happens at the ministry level. Deal with what comes, when it comes. We need to forge ahead with liability being incorporated into projects.

Board- There seems to be a gap in what they think CA's do. We will want to make sure these are taken care of outside permitting.

Staff- Quinte Conservation is typically very successful with the WECl program, we also have a staff member sitting on the committee. One of the reasons we have been successful in securing WECl funds is because we have a Board that supports us. We commend the board for recognising the need to plan ahead though capital asset management planning and set aside money for future endeavours and investments.

**15. Provincial Changes – Proposed Resolution (Motion to Approve)**

**MOTION QC-25-092**

**Moved By:** Kathryn Brown

**Seconded By:** Norm Roberts

WHEREAS the Ministry of the Environment, Conservation and Parks have posted Environmental Registry Notice No. 025-1257 (Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities), proposing to reduce Ontario's 36 conservation authorities to 7 regional entities as part of a broader restructuring that would create a new Ontario Provincial Conservation Agency to provide centralized oversight and direction under the Conservation Authorities Act; and

WHEREAS under this consolidation proposal, the Quinte Conservation (QC) would be merged into a new "Eastern Lake Ontario Regional Conservation Authority" together

with Central Lake Ontario CA, Kawartha Region CA, Otonabee Region CA, Ganaraska Region CA, Lower Trent Region CA, Crowe Valley CA and forming a single organization stretching from Oshawa, Kawartha Lakes, Hastings County, Tyendinaga Mohawk Territory and areas within Lennox & Addington; and

WHEREAS QC, in 1994 amalgamated the Napanee Region Conservation Authority, Moira River Conservation Authority and Prince Edward Region Conservation Authority forming a 6000 square kilometer jurisdiction to provide integrated services for 18 municipalities, including flood forecasting, planning and regulations, communications, education, stewardship, source water protection and enabling services that are fully supported by our municipal partners; and

WHEREAS the QC Board of Directors acknowledges and supports the province's goals of improved efficiency of watershed management, through the implementation of digital applications and permitting system, consistent policies, flood standards, fees, and technology but find the proposed "Eastern Lake Ontario Regional Conservation Authority" configuration would:

1. Create a geographically vast and administratively complex entity, joining northern, rural and fast-growing south-eastern municipalities through the province with little shared watershed connection or economic alignment;
2. Dilute or eliminate the local accountability and municipal partnership, contrary to the principle that decisions are best made closest to the communities they serve;
3. Generate substantial transition expenses – including Human Resources, governance restructuring, IT migration and policy harmonization, that would divert resources from front-line service delivery and delay measurable outcomes, contrary to the province's own business planning principle of "value for money, cost containment and service continuity"; and
4. Risk greater uncertainty and delay for developers, builders and farmers, as local permitting offices and staff familiar with site conditions are replaced by distant regional structures, making it more difficult for applicants to obtain timely local advice, resolve site condition issues or expedite housing and infrastructure approvals that support the province's "Build Faster" agenda; and

WHEREAS consistent policies, and resources across the existing conservation authorities' boundaries could be achieved through direction and tools such as technical guidelines provided by the Ministry of the Environment, Conservation and Parks or Conservation Ontario; and

WHEREAS conservation authorities are locally based, grassroots organizations formed by municipal governments in response to the challenges posed by a changing landscape;

especially, the increased exposure to flooding and erosion hazards and the resulting risks to lives and property. In the case of QC, this vision has proved a successful model for over 75 years; and

WHEREAS QC, in 1994 amalgamated the Napanee Region Conservation Authority, Moira River Conservation Authority and Prince Edward Region Conservation Authority forming a 6000 square kilometer jurisdiction to provide integrated services for 18 municipalities, including flood forecasting, planning and regulations, communications, education, stewardship, source water protection and enabling services that are fully supported by our municipal partners; and

WHEREAS QC, with the guidance and support of our 18 member municipalities, demonstrates fiscal prudence in conservation delivery, ensuring stable growth through stable funding. QC has successfully leveraged funding to support programs and services that are locally important and are driven by community engagement through QC's Strategic Plan and our Asset Management Plans; and

WHEREAS conservation authorities across the province operate efficiently by working in close partnership with member municipalities. This structure enables resources to be directed toward on-the-ground initiatives that advance our mandate while addressing local community needs, achieving an effective balance in scale, management and service delivery; and

WHEREAS being front-line means being responsive and accountable to the community by delivering the services that are essential and valued to the best interest of the community. The front line of provincial priorities on housing, the economy, infrastructure, and climate resilience are in the decisions between municipalities working together to address issues around floodplain (and hazard) protection and resilient upland and landscape management. Further, our staff and Board are responsive and accountable to the needs of the watershed community, while meeting or exceeding provincial service standards. Our staff and Board are reachable through publicly available contact information. Local governance and direction combined with local service provision allows QC to continue to be responsive to our community; and

WHEREAS the QC Board of Directors recognizes that the staff of QC serves a multitude of Eastern Ontario communities facing vastly different climatic, hydrological and infrastructure realities, and being surrounded by the Bay of Quinte, Lake Ontario and a number of local lakes, with properties subject to coastal erosion and flood-prone areas, which would be ill-served by a larger overarching administrative structure extending over more than 16,000 square kilometres;

THEREFORE, BE IT RESOLVED:

THAT, the Quinte Conservation Board of Directors does not support the proposed “Eastern Lake Ontario Regional Conservation Authority” boundary configuration as outlined in Environmental Registry Notice 025-1257; and

THAT, meaningful modernization can occur within the current watershed-based governance framework; and

THAT, the QC Board of Directors endorses further provincial evaluation of a more focused specific model as a geographically coherent, cost-effective and locally accountable alternative that advances the government’s priorities of efficiency, red-tape reduction and timely home construction; and

THAT, the Board asks that the OPCA and Ministry of the Environment, Conservation and Parks engage directly with affected municipalities and conservation authorities across Eastern Ontario before finalizing any consolidation boundaries or legislative amendments; and

THAT, a forthcoming ERO response be forwarded to the Environmental Registry of Ontario consultations; and

FURTHER THAT, a letter from the Chair containing this resolution be forwarded to:

- . Minister Todd McCarthy, Ministry of the Environment, Conservation and Parks; and
- . Ministry of the Environment, Conservation and Parks (CA Office); and
- . Hassan Basit, OPCA Chief Conservation Executive; and
- . MPP Tyler Allsopp (Bay of Quinte); and
- . MPP Ric Bresee (Hastings-Lennox and Addington); and
- . Warden Bob Mullins, Hastings County
- . Warden Nathan Townsend, Lennox and Addington
- . Mayor Steve Ferguson, Corporation of Prince Edward County
- . Association of Municipalities of Ontario; and
- . Rural Ontario Municipal Association; and
- . Conservation Ontario; and
- . All 36 Individual Conservation Authorities in Ontario; and
- . 18 local watershed municipalities within Quinte Conservation.

**CARRIED**

Board- Paragraph 2, does not list PEC. Does not have our Mayor or Warden listed.

Staff- We have added an amendment, an addition to the original  
Board- No mention of Frontenac MPP John Jordan.

Staff- He does not have jurisdiction in our watershed, but I will make another adjustment to include.  
Will add.

Staff- We did finalize the ERO in another email, still working on it.

Board- I question how many of our 18 were able to get a resolution in front of their councils?

Staff – 13 of 18 as of today. There are a few others that wanted more dialogue. They all have the same language of being able to do everything, without consolidation. Consolidation not necessary.

**16. 2026 Fee Policy and Schedules (Motion to Approve)**

**MOTION QC-25-093**

**Moved By:** Mike Kerby

**Seconded By:** Dave Ogden

THAT, the 2026 Quinte Conservation Fee Policy and Schedules be adopted and effective January 1, 2026, except for Schedule 1 Planning and Regulations fees which will be effective on the date that the Minister rescinds the current fee freeze.

**CARRIED**

**17. 2026 Budget (Motion to Approve)**

**MOTION QC-25-094**

**Moved By:** Brent Taylor

**Seconded By:** Kathryn Brown

THAT, the 2026 budget be approved by weighted vote.

**CARRIED**

Staff - Budget has been adjusted slightly by keeping the Water Control Asset Management Plan values at the same as 2025 to avoid significant increase for some municipalities.

Weighted Vote - unanimous

**18. Other Business**

Hearing Minutes approval.

**MOTION QC-25-095**

**Moved By:** Norm Roberts

**Seconded By:** Lynn Klages

THAT the hearing minutes from September 18, 2025, be approved.

**CARRIED**

Staff- Just wanted to offer an update on hearing- There has been a letter sent to the Premier's office, the Minister's office and our local MPP's essentially accusing Quinte Conservation of withholding evidence. There are a variety of things happening, we have legal representation on this matter. Legal counsel is providing us with good representation, and our interests are being well represented.

- City of Belleville Flood Plain Mapping Project

**19. Date and Time of Next Meeting**

The date and time of next meeting is **February 19, 2026** or earlier at the call of the chair.

**20. Adjournment (Motion to Approve)**

The meeting was adjourned at 4:35 pm.

**MOTION QC-25-096**

**Moved By:** Kelly Henderson

**Seconded By:** Jamie Zieman

THAT, the meeting be adjourned.

**CARRIED**

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Don Kuntze, Chair

Township of Central Frontenac Public Washroom Committee

PROGRESS REPORT

February 26,2026

Committee Members.

Duncan McGregor Chair, Alison Robinson Co-Chair, Ken Waller , Bill Bowick, Cheryl Matson, Wayne Robinson, Andy Dillon Chief Building Official, Bill Youngt Facilities Co-Ordinator , Steve Gould Public Works,

Cc. Cathy McMunn CAO, Jody Legue Assistant to CAO, Mayor Fran Smih

Progress to date: The Public Washroom building has reached the enclosed stage with roof on.

There was an interruption with the siding .The original materials that the committee had approved were no longer available (having been discontinued)according to Norwood. Chery Matson and Andy Dillon selected some alternative similar products . Just this week Andy Dillion reported that Norwood was able to find the original siding selected by the committee but located in New Brunswick .Norwood has placed the order and is awaiting that shipment.

Exterior doors and windows are installed . Good quality.

The committee in conjunction with Ausin Engineering provided a detailed specifications list for the interior fixtures. Bill Young has maintained an onsite presence with Norwood Construction and will be following up with the builder to ensure the quality of our specifications are maintained in the next phase of the build.

Public Works has plans to complete the paving of Parking lot in the spring and this will include the area around the public washroom. Norwood Construction will be undertaking some grading around the building as part of the contract.

An Information board will be needed to hold trail maps and other Tourist Information. That board to be discussed at the next committee meeting.

Memorandum of Understanding :Mayor Francis Smith , Duncan McGregor and Cathy McMunn CAO have been working to secure the Recreational Trail Infrastructure money \$100,000 from the County of Frontenac. A Memorandum of Understanding is part of that process.

Next Meeting:

Andy oversees calling the committee meetings during the Progress build period. Andy has suggested when the interior partitions are installed that we meet on site first as a committee , followed by an official committee meeting at the Township Office. Based on the build and weather improving that meeting will be called.

Projected completion of the building is early May /2026 in time for the May 24,2026 Long Week

Alison Robinson , Co-Chair



## Board Summary Report

February 9, 2026

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Municipal Clerks/Chief Administrative Officers,

### Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights of the February 9, 2026, Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the January 12, 2026 Board of Directors meeting.

#### Employee Presentation: Water Restoration Projects

Staff provided a presentation on wetland restoration projects supported by MVCA since 2023 that included 9 completed projects and 5 planned for 2026. Wetland projects support participants and the community through flood and drought protection, carbon capture, water filtration and habitat biodiversity. Organizations that have provided funding include the Danbe Foundation, MECP Wetland Conservation Partner Program, ECCC Nature Smart Climate Solutions Fund, Lanark County and the City of Ottawa. Community partners that share in financial and technical resources on various projects include Ducks Unlimited Canada, Watersheds Canada, Rideau Valley Conservation Authority and the Ontario Soil and Crop Improve Association.

#### Watershed Conditions

The Mississippi River, Carp River and Lower Ottawa River watersheds are in 'normal' conditions as of January 16, 2026. Stream flows across the watershed remain below average. Lower Mississippi River flows are being augmented by drawdown of Crotch Lake, which also creates spring storage capacity. Staff provided a summary of current snow conditions, noting above average mean snow depth and Snow Water Equivalent (SWE). Based on the above-average snowpack conditions, the Mississippi River watershed could be at risk for a higher-than-normal spring peak. The impacts of the freshet will largely depend on spring rainfall and temperatures.

#### GM Update

S. McIntyre provide the GM Update. She highlighted:

- Notification of project completion for the Fall River Flood and Erosion Hazard mapping was provided to affected municipalities and posted on MVCA's website.

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- MVCA is largely meeting target permit processing times in 2025.
- Work is nearing completion to deliver hazard mapping for tributaries on the Carp River. An Open House is planned for March 16<sup>th</sup> at the Huntley Community Association Mess Hall.
- Staff have acquired a new vehicle to support the operations department.
- She attended a meeting regarding the ALTO high speed rail corridor at which she highlighted the importance of maintaining drainage patterns and natural systems corridors.

#### By-Law Amendments re: Abstentions

The Board of Directors approved amendment of MVCA’s Administrative By-Law to address how abstentions will be handled during voting.

#### MVCA’s Code of Conduct for Board Members

The Board of Directors approved amendment of MVCA’s Code of Conduct for Board members to include “In accordance with the Municipal Act S.O. 2001, as amended” following the bullet dealing with pecuniary interest or conflict of interest.

#### Mill of Kintail museum Update

Staff provided an update on the findings and discussions from the first two meetings of the Mill of Kintail Museum Working Group. The first two meetings included activities that identified evaluation criteria, potential ownership options and pros and cons of each option. MVCA has received two Expressions of Interest (EOIs) regarding ownership and management of the museum collection from the North Lanark Historical Society and Mississippi Valley Textile museum. Future meetings will focus on the development of a Request for Expression of Interest (REOI) with feedback and input from the Working Group.

#### Final 2026 Budget

The Board of Directors approved minor amendments to the Final 2026 Budget.

#### Proposed Fee Schedule Amendments

The Board of Directors approved modifications and corrections to Fee Schedules A through C, per results of public circulation and approved a delay in the implementation of these fees until April 1, 2026.

#### Attachments:

- Draft minutes of February 9, 2026, Board of Directors Meeting.
- Approved Minutes of January 12, 2026, Board of Directors Meeting.



## Minutes: Board of Directors Meeting

February 9, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### ROLL CALL

#### Members Present

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

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager
- Ben Dopson, Manager of Planning and Stewardship
- Alex Broadbent, Manager of I&CT
- Kathryn Starratt, Water Resources Specialist
- Marissa Okum, Stewardship Coordinator
- Kelly Stiles, Biologist
- Kelly Hollington, Recording Secretary

#### Members Absent

- A. Hubley

R. Huetl called the meeting to order at 1:01 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

R. Huetl noted an addition to the agenda, a verbal, in-camera, report added as item 11.

### **BOD26/02/09 - 1**

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

*Resolved, that the agenda for the February 9, 2026, Board of Directors Meeting be adopted as amended.*

**“CARRIED”**

## MAIN BUSINESS

### 1. Approval of Minutes: Board of Directors Meeting, January 12, 2026

There were no amendments or discussion regarding the minutes.

### **BOD26/02/09 - 2**

MOVED BY: H. Yanch

SECONDED BY: B. Holmes

*Resolved, that the minutes of the Board of Directors Meeting held on January 12, 2026, be received and approved as printed.*

**“CARRIED”**

### 2. Employee Presentation: Wetland Restoration Projects, Marissa Okum.

M. Okum provided a presentation on wetland restoration projects supported by MVCA since 2023 that included 9 completed projects and 5 planned for 2026. She noted that projects typically occur on marginal farmland that is unsuitable for agricultural use. Projects are hand-planted or seeded to control erosion, filter run off, increase biodiversity and prevent the spread of invasive species. She highlighted that projects support participants and the community through flood and drought protection, carbon capture, water filtration and habitat biodiversity.

M. Okum summarized current and anticipated financial supports and noted organizations that have provided funding support for these projects including the Danbe Foundation, MECP’s Wetland Conservation Partner Program, ECCC’s Nature Smart Climate Solutions Fund, Lanark County and the City of Ottawa. She also highlighted the

role of community partners including Ducks Unlimited Canada, Watersheds Canada, Rideau Valley Conservation Authority and the Ontario Soil and Crop Improve Association that share financial and technical resources.

R. Kidd asked who undertakes the restoration projects. M. Okum explained that wetland restoration projects are either completed through the ALUS Mississippi Rideau program or the Ottawa Rural Clean Water Program which are managed by MVCA staff.

R. Kidd asked for details regarding volunteers and governance structure of the ALUS program. M. Okum explained that the ALUS program has an advisory committee made up of 6 local farmers and the environmental coordinator for Lanark County that approve projects. M. Okum herself tables the proposed projects for review by the committee.

R. Kidd asked if MVCA staff undertake the seeding of the wetlands. M. Okum explained that MVCA staff undertake hand-planting activities and that some landowners will help with seeding activities. She note that some partner organizations may provide additional resources.

J. Mason asked for the location of the projects within the City of Ottawa. M. Okum responded that a completed project was on Carp Road, near the Carp River and that a project is planned for 2026 in the Galetta area.

M. Souter asked who writes the project application. M. Okum explained that the landowner will submit an Expression of Interest (EOI), M. Okum will undertake a site inspection analysis and create a presentation to table with the ALUS advisory committee for approval.

M. Souter asked who writes the grant applications. M. Okum explained that grant applications are typically prepared by her with input from the landowners and that she submits them though the ALUS Mississippi-Rideau program.

W. Baker asked what the minimum size of property is to undertake a project. M. Okum responded that typically 0.5 acres is the smallest area requirement. Projects with 0.3 acre have been completed but are ineligible for funding and resources through Ducks Unlimited Canada.

R. Kidd asked how the program is promoted to farmers. M. Okum explained that staff undertake various outreach activities including attending local agricultural events, and stated that the program is highly dependent on word-of-mouth within the farming community.

### 3. Watershed Conditions, Report 3541/26, Kathryn Starratt.

K. Starratt provided a watershed condition update noting that the Mississippi River, Carp River and Lower Ottawa River watersheds were in 'normal' conditions as of January 16, 2026. She stated that drawdown was completed mid-January and that stream flows across the watershed remain below average. As is normal at this time of year, Lower Mississippi river flows are being augmented by drawdown of Crotch Lake which creates storage capacity for spring storage.

K. Starratt summarized current snow conditions noting above average mean snow depth and Snow Water Equivalent (SWE). She stated that SWE represents the total amount of liquid stored within the snowpack and is used by MVCA to help predict runoff. She further explained that not all SWE results in runoff, and that the timing and rate of melt are just as important as total amount of water stored in the snowpack.

K. Starratt reviewed short and long-term temperature and precipitation forecasts and stated that there is no ability to confirm flood risk at this time. Based on current and forecasted conditions, the Mississippi River watershed may be at risk for a higher-than-normal spring peak. The scale of impacts will largely depend on spring rainfall and temperatures.

C. Kelly asked for insight into the current SWE conditions in comparison to previous flooding years such as 2023 or 2019. K. Starratt noted current conditions are similar to conditions in winter of 2024/2025 documented by Environment and Climate Change Canada. She highlighted that melt conditions are rely heavily on temperature and rainfall and are difficult to determine at this time.

C. Kelly asked if there is additional storage capacity within the watershed due to the drought conditions throughout the summer and fall of 2025. K. Starratt explained that while flow is below average, water levels are generally within winter target ranges and there is no additional storage capacity as delay of the fall drawdown was used to mitigate drought conditions.

R. Kidd commented that rain is a defining factor for spring flooding conditions. K. Starratt agreed. She noted that rain both adds volume and is a large driver of snow melt alongside warm temperatures.

### 4. GM Update, Report 3542/26, Sally McIntyre.

S. McIntyre highlighted the following matters:

- Work is nearing completion to deliver hazard mapping for tributaries on the Carp River. An Open House is planned for March 16<sup>th</sup> at the Huntley Community Association Mess Hall.
- Notification of project completion for the Fall River Flood and Erosion Hazard mapping was provided to affected municipalities and posted on MVCA's website.
- MVCA is largely meeting target permit processing times in 2025.
- Staff have acquired a new vehicle to support the operations department.
- She attended a meeting regarding the ALTO high speed rail corridor. She highlighted the importance of attention to drainage patterns and the potential impacts to natural systems.

R. Kidd asked if MVCA is hosting the 2026 Annual Invasive Species Virtual Forum. S. McIntyre explained that MVCA is not hosting the forum; it was included because it may be of interest to municipal staff.

R. Huetl asked for the location of the ALTO high speed train project. S. McIntyre noted that exact locations have not been determined. She stated that to her understanding, the environmental assessment (EA) process for the whole corridor is projected to be completed within 2 years and will be reducing the corridors from their current large swaths to 10km and then 1km widths as they move through the EA process.

C. Curry expressed concerns regarding Conservation Authorities not having an emergency response role and not being mentioned in legislation for the *Emergency Management and Civil Protection Act*. S. McIntyre explained that MVCA's responsibilities include flood forecasting and warning, and dam system operations, but that emergency response and recovery lie outside the scope of MVCA responsibilities.

R. Kidd asked if Conservation Authorities all provide flood forecasting and warning, or specifically those that operate dams. S. McIntyre responded that flood forecasting and warning is a mandatory service to be provided by all CAs.

R. Huetl noted that while MVCA does not have a specified role in legislation for the *Emergency Management and Civil Protection Act*, they attend meetings and provide feedback. S. McIntyre confirmed.

#### 5. By-law Amendments re: Abstentions, Report 3538/26, Sally McIntyre.

S. McIntyre stated that members of the Policy and Planning Advisory Committee approved and recommend alternative wording as follows:

- Every member present at a meeting shall vote, unless ineligible due to a statutory requirement, in which case it shall be recorded.
- Any member who the Chair can confirm is present (in-person) or through electronic means and does not vote shall be recorded as voting in the negative.
- A majority vote shall be calculated based upon the number of eligible members present.
- A member may change their vote:
  - Anytime before announcement of the result by the Chair.
  - Immediately following announcement of the result by the Chair if a request to change a vote is unanimously agreed upon by the members in attendance.

She explained that the recommended wording is a combination of the original recommendation and wording provided by G. Gower at the Policy and Planning Advisory Committee meeting.

**BOD26/02/09 - 3**

MOVED BY: D. Comley

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve amendment of MVCA’s Administrative By-law to address how abstentions shall be handled during voting as set out in Report #3538/26 as amended by the Policy and Planning Advisory Committee.*

**“CARRIED”**

**6. Review of MVCA’s Code of Conduct for Board Members, Report 3539/26, Sally McIntyre.**

S. McIntyre provided background on MVCA’s Code of Conduct for Board Members. She highlighted that it was developed in accordance with the prescribed matters to be addressed by municipal codes of conduct as per the *Municipal Act, 2001* and model Administrative By-law for CAs prepared by Conservation Ontario in 2018. A comparative review found that MVCA’s Code of Conduct addresses most items identified in the Lanark and Ottawa by-laws. No changes were recommended by staff. She asked for any recommendations from the Board.

R. Kidd recommended a small amendment to the clause “Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist;” to include “as

defined in the *Municipal Act* as amended”. R. Kidd noted that the *Municipal Act, 2001* is a living document and subject to amendment.

D. Comley asked if the Code of Conduct will be amended if the Conservation Authority is amalgamated. S. McIntyre responded that it may be revisited to develop a standardized version across the province or across the new regional authority.

**BOD26/02/09 – 4 (AMENDING MOTION)**

MOVED BY: R. Kidd

SECONDED BY: C. Curry

*Resolved, That MVCA’s Code of Conduct be amended to include the following clause following the bullet dealing with pecuniary interest or conflict of interest:*

*In accordance with the Municipal Act S.O. 2001, as amended.*

**“CARRIED”**

**7. Mill of Kintail Museum Update, Report 3540/26, Scott Lawryk.**

S. Lawryk provided background on the creation of the Mill of Kintail Museum Working Group. He noted that the terms of reference for the group were approved by MVCA’s Board of Directors in October 2025 and that Erik Lockhart had been retained to facilitate the discussions. He reviewed group membership and reported that two meetings had been held to date at which the group proposed evaluation criteria and identified potential ownership options and pros and cons.

S. Lawryk reported that MVCA has received letters from two local organizations expressing interest in owning the museum collections: the North Lanark Historical Society and Mississippi Valley Textile Museum. Both groups have representation on the working group. He noted that several members of the group have raised issues regarding land transfer and been told that the two letters received make no mention of land transfer, that MVCA’s *Land Conservation and Resource Strategy* does not speak to potential divestment of the Mill of Kintail Conservation Area property, and that any matters involving land ownership fall outside the mandate of the working group.

Future meetings will focus on the development of a Request for Expression of Interest (REOI) with the goal of issuing a public call later in February. He noted that the Board may need to revisit membership and mandate of the Working Group due to potential conflicts of interest as the process unfolds. He reviewed the draft timeline and the need for an accelerated Request for Proposal (RFP) process so that the Board can consider at

its May meeting to allow staff time to update and submit the Museum Strategic Plan by June 30, 2026 in order to secure its annual Community Museum Operational Grant (CMOG).

J. Mason asked if the National Capital Commission (NCC) was invited to participate in the Working Group. S. Lawryk confirmed and explained that the NCC department responsible for management of historical properties and museums is small and did not have the capacity to join the working group. He noted that the NCC has been able to help with providing input on various topics.

J. Mason asked if the NCC will submit an EOI. S. Lawryk explained that MVCA made an official ask and the NCC communicated that they are unable to provide a solution.

R. Kidd asked if municipalities have the same deadline to submit for CMOG funding. S. Lawryk explained that the deadline for any CMOG application is June 30, 2026.

**8. Final 2026 Budget**, Report 3543/26, Sally McIntyre and Stacy Millard.

S. McIntyre explained that the budget has had very minor amendments since approval of the Draft budget for circulation in October 2025 and there are no changes to the assumptions regarding the levy.

S. McIntyre reviewed the recommended changes: an increase to planning and regulation revenues; an increase to the budget for the museum transition and Mill of Kintail Master Plan to include working group facilitator and potential legal fees; and, an increase and consolidation of some line items to allow for better tracking and recovery of amalgamation costs.

S. McIntyre provided a comparison between 2025 and 2026 and noted modest changes to the Category 1 operating budget related to the *Museum Strategic Plan* and Mill of Kintail site and amalgamation.

R. Kidd asked if the budget includes the potential legal costs relating to the museum. S. McIntyre responded that the budget, as presented, reflect the pressures relating to the Museum. R. Kidd asked why these costs are considered Category 1. S. Millard explained that work on the museum is captured under update of the Mill of Kintail Master Plan, which is category 1. S. McIntyre added that matters tabled by the Mill of Kintail Museum Working Group relate to the whole site, not just the Museum collections.

S. McIntyre reviewed year-end reserve balances, including allocations to be made in 2026. She highlighted that MVCA did not receive any requests for presentations to any member municipality councils.

S. McIntyre stated that the difference between the draft budget tabled in December 2025 and the final budget tabled for approval is roughly \$25,000.

M. Souter asked for clarification that the \$25,000 is additional to the draft budget tabled in December 2025 and that the balance is coming from reserves. S. McIntyre confirmed.

**BOD26/02/09 - 5**

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

*Resolved, That the Board of Directors approve the 2026 Budget as submitted.*

**“CARRIED”**

**9. Proposed Fee Schedule Amendments**, Report 3544/26, Stacy Millard and Ben Dopson.

B. Dopson explained that while planning and regulation fees approved in January were to take effect March 1, 2026 to align with Rideau Valley and South Nation conservation authority implementation dates, subsequently RVCA delayed implementation of its fees until April 1, 2026. The new recommendation tabled for consideration is a delay in the implementation date of MVCA’s fee schedule for the City of Ottawa as that is the only jurisdiction that receives CA fees. He explained that the City sends all CA revenues to RVCA who then reviews disperses them to SNC and MVCA as needed.

B. Dopson noted that all member municipalities had received notice regarding the new fee schedules and that 4 comments had been received with only recommending a change to better align MVCA’s fee schedule with SNC and RVCA. This change related to *Clearance of Conditions fees, Part Lot Control fees* and the introduction of a new category of *Minor/Rural to Site Plan for Multiple Residential, Commercial, Industrial or Institutional*.

B. Dopson also noted that MVCA Board of Director approval was needed to update Schedule H: Onsite Sewage Disposal Systems. He explained that these fees are set by RVCA for delivery of the septic program in MVCA’s jurisdiction.

R. Kidd asked if the City of Ottawa is the only municipality that collects fees on behalf of the Conservation Authority. B. Dopson confirmed and stated that the City of Ottawa collects fees on behalf of the 3 CAs that operate in Ottawa, MVCA, SNC and RVCA.

R. Kidd commented that some residents of Beckwith will be subject to the new fees in March and others in April. S. McIntyre explained that all residents of the City of Ottawa will be subject to the new fees on April 1, all residents outside of the City of Ottawa will be subject to the new fees on March 1.

R. Kidd commented that residents within RVCA jurisdiction will only be subject to the fees on April 1. He expressed concern regarding the discrepancies in fees for residents of Beckwith. S. McIntyre commented that the CAs collect their own fees outside of the City. B. Dopson added that other municipalities are within both MVCA and RVCA jurisdictions. R. Kidd recommended delaying the implementation of all fees until April 1 to avoid any confusion amongst residents. B. Dopson noted that MVCA staff have offered to provide quotes for permit applications to assist municipal planning staff during the transition period.

J. Kelso asked how difficult it would be to coordinate the fee implementation at the same time. S. McIntyre responded that it is the Board's decision and staff would implement accordingly.

J. Kelso asked that that the motion be amended to align the implementation date with RVCA.

M. Souter asked how many municipalities are within both MVCA and RVCA jurisdictions.

P. Kehoe commented that Drummond North Elmsley is within both. W. Baker commented that Tay Valley is within both.

**BOD26/02/09 – 6 (Amending Motion)**

MOVED BY: R. Kidd

SECONDED BY: D. Comley

*Resolved, That the Board of Directors approve amendment of the recommended motion.*

**“CARRIED”**

**BOD26/02/09 - 7**

MOVED BY: P. Kehoe

SECONDED BY: R. Kidd

*Resolved, That the Board of Directors approve:*

- a) Minor modifications and corrections to Fee Schedules A through C as set out in Attachment 1, per results of public circulation.*
- b) A delay in the implementation of Fee Schedules A through C until April 1, 2026.*
- c) Update of Fee Schedule H as set out in Attachment 2 for Septic Services delivered by the Rideau Valley Conservation Authority within the jurisdiction of MVCA.*

**“CARRIED”**

**10. Amalgamation Update,** Verbal Report, Sally McIntyre.

S. McIntyre noted that there were no updates to provide regarding Conservation Authority amalgamation.

**11. In- Camera - Chair Update,** Verbal Report, Roy Huetl.

Report and discussions held in-camera.

**BOD26/02/09- 8**

MOVED BY: J. Kelso

SECONDED BY: B. Holmes

*Resolved, That the Board of Directors move to in-camera session for discussion on personal matters about an identifiable individual, including employees of the Authority; and*

*Further resolved, That all MVCA staff leave the room.*

**“CARRIED”**

**BOD26/02/09 - 9**

MOVED BY: P. Kehoe

SECONDED BY: W. Baker

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

**“CARRIED”**

## ADJOURNMENT

**BOD26/02/09 - 10**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors meeting be adjourned.*

**"CARRIED"**

The meeting adjourned at 2:28 p.m.

K. Hollington, Recording Secretary



## Minutes: Board of Directors Meeting

January 12, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### 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

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

*Hybrid meeting held in-person and electronically*

**APPROVED MINUTES**

<b>Board of Directors</b>	<b>1/26</b>	<b>Thursday, January 22, 2026</b>
<b>Present:</b>	Joe Aragona Anne Barr Brian Dowdall Trevor Johnson Shelley Petersen-Quesnel Kristin Strackerjan Gary Waterfield	Jeff Banks David Brown Susan Irwin Wilson Lo Angela Pierman Adam Turcotte Adrian Wynands
<b>Staff:</b>	Sommer Casgrain-Robertson Kathy Dallaire Marissa Grondin Glen McDonald	Dan Cooper Diane Downey Isabelle Maltais Scott Muldoon
<b>Regrets:</b>	Steve Fournier Sean Devine	Shawn Pankow Theresa Kavanagh

Chair Waterfield called the meeting to order at 6:31 p.m.

**1.0 Roll Call**

General Manager/Secretary-Treasurer conducted a roll call.

**2.0 Land Acknowledgement Statement**

Anne Barr gave the Land Acknowledgement statement.

**3.0 Agenda Review**

Chair Waterfield reviewed the Agenda and indicated that staff had requested that a new agenda item be added under 12.0 regarding the purchase of a replacement dump truck.

**4.0 Adoption of Agenda**

**Resolution 1-260122**

**Moved by:** Adrian Wynands  
**Seconded by:** Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as amended to include for consideration the purchase of a replacement dump truck under Agenda Item 12.0.

**Resolution Carried**

**5.0 Declaration of Interest**

There were no declarations of interest.

**6.0 Approval of Minutes of November 27, 2025**

**Resolution 2-260122**

**Moved by:** Adam Turcotte  
**Seconded by:** Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #09/25, November 27, 2025 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Election of Chair and Vice-Chair**

Chair Waterfield requested a motion to appoint Ms. Casgrain-Robertson as Acting Chair to conduct the election of Chair and Vice-Chair.

**Resolution 3-260122**

**Moved by:** Joe Aragona  
**Seconded by:** Trevor Johnson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the General Manager as Acting Chair for the purpose of Election of Officers.

**Resolution Carried**

Gary Waterfield surrendered the Chair to Ms. Casgrain-Robertson, who presided over the election for Chair.

Acting Chair Casgrain-Robertson called for nominations from the floor for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for 2026.

Brian Dowdall nominated Gary Waterfield, who accepted the nomination.

Acting Chair Casgrain-Robertson called for additional nominations two more times. Hearing none, a motion was requested to close nominations.

**Resolution 4-260122**                      **Moved by:**                      Adrian Wynands  
**Seconded by:**                      Kristin Strackerjan

THAT nominations for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2026 be closed.

**Resolution Carried**

Gary Waterfield was acclaimed as Chair of the Board of Directors for 2026.

Acting Chair Casgrain-Robertson then presided over the election for Vice-Chair.

She called for nominations from the floor for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2026.

Anne Barr nominated Kristin Strackerjan, who accepted the nomination.

Acting Chair Casgrain-Robertson called for additional nominations two more times. Hearing none, a motion was requested to close nominations.

**Resolution 5-260122**                      **Moved by:**                      Brian Dowdall  
**Seconded by:**                      Adam Turcotte

THAT nominations for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2026 be closed.

**Resolution Carried**

Kristin Strackerjan was acclaimed as Vice-Chair of the Board of Directors for 2026.

A member asked if Section B.2 of RVCA's Administrative By-law could be amended to remove "upon the death" and just rely on "incapacity to act" to indicate when the Vice Chair is required to act as the Chair. Ms. Casgrain-Robertson indicated that the RVCA uses Conservation Ontario's bylaw template that has been prepared and vetted by legal counsel.

Chair Waterfield offered remarks of appreciation, thanking the Board for its confidence in him and expressing gratitude to Ms. Strackerjan for serving as Vice-Chair for another term. The Chair noted that 2026 will be a year of change, challenge and opportunity, and emphasized continued collaboration with staff and a year of celebrations marking RVCA's 60th anniversary.

*Angela Pierman joined at 6:48 p.m.*

## **9.0 Overview of RVCA and RVCF Conservation Lands**

Ms. Downey, Executive Director of the Rideau Valley Conservation Foundation, presented the attached slides on RVCA and RVCF conservation lands and showed a short video of some of the properties.

A member asked whether any RVCA or RVCF lands are open to hunting. Ms. Downey advised that RVCA/RVCF land generally does not permit hunting, except where historical access has been maintained.

A member asked why the Foundation accepts certain land rather than the RVCA and if all land should be transferred to the Foundation. Ms. Casgrain-Robertson indicated that most land is held by the Foundation, and they are the recipient of choice, as they are an independent body. However, the Authority retains ownership primarily of public conservation areas as there is increased risk and liability with these lands which is more appropriate for the RVCA to manage.

A member asked if staff could speak to the level of public awareness and promotion that takes place regarding the ability to donate land to the RVCF. Ms. Downey advised that typical communication channels are used such as the website and social media alongside paid advertising. She also noted that the RVCF hosted two planned-giving workshops in 2025 which were well attended and that there is good collaboration amongst local land trusts who refer potential donors to one another depending on what type of land is being donated.

A member asked if the Foundation ever declines land. Ms. Downey noted that some properties are declined due to contamination, high risk, insufficient size, or proposed uses that do not align with the Foundation's mandate.

## **10.0 Meetings**

Ms. Casgrain-Robertson noted good staff and Board member attendance at the MECP Engagement Session as well as the ROMA conference.

Chair Waterfield also informed the Board that the Executive Committee gave the General Manager a positive performance appraisal for 2025 and that

2026 will prioritize the implementation of provincial changes.

**11.0 Member Inquiries**

A member asked if invitations would be extended to municipal staff and councils for the upcoming February AGM. Ms. Casgrain-Robertson advised that municipalities were made aware of the February meeting and invited to attend as is required because the budget will be approved. However, the AGM part of the meeting is administrative in nature. The June anniversary event will be more meaningful and celebratory and will be promoted to all municipalities who will be encouraged to attend.

**12.0 New Business**

Ms. Casgrain-Robertson reviewed the staff report which was circulated to members via email on January 22, 2026, in advance of the meeting.

A member asked if the RVCA has a capital purchase program for larger equipment. Ms. Casgrain-Robertson confirmed that RVCA follows a vehicle lifecycle guideline and uses age, mileage and service record data to determine fleet replacement which is funded through the vehicle reserve.

A member inquired whether the proposed vehicle would carry a full warranty despite being two years old. Ms. Casgrain-Robertson confirmed that it would.

A member asked about the availability of a 2025 model and what informed the decision to recommend the 2024 model. Ms. Casgrain-Robertson advised that both vehicles are the same make and model and that the recommendation is cost based.

**Resolution 6-260122**                      **Moved by:**                      Adrian Wynands  
**Seconded by:**                      Adam Turcotte

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of a new 2024 Ford Super Duty F-550 truck not to exceed \$115,000 with the purchase funded from RVCA's vehicle reserve.

**Resolution Carried**

**13.0 Adjournment**

The Chair adjourned the meeting at 7:23 p.m. on a resolution by Anne Barr.

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**Gary Waterfield**  
**Chair**

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**Marissa Grondin**  
**Recording Secretary**

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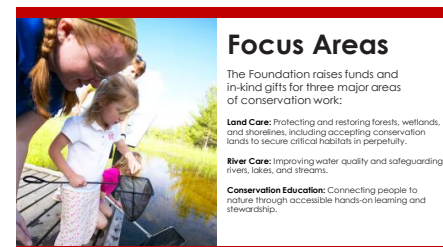
**Sommer Casgrain-Robertson**  
**General Manager/Secretary-Treasurer**



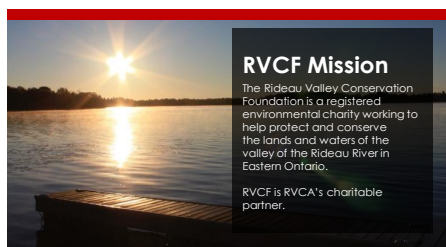
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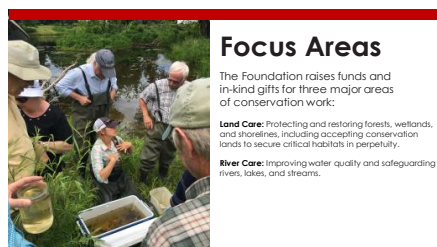
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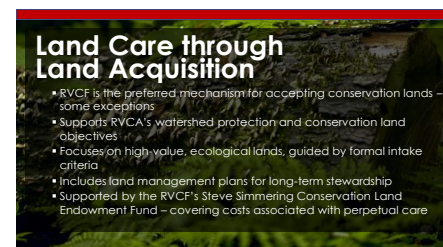
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6



### Why RVCF?

- Supports donor relations through charitable arm
- Leverages partnerships and funding via established philanthropic tool
- Provides stability amid legislative changes affecting Conservation Authorities
- Raises and endows funds for insurance, maintenance and stewardship costs for perpetual protection
- Exceptions apply where appropriate

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### Acceptance Criteria & Due Diligence

- Ecological significance (forests, wetlands, shorelines, meadows)
- Watershed and biodiversity value (species at risk, special features: vernal pools)
- Connection with existing conservation lands
- Risk, liability and contamination assessment – risk-averse
- Long-term stewardship opportunities / costs identified up front

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### Roles and Responsibilities

#### RVCA

- Site assessment: evaluate nature features and potential risks
- Donor engagement: support conversations and information sharing
- Operations & maintenance: manage land and infrastructure
- Conservation planning: develop and implement management plans or site improvements
- Ecological Gifts Program: assist with application process

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### Types of Land Transactions

- Donated lands
- Split-receipted transactions
- Strategic purchases of high-priority lands

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### Roles and Responsibilities

#### RVCF

- Donor engagement: understand wishes, explore options
- Fundraising: support soft-costs, contribution to the endowment, land purchase costs (partial or full)
- RVCF Board approval: ensure financial oversight, strategic alignment, risk management, governance
- Charitable tax receipt: issue for fair market value of donated land

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### Ecological Gifts Program

- Federal program enabling permanent protection of ecologically sensitive lands (administered by Environment and Climate Change)
- Offers significant tax benefits to landowners
- Extra assurance lands conserved in perpetuity by qualified recipients


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### Properties

- **RVCF Ownership**
  - 36 properties
  - 28 Ecological Gifts
  - 2,198.72 acres
- **RVCF Easement**
  - 2 properties
  - 2 Ecological Gifts
  - 788.21 acres




15

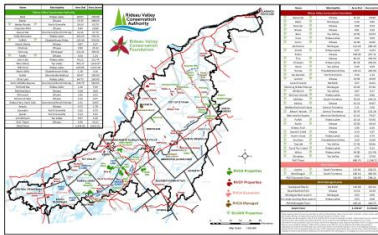
### Properties

- **RVCA Management**
  - 4 properties
  - 346.55 acres

**Total: 9,150.49 acres**



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### Properties

- **RVCA Ownership**
  - 28 properties
  - 3 Ecological Gifts
  - 5,817.02 acres

**Total: 8,803.94 acres**



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### Program Highlights

- **Acquisition pace:** Typically accept 1-2 properties a year, often a slow process, a recent shift toward larger, high-impact acquisitions
- **Endowment Growth:** Steady growth of the Steve Simmering Conservation Land Endowment Fund
- **Fundraising & Partnerships:** Support acquisition soft costs, and land acceptance and long-term stewardship

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### Program Highlights

- **Recent impact:** From 2021–2025, these partnerships have delivered conservation outcomes comparable to the previous 20 years
  - Modern Niagara Partnership – \$60,000 over five years to support land acquisition and endowment
  - Special funding – to cover partial (split receipt) or full property costs (purchase) and endowment
- **Increased interest in:**
  - Willed gifts of property
  - Split-receipted transactions
  - Opportunities arising from capital gains tax changes

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### G Property

- 2024
- 207 acres outside Lombardy
- 62 acres of PSW
- 145 acres of forest
- Otter Lake shoreline
- Linking conservation parcels totaling +6,000 acres of protected land
- Split receipt: fair market value, \$300,000 cash (ECCC, Challenge Fund) plus \$135,000 donation



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### Seeing Conservation in Action



23

### PM Property

- 2023
- 65 acres on Big Rideau Lake
- 200 metres natural shoreline
- 2 acres of PSW
- 34 acres of forest
- 23 acres of open field, plus two islands
- Opportunities for SAR projects
- Donation of appraised, fair market value



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### E Property

- 2025
- 250 acres in Ottawa
- 210 acres of wetland
- Creating linkage to another RVCF property
- Purchased at appraised, fair market value with support from City of Ottawa, Ducks Unlimited, and Scout Clean Energy, including acquisition costs and endowment contribution



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### What's Needed for Continued Success

- Clear alignment between RVCA priorities and RVCF re. land donations and fundraising initiatives
- Continued RVCA support for:
  - Site and risk assessment
  - Land management and enhancements
- Strong donor relationships and confidence
- Ongoing contributions to the Steve Simmering Conservation Land Endowment Fund



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25



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**Member of**



**Alliance of Canadian Land Trusts**  
Alliance canadienne des organismes de conservation

ACLIT's mission is to support and empower land trusts across Canada to be vibrant, unified and effective in advancing land conservation.

The vision of the ACLIT is protecting nature through the stewardship and conservation of our most vital landscapes in communities across Canada



**OLTA**  
ONTARIO LAND TRUST ALLIANCE

OLTA connects the land conservation community by sharing knowledge and best practices, reducing financial barriers to land conservation, promoting organizational excellence, sharing access to current research and Indigenous knowledge systems and acting as a voice for land trusts among the public, governments and other rights holders and partners.

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# STAFF REPORT TO COUNCIL

Township of Central Frontenac  
 14216 Road 38  
 Sharbot Lake, Ontario

**REPORT NUMBER:** 042-2026  
**DATE:** March 10, 2026  
**FROM:** Andy Dillon, Chief Building Official  
**PREPARED BY:** Crystal Nedow, Building Inspector  
**RE:** February Construction Details (Building Activity) Report

## Recommendation

THAT Council receive the Construction Details (Building Activity) report for February 2026 for information.

	Feb-26	Feb-25	Feb-24
Construction Value	\$580,000	\$770,000	\$305,000
Construction Value, Year to Date	\$1,000,000	\$845,000	\$1,852,000
Permit Fees	\$11,713	\$13,966	\$6,196
Permit Fees, Year to Date	\$19,612	\$15,421	\$33,161
Number of Permits in	8	8	3
Total, Year to Date	11	10	19
New Residential Units	1	1	1
New Residential Units, Year to Date	2	1	4
New Seasonal Units	0	1	0
New Seasonal Units, Year to Date	0	1	2
New Com/Inds/Inst Units	0	0	0
New Com/Inds/Inst Units, Year to Date	0	0	0
Sewage System	4	2	2
Sewage System, Year to Date	6	2	5
Closed Permits, Year to Date	37	27	57



# STAFF REPORT TO COUNCIL

Township of Central Frontenac  
 14216 Road 38  
 Sharbot Lake, Ontario

**REPORT NUMBER:** 043-2026  
**DATE:** March 10, 2026  
**FROM:** Andy Dillon, Chief Building Official  
**PREPARED BY:** Andy Dillon, Chief Building Official  
**RE:** Capital Project Status Report

## RECOMMENDATION

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

## BACKGROUND

Project Status Report					
Project Name	Description	Project Type	Status	Budget	Actual
Engineering	Design Work	Operating	Not Started	\$40,000	\$0
Kennebec Hall	Exterior Repairs	Capital	Not Started	\$20,000	\$0
All Buildings	Door Controls	Capital	Planning	\$10,000	\$0
Oso Hall	Kitchen	Capital	Planning	\$20,000	\$0
Olden Hall	Exterior Ramp	Capital	Planning	\$75,000	\$0
Trail Head Washroom	Accessible Washroom	Capital	In progress	\$300,000	\$363,000
Olden Hall	Interior Reno	Capital	In progress	\$200,000	\$196,000

## **DISCUSSION**

### Engineering:

The engineering budget is used to plan for future projects. Most grant programs especially government, infrastructure, and community development grants prioritize projects that can start quickly, use funds efficiently, and deliver results on time.

### Kennebec Hall:

The Kennebec Hall needs repairs to the soffit, fascia and snow guards. We are also considering automated door controls.

### All Buildings:

We are expanding our door controls and master key system as budget allows. Door controls and master key systems improve security, streamline access, and lower operating costs across municipal buildings.

### Oso Hall:

We are exploring upgrades to the Kitchen including creating an electrical closet

### Olden Community Centre:

The interior work for the Olden Community Centre is ongoing and scheduled to be substantially complete by the end of March.

The township was awarded \$57,742 from the Enhancing Access to Spaces for Everyone (EASE) Grant to go towards a new power door operator and exterior ramp.

### Trailhead Washroom:

Construction is ongoing and scheduled to be completed by the end of April.

### **STRATEGIC PLAN PRIORITY**

These projects align with **Vibrant and Prosperous Community**. Improving our facilities to be more inclusive creates a place for all to enjoy.

Prioritize investments in community facilities based on utilization and maintenance requirements

### **FINANCIAL IMPLICATIONS**

Any project greater than \$20,000 or that is over budget will require advance approval by Council. Any applicable project will be discussed on an individual basis about how to cover the overage.

### **ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 044-2026  
**DATE:** March 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

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### RECOMMENDATION

THAT Council receive the Public Works Activity report as prepared by the Public Works Technical Assistant 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 the month of February, Public Works crews remained actively engaged in winter maintenance operations and ongoing road management across the Township.

Crews responded to twelve (12) winter weather events during the during the month, conducting snow removal, sanding and plowing operations to maintain safe driving conditions for residents, school transportation and emergency services. These efforts included both daytime and after-hours responses to ensure priority routes and secondary roads remained passable.

In addition to regular plowing operations, crews continued ice-blading activities on backroads to remove built-up ice and hard-packed snow surfaces. This process improves traction, restores proper road shape and assists with drainage as temperatures fluctuate. Winter roadside maintenance has also included pushing back high snowbanks and clearing intersections to improve sightlines and overall driving

visibility. With significant snow accumulation this season, maintaining clear approaches at intersections has been a key safety priority.

Crews have also continued roadside brushing and tree removal where required to address hazards and prevent vegetation from encroaching into the roadway. These efforts support long-term road preservation and help reduce the likelihood of debris-related issues during high winds or thaw events.

To proactively manage spring melt conditions, crews have been cutting drainage channels and opening holes through roadside snowbanks to promote water flow into ditches rather than allowing meltwater to pool on the roadway surface. This preventative work is critical in reducing ice formation during freeze-thaw cycles and minimizing surface damage.

Truck maintenance and equipment servicing have continued throughout the month to ensure reliability and operational readiness during periods of peak winter demand.

As the Township begins transitioning toward the spring season, attention is turning to anticipated rainfall and thaw conditions. A rapid thaw combined with significant rainfall similar to what was experienced last spring – can create elevated flood risks and increased stress on municipal infrastructure.

When large volumes of snow melt quickly, the ground often still frozen beneath the surface, limits natural water absorption. This results in substantial surface runoff that moves rapidly through ditches, culverts and low-lying areas. While improvements have been made in several locations, including the installation of additional culverts and road base upgrades, extreme or fast-moving water can still impact even improved sections of roadway.

Flowing water naturally seeks the path of least resistance. During high-volume runoff events, water can overtop ditches, erode road shoulders, undermine road bases and in some cases create new drainage paths. When water begins carving its own route, it can lead to washouts, slope erosion and culvert blockages caused by debris movement and ice build up.

Public Works staff will continue to proactively monitor known flood-prone areas, ensure culverts and drainage systems remain clear, and respond as required to protect municipal infrastructure and maintain safe travel conditions. However, as seen in previous years, the intensity and speed of spring weather events can challenge even well-maintained systems.

**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:** 045-2026  
**DATE:** March 10, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** Purchase of Used Motor Grader

---

### RECOMMENDATION

THAT Council receive the report regarding the proposed purchase of a 2021 Caterpillar 150 AWD motor grader in the amount of \$435,772 excluding HST;

AND THAT Council authorize staff to proceed with the purchase of the motor grader and the CAO/Clerk and Mayor are authorized to sign all necessary contract documents.

### BACKGROUND

Public Works staff have been actively reviewing options for the replacement or acquisition of a motor grader to support ongoing road maintenance operations. Motor graders play a critical role in maintaining gravel roads, performing shoulder work, and supporting winter maintenance activities. As such, reliability and operational efficiency are essential.

After reviewing available market inventory and pricing for three (3) comparable units, staff are recommending the purchase of a 2021 Caterpillar 150 AWD motor grader.

### DISCUSSION

During the 2026 budget discussions, the Public Works Department requested funding for the purchase of a new motor grader. Council subsequently approved funding for the purchase of a used motor grader for the 2026 budget year. Following this direction, staff conducted market research to identify a reliable and cost-effective unit that would meet operational needs.

Staff have identified a 2021 Caterpillar 150 AWD motor grader currently available through Toromont in Sudbury at a purchase of \$435,772 excluding HST. The Public Works Manager is recommending this unit as it represents the lowest-hour machine within this model year currently on the market.

Several key factors were considered in evaluating this machine. A new Caterpillar grader of similar size and capability would exceed \$800,000 making this used unit a significant capital cost savings while still providing a modern and reliable machine with relatively low operating hours.

The machine also includes three attachments: Wing, a Blade and a Multi-shank ripper. The value of these attachments further enhances the purchase. For example, the cost of a new wing attachment alone can exceed \$40,000, making the inclusion of these items financially advantageous.

The grader was inspected by both the Township's mechanic and supervisor, who confirmed that the unit is in good mechanical condition, well maintained, and operator-friendly. The machine is equipped with new tires, and no concerns were identified during the inspection.

This unit currently has **5,331 operating hours**, which is considered relatively low for a machine of this model year and for the type of work it performs. In addition, the grader includes a **two-year warranty**, providing additional security for the Township.

Other manufacturers, including John Deere and Volvo were also considered during the research process. However, staff's evaluation focused primarily on availability, condition, pricing and overall value rather than brand preference.

#### **STRATEGIC PLAN PRIORITY**

N/A

#### **FINANCIAL IMPLICATIONS**

The proposed purchase price of \$435,772 (excluding HST) is within the approved 2026 budget allocation of \$450,000.

When compared to the cost of purchasing a new grader—estimated to exceed \$800,000—this purchase represents a fiscally responsible investment. The inclusion of

attachments and the two-year warranty further strengthen the overall value of the purchase.

**ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 046-2026  
**DATE:** March 10, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** PW-2026-09 – Micro-Surface Recommendation

---

### RECOMMENDATION

THAT Council receive Report PW-2026-09 regarding the Micro-Surface tender;

AND THAT Council accept the recommendation of the Public Works Manager and award the Micro-Surfacing tender to Greenwood Paving Ltd in the amount of \$286,581 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

### BACKGROUND

Micro-surfacing is a pavement preservation treatment consisting of a mixture of polymer-modified asphalt emulsion, fine aggregate, mineral filler, water and additives. It is applied as a thin protective layer over existing asphalt surface.

The purpose of micro-surfacing is not to reconstruct the roadway, but rather to seal and protect the pavement surface while extending the overall lifespan of the road. This treatment also improves ride quality and skid resistance, enhancing both safety and driving conditions.

Many municipalities utilize micro-surfacing as part of their long-term asset management and pavement preservation programs. It provides a cost-effective method of extending pavement life and delaying more extensive rehabilitation work, such as milling and paving or full road reconstruction.

For this tender the focus was Road 38, which is exhibiting surface wear consistent with roads nearing the end of their pavement preservation cycle. Micro-surfacing is an appropriate treatment for Road 38 because it can restore the surface friction, address raveling and slowly further degradation, all at a fraction of the cost of full resurfacing.

## **DISCUSSION**

The Public Works Manager recently retendered the Micro-Surface pavement preservation tender to achieve the best pricing for the Township.

The tender was released on February 18, 2026 and closed on March 4, 2026. A total of two bids were received and reviewed by the Public Works staff. The bids results are as follows:

<b>Contractor Name</b>	<b>Bid Amount Excluding HST</b>
Miller Paving Ltd	\$300,000.00
Greenwood Paving Ltd	\$286,581.00

Based on the bid submissions, the Public Works Manager recommends awarding the contract to Greenwood Paving as the successful bidder. The submitted price falls within the 2026 budget allocation for pavement preservation, allowing the Township to proceed with the planned micro-surfacing program this summer without exceeding the approved budget.

## **STRATEGIC PLAN PRIORITY**

N/A

## **FINANCIAL IMPLICATIONS**

The bid submitted by Greenwood Paving Ltd falls within the budget allocated for Micro-Surfacing in 2026.

## **ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 07-2026  
**DATE:** March 10, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** PW-2026-05 – Grounds Maintenance Kennebec  
District Recommendation

---

### RECOMMENDATION

THAT Council receive Report PW-2026-05 regarding the Grounds Maintenance tender for the Kennebec District;

AND THAT Council accepts the recommendation of the Public Works Manager and award the Kennebec District Grounds Maintenance to Kennebec Tree and Lawn Service in the amount of \$11,400 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

### BACKGROUND

The Public Works Department issued Tender PW-2026-05 – Grounds Maintenance Kennebec District on February 4, 2026. Mandatory site visits were conducted on February 17, 2026, and the tender closed on February 23, 2026.

### DISCUSSION

Each year the Township has tendered the Grounds Maintenance for the Kennebec District to ensure any municipally owned property that is used by residents and visitors is kept clean with lawn cutting, trimming and general site upkeep throughout the spring, summer and fall months.

The tender closed on February 23<sup>rd</sup>, 2026. Five (5) bids were received, however, only four (4) were accepted as one submission was received after the specified drop off time. The bids are as follows:

<b>Bidder</b>	<b>Price before HST</b>
Kennebec Tree & Lawn	\$11,400.00
Hamilton's Carpentry	\$15,100.00
Up Keep Landscaping	\$16,225.00
Kehoe's Property Solutions	\$17,000.00

Upon review of the submission received, Kennebec Tree & Lawn submitted the lowest compliant bid coming in approximately \$4,000 lower than the next closest bid. All evaluations were based on pricing, ability to meet specifications outlined in the tender documents and have demonstrated the capacity to perform the required work.

The Public Works Manager is recommending Kennebec Tree & Lawn be awarded the grounds maintenance contract for Kennebec District as they were the lowest bid received. The contractor has performed these duties for the past three (3) consecutive years, and their communications with staff have been consistent and responsive, with the contractor remaining readily accessible throughout the contract term.

**STRATEGIC PLAN PRIORITY**

N/A

**FINANCIAL IMPLICATIONS**

No financial impact currently. The 2026 budget (\$19,050) is more than sufficient to cover this contract price.

**ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 048-2026  
**DATE:** March 10, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** PW-2026-06 – Grounds Maintenance Olden District  
Recommendation

---

### RECOMMENDATION

THAT Council receive Report PW-2026-06 Grounds Maintenance tender for the Olden District;

AND THAT Council accept the recommendation of the Public Works Manager and award the Olden District Grounds Maintenance to Kennebec Tree and Lawn Service in the amount of \$10,000 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

### BACKGROUND

The Public Works Department Issued Tender PW-2026-06 – Grounds Maintenance Olden District on February 4, 2026. Mandatory site visits were conducted on February 17, 2026. The tender closed on February 23, 2026.

### DISCUSSION

Each year, the Township has tendered the Grounds Maintenance for the Olden District to ensure any municipally owned property that is used by residents and visitors is kept clean with lawn cutting, trimming and general site upkeep throughout the spring, summer and fall months.

The tender closed on February 23<sup>rd</sup>, 2026. Five (5) bids were received. The bids are as follows:

<b>Bidder</b>	<b>Price before HST</b>
Kennebec Tree & Lawn	\$10,000.00
Hamilton's Carpentry	\$10,550.00
Neadow Property Maintenance	\$10,750.00
Up Keep Landscaping	\$13,250.00
Kehoe Property Solution	\$15,500.00

Upon review of the submission received, Kennebec Tree & Lawn Service submitted the lowest compliant bid coming in approximately \$550 lower than the next closest bidder. All evaluations were based on pricing, ability to meet specifications outlined in the tender documents and have demonstrated the capacity to perform the required work.

The Public Works Manager is recommending Kennebec Tree & Lawn Service be awarded the grounds maintenance contract for the Olden District as they were the lowest bid received. The contractor has performed these duties for the past three (3) consecutive years in the Olden District, and the contractor is also very communicative with staff on a weekly basis making them consistently responsive and readily accessible when required. Staff believe they have the capacity to perform both areas sufficiently.

#### **STRATEGIC PLAN PRIORITY**

N/A

#### **FINANCIAL IMPLICATIONS**

No financial impact at this time. The 2026 budget (\$17,720) is more than sufficient to cover this contract price.

#### **ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 049-2026  
**DATE:** March 10, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** PW-2026-07 – Grounds Maintenance Oso District  
Recommendation

---

### RECOMMENDATION

THAT Council receive Report PW-2026-07 Grounds Maintenance tender for the Oso District;

AND THAT Council accepts the recommendation of the Public Works Manager to award the Oso District Grounds Maintenance to Hamilton's Carpentry in the amount of \$28,000 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

### BACKGROUND

The Public Works Department issued the tender PW-2026-07 – Grounds Maintenance Oso District on February 4, 2026. Mandatory site visits were conducted on February 18, 2026, and the tender closed on February 23, 2026.

### DISCUSSION

Each year, the Township has tendered the Grounds Maintenance for the Oso District to ensure any municipally owned property that is used by residents and visitors is kept clean with lawn cutting, trimming and general site upkeep throughout the spring, summer and fall months.

The tender closed on February 23<sup>rd</sup>, 2026. Four (4) bids were received. The bids are as follows:

<b>Bidder</b>	<b>Price before HST</b>
Hamilton's Carpentry	\$28,000.00
Neadow Property Maintenance	\$29,500.00
Kehoe Property Solutions	\$34,000.00
Up Keep Landscaping	\$36,000.00

Upon review of the submission received, Hamilton's Carpentry submitted the lowest compliant bid coming in approximately \$1,500 lower than the next closest bidder. All evaluations were based on pricing, ability to meet specifications outlined in the tender documents and have demonstrated the capacity to perform the required work.

The Public Works Manager is recommending Hamilton's Carpentry be awarded the grounds maintenance contract for the Oso District as they were the lowest bid received. The contractor has performed these duties for the past three (3) consecutive years, and the contractor is also very communicative with staff on a weekly basis making them consistently responsive and readily accessible when required.

In contrast to last years bid, Hamilton's Carpentry has come in approximately \$200 lower than their bid last year. While it is not a significant financial reduction, this adjustment will help assist offsetting a portion of the indoor custodial services, and ensures the Township is not duplicating services.

**STRATEGIC PLAN PRIORITY**

N/A

**FINANCIAL IMPLICATIONS**

No financial impact currently. The 2026 budget (\$41,870) is more then sufficient to cover this contract price.

**ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 050-2026  
**DATE:** March 10, 2026  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** PW-2026-08 – Grounds Maintenance Hinchinbrooke  
District Recommendation

---

### RECOMMENDATION

THAT Council receive Report PW-2026-08 regarding the Grounds Maintenance tender for the Hinchinbrooke District;

AND THAT Council accepts the recommendation of the Public Works Manager and award the Hinchinbrooke District Grounds Maintenance to Hamilton's Carpentry in the amount of \$10,225 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

### BACKGROUND

The Public Works Department issued the tender PW-2026-08 – Grounds Maintenance Hinchinbrooke District on February 4, 2026. Mandatory site visits were conducted on February 18, 2026. The tender closed on February 23, 2026.

### DISCUSSION

Each year, the Township has tendered the Grounds Maintenance for the Hinchinbrooke District to ensure any municipally owned property that is used by residents and visitors is kept clean with lawn cutting, trimming and general site upkeep throughout the spring, summer and fall months.

The tender closed on February 23<sup>rd</sup>, 2026. Four (4) bids were received. The bids are as follows:

<b>Bidder</b>	<b>Price before HST</b>
Neadow Property Maintenance	\$9,950.00
Hamilton's Carpentry	\$10,225.00
Up Keep Landscaping	\$15,500.00
Kehoe Property Solutions	\$18,500.00

The Public Works Manager is recommending that Hamilton's Carpentry be awarded the Hinchinbrooke Grounds Maintenance contract for the 2026 season.

Hamilton's Carpentry has successfully completed this service area for the past three (3) consecutive seasons and has demonstrated consistent performance, reliability, and compliance with Township standards.

While Neadow Property Maintenance submitted a bid, staff have taken into consideration prior contract performance. During a previous contract term, Neadow Property Maintenance was unable to complete the contracted scope of work. As a result, Township staff were required to assume responsibility for completing the remaining services to maintain municipal standards. This interruption impacted service continuity and operational efficiency.

In contrast, Hamilton's Carpentry has maintained consistent service delivery, clear communication with staff and dependable completion of assigned work areas. For these reasons, and in consideration of past performance and service reliability, staff are recommending Hamilton's Carpentry.

#### **STRATEGIC PLAN PRIORITY**

N/A

#### **FINANCIAL IMPLICATIONS**

No financial impact at this time. The 2026 budget (\$15,225) is more than sufficient to cover this contract price.

#### **ATTACHMENTS/REFERENCES**

N/A

# 2025 Septic Re-Inspection Program Report



Prepared For: Township of Central Frontenac  
Prepared By: Eric Kohlsmith  
Septic Inspector, MRSSO  
January 16, 2026



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## ***Executive Summary***

The 2025 re-inspection program mailed out to 117 properties on Kennebec Lake, resulting in 96 inspections on 78 different properties on Kennebec Lake.

Property owners were initially contacted using the mailing list provided by Township staff and sending the property owner package. Subsequent contact with the property owners was generally in-person. Properties inspected were cottages.

Participants were asked to return the questionnaire included in the information package to the Mississippi Rideau Septic System Office (MRSSO). Appointment dates were outlined in the property owner package. Owners were given the opportunity to arrange a new appointment, if required. Eleven properties were removed from the 2025 list as they did not qualify for inspection – system less than 10years old, Ministry of Environment conservation and Parks jurisdiction, vacant, no on water.

The inspections began on August 20, 2025, and the last inspection was completed on October 3, 2025.

As a result of the program, 46 systems were identified as having no concern, 36 requiring remedial work, 14 system replacements required.

In conclusion, the re-inspection program was able to:

- Identify 14 (14.6 %) systems requiring replacement.
- Met with 69 (88%) waterfront property owners to provide information regarding the maintenance and operation of their sewage system.
- Tracked the removal of 11 (7%) properties from the mailing list that did not qualify for the re-inspection.

## **1.0 Introduction**

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is essential to the continued life of the system. A Septic Re-Inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system;
2. A proactive approach to identifying risks to human health or the natural environment;
3. A database of inspected existing septic systems that can be used as a planning tool for municipalities.

Malfunctioning on-site sewage systems can have negative impacts on both human health and the environment beyond the property on which it is located. Nutrient and bacteria-rich effluent can travel through soil and rock fractures to surface water bodies and ground water sources. Contamination of surface water can cause excessive aquatic plant growth, depletion of oxygen in lakes, and impact the natural habitat for aquatic species. Ground water contamination can cause illness and even death. This makes it crucial that property owners be aware of the location and operation of their sewage system. Under the Ontario Building Code (OBC) it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding community and environment.

In 2010 the Township of Central Frontenac implemented a Voluntary Sewage System Re-Inspections Program with the support and advocacy of Sharbot and Eagle Lake Property Owner Associations. The Voluntary Program carried on in 2011, 2013, 2014, 2015 and 2016 expanding to include the village of Sharbot Lake seven other water bodies (Big Clear, Bull, Crotch, Kennebec, Salmon River, and Twin).

In 2011, the OBC was amended to include Section 1.10. "Sewage System Maintenance Inspection Programs". Section 1.10 was developed to support the implementation of Mandatory Maintenance Inspections as required through the Clean Water Act and Source Water Protection Plans, but also provide an enforcement framework for Principal Authorities to implement mandatory sewage system maintenance inspection programs in areas not included in the Source Water Protection Plans, known as Discretionary Maintenance Inspections. In 2018, the Township of Central Frontenac enacted By-Law 2018-49 under Section 1.10.1 of the OBC (Appendix C).

Under a discretionary maintenance inspection program, with mandatory inspections, all classes of sewage systems are inspected to ensure they are being maintained and operated in conformance with Section 8.9 of the OBC. A report is completed onsite, and systems are determined to either be of no concern at the time of inspection, require remedial work, require replacement, or more information is needed. In cases of systems requiring replacement a copy of the re-inspection report form was sent the Township Building Department for follow up.

The role of the Mississippi Rideau Sewage System Office (MRSSO) is to administer and implement the re-inspection of properties as per Division C, Section 1.10 of the OBC and By-Law 2018-49, as amended.

The current re-inspection program combines homeowner education about sewage system operation and maintenance with an inspection component. An effective follow-up procedure is essential to ensure that identified sewage system problems are managed effectively.

## **2.0 Program Initiation**

### **2.1 Criteria for Selection of Properties**

Properties were selected by staff from the Township of Central Frontenac for inclusion in the 2025 Mandatory re-inspection program on Kennebec Lake. The property section objective is to select developed waterfront properties with sewage systems 10 years or older and that have not been re-inspected before.

### **2.2 Re-Inspection Protocol**

After receiving the participant list, a Property Owner Information package is mailed out to each property owner informing them of the re-inspection program, what their participation would entail, a description of the inspection to take place, and a two-sided questionnaire to be completed by the property owner and returned to our office (Appendix A).

Property owners were notified of their appointment in the property owner package and were given the opportunity to arrange a new appointment if required. The MRSSO's target is to schedule eight appointments per day.

Once a participant has contacted our office either by returning the questionnaire, calling, faxing, or emailing, the information is recorded in the database under four different categories. The categories are:

- Appointment, not returned,
- Returned,
- New Appointment,
- Removed from list (permit number or reason recorded).

If a property owner had not contacted our office either by returning the questionnaire, calling, faxing, or emailing, the MRSSO still conducted a site visit on the pre-scheduled appointment provided in the property owner package. If no one was present on site, as a courtesy, a program information postcard (Appendix A) was left with instructions to contact the MRSSO and re-schedule the inspection.

In the instance where it is determined that a property does not qualify for the program, the property is removed from the list and the reason recorded. Eleven properties were removed from the 2025 program.

The inspections in Central Frontenac were conducted from August 20 to October 3, 2025

### **3.0 Results and Discussion**

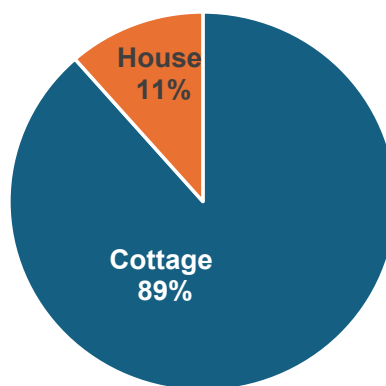
#### **3.1 Distribution of Sewage System Re-Inspections**

The re-inspection program resulted in 96 inspections on 78 properties, on Kennebec Lake shown in Figure 1. When there were multiple sewage systems on a property, additional inspection reports were completed for each system.

#### **3.2 Property use**

From information collected through site visitations, records of mailing addresses, and observations at the time of the inspection, properties were designated to be cottage, house, farm, business, or vacant (Figure 1). While year-round residential properties generate more wastewater and have the potential to contribute more nutrients to surface water bodies, seasonal properties often have older, under sized sewage systems which are more likely to be contributing nutrients. Therefore, a mix of both seasonal and year-round residential properties is desirable. During the 2025 program, 8 businesses, 228 cottages and 40 houses were all encountered. Although 6 vacant properties were visited, only properties with sewage systems were charged the inspection fee.

*Figure 1 – Property Use*



### 3.3 Age & Class of Sewage System

There are five primary classes of wastewater treatment systems identified in Part 8 of the OBC as outlined below.

Class 1 - Earth Pit, Vault, Pail, Portable Privies and Composting Toilets

Class 2 - Greywater Systems

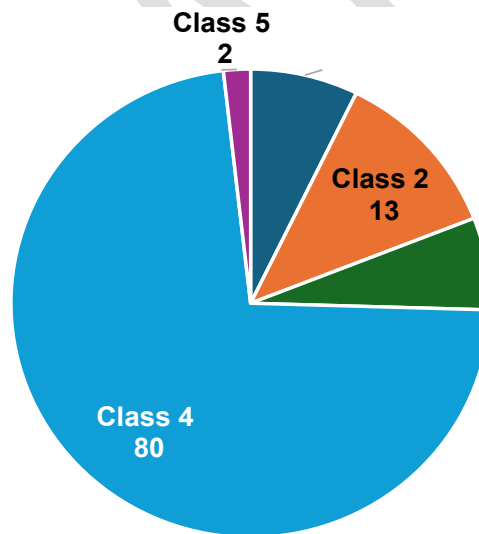
Class 3 - Cesspools

Class 4 – Septic Tank and Leaching Field

Class 5 – Holding Tanks

Figure 2 displays the primary type of on-site wastewater system for each property where it was known, either from the visual inspection or from information provided by the property owner.

Figure 2 - Septic System Class Distribution

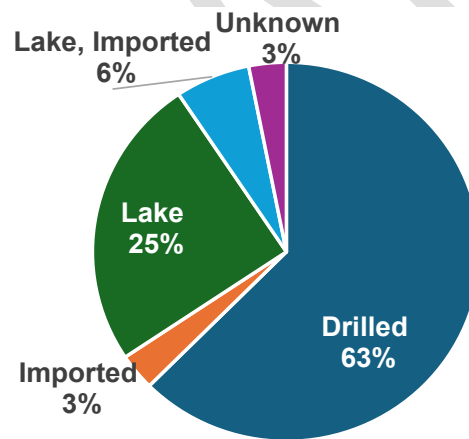


It is not uncommon, and many times is necessary, for properties to have more than one class of system present on the property. For instance, if the primary class of system is a privy (Class 1), then generally a Class 2 system is required for greywater treatment. It is strongly recommended that property owners with a Class 4 or Class 5 system direct all sources of greywater to that system unless they have an approved Class 2 system. Thirty-five properties were found to have more than one class of system in use.

### 3.4 Wells and Drinking Water

During the field inspection, information was also collected with regards to the water source and water testing practices of the property owners. During the visual inspection, if a pipe pumping water from the water body was visible and no well was located on the property, then the water source was assumed to be the lake and recorded as such. If no pipe was visible and a well was located, then the water source was recorded as a drilled well. The information provided by the property owner is the most accurate. Figure 3 shows the percentage of systems for each category of water source. Information was requested regarding the level of treatment of the water before consumption (water softener, UV filter, reverse osmosis, iron filter, etc.) if the property owner was present on site.

Figure 3 - Water Source Distribution

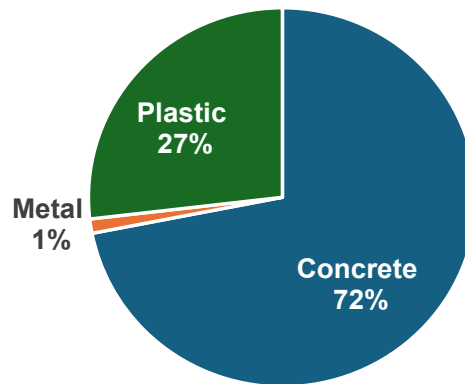


The Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health has free water testing available for residential properties, and water sampling kits are available for pick up at the Township office in Sharbot Lake. However, even with these resources available, many people continue not to test their drinking water regularly.

### 3.5 Tank Inspection

The material of the tank was observed during the tank inspection. If the tank was not uncovered for the re-inspection, the tank material was determined by using a soil probe to locate the tank. The probe was then used to determine the construction material by the sound/feel it created. Of the 96 systems inspected, 82 of the properties had septic, or holding tanks. Figure 4 shows the breakdown for the common tank materials found: concrete, plastic, metal, and fiberglass.

Figure 4 - Tank Material



As a result of the re-inspection program, it was noticed that 10% of concrete/metal tanks had signs of corrosion (Illustration 1). Concrete corrosion can be caused by a build-up of gases from normal operation reacting with the concrete. The corrosion can cause baffles to fall off and/or effluent to escape around the outlet pipe.



Illustration 1 - Concrete Corrosion Around Outlet Baffle

Effluent filters are generally a plastic screen with narrow slots (1.6 mm opening) which allows the effluent to pass through and helps retain solids in the tank. Not only does the effluent filter reduce solids, but it allows bacteria to grow on the surface providing further treatment. The combined effect means cleaner effluent enters the leaching bed which can extend the life of the system. The OBC requires an effluent filter in every new system installed since 2006; septic installers or sewage haulers can install a filter into an existing tank upon request. 22.5% of Class 4 systems inspected had a filter installed. Although filters function passively, they do require regular maintenance to ensure proper operation. Regular maintenance requires the filter to be removed from its housing and rinsed off into the septic tank. The MRSSO recommends annual cleaning of the filter. As shown in Illustration 2, an unmaintained effluent filter can clog, potentially causing sewage break-out to the surface of the ground or even a back-up in the dwelling.



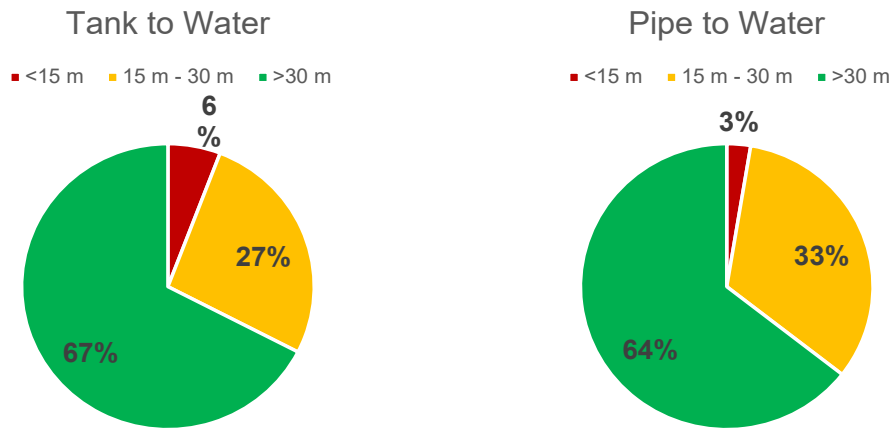
Illustration 2 – Clogged Effluent filter

### 3.6 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 5 represents the separation distance measured from septic/holding tanks and distribution pipes to the surface water. The measurements were sorted into three categories:

- Less than 15 m (<15 m) – Does not meet OBC or Zoning By-Law requirements
- Between 15 m – 30 m – Meets OBC but does not meet Zoning By-Law requirements for new development
- Greater than 30 m (>30 m) – Meets OBC and Zoning By-Law requirements for new development.

Figure 5 – Distance to water – Tank and Pipe



Although a reduced separation distance does not necessarily provide evidence to ground or surface water contamination, it is important to recognize that these systems are present.

### 3.7 Sewage System Status

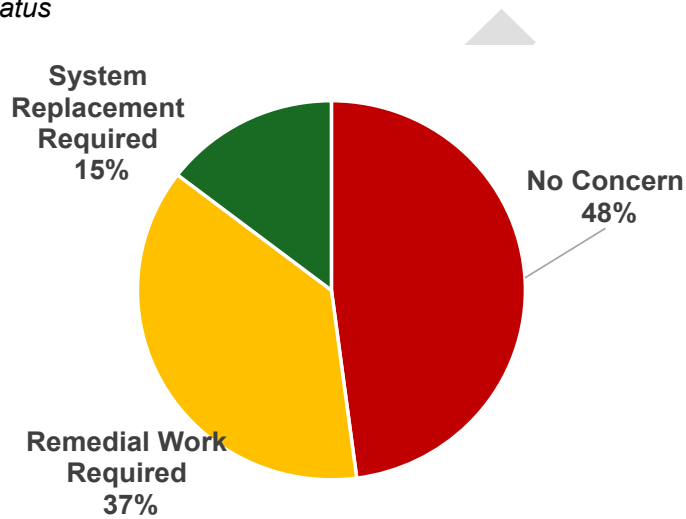
When completing an inspection of the existing sewage system the MRSSO has developed the following terms to identify the overall septic system status or condition, as shown in Figure 6:

- **No Concern** – At the time of inspection there were no operational and/or maintenance issues identified.
- **Remedial Work Required** – At the time of inspection operational and/or maintenance issues were identified, but generally do not require a permit to remedy.
- **More Information Required** – At the time of inspection one or more questions arose

regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system.

- **System Repair/Replacement Required** – At the time of inspection it was determined that the on-site system was not being maintained or operated properly and was posing or could pose a risk to human health or the environment.

Figure 6 - System Status



Every septic system requires regular maintenance to ensure it is operating efficiently, effectively and safely. System deficiencies are generally classified as remedial work items. Table 1 illustrates the most common deficiencies found during the re-inspection program.

Table 1 - System Deficiencies

Pump-out required	16
Trees, Leaves, Shrubs	4
Baffles require maintenance (broken/missing)	7
Effluent above/below operating level of tank	6
Tank corrosion	7
Roots	6
<b>Total</b>	<b>46</b>

\*note: some systems have more than one maintenance issue.

### **3.8 Follow-up and Enforcement**

Upon completion of the inspection, the property owner was provided with the report either by email, printed, or mail after the inspection.

Properties that the MRSSO feels are of significant threat to the environment and/or public health were classified as “system repair/replacement required” and sent to the Township Building department. Enforcement of non-compliant systems on the properties identified by the re-inspection report will be at the discretion of the CBO.

### **3.9 Program Participation**

Ninety-six re-inspections were completed on Kennebec Lake. Eleven properties were removed from the 2025 list.

There were 69 (88%) property owners present during the inspections. Many property owners requested the MRSSO proceed with the inspection without being present. All inspections were completed without entering dwellings.

## **4.0 Recommendations**

Recommendations for future re-inspections:

- Continue the program for 2026,
- Use MPAC property codes to assist in removing vacant properties,
- Host an information session on the program and general sewage system maintenance and operation. Consider conducting the session as a “Septic Social” being held at a volunteer property with a re-inspection completed for the group to observe and ask questions.

## **5.0 Conclusions**

The 2025 program completed 96 re-inspections on 78 different properties. 48% of the systems inspected had no septic system concerns at the time of inspection, 37% required remedial work, and 15% of systems inspected required replacement or major repairs based on MRSSO interpretation of the OBC. It should be noted that age was not a significant factor in the system deficiencies identified.

Interaction with property owners during the re-inspection program this year was very positive. 88% of property owners were able to be present during the re-inspection. Most of the property owners encountered were very supportive of the re-inspection program.

Working together we can protect our watershed resources. Participation in this program is one step towards ensuring a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

*Appendix A: Property Owner Information Package*

DRAFT



Township of Central Frontenac  
1084 Elizabeth St.  
P.O. Box 89  
Sharbot Lake, ON K0H 2P0  
P: 613 279-2935

**CENTRAL FRONTENAC SUPPORTS A HEALTHY ENVIRONMENT FOR ALL TO ENJOY. OUR MANDATORY RE-INSPECTION PROGRAM IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY.**

**January 14, 2026**

One of Central Frontenac's goals in its strategic plan is to protect the health of our natural environment. One important step in meeting this goal is our new mandatory septic re-inspection program. This program replaces our voluntary program which has been successfully running since 2014. Division C, Section 1.10 of the *Ontario Building Code* provides the authority for the municipality to undertake these mandatory inspections!

The Township has contracted with the Mississippi/Rideau Septic System Office (MRSSO) to conduct the septic re-inspections in your area this summer. The MRSSO is a co-operation between the Rideau Valley and the Mississippi Valley Conservation Authorities and has been conducting inspections in multiple municipalities for many years.

**The fee for the mandatory re-inspection is \$125.00 per system.** This fee can be paid directly to the Inspector on the day of inspection, or you will receive an invoice following the inspection which will be payable to the Township of Central Frontenac within 30 days. Unpaid invoices may be added to the tax roll under the authority of the Municipal Act.

Your active involvement in the Mandatory Septic Re-inspection Program begins with reading the attached program description. Please fill in the accompanying questionnaire to the best of your ability. If you wish to be present during the mandatory re-inspection of your property's system, alternative appointments will be made on a first come, first served basis. If it is not convenient for you to be present for the inspection, you are not required to be present. In addition, however, we are asking that you have your septic tank located and the lids exposed (excavated) prior to the arrival of MRSSO staff. If you need assistance locating or excavating your tank lids, MRSSO charges \$40.00 per lid.

The Township may accept third party certification as an alternative to MRSSO conducting an inspection provided the requesting owner notifies the Township or its designate in advance and in writing that they have retained a third party for this purpose. A third-party certification may be accepted provided such certification is presented on the prescribed forms. Any individual undertaking third party certification shall be qualified for such assessment and shall not have any conflicts of interest as identified under the Act or *Ontario Building Code*.

After the mandatory re-inspection is completed a system status card will be left in a secure, visible location on your property with a copy of the report sent by mail or email. This form will state the status of the system and any deficiencies present. The information gathered as a result of the inspection process is filed with the municipality and is subject to *Municipal Freedom of Information and Protection of Privacy Act*.<sup>ii</sup> Advice on proper maintenance can be obtained at the time of inspection or by contacting the MRSSO if you are not able to be present on-site. If necessary, the MRSSO will initiate a dialogue and define an action plan with owners of systems deemed to be a concern to the environmental/public health or which are found not to be in compliance with Part 8 of the *Ontario Building Code*.

A properly functioning septic system is an integral part of a healthy shoreline environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological pollution into an adjacent water body. The key to proper maintenance and operation of an on-site sewage system is education. The Sewage System Re-Inspection Program is aimed at achieving a better understanding of system function, owner intervention and preventative measures. The costly implications of poor maintenance are significant to the owner and to the community. The success of the re-inspection program so far shows owners are committed to protecting their lake lifestyle, as is the Township. Information and advice are welcomed despite the fact that in a few instances remedial action may be required. In those limited circumstances where a system needs remedial work or replacement, there are some financial grants that may be available to assist with the costs.

More information about the program is available on our website at [www.centralfrontenac.com](http://www.centralfrontenac.com), under "Living Here". Any comments about the Program in general or Council's strategy can be directed to our Chief Building Official, Andy Dillon at 613 279-2935. Program specifics or questions about your involvement in the Program should be directed to the MRSSO, 613-253-0006.

On behalf of Council of the Township of Central Frontenac, thank you in advance for your co-operation.

Sincerely,

Andy Dillon  
Chief Building Official

<sup>i</sup> The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so was transferred from the *Environmental Protection Act* to Part 8 of the *Ontario Building Code* which defines a sewage system as a "building". Implementation of Code requirements is meant to ensure proper installation, operation and maintenance of on-site sewage systems. A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the Code is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the *Ontario Building Code*.

<sup>ii</sup> PERSONAL INFORMATION collected as part of the Septic Re-inspection Program will be used to facilitate communication between the Township, MRSSO and individual owners and will be protected in a confidential manner in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. A summary report, containing no owner names, will be prepared for public viewing. Questions about the collection of personal information should be directed to Clerk-Administrator.

10970 Hwy. 7, Carleton Place, ON K7C 3P1  
T (613) 253-0006 F (613)253-0122 mrsso@mvc.on.ca



«ownername1» «ownername2»  
«mailing1» «mailing2»  
«cityprovcountry» «postal\_zip»

August 2025

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## 6 Easy Steps to Your Sewage System Re-Inspection Program

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We are conducting re-inspections on several septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current system, including care and maintenance and possible replacement options.

Here are the six steps of the Septic Re-inspection Program — from start to finish.

### Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122  
Email: [mrsso@mvc.on.ca](mailto:mrsso@mvc.on.ca)  
Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

The questionnaire can be filled out and returned online at: <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

### Step 2 — Scheduled appointment

**The re-inspection of your property «inspection\_location» is mandatory and will be conducted on «app\_date».** If you would like to arrange an alternative inspection appointment, please contact our office at 613-253-0006 option 3 or [mrsso@mvc.on.ca](mailto:mrsso@mvc.on.ca).

### Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$80 (\$40/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. There is a fee for the inspection as well – Step 6.

The MRSSO will re-cover the tank when the inspection is completed, **upon request** (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank.

Please do not pump septic tanks before the re-inspection. Holding tanks should be pumped as necessary.

### Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

### Step 5 — Review your Re-inspection Report

A copy of the septic re-inspection report will be left for the property owner.

### Step 6 – Arrange payment for the re-inspection

**The fee for the mandatory re-inspection is \$125.00 per system.** This fee can be paid directly to the Inspector on the day of inspection, or you will receive an invoice following the inspection which will be payable to the Township of Central Frontenac within 30 days. Unpaid invoices may be added to the tax roll under the authority of the Municipal Act.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement. Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator  
613-253-0006 option 3  
mrssso@mvc.on.ca

**Questionnaire**

Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as 'Correction' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

Property Owner			<i>Correction - New Property Owner, Spelling of Name...</i>			
Mailing Address			<i>Correction - New Mailing Address...</i>			
Telephone Number ( )	Alternate Number ( )		Email Address			
Re- Inspection Property Location			Length of Ownership		Lake Name	
					KENNEBEC LAKE	
Roll Number			Property Size	# Bedrooms	Floor Area	
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>	
Directions to Property			<b>Do you require assistance locating/excavating your tank?*</b>			
			Yes <input type="checkbox"/>		No <input type="checkbox"/>	
General Location of Tank			<b>* Please see the '6 Easy Steps to Your Sewage System Re-Inspection Program' letter for fees.</b>			
			<b>Inspection Date</b>			
Sewage System Type	Class 1 <input type="checkbox"/> Privy(Outhouse)	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank	
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Sewage Pump	
					Is Pump in Septic Tank? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Last Pump out			Pump Out Frequency			
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other-		
Privy Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other-		
Date System(s) Installed			Sewage System Permit #			
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>
					Type of Treatment	

Participant Signature: \_\_\_\_\_ Participant Name: \_\_\_\_\_  
(Signature) (Please Print)



# MANDATORY SEPTIC RE-INSPECTION PROGRAM



Your township is committed to protecting the health of the watershed. Your participation in this re-inspection program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

**Questions?  
Contact:**

**Eric Kohlsmith**  
Mississippi Rideau Septic  
System Office (MRSSO)

10970 Highway 7, Carleton Place, ON K7C 3P1

T 613-253-0006 ext. 256 F 613-253-0122

Email: ekohlsmith@amvc.on.ca



*For the health of your home, your lake and your community!*

## MANDATORY SEPTIC RE-INSPECTION PROGRAM RESULTS:

Inspection No. \_\_\_\_\_ Inspection Date \_\_\_\_\_

System Class  Class 1 (Privy/Composting Toilet)  Class 2 (GW Pit)  Class 3  Class 4  Class 5

**System Status**

- NO CONCERNS
- REMEDIAL WORK REQUIRED
- SYSTEM REPLACEMENT REQUIRED
- MORE INFORMATION REQUIRED

**Remedial Work Required**

- PUMP OUT REQUIRED
- MONITOR CORROSION IN TANK
- BAFFLE REQUIRED  INLET  OUTLET
- REMOVE TREES & SHRUBS FROM LEACHING BED

**Recommendation**

- HIGH LEVEL ALARM
- EFFLUENT FILTER
- TANK LID RISERS

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Do**

- familiarize yourself with the location of your system
- keep the tank access lid secured to the riser at all times
- keep an "as-built" system diagram in a safe place for reference
- keep accurate records of septic system maintenance and service calls
- test your well water at least three times a year — spring, summer and fall — for indicator bacteria
- have your tank inspected for sludge and scum buildup on a regular basis (3-5 years) and clean out when a third of the depth of your tank is full of sludge and scum
- have your effluent filter checked and cleaned every year; if you don't have an effluent filter, consider adding one
- divert surface water away from your leaching bed
- conserve water in the house to reduce the amount of wastewater that must be treated
- repair leaky plumbing fixtures and replace inefficient toilets with low-flush models
- consider installing a lint filter on your washing machine's discharge pipe
- spread the number of loads of laundry throughout the week



**Don't**

- enter a tank — gases and lack of oxygen can be fatal
- put cooking oils or food waste down the drain
- flush hazardous chemicals, pharmaceuticals, cigarette butts or sanitary products
- use a garbage disposal unit/garburator unless your system has been designed for it
- use special additives that are claimed to enhance the performance of your tank or system — you don't need them!
- dig without knowing the location of your leaching bed
- drive or park over your tank or leaching bed
- pave over your leaching bed
- allow livestock on the leaching bed
- plant trees or shrubs too close to the septic tank or leaching bed
- connect rain gutters, storm drains, sump pumps or allow surface water to drain into a septic system
- connect leaching bed or greywater system to agricultural field drainage
- discharge water softener backwash to the septic system unless your system has been designed for it
- drain hot tub and spa water to the septic system

*Thank you for your participation — your report will be emailed within 5 business days*

*Appendix B: Description of Site Inspection*

**Proposal 1: Visual Inspection & Septic Tank Inspection and Management Program**

- ✓ Measure depth of solids (sludge and scum layers) in tank
- ✓ Estimate a homeowners individual pumping frequency based on future use remaining consistent with past use
- ✓ Identify any leaking tanks, or potential pipe blockages
- ✓ Ensure septic tank baffles are present and in working order
- ✓ Promote the installation of effluent filters, and septic tank risers
- ✓ Record all information in database, including last record of pump-out
- ✓ Identify any obvious problems with the septic system
- ✓ Confirm that separation distances are met as per the OBC
- ✓ Check for illegal wastewater discharges
- ✓ Record GPS values of all sewage systems, and wells
- ✓ Document all findings on each property in a GIS compatible database
- ✓ Provide informative pamphlets on septic system care and maintenance
- ✓ Liaise with the township building officials to insure Part 8 compliance of properties identified as deficient in the re-inspection program.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3,790 (3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Appendix C: Ontario Building Code References

OBC 8.1.2.1. Classification of Systems

- Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting).
- Class 2 – a greywater system
- Class 3 – a cesspool
- Class 4 – a leaching bed system
- Class 5 – a holding tank

OBC Table 8.2.1.5. Clearance Distances for Sewage Systems

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water	Horizontal distance (m) from lake, river, pond, stream, reservoir or	Minimum horizontal distance to property line
<i>Earth Pit Privy</i>	15	30	15	3
<i>Privy Vault</i>	10	15	10	3
<i>Greywater</i>	10	15	15	3
<i>Cesspool</i>	30	60	15	3

OBC 8.2.1.6. Minimum Clearances for Classes 4 and 5

Minimum Clearances for Treatment Units (m)

Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3

Minimum Clearances for Distributing Piping (m)

Structure	5
Well with a watertight casing to a depth of	15
Any other well	30
Lake	15
Pond	15
Reservoir	15

River	15
A spring not used as a source of potable	15
Stream	15
Property Line	3

Minimum Clearances for Holding Tanks (m)

Structure	1.5
Well with a watertight casing to a depth of	15
Any other well	15
Spring	15
Property Line	3

DRAFT

## **Section 1.10. Sewage System Maintenance Inspection Programs**

### **1.10.1. Discretionary Maintenance Inspection Programs**

#### **1.10.1.1. Scope**

(1) This Subsection governs, for the purposes of subsection 34 (2.1) of the Act, *maintenance inspection programs* established under clause 7 (1) (b.1) of the Act in respect of *sewage systems*.

#### **1.10.1.2. Application and Inspections**

(1) A *maintenance inspection program* referred to in Sentence 1.10.1.1.(1) shall apply to all *sewage systems* in the area affected by the *maintenance inspection program*.

(2) A *maintenance inspection program* referred to in Sentence 1.10.1.1.(1) shall provide that, subject to Article 1.10.1.3., an *inspector* shall inspect all *sewage systems* affected by the *maintenance inspection program* for compliance with the standards prescribed under clause 34 (2) (b) of the Act in relation to *sewage systems* that are enforced by the program.

#### **1.10.1.3. Certificate as Alternative to Maintenance Inspection**

(1) A *principal authority* that establishes a *maintenance inspection program* in respect of *sewage systems* may, as an alternative to conducting an inspection of a *sewage system* required under Sentence 1.10.1.2.(2) accept a certificate described in Sentence (2) from the owner of the property on which the *sewage system* is located.

(2) The certificate referred to in Sentence (1) shall,

(a) be in a form approved by the *Minister*,

(b) be signed by a person described in Sentence (3), and

(c) confirm that the person,

(i) has conducted an inspection of the *sewage system* to which the certificate relates, and

(ii) is satisfied on reasonable grounds that, on the date on which the certificate is signed, the *sewage system* to which the certificate relates is in compliance with the standards prescribed under clause 34 (2) (b) of the Act in relation to *sewage systems* that are enforced by the *maintenance inspection program*.

(3) Subject to Sentence (4), the following persons are authorized to sign a certificate referred to in Sentence (1):

- (a) a person registered under Article 3.2.4.2. in the class of registration set out in Column 1 of Item 10 of Table 3.5.2.1.,
- (b) a person registered under Article 3.3.3.2.,
- (c) an *architect*,
- (d) a *professional engineer*.

**(4)** A person shall not sign a certificate referred to in Sentence (1) if the person would be in a conflict of interest.

**(5)** For the purposes of Sentence (4), a person would be in a conflict of interest if the person, or an officer, director, partner or employee of the person (where the person is a corporation or partnership), or any person engaged by the person to perform functions for the person,

- (a) has participated or participates, in any capacity, in *design activities* or *construction* relating to any part of the *sewage system* to which the certificate relates,
- (b) is or has been employed within the previous 180 days by a person who carried out *design activities* or *construction* relating to any part of the *sewage system* to which the certificate relates,
- (c) has a professional or financial interest in,
  - (i) the *construction* of the *sewage system* to which the certificate relates,
  - (ii) the *sewage system* to which the certificate relates, or
  - (iii) the person responsible for the design of the *sewage system* to which the certificate relates, or
- (d) is an elected official, officer or employee of a *principal authority*.

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

**BY-LAW #2018-49**

**Being a By-law to Implement a Mandatory Sewage  
Re-Inspection Program**

---

**WHEREAS** the regulatory power to enter on private property is given under Section 15.9 (1) "Inspection of an Unsafe Building" in the Ontario Building Code Act (OBCA), 1992, S.O. 1992, c. 23, as amended (the "Act").

**AND WHEREAS** sewage systems are included in the criteria to determine whether a building is unsafe pursuant to Section 15.9(3) of the Act.

**AND WHEREAS** Section 15.10.1 of the Act allows an inspector to enter upon land and into buildings at any reasonable time without a warrant for the purpose of conducting a maintenance inspection;

**AND WHEREAS** in accordance with section 436(1) of the Municipal Act, 2001, S.O. 2001, an officer may enter upon land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of this By-law are being complied with;

**AND WHEREAS** the authority for sewage system maintenance inspections are under the provisions of the Section 15.10.1 of the Act;

**AND WHEREAS** Section 7(1) (b.1) of the Act, authorizes the council of a municipality to pass by-laws establishing and governing sewage system maintenance inspection programs in accordance with Division C, Part 1, Section 1.10.1 of the Act — Ontario Regulation 332/12 as amended (the "Building Code") hereby referred to as a "Mandatory Sewage Re-Inspection Program";

**AND WHEREAS** Section 10.1 of the Act prescribes that no person shall operate or maintain a sewage system or permit a sewage system to be operated or maintained except in accordance with the Act and the Building Code;

**AND WHEREAS** Section 10(2) of the Municipal Act, 2001, as amended, provides the ability for a municipality to pass by-laws relating to the health, safety and wellbeing of persons and Section 391 authorizes a municipality to impose fees and charges for the services provided by it;

**AND WHEREAS** the intention of a sewage system re-inspection program is to identify and resolve hazards associated with malfunctioning sewage systems;

**AND WHEREAS** the long-term goal of this program is to monitor sewage systems and prevent contamination to groundwater, watercourses, etc., to increase property owner awareness of the location and condition of their sewage systems; and to increase education on the proper operation and maintenance of sewage system(s);

**AND WHEREAS** the Township of Central Frontenac deems it expedient to implement a Mandatory Sewage Re-Inspection Program within the municipality;

**AND WHEREAS** the Township has entered into an agreement with the Rideau Valley Conservation Authority, through its Mississippi-Rideau Valley Septic System Office (the "MRSSO") to deliver the Mandatory Sewage Re- Inspection Program on behalf of the municipality;

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

1. THAT Council authorize the Building and By-law Enforcement Officers or their designate to implement a Mandatory Sewage Re-inspection Program in the Township of Central Frontenac.
2. THAT a sewage system re-inspection fee be invoiced by the Township and payable by each affected property owner. If not paid by December 31<sup>st</sup> during the year of inspection, the Township will add the cost of the sewage system inspection fee to the property owner's tax bill. This fee will be collected in the same manner as the municipal property taxes.
3. THAT the areas of the Township scheduled for re-inspection be established on Schedule "A" attached hereto and forming part of this by-law.
4. THAT the terms and conditions of the Mandatory Septic Re-inspection Program be established on Schedule "B" attached hereto and forming a part of this by-law.
5. THAT the Rideau Valley Conservation Authority, through its Mississippi-Rideau Valley Septic System Office (the "MRSSO") be hereby appointed by the Township to deliver the Mandatory Sewage Re-Inspection Program on behalf of the Township in accordance with this By-law and the terms of any agreement between the MRSSO and the Township.
6. THAT any by-laws inconsistent with this by-law are hereby rescinded and repealed.
7. THAT this by-law shall come into full force and effect upon the final passing hereof.

Read a first, second, third time and passed this 9<sup>th</sup> day of October, 2018.

  
Mayor

  
Clerk - Administrator

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**  
**SCHEDULE "A" TO BY-LAW #2018-49**

As the program is rolled out, properties located on the following sensitive lakes will be the first to be re-inspected;

**Sensitive Lakes:**

Crow Lake  
Eagle Lake  
Hungry Lake  
Sharbot Lake – west basin  
Silver Lake

Notwithstanding the aforementioned, the program will then be expanded to include all 'Head Water' lakes, hamlets, and eventually all properties within Central Frontenac.

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**  
**SCHEDULE "B" TO BY-LAW #2018-49**

**TERMS AND CONDITIONS**  
**OF THE SEPTIC SYSTEM RE-INSPECTION PROGRAM**

**1. DEFINITIONS**

For the purpose of this by-law;

- 1.1. "Act" means the Building Code Act, 1992, S.O. as amended.
- 1.2. "Building" has the same meaning as provided for in the Act.
- 1.3. "Building Code" means Ontario Regulation 332/12 as amended or as regulations made under Section 34 of the Act which may include a more recent revision or amendment.
- 1.4. "Building Inspector" means an Inspector appointed under Section 3 of the Act and having jurisdiction for the enforcement of this Act, the Building Code and this By-law.
- 1.5. "Chief Building Official" means the Chief Building Official appointed under Section 3 of the Act and having jurisdiction for the enforcement of the Act, the Building Code and this By-law. A Chief Building Official is deemed to also be a Building Inspector in accordance with the Act.
- 1.6. "Officer" means a By-law Enforcement Officer, Building Inspector, Chief Building Official or other person appointed by by-law to enforce provisions of this by-law.
- 1.7. "Property owner" includes, in respect of the property subject to the re-inspection, the registered owner, a lessee and a mortgagee in possession.
- 1.8. "Township" means The Corporation of the Township of Central Frontenac.
- 1.9. "Sewage System" means,
  - 1.9.1. Class 1 sewage system including a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy, including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system,
  - 1.9.2. Class 2 sewage system also called a greywater system, 1.9.3. Class 3 sewage system also called a cesspool,
  - 1.9.4. Class 4 sewage system also called a leaching bed system or septic system, or
  - 1.9.5. Class 5 sewage system which is a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system, where these,
    - have a design capacity of 10,000 litres per day or less,
    - have, in total, a design capacity of 10,000 litres per day or less, where more than one of these are located on a lot or parcel of land, and;
    - are located wholly within the boundaries of the lot or parcel of land on which is located near the building or buildings they serve.
- 1.10. Any word or terms not defined in this By-law shall have the meaning as ascribed in the Act or Building Code. Terms not defined in the Act or Building Code shall have the same meaning as described in a standard Canadian dictionary.

1.11. Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

## **2. ADMINISTRATION OF THE PROGRAM**

2.1. A letter will be sent out to the ratepayers of the Township of Central Frontenac that will inform them of:

- 2.1.1. The importance of the program;
- 2.1.2. The scope of work that will be completed;
- 2.1.3. Follow up options for those sewage systems that exhibit deficiencies;
- 2.1.4. Any other information deemed appropriate by the Township and/or Rideau Valley

## **3. INSPECTOR**

3.1. The Township will retain the Rideau Valley Conservation Authority through its Mississippi-Rideau Septic System Office to implement the Mandatory Septic Re-inspection Program and qualified employees of the Mississippi-Rideau Septic System Office shall be appointed by the Township of Central Frontenac as Building Inspectors (Sewage Systems) in accordance with Section 3 of the Act and such inspectors shall have jurisdiction for the enforcement of the Act, the Building Code and this By-law.

## **4. PROPERTIES TO BE INSPECTED**

- 4.1. Certain geographical areas within the Township will be inspected by year in accordance with Schedule "A" of this By-law.
- 4.2. All sewage systems in the Township of Central Frontenac are subject to the Mandatory Septic Re-inspection Program.
- 4.3. A letter will be sent by Rideau Valley Conservation Authority to the property owner in the targeted area for them to call the consultant and book an inspection.
- 4.4. The property owner (or designate at least 18 years old) is required to be present during the inspection.

## **5. PROPERTY SELECTION**

- 5.1. Participants in the program are chosen based on the following criteria:
  - a) Properties that either have a septic permit that is 30 years old or greater or does not have permit information, has not been re-inspected in the past, and is not undeveloped.
  - b) Properties that have a septic permit that is between 10 and 30 years and has not been inspected in the past.
  - c) Properties that are due for re-inspection after ten (10) years.

A septic system with registered complaints against it will have already been dealt with outside of the re-inspection program.

## **INSPECTION SCHEDULE**

The program will conduct inspections from May to September, however inspections may be conducted between April and November each year, with weather permitting.

The program will strive to complete 300 inspections per year, with a 10 year re-inspection timeframe. The focus will be to complete inspections on the five sensitive lakes within the first phase identified in Schedule "A" of the program. This figure

does not take into account the number of properties that will undergo inspections unrelated to this program but does include enforcement and follow-up

**6. CERTIFICATE AS ALTERNATE TO MAINTENANCE INSPECTION BY THE TOWNSHIP**

6.1. The Township may accept third party certification as an alternative to conducting an inspection provided the requesting owner notifies the Township or its designate in advance and in writing that they have retained a third party for this purpose within specified times;

6.2. A third party certification may be accepted provided such certification is presented on the prescribed forms attached as Appendix "A" to this Schedule "B" and in accordance with the Act and Division C, Part 1, Section 1.10.1.3 of the Ontario Building Code; and,

6.3. Any individual undertaking third party certification shall be qualified for such assessment and shall not have any conflicts of interest as identified under the Act or Ontario Building Code.

**7. INSPECTION FEE**

7.1. An inspection fee of \$ 100.00 will be invoiced to each property owner after completion of their inspection. If this fee is not paid by December 31<sup>st</sup> in the year of inspection, it will be added to their tax bill and collected in the same manner as taxes.

**8. PROCEDURES FOR A RE-INSPECTION**

8.1. The inspector will review and determine the sewage systems in the proposed zone stated for inspections.

8.2. A letter will be sent to the property owner advising who to contact to book an inspection.

8.3. If there are no sewage system records in the property files, the inspector will require the property owner to provide a diagram or sewage system records to the inspector prior to performing the inspection. A letter will be sent to the owner to notify them that these documents are required.

8.4. The property owner is required to provide access to the septic tank lid(s) (i.e. uncovering/unearthing prior to the inspection).

8.5. As per Part 8 of the Ontario Building Code the following classes of sewage systems will be part of the Mandatory Septic Re-inspection Program:

- 8.5.1. Class 1- Privy
- 8.5.2. Class 2- Greywater
- 8.5.3. Class 3- Cesspool
- 8.5.4. Class 4- Septic System
- 8.5.5. Class 5- Holding Tank

8.6. The inspector will complete the following steps as part of the inspection process depending on the Class of system:

1. Review of the property's sewage system records;
2. Identify the location of the system on the property — this may require additional information from the owner;
3. Conduct a surface inspection of bed, tank, greywater pit and/or cesspool;

4. Examine the inside of the tank (estimate age of tank, size of tank, condition of tank, if there's a divider, if there are risers and filters in it etc.);
5. The inspector may require a copy of a contract with a hauled sewage system operator;
6. The inspector may examine site for any evidence of illegal discharge;
7. Estimate tank volume;
8. Estimate sludge depth/volume;
9. Request a copy of a date stamped receipt of tank pump out, if required.
10. The inspector may examine the sewage system with appropriate equipment to find any signs of malfunction.
11. The list above is not exhaustive and should other equipment be required the inspector will make provision to obtain the equipment necessary to complete the required tasks to assess the sewage system.

#### **9. INSPECTION REPORTS**

- 9.1. An inspection report will be completed by the inspector on site during the re-inspection.
- 9.2. This report will be provided to the property owner. The inspector will retain a copy for Township records.
- 9.3. The inspection report will inform the property owner that their system is either in need of remedial action or that there is no indication of an unsafe system.
- 9.4. If the system is in need of remedial action, a remedial action letter will describe the visual deficiencies observed by the inspector.
- 9.5. It will inform the property owner as to who they should contact for further information regarding their intentions to remedy the deficiencies.
- 9.6. The property owner will also be informed that if they do not respond within a specified time frame, they may be issued an Order to Comply.

#### **10. CERTIFICATE TO OWNER**

- 10.1. A certificate that is an approved document by the Ministry of Municipal Affairs and Housing will only be provided to property owners whose system is not deemed to require remedial action.
- 10.2. Once any remedial action is completed to the satisfaction of the Township and the system is re-inspected and has passed, a certificate will be provided to the property owner.

#### **11. ENFORCEMENT**

- 11.0 The authority to deliver and enforce this program resides with the *Building Code Act, 1992*.
- 11.1. Every property owner who fails to comply with the requirements of the Mandatory Septic Re-Inspection Program, is guilty of an offence.

**12. FINANCIAL ASSISTANCE**

- 12.1. Repairs and replacement of systems under this program are the responsibility of the property owner.
- 12.2. Funding may be available from organizations such as:
  - Frontenac County or City of Kingston
  - Canadian Mortgage and Housing Corporation
  - Rideau Valley Clean Water Program
- 12.3. As a last resort, funding assistance may be available through the Township for qualified low income property owners.

APPENDIX "A"  
OF  
SCHEDULE "B"

APPENDIX "A"  
OF  
SCHEDULE "B"  
Certificate

Person Signing Certificate:

(Name, Address, Business telephone number, Building Code Identification Number, if applicable)

Certificate

Mandatory Sewage Re-Inspection Program

(pursuant to Article 1.10.2.5 of Division C of the Building Code)

Certificate Number:

Date Certificate Issued:

Address of Property on which Sewage System is Located: (hereinafter called the "Property")

Owner of Property on which Sewage System is Located:

Certificate issued to (name and address of Principal Authority):

Certification

I certify that:

- (a) I am a person described in Sentence 1.10.13. (3) of Division C of the Building Code.
- (b) I have conducted an inspection of the sewage system located at the Property.
- (c) I am satisfied on reasonable grounds that the sewage system located on the Property is in compliance with the requirements of Section 8.9 of Division B of the *Building Code*.

Certificate issued by:

Name: \_\_\_\_\_

Complete as applicable:

- BCIN \_\_\_\_\_
- I am the holder of a licence, a certificate of practice or a temporary licence under the *Architects Act*.
- I am a person who holds a licence or a temporary licence under the *Professional Engineers Act*.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This certificate is approved by the Minister of Municipal Affairs and Housing under the *Building Code Act 1992*. (Personal information contained in this form and schedules is collected under the authority of clause 34(2.2) (d) of the *Building Code Act 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) Chief Building Official of the municipality to which this application is being made, or b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made or c) Director, Building and Development Branch or Municipal Affairs and Housing 777 Bay St., 2<sup>nd</sup> Floor, Toronto, M5G 2E5 (416) 585-6565.



# Township of Central Frontenac

## Notice of Motion

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

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

I, Phillip Smith, a Member of Council, propose the  
*(name)*

following to be considered at the Tuesday, February 10, 2026, Regular Meeting of Council:  
*(date)*

THAT Council direct staff to undertake a comprehensive review of the potential transition from a volunteer firefighter model to a part-time paid on-call firefighter model; and

THAT the review be conducted in consultation with the Fire Chief and include an assessment of all applicable legislative, regulatory, and municipal by-law requirements; and

THAT the Treasurer be directed to review and report on any financial, payroll, tax, and budgetary implications for both the municipality and the firefighters associated with such a transition; and

THAT staff engage with current firefighters to seek their input, perspectives, and concerns regarding a potential transition to a part-time paid on-call model; and

THAT the review and any resulting report highlight recruitment and retention considerations, as well as recognize the critical role firefighters play in protecting public safety and serving the community; and

THAT staff report back to Council with findings and recommendations at the 2<sup>nd</sup> council meeting in May 2026.

Signature: \_\_\_\_\_

Date Submitted to the Clerk: \_\_\_\_\_

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

**BY-LAW #2026-13**

**BEING A BY-LAW TO CONFIRM THE REGULAR MEETING OF COUNCIL HELD ON  
MARCH 10, 2026**

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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 March 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 10th day of March 2026.

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Frances Smith, Mayor

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Cathy MacMunn, CAO/Clerk