

Special Council Agenda 2026 Draft Budget - Amended (December 3, 2025)

9:00 AM - Thursday, December 4, 2025
Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order and Purpose of Meeting (including Chair's Opening Remarks)

- a) Public Notice regarding Recording of Meetings 4
[Recorded Meetings - Notice to Public](#)

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

- a) December 4, 2025

Be It Resolved That Council approves the Agenda for the Special Meeting of Council regarding the 2026 Budget dated December 4, 2025, as circulated.

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Presentations

- a) Treasurer: 2026 Draft Budget Overview (Powerpoint at meeting)

6. Communications

- a) Treasurer's Communications of Interest to Council Re: 2025 Draft Budget 5 - 29

Be It Resolved That Council receives for information Section 'A' Items of the Treasurer's Administrative Report entitled "Communications of Interest".

[Treasurer's Communications of Interest to Council Re: 2025 Draft Budget - Pdf](#)

[1. 2026 Total Taxable Assessment Comparison](#)

[2. Canada Community Building Fund](#)

[3. Quinte Conservation 2026](#)

- [4. 2026 OMPF - Letter to Treasurers and Clerk-Treasurers](#)
- [5. 2026 OMPF Cash Flow Notice - North Frontenac Tp - 1042](#)

7. Administrative Reports

- a) Manager of Community Development and Councillor Inglis- 2026 SummerFest - Increase Funding Request 30 - 31

Be It Resolved That Council receives for information the Administrative report from the Manager of Community Development titled "2026 SummerFest - Increase Funding Request".

[2026 SummerFest - Increase Funding Request - Pdf](#)

- b) Manager of Community Development - Economic/Community Development Student - Update 32 - 34

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Economic/Community Development Student - Update".

[Economic/Community Development Student - Update - Pdf](#)

- c) Director of Emergency Services - Proposed Wildland Fire Suppression Budget 35 - 36

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Wildland Fire Suppression Budget";

And That the proposed additional \$10,000 has been included in the 2026 Draft Budget;

And That Council approves the recommendation to transfer any unspent funds annually from this line item to the Emergency Services Reserve Fund.

[Proposed Wildland Fire Suppression Budget - Pdf](#)

- d) Director of Emergency Services - Proposed Increase of 10 Weekly Hours for the Assistant Fire Chief Position 37 - 38

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Proposed Increase of 10 Weekly Hours for the Assistant Fire Chief Position";

And That the additional cost has been included in the 2026 Draft Budget for consideration.

[Proposed Increase of 10 Weekly Hours for the Assistant Fire Chief Position - Pdf](#)

- e) Treasurer - 2026 Summary of the Ten (10) Year Capital Plan 2026-2035; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended. 39 - 47

Be It Resolved That Council receives the Treasurer's Administrative Report entitled "2026 Summary of the Ten (10) Year Capital Plan 2026-

2035; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended” for information purposes;

And That Council authorizes the CAO and Managers to proceed with the applicable 2026 TCA Capital Purchases/Tenders (in accordance with these Schedules and the Procurement By-law).

[2026 Summary of the Ten \(10\) Year Capital Plan 2026-2035; Tangible Capital Asset \(TCA\) Replacement Schedules \(planned spending\) as amended. - Pdf](#)

- f) Treasurer - Reserve and Reserve Fund Review 48 - 50

Be It Resolved That Council receives the Treasurer’s Administrative Report entitled “Reserve and Reserve Fund Review” for information purposes.

[Reserve and Reserve Fund Review - Pdf](#)

- g) Treasurer - Summary of the 2026 Draft Budget 51 - 55

Be It Resolved That Council receives the Treasurer’s Administrative Report entitled “Summary of the 2026 Draft Budget” for information purposes.

[Summary of the 2026 Draft Budget - Pdf](#)

8. Council Discussion

- a) Council Discussion: 2026 Draft Budget

9. Public Forum

10. Confirmatory By-law

- a) Confirming By-law #2025-57 56

Be It Resolved That By-law #2025-57, being a By-law to confirm all actions and proceedings of Council for its Special Meeting held December 4, 2025 be read a first, second, and third time and finally passed.

[2025-57 Confirming By-law - December 4, 2025 Special](#)

11. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at _____ .m. until December 12, 2025 or at the Call of the Chair.



Please be advised North Frontenac Council Meetings are recorded. By attending a public meeting of Council, you are consenting to your image, voice and comments being recorded.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of the recording. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. It should be noted that no protection is afforded to Council Members, Employees or the public for comments made during Meetings which are subsequently challenged in a court of law and/or determined to be defamatory.

Notice is hereby provided that under the authority of the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Privacy Act (MFIPPA), that all information provided for at a public meeting or other public process are considered a public record.

Members of Council, Staff, Delegates and attendees should be mindful of using names of individuals or entities when discussing matters in public. Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour or comments.

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: Treasurer's Communications of Interest to Council Re: 2025 Draft Budget

Recommendation:

Be It Resolved That Council receives for information Section 'A' Items of the Treasurer's Administrative Report entitled "Communications of Interest".

A. It is recommended that the following communication of interest to the Township be received for Council's information and filed.

1. 2026 Total Taxable Assessment Comparison
2. Canada Community Building Fund (CCDF)
3. Quinte Conservation Preliminary Budget; Asset Management Plan and Fee Policy and Schedules
4. Ontario Municipal Partnership Fund 2026
5. Ontario Municipal Partnership Fund - 2026 Cash Flow Notice

B. Action Items: (to include items brought forward from Section A above by a Member of Council)

Attachments:

- [1. 2026 Total Taxable Assessment Comparison](#)
- [2. Canada Community Building Fund](#)
- [3. Quinte Conservation 2026](#)
- [4. 2026 OMPF - Letter to Treasurers and Clerk-Treasurers](#)
- [5. 2026 OMPF Cash Flow Notice - North Frontenac Tp - 1042](#)

2026 Total Taxable Assessment Comparison

<u>Assessment Class</u>		<u>2026 Taxation Assessment</u>	<u>2025 Taxation Assessment</u>	<u>Increase/Decrease In Assessment</u>
Commercial	CT	5,488,466	5,328,466	\$160,000
Commercial (Excess land)	CU	0	7,000	(\$7,000)
Commercial (Vacant land)	CX	103,100	103,100	\$0
Commercial New Construction	XT	0	0	\$0
Commercial New Construction (Excess land	XU	0	0	\$0
Commercial (Small Scale on Farm Bus.)	CO	34,600	34,600	\$0
Farmlands	FT	3,402,100	3,497,400	(\$95,300)
Industrial	IT	528,700	528,700	\$0
Industrial (Vacant land)	IX	31,500	31,500	\$0
Industrial Small Scale on Farm Business 2	I0	8,500	8,500	\$0
Industrial Small Scale on Farm Business 1	I7	50,000	50,000	\$0
Industrial (New Construction) Small Scale on Farm Business	J7	0	0	\$0
Residential	RT	954,112,434	945,589,534	\$8,522,900
Managed Forest	TT	7,805,500	7,829,600	(\$24,100)
Managed Forest	VT	618,800	618,800	\$0
Total Taxable Assessment		\$972,183,700	\$963,627,200	\$8,556,500
				Total Taxable
<i>Increase due to Phase-In = 0.00%</i>		0.89%		Assessment Increase
<i>Increase due to Growth = 0.89%</i>				

Canada Community Building Fund (CCBF) (formerly Federal Gas Tax) Summary

<u>Canada Community Building Fund (CCBF) Summary:</u>	Twp CCBF	County CCBF	Total
CCBF Received 2005 - 2025	\$1,224,077.71	\$2,019,555.28	\$3,243,632.99
CCBF Spent 2005 - 2025 (pending 2025 year end)			(\$2,222,067.86)
Interest Earned 2005- 2025 (pending 2025 year end)			\$193,083.26
CCBF Funding available as of December 31, 2025			\$1,214,648.39
Less: Plevna Rink & Roof Project			(\$367,126.00)
Less: Boat launches and Parking			(\$65,000.00)
Less: Buckshot Lake Rd Project (pending Grant approval)			(\$378,000.00)
CCBF to be Received 2026			\$214,834.00
CCBF Estimated Proposed Balance at Dec. 31, 2026 (bank interest not included)			\$619,356.39

Note: as per the CCBF Agreement - funds must be spent within 5 years of receiving them.

Updated December 1, 2025



October 23, 2025

Mr. Corey Klatt, CAO
Township of North Frontenac
6648 Road 506
Plevna, Ontario
K0H 2M0

RE: Quinte Conservation Preliminary Budget; Asset Management Plan and Fee Policy and Schedules

Dear Mr. Klatt,

At the October 16th Board Meeting, the Executive of Quinte Conservation (QC) supported the preliminary 2026 budget (Motion QC-25-071) and the 2026 Fee Policy and Schedules (Motion QC-25-068). The purpose of this letter is to communicate with our municipal partners regarding the 2026 budget forecast, Capital Asset Management Plan and the 2026 Fee Policy and Schedules. In accordance with the Conservation Authorities Act, there is a 30-day review period where partners can provide feedback regarding the proposed budget and supporting documents. We will be taking into consideration all municipal comments prior to our December meeting where the 2026 budget, fee policy and schedules will be officially presented for the required weighted vote. The details for your municipality are provided with this correspondence.

We would ask to receive any comments prior to December 4th to allow for information to be shared at our December 18th Executive Board meeting.

The 2026 budget includes a 1.9% Cost of Living Allowance (COLA) applied to all staff compensation packages, along with merit-based movement for two staff within our salary grid to maintain our approved pay equity structure. At Quinte Conservation (QC), we recognize that our staff are our most valuable resources. In today's employment market, retaining skilled and dedicated employees is increasingly difficult, and it is important that our compensation remains competitive and responsive to inflationary pressures

QC uses the August CPI to adjust fees, compensation, and other related items. The QC Asset Management Plan, including Water Control Infrastructure, is providing our staff and board members with the assurance that our important capital works can be achieved and provides us with the ability to apply for grants and funding opportunities to help make these dollars go further.

The 2026 preliminary budget includes an increase to the municipal operating levy of \$66,367. As in previous years, we continue to recommend a \$25,000 reserve build (itemized in the enabling services section of the budget – Line 1.e.4). Our current operating reserve is \$449,783, and based on prior communication with the QC Board, the targeted operating reserve is \$800,000.

We are entering the fifth year of our 10-Year Water Control Infrastructure Asset Management Plan (WCIAMP), approved in 2021 and implemented in 2022. This plan has enabled QC to make significant improvements to water control (dam) assets, ensuring safety, reducing liability, and investing in aging infrastructure. Having this plan in place also allows QC to capitalize on the annual 50% matching grants from the Water and Erosion Control Infrastructure (WECI) program. The financing of the WCIAMP was phased in over the initial 5 years with 2027 being the last calendar year for a scheduled capital increase. Following 2027, the WCIAMP will be \$878, 884 for the remaining 5 years. A full assessment of the WCIAMP will be prepared in 2026 to determine the status and effectiveness of the plan.

The budget includes the municipal distribution based on the CVA, along with an itemized list showing applicable items for each municipality.

Key considerations during the development of the 2026 Preliminary Budget include:

- This budget incorporates values from the approved QC Asset Management Plan, which will be circulated to our 18 member municipalities during the review period.
- The budget supports ongoing operations without implementing new programs or services, keeping operating cost increases minimal.
- Like the 2025 budget, this proposed budget does not include the re-establishment of an Enforcement Officer or increased legal budget for enforcement matters (approximate need: \$150,000). Violations of Section 28 regulations are increasing, not only in QC but regionally. Legal costs to date are \$36,260 for all QC business. Any court cases may require a special levy, as this budget does not provide room for additional legal fees.
- The budget assumes the Ministerial Order on “Freezing Fees” will be lifted as of January 1, 2026, allowing our proposed Fee Policy and Schedules to be implemented.
- Revenue forecasts are challenging due to economic variability. Projections are based on prior year revenues, current year results, and anticipated donations, technical fees, and other self-generated revenue.
- Revenue from our carbon-offsetting agreement has been incorporated to support land management, ensuring compliance with Forest Certification requirements and the ANEW Carbon Offset agreement.

Key adjustments and rationale in the 2026 budget compared to 2025 include:

Quinte Conservation staff costs:

- Retaining qualified staff is essential to delivering programs and services to watershed residents.
- Cost of living adjustment of 1.9% for all staff, increasing gross wages by \$44,790.

- Merit adjustments for two staff (movement within the approved salary grid to maintain pay equity) add \$7,782.14.
- Employer-paid benefits see an overall increase of \$18,846.89.
- Total staffing cost increase: \$71,419.03.

Other budget changes:

- **Operational Costs – Category 1 Conservation Authority Lands:** Adjustments reflect two staff positions supporting land management operations, ensuring efficiency and compliance.
- **Project Revenue Adjustments:** Other Projects Revenue has been reduced to realistic levels, mirrored on the expenditure side. Legal inquiries, permit fees, and plan review fees have been increased based on historical trends and economic conditions. General and miscellaneous revenues have been scaled back to reflect realistic projections. Carbon-offset funds have been allocated to support land management initiatives and Forest Certification obligations.
- **Category 2 – Direct Revenue/Expenditure Alignment:** This category continues to be a direct “money in, money out” system, where revenues fully support specific project expenses.
- **Category 3 – Special Programs:** Programs in this category remain self-funded, with revenues supporting operations.
- **Foundation Distribution Board:** Staffing and operational costs for the board were included in the 2025 budget but have been removed for 2026 until a clear direction is established.

This budget positions QC to continue delivering programs efficiently while maintaining strong reserves, supporting land management priorities, and leveraging funding opportunities to maximize the impact of every dollar.

Each year, the Province provides Conservation Authorities with the Current Value Assessment (CVA) figures for all municipalities within their watershed jurisdictions. These assessments represent each municipality’s relative “ability to pay” and are used to calculate the municipal apportionment of the overall levy. The total levy approved by the Conservation Authority Board is distributed among municipalities based on their proportionate share of the total CVA within the watershed. As a result, even if the total levy amount remains unchanged from one year to the next, an individual municipality’s levy contribution may increase or decrease depending on whether its CVA has risen or fallen relative to others. This ensures that the financial responsibility for conservation programs and services is distributed equitably across all municipalities according to changes in property assessments.

The following details are specific to North Frontenac and will be billed on one invoice in January 2026 upon approval from the Quinte Conservation Board of Directors:

- \$1,004 (General levy for 2025 operations, including reserve build – 1.0% increase from 2025)
- \$ 160 (QC Capital Asset Management Plan, approved 2023 – 2.06% decrease from 2025)
- Total amount for 2026 - \$1,164 (0.58 % increase)

It is our priority as an organization to continue to focus our efforts on our core mandated programs and services.

If you have any questions about this information, please contact me at ext. 103 or Tammy Smith at ext. 116.

Sincerely,



Bradley A. McNevin
Chief Administrative Officer
(613) 968-3434 or (613) 354-3312 ext. 103
bmcnevin@quinteconservation.ca



Ministry of Finance
Provincial-Local Finance
Division
Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances
Division des relations provinciales
municipales en matière de finances
Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7



October 31, 2025

Dear Treasurer/Clerk-Treasurer:

As outlined by the Minister of Finance in the October 31 letter to Heads of Council, a further \$50 million is being invested by the Province in the Ontario Municipal Partnership Fund (OMPF) in 2026, bringing the two-year increase to \$100 million and the total funding envelope to \$600 million annually. This letter provides additional information regarding your municipality's 2026 OMPF allocation.

I am pleased to advise that in 2026 your municipality will benefit from an increase in OMPF funding compared to 2025.

2026 OMPF

As part of the phased-in increase to the OMPF, the program will provide \$600 million to recipient municipalities in 2026.

Details of the enhancement to the core grant components of the program and Transitional Assistance include:

Core Grant Component Enhancements:

- The **Assessment Equalization Grant component** will increase to \$161 million from \$155 million to better support municipalities with limited property assessment.
- The **Rural Communities Grant component** will increase to \$187 million from \$171 million in recognition of the challenges of rural municipalities, including rural farming communities.
- The **Northern Communities Grant component** will increase to \$121 million from \$105 million in recognition of the challenges of northern municipalities.
- The **Northern and Rural Fiscal Circumstances Grant component** will increase to \$125 million from \$109 million to support northern and rural municipalities with challenging fiscal circumstances.

Details related to grant parameters are outlined in the 2026 OMPF Technical Guide and will be included in individual municipal workbooks that will be shared with treasurers and clerk-treasurers in the coming weeks.

Transitional Assistance:

Transitional Assistance will ensure that municipalities in northern Ontario receive at least 90 per cent of their 2025 allocation, and municipalities in southern Ontario receive at least 85 per cent.

Survey of OMPF Recipients

In early 2026, the ministry will be engaging OMPF recipient municipalities through a short survey to better understand how the OMPF is supporting local communities.

2026 OMPF – SUPPORTING MATERIAL

To assist municipalities in understanding the OMPF and their individual 2026 allocations, the Ministry of Finance provides detailed and customized supporting documentation:

- A. 2026 OMPF Allocation Notice and Inserts**
- B. 2026 OMPF Technical Guide**
- C. Municipal Workbooks**

A. 2026 OMPF Allocation Notice and Inserts

The *OMPF Allocation Notice and Inserts* outline individual municipal OMPF allocations by grant component, and also provide a summary of 2026 key data inputs. A municipality's 2026 allocation is noted on line A.

B. 2026 OMPF Technical Guide

The *2026 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

C. 2026 Municipal Workbooks

The *2026 OMPF Workbook and the 2026 Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook* (if applicable) provide detailed calculations

of the 2026 OMPF grant components, the determination of the Northern and Rural MFCI, and outline all underlying data elements.

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2026 OMPF Technical Guide*, as well as municipal allocations, are also available electronically on the Ministry’s website:

www.ontario.ca/document/2026-ontario-municipal-partnership-fund

2026 PAYMENT SCHEDULE

The *2026 Cash Flow Notice* identifies your municipality’s quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2026. As outlined in the following section, OMPF payments are subject to holdback for municipalities that do not comply with applicable reporting requirements.

2026 REPORTING OBLIGATIONS

As you know, OMPF payments are subject to compliance with the program’s reporting obligations.

Specifically, municipalities are required to submit Financial Information Returns (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) and tax-rate bylaws through the Online Property Tax Analysis (OPTA) system or to MMAH as outlined in the following schedule:

2026 OMPF Reporting Obligations	2025 FIRs	By May 31, 2026
	2026 tax-rates	By August 31, 2026

Payments for municipalities that do not meet their 2026 reporting obligations will be subject to holdback, beginning with the 2026 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: info.ompf@ontario.ca.

In closing, we would like to thank you for your ongoing partnership. We look forward to continuing to work with you on the OMPF.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ian Freeman', is positioned above the typed name.

Ian Freeman
Assistant Deputy Minister
Provincial-Local Finance Division

c. Caspar Hall
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing

Sean Fraser
Assistant Deputy Minister
Municipal and Housing Operations Division
Ministry of Municipal Affairs and Housing

2026 Cash Flow Notice

Township of North Frontenac

1042

County of Frontenac

A Total 2026 OMPF (2026 Allocation Notice, Line A)	See Note below	\$2,248,900
---	-----------------------	--------------------

B 2026 OMPF Quarterly Payments Schedule		\$2,248,900
--	--	--------------------

1. 2026 OMPF First Quarter Payment	<i>Scheduled for January 2026</i>	\$562,225
2. 2026 OMPF Second Quarter Payment	<i>Scheduled for April 2026</i>	\$562,225
3. 2026 OMPF Third Quarter Payment	<i>Scheduled for July 2026</i>	\$562,225
4. 2026 OMPF Fourth Quarter Payment	<i>Scheduled for October 2026</i>	\$562,225

Note: *Your municipality's 2026 OMPF allocation is identified on Line A of your 2026 OMPF Allocation Notice. Please refer to the enclosed correspondence for further details.*

2026 Cash Flow Notice

Township of North Frontenac

1042

County of Frontenac

2026 Cash Flow Notice - Line Item Descriptions

A Total 2026 OMPF allocation. See 2026 OMPF Allocation Notice, Line A.

B1 - B4 Scheduled quarterly payments in respect of the 2026 OMPF allocation. Payments will be subject to holdback pending submission of the applicable outstanding reporting requirements. Please refer to the Reporting Obligations section of the 2026 OMPF Technical Guide.

2026 Total Taxable Assessment Comparison

<u>Assessment Class</u>		<u>2026 Taxation Assessment</u>	<u>2025 Taxation Assessment</u>	<u>Increase/Decrease In Assessment</u>
Commercial	CT	5,488,466	5,328,466	\$160,000
Commercial (Excess land)	CU	0	7,000	(\$7,000)
Commercial (Vacant land)	CX	103,100	103,100	\$0
Commercial New Construction	XT	0	0	\$0
Commercial New Construction (Excess land	XU	0	0	\$0
Commercial (Small Scale on Farm Bus.)	CO	34,600	34,600	\$0
Farmlands	FT	3,402,100	3,497,400	(\$95,300)
Industrial	IT	528,700	528,700	\$0
Industrial (Vacant land)	IX	31,500	31,500	\$0
Industrial Small Scale on Farm Business 2	I0	8,500	8,500	\$0
Industrial Small Scale on Farm Business 1	I7	50,000	50,000	\$0
Industrial (New Construction) Small Scale on Farm Business	J7	0	0	\$0
Residential	RT	954,112,434	945,589,534	\$8,522,900
Managed Forest	TT	7,805,500	7,829,600	(\$24,100)
Managed Forest	VT	618,800	618,800	\$0
Total Taxable Assessment		\$972,183,700	\$963,627,200	\$8,556,500
				Total Taxable
<i>Increase due to Phase-In = 0.00%</i>		0.89%		Assessment Increase
<i>Increase due to Growth = 0.89%</i>				

Canada Community Building Fund (CCBF) (formerly Federal Gas Tax) Summary

<u>Canada Community Building Fund (CCBF) Summary:</u>	Twp CCBF	County CCBF	Total
CCBF Received 2005 - 2025	\$1,224,077.71	\$2,019,555.28	\$3,243,632.99
CCBF Spent 2005 - 2025 (pending 2025 year end)			(\$2,222,067.86)
Interest Earned 2005- 2025 (pending 2025 year end)			\$193,083.26
CCBF Funding available as of December 31, 2025			\$1,214,648.39
Less: Plevna Rink & Roof Project			(\$367,126.00)
Less: Boat launches and Parking			(\$65,000.00)
Less: Buckshot Lake Rd Project (pending Grant approval)			(\$378,000.00)
CCBF to be Received 2026			\$214,834.00
CCBF Estimated Proposed Balance at Dec. 31, 2026 (bank interest not included)			\$619,356.39

Note: as per the CCBF Agreement - funds must be spent within 5 years of receiving them.

Updated December 1, 2025



October 23, 2025

Mr. Corey Klatt, CAO
Township of North Frontenac
6648 Road 506
Plevna, Ontario
K0H 2M0

RE: Quinte Conservation Preliminary Budget; Asset Management Plan and Fee Policy and Schedules

Dear Mr. Klatt,

At the October 16th Board Meeting, the Executive of Quinte Conservation (QC) supported the preliminary 2026 budget (Motion QC-25-071) and the 2026 Fee Policy and Schedules (Motion QC-25-068). The purpose of this letter is to communicate with our municipal partners regarding the 2026 budget forecast, Capital Asset Management Plan and the 2026 Fee Policy and Schedules. In accordance with the Conservation Authorities Act, there is a 30-day review period where partners can provide feedback regarding the proposed budget and supporting documents. We will be taking into consideration all municipal comments prior to our December meeting where the 2026 budget, fee policy and schedules will be officially presented for the required weighted vote. The details for your municipality are provided with this correspondence.

We would ask to receive any comments prior to December 4th to allow for information to be shared at our December 18th Executive Board meeting.

The 2026 budget includes a 1.9% Cost of Living Allowance (COLA) applied to all staff compensation packages, along with merit-based movement for two staff within our salary grid to maintain our approved pay equity structure. At Quinte Conservation (QC), we recognize that our staff are our most valuable resources. In today's employment market, retaining skilled and dedicated employees is increasingly difficult, and it is important that our compensation remains competitive and responsive to inflationary pressures

QC uses the August CPI to adjust fees, compensation, and other related items. The QC Asset Management Plan, including Water Control Infrastructure, is providing our staff and board members with the assurance that our important capital works can be achieved and provides us with the ability to apply for grants and funding opportunities to help make these dollars go further.

The 2026 preliminary budget includes an increase to the municipal operating levy of \$66,367. As in previous years, we continue to recommend a \$25,000 reserve build (itemized in the enabling services section of the budget – Line 1.e.4). Our current operating reserve is \$449,783, and based on prior communication with the QC Board, the targeted operating reserve is \$800,000.

We are entering the fifth year of our 10-Year Water Control Infrastructure Asset Management Plan (WCIAMP), approved in 2021 and implemented in 2022. This plan has enabled QC to make significant improvements to water control (dam) assets, ensuring safety, reducing liability, and investing in aging infrastructure. Having this plan in place also allows QC to capitalize on the annual 50% matching grants from the Water and Erosion Control Infrastructure (WECI) program. The financing of the WCIAMP was phased in over the initial 5 years with 2027 being the last calendar year for a scheduled capital increase. Following 2027, the WCIAMP will be \$878, 884 for the remaining 5 years. A full assessment of the WCIAMP will be prepared in 2026 to determine the status and effectiveness of the plan.

The budget includes the municipal distribution based on the CVA, along with an itemized list showing applicable items for each municipality.

Key considerations during the development of the 2026 Preliminary Budget include:

- This budget incorporates values from the approved QC Asset Management Plan, which will be circulated to our 18 member municipalities during the review period.
- The budget supports ongoing operations without implementing new programs or services, keeping operating cost increases minimal.
- Like the 2025 budget, this proposed budget does not include the re-establishment of an Enforcement Officer or increased legal budget for enforcement matters (approximate need: \$150,000). Violations of Section 28 regulations are increasing, not only in QC but regionally. Legal costs to date are \$36,260 for all QC business. Any court cases may require a special levy, as this budget does not provide room for additional legal fees.
- The budget assumes the Ministerial Order on “Freezing Fees” will be lifted as of January 1, 2026, allowing our proposed Fee Policy and Schedules to be implemented.
- Revenue forecasts are challenging due to economic variability. Projections are based on prior year revenues, current year results, and anticipated donations, technical fees, and other self-generated revenue.
- Revenue from our carbon-offsetting agreement has been incorporated to support land management, ensuring compliance with Forest Certification requirements and the ANEW Carbon Offset agreement.

Key adjustments and rationale in the 2026 budget compared to 2025 include:

Quinte Conservation staff costs:

- Retaining qualified staff is essential to delivering programs and services to watershed residents.
- Cost of living adjustment of 1.9% for all staff, increasing gross wages by \$44,790.

- Merit adjustments for two staff (movement within the approved salary grid to maintain pay equity) add \$7,782.14.
- Employer-paid benefits see an overall increase of \$18,846.89.
- Total staffing cost increase: \$71,419.03.

Other budget changes:

- **Operational Costs – Category 1 Conservation Authority Lands:** Adjustments reflect two staff positions supporting land management operations, ensuring efficiency and compliance.
- **Project Revenue Adjustments:** Other Projects Revenue has been reduced to realistic levels, mirrored on the expenditure side. Legal inquiries, permit fees, and plan review fees have been increased based on historical trends and economic conditions. General and miscellaneous revenues have been scaled back to reflect realistic projections. Carbon-offset funds have been allocated to support land management initiatives and Forest Certification obligations.
- **Category 2 – Direct Revenue/Expenditure Alignment:** This category continues to be a direct “money in, money out” system, where revenues fully support specific project expenses.
- **Category 3 – Special Programs:** Programs in this category remain self-funded, with revenues supporting operations.
- **Foundation Distribution Board:** Staffing and operational costs for the board were included in the 2025 budget but have been removed for 2026 until a clear direction is established.

This budget positions QC to continue delivering programs efficiently while maintaining strong reserves, supporting land management priorities, and leveraging funding opportunities to maximize the impact of every dollar.

Each year, the Province provides Conservation Authorities with the Current Value Assessment (CVA) figures for all municipalities within their watershed jurisdictions. These assessments represent each municipality’s relative “ability to pay” and are used to calculate the municipal apportionment of the overall levy. The total levy approved by the Conservation Authority Board is distributed among municipalities based on their proportionate share of the total CVA within the watershed. As a result, even if the total levy amount remains unchanged from one year to the next, an individual municipality’s levy contribution may increase or decrease depending on whether its CVA has risen or fallen relative to others. This ensures that the financial responsibility for conservation programs and services is distributed equitably across all municipalities according to changes in property assessments.

The following details are specific to North Frontenac and will be billed on one invoice in January 2026 upon approval from the Quinte Conservation Board of Directors:

- \$1,004 (General levy for 2025 operations, including reserve build – 1.0% increase from 2025)
- \$ 160 (QC Capital Asset Management Plan, approved 2023 – 2.06% decrease from 2025)
- Total amount for 2026 - \$1,164 (0.58 % increase)

It is our priority as an organization to continue to focus our efforts on our core mandated programs and services.

If you have any questions about this information, please contact me at ext. 103 or Tammy Smith at ext. 116.

Sincerely,



Bradley A. McNevin
Chief Administrative Officer
(613) 968-3434 or (613) 354-3312 ext. 103
bmcnevin@quinteconservation.ca



Ministry of Finance
Provincial-Local Finance
Division
Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances
Division des relations provinciales
municipales en matière de finances
Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7



October 31, 2025

Dear Treasurer/Clerk-Treasurer:

As outlined by the Minister of Finance in the October 31 letter to Heads of Council, a further \$50 million is being invested by the Province in the Ontario Municipal Partnership Fund (OMPF) in 2026, bringing the two-year increase to \$100 million and the total funding envelope to \$600 million annually. This letter provides additional information regarding your municipality's 2026 OMPF allocation.

I am pleased to advise that in 2026 your municipality will benefit from an increase in OMPF funding compared to 2025.

2026 OMPF

As part of the phased-in increase to the OMPF, the program will provide \$600 million to recipient municipalities in 2026.

Details of the enhancement to the core grant components of the program and Transitional Assistance include:

Core Grant Component Enhancements:

- The **Assessment Equalization Grant component** will increase to \$161 million from \$155 million to better support municipalities with limited property assessment.
- The **Rural Communities Grant component** will increase to \$187 million from \$171 million in recognition of the challenges of rural municipalities, including rural farming communities.
- The **Northern Communities Grant component** will increase to \$121 million from \$105 million in recognition of the challenges of northern municipalities.
- The **Northern and Rural Fiscal Circumstances Grant component** will increase to \$125 million from \$109 million to support northern and rural municipalities with challenging fiscal circumstances.

Details related to grant parameters are outlined in the 2026 OMPF Technical Guide and will be included in individual municipal workbooks that will be shared with treasurers and clerk-treasurers in the coming weeks.

Transitional Assistance:

Transitional Assistance will ensure that municipalities in northern Ontario receive at least 90 per cent of their 2025 allocation, and municipalities in southern Ontario receive at least 85 per cent.

Survey of OMPF Recipients

In early 2026, the ministry will be engaging OMPF recipient municipalities through a short survey to better understand how the OMPF is supporting local communities.

2026 OMPF – SUPPORTING MATERIAL

To assist municipalities in understanding the OMPF and their individual 2026 allocations, the Ministry of Finance provides detailed and customized supporting documentation:

- A. 2026 OMPF Allocation Notice and Inserts**
- B. 2026 OMPF Technical Guide**
- C. Municipal Workbooks**

A. 2026 OMPF Allocation Notice and Inserts

The *OMPF Allocation Notice and Inserts* outline individual municipal OMPF allocations by grant component, and also provide a summary of 2026 key data inputs. A municipality's 2026 allocation is noted on line A.

B. 2026 OMPF Technical Guide

The *2026 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

C. 2026 Municipal Workbooks

The *2026 OMPF Workbook and the 2026 Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook* (if applicable) provide detailed calculations

of the 2026 OMPF grant components, the determination of the Northern and Rural MFCI, and outline all underlying data elements.

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2026 OMPF Technical Guide*, as well as municipal allocations, are also available electronically on the Ministry's website:

www.ontario.ca/document/2026-ontario-municipal-partnership-fund

2026 PAYMENT SCHEDULE

The *2026 Cash Flow Notice* identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2026. As outlined in the following section, OMPF payments are subject to holdback for municipalities that do not comply with applicable reporting requirements.

2026 REPORTING OBLIGATIONS

As you know, OMPF payments are subject to compliance with the program's reporting obligations.

Specifically, municipalities are required to submit Financial Information Returns (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) and tax-rate bylaws through the Online Property Tax Analysis (OPTA) system or to MMAH as outlined in the following schedule:

2026 OMPF Reporting Obligations	2025 FIRs	By May 31, 2026
	2026 tax-rates	By August 31, 2026

Payments for municipalities that do not meet their 2026 reporting obligations will be subject to holdback, beginning with the 2026 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: info.ompf@ontario.ca.

In closing, we would like to thank you for your ongoing partnership. We look forward to continuing to work with you on the OMPF.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ian Freeman', is positioned above the typed name.

Ian Freeman
Assistant Deputy Minister
Provincial-Local Finance Division

c. Caspar Hall
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing

Sean Fraser
Assistant Deputy Minister
Municipal and Housing Operations Division
Ministry of Municipal Affairs and Housing

2026 Cash Flow Notice

Township of North Frontenac

1042

County of Frontenac

A Total 2026 OMPF (2026 Allocation Notice, Line A)	See Note below	\$2,248,900
---	-----------------------	--------------------

B 2026 OMPF Quarterly Payments Schedule		\$2,248,900
--	--	--------------------

1. 2026 OMPF First Quarter Payment	<i>Scheduled for January 2026</i>	\$562,225
2. 2026 OMPF Second Quarter Payment	<i>Scheduled for April 2026</i>	\$562,225
3. 2026 OMPF Third Quarter Payment	<i>Scheduled for July 2026</i>	\$562,225
4. 2026 OMPF Fourth Quarter Payment	<i>Scheduled for October 2026</i>	\$562,225

Note: Your municipality's 2026 OMPF allocation is identified on Line A of your 2026 OMPF Allocation Notice. Please refer to the enclosed correspondence for further details.

2026 Cash Flow Notice

Township of North Frontenac

1042

County of Frontenac

2026 Cash Flow Notice - Line Item Descriptions

A	Total 2026 OMPF allocation. See 2026 OMPF Allocation Notice, Line A.
B1 - B4	Scheduled quarterly payments in respect of the 2026 OMPF allocation. Payments will be subject to holdback pending submission of the applicable outstanding reporting requirements. Please refer to the Reporting Obligations section of the 2026 OMPF Technical Guide.

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
John Inglis, Deputy Mayor
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: 2026 SummerFest - Increase Funding Request

Recommendation:

Be It Resolved That Council receives for information the Administrative report from the Manager of Community Development titled "2026 SummerFest - Increase Funding Request".

Background:

Summerfest was reintroduced by the Township in 2023. The event began with a modest budget of \$5,000 in 2023, increased to \$6,000 in 2024, and then to \$10,000 in 2025 to accommodate its growing popularity and community participation.

The return of Summerfest has been very well received by residents, visitors, and local businesses, providing an opportunity for the community to come together and celebrate North Frontenac's rural charm, local talent, and small-business spirit.

Researched By:

EDTF SummerFest Sub Group
Brooke Ross, Manager of Community Development

Comments:

The 2025 North Frontenac Summerfest was a tremendous success, welcoming over 1,000 attendees, 25 vendors, 7 demos and activities, 6 food providers, and 1 musical act, with a special performance by 2025 North Frontenac's Got Talent winner, Jonathan Hermer.

Attendees and vendors provided overwhelmingly positive feedback, expressing excitement for the event's return after several years. The Organizing Committee was proud of the turnout and community spirit displayed throughout the day.

The 2025 event also saw several enhancements, including the addition of The Eyrle Falconry exhibit, Watkin's Tree Service Dunk Tank, Ross Ranch's interactive games, an expanded petting zoo, North Frontenac Fire Service safety demonstrations, Against the Grain chainsaw carving, County Balloons, and a blacksmith demonstration.

The Beavertails food truck was a clear highlight, drawing long lines and positive attention throughout the day.

Promotional efforts, particularly through Facebook teaser posts, proved effective in generating public interest and attendance.

To continue building on the success of 2025, the EDTF is requesting an increase in the Summerfest budget from \$10,000 to \$15,000 for 2026.

The additional funding will allow the Township to:

- Expand programming by introducing new interactive activities, family-friendly attractions, and additional entertainment options;
- Enhance marketing and outreach to draw a larger regional audience and attract more visitors to North Frontenac;
- Support local businesses and vendors by increasing foot traffic and exposure;
- Strengthen community engagement and pride through inclusive, accessible, and well-organized programming; and
- Promote tourism and economic growth in alignment with Council's strategic priorities.

Increasing the budget will ensure that Summerfest continues to grow as a signature community event, showcasing North Frontenac's vibrant spirit and providing an enjoyable and memorable experience for both residents and visitors.

Financial Impact:

Per the proposed 2026 Draft Budget it is recommended by the EDTF to increase the Summerfest budget from \$10,000 to \$15,000 to support expanded programming, entertainment, and community engagement opportunities for the 2026 event.

The 2025 funds were used as follows (estimates):

- \$7,700 - Entertainment Booths/Vendors/Music
- \$900 - Advertising
- \$825 - Prizes/Giveaways/Promo Materials
- \$300 - Miscellaneous

Strategic Implications:

Vibrant and Inclusive Community
Economic Prosperity

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: Economic/Community Development Student - Update

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Economic/Community Development Student - Update".

Background:

Council passed Resolution #437-24:

Be It Resolved That Council approves hiring an Economic Development Student for 2025;
And That Council instructs the Treasurer to incorporate the cost into the 2025 Contingency Reserve Fund;
And That Council instructs the MCD to apply for Student Funding; and, if successful, the grant money is placed in the Contingency Reserve Fund;
And That the MCD shall report to Council in fall of 2025 on the position. **Carried**

The Township was not successful in the grant application for the 2025 summer student.

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development
Alyssa Borger, Economic/Community Development Student

Comments:

The Economic/Community Development Student provided key support to the Township's economic development and community engagement initiatives throughout 2025. Their work contributed to promoting North Frontenac, enhancing communications across departments, and supporting a variety of projects and events that align with Council's strategic priorities.

1. Mapping and Data Projects

- Created a comprehensive map of all streetlights in North Frontenac to assist with infrastructure planning and maintenance.
- Updated municipal data, including business contact information and digital listings, to ensure accurate and accessible information for residents and visitors.

2. Communications and Graphic Design

- Designed and assisted with numerous Township communication materials across departments, including posters, brochures, PowerPoint presentations, and visitor guides.

- Produced promotional and informational materials for events and programs such as Summerfest, stargazing events, cooling centres, public meetings, contractor breakfasts, and stewardship initiatives.
- Developed the 2026 Visitor Guide (large and small versions) and other tourism materials to promote the Township.

3. Marketing and Promotion

- Helped market and promote North Frontenac through online and in-person outreach, including an advertisement in the *Summer Fun Guide* and participation in regional events such as the Wolfe Island FAM Tour, Kingston Cross-Ministry Funders Forum, and North Frontenac Business Visits.
- Represented the Township at a Summerfest booth featuring branded materials, tourism guides, and Parklands brochures.
- Assisted with creating welcome packages for new residents and visitors.

4. Branded Materials and Business Engagement

- Supported the Township's Branded Materials Program through event participation, product inventory, and the creation of new marketing materials.
- Updated the Township's business directory, Google listings, and website content.
- Created and managed an email contact list for local businesses, distributing updates on grants, events, and opportunities.
- Conducted interviews and created business profiles for the Township website.

5. Collaboration and Partnerships

- Liaised with Frontenac County and Frontenac Business Services, contributing to joint marketing efforts and regional tourism initiatives.
- Participated in county-level meetings, photoshoots, and tours to highlight North Frontenac businesses and attractions.

6. Event Planning and Support

- Assisted in planning and promoting Summerfest, including developing vendor maps, brochures, and online promotions.
- Contributed to the organization of other community events, information sessions, and Township initiatives.

7. Research, Reporting, and Grant Support

- Assisted in preparing reports and conducting research for the Manager of Community Development, including topics such as tariffs, the Ontario Together Trade Fund, and grant opportunities.
- Supported the preparation of the 2025 Community Grant Applications and a rental agreement with the North Frontenac Historical Society & Archives.
- Drafted correspondence, reports, and letters of support as required.

8. Administrative and Operational Support

- Responded to public inquiries via email and phone, assisting the Manager of Community Development with daily communications.
- Managed procurement and ordering processes, including online and phone purchases and Mastercard requisitions.
- Maintained accessibility compliance for Township documents and assisted with website content updates.
- Posted and shared information on Township social media accounts.

9. Special Projects

- Assisted with the Rink Board Sponsorship Program, including research, drafting program terms and agreements, and outreach to other municipalities.

- Analyzed usage data for Township electric vehicle charging stations and developed corresponding graphs and tables.
- Researched accessibility and recreational infrastructure improvements for Township beaches.
- Attended meetings with partner organizations such as Merit Ontario and assisted with resident communications related to Shabomeka Lake.

The 2025 Economic/Community Development Student provided significant value to the Township by supporting key economic development, tourism, and community engagement initiatives. The student contributed to marketing and promotional activities, assisted with grant research and report writing, and enhanced interdepartmental communications.

Rehiring a student for 2026 will:

- Maintain continuity on ongoing economic development and tourism projects, including visitor guides, promotional campaigns, and event coordination.
- Support the Township’s strategic priorities related to business development, community engagement, and tourism promotion.
- Provide a valuable learning and employment opportunity for a post-secondary student interested in rural economic and community development.
- Ensure adequate staffing capacity during the peak summer period when community events, marketing, and tourism initiatives are most active.

The continuation of this student position represents a cost-effective way to sustain progress on economic development goals while supporting workforce development and local youth engagement. The proposed position for 2026 would be for the same time frame as 2025 (approximately 17 weeks from May - September).

Financial Impact:

In 2025 the cost of the student position was taken from the Contingency Reserve.

In 2026 it is proposed as a new budget item with an estimated cost at \$18,550 and not to come from the Contingency Reserve. This proposed amount has been incorporated in the 2026 Draft Budget for consideration.

Strategic Implications:

Economic Prosperity - Enhance and support the local economy:

- Continued support for the Economic Development Task Force (EDTF)
- Sufficient staff and resources to support economic development



To: Mayor and Members of Council
From: Adam Robinson, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: Proposed Wildland Fire Suppression Budget

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Wildland Fire Suppression Budget";

And That the proposed additional \$10,000 has been included in the 2026 Draft Budget;

And That Council approves the recommendation to transfer any unspent funds annually from this line item to the Emergency Services Reserve Fund.

Background:

The threat of wildland fire continues to rise in North Frontenac as a result of changing climate conditions, prolonged drought periods, and increasing development within forested and rural areas. These factors have significantly elevated both the frequency and severity of wildland fire incidents, placing greater demand on local fire protection resources.

Lessons learned from the 2025 North Frontenac wildland fire underscored the need to strengthen preparedness and enhance suppression capabilities. Investing in additional wildland fire suppression equipment, additional safety equipment, and values protection equipment will ensure that the North Frontenac Fire Department (NFFD) is properly equipped to respond swiftly, safely, and effectively to future incidents.

The cost of essential equipment, personal protective gear, and specialized wildland apparatus continues to rise at a rate that exceeds current budget allocations. Without additional financial support, maintaining the existing level of service—and ensuring firefighter safety—will become increasingly difficult. Proactive investment in wildland fire readiness now will not only enhance public safety but also reduce long-term costs associated with property loss, environmental damage, and large-scale suppression efforts.

Researched By:

Adam Robinson, Director of Emergency Services/Fire Chief (DESFC)

Comments:

Creating a dedicated operational budget for wildland firefighting is a proactive and necessary investment in community safety. As the threat of wildland fire continues to increase, sustained funding would allow the North Frontenac Fire Department (NFFD) to maintain a high level of suppression

readiness and ensure firefighters have immediate access to dependable, modern, and well-maintained equipment designed for wildland operations.

This funding would directly support the replacement of aging gear and the acquisition of advanced suppression tools. It would also enable the Department to provide ongoing training and essential resources—ensuring firefighters can respond quickly, safely, and effectively in high-risk conditions. A consistent and dedicated budget further supports long-term lifecycle planning for pumps, hose, personal protective equipment, and wildland apparatus. This approach reduces emergency replacement costs, minimizes downtime, and ensures operational readiness for extended or back-to-back deployments.

Ultimately, investing in a stable wildland firefighting budget strengthens the Municipality’s commitment to firefighter safety, protects critical infrastructure and natural resources, and demonstrates responsible stewardship through forward-thinking fire protection and emergency response planning. DESFC will continue to watch for any funding opportunities in the future to assist with wildfire preparedness.

Financial Impact:

A new line item has been added to the Draft 2026 Budget for Council's consideration with a budgeted amount of \$10,000. It is recommended that if there are unspent funds annually in this line item that they be transferred to the Emergency Services Reserve Fund.

Strategic Implications:

Sustainable Core Services - Enhance Township Services

To: Mayor and Members of Council
From: Adam Robinson, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: Proposed Increase of 10 Weekly Hours for the Assistant Fire Chief Position

Recommendation:

Be It Resolved That Council receives for information the Director of Emergency Services/Fire Chief's (DESFC) Administrative Report entitled "Proposed Increase of 10 Weekly Hours for the Assistant Fire Chief Position";

And That the additional cost has been included in the 2026 Draft Budget for consideration.

Background:

As approved by Council in resolution 293-16, the Assistant Fire Chief role currently operates under an approved allocation of 20 paid hours per week.

These hours were initially established based on the position's original scope of responsibilities and service demand at that time. Since that allocation, the role has evolved significantly to comply with provincial certification mandates, increased operational demands, and in-house training demands.

Researched By:

Adam Robinson, Director of Emergency Services, Fire Chief (DESFC)

Comments:

To effectively meet the growing certification and compliance demands facing the North Frontenac Fire Department, it is proposed that 10 additional hours per week be allocated to the Assistant Fire Chief/Training Officer position. Expanding the hours dedicated to this role will ensure that the increasing administrative, instructional, and coordination workload associated with firefighter certification is properly managed. With added time, the position can focus on tracking certification progress, coordinating mandatory training to meet provincial requirements, and ensuring all firefighters achieve and maintain compliance under the new certification standards.

This investment is critical to safeguarding firefighter safety and maintaining operational excellence. As mandatory firefighter certification becomes increasingly complex and time-intensive, providing adequate support to the training division ensures that every firefighter receives the instruction, evaluation, and mentorship necessary to perform confidently and competently in the field.

Strengthening this role reinforces our commitment to meeting legislative requirements, advancing professional standards, and ensuring that North Frontenac's firefighters remain well-trained, certified, and ready to respond effectively to any emergency.

Financial Impact:

The cost to add the additional 10 hours per week to the Assistant Fire Chief position is an increase of \$33,500 annually which covers wages and Employee benefits (OMERS, WSIB, CPP, EI, etc). This amount has been included in the 2026 Draft Budget for consideration.

Strategic Implications:

Sustainable Core Services - Establish the Township as an employer of choice

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: 2026 Summary of the Ten (10) Year Capital Plan 2026-2035; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended.

Recommendation:

Be It Resolved That Council receives the Treasurer’s Administrative Report entitled “2026 Summary of the Ten (10) Year Capital Plan 2026-2035; TCA Replacement Schedules (planned spending) as amended” for information purposes.

And That Council authorizes the CAO and Managers to proceed with the applicable 2026 TCA Capital Purchases/Tenders (in accordance with these Schedules and the Procurement By-law).

Background:

Managers were provided with copies of their applicable Department(s) 2026 -2035 Asset Management Plan Tangible Capital Assets (TCA) Ten Year Replacement Schedules for their review. The CAO and Treasurer met with the Managers collectively and have recommended changes to be considered by Council. (Detailed copy sent to Council and available on request through the Treasurer)

Council Resolution #575-15 on October 26, 2015 states: “AND THAT the Managers are instructed to prepare briefing notes for any vehicle being replaced, explaining the reasons replacement is required”. The briefing notes have been incorporated in the information below.

Below is the details/explanations of the changes for 2026. There is reference to a project # in each area. This number you will also see in the operating budget for cross referencing.

Researched By:

Corey Klatt, Dipl.M.A., Chief Administrative Officer
Kelly Watkins, Dipl.M.A, M.M., Treasurer
Brooke Ross, Dipl.M.A., Manager of Community Development
Darwyn Sproule, P.Eng, Public Works Manager
Adam Robinson, Director of Emergency Services/Fire Chief

Comments:

Roads (Hard Surface) Needs (project #1166)

The Schedules have been updated for 2026 to 2035; specific roads are listed for 2026-2028 and dollars estimated for years 4 – 10. Please note that the 10 Year Road Plan has been prepared based on information included in the 2022/23 Roads Needs Study Report (excluding guiderails) and reviewed annually by the Public Works Manager.

Based on the 2022/23 Road Needs Study, 47km of our 197km hardtop road network are in average condition and expected to become a now need in 1 to 5 years. The remaining 86km of hardtop roads are in very poor to poor condition. Ideally with an expected service life of seven (7) years for surface treatment, we need to be treating approximately 26km of hardtop per year. In 2024, with a budget of \$1,019,000, we estimated we would resurface 12km +/-, we actually completed 17.4 km plus 6.84km pulverizing and granular to prep for spring surface treatment on Mountain and South Lavant Road. In 2025, with a budget of \$1,140,000 we completed 12 km.

In 2026, we have a proposed budget of \$1,200,000. It is estimated that we will be able to complete 13kms. The 13 kms is well under our target of 26km annually recommended in the 2022 Roads Needs Study, as the road conditions treated includes pulverizing and a double surface treatment vs a single surface treatment. In addition, with the pulverizing (full depth work) we often complete culvert replacements and grade raises as required – all impacting project cost per km. Annually our cost per km continues to increase.

Roads (Gravel) Needs (project #1165)

The Schedules have been updated for 2026 to 2035. Specific roads are listed for 2026 and dollar estimates for years 2 – 10. This 10 Year Road Plan has been prepared based on the information included in the 2022/23 Gravel Roads Evaluation Study.

We continue to fund this program using the OCIF Funding received annually which is only estimated to be in place until 2027 at this time.

We were able to gravel 19.2kms of road with the 2024 budget. In 2025 we were able to gravel 14 kms of road for \$344,000 and in 2026 it is estimated 17 kms of road with \$400,000.

Roads – Bridges & Culverts (project #1175)

Bridges and Culverts are inspected bi-annually in compliance with the Ontario Structure Inspection Manual (OSIM) and recommendations for repair and/or reconstruction requirements to maximize the structures lifespan are provided through these Consultant Reports.

In 2023 we hired a Consultant to complete inspections and prepare an updated report in 2024. The OSIM report was completed, and recently updated to incorporate a constrained budget projection to better balance annual expenditures and provide a phased approach for a significant bridge replacement on Folger Road. The updated report will be provided to Council in the near future. The projected bridge / culvert projects have been reflected in the budget.

Roads – Vehicles & Equipment (project #1176 & 1177)

- Replace 2016 Freightliner (T16)
 - mileage: 96,000 km
 - condition: T16 has significant structural and mechanical concerns that now justify replacement rather than continued repair. Although the mileage remains relatively low, the truck is heavily affected by rust and undercarriage rot. These issues have accelerated over the past few years. Additionally, a few years ago, T16 was involved in

an incident in which it left the roadway and rolled onto its side while carrying a full load of sand. While repairs were completed at the time, the truck has not performed the same since. We continue to experience abnormal wear on components that typically have much longer service life.

- Replace 2018 Ford F350 (P18)
 - mileage: 201,000 kms
 - condition: P-18 is showing significant rust, rot, and mechanical deterioration after years of heavy winter use. Although the exterior paint still appears presentable due to diligent cleaning by staff, the salt and sand exposure has severely corroded the undercarriage and internal components. The plow systems are now worn out and approaching the point of requiring major, costly repairs. Given the extensive corrosion, high mileage, and declining reliability, replacing P-18 is a more cost-effective and dependable option than continued investment in repairs.
- Defer replacement of 2019 Ford Escape (SUV19)
 - mileage: 74,000 km
 - condition: SUV19 remains in very good condition and continues to perform reliably. Annual oil spraying has effectively protected the body and undercarriage from rust and corrosion, and the vehicle shows no urgent signs of structural deterioration. With low mileage and only routine maintenance required at this time, SUV19 is a cost-effective asset that can confidently remain in service for the near future.
- Replace 1994 Caterpillar Articulated Grader
 - condition: This road grader has exceeded its practical service life and is no longer meeting the demands of our operations. At 31 years old, the machine is tired, heavily worn, and experiencing a noticeable decline in performance. It now lacks the power required to grade even moderate inclines, which directly impacts our ability to maintain roads efficiently and safely. In addition to reduced performance, the grader requires several major repairs to remain operational. These repairs are both costly and temporary solutions, as age-related failures are becoming more frequent. The maintenance expenses are quickly approaching—if not exceeding—the value of the equipment itself.
- NEW - Slip-in water tank with spreader

We are proposing the retirement of the 1988 Ford tanker water truck and its replacement with a slip-in water tank system for our spare plow truck. The current tanker originally served as a fire department unit before being transferred to Public Works in 2013. At that time, it was estimated to have approximately 10 years of remaining service life. Thanks to diligent maintenance, we have extended its use by nearly three additional years. However, the vehicle is now well beyond its intended lifespan and is showing significant age-related deterioration. A slip-in tank system offers a modern, versatile, and cost-effective solution. It eliminates the need to maintain, insure, and license a separate aging vehicle while providing greater operational flexibility. The proposed unit can function as a water truck during the summer and also gives us the ability to spread liquid (from our existing brine tanks) for dust suppression—effectively serving two purposes with a single asset.

Installation and removal would be straightforward, as the tank and pump assembly can be placed in or taken out of the spare plow truck using our backhoe at the Plevna yard. This streamlined approach reduces fleet complexity, lowers annual maintenance costs, and improves overall efficiency. We look forward to using liquid for dust suppression, supplemented with the flake that we currently use.
- Rehabilitation of John Deere 544 Loader - request to put out a tender to sandblast and repaint our John Deere 544 loader. This machine is used in the winter to load sand and salt, which causes the body to rust faster. Sandblasting and painting it now will help protect it from further damage and will extend how long we can keep it in service.

- NEW - Equipment Storage Shed - proposing the construction of a lean-to style structure at the rear of the Ward 2 sand shed to provide covered storage for key equipment, including the tractor, mowers, steamers, roller, spare plow truck, and backhoe. The structure would be built with a roof supported by posts and open on three sides, allowing easy access for parking and retrieval of equipment while offering protection from the elements. This addition would help extend the life of our equipment by shielding it from rain, snow, and sun exposure, reduce maintenance costs caused by weather-related wear, and improve overall yard organization. The lean-to provides a cost-effective solution for equipment storage without requiring a fully enclosed building, maximizing both functionality and efficiency at Ward 2.
- Request to not Surplus - 2005 CAT Excavator - The Township owns a 2005 Cat excavator (Model 315) that was purchased new. The unit now has 7500+/- hours on it. In 2025 Council approved the purchase of a new excavator and hammer. A Cat 320 (with a new hammer) was purchased. The understanding at the time was the existing 315 (and hammer) would be sold and as a result the new excavator would not expand the fleet. In addition to excavation / grading work, we use the 320 for road work (hoe ramming) and brushing (brush head from the 315 was modified to fit the new 320). This past summer we were extremely busy with in-house resources reconstructing sections of road prior to paving. Until recently we focused on contracting surface treatment (Including replacing suspect culverts) with very limited reconstruction. Reconstruction in advance of capital work this season included ditching, widening, alignment / grade improvements and new culverts prior to paving. Using in-house resources is cost effective and allows us to efficiently deliver projects that would be difficult to scope without significant engineering costs i.e. geotechnical investigations to identify earth and rock quantities, engineered contract drawings etc.

The reconstruction work on South Lavant Road kept the new 320 excavator busy basically full time. Work continues on South Lavant Road preparing Part B for surface treatment next season.

This past summer we operated with two crews working on reconstruction at two different locations. The 320 was committed full time to work on South Lavant Road. We were able to run a small second crew with the 315 excavator on Mountain Road. This approach was very effective and resources were assigned accordingly.

The estimated value of the 315 is \$60,000 including the hammer, given the condition and worn undercarriage. The undercarriage will service our needs given the projects identified and our ability to readily float / transport the unit for a few more years.

As a result, I am recommending that we keep the 315 (with the hammer) for a period of time. If there is any change in the condition of the unit (ie significant / costly repairs) we will submit to Council for consideration. We own the unit and can make effective use of it assigned to reconstruction work. For example, we are in the process of replacing a large culvert on Shabomeka Lake Road (in one day) with the 315 that would have typically been tendered. We have operators well trained to run both units. Typically the 320 will be dedicated to larger reconstruction projects (and brushing) and the 315 will be moved to smaller projects, culvert replacements, waste site improvements etc.

Waste/Recycling

- New - Generators and AC Units for Waste Sites (project #1179)
Our waste sites have no electricity, leaving staff without cool areas during extreme heat. This past summer, temperatures in Plevna often approached 40°C, creating uncomfortable working conditions. The new shelters have been wired / prepared to accept air conditioning units.

Installing air conditioners with portable generators would provide a safe, climate-controlled space, protecting staff from heat-related challenges and ensuring continued operations. This is a cost-effective solution that prioritizes employee safety and workplace efficiency.

- New - Shelter for Cloyne Transfer Site (project #1215)

The Cloyne Transfer Site currently has a small, outdated shelter that no longer adequately serves staff. As one of our busiest sites, employees require a larger, modernized space to take breaks, seek protection from extreme weather, and maintain safety and comfort while on site. Upgrading the shelter at Cloyne would bring it in line with recent improvements at Plevna and 506 waste sites, enhance staff wellbeing, and support operational efficiency. A new shelter is a cost-effective investment in employee safety and productivity.

Fire - Vehicles & Equipment

- Pooled Bunker Gear (project #0006) - increase annual dollars to reflect the increased cost of purchasing new bunker gear
- Hoses and Nozzles (project #0008) - increase funding for 2026 only, to ensure the new pumper tanker is outfitted with current and compliant hose and nozzle equipment
- Self Contained Breathing Apparatus (SCBA) (project #0009) -increase annual dollars due to increase costs
- Vehicles (project #1182)
 - Defer replacement of 2009 Wild Fire truck
 - mileage: 64,238
 - condition: scheduled for replacement 2026, deferred to 2027. Deferring the replacement by one additional year will provide more time to evaluate the department's fleet and make informed decisions based on current operational needs. The vehicle continues to pass annual safety inspections and maintains a low mileage.
 - NEW trailer for Marine 511 - The Marine 511 unit located in Ompah plays an essential role in supporting emergency operations, with the capability to safely transport firefighters, wildland suppression equipment, medical supplies, and an ATV when needed. However, it's current design significantly limits rapid deployment during emergencies. As the vessel serves as its own trailer, operators must manually stow the tow wheels and tongue assembly before launching—a time-consuming process that delays response and reduces overall effectiveness. To enhance emergency response capabilities of Marine 511, it is proposed that Council approve the purchase of a custom boat trailer that will allow the unit to be stored in the current location (the sea container at Ompah station), and allow for quick launching and recovery. This investment will greatly improve deployment times, increase operational safety, and ensure firefighters can respond more efficiently to emergencies on both land and water.

NF Parklands Vehicles (project #1185)

- Replace 2019 Ford F150
 - mileage: 156,540 km
 - condition: In fair condition, however the vehicle is burning oil (litre per 500km)
- Replace 14' Lund boat, motor and trailer
 - condition: In poor condition with lost of welding repairs, motor has extremely high hours and difficult to find parts, trailer is in fair condition.

Recreation

- Replacement of Tappings Dock (project #1212)- current dock is in disrepair, rotten and lots of ice damage

Buildings – All Departments

Building Condition Assessment(BCA) were completed and provided to Council in 2022. We use these assessments to guide upcoming improvements to the Buildings as well as items identified as improvements.

Clar Mill Community Hall (project #1189) - Generator, flooring upgrade and water supply.

- Generator - for power outages and emergency evacuation center
- Flooring - main flooring to be refinished
- Water Supply - UV system is failing, parts difficult to source and upgrade recommended by Contractor

Harlowe Community Hall (project #1190) - Generator, replace furnace and upgrade to water supply

- Generator - for power outages and emergency evacuation center
- Furnace - old oil furnace, upgrade to propane, difficult to find anyone to service oil furnaces
- Water supply - UV system is failing, parts difficult to source and upgrade recommending by Contractor

Snow Road Community Hall (project #1192) - basement waterproofing and upgrade water supply

- Basement waterproofing - BCA recommends as there is some staining on interior walls
- Water supply - UV system is failing, parts difficult to source and upgrade recommending by Contractor

MNR Admin Office (project #1193) - upgrade water supply, replace hot water tank and replace wood landing

- Water supply - UV system not in place, recommendation in BCA and will allow potable water
- Hot water tank - tank is from 1966 and needs replacement
- Wood landing - rotting and in need of replacement

Plevna Library (project #1198) - upgrade water supply and flooring

- Water supply - UV system not in place, recommendation in BCA and will allow potable water
- Flooring - current flooring has heaved and causing tripping hazard

MNR Storage Building (project #1202) - furnace

- Furnace - the building is currently serviced by an electric small heater, which is hard on hydro. Upgrade to provide sufficient heating for the building and to reduce power costs.

Financial Impact:

Proposed Funding Section for Tangible Capital Asset Reserve Fund Projected Balances

This section reflects the Tangible Capital Asset (TCA) Reserve Fund Balance starting 2026 (based on 2025 year to date (pending final year end adjustments), the proposed contributions to the TCA Reserve Funds and proposed spending from the TCA Reserve Funds. This will show a projected estimated balance as of 2035.

To complete the Funding model the following assumptions have been made:

Canada Community Building Fund (CCBF) (Formerly called Federal Gas Tax)

The funding formula in the 10 year plan, makes an assumption that some of our CCBF Funding would be used for Capital Projects as well the funding to remain constant. Based on History 70% of the CCBF money has been used for Roads projects, the rest has been recreation, tourism, culture, Community energy systems and capacity building.

Ontario Municipal Partnership Fund (OMPF)

North Frontenac has annually contributed \$250,000 from Ontario Municipal Partnership Fund (OMPF) to our Roads Asset Management Plan.

Ontario Community Infrastructure Fund (OCIF Formula Funding)

OCIF provides funding to eligible communities every year to help them renew and rehabilitate critical infrastructure, including roads, bridges, water and wastewater projects.

When the OCIF was introduced, North Frontenac Council dedicated the funding to Gravel Road improvements (averaged around \$250,000-\$300,000 per year). The allocations are based on a formula using the estimated Current Replacement Values (CRVs) for core infrastructure owned by municipalities, including roads and bridges and the municipality's economic conditions. The 2023 allocation was \$748,294, 2024 was \$860,538, 2025 was \$989,619 and the 2026 is \$890,657. The current Agreement with the Province is until 2027.

Taxation

Direct Contributions by department to the Tangible Capital Asset program is \$1,626,194 with increases based on new assets being acquired. An additional annual contribution of \$100,000 to the Infrastructure Sustainability Reserve Fund (used for all departments) from taxation, was put in place many years ago for a total of \$1,726,194.

Per the 2025 Asset Management Plan it was determined that there should be an additional allocation based on prior years taxation of 2% (calculated annually based on the prior year's dollars to be raised).

Surplus Sale of Equipment

The projections of the value of the equipment that will be sold as surplus has not been included in the financial projections at this time. However, any funds received for the sale of vehicles/equipment is placed in the applicable departments Reserve Fund.

Summary

2025 Average Annual Spending (2025-2034)	\$2,987,378
2026 Average Annual Spending (2026-2035)	<u>\$3,283,947</u>
Difference between 2024 and 2025	\$ 296,569*

*this increase was anticipated based on the proposal last year that if we increased our contributions to the Tangible Capital Assets that we would also increase the amount allocated annually to road surface work.

Based on the current proposed spending and the current balances in the Tangible Capital Asset Reserve Funds we are able to fund the current program. However, we need to continue to evaluate and increase the contributions to the TCA Reserve Funds. We are still well below the target balance as established in the Reserve/Reserve Fund Policy.

Without the commitment of the additional 2%, we will see a significant decline in our projected Reserve Fund balance at the end of 10 years. The table shows the decline in the TCA Reserve Funds without additional funding. We cannot go forward with the additional investment in surface treatment without the additional funding.

Budget Year	Proposed balance at the end of 10 Years	Additional Funding	Additional Surface Treatment
2023	\$4,375,646	No	No
2024	\$3,048,429	No	No
2025	\$1,647,245	No	No
2025	\$3,777,245	Yes	Yes
2026	\$4,443,365*	Yes	Yes

*This balance is based on the continued commitment from Council to contribute an additional 2% annually, no unplanned projects, current known grant funding available, etc.

Attached is the Summary of the 10 Year Plan and the proposed funding. The detailed 10 Year Plan can be obtained from the Treasurer. Treasurer can be reached by email at treasurer@northfrontenac.ca or by phone at 613-479-2231 ext 223.

Strategic Implications:

Sustainable Core Services

- Continue to invest in municipal infrastructure
- Be prepared for "shovel-ready" projects when funding becomes available

Attachments:

[10 Year Capital Plan](#)

2025 Summary of the 10 year Capital Plan (2025-2034) Tangible Capital Asset (TCA) Replacement schedules (planned spending)											
<i>North Frontenac's 10 year projected infrastructure investment asset requirements using replacement costs</i>											
	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Roads											
Roads (hard surfaced) needs	1,280,000	1,080,000	1,095,000	1,095,000	1,060,000	1,060,000	1,060,000	1,060,000	1,060,000	1,075,000	10,925,000
Roads (gravel) needs	400,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	3,100,000
Roads - Bridges/culvert needs	815,000	600,000		365,000	60,000	700,000	900,000	450,000	450,000	600,000	4,940,000
Roads - Vehicles/Equipment	1,208,000	620,000	550,000	590,000	1,032,000	15,000	655,000	170,000	200,000	615,000	5,655,000
Roads Total	3,703,000	2,600,000	1,945,000	2,350,000	2,452,000	2,075,000	2,915,000	1,980,000	2,010,000	2,590,000	24,620,000
Other TCA Additions											
Administration Electronic Systems	48,500	20,000	20,000	20,000	270,000	20,000	20,000	20,000	20,000	20,000	478,500
Facilities - All Departments	617,130	584,221	347,675	225,825	355,510	358,615	373,615	358,615	358,615	484,650	4,064,471
Protection	45,000										45,000
Streetlights			78,812								78,812
Waste Vehicles / Equipment	53,000	5,000	5,000	5,000	405,000	27,500	5,000	5,000	5,000	5,000	520,500
Recycling Vehicles / Equipment	5,000	5,000	5,000	5,000	5,000	5,000	305,000	5,000	5,000	5,000	350,000
Fire Vehicles / Equipment	49,000	131,000	40,000	40,000	259,257	725,000	25,000	282,053	310,320	251,861	2,113,491
NF Parklands Vehicles / Equipment	92,000		57,000	36,600	65,000			65,000	5,600		321,200
Property / Buildings Vehicles / Equipment				40,000							40,000
Recreation Vehicles / Equipment	20,000	35,000	10,000	24,000		62,500					151,500
Building Department vehicle					60,000						60,000
Proposed TCA Additions	4,632,630	3,380,221	2,508,487	2,746,425	3,871,767	3,273,615	3,643,615	2,715,668	2,714,535	3,356,511	32,843,474
Tangible Capital Asset Reserve Fund Projected Balances (proposed funding)											
Tangible Capital Asset Reserve Fund											
Opening Balance	3,715,829	2,610,364	2,715,836	3,004,936	3,209,230	2,441,375	2,403,059	2,147,629	2,973,089	3,952,684	
Federal Gas Tax Municipal portion	74,834	74,834	74,834	74,834	74,834	74,834	74,834	74,834	74,834	74,834	
Federal Gas Tax County	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	
OMPF - Township allocated	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	
Infrastructure Sustainability Contribution	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
OCIF - Formula Funding	890,657	841,175	0	0	0	0	0	0	0	0	
Community Sport - Rink & Roof Project	130,000										
Donation - Rink & Roof Project	15,000										
Additional 2%	150,000	300,000	450,000	600,000	750,000	900,000	1,050,000	1,200,000	1,350,000	1,500,000	
Taxes	1,626,194	1,626,194	1,626,194	1,626,194	1,626,194	1,626,194	1,626,194	1,626,194	1,626,194	1,626,194	
2% to Infrastructure Sustainability	150,480	153,490	156,559	159,691	162,884	144,271	147,157	150,100	153,102	156,164	
Total Contributions	\$3,527,165	\$3,485,693	\$2,797,587	\$2,950,719	\$3,103,912	\$3,235,299	\$3,388,185	\$3,541,128	\$3,694,130	\$3,847,192	
Proposed TCA Additions	-4,632,630	-3,380,221	-2,508,487	-2,746,425	-3,871,767	-3,273,615	-3,643,615	-2,715,668	-2,714,535	-3,356,511	
Projected closing balance (not including interest)	\$2,610,364	\$2,715,836	\$3,004,936	\$3,209,230	\$2,441,375	\$2,403,059	\$2,147,629	\$2,973,089	\$3,952,684	\$4,443,365	

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: Reserve and Reserve Fund Review

Recommendation:

Be It Resolved That Council receives the Treasurer’s Administrative Report entitled “Reserve and Reserve Fund Review” for information purposes.

Background:

On April 5, 2024 Council approved By-law #2024-29, Being a By-law to Adopt a Reserve and Reserve Fund Policy for the Township of North Frontenac.

This Policy provides Purpose, Source of Funds, Use of Funds and Target balance for the Reserve & Reserve Funds.

Researched By:

Kelly Watkins, Treasurer

Comments:

Attached to this Report is a summary of the projected balances as of December 31, 2026 based on the Draft Budget. This report compares the estimated closing balances with the proposed target balances per the Reserve / Reserve Fund Policy.

The Capital program detail and impact on Reserve Funds is included under the Separate Report called "2026 Summary of the Ten(10) Year Capital Plan 2026-2035; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended",

Non-capital impacts to the Reserve and Reserve Funds are:

Contingency Reserve

- Ward 1 work to be completed per closed resolution #C25-20 @\$51,000
- Compensation Review to be completed every 5 years @\$17,500
- Municipal Services Corporation @ \$17,545

Building Dept Surplus Reserve Fund

- Planned funding required for 2026 @ \$50,000

Waste Obligatory Reserve Fund

- Waste Closure Costs @ \$30,515

Seniors Initiatives Reserve Fund

- Seniors Home Support Program @ \$20,000

Council Election Reserve Fund

- 2026 Election @ \$30,000

Economic Development Reserve Fund

- Trade Show Initiative @ \$15,000
- Branded Material @ \$15,000

A detailed breakdown of all Reserve and Reserve Funds is available from the Treasurer by email treasurer@northfrontenac.ca or by phone 613-479-2231 ext 223.

Financial Impact:

In 2026, we will experience a reduction in the Reserve/Reserve Fund balance by an estimated \$1,087,622. We are contributing \$3,931,107 (including estimated interest) into the Reserve/Reserve Funds and withdrawing \$5,018,729 from the Reserve/Reserve Funds. This change is primarily due to increased capital spending planned for 2026.

These fluctuations are expected, as capital replacement needs vary from year to year. We are able to effectively manage these changes because we continue to maintain and invest in Reserve / Reserve Funds.

The projected 2026 year end balance of the Reserve and Reserve Funds is \$8,684,740. This balance is based on the estimated 2025 Year End balances (pending year end).

Strategic Implications:

N/A

Attachments:

[2026 Reserve Fund Analysis for Council - Acc](#)

Township of North Frontenac Reserves / Reserve Funds			2026 (estimated year end balance - pending 2025 year end)			
Proposed Reserve and Reserve Funds	Reserve Account #	Category	Proposed target balance Per Policy By-law #2024-29	calculations	Current Balance	Action
Operating Contingency Reserve	01-000-0-24010	Reserve	10 - 12% of expenses based on the last Audited Consolidated Statement of Operations	\$11,147,654.00	\$1,338,578	No action required
				10% = \$1,114,765		
				12% = \$1,337,718		
Recreational Land (Planning Act)	01-900-0-24002	Obligatory Reserve Fund	Allocate 60% of actual beginning balance		\$115,178	Need to allocate 60% .
Building Dept Surplus	01-250-0-24025		One (1) year operating expenditures of last audited statements	2024 expenditures = \$201,349	-\$14,375	Below target. Fees adjusted late 2023, to be reviewed again in 2026 or as needed.
Canada Community Building Fund (CCBF) formerly Federal Gas Tax (Obligatory Reserve Fund)	01-000-0-24030		Must be a positive balance		\$1,141,356	Can be held for up to 5 years from receipt of funds. No obligation to spend in 2026.
Waste (Obligatory) for Closure Costs	01-400-0-24000		Total closure costs less current balance / by est. yrs. to closure		\$840,036	Continue to contribute based on Consultant report.
OCIF - Formula based Funding	01-000-0-24035		Must be a positive balance		\$28,092	No action required
Infrastructure Sustainability TCA - All Departments	01-000-0-24800	Discretionary Reserve Fund - Capital	To fund annual requirements based on Replacement Schedules, calculated with a annual 2% inflation increase.	\$6,000,000 plus / minus 15% Min \$5,100,000 / Max \$6,900,000	\$1,743,652	To meet the proposed target, will continue with additional annual contributions.
Fire Sustainability - TCA	01-200-0-24800				\$212,000	
Protection - Equipment TCA (Communication Tower)	01-260-0-24800				\$45,000	
Road Sustainability TCA	01-300-0-24800				\$125,803	
Waste Sustainability TCA	01-400-0-24800				\$63,000	
Recycling Sustainability TCA	01-450-0-24800				\$70,807	
Capital Acquisition - Ward 1 - TCA	01-000-1-24801				\$36,052	
Electronics/Software Sustainability TCA - All Depts.	01-110-0-24860				\$391,097	
Streetlights Sustainability TCA	01-280-0-24800				\$87,127	
Building Dept. Sustainability TCA	01-250-0-24800				\$48,083	
Community Hall - Sustainability TCA	01-610-0-24800				\$691,910	
Recreation - Sustainability TCA	01-615-0-24800				\$123,810	
CLSP (MNR Parks) - Sustainability TCA	01-620-0-24800				\$44,988	
Prop/Bldg Maintenance - Sustainability TCA	01-750-0-24800				\$0	
		TCA Total		\$3,683,329		
Cannabis	01-000-0-24014	Discretionary Reserve Fund - Operating	Must be a positive balance		\$14,956	No projects identified in 2026
Seniors Initiatives	01-000-0-24018		Minimum of \$25,000 and maximum \$50,000		\$64,659	No action required - approximately 3 years of funding remaining.
Election - Council	01-100-0-24000		Sufficient to fund year of election		\$1,449	No action required
Economic Development	01-170-0-24000		Must be a positive balance		\$14,942	No action required
Medical Services (Doctor Recruitment)	01-190-0-24090		Sufficient to fund the project		\$22,536	Consideration of contributions for future recruitment
Emergency Services (i.e. Extreme Weather, Wildfires, Salaries etc.)	01-260-0-24060		Minimum of \$300,000 and maximum \$500,000		\$402,057	No action required, within target - pending final numbers from October wildfire. Will need to investigate options to replenish funds used, once known.
Community Halls	01-610-0-24000		Minimum of \$50,000 and maximum \$100,000		\$140,065	Over target, recommend transferring additional funds to Community Hall TCA after Yearend
Roads - Winter Maintenance	01-300-0-24000		Minimum of \$200,000 and maximum of 50% of five (5) yr. average actual	\$496,715.00	\$503,169	No action required
Cemetery - North Frontenac	01-500-0-24000				\$45,801	No action required
North Frontenac Parklands	01-620-0-24000		Review once exceeds prior years budgeted expenses		\$245,650	No action required, within target
Planning - Update/Reviews/LPAT appeals, etc.	01-700-0-24000			\$64,597	No action required	
GRAND TOTAL RESERVES AND RESERVE FUNDS:					\$8,652,075	

To: Mayor and Members of Council
From: Kelly Watkins, Treasurer, Dipl. M.A., M.M,
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 04 Dec 2025
Re: Summary of the 2026 Draft Budget

Recommendation:

Be It Resolved That Council receives the Treasurer's Administrative Report entitled "Summary of the 2026 Draft Budget" for information purposes.

Background:

The 2026 Draft Budget was developed under the Strong Mayors Act.

Mayor Lichy provided Mayoral Directive MEDC06-25

Mayor Gerry Lichy provided Mayoral Direction 2025-001 on August 21, 2025 to direct the CAO and Treasurer to:

1. Prepare a draft 2026 Operating and Capital Budget, following practices and processes that were used in the past;
2. That the CAO and the Treasurer provide the Mayor with periodic updates on the 2026 draft Budget;
3. That the proposed draft Budget be provided to each Member of Council, the Clerk and the public on November 20, 2025.

On August 28, 2025 Council passed Resolution #289-25 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetli;

Be It Resolved That Council receives for information the Administrative Report prepared by the Treasurer entitled "2026 Budget Process and Dates ";

And That Council reduce the time period as set out in subsection 7(3) of O.Reg 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 16 days (November 20, 2025 to December 5, 2025);

And That Council reduce the time period as set out in subsection 7(3) of O. Reg 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 4 days (December 9, 2025 to December 12, 2025);

And That Council approves the 2026 Budget Schedule as presented. Carried

Researched By:

Kelly Watkins, Treasurer

Comments:

The Budget was prepared following practices and processes that were used in the past.

The timeline:

September/October - Managers prepared their draft budget.

October - the draft budgets were reviewed with the CAO, Treasurer and the applicable Manager.

October 29th - the Managers met as a group to review the draft budget.

November 4th - the CAO and Treasurer met with the Mayor to review the Draft 2026 Budget, a few small changes were made at that time.

A few principles used in drafting the budget were as follows:

OPP - Estimated a 11% increase. In 2025 following last years large increases the Province indicated that the increases would be capped at 11%. In 2025 Council deferred part of the OPP rebate that was released after the initial bill being received therefore, \$32,171 from the Operating Reserve was brought back to offset a portion of the 11% increase.

Asset Management - 2% increase per the Asset Management Plan. This percentage was identified to help bridge the funding deficit for Asset Management.

Payroll - Per Township Policy The Cost of Living Adjustment (COLA) is based on the August CPI for Ontario, for this draft budget a 1.7% COLA was applied to the Salary Grid. Also, an estimated increase of 15% in benefits was calculated.

Insurance - Estimated at 15% increase

Utilities - Estimated a 15% increase after announcement that the Ontario Energy Board to increase rates by 29% which will be offset slightly by an increase in Provincial rebate of approximately 10%.

Fuel - Fuel budgets were not adjusted for inflationary increases and only adjusted based on usage estimates.

The detailed budget is available by request to the Treasurer by email treasurer@northfrontenac.ca or by phone 613-479-2231 ext 223.

Financial Impact:

The Mayors Draft Budget is being presented to Council with a proposed increase in dollars to be raised of \$307,334 or a 4.11% levy increase.

Summary of impact on tax levy (see attached for Segmented summary for detailed breakdown)

Revenue (additional revenue reduces the tax levy)	-4.04%
Expense - Requisition from outside agencies (OPP & Conservation Authorities)	0.86%
Expense - Asset Management Plan 2% additional funding	2.00%
Expense - Payroll	0.94%
Expense - General Operating	2.26%
Expense - requests for additional funding	1.93%
Expense - Mayor Requests	0.17%

Total	4.11%
-------	-------

Strategic Implications:

Township of North Frontenac 2024-2028 Strategic Plan

Attachments:

[Segmented Summary of Dollars to be raised -acc](#)

Segmented Summary of Dollars to be Raised

2025 Dollars Raised through taxation
 2026 Proposed Dollars Raised through taxation
2025 to 2026 Increase in Taxation Dollars (Total Municipal Dollars To Be Raised)
2025 to 2026 Percentage Increase (Total Municipal Dollars To Be Raised)

\$7,468,971
\$7,776,305
<u>\$307,334</u>
<u>4.11%</u>

Explanation of Increase

Revenue changes (reduces the dollars to be raised)		
Funding		
Increase in Ontario Municipal Partnership Fund (OMPF)	\$276,600	-3.70%
User Fees		
Increase in Misc Revenues	\$25,480	-0.34%
Total % decrease (dollars to be raised) due to additional revenue		<u>-4.04%</u>

Expense Changes (increases the dollars to be raised)		
Requisitions from outside Agencies		
OPP Increase (\$94,131 (estimate based on maximum 11%) less \$32,171 carried from 2025))	\$61,960	0.83%
Conservation Authorities	\$2,007	0.03%
		0.00%
Total % increase for outside Agencies Requests		<u>0.86%</u>

Asset Management		
Increase in Contribution to the Tangible Capital Asset Reserve Funds for Asset Manag	\$149,380	2.00%
Total % increase contribution to TCA Reserve Funds		<u>2.00%</u>

Payroll		
Payroll - general (Cost of Living Adjustment (1.7% based on August Consumer Price Index, Benefits etc.)	\$69,864	0.94%

	0.94%
--	--------------

Operating

Insurance increase estimated at 15%	\$41,294	0.55%
Utilities (estimated 15% increase plus EV Chargers)	\$42,336	0.57%
Waste post closure costs	\$10,007	0.13%
Automatic Aid Agreement Changes Greater Madawaska and Central Frontenac	\$6,000	0.08%
Police Services board	\$12,700	0.17%
Misc Operating	\$56,500	0.76%

	2.26%
--	--------------

Increase Hardtop Maintenance	\$30,000	0.40%
Increase Loosetop Maintenance	\$12,000	0.16%
Kaladar Barrie estimated proposed increase	\$37,000	0.50%
Economic Development summer student (per EDTF request)(Admin Report)	\$20,000	0.27%
Assistant Fire Chief additional 10 hours per week (Admin Report)	\$33,500	0.45%
Fire - Wildfire Suppression (additional funding)(Admin Report)	\$10,000	0.13%
Increase to Swim Programs (organization request)	\$1,000	0.01%
Increase to Staff Appreciation & Wellness	\$500	0.01%

	1.93%
--	--------------

Mayors Requests

Increase to the Food Bank	\$1,000	0.01%
Increase to Clarendon Central Public School	\$1,000	0.01%
Councillor Expenses \$600 to \$650 per Council member	\$350	0.00%
CIP Program increase from \$15,000 to \$20,000	\$5,000	0.07%
Winterfest increase from \$3,000 to \$3,500	\$500	0.01%
Summerfest increase from \$10,000 to \$15,000 (per EDTF request)	\$5,000	0.07%
Volunteer Appreciation Dinner	\$500	0.01%

	0.17%
--	--------------

4.11%

The Corporation of the Township of North Frontenac

By-law #2025-57

Confirming By-law

Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Special Council Meeting held December 4, 2025

Whereas Section 9 of the *Municipal Act, S.O.2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2, subject to certain provisions;

And Whereas Section 5(3) of the *Municipal Act S.O. 2001, c.25* – A Municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the December 4, 2025, Special Council Meeting, be confirmed and adopted by by-law;

Now Therefore the Council of The Corporation of the Township of North Frontenac hereby enacts as follows:

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Special Council Meeting held December 4, 2025, be confirmed as actions for which The Corporation of the Township of North Frontenac has the capacity, rights, powers and privileges of a natural person;
2. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac at its Special Council Meeting held December 4, 2025, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

Read a first and second time this 4th day of December, 2025.

Read a third time and finally passed this 4th day of December, 2025.

Gerry Lichty, Mayor

Tara Mieske, Clerk