



## Township of South Frontenac Council Meeting Agenda



TIME: 6:00 PM,  
DATE: Tuesday, November 18, 2025  
PLACE: Council Chambers/Virtual Via Zoom .

1. Meeting to Order

- a) Resolution

*That the Council meeting of November 18, 2025 be called to order at \_\_\_\_ p.m.*

2. Roll Call

3. Approval of Agenda (and Addendum)

- a) Resolution

4

1. *That the agenda be amended to include the addendum.*
2. *That the agenda, as amended, be approved.*

4. Disclosure of Pecuniary Interest

5. Committee of the Whole "Closed Session"

- a) Resolution

*That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:*

1. *Educational Training Session - Municipal Services Corporation.*
2. *Approval of the October 21, 2025 Committee of the Whole "Closed Meeting" minutes.*

- b) Educational Training Session - Municipal Services Corporation

- c) Approval of the October 21, 2025 Committee of the Whole "Closed Meeting" minutes.

- d) Resolution

*That Council rise from the Committee of the Whole "Closed Meeting" without reporting.*

6. Recess (If Required)

7. Ceremonial Presentations

8. Public Meeting

9. Delegations

- a) Jerri Jerreat will be present to speak to Council regarding the "Frontenac Citizens for Climate Action" priorities with regards to the 2026 budget.

5 - 19

10. Briefings

11. Reports from Administration

- a) 2026 Meeting Calendar

20 - 23

*That notwithstanding By-law 2025-21, As Amended and By-law 2023-04, As Amended, the following Council and Committee meeting dates be cancelled due to the 2026 Municipal Election:*

- *October 20 Council meeting; and*
- *October 22 Heritage Advisory Committee meeting; and*
- *November 26 Recreation and Leisure Advisory Committee meeting;*

*That notwithstanding By-law 2025-21, As Amended and By-law 2023-04, As Amended, the following Council and Committee meeting dates be rescheduled as follows:*

- *January 6 Council meeting rescheduled to January 13;*
- *February 17 Council meeting rescheduled to February 10;*
- *July 21 Council meeting rescheduled to July 14; and*
- *December 10 Committee of Adjustment meeting rescheduled to December 17; and*

*That the 2026 Council, advisory committees and legislated committees meeting schedule, attached as Exhibit A to Report 2025-155, be approved.*

b) Proposed Cemetery By-law

24 - 55

*Recommendation One:*

*That Council approve the proposed By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac;*

*That Council approve a By-Law to Amend By-law 2024-59, As Amended, "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac", and a By-Law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice";*

*That By-law 2025-72, attached to Report Number 2025-156, as Exhibit A, being a By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac, By-law 2025-73, attached to Report Number 2025-156, as Exhibit B, being a By-law to Amend By-law 2024-59, As Amended "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac" and By-law 2025-74, attached to Report Number 2025-156, as Exhibit C, being a By-law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice", be given first and second reading;*

*That By-law 2025-73 and 2025-74 be presented to Council for third reading.*

*Recommendation Two:*

*That staff be directed to submit to the Bereavement Authority of Ontario, Registrar, a copy of the proposed Cemetery By-law for final approval and provide notice in accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33; it being understood that the proposed Cemetery By-law be presented to Council for third reading upon receipt of final approval by the Registrar.*

c) 2026 Long Range Financial Plan update

56 - 76

*That Council receive the 2026 Long Range Financial Plan update listed under Exhibit A to report 2025-157.*

## 12. Reports from Advisory Committees

13. Information Reports
- a) Verona Medical Centre –Septic Line Replacement 77 - 78
14. Committee of the Whole
15. Communications
16. Tabling of Documents
17. New Business
18. Notice of Motion
19. Approval of Minutes
- a) Resolution 79 - 82

*That the minutes of the November 4, 2025 Council meeting be approved.*

20. Approval of By-laws

- a) Resolution

*That By-laws Numbers (1) and (2) be given third reading.*

- b) Summary of By-laws:
1. By-law 2025-73 - A By-Law to Amend By-law 2024-59, As Amended being “A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac”.
  2. By-law 2025-74 - A By-Law to Amend By-law 2025-33, “A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice”.

21. Committee of the Whole "Closed Session"

22. Confirmation By-law

- a) Resolution 83

*That By-law 2025-75, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading; and*

*That By-law 2025-75, being the confirmatory by-law, be given third reading, signed and sealed.*

23. Date of Next Meeting

- a) The next Council meeting is scheduled for December 2, 2025 at 7:00 p.m.

24. Adjournment

- a) Resolution

South Frontenac is a welcoming and thriving rural community



**Addendum – November 18, 2025 Council Meeting**

**21. Closed Session**

That Council resolve itself into Committee of the Whole “Closed Meeting” to consider the following item:

- a) A proposed or pending acquisition or disposition of land by the municipality or local board – Portland District

That Council rise from Committee of the Whole “Closed Meeting” without reporting.

Climate events are becoming  
more frequent & more severe.

We would like South Frontenac to plan  
ahead in the budget, with this in mind

# 2022-2024 Climate events



The screenshot shows the top of a CBC News article. The navigation bar includes 'NEWS', 'Top Stories', 'Local', 'Climate', 'World', 'Canada', and a 'More' dropdown. The article title is 'Research team finds tornado near Perth had 150 km/h winds'. Below the title is a sub-headline: 'A team from Northern Tornadoes Project visited Perth to classify the tornado'. The author is Gabrielle Huston, and the article was posted on July 30, 2024. There is a 'Listen to this article' button with an estimated duration of 2 minutes.



## Ontario hit hardest

Ontario recorded the most tornadoes over land – **50 events in 2024** – with an additional 10 tornadoes recorded entirely over water, a split that's consistent with results from 2020 to 2023. Quebec was the second most active province in 2024 with 21 tornadoes, four of those occurring over water. Feb 6, 2025

 Western University  
<https://news.westernu.ca/tornado-canada-2024>

Northern Tornadoes Project tracks longest Canadian tornado ...



The screenshot shows the top of the Government of Canada website. It features the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', and a search bar. Below the navigation is a 'MENU' dropdown. The main content area shows a news article with the title 'Recent Canadian heat waves made much more likely by human-caused climate change'. The article is categorized under 'Canada.ca' and 'Environment and Climate Change Canada'.

# 2025 Climate events in Eastern Ontario

1. Smoke advisories- June
2. Prolonged heatwave-  
July - August
3. Drought. Aug. - October
4. Spontaneous fires,  
wildfires, grassfires

indoors. As of October 29, SFFR has responded to 20 burn complaints and 42 wildfires (grass/crops/forests/islands) during the 2025 fire season.

▼ Forecast issued: 3:30 PM EDT Sunday 22 June 2025



**HEAT WARNING**

5:11 PM EDT Sunday 22 June 2025

Dangerous heat and humidity will continue through early to mid week.

The first significant heat event of the season with dangerously hot and humid conditions is expected to continue into the week.

What:

Daytime highs of 33 to 36 degrees Celsius.

Humidex values of 42 to 46.

Overnight lows of 22 to 25 degrees Celsius, providing little relief from the heat.

When:

Now until Tuesday night.

Additional information:

The extreme heat and humidity may continue into Wednesday. A cold front is expected to push through the region late Tuesday, but there is some uncertainty with how far south this front will get. Should it remain farther north, the heat event may continue Wednesday, primarily for southwestern Ontario and the GTA.

Take action to protect yourself and others – extreme heat can affect everyone's health. Determine if you or others around you are at greater risk of heat illness. Check on older adults, those living alone and other at-risk people in-person or on the phone multiple times a day.

Watch for the early signs of heat exhaustion in yourself and others. Signs may include headache, nausea, dizziness, thirst, dark urine and intense fatigue. Stop your activity and drink water.

Heat stroke is a medical emergency! Call 9-1-1 or your emergency health provider if you, or someone around you, is showing signs of heat stroke which can include red and hot skin, dizziness, nausea, confusion and change in consciousness. While you wait for medical attention, try to cool the person by moving them to a cool place, removing extra clothing, applying cold water or ice packs around the body.

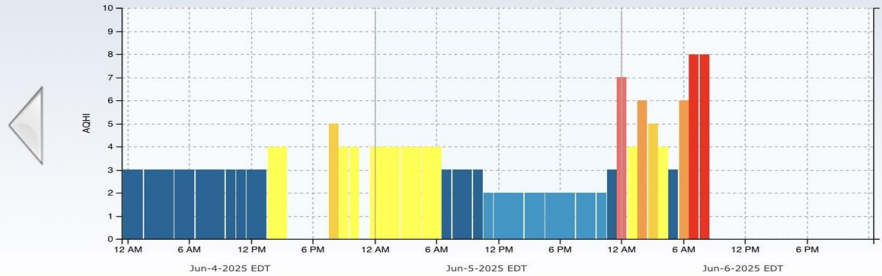
**Notice: Updated website coming soon!**

We are updating airqualityontario.com on June 27, 2025, which will feature a new look and improved site navigation. All current information and services will continue to be available with enhanced accessibility on both desktop and mobile applications.

**AQHI Observations** Choose Station:  Day:  Month:  Year:  Chart:  Table:  [Refresh Page](#)

**Kingston: Hourly Air Quality Health Index Readings**

From Jun-4-2025 EDT to Jun-6-2025 EDT.



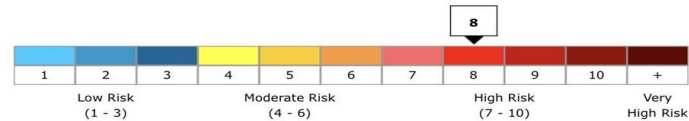
- Kingston**
- Station Information
- Current AQHI Details
- Hourly Pollutant Charts
- 2025 AQHI Readings

**Stations: Current AQHI Details**

[Choose Station](#)

**Kingston: Current Air Quality Health Index**

Calculated at 8:00 am EDT Friday, June 6, 2025



**Forecast for Kingston**

- Forecast Air Quality Health Index maximums for Kingston
- Issued at: 6:00 am EDT June 6, 2025

HEAT WAVES AND EXTREME HEAT IN CANADA



# EXTREME HEAT IN CANADA

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# Plan for increased heatwaves, drought, fires here in SF

1. Increase signage on major roads to warn residents of Water Advisories, & where the Cooling Centres are.
2. Budget money to staff cooling centres when needed
3. Since smoke, heat events and wildfires impact seniors, children & those with compromised health so severely— we are seeing more calls to paramedics. PAY our PARAMEDICS a higher wage more in line with firefighters. We all depend on emergency workers.
4. Then put aside \$500,000 to begin to address how our township is adding to these Climate Events.

# Accelerating the transition to a just, resilient, low-carbon future



||

**Explore 140+ climate change experts**

Implement genuine actions to decrease our township's carbon emissions

# Address the root causes of these severe Climate Events.

Spend what is needed to move South Frontenac away from burning fossil fuels , the main cause of the Climate Crisis.

As we keep burning diesel, gas, propane and oil, we are adding to carbon emissions that are warming the planet and causing these increasing Climate Events.

# SOLAR

Goal: Install solar panels on all possible municipal buildings & invite our corporate & business citizens to follow suit.\*

NOTE: Boston is installing white roofs, which “reflect 60-90% of sunlight”-U.S. Dept. of Energy. Less AC needed, fewer brownouts.



# Cold Climate Heat Pumps

Incentivize all builders and developers to install Cold Climate Heat Pumps in all new homes and buildings.



# TRANSPORTATION

1. Great work maintaining and improving our roads! Thank you!
2. ENCOURAGE EV cars and trucks, hybrids and plug-ins.
3. START A SIMPLE BUS SYSTEM. Try a pilot project— a bus each morning to Kingston on our major roads at 8 am? A return bus at 5 pm? Saturday 10 and 4? Seniors and teens will appreciate some independence.



LANARK COUNTY

# CLIMATE ACTION PLAN

A climate change mitigation strategy

**OCTOBER 2023**



PARTNERS FOR CLIMATE PROTECTION

## Guiding Principles

The Climate Action Committee developed a set of seven guiding principles to guide the development of the Lanark County Climate Action Plan. The guiding principles serve as the vision for the plan and provide a framework for current and future additions to the Climate Action Plan.

- 1 Create a climate conscious culture and community**
- 2 Eliminate fossil fuels**
- 3 Optimize energy/water efficiency and increase renewable energy generation**

# South Frontenac Climate Action Plan



# Frontenac Citizens for Climate Action

-neighbours who care about our future

[Fc4climateaction@gmail.com](mailto:Fc4climateaction@gmail.com)

# Township of South Frontenac Staff Report

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**To:** Council

**From:** Office of the Clerk

**Date of Meeting:** November 18, 2025

**Subject:** 2026 Meeting Calendar

**Report Number:** 2025-155

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## Summary

The purpose of the Report is to recommend adoption of the 2026 meeting schedule for Council, advisory committees and legislated committees.

## Recommendation

That notwithstanding By-law 2025-21, As Amended and By-law 2023-04, As Amended, the following Council and Committee meeting dates be cancelled due to the 2026 Municipal Election:

- October 20 Council meeting; and
- October 22 Heritage Advisory Committee meeting; and
- November 26 Recreation and Leisure Advisory Committee meeting;

That notwithstanding By-law 2025-21, As Amended and By-law 2023-04, As Amended, the following Council and Committee meeting dates be rescheduled as follows:

- January 6 Council meeting rescheduled to January 13;
- February 17 Council meeting rescheduled to February 10;
- July 21 Council meeting rescheduled to July 14; and
- December 10 Committee of Adjustment meeting rescheduled to December 17; and

That the 2026 Council, advisory committees and legislated committees meeting schedule, attached as Exhibit A to Report 2025-155, be approved.

## Background

The respective meeting schedule for Council, advisory committees and legislated committees is governed by [By-law 2025-21](#), as Amended and [By-law 2023-04](#), as Amended.

The 2026 Municipal Election date and the Inaugural meeting of Council are scheduled in accordance with the *Municipal Act* and *Municipal Elections Act*.

**[www.southfrontenac.net](http://www.southfrontenac.net)**

South Frontenac is a welcoming and thriving rural community.

## Discussion/Analysis

Section 4.2. of the Council Procedure By-law states as follows:

### “Regular Council meetings

Regular Council meetings shall be held on the first, second and third Tuesday of each month, commencing at 7:00 p.m. at such place within the Township of South Frontenac designated for such purpose by the Council and shall be held in accordance with the annual schedule of meetings of Council and Committees of Council as prepared by the Clerk.”

In 2025, it became customary for Council to meet only on the first and third Tuesday of each month. As such, the 2026 Meeting Schedule generally does not include Council meetings scheduled on the second Tuesday of each month. In the event that Council is required to meet on the second Tuesday of a month a meeting will be scheduled in accordance with the Council Procedure By-law. Members of Council and Senior Staff are requested to keep the second Tuesday of each month free of other commitments.

With the exception of the following meetings, the proposed 2026 Meeting Schedule, attached as Exhibit A to the Report, reflects the meeting schedule prescribed in the Council Procedure By-law and Committee By-law.

Notwithstanding By-law 2017-76, As Amended and By-law 2023-04, As Amended it is proposed that the following Council and Committee of Adjustment meeting dates be rescheduled as follows:

- January 6 Council meeting rescheduled to January 13;
- February 17 Council meeting rescheduled to February 10;
- July 21 Council meeting rescheduled to July 14; and
- December 10 Committee of Adjustment meeting rescheduled to December 17; and

The 2026 meeting calendar also reflects the Municipal Election. In accordance with the *Municipal Act, 1996*, voting day in a regular election is scheduled for the fourth Monday in October which is October 26, 2026. To accommodate the administration of the election, some of the regular Council and Committee meetings scheduled throughout October and November have been cancelled as follows:

- October 20 Council meeting; and
- October 22 Heritage Advisory Committee meeting; and
- November 26 Recreation and Leisure Advisory Committee meeting.

The Council meeting scheduled for November 17 is the inaugural meeting of the new term of Council which, according to the Municipal Elections Act, begins on November 15 in the year of a regular election.

The 2026 meeting schedule will be posted to the Township of South Frontenac website upon approval.

**Financial Implications**

Not applicable.

**Relationship to Strategic Plan**

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillar: Municipal Service Excellence
- Action Item (If Applicable):

**Climate Considerations**

Not applicable to this report.

**Notice/Consultation**

Not applicable to this report.

**Attachments**

Exhibit A – 2026 Meeting Schedule

**Approvals**

Prepared By: Heather Woodland, Deputy Clerk and James Thompson, Clerk



\_\_\_\_\_  
James Thompson, Clerk

Approved By:



\_\_\_\_\_  
Louise Fragnito, Chief Administrative Officer



# 2026 Meeting Schedule

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### LEGEND

- Holiday
- Council Meeting
- Committee of Adjustment
- Inaugural Council Meeting
- Heritage Advisory Committee
- Recreation Advisory Committee
- Election Day

# Township of South Frontenac

## Staff Report

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**To:** Council

**From:** Office of the Clerk

**Date of Meeting:** November 18, 2025

**Subject:** Proposed Cemetery By-law

**Report Number:** 2025-156

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### Summary

The purpose of the Report is to provide Council with background information related to the administration of cemeteries licensed to the Township of South Frontenac. Additionally, the Report requests direction from Council on the proposed Cemetery By-law which is intended to replace several existing cemetery by-laws.

### Recommendation

Recommendation One:

That Council approve the proposed By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac;

That Council approve a By-Law to Amend By-law 2024-59, As Amended, "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac", and a By-Law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice";

That By-law 2025-72, attached to Report Number 2025-156, as Exhibit A, being a By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac, By-law 2025-73, attached to Report Number 2025-156, as Exhibit B, being a By-law to Amend By-law 2024-59, As Amended "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac" and By-law 2025-74, attached to Report Number 2025-156, as Exhibit C, being a By-law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice", be given first and second reading;

That By-law 2025-73 and 2025-74 be presented to Council for third reading.

Recommendation Two:

That staff be directed to submit to the Bereavement Authority of Ontario, Registrar, a copy of the proposed Cemetery By-law for final approval and provide notice in accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33; it being understood

that the proposed Cemetery By-law be presented to Council for third reading upon receipt of final approval by the Registrar.

**Background**

The *Funeral, Burial and Cremation Services Act*, (FBCSA) which came into effect on July 1, 2012, is the primary piece of legislation governing funerals, cemeteries, cremations and related services within the province of Ontario. Subsequently, the Bereavement Authority of Ontario (BAO) was established to administer the FBCSA.

**Discussion/Analysis**

The Township of South Frontenac is the licensed operator of active, semi-active and inactive cemeteries. The proposed Cemetery By-law defines the classification of cemeteries as follows:

- Active Cemetery means interments rights are sold, and interments continue to take place.
- Semi-Active Cemetery means interment rights are not sold; however, interments in previously sold lots or plots may take place.
- Inactive Cemetery means interment rights are no longer sold, and interments no longer take place; however, the Township is the licenced operator.

The following table provides an inventory of cemeteries licensed to the Township of South Frontenac:

<b>Name of Cemetery:</b>	<b>Address/Location:</b>	<b>Classification:</b>
Babcock Farm Cemetery	Lot 7, Concession 5, Portland	Inactive
Bresee (Salem) Cemetery	Lot 22, Concession 12, Bedford	Inactive
Crystal Springs Farm Cemetery	Lot 3, Concession 17, Bedford	Inactive
Desert Lake Cemetery	7960 Canoe Lake Road	Active
Green Bay Heritage Cemetery	595 Green Bay Road	Active
Harrowsmith Cemetery	4195 Colebrooke Road	Active
Hepburn Family Burial Plot	Lot 7, Concession 12, Storrington	Inactive
Hicks Cemetery	Lot 9, Concession 3, Portland	Inactive
Latimer Cemetery	4662 Holmes Road	Active
Opinicon Cemetery	3604 Opinicon Road	Active
Sandhill Cemetery	4448 Battersea Road	Active
Shibley Burying Ground	Lot 9, Concession 2, Portland	Inactive
Spooner Cemetery	Lots 25, 26, Concession 1, Storrington	Inactive

<b>Name of Cemetery:</b>	<b>Address/Location:</b>	<b>Classification:</b>
St Luke’s (Murvale) Cemetery	3713 Road 38	Semi-Active
Sydenham Cemetery	4371 Sydenham Church Street	Active
Vanluven Cemetery	5115 Battersea Road	Semi-Active
Verona Cemetery	6084 Cemetery Road	Active

It is worthy to note that the active and semi-active cemeteries licensed to the Township of South Frontenac contain approximately 10,000 burial plots.

Licensed cemeteries in the Township of South Frontenac are currently governed by the followings by-laws:

- Sydenham Cemetery By-law, "A By-law to Provide for the Maintenance, Management and Control of the Cemeteries within Loughborough District in Accordance with the Cemeteries Act R.S.O. 1990, C.C.4";
- Portland District Cemetery Board By-law, "A By-law to Provide for the Maintenance, Management and Control of the Cemeteries Within Portland District in Accordance with the Cemeteries Act R.S.O. 1990, C.C.4"
- Storrington District Cemetery Board By-law, "A By-law to Provide for the Maintenance, Management and Control of the Cemeteries Within Storrington District in Accordance with the Cemeteries Act R.S.O. 1990, C.C.4"

**Implementation of new Cemetery By-law:**

Staff recommend that the existing cemetery by-laws be repealed and replaced with the proposed Cemetery By-law attached to the Report Number 2025-156 as Exhibit A. Upon approval, cemeteries licensed to the Township of South Frontenac shall be governed by the new Cemetery By-law which will comply with the FBCSA, O. Reg. 30/11 and 184/12.

In very general terms, the FBCSA defines a cemetery operator’s duties as follows:

- “(3) A cemetery operator shall ensure that the cemetery is operated in accordance with this Act and the regulations and shall ensure that,
  - (a) any interment of human remains and any scattering of cremated human remains are carried out in a decent and orderly manner and that quiet and good order are maintained in the cemetery at all times;
  - (b) cemetery grounds, including all lots, structures and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery; and
  - (c) every person has reasonable access to a lot or scattering ground at any time except as prohibited by the cemetery by-laws.”

The proposed Cemetery By-law must receive approval by the BAO Registrar before it can be formally enacted. From a process standpoint, staff request that Council approve the proposed Cemetery By-law and give the By-law first and second reading. Once the

proposed Cemetery By-law is endorsed by the BAO, the By-law will be returned to Council for third reading and enactment.

Further, prior to submitting the proposed Cemetery By-law to the BAO, the Township must provide notice in accordance with Ontario Regulation 30/11. The notice requirements are as follows:

- “(3) The cemetery operator shall ensure that notice of the filing of the by-law or by-law amendment is,
  - (a) published once in a newspaper with general circulation in the locality in which the cemetery is located;
  - (b) conspicuously posted on a sign at the entrance of the cemetery; and
  - (c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation. O. Reg. 30/11, s. 151 (3).
- (4) The notice mentioned in subsection (3) shall,
  - (a) state the location at which interested persons may review the by-law or by-law amendment and make a copy of it;
  - (b) indicate that the by-law or by-law amendment is not effective until the registrar approves it, except if subsection (2) does not require it to have the registrar’s approval; and
  - (c) provide contact information for the registrar and the cemetery operator for purposes of making submissions relating to the by-law or by-law amendment. O. Reg. 30/11, s. 151 (4).
- (5) The cemetery operator shall make reasonable efforts to ensure that the notice posted under clause (3) (b) remains posted until,
  - (a) the time under subsection 152 (4) for appeal from the registrar’s refusal to approve has expired, if the by-law or by-law amendment is required to have the registrar’s approval and no appeal is brought;
  - (b) the Tribunal makes a decision, if the by-law or by-law amendment is required to have the registrar’s approval and an appeal is brought under subsection 152 (4); and
  - (c) four weeks have expired, if subsection (2) does not require the by-law or by-law amendment to have the registrar’s approval.”

**Associated Administrative Amendments:**

From a process administration standpoint, staff recommend that the Notice By-law (By-law Number [2025-33](#)) be amended to account for the legislated notice requirements outlined above. A By-law to amend the Notice By-law is attached to the Report as Exhibit B.

Additionally, staff recommend that the Fees and Charges By-law ([By-law 2024-59, As Amended](#)) be amended to include the existing fees related to cemeteries. A By-law to amend the Fees and Charges By-law is attached to the Report as Exhibit C. As no adjustments to the approved fees are being proposed at this time, a public meeting related to the cemetery fees is not required. Further, the inclusion of cemetery fees in the Fees and Charges By-law is required as the proposed Cemetery By-law makes reference to the Fees and Charges By-law in several instances. Staff intend to prepare a subsequent report in 2026 for consideration by Council regarding the review of existing cemetery fees.

### **Financial Implications**

See above.

### **Relationship to Strategic Plan**

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillar: Municipal Service Excellence

### **Climate Considerations**

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

### **Notice/Consultation**

Tim Laprade, Manager, Recreation and Facilities

Lucy Robinson, Records Analyst

Heather Woodland, Deputy Clerk

### **Attachments**

Exhibit A – By-law 2025-72, “A By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac”

Exhibit B – By-law 2025-73, A By-law to Amend By-law 2024-59, As Amended, “A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac”

Exhibit C – By-law 2025-74, A By-law to Amend By-law 2025-33, “A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice”

### **Approvals**

Submitted By:



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James Thompson, Clerk

Approved By:



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Louise Fragnito, Chief Administrative Officer

**The Corporation of the Township of South Frontenac**

**A By-law for Establishing Rules and Regulations for Cemeteries Licensed  
to The Township of South Frontenac**

**By-law Number 2025-72**



**SOUTH  
FRONTENAC**

Short Title: "The Cemetery By-law"

**Consolidation Of Amendments**

<b>Subject</b>	<b>Amending By-law</b>	<b>Effective Date</b>
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The By-law numbers highlighted in this consolidation refer to the By-laws that amended the principal By-law (By-law 2025-72).

Original copies are obtainable upon request from the Clerk's Department.

**By-Law Number 2025-72****A By-law for Establishing Rules and Regulations for Cemeteries Operated to The Township of South Frontenac**

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**Whereas** the Township owns cemeteries for the benefit of its residents;

**Whereas** Subsection 150(1) of Ontario Regulation 30/11 under the Funeral, Burial and Cremation Services Act (FBCSA), provides that an owner of a cemetery may make by-laws governing the operation of a cemetery; and

**Whereas** the FBCSA requires that every owner of a cemetery that has by-laws governing the operation of a cemetery be approved by the Registrar;

**Whereas** pursuant to sections 8, 9 and 10 of the Municipal Act, 2001, S.O. 2001, c.25, a municipality may pass by-laws necessary to govern its affairs, and in particular, paragraphs 5 through 7 of subsection 10(2) authorize by-laws respecting: (a) the economic, social and environmental well-being of the municipality; (b) the health, safety, and well-being of persons; and (c) the provision of services and things that the municipality is permitted to provide;

**Whereas** Section 425 of the Municipal Act, 2001, authorizes the Township to pass by-laws providing that a person who contravenes a by-law of the Township passed under that Act is guilty of an offence; and

**Whereas** this By-law establishes the rules and regulations that govern the cemeteries in the Township of South Frontenac, and has been approved by the Registrar pursuant to the FBCSA;

**Therefore Be It Resolved That** the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

**Section 1: Interpretation**

1.1 This By-law may be cited as The Cemetery By-law.

1.2 For the purposes of interpreting this By-law:

a. a reference to any legislation, regulation or by-law or to a provision thereof includes a reference to any legislation, regulation or by-law enacted, made or passed in substitution thereof or amendment thereof; and

b. any reference to any legislation includes all of the regulations made thereunder.

1.3 This By-law shall not be interpreted as exempting any person from the requirement to comply with any other Township of South Frontenac by-laws or federal or provincial legislation. In the event of a conflict between the provisions of this by-law and the FBCSA, the provisions of the FBCSA prevail to the extent of the conflict.

1.4 In this By-law the following terms shall have the following definitions:

BAO means the Bereavement Authority of Ontario.

Care and Maintenance Fund means an amount of money, calculated in accordance with the FBCSA and its Regulations, that is the greater of a minimum prescribed amount and a percentage of the purchase price (excluding tax) of all interment rights sold, transferred or assigned; and prescribed amounts for monuments and markers, be contributed into the operator's care and maintenance trust fund. Interest earned from this Care and Maintenance Fund is used to cover the costs of care and maintenance of the cemetery, including markers and monuments, in perpetuity.

Cemetery Operator means the Corporation of the Township of South Frontenac.

Contract means a written contract between the Township and the purchaser of interment rights or other cemetery supplies and services. A purchaser shall receive a copy of the signed contract detailing the obligations of both parties and acknowledging: 1. Receipt of the Cemetery By-law, 2. A copy of the BAO's publication *A Guide to Death Care in Ontario* ("Consumer Information Guide") and 3. Schedule B of By-law 2024-59, As Amended (Fee Schedule)

Corner Posts means any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

Council means the Council of the Corporation of the Township of South Frontenac.

Crypt means an individual compartment in a mausoleum for the entombment of human remains.

Fees and Charges By-law means By-law Number 2024-59, As Amended being "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac".

Grave means any lot intended for the interment of a child, adult or cremated human remains.

Hydrolyzed Remains means all recoverable skeletal bones of a dead human body that remain after hydrolysis in a hydrolysis facility. Bones are mechanically processed to reduce them to small particle size, similar to that of cremated remains. Any reference to "cremated remains" in this By-law is understood to include hydrolyzed remains.

Interment Right means the right to require or direct the interment of human remains or cremated human remains in a lot or plot and to authorize the installation of a marker subject to the provisions of this By-law.

Interment Rights Certificate means the document issued by the Township to the purchaser once the interment rights to a specific lot have been paid in full, identifying ownership and authority over those specific interment rights.

Interment Rights Holder means the person who holds the interment rights to a lot or plot, whether the person is the purchaser of the rights, the person named in the certificate of interment rights or such other person to whom the interment rights have been legally assigned.

Lot means a single grave space in the cemetery, containing, or set aside to contain, interred human remains and includes a niche or compartment in a columbarium.

Marker means any monument, tombstone, plaque, headstone, cornerstone, or other structure or ornament affixed to or intended to be affixed to a lot or plot, columbarium niche, or other structure or place intended for the deposit of human remains and may be used to indicate the location of a grave.

Niche means an individual compartment in a columbarium for the entombment of cremated human remains.

Opening and Closing Fee means the fee charged by the Township as outlined in Schedule B of By-law 2024-59, as amended, to excavate a grave for an interment and then refill the grave, or to open and re-seal a niche or crypt for the entombment of a casket or urn with cremated remains.

Plot means two or more lots in which the rights to inter have been sold as a unit.

Provincial Offences Act means the Provincial Offences Act, R.S.O. 1990, c. P.33.

Provincial Offences Officer has the meaning given to it in the Provincial Offences Act.

Registrar means the Registrar appointed under the Funeral, Burial and Cremation Services Act, that being the Bereavement Authority of Ontario (BAO).

Township means The Corporation of the Township of South Frontenac.

## **Section 2: Administration**

- 2.1 As of the date that this By-law comes into effect, the following By-laws are repealed in their entirety:
- a. Sydenham Cemetery By-law, "A By-law to Provide for the Maintenance, Management and Control of the Cemeteries within Loughborough District in Accordance with the Cemeteries Act R.S.O. 1990, C.C.4";
  - b. Portland District Cemetery Board By-law, "A By-law to Provide for the Maintenance, Management and Control of the Cemeteries Within Portland District in Accordance with the Cemeteries Act R.S.O. 1990, C.C.4"
  - c. Storrington District Cemetery Board By-law, "A By-law to Provide for the Maintenance, Management and Control of the Cemeteries Within Storrington District in Accordance with the Cemeteries Act R.S.O. 1990, C.C.4"; and
  - d. Any other by-law, policy, practice or parts thereof conflicting with this By-law be repealed.
- 2.2 The cemeteries licensed to the Township of South Frontenac shall be governed by this By-law, and all procedures will comply with the FBCSA and O. Reg. 30/11 and 184/12, which may be amended periodically. All by-laws and by-law amendments shall be subject to the approval of the Registrar, FBCSA, BAO and do not come into force until approval is received.

- 2.3 All amendments to this By-law shall be:
- a. published once in a newspaper with general circulation in the locality in which the cemetery is located;
  - b. conspicuously posted on a sign at the entrance of the cemetery; and
  - c. delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year if the by-law amendment pertains to markers or their installation.
- 2.4 This By-law and any amendments are subject to the approval of the Registrar.
- 2.5 The Township Clerk is responsible for:
- a. The management, operation and maintenance of all cemeteries and is authorized to administer and enforce this By-law with delegated authority granted by Council to execute the provisions of this By-law, including the imposition of conditions as necessary to ensure compliance.
  - b. Assigning duties or delegating tasks under this By-law as they deem necessary to execute their authority under this By-law.
- 2.6 The Township Clerk may re-survey, re-plot, change the boundaries of, grade, alter in shape or size, or otherwise change all or any part of a cemetery, subject to the approval of the appropriate authorities, any requirements of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as applicable, and consent from the Registrar, FBCSA, BAO, where necessary.
- 2.7 Where approval is required from the Township Clerk under this By-law, such permission may be refused or withdrawn by the Township Clerk at any time in their sole discretion.
- 2.8 The Township, its employees, agents and contractors will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to any lot, plot, columbarium, niche, monument, marker or other article that has been placed in relation to an interment right, except for loss or damage caused by gross negligence of the Township.

### **Section 3: Public Register**

- 3.1 The Township Clerk shall maintain an electronic and/or written public register pursuant to Ontario Regulation 30/11 under the FBCSA.
- 3.2 The public register shall be available to the public during the administrative hours of operation of the Township of South Frontenac.

## Section 4: Cemetery Locations and Seasonal Restrictions

- 4.1 The Township operates and maintains active, semi-active and inactive cemeteries within the Township of South Frontenac which are defined as follows:
- Active Cemetery means interments rights are sold, and interments continue to take place.
  - Semi-Active Cemetery means interment rights are not sold; however, interments in previously sold lots or plots may take place.
  - Inactive Cemetery means interment rights are no longer sold, and interments no longer take place; however, the Township is the licenced operator.

4.2 The following table provides an inventory of all cemeteries licensed to the Township:

<b>Name of Cemetery:</b>	<b>Address/Location:</b>	<b>Classification:</b>
Babcock Farm Cemetery	Lot 7, Concession 5, Portland	Inactive
Bresee (Salem) Cemetery	Lot 22, Concession 12, Bedford	Inactive
Crystal Springs Farm Cemetery	Lot 3, Concession 17, Bedford	Inactive
Desert Lake Cemetery	7960 Canoe Lake Road	Active
Green Bay Heritage Cemetery	595 Green Bay Road	Active
Harrowsmith Cemetery	4195 Colebrooke Road	Active
Hepburn Family Burial Plot	Lot 7, Concession 12, Storrington	Inactive
Hicks Cemetery	Lot 9, Concession 3, Portland	Inactive
Latimer Cemetery	4662 Holmes Road	Active
Opinicon Cemetery	3604 Opinicon Road	Active
Sandhill Cemetery	4448 Battersea Road	Active
Shibley Burying Ground	Lot 9, Concession 2, Portland	Inactive
Spooner Cemetery	Lots 25, 26, Concession 1, Storrington	Inactive
St Luke's (Murvale) Cemetery	3713 Road 38	Semi-Active
Sydenham Cemetery	4371 Sydenham Church Street	Active
Vanluven Cemetery	5115 Battersea Road	Semi-Active
Verona Cemetery	6084 Cemetery Road	Active

- 4.3 Notwithstanding Section 4.2, the Township of South Frontenac shall not conduct maintenance; including winter maintenance, or permit interments at the following semi-active and active cemeteries between December 1 and April 1:

<b>Name of Cemetery:</b>	<b>Address/Location:</b>
Desert Lake Cemetery	7960 Canoe Lake Road
Green Bay Heritage Cemetery	595 Green Bay Road
Opinicon Cemetery	3604 Opinicon Road
St Luke's (Murvale) Cemetery	3713 Road 38
Vanluven Cemetery	5115 Battersea Road

### **Section 5: Rules and Regulations**

- 5.1 The hours of operation of the cemetery are daily from one half hour before sunrise to one half hour after sunset, or as otherwise established by the Township Clerk.
- 5.2 All visitors shall conduct themselves in a quiet manner that does not disturb any service being held or any other visitor.
- 5.3 No persons under the age of 16 will be admitted within the cemetery unless attended by an adult who will be responsible for their conduct.
- 5.4 No person will enter the cemetery, except through an established entrance.
- 5.5 No person except authorized personnel or a Provincial Offences Officer will enter or be within the cemetery grounds outside of the hours of operation.
- 5.6 While in the cemetery, no person will:
- place any fences, railings, or other enclosures around any lot or plot;
  - write upon, deface, injure or damage any markers, railings, fences or other structure, or pick or cut flowers of any kind;
  - place artificial flowers or wreaths upon a lot or plot that would interfere with ongoing maintenance;
  - place upon a lot or plot any articles in accordance Section 16 (Memorials & Ornamentation) that could cause personal injury to visitors or workers, damage maintenance equipment, or impede grounds maintenance procedures;
  - plant any flowers, plants or shrubs without the permission of the Township;
  - have in their possession or be under the influence of alcohol or any other prohibited substance;

- g. have in their possession any firearm within the cemetery enclosure except in the case of an interment service having Honour Guards present;
- h. climb any vegetation, marker, or other structure;
- i. play any game or sport or engage in any activity that may cause damage;
- j. operate a motorized snow vehicle or off-road vehicle unless authorized by the Township Clerk;
- k. operate a vehicle exceeding 20 kilometers per hour and vehicles shall not leave the roadways;

- i. Notwithstanding Section 5.6.k. vehicles shall not be permitted within the following cemeteries:

<b>Name of Cemetery:</b>	<b>Address/Location:</b>
Desert Lake Cemetery	7960 Canoe Lake Road
Green Bay Cemetery	595 Green Bay Road
Opinicon Cemetery	3604 Opinicon Road
St Luke's (Murvale) Cemetery	3713 Road 38
Vanluven Cemetery	5115 Battersea Road

- l. change the grade of a lot or plot or the level or positioning of markers contained thereon without the authorization of the Township;
  - m. other than the Township or its contractor, remove any sod or in any other way change the surface of the burial lot in the cemetery;
  - n. park in the cemetery for any purpose other than visiting the cemetery;
  - o. enter the cemetery with heavily loaded conveyances without the prior written approval, of the Township Clerk.
- 5.7 Pets shall abide by the rules outlined in By-law Number 2001-66, As Amended, (Dog Control By-law).

## **Section 6: Sale and Purchase of Interment Rights**

- 6.1 No person shall sell interment rights except the Township Clerk.
- 6.2 Interment Rights Holders shall not permit interments to be made in a lot or plot for remuneration and shall not sell a lot or plot except per Section 9.

- 6.3 The purchase of interment rights is not a purchase of real estate or real property. Interment right holders acquire only the right to direct the burial of human remains and of cremated human remains, and the installation of monuments, markers, and inscriptions, subject to the conditions set out in the Township of South Frontenac Cemetery By-law.
- 6.4 No burial, entombment, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full and the interment rights certificate has been issued.
- 6.5 In accordance with the FBCSA and its Regulations, the purchaser of interment rights shall enter into a contract with the Township, providing such information as may be required by the Township for the completion of the contract and the public register. The purchaser will receive:
- a. a copy of the contract duly executed by the Township and interment rights holder;
  - b. a receipt of payment;
  - c. a copy of this By-law;
  - d. a certificate of interment rights;
  - e. a copy of the Fee Schedule as outlined in Schedule B of By-law 2024-59, As Amended; and
  - f. a copy of the BAO's publication A Guide to Death Care in Ontario, also known as the "Consumer Information Guide."
- 6.6 A certificate of interment rights will only be issued when all indebtedness has been satisfied and shall contain all information prescribed by law, including:
- a. the name and location of the cemetery;
  - b. the name of the interment rights holder;
  - c. the location and dimensions of the lot or plot to which the interment rights relate;
  - d. the date on which the interment rights were purchased or transferred, as the case may be;
  - e. the amount paid by the purchaser for the interment rights;
  - f. the amount deposited into the care and maintenance fund;
  - g. a statement that if the interment rights holder resells or transfers the interment rights, the endorsed certificate of interment rights shall be returned to the Township Clerk before the Clerk is required to issue a new certificate; and
  - h. a statement outlining any restrictions and obligations with respect to the installation of markers.
- 6.7 An interment rights holder shall inform the Township Clerk of any changes in their contract, including changes to contact information or address.

**Section 7: Cancellation of Interment Rights Within 30-Days of Entering Contract**

- 7.1 A purchaser may cancel a contract for interment rights within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the Township Clerk. The Township will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation. However, if any portion of the interment rights purchased in this contract have been exercised, the contract is deemed to have been fulfilled and the rights holder no longer has the right to cancel the contract and receive a refund for the rights purchased.

**Section 8: Cancellation of Interment Rights After 30-Days of Entering Contract**

- 8.1 A contract for interment rights may be cancelled after 30 days from signing if the purchaser provides the Township Clerk with written notice of the cancellation.
- 8.2 If the certificate of interment rights has been issued to the interment rights holder, the interment rights holder shall return the certificate of interment rights to the Township Clerk along with the written notice of cancellation.
- 8.3 The Township Clerk will issue a refund to the purchaser for the amount paid for the interment rights less the prescribed amount that is required to be deposited into the care and maintenance fund.
- 8.4 If any portion of the interment rights have been exercised, the purchaser or interment rights holder is not entitled to cancel the contract or re-sell the interment rights.

**Section 9: Transfer of Interment Rights**

- 9.1 For the purpose of this Section 9., "transfer" means a gift, a bequest or any other transfer made without consideration. A transfer shall be conducted through the Township Clerk.
- 9.2 An interment rights holder may transfer their interment rights by providing the following to the Township Clerk:
- a. written notice of their intent to transfer the interment rights that includes,
    - i. the date of transfer; and
    - ii. the name and address of the transferee;
  - b. the original certificate of interment rights endorsed by the current interment rights holder;
  - c. written confirmation of the number of lots that have been used in the plot and the number of lots that remain available;
  - d. payment of the transfer fee as set out in Schedule B of By-law 2024-59, As Amended; and

e. any other documentation in the interment rights holder's possession relating to the interment rights.

9.3 An heir or authorized representative of a deceased interment rights holder may transfer the deceased interment rights holder's interment rights by providing the Township Clerk with all the requirements established in subsection 9.3 and the following:

a. With a last Will and Testament:

- i. in the case of a specific bequest of the lot or plot, a Notarial Copy or Court Certified Copy of the Will or probate;
- ii. in the case of no specific bequest, a request in writing from the Executor(s) with a consent of all or a majority of the beneficiaries;

b. Intestate:

- i. proof in writing to the satisfaction of the Township Clerk that they have the right to transfer the interment rights.

9.4 Once all required documentation and information has been received by the Township Clerk from the rights holder(s), the Township Clerk will issue a new interment rights certificate to the transferee(s), and the transferee(s) shall be considered the current interment rights holder(s) of the interment rights.

9.5 The resale or transfer of the interment rights shall be considered final and the cemetery's Public Register will be updated.

### **Section 10: Resale of Interment Rights to Third Party**

10.1 Except as set out in this By-law, no person shall transfer or re-sell interment rights to a third party.

### **Section 11: Abandonment of Interment Rights**

11.1 The Township Clerk may apply to the Registrar for a declaration that interment rights are abandoned if the interment rights are sold and not exercised in accordance with the FBCSA.

### **Section 12: Interment**

12.1 The opening and closing of graves, crypts and niches shall only be conducted by Township Clerk or those designated to do work on behalf of the cemetery.

12.2 The Township reserves the right to:

- a. The right of passage over every grave so that the cemetery operations may be performed effectively.

- b. Temporarily relocate a monument or marker if required to open and close a lot or temporarily place the removed soil on an adjacent lot while an interment or disinterment is being carried out.
- 12.3 The Township will make reasonable efforts to restore all lots after the interment or disinterment has been completed.
  - 12.4 Remains shall be delivered to the cemetery for interment in a closed casket, rigid container or in a shroud. If remains are delivered in a shroud, they shall be accompanied by a rigid carrying tray to ensure transportation to the grave is done in a dignified manner. The container or exterior container utilized for interment shall not exceed the dimensions of the lot for which interment rights have been sold. Confirmation of acceptable container size shall be made for all interment requests.
  - 12.5 The Township Clerk is responsible for scheduling all interments and has the sole discretion to determine if an interment can take place based on ground conditions and weather even where the required notice is given.
  - 12.6 The Township Clerk shall have sole discretion to determine if the lot or plot can be prepared, where an interment rights holder, their heir or representative, or a funeral director provides less than the required three business days notice.
  - 12.7 With the exception of seasonal restrictions as set out in Sections 4.3 and 12.6, every effort will be made to complete a burial on the assigned day and time.
  - 12.8 Notwithstanding the above if due to inclement weather conditions, health and safety concerns, or conditions beyond the control of the Township, an interment cannot be made at the scheduled time, the Township Clerk reserves the right to reschedule the burial with the understanding that the burial shall be completed as soon as possible.
  - 12.9 Interments shall take place between the hours of 9:00 a.m. and 4:00 p.m, excluding statutory holidays and other days on which the Township has elected to be closed for business.
  - 12.10 Notwithstanding Section 12.9, an interment may take place on any day and at any time:
    - a. with advance permission of the Township Clerk and for the applicable fee as set out in the Fees and Charges By-law; or
    - b. if set out in a certificate issued by the Ministry of Health or an order issued by the Coroner's Office.
  - 12.11 The following items shall be required before an interment can take place:
    - a. Contract: For each burial or entombment of human remains, the purchaser or rights holder(s) shall enter into a contract as described above in Purchase of Interment Rights.
    - b. Written Permission of Interment Rights Holder(s): Interment rights holder(s) may be required to provide identification and written direction and authorization prior to a burial or

entombment taking place. Should the rights holder(s) be the deceased, authorization shall be provided in writing by the person authorized to act on behalf of the interment rights holder in keeping with the Succession Law Reform Act (i.e., Estate Trustee or authorized next of kin).

- c. Proof of Registration of Death: A burial permit issued by the Registrar General (or equivalent document for deaths that occurred outside the province of Ontario) showing that the death has been registered shall be provided to the Township Clerk prior to an interment taking place.
- d. Interment of Cremated Remains: A Certificate of Cremation shall be submitted to the Township Clerk prior to the burial of cremated remains.
- e. Payment: Interment rights and all services shall be paid for in full to the Township Clerk before a burial may take place.
- f. Authorization of Social Services Agency: If applicable, written instruction from a social services administrator shall be submitted to the Township before a burial financially assisted by a Social Services Agency may take place.

12.12 The scattering of human remains is not permitted anywhere in the cemetery.

12.13 Only human remains will be interred in a lot or plot; it being understood that human remains shall not be intombed in a columbarium unless the columbarium has been approved and installed by the Township.

12.14 The interment of pets or other animals, including cremated animal remains, is not permitted.

### **Section 13: Disinterment**

- 13.1 Human remains may be disinterred from a lot with the written consent of the interment rights holder and prior notification to the local Medical Officer of Health; it being understood that notification to the local Medical Officer of Health is not required for the disinterment of cremated remains.
- 13.2 Disinterment of human remains ordered by one or more public officials (e.g., Court Order, Coroner's Office etc.) will take place without the consent of the interment rights holder(s) and/or next of kin.
- 13.3 The Township is not responsible for damage to any casket, urn, container or vault which may occur during a disinterment, nor can the Township guarantee that it can retrieve the complete casket, urn, container or vault interred in the cemetery due to the length of time that a casket, urn, container or vault has been interred and the conditions to which it has been exposed.
- 13.4 It shall be at the expense of the party authorizing the disinterment should a new casket, urn or container be required at the time of disinterment.
- 13.5 The Township Clerk has the right to request that a licensed funeral director be present for the

disinterment at the expense of the party authorizing the disinterment.

- 13.6 Disinterment shall be scheduled at a day and time designated by the Township Clerk. The Township Clerk reserves the right to close the cemetery or the section where the disinterment is to take place. Only those persons required or permitted by the cemetery to attend a disinterment shall be allowed to enter the cemetery or the section involved during a disinterment.
- 13.7 If existing memorialization (monument, marker, niche front or crypt front) needs to be removed for a disinterment, it shall be at the expense of the person authorizing the disinterment.
- 13.8 Upon completion of a disinterment, the lot space shall be considered available to the interment rights holder for a new interment, transfer or resale in accordance with this By-law. The new interment rights holder shall be made aware of the previous disinterment and agree in writing to such knowledge as part of the transfer or resale agreement if the grave, niche or mausoleum space from which a disinterment has occurred, is transferred or resold.

#### **Section 14: Correction of Interment Errors:**

- 14.1 The Township Clerk reserves the right to correct any error made by the Township during an interment, disinterment or removal, or in the transfer of any interment rights for a lot, plot, crypt or niche, and will take the following action, in consultation with the interment rights holder or their authorized representative:
  - a. In the case of a transfer of interment rights, cancel such transfer and substitute and grant in lieu thereof other interment rights such as lot, plot, crypt or niche of equal or greater value and similar location as far as is reasonably possible and as may be selected by the Township Clerk, in its sole and absolute discretion, or refund a portion or all the money paid on account of the purchases of said interment rights, as shall be determined by the Township.
  - b. In the event of any such error that may involve the interment or disinterment or removal of the remains of any person or persons in any lot, plot, crypt or niche, the Township, upon written notification of the interment rights holder and the Medical Officer of Health, as necessary, may disinter and re-inter the remains in such other lot, plot, grave, crypt or niche of equal or greater value and similar location as may be substituted and granted in lieu thereof, as determined by the Township Clerk.

#### **Section 15: Monuments/Markers**

- 15.1 The installation of a marker shall be arranged by the interment rights holder, or their heir or representative, with the Township Clerk.
- 15.2 All contracts shall be signed and all fees shall be paid as required under this By-law and in accordance with the Fees and Charges By-law before a marker is installed.

- 15.3 A marker shall not be moved, removed or altered without the advance written permission from the Township Clerk.
- 15.4 To prevent interference with future interments and optimize cemetery maintenance, the Township Clerk reserves the right to determine the maximum size of each marker, their composition, their number and their location on each lot or plot.
- 15.5 At a minimum, the following shall be met in respect of any marker:
- a. not more than one upright marker will be erected on any one lot or plot;
  - b. markers are not permitted to stand on interment space in any lot or plot;
  - c. all markers shall have a minimum thickness of four (4) inches at its narrowest point; and
  - d. all markers shall be made of granite or bronze.
- 15.6 All markers, other than markers located on a single lot, will not exceed: 54 inches in height, including base, 48 inches wide, and 16 inches deep.
- 15.7 Upright markers on a single lot will not exceed 30 inches wide by 16 inches deep by 42 inches high, including the base.
- 15.8 Flat markers on a single lot shall not exceed 24 inches wide by 18 inches deep and do not require a base.
- 15.9 Markers made of bronze shall meet industry standards for bronze, and their casting shall be true, free from weakening or minor defects, blemishes or imperfections, with smooth exposed surfaces. Sand-like roughness, painted or pigmented finishes, or ornamentations are not permitted.
- 15.10 Markers to be erected shall be set upon an adequate concrete foundation which shall be no less than five feet in depth or the full depth of the grave and shall exceed the marker by a minimum of three inches on all sides. All foundations shall be set one inch above the surface of the ground.
- 15.11 All foundations for markers shall be installed by employees or contractors of the Township, or otherwise approved by the Township Clerk, and in accordance with Section 20 at the sole expense of the interment rights holder.
- 15.12 No marker will be delivered to the cemetery for installation until the foundation has been completed and paid for in full by the interment rights holder, and permission has been obtained from the Township Clerk.
- 15.13 Any inscription on a marker shall be in keeping with the dignity and decorum of the cemetery. If, in the opinion of the Township Clerk, an inscription is not in keeping with the dignity and decorum of the cemetery, the Township Clerk may have such inscription removed at the sole

cost of the interment rights holder or their heir.

- 15.14 All markers are owned by the interment rights holder and the Township is not responsible for their loss, destruction, vandalism, theft, or deterioration. Interment right holders will be responsible for insurance coverage of any marker.
- 15.15 The Township will take reasonable precautions to protect the markers, but it assumes no liability for the loss or damage to any marker or part of a marker, or part thereof, unless it is as a result of negligence by the cemetery.
- 15.16 Minor scraping of the Marker due to grass/lawn maintenance is considered normal wear and tear and shall not be compensable.
- 15.17 If, in the opinion of the Township Clerk, any marker presents a risk to public safety because it has become unstable or hazardous to any person visiting the cemetery, the Township Clerk may do whatever they deem necessary by way of repairing, resetting, or laying down the marker, or any other remedy available, to remove the risk, at the cost of the Interment Rights Holder.
- 15.18 Temporary markers are not permitted in the cemetery.

#### **Section 16: Memorials and Ornamentation**

- 16.1 The Township Clerk reserves the right to regulate the articles placed on lots or plots that may pose a threat to the safety of interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery.
- 16.2 Ground ornamentation such as artificial flowers, vases, wreaths and decorative foot stones are to be removed by November 30 of each year. Items remaining after this date may be removed and disposed of by the Township.
- 16.3 The following articles are prohibited from being placed on lots within the cemetery: articles made of hazardous materials such as non-heat resistant glass (excludes glass attached to monuments), ceramics, or corrosive metals, loose stones or sharp objects, trellises, arches or borders, shepherd hooks, solar lights, chairs or benches other than pre-approved memorial benches, and string lights. The Township reserves the right to remove and dispose of any article deemed prohibited without notice.
- 16.4 Any such memorials or prohibited items will be removed and stored for collection for 30 days, after which they will be disposed of.
- 16.5 Articles placed on lots are the sole responsibility of the interment rights holder. The Township cannot be held responsible for the loss or damage of any articles placed within the cemetery.
- 16.6 Floral arrangements with saddles are permitted to remain on the monuments throughout the year. These arrangements are to be properly maintained and may be removed by the cemetery staff should their condition detract from the appearance of the cemetery.

- 16.7 Plant material (e.g. trees, shrubs, gardens, etc.) may be planted with advance permission from the Township. The Township reserves the right to order the removal of such plantings where permission has not been granted; it being understood that flower bed maintenance, pruning, fertilizing, watering, etc., are the sole responsibility of the interment rights holder. Should plant material become unsightly, neglected, obscure the monument, or infringe on an adjacent lot or plot, the plant material will be removed by the Township and the area restored to lawn. The removal of plant material may also be necessary for the opening of a grave. The Township will not be held liable for the removal of any plant material.

### **Section 17: Burial Allowances for a Single Lot:**

- 17.1 "Standard Lot" measures four feet wide by ten feet long, inclusive of space allocated for the placement of an upright marker.
- 17.2 Only one full casket interment is permitted per lot. No more than four (4) interments, one full casket and three cremated human remains or four (4) cremated human remains, may be made in the same lot.
- 17.3 "Cremation Lot" measures twenty-four inches wide by twenty-four inches long inclusive of space allocated for the placement of a flat marker. A cremation lot will accommodate one cremation interment and permit the placement of one flat marker with perimeter dimensions not to exceed twenty inches in length by fourteen inches in width.
- 17.4 Notwithstanding Sections 17.1 and 17.3 and in accordance with Section 17.5, dimensions of lots and plots purchased prior to the inception of this by-law may differ. The Township Clerk reserves the right to limit the number of interments in historic lots where space is deemed limited.
- 17.5 The Township Clerk may re-survey, re-plot, change the boundaries of, grade, alter in shape or size, or otherwise change all or any part of a cemetery, subject to the approval of the appropriate authorities, any requirements of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as applicable, and consent from the Registrar, FBCSA, BAO, where necessary.
- 17.6 Where cremated remains are interred prior to casket interment(s), all attempts will be made to locate and temporarily remove urns to facilitate casket burials. For better retrievability of the cremated remains, they should be in an urn or container that is non-biodegradable and is not breakable (urn vaults are not mandatory but are recommended).
- 17.7 The Township does not guarantee that cremated remains interred in a biodegradable urn or without an urn vault can be retrieved and will not be held responsible if there is an issue or failure with the urn or container and there is a leakage of the cremated remains which may not be recoverable.
- 17.8 Cremated remains disinterred in advance of a full body burial will be temporarily stored in a secure location, which will be documented by the Township. There may be additional costs for the cremated remains disinterment as part of the casket opening and closing costs
- 17.9 Please also see further provisions under Section 13: Disinterment.

**Section 18: Corner Posts**

- 18.1 The boundaries of any lot or plot will be marked with corner posts. All corner posts are to be placed by the Township Clerk or its contractor at the sole expense of the interment rights holder of the lot or plot wherein the same are placed.
- 18.2 All corner posts must be granite six inches square and not less than four (4) inches deep. Corner posts must be placed level with the ground.
- 18.3 No person other than the Township Clerk or employees or contractors of the Township will move or remove corner posts or markers anywhere in the cemetery.

**Section 19: Columbarium**

- 19.1 All general rules and regulations of the Township of South Frontenac Cemetery By-law shall apply to the columbarium.
- 19.2 Opening and closing niches or compartments in a columbarium may only be done by the Township Clerk or a contractor of the Township.
- 19.3 The number of cremated remains to be placed in each niche is determined by the urn size and niche dimensions and in accordance with this By-law.
- 19.4 Any urn which is too large to fit within the niche will not be interred in the columbarium.
- 19.5 No person other than Township Clerk or a contractor of the Township shall remove or alter niche fronts.
- 19.6 Flowers or ornamentation shall not be placed against or near any part of the columbarium or niche.

**Section 20 - Work to be Performed by Contractors**

- 20.1 Any contract work to be performed within the cemetery requires the written pre-approval of the Township Clerk before the work may begin.
- 20.2 No work shall commence until plans and detailed specifications related to the work, proof of all applicable government approvals and permits, and the location of the work has been provided by the contractor to the Township Clerk, and the Township Clerk has provided their written approval of the work.
- 20.3 Prior to the start of any work, contractors shall provide to the satisfaction of the Township Clerk proof of:
- a. WSIB coverage;
  - b. Occupational Health and Safety Compliance Standards;
  - c. environmental protection;
  - d. WHMIS;

- e. commercial general liability insurance insuring against damage or injury to persons or property, with inclusive limits of at least \$5,000,000.00 per occurrence; or
  - f. or meet the requirements identified in Township of South Frontenac procurement documents; it being understood that Township procurement documents supersede any requirement outlined in Section 20.3.
- 20.4 Contractors, monument dealers and suppliers shall not enter the cemetery outside its hours of operation, unless written approval has been granted by the Township Clerk.
- 20.5 No work will be performed at the cemetery except during the cemetery's regular hours of operation.
- 20.6 Contractors shall temporarily stop all operations if working within 100 metres of a funeral until the conclusion of the service. The Township Clerk has the authority to temporarily cease contractor operations if, at their sole discretion, the work being performed is deemed to be a disturbance to any service or public gathering within the cemetery.
- 20.7 Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved to protect the surface from damage.
- 20.8 All implements and materials used to complete any work shall be placed as directed by the Township Clerk, and all surplus earth or materials shall be removed when, and to where, and in such manner as directed by the Township Clerk. In the event that the directives of the Township Clerk are not followed, any obstructions may be removed at the contractor's sole expense.
- 20.9 Any person working without the permission or authorization of the Township Clerk, or in contravention of this By-law, may be removed from the cemetery property immediately.

### **Section 21 – Administrative Corrections**

- 21.1 The Township Clerk may correct any error made in the sale, purchase, transfer, or resale of interment rights and in correcting such error may, at their sole discretion, substitute a lot of equal value and similar location, or cancel the transaction and refund all payments.
- 21.2 The Township Clerk shall provide the interment rights holder with written notice of both the error and the corrective action being taken, except in regard to a typographical error, error of calculation or similar.

### **Section 22 – Enforcement**

- 22.1 This By-law may be enforced by a Provincial Offences Officer, or other authorized employee or agent of the Township.
- 22.2 No person will obstruct or hinder or attempt to obstruct or hinder the Township, Provincial Offences Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this by-law.

22.3 No person shall obstruct or hinder or attempt to obstruct or hinder a Provincial Offences Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this By-law. Without limiting the generality of the foregoing, the following are deemed to constitute obstruction pursuant to this By-law: (a) any person who fails to provide proof of identification satisfactory to the Officer or other authorized employee or agent of the Township when requested to do so; (b) any person who fails to provide information to the Provincial Offences Officer or other authorized employee or agent.

### **Section 23 – Offences and Orders**

- 23.1 Every person who contravenes any provision of this By-law is guilty of an offence as provided for in the Provincial Offences Act.
- 23.2 Every officer or director of a corporation who knowingly concurs in the contravention of any provision of this by-law is guilty of an offence as provided for in the Provincial Offences Act.
- 23.3 Every person, officer or director who contravenes any of the provisions of this By-law will, upon conviction, be liable for a fine as provided for in the Provincial Offences Act.
- 23.4 When a person, officer or director has been convicted of an offence under this by-law, the Ontario Court of Justice or any court of competent jurisdiction may, in addition to any other penalty imposed on the person convicted, make an order:
- a. Prohibiting the continuation or repetition of the offence by the person convicted; and
  - b. Requiring the person convicted to correct the contravention in the manner and within the period that the Court considers appropriate.

### **Section 24 – Cemetery Care and Maintenance**

- 24.1 A portion – 40% or a minimum legislatively prescribed amount - of the price of interment rights shall be deposited and trusted into the cemetery's Care and Maintenance Fund.
- 24.2 The income generated from this trust fund is used to maintain, secure and preserve the cemetery grounds and markers in perpetuity. Services that can be provided through this fund include:
- a. Lawn care, re-leveling and sodding or seeding of lots or the grounds
  - b. Maintenance of cemetery roads, sewers and water systems
  - c. Maintenance of perimeter walls and fences
  - d. Maintenance of cemetery landscaping
  - e. Maintenance of mausoleums and columbariums
  - f. Repairs and general upkeep of cemetery maintenance buildings and equipment

- g. To the extent that income from the Care and Maintenance Fund permits, the Township may stabilize and secure markers and monuments within the cemetery.

**Section 25 – Fees**

- 25.1 The fees pertaining to this By-law are set out and in accordance with By-law 2024-59, As Amended being “A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac”.

**Section 26 – Miscellaneous**

- 26.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this bylaw to be invalid, or to be of no force and effect, it is the intention of Council in enacting this bylaw that each and every provision of this bylaw authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

This by-law will come into force and take effect on the date of its passing.

Given First and Second Readings: Tuesday, November 18, 2025

Given Third Reading and Passed: TBD

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**James Thompson, Clerk**

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**Ron Vandewal, Mayor**

**By-Law Number 2025-73**

**A By-Law to Amend By-law 2024-59, As Amended being “A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac”**

**Whereas** the Council of The Corporation of the Township of South Frontenac enacted By-Law Number 2024-59, As Amended, A Bylaw to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac;

**Whereas** the Council of the Township of South Frontenac considers it necessary and desirable to amend By-law 2024-59, as Amended;

**Therefore Be It Resolved That** the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

- 1. Schedule B of By-law 2024-59, Amended is hereby further amended to include the following:

<b>Description</b>	<b>Amount</b>	<b>Effective Date</b>
<b>Cemetery Fees</b>		November 19, 2025
<b>Plot Sale</b>		
Lot	\$750.00	
Corner Stones	\$150.00 (includes 2 stones)	
Perpetual Care	\$500.00	
<b>Cremation Plot</b>		
Lot	\$375.00	
Perpetual Care	\$250.00	
<b>Interment</b>		
Open/Close – Adult	\$500.00	
Open/Close – Child	\$175.00	
Cremation	\$200.00	

Township of South Frontenac By-Law Number 2025-73

Description	Amount	Effective Date
<b>Extra Charge</b>		November 19, 2025
Winter Interment	\$400.00	
Cornerstone	\$75.00 (each)	
Transfer of Rights	\$150.00	
<b>Disinterment</b>		
Casket	\$1500.00	
Casket in vault	\$2000.00	
<b>Markers (Care &amp; Maintenance)</b>		
Flat Marker exceeding 173 square inches	\$100.00	
Upright Marker less than 4 feet in height or length	\$200.00	
Upright Marker exceeding 4 feet in height or length	\$400.00	

2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, November 18, 2025

Given Third Reading and Passed: Tuesday, November 18, 2025

\_\_\_\_\_  
**James Thompson, Clerk**

\_\_\_\_\_  
**Ron Vandewal, Mayor**

**By-Law Number 2025-74****A By-Law to Amend By-law 2025-33, “A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice”**

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**Whereas** Council of the Corporation of the Township of South Frontenac enacted By-law Number 2025-33, A By-law to Prescribe the Form, Manner, and Times for the Provisions of Notice;

**Whereas** the Council of the Township of South Frontenac considers it necessary and desirable to amend By-law 2025-33;

**Therefore Be It Resolved That** the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. By-law 2025-33, “A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice”, is hereby amended by inserting Schedule H, Procedures for Notice – Cemetery By-law, as follows:

In addition to the provisions in Section 2.1 of this By-law, the provisions for Notice regarding the Cemetery By-law shall be in accordance with the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, as follows:

- (3) The cemetery operator shall ensure that notice of the filing of the by-law or by-law amendment is,
  - (a) published once in a newspaper with general circulation in the locality in which the cemetery is located;
  - (b) conspicuously posted on a sign at the entrance of the cemetery; and
  - (c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation. O. Reg. 30/11, s. 151 (3).
- (4) The notice mentioned in subsection (3) shall,
  - (a) state the location at which interested persons may review the by-law or by-law amendment and make a copy of it;
  - (b) indicate that the by-law or by-law amendment is not effective until the registrar approves it, except if subsection (2) does not require it to have the registrar’s approval; and
  - (c) provide contact information for the registrar and the cemetery operator for purposes of making submissions relating to the by-law or by-law amendment. O. Reg. 30/11, s. 151 (4).

## Township of South Frontenac By-Law Number 2025-74

Page 2 of 2

- (5) The cemetery operator shall make reasonable efforts to ensure that the notice posted under clause (3) (b) remains posted until,
- (a) the time under subsection 152 (4) for appeal from the registrar's refusal to approve has expired, if the by-law or by-law amendment is required to have the registrar's approval and no appeal is brought;
  - (b) the Tribunal makes a decision, if the by-law or by-law amendment is required to have the registrar's approval and an appeal is brought under subsection 152 (4); and
  - (c) four weeks have expired, if subsection (2) does not require the by-law or by-law amendment to have the registrar's approval. O. Reg. 30/11, s. 151 (5).

2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, November 18, 2025

Given Third Reading and Passed: Tuesday, November 18, 2025

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**James Thompson, Clerk**

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**Ron Vandewal, Mayor**

# Township of South Frontenac

## Staff Report

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**To:** Council

**From:** Director of Finance & Treasurer

**Date of Meeting:** November 18, 2025

**Subject:** 2026 Long Range Financial Plan update

**Report Number:** 2025-157

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### Summary

The purpose of this report is to provide Council with the updated Long Range Financial Plan for 2026–2035, as attached and presented.

### Recommendation

That Council receive the 2026 Long Range Financial Plan update listed under Exhibit A to report 2025-157.

### Discussion/Analysis:

The Long-Range Financial Plan serves as a key policy instrument for forecasting future revenues and expenditures, establishing a comprehensive framework to evaluate the fiscal implications of decisions related to capital investments, service delivery, and taxation within a ten-year planning horizon.

Through scenario analysis and financial forecasting, the Plan helps identify potential risks and develop mitigation strategies, ensuring that financial decisions align with the Township's strategic objectives and promote long-term affordability and sustainability.

In the preparation of this report, staff have exercised careful consideration to balance the Township's service and infrastructure needs with prudent reserve fund management and the financial impact of a tax increase on the community.

Some known pressures for 2026 include:

- Garbage collection costs have increased by 42% or \$778,486
- Reduction in OCIF Funding by 10% (capped) or \$76,615
- OPP billing costs are estimated at 5% increase or \$148,647 - 2026 *still unknown but capped at 11%. Stabilization reserve exists.*
- OMPF funding increased by 8% or \$148,800
- Continued inflationary impacts in all budget areas
- Ongoing investment in asset maintenance and replacement including roads, bridges, facilities and fleet.

As in previous years, staff continue to take a conservative approach in estimating investment income due to market volatility and allocate revenue from fleet sales back to reserves to avoid committing expenditures before the revenues are realized.

Council makes final decisions on capital projects, service levels and tax rate impact during the capital and operating budget process. The Long Range Financial Plan is a guiding document to help facilitate those decisions in coordination with budget survey results and public delegations.

Staff will seek budget direction from Council at the December 2<sup>nd</sup>, 2025 Council meeting.

Capital budget will be tabled on December 9<sup>th</sup>, 2025, and the 2026 full budget including both capital and operating will be tabled on January 22<sup>nd</sup>, 2026.

### **Financial Implications**

Not applicable.

### **Relationship to Strategic Plan**

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillar: Sustainable Long-Term Prosperity

### **Climate Considerations**

Not applicable to this report.

### **Attachments**

Exhibit A – 2026 LRFP update

### **Approvals**

Submitted By:



Stephanie Kuca, Director of Finance & Treasurer

Approved By:



Louise Fragnito, Chief Administrative Officer



**SOUTH  
FRONTENAC**

# 2026 Long Range Financial Plan

# Why Long Range Financial Planning?

## **Beyond the annual budget**

Annually Council approves an operating and capital budget that addresses a single-year view of the Township's priorities and operational needs.

Long range financial planning looks beyond the annual budget to anticipate and plan for growing financial pressures — including rising infrastructure costs, economic uncertainty, climate change impacts, legislative changes, capacity constraints, and service expectations from residents.

## **Guiding Financial Framework**

This plan is strictly a forecast for the next 10 years; no commitments are made with this report. All future year funding or project commitments will continue to go through the annual budget approvals.

# Alignment with Strategic Plan

Our mission is 'To provide efficient and responsive public services, foster sustainable growth, and enhance the quality of life for all residents.'

## **We value:**

- Financial Sustainability
- Environmental Stewardship
- Collaboration
- Engagement
- Community

The Township is dedicated to developing the long range financial plan that provides for sustainability and suitability of our programs and services, in keeping with the strategic plan.



# FINANCIAL STRATEGY

## **Balancing needs and priorities with affordability**

### **Fiscal Sustainability:**

Supporting sound financial management and responsible stewardship of public funds by maintaining service levels, investing in infrastructure, and planning for future growth — all while ensuring value for money and balancing the Township's financial needs with reasonable tax rate increases.

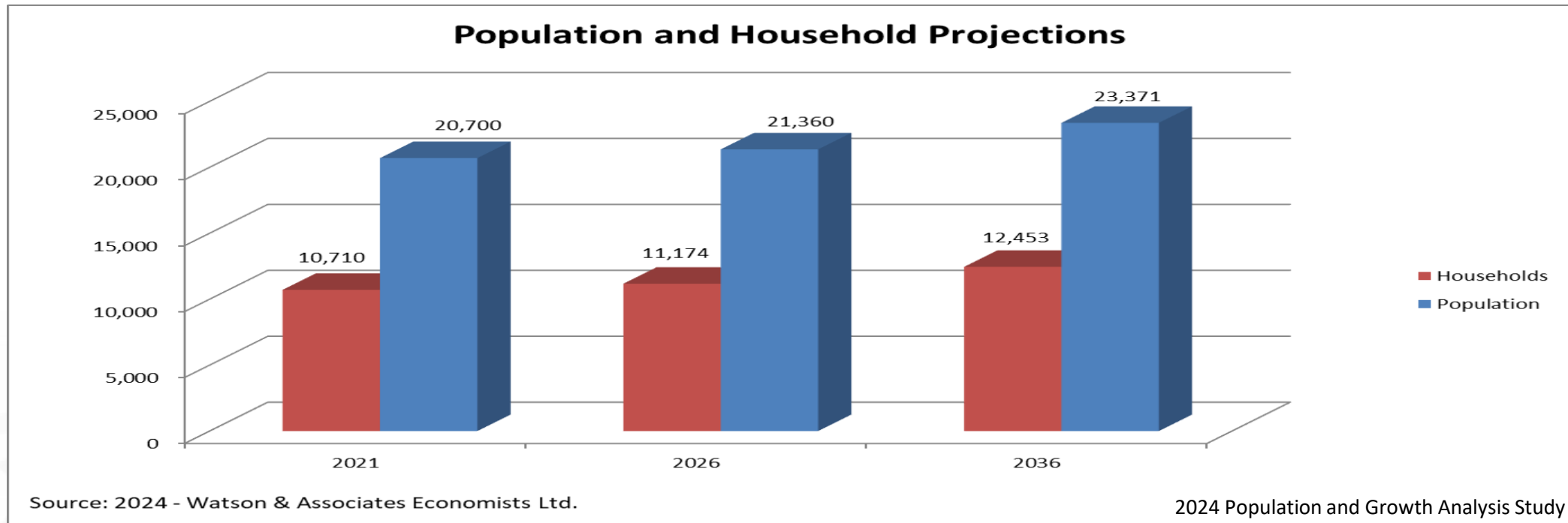
### **Flexible:**

Having the ability to respond to internal and external opportunities and challenges as they arise while maintaining a position of financial strength.

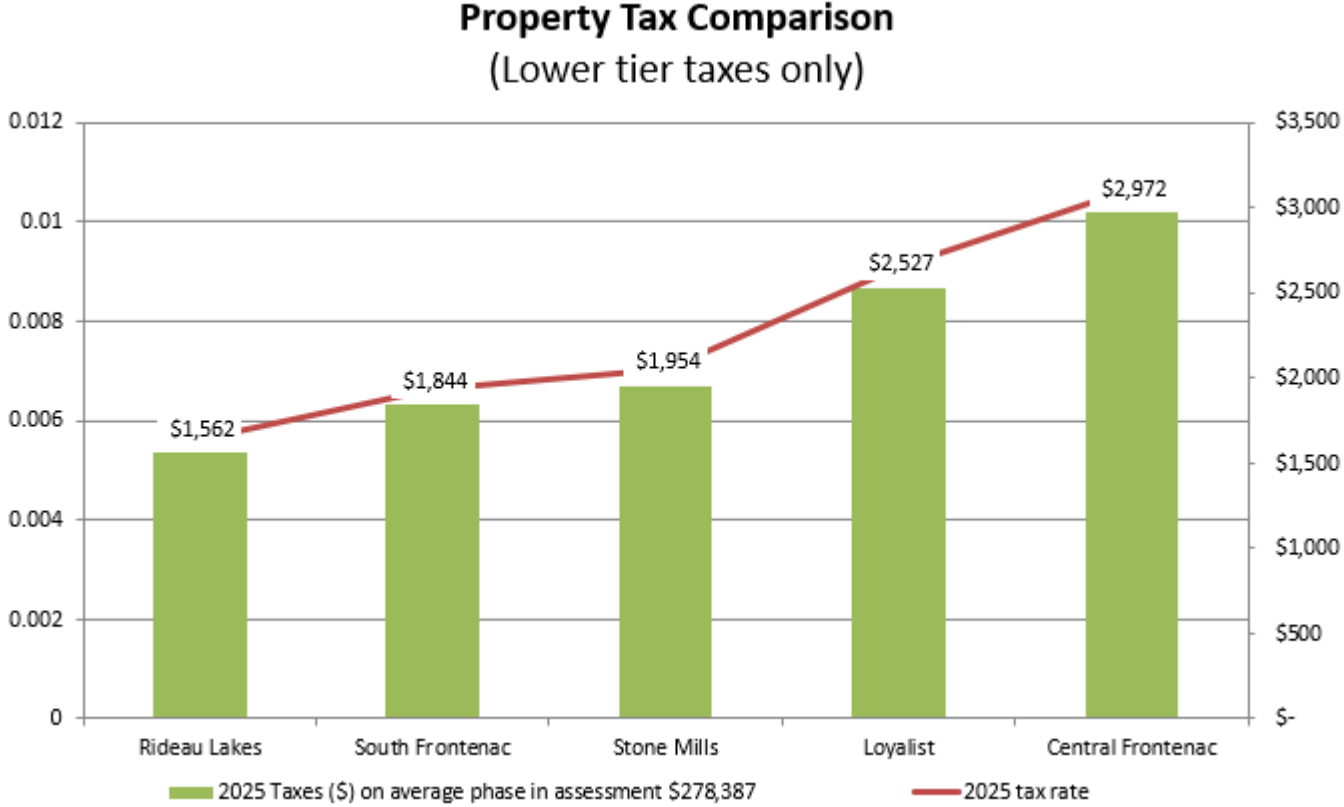


# GROWTH

80% of Frontenac County's growth over the next 25 years will be in South Frontenac



# AFFORDABILITY



The Township’s long-standing fiscal approach has consistently kept property taxes affordable, resulting in some of the lowest residential tax bills among neighboring municipalities.

# FINANCIAL INDICATORS

The Ministry of Municipal Affairs & Housing (MMAH) provides annual financial indicators and assigns ratings from low to high based on comparisons with similar municipalities.

Overall, the indicators show the Township is in good financial condition.

The Capital Asset Consumption Ratio, which remains above the provincial average but has been declining annually due to recent capital investments. This financial indicator is used to assess the aged condition of a municipality's capital assets and potential future asset replacement needs.

Financial Indicators *based on 2023 Financial Information Return	Rating	Actual	Average
Taxes receivable as a % of taxes levied	Low	6.0%	8.1%
Net Debt as % of Own Source Revenues	Low	38.6%	38.8%
Reserve as a % of operating expenses	Low	67.6%	86.3%
Capital asset consumption ratio	Moderate	56.4%	47.9%

# KEY CHALLENGES

## **Infrastructure Funding:**

A yearly 5% increase to the roads construction capital budget continues to be applied straight through the 10-year horizon, reflecting the strong community priority for roads maintenance in budget survey results.

## **Organizational Capacity:**

Operating pressures across many departments continue along with shifting service expectations.

## **Asset Investment**

In 2012, the Township implemented transfer to a dedicated reserve for asset investment, this rose from 1% to 2% in 2025.

While great progress has been made, the continuous review and update of the asset management plan remains a key component of the estimates within the long-range financial plan. The upcoming levels of service component of asset management will further refine the metrics used in forecasting.

# KEY CHALLENGES

## **Mitigating Risk and Uncertainty:**

External factors outside of the Township's control like legislation changes, reductions to Provincial or Federal grant funding, economic uncertainty and large inflationary increases to items like insurance, materials and contracted services costs.

The Consumer Price Index (CPI) rose 2.4% on a year-over-year basis in September 2025. The prime interest rate in Canada went from 7.2% (Oct 2023) to 5.95% (Nov 2024) to 4.45% (Nov 2025)

## **Tax rate stabilization:**

Balancing needs and priorities with affordability.

## **Climate Change:**

The Township continues to experience the effects of climate change, including more frequent extreme weather events that impact winter control, drainage, and road maintenance. Since 2021, funds have been allocated to address climate change, and it is now incorporated into the Township's long-term financial plan.

# 2026-2035 FORECAST

## Known pressures for 2026:

- OPP billing increase is estimated at 5% or \$148,647 – 2026 billing is still unknown but capped at 11%
- Reduction in OCIF funding by 10% (capped) or \$76,615
- OMPF funding increased by 8% or \$148,800
- Garbage collection costs have increased by 42% or \$778,486
- Insurance costs have risen beyond inflationary modeling.
- Reserve allocations: increases in the annual funding envelope to several reserves to maintain reserve levels to fund future capital forecasts.
- Even so, capital spending has been reduced from baseline in targeted areas to provide stability to tax rates and optimize reserve fund balances over the ten-year forecast.

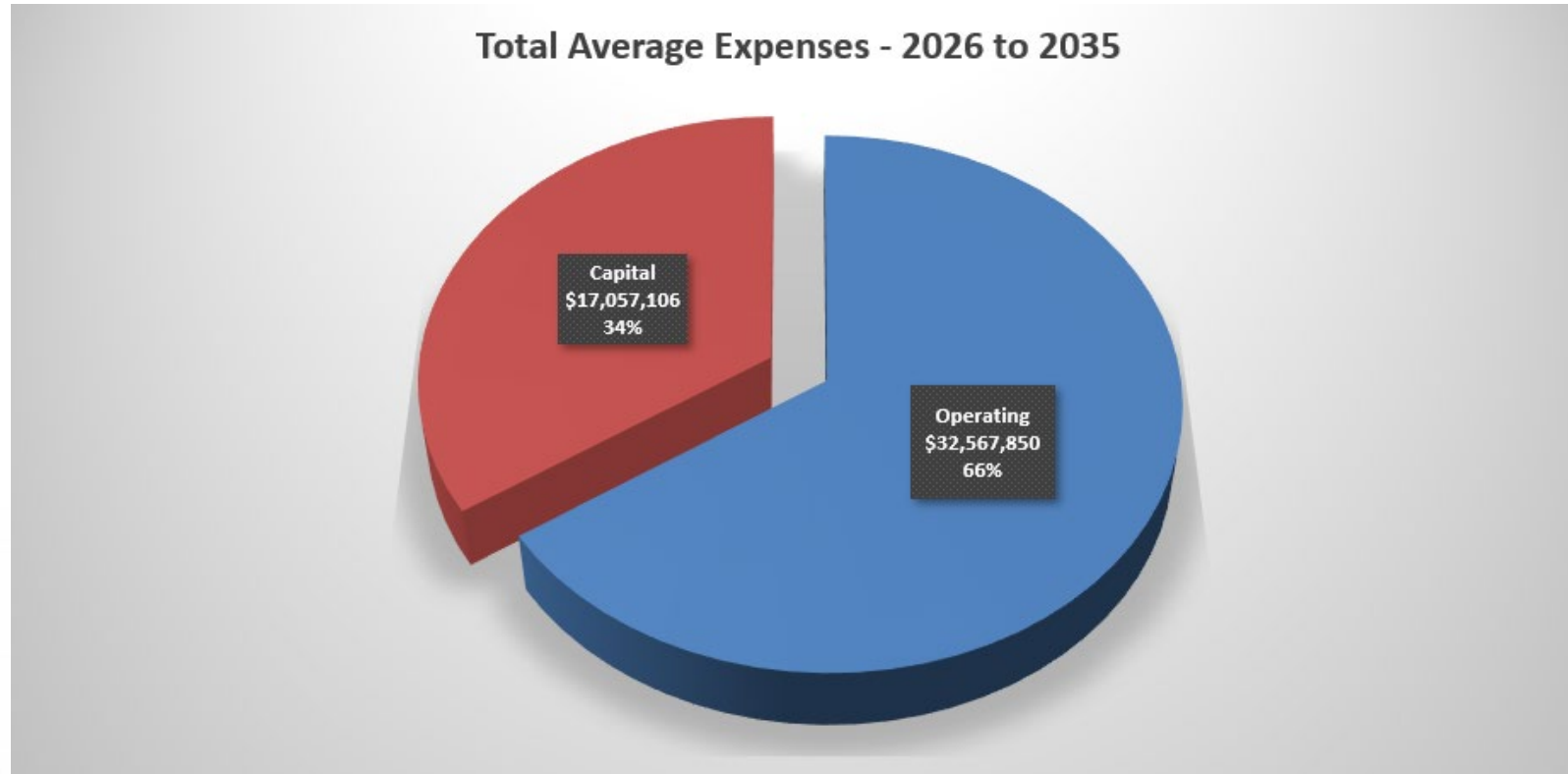
# 2026-2035 FORECAST

The plan is developed using the following key assumptions:

- Based on the 2025 approved budget and then factors in market trends, capital forecasts, and known pressures.
- Property Assessment: The date of the provincial reassessment is still unknown, but it is not expected to take effect until 2027 at the earliest.
- Winter Control expense is estimated using the 5-year average + 2%
- Increasing the Asset Investment Reserve (AIR) allocation from 2% of the tax requisition in 2026 to 2.75% for 2027-2034, and up to 4% in 2035
- Inflation Factors :

Cost of Living Allowance	2.0%
Wages and benefits	2.25% for 2026/2027 and 2.0% 2028 on
Insurance	5%
Utilities/Communications	4%
Fuel	3%

# Total Average Yearly expenses – Capital and Operating



# 2026-2035 OPERATING FORECAST

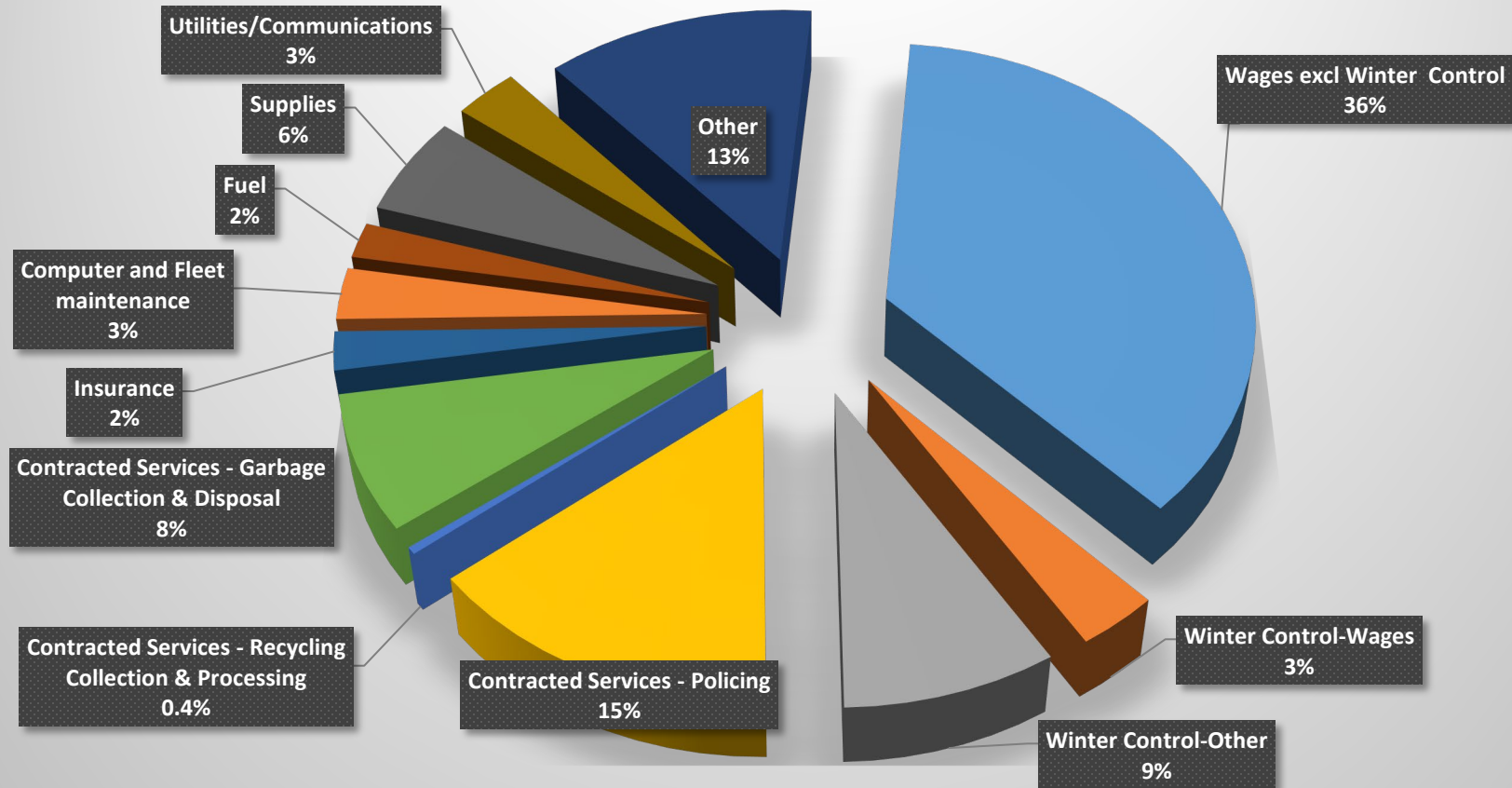
**An average of 63% of forecasted operating costs are attributed to 3 operating areas:**

- Wages and Benefits 36.0%
- Policing 15.0%
- Winter Control 12.0% (includes 3.0% in wages)



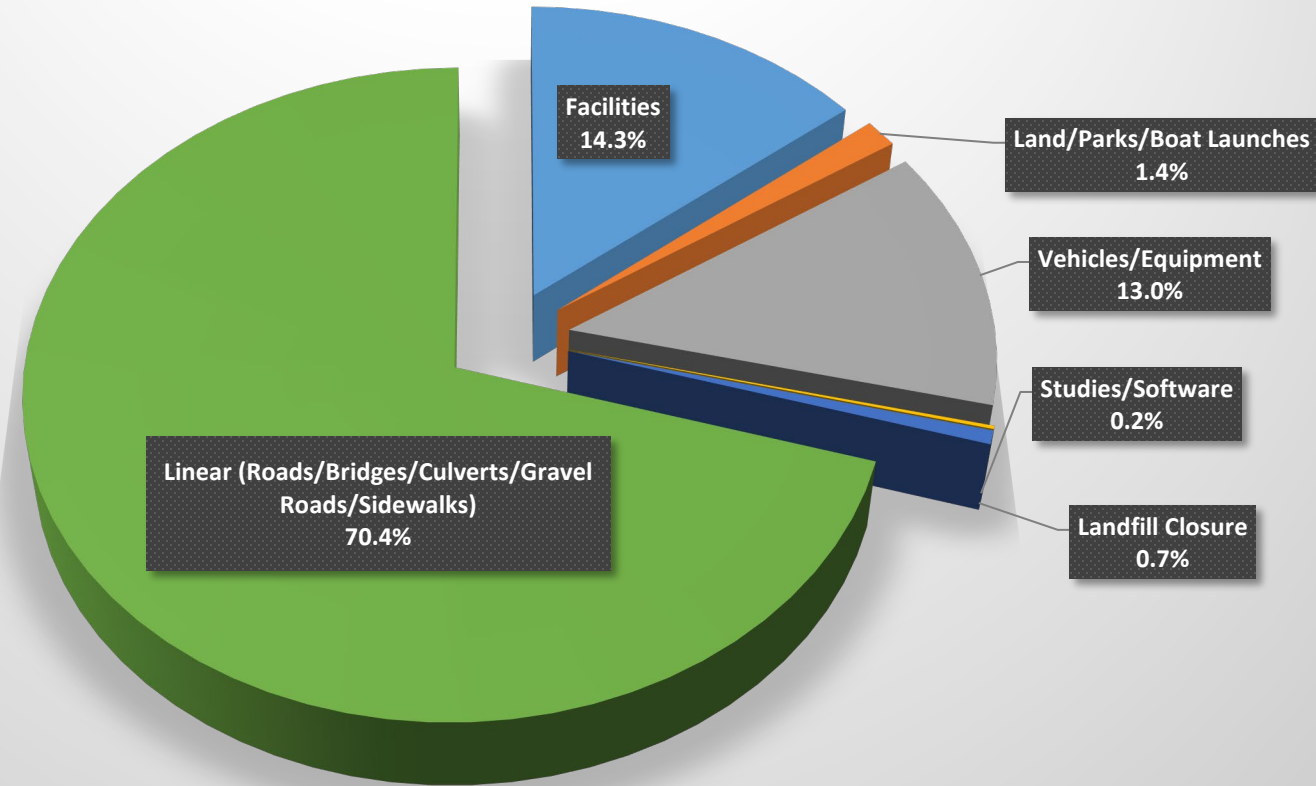
# 2026-2035 OPERATING FORECAST

Average Estimated Operating Expenses (excluding reserves)  
2026 to 2035



# 2026-2035 CAPITAL FORECAST

Average Capital Expenses  
2026 to 2035



# 2026-2035 CAPITAL FORECAST

- Vehicle/equipment replacement of existing equipment is based on 25-year replacement plan (Public Services, Fire and Building)
- Modeling provides for a reduction in the early years to the recommended fleet replacement schedules for Fire and Public Services to reflect available financial resources based on of asset replacements reserves.
- Facilities: Baseline of \$800,00 per year except for a reduction in 2026 only. 2027 and onwards will return to baseline plus inflation.
- Land and Parks: Baseline allocation of \$200,000 per year except for a reduction in 2026 only. 2027 and onwards will return to baseline plus inflation.
- 4.5 M for a firehall in 2029/2030 and 5.5 M for a firehall in 2034/2035. Existing modeling forecasts funding from reserves.
- 6 M is forecasted in 2033/2034/2035 for community facilities. Existing modeling forecasts funding from reserves.
- Includes studies with known frequencies such as DC study, Zoning by law update

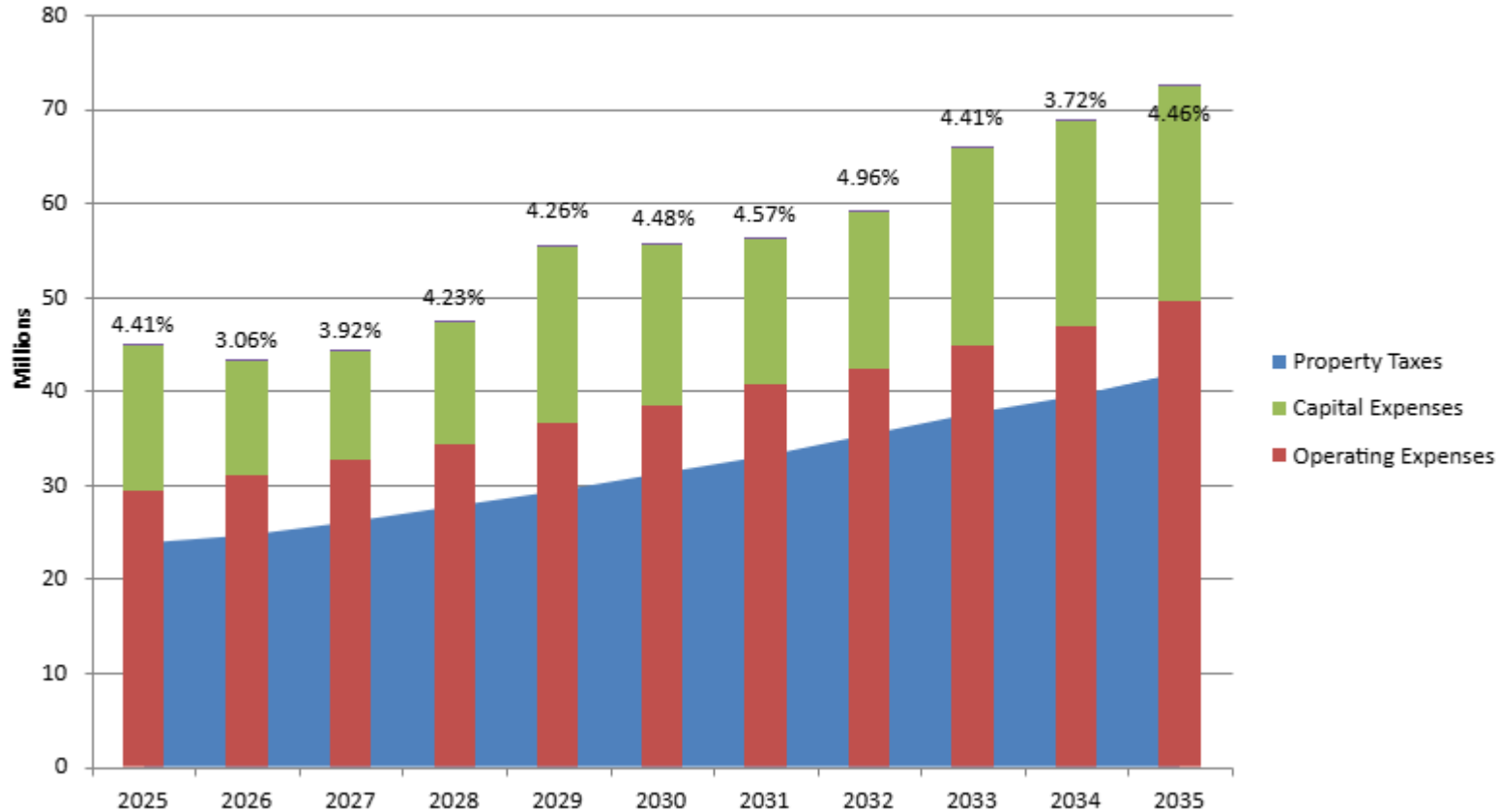


# 2026-2035 CAPITAL FORECAST

- Linear (Roads and Bridges) baseline with 5% yearly increase
- Addition of Major arterial of 2.5 million every 4 years starting in 2029 but reserve to fund it starts to be accumulated in 2026 with \$625,000/year from base road budget
- Gravel roads \$340,000 in 2030 and \$357,000 in year 2031 and forward. Gravel roads continue to be funded as part of the capital roads baseline from 2026-2029.
- Culvert <3m baseline of \$200,000 per year starts in 2029
- Sidewalks \$100,000 per year starts in 2027
- Boat launch upgrades \$65,000 per year starting in 2030
- Guiderails \$100,000 per year starting in 2031
- Modeling increases funding to the landfill closure reserve from 40K to 85K gradually over the 10-year forecast in anticipation of landfill closure costs estimates from Cambium.

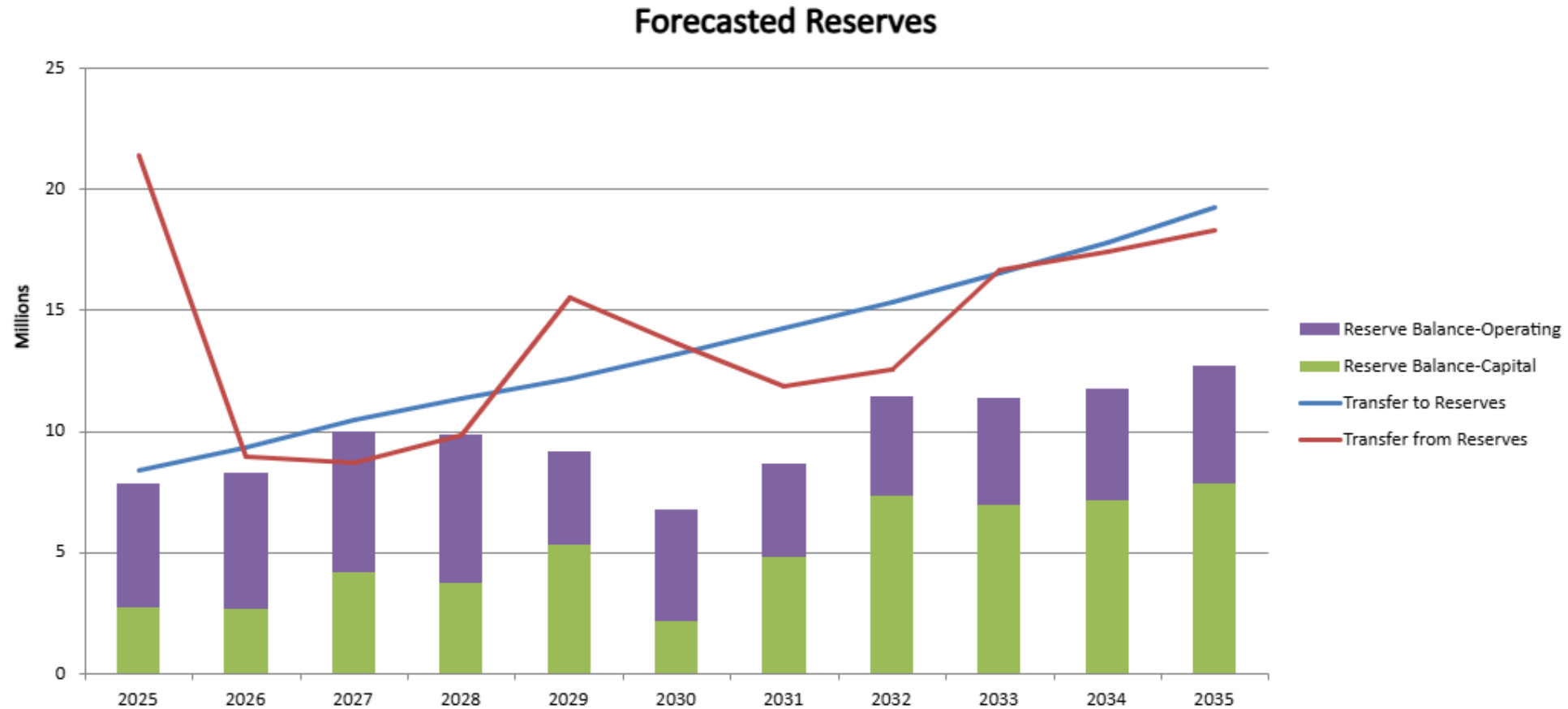
# 2026-2035 FORECASTED TAX LEVY

## Forecasted Tax Levy and Expenses



On average, property taxes fund 57.1% of operating and capital expenses.  
Taxpayer impact, based on average assessment, ranges from 3.06% to 4.96%

# 2026-2035 FORECASTED RESERVES



Stable reserve contributions support the required yearly capital funding needs. Reserve balances range from 6.7 – 12.7 million with an average of 9.9 million. 2025 experienced a large draw on reserves, funding major projects and fleet replacements. This demonstrates the financial sustainability in maintaining consistent transfers into reserves.

# Township of South Frontenac Staff Report

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**To:** Council

**From:** Office of the Chief Administrative Officer

**Date of Meeting:** November 18, 2025

**Subject:** Verona Medical Centre –Septic Line Replacement

**Report Number:** 2025-158

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## Summary

The purpose of this report is to provide Council with information on a required emergency maintenance/repairs at the Verona Medical Clinic and to advise of the financial implications.

## Recommendation

This report is for information only. Due to the timing and need to coordinate the work, the costs have been approved by the Chief Administrative Officer under emergency repair.

## Background

In late September, staff at the Verona Medical Clinic reported recurring issues with the sinks and toilets in the older section of the facility backing up. Township Facilities staff arranged to have the septic tank pumped out; however, the problem persisted. Further investigation was undertaken to determine the source of the issue.

## Investigation and Findings

After attempts to auger the septic lines, a significant blockage was discovered within the original cast iron piping and a subsequent camera inspection of the cast iron plumbing, encased in concrete, confirmed it had become compromised, resulting in restricted flow and recurring backups.

Given the age, condition, and inaccessibility of the original septic lines, the most effective and long-term solution was to abandon the existing lines and install new drain lines servicing the Clinic.

## Scope of Work

The following work will be completed as part of this project:

- Remove subfloor to expose the concrete floor in the main hallway from the bathroom to the newer addition.
- Remove the concrete floor along the same section to access and install new drain lines.
- Abandon the original compromised drains.

- Verify and correct venting of fixtures as required.
- Salvage and reinstall existing fixtures, including the toilet, vanity, laundry sink, washing machine, and file room sink.
- Repair concrete and subfloor following plumbing installation.
- Supply and install new vinyl plank flooring in the bathroom and hallway, including new transitions at doorways.

The identified plumbing deficiencies at the Verona Medical Centre required immediate corrective action to prevent further facility disruptions. The proposed work will replace the deteriorated cast iron piping with new drain lines, restoring full functionality to the facility's plumbing system and ensuring reliable operation moving forward.

#### Facility Shutdown and Coordination

To complete the required work, the Verona Medical Centre will be closed from November 17–21 and 24–25, 2025. Clinic staff have been advised of the shutdown period, agreed with the schedule, and have notified patients accordingly.

#### **Financial Implications**

The Township has engaged First Capital Construction, one of the Township's approved trades, to complete the work at a total cost of \$18,031 (HST excluded). The work will be funded from the Facilities Reserve.

#### **Relationship to Strategic Plan**

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillars: Choose an item.

#### **Climate Considerations**

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

#### **Approvals**

Prepared by: Tim Laprade, Manager of Recreation and Facilities

Approved By:



Louise Fragnito, Chief Administrative Officer.



**Township of South Frontenac  
Council Meeting Minutes**



**Meeting #2025-20**

**Time:** 7:00 PM

**Location:** Council Chambers/Virtual Via Zoom

**Present:** Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Adam Turcotte, Mayor Ron Vandewal

**Absent:** Ray Leonard

**Staff:** Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Stephanie Kuca - Director of Finance and Treasurer

1 Meeting to Order

a) Resolution

Resolution No. [2025-20]-01

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That the Council meeting of November 4, 2025 be called to order at 7:00 p.m.

Carried

2 Roll Call

a) The Deputy Clerk conducted roll call.

3 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-20]-02

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That the agenda be approved, as presented.

Carried

4 Disclosure of Pecuniary Interest

a) There were none.

5 Committee of the Whole "Closed Session"

a) Not applicable.

6 Recess (If Required)

7 Ceremonial Presentations

a) There were none.

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8 Public Meeting

a) Not applicable.

9 Delegations

a) There were none.

10 Briefings

a) Mary Lynn Cousins Brame, CEO, Kingston Frontenac Housing Corporation, was present and spoke to Council regarding the McMullen Manor.

11 Reports from Administration

a) Drinking Water Quality Management System: 2024 Management Review Report and Endorsement of Operational Plan

Heather Roberts from Utilities Kingston was present and provided an overview of the report.

Resolution No. [2025-20]-03

Moved by Councillor Trueman

Seconded by Deputy Mayor Ruttan

That Council receive the Sydenham Drinking Water System Management Review Summary Report 2024, Management Review Meeting Minutes, and Audit Report; and

That Council re-endorse the Operational Plan for the Sydenham Drinking Water System and authorize the Mayor and CAO to sign the Owner and Top Management Endorsement of the Operational Plan for Sydenham's Drinking Water Supply Systems document showing Council's endorsement of the plan.

Carried

b) 2026 Municipal Election – Voting Methods

Resolution No. [2025-20]-04

Moved by Councillor Morey

Seconded by Councillor Pegrum

That Council authorize the use of alternate voting methods during the 2026 Municipal Election in accordance to the Municipal Elections Act;

That By-law 2025-69, attached to Report Number 2025-154 as Exhibit A, being "A By-law to Authorize the Use of Alternative Voting Methods for the 2026 Municipal Election" be given first and second reading;

That By-law 2025-69 be presented to Council for third reading.

Carried

c) Dedication and Assumption of Kona Crescent, Plan 13M-56, Lyon's Landing

Resolution No. [2025-20]-05

Moved by Councillor Sleeth

Seconded by Councillor Roberts

1) That Council Report 2025-153 Dedication and Assumption of Kona Crescent, Plan 13M-56, Lyon's Landing be received; and

2) That By-law 2025-70, attached to Report Number 2025-153 as Exhibit C, being "A By-law to dedicate and assume as common and public highway certain

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lands in the Township of South Frontenac, pursuant to Sections 26, 28 & 31(6) of the Municipal Act, 2001” be given first and second reading; and

3) That By-law 2025-70 be presented to Council for third reading.

Carried

12 Reports from Advisory Committees

a) There were none.

13 Information Reports

a) There were none.

14 Committee of the Whole

a) Not applicable.

15 Communications

a) There were none.

16 Tabling of Documents

a) There were none.

17 New Business

a) There were none.

18 Notice of Motion

a) There were none.

19 Approval of Minutes

a) Resolution

Resolution No. [2025-20]-06

Moved by Deputy Mayor Ruttan

Seconded by Councillor Turcotte

That the minutes of the October 21, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

a) Resolution

Resolution No. [2025-20]-07

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That By-laws Numbers (1) and (2) be given third reading.

Carried

b) Summary of By-laws:

1. By-law 2025-69 - A By-Law to Authorize the Use of Alternative Voting Methods for the 2026 Municipal Election

2. By-law 2025-70 - A By-Law to dedicate and assume as common and public highway certain lands in the Township of South Frontenac, pursuant to Sections 26, 28 & 31(6) of the Municipal Act, 2001

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21 Committee of the Whole "Closed Session"

a) Not applicable.

22 Confirmation By-law

a) Resolution

Resolution No. [2025-20]-08

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2025-71, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. [2025-20]-09

Moved by Councillor Morey

Seconded by Councillor Trueman

That By-law 2025-71, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

23 Date of Next Meeting

a) The next Council meeting is scheduled for November 18, 2025 at 7:00 p.m.

24 Adjournment

a) Resolution

Resolution No. [2025-20]-10

Moved by Councillor Roberts

Seconded by Deputy Mayor Ruttan

That the Council meeting of November 4, 2025 be adjourned at 7:38 p.m.

Carried

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Ron Vandewal, Mayor

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James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

**By-Law Number 2025-75****A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on November 18, 2025**

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**Whereas** Section 8 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 the *Municipal Act* of 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 municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

**Whereas** Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and;

**Whereas** the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**Therefore, be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on November 18, 2025, be confirmed as actions for which the municipality 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 South Frontenac held November 18, 2025, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on November 18, 2025, except those taken by by-law and those required by bylaw to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. Execution by the Mayor and the Clerk of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
5. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, November 18, 2025

Given Third Reading and Passed: Tuesday, November 18, 2025

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**James Thompson, Clerk**

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**Ron Vandewal, Mayor**