



# TOWNSHIP OF CENTRAL FRONTENAC

1084 Elizabeth Street, Box 89, Sharbot Lake, Ontario, K0H 2P0

Office Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

Phone 613-279-2935

Fax: 613-279-2422



E-mail: [township@centralfrontenac.com](mailto:township@centralfrontenac.com)

Website: [www.centralfrontenac.com](http://www.centralfrontenac.com)

## JANUARY 2024

	District 1	District 2	District 3	District 4
	<b>Mayor Frances Smith</b> 613-453-8146	<b>Lynn Klages</b> 613-305-0953	<b>Danny Meeks</b> 613-375-6111	<b>Susan Irwin</b> 613-530-0292
		<b>Cindy Kelsey</b> 613-336-8277	<b>Bill Everett</b> 613-483-0673	<b>Duncan McGregor</b> 613-929-6440
				<b>Phillip Smith</b> 613-539-7670
				<b>Nicki Gowdy</b> 613-483-4860

## COUNCIL MEETINGS/COMMITTEE OF ADJUSTMENTS



**Council meetings** are held in person at the Soldiers Memorial Hall, 1107 Garrett St. Sharbot Lake ON. Our regularly scheduled meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, with the exception of July, August and December, when the meetings are only held on the 2<sup>nd</sup> Tuesday. Our meetings are also typically live-streamed through our Youtube channel,

[www.youtube.com/channel/UCAbInDnpBHRoRC4GvkZR52w](http://www.youtube.com/channel/UCAbInDnpBHRoRC4GvkZR52w). We can offer virtual attendance via zoom for presentation/participation in certain circumstances as well. If you wish to address council, please contact the clerk's department before noon on the Wednesday prior to the meeting to put your name on the agenda. For more information contact the Deputy Clerk [jleague@centralfrontenac.com](mailto:jleague@centralfrontenac.com).

**Committee of Adjustment** meetings are typically scheduled the second Thursday of each month, and are held in a hybrid format; in person at the Soldiers' Memorial Hall, 1107 Garrett St., and via zoom. Links are posted at [www.centralfrontenac.com/en/business/committee-of-adjustment.aspx](http://www.centralfrontenac.com/en/business/committee-of-adjustment.aspx) prior to each meeting to allow participants to connect via zoom.

## ZONING BY-LAW UPDATES



To view the updated comprehensive zoning by-law, follow this link:

[www.centralfrontenac.com/en/business/planning-documents-zoning-and-plans.aspx](http://www.centralfrontenac.com/en/business/planning-documents-zoning-and-plans.aspx). To check the zone applicable to your property, visit [www.frontenacmaps.ca](http://www.frontenacmaps.ca).

## INTERIM TAX BILL



Your Interim bill is based on the previous year's Final Bill and will be a maximum of 50% of the 2023 annualized assessment. The bill consists of one page, including two installment date payment stubs. Please return the appropriate stub(s) with your payment. Receipts are only mailed if requested in writing. A penalty (late payment) charge of 1.25% per month will be charged on amounts not paid by the due date(s). (Penalty is applied as of the 1<sup>st</sup> of each month).

Visit [www.centralfrontenac.com](http://www.centralfrontenac.com) for payment options.

**PRE-AUTHORIZED PAYMENT PLAN (PAP)** forms are available at [www.centralfrontenac.com/treasury.html](http://www.centralfrontenac.com/treasury.html) or at the Municipal Office. If you are already set up on a PAP plan the tax bill is for **information only**.

A \$25.00 fee is charged for all returned payments.

## ASSESSMENT NOTICES



The assessed value of your property is determined by MPAC. Should you require assistance with your assessment, please visit [www.AboutMyProperty.ca](http://www.AboutMyProperty.ca) to verify detailed information about your property, call **MPAC** at 1 866-296-6722 or access the MPAC website [www.mpac.ca](http://www.mpac.ca). To appeal your assessment, a Request for Reconsideration (RFR) must be filed before April 1<sup>st</sup>, 2024. An RFR is a mandatory first step for residential, farm and managed forest property classes. (Not mandatory for other property classes but is available).

## ONLINE HALL BOOKINGS



Please visit [www.centralfrontenac.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn](http://www.centralfrontenac.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn) to create a login to our new online hall booking software (PerfectMind), where you can view hall rental availability and book the hall. All hall bookings **must be confirmed** by our staff before the booking is complete. A confirmation email will be sent to you for payment.

## FIRE SERVICES



**Smoke alarms save lives!** Every home in Ontario **must** have a working smoke alarm on every storey and outside sleeping areas.

Fire Permits are required year-round for all outdoor burning. Please note: There are time restrictions when burning between April 1st and October 31st. Get your fire permit at the office or by visiting [www.centralfrontenacfire.burnpermits.com/](http://www.centralfrontenacfire.burnpermits.com/).

To view our burn by-law, please visit:

[www.centralfrontenac.com/en/living-here/burn-permits.aspx?mid=25903](http://www.centralfrontenac.com/en/living-here/burn-permits.aspx?mid=25903)

Under the Next Gen 9-1-1 guidelines, all unnamed islands with dwellings must be appropriately named and given civic addresses to update the 9-1-1 emergency system for emergency response. Fire Services is currently undertaking this task.

## BUILDING PERMITS



Building permits are required for most building projects. Permits are required for homes, cottages, new or replacement decks, garages and other accessory buildings, woodstoves, pools, plumbing changes, and sewage systems. Permits are typically not required for a single-storey building that is less than 160 square feet with no plumbing and not used for human habitation. The building department staff are always willing to hear about your plans and offer guidance to assist in making the application and building process as smooth as possible. Unless you are an experienced builder, talking to us before beginning your project will help avoid unnecessary problems and/or delays. For more information, see the links below:

[www.centralfrontenac.com/en/business/building-and-planning.aspx?\\_mid\\_=27228](http://www.centralfrontenac.com/en/business/building-and-planning.aspx?_mid_=27228)

Zoning By-law

[www.centralfrontenac.com/en/township-office/resources/2022-61---Amend-By-Law-2011-25-comprehensive-zoning-by-law-with-schedules.pdf](http://www.centralfrontenac.com/en/township-office/resources/2022-61---Amend-By-Law-2011-25-comprehensive-zoning-by-law-with-schedules.pdf)

Frontenac Maps

[www.county-frontenac.hub.arcgis.com/](http://www.county-frontenac.hub.arcgis.com/)

## WASTE MANAGEMENT



The Township will continue to be aggressive with its goal of diverting as much material as possible out of the waste stream. Waste site attendants have noticed a large quantity of recyclable material being brought during amnesty days. The Amnesty Program is being reviewed by the Waste and Recycling Committee and Council. Updates on the program will come in the spring of 2024.

The Central Frontenac Waste and Recycling Committee, along with the Public Works staff are working to try to provide a local household hazardous waste depot at the 1130 Wemp Road facility. If the Township receives the required approvals, the Public Works manager aims to open the depot in 2024. If you have questions or concerns, please submit them by phone at 613-279-2935 or by visiting [www.v4.citywidesolutions.com/csr/centralfrontenac/?\\_mid\\_=27393](http://www.v4.citywidesolutions.com/csr/centralfrontenac/?_mid_=27393)

## SEPTIC PERMITS AND INSPECTIONS



The Township of Central Frontenac now provides Part 8 On-site Sewage System services. If you need to apply for onsite sewage systems or have questions regarding sewage systems, please go to [www.centralfrontenac.com/en/business/sewage-systems.aspx](http://www.centralfrontenac.com/en/business/sewage-systems.aspx)

## ANIMAL CONTROL UPDATE



Dog tag costs: \$12 per license (renewal or new dog) until June 30, \$25 per renewal as of July 1<sup>st</sup>, \$5 tag replacement. Those failing to purchase a tag may be subject to a fine. If your dog goes missing, please contact Frontenac Municipal Law Enforcement Inc. at 613-541-3213. If you find a dog wearing a Central Frontenac dog tag please contact the Township Office to trace the number.

## STAFF DIRECTORY

Department	Position	Name	Ext	Email
Clerks Department	CAO/Clerk	Cathy MacMunn	227	cmacmunn@centralfrontenac.com
	Deputy Clerk/Executive Assistant	Jody Legue	232	jlegue@centralfrontenac.com
	Community Serv.Coordinator	Chris Nelson	238	cnelson@centralfrontenac.com
Building/Planning Department	Chief Building Official	Andrew Dillon	226	adillon@centralfrontenac.com
	Building Inspector On-site Sewage Systems	Crystal Nedow	258	cnedow@centralfrontenac.com
	Development Services	Janice Cahill	260	jcahill@centralfrontenac.com
	Facilities Coordinator	Terry Asselstine	245	tasselstine@centralfrontenac.com
	Community Planner	Jennie Kapusta		planning@frontenacounty.ca
Fire Department	Fire Chief	Chris McDonough	359	cmcdonough@centralfrontenac.com
	Deputy Fire Chief	Jesse Gilroy	231	jgilroy@centralfrontenac.com
	Admin Assistant	Donna Longmire	243	dlongmire@centralfrontenac.com
Public Works	Manager	Steve Gould	261	sgould@centralfrontenac.com
	Supervisor	To be filled	262	@centralfrontenac.com
	PW Technologist	To be filled	235	@centralfrontenac.com
Treasury	Treasurer	Michael McGovern	224	treasury@centralfrontenac.com
	Deputy Treasurer	Erin Babcock	221	ebabcock@centralfrontenac.com
	Accounts Payable	Amy Rogers	228	arogers@centralfrontenac.com
	Clerical Assistant	Stephanie Hammond	242	shammond@centralfrontenac.com
	Clerical Assistant	Abigail McKinnon	225	amckinnon@centralfrontenac.com
	Clerical Assistant	Madison Cowdy	237	mcowdy@centralfrontenac.com

Assessment inquiries:  
1-866-296-6722 or mpac.ca  
[www.AboutMyProperty.ca](http://www.AboutMyProperty.ca)



Water testing inquiries:  
613-549-1232 or 1800-267-7875  
[www.kflaph.ca/en/health-topics/drinking-water.aspx](http://www.kflaph.ca/en/health-topics/drinking-water.aspx)

