



**The Corporation of the  
Township of Central Frontenac  
Regular Meeting of Council Minutes  
Tuesday, September 23, 2025, at 6:00 PM  
Council Chambers, 14216 Road 38, Sharbot Lake**

**Roll Call**

**Members:** Mayor Frances Smith, Deputy Mayor Bill Everett, Councillors: Susan Irwin, Dan Meeks, Phillip Smith, Nicki Gowdy, Duncan McGregor, Lynne Klages, and Cindy Kelsey.

**Staff in Attendance:** Cathy MacMunn–CAO/Clerk, Jody Legue–Deputy Clerk/EA to the CAO, Chris Nelson–Community Services Coordinator, Michael McGovern–Treasurer, and Nicole Shorts–By-law Enforcement Officer.

**1. Call to Order**

Mayor Smith called the meeting to order at 6:00 p.m.

**2. Land Acknowledgement**

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

**3. National Anthem**

Please stand for the National Anthem

**4. Approval of the Agenda**

*Moved by:* Susan Irwin

*Seconded by:* Cindy Kelsey

**THAT** the agenda for the Regular Meeting of Council of September 23, 2025 be approved as amended to suspend the provisions of Section 10.4 the Procedural By-law 2023-53 respecting delegations, and to permit four (4) delegations to be heard.

**AND FURTHER THAT** 2 additional items be added to section 19. Closed Session,

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

2. 2.239.2(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

**5. Disclosure of Pecuniary Interest**

None.

**6. Approval of the Minutes**

*Moved by:* Dan Meeks

*Seconded by:* Lynne Klages

**THAT** the minutes from the regular meeting of Council held on September 9, 2025, be approved as amended.

**CARRIED**

The minutes have been corrected under Item 16: the third paragraph now reads '...Councillor Irwin, Mayor Smith and Councillor Everett raised concerns...' instead of '...Councillor Irwin, Mayor Smith and Councillor McGregor raised concerns...'

**7. Mayors Remarks**

a. Flag Raising

Mayor Smith shared that earlier this afternoon, a flag-raising ceremony was held at the beach with Chief Doreen Davis to mark the beginning of the Week of Reflection in honour of Truth and Reconciliation. To recognize this important time, the Sharbot Obaadjiwan flag will be flown at half-mast until October 1, 2025.

On September 30, 2025, members of the Sharbot Obaadjiwan community will return to the beach for Every Child Matters Day. Mayor Smith encouraged residents to attend, reflect, and engage meaningfully with the community.

b. Volunteer Appreciation

Mayor Smith shared that the Volunteer Appreciation Event was held on Saturday, September 20, 2025, with approximately 80 people in attendance. Council Members served barbequed meals to the volunteers, who were also presented with Volunteer Pins in recognition of their valuable contributions.

Mayor Smith extended sincere thanks to all volunteers for their dedication and service to the community.

- c. Safety Truck Rodeo  
Mayor Smith announced that on September 10, 2025, Township staff members Taylor Blackburn and Joel Connally represented the Township in the District 8 Association Road Supervisors' Safety Truck Rodeo. The Township is very proud of their achievements: Taylor placed first in the district and will advance to the provincial finals on September 24, 2025, while Joel placed third.

The provincial Safety Truck Rodeo is a prestigious competition that showcases the skill and professionalism of Ontario's top municipal equipment operators, with challenges designed to replicate real-world working conditions.

## 8. Delegations

- a. Steven Reader, Originative Energy Solutions Partners (OESP)  
*Moved by:* Bill Everett  
*Seconded by:* Cindy Kelsey

**THAT** Council receive the Pre-Engagement Confirmation Notice provided by Originative Energy Solutions Partners regarding a proposal to construct and operate a Long-Term Capacity Service Project located on Municipal Project Lands identified as Pt. Lt. 3 - 4, Con. 2, Hinchinbrooke District, Municipal address 7349 Hinchinbrooke Road North.

**CARRIED**

*Moved by:* Bill Everett  
*Seconded by:* Phillip Smith

**THAT** Council receive the presentation from Steven Reeder with Originative Energy Solutions partners for information.

**CARRIED**

- b. David Bates- Resident  
2024-41 Canine Control Bylaw  
*Moved by:* Nicki Gowdy  
*Seconded by:* Duncan McGregor

**THAT** Council receive the presentation from David Bates regarding the Canine Control By-law for information.

**CARRIED**

Mayor Smith thanked Mr. Bates for his comments and advised that they will be taken under consideration and referred to the Township's By-Law Enforcement Officer.

- c. Tracey Hole & Aleris Cronk- Residents District #4  
*Moved by:* Phillip Smith  
*Seconded by:* Cindy Kelsey

**THAT** Council receive the Hinchinbrooke School Property Community Vision report from Tracey Hole and Aleris Cronk for information.

**CARRIED**

- d. Rhonda Kimberley Young, Railway Society  
*Moved by:* Duncan McGregor  
*Seconded by:* Lynne Klages

**THAT** Council receive the presentation from Rhonda Kimberley Young from the Railway Society for information;

**AND FURTHER THAT** Council authorize the CAO/Clerk to write a letter of support for the Railway Society's Rural Ontario Development Program grant application.

**CARRIED**

**9. Public Meeting**

None.

**10. Consent Agenda**

- a. Correspondence received for September 23rd, 2025
1. City of Welland dated September 4, 2025. Re: Ontario Municipal Advisory Committee Review Survey.
  2. Town of Fort Frances dated August 11, 2025. Re: Support for the Elect Respect campaign.
  3. Town of Fort Frances dated August 11, 2025. Re: Opposition to Strong Mayor Powers.
  4. Township of Southgate dated September 4, 2025. Re: Resolution of Support – City of St. Catharine's – Elect Respect Pledge.
  5. Township of Perry dated September 4, 2025. Re: Support for Advocacy for Increased Income Support Thresholds for Canadian Veterans.
  6. Township of Armour dated September 9, 2025. Re: O. Reg. 391/21 - Blue Box Regulation.
  7. Town of Goderich dated September 16, 2025. Re: Endorsement of City of St. Catherine's Motion – Elect Respect Pledge.

- 8. Municipality of South Huron dated September 17, 2025. Re: Proposed Amendments to the Resource Recovery and Circular Economy Act.
- 9. Bluewater Recycling Association dated September 2, 2025. Re: Feedback on Proposed Amendments to the Resource Recovery & Circular Economy Act.
- b. Central Frontenac Housing Committee Minutes- June 23, 2025
- c. Economic Development Advisory Committee Minutes- August 6, 2025
- d. Trail Committee Minutes- September 9, 2025

*Moved by:* Bill Everett  
*Seconded by:* Dan Meeks

**THAT** Council receive items a through d for information as they are considered routine.

**CARRIED**

**11. Deferred Items**

None.

**12. Staff Reports/Departmental Updates**

- a. 171-2025 - PLAN - Severance Review Report  
*Moved by:* Susan Irwin  
*Seconded by:* Nicki Gowdy

**THAT** the Council for the Township of Central Frontenac direct staff to prepare water supply standards to be used by applicants proposing to create a new lot on private services;

**AND THAT** the draft water supply standards be presented to Council and the public for review and comment prior to being endorsed by Council;

**AND THAT** Council also direct staff to begin the process of amending the Official Plan to propose allowing a third severance in the Rural Area;

**AND THAT** the Official Plan Amendment process run concurrently with the development of the water supply standards.

**CARRIED**

- b. 172-2025 CFFRS Activity Report September 23 2025  
*Moved by:* Phillip Smith  
*Seconded by:* Bill Everett

**THAT** Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated September 23, 2025

**CARRIED**

- c. 173-2025 - FIN - Accts Payable - September 23, 2025  
*Moved by:* Lynne Klages  
*Seconded by:* Susan Irwin

**THAT** Council receive the Accounts Payable Report (Cheque Distribution) in the amount of \$1,966,072.32 as prepared by the Treasurer, for information.

**CARRIED**

- d. 174-2025 - FIN - Apportionments of Taxes  
*Moved by:* Duncan McGregor  
*Seconded by:* Dan Meeks

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

10-39-040-010-01400-0000; 10-39-040-020-21420-0000 & 10-39-040-020-21425-0000; 10-39-040-040-01300-0000 & 10-39-040-040-01303-0000; 10-39-040-060-00200-0000 & 10-39-040-060-00204-0000; 10-39-040-060-01825-0000; 10-39-040-060-07500-0000 & 10-39-040-060-07550-0000; 10-39-050-020-32600-0000 & 10-39-050-020-32700-0000; 10-39-070-020-19700-0000 & 10-39-070-020-19707-0000; 10-39-080-020-16501-0000; 10-39-080-020-17100-0000; 10-39-080-030-18500-0000 & 10-39-080-030-18505-0000; 10-39-080-030-18500-0000 & 10-39-080-030-18512-0000 & 10-39-080-030-18513-0000

**CARRIED**

- e. 175-2025 - FIN - 357/358/359 Application Response(s)  
*Moved by:* Lynne Klages  
*Seconded by:* Nicki Gowdy

**THAT** Council for the Township of Central Frontenac approve the following reduction of Assessment pursuant to the Municipal Act.

Roll Number 10-39-010-020-01800-0000 for the period of July 30, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/**Razed by fire**, demolition, or otherwise - (357)(1)(d)(i); And;

Roll Number 10-39-040-020-01900-0000 for the period of November 14, 2024 to December 31, 2025 as reported by MPAC. Reason – Demolition/**Razed by fire**, demolition, or otherwise - (357)(1)(d)(i); And;

Roll Number 10-39-080-010-03900-0000 for the period of November 14, 2024 to December 31, 2025 as reported by MPAC. Reason – Ceases to be liable for the tax rate it was taxed - (357)(1)(a) And;

Roll Number 10-39-080-040-01158-0000 for the period of June 26, 2025 to December 31, 2025 as reported by MPAC. Reason – Demolition/**Razed by fire**, demolition, or otherwise - (357)(1)(d)(i)

**AND FURTHER THAT** Council approves an adjustment of taxes to be calculated by the tax department for the related period.

**CARRIED**

- f. 176-2025 - FIN - Draft Capital Policy Report  
*Moved by:* Cindy Kelsey  
*Seconded by:* Phillip Smith

**THAT** Council receive the Draft Tangible Capital Asset (TCA) Policy for information;

**AND FURTHER THAT** Council provide the Treasurer with recommendations.

**CARRIED**

- g. 177-2025 FIN New Website Platform Required  
*Moved by:* Susan Irwin  
*Seconded by:* Duncan McGregor

**THAT** Council receive the report for information;

**AND THAT** Council receive for information the Treasurer's report entitled "New Website Platform Required";

**AND THAT** Council supports the selection of Sandbox Software Solutions as the successful proponent to create a new website for Central Frontenac Township at a cost of \$22,157+ annual hosting of \$5,700;

**AND THAT** Council directs the Treasurer to add the cost to the 2026 budget;

**AND THAT** Council authorize the CAO & Mayor to enter a contract for website services with Sandbox Software Solutions to start late in 2025 to avoid last minute issues for our residents.

**CARRIED**

- h. 178-2025 - ADMIN - By-Law Activity Report  
*Moved by:* Dan Meeks  
*Seconded by:* Lynne Klages

**THAT** Council receive the September 23, 2025 Bylaw Enforcement and Education Activity Report as prepared by the Bylaw Enforcement Officer for information.

**CARRIED**

- i. 179-2025 ADMIN- Planning Activity Report - September 23rd, 2025  
*Moved by:* Bill Everett  
*Seconded by:* Nicki Gowdy

**THAT** Council receive the Planning Activity Report dated September 23rd, 2025 as prepared by the Planning Services Assistant for information.

**CARRIED**

- j. 180-2025 ADMIN September Activity Report  
*Moved by:* Susan Irwin  
*Seconded by:* Bill Everett

**THAT** Council receive the September 2025 Administration activity report as presented by the Chief Administrative Officer/Clerk for information.

**CARRIED**

k. 181-2025 - ADMIN Committee of Council Titles Report

*Moved by:* Nicki Gowdy

*Seconded by:* Duncan McGregor

**THAT** Council receive the "Committee of Council Titles" report for information;

**AND THAT** all Committees of Council be renamed to incorporate the term "Advisory" in their official titles;

**AND FURTHER THAT** Standing Committees be retitled as Standing Advisory Committees, Ad Hoc Committees be retitled as Ad Hoc Advisory Committees, and all other Committees of Council be renamed to reflect their advisory role.

**CARRIED**

l. 182-2025 ADMIN Open House

*Moved by:* Lynne Klages

*Seconded by:* Cindy Kelsey

**WHEREAS** the municipality purchased the former Simonett building from W.A. Robinson Holdings Inc. in June 2025, and subsequently relocated municipal offices to the new building on July 14, 2025;

**AND WHEREAS** the CAO/Clerk is recommending that Council consider hosting an Open House in October 2025 to formally introduce the new municipal facility to the public;

**AND WHEREAS** it is proposed that invitations be extended to residents, neighbouring township representatives, legal counsel, contractors, and other relevant stakeholders as outlined in this report;

**NOW THEREFORE BE IT RESOLVED** that Council approve the recommendation of the CAO/Clerk to host an Open House for the new municipal building.

**CARRIED**

Council agreed to set October 20, 2025, from 4:00 pm- 6:00 pm as the scheduled date and time.

**13. Committee/Other Reports**

- a. Septic Re-Inspection Committee  
Recruitment of Public Member  
*Moved by:* Bill Everett  
*Seconded by:* Duncan McGregor

**THAT** Council accept and approve the Terms of Reference as submitted by the Septic Re-Inspection Committee.

**CARRIED**

*Moved by:* Susan Irwin  
*Seconded by:* Cindy Kelsey

**WHEREAS** Jim McIntosh has resigned from the Septic Re-Inspection Committee;

**AND WHEREAS** the Committee's composition requires a minimum of three (3) public members;

**NOW THEREFORE BE IT RESOLVED THAT** Council authorize staff to initiate the recruitment process to fill the vacancy on the Septic Re-Inspection Committee.

**CARRIED**

- b. Central Frontenac Housing Committee - Terms of Reference  
*Moved by:* Cindy Kelsey  
*Seconded by:* Phillip Smith

**THAT** Council accept and approve the Terms of Reference as submitted by the Central Frontenac Housing Committee.

**CARRIED**

- c. Adhoc Website Committee Appointment  
*Moved by:* Nicki Gowdy  
*Seconded by:* Dan Meeks

**THAT** the Ad Hoc Website Advisory Committee be comprised of 2 members of Council and 4 members of the public;

**AND THAT** Bill Everett and Susan Irwin be appointed as the Council members of said Committee;

**AND FURTHER THAT** Council authorize staff to commence the recruitment process for community members of the Ad Hoc Website Advisory Committee.

**CARRIED**

Ad Hoc committees must have less than 50% members of Council, per S. 3 Central Frontenac Committee Policy

- d. Heritage Committee Appointment  
*Moved by:* Phillip Smith  
*Seconded by:* Cindy Kelsey

**THAT** Nicki Gowdy be appointed as the second (2nd) member of Council on the Heritage Committee.

**AND FURTHER THAT** Council authorize staff to begin recruitment of community members for said committee.

**CARRIED**

**14. Communications/Correspondence for Action**

None.

**15. By-Laws/Agreements**

None.

**16. Notice of Motions**

None.

**17. Giving Notice of Motions**

None.

**18. New/Other Business**

None.

**19. Closed Session**

- a. Resolve into Closed Session  
*Moved by:* Dan Meeks  
*Seconded by:* Susan Irwin

**THAT** Council resolve into closed session pursuant to S. 239.2 of the Municipal Act to discuss

- 1. personal matters about an identifiable individual, including municipal or local board employees (S.239.2(b))

2. 239. (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
3. 239.2(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

b. Rise From Closed Session

*Moved by:* Phillip Smith

*Seconded by:* Bill Everett

**THAT** Council rise from closed session pursuant to S. 239.2 of the Municipal Act to discuss

1. personal matters about an identifiable individual, including municipal or local board employees (S.239.2(b))
2. 239. (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
3. 239.2(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

c. Offer for former Municipal Office

*Moved by:* Susan Irwin

*Seconded by:* Lynne Klages

**WHEREAS** the former Municipal Office, located at 1084 Elizabeth Street, Sharbot Lake, was declared surplus;

**AND WHEREAS** Council has received an offer to purchase the former Municipal Office;

**NOW THEREFORE BE IT RESOLVED THAT** Council hereby accept the offer from Community Living-North Frontenac Board of Directors as presented in closed session.

**CARRIED**

**20. Adjournment**

*Moved by:* Duncan McGregor

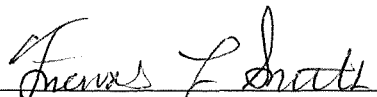
*Seconded by:* Lynne Klages

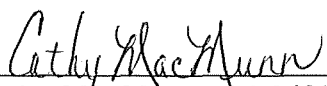
**THAT** By-Law 2025-44 being a by-law to confirm the proceedings of the regular council meeting held September 23rd, 2025, be read first, second, and third time, and finally passed this 23rd day of September, 2025;

**AND FURTHER THAT** this meeting be adjourned until Tuesday, October 14th, 2025, at 6:00 p.m. for a regular meeting of the Council, said meeting to be held at the Council Chambers, 14216 Road 38, Sharbot Lake, ON

**CARRIED**

The meeting was adjourned at 8:20 p.m.

  
\_\_\_\_\_  
Frances Smith, Mayor

  
\_\_\_\_\_  
Cathy MacMunn, CAO/Clerk