



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

Tuesday, November 11, 2025 at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Page

## 1. Call to Order

## 2. Land Acknowledgement

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

## 3. National Anthem

Please stand for the National Anthem

## 4. Approval of the Agenda

THAT the agenda for the regular meeting of Council to be held November 11, 2025, be approved as presented [amended].

## 5. Disclosure of Pecuniary Interest

## 6. Approval of the Minutes

THAT the minutes from the regular meeting of Council held on October 28, 2025, be approved as presented [amended].

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[Regular Meeting of Council - Oct 28 2025 - Minutes - Public.docx](#) 

## 7. Mayors Remarks

## 8. Delegations

## 9. Public Meeting

## 10. Consent Agenda

- a. Correspondence Received for November 11, 2025
  1. Eastern Ontario Wardens' Caucus (EOWC), dated October 24,

2025. Re: The EOWC Strengthens Ties with Federal Leaders During Parliament Hill Advocacy Day.
2. Town of Bradford West Gwillimbury, dated October 27, 2025. Re: Removing HST/GST from New Homes to Support Housing Affordability.
3. Municipality of St. Charles, dated October 15, 2025. Re: Support for the Township of Moonbeam for Stop the Spray Canada.
4. Norfolk County, dated October 23, 2025. Re: Letter of support for the Regional Municipality of Waterloo – Blue Box.
5. Town of East Gwillimbury, dated October 28, 2025. Re: Opposition to the *Protect Ontario by Unleashing Our Economy Act, 2025*.
6. Town of Wasaga Beach, dated October 29, 2025. Re: Public Safety Requirements to Protect Our Communities.
7. Municipality of Halton, dated October 3, 2025. Re: Public Safety Requirements to Protect Our Communities.
8. Niagara Region, dated September 30, 2025. Re: State of Emergency on Mental Health, Homelessness and Addictions.
9. Municipality of Wawa, dated October 21, 2025. Re: Accessible and Effective Alcohol Container Return System in Ontario.
10. Municipality of St. Charles dated October 15, 2025. Re: Closure of Before and After School Programs.
11. Town of Plympton-Wyoming dated October 8, 2025. Re: Conservation Authority Fee Freeze.
12. Municipality of Calvin dated October 29, 2025. Re: Conservation Authority Fee Freeze.
13. Town of Blue Mountains dated October 20, 2025. Re: Bill 5, Special Economic Zones and T.C. Energy’s Pumped Storage Proposal.
14. Municipality of South Huron dated November 5, 2025. Re: Collaborative Action on Sustainable Waste Management.

**11. Deferred Items**

**12. Staff Reports/Departmental Updates**

- |    |   |         |
|----|---|---------|
| a. | 209-2025- PW - Public Works Activity Report<br><a href="#">Public Works Activity Report</a>          | 20 - 21 |
|    | THAT Council receive the Public Works Activity Report as presented by the Public Works Manager for information.   |         |
| b. | 210-2025 - PW - Capital Project Status Report<br><a href="#">Public Works Project Status Report</a>  | 22 - 23 |

THAT Council receive the Public Works Project Status Report as presented by the Public Works Manager for information.

- c. 211-2025 - PW - Curbside Garbage Pickup 24 - 26  
[Curbside Garbage Pickup Report](#) 

THAT Council receive the Curbside Garbage Pickup Preliminary Report as presented by the Public Works Manager for information;


AND THAT Council authorizes the Public Works Manager and staff additional time to collect accurate data, consult with relevant sources, and conduct a detailed analysis of all variables affecting the potential implementation of curbside garbage pickup;

AND THAT Council provide direction to staff regarding a defined service area for future analysis;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges receipt of the preliminary update regarding curbside garbage pickup and authorizes staff to continue gathering data and return to Council in the New Year with a more detailed and informed report.

- d. 212-2025 - DS - October Building Report 27 - 28  
[Construction Details \(Building Activity\) Report](#) 

THAT Council receive the October Construction Details (Building Activity) report as presented by the Chief Building Official for information.

- e. 213-2025 - DS - Capital Projects Status Report September 2025 29 - 31  
[Capital Project Status Report](#) 

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

- f. 214-2025 - ADMIN - Alternate Voting Method for the 2026 Election 32 - 33  
[Alternate Voting Method Report](#) 

THAT Council receives the Administrative Report from the CAO/Clerk entitled "Voting Method for the 2026 Municipal Election" for information;

AND THAT Council approves the recommendation of the CAO/Clerk to continue the use of internet and telephone voting as the alternative voting method for the 2026 Municipal and School Board Elections.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the continued use of internet and telephone voting as the alternative voting method for the 2026 Municipal and School Board Elections, in accordance with Section 42(1) of the Municipal Elections Act, S.O. 1996, c. 32, as amended;

AND FURTHER THAT the bylaw be passed later in the meeting.

**13. Committee/Other Reports**

**14. Communications/Correspondence for Action**

**15. By-Laws/Agreements**

- a. Alternative Voting Methods for 2026 Election

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[2025-48 - Alternative Voting Methods for 2026 Elections By-Law.docx](#)



THAT By-Law 2025-48, being a by law authorizing electors to use alternative voting methods in the 2026 election, be read a first, second and third time and finally passed this 11th day of November, 2025.

**16. Notice of Motions**

**17. Giving Notice of Motions**

**18. New/Other Business**

**19. Closed Session**

**20. Adjournment**

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THAT By-Law 2025-49 being a by-law to confirm the proceedings of the regular council meeting held November 11, 2025, be read first, second, and third time, and finally passed this 11th day of November, 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, November 25, 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



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

Tuesday, October 28, 2025, at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

## Roll Call

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

**Regrets:** Chris McDonough, Fire Chief/Manager of Emergency Services

**Staff in Attendance:** Cathy MacMunn, CAO/Clerk; Jody Legue, Deputy Clerk; Abigail McKinnon, Planning Assistant; Chris Nelson, Community Services Coordinator; Nicole Shorts, By-Law Enforcement Officer; Michael McGovern, Treasurer; Steve Gould, Public Works Manager.

### 1. Call to Order

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

### 2. Land Acknowledgement

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

### 3. National Anthem

Please stand for the National Anthem

### 4. Approval of the Agenda

Motion# 398-2025

**THAT** the agenda for the regular meeting of Council to be held October 28, 2025, be approved as amended, with the addition of an item in section 12, report # 208-2025- Winter Sand Contract Extension.

*Moved by:* Susan Irwin

*Seconded by:* Cindy Kelsey

**CARRIED**

**5. Disclosure of Pecuniary Interest**

None

**6. Approval of the Minutes**

Motion# 399-2025

**THAT** the minutes from the regular meeting of Council held on October 14, 2025, be approved as presented.

*Moved by:* Dan Meeks

*Seconded by:* Lynne Klages

**CARRIED**

Motion# 400-2025

**THAT** the minutes from the regular meeting of Council held on September 23, 2025, be approved as amended.

*Moved by:* Phillip Smith

*Seconded by:* Bill Everett

**CARRIED**

**7. Mayors Remarks**

- a. An open house was held on October 20, 2025, from 4 pm - 6pm, to kick off local government week and was a great success
- b. During Local Government Week, held from October 19 to 25, the Township featured several departmental spotlights highlighting the work of our Public Works, Treasury, Fire, and Building Departments.
- c. Reminder that the Staff/Council Christmas party is on November 22, 2025, please make sure to RSVP by November 7, 2025
- d. Mayor Smith expressed thanks to the Central Frontenac Fire Department for their help with the South Frontenac Island Fire and the North Frontenac Forest Fire.

- e. Councillor Gowdy expressed gratitude to residents for addressing the issue of sick foxes in the community.
- f. Councillor Gowdy reported that during a recent County Council meeting, Mayor Smith was recognized as a trailblazer for women in politics, having served over 40 years in public service. Council extended congratulations to Mayor Smith on this achievement.

## 8. Delegations

- a. Steve Newstead, President Lions Club, Regarding Oso Hall  
Motion# 401-2025  
**THAT** Council receive the presentation from Steve Newstead, President of the Sharbot Lake Lions Club regarding Oso Hall for information.

*Moved by:* Dan Meeks

*Seconded by:* Duncan McGregor

**CARRIED**

## 9. Public Meeting

- a. 206-2025- Road Allowance Closure Public Meeting (Goodfellow)

Motion# 402-2025

**THAT** Council receives input from the public meeting and the accompanying report prepared by the Planning Services Assistant;

**AND FURTHER THAT** subject to the comments received at today's public meeting that Council approves the recommendation to stop up and close the unopened road allowance between Concessions 1 & 2, Lot 25 Geographic Township of Hinchinbrooke, being Part of PIN 36158-0482.

**AND FURTHER THAT** Council authorize staff to proceed with the next steps of arranging a survey and an appraisal of the land, and bringing forward a by-law to council to stop up, close and convey this subject road allowance to the applicant, as a lot addition, subject to any easements as may be required by Hydro One Networks Inc., said by-law to indicate that all costs relating to the registration of the by-law and transfer documents on title be at the property owner's expense.

*Moved by:* Duncan McGregor

Seconded by: Susan Irwin

**CARRIED**

**10. Consent Agenda**

- a. Correspondence Received for October 28, 2025
  - 1. Town of Goderich dated October 10, 2025. Re: Endorsement of the Township of Woolwich Resolution – Bill C-61 First Nations Clean Water Act.
  - 2. Town of Goderich dated October 9, 2025. Re: Endorsement of The City of Dryden's Resolution – Swim to Survive Training.
  - 3. Township of Stone Mills dated October 7, 2025. Re: Electoral Reform.
  - 4. Town of Whitby dated October 17, 2025. Re: Extended Producer Responsibility for Blue Box Recycling Collection and Impacts to Small Businesses located in Mixed-Use Properties.
  - 5. Town of Plympton-Wyoming dated October 8, 2025. Re: Provincial Fee Freeze -Conservation Authorities.
  - 6. Township of Puslinch dated October 17, 2025. Re: City of Dryden Support – Mandatory water safety and Swim-to-Survive training in Elementary Curriculum.
  - 7. Municipality of Bluewater dated October 16, 2025. Re: Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority.
  - 8. Township of Edwardsburgh Cardinal dated September 29, 2025. Re: Ontario Community Infrastructure Fund (OCIF).
  - 9. Town of Wasga Beach dated October 16, 2025. Re: Mandatory Water Safety & Swim-to-Survive Training.
  - 10. Municipality of South Huron dated October 20, 2025. Re: Swim-to-Survive Training.
  - 11. City of Dryden dated September 22, 2025. Re: Swim-to-Survive Training.
  - 12. Town of Ajax dated October 22, 2025. Re: Provincial Decision on Automated Speed Enforcement (ASE).
  - 13. Township of Edwardsburgh Cardinal dated October 14, 2025. Re: Ontario Community Infrastructure Fund.
  - 14. Municipality of South Huron dated October 23, 2025. Re: Ontario Community Infrastructure Fund.
- b. Volunteer Appreciation Events Advisory Committee - September 9, 2025

- c. Quinte Conservation Source Protect Authority Meeting - September 19, 2024
- d. Quinte Conservation Executive Board Meeting - April 17, 2025
- e. Quinte Conservation Executive Board Meeting - May 15, 2025
- f. Quinte Conservation Executive Board Meeting - June 19, 2025
- g. Quinte Conservation Executive Board Meeting - September 18, 2025

Motion# 403-2025

**THAT** Council receive items a) to g) for information, as they are considered routine items.

*Moved by:* Dan Meeks

*Seconded by:* Bill Everett

**CARRIED**

**11. Deferred Items**

None

**12. Staff Reports/Departmental Updates**

- a. 208-2025 PW Winter Sand Contract Extension  
 Motion# 404-2025  
**WHEREAS** Gemmill Sand and Gravel were awarded the winter sand tender for both Olden and Hinchinbrooke Garages in May 2024;  
**AND WHEREAS** the contract authorizes the municipality to enter negotiations to extend the contract for up to one(1) year if the Public Works Manager sees fit;  
**AND WHEREAS** the Public Works Manager and Supervisor have met with the owner of Gemmill's Sand and Gravel to discuss extending the contract for this upcoming season (2025-2026);  
**AND WHEREAS** both parties have agreed to a one (1) year extension at the same pricing as 2024 which was \$84,900 for Hinchinbrooke and \$97,200 for Olden excluding HST;

**NOW THEREFORE BE IT RESOLVED** that Council approve the recommendation of the Public Works Manager and extend the winter sand contract with Gemmill's Sand and Gravel for the 2025-2026 winter season which including mid-winter top ups; **AND FURTHER THAT** the Mayor and CAO/Clerk be authorized to sign the extension contract agreements.

*Moved by:* Bill Everett  
*Seconded by:* Cindy Kelsey

**CARRIED**

- b. 193-2025 CFFRS Activity Report -October Council Meeting  
Motion# 405-2025  
**THAT** Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated October 28, 2025

*Moved by:* Phillip Smith  
*Seconded by:* Lynne Klages

**CARRIED**

- c. 194-2025 Accts Payable - October 28, 2025  
Motion# 406-2025  
**THAT** Council receives the Accounts Payable Report (Cheque Distribution) in the amount of \$2,214,520.35 as prepared by the Treasurer, for information.

*Moved by:* Nicki Gowdy  
*Seconded by:* Cindy Kelsey

**CARRIED**

- d. 195-2025 FIN October Apportionments  
Motion# 407-2025  
**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

*Moved by:* Nicki Gowdy

*Seconded by:* Susan Irwin

**CARRIED**

- e. 196- 2026 FIN Report to Council October 28, 2025 - Revenue and Expense to Budget up to September 30, 2025

Motion# 408-2025

**THAT** Council accepts the Revenue and Expenditure budget to actual variances report for the period ending September 30, 2025, for information.

*Moved by:* Dan Meeks

*Seconded by:* Phillip Smith

**CARRIED**

- f. 197-2025 FIN Capital Policy Report - October 28, 2025

Motion# 409-2025

**THAT** Council approves the Final Tangible Capital Asset (TCA) Policy.

*Moved by:* Cindy Kelsey

*Seconded by:* Duncan McGregor

**CARRIED**

- g. 198-2025 FIN Prudent Investor Annual Report - October 28, 2025,

Motion# 410-2025

**WHEREAS** the Prudent Investment Standard requires the Treasurer to review the policy annually with Council;

**NOW THEREFORE IT BE RESOLVED THAT** Council has received and reviewed the current investment policy statement (IPS) as part of the ONE JIB update process and confirm re-approval, without revision, of continuing the moderate risk profile under the Prudent Investor path that is geared towards a long-term investment capital return to fund Road 38 reconstruction.

*Moved by:* Lynne Klages  
*Seconded by:* Bill Everett

**CARRIED**

- h. 199-2025 FIN MFOA Conference report - October 28, 2025  
Municipal Finance Officers Association (MFOA) Conference  
Motion# 411-2025

**THAT** Council receives the Municipal Finance Officers Association Conference Report for information.

*Moved by:* Duncan McGregor  
*Seconded by:* Lynne Klages

**CARRIED**

- i. 200-2025 FIN 2026 Budget Process Dates - October 28, 2025

Councillor Phillip Smith requested a recorded vote.

Motion# 412-2025

**THAT** Council receives for information the report prepared by the Treasurer entitled "Budget policy with 2026 Budget Process and Dates";

**AND THAT** Council reduces the time period as set out in subsection 7(3) of Ontario Regulation 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 15 days (November 20, 2025, to December 4, 2025);

**AND FURTHER THAT** Council reduces the time period as set out in subsection 7(3) of Ontario Regulation 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 7 days (December 10, 2025, to December 16, 2025);

**AND THAT** Council approves the 2026 Budget Schedule as presented.

*Moved by:* Dan Meeks  
*Seconded by:* Cindy Kelsey

**Yes** Frances Smith, Susan Irwin, Dan Meeks, Duncan McGregor, Bill Everett, and Lynne Klages  
**No** Phillip Smith, Nicki Gowdy, and Cindy Kelsey

**Carried 6-3**

- j. 201-2025 Planning Activity Report October 28, 2025  
Motion# 413-2025  
**THAT** Council receives the Planning Activity Report dated October 28, 2025, as prepared by the Planning Services Assistant for information.

*Moved by:* Susan Irwin  
*Seconded by:* Bill Everett

**CARRIED**

- k. 202-2025 - ADMIN - Road Allowance Closure Request (Hivuk)  
Motion# 414-2025  
**THAT** Council receives the Road Allowance Closure Request Report as prepared by the Planning Services Assistant for information;  
**AND FURTHER THAT** Council approves the recommendation of the Planning Services Assistant to stop up, close, declare surplus and sell part of a highway.

*Moved by:* Susan Irwin  
*Seconded by:* Duncan McGregor

**CARRIED**

- l. 203-2025 ADMIN Bylaw Enforcement Activity Report  
Motion# 415-2025  
**THAT** Council receives the October 20, 2025, Bylaw Enforcement and Education Activity Report as prepared by the Bylaw Enforcement Officer for information

*Moved by:* Nicki Gowdy  
*Seconded by:* Lynne Klages

**CARRIED**

- m. 204 -2025 ADMIN Activity Report October 2025  
Motion# 416-2025  
**THAT** Council receives the October 2025 Administrative Activity Report as prepared by the Deputy Clerk for information.

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

**CARRIED**

- n. 205-2025 - ADMIN - 2026 Council Calendar

Motion# 417-2025

**THAT** Council receive for information the 2026 Council Calendar;  
**AND FUTHER THAT** Council accepts the proposed dates for the 2026 regular meetings of Council.

*Moved by:* Susan Irwin  
*Seconded by:* Nicki Gowdy

**CARRIED**

- o. 207-2025 ADMIN 150th Anniversary of Sharbot Lake

Motion# 418-2025

**WHEREAS** the Sharbot Lake Village Historical Group has undertaken an extensive archival project focusing on the village's origins and historical development;  
**AND WHEREAS** 2025 marks the Village's 150th Anniversary;  
**AND WHEREAS** the historical group is requesting Council to waive the rental fees for Oso Hall on the following dates May 7-10, 2026, and August 6-9, 2026, to host the public historical display.

**NOW THEREFORE BE IT RESOLVED THAT** Council recognize the significance of Sharbot Lake Village's 150th anniversary and approve the request to waive the rental fees for Oso Hall on May 7-10th and August 6-9th, 2026.

*Moved by:* Lynne Klages  
*Seconded by:* Bill Everett

**CARRIED**

### **13. Committee/Other Reports**

- a. Central Frontenac Recreation Advisory Committee - Terms of Reference

Motion# 419-2025

**THAT** Council approves the Terms of Reference as submitted by the Central Frontenac Recreation Advisory Committee.

*Moved by:* Susan Irwin  
*Seconded by:* Duncan McGregor

**CARRIED**

- b. Creation of Sub Committee, Canada Day Committee  
*Motion from Central Frontenac Recreation Committee-  
September 2025*

*MOVED BY: Bob Teal and SECONDED BY: Boyd Klages*

*THAT the Central Frontenac Recreation committee recommend  
to Council that the Canada Day Committee be established as a  
sub-committee of Central Frontenac Recreation Committee  
moving forward.*

*CARRIED*

Motion# 420-2025

**THAT** Council approve the recommendation of the Central  
Frontenac Recreation Advisory Committee to establish the  
Canada Day Committee as a sub-committee of the Central  
Frontenac Recreation Committee.

*Moved by:* Nicki Gowdy  
*Seconded by:* Lynne Klages

**CARRIED**

#### **14. Communications/Correspondence for Action**

- a. Friends of the Residents of the Sharbot Lake Retirement  
Residence

Motion# 421-2025

**WHEREAS** the Friends of the Residents of the Sharbot Lake  
Retirement Residence are fundraising to purchase a wheelchair-  
accessible vehicle to help residents travel to medical and other  
appointments;

**AND WHEREAS** their goal is to raise \$60,000 through  
community donations and events such as the upcoming “Jingle  
Bell Bash” on November 8, 2025, at the Oso Hall;

**NOW THEREFORE BE IT RESOLVED** THAT Council support  
this initiative and approve a donation in the amount of  
\$\_\_\_\_\_;

**AND FURTHER THAT** this initiative aligns with the Township's Strategic Priority: Healthy Community Development by supporting medical services.

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

**DEFEATED**

- b. Annual Report from the Perth and Smiths Falls District Hospital Foundation  
Motion# 422-2025  
**THAT** Council receives the 2025 Annual Report from the Perth and Smiths Falls District Hospital Foundation for information;  
**NOW THEREFORE BE IT RESOLVED THAT** Council consider a 2026 budget donation to the Perth and Smiths Falls District Hospital Foundation as an investment in accessible local care, innovation, and the overall health of our community.  
**AND FURTHER THAT** this initiative aligns with the Township's Strategic Priority: Healthy Community Development by supporting medical services.

*Moved by:* Susan Irwin  
*Seconded by:* Bill Everett

**CARRIED**

## **15. By-Laws/Agreements**

- a. 2025-46 -Being a By-Law to Permanently Close Declare Surplus and Sell Part of a Highway (Hivuk)  
Motion# 423-2025  
**THAT** By-Law 2025-46, being a by-law permanently close declare surplus and sell part of a highway, be read a first, second, and third time, and finally passed this 28th day of October 2025.

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

**CARRIED**

## **16. Notice of Motions**

- a. Curbside Waste Pick Up  
Councillor Nicki Gowdy  
*Strategic Priority: Resilient Natural Environment, this could help with the ever-growing roadside dumping and help support the bylaw officer with the new safe yard bylaw.*  
Motion# 424-2025  
**WHEREAS** during the municipal election campaign in the fall of 2022, many residents inquired about the possibility of curbside waste pick up;  
**AND WHEREAS** we are soon going to be entering into budget deliberations, it would be a relevant time to investigate the cost of Township curbside waste pick up;  
**NOW THEREFORE BE IT RESOLVED THAT** Council direct Staff to investigate the cost of curbside waste collection and bring a report back to Council at the November 11, 2025, regular meeting of Council

*Moved by:* Nicki Gowdy  
*Seconded by:* Duncan McGregor

**CARRIED**

**17. Giving Notice of Motions**

None

**18. New/Other Business**

None

**19. Closed Session**

None

**20. Adjournment**

Motion# 425-2025

**THAT** By-Law 2025-47 being a by-law to confirm the proceedings of the regular council meeting held October 28, 2025, be read first, second, and third time, and finally passed this 28th day of October, 2025;

**AND FURTHER THAT** this meeting be adjourned until Tuesday, November 11, 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

*Moved by:* Susan Irwin

*Seconded by:* Cindy Kelsey

**CARRIED**

The meeting was adjourned at 7:30 pm

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Frances Smith, Mayor

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Cathy MacMunn, CAO/Clerk



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 209-2025  
**DATE:** November 11, 2025  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** Public Works Activity Report

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### RECOMMENDATION

THAT Council receive the Public Works Activity Report as presented by the Public Works Manager for information.

### BACKGROUND

The Public Works Manager submits a monthly report detailing the key activities and operations carried out by the Public Works Department throughout the Township.

### DISCUSSION

Winter preparations are well underway across the Township as Public Works crews continue readying roads and infrastructure for the upcoming season.

This month, recycled asphalt was applied along Brock Road to improve surface conditions ahead of winter. Brushing operations also continued, with a particular focus on Frontenac Road and Ferguson Road to enhance visibility and roadside safety. In anticipation of potentially slick conditions, asphalt was placed on several steep sections of Legion, Eagle Lake, and Ducharme Roads to improve traction and overall road safety.

New parking signage was installed in the Village of Sharbot Lake to support improved traffic management in key areas. Pothole patching remains ongoing throughout the Township, and dam pulling activities have been completed to ensure proper drainage before freeze-up.

Grading operations continued on several roads, including Kirk Kove, Veley, Bordenwood, Hungry Bay, Ducharme, Shibley, Leggat Lake, Cross, and Guigue Roads, among others.

Following the severe windstorm earlier this month, numerous trees were downed across the Township. Public Works crews responded promptly, working over several days to clear debris and reopen affected roadways.

The department will continue to monitor conditions and complete outstanding maintenance activities as winter operations commence in the coming weeks.



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 210-2025  
**DATE:** November 11, 2025  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** Public Works Project Status Report

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### RECOMMENDATION

THAT Council receive the Public Works Project Status Report as presented by the Public Works Manager for information.

### BACKGROUND

A new report outlining the status of the capital and major operational projects in the 2025 budget year.

### DISCUSSION

#### Operational Projects

Project Name	Description	Status	Budget	Actuals
Gravel	New gravel applied	Ongoing	\$528,740.00	\$506,155.00
Calcium	Dust Control	Completed	\$225,000.00	\$215,407.00
Street Sweeping	Sweeping up Sand	Completed	\$35,000.00	\$17,846.00
Winter Sand	Winter sand for roads	Planning	\$208,000.00	

## Capital Projects

<b>Project Name</b>	<b>Description</b>	<b>Status</b>	<b>Budget</b>	<b>Actuals</b>
2024 Tandem Truck	Replace truck 20	In Progress	\$450,000.00	
2025 Tandem Truck	Replace truck 13	Completed	\$410,000.00	\$375,184.00
2025 Half Ton	Replace truck 4	Completed	\$60,000.00	\$54,690.00
2025 Tractor and Chipper	Roadside Clean up	Completed	\$120,000.00	\$119,643.00
2024 Tractor Brusher Combo	New Brushing Machine and tractor	Completed/ In Progress	\$520,000.00	\$417,678.00
2024 Sharbot Lake Causeway Bridge	Replace old bearings	Completed	\$220,000.00	\$206,157.00
2020 Sharbot Lake Village Project	Cannon Rad, Matthew Street, Garrett Street	Planning	\$470,239.00	
2025 Dickson Crescent	Resurface Dickson Cres.	Completed	\$80,000.00	\$71,232.00
2025 Road 509	Resurface a Portion of Road 509	Completed	\$350,000	\$317,732.53
2025 Pavement Preservation	CRF, Micro-Surface & Crack Sealing	Ongoing	\$800,000.00	
Hinchinbrooke Sand Dome	Replacing Sand Dome Tarp	Planning	\$120,000.00	



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 211-2025  
**DATE:** November 11, 2025  
**FROM:** Steve Gould, Public Works Manager  
**PREPARED BY:** Amanda Fellows, Public Works Technical Assistant,  
Lance Cowdy, Public Works Supervisor  
**RE:** Curbside Garbage Pickup Report

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### RECOMMENDATION

THAT Council receive the *Curbside Garbage Pickup Preliminary Report* as presented by the Public Works Manager for information;

AND THAT Council authorizes the Public Works Manager and staff additional time to collect accurate data, consult with relevant sources, and conduct a detailed analysis of all variables affecting the potential implementation of curbside garbage pickup;

AND THAT Council provide direction to staff regarding a defined service area for future analysis;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges receipt of the preliminary update regarding curbside garbage pickup and authorizes staff to continue gathering data and return to Council in the New Year with a more detailed and informed report.

### BACKGROUND

At the October 28, 2025, Council meeting, Councillor Nicki Gowdy requested that Public Works prepare a report for the November 11<sup>th</sup> meeting outlining the potential costs and general outlook for implementing a curbside garbage collection program within the Township.

## **DISCUSSION**

At this time, Public Works office staff have begun initial inquiries into curbside garbage pickups as requested by Council. However, due to the short turnaround before the upcoming Council meeting, there has not been sufficient time to gather accurate and comprehensive data to provide a complete report.

The implementation of a curbside garbage collection service involves numerous interrelated factors that must be evaluated to ensure the program's financial viability, environmental responsibility, and community suitability.

Staff have identified several key **variables** that must be considered before recommendations can be presented to Council:

**Service Area Definition** – Determining the geographic area to be serviced (main roads, or township-wide) and the resulting impacts on route planning and cost.

**Population and Household Density** – Assessing density variations to determine route efficiency and collection frequency.

**Collection Frequency and Method** – Evaluating options such as weekly, bi-weekly, or seasonal pickup, and determining suitable bin sizes and set-out requirements.

**Service Delivery Model** – Comparing the financial and operational implications of contracting out services versus performing collection with municipal staff and equipment.

**Capital Requirements** – Identifying necessary equipment, including collection vehicles, bins, and maintenance infrastructure.

**Operational Costs** – Estimating expenses related to staffing, fuel, maintenance, tipping fees, and administrative overhead.

**Waste Disposal and Transfer Options** – Reviewing available landfill or transfer station options and associated hauling and disposal costs.

**Environmental and Regulatory Compliance** – Ensuring alignment with provincial waste management regulations, diversion goals, and environmental sustainability objectives.

**Public Education and Communication** – Considering strategies to inform and engage residents on proper waste set-out, sorting, and participation in the program.

**Funding and Partnerships** – Exploring grant opportunities, shared services with neighbouring municipalities, or other cost-sharing models.

Public Works staff have contacted the Continuous Municipal Improvement (CMO) network and other municipalities to gather comparative data. However, the timeline to compile meaningful and accurate information before the November 11 meeting has proven insufficient.

Additionally, staff are currently managing other significant priorities, including 2026 budget preparation, planning for the new sand dome, and the year-end review of non-eligible funding sources. Given these constraints, presenting incomplete or preliminary data at this stage would not provide Council with the accurate information required for informed decision-making.

Public Works staff do not feel it would be responsible to present preliminary or incomplete information to Council and as such staff are recommending that Council provide further direction regarding scope, and service area. This will allow staff to gather and analyze data on potential participation rates, collection routes and disposal options.



# STAFF REPORT TO COUNCIL

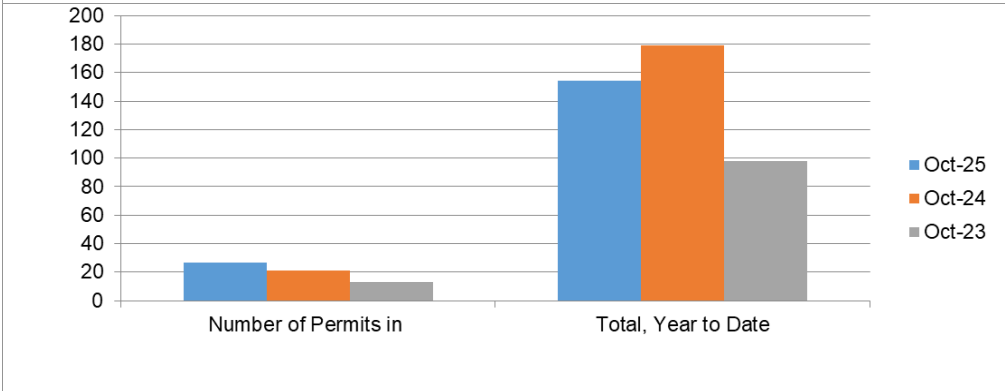
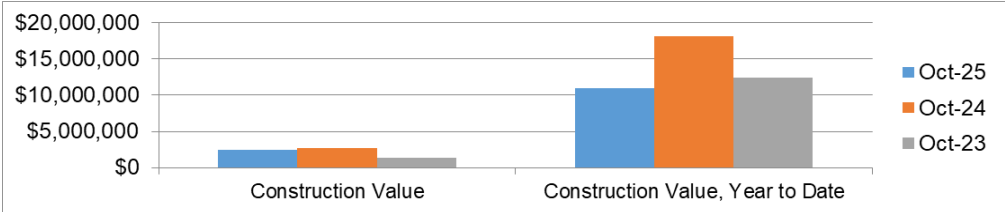
Township of Central Frontenac  
 14216 Road 38  
 Sharbot Lake, Ontario

**REPORT NUMBER:** 212-2025  
**DATE:** November 11, 2025  
**FROM:** Andy Dillon, Chief Building Official  
**PREPARED BY:** Crystal Nedow, Building Inspector  
**RE:** October Construction Details (Building Activity) Report

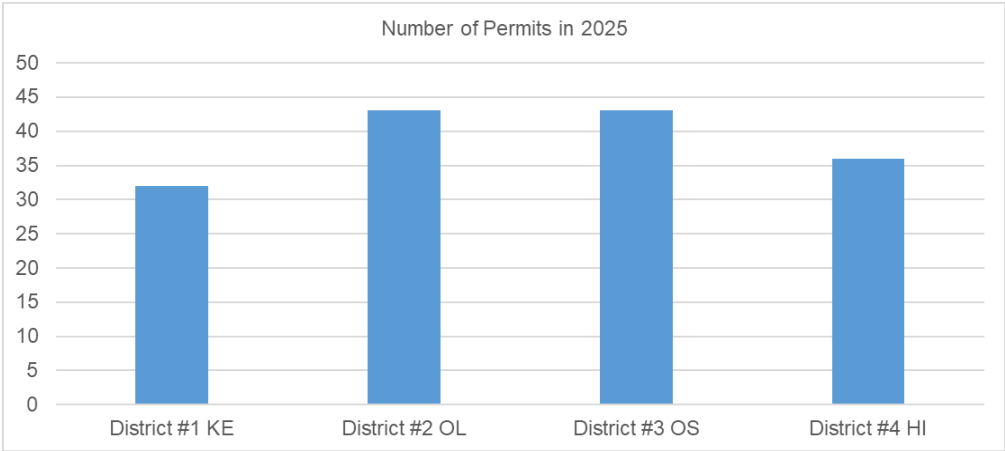
## Recommendation

THAT Council receive the Construction Details (Building Activity) report for October 2025 for information.

	Oct-25	Oct-24	Oct-23
Construction Value	\$2,469,300	\$2,632,700	\$1,403,000
Construction Value, Year to Date	\$10,974,893	\$18,138,340	\$12,461,730
Permit Fees	\$40,002	\$48,833	\$26,925
Permit Fees, Year to Date	\$211,943	\$336,575	\$203,388
Number of Permits in	27	21	13
Total, Year to Date	154	179	98
New Residential Units	2	3	0
New Residential Units, Year to Date	16	19	16
New Seasonal Units	0	2	3
New Seasonal Units, Year to Date	12	11	12
New Com/Inds/Inst Units	1	0	0
New Com/Inds/Inst Units, Year to Date	1	0	0
Sewage System	11	7	7
Sewage System, Year to Date	62	56	9
Closed Permits, Year to Date	125	103	21



	District #1 KE	District #2 OL	District #3 OS	District #4 HI
Number of Permits in 2025	32	43	43	36





## STAFF REPORT TO COUNCIL

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

**REPORT NUMBER:** 213-2025  
**DATE:** November 11, 2025  
**FROM:** Andy Dillon, Chief Building Official  
**PREPARED BY:** Andy Dillon, Chief Building Official  
**RE:** Capital Project Status Report

### RECOMMENDATION

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

### BACKGROUND

Project Status Report					
Project Name	Description	Project Type	Status	Budget	Actual
Olden Hall	Interior Reno	Capital	Tender	\$200,000	\$196,000
Medical Centre	Gutters	Capital	Completed	\$15,000	\$11,000
Trail Head Washroom	Accessible Washroom	Capital	In Progress	\$300,000	\$363,000
Arden Hall	Automation and Repairs	Capital	In Progress	\$15,000	\$500
Oso Hall	Floor	Capital	On Hold	\$5,000	\$0
Engineering	Design Work	Operating	In Progress	\$80,000	\$42,500

## **DISCUSSION**

### Olden Community Centre:

The interior work for the Olden Community Centre has been awarded to Wise Choice Contracting and is scheduled to start later this month. The hall will be closed for January and February 2026 to complete the renovations.

Staff have applied for the Enhancing Access to Spaces for Everyone (EASE) Grant to fund a power door operator and exterior ramp.

### Medical Centre:

The eaves troughs and downspouts to redirect water away from the entrances has been completed.

### Trailhead Washroom:

Norwood & Co. has started construction. The foundation and well have been completed.

### Arden Hall:

An Eco bee smart thermostat has been installed at Arden Hall. This upgraded technology is expected to help reduce the number of service calls related to HVAC system issues. We are pricing automated door controls.

### Soldiers Memorial Hall:

The floor and kitchen have been in use beyond their expected service life, and we should consider replacement in 2026.

### Engineering:

Design work for the Trailhead Washroom has been completed. Design work for the Olden Community Centre interior is completed, and exterior design work for the ramp is in progress.

### **STRATEGIC PLAN PRIORITY**

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

Prioritize investments in community facilities based on utilization and maintenance requirements

### **FINANCIAL IMPLICATIONS**

Any project greater than \$15,000 that is over budget will require advance approval by Council. Any applicable project will be discussed on an individual basis about how to cover the overage.

### **ATTACHMENTS/REFERENCES**

N/A



## STAFF REPORT TO COUNCIL

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

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**REPORT NUMBER:** 214-2025  
**DATE:** November 11, 2025  
**FROM:** Cathy MacMunn, CAO/Clerk  
**PREPARED BY:** Cathy MacMunn, CAO/Clerk  
**RE:** Voting Method for the 2026 Municipal Election

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### RECOMMENDATION

THAT Council receives the Administrative Report from the CAO/Clerk entitled “Voting Method for the 2026 Municipal Election” for information;

AND THAT Council approves the recommendation of the CAO/Clerk to continue the use of internet and telephone voting as the alternative voting method for the 2026 Municipal and School Board Elections.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the continued use of internet and telephone voting as the alternative voting method for the 2026 Municipal and School Board Elections, in accordance with Section 42(1) of the *Municipal Elections Act*, S.O. 1996, c. 32, as amended;

AND FURTHER THAT the bylaw be passed later in the meeting.

### BACKGROUND

Section 42(1) of the *Municipal Elections Act*, S.O. 1996 c. 32, as amended (MEA) authorizes Council to pass a by-law permitting the use of alternative voting methods, such as voting by mail, internet telephone, which allow electors to vote without attending a physical polling location.

The Township has successfully implemented internet and telephone voting in the 2014, 2018, and 2022 municipal elections.

In both 2018 and 2022, the four Frontenac municipalities — South Frontenac, Central Frontenac, North Frontenac, and Frontenac Islands — collaborated on a joint Request for Proposal (RFP) to secure a qualified service provider to deliver internet and telephone voting services for the municipal and school board elections.

## **DISCUSSION**

Electronic voting continues to demonstrate significant benefits for both electors and election administrators. Internet and telephone voting provide a convenient, accessible, and secure means of casting a ballot, eliminating the need for voters to attend a traditional polling location. This method also offers extended voting hours and flexibility, which supports voter participation.

This approach effectively serves a wide range of electors, including:

- Persons with disabilities,
- Seasonal residents,
- Students temporarily residing away from home, and
- Permanent residents.

Given the success of the 2014, 2018, and 2022 elections, staff recommend that Council continue with internet and telephone voting for the 2026 Municipal and School Board Elections. This method has proven to be cost-effective compared to traditional paper-based voting while maintaining accessibility, security, and voter engagement.

If Council approves internet/telephone voting, staff intend to participate in a joint RFP with the other Frontenac municipalities to determine the vendor to supply this service.

## **STRATEGIC PLAN PRIORITY**

This initiative aligns with the Township's Strategic Plan priorities:

- **Efficient Governance:** Demonstrating strategic investment in modern and cost-effective election infrastructure.
- **Collaboration:** Strengthening partnerships with regional municipalities and other key stakeholders.

## **FINANCIAL IMPLICATIONS**

A reserve has been established to fund the 2026 municipal election. Between 2022 and 2025, \$7,000 per year has been budgeted to support election-related expenses.

The estimated cost of providing internet and telephone voting services will be included in the 2026 proposed Budget. For reference, the cost of internet and telephone voting services in 2022 was **\$28,546**.

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

**BY-LAW # 2025-48**

**BEING A BY-LAW AUTHORIZING ELECTORS TO USE ALTERNATIVE VOTING METHODS**

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**WHEREAS** Section 42(1) (b) of the Municipal Elections Act, S.O. 1996, c. 32, as amended provides that a municipal council may pass a by-law authorizing electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote;

**AND WHEREAS** Section 42(2) of the Municipal Elections Act, S.O. 1996, c. 32, as amended requires a By-law under Section 42(1) be passed by May 1, 2026 to be effective for the municipal election to be held in 2026.

**NOW THEREFORE BE IT ENACTED THAT** the Council for the Corporation of the Township of Central Frontenac enacts as follows:

1. The use of Internet/Telephone Voting as an alternative voting method is hereby authorized with respect to the municipal election held in 2026.

**READ** a first, second and third time and finally passed on this 11th day of November, 2025.

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Frances L Smith, Mayor

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Cathy MacMunn, CAO/Clerk

**The Corporation of the Township of Central Frontenac**  
**By-Law #2025-49**  
**Being a By-Law to Confirm**  
**the Regular Meeting of Council Held on November 11th, 2025**

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The Council of the Corporation of the Township of Central Frontenac enacts as follows:

The actions of the Council at the Regular Council meeting held on the 11th day of November 2025 in respect of each report, motion, resolution, or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed.

The Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary on that behalf in accordance with the by-laws of Council relating thereto.

Read a first, second, and third time and finally passed this 11th day of November 2025.

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Frances Smith, Mayor

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Cathy MacMunn, CAO/Clerk