



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

Tuesday, November 25, 2025, at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call

Members: Frances Smith, Mayor; Councillors: Susan Irwin, Dan Meeks, Nicki Gowdy, Duncan McGregor, Bill Everett, Lynn Klages, and Cindy Kelsey

Regrets: Councillor Phillip Smith

Staff in Attendance: Jody Legue, Deputy Clerk/CAO EA; Chris Nelson, Community Service Coordinator; Chris McDonough, Fire Chief; Michael McGovern, Treasurer

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

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT the agenda for the regular meeting of Council to be held November 25, 2025, be approved as presented.

Carried

5. Disclosure of Pecuniary Interest

6. Approval of the Minutes

- a. *Moved by:* Bill Everett
Seconded by: Nicki Gowdy

THAT the minutes from the regular meeting of Council held on November 11, 2025, be approved as presented .

Carried

7. Mayors Remarks

- a. Mayor Smith reminded everyone that the Festival of Trees will be held on November 28 and 29 at the Oso Hall.
- b. The Staff Christmas Party was held on November 22, 2025, featuring a wonderful turkey dinner. Mayor Smith thanked everyone involved in organizing the event.
- c. Mayor Smith announced that she will be retiring at the end of this term of Council and encouraged others to consider running.
- d. Councillor Susan Irwin announced that Kick and Push Brewery was awarded the Business of the Year Award at the recent Frontenac Business Awards.
The Rise Farm received the Business Partnership Award.
- e. Councillor Irwin announced that the Sharbot Lake Holiday Market will be held at the Oso Hall on Saturday, December 6th, from 10:00 a.m. to 1:00 p.m. A farm-to-table lunch will also be available beginning at 11:00 a.m.
- f. Councillor Irwin reported that the Lions Club Murder Mystery event was held on November 23, 2025, with over 100 people in attendance. All funds raised will be directed back into supporting the community.
- g. Councillor Duncan McGregor thanked Mayor Smith and Councillor Gowdy for attending County Council with him to petition for \$100,000 in funding for the washroom project. Due to the Mayor's persistence and Councillor Gowdy's support, the Township will receive \$100,000 toward the washroom project in Sharbot Lake.

8. Delegations

- a. Jane Anderson, Resident
Crow Lake Village Road Safety
Moved by: Duncan McGregor
Seconded by: Bill Everett

THAT Council receives the presentation from Jane Anderson, a resident of Crow Lake Village, regarding safety concerns on Crow Lake Road within the village, for information.

Carried

Mayor Smith directed that the matter be reviewed by the Public Works Manager.

9. Public Meeting

10. Consent Agenda

Moved by: Lynn Klages
Seconded by: Cindy Kelsey
THAT Council approves items a) through c), as they are considered routine items.

Carried

- a. Correspondence Received for November 25, 2025
1. Letter dated October 14, 2025, Town of Edwardsburg Cardinal regarding the Ontario Community Infrastructure Fund (OCIF)
 2. Letter dated October 17, 2025, from the Town of Whitby regarding blue box collection and impact to small businesses.
 3. Letter dated November 4th, 2025, from the Municipality of Wawa regarding Rent Protection for Tenants
 4. Letter dated November 4th, 2025, from the Municipality of Wawa regarding Elect Respect Pledge
 5. Letter dated November 6, 2025, from South -West Oxford to Premier Ford, regarding Automated Speed Enforcement
 6. Letter dated November 12, 2025, Township of McGarry regarding Swim to Survive

7. Letter dated November 12, 2025, Township of McGarry regarding GST/HST relief on new homes
8. Letter dated October 14, 2024, From Fort Francis in support of City of Dryden Swim to Survive Motion
9. Fall 2025 AORS advance
10. Letter dated November 12, 2025, Township of Selwyn regarding Curbside recycling eligibility for Non-Profit Organizations.
11. Letter dated November 12, 2025, from Township of Chapple regarding the Elect Respect Pledge
12. Letter dated November 10, 2025, from East Gwillimbury, in support of Goderich regarding Opposition to Protect Ontario by Unleashing our Economy
13. Letter dated November 18, 2025, from East Gwillimbury in support of Wawa resolution – Accessible and Effective Alcohol Container Return System in Ontario
14. Letter dated November 18, 2025, from Goderich, in support of Tay Valley Resolution – Collaborative Action on Sustainable Waste Management in Ontario
15. Letter dated November 17, 2025, from United Counties of SD&G regarding Conservation Authorities
16. Letter dated November 19, 2025, from Town of Ajax, Solve the Crisis and Winter Homelessness Program Support
17. Letter dated November 18, 2025, from Fort Erie in support to t City of Brampton- on the Provincial Decision on Automated Speed Enforcement (ASE)
18. Letter dated November 18, 2025, from the Town of Parry Sound in support of Bradford West Gwillimbury’s call to remove GST/HST from new home purchases.
19. Letter dated November 18, 2025, from the Town of Parry Sound in support of South-West Oxfords resolution on the Provincial decision on Automated Speed Enforcement (ASE)
20. Letter dated November 18, 2025, from Madawaska Valley in support of a resolution from Brudenell, Lyndoch Raglan Township in support of Swim to Survive

- b. Rideau Valley Conservation Authority Minutes
- c. EORN (Eastern Ontario Regional Network) Update

11. Deferred Items

12. Staff Reports/Departmental Updates

a. 215-2025- Fire services Activity Report

Moved by: Dan Meeks

Seconded by: Susan Irwin

THAT Council receives the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated November 25, 2025

Carried

b. 216-2025- Finance Accounts Payable Report

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT Council receives the Accounts Payable Report (Cheque Distribution) in the amount of \$1,075,891.49 as prepared by the Treasurer, for information.

Carried

c. 217-2025- Finance Apportionments

Moved by: Bill Everett

Seconded by: Duncan McGregor

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

10-39-010-010-03501-0000 & 10-39-010-010-03505-0000 & 10-39-010-010-03506-0000; 10-39-040-010-10400-0000 & 10-39-040-010-10500; 10-39-060-010-12505-0000; 10-39-060-010-12510-0000; 10-39-070-020-23405-0000; 10-39-080-020-11002-0000; 10-39-080-030-13000-0000 & 10-39-080-030-13005-0000

Carried

d. 218-2025 Finance 357, 358 & 359 Responses

Moved by: Cindy Kelsey

Seconded by: Lynn Klages

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

Roll Number 10-39-040-020-16250-0000 for the period of August 8, 2025, to December 31, 2025, as reported by MPAC.
Reason – Demolition/ Razed by fire, demolition, or otherwise - (357) (1)(d)(i) – Class changes from exempt to taxable.

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

Carried

e. 219-2025- Finance Draft Procurement Policy

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT Council accepts the attached draft procurement policy for information purposes as prepared by the Treasurer;

AND FURTHER THAT the draft procurement policy bylaw be passed later in the meeting.

Carried

f. 220-2025- Finance 2024 Financial Statements

Moved by: Cindy Kelsey

Seconded by: Nicki Gowdy

THAT Council receives the presentation by MNP of the 2024 Financial Statements;

AND THAT council approves the 2024 Financial Statements as presented.

Carried

g. 221-2025- Finance Insurance Report

Moved by: Duncan McGregor

Seconded by: Bill Everett

THAT Council authorizes the CAO/Clerk and the Treasurer to sign the renewal for the providing of insurance services with Aon for the year 2026, more specifically for the period of January 1 to December 31, 2026, at a cost of \$286,528.

Carried

h. 222-2025- Administration Planning Activity Report

Moved by: Lynn Klages

Seconded by: Cindy Kelsey

THAT Council receives the Planning Activity Report dated November 25, 2025, as prepared by the Planning Services Assistant for information.

Carried

i. 223-2025- Administration Bylaw Activity Report

Moved by: Dan Meeks

Seconded by: Susan Irwin

THAT Council receive the November 2025, By-law Enforcement and Education Activity Report as prepared by the By-law Enforcement Officer for information.

Carried

j. 224-2025- Administration Activity Report

Moved by: Nicki Gowdy

Seconded by: Susan Irwin

THAT Council receive the November 2025 Administrative Activity Report as prepared by the Deputy Clerk for information.

Carried

k. 225-2025- Administration Amended Committee of Council Policy Report

Moved by: Bill Everett

Seconded by: Duncan McGregor

THAT Council receives the Amended Committees of Council Policy report as prepared by the Deputy Clerk for information;

AND THAT Council approves the amended Committees of Council Policy as presented;

AND FURTHER THAT the policy be enacted effective immediately to guide all Council-appointed Committees.

Carried

I. 226-2025- Administration Draft Sewage System Standards Bylaw Report

Moved by: Cindy Kelsey

Seconded by: Lynn Klages

THAT Council receives the Preliminary Draft Sewage System Standards Bylaw report, for information;

AND THAT Council provides comments and feedback on the draft bylaw to the Deputy Clerk by January 15, 2026;

AND THAT staff release a survey to gather public comments and feedback on the draft bylaw, with a closing date of December 31st, 2025, and submit the results to Council in a timely manner;

AND FURTHER THAT staff update the draft bylaw accordingly for Council review at an upcoming meeting.

Carried

13. Committee/Other Reports

None

14. Communications/Correspondence for Action

None

15. By-Laws/Agreements

a. By-Law #2025-50 Procurement Policy

Moved by: Susan Irwin

Seconded by: Cindy Kelsey

THAT By-Law 2025-50, being a by-law to adopt a policy to govern the purchasing of goods and services, be read a first, second, and third time, and finally passed this 25th day of November 2025.

Carried

16. Notice of Motions

None

17. Giving Notice of Motions

a. Councillor Nicki Gowdy

Amend By-Law 2024-41 (Canine Bylaw)

TAKE NOTICE that Councillor Nicki Gowdy gives Notice of Motion to amend By-law 2024-41 (Canine Bylaw), to be considered at the December 9, 2025, Regular Meeting of Council.

18. New/Other Business

a. Notice of Special Meeting of Council

Pursuant to the Municipal Act, 2001, and the Township of Central Frontenac Procedural By-law, notice is hereby given that a Special Meeting of Council has been called for the purpose of presenting the Mayor's Draft 2026 Budget.

Date: December 4th, 2025

Time: 4:00 PM

Location: Council Chambers, 14216 Road 38, 2025

All members of Council and the public are advised that the Special Meeting will address the matters specified above and no other business will be conducted.

19. Closed Session

a. Resolve into Closed Session

Moved by: Dan Meeks

Seconded by: Lynn Klages

THAT Council resolve into closed session pursuant to S. 239.2 of the Municipal Act to discuss personal matters about an identifiable individual, including municipal or local board employees S.239.2(b)

Carried

b. Rise from Closed Session

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Council rise from closed session pursuant to S. 239.2 of the Municipal Act to discuss personal matters about an identifiable individual, including municipal or local board employees S.239.2(b);

AND FURTHER THAT Staff carry out instructions provided by Council in closed session.

Carried

20. Adjournment

a. **Confirming By-Law 2025-51**

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT By-Law 2025-51 being a by-law to confirm the proceedings of the regular council meeting held November 25, 2025, be read first, second, and third time, and finally passed this 25th day of November 2025;

AND FURTHER THAT this meeting be adjourned until Thursday, December 4th, at 4:00 p.m. for a special meeting of the Council, said meeting to be held in the Council Chambers located at 14216 Road 38, Sharbot Lake.

Carried

Mayor Smith Adjourned the meeting at 8:09 PM

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk