



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

Tuesday, December 9, 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: Phillip Smith

Staff in Attendance: Cathy MacMunn, CAO/Clerk; Jody Legue, Deputy Clerk; Abigail McKinnon, Planning Coordinator (Virtual); Chris Nelson, Community Services Coordinator; Chris McDonough, Fire Chief (Virtual); Andy Dillon, Chief Building Official (Virtual); Nicole Shorts, Bylaw Enforcement; Michael McGovern, Treasurer; Jennie Kapusta, Community Planner County Of Frontenac; Steve Gould, Public Works Manager; Amanda Fellows, Public Works Technical Assistant

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

Moved by: Cindy Kelsey

Seconded by: Susan Irwin

THAT the agenda for the regular meeting of Council to be held December 9, 2025, be approved as presented.

Carried

5. Disclosure of Pecuniary Interest

None Declared

6. Approval of the Minutes

November 25, 2025 & December 4, 2025

Moved by: Lynn Klages

Seconded by: Dan Meeks

THAT the minutes from the regular meeting of Council held on November 25, 2025, and the Special Meeting of Council held on December 4th, 2025, be approved as presented.

Carried

7. Mayors Remarks

- a. Mayor Smith announced that she will not veto any of the Council amendments made at the December 4, 2025 meeting and has submitted a Mayoral Decision to confirm this. As a result, the 2026 Budget is hereby adopted, incorporating Council's amendments, with a final levy increase of 4.9%.
- b. Mayor Smith expressed her appreciation and gratitude for all the work Staff has done throughout the year, on behalf of herself and Council.
- c. Councillor Irwin echoed the Mayor's sentiments and expressed her thanks to staff.
- d. Councillor Irwin reported that she met with Dianne Lake of the Historical Society and conveyed their appreciation to Council for waiving the hall rental fees for next year's anniversary celebration. She also suggested that Council may wish to consider using the Harvey Barber Shop—the former Public Works office—as a temporary historical museum until the building is required for Township purposes.

- e. Councillor Gowdy expressed her thanks to the Residents and Businesses in the Township for participating in the Peanut Butter and Jam Challenge to raise much-needed donations for the North Frontenac Food Bank.

8. **Appointment of Deputy Mayor**

Under By-Law 2023-53, the Deputy Mayor is appointed annually at the first Council meeting in December, with the role rotating through each ward over the four-year term. Following the established order—Hinchinbrooke, Oso, Olden, then Kennebec—the Kennebec Ward is next for the Deputy Mayor appointment.

- a. **Nomination**

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Cindy Kelsey be nominated for appointment of Deputy Mayor for the 2026 Council year.

Carried

- b. **Appointment**

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT Cindy Kelsey be appointed to serve as Deputy Mayor for the 2026 Council year.

Carried

9. **Delegations**

- a. **Cheryl Furlong & Al Reid Regarding Wilkinson Road**

Mayor Smith noted that Public Works will respond to all questions raised, and expressed confidence in the training, expertise, and professionalism of staff.

Moved by: Nicki Gowdy

Seconded by: Phillip Smith

THAT Council receive the presentation from Cheryl Furlong and Al Reid regarding Wilkinson Road, for information.

Carried

10. Public Meeting

None

11. Consent Agenda

Approval of the Consent Agenda

Moved by: Duncan McGregor

Seconded by: Cindy Kelsey

THAT Item a of the Consent Agenda be hereby received for information, as it is deemed to be routine.

Carried

12. Deferred Items

None

13. Staff Reports/Departmental Updates

a. **227-2025 DS November Building Activity Report**

Moved by: Duncan McGregor

Seconded by: Susan Irwin

THAT Council receives the Construction Details (Building Activity) report for November 2025 for information.

Carried

b. **228-2025 DS 2025 Capital Project Update**

Moved by: Bill Everett

Seconded by: Dan Meeks

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

Carried

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c. **229-2025 DS Rural Ontario Development (ROD) Grant Application**

Moved by: Lynn Klages

Seconded by: Susan Irwin

WHEREAS Soldiers Memorial Hall and surrounding community would benefit from upgrades to the hall kitchen;

AND WHEREAS The Rural Ontario Development (ROD) Grant offers up to 35% or \$25,000 to fund small community infrastructure enhancements;

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Chief Building Official to work with the Community Services Coordinator and apply for the ROD grant to enhance the kitchen at Soldiers Memorial Hall.

Carried

d. **230-2025 PW December Activity Report**

Moved by: Duncan McGregor

Seconded by: Nicki Gowdy

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

Carried

e. **231-2025 PW December Capital Project Report**

Moved by: Dan Meeks

Seconded by: Susan Irwin

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

Carried

f. **232-2025 PW Business Recycling Update**

Moved by: Phillip Smith

Seconded by: Cindy Kelsey

THAT Council receives the Business Recycling Report dated December 9, 2025, as presented by the Public Works Manager for information.

Carried

g. **233-2025 CFFRS December Activity Report**

Moved by: Bill Everett

Seconded by: Phillip Smith

THAT Council receive the Central Frontenac Fire Rescue (CFFR) Activity Report prepared by the Manager of Emergency Services/Fire Chief dated December 9, 2025.

Carried

h. **234-2025 FIN Accounts Payable- December 2025**

Moved by: Cindy Kelsey

Seconded by: Susan Irwin

THAT Council receives the Accounts Payable Report (Cheque Distribution) in the amount of \$559,241.24 as prepared by the Treasurer, for information.

Carried

i. **235-2025 FIN December 357, 358, 359 Responses**

Moved by: Duncan McGregor

Seconded by: Nicki Gowdy

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

Roll Number 10-39-060-010-15810-0000 for the period of August 11, 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

j. **236-2025 ADMIN CA Consolidation & Lunch and Learn Session November 7, 2025**

MOTION 1

Moved by: Bill Everett

Seconded by: Dan Meeks

THAT Council receives for information the summary of updates regarding Conservation Authority consolidation, Source Protection amendments, floodplain mapping projects, and related provincial legislative changes presented through the Lunch and Learn session held on November 7, 2025, as prepared by the Planning Coordinator.

Carried

MOTION 2

Moved by: Lynn Klages

Seconded by: Susan Irwin

WHEREAS the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy;

AND WHEREAS local municipalities established the Rideau Valley Conservation Authority in 1966, the Mississippi Valley Conservation Authority in 1968, and the Quinte Conservation Authority in 1947, and currently provide over 50% of total conservation authority funding, while the Province of Ontario provides less than 5%;

AND WHEREAS municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable services standards, and ensuring fair and predictable costs for ratepayers;

AND WHEREAS Bill 68 (Schedule 3) and ERO posting 025-1257 proposes to consolidate Ontario's 36 conservation authorities into seven regional authorities and create the Ontario Provincial Conservation Agency, a Crown agency that would assume oversight over conservation authorities and have the ability to levy authorities to cover its costs;

AND WHEREAS the Province already possesses the authority to establish overarching legislation, regulations, standards and policies across all conservation authorities through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Township of Central Frontenac calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

AND FURTHER THAT while the Corporation of the Township of Central Frontenac supports provincial goals for consistent permit approval processes, shared services and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

AND FURTHER THAT the Corporation of the Township of Central Frontenac supports efforts to balance expertise, capacity and program delivery across the province, and requests that the province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives;

AND THAT a copy of this resolution be sent to the Ontario Minister of Environment, Conservation and Parks, to the local MP(s) and MPP(s), the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, the local conservation authority(s), and all municipalities in Ontario.

Carried

k. **237-2025 Road Allowance Closure Request (Rostron)**

Moved by: Cindy Kelsey

Seconded by: Nicki Gowdy

THAT Council approves in principle the recommendation of the Planning Coordinator to close part of the unopened road allowance between Concession 4 & 5, Lot 20, Geographic Township of Hinchinbrooke, being part of PIN 36156-0202;

AND THAT Council authorize staff to proceed to a public meeting to receive resident input on the proposed closure.

Carried

l. **238-2025 ADMIN Change of Conditions Consent APPRN-2024-0033**

Moved by: Dan Meeks

Seconded by: Phillip Smith

THAT Council receives the report titled Change of Conditions of Provisional Approval for Consent Application APPN-2025-0033, for information;

AND FURTHER THAT subject to any discussion at the December 9th, 2025, meeting, that Council approves the application for Change of Conditions for Consent Application as submitted.

Carried

m. **239-2025 ADMIN Year End Activity Report**

Moved by: Bill Everett

Seconded by: Lynn Klages

THAT Council receives the 2026 Year End Activity Report as prepared by the Deputy Clerk, for information.

Carried

n. **240-2025 Holiday Hours & Office Closure Notice**

Moved by: Susan Irwin

Seconded by: Duncan McGregor

WHEREAS it has been past practice for the municipal office to be closed between Christmas and the New Year;

AND WHEREAS the Municipality grants employees a half day off with pay on December 24th and December 31st, as outlined in the Employee Policy;

AND WHEREAS it is proposed that the municipal office be closed from the end of the business day on December 23rd to and including January 2nd, which will require employees to use four (4) days of vacation;

AND WHEREAS it has been customary for the municipal office to close during the Christmas holiday period, with some staff choosing to take vacation on December 22nd and 23rd while others remain scheduled to work;

NOW THEREFORE BE IT RESOLVED that Council acknowledge and recognize the continued practice of closing the municipal office between Christmas and the New Year.

Carried

14. Committee/Other Reports

a. **Motion from the Central Frontenac Recreation Advisory Committee (CFRAC) For Consideration**

Presented by CFRAC Chair- Phillip Smith

Moved by: Phillip Smith

Seconded by: Bill Everett

Moved by: Phillip Smith

Seconded by: Bill Everett

THAT Council accept the recommendation of the Central Frontenac Recreation Advisory Committee (CFRAC) to transfer any unspent funds from the CFRAC 2025 budget into reserves;

AND FURTHER THAT these funds be designated in reserves specifically for the Central Frontenac Recreation Advisory Committee.

Carried

15. Communications/Correspondence for Action

16. By-Laws/Agreements

a. **2025-53 Provide a 2026 Interim Tax Levy**

Moved by: Phillip Smith

Seconded by: Duncan McGregor

THAT By-Law 2025-53, being a by law to provide a 2026 interim Tax Levy, be read a first, second and third time and finally passed this 9th day of December 2025.

Carried

17. Notice of Motions

a. **Councillor Gowdy- Amend Bylaw 2024-41 (Canine Bylaw)**

Moved by: Nicki Gowdy

Seconded by: Cindy Kelsey

WHEREAS By-law No. 2024-41, being a bylaw for the licensing of dogs and prohibiting the running at large of dogs within the Township of Central Frontenac, was enacted on November 26, 2024;

AND WHEREAS Council considers it desirable to amend the said by-law to update some definitions and changing sections 5.3, 9.1 & 2 and correcting a spelling error in section 10 a;

NOW THEREFORE BE IT RESOLVED THAT By-law No. 2024-41 be amended as follows:

Section 5.3 is amended to read "Every person who owns or harbors a dog shall remove and sanitarly dispose of any excrement left by the dog anywhere on Township property and from any other property that same becomes a nuisance or sanitary hazard."

Section 9.1 is replaced with the following: "No owner of any dog shall cause or permit a dog to run at large within the limits of the Township unless the animal is a "Working dog"."

Section 9.2 is replaced with the following: "Unless a dog is on a premises with the premises owner's permission, every dog shall be under the control of a capable person."

Section 10 a the number 3 be replaced with a number 4 to correct the number to match the verbiage.

Definitions: Running at large shall mean "any animal as defined herein that is found any place other than the premises of the owner, without permission of the premises owner and is not under the control of capable person."

Definitions: Under the control of a capable person shall mean " a dog that is at all times on a leash or restraint of a maximum length of 2 meter and under care and control and capable of being physically restrained in such a manner as to prevent contact with people and other animals."

Definitions: Working dog shall mean "any dog doing useful work, such as hunting, guarding livestock, herding animals or pulling wagons or sleds."

AND FURTHER THAT the Clerk be directed to prepare the necessary amending by-law for consideration at the January 13, 2026, meeting.

Deferred

18. Giving Notice of Motions

None

19. New/Other Business

None

20. Closed Session

None

21. Adjournment

Confirming By-Law 2025-54

Moved by: Susan Irwin

Seconded by: Bill Everett

THAT By-Law 2025-54 being a by-law to confirm the proceedings of the regular council meeting held December 9th, 2025, be read first, second, and third time, and finally passed this 9th day of December 2025;

AND FURTHER THAT this meeting be adjourned until Tuesday, January 13th, 2026, at 6:00 p.m. for a regular meeting of the Council, said meeting to be held at the Soldiers Memorial Hall, 1107 Garrett Street, Sharbot Lake ON.

Carried

The meeting was adjourned at 7:10 pm

Cindy Kelsey, Deputy Mayor

Cathy MacMunn, CAO/Clerk