



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

Tuesday, January 13, 2026, at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call

Members: Frances Smith, Mayor (Virtual); Cindy Kelsey, Deputy Mayor; Councillors: Susan Irwin; Dan Meeks; Phillip Smith; Nicki Gowdy; Duncan McGregor; Bill Everett; Lynn Klages (Virtual);

Regrets:

Staff in Attendance: Cathy MacMunn; Jody Legue; Chris Nelson; Andy Dillon; Steve Gould; Amanda Fellows.

1. Call to Order

Deputy Mayor Kelsey 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 NO. 2026-01

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT the agenda for the regular meeting of Council to be held January 13, 2026, be approved as presented.

Carried

5. Disclosure of Pecuniary Interest

None Declared.

6. Approval of the Minutes

MOTION NO. 2026-02

Moved by: Phillip Smith

Seconded by: Nicki Gowdy

THAT the minutes from the regular meeting of Council held on December 9, 2025, be approved as presented.

Carried

7. Mayors Remarks

- a. The Polar Bear Plunge was held by the Heritage Festival Committee last weekend and was a great success.
- b. Councillor Gowdy confirmed that the Heritage Festival is scheduled to take place on Family Day weekend in February.

8. Delegations

- a. Alto High-Speed Rail
Alexis Doyle, Manager of Community Relations

MOTION NO. 2026-03

Moved by: Duncan McGregor

Seconded by: Bill Everett

THAT Council receive the Presentation from Alexis Doyle regarding Alto High-Speed Rail, for information.

Recorded Vote

Yes Frances Smith, Susan Irwin, Dan Meeks, Phillip Smith, Nicki Gowdy, Bill Everett, Lynn Klages, and Cindy Kelsey

No Duncan McGregor

Carried 8-1

- b. North Frontenac Little Theatre
Art Holloway and Angela Cowdy

MOTION NO. 2026-04

Moved by: Dan Meeks

Seconded by: Susan Irwin

THAT Council receive the Presentation from Art Holloway and Angela Cowdy regarding North Frontenac Little Theatre Company, for information.

Carried

9. Public Meeting

10. Consent Agenda

- a. Correspondence received for January 13, 2025
1. **December 4, 2025** – City of Toronto regarding Swim to Survive Program and Inclusion in the Ontario Curriculum.
 2. **December 9, 2025** – Town of Ingersoll regarding Conservation Authorities and Bill 68.
 3. **December 9, 2025** – Municipal Engineers Association regarding Appointment of New Board of Directors.
 4. **December 12, 2025** – Town of Smiths Falls regarding Ontario Community Infrastructure Fund (OCIF).
 5. **December 12, 2025** – Government of Canada, News Release regarding Alto High-Speed Rail – Starting Point Announcement.
 6. **December 12, 2025** – Eastern Ontario Wardens' Caucus regarding December 2025 Newsletter.
 7. **December 14, 2025** – City of Peterborough regarding Elect Respect Campaign.
 8. **December 14, 2025** – City of Welland regarding Standing Together for Justice and the Protection of Canada's Children.
 9. **December 15, 2025** – City of Hamilton regarding Drowning Prevention and Swim Safety in Ontario.
 10. **December 17, 2025** – County of Oxford regarding Bill 68 and Proposed Consolidation of Conservation Authorities.

11. **December 18, 2025** – Township of Perry regarding Removal of HST on New Home Purchases.
12. **December 18, 2025** – Municipality of Chatham-Kent regarding Bill 68 and Amalgamation of Conservation Authorities.
13. **December 19, 2025** – Township of Amaranth regarding Bill 68 and Amalgamation of Conservation Authorities.
14. **December 19, 2025** – Kawartha Conservation regarding Bill 68 and Amalgamation of Conservation Authorities.
15. **December 22, 2025** – Township of Huron Shores regarding Rent Protection for Tenants.
16. **December 22, 2025** – Township of Huron Shores regarding Improvements to Highways 17 and 11.
17. **December 24, 2025** – Town of Cobourg regarding “Elbows Up” for Climate Action Letter.
18. **December 24, 2025** – Township of Machar regarding Bill 68 and Amalgamation of Conservation Authorities.
19. **December 29, 2025** – Town of Cobourg regarding Bill 68 and Amalgamation of Conservation Authorities.
20. **January 5, 2026** – Alto High-Speed Rail regarding Public Consultation Letter.
21. **January 5, 2026** – Alto High-Speed Rail regarding Project Announcement.
22. **January 5, 2026** – Association of Municipalities of Ontario (AMO) regarding Submission on Proposed Consolidation of Conservation Authorities.
23. **January 5, 2026** – Kathleen Dussome regarding Transportation Needs in Central Frontenac.
24. **January 5, 2026** – Village of Mallorytown regarding Closure of Satellite Offices – Southwest Public Health.

b. EORN (Eastern Ontario Regional Network) Update

c. Sharbot Lake Farmers Market - November 23, 2025 – Minutes

MOTION NO. 2026-05

Moved by: Nicki Gowdy

Seconded by: Phillip Smith

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

Carried

11. Deferred Items

12. Staff Reports/Departmental Updates

- a. Report No. 1-2026
Development Services Activity Report

MOTION NO. 2026-06

Moved by: Bill Everett

Seconded by: Duncan McGregor

THAT Council receive the Construction Detail (Activity) Report for December 2025, for information.

Carried

- b. Report No. 2-2026
Development Services Building Fees Report

MOTION NO. 2026-07

Moved by: Susan Irwin

Seconded by: Bill Everett

WHEREAS By-law 2014-27 requires that the fees set out in Schedule “C” shall be adjusted annually and effective the 1st of February based upon the 3rd quarter Bank of Canada Total CPI (<https://www.bankofcanada.ca/rates/price-indexes/cip/>).

NOW THEREFORE BE IT RESOLVED that Council approve a 2.0% increase to building permit fees effective February 1, 2026, in accordance with Section 7.4 of By-law 2014-27 (as amended) which links annual fee updates to the Bank of Canada Total CPI (Q3);

AND THAT the Chief Building Official be directed to update Schedule “C” accordingly.

Carried

- c. Report No. 3-2026
Public Works Activity Report

MOTION NO. 2026-08

Moved by: Dan Meeks

Seconded by: Duncan McGregor

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

Carried

- d. Report No. 4-2026
Public Works Capital Projects Status Report

MOTION NO. 2026-09

Moved by: Phillip Smith

Seconded by: Susan Irwin

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

Carried

- e. Report No. 5-2026
Public Works Response to Inquiries from December 9, 2025

MOTION NO. 2026-10

Moved by: Bill Everett

Seconded by: Dan Meeks

THAT Council receive the Public Works Response to Inquiries report as presented by the Public Works Manager, for information.

Carried

- f. Report No. 6-2026
Public Works Final Parking By-Law

MOTION NO. 2026-11

Moved by: Frances Smith

Seconded by: Duncan McGregor

WHEREAS the Township has reviewed and updated its Parking By-law to modernize regulations and improve clarity;

AND WHEREAS the updated Parking By-law includes provisions for an Administrative Monetary Penalty System (AMPS) in accordance with applicable legislation;

AND WHEREAS public consultation has been completed and feedback has been considered as part of the update;

AND WHEREAS the proposed Parking By-law has undergone a legal review to ensure compliance with provincial requirements;

AND WHEREAS it is necessary to amend Schedule C of By-law 2024-43 (Administrative Monetary Penalty System) by adding Table 3 to reflect updated parking-related penalties;

NOW THEREFORE BE IT RESOLVED THAT Council hereby receives the updated Parking By-law as presented;

AND FURTHER THAT Schedule C of By-law 2024-43 be amended by adding Table 3, as attached;

AND FURTHER THAT the Parking By-law be brought forward for adoption later in this meeting.

Deferred

Council deferred the item to allow staff time to review the matter and report back with options to address parking at all municipal boat launches.

- g. Report No. 7-2026
Public Survey Results-Draft Sewage Systems Standards Bylaw

MOTION NO. 2026-12

Moved by: Nicki Gowdy

Seconded by: Susan Irwin

WHEREAS Council, by resolution at its November 25, 2025, Regular Meeting, directed staff to release a public survey to gather comments on the Preliminary Draft Sewage System Standards By-law, with a closing date of December 31, 2025;

AND WHEREAS the results of the public survey have been compiled and submitted to Council;

NOW THEREFORE BE IT RESOLVED THAT Council hereby receives the public survey results regarding the Preliminary Draft Sewage System Standards By-law for information.

Carried

13. Committee/Other Reports

- a. Heritage Festival Committee- Terms of Reference

MOTION NO. 2026-13

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Council approve and adopt the Heritage Festival Committee terms of reference as presented.

Carried

14. Communications/Correspondence for Action

- a. Registered Mail dated December 31, 2025
From Ontario Infrastructure and Lands Corporation.
Regarding Extension of Lease for Soldiers Memorial Hall-
Ontario Courts Use

MOTION NO. 2026-14

Moved by: Frances Smith

Seconded by: Dan Meeks

WHEREAS the Corporation of the Township of Central Frontenac entered into a licence agreement dated July 1, 2001, as amended (the "Licence"), with the Province of Ontario for the rental of approximately 2,274 square feet of

space at Soldiers Memorial Hall, located at 1107 Garrett Street in the community of Sharbot Lake;

AND WHEREAS the licensed space is located on the main floor of Soldiers Memorial Hall and has been used by the Province of Ontario under the terms of the Licence;

AND WHEREAS the Licence includes an option for the Province of Ontario to extend the agreement for an additional five (5) years;

AND WHEREAS the Township has received notice that the Province of Ontario is exercising its option to extend the Licence for a further five (5) years, from July 1, 2026 to June 30, 2031, under the same terms and conditions;

AND WHEREAS Ontario Infrastructure and Lands Corporation, through its agent CBRE Limited, will be working with the Township to finalize the extension agreement;

NOW THEREFORE BE IT RESOLVED that Council acknowledges and accepts the extension of the Licence for the rental of space at Soldiers Memorial Hall for the period of July 1, 2026 to June 30, 2031;

AND BE IT FURTHER RESOLVED THAT the Mayor and the CAO/Clerk are hereby authorized to sign the Licence extension agreement and any related documents.

Deferred

Council deferred this item to have staff meet with a representative of Ontario Infrastructure and Lands Corporation to negotiate further.

15. By-Laws/Agreements

- a. 2026-01 Parking By-Law

MOTION NO. 2026-01

Moved by: Duncan McGregor

Seconded by: Susan Irwin

THAT By-Law 2026-01, being a by-law for the establishment and enforcement of parking regulations in the Township of Central Frontenac, be read a first, second and third time and finally passed this 13th day of January 2026.

Deferred

- b. 2026-02 By-Law to Amend Administrative Monetary Penalties (AMPS) and Designate Parking By-law

MOTION NO. 2026-15

Moved by: Phillip Smith

Seconded by: Bill Everett

THAT By-Law 2026-02, Being a by-law to amend the Administrative Monetary Penalties (AMPS) by-law to designate a Parking By-law, be read a first, second and third time and finally passed this 13th day of January 2026.

Deferred

- c. 2026-03 By-Law to Appoint a Committee of Adjustment for 2026

MOTION NO. 2026-16

Moved by: Phillip Smith

Seconded by: Dan Meeks

THAT By-Law 2026-03, Being a by-law to appoint a Committee of Adjustment for 2026, be read a first, second and third time and finally passed this 13th day of January 2026.

Carried

16. Notice of Motions

17. Giving Notice of Motions

18. New/Other Business

19. Closed Session

20. Adjournment

a. Confirming By-Law 2026-04

MOTION NO. 2026-17

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT By-Law 2026-04 being a by-law to confirm the proceedings of the regular council meeting held January 13, 2026, be read first, second, and third time, and finally passed this 13th day of January 2026;

AND FURTHER THAT this meeting be adjourned until Tuesday, January 27, 2026, at 6:00 p.m. for a regular meeting of Council, said meeting to be held in the Council Chambers located at 14216 Road 38, Sharbot Lake.

Carried

Adjourned 7:39 pm

Frances L Smith, Mayor

Cathy MacMunn, CAO/Clerk