



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

Tuesday, March 10, 2026, at 6:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call:

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

Staff:

CAO/Clerk Cathy MacMunn, Deputy Clerk Jody Legue, Community Services Coordinator Chris Nelson, Chief Building Official Andy Dillon, Public Works Manager Steve Gould and Public Works Technical Assistant Amanda Fellows

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

a. March 10, 2026

MOTION NO. 2026-85

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT the agenda for the regular meeting of Council to be held March 10, 2026, be approved as amended, to include a verbal report from CAO/Clerk Cathy MacMunn, under Item 18. New or Other Business.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

None Declared

6. Approval of the Minutes

a. February 24, 2026

MOTION NO. 2026-86

Moved by: Phillip Smith

Seconded by: Nicki Gowdy

THAT the minutes from the regular meeting of Council held on February 24, 2026, be approved as presented.

Carried

7. Mayor's Remarks

1. Thinking about running for Council in the 2026 Municipal Election?

The Townships of Central Frontenac, South Frontenac, and North Frontenac are hosting an information session for residents interested in learning more about becoming a municipal council member.

Date: April 20, 2026, Time: 7:00 PM – 9:00 PM, Location: Soldiers Memorial Hall (Oso Hall) 1107 Garrett St., Sharbot Lake This session will provide an overview of the roles and responsibilities of municipal council members and help potential candidates better understand what's involved in serving their community.

All residents who are considering running for municipal council are encouraged to attend.

2. Volunteer Appreciation event will be held April 18, 2026, at Circle Square Ranch, starting at 5:00 pm. Invitations are being distributed with RSVPs due to the Committee Chairs by March 27, 2026.
3. Announcement- Duncan McGregor Resignation, Duncan thanked Council and Staff for their contributions and service to our community.
4. Helicopter drop will be held April 4th, 2026.
5. Central Frontenac Economic Development Committee and North Frontenac Economic Development Task Force will have a combined booth at the Quinte sportsman show, March 13th-15th, 2026.

8. Delegations

- a. **Ron Couchman, Resident Central Frontenac**

Presentation on Alto Rail

MOTION NO. 2026-87

Moved by: Bill Everett

Seconded by: Lynn Klages

THAT Council receive the presentation from Ron Couchman, resident of Central Frontenac, regarding Alto Rail for information.

Carried

9. Public Meeting

None

10. Consent Agenda

MOTION NO. 2026-88

Moved by: Cindy Kelsey

Seconded by: Susan Irwin

THAT Council accept items a) through e) for information as they are considered routine.

Carried

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| a. | Correspondence Received for March 10, 2026 | # |
| | <ol style="list-style-type: none">1. Letter dated February 4, 2026, from the Township of Brudenell, Lyndoch and Raglan regarding Support for the Steel and Lumber Sectors.2. Resolution dated February 10, 2026, from the Township of Joly regarding Nation Building Improvements to Highways 11 and 17.3. Resolution dated February 10, 2026, from the Township of Joly regarding Opposition to the Consolidation of Conservation Authorities.4. Letter dated February 20, 2026, from the Township of Southgate regarding Support for Bill 21, Protect Our Food Act, 2025.5. Letter dated February 20, 2026, from the OPP Detachment Board – James Bay East regarding Support for a Provincial Bail Notification Program.6. Letter dated February 24, 2026, from the County of Perth regarding Removal of HST and GST from New Home Sales.7. Letter dated February 4, 2026, from the Township of Brudenell, Lyndoch and Raglan regarding a Call for Reform and Publication of the Ontario Sex Offender Registry.8. Letter dated February 4, 2026, from the Township of Brudenell, Lyndoch and Raglan regarding a Call to Action for Justice and Protection of Canada’s Children.9. Motion regarding Support for Modernizing the Heritage Organization Development Grant (HODG).10. Resolution from the Municipality of Markstay-Warren regarding Improvements to Highways 11 and 17.11. Letter dated February 2026 from the Township of Perry regarding School Bus Safety.12. Letter dated February 18, 2026, from the Township of Perry regarding Reduced Rate Distribution of Library Resources.13. Resolution regarding Support for the Ontario Veterinary College.14. Resolution regarding the Ontario Community Infrastructure Fund (OCIF).15. Newsletter dated January 2026 from the Top Aggregate Producing Municipalities of Ontario (TAPMO). | |

16. Letter dated February 26, 2026, from resident Jacqueline Kelly-Pemberton regarding Alto Rail.
 17. Letter dated March 4, 2026, from Addington Highlands regarding Alto Rail.
- b. Quinte Conservation Executive Board Meeting Minutes
December 18, 2025
 - c. Central Frontenac Washroom Committee Update
 - d. Mississippi Valley Conservation Authority Board Summary
 - e. Rideau Valley Conservation Authority
January 22, 2026

11. Deferred Items

12. Staff Reports/Departmental Updates

- a. **Report No. 042-2026**
Development Services Activity Report February 2026

MOTION NO. 2026-89

Moved by: Dan Meeks

Seconded by: Phillip Smith

THAT Council receive the Construction Details (Building Activity) report dated February 2026 for information.

Carried

- b. **Report No. 043-2026**
Development Services Capital Projects

MOTION NO. 2026-90

Moved by: Nicki Gowdy

Seconded by: Bill Everett

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

Carried

- c. **Report No. 044-2026**
Public Works Activity Report February 2026

MOTION NO. 2026-91

Moved by: Lynn Klages

Seconded by: Cindy Kelsey

THAT Council receive the Public Works Activity report dated February 2026 as prepared by the Public Works Technical Assistant for information.

Carried

d. **Report No. 045-2026**

Public Works Purchase of Used Motor Grader

MOTION NO. 2026-92

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT Council receive the report regarding the proposed purchase of a 2021 Caterpillar 150 AWD motor grader in the amount of \$435,772 excluding HST;

AND THAT Council authorize The Public Works Manager to proceed with the purchase of the motor grader;

AND FURTHER THAT the CAO/Clerk and Mayor are authorized to sign all necessary contract documents.

Carried

e. **Report No. 046-2026**

Public Works Micro Surface Tender (PW-2026-09)

MOTION NO. 2026-93

Moved by: Phillip Smith

Seconded by: Nicki Gowdy

THAT Council receive Report PW-2026-09 regarding the Micro-Surface tender;

AND THAT Council accept the recommendation of the Public Works Manager and award the Micro-Surfacing tender to Greenwood Paving Ltd in the amount of \$286,581 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

Carried

f. **Report No. 047-2026**

Public Works Grounds Maintenance Tender- Kennebec (PW-2026-05)

MOTION NO. 2026-94

Moved by: Bill Everett

Seconded by: Lynn Klages

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THAT Council receive Report PW-2026-05 regarding the Grounds Maintenance tender for the Kennebec District;

AND THAT Council accepts the recommendation of the Public Works Manager and award the Kennebec District Grounds Maintenance to Kennebec Tree and Lawn Service in the amount of \$11,400 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

Carried

- g. **Report No. 048-2026**
Public Works Grounds Maintenance Tender- Olden (PW-2026-06)

MOTION NO. 2026-95

Moved by: Cindy Kelsey

Seconded by: Susan Irwin

THAT Council receive Report PW-2026-06 Grounds Maintenance tender for the Olden District;

AND THAT Council accept the recommendation of the Public Works Manager and award the Olden District Grounds Maintenance to Kennebec Tree and Lawn Service in the amount of \$10,000 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

Carried

- h. **Report No. 049-2026**
Public Works Grounds Maintenance Tender- Oso (PW-2026-07)

MOTION NO. 2026-96

Moved by: Dan Meeks

Seconded by: Phillip Smith

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THAT Council receive Report PW-2026-07 Grounds Maintenance tender for the Oso District;

AND THAT Council accepts the recommendation of the Public Works Manager to award the Oso District Grounds Maintenance to Hamilton's Carpentry in the amount of \$28,000 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

Carried

i. **Report No. 050-2026**

Public Works Grounds Maintenance Tender-Hinchinbrooke(PW-2026-08)

MOTION NO. 2026-97

Moved by: Nicki Gowdy

Seconded by: Bill Everett

THAT Council receive Report PW-2026-08 regarding the Grounds Maintenance tender for the Hinchinbrooke District;

AND THAT Council accepts the recommendation of the Public Works Manager and award the Hinchinbrooke District Grounds Maintenance to Hamilton's Carpentry in the amount of \$10,225 excluding HST;

AND FURTHER THAT Council authorize the Mayor and CAO/Clerk to sign the contract documents.

Carried

13. Committee/Other Reports

a. **Draft 2025 Septic Re-Inspection Program Report
Mississippi Rideau Septic System Office (MRSSO)**

MOTION NO. 2026-98

Moved by: Lynn Klages

Seconded by: Cindy Kelsey

THAT Council receive the Draft 2025 Septic Re-Inspection Program Report from Eric Kohlsmith, Mississippi Rideau Septic System Office, for information;

AND FURTHER THAT the report be submitted to the Septic Re-Inspection Committee for further review.

Carried

14. Communication/Correspondence for Action

15. Bylaws/Agreements

16. Notice of Motion

17. Giving Notice of Motion

a. **Councillor Phillip Smith**

Councillor Phillip Smith hereby gives notice of a motion regarding On-Call Part-Time Firefighters, which will be brought forward for consideration at the Regular Meeting of Council on March 24, 2026.

In accordance with the Township's Procedural By-law No. 2023-53 the motion is being introduced for notice purposes only at this time. No discussion will occur at the March 10, 2026 meeting. The motion may be debated and considered at the March 24, 2026 meeting, subject to receiving a seconder on the motion.

18. New/Other Business

a. Council Vacancy

MOTION NO. 2026-99

Moved by: Cindy Kelsey

Seconded by: Dan Meeks

WHEREAS Councillor McGregor has resigned his seat on council for (Oso District 3) effective March 10, 2026;

AND WHEREAS Section 259 (1) of The Municipal Act, 2001, S.O. 2001, c.25 addresses Council Vacancies;

AND WHEREAS Section 262 (1) of The Municipal Act, 2001, S.O.2001, c.25 states that if the office of a member of council becomes vacant under section 259, the council shall declare the office to be vacant;

AND WHEREAS the Municipal Act, 2001, S.O. 2001 c.25, states that Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a By-election be held to fill a vacancy in accordance with the Municipal Elections Act, S.O., 1996, c 32;

AND WHEREAS the CAO/Clerk is recommending that Council consider filling the vacancy by appointing a person who has consented to accept the office if appointed as it may be the most cost efficient than having a By-election;

NOW THEREFORE BE IT RESOLVED That Council, hereby declares one Councillor seat for (Oso District 3) for the Township of Central Frontenac to be vacant effective immediately, and approve the recommendation of the CAO/Clerk to fill the vacancy by appointing a person instead of holding a By-election.

Carried

19. Closed Session

a. **Resolve into Closed Session**

MOTION NO. 2026-100

Moved by: Susan Irwin
Seconded by: Dan Meeks

THAT Council resolve into closed session pursuant to S. 239 (2) of the Municipal Act, 2001 to:

1. Receive closed session minutes
2. for the purpose of receiving advice that is subject to solicitor-client privilege, including communications necessary for that purpose. pursuant to Section 239(2)(f) of the Act

Carried

b. **Rise from Closed Session**

MOTION NO. 2026-101

Moved by: Phillip Smith
Seconded by: Nicki Gowdy

THAT Council rise from closed session pursuant to S. 239 (2) of the Municipal Act, 2001 to:

1. Receive closed session minutes
2. for the purpose of receiving advice that is subject to solicitor-client privilege, including communications necessary for that purpose. pursuant to Section 239(2)(f) of the Act

AND FURTHER THAT staff carry out instructions received in closed session.

Carried

Rise from closed session at 7:12 pm

20. Adjournment

a. **Confirming Bylaw for March 10, 2026**

MOTION NO. 2026-102

Moved by: Bill Everett
Seconded by: Lynn Klages

THAT By-Law 2026-13 being a by-law to confirm the proceedings of the regular council meeting held March 10, 2026, be read first, second, and third time, and finally passed this 10th day of March , 2026

AND FURTHER THAT this meeting be adjourned until Tuesday, March 24, at 6:00 p.m. for a regular meeting of the Council, said meeting to be held in the Council Chambers at 14216 Road 38, Sharbot Lake, Ontario

Carried

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk

