



**Township of South Frontenac
Council Meeting Minutes**



Meeting #2025-21

Time: 6:00 PM

Location: Council Chambers/Virtual Via Zoom

Present: Ray Leonard, Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Adam Turcotte, Mayor Ron Vandewal

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Troy Dunlop - Manager of Engineering and Capital Projects, Melia Edgar - Deputy Treasurer, Stephanie Kuca - Director of Finance and Treasurer, Lucy Robinson - Records Analyst

1 Meeting to Order

a) Resolution

Resolution No. [2025-21]-01

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That the Council meeting of November 18, 2025 be called to order at 6:00 p.m.

Carried

2 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-21]-02

Moved by Councillor Leonard

Seconded by Councillor Roberts

1. That the agenda be amended to include the addendum.

Carried

Resolution No. [2025-21]-03

Moved by Councillor Turcotte

Seconded by Deputy Mayor Ruttan

2. That the agenda, as amended, be approved.

Carried

3 Disclosure of Pecuniary Interest

a) There were none.

4 Committee of the Whole "Closed Session"

a) Resolution

Resolution No. [2025-21]-04

Moved by Councillor Morey

Seconded by Councillor Trueman

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That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:

1. Educational Training Session - Municipal Services Corporation.
2. Approval of the October 21, 2025 Committee of the Whole "Closed Meeting" minutes.

Carried

- b) Note: The Committee of the Whole "Closed Session" agenda was amended to include the item listed in the addendum as there was sufficient time to consider the matter in the first portion of the Closed Session meeting.

- c) Resolution

Resolution No. [2025-21]-05

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That Council rise from the Committee of the Whole "Closed Meeting" and the Deputy Clerk report.

Carried

Resolution No. [2025-21]-06

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That the Chief Administrative Officer be delegated the authority to exercise the direction received in Closed Session.

Carried

- 5 Recess (If Required)

- a) Council recessed from 6:50 p.m. to 7:00 p.m.

- 6 Roll Call

- a) The Deputy Clerk conducted roll call.

- 7 Ceremonial Presentations

- a) There were none.

- 8 Public Meeting

- a) Not applicable.

- 9 Delegations

- a) Jerri Jerreat was present and spoke to Council regarding the "Frontenac Citizens for Climate Action" priorities with regards to the 2026 budget.

- 10 Briefings

- a) There were none.

- 11 Reports from Administration

- a) 2026 Meeting Calendar

Resolution No. [2025-21]-07

Moved by Councillor Roberts

Seconded by Councillor Leonard

That notwithstanding By-law 2025-21, As Amended and By-law 2023-04, As Amended, the following Council and Committee meeting dates be cancelled due to the 2026 Municipal Election:

- October 20 Council meeting; and
- October 22 Heritage Advisory Committee meeting; and
- November 26 Recreation and Leisure Advisory Committee meeting;

That notwithstanding By-law 2025-21, As Amended and By-law 2023-04, As Amended, the following Council and Committee meeting dates be rescheduled as follows:

- January 6 Council meeting rescheduled to January 13;
- February 17 Council meeting rescheduled to February 10;
- July 21 Council meeting rescheduled to July 14; and
- December 10 Committee of Adjustment meeting rescheduled to December 17; and

That the 2026 Council, advisory committees and legislated committees meeting schedule, attached as Exhibit A to Report 2025-155, be approved.

Carried

b) Proposed Cemetery By-law

Resolution No. [2025-21]-08
Moved by Deputy Mayor Ruttan
Seconded by Councillor Turcotte
Recommendation One:

That Council approve the proposed By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac;

That Council approve a By-Law to Amend By-law 2024-59, As Amended, "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac", and a By-Law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice";

That By-law 2025-72, attached to Report Number 2025-156, as Exhibit A, being a By-law for Establishing Rules and Regulations for Cemeteries Licensed to The Township of South Frontenac, By-law 2025-73, attached to Report Number 2025-156, as Exhibit B, being a By-law to Amend By-law 2024-59, As Amended "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac" and By-law 2025-74, attached to Report Number 2025-156, as Exhibit C, being a By-law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice", be given first and second reading;

That By-law 2025-73 and 2025-74 be presented to Council for third reading.

Carried

Resolution No. [2025-21]-09
Moved by Councillor Trueman
Seconded by Councillor Morey
Recommendation Two:

That staff be directed to submit to the Bereavement Authority of Ontario, Registrar, a copy of the proposed Cemetery By-law for final approval and provide notice in accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33; it being understood that the proposed Cemetery By-law be

presented to Council for third reading upon receipt of final approval by the Registrar.

Carried

c) 2026 Long Range Financial Plan update

Resolution No. [2025-21]-10

Moved by Councillor Roberts

Seconded by Councillor Pegrum

That Council receive the 2026 Long Range Financial Plan update listed under Exhibit A to report 2025-157.

Carried

12 Reports from Advisory Committees

a) There were none.

13 Information Reports

a) Verona Medical Centre –Septic Line Replacement

14 Committee of the Whole

a) Not applicable.

15 Communications

a) There were none.

16 Tabling of Documents

a) There were none.

17 New Business

a) There was none.

18 Notice of Motion

a) There were none.

19 Approval of Minutes

a) Resolution

Resolution No. [2025-21]-11

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That the minutes of the November 4, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

a) Resolution

Resolution No. [2025-21]-12

Moved by Councillor Morey

Seconded by Councillor Turcotte

That By-laws Numbers (1) and (2) be given third reading.

Carried

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- b) Summary of By-laws:
1. By-law 2025-73 - A By-Law to Amend By-law 2024-59, As Amended being "A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac".
2. By-law 2025-74 - A By-Law to Amend By-law 2025-33, "A By-law to Prescribe the Form, Manner, and Times for the Provision of Notice".

21 Committee of the Whole "Closed Session"

- a) Not applicable.

22 Confirmation By-law

- a) Resolution

Resolution No. [2025-21]-13

Moved by Councillor Leonard

Seconded by Deputy Mayor Ruttan

That By-law 2025-75, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. [2025-21]-14

Moved by Councillor Roberts

Seconded by Councillor Morey

That By-law 2025-75, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

23 Date of Next Meeting

- a) The next Council meeting is scheduled for December 2, 2025 at 7:00 p.m.

24 Adjournment

- a) Resolution

Resolution No. [2025-21]-15

Moved by Councillor Pegrum

Seconded by Councillor Leonard

That the Council meeting of November 18, 2025 be adjourned at 7:46 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community