



**Township of South Frontenac  
Council Meeting Minutes**



**Meeting #**

**Time:** 6:15 PM

**Location:** 3910 Battersea Road/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, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Stephanie Kuca - Director of Finance and Treasurer, Melia Edgar - Deputy Treasurer, Troy Dunlop - Manager of Engineering Services and Capital Projects

1 Meeting to Order

a) Resolution

Resolution No. [2025-17]-01

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council meeting of September 2, 2025 be called to order at 6:15 p.m.

Carried

2 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-17]-02

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That the agenda be amended to include the addendum.

Carried

Resolution No. [2025-17]-03

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

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. [2025-17]-04

Moved by Deputy Mayor Ruttan

Seconded by Councillor Turcotte

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

1. Personal matters about an identifiable individual, including municipal or local board employees - Performance Review

Carried

b) Resolution

Resolution No. [2025-17]-05

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council rise from Committee of the Whole "Closed Meeting" without reporting.

Carried

5 Recess (If Required)

- a) Council recessed from 6:40 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) There were none.

10 Briefings

- a) Representatives from Watson & Associates Economists LTD. were present to speak to Council regarding the Asset Management Plan for Non-core Infrastructure Assets.

11 Reports from Administration

- a) Asset Management Plan – Non-core Assets

Resolution No. [2025-17]-06

Moved by Councillor Turcotte

Seconded by Councillor Morey

That Council approve the 2025 Asset Management Plan – Non-core assets including the gravel roads component which falls under core assets as attached under Attachment A of Report 2025-129.

Carried

Resolution No. [2025-17]-07

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That staff review facility assets and report back to Council during the first quarter of 2026 it being understood that the report should detail the level of current and anticipated future use, the anticipated costs of maintenance and needed upgrades based on the assessment report, and identify any facilities that could be considered as surplus and divested or demolished.

Carried

b) City of Kingston- COCHI/OPHI – Grant Application

Resolution No. [2025-17]-08

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That Council endorse the grant requests submitted to the City of Kingston under the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) totalling \$1.4 million to support the Verona Housing Project.

That Council authorize the Mayor and Clerk to execute all corresponding agreements and registrations should the requests be successful.

Carried

c) Appointment of Deputy Chief Building Official

Resolution No. [2025-17]-09

Moved by Councillor Morey

Seconded by Deputy Mayor Ruttan

That Matt Doyle be appointed as a Deputy Chief Building Official for the Township of South Frontenac;

That By-law 2025-58, attached to Report Number 2025-123, as Exhibit A, being a By-law to amend By-law 2024-11, A By-Law to Appoint Deputy Chief Building Officials, be given first and second reading;

That By-law 2025-58 be presented to Council for third reading.

Carried

d) Stop up and Close a Portion of Hinchinbrooke Road

Resolution No. [2025-17]-10

Moved by Councillor Turcotte

Seconded by Councillor Roberts

That Council approve By-law 2025-59 to close a portion of Hinchinbrooke Road;

That notwithstanding By-law 2025-33, being “A By-law to Prescribe the Form, Manner and Times for the Provision of Notice”, By-law 2025-59, attached to Report Number 2025-124, as Exhibit A, “A By-Law to Stop up, Close, and Declare Surplus a Portion of Road in the Township of South Frontenac as a result of Reconstruction on Hinchinbrooke Road” be given first and second reading; and

That By-law 2025-59 be presented to Council for third reading.

Carried

e) Purchase of Used Fire Pumper

Resolution No. [2025-17]-11

Moved by Councillor Trueman

Seconded by Councillor Leonard

That Council support the purchase of a 2007 Spartan Pumper, required upgrades and supplies to an upset budget of \$130,000; and

That the purchase be funded from the Asset Investment Reserve.

Carried

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f) Committee of Adjustment - Appointment of Public Member

Resolution No. [2025-17]-12

Moved by Councillor Pegrum

Seconded by Councillor Leonard

That Patrick Diotte be appointed to the Committee of Adjustment, as a public representative, for the term of Council.

Carried

12 Reports from Advisory Committees

13 Information Reports

a) Strong Mayor Powers – Procedural Guide

b) Verona Housing Update

14 Committee of the Whole

a) Not applicable.

15 Communications

a) Received from Eastern Ontario Wardens' Caucus (EOWC) regarding the August 2025 newsletter.

16 Tabling of Documents

a) There were none.

17 New Business

a) There were none.

18 Notice of Motion

a) Councillor Pegrum presented the following Notice of Motion at the August 12, 2025 Council meeting:

Resolution No. [2025-17]-13

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Director of Emergency Services prepare a report to Council prior to 2026 Budget Deliberations outlining options and costs associated with erecting signs to communicate fire burn ban status at Township of South Frontenac Fire Stations.

Carried

19 Approval of Minutes

a) Resolution

Resolution No. [2025-17]-14

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That the minutes of the August 12, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

a) Resolution

Resolution No. [2025-17]-15  
Moved by Councillor Pegrum  
Seconded by Councillor Sleeth  
That By-laws Number (1) and (2) be given third reading.

Carried

21 Committee of the Whole "Closed Session"

22 Confirmation By-law

a) Resolution

Resolution No. [2025-17]-16  
Moved by Deputy Mayor Ruttan  
Seconded by Councillor Morey  
That By-law 2025-60, 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. [2025-17]-17  
Moved by Councillor Turcotte  
Seconded by Councillor Leonard  
That By-law 2025-60, 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 October 7, 2025 at 7:00 p.m.

24 Adjournment

a) Resolution

Resolution No. [2025-17]-18  
Moved by Councillor Roberts  
Seconded by Councillor Pegrum  
That the Council meeting of September 2, 2025 be adjourned at 8:00 p.m.

Carried

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Ron Vandewal, Mayor

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James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community