

Please note, to ensure compliance with the Provincial Order to restrict public gatherings of more than 5 persons, this meeting was held using Electronic Participation. These Minutes are draft only and will be provided to Council for consideration at the May 8, 2020 Regular Meeting.

Minutes of a Regular Meeting of Council for The Corporation of the Township of North Frontenac, held April 17, 2020 through the use of Electronic Participation.

Present: Mayor Ron Higgins; Councillor Fred Perry and Councillor Wayne Good – Ward 1; Deputy Mayor Gerry Martin and Councillor Vernon Hermer – Ward 2; Councillor John Inglis and Councillor Fred Fowler – Ward 3.

Also Present: Cheryl Robson, Chief Administrative Officer (CAO); Tara Mieske, Clerk/ Planning Manager (CPM); Kelly Watkins, Treasurer; Eric Korhonen, Director of Emergency Services/Fire Chief; Corey Klatt, Manager of Community Development/CAO Back-up; and Darwyn Sproule, Public Works Manager.

1. Call To Order

The Mayor called the meeting to order at 9:08 a.m.

2. Approval of Agenda

Moved by Councillor Fowler, Seconded by Councillor Good

#164-20

Be It Resolved That Council approves the Agenda for the Regular Meeting of Council dated April 17, 2020, as circulated.

Carried

3. Disclosures of Pecuniary Interest and General Nature Thereof

None declared.

4. Business Introductions

None.

5. Delegations

Note: As this Meeting was held using electronic participation Delegations were in writing only.

a) Bernie James – Request to Reduce Planning Application Fees.

Moved by Councillor Hermer, Seconded by Councillor Inglis

#165-20

Be It Resolved That Council receives for information prepared by Bernard James, Resident, advising that on October 13, 2019, his cottage was destroyed by fire and that, in order to rebuild, the following variances are required:

1. A reduced setback from the high water mark for the septic system;;
2. A variance to increase the size of the septic system to be located in the same footprint;
3. A variance to increase the volume of the footprint of the cottage;

And That Mr. James advises the original permit for the septic system was issued by the Health Unit in 1981. Over the years, a third bedroom was added to the cottage, with no indication of the requirement for a larger septic system for a three bedroom cottage; and that the current system passed inspection by Mississippi Valley Conservation Authority (MVCA) in the mid 2000's when the septic inspection program was brought in; and that

due to the width of the island and the size of the new septic system, it is impossible to comply with the 30 meter setback from the high water mark;

And That Mr. James would like to add a dormer window to one side of the roof to increase the headroom in the upstairs bedroom, which will increase the volume of the cottage by 2%; and that, as per Section 3.24 (d) of Zoning By-law #55-19, a reconstruction shall not increase the volume of the original non-complying structure;

And That Mr. James requests Council waive the need for them to engage in the Minor Variance process; if Council cannot waive the need for the Minor Variance process, waive or reduce the fees associated with the application and obtaining the building permit; support and grant the variances sought; fast-track the process so a building permit can be issued this spring and building commenced immediately

And That the provisions of Zoning By-law #55-19, adopted by Council on July 5, 2019, apply to all lands lying within the Township of North Frontenac and that no building or structure shall be erected, altered or used within the Township except in conformity with the provisions of the By-law;

And That, as per Township By-law #101-18, Council has appointed the Committee of Adjustment/Planning Advisory Committee as the approval authority for Applications submitted under Section 44 of the Planning Act (Minor Variances); therefore Council does not consider Minor Variance Applications;

And That Council waives the \$750 Planning Fee required and cannot waive or reduce the fees required by outside agencies for a Minor Variance Application;

And That, as the Planning Act and applicable legislation provided by the Ontario Government determines the requirements for Planning applications, including Minor Variance Applications, neither Council or the Committee have the authority to fast track an application under the Planning Act.

YES ✓	Member of Council	NO ✓
✓	Councillor Fowler	
	Councillor Good	✓
✓	Councillor Hermer	
✓	Councillor Inglis	
✓	Deputy Mayor Martin	
	Councillor Perry	✓
✓	Mayor Higgins	

Carried

6. Presentations

None.

7. Adoption of Minutes

Moved by Deputy Mayor Martin, Seconded by Councillor Perry #166-20

Be It Resolved That Council adopts the Minutes of a Special Meeting of Council re: Request for Exemption from Cemetery By-law #08-12 dated March 13, 2020;

And That Council adopts the Minutes of a Public Meeting re: Draft 2020 Budget dated March 20, 2020:

And That Council adopts the Minutes of a Regular Meeting of Council dated March 20, 2020.

Carried

8. Business Arising from Minutes

None.

9. Communications – Clerk’s Administrative Reports

A: Received for Information:

Moved by Councillor Fowler, Seconded by Councillor Good

#167-20

Be It Resolved That Council receives Section A Items of the Clerk’s Administrative Report entitled Communications of Interest, as set out below, for information:

1. Mississippi Valley Conservation Authority (MVCA) re: March 13, 2020 – Watershed Conditions Statement;
2. Municipal Property Assessment Corporation (MPAC) re: Updated Property Assessment, Communication Kit #1;
3. Ontario Human Rights Commission (OHRC) re: Policy Statement on COVID-19 Pandemic;
4. Norfolk County re: Request for Support – Mapping of Provincially Significant Wetlands (PSWs);
5. Mississippi Valley Conservation Authority (MVCA) re: Ottawa Conservation Authorities to Work with Provincial and Municipal Partners on Flooding Strategy;
6. Environment and Land Tribunals Ontario, Local Planning Appeal Tribunal (LPAT) re: Notice of Case Management Conference, May 20, 2020;
7. Ministry of Natural Resources and Forestry (MNR) re: Mazinaw-Lanark Forest Inspection 2020-2021 Annual Work Schedule;
8. Ministry of Natural Resources and Forestry (MNR) re: Ottawa Valley Forest Inspection 2020-2021 Annual Work Schedule;
9. Ministry of Natural Resources and Forestry (MNR) re: Bancroft District Watershed Conditions Statement March 20, 2020 – Water Safety;
10. Perth and Smiths Falls District Hospital re: Media Statement - COVID-19;
11. Ministry of Natural Resources and Forestry (MNR) re: Bancroft District Watershed Conditions Statement March 26, 2020 – Water Safety;
12. Federation of Canadian Municipalities (FCM) re: Nominations to FCM’s Board of Directors;
13. Independent Electricity System Operator (IESO) re: Regional Electricity Planning Update for Peterborough to Kingston Region;
14. Environment and Land Tribunals Ontario, Local Planning Appeal Tribunal (LPAT) re: Adjournment of Hearing Events – Suspension of Timelines;
15. County of Frontenac re: COVID 19 – Council Update #3;
16. Quinte Conservation re: Flood Outlook Statement for March 27, 2020;
17. Honorable Rod Phillips, Minister of Finance re: Ontario's Action Plan Response to Covid-19;
18. Randy Hillier, MPP re: Scuttlebutt – Keeping Our Distance, but Keeping Informed;
19. Nicole McNeil, President – Municipal Property Assessment Corporation (MPAC) re: Postponing the 2020 Assessment Update;

20. Honorable Steve Clark, Minister of Municipal Affairs and Housing (MMAH) re: Municipal Disaster Recovery Assistance Program Activation;
21. Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health re: Ontario Cannabis Legalization Implementation Fund (OCLIF) Annual Financial Report;
22. Brad McNevin, CAO Quinte Conservation re: Update on its Response to Covid-19;
23. Town of Midland re: Request for Support – Letter to Justin Trudeau, Prime Minister for Financial Aid Plan;
24. Honorable Steve Clark, Minister of Municipal Affairs and Housing (MMAH) and Honorable Sylvia Jones, Solicitor General re: Operation of Seasonal Trailer Parks and Recreational Campgrounds;
25. Association of Municipalities of Ontario (AMO) re: AMO Partners with BEACON, Digital Mental Health Therapy Service Provider;
26. Mississippi Valley Conservation Authority (MVCA) re: Response to Covid-19;
27. Ontario Society for the Prevention of Cruelty to Animals (SPCA) and Humane Society re: Response to Covid-19;
28. Ontario Human Rights Commission re: Policy Statement on Government’s Human Rights Obligations During the COVID-19 Pandemic;
29. Chris Cuthbertson, Director Ministry of Natural Resources and Forestry (MNRF) re: Restricted Fire Zone Declaration due to COVID-19;
30. Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health re: COVID-19 Update;
31. Mississippi Valley Conservation Authority (MVCA) re: Office and Facilities Remain Closed Amidst COVID-19 Pandemic;
32. Premier Ford re: Ontario Accelerates Essential Construction Projects;
33. County of Frontenac Planning Department re: Planning Covid-19 Response.

Carried

B: Action Items:

**B1. Pierre Rainville, Resident re: Request for Signage for Cyclists and Pedestrians
Moved by Councillor Hermer, Seconded by Councillor Inglis #168-20**

Be It Resolved That Council receives for information an email dated March 14, 2020 from Pierre Rainville, regarding signs for cyclists along North Frontenac roads that will encourage people to be more active in a safe manner and advising North Frontenac should have similar signs to encourage pedestrians;

And That Council defers consideration of this request until a later date, due to the COVID-19 pandemic;

And That Council instructs the Public Works Manager to provide recommended locations for this signage, cost to purchase and install, etc. for Council's consideration at a later date.

Carried

**B2. Kingston Humane Society re: Request to Temporarily Waive Animal at Large Fines
Moved by Deputy Mayor Martin, Seconded by Councillor Perry #169-20**

Be It Resolved That Council receives for information an email dated March 26, 2020 from Gord Hunter, Executive Director, Kingston Humane Society, stating “In an effort to understand the financial burden our community members are experiencing, we have

asked the City of Kingston to consider suspending animal at large fees to the end of April. We would then suspend our reclaim fees. The City of Kingston has suspended all animal at large fees until May 1st;

And That the Kingston Humane Society requested North Frontenac consider suspending animal at large fees until May 1st to alleviate the financial burden on so many people affected by layoffs and uncertainty; and to limit the exposure of Kingston Humane Society's staff to individuals who may be carrying the COVID-19 virus;

And That Council agrees to suspend animal running at large fees until May 1st, 2020 in response to the COVID-19 pandemic and instructs the Clerk to provide this information to the Kingston Humane Society.

YES✓	Member of Council	NO✓
	Councillor Fowler	✓
	Councillor Good	✓
	Councillor Hermer	✓
	Councillor Inglis	✓
	Deputy Mayor Martin	✓
	Councillor Perry	✓
	Mayor Higgins	✓

Defeated

10. Council, CAO and Managers' Administrative Reports

a) Clerk/Planning Manager – Electronic Participation in Council Meetings due to the Emergency Declaration;

Moved by Councillor Fowler, Seconded by Councillor Good #170-20

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Electronic Participation in Council Meetings";

And That Council will consider a By-law later in the meeting to amend the Procedural Policy for meetings held under Section 238 of the Municipal Act Emergency Provisions, including the amendments to Sections 5.4 Delegations, 5.5 Presentations, 5.6 Business Introductions and Section 5.11 Public Forum and Section 4.6 Closed Session due to the technical limitations.

Carried

b) Treasurer – Options for Property Tax during COVID-19

Moved by Councillor Hermer, Seconded by Councillor Inglis #171-20

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Options for Property Tax during COVID19";

And That Council instructs the Treasurer to not charge Penalty & Interest on all outstanding taxes for all years for all properties on May 1, 2020 (same relief provided for April 1st);

And That Council instructs the Treasurer to not charge Penalty & Interest for any outstanding 2020 Levied taxes only (not prior years) for the months of June, July and August;

And That Council instructs the Treasurer to not register any new properties for the Tax Sale process and/or advertise any properties for Tax Sale in 2020;

And That Council will consider amending By-law #03-20, as amended by By-law #28-20, being a By-law to provide for an Interim Tax Levy for the year 2020 to be made before the adoption of the estimates for the year and to provide for the payment of taxes, and to provide for penalty and interest charges for non-payment of taxes to include the above, later at today's meeting.

Carried

c) Treasurer – Procurement Policy Update - COVID-19

Moved by Deputy Mayor Martin, Seconded by Councillor Perry #172-20

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Procurement Policy Update";

And That Council approves in principle to amend Section 6.1 Opening and Evaluating Bids to include the ability to accept electronic bids for future Tendering;

And That Council approves in principle to amend Section 4.3 Bids and Security that no bid deposit is required for total acquisition costs of \$20,000 or less; and requiring a \$500 deposit for any projects \$20,000.01 and under \$100,000 (with a 10% bid deposit still required for costs greater than \$100,000.01);

And That Council will consider later in the meeting a By-law to adopt the changes to the Procurement Policy.

Carried

d) Treasurer – Animal Control – Dog Tags – Extend Purchase Date and Reduced Fee Date

Moved by Councillor Fowler, Seconded by Councillor Good #173-20

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Dog Tags- Extend Purchase Date and Reduced Fee Date";

And That Council approves waiving the requirements of By-law #51-05, Licensing of Dogs By-law, Section 3(1) to extend the date to May 31st for a person to obtain a dog tag in 2020;

And That Council approves waiving the requirements of By-law #43-19, Fees and Charges, Schedule B and extending the date to purchase a Dog Tag at a cost of \$10 to May 31st for 2020.

Carried

e) Director of Emergency Services/Fire Chief – Emergency Preparedness Week May 2020, Amended Mayor's Declaration for Corona Virus

Moved by Councillor Hermer, Seconded by Councillor Inglis #174-20

Be It Resolved That Council receives for information the Director of Emergency Services, Fire Chief's Administrative Report entitled "Emergency Preparedness Week May 2020, Revised Mayor's Declaration for Corona Virus";

And That Council approve the Revised Mayor's Declaration;

And That Council instructs the Director of Emergency Services/Fire Chief to include a copy of the Revised Mayor's Declaration on the Township's website and social media and in the Frontenac News.

Carried

- f) Manager of Community Development –Renewal of Land Use Permit (LUP) for the Crown Land Stewardship Program for the 2020 Camping Season – Administrative Changes

Moved by Deputy Mayor Martin, Seconded by Councillor Perry #175-20

Be It Resolved That Council receives for information the Manager of Community Development’s Administrative Report entitled “2020 Renewal of Land Use Permit (LUP) for the Crown Land Stewardship Program for the 2020 Camping Season – Administrative Changes”;

And That Council directs the Manager of Community Development to continue to work with the Ministry of Environment, Conservation and Parks to secure a Land Use Permit for the campsites that are currently located within the Crown Land Stewardship Program within the Conservation Reserves;

And That Council will consider a By-law later in the meeting to sign the 2020 Land Use Permit with the Ministry of Natural Resources.

Carried

- g) Public Works Manager – OGRA Conference

Moved by Councillor Fowler, Seconded by Councillor Good #176-20

Be It Resolved That Council receives for information the Public Works Manager’s Administrative Report entitled “2020 OGRA Conference”.

Carried

11. External Committees/Local Boards/ Task Force Notes and Reports (Received for information only)

None.

12. Giving Notice of a Motion (*By a Member of Council to the Clerk for Council’s Consideration for Inclusion on the next Meeting Agenda*)

None.

13. Motions, Written Notice of Which Have Been Given (By a Member of Council and Approved by Council at a Prior Meeting)

None.

14. Council Portfolios (Verbal Report)

15. Introduction and Reading of By-laws

Moved by Councillor Hermer, Seconded by Councillor Inglis #177-20

Be It Resolved That leave be given the Mover to introduce the following By-laws that have been circulated to all members of Council and that these By-laws be read a first and second time:

- a) #31-20 – To Sign Land Use Permit with Ministry of Natural Resources and Forestry for Crown Land Stewardship Program;
- b) #32-20 – To Amend Interim Tax Rate By-law #03-20;
- c) #33-20 – To Amend the Procurement By-law #94-16;

- d) #34-20 – To Amend By-law #99-19, to Establish a Procedural Policy for Members of Council and Committees.

Carried

Moved by Deputy Mayor Martin, Seconded by Councillor Perry #178-20

Be It Resolved That the following By-laws be read a third time, signed, sealed and finally passed:

- e) #31-20 – To Sign Land Use Permit with Ministry of Natural Resources and Forestry for Crown Land Stewardship Program;
- f) #32-20 – To Amend Interim Tax Rate By-law #03-20;
- g) #33-20 – To Amend the Procurement By-law #94-16;
- h) #34-20 – To Amend By-law #99-19, to Establish a Procedural Policy for Members of Council and Committees.

Carried

16. Public Forum (*The Mayor shall invite questions from the gallery, provided question is pertinent to today's agenda items only.*)

Note: As this Meeting was held using electronic participation a Public Forum was not held.

17. Closed Session

None.

18. Rise and Report

None.

19. Confirming By-law

a) Confirming By-law #35-20 for the April 17, 2020 Regular Meeting of Council.

Moved by Councillor Good, Seconded by Councillor Fowler #179-20

Be It Resolved That By-law #35-20, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 17, 2020 be read a first and second time.

Carried

Moved by Councillor Inglis, Seconded by Councillor Hermer #180-20

Be It Resolved That By-law #35-20 be read a third time and finally passed.

Carried

20. Adjournment

Moved by Councillor Perry, Seconded by Deputy Mayor Martin #181-20

Be It Resolved That Council adjourns the Meeting at 10:08 a.m. until May 8, 2020 or at the call of the Chair.

Carried

Mayor

Clerk