Minutes of a Regular Meeting of Council for
The Corporation of the Township of North Frontenac
Held April 6, 2023 in the Council Chambers, 6648 Road 506, Plevna, Ontario

Present:	Mayor Gerry Lichty; Councillor Wayne Good (Electronic Participation) and Councillor Stephanie Regent - Ward 1; Councillor Roy Huetl and Councillor Vernon Hermer - Ward 2; Deputy Mayor John Inglis and Councillor Fred Fowler - Ward 3
Also Present:	Corey Klatt, Chief Administrative Officer (CAO); Kelly Watkins, CAO Back-up / Treasurer; Tara Mieske, Clerk/ Planning Manager (CPM); Brooke Hawley, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM); Eric Korhonen, Director of Emergency Services/Fire Chief (DESFC); and Matt Walker, Economic Development Officer (EDO)

1. Call to Order

The Mayor called the meeting to order at 9:05 a.m.

2. Approval of Agenda

a. April 6, 2023

Resolution #: 162-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Be It Resolved That Council approves the Agenda dated April 6, 2023, as circulated.
Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Business Introductions

None.

5. Presentations

a. Bytown Motorcycle Association (BMA) and Ontario Federation of Trail Riders (OFTR): Annual North Frontenac Road Access Permit

Resolution #: 163-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the presentation from Ryan Lariviere, Bytown Motorcycle Association, and Lisa Thompson, Ontario Federation of Trail Riders; and thanks them for their time spent today;
And That Council instructs the Manager of Community Development to review the request and provide a report to Council with recommendations at a future Meeting.
Carried

Note: Councillor Wayne Good left the meeting at this time.

b. Matt Walker, Economic Development Officer - Business and Community Survey Results

Resolution #: 164-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the Economic Development Officer's (EDO) Administrative Report entitled "2023 North Frontenac Economic Survey Report".
Carried

Note: Councillor Wayne Good returned electronically to the meeting at this time.

Matt Walker, EDO left the meeting at this time.

6. Delegations

None.

7. Adoption of Minutes

a. Minutes of Meeting(s) to be Adopted by Council

Resolution #: 165-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Be It Resolved That Council adopts the Minutes as circulated, of:

i. A Special Meeting of Council held on March 13, 2023;
ii. A Public Meeting of Council held on March 17, 2023;
iii. A Regular Meeting of Council held on March 17, 2023; and
iv. A Meeting of the Personnel and Audit Committee held on March 21, 2023, and approves the Terms of Reference for the Committee.

Carried

8. Business Arising from the Minutes

a. Resolution #02-23: Update Report - Official Plan Amendment #01/22 and Zoning By-law Amendment #08/22

Resolution #: 166-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Be It Resolved That Council receives the update report from staff dated April 6, 2023 regarding Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22;

And That Council direct staff to continue their technical review of the applications;
And That Council direct staff to defer any presentation of their final recommendation regarding the applications until such time as the applicant provides written confirmation to the Township Clerk that the issues regarding access to the proposed development via the private lane/right-of-way have been resolved to the Township's satisfaction.
Carried

b. Resolution #141-23: Proposed Council Meeting Dates

Resolution #: 167-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Whereas at their meeting held on March 17, 2023, Council received for information the Clerk/Planning Manager's Administrative Report entitled "Proposed 2023 Council Meeting Dates – June to December"; and instructed the Clerk to bring back a proposed schedule including four evening meetings in the summer;
Therefore Be It Resolved That Council approves the following schedule:
Friday, June 9, 2023 at 9:00 a.m.
Thursday, June 29, 2023 at 5:00 p.m.
Thursday, July 20, 2023 at 5:00 p.m.
Thursday, August 17, 2023 at 5:00 p.m.
Thursday, September 7, 2023 at 5:00 p.m.
Friday, September 22, 2023 at 9:00 a.m.
Friday, October 13, 2023 at 9:00 a.m.
Friday, November 3, 2023 at 9:00 a.m.
Friday, November 24, 2023 at 9:00 a.m.
Friday, December 15, 2023 at 9:00 a.m
And That the Meetings will be held in the Council Chambers;
And That the Clerk shall provide Notice as set out in the Procedural Policy.
Carried

c. Resolution #343-22 - Municipal Disaster Recovery Assistance (MDRA) Program

Resolution #: 168-23 Moved By: Councillor Regent
Seconded By: Councillor Huetl

Whereas, at the meeting held on September 2, 2022, Council passed Resolution #343-22 receiving for information the Treasurer's Administrative Report entitled "May 2022 Derecho Wind Event – Municipal Disaster Recovery Assistance Claim"; and that Council requested the Minister of Municipal Affairs and Housing (MMAH) activate the Municipal Disaster Recovery Assistance (MDRA) Program; and Council authorized the CAO to sign the MDRA Grant Agreement on behalf of the Township;
Therefore Be It Resolved That Council receives for information a letter dated March 20, 2023 from MMAH, advising the Government of Ontario will provide financial support through MDRA in the amount of $193,000;
And That Council receives an email dated March 22, 2023 from the Treasurer advising the funding will be transferred back to the Contingency Reserve Fund.
Carried

d. Appointment of Fence Viewer

Resolution #: 169-23 Moved By: Councillor Fowler
Seconded By: Deputy Mayor Inglis

Whereas, in the past, members of the Committee of Adjustment/Planning Advisory Committee have been appointed as Fence Viewers for the Township;
And Whereas Jim Ogilvie, was appointed as the Alternate Member of the Committee on February 24, 2023 and accepted the position of Fence Viewer;
Therefore Be It Resolved That Council will consider a By-law later in the Meeting to appoint Jim Ogilvie as Fence Viewer.
Carried

9. Communications

a. Clerk's Administrative Report - Communications 'A' Section

Resolution #: 170-23 Moved By: Deputy Mayor Inglis
Seconded By: Councillor Fowler

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "Communications of Interest."
Carried

b. Communications 'B' Section - Action Items

B1. Cure Foundation re: National Denim Day for Breast Cancer

Resolution #: 171-23 Moved By: Councillor Fowler
Seconded By: Deputy Mayor Inglis

Whereas breast cancer is the most frequently diagnosed cancer in Canadian women – it can be completely cured if caught in time;
And Whereas 28,600 Canadian women were diagnosed with breast cancer in 2022; this represents 25% of all new cancer cases of which 270 were men;
And Whereas 5,500 women died of this disease in 2022; 14% of all cancer deaths;
And Whereas on average, 78 Canadian women will be diagnosed with breast cancer every day, and 15 will die every day;
And Whereas 1 in 8 Canadian women will develop breast cancer in her lifetime, and 1 in 31 will die from it;
Therefore Be It Resolved That the Township proclaims Tuesday, May 16th, 2023, "**National Denim Day*"*** to assist the CURE Foundation for breast cancer in raising awareness about the seriousness of this disease;
And That Council approves a copy of the proclamation be added to the Township's website and social media accounts.
Carried

B2. BMO re: Notice of Closure of Northbrook Branch

Resolution #: 172-23 Moved By: Deputy Mayor Inglis
Seconded By: Councillor Fowler

Be It Resolved That Council receives for information a letter from the Bank of Montreal (BMO) advising the Northbrook branch located at 12265 Highway 41 will be closing on September 29, 2023, with all bank accounts, loans and investments being transferred to the Tweed Branch;
And That a Public Meeting to discuss the upcoming closure will be held on Wednesday, May 31 at the Lions Club Hall in Northbrook;
And That the Northbrook branch provides an important service to many residents of the Township of North Frontenac and will be missed within the community; and the distance to the next closest branch is not feasible for many residents;
And That Council condemns a head office decision to close a rural branch;
And That Council instructs the Clerk to send a letter on behalf of Council to the Bank of Montreal advising of these concerns; and provide the letter to the Township of Addington Highlands;
And That the letter be posted on the Township's Website;
And That the Mayor will discuss this matter with John Jordan, MPP.
Carried

B3. Paul Thiel re: Dedication of Clar-Mill Hall Kitchen to Ed Schlievert

Resolution #: 173-23 Moved By: Councillor Fowler
Seconded By: Deputy Mayor Inglis

Be It Resolved That Council receives for information a letter from Paul Thiel dated February 27, 2023 proposing the kitchen at Clar-Mill Community Hall be dedicated to the late Ed Schlievert, President of the Clar Mill Volunteers, in recognition of his volunteer work at the Hall and throughout the Township; and that a dedication be placed in the Hall recognizing Mr. Schlievert's accomplishments; and that Mr. Thiel will cover the cost of the dedication;
And That the Manager of Community Development (MCD) advised the kitchen at the Clar Mill Hall will be renovated this year and recommended if Council approves the dedication, the commemorative plaque be placed following the renovations;
And That Council approves the placement of a Commemorative Plaque in the Clar Mill Hall recognizing the contributions of Mr. Schlievert and the MCD shall work with Mr. Thiel to purchase the plaque;
And That Council thanks Mr. Thiel for covering the cost of purchasing the plaque, as requested by Mr. Thiel.
Carried

10. Council, CAO, and Managers' Administrative Reports

a. Clerk/Planning Manager: Road Allowance Closure for Approval in Principle - Levere

Resolution #: 174-23 Moved By: Deputy Mayor Inglis
Seconded By: Councillor Fowler

Be It Resolved That Council receives for information the Clerk/Planning Manager Administrative Report entitled "Road Allowance Closure for Approval in Principle – Levere";

And That based on the Road Closing Policies not to sell Road Allowances which lead to water, the Municipal Inspectors recommendations and the previous Applications, Council denies the Application to close, stop up and sell this Road Allowance.
Carried

b. Clerk/Planning Manager: Senior of the Year Award – 2023 Nominations

Resolution #: 175-23 Moved By: Councillor Fowler
Seconded By: Deputy Mayor Inglis

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2023 Nominations";
And That this award gives the municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;
And That Council nominates Marilee Seitz as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2023 deadline.
Carried

c. Clerk/Planning Manager: Policy for Commemoration of Current and Former Members of Council, and Community Members

Resolution #: 176-23 Moved By: Deputy Mayor Inglis
Seconded By: Councillor Fowler

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Policy for Commemoration of Current and Former Members of Council, and Community members";
And That Council approves the draft policy with the following amendments:
_____
_____
_____
And That Council instructs the Clerk to draft a By-law to adopt the proposed policy for consideration at the April 28, 2023 Regular Council meeting;
And That Council approves in principle the proposed fees as follows:

- Commemorative Tree - $600 plus applicable tax
- Commemorative Bench - $2,000 plus applicable tax
- Commemorative Plaque - $300 plus applicable tax

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law at a later date.
Defeated

<u>Amendment to Commemoration Policy</u>

Resolution #: 177-23 Moved By: Councillor Fowler
Seconded By: Councillor Huetl

Be It Resolved That Council instructs staff to amend the policy and bring it back to Council.
Defeated

d. Clerk/Planning Manager: Recreational Vehicles (RVs) – Survey and Public Comments

Resolution #: 178-23 Moved By: Deputy Mayor Inglis
Seconded By: Councillor Fowler

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Recreational Vehicles (RVs) – Survey and Public Comments".

Carried

e. Director of Emergency Services/Fire Chief: Emergency Preparedness Week May 7-13, 2023

Resolution #: 179-23 Moved By: Councillor Hermer
Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 7-13, 2023";

And That Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

And That Council declares May 7-13, 2023 as Emergency Preparedness Week;

And That Council approve the Mayor's Declaration;

And That Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's website and social media and in the Frontenac News;

And That Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

And That Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's website and social media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Carried

f. Manager of Community Development: Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad

Resolution #: 180-23 Moved By: Councillor Huetl
Seconded By: Councillor Hermer

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad";

And That Council approves the acceptance of a donated Observatory for the Dark Sky Preserve and time and materials donated by the North Frontenac Amateur Astronomy

Club and directs the Manager of Community Development (MCD) to arrange a location, in consultation with ORNGE.
And That Council directs the MCD to send a thank you letter to the donor.
Carried

g. Public Works Manager: Action Plan (Kashwakamak Waste Site) Update

Resolution #: 181-23 Moved By: Councillor Hermer
Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Ministry of Environment, Conservation and Parks – Action Plan (Kashwakamak Waste Site)";
And That Council approves staff contacting and negotiating access to the crown land adjacent to the Waste Site;
And That the Public Works Manager will report the findings and required next steps from the site monitoring to Council at a future meeting.
Carried

h. Public Works Manager: Request to Assume a Section of Arcol Road and Extend the Maintenance Limits

Resolution #: 182-23 Moved By: Councillor Huetl
Seconded By: Councillor Hermer

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Request to Assume a Section of Arcol Road and Extend the Maintenance Limits";
And That Council approves the request to assume an additional 420m section of Arcol Road for year round maintenance, beyond the existing maintenance limits to Gordie Lane;
And That the Township will construct the required turnaround at Arcol Road and Gordie Lane;
And That the Public Works Manager will provide the required amendment to By-law #89-13 (Schedule B) to the Clerk Planning Manager;
And That Council instructs the Clerk Planning Manager to prepare the By-law required to assume the road for a future meeting.
Defeated

11. External Committees/Local Boards/Task Force Notes and Reports

a. Notes of a Joint Health and Safety Committee Meeting dated February 21, 2023

Resolution #: 183-23 Moved By: Councillor Hermer
Seconded By: Councillor Huetl

Be It Resolved That Council receives for information the Notes of the Joint Health and Safety Committee dated February 21, 2023.
Carried

b. Notes of a Meeting of the Economic Development Task Force (EDTF) dated March 20, 2023

Resolution #: 184-23 Moved By: Councillor Huetl
Seconded By: Councillor Hermer

Be It Resolved That the Council receives for information the Notes of a Meeting of the Economic Development Task Force (EDTF) dated March 20, 2023.
Carried

12. Giving Notice of 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 has been Given (By a Member of Council and approved by Council at a prior Meeting)

None.

14. Council Portfolios

a. Each Council member has a portfolio for which they are responsible and provided a verbal report for information purposes.

15. Introduction and Reading of By-laws

a. By-law(s) to be Considered:

i) First and Second Reading

Resolution #: 185-23 Moved By: Councillor Huetl
Seconded By: Councillor Hermer

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

a. #26-23 To Establish a Procedural Policy for Members of Council, Committees and Task Forces;
b. #27-23 To Appoint Fence Viewers for North Frontenac;
c. #28-23 To Adopt Fees and Charges By-law.

Carried

ii) Third Reading

Resolution #: 186-23 Moved By: Councillor Hermer
Seconded By: Councillor Huetl

Be It Resolved That these By-laws be read a third time, signed, sealed and finally passed.
Carried

16. Public Forum

None.

Note: Darwyn Sproule, Public Works Manager; Eric Korhonen, Director of Emergency Services / Fire Chief; Brooke Hawley, Manager of Community Development; and Councillor Wayne Good left the meeting at this time.

17. Closed Session

a. Closed Meeting of Council

Resolution #: 187-23 Moved By: Councillor Huetl
Seconded By: Councillor Hermer

Be It Resolved That Council retires to Closed Session at 12:16 p.m. to:

a. Adopt Minutes of Closed Meetings dated March 13, 2023 and March 17, 2023; and
b. To Discuss a Proposed or Pending Acquisition of land by the Municipality, specifically with regards to Seniors Housing.

Carried

Note: Councillor Good disconnected from the meeting during Closed Session.

18. Rise and Report (Overview of the Closed Session by the Presiding Officer)

The Mayor advised that, during Closed Session, Council:

a. Adopted Minutes of Closed Meetings dated March 13, 2023 and March 17, 2023; and
b. Discussed a Proposed or Pending Acquisition of land by the Municipality, specifically with regards to Seniors Housing.

19. Confirmatory By-law

a. Confirming By-law #29-23

Resolution #: 188-23 Moved By: Councillor Huetl
Seconded By: Councillor Hermer

Be It Resolved That By-law #29-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 6, 2023 be read a first, second, and third time and finally passed.

Carried

20. Adjournment

a. Adjournment of Council Meeting

Resolution #: 189-23 Moved By: Deputy Mayor Inglis
Seconded By: Councillor Fowler

Be It Resolved That Council adjourns the Meeting at 12:59 p.m. until April 28, 2023 or at the call of the Chair.

Carried

Mayor

Clerk