



# Regular Council Minutes

9:00 AM - Friday, January 12, 2024  
Council Chambers

---

**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, Treasurer (CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM) (Electronic Participation); Eric Korhonen, Director of Emergency Services/Fire Chief (DESFC); and Don Reed, Chief Building Official

## 1. Call to Order

a) *The Mayor called the meeting to order at 9:00 a.m.*

## 2. Approval of Agenda

a) *January 12, 2024*

**5-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council approves the Agenda for the Regular Meeting of Council dated January 12, 2024, as circulated.

**Carried**

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

## 4. Business Profile

None.

## 5. Presentations

a) *2023 Septic Re-Inspection Program and Proposed Program for 2024*

**6-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the Public Works Managers Administrative Report entitled “2023 Septic Re-Inspection Program and Proposed Program for 2024”;

**And That** Council approves the continuation of a voluntary Septic Re-Inspection Program, in partnership with the Mississippi Rideau Septic System Office (MRSSO) for the 2024 season;

**And That** Township staff will assist MRSSO to arrange presentations regarding septic system operation and maintenance, for Lake Associations participating in the 2024 program;

**And That** Council approves the Public Works Manager (PWM) signing the 2024 Agreement with MRSSO for septic re-inspection services on behalf of the Township;

**And That** Council instructs the PWM to place a copy of the 2023 Sewage System Re-inspection Program Report on the Township’s Website.

**And That** if an Environmental Task Force is created in accordance with the proposed Strategic Plan, the mandate will include reviewing the feasibility of a potential limited mandatory inspection program for consideration by Council.

**Carried**

## 6. Delegations

- a) ***Rural Frontenac Community Services: Enabling Youth to Live Rural Life to its Fullest***

**7-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives for information the presentation from Sarah McCullough, Youth Program Coordinator regarding Rural Frontenac Community Services (RFCS) – Programs for Rural Youth; and thanks her for her time spent today;

**And That** Council defers a decision to provide \$6,000 in funding to the Youth Program until 2024 budget deliberations.

**Carried**

## 7. Adoption of Minutes

- a) ***Minutes of the Meeting(s) to be adopted by Council***

**8-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler**

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

1. A Public Meeting of Council held December 15, 2023;
2. A Regular Meeting of Council held December 15, 2023; and
3. A Meeting of the Personnel and Audit Committee held December 12, 2023.

**Carried**

## 8. Business Arising Out of Minutes

None.

## 9. Communications

a) ***Clerk's Administrative Report - Communications 'A' Section***

**9-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred 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***

**None.**

## 10. Council, CAO, and Managers' Administrative Reports

a) ***Chief Administrative Officer: Confidential Complaint Files - 2023 Annual Report***

**10-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Fred Fowler**

**Be It Resolved That** Council receives the Chief Administrative Officer's Administrative Report entitled "Confidential Complaint Files - 2023 Annual Report" for information purposes.

**Carried**

b) ***Chief Building Official: Building Department Annual Activity - 2023***

**11-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Chief Building Official's Administrative Report entitled "Building Department Annual Construction Activity 2023".

**Carried**

**Note: The CBO left the meeting at this time.**

c) ***Clerk/Planning Manager: Amendment to the Sale of Land Policy - Road Closings***

**12-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning

Manager's Administrative Report entitled "Amendments to the Sale of Land Policy - Road Closings";

**And That** Council will consider a By-law to amend the Sale of Land Policy later in the Meeting.

**Carried**

d) ***Clerk/Planning Manager: Planning Department Year End Report***

**13-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Planning Department Year End Report".

**Carried**

e) ***Clerk/Planning Manager: Boundary Road Closing between North Frontenac and Lanark Highlands - Road Closing By-law***

**14-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Boundary Road Closing between North Frontenac and Lanark Highlands – Road Closing By-law";

**And That**, as required by By-law #20-23,

- All Those Parts of the Road Allowance between the geographic Township of North Sherbrooke and the geographic Township of Palmerston designated as Part 2 on Plan 13R-22024 and Part 1 on 27R-11946 be declared as surplus and conveyed to the adjoining owner and the Township of Lanark Highlands respectively;

**And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Boundary Road Allowance.

**Carried**

f) ***Clerk/Planning Manager: Proposed Amendments to the Notice Requirement Policy***

**15-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Amendments to the Notice Requirement Policy";

**And That** Council will consider a By-law later in the meeting adopting the updated Notice Requirement Policy.

**Carried**

**Note: Matt Walker, Economics Development Officer (EDO) joined the**

*meeting at this time.*

g) ***Economic Development Task Force Proposed Potential Municipal Campground***

**16-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl**

**Be It Resolved That** as recommended by the Economic Development Task Force (EDTF) Council receives for information the Manager of Community Development's Administrative Report entitled "Economic Development Task Force Proposed Municipal Campground";

**And That** Council instructs the MCD to draft a business plan for a potential municipal campground in North Frontenac to be presented at a future meeting date for Council's consideration.

**For:** Mayor Gerry Lichty, Councillor Stephanie Regent, Councillor Roy Huetl, Deputy Mayor John Inglis, and Councillor Fred Fowler

**Against:** Councillor Wayne Good and Councillor Vernon Hermer

**Carried 5-2 on a recorded vote**

***Note: The EDO left the meeting at this time.***

h) ***Manager of Community Development: Community Grants Policy***

**17-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Community Grants Policy";

**And That** as per Community Grants Policy Clarendon Central School will be provided funding annually for \$1,000 and directs the MCD to respond;

**And That** Council agrees with the proposed amendments to the Community Grants Policy By-law and will consider an amended By-law later in the meeting;

**And That** Council will review the amount provided for grants at the budget meeting and potentially reduce the amount to \$9000.

**Carried**

i) ***Manager of Community Development: 2024 Renewal of Annual Township Agreement with By-Town Motorcycle Association (BMA)***

**18-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "2024 Renewal of Township Agreement with the By-Town Motorcycle Association (BMA)";

**And That** Council instructs the Manager of Community Development to renegotiate with By-Town Motorcycle Association for a fee of \$6500 and report

back to Council.

**Carried**

**j) *Public Works Manager: Speed Limit By-law Update***

**19-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Speed Limit By-law Update";

**And That** Council approves the proposed updated Speed Limits, including:

- North Shore Road (revise existing 60 km/hr to 40 km/hr).
- Head Road (revise existing 60 km/hr to 40 km/hr).
- Smith Road (revise existing 60 km/hr to 40 km/hr, commencing 4.7 km from the intersection with Ardoch Road to the end).

**And That** Council will consider a By-law at the next Meeting to adopt an updated Speed By-law.

**Carried**

**k) *Public Works Manager: Road Needs Study Report - 2022 / 2023***

**20-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report dated January 12, 2024 entitled "Road Needs Study Report - 2022 / 2023";

**And That** the financial requirements and proposed constrained 5 (five) year capital plan from the Road Needs Study will be reviewed during 2024 budget discussions;

**And That** once approved by Council the Road Needs Study Report - 2022 will be placed on the Township's website.

**Carried**

**l) *Public Works Manager: Rebuild of Hammer Used on the Excavator***

**21-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Rebuild of Hammer Used on the Excavator";

**And That** Council instructs the Treasurer to transfer the proposed \$28,500 cost of the rebuild from the Infrastructure Sustainability Reserve Fund.

**Carried**

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

**a) *Committee of Adjustment/Planning Advisory Committee***

**22-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council receives for information the Minutes of the Committee of Adjustment/Planning Advisory Committee dated November 27, 2023.

**Carried**

b) ***Economic Development Task Force***

**23-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** Council receives for information the Notes of the Economic Development Task Force dated December 18, 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 Portfolio Verbal Reports**

- 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:***

**24-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**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:

- By-law #2024-03 Community Grants Policy
- By-law #2024-05 Borrowing By-law
- By-law #2024-06 Public Notice Policy
- By-law #2024-07 Amendment to Sale of Land Policy
- By-law #2024-08 Road Closing

**And That** these By-law(s) be read a first, second and third time and finally passed.

**Carried**

**16. Public Forum**

**17. Closed Session**

None.

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

None.

**19. Confirmatory By-law**

a) ***Confirming By-law #2024-09***

**25-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer**

**Be It Resolved That** By-law #2024-09, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held January 12, 2024 be read a first, second, and third time and finally passed.

**Carried**

**20. Adjournment**

a) ***Adjournment of Meeting***

**26-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl**

**Be It Resolved That** Council adjourns the Meeting at 11:20 a.m. until February 2, 2024 or at the call of the Chair.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk