

**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**



**Audio Broadcast to the Township's Facebook Page
<https://www.facebook.com/SouthFrontenacTwp>**

TIME: 7:00 PM,
DATE: Tuesday, February 16, 2021
PLACE: Electronic Participation/Council
Chambers.

1. Call to Order and Roll Call
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
 - a) Resolution
4. Scheduled Closed Session - not applicable
5. Delegations - none
6. Public Meeting - not applicable
7. Approval of Minutes
 - a) Special Committee of the Whole meeting held January 12, 2021 3 - 4
 - b) Special Committee of the Whole meeting held January 14, 2021 5 - 6
 - c) Special Committee of the Whole meeting held January 26, 2021 (6:30 pm) 7 - 8
 - d) Council meeting of January 26, 2021 9 - 15
 - e) Special Committee of the Whole meeting held February 4, 2021 16 - 17
8. Business Arising from the Minutes
 - a) Respect in the Workplace Policy (See By-law 2021-07) 18 - 19
9. Reports Requiring Action
 - a) 2021 Micro Surfacing Program 20
 - b) 2021 Surface Treatment Program 21

c)	Household Hazardous Waste Depot - Brendar Environmental Contract Extension	22 - 23
d)	Police Services Board - Provincial Appointee	24 - 25
e)	2021 CAO Priorities	26 - 28
10.	<u>Committee Meeting Minutes</u>	
a)	Lake Ecosystem Advisory Committee Meeting held November 18, 2020	29 - 31
b)	Heritage Committee Meeting held November 19, 2020	32 - 34
c)	Public Services Committee Meeting held November 19, 2020	35 - 37
11.	<u>By-laws</u>	
a)	By-law 2021-07 - Respect in the Workplace Policy	38 - 40
12.	<u>Reports for Information - none</u>	
13.	<u>Information Items - none</u>	
14.	<u>Notice of Motions</u>	
15.	<u>Announcements/Statements by Councillors</u>	
16.	<u>Question of Clarity (from the public on outcome of agenda items)</u>	
17.	<u>Closed Session (if requested)</u>	
18.	<u>Confirmatory By-law</u>	
a)	By-law 2021-08	41
19.	<u>Adjournment</u>	
a)	Resolution	

**Minutes of Committee of the Whole
January 12, 2021**



Time: 6:00 pm

Location: Council Chambers/Electronic Participation

Meeting # 1

Council Present in Council Chambers: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revil, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Council Present via Electronic Participation: Pat Barr

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks- Clerk.

Others Present via Electronic Participation: Tony Fleming - Township Solicitor

1. Call to Order/Roll Call
 - a) Roll Call & Motion

The Clerk conducted the roll call as reflected in the attendance above.

Moved by Councillor Revill Seconded by Councillor Ruttan
That the Special Committee of the Whole meeting be called to order at 6:00 p.m.
Carried

2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations reported.

3. Approval of Agenda
 - a) Motion

Moved by Councillor Morey Seconded by Councillor Sleeth
That the agenda for the Special Committee of the Whole meeting be approved as presented.
Carried

4. Scheduled Closed Session
 - a) Motion - Move into Closed Session in accordance with Section 239.2 to discuss (e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board with respect to LPAT appeals on consent applications and minor variances. and (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

Moved by Councillor Barr Seconded by Councillor Sutherland

That Committee of the Whole move into a Closed Session in accordance with the Municipal Act, Section 239.2 (e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board with respect to LPAT appeals on consent applications S-34-19-S and S-35-19-S and minor variances MV-34-20-B and (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; with regard to support for WTC's Broadband opportunity.

Carried

d) Motion - Move out of Closed Session

Moved by Councillor Roberts Seconded by Deputy Mayor Leonard

That the Special Committee of the Whole move out of Closed Session.

Carried

5. Adjournment

a) Motion

Moved by Councillor Sleeth Seconded by Councillor Ruttan

That the Special Committee of the Whole meeting be adjourned at 6:54 p.m.

Carried

**Minutes of Special Committee of the Whole
January 14, 2021**



Time: 9:00 am

Location: Council Chambers/Electronic Participation

Meeting # 3

Present in Council Chambers: Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Present via Electronic Participation: Pat Barr

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Claire Dodds - Director of Development Services, Louise Fragnito - Director of Corporate Services & Treasurer, Darcy Knott - Director of Fire and Emergency Services, Angela Maddocks - Clerk, Mark Segsworth - Director of Public Services.

1. Call to Order/Roll Call
- a) Motion

The Clerk conducted the roll call as outlined in the attendance noted above.

Moved by Councillor Morey
Seconded by Councillor Sleeth

That the Special Committee of the Whole meeting be called to order at 9:01 a.m.
Carried

2. Declaration of pecuniary interest and the general nature thereof
- a) There were no declarations.
3. Approval of Agenda
- a) Motion to Approve

Moved by Councillor Ruttan
Seconded by Councillor Revill

That the agenda for the Special Committee of the Whole meeting held January 14, 2021 be approved as presented.

Carried

4. Reports Requiring Direction
- a) 2021 Draft Budget

Louise Fragnito reviewed the components of yearly tax bills, the assessment adjustment on the average phased-in residential property value. She noted that throughout the operating budget, there are references to Transfer from Reserves and Transfer to Capital. Transfer from Reserves fund expenditures and are primarily driven from the Capital budget as identified. Transfer to Capital is the way we move capital expenditures identified in the Capital

Committee of the Whole
January 14, 2021

Budget into the Operating Budget.

Neil Carbone reviewed the budget process as it relates to the Strategic Plan and the Council direction of a 2% target as being the average taxpayer impact. He noted that there is no phase-in assessment this year and reviewed the areas where there are significant increased costs, new services being provided and the large capital works anticipated.

In the 2021 budget there are 1.8 net new full time positions including a Financial Analyst, Administrative Assistant for Fire Services, a Light Equipment Operator/Frontenac community Arena Attendant and two Light Equipment Operators. A brief overview of the duties for the Financial Analyst and SFFR Administrative Assistant was provided.

Each Director then reviewed their portion of the 2021 Budget.

5. Lunch/Refreshment Break

- a) The meeting was suspended for the duration of a 20 minute lunch break.

6. Reports Requiring Action (continued)

- a) The high level summary of the changes to the budget was reviewed and this included the implications of the budget delegations from January 12, 2021. There were a few of the projects that will be considered as placeholders until the Recreation Master Plan is completed.

Council discussed the taxpayer impact based on the hardships experienced by some due to the COVID pandemic.

The Clerk reported that Councillor Barr was no longer joined via electronic participation.

Moved by Councillor Sleeth

Seconded by Councillor Revill

That Council direct staff to take funds from reserves to reflect a 1.5% increase for the township's share within the 2021 budget (instead of the original 2% directed by Council).

Carried

7. Notice of Motions - not applicable

8. Announcements/Statements by Councillors

9. Question of Clarity (from the public on outcome of agenda items)

- a) There were no members of the public in the Council Chambers and no virtual attendees at this time.

10. Closed Session - not applicable

11. Adjournment

- a) Motion

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That the Special Committee of the Whole meeting be adjourned at 2:05 p.m.

Carried

Minutes of Special Committee of the Whole

January 26, 2021



Time: 6:30 pm

Location: Council Chambers/Electronic Participation

Meeting # 4

Council Present in Council Chambers: Mayor Ron Vandewal, Ray Leonard, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland.

Council Present via Electronic Participation: Pat Barr

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk

1. Call to Order/Roll Call
 - a) Motion

The Clerk conducted the roll call as outlined in the attendance above.

Moved by Councillor Roberts
Seconded by Councillor Sutherland

That the Special Committee of the Whole meeting be called to order at 6:30 pm.

Carried

2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations.

3. Approval of Agenda
 - a) Motion

Moved by Councillor Sleeth
Seconded by Councillor Revill

That the agenda for the Special Committee of the Whole meeting be approved as presented.

Carried

4. Scheduled Closed Session
 - a) Committee of the Whole will move into Closed Session in accordance with Section 239.2 of the Municipal Act, to discuss matters related to item (b) personal matters about an identifiable individual, including municipal or local board employees; **regarding applications for the Heritage and Recreation committees** and item (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; **regarding support for Xplornet application to Universal**

Committee of the Whole
January 26, 2021

Broadband Fund

Moved by Councillor Sleeth

Seconded by Deputy Mayor Leonard

That the Special Committee of the Whole move into Closed Session in accordance with Section 239.2 of the Municipal Act, to discuss matters related to item (b) personal matters about identifiable individuals, including municipal or local board employees; regarding applications for the Heritage and Recreation Committees and item (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization; regarding support for Xplornet application to Universal Broadband Fund.

Carried

d) Motion - Move out of Closed Session

Moved by Councillor Barr

Seconded by Councillor Roberts

That Committee of the Whole move out of Closed Session.

Carried

5. Adjournment

a) Motion

Moved by Councillor Revill

Seconded by Councillor Ruttan

That the Special Committee of the Whole meeting be adjourned at 6:49 p.m.

Carried

Minutes of Council
January, 26, 2021

Time: 7:00 PM

Location: Electronic Participation



Meeting # 5

Council Present in Council Chambers: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Council Present via Electronic Participation: Pat Barr

Staff Present in Council Chambers: Neil Carbone, Chief Administrative Officer, Claire Dodds - Director of Development Services, Louise Fragnito - Director of Corporate Services and Treasurer, Darcy Knott - Director of Fire and Emergency Services, Angela Maddocks - Clerk, Mark Segsworth - Director of Public Services

Staff Present via Electronic Participation: Christine Woods - Senior Planner

1. Call to Order/Roll Call
2. Declaration of pecuniary interest and the general nature thereof
 - a) Councillor Ruttan declared a pecuniary interest with respect to Agenda Item 10 c) as he is the owner of the subject property being rezoned.
 - b) Councillor Roberts declared a pecuniary interest with respect to Agenda Item 13 d), the Accounts Payable and Payroll Listing for payments made to NCDD Woodworking.
 - c) Deputy Mayor Leonard declared a pecuniary interest with respect to Agenda Items 13 d) the Accounts Payable and Payroll listing for payments made to his wife for cleaning service.
3. Approval of Agenda
 - a) Resolution

Resolution No. 2021-5-02

Moved by Councillor Morey

Seconded by Councillor Roberts

That the agenda for the January 26, 2021 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - not applicable
5. Rise and Report from Special Committee of the Whole Meeting
 - a) Support for Xplornet Application to Universal Broadband Fund

Resolution No. 2021-5-03

Moved by Councillor Sutherland

Seconded by Councillor Revill

That South Frontenac Council supports Xplornet Communications Inc.'s application to the Universal Broadband Fund (UBF) for expansion of high speed

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internet access within South Frontenac including fibre to the home (FTTH) and 5G wireless broadband coverage within the Township.

Carried

b) Heritage Committee Appointments

Resolution No. 2021-5-04

Moved by Councillor Barr

Seconded by Councillor Sutherland

That Council appoints John McDougall and Travis Rivard to the Heritage Committee for the remainder of this Council Term.

Carried

c) Recreation Committee Appointments

Resolution No. 2021-5-05

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That Council appoints the following six (6) applicants to fill vacant positions on the two (2) Recreation Committees, as follows:

Community Programming and Events Committee

1. Roger Romero

2. Megan Sedore

3. Shary Denes

4. Melissa Elliott

Recreation and Leisure Facilities Committee

5. John Zuber

6. Ted Howard

Carried

6. Delegations

a) Richard Allen, County of Frontenac, re: 2020 County Led Economic Development Efforts

Richard Allen attended "virtually" and provided Council with a review on County of Frontenac economic development initiatives for 2020 and how local businesses were supported during the COVID 19 pandemic with shop local campaigns and virtual events. In 2021 the goal is to implement the recommendations from the Economic Development Review; these include confirming a clear statement of economic development objectives, a focus on activities that support attracting investment to the region, creating a working group that allows the County, member municipalities and the Frontenac CFDC to collaborate on economic development and to elevate the marketing of the K & P Trail.

7. Public Meeting - not applicable

8. Approval of Minutes - not applicable

9. Business Arising from the Minutes - not applicable

10. Reports Requiring Action

a) Council Appointments to Committee of Adjustment

Resolution No. 2021-5-06

Moved by Councillor Sutherland

Seconded by Councillor Barr

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That Council approves the changes to Schedule "A" of By-law 2020-01, as outlined in the attachment to the Clerks Department report dated January 26, 2021.

Carried

b) Committee Appointments - Amendments to Schedule A of By-law 2018-81

Resolution No. 2021-5-07

Moved by Councillor Ruttan

Seconded by Councillor Revill

That Council approves the amendments to Schedule A of By-law 2018-81, as outlined in the attachment to the Clerks Department report dated January 26, 2021.

Carried

c) Zoning By-law Amendment - Z-20-14 1024 Hidden Valley Lane - Ruttan

Councillor Ruttan left the Council Chambers and did not take part in the discussion or decision.

Council deemed it appropriate to pass the following resolutions while Councillor Ruttan was absent from the Chambers.

Councillor Ruttan returned to the Council table after resolution 2021-5-09 was passed.

Resolution No. 2021-5-08

Moved by Councillor Sleeth

Seconded by Councillor Morey

That By-law 2021-02 be given first and second reading.

Carried

Resolution No. 2021-5-09

Moved by Councillor Sleeth

Seconded by Councillor Morey

That By-law 2021-02- being a by-law to amend By-law 2003-75, as amended, to rezone land from rural (RU) to Rural- Special Provision (RU-61) on lands described as 1024 Hidden Valley lane, Part of Lot 22, Concession 11, District of Loughborough, be given third reading, signed and sealed.

Carried

d) Appointment of Building Inspector

See By-law 2021-04

e) 2021 Interim Tax By-law

See By-law 2021-05

f) 2021 Budget Approval including PSAB

A recorded vote was requested for Resolution 2021-5-11 (amendment to the original resolution). Councillor Ruttan and Councillor Sutherland voted in favour of the amendment with the remaining Council members voting against it, therefore the resolution to amend was lost.

A recorded vote was requested on the original Resolution 2021-10. Councillor Ruttan and Councillor Sutherland voted against the original resolution with the remainder of Council voting in favour. Therefore the original resolution was

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carried.

Resolution No. 2021-5-10

Moved by Councillor Ruttan

Seconded by Councillor Revill

That Council approve and adopt the combined 2021 Capital and Operating budgets requiring \$20,615,543 to be raised by taxation, as attached to the report from the Director of Corporate Services & Treasurer dated January 26, 2021; and That Council also approve the 2021 PSAB budget as attached to the report from the Director of Corporate Services & Treasurer dated January 26, 2021.

Carried (after amendment was lost and a recorded vote taken)

Resolution No. 2021-5-11

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

That Council approve and adopt the combined 2021 Capital and Operating budgets requiring \$20,615,543 to be raised by taxation, as attached to the report from the Director of Corporate Services & Treasurer dated January 26, 2021; and That Council also approve the 2021 PSAB budget as attached to the report from the Director of Corporate Services & Treasurer dated January 26, 2021.

AMENDMENT:

That an amendment to the 2021 Budget be made, to have a tax increase of 2%, maintain the additional draw from the working reserve and to allocate \$891,980 to an enhanced drainage program for gravel roads.

Lost (Amendment)

g) Vesting of Property

Resolution No. 2021-5-12

Moved by Councillor Sutherland

Seconded by Councillor Barr

That Council authorize the vesting of the properties under roll number 1029-050-040-78320, 1029-010-040-13915, 1029-060-050-09699 and that the properties be declared surplus.

That Council authorize the vesting of the property under roll number 1029-010-020-00750 and that the property be retained by the Township.

Further that the vesting be funded from the allowance for doubtful accounts.

Carried

h) 2021 Cemeteries Contract Renewal

Resolution No. 2021-5-13

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That Council approve the extension of the contracts for sales/administration services, grave excavation and cemetery maintenance to D.G. Younge Concrete Burial Vaults for the three year period of May 1, 2021 to April 30, 2024, with pricing to remain at the 2019 contract amount for the 3 year period.

Carried

11. Committee Meeting Minutes - not applicable

12. By-laws

a) By-law 2021-02 - Rezone Concession 11, Part of Lot 22, 1024 Hidden Valley Lane (Ruttan)

This by-law was given first, second and third reading under Agenda Item 8 d) while Councillor Ruttan was out of the Council Chambers.

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Resolution No. 2021-5-14

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the following by-laws be given first and second reading:

- By-law 2021-03
- By-law 2021-04
- By-law 2021-05

Carried

- b) By-law 2021-03 - Site Plan Control - Concession 5, Part Lot 8, Loughborough (Soucie)

Resolution No. 2021-5-15

Moved by Councillor Sutherland

Seconded by Councillor Barr

That By-law 2012-03, being a by-law to authorize the Mayor and the Clerk to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and Paul Soucie be given third reading, signed and sealed.

Carried

- c) By-law 2021-04 - Appointment of Building Inspector

Resolution No. 2021-5-16

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That By-law 2021-04, being a by-law to appoint a Building Inspector, be given third reading, signed and sealed.

Carried

- d) By-law 2021-05 - Interim Tax Rate By-law

Resolution No. 2021-5-17

Moved by Deputy Mayor Leonard

Seconded by Councillor Roberts

That By-law 2021-05, being a by-law to provide for an interim tax levy; payment of taxes, to provide for penalty and interested of 1.25% on tax arrears per month, be given third reading, signed and sealed.

Carried

13. Reports for Information

- a) 2021 Budget Changes
- b) Building Activity Report - 4th Quarter 2020
- c) Planning Activity Report - 4th Quarter 2020
- d) Accounts Payable and Payroll Listing

14. Information Items - not applicable

15. Notice of Motions

- a) Notice of Motion - Insurance Rates

Resolution No. 2021-5-18

Moved by Councillor Sutherland

Seconded by Councillor Barr

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That South Frontenac Council support the resolutions of the Municipality of Charlton and Dack, and the Township of Larder Lake and the recommendations outlined in each resolution; and

That this resolution be circulated to the Premier, Minister of Finance, Attorney General and all Ontario municipalities.

Carried

16. Announcements/Statements by Councillors - none
17. Question of Clarity (from the public on outcome of agenda items)
- a) There were no virtual attendees.

18. Closed Session

- a) Council will move into Closed Session at this time in accordance with the Municipal Act, Section 239.2 (b) of the Municipal Act, to discuss personal matters about identifiable individuals, including municipal or local board employees; and, (d) labour relations or employee negotiations; for **discussion about proposed organizational structure.**

Resolution No. 2021-5-19

Moved by Councillor Revill

Seconded by Councillor Ruttan

That Council will move into Closed Session at this time in accordance with the Municipal Act, Section 239.2 (b) of the Municipal Act, to discuss personal matters about identifiable individuals, including municipal or local board employees; and, (d) labour relations or employee negotiations; for discussion about proposed organizational structure.

Carried

- b) Personal matters about identifiable individuals/Labour Relations/Employee Negotiations
- c) Resolution

Resolution No. 2021-5-20

Moved by Councillor Roberts

Seconded by Councillor Morey

That Council move out of Closed Session.

Carried

19. Confirmatory By-law

- a) By-law 2021-06

Resolution No. 2021-5-21

Moved by Councillor Revill

Seconded by Councillor Ruttan

That By-law 2021-06, being a by-law to confirm generally the previous actions of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 26 day of January, 2021.

Carried

Resolution No. 2021-5-22

Moved by Deputy Mayor Leonard

Seconded by Councillor Roberts

That By-law 2021-06, the confirmatory by-law, be given third reading, signed and sealed.

Carried

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20. Adjournment

a) Resolution

Resolution No. 2021-5-23

Moved by Councillor Ruttan

Seconded by Councillor Revill

That the Council meeting of January 26, 2021 be adjourned at 8:55 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**Minutes of a Special Committee of the Whole
February 4, 2021**



Time: 5:00 pm

Location: Council Chambers/Electronic Participation

Meeting # 6

Council Present in Council Chambers: Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Ron Sleeth

Council Present via Electronic Participation: Pat Barr, Randy Ruttan

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk

1. Call to Order and Roll Call
 - a) The Clerk conducted the roll call as outlined in the attendance noted above.
 - b) Motion

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the Special Committee of the Whole meeting be called to order at 5:00 pm.

Carried

2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations reported.

3. Approval of Agenda

- a) Motion

Moved by Councillor Roberts

Seconded by Councillor Barr

That the agenda for the February 4, 2021 Special Committee of the Whole be approved.

Carried

4. Scheduled Closed Session

- a) Motion - Move into Closed Session

In accordance with the Municipal Act, Section 239.2 Committee of the Whole moved into Closed Session to discuss item (b) personal matters about identifiable individuals including municipal or local board employees and item (d) labour relations or employee negotiations regarding proposed organizational structure.

Committee of the Whole
February 4, 2021

Moved by Councillor Ruttan
Seconded by Councillor Revill

That in accordance with the Municipal Act, Section 239.2 Council move into Closed Session to discuss (b) personal matters about identifiable individuals including municipal or local board employees, and (d) labour relations or employee negotiations regarding proposed organizational structure.

Carried

c) Motion - Move out of Closed Session

Moved by Councillor Sleeth
Seconded by Councillor Roberts

That Committee of the Whole move out of Closed Session.

Carried

5. Adjournment

a) Motion

Moved by Councillor Morey
Seconded by Councillor Barr

That the Special Committee of the Whole meeting be adjourned at 5:51 p.m.

Carried



REPORT TO COUNCIL

Office of the Chief Administrative Officer



AGENDA DATE: February 16, 2021

SUBJECT: Respect in the Workplace Policy

RECOMMENDATION:

That Council pass By-law 2021-07 being a By-law to establish a *Respect in the Workplace Policy* as attached to this report.

BACKGROUND:

Between 2019 and 2021, there have been several instances where individuals from outside the organization have interacted with Township staff, Councillors or volunteers in a manner that contravenes the Township's Harassment, Workplace Violence or other health and safety policies.

While policies are in place to prevent and ensure an appropriate resolution to things like workplace harassment, Township policies are generally only applicable to councillors, employees and volunteers. This has made it difficult for the Township to address the inappropriate conduct of outside parties.

A draft of this policy was discussed by Committee of the Whole on February 9, 2021. As a result, a minor amendment has been made to clarify that the policy does not apply to elected officials, who are already governed by the Council Code of Conduct.

ANALYSIS/DISCUSSION:

The *Respect in the Workplace Policy* attached to this report is based on a similar policy developed by a neighbouring municipality, and in consultation with the Township's solicitor.

It establishes clear and progressive consequences for inappropriate conduct by outside parties, and enables the Township to prohibit individuals from interacting directly with its employees, Councillors or volunteers in order to protect them from threat of violence or harassment.

Importantly, the policy does not prevent individuals from accessing municipal services or participating in the local democratic process. Anyone who is subject to prohibitions would have to communicate through a separate agent rather than engaging directly with Township personnel.

It is hoped that the policy will serve as a deterrent, while allowing the Township to immediately address inappropriate conduct in order to meet the Township's obligation to protect the health and safety of our personnel.

STRATEGIC PLAN ALIGNMENT:

Establishing a *Respect in the Workplace Policy* is consistent with Council's Strategic Priority #3 – *Ensure the Organizational Capacity to Deliver Cost-effective Services in a Changing World.*

FINANCIAL/STAFFING IMPLICATIONS:

None for the purposes of this policy.

ATTACHMENTS:

1. Respect in the Workplace Policy/By-law.



REPORT TO COUNCIL
Office of the
Chief Administrative Officer



Submitted/Approved by:
Neil Carbone
Chief Administrative Officer



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: February 16th, 2021

SUBJECT: 2021 Micro-surfacing Program

RECOMMENDATION:

That Council approve the price per square metre of \$6.35 from Miller Paving for the supply and application of the Township's Micro-surfacing Program for the 2021 season.

BACKGROUND:

Staff continues to believe that investing money in good roads while they are good saves the Township money in the long run and maintains a better overall road network.

During the 2020 Micro-surfacing season Township staff found that using a heavier grade of stone in the application resulted in much stronger final surface protection.

Micro-surfacing also provides a higher level of skid resistance to older roads where the granular in the asphalt has become polished. Previous roads that have been completed include several sections of Perth Road, Road 38 and Rutledge Road in the villages of Verona, Harrowsmith and Sydenham.

DISCUSSION/ANALYSIS:

The Township's current contractor for micro-surfacing, Miller Paving Ltd. is a reputable contractor that has provided micro-surfacing services in and around South Frontenac for many years. This contractor has agreed to hold their 2020 for the 2021 Micro-surfacing program.

For comparative purposes, below are the historical and current lowest unit prices for micro-surfacing.

Item	2015	2016	2017	2018	2019	2020
Average Unit Price \$/per m ²	\$4.68	\$5.49	\$5.83	\$5.39	\$5.98	\$6.35

Given the steady increase of the unit rates over the past eight (8) years, staff recommends that the Township extend its contract with Miller Paving at the agreed upon average price of \$6.35/m² for the 2021 season, with the intention of retendering for micro-surfacing in 2022.

FINANCIAL/STAFFING IMPLICATIONS:

An amount of \$500,000 was approved in 2021 Construction Linear Asset Capital budget for this purpose.

Submitted/approved by:

Mark Segsworth, P. Eng.
Director of Public Services

Prepared By:

Brian Kirk, CRS-I
Operations Supervisor



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: February 16th, 2021

SUBJECT: 2021 Surface Treatment Program

RECOMMENDATION:

That Council approve Smiths Construction unit pricing from 2020 for the supply and application of the Township's Surface Treatment Program for the 2021 season.

BACKGROUND:

The Township has had a long standing relationship with Smiths Construction for surface treating. The Contractor has agreed to hold their 2020 unit prices for the 2021 Surface Treatment Program.

The current unit prices are as follows:

Supplier	Single Surface	Double Surface Treatment	Traffic Control	*Provisional Fog Seal
Smiths Construction	\$2.58/m ²	\$5.17/m ²	Lump Sum	\$1.20/m ²

For comparison purposes, listed below are the approved lowest bid unit prices from the past 8 years including Smiths Construction 2020 pricing.

Item	2012	2013	2014	2015	2016	2017	2018	2019	2020
Unit Price - \$/m ² (SST)	\$2.19	\$2.42	\$2.51	\$2.41	\$2.53	\$2.57	\$2.57	\$2.58	\$2.58
Unit Price - \$/m ² (DST)	\$3.31	\$4.40	\$4.64	\$4.64	\$4.74	\$4.85	\$4.85	\$5.17	\$5.17

Staff recommends awarding the surface treatment contract to Smiths Construction on the basis of their holding their 2020 pricing for 2021.

Staff would intend to retender the program in 2022.

FINANCIAL/STAFFING IMPLICATIONS:

An amount of \$800,000 was approved in the 2021 Construction Linear Asset Capital budget for Single Surface Treatment/Pavement Preservation along with a preliminary list of road sections.

The double surface treatment is included in the approved budgets for Deyos/Bunker Hill, Carrying Place and Hinchinbrooke Roads.

Submitted/approved by:

Mark Segsworth, P. Eng.
Director of Public Services

Prepared By:

Brian Kirk, CRS-I
Operations Supervisor

Approved by:

Neil Carbone
CAO



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: February 16th, 2021

SUBJECT: Contract Extension of RFP-PW-PO1-2015
Operation of Household Hazardous Waste Facility and
Transport, Processing and Disposal of Hazardous Material

RECOMMENDATION:

That Council approve a two year contract extension with Brendar Environmental for the operations of the Household Hazardous Waste Facility to March 31, 2023, as per the terms and conditions outlined in the Offer of Extension attached to this report.

BACKGROUND:

Over 2 years ago, The Ontario Ministry of the Environment, Conservation and Parks issued directions that the Municipal Hazardous and Special Waste (MHSW) and the Ontario Electronic Stewardship (OES) programs would be ending on December 31, 2020. The OES ceased operations as planned but that industry remains in a state of transition and uncertainty about how electronic waste will be handled.

The new date for the MHSW to transition is proposed to be June 30, 2021. If the difficulty in transitioning electronic waste is any indicator, the industry will probably experience similar situations with hazardous waste during the latter part of this year.

DISCUSSION/ANALYSIS:

Due to the state of flux in the industry, staff recommend that the Township continue its relationship with its current Contractor, Brendar Environmental. Brendar Environmental has provided exceptional customer service to both South Frontenac residents and the Township over the past 5 years and is confident that this relationship will be an asset to the implementation of any industry changes involving transportation, processing and disposal of hazardous and electronic.

FINANCIAL/STAFFING IMPLICATIONS:

The attached proposal maintains the current rates plus 2% on April 1, 2021 and an annual CPI increases on April 1, 2022. Expenses in 2020 were approx. \$85,000.

It should be noted that we have received revenues over \$2,000 from Central Frontenac from their residents bringing material to our HHW Depot.

Sufficient funds were budgeted for this expense in the 2021 Operating Budget.

ATTACHMENTS:

- Brendar Environmental – 2021-2023 Offer of Extension

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

Jamie Brash
Supervisor, Facilities/SWM

Approved by:

Neil Carbone
Chief Administrative Officer



BRENDAR
ENVIRONMENTAL INC.

2021 1 28

The Corporation of the Township of South Frontenac

Public Work Department
PO Box 100 4432 George Street
Sydenham, ON, K0H 2T0

ATTN: Mark Segsworth, Jamie Brash

RE: South Frontenac Household Hazardous Waste Facility Operations – Offer of Extension

Brendar Environmental Inc. is pleased to offer a continuation of services pertaining to the operation of the Household Hazardous Waste Depot. Brendar has proudly operated the Household Hazardous Waste program for the Township since 2015 and we are pleased to be able to offer an extension of these services at this time as we navigate our way through the upcoming changes to the Extended Producer Responsibility Regulations in this sector and the new proposed regulation taking effect July 2021.

We appreciate that over the next couple of years while Household Hazardous Waste and a number of other programs will be in a state of flux as new regulations and product stewardship programs are adjusted. In order to help provide some stability in servicing during this period of change we would like to formally offer an extension of services for the 2021 and 2022 seasons (April 1st 2021 to March 31st 2022) and 2022 (April 1st 2022 to March 31st, 2023) seasons. We would continue to maintain all rates at the current level + 2% on April 1, 2021 and annual CPI increases on April 1st of 2022.

We have enjoyed a great working relationship with the Township and look forward to continue working together. If you should have any questions or wish to clarify the details of the proposal please feel free to contact us directly. We thank you for supporting Brendar over the years and for the opportunity to present this proposal.

Sincerely,

Brent Bolger
Technical Director





REPORT TO COUNCIL

Office of the Chief Administrative Officer



AGENDA DATE: February 16, 2021

SUBJECT: Police Services Board – Support for Provincial Appointee Application

RECOMMENDATION:

THAT Council support Mr. David Herrington's application to the Ontario Ministry of the Solicitor General to be the Provincial Appointee for the South Frontenac Police Services Board, and,

THAT this resolution be sent to the Premier of Ontario, the Public Appointments Secretariat, the Ministry of the Solicitor General, and our regional Police Services Advisor.

BACKGROUND:

Mr. David Herrington has been a contributing member of the South Frontenac Police Services Board (PSB) since his appointed in 2018 for a term of two years. His interest and passion for community safety and well-being has led him to pursue reappoint through the Province for another term.

At the end of 2019, municipal staff contacted the Township's Police Services Advisor at the Ministry of the Solicitor General to inquire about the reappointment process. They indicated that current candidates would be automatically contacted in order to determine their interest. Amendments to the Police Services Act in 2019 resulted in significant delay to the appointment process for candidates, with South Frontenac Staff following up every few months.

In September 2020, Mr. Herrington received a letter from the Solicitor General thanking him for his service from 2018-2020. Staff once again contacted the Ministry for a status update, only to be advised that this most likely meant Mr. Herrington was not being considered for reappointment.

In November 2020 Mr. Herrington officially expressed his interest in the role on the Provincial Appointment application portal. Staff followed up once again in January 2021, and were advised that Mr. Herrington's application had been received but no appointment had been made. The Township's assigned Police Services Advisor also recommended that the municipality encourage others to apply, as the position was still considered vacant.

The Provincial Appointment process notes that appointees to a Police Services Boards should be active members of their community with a general knowledge of Police Services Board duties and responsibilities, as well as an awareness of community safety issues and programs within their local municipality. Members appointed by the Province of Ontario must be residents of Ontario and cannot be a judge, justice of the peace, a current police officer or a person who practises criminal law as a defence counsel.

In addition to Mr. Herrington's position on the Police Services Board, he also took on the task of being the citizen and board representative for South Frontenac when working on this area's joint Community Safety and Well-being plan (to be completed by July 2021).



REPORT TO COUNCIL
**Office of the
Chief Administrative Officer**



DISCUSSION/ANALYSIS:

As of January 27, 2020, the vacancy has not been filled despite the Ministry having had received Mr. Herrington’s expression of interest from both the Municipality on several occasions, and from Mr. Herrington himself on the official application portal.

In an attempt to fill the vacancy and support the reappointment of Mr. Herrington, staff are asking council to pass a resolution that supports this request. Although resolutions are not considered a requirement, they are also not unheard of when expressing Council’s support for the appointment of an individual candidate.

Mr. Herrington’s board experience and dedication to community safety and policing is an attribute that will only continue to benefit South Frontenac Residents.

ATTACHMENTS:

None at this time.

FINANCIAL/STAFFING IMPLICATIONS:

None at this time.

Prepared by:

Emily Caird
Executive Assistant

Submitted/approved by:

Neil Carbone
Chief Administrative Officer



REPORT TO COUNCIL

Office of the Chief Administrative Officer



AGENDA DATE: February 16, 2021

SUBJECT: 2021 CAO Priorities

RECOMMENDATION:

That Council approve the 2021 CAO Priorities as presented in this report.

BACKGROUND:

In August of 2020 Council completed the annual performance review for the Chief Administrative Officer (CAO). As part of that process, goals and objectives are to be set for the following year.

In October 2020 the CAO presented Council with potential objectives for feedback, based on Council Strategic Plan and other emerging issues. With the budget process nearing its conclusion, and based on feedback from Council and the Senior Leadership Team, the CAO is proposing a final list of objectives for approval.

ANALYSIS/DISCUSSION:

The CAO provides high-level oversight and coordination for the organization and is ultimately responsible for ensuring that key strategic initiatives within each department are completed and that the organization is moving towards its longer term goals.

This responsibility is fulfilled through the oversight of senior staff; by coordination of activities; ensuring sufficient resources and supports are available to achieve the desired outcomes; and by managing challenges and opportunities that could affect those outcomes throughout the year.

Through discussions with senior staff and review of the Strategic Plan, goals & objectives are being put forward for approval by Council.

With the COVID-19 pandemic continuing to affect municipalities, some projects may experience unavoidable delays as was the case in 2020; if so, this would be noted in the CAO's reporting during the review process.

Priority #1 - Position South Frontenac as a Regional Leader	
Objectives	Timeline
<p>1. Sydenham Water Consultation</p> <ul style="list-style-type: none"> ○ Was delayed due to COVID-19 ○ Barring further pandemic impacts, roll out original plan in 2021 	<p>- Start engagement in Q2 of 2021</p>
<p>2. Service Delivery Review Implementation</p> <ul style="list-style-type: none"> ○ Regional/joint By-law Contract Review <ul style="list-style-type: none"> ▪ Identify Council priority areas ○ Grant Funding Lobbying Strategy 	<p>- Q1 + Q2 2021</p> <p>- Revisit with Mayor's/CAOs in Q1</p>



REPORT TO COUNCIL

Office of the Chief Administrative Officer



Priority #2 - Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment	
Objectives	Timeline
3. Seniors Affordable Housing Development <ul style="list-style-type: none"> ○ Verona Master Plan completed ○ Market research completed 	Fall 2021
4. New Subdivision Standards <ul style="list-style-type: none"> ○ Completed 	2021
5. Climate Change Strategy <ul style="list-style-type: none"> ○ Underway ○ Completed 	July 2021 Before 2022 budget
6. Successful Part 8 Implementation <ul style="list-style-type: none"> ○ Based on cost recovery; customer feedback; data tracking 	Interim report July 2021
7. Official Plan <ul style="list-style-type: none"> ○ Consultant hired ○ Consultation/Discussion papers underway 	April 2021 Fall 2021

Priority #3 - Ensure the organizational capacity to deliver cost-effective services in a changing world	
Objectives	Timeline
8. Procedural By-Law / Council / Committee Structure review <ul style="list-style-type: none"> ○ Subject to Council endorsement? ○ Alternative is simply to update existing procedural by-law and other processes 	Initiate in Q1 2021 Complete by Fall 2021 for implementation in 2022
9. Public Services Service Delivery Changes <ul style="list-style-type: none"> ○ Winter control implementation 	Fall 2021
10. Strategic Plan Mid-point Review	June 2021
11. Construction of New Fire Hall in Battersea	Underway in 2021
12. Fill key position vacancies	Q1/Q2 2021

Priority #4 - Be a catalyst for the creation of vibrant, complete communities	
Objectives	Timeline
13. Recreation Master Plan completed	Fall 2021



REPORT TO COUNCIL

Office of the Chief Administrative Officer



14. Complete Township Branding ○ Completion	Spring 2021
15. Establish Lake Study Grant Program ○ Program launch	Q3 2021
16. Approval and rollout of COVID Relief Program ○ Newly added following budget approval	Q2/Q3 2021

The following items were included in the initial CAO Priorities report to Council, but are recommended to be omitted at this time due to delays on prerequisite work or consultation:

- **Communal Servicing Action Plan**
 - The County is undertaking a second phase of the communal servicing project to identify a desirable governance model before next steps
- **Complete a Municipal Servicing (Water/Sewer) feasibility study**
 - Companion to Communal servicing work being done by the County
- **SFFR Fire Station Location Study / Joint Facilities**
 - Was postponed until conclusion of Joint Service Delivery Review with Frontenac municipalities; still in process of determining collaboration interest from neighbouring municipalities
- **Delegated Planning Authority from the County**
 - Official Plan should be completed prior to starting this process

STRATEGIC PLAN ALIGNMENT:

The annual goals and objectives of the CAO should be aligned with the strategic priorities of the Township. This is the first time that formal goals and objectives will be established since the CAO was hired in July 2019.

FINANCIAL/STAFFING IMPLICATIONS:

None for the purposes of this report.

ATTACHMENTS:

None.

Submitted/Approved by:

Neil Carbone
Chief Administrative Officer

Minutes of Lake Ecosystem Advisory Committee
November, 18, 2020

Time: 7:00 PM

Location: Council Chambers/Electronic Participation

Lake Ecosystem Advisory Committee

Present: Ellie Prepas, Gerrit Buitenhuis, Gillian Lash, Janet Brown, Jeff Peck, John Sherbino, Kevin Strank, Michael Payne, Councillor Randy Ruttan, Councillor Alan Revill, Mayor Ron Vandewal.

Absent: John Sherbino

Staff: Christine Woods, Senior Planner, Claire Dodds, Director of Development Services, Neil Carbone, CAO.

1. Welcome/Call to Order/Introductions
2. Election of Committee Chair and Vice Chair
 - a) The CAO called for nominations for the election of Committee Chair.

Mayor Ron Vandewal nominated Jeff Peck as Chair.

Jeff Peck asked for more information on the role first. The CAO suggested that the Committee move onto the Committee Orientation portion of the agenda. After which, the Committee could return to the election portion once Committee members were more familiar with the Terms of Reference. The Committee was in agreement with this suggestion.

Following further discussion, Jeff Peck declined the nomination. The CAO then called again for nominations for the position of Committee Chair.

Councillor Ruttan nominated Gillian Lash for Committee Chair. Gillian Lash accepted the nomination.

Councillor Revill moved that nominations for Chair be closed. Carried.

The CAO then asked for nominations for Committee Vice Chair.

Kevin Strank nominated Janet Brown as Vice Chair. Janet Brown accepted the nomination.

Councillor Revill moved that nominations for Vice Chair be closed. Carried

Gillian Lash was elected as the Committee Chair and Janet Brown was elected as the Committee Vice Chair.

The CAO then turned the floor over the Committee Chair and Vice Chair.

3. Declaration of pecuniary interest and the general nature thereof
 - a) The Chair asked if there were any declarations of pecuniary interest.

There were no declarations of pecuniary interest.
4. Approval of Minutes - not applicable
5. Business Arising from the Minutes - not applicable
6. New Business/Discussion Items

Minutes of Lake Ecosystem Advisory Committee
November, 18, 2020

- a) Committee Orientation & Review of Terms of Reference
- Procedural By-law - How meetings are conducted
 - Strategic Plan - Align committee goals to reflect objective

The CAO provided an overview of the Committee Terms of Reference. The CAO highlighted the mandate of the committee, staff resources, meeting frequency, and sub-committee options.

Claire Dodds drew attention to the inclusion of a Holly Evans as a non-voting Committee resource. She explained that Ms. Evans will act as a representative from Cataraqui Conservation.

The CAO presented the 2019-2022 Strategic Plan to the Committee, with a focus on the plan's four priority points.

- b) Lake Grant Study Program
- Carry over funds from 2020
 - Funds allocated for 2021

Christine Woods presented further on the specific duties of the Committee. This included reference to the 2020 budget carry over amounts, as well as the projected funds that will be allocated for 2021.

The CAO confirmed that there was \$25,000 approved in the 2020 budget that would be carried over to 2021. He noted that no amounts have been approved yet within the 2021 budget.

Mayor Vandewal inquired as to how many lakes have currently completed a lake study. Christine Woods noted that she was unsure of the exact number, but that she hoped this Committee would be able provide and/or collect additional information on the topic.

Kevin Strank inquired about the scope of a lake study and what was involved. Christine Woods explained that it would be up to this Committee to determine what types of studies would have value within the Township and therefore, what studies would be eligible under a future lake study grant program.

Janet Brown noted that Holly Evans would have a strong understanding of what lake studies have been completed within the Cataraqui Region. Janet Brown offered to contact Ms. Evans on behalf of the Committee regarding a list of completed lake studies within the area.

Councillor Ruttan suggested that the Committee begin by collecting data on the current status of studies on the various lakes throughout South Frontenac. He explained that it would be ideal to know what we are starting with before moving forward with future goals. Jeff Peck also noted that developing an inventory of all the lakes in South Frontenac, as well as if those lakes have some type of association or support mechanism in place would be a great starting point for the Committee. .

The CAO noted that Boat launch management, a Shoreline Protection Program, Private Lane waste management, and the 2021 Recreation Master plan are potential items that may be referred to the Committee for input by Council in the future.

- c) Lake Association Forum (from Terms of Reference)

Minutes of Lake Ecosystem Advisory Committee
November, 18, 2020

- Set timelines, best practices, emerging trends, special focus speakers

Christine Woods explained that another task assigned to this Committee is the organization of an annual Lake Association Forum. She noted that the purpose of said forum is so that lake association members and lake shore residents can network, share best practices, discuss emerging trends, and share any concerns they may have. The data and information collected at this annual meeting would provide valuable feedback to the Committee and help to guide future Council priorities.

The Committee discussed several approaches to the forum, including a targeted approach with specific topics, a short speaker presentation on a relevant topic, and an open brain storming session to gather information on what topics and programs other lake shore residents and associations are interested in exploring. Jeff Peck offered to review his list of Lake Association contacts as well as the Township's, and attempt to build a more complete listing for the Committee.

7. Next Meeting:

- a) Quarterly meetings as per Terms of Reference

The Committee determined they would meet next on January 13, 2021 at 7:00 pm.

The Committee determined that in advance of the next meeting, Janet Brown will reach out to Holly Evans at CRCA regarding her knowledge of lake studies in the area and a potential presentation to the Committee. Additionally, Jeff Peck will attempt to build a comprehensive list of Lake Association contacts, as well as request if they have any lake studies they would be willing to share.

8. Adjournment:

- a) The meeting was adjourned at 8:33 pm.

Minutes of Heritage Committee
November, 19, 2020

Time: 7:00 PM

Location: Council Chambers

Heritage Committee

Present: Wilma Kenny, Chair, Brad Barbeau, Michael Gemmell, Councillor Pat Barr.

Absent: Mark Millar, Stephanie Soto-Gordon.

Staff: Anna Geladi, Planner, Emily Caird, Executive Assistant.

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations of pecuniary interest.
3. Approval of Minutes
 - a) Minutes of the September 17, 2020 Meeting

Resolution No. 2020-Heritage-11/19 -01

Moved by Michael Gemmell

Seconded by Brad Barbeau

THAT the minutes of the September 17, 2020 meeting be adopted as presented.

Carried

4. Business Arising from the Minutes
 - a) The Committee requested that meeting minutes be distributed in draft form in advance of the next meeting so that members can plan and stay up to date on pending tasks.

The Chair noted that any minutes shared in advance of the next meeting have not been approved yet and are not considered official.

5. New Business
 - a) New Heritage E-mail Address

Michael Gemmell requested that an additional agenda item be added for discussion in relation to the potential demolition of the Rectory at the Railton Rd. Catholic Church.

Anna introduced the new heritage email address and asked that the Committee use this email address moving forward for communication and new business.

The Chair suggested that the email also be added to the Township's website so that other residents can use this email to contact the Heritage Committee and staff resources.

- b) Recruiting New Committee Members

The Chair noted that David Jeffries has resigned as a result of moving out of the Township.

Due to the number of vacancies in members, the Committee determined they should advertise for the recruitment of new members. Anna Geladi explained that standard procedure for recruitment of new members would include a notice posted on the Township's website, social media pages and in the Frontenac News. She noted that Council would then be required to review the

Minutes of Heritage Committee
November, 19, 2020

applications collected and appoint new member via bylaw.

The Chair encouraged the Committee to share the Committee posting with their network, should they know of any suitable candidates.

c) The Museum Association's budget request: The Bellrock Mill.

The Chair presented the letter from the Museum association in regards to budgetary requests related to the purchase and maintenance of the Bellrock Mill.

The Chair noted that the current property is in disarray and quite unsafe. The Museum believes this site has great potential and could be restored and operated as a tourist attraction. The Save the Mill Committee all live in Bellrock and noted that many people come to see the mill every weekend in the summer. The Chair explained that the group hopes to fundraise and restore the property as well as some of the machinery that is still on site.

Resolution No. 2020-Heritage-11/19 -02

Moved by Michael Gemmell

Seconded by Brad Barbeau

THAT the South Frontenac Heritage Committee lends its support in principal to the Save the Bellrock Mill Committee in their request that the Township of South Frontenac establish a reserve to assist in funding the purchase and reclamation of the Bellrock Mill.

Carried

d) Update on Heritage Designation Process

The Chair turned the floor over to the Anna Geladi.

Anna Geladi explained that she had been in touch with Bruce Downey and that he is willing to present to the Committee at the next meeting scheduled for January 2021 in regards to the designation process.

Anna Geladi went over the designation process with the Committee and noted that the newly created content would be added to the Township's website. She explained that the Committee's focus moving forward should be collecting information that supports the designation of Brad Barbeau's home, in advance of Mr. Downey's presentation to the Committee.

Michael Gemmell inquired if Brad Barbeau had documentation on his property. The Committee determined it would be ideal to collect multiple photos and historical elements. He explained they could build the description in regards to the exterior façade and photos.

Anna Geladi suggested that the Committee meet together at Brad Barbeau's home to tour the exterior of the property, develop a description and take photos. She explained that the work could be divided between members in order to develop the report required for designation. Brad Barbeau suggested Tuesday December 1, 2020 in the afternoon at 1:00pm.

Anna Geladi suggested that the Committee also seek out archives and other sources for historical research related to Brad Barbeaus's property. She also noted that she reached out to the Rideau Lakes Heritage Committee and they offered their assistance or guidance to the group where needed.

The Committee committed to doing a site visit of Brad Barbeau's property and compiling all historical information collected in preparation for Bruce Downey's presentation.

e) Railton Road Rectory - Potential Demolition

Michael Gemmell heard unofficially that there is potential that the Rectory at the Railton Rd Catholic Church may be demolished due to the feasibility of maintaining it.

Michael Gemmell inquired if the planning department would be notified of a demolition permit on a building of this age, despite it not being designated. Anna Geladi confirmed that she would not get notified, but the building department may flag the file and bring it to the attention of planning staff. Anna Geladi noted that she would inquire with the Building Department in regards to being notified.

6. Next Meeting:

- a) The next meeting was scheduled for January 28th at 5:00 pm. Anna Geladi noted that dinner will be provided and that she will confirm the date once touching base with Bruce Downey.

7. Adjournment:

- a) The meeting was adjourned at 8:10pm.

Resolution No. 2020-Heritage-11/19 -03
Moved by Michael Gemmell
THAT the meeting be adjourned at 8:10 pm.

Carried

Minutes of Public Services
November, 19, 2020

Time: 8:30 AM

Location: Council Chambers/Electronic Participation



Present: Ron Sleeth, Chairman, Ron Vandewal, Doug Morey, Alan Revill

Staff: Mark Segsworth, Director of Public Services, Angela Maddocks - Clerk, Neil Carbone - Chief Administrative Officer

1. Call to Order and Roll Call

a) Chairman Sleeth called the meeting to order at 8:30 am.

The Clerk conducted the roll call as noted in the attendance listed above.

2. Declaration of pecuniary interest and the general nature thereof

a) There were no declarations.

3. Approval of Minutes

a) September 17, 2020

Resolution No. 2020-PSC-11/19-01

Moved by Councillor Revill

Seconded by Councillor Morey

That the minutes of the September 17, 2020 meeting be approved.

Carried

4. Business Arising from the Minutes

a) Communal Bins

Mark Segsworth indicated that Kawartha Lakes Township goes down private lanes in the summer time providing pickup. He does not support the idea of South Frontenac doing this but recommended that the township continue to focus on communal depots at the end of lanes.

Councillor Revill agreed that going down lanes is unattainable for South Frontenac but suggested a model where if we were to do so, it would be a "lane" expense that could be apportioned across the township.

Mark Segsworth indicated that West Devil Lake Lane is the "model" of how communal depots of how these setups should work.

Councillor Revill felt the township should be mindful of the capacity for the "cubbies" and to be cognizant that the cost should be born by lane residents.

Mayor Vandewal noted that the enhancing of this service includes staffing and vehicles. He felt it is every residents responsibility to ensure garbage and recycling is not left at the end of their driveway or lane. If there is a space to located a communal depot he supported doing this.

Minutes of Public Services
November, 19, 2020

Councillor Revill noted the challenge that seasonal residents have with remote bins and wildlife, recognizing the contractor is not obligated to pick up strewn debris. He asked what other options there would be for seasonal residents that are practical.

Mayor Vandewal agreed that if there is capacity for each resident on a lane there shouldn't be a problem, however he cautioned against providing too much capacity.

Mark Segsworth stated that most lanes do a good job but noted that there were issues at the Bedford sites prior to the township providing collection. He felt there needs to be a standardized bin that is bear proof.

Neil Carbone noted that there has been lots of discussion around waste management and suggested that a comprehensive review, a Waste Management study be undertaken.

Mayor Vandewal responded that he thought that is the service that Cambium is providing, and didn't support a \$50,000.00 study just to look at communal bins.

Councillor Revill felt that the larger issue is recycling but overall it is not the time to do a "waste management" study given all the other factors that are in play right now through the Waste Free Ontario Act.

Councillor Morey queried if money were no object, what could we do better?

The Director responded that establishing depots with cubbies on every lane would be ideal, however he noted there is already a subsidized process in place.

b) Action Tracking from 2019

The Director felt it was worthwhile for the committee to review the "action tracking" from 2019 and to continue with this going forward.

5. New Business

a) Water Filling Station

The Director reported that the pad is poured and the water is connected. The electrical conduit is installed and staff are awaiting the arrival of the unit. There is still a need to determine a fee for fill ups. The Town of Greater Napanee charges \$2.00 for 1000 litres.

The committee discussed looking at comparators noting it is typically cheaper at fill stations than the price associated with household use. Other items to be considered include the cost to "make" the water and have funds in a reserve for things like replacement valves. Offering the water filling station should allow for more than just cost recovery. It was agreed that this station is geared more towards water for livestock use and household use and is not intended for topping up swimming pools

b) Township owned property at Craig Road and Mustard Lane

The Committee agreed to arrange a site visit. This property could serve as a great access to the trail and provide parking for trailer users.

c) Bedford Mills

The Director felt it would be a good idea to look at this site and to consider it as

Minutes of Public Services
November, 19, 2020

a possible part of the Recreation Master Plan.

A tour will be scheduled for the Committee to look at both Bedford Mills and the Craig Road/Mustard Lane property.

6. Other Business

- a) Mayor Vandewal left the meeting at 9:00 am. He asked that tipping charges at all landfill sites be reviewed at the next meeting as he felt residents should have to pay at all sites.

His other suggestion was to have "flags" attached to communal bins so that the contractor can easily identify whether it is full or empty.

- b) Mark Segsworth reported that he and Jamie Brash will be meeting with KARC (Kingston Area Recycling Centre) to discuss moving forward with the province's extended producer responsibility on recyclable materials. South Frontenac is set for 2025 as the "transition" year.
- c) Neil Carbone provided an update on the inaugural Lake Eco System Advisory Committee meeting. The two main objectives will be to organize a Lake Association Forum process and to develop criteria for a lake study grant program. There will also be an inventory compiled of lake studies and contact information for the various associations. Their next meeting will be in January.
- d) Mark Segsworth reported that all of the bale wrap went to the Waste Management transfer station.
- e) Councillor Revill reminded the Committee about the waste facility he had visited in Nova Scotia that has a regional approach.

Mr. Segsworth noted that there are lots of technologies that have materialized, recognizing that the entire province has only 12 years of capacity left if we continue with the same volumes.

Chairman Sleeth commented that the Storrington District waste that has been shipped out for years would affect the 2025 transition date for South Frontenac.

7. Next Meeting: Call of the Chair

8. Adjournment:

- a) Resolution

Resolution No. 2020-PSC-11/19-02
Moved by Councillor Revill
Seconded by Councillor Morey
That the meeting be adjourned at 9:16 am.

Carried

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-07**

A BY- LAW TO ADOPT A RESPECT IN THE WORKPLACE POLICY

WHEREAS the Municipal Act, 2001, 5.0. 2001, c.25, as amended, (the "Act") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council of the Township of South Frontenac deems it expedient to adopt a Respect in the Workplace Policy;

NOW THEREFORE Council of The Corporation of the Township of South Frontenac hereby enacts as follows:

That the Township of South Frontenac Respect in the Workplace Policy attached hereto as Schedule "A" and forming part of this by-law, be hereby adopted.

That any by-law or policy or amendments thereto or part thereof that contradict the contents of this by-law are hereby repealed.

That the Respect in the Workplace Policy attached hereto as Schedule "A" shall take effect on February 16, 2021.

That this by-law shall come into force and take effect on the date of final passing.

Read a first and second time this 16 day of February, 2021.

Read a third time, signed and sealed this 16 day of February, 2021.

**CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

TOWNSHIP OF SOUTH FRONTENAC
SCHEDULE "A" TO
BY-LAW 2021-07

Respect in the Workplace Policy

Whereas the Township of South Frontenac has a Harassment and Violence in the Workplace Policy which is amended from time to time, to reflect the expectation of how people will be treated in our workplace;

Whereas the Township of South Frontenac also has additional Health and Safety Policies that are amended from time to time, meant to protect employees from unacceptable behaviour;

And Whereas it is deemed necessary to further develop policies to reflect that safe and respectful workplace expectations also extend to third parties that interact with staff and municipal elected officials and volunteers;

And Whereas disciplinary measures for employees who are found to violate policies are not relevant to third party, elected official and volunteer interactions in the workplace;

Now Therefore, the Council of the Township of South Frontenac deems it appropriate to enact the following policies:

1. That the Township shall post in all buildings where the public has access, in a conspicuous location, appropriate signage that identifies expectations of a respectful workplace;
2. That copies of the Harassment and Violence in the Workplace Policies be readily available to anyone entering municipal facilities upon their request;
3. That should a member of the public, volunteer, or other third party have been found to violate a Township Health and Safety Policy, they shall be subject to the following measures:
 - a. Should a member of the public, volunteer, or other third party contravene a Township Health and Safety policy meant to protect employees from unacceptable behaviour, the person will immediately be asked to leave the municipal property or the employee will immediately leave the private property. In either instance, a written notice will be sent to the individual outlining the unacceptable behaviour by the appropriate Manager.
 - b. Should a member of the public, volunteer, or other third party contravene a Township Health and Safety policy meant to protect employees from unacceptable behaviour a second time within twenty-four months of receiving a written notice under Section 3a) above, they will be required to act through an agent on all dealings with Township employees for a period of six months, and written notice to this effect including notice of trespass on applicable municipal property will be sent by the CAO or their designate.
 - c. Should a member of the public, volunteer, or other third party contravene a Township Health and Safety policy meant to protect employees from unacceptable behaviour, within twenty-four months of the ending of a six-month agent period, they shall be required to deal through an agent indefinitely, and written notice to this effect including notice of trespass on applicable municipal property will be sent by the CAO or their designate.

TOWNSHIP OF SOUTH FRONTENAC
SCHEDULE "A" TO
BY-LAW 2021-07

Respect in the Workplace Policy

- d. Staff shall immediately notify police if a person who has been served a notice of trespass from entering a municipal building or property, does so during the period of suspension.

- 4. Notwithstanding the progressive approach outlined in this By-law, the CAO or their designate may refer a matter to law enforcement or take other immediate actions as required to ensure the health and safety of Township staff, elected officials or volunteers.

Dated at The Township of South Frontenac this _____ day of _____, 2021.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-08**

**A BY-LAW TO CONFIRM GENERALLY PREVIOUS ACTIONS OF THE COUNCIL
OF THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC.**

THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC,
BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. The actions of the Council of the Corporation of the Township of South Frontenac at its special Council Meeting of February 16, 2021 be confirmed.
2. Execution by the Mayor and the Clerk of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and take effect on the date of its passage.

Dated at the Township of South Frontenac this 16 day of February 2021.

Read a first and second time this 16 day of February, 2021.

Read a third time and finally passed this 16 day of February, 2021.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk