



Township of South Frontenac
Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, May 16, 2023
PLACE: Council Chambers/Virtual Via Zoom .

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
5. Recess
6. Public Meeting
 - a) Notice of Collection 5
 - b) Resolution - Call Public Meeting to Order
 - c) **Public Meeting:** The Council of the Township of South Frontenac will host a public meeting at 7 pm on May 16, 2023 regarding proposed amendments to By-law 2017-76. The proposed amendments are related to select sections of the Council Procedure By-law primarily related to the administration of Council, Committee of the Whole, Delegations as well as Public Meetings Related to Planning Matters. (See Agenda Item 12. A.)
 - d) Resolution - Close Public Meeting
 - e) Resolution - Call Public Meeting to Order
 - f) Public Meeting Introduction 6
 - g) **Public Meeting:** Zoning By-law Amendment Application - PL-ZBA-2023-0040, 5006610 Ontario Ltd (Tchegus, Way, Babcock), 2496 Rutledge Road 7 - 22
 - h) Resolution - Close Public Meeting
7. Delegations
 - a) Jerri Jerreat will be present to speak to Council regarding a Climate Action Plan. 23 - 48
8. Approval of Minutes
 - a) Resolution 49 - 57
9. Business Arising

10. Reports Requiring Action

- a) 2023 Community Grants 58 - 64

Recommendation:

That Council approve the twelve (12) Community Grant applications included in this Staff Report totalling \$ 34,395; and.

That any remaining funds be allocated to a second intake under the Community Grant Program with a deadline for applications July 31, 2023.

- | | | |
|----|----------------------------|---------|
| b) | Award of Contract – Tanker | 65 - 67 |
|----|----------------------------|---------|

Recommendation:

That Council approve the award of contract to Dependable Emergency Vehicles Ltd. for \$604,500.19 (Net of HST Rebate) for the purchase of one tanker; and

That Council authorize the additional funds required, in the amount of \$46,500, to be funded from the Fire Services Equipment reserve.

- | | | |
|----|--|---------|
| c) | Award of Tender PS-2023-13 McMullen Net Sport Court Upgrades | 68 - 75 |
|----|--|---------|

Recommendation:

That Council approved the bid submission from Crains Construction Limited in the amount of \$245,546.22 (including HST Rebate) for tender PS-2023-13 - McMullen Net Sport Court Upgrade; and

That Council authorize a project budget increase in the amount of \$126,323 be funded from the Asset Investment Reserve.

- | | | |
|----|--|---------|
| d) | Award of RFP # PS-P01-2023 - Preliminary Design Services for Reconstruction of Road 38 | 76 - 80 |
|----|--|---------|

Recommendation:

That Council award RFP # PS-P01-2023 Preliminary Design Services for the Reconstruction of Road 38 (Murton Road to Kingston Road) to Safe Roads Engineering for the successful bid of \$98,055.94 (net of rebatable HST).

- | | | |
|----|---------------------------------|---------|
| e) | Award of RFP – Winter Road Salt | 81 - 84 |
|----|---------------------------------|---------|

Recommendation:

That Council approve the award of contract for RFP F18-TPW-PW-2023-02 to Cargill Salt, Road Safety for the purchase of coarse crushed rock salt with an annual upset limit of \$523,200.

11. Advisory Committee Reports or Minutes

- ## 12. By-laws

a)	Amendments to Council Procedure By-law	85 - 129
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Recommendation:

That By-law 2023-44, attached as Exhibit A, being “A By-law To Amend By-law 2017-76, As Amended, “A By-law to Provide for Governing The Proceedings of the Council, The Conduct of Members and the Calling of Meetings” be given first and second reading; and

That By-law 2023-44 be given third reading, signed and sealed; and

That notwithstanding the current Council remuneration framework, remuneration for the Deputy Mayor and members of Council be increased annually by \$750.00 to offset the loss of remuneration traditionally provided for the attendance of regularly scheduled Committee of the Whole meetings; it being understood that for 2023, annual remuneration for the Deputy Mayor will increase to \$24,321.70 while remuneration for members of Council will increase to \$17,240.68.

13. Reports for Information

a)	By-law Enforcement and Short-Term Rental Survey Summary	130 - 165
	• The purpose of the report is to provide Council with a summary of the By-law Enforcement and Short-Term Rental Survey results. The Report also provides information regarding proposed next steps in relation to By-law Enforcement and short-term rental accommodation concerns.	
b)	1st Quarter 2023 – Building Services Report	166 - 168
	• This report documents the delivery of Building Services within the Development Services Department between January 1, 2023, and March 31, 2023.	
c)	1st Quarter 2023 – Planning Services Report	169 - 172
	• This report documents the delivery of Planning Services within the Development Services Department between January 1, 2023, and March 31, 2023 (1st Quarter, 2023).	
d)	Award of Tender # PS-2023-16 – 1-Ton Pick Up Trucks	173 - 175
	• This report provides background on the budget and award of contract for the purchase of two (2) 1-Ton extended cab pick up trucks.	

14. Information Items

a)	Cataraqui Conservation - 2022 Annual Report	176 - 188
b)	Correspondence received from National Chronic Pain Society	189

15. Notice of Motions

a)	Appointment of a Councillor as a representative of the Friends of the Cataraqui Trail Board of Directors	190 - 191
b)	Notice of Motion – Proposed support for the reconsideration of the current wording of Bill 23 with respect to Conservation Authority Review	192 - 194

16. Announcements/Statements by Councillors
17. Question of Clarity (from the public on outcome of agenda items)
18. Closed Session (if requested)

a) Resolution - That Council resolve itself into the Committee of the Whole “Closed Meeting” to consider the following items:

b) Approval of March 21, 2023 and April 18, 2023 Committee of the Whole "Closed Meeting" Minutes

c) A proposed or pending acquisition or disposition of land by the municipality or local board; and

d) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

e) Resolution - That Council rise from the Committee of the Whole "Closed Meeting" without reporting.
19. Confirmatory By-law

a) Resolution

20. Adjournment

a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader

Notice of Collection

- Personal information, as defined by the *Municipal Freedom of Information and protection of Privacy Act (MFIPPA)*, including (but not limited to names, addresses, opinions and comments, is collected under the authority of the *Municipal Act, 2001, Planning Act* and in accordance with *MFIPPA*.
- All personal information may form part of the meeting agendas and minutes, and therefore will be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Township of South Frontenac.
- Questions regarding the collection, use and disclosure of this personal information may be directed to the Township Clerk.

Public Meeting Statement

- If a person or public body would otherwise have an ability to appeal the decision of Council of the Township of South Frontenac to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township before the by-law is passed, the person or public body is not entitled to appeal the decision.
- If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal.
- If you wish to be notified of the Township's decision on the Zoning By-law Amendment submit a request to the Township Clerk by email care of planning@southfrontenac.net.
- Appeals must be filed with the Clerk within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.



**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Tuesday, May 16, 2023
7:00 p.m. Council Meeting

Meeting Format

- Planner reviews proposal and delivers report
- Public questions and comments
- Council questions and comments
- Close public meeting



PL-ZBA-2023-0040

Applicant: 5006610 Ontario Ltd.

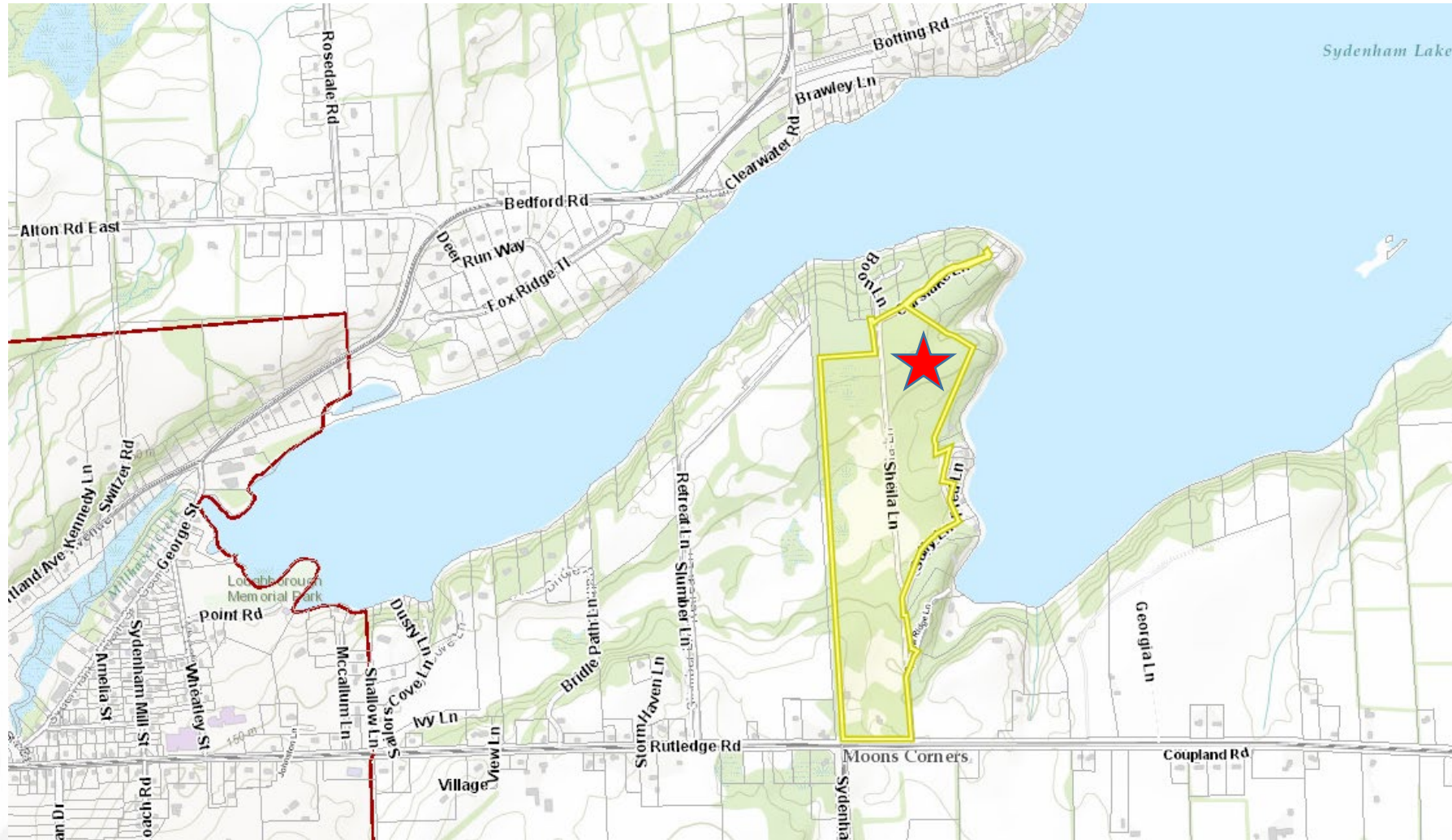
Agents: Robert Tchegus, Allan Way, Scott Babcock

Property: 2496 Rutledge Road



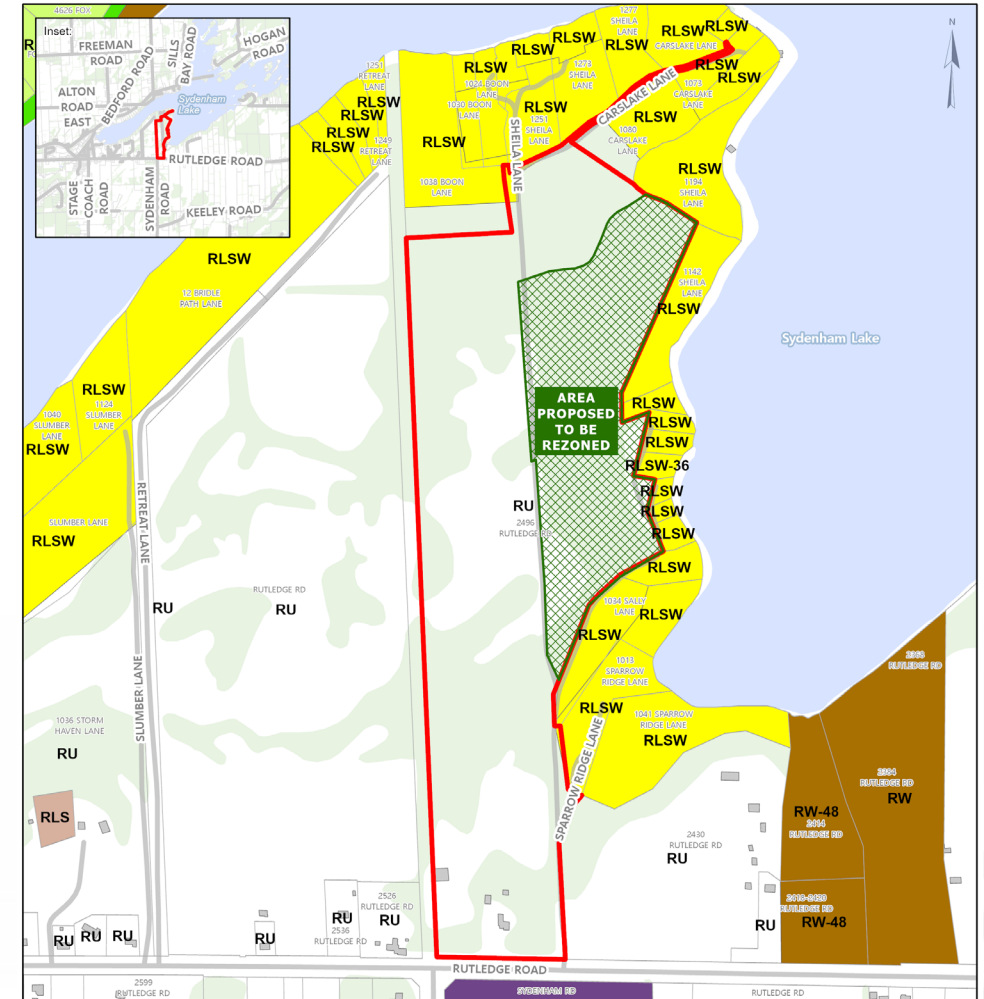
**SOUTH
FRONTENAC**

Location



Proposal

- Seven lot additions to residential properties approved in February 2023
- Existing Zone – RU
- Proposed Zone – RLSW
- To permit the intended residential uses of the enlarged lots





Department, Agency and Public Comments

- Public Services, Building Services, Cataraqui Conservation – application did not meet criteria for circulation
- Public comments – none received to date



Policy Framework

Provincial Policy Statement



Frontenac County Official Plan



Township of South Frontenac
Official Plan



Limited Service Residential
Development



Next Steps

- South Frontenac Council should receive comments from the public
- A report with a recommendation will be brought to a future Council meeting



Public Questions and Comments

If you are joining virtually and would like to speak:

- Use “Raise Hand” feature at the bottom of your screen.
- Dial*9 (star nine) for phone.
- Please wait to speak until you hear your name and your microphone has been unmuted.

Council Questions and Comments

Adjourn Public Meeting



Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: May 16, 2023

Public Meeting for Zoning By-law Amendment Application

Subject: PL-ZBA-2023-0040, 5006610 Ontario Ltd (Tchegus, Way, Babcock), 2496 Rutledge Road

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0040 for a property municipally known as 2496 Rutledge Road. If approved, the zone on a portion of the subject lands would be changed from Rural (RU) to Limited Service Residential – Waterfront (RLSW).

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

Recommendation

This report is for information only.

Background

The application is related to seven consent applications for lot additions (PL-BDJ-2022-0144 to PL-BDJ-2022-0149 and PL-BDJ-2022-0164). The lot additions ranged in area from 0.8 acres to 12.6 acres. These consent applications were approved by the Director of Development Services in February 2023. The purpose of the rezoning application is to implement conditions that require these lands to be rezoned. The zone on the lot additions would be changed from Rural (RU) to Limited Service Residential – Waterfront (RLSW) in order to match the zone on the properties that are being enlarged.

Under the Planning Act, a public meeting is required to be held to receive comments from the public on the proposed rezoning.

Property Description

The subject property is a large rural property located east of Sydenham, between Rutledge Road and Sydenham Lake. It is developed with a dwelling and accessory buildings near Rutledge Road.

Sheila Lane runs through the centre of the subject property. There are several other rights-of-way off Sheila Lane including Carslake Lane, Boon Lane, Sparrow Ridge Lane, Sally Lane, and Fred Lane. These are all private roads, which serve as access to waterfront residential properties.

Related Applications

The property is subject to consent applications PL-BDJ-2022-0144 to PL-BDJ-2022-0149 and PL-BDJ-2022-0164 for lot additions.

Agency Comments

The subject application, as well as the consent applications, did not require comment from any Township departments nor Cataraqui Conservation.

Public Services was not circulated because the applications are to facilitate lot additions and no new entrance on a public road is proposed as a part of the lot additions.

Building Services was not circulated because no development is proposed related to a sewage system for the lot additions.

Cataraqui Conservation was not circulated because the lots to be enlarged are already developed, and no additional development is proposed at this time.

Public Comments

No comments were received from the public at the time of writing this report.

Financial Implications

Not applicable.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.
- Action Item (if applicable): N/A

Township of South Frontenac

Staff Report - PL-ZBA-2023-0040, 5006610 Ontario Ltd (Tchegus, Way, Babcock), 2496 Rutledge Road

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Notice of the Statutory Public Meeting was given pursuant to the requirements of the Planning Act, 20 days in advance of the Public Meeting. This included notice given:

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

Attachments

1. Draft By-law

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Brad Wright

Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-XX**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LANDS FROM RURAL (RU) TO LIMITED SERVICE RESIDENTIAL – WATERFRONT (RLSW) ON LANDS DESCRIBED AS 2496 RUTLEDGE ROAD, PART LOT 7 CONCESSION 5, DISTRICT OF LOUGHBOROUGH: 5006610 ONTARIO LTD.

WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, RSO 1990 as amended, the Council of a Municipality may enact by-laws regulating the use of land and the erection, location and use of buildings and structures thereon;

AND WHEREAS By-law 2003-75 being the Zoning By-law regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac;

AND WHEREAS the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received on this application, the effect of which helped Council make an informed decision;

AND that there be no further notice pursuant to Section 34 (17) of the *Planning Act*;

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

1. **THAT** Schedule “B” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Limited Service Residential – Waterfront (RLSW) for the lands shown on Schedule “1”.

All other provisions of this By-law shall apply.

2. THIS BY-LAW shall come into force in accordance with Section 34 of the Planning Act, 1990, as amended, either upon the date of passage or as otherwise provided by said Section 34.

Dated at the Township of South Frontenac this ____ day of May, 2023.

Read a first and second time this ____ day of May, 2023.

Read a third time and finally passed this ____ day of May, 2023.

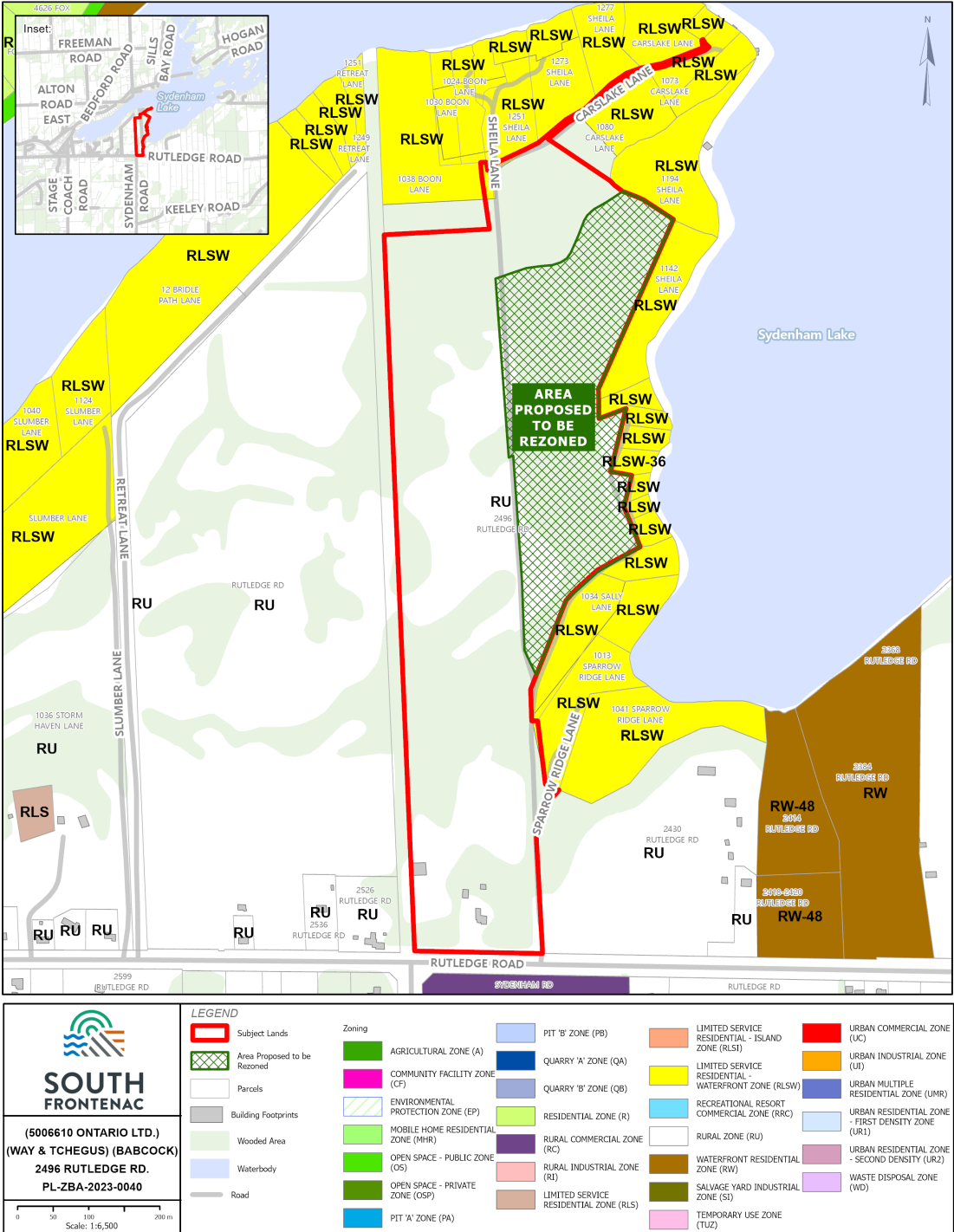
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

James Thompson, Clerk

Schedule 1

This is Schedule “1” to By-law No. 2023-XX.



Passed this ____ day of May, 2023

Ron Vandewal, Mayor

James Thompson, Clerk



South Frontenac Climate Action

By Frontenac Citizens for Climate
Action



- The Climate Crisis is not “over there.”
Climate Change makes all events,
everywhere, worse.

- Environment and Climate Change Canada states that heat waves, hurricanes, floods, wildfires are 60% more likely to happen now because of human actions: mainly burning fossil fuel.
- In B.C, on a mild, temperate coast, 619 people died in a heat wave in one week (June 2021)
- In Quebec, 86 people died in a heat wave (2018)
- In Ontario, heat waves, flooding, and tornadoes are increasing in frequency.
- Climate Change is a serious Health, Housing, Farming, Transportation, Employment and Economic Crisis.
- Every municipality must do their part to lower carbon emissions.



THE TRANSFORM^{WR} STRATEGY IS HERE!

WATERLOO REGION'S TRANSITION TO AN EQUITABLE, PROSPEROUS, RESILIENT,
LOW CARBON COMMUNITY!



CLIMATE ACTION PLANS

ClimateActionWR is focused on climate change **mitigation** in Waterloo Region. As a collaboration between local organizations, community members, and municipalities in Waterloo Region, we coordinate the activities of our community's climate action plans, measure and monitor progress on emissions reductions, and engage the community in climate action initiatives.

ClimateActionWR is jointly led by Reep Green Solutions and Sustainable Waterloo Region, and is funded by the four major municipalities within Waterloo Region.

In the spring of 2021, all 8 municipalities in Waterloo Region endorsed a community greenhouse gas emission reduction target of an 80% reduction (based on 2010 levels) by 2050 (80by50). They also adopted an interim community GHG reduction target of 50% by 2030 (50by30). Achieving and exceeding the goals outlined in the strategy to meet our 50by30 target depends on bold and immediate action by other levels of government beyond Waterloo Region. As a result, advocacy is a key part of this strategy.

The **TransformWR strategy** outlines our community's pathway to an 80% **greenhouse gas emission** (GHG) reduction by 2050, and identifies local actions that can be taken in Waterloo Region to reduce emissions 30% by 2030.

Climate Change

[Home](#) / [Residents](#) / [Climate Change](#)

A A A ↑

Menu

From ice storms to heat waves and unseasonable temperatures, Halton Hills has experienced some strange weather over the past few years. These unusual climate events have affected all our lives and have everyone talking. As a community, we can take steps to adapt and mitigate the effects of this phenomenon. Town Council is committed to taking direct action to reduce greenhouse gases and develop effective climate change initiatives.

Background

In May 2019, Town Council declared a climate change emergency in Halton Hills. Through adoption of the declaration the Town is committed to taking concrete actions and achieve a net-zero target by 2030.

The Town is focusing on corporate and community-wide actions to reduce or remove greenhouse gas (GHG) emissions through mitigation and adaptation measures. These

Climate



[Home](#) / [Environmental Initiatives](#) / Climate



Climate Action

Climate change affects human health and the health of our environment. Climate change and global warming lead to:

- More frequent and extreme weather events
- Damage to ecosystems and the environment
- Food insecurity
- The spread of invasive species
- Increase in diseases

At Lanark County we recognize the impact that climate change has within our community. We



[Home](#) / [Climate Change Planning](#)

Climate Change Planning



Project Description

The County of Haliburton is developing a Community Climate Action Plan (CCAP). The CCAP will aim to provide a long-term roadmap for the transition to a low carbon and resilient community.

The local impacts of climate change are already being felt through seasonal flooding, increased heat waves, and more extreme storms. Local contributions to climate change include greenhouse gas emissions from on-road transportation (67%), residential buildings (24%), industrial, commercial and institutional buildings (6%), and off-road transportation (3%).

Adapting to more variable and extreme weather, protecting our natural assets, and reducing greenhouse gas emissions will improve community health and wellbeing, generate job opportunities, and increase energy affordability and transportation options.



The City of Orillia has officially adopted its Climate Change Action Plan (CCAP), entitled *Orillia's Climate Future*, in principle. The plan targets Net Zero Emissions for corporate operations by 2040 and Net Zero Emissions for the community by 2050.

This plan serves as a roadmap for climate action decision making and priority setting in the City of

Contact(s)

Renee Recoskie
Director of Facilities, Climate
Change and Operations
40 Kitchener Street
Orillia, Ontario
Renee Recoskie **705-325-2395**
Email: **Renee Recoskie**

To view a summary of the CCAP, check out the presentation to Council [here](#).

Big Moves to Reduce our GHG Emissions

Orillia will reach its Net Zero targets by following three Big Moves: Local Renewable Energy, Transportation, and Buildings. Each of these Big Moves includes different actions that will reduce GHG emissions while improving quality of life and affordability for Orillia residents and businesses. These actions are also anticipated to bring major economic benefits to Orillia, generating an estimated \$2 billion in net financial returns for the community by 2050 and creating approximately 260 new local jobs annually, with the majority in residential and commercial building retrofits and infrastructure investments.



Big Move 1: Local Renewable Energy

- Seeking ways for the community to generate renewable energy



Big Move 2: Transportation

- Increasing the uptake of zero-emission vehicles and making investments in public transportation and active transportation



Big Move 3: Buildings

- Retrofitting existing buildings and encouraging high-efficiency new builds to reduce energy demand and GHG emissions

Why is Climate Planning important for Gananoque?

The Economic and Environmental Benefits of a Climate Action Plan



Local Climate Effects

- Local precipitation expected to increase 7% by 2050 and 15% by 2100₁
- Increase in average annual temperature of 2.5 C by 2050 and 4 C by 2100₁
- Future climate risks include increased flooding, cooling demand and healthcare costs



Economic Benefits

- Average annual energy spending in municipalities below 10,000 is as much as \$12 million
- Household energy efficiency measures could save up to 25% of annual utilities costs
- More energy efficient and sustainable municipalities reduce the burden on taxpayers over time due to lower life-cycle costs of assets



Role of Municipalities

- Canada is currently not on track to achieve its 30% emissions reduction target by 2030
- Municipalities account for 45% of all emissions in Canada
- Smaller communities face fewer barriers to implementation, however, can still be constrained by lack of resources

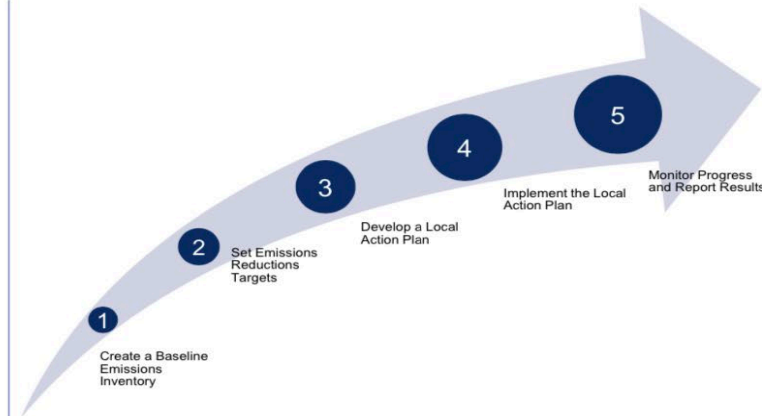
Municipal Climate Planning in Canada

The Partners for Climate Protection Program

Partners for Climate Protection Overview

- Program co-led by the Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities
- Guides and provides support to municipalities in reducing their emissions through tools, networking opportunities, events, resources and technical support
- Over 400 members Canada-wide representing over 70% of Canada's population
- Membership is free but the following conditions must be met:
 - A joining resolution be passed through council
 - Move through the 5-step milestone process within 10 years of joining
 - Progress is reported every two years
 - Participation in PCP programs and activities to connect with other network members

The 5-Step Milestone Process



Municipal Climate Planning in Canada

The Five Target Sectors

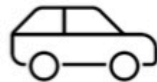


Business
Consulting



Buildings & Facilities

- Establish green standards for new and existing buildings
- Improve energy efficiency in buildings
- Transition away from fossil fuel use within buildings
- Install on-site renewable energy generation



Transportation

- Create better Electric Vehicle Infrastructure including charging station and purchasing agreements
- Improve vehicle efficiencies within municipal fleet
- Incentivize vehicle demand reduction (cycling, carsharing, bus routes etc.)



Land Use

- Develop official planning documents for GHG targets, environmental protection and preservation of ecosystems
- Enforce green development standards, urban boundaries and sustainable zoning



Waste

- Target waste prevention over waste diversion (compost, plastics ban etc.)
- Create waste awareness campaigns to promote waste prevention
- Conduct community outreach events such as workshops, farmers markets etc.



Tourism

- Reduce the impact of travel to, from and within the community
- Promote sustainable tourism such as biking or walking tours
- Implement initiatives to promote the sustainability of the community for marketing purposes

Frontenac Citizens for Climate Action

6 Suggestions to include in South Frontenac's Climate Adaptation and Mitigation Plan

1. Public Transportation

- 1. We need north-south buses to connect with Kingston's bus system.
- 2. These could at least run at commuter times to start, in the morning, and after work. Saturdays could be a mid-morning trip south, with a late afternoon return north
- 3. We might need the services of Dan Hendry to introduce the usefulness of taking a bus to our community, including high school students. He is changing a car culture to a bus culture in Kingston, gradually.
- 4. Gives independence to seniors and teens.



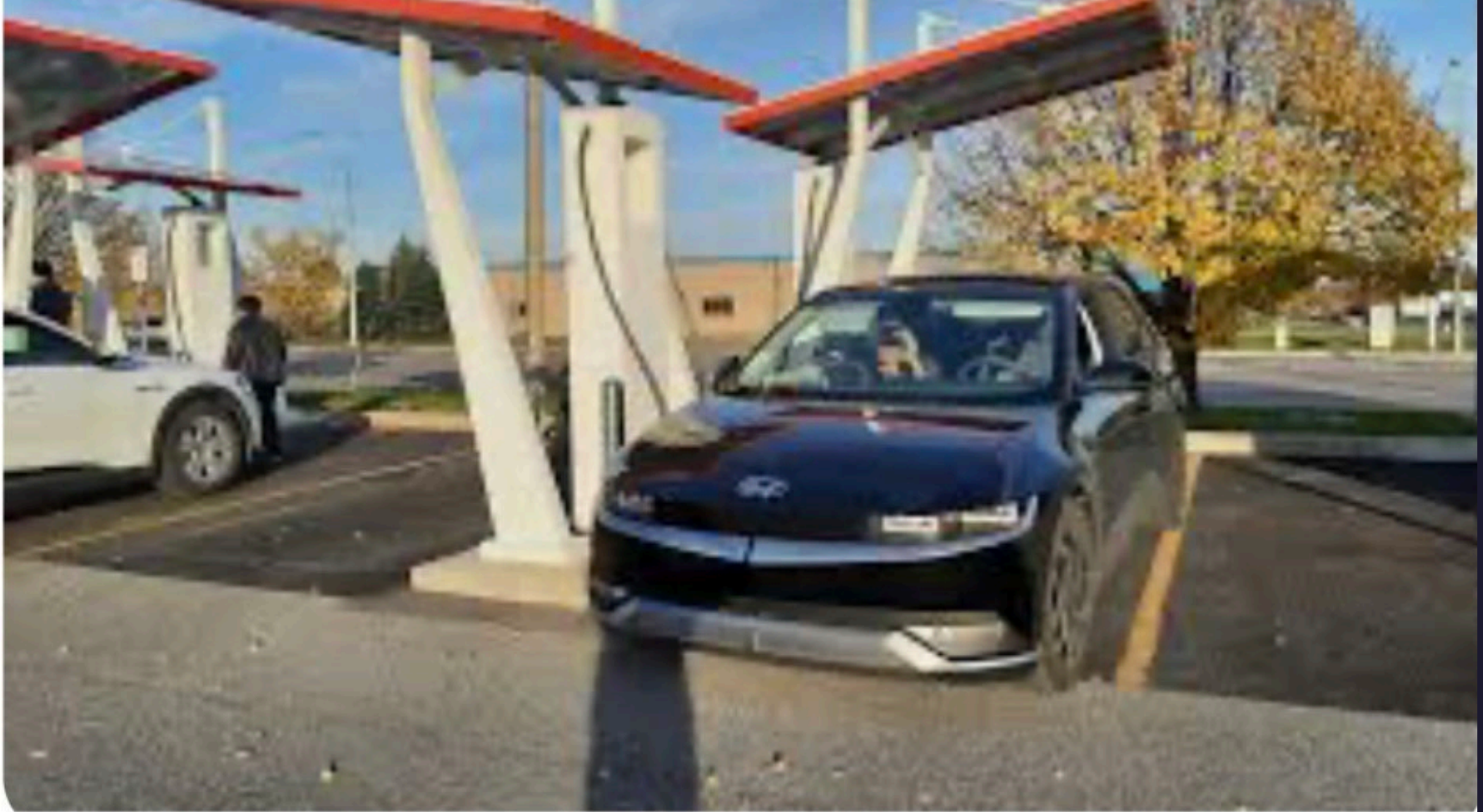


2. E.V. charging stations

- 1. Build Electric Vehicle level 2 charging stations in the larger villages: Verona, Sydenham, Inverary, Harrowsmith. -help bring people to the businesses, great for tourism!
- 2. Insist that developers of subdivisions install EV stations with houses!
- 3. Offer a small incentive for people to install one at home, eg. \$200



Let's HELP our citizens get off of gas burning vehicles!



 ChargeHub

Kingston Princess St (Canadian Tire

3. South Frontenac could invest in a small electrical generating station for blackouts

- 1. A solar farm with panels raised to 4 m over low food crops. Apparently crops and solar panels help each other! Rent out the land below to a farmer.
- 2. Wind— a Kingston company created a long turbine that Lies across the ridge pole of a roof. Brilliant.
- a drone could map houses for suitable roofs

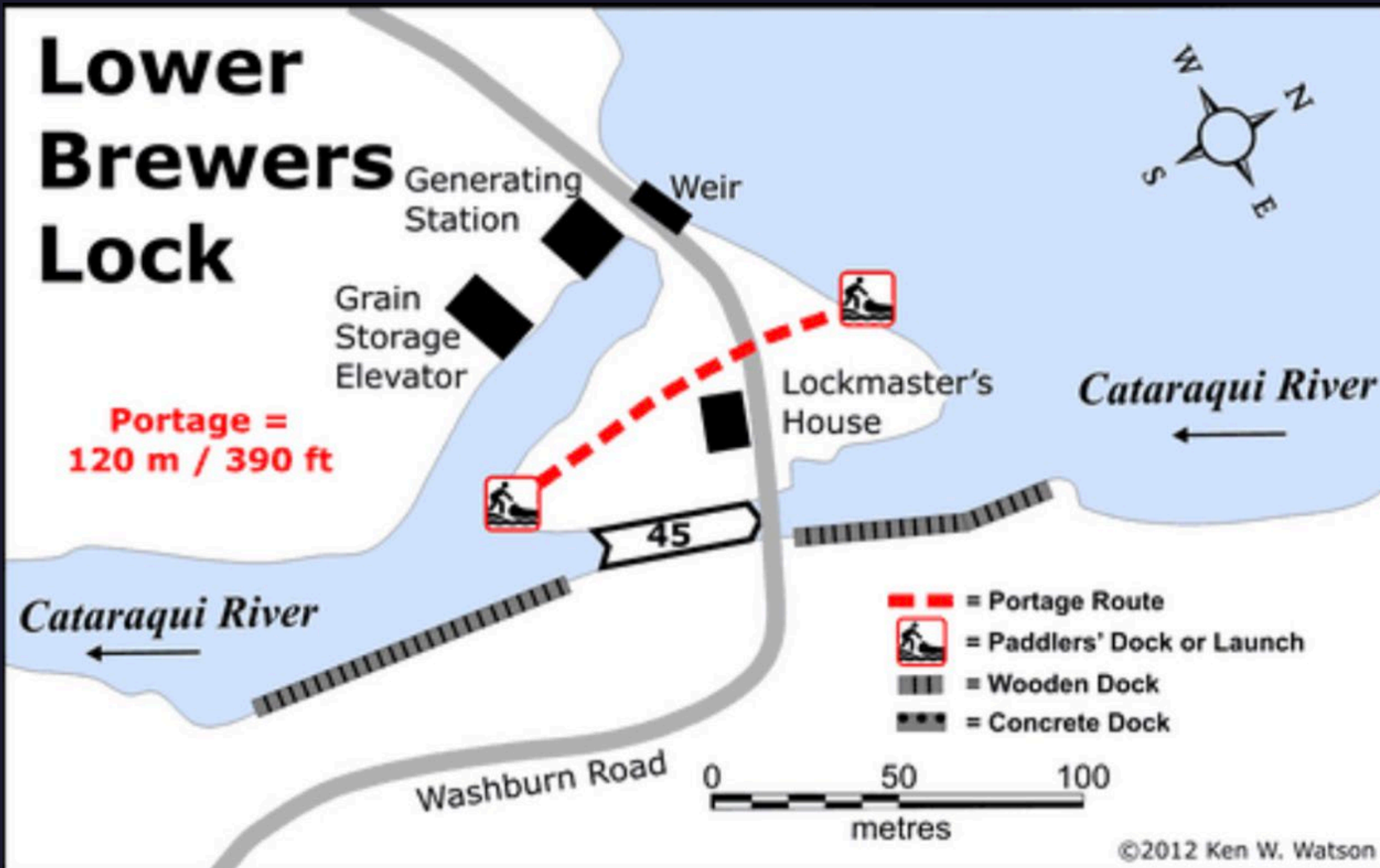


• • •

- 3. Find a strong river or creek and invest in a small hydro-electric generating station for South Frontenac.
- It sounds radical, but other municipalities do it.
- Electricity can go into the grid, (for solar or wind farms as well) but it should be set up to send electricity to a region of SF if power is lost and Ontario cannot repair it.
- In Sydenham, where the water rushes from the lake into a westward creek near the hardware store, is an old generating station. Open it again.?
- Washburn Road has a generating station. I wish it was ours!



Lower Brewers Lock





**Washburn Locks on a cold winter day. The generating station in the back is now owned by Energy
Ottawa along with a dozen other small generating stations.**

Perhaps South Frontenac could invest in one nearby!

4. Retrofit all our municipal buildings. One per year.

- The new Fire Station in Battersea is going to be brilliant. Well done! A COLD CLIMATE HEAT PUMP and SOLAR PANELS. Wonderful!
- Let's not rest on our laurels. Retrofit one municipal building per year! Start with an energy retrofit of this municipal office building . Does it need insulation first? How is it heated and cooled? What does an energy audit suggest?
- South Frontenac should be a role model for its citizens, and a knowledgeable resource as we all move into this next phase.



5. Create a Climate Action Plan page on the South Frontenac website. Asap.

- We all need to see that you folks actually care; that you're seriously working on it.
- The CANADA GREEN HOMES GRANT information should be posted on there, to tell people the federal gov..will chip in up to \$5000 to help you switch from oil or propane to a COLD CLIMATE AIR SOURCE HEAT PUMP. These things really work, for air conditioning through heat waves and all through the winter.
- Perhaps we could acknowledge businesses or families who really cut down on their carbon emissions! Give them a virtual Gold Star. It will encourage others to make the switch, and give people sources to ask questions of.
- Have an email for citizens to offer ideas. Invite these. Be transparent. Be welcoming.

6. Carpool areas

- Hoorah for the one carpool spot in Verona! We need them on all the north-south commuter county roads with large signs. Let's help people make good choices.

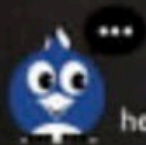


Finally, to return to our first question...

Has a consultant been hired for SF (if needed) and will a first draft of our SF Climate Action Adaptation Mitigation Plan be ready for Council to discuss by the end of summer or early fall 2023?



Thank you
for
listening 😊



hello@loudwhistle.net



**Township of South Frontenac
Council Meeting Minutes**



Meeting #20

Time: 7:00 p.m.

Location: Council Chambers / virtual via Zoom

Present: Mayor Ron Vandewal, Ray Leonard, Steve Pegrum, Doug Morey, Charlene Godfrey, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Troy Dunlop - Manager of Technical Services and Infrastructure.

1 Call to Order and Roll Call

- a) The Deputy-Clerk conducted Roll Call

Resolution No. 2023-20-01
Moved by Councillor Roberts
Seconded by Councillor Leonard
That the Council meeting of May 2, 2023 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

- a) None were declared.

3 Approval of Agenda

- a) Resolution No. 2023-20-02
Moved by Councillor Morey
Seconded by Councillor Godfrey
That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

- a) There was none

5 Recess

- a) Not applicable

6 Public Meeting

- a) There was none

7 Delegations

- a) There were none

Minutes of Council
May, 2, 2023

8 Approval of Minutes

a)

Resolution No. 2023-20-03

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the minutes of the April 18, 2023 Council meeting be approved.

Carried

9 Business Arising

a) There was none.

10 Reports Requiring Action

a) Amalgamation – 25 years

Resolution No. 2023-20-04

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That Council support the wording “Stronger Together” and proposed logo designs to recognize the 25th anniversary of the January 1st 1998 amalgamation which created South Frontenac as a Township.

Carried

b) Municipal Modernization Fund Reallocation

Resolution No. 2023-20-05

Moved by Councillor Morey

Seconded by Councillor Trueman

That digitization of Development Services Records in the amount of \$51,623 be completed by Image Advantage and that the project be funded from the Municipal Modernization Funds; and

That a new Fuel Management System be implemented with additional costs of up to \$48,603 to be funded from the balance of the Municipal Modernization funds.

Carried

c) Noise By-law Exemption Application

In response to a question from Council, the Clerk advised that in his review of previous years' by-law exemptions for Desert Lake Campground, Council was comfortable with a 10:30 instead of 11:00 for the exemption.

Councillor Roberts moved a motion to amend the original motion from 11:00 to 10:30, Councillor Sleeth seconded the motion.

The amendment carried.

Resolution No. 2023-20-06

Moved by Councillor Ruttan

Seconded by Councillor Morey

That the Desert Lake Family Resort be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit musical events on May 21, July 1, August 6 and September 3 between 7:30 p.m. and 10:30 p.m..

Carried

d) Draft Five Year Plan - Hard Surfaced Roads and Bridges (2023 to 2027)

Resolution No. 2023-20-07

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council receive the Five-Year Plan - Hard Surfaced Roads and Bridges (2023 to 2027) for information;

That Council direct staff to advance the preliminary design work for the hard surfaced roads forecasted for the 2024 year as approved in the 2023 budget (\$45,000); and

That Council consider the Five-Year Plan – Hard Surfaced Roads and Bridges (2023 to 2027) when reviewing capital budget priorities in future years.

Carried

e) Award of Tender # PS-2023-12 – Surface Treatment Program

Resolution No. 2023-20-08

Moved by Councillor Ruttan

Seconded by Councillor Pegrum

That Council accept the bid from Miller Paving Ltd. In the amount of \$1,138,955.21 (net of HST credits) for the 2023 Surface Treatment Program; and

That Council authorize a project budget increase in the amount of \$172,417.85 be funded from the Asset Investment Reserve.

Carried

f) Proposed Bylaw Amendments - Bulk Water Rates

Resolution No. 2023-20-09

Moved by Councillor Trueman

Seconded by Councillor Leonard

That Council approve the updated Bulk Water Rates for 2023 in principle; and

That Council direct staff to hold a Public Meeting on June 6, 2023, in accordance with By-law 2016-73, regarding the proposed amendments to the Schedule of Miscellaneous Water Service Charges.

Carried

g) Bylaw Exemption Request for Camping at Centennial Park for the America's Cup Stocksport Tournament

Resolution No. 2023-20-10

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That Council approve a by-law exemption to permit overnight camping at members of the America's Cup Stocksport Tournament at Centennial Park in Harrowsmith as per By-Law 2003-90 from July 21st – July 27th, 2023.

Carried

h) Award of Contract – Half Ton Trucks

Resolution No. 2023-20-11

Moved by Councillor Roberts

Seconded by Councillor Morey

Minutes of Council
May, 2, 2023

That Council approve the award of contract PS-2023-17 to Petrie Ford Sales Ltd for \$189,591.09 (Inc. Net HST Rebate) for the purchase of three (3) half ton trucks; and

That Council authorize the additional funds required, in the amount of \$57,091.09, to be funded from the Public Services Equipment reserve.

Carried

- i) Municipally Significant Event Designation for the Harrowsmith Canada Day Event

Council directed staff to review the event to ensure that proper security measures are in place.

Resolution No. 2023-20-12

Moved by Councillor Morey

Seconded by Councillor Leonard

That Council designate the Harrowsmith Canada Day event as municipally significant in support of an Alcohol & Gaming Commission of Ontario Special Occasion Permit Application.

Carried

- j) **Reconsideration of Harmonize Service Levels for Centerline Painting – PS-2023-11 Pavement Marking Program**

Resolution No. 2023-20-13

Moved by Councillor Roberts

Seconded by Councillor Leonard

That Council decline to proceed with Option 3 as outlined in PS-2023-11 Pavement Marking Program; and

That Council approve Option 2 as outlined in PS-2023-11 Pavement Marking Program; it being understood that the Director of Public Services has the authority to determine whether line painting on urban roads or roads with estate residential subdivisions roads is required; and

That \$82, 507 be allocated from the Asset Investment Reserve to provide the additional funds required.

Carried

11 Advisory Committee Reports or Minutes

- a) There were none.

12 By-laws

- a) Devil Lake Causeway Loitering By-law – Process Harmonization

Resolution No. 2023-20-14

Moved by Councillor Leonard

Seconded by Councillor Godfrey

That By-law 2023-35 attached as Exhibit A, being ‘A By-Law To Prohibit Pedestrians From Standing And/Or Loitering At All Times Along Municipal Highways Within The Confines Of The Devil Lake Causeway On Perth Road’, be given first and second reading.

Carried

Minutes of Council
May, 2, 2023

Resolution No. 2023-20-15

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That By-law 2023-35 be given third reading, signed and sealed.

Carried

Resolution No. 2023-20-16

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That By-law 2023-36 attached as Exhibit B, being 'A By-law to Amend By-law 2022-70, As Amended, A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given first and second reading.

Carried

Resolution No. 2023-20-17

Moved by Councillor Pegrum

Seconded by Councillor Ruttan

That By-law 2023-36 be given third reading, signed and sealed.

Carried

- b) Township Initiated Zoning By-law Amendment Application PL-ZBA-2023-0031 on Matters Excluding Additional Dwelling Units

Resolution No. 2023-20-18

Moved by Councillor Pegrum

Seconded by Deputy Mayor Leonard

That By-law 2023-37 being a By-law to amend By-law 2003-075, as amended, to undertake Township-initiated general amendments to Zoning By-law No. 2003-75, as amended, to change the title of the Zoning By-law administrator, to update provisions related to accessory buildings and structures, and to add provisions relating to model homes and seasonal dwellings in the Rural zone, be given first and second reading.

Carried

Resolution No. 2023-20-19

Moved by Councillor Leonard

Seconded by Councillor Morey

That By-law 2023-37 be given third reading, signed and sealed.

Carried

- c) Zoning By-law Amendment Application - PL-ZBA-2023-0035, Lee Dillabough, 151 Barr Lane (1793 Green Bay Road)

Resolution No. 2023-20-20

Moved by Deputy Mayor Sleeth

Seconded by Councillor Leonard

That By-law 2023-38 to amend the zoning on lands known as 1793 Green Bay Road, Part Lot 16 and 17, Concession 3 and 4, District of Bedford, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023-20-21

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2023-38 be given third reading, signed and sealed.

Carried

Minutes of Council
May, 2, 2023

- d) Implementation of Administrative Monetary Penalties – Waste Management By-law

Deputy Mayor Sleeth assumed the role of Chair.

Resolution No. 2023-20-22

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That By-law 2023-39 attached as Exhibit A, being 'By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws'', as amended to include an Administrative Monetary Penalty (\$200.00) related to Clause 25 of the Waste Management By-Law which reads as follows:

"25. Any waste which the Municipality declines to collect, and all reusable Garbage Containers, Blue Boxes, garbage bins and recycling receptacles, shall be removed from the curbside or collection site by the owner, operator, or Occupant of the Dwelling Unit, Multi-Residential Building, or commercial, institutional, or industrial establishment by or on whose behalf same was placed for collection, before 8:00 p.m. on the day on which the collection was scheduled to be made.", be given first and second reading.

Carried As Amended
See Motion to Amend Which Carried

Resolution No. 2023-20-23

Moved by Mayor Vandewal

Seconded by Councillor Roberts

That by-law 2023-39 be amended to include an Administrative Monetary Penalty (\$200.00) related to Clause 25 of the Waste Management by which reads as follows

"25. Any waste which the Municipality declines to collect, and all reusable Garbage Containers, Blue Boxes, garbage bins and recycling receptacles, shall be removed from the curbside or collection site by the owner, operator, or Occupant of the Dwelling Unit, Multi-Residential Building, or commercial, institutional, or industrial establishment by or on whose behalf same was placed for collection, before 8:00 p.m. on the day on which the collection was scheduled to be made."

Carried

Resolution No. 2023-20-24

Moved by Councillor Pegrum

Seconded by Councillor Morey

That By-law 2023-39, as amended, be given third reading, signed and sealed.

Carried

Mayor Vandewal resumed the role of Chair.

Resolution No. 2023-20-25

Moved by Councillor Leonard

Seconded by Deputy Mayor Sleeth

That By-law 2023-40 attached as Exhibit B, being "A By-Law to Amend By-Law 2005-98, "A By-Law For Providing And Maintaining A System For The Collection, Removal And Disposal Of Garbage And Recyclable Materials, And To Repeal Certain By-Laws From The Former Municipalities That Deal With The Same Subject Matter", be given first and second reading.

Carried

Resolution No. 2023-20-26

Moved by Councillor Morey

Seconded by Councillor Trueman

That By-law 2023-40 be given third reading, signed and sealed.

Carried

- e) Appointment of Interim Director of Emergency Services & Fire Chief and Community Emergency Management Coordinator

Resolution No. 2023-20-27

Moved by Deputy Mayor Sleeth

Seconded by Councillor Roberts

That By-law 2023-41 being a By-law to appoint Alex Bennett as Interim Director of Emergency Services & Fire Chief be given first and second reading.

Carried

Resolution No. 2023-20-28

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That By-law 2023-41 be given third reading, signed and sealed.

Carried

Resolution No. 2023-20-29

Moved by Councillor Roberts

Seconded by Councillor Godfrey

That By-law 2023-42 being a By-law to appoint James Thompson as Community Emergency Management Coordinator be given first and second reading.

Carried

Resolution No. 2023-20-30

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That By-law 2023-42 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) Award of Tender # PS-2023-10 – Crack Sealing Program
- The report provided background on the budget and award of contract for the annual crack sealing program for paved roadways.
- b) Award of Tender # PS-2023-03 – Sunbury Road Phase 1
- The report provided background on the budget and award of contract for the reconstruction of a 4.0km long section of Sunbury Road from Battersea Road to Factory Road.

14 Information Items

- a) Correspondence received from Friends of the Cataraqui Trail, Board of Directors

Councillor Roberts requested that staff to bring the matter back to Council as a Notice of Motion for consideration.

Minutes of Council
May, 2, 2023

15 Notice of Motions

- a) Notice of Motion – Proposed support for Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022

Resolution No. 2023-20-31

Moved by Councillor Godfrey

Seconded by Councillor Pegrum

That the members of the South Frontenac Council support Bill 5, *Stopping Harassment and Abuse by Local Leaders Act, 2022*.

Carried

- b) Mayor Vandewal advised he is serving a Notice of Motion at the next Council meeting, with respect to asking the Province to be able to comment on Natural Heritage in response to Bill 23.

16 Announcements/Statements by Councillors

- a) Mayor Vandewal spoke to the Touch the Truck event scheduled for May 5, 2023.

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

- a) There was none.

18 Closed Session (if requested)

- a) There was none.

19 Confirmatory By-law

- a) Resolution

Resolution No. 2023-20-32

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That By-law 2023-43, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2023-20-33

Moved by Deputy Mayor Sleeth

Seconded by Councillor Morey

That By-law 2023-43, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

20 Adjournment

- a) Resolution

Resolution No. 2023-20-34

Moved by Councillor Morey

Seconded by Councillor Godfrey

That the Council meeting of May 2, 2023 be adjourned at 8:33 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: May 16, 2023

Subject: 2023 Community Grants

Summary

The report provides a summary of Community Grants submissions received and the staff recommended allocation for Council approval.

Recommendation

That Council approve the twelve (12) Community Grant applications included in this Staff Report totalling \$ 34,395; and,

That any remaining funds be allocated to a second intake under the Community Grant Program with a deadline for applications July 31, 2023.

Background

2023 is the tenth year that the Township has accepted applications to its Community Project Grant program. Website and newspaper ads were placed soliciting applications.

The 2023 budget included an amount of \$35,000 in new funding. There was also carryover from 2022 from unallocated funding in the amount of \$31,792. The total available to allocate is \$66,792.

Discussion/Analysis

Applications were accepted for the Community Project Grant program up to March 31, 2023. Twenty (20) applications were received in response to the Township's advertisements. The Chief Administrative Officer, Treasurer and Financial Analyst reviewed and evaluated the applications against the Community Project Grant Policy.

Eleven (11) of the twenty (20) applications, meet the requirements of the grant program and are recommended for funding under various streams, as noted in the table below. One (1) of these applications is also flagged as pending where if approved, funds won't be released until missing quotes are provided.

Recommended for Approval

Applicant	Grant Stream	Purpose	Total Project	Eligible Amount	Staff Recommended
Battersea United Church	Capital	Purchase of lightweight collapsible tables	\$3,000	\$1,500	\$1,500
Bellrock Community Hall (Application #1)	Capital	Building Upgrades (Eavestrough & Downpipes, Sand & Paint Bathroom, Install Hose Bib Connection, Install Existing Patio Door)	\$12,326	\$5,000	Pending – \$5,000
Frontenac County Plowmen's Association	Sponsorship	2023 Frontenac County Plowing Match	\$1,500	\$1,500	\$1,500
Frontenac Farmers Market	Sponsorship	Market Revitalization	\$2,500	\$2,500	\$2,500
Frontenac Society of Model Engineers	Capital	Additional passenger car, improvements to storage facility.	\$7,560	\$3,780	\$3,780
Loughborough Firefighters Association	Sponsorship	2023 Sydenham Santa Claus Parade	\$2,450	\$2,000	\$2,000
New Leaf Link (NeLL)	Sponsorship	NeLL Open Houses	\$2,500	\$2,197	\$2,197
South Frontenac Museum Society	Operating (Expanded Programs)	Cataloguing Assistant	\$3,000	\$2,500	\$2,500
South Frontenac Stocksport Club	Sponsorship	America's Cup Stocksport Event flags, podium, sound system rental	\$3,093	\$2,500	\$2,500
Storrington Lions Club	Capital	Accessible Door and ramp installation.	\$11,681	\$5,000	\$5,000
Sydenham Lake Canoe Club	Capital	Shelter Tents	\$1,836	\$918	\$918
Wintergreen Studios	Capital	Building Sustainable Cabin - Demonstration Site	\$35,000	\$5,000	\$5,000
Total Eligible and Recommended			\$86,446	\$34,395	\$34,395

Applications not being Recommended

Applicant	Grant Stream	Purpose	Total Project	Eligible Amount	Reason
Battersea Pumpkin Festival	Sponsorship	Battersea Pumpkin Festival	\$2,500	\$0	Does not meet funding criteria
Bellrock Community Hall (Application #2)	Capital	Building Maintenance Requirements (Frig, Stove, BBQ)	\$2,500	\$0	Only one application for each intake year
Frontenac 4-H Association	Operating (Expanded Program)	4-H Activities: life skills clubs, Pork BBQ, Regional Judging	\$1,500	\$0	Not an expanded Program
Frontenac 4-H Swine Club	Operating (Expanded Program)	Purchase animal, feed.	\$1,000	\$0	Not an expanded Program
Harrowsmith and District Social and Athletic Club	Operating (Expanded Program)	CPR certification & Therapy Dog Training	\$2,500	\$0	Not an expanded Program and Dog Therapy has limited public reach
Loughborough Lake Association	Sponsorship	60th Year Celebrations - Loughborough Lake Association	\$2,500	\$0	Not broad/Township wide reach
South Frontenac Community Services	Operating (Expanded Program)	Immersive Frontenac Support - AV equipment, Development of social media/website	\$2,500	\$0	Does not match criteria
Sydenham High School	Sponsorship	Sydenham High School 150 th Reunion	\$2,500	\$0	Not broad/Township wide reach

Financial Implications

The recommendations of this report will result in the distribution of community grant funding to twelve (12) eligible applicants totalling \$34,395. The remaining funds available for future community grant funding will be \$32,397.

It is recommended that there be a second intake for Community Grant Projects with a deadline for application of July 31, 2023.

Relationship to Strategic Plans

- ☒ Not applicable to this report.
- ☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Notice/Consultation

- Kyle Griese, Financial Analyst

Attachments

Community Grants Policy

Approvals

Submitted By:



Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Township of South Frontenac

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

communications@southfrontenac.net

Community Grants Policy

1. Purpose

This policy is to establish a grant process that supports and encourages community organizations and events that enrich the quality of life within the Township.

2. Policy

The Township on a yearly basis will solicit applications from community organizations for projects or events supporting community initiatives. The total amount available within a calendar year will be based on what has been set within the year's operating budget. Individual allocations to organizations will be based on a pre-determined structure. Being approved in one year does not guarantee funding in the following year.

Definitions & Guideline:

Community organizations: Not for profit including unincorporated groups or registered charitable organizations who:

- operate a business, provide a service or event within the geographic boundaries of the Township of South Frontenac
- have the ability to show the stability or sustainability of the organization/group
- in the previous calendar year, received less than 75% of its operating budget from government grants.
- Submitted financial statements from the previous calendar year with your Letter of Intent along with a list of current officers.

Criteria for All Grant Recipients:

1. Submissions must have a well-defined purpose and take place / be completed within the calendar year of receiving the grant.
2. Submissions must meet the requirements of the application process.
3. The Grant request may be for:
 - a new, improved or expanded community service (including necessary supplies)
 - a community event
 - an acquisition, improvement or expansion of a facility or its related equipment
 - the acquisition and installation of community assets
4. Final reports from any previous year's funding must have been received in order to be considered for the current year.
5. Unspent funds must be returned to the Township following completion of the project.

www.southfrontenac.net

Natural, Vibrant and Growing – a Progressive Rural Leader.



Township of South Frontenac

4432 George St, Box 100

Sydenham ON, K0H 2T0

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6. Applicants cannot be in receipt of other program specific Township funding

Grant Streams:

1. Operating

- Grant up to \$2,500
- Grants will not be given:
 - to cover deficit or retire debt
 - to respond to annual fundraising drives to sustain support
 - to support recurring operating expenses of established organizations or programs

2. Sponsorship

- Grant up to \$2,500
- Sponsorship funds provided must be for a specific purpose of the event (i.e. music, food, sleigh rides, etc.)
- Township sponsorship must be clearly acknowledged and promoted at the event and in all materials
- The event must be open to the community and must be free to attend, or as an alternative the proceeds are provided to a local charity

3. Capital

- Grant up to \$5,000
- The applying organization must match the grant dollar for dollar
- Can be used for the acquisition, improvement or expansion of equipment or facility owned by the applicant
- Written quotes for the work must be submitted with the application
- 50% of the approved grant will be released upon approval and the remaining 50% of the grant will be paid out upon submission of paid receipts

4. Community Asset

- Grant up to \$2,500
- Applicant must be providing further funding or in kind services associated with the project
- Examples include benches, signs, planter boxes
- These assets ultimately become property of the Township

Preference will be given to new projects/new groups however previously approved projects/groups may also reapply and be approved for further funding if there is evidence that the program or event is developing successfully.

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Schedule 1: Application Process

How to Apply:

1. the Township will advertise on their website and in the local paper to announce the application process. Applications will be received until **Friday, March 31, 2023**.
2. Download and complete the Letter of Intent form from our website.
3. Deliver or [email](mailto:communications@southfrontenac.net) your Letter of Intent, along with necessary financial statements, in person or by mail to:
 Township of South Frontenac
 P.O. Box 100
 4432 George Street
 Sydenham, ON
 K0H 2T0
 Re: Community Grants
4. All Letter of Intents will be reviewed by staff and presented for Council approval. Grant decisions are anticipated to be announced by mid-May.

Evaluation:

Once all applications have been received, staff will review them and rate them on their impact to the community and the ability to support or improve the quality of life for residents. A pre-determined scoring system will be used by the Township prior to beginning the review process.

Should multiple applicants meet the application requirements and goals of the funding, a fixed amount will be granted to each organization with any remaining funding allocated based on the percentage applied for and the total funding available.

Submissions beyond the scope of this grant process may be presented for separate consideration to council in advance of the next operating budget review.

If you are selected for a grant, you will be asked to sign a grant agreement. Upon completion of your project or event, you are required to submit a Final report. The final report is intended to help you evaluate the initiative and help us evaluate the effectiveness of our grants in supporting and improving the quality of life in our community.

Contact: For further assistance, please contact communications@southfrontenac.net

www.southfrontenac.net

Natural, Vibrant and Growing – a Progressive Rural Leader.

Township of South Frontenac

Staff Report



To: Council

Prepared by: Fire & Emergency Services Department

Date of Meeting: May 16, 2023

Subject: Award of Contract – Tanker

Summary

The purpose of this report is to seek Council approval to execute a contract for the purchase of a replacement tanker with Dependable Emergency Vehicles Ltd.

Recommendation

That Council approve the award of contract to Dependable Emergency Vehicles Ltd. for \$604,500.19 (Net of HST Rebate) for the purchase of one tanker; and

That Council authorize the additional funds required, in the amount of \$46,500, to be funded from the Fire Services Equipment reserve.

Background

On July 12, 2022, Council approved the purchase of a replacement tanker which was scheduled for replacement in 2024. The budget pre-approval was requested due to delays in delivery times up to 24 months.

Discussion/Analysis

The Interim Director of Emergency Services/Fire Chief and CAO investigated options in the procurement of the tanker. To expedite the procurement process, the Township researched using the Canoe Procurement Group of Canada (Canoe) program which is offered through LAS, a subsidiary of the Association of Municipalities of Ontario (AMO) offering business services for Ontario Municipalities. The Canoe program is a mechanism for group purchasing for over 5,000 organizations throughout not only Ontario but Canada. It operates under a competitive bid process for suppliers which save municipalities the time from doing a tender or RFP. Further, it meets all municipal procurement requirements along with being fully compliant with trade agreements.

Through the Canoe program, a bid was received from e-One in the amount of \$691,550.78, net of HST rebate with a 22-26 months delivery timeline.

The Director of Emergency Services/Fire Chief attended the Ontario Association of Fire Chiefs (O AFC) conference the week of May 1st which included a vendor Trade Show. At that trade show, he was advised by Dependable Emergency Vehicles Ltd, that they had one tanker available going into production with a summer 2023 delivery date. The Director requested a formal quote and reviewed all the specifications and confirmed that the tanker meet all Township requirements. A third quote was also requested from a vendor of record, Fort Garry Trucks. Below is a summary of pricing and delivery timelines:

Vendor	Total (Inc. Net HST Rebate)	Delivery estimate
Dependable Emergency Vehicles Ltd	\$604,500.19	Summer 2023
e-One	\$691,550.78	22-26 months
Fort Garry	\$620,648.50	24 months

Staff are recommending the award of the tanker contract to Dependable Emergency Vehicles. The Township has not purchased from this vendor in the past but has reached out to several other Municipal Fire services who have regularly used them and have advised that they have had no issues or concerns and confirmed the vendor's reputable customer service and warranty standards.

The following is a breakdown of the total cost of the tanker:

Item	Cost (net of HST rebate)
Tanker	\$604,500
Communications (radios)	\$2,000
Decaling	\$5,000
Equipment (tools, firehose, etc)	\$10,000
Total	\$621,500

Financial Implications

The 2023 budget includes an amount of \$575,000 for the purchase of the tanker. An additional amount of \$46,500 is required to fund the shortfall. It is recommended that the shortfall be funded from the Fire Services Equipment Reserve.

The fleet replacement schedule will also be updated to reflect current market prices.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.
- Action Item:

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Shelley Stedall, Director of Corporate Services & Treasurer

Attachments

None.

Approvals

Submitted By:

Alex Bennett
Director of Emergency Services/Fire Chief

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: May 16, 2023

Subject: **Award of Tender PS-2023-13 McMullen Net Sport Court Upgrades**

Summary

This report provides a recommendation for the award of contract PS-2023-013 for the asphalt surface and fencing portion of the McMullen Net Sport Courts in Verona.

Recommendation

That Council approved the bid submission from Crains Construction Limited in the amount of \$245,546.22 (including HST Rebate) for tender PS-2023-13 - McMullen Net sport Court Upgrade; and

That Council authorize a project budget increase in the amount of \$126,323 be funded from the Asset Investment Reserve.

Background

Council approved the reconstruction and resurfacing of the McMullen net sport courts in Verona as part of the 2022 Capital budget process. Complete reconstruction of the McMullen net sport courts will provide an opportunity to create a safe and vibrant space that offers tennis, basketball and shuffleboard. The footprint of the previous tennis courts did not meet the official size requirements for recreational tennis play. The new footprint would exceed these requirements and meet the specifications for tournament tennis providing greater opportunity to continue to grow the sport locally and improving player safety. The Township doesn't currently have a two court Tennis facility in our net sport court inventory to support group/club or Tournament play. The space will also include a small basketball area and a space for shuffleboard.

The McMullen net sport court project was planned to be completed in three phases:

Phase 1 – Demolition of Existing Courts

Phase 2 – Asphalt Surface and Fencing Work

Phase 3 – Resurfacing and Equipment Installation

On June 7, 2022 the contract for Phase 3 – Resurfacing and Equipment Installation was awarded to Jeff Wallen's Construction for the amount of \$184,800. The June 7, 2022 Council Report is attached as Appendix A for reference.

The Phase 1 – Demolition of Existing Courts has already been completed in-house with staff.

Discussion/Analysis

The Township worked with Jewell Engineering and Trophic Design, an Ontario landscape architect, to design the court layout that meets industry standards and the pavement structure required to support the new court surface. The scope of the project was increased to address concerns with site drainage, site access, and the proximity of the facility to the surrounding Verona Cemetery. The specifications also changed to address accessibility requirements, concrete pads for benches, and higher quality fence equipment. The site plan layout for the courts is attached as Appendix B to provide a visual of the court configuration.

A tender for the Phase 2 – Asphalt Surface and Fencing Work portion of the project was advertised and closed on April 12, 2023 with five (5) complete submissions.

The results of the tender bids are in the table below:

COMPANY NAME (BIDDER)	BID PRICE (NET OF HST REBATE)
AWD CONTRACTORS	\$295,093.52
CRAINS CONSTRUCTION LTD	\$245,546.22
JEFFREY G. WALLANS CONSTRUCTION	\$462,132.86
KILEY PAVING LTD	\$288,679.38
WEMP & SMITH CONSTRUCTION	\$325,555.91

Staff completed a detailed review of the Crains Construction bid submission and found their tender bid to be balanced. Crains Construction is a very reputable company that has experience in overseeing construction projects of varying complexity and the experience and expertise to meet the project specifications and create a solid foundation for the next phase of this exciting project.

The combination of the two contracts for Phase 2 and 3 will put the project over budget with an estimated shortfall of \$126,323. A detailed breakdown can be found in the financial implications below. The two contracts were compared to the budget that was created in the fall of 2021 and the following items contributed to the shortfall:

- Engineering and landscape architect costs for site plan and pavement design

- Increase to the cost and amount of asphalt paving
- Increase to the cost and amount of fencing material
- Increase in scope to improve site access and accessibility

It is therefore recommended that the low bid from Crains Construction be accepted and that the Township proceed with the award of contract.

Financial Implications

Capital project 22-38 has a budget of \$350,000 which is insufficient to complete the project. The additional \$126,323 will be funded from the Asset Investment Reserve. A detailed breakdown of the revised project budget is provided below:

ACTIVITY	COST (\$)
Engineering Design	\$19,477
Crains Construction Contract	\$245,546
Jeff Wallen's Construction Contract	\$184,800
Contract Administration & Quality Assurance	\$5,000
Subtotal	\$454,823
Contingency Allowance - 5% of Phase 2 & 3 only	\$21,500
Revised Project Budget (Inc. Non-Refundable HST)	\$476,323
Approved Budget (2022)	\$350,000
Estimated Shortfall	\$126,323

Relationship to Strategic Plans

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

Priority: 2. Promote and support growth than meets the community's needs while maintaining the integrity of our natural environment.

Climate Considerations

- ☒ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

By replacing the current black asphalt surface with a coloured surface using acrylic, water-based materials there is a positive mitigative result. In addition to the materials having low levels of volatile organic compounds, the colour rubberized material reduces the 'heat island' effect typically experienced with the black top asphalt. The result is a safer more enjoyable playing surface that reduces impact on the users and environment.

Notice/Consultation

- Director of Corporate Services & Treasurer
- Manager of Recreation and Facilities
- Manager of Engineering and Capital Projects

Attachments

Appendix A – June 7, 2022 Council Report

Appendix B – Net Sport Court Layout

Approvals

Submitted By:



Kyle Bolton

Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: June 7, 2022

Subject: **Project Award: Resurfacing of Verona/McMullen Netsport Courts**

Summary

This report provides information on awarding the contract for the Resurfacing of Verona/McMullen Netsport Courts.

Recommendation

That Council approved the bid submission from Jeff Wallen's Construction in the amount of \$184,800 in relation to request for proposal for PS-2022-13 - Resurfacing of McMullen Netsports Courts;

AND

That Council authorize the Public Services Department to enter into an agreement with Jeff Wallen's Construction with a change order to reflect the new project start date of spring 2023;

AND

That Council authorize staff to negotiate any required considerations and pricing adjustments for the phase three work in relation to material costs to an upset limit of the approved 2022 budget for the overall project.

Background

Council approved the reconstruction and resurfacing of the McMullen/Verona net sport courts as part of the 2022 Capital budget process. Complete reconstruction of the McMullen net sport courts in Verona will provide an opportunity to create a safe and vibrant space that offers tennis, basketball and shuffleboard. The current footprint of the tennis courts does not meet the official size requirements for recreational tennis play. The new footprint would exceed these requirements and meet the specifications for tournament tennis providing greater opportunity to continue to grow the sport locally and improving player safety. The space will also include a small basketball area and a space for shuffleboard.

Discussion/Analysis

The reconstruction and resurfacing project will occur in three phases:

Phase one: demolition of existing court to occur late summer of 2022

Phase two: asphalt surface and fencing work to occur late fall of 2022

Phase three: resurfacing and equipment installation to occur spring of 2023

A detailed project Tender for the third phase of the project (resurfacing and equipment installation) was issued and closed on April 27, 2022.

Jeff Wallen's Construction with the support of Court Contractors Ltd was the sole bidder for this phase of the project. Jeff Wallen's Construction is a very reputable company that has experience in overseeing construction projects of varying complexity. Court Contractors Ltd is an Ontario Tennis Association approved company that has specialized in this type of work since 1973. Township Staff has full confidence in the experience and expertise of these companies to meet the project specifications and create a premiere facility for South Frontenac residents.

They have met all the Request for Proposal requirements and references provided have been contacted.

The submission in the amount of \$184,800 is competitive and falls within the approved budget of \$350,000.

Originally, the tender was issued with a September 15th deadline for completion of the work. Due to requiring further information and time to check references, along with the other components requiring completion prior to resurfacing, Staff and the Court Contractors were concerned that original timelines were too restrictive to complete the project by the September 15th (colour application deadline). Sourcing of required materials is also a challenge due to supply chain demands. With all these considerations Staff and Jeff Wallen's Construction feel that a spring 2023 start date is the best possible solution to keep the project moving forward.

Financial Implications

The 2022 budget of \$350,000 is sufficient for the required three phases of the project.

Considerations and pricing adjustments will be negotiated for the phase three work in relation to material costs that may have a market increase in 2023.

Relationship to Strategic Plans

☐ Not applicable to this report.

☒ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

Priority: 2. Promote and support growth than meets the community's needs while maintaining the integrity of our natural environment.

Climate Considerations

☐ Not applicable to this report.

☒ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

By replacing the current black asphalt surface with a coloured surface using acrylic, water-based materials there is a positive mitigative result. In addition to the materials having low levels of volatile organic compounds, the colour rubberized material reduces the 'heat island' effect typically experienced with the black top asphalt. The result is a safer more enjoyable playing surface that reduces impact on the users and environment.

Notice/Consultation

- Louise Fragnito, CAO.
- Troy Dunlop, Manager of Technical Services and Infrastructure

Approvals

Submitted By:



Tim Laprade
Recreation and Arena Manager

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

McMullen Net Sport Courts Layout

The layout diagram illustrates the proposed McMullen Net Sport Courts. It features two existing tennis courts (green) and two new basketball courts (blue with red key areas). The plan includes numerous dimensions for court sizes, setbacks, and easements. Key features include:

- Existing Tennis Courts:** Two large green rectangular areas with dimensions 12800 x 3660 and 10970 x 3660.
- Basketball Courts:** Two blue rectangular areas, each 3600 wide and 1829 high, with red key areas and basketball court markings.
- Setbacks and Easements:** Various dimensions are provided for setbacks from the chain-link fence and easements, such as 1524, 3000, 1500, 1370, 4115, 5950, 6401, 11887, 6369, 38100, 49987, 7010, 6570, 14000, 28000, 5050, 1524, 2134, 1500, 1370, 4115, 5950, 6401, 11887, 6369, 38100, 49987, 7010, 6570, 14000, 28000, 5050.
- Fencing:** The entire area is surrounded by a chain-link fence, with existing fence lines indicated by dashed lines.
- Other Features:** The plan also shows existing trees, a road, and a culvert (Culvert 1, 450 mm CSP).

A small inset photo in the bottom right corner shows a 3D perspective rendering of the completed basketball courts, highlighting the blue court surface and orange key areas.



Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: May 16, 2023

Subject: **Award of RFP # PS-P01-2023**
Preliminary Design Services for Reconstruction of Road 38

Summary

This report provides a summary of the Request for Proposal # PS-P01-2023 evaluation and recommends the award of contract for the Preliminary Design Services for the Reconstruction of Road 38 (Murton Road to Kingston Road) be awarded to the highest ranking proponent.

Recommendation

That Council award RFP # PS-P01-2023 Preliminary Design Services for the Reconstruction of Road 38 (Murton Road to Kingston Road) to Safe Roads Engineering for the successful bid of \$98,055.94 (net of rebatable HST).

Background

On March 2nd, 2023, the Township released Request for Proposal # PS-P01-2023 to provide professional services for the preliminary design for the reconstruction of Road 38 (Murton Road to Kingston Road). This study focuses on determining the preferred option for reconstruction of a 5.8km section of Road 38 following Phases 1 and 2 of the Municipal Class EA process. Recommendations coming out of this study will confirm the applicable EA Schedule and will inform a future assignment involving detailed design and preparation of tender documents. A copy of the March 2023 MCEA process is included as Appendix - A for reference. Key activities and deliverables in the assignment include:

- a) Collection and review of background information relating to the study area including topographic surveys, land use and legal boundaries
- b) Implementation of a stakeholder engagement plan including two public meetings
- c) Initiation of the mandatory Municipal Class Environmental Assessment notice
- d) Identifying the Problem or Opportunity statement
- e) Preparation of supporting studies including: cultural and natural heritage, geotechnical, archaeological, structure assessments, hydrological assessments, traffic studies, road safety reviews and utility reviews

- f) Identification and evaluation of alternative solutions
- g) Recommendation of the preferred reconstruction option
- h) Initiating final public consultation plan to gain public and stakeholder buy in on proposed solutions; and
- i) Preparation of the final Master Plan report (or Phase 2 Report)

This mandatory study process will determine the preferred road reconstruction option and will serve as the foundation of future steps of the Municipal EA process which will advance detailed design and eventual construction.

Terms within the original Request for Proposal request that the municipal servicing options study be completed on or before October 31st, 2023.

Discussion/Analysis

On April 5th, 2023, eight Request for Proposal submissions were received for RFP # PS-P01-2023. All of these submissions were subject to detailed review and scored according to a 100 point merit based point system with the following criteria:

- Experience and Team Qualifications 15 points
- Understanding of Objectives 10 points
- Quality of Approach 25 points
- Proposed Work Plan / Level of Effort 20 points
- Financial Proposal 30 points

A breakout of the individual scoring and financial results are included in the table below:

Rank	Company	Score (Max 100)	Total Bid (Net rebatable HST)
1	Safe Roads Engineering	98	\$98,055.94
2	GHD Limited	97	\$165,353.89
3	Ainley Group	95	\$145,331.98
4	Greer Galloway Group	92	\$110,236.61
5	Jewell Engineering	90	\$179,461.09
6	Arcadis IBI Group	89	\$194,669.73
7	Aecom Canada Ltd.	88	\$197,062.89
8	J L Richards & Associates	75	\$231,931.39

Key highlights of the Safe Roads Engineering proposal include:

- Aurora Ontario (company established in 2013)
- Project Team – 9 staff and three sub consultants – Hopkins Chitty (survey/legal), Cambium (geotechnical, natural heritage), Parslow Heritage Consultancy (cultural heritage, archaeological)
- Project Manager – Mark McIntosh, P. Eng. – over 10 years experience in project management, transportation and traffic design and Municipal Class EA's
- Extensive depth within the team on related study work including MTO highway projects
- Proven work history with approval agencies and federal and provincial government authorities; and
- Highly competitive bid price

Safe Roads Engineering presented the strongest overall proposal (technical/financial) and provided a comprehensive workplan that answered all of the deliverables of the RFP.

The award of the RFP # PS-P01-2023 to provide professional services for the preliminary design for the reconstruction of Road 38 (Murton Road to Kingston Road) exceeds the threshold for delegated authority limit of \$50,000 and as such the contract must be awarded through resolution of Council.

Financial Implications

A budget of \$120,000 was included within the 2023 Capital Budget under Planning for the Servicing Options Study (# 23-56). The bid of 98,055.94 (net rebatable HST) from Safe Roads Engineering therefore falls within the prescribed budget for the project.

Relationship to Strategic Plans

☐ Not applicable to this report.

☒ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Kyle Bolton, Director of Public Services

Attachments

- Appendix A – Municipal Class EA Planning and Design Process

Approvals

Submitted By:



W. Troy Dunlop, C.E.T.
Manager of Technical Services and
Infrastructure

Reviewed By:



Kyle Bolton, C.E.T.
Director of Public Services

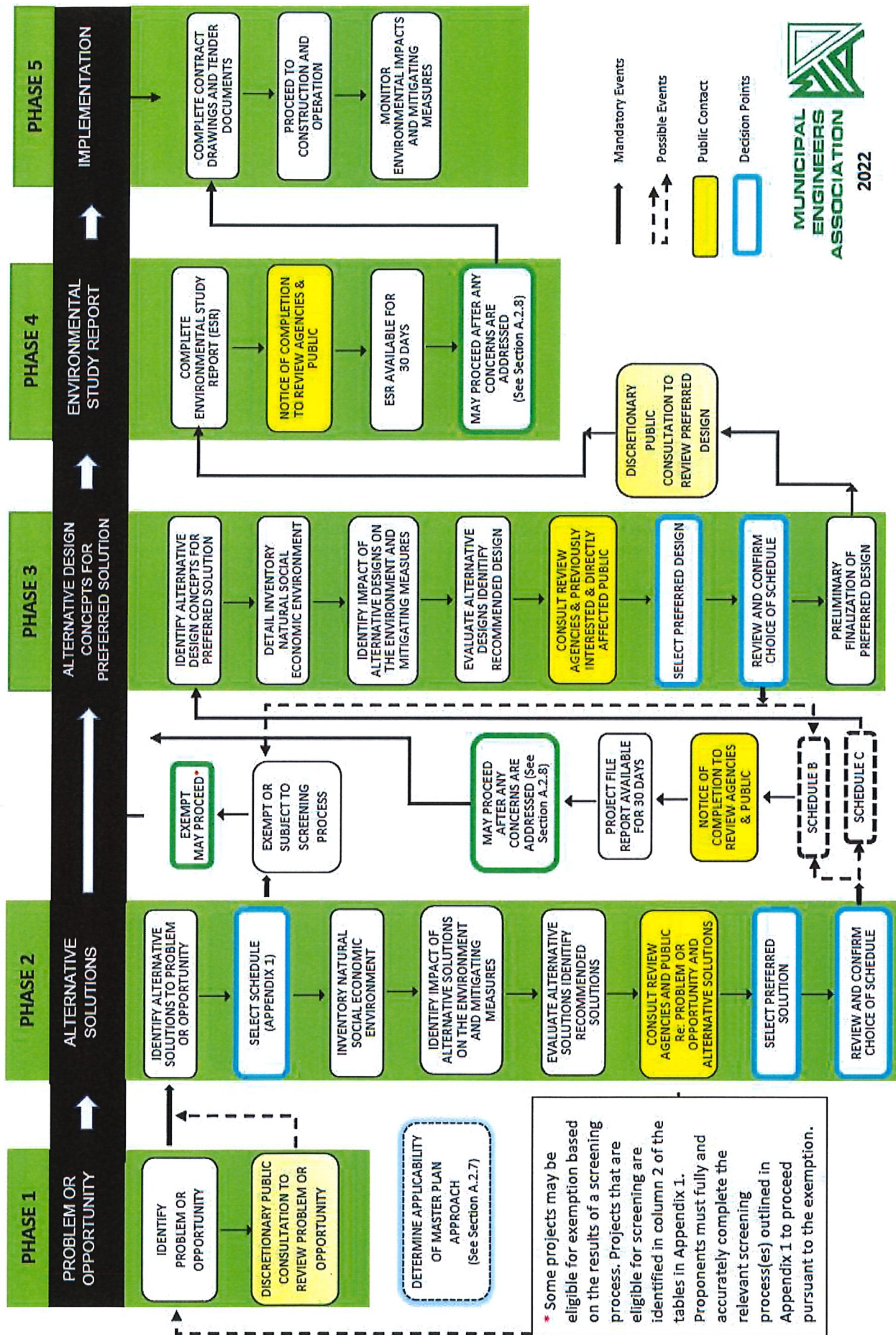
Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

EXHIBIT A.2. MUNICIPAL CLASS EA PLANNING AND DESIGN PROCESS

NOTE: This flow chart is to be read in conjunction with Part A of the MCEA



Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: May 16, 2023

Subject: Award of RFP – Winter Road Salt

Summary

The purpose of this report is to seek Council approval to execute a five year contract for the purchase of coarse crushed rock salt with Cargill Salt, Road Safety.

Recommendation

That Council approve the award of contract for RFP F18-TPW-PW-2023-02 to Cargill Salt, Road Safety for the purchase of coarse crushed rock salt with an annual upset limit of \$523,200.

Background

The Township participates in a joint procurement with the City of Kingston for the purchase of coarse crushed rock salt that is used for winter maintenance operations. On average the Public Services uses 4,000-4,500 metric tonnes of road salt annually for winter maintenance operations.

Discussion/Analysis

The City of Kingston issued Request for Proposal (RFP) F18-TPW-PW-2023-02 on March 23, 2023.

On April 25, 2023 two request for proposal submissions were received for RFP F18-TPW-PW-2023-02 supply of coarse crushed rock salt. The submissions were reviewed and ranked as per the evaluation criteria set out in the RFP by both the City of Kingston and the Township of South Frontenac.

The table below provides the RFP evaluation score and 2023-2024 season price per tonne excluding HST:

Rank	Vendor	Score (Max 100)	Price per Metric Tonne Delivered
1	Cargill Salt, Road Safety	92	\$104.64
2	Compass Minerals Canada Corp.	88	\$118.26

Cargill Salt just completed a three year contract with the Township meeting delivery on all orders through the pandemic with no request for price adjustment due to fuel, labour, or material increases.

Staff therefore recommend that Cargill Salt, Road Safety be awarded the contract for the Supply of Coarse Crushed Rock Salt for a five (year) term.

Financial Implications

There are sufficient funds in the 2023 operating budget for this procurement.

The annual upset limit for the contract will be based on 5,000 MT of salt per season. Any quantity of material required above this threshold will need to be approved and added to the contract through a change order.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.
- Action Item:

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Brian Kirk, Manager of Operations & Fleet
- Troy Dunlop, Manager of Engineering and Capital Projects

Attachments

Appendix A – Price Submissions

Approvals

Submitted By:



Kyle Bolton, C.E.T.
Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

RFP Price Chart

Item Number	Item Name	Unit	Quantity
3	Coarse Crushed Rock Salt for Township of South Frontenac, for ice control purposes. Bulk truck deliveries to specified sites. To conform to the herein Specifications. (F.O.B. Mine)	Tonne	8,000.00
4	Freight & Handling	Tonne	8,000.00
Table 1 - Schedule of Prices - South Frontenac	Total Price Delivered		
Annual Increase			

CARGILL

2023 Pricing	2024 Pricing	2025 Pricing	2026 Pricing	2027 Pricing
\$83.46	\$87.01	\$89.51	\$91.81	\$94.10
\$21.18	\$21.82	\$22.47	\$23.14	\$23.84
\$104.64	\$108.83	\$111.98	\$114.95	\$117.94
	3.85%	2.81%	2.58%	2.54%

COMPASS

Quantity	2023 Pricing	2024 Pricing	2025 Pricing	2026 Pricing	2027 Pricing
8,000.00	\$91.36	\$94.91	\$98.56	\$102.33	\$106.26
8,000.00	\$26.90	\$26.90	\$26.90	\$26.90	\$26.90
	\$118.26	\$121.81	\$125.46	\$129.23	\$133.16

Township of South Frontenac

Staff Report



To:	Council
Prepared by:	Office of the Clerk
Date of Meeting:	May 16, 2023
Subject:	Amendments to Council Procedure By-law

Summary

The purpose of the Report is to provide Council with additional information and recommend approval of proposed amendments to [By-law 2017-76](#), As Amended, 'A By-Law to Provide for Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings', attached as Exhibit A of the Report.

Recommendation

That By-law 2023-44, attached as Exhibit A, being "A By-law To Amend By-law 2017-76, As Amended, "A By-law to Provide for Governing The Proceedings of the Council, The Conduct of Members and the Calling of Meetings" be given first and second reading; and

That By-law 2023-44 be given third reading, signed and sealed; and

That notwithstanding the current Council remuneration framework, remuneration for the Deputy Mayor and members of Council be increased annually by \$750.00 to offset the loss of remuneration traditionally provided for the attendance of regularly scheduled Committee of the Whole meetings; it being understood that for 2023, annual remuneration for the Deputy Mayor will increase to \$24,321.70 while remuneration for members of Council will increase to \$17,240.68.

Background

At the [April 11, 2023](#) meeting of Council, staff presented a report to provide background information regarding proposed amendments to the Council Procedure By-law. The report offered a detailed explanation of proposed amendments to sections of By-law 2017-76 primarily related to the administration of Council-Committee of the Whole, Delegations as well as Public Meetings related to Planning Matters. The report also provided context regarding additional administrative amendments. A copy of the (April 11, 2023) report is attached to this Report as Exhibit B.

Following consideration of the (April 11, 2023) report, Council approved the following resolution:

"Moved by Councillor Godfrey
Seconded by Deputy Mayor Sleeth

That the Committee of the Whole approve Exhibit “A” in principle to permit the proposed amendments outlined in the draft by-law (Exhibit “A”) to be circulated in advance of the public meeting; and

That Council direct staff to provide notice with respect to a public meeting to be held on May 16, 2023, in accordance with By-law 2016-73, regarding proposed amendments to the Council Procedure By-law, (By-law 2017-76).”

Discussion/Analysis

The proposed amendments as outlined in By-law 2023-44, attached as Exhibit A reflect the proposed amendments presented to Council on April 11, 2023. Additionally, Exhibit C incorporates the proposed amendments to the Council Procedural By-law in a final consolidated format.

During deliberation of this matter on April 11, 2023, Council determined that meetings of Council and the Committee of the Whole would continue to commence at 7:00 p.m. Council noted that further consideration of altering the time in which meetings commence may occur in advance of the next municipal election.

The proposed amendments to the Council Procedure By-law recommend that the regularly scheduled Committee of the Whole meetings (traditionally held on the second Tuesday of the month with the exception of July and August) be replaced with an additional Council meeting. Currently, the Council remuneration framework outlines that the Deputy Mayor and members of Council receive fifty dollars in addition to compensation for mileage for attending a Committee of the Whole meeting. In order to maintain the current level of remuneration provided to the Deputy Mayor and Councillors, staff have recommended that Council remuneration be increased by \$750.00 annually to offset the reduction in compensation associated with the cancelation of routinely scheduled Committee of the Whole meetings (\$50.00 per meeting + mileage compensation). It is inherent to note that members of Council will be attending the approximate same number of meetings and as such ensuring that total remuneration remains status quo is practical.

Notice Requirements:

As directed by Council on April 11, 2023, staff provided notice to allow for Council to hold a public meeting on May 16, 2023 in order to seek comment from the public regarding amendments to the Council Procedure By-law, (By-law 2017-76).

[By-law 2016-73](#), A By-Law to Prescribe The Form And Manner And Times For The Provision Of Notice outlines the notice requirements to amend the Council Procedure By-law. Specifically, a full notice shall be published at least four weeks in advance of the meeting on the Township website. Additionally, a summary of the Notice shall be published in the weekly banner advertising directing readers to the website four weeks in advance of the meeting. A subsequent notice shall be published one week in advance of the meeting.

The following notice was published in the Frontenac News on April 20 and 27, 2023 and on May 4 and 11, 2023.

“Public Meeting Notice

The Council of the Township of South Frontenac will host a public meeting at 7 pm on May 16, 2023 regarding proposed amendments to By-law 2017-76. The proposed amendments are related to select sections of the Council Procedure By-law primarily related to the administration of Council, Committee of the Whole, Delegations as well as Public Meetings Related to Planning Matters.

Members of the public can review the agenda and register to participate in the Public Meeting using the link posted on our Events calendar. Residents can submit written comments to the Clerk at jthompson@southfrontenac.net until noon on May 16, 2023. For more information please contact James Thompson, 613-376-3027 ext. 2239 or email jthompson@southfrontenac.net.”

The following notice was published on the Township of South Frontenac [website](#) on April 13, 2023:

“The Council of The Corporation of the Township of South Frontenac will host a public meeting on proposed amendments to By-law 2017-76, being a By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings.

Date: Tuesday, May 16, 2023

Time: 7:00 pm

Location: Virtual Meeting (Zoom)

Purpose and Effect of the Proposed By-Law

The proposed amendments are related to select sections of the Council Procedure By-law primarily related to the administration of Council, Committee of the Whole, Delegations as well as Public Meetings Related to Planning Matters.

Members of the public can review the agenda and register to participate in the Public Meeting via Zoom using this [link](#). Residents may submit written comments to the Clerk at jthompson@southfrontenac.net until noon on May 16, 2023.

For more information, please contact James Thompson, 613-376-3027 ext. 2239 or jthompson@southfrontenac.net.”

Members of the public have yet to submit comments to the Clerk’s Department regarding this matter. As such, staff are recommending approval of the proposed amendments to the Council Procedure By-law at the May 16, 2023 Council meeting provided that significant concerns are not raised during the public meeting.

Financial Implications

Staff are recommending that Council remuneration be increased by 750.00 should regularly scheduled Committee of the Whole meetings be replaced by the Council meetings on the second Tuesday of each month (with the exception of July and August). It being understood that for 2023, annual remuneration for the Deputy Mayor will increase to \$24,321.70 while remuneration for members of Council will increase to \$17,240.68.

Relationship to Strategic Plan

- ☒ Not applicable to this report.
- ☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Climate Considerations

- ☒ Not applicable to this report.

Attachments

Exhibit A – By-law 2023-44 - A By-Law to Amend By-Law 2017-76, As Amended, 'A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings'

Exhibit B – April 11, 2023, Report to Council regarding Update to Council Procedure By-law.

Exhibit C – Draft Council Procedure By-law (As Amended)

Approvals

Submitted By:



James Thompson
 Clerk

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-44**

A BY-LAW TO AMEND BY-LAW 2017-76, AS AMENDED, “A BY-LAW TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS”

WHEREAS Council desires to update By-law 2017-76, As Amended;

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

- 1. By-law 2017-76, As Amended “A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings” is hereby amended as follows:

Schedule A, Section 1. is amended by adding clause v. to read as follows:

“**Delegation** means an address to Council made at the request of a person wishing to speak.”;

Schedule A, Section 1. is amended by adding clause w. to read as follows:

“**BRIEFING** means a verbal update to Council or the Committee of the Whole by Township Staff or consultants to the Township or someone with expertise who has been invited by Council or the Committee of the Whole.”;

Schedule A, Section 2. e., paragraph 2, is amended by adding the word “second” following the word “first” to read as follows:

“Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first, second and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.”;

Schedule A, Section 2. i., paragraph 1, is amended by deleting the word “COUNCIL” following the phrase “COMMITTEE OF THE WHOLE”, by replacing the phrase “on the 2nd Tuesday of each month” with the phrase “at the Call of the Mayor or Clerk” and by deleting the phrase “except during July and August” to read as follows:

“**COMMITTEE OF THE WHOLE** - Committee of the Whole meetings will be held at the Call of the Mayor or Clerk, as required, and shall follow similar rules of procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate, direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall not be binding on Council.”

Schedule A is amended by deleting the agenda formats outlined Section 3. a., in their entirety; and

Schedule A is amended by adding revised agenda formats in Section 3. a., to read as follows:

“COUNCIL Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
10. Reports Requiring Action
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
13. Reports for Information
14. Committee of the Whole
15. Information Items
16. Notice of Motions
17. Rise and Report regarding County Council and External Boards
18. Announcements/Statement by Councillors
19. Closed Session **(if requested)**
20. Confirmatory By-law
21. Adjournment

COMMITTEE OF THE WHOLE Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Reports Requiring Direction
10. Reports for Information
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
14. Closed Session **{if requested}**
15. Adjournment”

Schedule A is amended by deleting Section 3. b., in its entirety; and

Schedule A is amended by adding a revised Section 3. b., to read as follows:

- i. “Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting or Committee of the Whole Meeting at which such person desires to be heard
- ii. In order to be scheduled as a delegation before Council or the Committee of the Whole, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the meeting
- iii. The Clerk, in consultation with the Mayor, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda
- iv. Except as required by law, any person appearing before Council or a

- Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances
- v. Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk
 - vi. Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Mayor
 - vii. A maximum of three (3) delegations may address Council per Meeting
 - viii. The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution
 - ix. Members may only address a Delegation to ask a maximum of two (2) questions for clarification and shall not express opinions or enter into debate or discussion with a Delegation
 - x. Members shall not pose questions to staff during a Delegation
 - xi. All delegates shall address the Mayor, shall state their name and whom they represent
 - xii. No delegate shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Mayor or Council
 - xiii. The Mayor may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw
 - xiv. No Delegations shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) an application submitted under the *Planning Act*; (c) a Notice of Motion; (d) litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; (e) tenders, requests for proposals or other procurement issues; (f) any matter that is not within the jurisdiction of Council or the Committee of the Whole, as determined by the Mayor in consultation with the Clerk; and (g) any matter that is properly the subject of a Closed Session"

Schedule A is amended by deleting Section 3. c., paragraph 2. in its entirety; and

Schedule A, Section 3. c., is amended by adding a new paragraphs 2. and 3., to read as follows:

- " Council will not make a decision or pass a corresponding by-law until a subsequent Council meeting to provide Council sufficient time to consider public input and any additional information required of the applicant.
- ii. Notwithstanding Section 3. c. Clause i., Council may pass a by-law during the Council meeting in which the statutory public meeting was held, if the planning matter is deemed to be technical in nature and no concerns were raised prior to or during the public meeting. It being understood that the public meeting report would articulate that staff are proposing that the application be considered via the streamlined process.";

Schedule A, Section 3. is amended to add Section 3. paragraph d. to read as follows:

"BRIEFINGS – Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda."

2. This By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: May 16, 2023

Given Third Reading signed and sealed May 16, 2023

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

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: April 11, 2023

Subject: Update to Council Procedure By-law

Summary

The purpose of the Report is to provide Council with background information regarding proposed amendments to [By-law 2017-76](#), As Amended, A By-Law to Provide for Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings. The Clerk's Department intends to complete a wholistic review of the Council Procedure By-law prior to the conclusion of 2024. In the interim, the proposed amendments are intended to update select aspects of the Council Procedure By-law from a process administration and clarity standpoint.

Recommendation

That the Committee of the Whole approve Exhibit "A" in principle to permit the proposed amendments outlined in the draft by-law (Exhibit "A") to be circulated in advance of the public meeting; and

That Council direct staff to provide notice with respect to a public meeting to be held on May 16, 2023, in accordance with By-law 2016-73, regarding proposed amendments to the Council Procedure By-law, (By-law 2017-76).

Background

Section 238 (2) of the *Municipal Act*, 2001 requires that every municipality and local board pass a procedure by-law for governing the calling, place and proceedings of meetings. Additionally, the procedure by-law must provide for public notice of meetings. The current Township of South Frontenac Council Procedure By-law was enacted on December 5, 2017. Recently, the Council Procedure By-law was amended on January 31, 2023 to account for administrative amendments related to the implementation of the Committee By-law.

Discussion/Analysis

The intention of this portion of the Report is to provide detailed explanation of proposed amendments to select sections of the Council Procedure By-law primarily related to the administration of Council-Committee of the Whole, Delegations as well as Public Meetings Related to Planning Matters. The Report will also provide context regarding additional

administrative amendments. Finally, staff are seeking direction from Council regarding whether consideration be given to commencing meetings of Council earlier.

Summary of Proposed Amendments to “Section 2 - Meetings”

Currently, Township of South Frontenac Council meetings are typically held on the **first** and **third** Tuesday of each month, except for July and August when customarily only one Council meeting per month is scheduled. Additionally, Committee of the Whole meetings are routinely held on the **second** Tuesday of every month except for July and August as outlined above.

It is proposed that the regularly scheduled Committee of the Whole meeting (typically held on the second Tuesday of the month with the exception of July and August) **be replaced as a Council meeting**. It is proposed that the structure of the Council agenda be amended to include a “Committee of the Whole” section which would allow Council to resolve into Committee of the Whole to consider a matter requiring significant discussion.

Notwithstanding the proposed amendment, a Committee of the Whole meeting could still be called when required. Annual budget deliberations would continue to occur during a meeting of the Committee of the Whole.

The proposed amendment would not alter the standard meeting schedule for July and August.

Should the proposed amendment be approved, Council remuneration would be adjusted to account for the variance in remuneration associated with participation in Committee of the Whole meetings.

In order to implement the proposed adjustment to the format of the meeting schedule, the following amendments (**outlined in red**) would be required:

Amendment to Section 2. e) Clause 2.:

Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first, **second** and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.

Amendment to Section 2. i) Clause 1.:

COMMITTEE OF THE WHOLE COUNCIL - Committee of the Whole **Council** meetings will be held **at the Call of the Mayor or Clerk on the 2nd Tuesday of each month**, as required, **except during July and August**, and shall follow similar rules of procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate, direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall not be binding on Council.

Further administrative amendments related to this matter will be outlined in the Summary of Proposed Amendments to “Section 3 – Agendas”.

Summary of Proposed Amendments to “Section 3 - Agendas”

The current process associated with the administration of Delegations is outlined in Section 3. d. of the Council Procedure By-law. To provide clarity, it is recommended that the Council Procedure By-law be amended to provide for delineation between a “delegation” and “briefing”.

It is proposed that the Council Procedure By-law be amended to define a “delegation” as follows:

““Delegation” means an address to Council made at the request of a person wishing to speak.”

Note: Should the proposed amendment be approved, the definition of “delegations” would be included in Section 1 – Definitions of the Procedure By-law.

Similarly, it is proposed that the Council Procedure By-law be amended to define a “briefing” as follows:

““Briefing” means a verbal update to Council or the Committee of the Whole by Township Staff or consultants to the Township or someone with expertise who has been invited by Council or the Committee of the Whole.”

Note: Should the proposed amendment be approved, the definition of “briefing” would be included in Section 1 – Definitions of the Procedure By-law.

The proposed administration of Delegations and Briefings will be further outlined in the sections of the Report related to the proposed amendment to Section 3. b and Section 3. d.

Amendment to Section 3. b):

To provide procedural clarity with respect to the administration of delegations it is proposed that Section 3. b. as outlined in the Council Procedure By-law be deleted in its entirety and replaced with the following:

“3. b) Delegations

- i. Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting or Committee of the Whole Meeting at which such person desires to be heard

- ii. In order to be scheduled as a delegation before Council or the Committee of the Whole, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the meeting
- iii. The Clerk, in consultation with the Mayor, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda
- iv. Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances
- v. Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk
- vi. Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Mayor
- vii. A maximum of three (3) delegations may address Council per Meeting
- viii. The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution
- ix. Members may only address a Delegation to ask a maximum of two (2) questions for clarification and shall not express opinions or enter into debate or discussion with a Delegation
- x. Members shall not pose questions to staff during a Delegation
- xi. All delegates shall address the Mayor, shall state their name and whom they represent
- xii. No delegate shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Mayor or Council
- xiii. The Mayor may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw
- xiv. No Delegations shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) an application submitted under the *Planning Act*; (c) a Notice of Motion; (d) litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; (e) tenders, requests for proposals or other procurement issues; (f) any matter that is not within the jurisdiction of Council or the Committee of the Whole, as determined by the Mayor in consultation with the Clerk; and (g) any matter that is properly the subject of a Closed Session

Amendment to Section 3. d):

To differentiate between a delegation and briefing it is proposed that the Council Procedure By-law be amended to add Section 3. d. regarding “Briefings” and read as follows:

“3. d) Briefings – Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda.

Amendment to Section 3. c):

Currently, the Procedural By-law requires that a statutory public meeting under the *Planning Act* be held separately from the meeting in which Council is requested to make a decision on the application. This requirement is in place to ensure that public input can be gathered and duly considered by the applicant, staff and Council before a decision on the application is made.

Council regularly hears applications for zoning by-law amendments that are required as a condition of a consent approval. (Common examples of this scenario include; when the zone on a lot addition needs to be changed to match the zone on the benefitting lands, or to change the zone on a new waterfront lot to restrict the permitted uses.) In granting the consent, either the Committee of Adjustment or the Director of Development Services gave consideration to all applicable policies and any public input and determined that the proposal represented good land use planning. This type of zoning application is generally considered to be technical in nature, and it would be expedient for Council to pass a by-law immediately following a public meeting provided that legitimate concerns were not identified during the statutory public meeting. This action would enable applicants to finalize consent applications with greater efficiency.

It is proposed that in instances where staff make an initial determination that an application is technical or straightforward in nature prior to a public meeting, the staff report would recommend that Council hold a public meeting and make a decision during the same meeting. **However, Council would not be bound to make a decision on the application at the same meeting in which the public meeting was held if there were unanticipated concerns raised during the public meeting that should be addressed.**

It is inherent to note that staff would continue to recommend that Council maintain the status quo of making a decision at a subsequent meeting for any application that is not technical and that may be contentious.

It is proposed that section 3. c. be amended to read as follows:

c) PUBLIC INPUT RELATED TO PLANNING MATTERS

- i. During a statutory public meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to 10 minutes and will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

~~Council will be given sufficient time to consider public input and as such any corresponding Bylaw will not be passed until the next Council meeting.~~

Council will not make a decision or pass a corresponding by-law until a subsequent Council meeting to provide Council sufficient time to consider public input and any additional information required of the applicant.

- ii. Notwithstanding Section 3. c. Clause i., Council may pass a by-law during the Council meeting in which the statutory public meeting was held, if the planning matter is deemed to be technical in nature and no concerns were raised prior to or during the public meeting. It being understood that the public meeting report would articulate that staff are proposing that the application be considered via the streamlined process.

Summary of Proposed Administrative Amendments regarding Section 3. a – Agenda

Section 3. a. of the Council Procedure By-law defines the format of the Council and Committee of the Whole agendas.

The following administrative amendments to the Council agenda are proposed to either implement the amendments previously outlined in the Report or are proposed to provide clarity and process effectiveness.

Proposed Amendment:	Rationale:
Add "8. Briefings"	Process clarity; as outlined in the Report.
Delete "9. Business Arising"	Process clarity; redundant as preferred process mechanism are in place. (Staff Reports/Notice of Motion)
Rename "12. By-laws" as "12. Reports Requiring Approval of By-laws"	Provide clarity.
Add "14. Committee of the Whole"	Process Effectiveness; as outlined in the Report.

Proposed Amendment:	Rationale:
Add "17. Rise and Report regarding County Council and External Boards"	Process clarity; agenda item formerly included only on Committee of the Whole agenda
Delete "18. Questions of clarity"	Process Effectiveness; agenda to include note advising residents to contact Clerk's Department with procedural questions.

Should the proposed administrative amendments be approved the revised format of the Council agenda will reflect the following:

COUNCIL Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
- ~~9. Business Arising~~
10. Reports Requiring Action
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
13. Reports for Information
14. Committee of the Whole
15. Information Items
16. Notice of Motions
17. Rise and Report regarding County Council and External Boards
18. Announcements/Statement by Councillors
- ~~18. Question of clarity (from the public on outcome of agenda items)~~
19. Closed Session (if requested)
20. Confirmatory By-law
21. Adjournment

As previously outlined in the Report, Committee of the Whole meetings can be scheduled as necessary. The following amendments to the format of the Committee of the Whole agenda have been proposed to ensure consistency with the proposed Council agenda:

Proposed Amendment:	Rationale:
Add "8. Briefings"	Process clarity; as outlined in the Report.
Delete "10. Rise and Report regarding County Council and External Boards"	Process clarity; agenda item now included on Council agenda.

Delete "14. Questions of clarity"	Process Effectiveness; agenda to include note advising residents to contact Clerk's Department with procedural questions.
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Should the proposed administrative amendments be approved the revised format of the Committee of the Whole agenda will reflect the following:

COMMITTEE OF THE WHOLE Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Reports Requiring Direction
10. Reports for Information
- ~~10. Rise and Report regarding County Council and External Boards~~
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
- ~~14. Question of clarity (from the public on outcome of agenda items)~~
14. Closed Session {if requested}
15. Adjournment

Consideration of Amendment to Meeting Start Time

Township of South Frontenac, Council and Committee of the Whole meetings routinely begin at 7:00 p.m. Staff are requesting that Council confirm whether meetings are to continue to start at 7:00 p.m. or whether there is desire to give consideration to commencing meetings earlier at 6:00 p.m. or 6:30 p.m. These proposed times are based on an email sent to Council seeking their preliminary feedback on meeting start times for Council and Committee of the Whole.

Next Steps:

As per [By-law 2016-73](#), A By-Law to Prescribe The Form And Manner And Times For The Provision Of Notice, staff are requesting that Council direct staff to provide notice in order for Council to hold a public meeting regarding the proposed amendments to the Council Procedure By-law on May 16, 2023.

Financial Implications

Staff are recommending that Council remuneration be increased by 750.00 should regularly scheduled Committee of the Whole meetings be replaced by the Council meetings on the second Tuesday of each month (with the exception of July and August).

Relationship to Strategic Plans

- ☒ Not applicable to this report.
- ☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Choose an item.

Climate Considerations

- ☒ Not applicable to this report.

Notice/Consultation

- Louise Fragnito, Chief Administrative Officer
- Michelle Hannah, Deputy Clerk
- Christine Woods, Senior Planner
- Brad Wright, Director, Development Services

Attachments

Exhibit A – Draft By-law 2023-XX - A By-Law to Amend By-Law 2017-76, As Amended, 'A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings'.

Approvals

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

SCHEDULE "A" TO BY-LAW 2017-76, As Amended

1 - DEFINITIONS

Listed below are definitions of common procedural terms:

- a) **AGENDA** and Orders of the Day are synonymous.
- b) **AMENDMENT** means a change in the form of a Motion. An amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.
- c) **CLERK** means the Clerk or the Deputy Clerk acting In the Clerk's absence or in the absence of both the Clerk and the Deputy Clerk, another person appointed by Council resolution.
- d) **CLOSED SESSION** means a meeting or a part of a meeting of Council or a Committee which is closed to the public. All meetings shall be open to the public except as provided for in the Municipal Act, 2001, Ch. 25, Section 239.
- e) **COMMITTEE** means any advisory or other committee, subcommittee or similar entity of Council.
- f) **COMMITTEE CHAIR** is the person presiding at meetings of Committees of Council. Elected by the Committee from its members and may be removed only by vote of a majority of the Committee.
- g) **COMMITTEE OF THE WHOLE** means Council sitting in Committee.
- h) **COUNCIL** means the Council of The Corporation of the Township of South Frontenac.
- i) **HOLIDAY** means A Holiday with Pay (Or Statutory Holiday) as identified in the current C. U. P.E., Local 4336, Collective Agreement.
- j) **IN-CAMERA SESSION** shall have the same meaning as closed session (see item #d)
- k) **MEETING** means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.
- l) **MEMBER** means a member of Council and a member of a Committee;
- m) **MINUTES** In strict accordance with the Municipal Act, 2001, Ch. 25, Sect 228, record, without note or comment, of all resolutions, decisions and other proceedings of Council;
- n) **MOTION** and resolution shall be considered synonymous and will include an original motion or an amendment to a motion;

- o) **POINT OF ORDER** The purpose of raising a point of order is to bring to the attention of the presiding officer that a rule has been broken or an error in procedure has been made as follows:
 - i) Breaches of the rules of order of Council;
 - ii) Difficulty in continuation of the meeting;
 - iii) Improper, offensive or abusive language;
 - iv) Notice that the discussion is outside the scope of the motion or the notice of motion;
 - v) Irregularities in the proceedings.
- p) **PRESIDING OFFICER** is the Mayor or in his/her absence, Deputy Mayor or in his/her absence the acting head of Council who presides at meetings of Council or the Chair of a Committee meeting;
- q) **QUORUM** means a majority of the whole number of members required to constitute Council or a Committee.
- r) **QUESTION** means that the vote now be taken.
- s) **RECORDED VOTE** means the calling for the yeas and nays of all members of Council by any member of Council and the yeas and nays of each individual member of Council shall be so noted in the minutes.
- t) **RULES OF ORDER** The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- u) **WEBSITE** means the Official Website of the Corporation of the Township of South Frontenac - www.southfrontenac.net
- v) **DELEGATION** means an address to Council made at the request of a person wishing to speak.
- w) **BRIEFING** means a verbal update to Council or the Committee of the Whole by Township Staff or consultants to the Township or someone with expertise who has been invited by Council or the Committee of the Whole.

2-MEETINGS

- a) **MEETING LOCATION** - All meetings of Council shall be held at the municipal complex, 4432 George Street, Sydenham, Ontario, unless otherwise stipulated in a resolution of Council
- b) **RULES OF ORDER** - The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- c) **SEATING** - During a meeting no person is permitted to come within the enclosure formed by the members' chairs or to address Council unless that person:
 - Is a member of Council
 - Is the CAO, the Clerk or Recording Secretary
 - Has been given permission from the Presiding Officer
- d) **CHAIR** - The presiding officer of the Council shall be the Mayor. In his or her absence the Deputy Mayor shall preside. The Deputy Mayor will have the powers and duties of the Mayor when performing in that capacity. If neither the Mayor nor the Deputy Mayor is present to open the meeting, the Council shall elect a presiding officer.

- e) **CONVENING MEETINGS** -The inaugural meeting of Council shall be held on the first Tuesday, at 7:00 p.m., following commencement of the term of office as defined by the Municipal Elections Act, but shall not be later than 31 days after Council term commences.

Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first, **second** and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.

Should Council be scheduled for a closed session, the Clerk shall establish a start time that reflects the nature of the agenda. Council would then return to open session at 7:00 p.m.

Council will not meet on a statutory holiday nor will it meet between Christmas and New Years.

Should a Council meeting conflict with any committee meeting, such committee meeting shall be rescheduled after consultation with the Committee Chair.

The Clerk will advertise any meeting date changes caused by this policy.

Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution.

f) **NOTICE REQUIREMENTS**

Notice to Members of Council and Staff

The Clerk, Deputy Clerk or Secretary Treasurer will give notice of all Council and advisory or legislated committee meetings to members of Council and to all Department Heads. The notice will be accompanied by an agenda and any other matter to be addressed at the meeting.

(As Amended by By-law 2023-05 passed January 31, 2023)

The Clerk will send the notice by posting the agenda to AgendaNotes. In the event of a system problem notice may be sent by alternate means including; delivery, facsimile, electronic mail to the residence or place of business of each member or by telephone alert. Generally members will receive notice at least three days before the day of meeting. However failure to receive the notice will not affect the meeting itself, including the timing of or any actions taken there at.

Notice to the Public

The Clerk shall give notice to the public of all regular Council and Committee meetings by posting a schedule of meeting dates on the Township's official web site at the beginning of each calendar year. The agenda shall be posted on the website and in the office on the Friday preceding the date of the meeting.

The Clerk shall give notice to the public of all special meetings of Council by posting a notice on the Township's website as soon as possible after the date of the special meeting has been confirmed.

- g) **SPECIAL MEETINGS** -A special meeting may be called under the following circumstances:

- The Mayor may at any time summon a special meeting.
- An advisory or legislated committee chair may at any time summon a special meeting upon receiving permission from the Clerk;

- Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition. Notice may be given by telephone, e-mail or facsimile transmission or posting to Agenda Notes.

The agenda for a special meeting will be prepared by the Clerk, Deputy Clerk or Secretary Treasurer in consultation with the Mayor or committee chair and will be approved at the meeting. Delegations may be scheduled by the Clerk or Deputy Clerk to be heard by Council or committee during a special meeting as appropriate. Closed session (if requested) will be a standing item on every special meeting agenda.

If there is no by-law or petition fixing the place of a special meeting, that meeting shall be held at the place where the last regular meeting was held.

(As Amended by By-law 2023-05 passed January 31, 2023)

- h) **CLOSED SESSION** - As per Subsection 239(2) of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- i) the security of property of the municipality
 - ii) personal matters about an identifiable individual, including municipal employees
 - iii) a proposed or pending acquisition or disposition of land by the municipality;
 - iv) labour relations or employee negotiations
 - v) litigation or potential litigation including matters before administrative tribunals affecting the municipality
 - vi) advice that is subject to solicitor client privilege including communications necessary for that purpose;
 - vii) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
 - viii) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
 - ix) 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
 - x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value; or
 - xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City or local board.
 - xii) if the meeting is held for the purpose of educating or training the members: and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council,
 - xiii) local board or committee;

A meeting shall be closed to the public if the subject matter relates to:

- a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by; the Ombudsman appointed

under the Ombudsman Act, an Ombudsman appointed by Council, or the Closed Meeting Investigator appointed by Council.

Prior to holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution the fact that a closed meeting is being held and the general nature of the matter to be considered at the closed meeting.

A meeting may only be closed to the public during a vote, if:

- the subject matter is as defined above; and
- the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality

Other policies regarding closed sessions Include:

- i) All information, documentation or deliberations received, reviewed or taken into a closed meeting is confidential.
- ii) The response of Members to enquiries about any matter dealt with by Council or a Committee of Council at a closed meeting, prior to it being reported publicly, shall be "no comment", or words to that effect. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than members of Council or relevant senior staff members included in the Closed Session.
- iii) Any violation of this regulation may result in exclusion of the offending Member from future closed meetings of Council or a Committee of Council and that Member no longer being provided with correspondence, material or information proposed to be dealt with by Council at a closed meeting.
- iv) The determination of whether or not a violation of the closed meeting provision of this By-law and the length of the exclusion from closed meetings if so determined, shall be made by Council, and Council in Closed Session shall consider the issue. Prior to this determination by Council, the offending Member shall have the allegation explained to him/her, and he/she shall have the opportunity to provide his/her explanation regarding the matter. The results of Council's deliberations shall be reported publicly.
- v) Despite clause (iv), the Member affected shall not be permitted to vote on a motion respecting his/her purported violation of the closed meeting provision of the procedural by-law, his or her exclusion from closed meetings, or the length of any such exclusion.
- vi) The release of any information about any matters dealt with by Council at a closed meeting shall be by the Mayor or his delegate only. Once the Mayor or his delegate has released the information, it shall be considered to be public information and a Member may discuss the matter without being considered to be in violation of this By-law.
- vii) Agendas, minutes or any items thereon for consideration by Council at a closed meeting shall not be released to the public.

- i} **COMMITTEE OF THE WHOLE COUNCIL** - Committee of the Whole Council meetings will be held ~~at the Call of the Mayor or Clerk on the 2nd Tuesday of each month~~, as required, ~~except during July and August~~, and shall follow similar rules of

procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate, direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall not be binding on Council.

Committee of the Whole meetings of Council shall be open to the public except as otherwise provided by The Municipal Act. (See Closed Session Section).

3-AGENDAS

- a) **REGULAR MEETINGS** - The Clerk will prepare an agenda for the use of members at regular meetings. The Agenda shall be posted in the Municipal Building, Sydenham and delivered to each member of Council by posting to AgendaNotes not less than two days (48 hours) prior to the meeting date.

The Clerk will attach copies of all relevant correspondence to the agenda package for Council information. All items of business for the agenda will be received by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

The business of each meeting follows the order in which it stands on the agenda. The agenda for a meeting may only be amended at that meeting by a motion supported by a majority of the members present. Any undisposed matters will be placed on the agenda for the next meeting.

COUNCIL Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
- ~~9. Business Arising~~
10. Reports Requiring Action
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
13. Reports for Information
14. Committee of the Whole
15. Information Items
16. Notice of Motions
17. Rise and Report regarding County Council and External Boards
18. Announcements/Statement by Councillors
- ~~18. Question of clarity (from the public on outcome of agenda items)~~
19. Closed Session (if requested)
20. Confirmatory By-law
21. Adjournment

COMMITTEE OF THE WHOLE Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Reports Requiring Direction
10. Reports for Information
- ~~10. Rise and Report regarding County Council and External Boards~~
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
- ~~14. Question of clarity (from the public on outcome of agenda items)~~

14. Closed Session **{if requested}**

15. Adjournment

During July and August a blended meeting agenda will be used incorporating both delegations and public meetings.

b) DELEGATIONS

- i. Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting or Committee of the Whole Meeting at which such person desires to be heard
- ii. In order to be scheduled as a delegation before Council or the Committee of the Whole, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the meeting
- iii. The Clerk, in consultation with the Mayor, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda
- iv. Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances
- v. Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk
- vi. Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Mayor
- vii. A maximum of three (3) delegations may address Council per Meeting
- viii. The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution
- ix. Members may only address a Delegation to ask a maximum of two (2) questions for clarification and shall not express opinions or enter into debate or discussion with a Delegation
- x. Members shall not pose questions to staff during a Delegation
- xi. All delegates shall address the Mayor, shall state their name and whom they represent
- xii. No delegate shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Mayor or Council
- xiii. The Mayor may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw
- xiv. No Delegations shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) an application submitted under the *Planning Act*; (c) a Notice of Motion; (d) litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; (e) tenders, requests for proposals or other

procurement issues; (f) any matter that is not within the jurisdiction of Council or the Committee of the Whole, as determined by the Mayor in consultation with the Clerk; and (g) any matter that is properly the subject of a Closed Session

c) **PUBLIC INPUT RELATED TO PLANNING MATTERS**

- i. During a statutory public meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to 10 minutes and will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

~~Council will be given sufficient time to consider public input and as such any corresponding Bylaw will not be passed until the next Council meeting.~~

Council will not make a decision or pass a corresponding by-law until a subsequent Council meeting to provide Council sufficient time to consider public input and any additional information required of the applicant.

- ii. Notwithstanding Section 3. c. Clause i., Council may pass a by-law during the Council meeting in which the statutory public meeting was held, if the planning matter is deemed to be technical in nature and no concerns were raised prior to or during the public meeting. It being understood that the public meeting report would articulate that staff are proposing that the application be considered via the streamlined process.

d) **BRIEFINGS**

Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda.

4 - QUORUM and PRESIDING OFFICER

- a) **REGULAR MEETINGS** -As soon as there is a quorum after the hour fixed for the meeting, the Presiding Officer will assume the role as Chair and call the members to order. The Clerk will then take note of attendance.
- b) **TIME LIMIT** - The time limit for a quorum is 30 minutes after the time appointed for the meeting. If no quorum is present after 30 minutes, the Council or Committee will stand adjourned until the next regular day of meeting or until a special meeting is called. The special meeting will deal with the matters intended to be addressed at the adjourned meeting. The Clerk will record the names of the members present at the expiration of the time limit and append this record to the next agenda.

Physical attendance by members of Council is required at Council and Committee meetings in order to participate; no means of electronic participation is permitted.

- c) **PRESIDING OFFICER** - The Presiding Officer shall oversee the conduct of the meeting including:
 - i) Call the meeting to order
 - ii) Introduce the items listed on the Agenda in the order presented unless otherwise determined by Council
 - iii) Call on the CAO or Department Head to address questions from Council or provide additional information should it have become available since the report was written.
 - iv) Call on the Clerk to read the motion or by-law as requested by the Presiding Officer
 - v) Designate the Council Member or Staff Member as to who has the floor to speak
 - vi) To put to a vote all questions which are properly moved and seconded and after full discussion has been provided, and announce the results of the vote

- vii) Ensure the preservation of good order and decorum
- viii) Ruling on points of order and privilege
- ix) Deciding all questions relating to the orderly procedure of the meeting subject to an appeal by any member of Council from any ruling of the Presiding Officer

The Presiding Officer may expel any person for improper conduct at a meeting.

At Committee of the Whole or Council the Presiding Officer may state his or her position on any matter before Council following the discussion by other members of Council. This will not require the Presiding Officer to relinquish the chair.

The Presiding Officer will vacate the chair prior to; make a motion or serve a notice of motion. If making a motion, the presiding officer shall remain out of the chair during the debate and vote on the subject.

- d) **VACANCIES** - If the office of a member of council becomes vacant under section 259 of the Municipal Act, the Council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings.

Rules pertaining to vacancies shall not apply to a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

If a vacancy occurs in the office of a member of council, the municipality shall, subject to the Municipal Act,

- fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- require a by-election to be held to fill the vacancy

5-CONDUCT

- a) **SPEAKING** - Each member must be recognized by the Presiding Officer before speaking on any matter or motion. A member may not speak more than once on a matter without leave of the Presiding Officer, except:
- In explanation of a material part of the speech which may have been misunderstood; or
 - In reply after everyone else wishing to speak has spoken

Generally no member may speak to the same matter or in reply for longer than 5 minutes.

Through the Presiding Officer, a member may ask for an explanation of any part of the previous speaker's remarks. A member may also, through the Presiding Officer, ask questions to obtain information relating to the report or minutes presented to Council or any clause contained therein. However this must be done prior to the commencement of the debate on the report, minute or clause.

Following the reading of a motion and during debate, all questions to staff are to be addressed through the Presiding Officer.

- b) **CONDUCT** - Members shall not:
- i) Speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General or a Lieutenant-Governor;
 - ii) Use offensive words or unparliamentarily language in Council;
 - iii) Disobey the rules of the Council or decision of the Presiding Officer or of Council on questions of order or practice;
 - iv) Leave his or her seat or make any noise or disturbance while a vote is

- being taken and the result is declared;
- v) Enter the Council Chamber while a vote is being taken;
- vi) Interrupt a member while speaking, except to raise a point of order;
- vii) Pass between a member who is speaking and the Chair.
- viii) Engage in private conversation while in the Council Meeting or use electronic/mobile devices in a manner which interrupts the proceeding of the Council, or attempts to coordinate voting.
- ix)
- c) **DRESS CODE** - Each member of Council is personally accountable for presenting themselves in a professional manner at all Council meeting.
- d) **DECLARATIONS OF CONFLICT OF INTEREST**- Members shall at all times conduct themselves in accordance with the requirements of the Municipal Conflict of Interest Act, including any subsequent amendments, revisions and regulations thereto.

All declarations and disclosures made in accordance with the Act shall be made in writing by the member in accordance with the Act, and a copy shall be submitted to the Clerk.

If, after making such a declaration, the member determines that he/she does not have a Conflict of Interest, then a public statement to that effect shall be made by the member. Such public statement may be in the same form and substance as the original declaration.

- e) **DISCIPLINARY ACTION** - It is not the intention of discipline in a meeting to punish a member but to change the behavior of the member. If a member commits a breach of conduct, the escalation of remedies is as follows:
 - The Presiding Officer requests that the member refrain from breaking the rules and specifies the infraction or rule being broken.
 - If this fails, the Presiding Officer provides a sterner warning by calling the member to order.
 - If, after this instruction, the member continues with the action or refuses to be seated the Presiding Officer may, if the breach of conduct is serious enough, request that the offending member to apologize or failing an apology to be expelled from the meeting.

If expulsion from the meeting is ordered, the Presiding Officer may establish and appoint individuals to escort the member from the meeting room. If the member refuses to leave, the appropriate civil authorities should be called.

- f) **EARLY DEPARTURE FROM MEETINGS** - A member who wishes to leave a meeting prior to the adjournment must so advise the Presiding Officer. The recording officer will note the member's time of departure.
- g) **NOTICE OF ABSENCE FROM MEETING** - If a member cannot be in attendance at a meeting, they should notify the Clerk or the Deputy Clerk of their absence at their earliest opportunity.
- h) **CHAIN OF OFFICE** - The Mayor shall wear or display the Chain of Office at each Council meeting. The Mayor may at his or her discretion wear the Chain of Office on ceremonial occasions.
- i) **CONDUCT OF PUBLIC AND MEDIA**
 - Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Council Meetings. These devices may not be used in such a way as to obstruct the proceedings

of the Meeting.

- Members of the public who constitute the audience at a Meeting, shall not:
 - Address Council or Committee without permission;
 - Applaud, shout, boo, hiss or otherwise express their pleasure or displeasure with the proceedings in such a manner as to interfere with the meeting
 - Bring signage, placards or banners into such Meetings or engage in any activity or behavior that would affect the Council deliberations

6-MOTIONS

- a) **NOTICE OF MOTION** - Notice of motions will preferably be received during the scheduled time as allocated under Section 2.0 (a), however the Clerk may receive a notice of motion at any time during a Council meeting. A notice of motion will become part of the agenda for the subsequent Council meeting unless otherwise approved by Council. A notice of motion requires a seconder only at the time of debate.

If a motion is not moved and seconded on the day and at the meeting for which notice was given, it cannot be moved at any subsequent meeting without notice being given on the agenda for that meeting.

- b) **GENERAL** - Every motion, once presented to the Presiding Officer, becomes the property of Council. The presiding officer may call on the Clerk to read the motion. A member can withdraw a motion only with the consent of the majority of Council. Motions shall be debated in the order of presentation to the Presiding Officer.

Any member may request that the Clerk read the motion under discussion at any time during the debate, except when another member is speaking. Any member may request separation of a motion. Each section of the motion will be voted on separately.

When a matter is under debate, no motions can be made other than a motion:

- To refer / defer
- To amend
- To adjourn the meeting
- To vote on the matter

- c) **REFER/DEFER** - A motion to refer or defer takes precedence over any motion or amendment, except a motion to adjourn. A motion to refer requires direction as to the body to which it is being referred. A motion to defer must include a reason for deferral. Neither motion is debatable.
- d) **VOTING** - When a member makes a motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the members agree to put a motion to a vote, the motion and any amendments thereto will be submitted to a vote immediately without further notice.

No members may speak or present another motion once the Presiding Officer commences the vote on that motion. Each member present at a Council meeting will vote when the vote is taken on a matter, unless prohibited from so doing by statute. Any member who is present but refuses to vote or abstains to vote, their vote will be deemed to be a vote in the negative.

A recorded vote on a motion before Council may be requested at any time by any Council member before the vote is taken or after the vote has been taken unless Council has commenced discussion on a new matter on the agenda. When a member requests a recorded vote, all members will vote in alphabetical order of Council finishing with the Mayor, when polled by the Clerk. The Clerk will note the names of those who voted for and against in the minutes, and will announce the results.

If a member disagrees with the results of the vote, he or she may object to the declaration and ask that the Clerk retake the vote. An objection to any resolution shall not be recorded unless a recorded vote is requested.

- e) **AMENDMENT** - A member may present only one amendment to the main motion at a time. Another amendment may be introduced only after the previous one has been disposed of. An amendment that has been seconded may not be withdrawn and must be dealt with.
- f) **NEW MATTER -A** member may not introduce a new matter without notice, unless Council without debate dispenses with the notice requirements by two thirds vote.
- g) **RECONSIDERATION** - A member who voted with the prevailing side may move for reconsideration at the **same meeting** as follows:

If the motion to reconsider receives a seconder, the motion for reconsideration shall be open to debate and voted upon. The motion will require the votes of two thirds of members present to pass.

If adopted, the motion to reconsider temporarily nullifies the previous decision. The main motion originally voted on is again pending. The motion may now be amended or considered as moved and voted upon.

Example:

- 1. Original Motion -> Vote
- 2. Motion to Reconsider-> Vote
- 3. Reconsideration of main motion (it may now be amended)-> Vote

If a member who voted on the prevailing side presents a motion for reconsideration at **a subsequent meeting**, the motion must be preceded by a notice of motion. At the subsequent meeting, the motion to reconsider follows the same process, as noted above. It will require a two thirds majority vote of the members present to carry.

Example:	Meeting #1	Vote on original motion
	Meeting #2	Notice of Motion to be received
	Meeting #3	Motion to Reconsider to be voted on
	Meeting #3	Matter for Reconsideration to be voted on

No matter may be reconsidered more than once in a twelve-month period.

A notice of motion for reconsideration will not stop or delay action on the decided matter unless Council agrees otherwise. In this case. Council must approve the injunction by a two-thirds majority vote of the members present.

If Council approves a motion to reconsider, the reconsideration will become the next order of business, unless the motion calls for a future definite date. Debate on the matter shall proceed as though it had not been previously voted upon. The debate must be confined to reasons for or against reconsideration only.

- h) **ADJOURNMENT** - A motion to adjourn a meeting will be in order except:
- When a member is in possession of the floor.
 - When it has been decided that the vote now be taken.
 - During the taking of a vote.
 - If determined in the negative the vote shall not be taken again until some intermediate proceedings have been taken by Council.

Members may not leave their places on adjournment until the Presiding Officer vacates the role as Chair.

Council will adjourn at 10:00 p.m. if in session at that hour, unless determined otherwise by a majority vote of the members present.

- i) **BYLAWS** -The agenda may contain a summary of the contents of each bylaw. If a majority of Council requests, the Clerk will read the by-law in its entirety.

All by-laws must be passed in meetings that are open to the public.

A Confirmatory By-law, to confirm the proceedings of Council during the meeting, will be placed before Council each meeting.

- j) **SUSPENSION OF THE RULES** - Any Member may request that the rules of procedure be temporarily suspended. An example of a motion to suspend the rules would be to extend the meeting past 10:00 p.m.

- k) **ULTRA VIRES** - No motion shall be put on a matter which is Ultra Vires the jurisdiction of Council

- l) **CHANGES TO COUNCIL COMPOSITION** - Where Council wishes to consider changes to the composition of council:
- 5 votes shall be required to support the change,
 - At least one Councillor from each district shall support the change,
 - There shall be widespread consultation with voters before any proposal is adopted including at least one public meeting in advance of day of the meeting where the resolution is decided. Normal municipal procedures for public notice shall apply.

7 – COMMITTEES

- a) **APPLICATION OF THIS BY-LAW TO COMMITTEES** - The rules governing the procedures of Council and the conduct of Members as set out in this By-Law shall be observed in all Committees in so far as they are applicable or as otherwise provided for in the Committee By-Law.
- b) **EXTERNAL COMMITTEES/BOARDS** - Council may from time to time appoint, by resolution, individuals to external committees or boards. The term of office for community members shall be two terms, the length of which will be decided by Council. Terms are to be staggered such that there is always a productive mix of experienced and new volunteer members.
- c) **QUORUM** - A quorum shall be a majority of those appointed to a Committee by Council. A majority is more than half of the total number of those appointed to the Committee.
- d) **COMMENCEMENT OF MEETINGS** - If a Committee Chair or Committee Vice-Chair is not present within fifteen minutes from the time of the opening of the Committee meeting, the members present will elect another member of the Committee to preside. That member will discharge the duties of the Presiding Officer for that meeting, or until the arrival of the Committee Chair or Vice-Chair.

- e) **VOTING** - Any member, including the Committee Chair, may propose or second a motion. When the Committee Chair proposes a motion, he or she must vacate the chair to the Vice-Chair of the Committee during the debate on the motion and resume the chair following the vote. All members will vote on all motions except when disqualified by reasons of pecuniary interest or otherwise.
- f) **DUTIES** - Council may discharge from responsibility any Committee, which refuses or neglects to give due consideration to any matter before it. Council may then allot such responsibility to another Committee.
- g) **CLERK, DEPUTY CLERK OR SECRETARY TREASURER TO PRESIDE AT FIRST MEETING** - The Clerk, Deputy Clerk or Secretary Treasurer shall preside at the first Meeting of each Committee or Board in each calendar year for the purpose of electing the Chair of that Committee. Upon election, the Chair shall preside at the Meeting.

SCHEDULE "A" TO BY-LAW 2017-76, As Amended

1 - DEFINITIONS

Listed below are definitions of common procedural terms:

- a) **AGENDA** and Orders of the Day are synonymous.
- b) **AMENDMENT** means a change in the form of a Motion. An amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.
- c) **CLERK** means the Clerk or the Deputy Clerk acting In the Clerk's absence or in the absence of both the Clerk and the Deputy Clerk, another person appointed by Council resolution.
- d) **CLOSED SESSION** means a meeting or a part of a meeting of Council or a Committee which is closed to the public. All meetings shall be open to the public except as provided for in the Municipal Act, 2001, Ch. 25, Section 239.
- e) **COMMITTEE** means any advisory or other committee, subcommittee or similar entity of Council.
- f) **COMMITTEE CHAIR** is the person presiding at meetings of Committees of Council. Elected by the Committee from its members and may be removed only by vote of a majority of the Committee.
- g) **COMMITTEE OF THE WHOLE** means Council sitting in Committee.
- h) **COUNCIL** means the Council of The Corporation of the Township of South Frontenac.
- i) **HOLIDAY** means A Holiday with Pay (Or Statutory Holiday) as identified in the current C. U. P.E., Local 4336, Collective Agreement.
- j) **IN-CAMERA SESSION** shall have the same meaning as closed session (see item #d)
- k) **MEETING** means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.
- l) **MEMBER** means a member of Council and a member of a Committee;
- m) **MINUTES** In strict accordance with the Municipal Act, 2001, Ch. 25, Sect 228, record, without note or comment, of all resolutions, decisions and other proceedings of Council;
- n) **MOTION** and resolution shall be considered synonymous and will include an original motion or an amendment to a motion;

- o) **POINT OF ORDER** The purpose of raising a point of order is to bring to the attention of the presiding officer that a rule has been broken or an error in procedure has been made as follows:
 - i) Breaches of the rules of order of Council;
 - ii) Difficulty in continuation of the meeting;
 - iii) Improper, offensive or abusive language;
 - iv) Notice that the discussion is outside the scope of the motion or the notice of motion;
 - v) Irregularities in the proceedings.
- p) **PRESIDING OFFICER** is the Mayor or in his/her absence, Deputy Mayor or in his/her absence the acting head of Council who presides at meetings of Council or the Chair of a Committee meeting;
- q) **QUORUM** means a majority of the whole number of members required to constitute Council or a Committee.
- r) **QUESTION** means that the vote now be taken.
- s) **RECORDED VOTE** means the calling for the yeas and nays of all members of Council by any member of Council and the yeas and nays of each individual member of Council shall be so noted in the minutes.
- t) **RULES OF ORDER** The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- u) **WEBSITE** means the Official Website of the Corporation of the Township of South Frontenac - www.southfrontenac.net
- v) **DELEGATION** means an address to Council made at the request of a person wishing to speak.
- w) **BRIEFING** means a verbal update to Council or the Committee of the Whole by Township Staff or consultants to the Township or someone with expertise who has been invited by Council or the Committee of the Whole.

2-MEETINGS

- a) **MEETING LOCATION** - All meetings of Council shall be held at the municipal complex, 4432 George Street, Sydenham, Ontario, unless otherwise stipulated in a resolution of Council
- b) **RULES OF ORDER** - The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- c) **SEATING** - During a meeting no person is permitted to come within the enclosure formed by the members' chairs or to address Council unless that person:
 - Is a member of Council
 - Is the CAO, the Clerk or Recording Secretary
 - Has been given permission from the Presiding Officer
- d) **CHAIR** - The presiding officer of the Council shall be the Mayor. In his or her absence the Deputy Mayor shall preside. The Deputy Mayor will have the powers and duties of the Mayor when performing in that capacity. If neither the Mayor nor the Deputy Mayor is present to open the meeting, the Council shall elect a presiding officer.

- e) **CONVENING MEETINGS** -The inaugural meeting of Council shall be held on the first Tuesday, at 7:00 p.m., following commencement of the term of office as defined by the Municipal Elections Act, but shall not be later than 31 days after Council term commences.

Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first, **second** and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.

Should Council be scheduled for a closed session, the Clerk shall establish a start time that reflects the nature of the agenda. Council would then return to open session at 7:00 p.m.

Council will not meet on a statutory holiday nor will it meet between Christmas and New Years.

Should a Council meeting conflict with any committee meeting, such committee meeting shall be rescheduled after consultation with the Committee Chair.

The Clerk will advertise any meeting date changes caused by this policy.

Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution.

f) **NOTICE REQUIREMENTS**

Notice to Members of Council and Staff

The Clerk, Deputy Clerk or Secretary Treasurer will give notice of all Council and advisory or legislated committee meetings to members of Council and to all Department Heads. The notice will be accompanied by an agenda and any other matter to be addressed at the meeting.

(As Amended by By-law 2023-05 passed January 31, 2023)

The Clerk will send the notice by posting the agenda to AgendaNotes. In the event of a system problem notice may be sent by alternate means including; delivery, facsimile, electronic mail to the residence or place of business of each member or by telephone alert. Generally members will receive notice at least three days before the day of meeting. However failure to receive the notice will not affect the meeting itself, including the timing of or any actions taken there at.

Notice to the Public

The Clerk shall give notice to the public of all regular Council and Committee meetings by posting a schedule of meeting dates on the Township's official web site at the beginning of each calendar year. The agenda shall be posted on the website and in the office on the Friday preceding the date of the meeting.

The Clerk shall give notice to the public of all special meetings of Council by posting a notice on the Township's website as soon as possible after the date of the special meeting has been confirmed.

- g) **SPECIAL MEETINGS** -A special meeting may be called under the following circumstances:

- The Mayor may at any time summon a special meeting.
- An advisory or legislated committee chair may at any time summon a special meeting upon receiving permission from the Clerk;

- Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition. Notice may be given by telephone, e-mail or facsimile transmission or posting to Agenda Notes.

The agenda for a special meeting will be prepared by the Clerk, Deputy Clerk or Secretary Treasurer in consultation with the Mayor or committee chair and will be approved at the meeting. Delegations may be scheduled by the Clerk or Deputy Clerk to be heard by Council or committee during a special meeting as appropriate. Closed session (if requested) will be a standing item on every special meeting agenda.

If there is no by-law or petition fixing the place of a special meeting, that meeting shall be held at the place where the last regular meeting was held.

(As Amended by By-law 2023-05 passed January 31, 2023)

- h) **CLOSED SESSION** - As per Subsection 239(2) of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- i) the security of property of the municipality
 - ii) personal matters about an identifiable individual, including municipal employees
 - iii) a proposed or pending acquisition or disposition of land by the municipality;
 - iv) labour relations or employee negotiations
 - v) litigation or potential litigation including matters before administrative tribunals affecting the municipality
 - vi) advice that is subject to solicitor client privilege including communications necessary for that purpose;
 - vii) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
 - viii) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
 - ix) 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
 - x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value; or
 - xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City or local board.
 - xii) if the meeting is held for the purpose of educating or training the members: and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council,
 - xiii) local board or committee;

A meeting shall be closed to the public if the subject matter relates to:

- a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by; the Ombudsman appointed

under the Ombudsman Act, an Ombudsman appointed by Council, or the Closed Meeting Investigator appointed by Council.

Prior to holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution the fact that a closed meeting is being held and the general nature of the matter to be considered at the closed meeting.

A meeting may only be closed to the public during a vote, if:

- the subject matter is as defined above; and
- the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality

Other policies regarding closed sessions Include:

- i) All information, documentation or deliberations received, reviewed or taken into a closed meeting is confidential.
- ii) The response of Members to enquiries about any matter dealt with by Council or a Committee of Council at a closed meeting, prior to it being reported publicly, shall be "no comment", or words to that effect. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than members of Council or relevant senior staff members included in the Closed Session.
- iii) Any violation of this regulation may result in exclusion of the offending Member from future closed meetings of Council or a Committee of Council and that Member no longer being provided with correspondence, material or information proposed to be dealt with by Council at a closed meeting.
- iv) The determination of whether or not a violation of the closed meeting provision of this By-law and the length of the exclusion from closed meetings if so determined, shall be made by Council, and Council in Closed Session shall consider the issue. Prior to this determination by Council, the offending Member shall have the allegation explained to him/her, and he/she shall have the opportunity to provide his/her explanation regarding the matter. The results of Council's deliberations shall be reported publicly.
- v) Despite clause (iv), the Member affected shall not be permitted to vote on a motion respecting his/her purported violation of the closed meeting provision of the procedural by-law, his or her exclusion from closed meetings, or the length of any such exclusion.
- vi) The release of any information about any matters dealt with by Council at a closed meeting shall be by the Mayor or his delegate only. Once the Mayor or his delegate has released the information, it shall be considered to be public information and a Member may discuss the matter without being considered to be in violation of this By-law.
- vii) Agendas, minutes or any items thereon for consideration by Council at a closed meeting shall not be released to the public.

- i} **COMMITTEE OF THE WHOLE COUNCIL** - Committee of the Whole Council meetings will be held ~~at the Call of the Mayor or Clerk on the 2nd Tuesday of each month~~, as required, ~~except during July and August~~, and shall follow similar rules of

procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate, direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall not be binding on Council.

Committee of the Whole meetings of Council shall be open to the public except as otherwise provided by The Municipal Act. (See Closed Session Section).

3-AGENDAS

- a) **REGULAR MEETINGS** - The Clerk will prepare an agenda for the use of members at regular meetings. The Agenda shall be posted in the Municipal Building, Sydenham and delivered to each member of Council by posting to AgendaNotes not less than two days (48 hours) prior to the meeting date.

The Clerk will attach copies of all relevant correspondence to the agenda package for Council information. All items of business for the agenda will be received by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

The business of each meeting follows the order in which it stands on the agenda. The agenda for a meeting may only be amended at that meeting by a motion supported by a majority of the members present. Any undisposed matters will be placed on the agenda for the next meeting.

COUNCIL Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
- ~~9. Business Arising~~
10. Reports Requiring Action
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
13. Reports for Information
14. Committee of the Whole
15. Information Items
16. Notice of Motions
17. Rise and Report regarding County Council and External Boards
18. Announcements/Statement by Councillors
- ~~18. Question of clarity (from the public on outcome of agenda items)~~
19. Closed Session (if requested)
20. Confirmatory By-law
21. Adjournment

COMMITTEE OF THE WHOLE Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Reports Requiring Direction
10. Reports for Information
- ~~10. Rise and Report regarding County Council and External Boards~~
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
- ~~14. Question of clarity (from the public on outcome of agenda items)~~

14. Closed Session **{if requested}**

15. Adjournment

During July and August a blended meeting agenda will be used incorporating both delegations and public meetings.

b) DELEGATIONS

- i. Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting or Committee of the Whole Meeting at which such person desires to be heard
- ii. In order to be scheduled as a delegation before Council or the Committee of the Whole, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the meeting
- iii. The Clerk, in consultation with the Mayor, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda
- iv. Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances
- v. Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk
- vi. Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Mayor
- vii. A maximum of three (3) delegations may address Council per Meeting
- viii. The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution
- ix. Members may only address a Delegation to ask a maximum of two (2) questions for clarification and shall not express opinions or enter into debate or discussion with a Delegation
- x. Members shall not pose questions to staff during a Delegation
- xi. All delegates shall address the Mayor, shall state their name and whom they represent
- xii. No delegate shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Mayor or Council
- xiii. The Mayor may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw
- xiv. No Delegations shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) an application submitted under the *Planning Act*; (c) a Notice of Motion; (d) litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; (e) tenders, requests for proposals or other

procurement issues; (f) any matter that is not within the jurisdiction of Council or the Committee of the Whole, as determined by the Mayor in consultation with the Clerk; and (g) any matter that is properly the subject of a Closed Session

c) **PUBLIC INPUT RELATED TO PLANNING MATTERS**

- i. During a statutory public meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to 10 minutes and will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

~~Council will be given sufficient time to consider public input and as such any corresponding Bylaw will not be passed until the next Council meeting.~~

Council will not make a decision or pass a corresponding by-law until a subsequent Council meeting to provide Council sufficient time to consider public input and any additional information required of the applicant.

- ii. Notwithstanding Section 3. c. Clause i., Council may pass a by-law during the Council meeting in which the statutory public meeting was held, if the planning matter is deemed to be technical in nature and no concerns were raised prior to or during the public meeting. It being understood that the public meeting report would articulate that staff are proposing that the application be considered via the streamlined process.

d) **BRIEFINGS**

Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda.

4 - QUORUM and PRESIDING OFFICER

- a) **REGULAR MEETINGS** -As soon as there is a quorum after the hour fixed for the meeting, the Presiding Officer will assume the role as Chair and call the members to order. The Clerk will then take note of attendance.
- b) **TIME LIMIT** - The time limit for a quorum is 30 minutes after the time appointed for the meeting. If no quorum is present after 30 minutes, the Council or Committee will stand adjourned until the next regular day of meeting or until a special meeting is called. The special meeting will deal with the matters intended to be addressed at the adjourned meeting. The Clerk will record the names of the members present at the expiration of the time limit and append this record to the next agenda.

Physical attendance by members of Council is required at Council and Committee meetings in order to participate; no means of electronic participation is permitted.

- c) **PRESIDING OFFICER** - The Presiding Officer shall oversee the conduct of the meeting including:
 - i) Call the meeting to order
 - ii) Introduce the items listed on the Agenda in the order presented unless otherwise determined by Council
 - iii) Call on the CAO or Department Head to address questions from Council or provide additional information should it have become available since the report was written.
 - iv) Call on the Clerk to read the motion or by-law as requested by the Presiding Officer
 - v) Designate the Council Member or Staff Member as to who has the floor to speak
 - vi) To put to a vote all questions which are properly moved and seconded and after full discussion has been provided, and announce the results of the vote

- vii) Ensure the preservation of good order and decorum
- viii) Ruling on points of order and privilege
- ix) Deciding all questions relating to the orderly procedure of the meeting subject to an appeal by any member of Council from any ruling of the Presiding Officer

The Presiding Officer may expel any person for improper conduct at a meeting.

At Committee of the Whole or Council the Presiding Officer may state his or her position on any matter before Council following the discussion by other members of Council. This will not require the Presiding Officer to relinquish the chair.

The Presiding Officer will vacate the chair prior to; make a motion or serve a notice of motion. If making a motion, the presiding officer shall remain out of the chair during the debate and vote on the subject.

- d) **VACANCIES** - If the office of a member of council becomes vacant under section 259 of the Municipal Act, the Council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings.

Rules pertaining to vacancies shall not apply to a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

If a vacancy occurs in the office of a member of council, the municipality shall, subject to the Municipal Act,

- fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- require a by-election to be held to fill the vacancy

5-CONDUCT

- a) **SPEAKING** - Each member must be recognized by the Presiding Officer before speaking on any matter or motion. A member may not speak more than once on a matter without leave of the Presiding Officer, except:
- In explanation of a material part of the speech which may have been misunderstood; or
 - In reply after everyone else wishing to speak has spoken

Generally no member may speak to the same matter or in reply for longer than 5 minutes.

Through the Presiding Officer, a member may ask for an explanation of any part of the previous speaker's remarks. A member may also, through the Presiding Officer, ask questions to obtain information relating to the report or minutes presented to Council or any clause contained therein. However this must be done prior to the commencement of the debate on the report, minute or clause.

Following the reading of a motion and during debate, all questions to staff are to be addressed through the Presiding Officer.

- b) **CONDUCT** - Members shall not:
- i) Speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General or a Lieutenant-Governor;
 - ii) Use offensive words or unparliamentarily language in Council;
 - iii) Disobey the rules of the Council or decision of the Presiding Officer or of Council on questions of order or practice;
 - iv) Leave his or her seat or make any noise or disturbance while a vote is

- being taken and the result is declared;
- v) Enter the Council Chamber while a vote is being taken;
- vi) Interrupt a member while speaking, except to raise a point of order;
- vii) Pass between a member who is speaking and the Chair.
- viii) Engage in private conversation while in the Council Meeting or use electronic/mobile devices in a manner which interrupts the proceeding of the Council, or attempts to coordinate voting.
- ix)
- c) **DRESS CODE** - Each member of Council is personally accountable for presenting themselves in a professional manner at all Council meeting.
- d) **DECLARATIONS OF CONFLICT OF INTEREST**- Members shall at all times conduct themselves in accordance with the requirements of the Municipal Conflict of Interest Act, including any subsequent amendments, revisions and regulations thereto.

All declarations and disclosures made in accordance with the Act shall be made in writing by the member in accordance with the Act, and a copy shall be submitted to the Clerk.

If, after making such a declaration, the member determines that he/she does not have a Conflict of Interest, then a public statement to that effect shall be made by the member. Such public statement may be in the same form and substance as the original declaration.

- e) **DISCIPLINARY ACTION** - It is not the intention of discipline in a meeting to punish a member but to change the behavior of the member. If a member commits a breach of conduct, the escalation of remedies is as follows:
 - The Presiding Officer requests that the member refrain from breaking the rules and specifies the infraction or rule being broken.
 - If this fails, the Presiding Officer provides a sterner warning by calling the member to order.
 - If, after this instruction, the member continues with the action or refuses to be seated the Presiding Officer may, if the breach of conduct is serious enough, request that the offending member to apologize or failing an apology to be expelled from the meeting.

If expulsion from the meeting is ordered, the Presiding Officer may establish and appoint individuals to escort the member from the meeting room. If the member refuses to leave, the appropriate civil authorities should be called.

- f) **EARLY DEPARTURE FROM MEETINGS** - A member who wishes to leave a meeting prior to the adjournment must so advise the Presiding Officer. The recording officer will note the member's time of departure.
- g) **NOTICE OF ABSENCE FROM MEETING** - If a member cannot be in attendance at a meeting, they should notify the Clerk or the Deputy Clerk of their absence at their earliest opportunity.
- h) **CHAIN OF OFFICE** - The Mayor shall wear or display the Chain of Office at each Council meeting. The Mayor may at his or her discretion wear the Chain of Office on ceremonial occasions.
- i) **CONDUCT OF PUBLIC AND MEDIA**
 - Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Council Meetings. These devices may not be used in such a way as to obstruct the proceedings

of the Meeting.

- Members of the public who constitute the audience at a Meeting, shall not:
 - Address Council or Committee without permission;
 - Applaud, shout, boo, hiss or otherwise express their pleasure or displeasure with the proceedings in such a manner as to interfere with the meeting
 - Bring signage, placards or banners into such Meetings or engage in any activity or behavior that would affect the Council deliberations

6-MOTIONS

- a) **NOTICE OF MOTION** - Notice of motions will preferably be received during the scheduled time as allocated under Section 2.0 (a), however the Clerk may receive a notice of motion at any time during a Council meeting. A notice of motion will become part of the agenda for the subsequent Council meeting unless otherwise approved by Council. A notice of motion requires a seconder only at the time of debate.

If a motion is not moved and seconded on the day and at the meeting for which notice was given, it cannot be moved at any subsequent meeting without notice being given on the agenda for that meeting.

- b) **GENERAL** - Every motion, once presented to the Presiding Officer, becomes the property of Council. The presiding officer may call on the Clerk to read the motion. A member can withdraw a motion only with the consent of the majority of Council. Motions shall be debated in the order of presentation to the Presiding Officer.

Any member may request that the Clerk read the motion under discussion at any time during the debate, except when another member is speaking. Any member may request separation of a motion. Each section of the motion will be voted on separately.

When a matter is under debate, no motions can be made other than a motion:

- To refer / defer
- To amend
- To adjourn the meeting
- To vote on the matter

- c) **REFER/DEFER** - A motion to refer or defer takes precedence over any motion or amendment, except a motion to adjourn. A motion to refer requires direction as to the body to which it is being referred. A motion to defer must include a reason for deferral. Neither motion is debatable.
- d) **VOTING** - When a member makes a motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the members agree to put a motion to a vote, the motion and any amendments thereto will be submitted to a vote immediately without further notice.

No members may speak or present another motion once the Presiding Officer commences the vote on that motion. Each member present at a Council meeting will vote when the vote is taken on a matter, unless prohibited from so doing by statute. Any member who is present but refuses to vote or abstains to vote, their vote will be deemed to be a vote in the negative.

A recorded vote on a motion before Council may be requested at any time by any Council member before the vote is taken or after the vote has been taken unless Council has commenced discussion on a new matter on the agenda. When a member requests a recorded vote, all members will vote in alphabetical order of Council finishing with the Mayor, when polled by the Clerk. The Clerk will note the names of those who voted for and against in the minutes, and will announce the results.

If a member disagrees with the results of the vote, he or she may object to the declaration and ask that the Clerk retake the vote. An objection to any resolution shall not be recorded unless a recorded vote is requested.

- e) **AMENDMENT** - A member may present only one amendment to the main motion at a time. Another amendment may be introduced only after the previous one has been disposed of. An amendment that has been seconded may not be withdrawn and must be dealt with.
- f) **NEW MATTER -A** member may not introduce a new matter without notice, unless Council without debate dispenses with the notice requirements by two thirds vote.
- g) **RECONSIDERATION** - A member who voted with the prevailing side may move for reconsideration at the **same meeting** as follows:

If the motion to reconsider receives a seconder, the motion for reconsideration shall be open to debate and voted upon. The motion will require the votes of two thirds of members present to pass.

If adopted, the motion to reconsider temporarily nullifies the previous decision. The main motion originally voted on is again pending. The motion may now be amended or considered as moved and voted upon.

Example:

- 1. Original Motion -> Vote
- 2. Motion to Reconsider-> Vote
- 3. Reconsideration of main motion (it may now be amended)-> Vote

If a member who voted on the prevailing side presents a motion for reconsideration at **a subsequent meeting**, the motion must be preceded by a notice of motion. At the subsequent meeting, the motion to reconsider follows the same process, as noted above. It will require a two thirds majority vote of the members present to carry.

Example:	Meeting #1	Vote on original motion
	Meeting #2	Notice of Motion to be received
	Meeting #3	Motion to Reconsider to be voted on
	Meeting #3	Matter for Reconsideration to be voted on

No matter may be reconsidered more than once in a twelve-month period.

A notice of motion for reconsideration will not stop or delay action on the decided matter unless Council agrees otherwise. In this case. Council must approve the injunction by a two-thirds majority vote of the members present.

If Council approves a motion to reconsider, the reconsideration will become the next order of business, unless the motion calls for a future definite date. Debate on the matter shall proceed as though it had not been previously voted upon. The debate must be confined to reasons for or against reconsideration only.

- h) **ADJOURNMENT** - A motion to adjourn a meeting will be in order except:
- When a member is in possession of the floor.
 - When it has been decided that the vote now be taken.
 - During the taking of a vote.
 - If determined in the negative the vote shall not be taken again until some intermediate proceedings have been taken by Council.

Members may not leave their places on adjournment until the Presiding Officer vacates the role as Chair.

Council will adjourn at 10:00 p.m. if in session at that hour, unless determined otherwise by a majority vote of the members present.

- i) **BYLAWS** -The agenda may contain a summary of the contents of each bylaw. If a majority of Council requests, the Clerk will read the by-law in its entirety.

All by-laws must be passed in meetings that are open to the public.

A Confirmatory By-law, to confirm the proceedings of Council during the meeting, will be placed before Council each meeting.

- j) **SUSPENSION OF THE RULES** - Any Member may request that the rules of procedure be temporarily suspended. An example of a motion to suspend the rules would be to extend the meeting past 10:00 p.m.

- k) **ULTRA VIRES** - No motion shall be put on a matter which is Ultra Vires the jurisdiction of Council

- l) **CHANGES TO COUNCIL COMPOSITION** - Where Council wishes to consider changes to the composition of council:
- 5 votes shall be required to support the change,
 - At least one Councillor from each district shall support the change,
 - There shall be widespread consultation with voters before any proposal is adopted including at least one public meeting in advance of day of the meeting where the resolution is decided. Normal municipal procedures for public notice shall apply.

7 – COMMITTEES

- a) **APPLICATION OF THIS BY-LAW TO COMMITTEES** - The rules governing the procedures of Council and the conduct of Members as set out in this By-Law shall be observed in all Committees in so far as they are applicable or as otherwise provided for in the Committee By-Law.
- b) **EXTERNAL COMMITTEES/BOARDS** - Council may from time to time appoint, by resolution, individuals to external committees or boards. The term of office for community members shall be two terms, the length of which will be decided by Council. Terms are to be staggered such that there is always a productive mix of experienced and new volunteer members.
- c) **QUORUM** - A quorum shall be a majority of those appointed to a Committee by Council. A majority is more than half of the total number of those appointed to the Committee.
- d) **COMMENCEMENT OF MEETINGS** - If a Committee Chair or Committee Vice-Chair is not present within fifteen minutes from the time of the opening of the Committee meeting, the members present will elect another member of the Committee to preside. That member will discharge the duties of the Presiding Officer for that meeting, or until the arrival of the Committee Chair or Vice-Chair.

- e) **VOTING** - Any member, including the Committee Chair, may propose or second a motion. When the Committee Chair proposes a motion, he or she must vacate the chair to the Vice-Chair of the Committee during the debate on the motion and resume the chair following the vote. All members will vote on all motions except when disqualified by reasons of pecuniary interest or otherwise.
- f) **DUTIES** - Council may discharge from responsibility any Committee, which refuses or neglects to give due consideration to any matter before it. Council may then allot such responsibility to another Committee.
- g) **CLERK, DEPUTY CLERK OR SECRETARY TREASURER TO PRESIDE AT FIRST MEETING** - The Clerk, Deputy Clerk or Secretary Treasurer shall preside at the first Meeting of each Committee or Board in each calendar year for the purpose of electing the Chair of that Committee. Upon election, the Chair shall preside at the Meeting.

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: May 16, 2023

Subject: By-law Enforcement and Short-Term Rental Survey Summary

Summary

The purpose of the report is to provide Council with a summary of the By-law Enforcement and Short-Term Rental Survey results. The Report also provides information regarding proposed next steps in relation to By-law Enforcement and short-term rental accommodation concerns.

Recommendation

This report is for information.

Background

At the June 21, 2022 Council meeting, a report regarding [Noise By-law Background Information](#) was presented which proposed public consultation in the form of a survey to receive additional information regarding by-law enforcement concerns.

Discussion/Analysis

Between February 15, 2023 and March 31, 2023, there was an opportunity for those interested to complete the By-law Enforcement and Short-Term Rental Survey. Advertisement regarding the survey occurred via a notice included as part of the tax bill package, roadside signage, social media posts and the Township website. The survey was hosted on the SurveyMonkey platform. A total of 1,345 responses to the survey were received. A summary of the survey results are attached to the Report as Exhibit A.

Summary of Survey Questions 1., 2. and 3.:

The results of survey questions 1., 2., and 3. provided information regarding survey respondents residency status, the district in which the respondent resides as well as the length of time in which the respondent has lived in the Township of South Frontenac. Nearly seventy percent of survey respondents indicated that they are permanent (year-round) residents of the Township. Additionally, close to eighty percent of survey respondents have lived in the Township for more than five years.

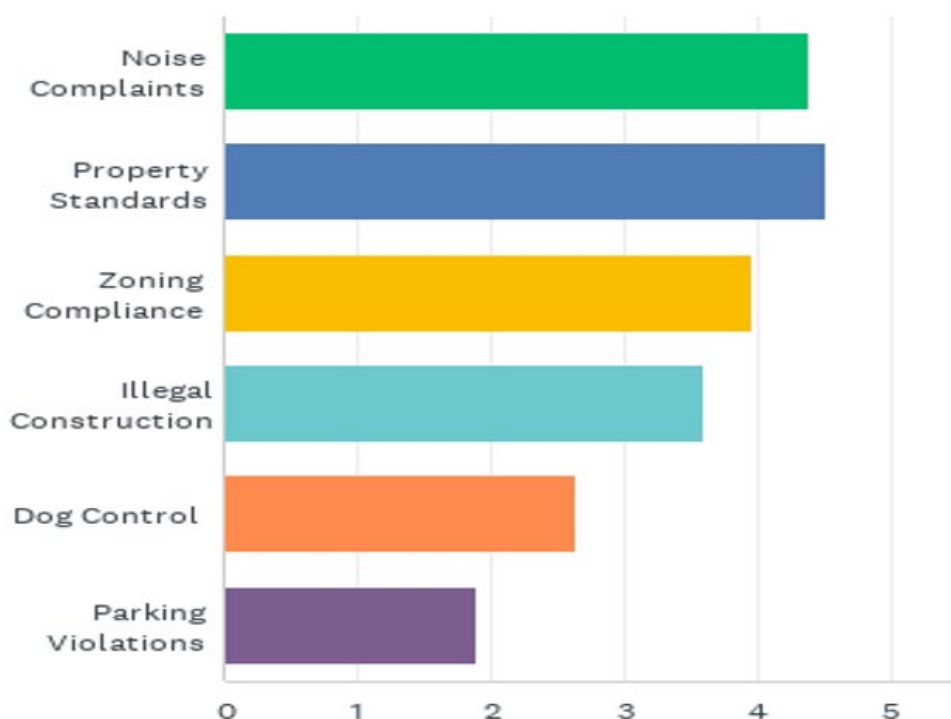
Summary of Survey Question 4.:

The results of survey question 4. provided an overview of the level of satisfaction regarding the By-law Enforcement program in the Township. In general terms, fourteen percent of the survey respondents were dissatisfied with By-law Enforcement services while approximately sixty-five percent of survey respondents indicated that they viewed the By-law Enforcement program in a neutral or satisfactory light.

It is worthy to note that approximately twenty percent of survey respondents indicated that they did not have adequate knowledge of By-law Enforcement services in the Township to provide an opinion on the matter. This could suggest that there is an opportunity to further promote or reinforce the By-law Enforcement services or programs available to residents.

Summary of Survey Question 5.:

The results of survey question 5. provided information regarding the ranking of enforcement areas in terms of importance. Question 5. demonstrated that approximately fifty-two percent of survey respondents ranked noise complaints as either their primary or secondary area of importance. Similarly, seventy-nine percent of survey respondents ranked property standards as one of their top-three areas of importance. Finally, it is evident that Zoning By-law compliance and Illegal construction was of importance to survey respondents.



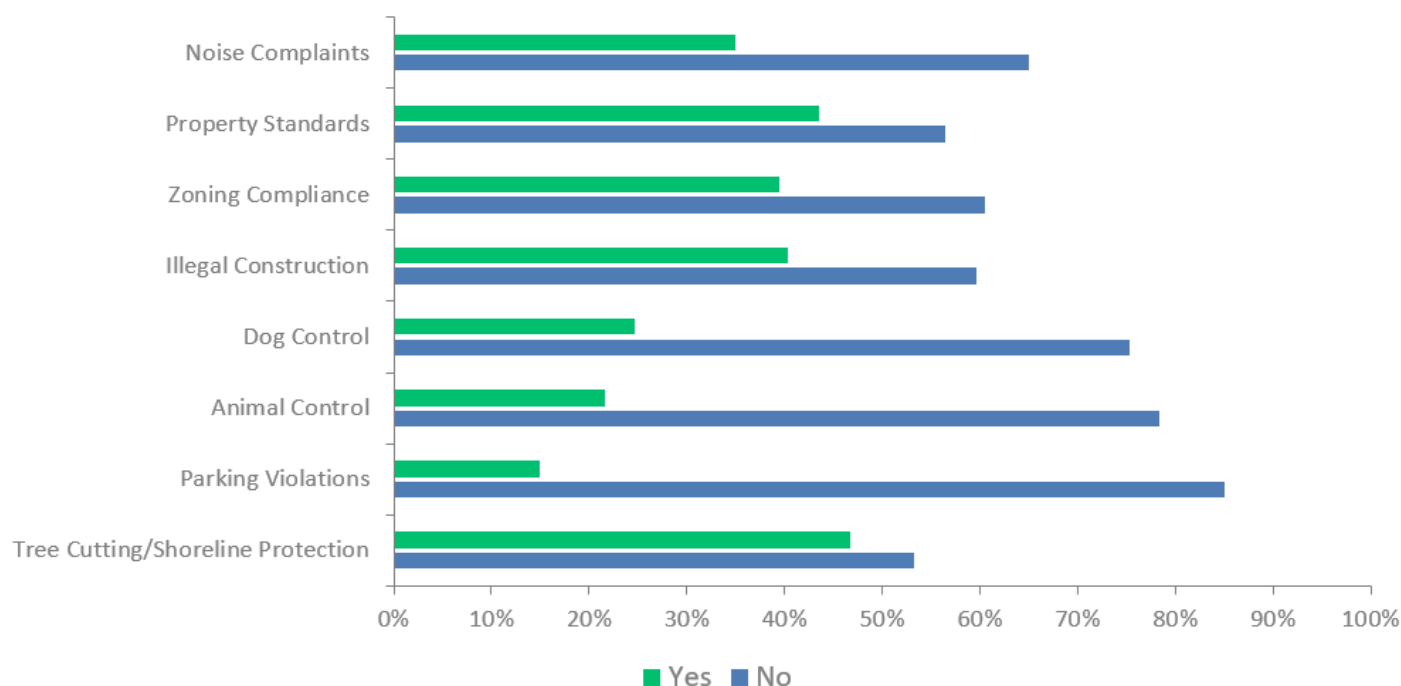
Please note that while the Township does not have a Property Standards By-law in place, the term “property standards” was utilized in the survey rather than referencing the Township – Safe Property By-law as the term “property standards” is recognizable.

Summary of Survey Question 6.:

In regard to the results of survey question 6., Thirty five (35) to forty three (43) percent of survey respondents believe that enhanced enforcement is required to address noise, property standards, zoning compliance and illegal construction concerns.

Further, forty-six percent of survey respondents felt that enhanced enforcement regarding tree cutting and shoreline protection is required. Development Services is currently in the process of collaborating on a Community Planning Permit System which would assist in addressing these concerns.

It is important to note that it is not surprising to see the percentages that reflect from fifty-three (53) up to eighty five (85) percent of survey respondents that did not feel that enhanced enforcement was required.



Summary of Survey Question 7.:

The results of survey question 7. provided information regarding whether a violation of a by-law impacted the quality of life of the survey respondent. Just over one-third of survey respondents indicated that a by-law issue impacted their quality of life.

Summary of Survey Question 8.:

The results of survey question 8. provided data regarding whether a survey respondent submitted a by-law complaint to the Township regarding issue impacting their quality of life. Approximately eighty percent of survey respondents indicated that they did not submit a complaint to the Township regarding a by-law concern.

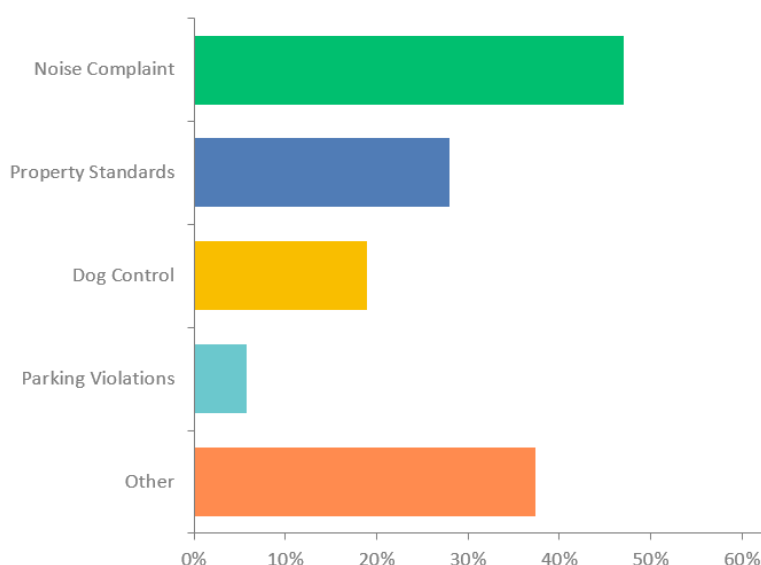
The data could further suggest that additional outreach is required to raise awareness regarding the current Township By-law Enforcement programs as only 266 of the 480 respondents who noted that a by-law issue impacted their quality of life submitted a formal complaint.

Summary of Survey Question 9.:

The results of survey question 9. provided information regarding the nature of the submitted by-law complaints. 465 survey respondents responded to question 9 (or 35% (thirty five percent) of those who completed the survey). And provided 638 responses as multiple choices could be selected. The number of respondents is consistent with the data stemming from question 7.

It is worthy to note that seventy-five percent of complaints were related to either noise or property standards concerns which reinforces the data provided by question 5.

Answered: 465 Skipped: 880



Summary of Survey Question 10.:

The results of survey question 10. provide further clarification regarding the frequency in which survey respondents were impacted by a by-law issue.

A review of question 10. can indicate the need to increase awareness of current Township By-law Enforcement programs or a low occurrence of infractions within the Township. Additionally, it is important to remember that not all complaints received are necessarily a legitimate by-law violation.

Q10: How many issues have you experienced over the last three years?

Answered: 465 Skipped: 880

ANSWER CHOICES	RESPONSES	
1	21.51%	100
Between 2 and 5	44.95%	209
Between 6 and 10	15.91%	74
More than 10	17.63%	82
TOTAL		465

Summary of Survey Question 11.:

Survey question 11. sought to gauge whether survey respondents believe that short-term rental accommodations should be permitted in the Township. Nearly eighty percent of survey respondents noted that they were supportive of short-term rental accommodations being permitted.

Summary of Survey Question 12.:

The results of survey question 12. provided information regarding whether survey respondents felt that short-term rental accommodations in the Township should be regulated by a licensing program.

Upon review of the data, the results of question 12. demonstrate a 50-50 split between those in support of short-term rental accommodation licensing and those who are either opposed or undecided.

Summary of Survey Question 13.:

The data stemming from question 13. illustrates what survey respondents believe are key components to a short-term rental licensing program.

It is evident that survey respondents believe that owner responsibility and establishing a code of conduct for renters were of upmost importance. Additionally, addressing noise complaints and solid waste issues were also of high importance.

Q13: What do you see as the main benefits to licensing short-term rentals? (Check all that apply)

Answered: 1065 ; 280

ANSWER CHOICES	RESPONSES	
Address noise complaints	67.04%	714
Address property standards issues	48.83%	520
Promote fire protection	45.92%	489
Address building code concerns	32.39%	345
Ensure proper garbage and recycling collection	57.75%	615
Ensure owner responsibility	83.38%	888
Establish a Code of Conduct for Renters	69.58%	741
Ensure a property is not rented year-round	27.04%	288
TOTAL		4600

Current Status and Next Steps:

Over the course of the past year, the Township has allocated considerable resources to its By-law Enforcement program. The Township is in a position to effectively investigate and address By-law Enforcement concerns.

The Township now has the ability to issue administrative monetary penalties in relation to violation of the following By-laws: Dog Control By-law, Noise By-law, Safe Property By-law, Trailer Licensing By-law and the Waste Management By-law. Furthermore, provisions within the Noise By-law and Waste Management By-law permit administrative monetary penalties to be issued directly to the property owner or director of the corporation in an effort to increase owner responsibility.

Township staff have worked very closely with Frontenac Municipal Law Enforcement to ensure that the necessary processes are in place to effectively investigate by-law complaints.

In light of the survey results, staff are also taking steps to raise awareness regarding the By-law Enforcement programs and services currently in place. Recently, the Township has included information in the Frontenac News and on social media regarding adherence to the Noise By-law.

The following represents an example of the advertising campaign:

“Noise By-law Enforcement

This May long weekend, be a good neighbour. While you're outdoors having fun with family and friends, please keep noise levels reasonable. To report a noise violation, call 613-541-3213 and leave a message with details and a call back number.”



Staff believe that the tools currently available to the Township will better position the municipality to be able to address by-law concerns in general. Further, the initial feedback received in relation to short-term rental accommodations points to enforcement enabled through existing by-laws. Staff are recommending that information continue to be gathered over the upcoming summer which will provide an opportunity to determine if additional by-law enforcement tools are required including consideration of short-term accommodations licensing to support the quality of life for residents.

The Township requests that residents submit By-law complaints by calling 613-541-3213.

Financial Implications

None.

Relationship to Strategic Plans

- ☒ Not applicable to this report.
- ☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.

Notice/Consultation

- Chief Administrative Officer
- Deputy Clerk
- Executive Assistant/Communications Officer

Attachments

Exhibit A – By-law Enforcement and Short-Term Rental Survey Summary

Approvals

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

By-law Enforcement and Short-term Rental Survey

Thursday, April 20, 2023

1345

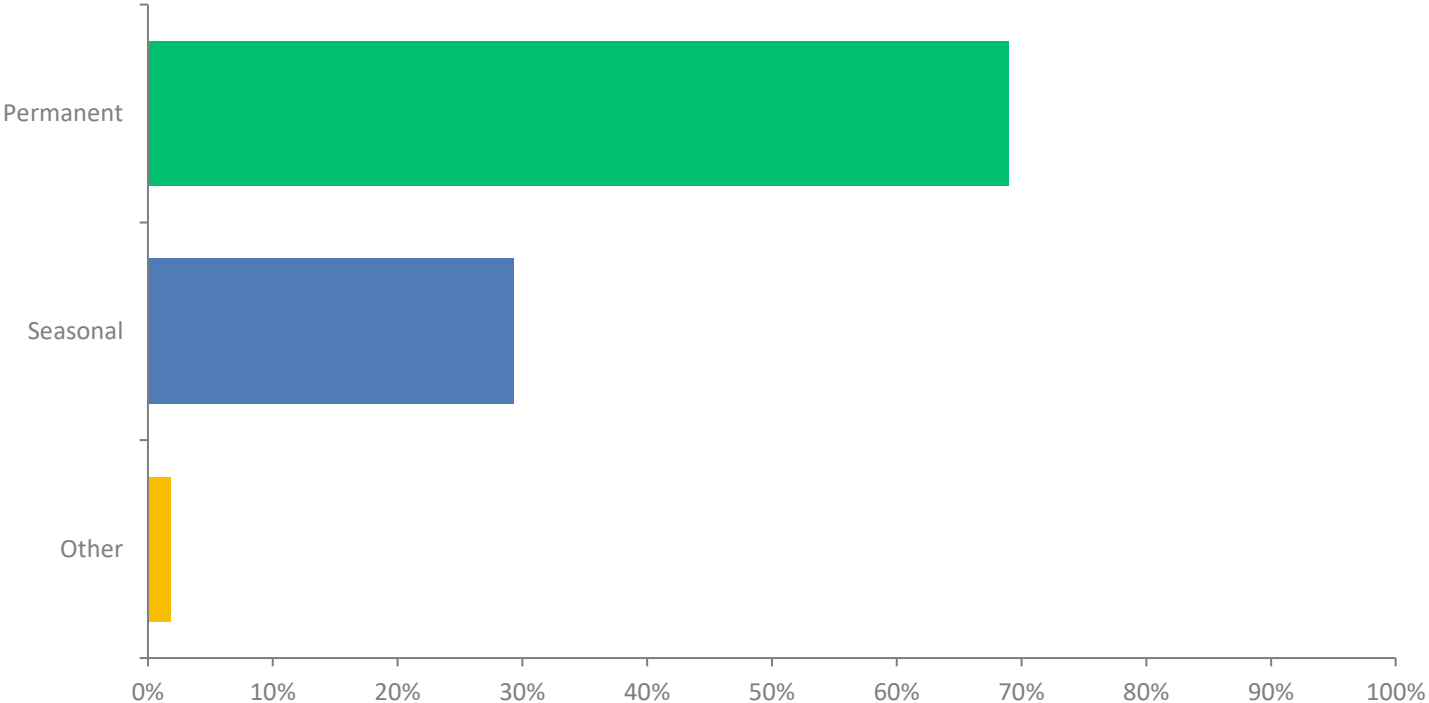
Total Responses

Date Created: Tuesday, January 31, 2023

Complete Responses: 1345

Q1: Are you a permanent or seasonal resident?

Answered: 1345 ,: 0



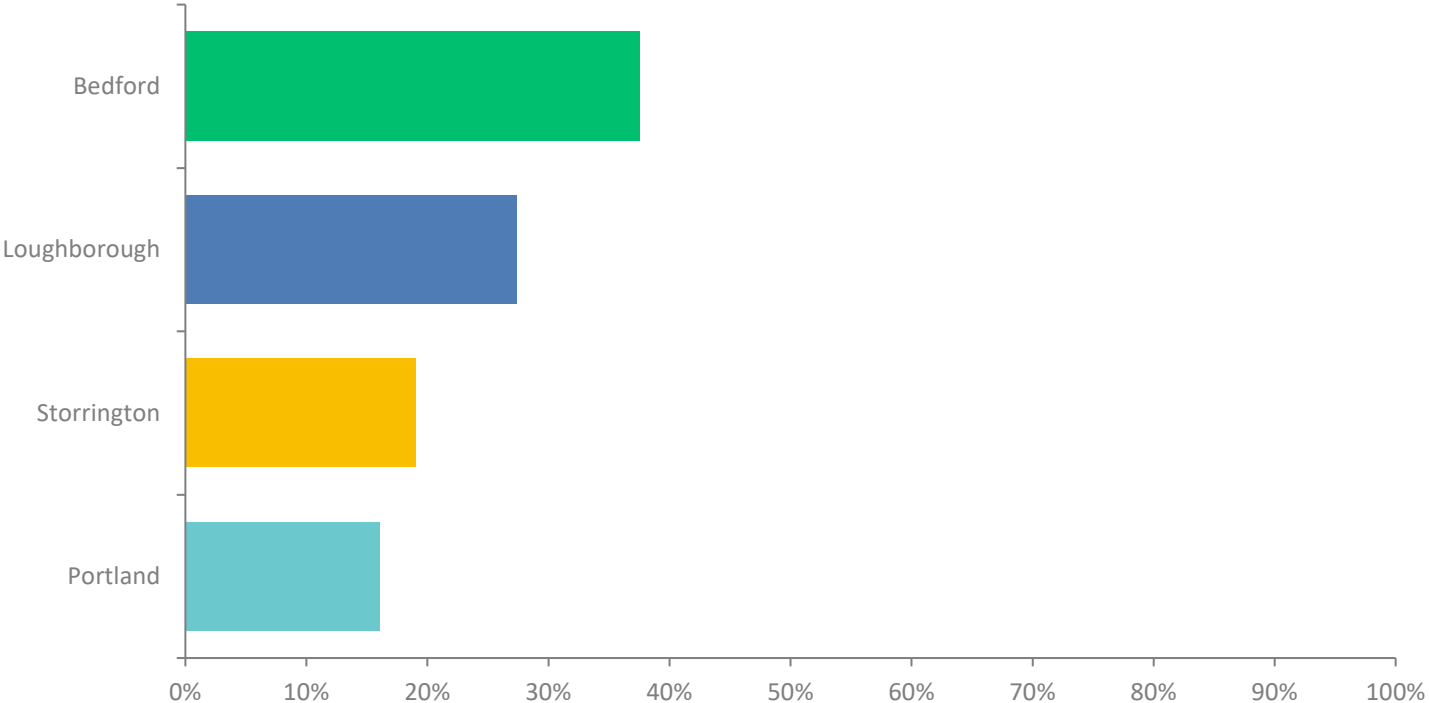
Q1: Are you a permanent or seasonal resident?

Answered: 1345 ,: 0

ANSWER CHOICES	RESPONSES	
Permanent	68.92%	927
Seasonal	29.29%	394
Other	1.78%	24
TOTAL		1345

Q2: In which district do you live?

Answered: 1345 ,: 0



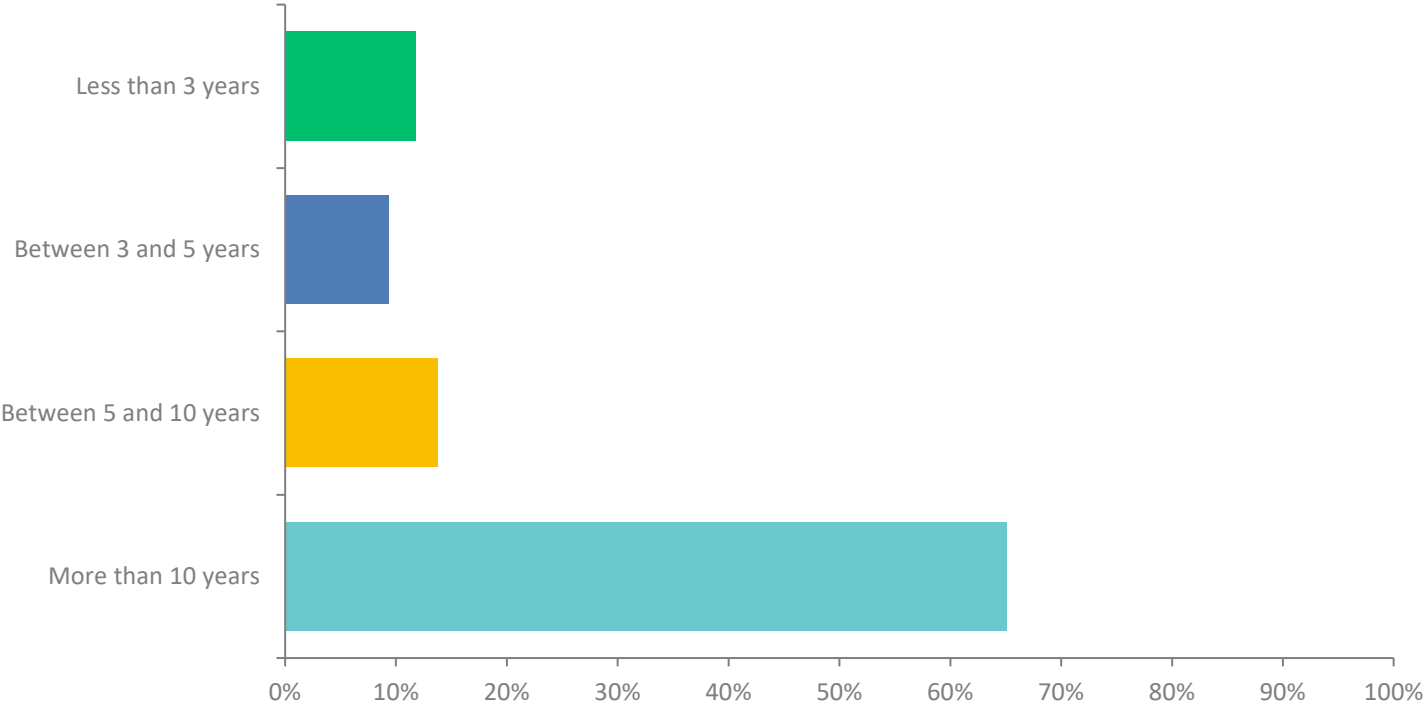
Q2: In which district do you live?

Answered: 1345 ,: 0

ANSWER CHOICES	RESPONSES	
Bedford	37.55%	505
Loughborough	27.36%	368
Storrington	19.03%	256
Portland	16.06%	216
TOTAL		1345

Q3: How long have you lived in South Frontenac?

Answered: 1345 ,: 0



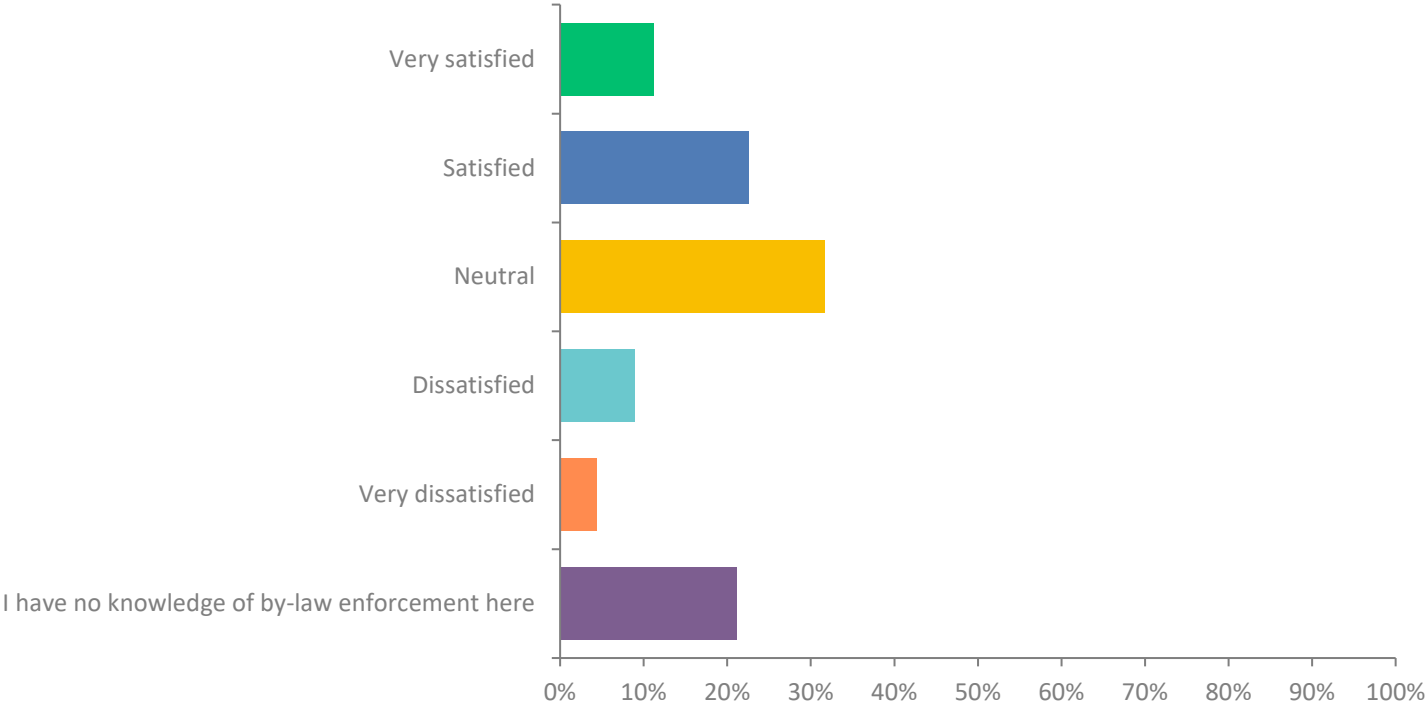
Q3: How long have you lived in South Frontenac?

Answered: 1345 ,; 0

ANSWER CHOICES	RESPONSES	
Less than 3 years	11.82%	159
Between 3 and 5 years	9.29%	125
Between 5 and 10 years	13.75%	185
More than 10 years	65.13%	876
TOTAL		1345

Q4: How satisfied are you with by-law enforcement in South Frontenac?

Answered: 1345 ,: 0



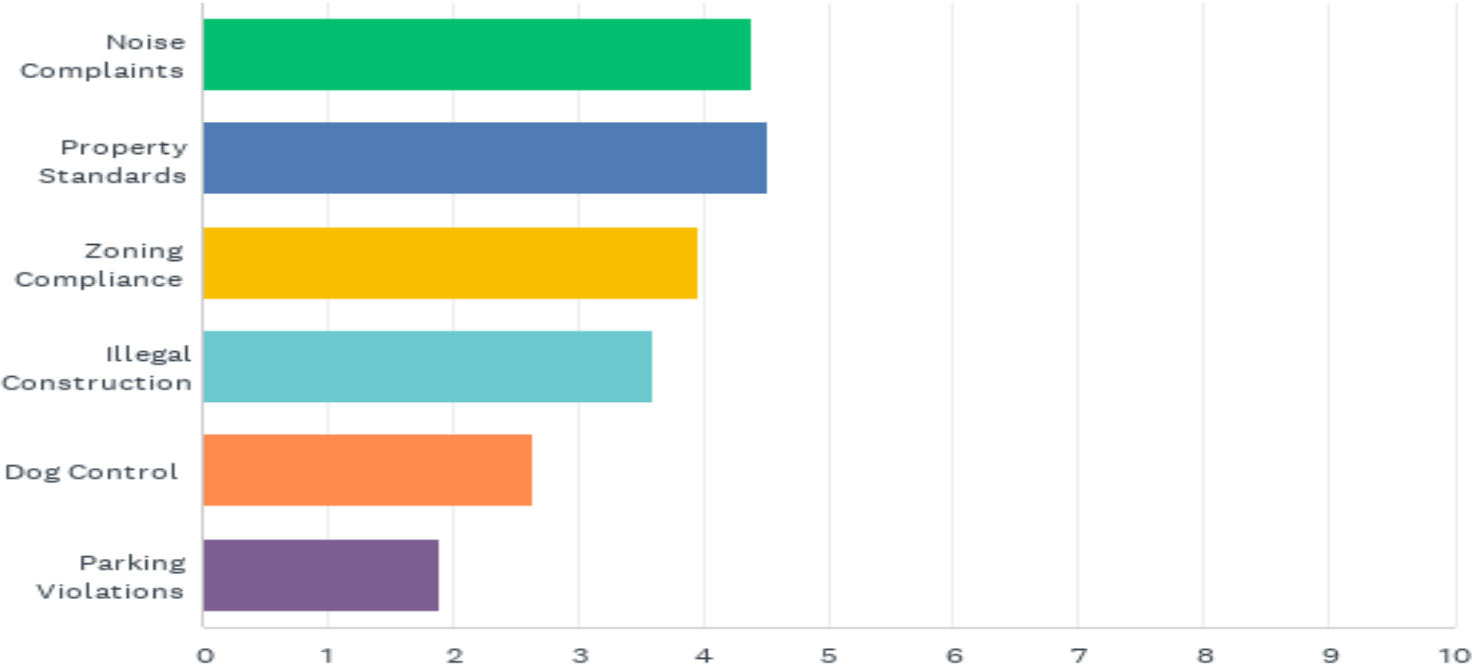
Q4: How satisfied are you with by-law enforcement in South Frontenac?

Answered: 1345 ,: 0

ANSWER CHOICES	RESPONSES	
Very satisfied	11.23%	151
Satisfied	22.60%	304
Neutral	31.67%	426
Dissatisfied	8.92%	120
Very dissatisfied	4.39%	59
I have no knowledge of by-law enforcement here	21.19%	285
TOTAL		1345

Q5: Please rank in order of importance the following enforcement areas, 1 being the most important

Answered: 1279 ,; 66



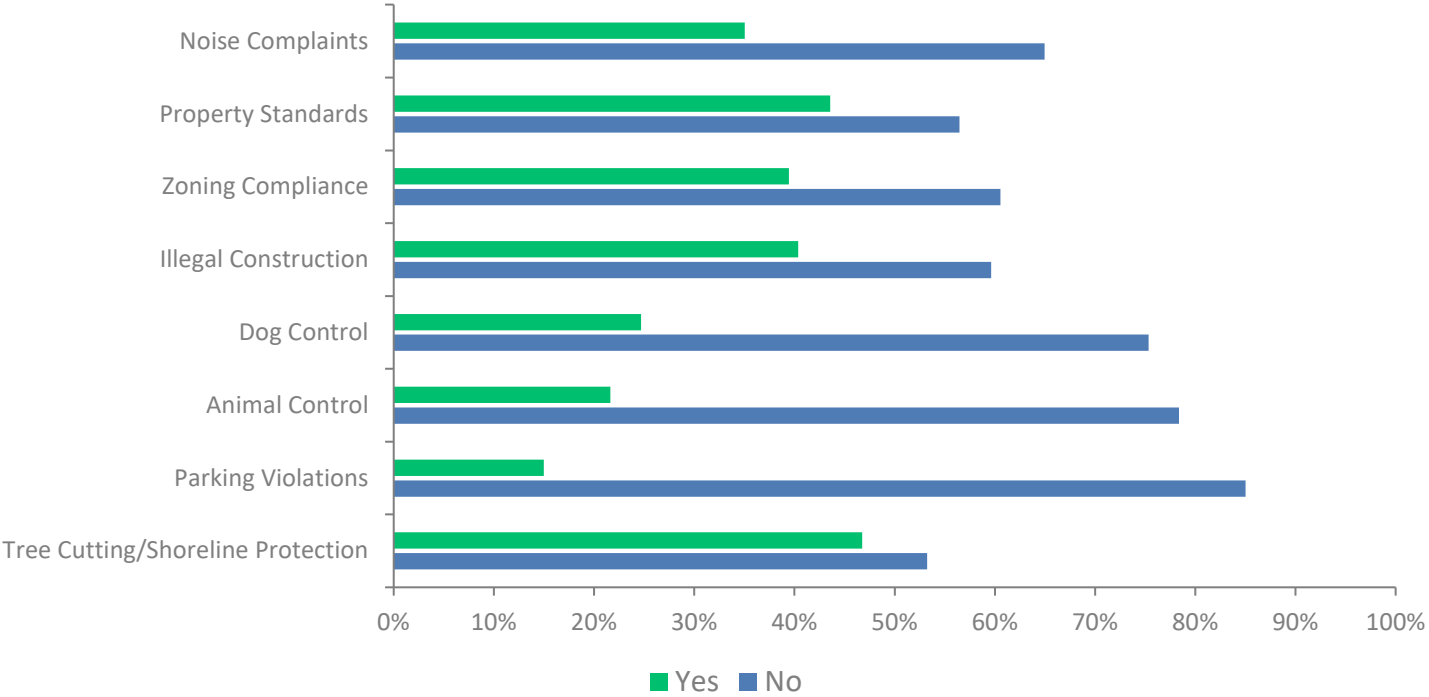
Q5: Please rank in order of importance the following enforcement areas, 1 being the most important

Answered: 1279 ,: 66

	1	2	3	4	5	6	TOTAL	SCORE
Noise Complaints	32.86% 420	18.54% 237	15.81% 202	22.77% 291	7.59% 97	2.43% 31	1,278	4.39
Property Standards	28.58% 365	26.78% 342	22.63% 289	14.02% 179	6.11% 78	1.88% 24	1,277	4.52
Zoning Compliance	13.94% 178	23.81% 304	28.11% 359	17.93% 229	10.57% 135	5.64% 72	1,277	3.96
Illegal Construction	13.92% 178	16.34% 209	19.62% 251	25.88% 331	14.31% 183	9.93% 127	1,279	3.60
Dog Control	6.80% 87	8.84% 113	8.60% 110	11.49% 147	45.90% 587	18.37% 235	1,279	2.64
Parking Violations	3.91% 50	5.79% 74	5.24% 67	7.82% 100	15.48% 198	61.77% 790	1,279	1.90

Q6: Do you believe that enhanced enforcement is required in the following areas?

Answered: 1311 ,: 34



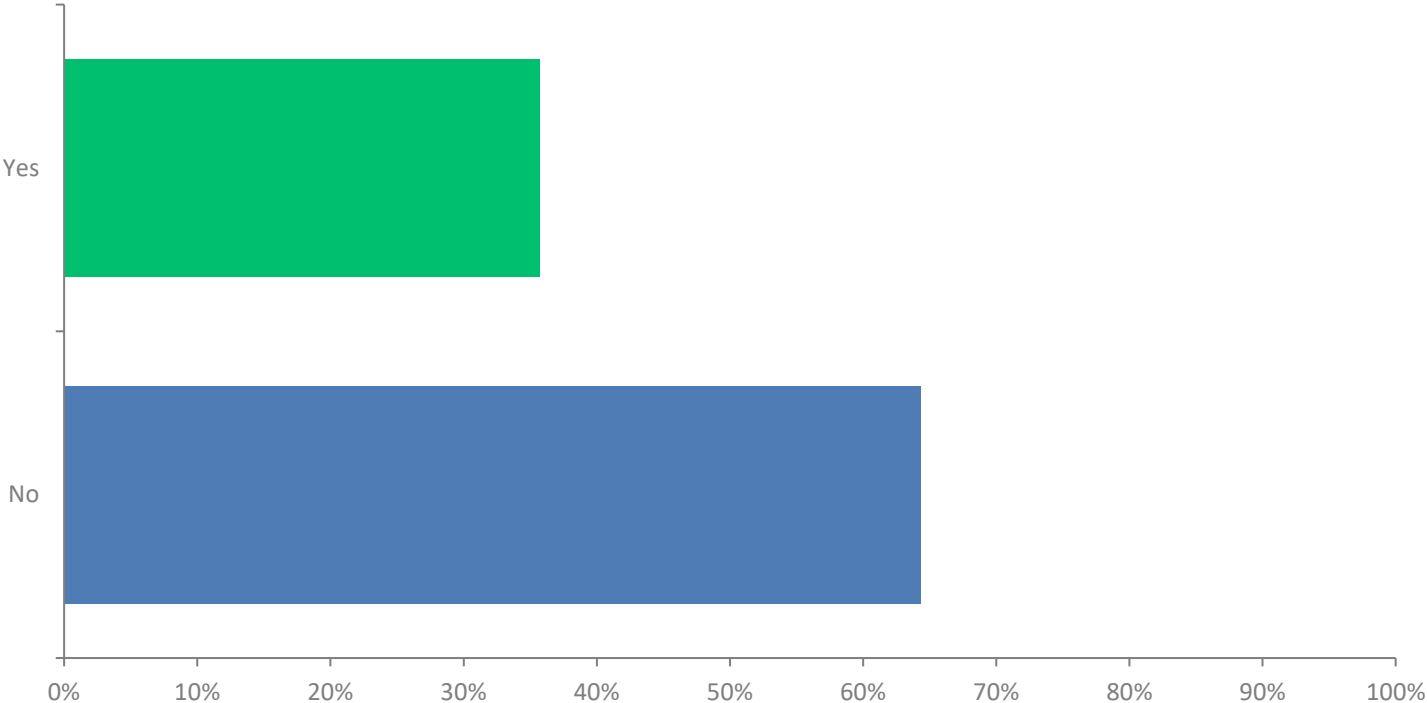
Q6: Do you believe that enhanced enforcement is required in the following areas?

Answered: 1311 , 34

	YES	NO	TOTAL	WEIGHTED AVERAGE
Noise Complaints	35.03% 434	64.97% 805	1239	1
Property Standards	43.55% 533	56.45% 691	1224	1
Zoning Compliance	39.44% 480	60.56% 737	1217	1
Illegal Construction	40.38% 487	59.62% 719	1206	1
Dog Control	24.68% 290	75.32% 885	1175	1
Animal Control	21.64% 251	78.36% 909	1160	1
Parking Violations	14.98% 173	85.02% 982	1155	1
Tree Cutting/Shoreline Protection	46.75% 576	53.25% 656	1232	1

Q7: Has an issue related to one of our by-laws impacted your ability to enjoy your quality of life?

Answered: 1345 ,: 0



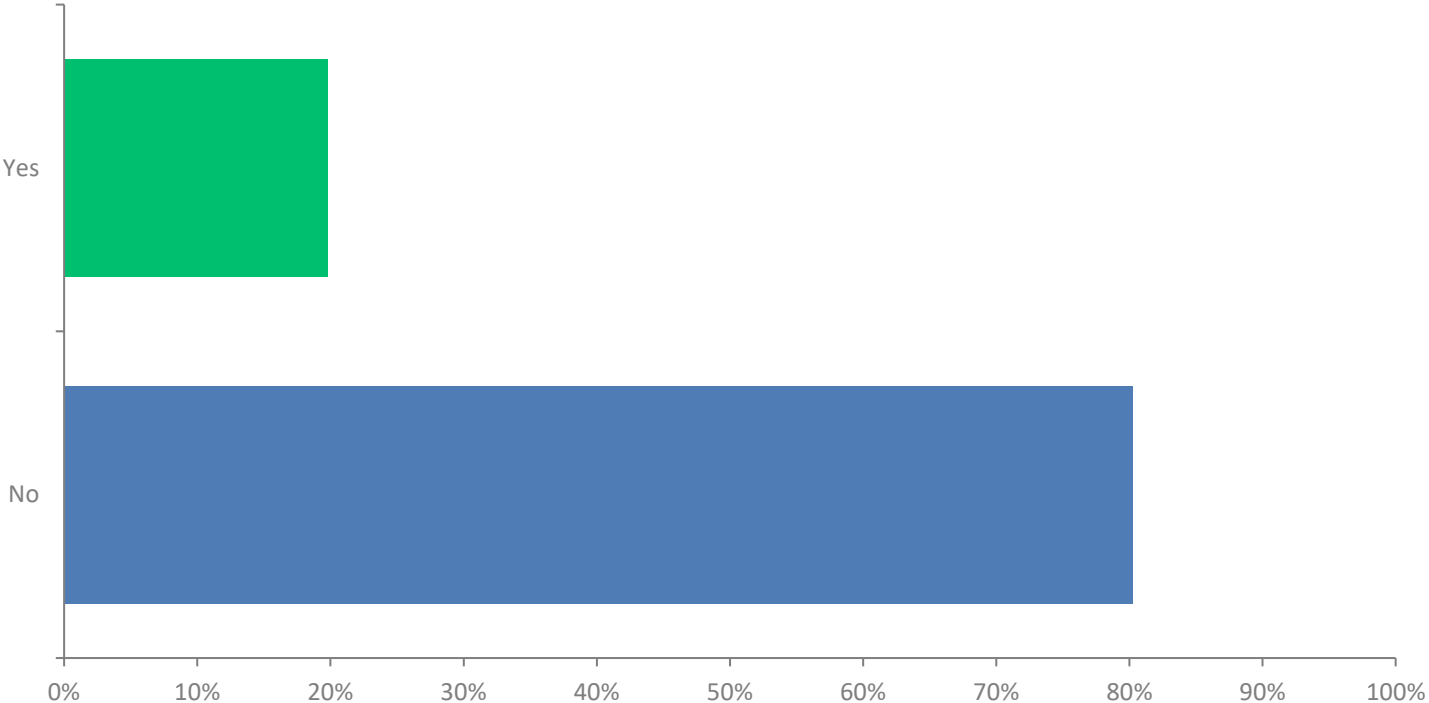
Q7: Has an issue related to one of our by-laws impacted your ability to enjoy your quality of life?

Answered: 1345 ,: 0

ANSWER CHOICES	RESPONSES	
Yes	35.69%	480
No	64.31%	865
TOTAL		1345

Q8: Did you report your issue to South Frontenac?

Answered: 1345 ,: 0



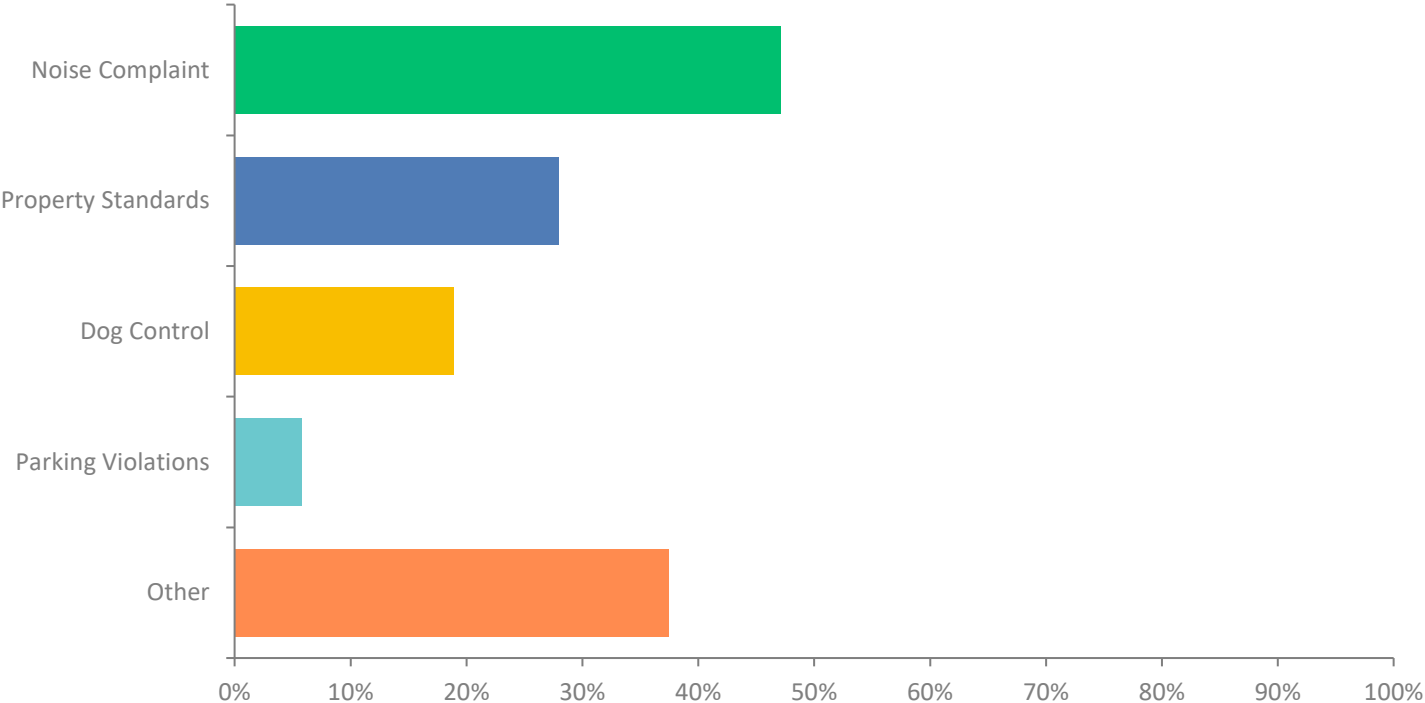
Q8: Did you report your issue to South Frontenac?

Answered: 1345 ,: 0

ANSWER CHOICES	RESPONSES	
Yes	19.78%	266
No	80.22%	1079
TOTAL		1345

Q9: What was the issue in relation to? Select all that apply.

Answered: 465 Skipped: 880



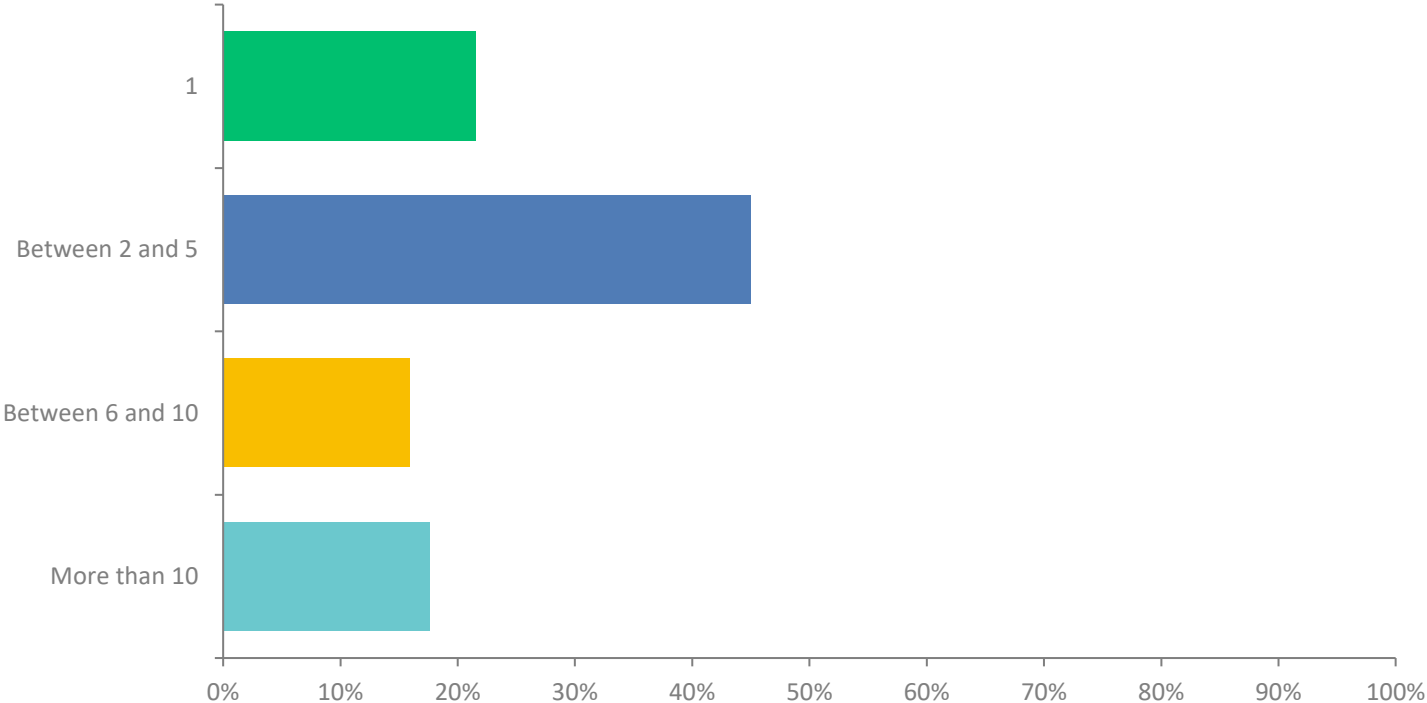
Q9: What was the issue in relation to? Select all that apply.

Answered: 465 Skipped: 880

ANSWER CHOICES	RESPONSES	
Noise Complaint	47.10%	219
Property Standards	27.96%	130
Dog Control	18.92%	88
Parking Violations	5.81%	27
Other	37.42%	174
TOTAL		638

Q10: How many issues have you experienced over the last three years?

Answered: 465 Skipped: 880



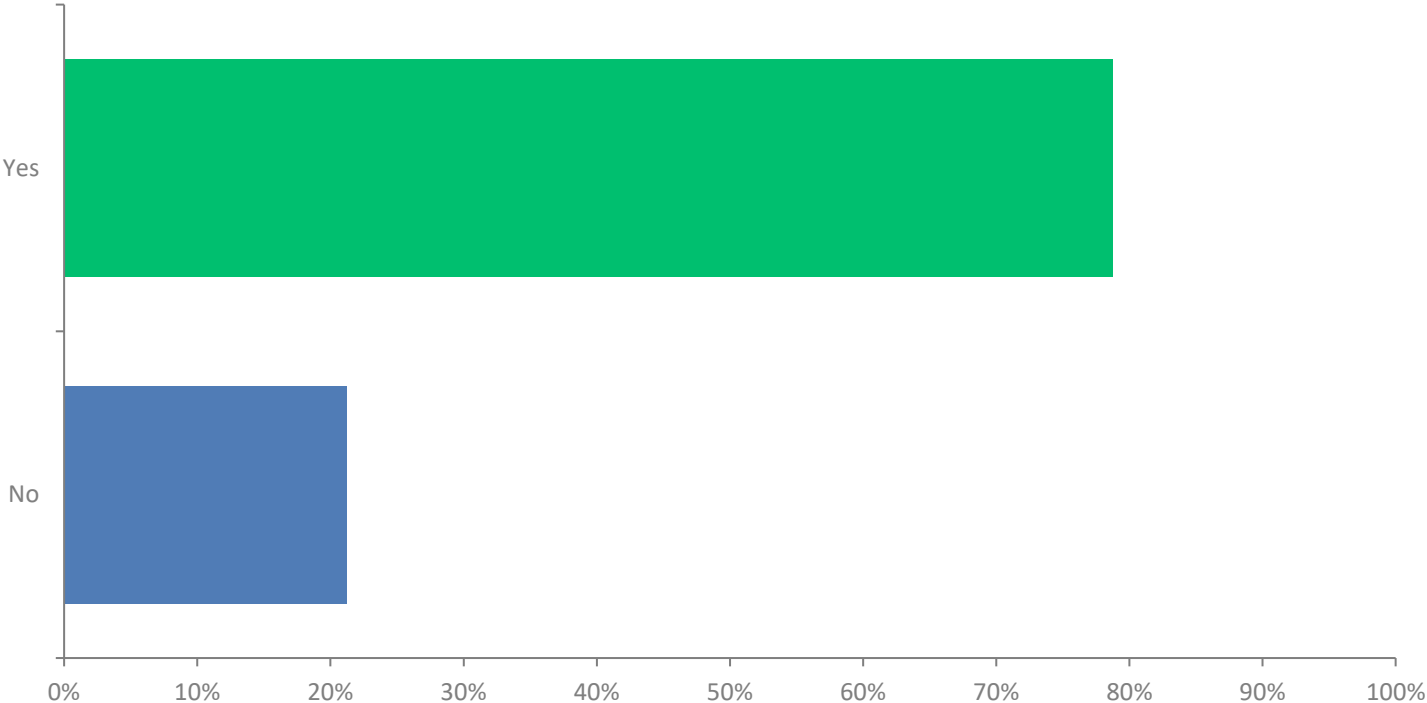
Q10: How many issues have you experienced over the last three years?

Answered: 465 Skipped: 880

ANSWER CHOICES	RESPONSES	
1	21.51%	100
Between 2 and 5	44.95%	209
Between 6 and 10	15.91%	74
More than 10	17.63%	82
TOTAL		465

Township? (typically includes rentals less than 30 days such as cottage rentals, etc.)

Answered: 1305 ,: 40



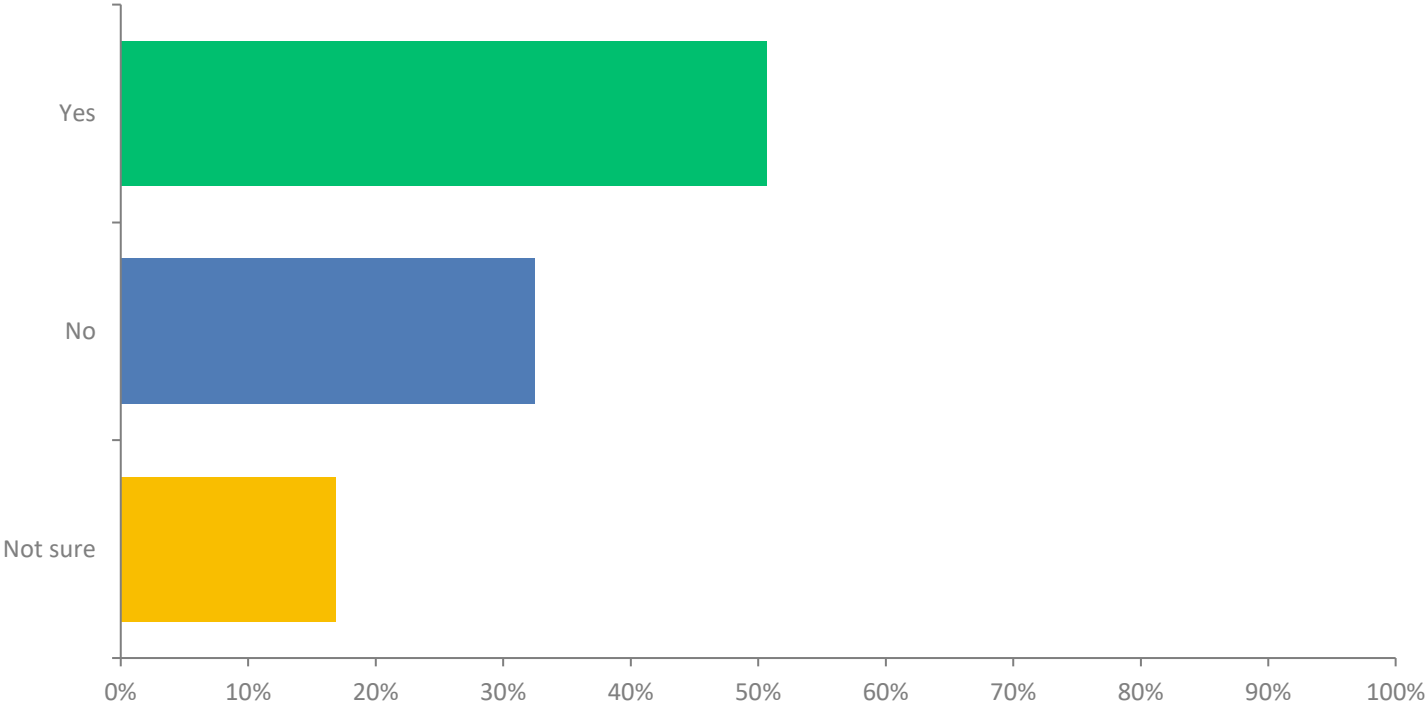
Township? (typically includes rentals less than 30 days such as cottage rentals, etc.)

Answered: 1305 ,: 40

ANSWER CHOICES	RESPONSES	
Yes	78.77%	1028
No	21.23%	277
TOTAL		1305

Q12: Do you believe that short-term rental properties in South Frontenac should be regulated through a licensing program?

Answered: 1305 ,: 40



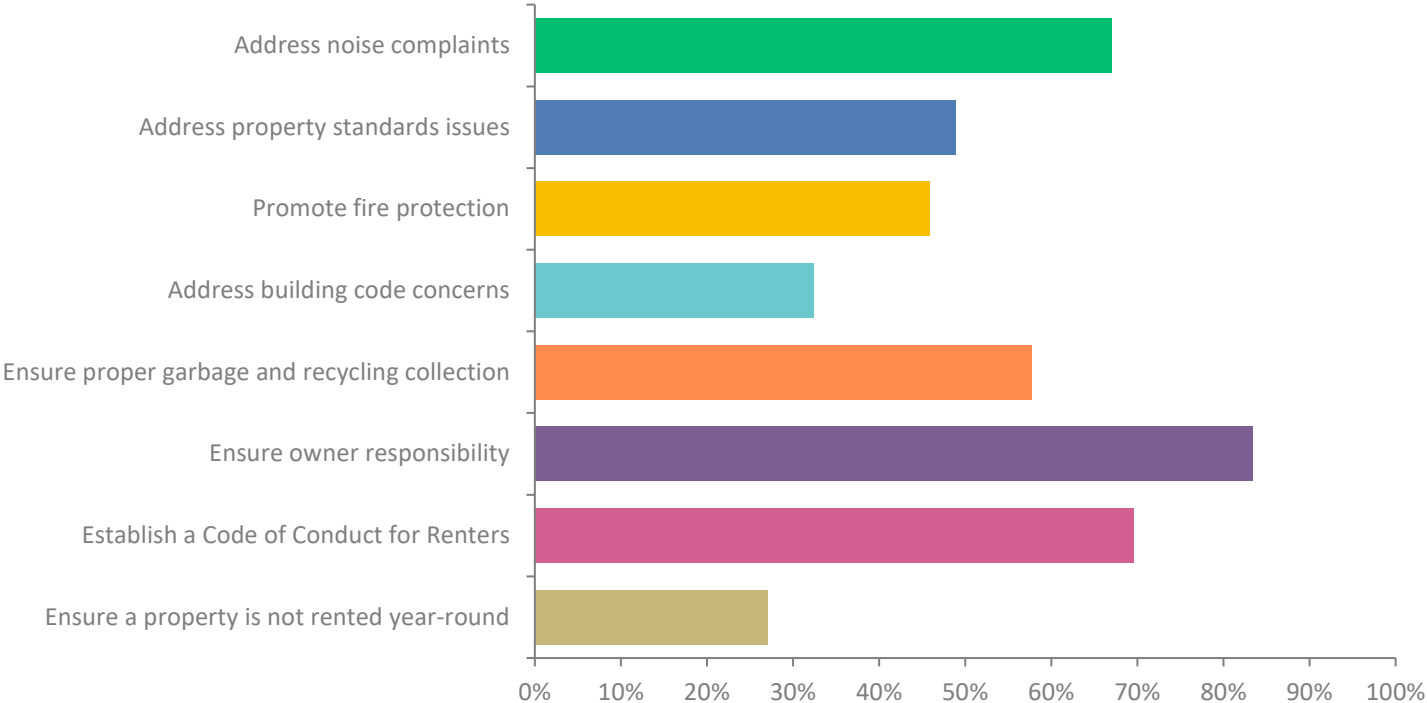
Q12: Do you believe that short-term rental properties in South Frontenac should be regulated through a licensing program?

Answered: 1305 ,: 40

ANSWER CHOICES	RESPONSES	
Yes	50.65%	661
No	32.49%	424
Not sure	16.86%	220
TOTAL		1305

Q13: What do you see as the main benefits to licensing short-term rentals? (Check all that apply)

Answered: 1065 ,: 280



Q13: What do you see as the main benefits to licensing short-term rentals? (Check all that apply)

Answered: 1065 ,: 280

ANSWER CHOICES	RESPONSES	
Address noise complaints	67.04%	714
Address property standards issues	48.83%	520
Promote fire protection	45.92%	489
Address building code concerns	32.39%	345
Ensure proper garbage and recycling collection	57.75%	615
Ensure owner responsibility	83.38%	888
Establish a Code of Conduct for Renters	69.58%	741
Ensure a property is not rented year-round	27.04%	288
TOTAL		4600

Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: May 16, 2023

Subject: **1st Quarter 2023 – Building Services Report**

Summary

This report documents the delivery of Building Services within the Development Services Department between January 1, 2023, and March 31, 2023.

Recommendation

This report is for information only.

Background

Each quarter, Building Services reports publicly on the number of permit applications being received and processed by the Township. This also includes the delivery of Part 8 services on behalf of all four (4) of the Frontenac Townships.

This report details quarterly construction values from 2020 to 2023, building permits that have been issued, closed, and Part 8 Sewage System services that were delivered for all four Townships in 2023.

Discussion/Analysis

During Q1 of 2023, Building Services received 135 files. Of those files, 79 were for South Frontenac building applications and 56 were for Part 8 applications across the four Frontenac Townships. These files include building and sewage system applications, civic number applications, pool enclosures, address assignments, zoning compliance letters, investigation files as well as other applications related to Part 8 services including the review of planning applications in all four Frontenac Townships.

South Frontenac Building Permits Issued:

The following chart provides a breakdown by permit type for the 1st quarter of 2023 exclusively for South Frontenac.

Type of Construction	Q1
Accessory Building	9
Deck/Covered Porch	4
Demolition	5
New Multi-Unit Residential	0
New Non-Residential	0
Single Detached Dwelling	7
Pool Enclosure	1
Renovation/Repair/Addition	6
Seasonal Dwelling	1
Secondary Dwelling Unit	0
Sewage System	7
Sign, Solar, Tent...	2
Woodstove/Fireplace	9
Totals	51

The following chart illustrates the total construction value in South Frontenac for the 1st quarter of 2023.

Quarterly Construction Values for all issued permits (including Part 8) for South Frontenac:

Quarterly Construction Values	Q1	Q2	Q3	Q4	Total
2020	\$2,127,530	\$8,131,300	\$10,645,958	\$9,438,047	\$30,342,835
# of permits	37	101	145	83	366
2021	\$5,533,201	\$16,856,695	\$10,129,267	\$8,203,592	\$40,722,755
# of permits	78	149	113	71	411
2022	\$15,122,652	\$22,910,670	\$20,188,974	\$15,959,458	\$74,181,754
# of permits	86	149	121	80	436
2023	\$7,101,555				
# of permits	51				

The total construction value for all Q1 building permits (for all Townships) is over \$7.1 million dollars. Q1 revenue collected for South Frontenac building permits totaled \$142,151.

Delivery of Part 8 Services (Q1 - Fees):

The following chart illustrates Part 8 Services across four (4) Townships for the 1st quarter of 2023. The total revenue collected for Part 8 services in Q1 was \$18,244 from a total of 28 chargeable Part 8-related services across all Townships.

Part 8 Services	Permits	Consent Review	Minor Variance Review	Performance Review	Record Search	Total
North Frontenac	0	0	1	1	0	2
Total fees	\$0	\$0	\$463	\$515	\$	\$978
Central Frontenac	4	0	1	0	0	5
Total fees	\$3,912	\$0	\$463	\$0	\$0	\$4,375
Frontenac Islands	0	1	0	1	0	2
Total fees	\$0	\$515	\$0	\$515	\$0	\$1,030
South Frontenac	7	4	2	3	3	19
Total fees	\$6,846	\$2,060	\$926	\$1,720	\$309	\$11,861
Total Files	11	5	4	5	3	28
Total Revenue	\$10,758	\$2,575	\$1,852	\$2,750	\$309	\$18,244

In Q1, Building Services issued a total of 11 Part 8 sewage system permits and commented on 9 planning applications from a Part 8 perspective across Frontenac County.

Building Files Closed:

In Q1, Building Services closed 42 files.

Relationship to Strategic Plans

- ☒ Not applicable to this report.
- ☒ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.

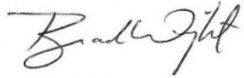
Notice/Consultation

- Rebecca Roy, Deputy Chief Building Official
- Tom Berriault, Chief Building Official

Approvals

Prepared by: Peggy Spafford, Permit Intake Coordinator

Submitted by:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac

Staff Report



And To: Committee of the Whole

Prepared by: Development Services Department

Date of Meeting: May 16, 2023

Subject: **1st Quarter 2023 – Planning Services Report**

Summary

This report documents the delivery of Planning Services within the Development Services Department between January 1, 2023, and March 31, 2023 (1st Quarter, 2023).

Recommendation

This report is for information only.

Background

The charts below break out planning activities by application type for Q1 2023 and compares the number to 2022 quarterly totals.

The activities outlined below were completed by the Planner, Senior Planner, and Director of Development Services.

Pre-consultation Meetings

	Number of Meetings
2022 – 4 th Quarter Total	55
2022 – 3 rd Quarter Total	55
2022 – 2 nd Quarter Total	78
2022 – 1 st Quarter Total	95
2023 – 1st Quarter Total	25

Township of South Frontenac
Staff Report – Q1 - 2023 Report – Planning Services

Consent Applications

	Complete Applications Submitted
2022 – 4 th Quarter Total	16
2022 – 3 rd Quarter Total	9
2022 – 2 nd Quarter Total	17
2022 – 1 st Quarter Total	15
2023 – 1st Quarter Total	10

Consent Applications – Approvals by Delegated Approval versus Applications Heard by Committee of Adjustment

	Undisputed Consents Approved by Director of Development Services	Disputed Consents Heard by Committee of Adjustment
2022 – 4 th Quarter Total	5	2
2022 – 3 rd Quarter Total	17	6
2022 – 2 nd Quarter Total	19	4
2022 – 1 st Quarter Total	17	0
2023 – 1st Quarter Total	15	2

Minor Variance Applications

	Complete Applications Submitted
2022 – 4 th Quarter Total	13
2022 – 3 rd Quarter Total	9
2022 – 2 nd Quarter Total	11
2022 – 1 st Quarter Total	19
2023 – 1st Quarter Total	14

Zoning By-law Amendment Applications

	Complete Applications Submitted
2022 – 4 th Quarter Total	1
2022 – 3 rd Quarter Total	5
2022 – 2 nd Quarter Total	9
2022 – 1 st Quarter Total	2
2023 – 1st Quarter Total	5

Township of South Frontenac
Staff Report – Q1 - 2023 Report – Planning Services

Site Plan Control Applications

	Applications Submitted
2022 – 4 th Quarter Total	1
2022 – 3 rd Quarter Total	3
2022 – 2 nd Quarter Total	7
2022 – 1 st Quarter Total	3
2023 – 1st Quarter Total	2

Development Agreements

	Agreements Prepared
2022 – 4 th Quarter Total	21
2022 – 3 rd Quarter Total	8
2022 – 2 nd Quarter Total	31
2022 – 1 st Quarter Total	22
2023 – 1st Quarter Total	24

Certificates of Official Issued (Finalizing Consent Applications)

	Certificates Issued
2022 – 4 th Quarter Total	19
2022 – 3 rd Quarter Total	16
2022 – 2 nd Quarter Total	9
2022 – 1 st Quarter Total	11
2023 – 1st Quarter Total	3

Other

In Q1 of 2023:

- 5 Minimum Distance Separation Calculation was completed.

Plans of Subdivision & Condominiums

- A 31-lot residential plan of subdivision in Sunbury was submitted to the County in April 2020. The County held a statutory public meeting in Fall 2022. Township and County staff are working with the applicant regarding a response to public comments, specifically stormwater management.
- A 13-lot residential plan of subdivision (Hartington Subdivision). The developer continues to work towards fulfilling conditions of draft plan approval. Staff has

Township of South Frontenac
Staff Report – Q1 - 2023 Report – Planning Services

completed drafting of a subdivision agreement. It will now be circulated for review by Township staff, Conservation Authority, and the Township's solicitor.

Discussion/Analysis

The application numbers and demand for planning services in the 1st quarter of 2023 are down slightly compared to the 1st quarter of 2022. There has been an increase in planning inquiries, applications and pre-consultation meetings in the past couple of weeks in step with the warmer weather. It is anticipated that the Q2 planning numbers will be higher relative to the Q1 2023 numbers.

Financial Implications

None.

Relationship to Strategic Plans

☒ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.

Notice/Consultation

- Michelle Hannah, Deputy Clerk

Attachments

None

Approvals

Submitted by:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: May 16, 2023

Subject: Award of Tender # PS-2023-16 – 1-Ton Pick Up Trucks

Summary

This report provides background on the budget and award of contract for the purchase of two (2) 1-Ton extended cab pick up trucks.

Recommendation

This report is for information only.

Background

The Public Services Department had a 2022 carryover capital project for the purchase of a $\frac{3}{4}$ Ton truck that was combined with the 2023 $\frac{3}{4}$ Ton truck capital project and tendered in one procurement.

Previous procurements specified a $\frac{3}{4}$ Ton pick up trucks with a minimum gross vehicle weight rating (GVWR) of 8,800lbs which can be underrated when equipped with a plow and sander for winter maintenance operations. The vehicle specification was increased to a 1-Ton truck with a minimum GVWR of 11,000lbs for operational requirements.

Discussion/Analysis

Public Services Department issued Request for Tender PS-2023-16 for the purchase of two (2) 1-Ton trucks that closed on April 12, 2023 and four (4) submissions were received.

The results of the tender bids were as follows:

Supplier	Total <i>(Inc. Net HST Rebate)</i>
Gananoque Motors Ltd	\$145,380.44
James Braden Ford Ltd	\$161,778.05
Petrie Ford Sales Inc	\$153,169.15
Revell Ford Lincoln	\$155,133.12

The total price for the two combined projects is within budget including the specification increase to a 1-Ton truck with a GVWR of 11,000lbs and can be awarded under delegated authority.

Estimated delivery date for the trucks is the end of October 2023.

Financial Implications

The budget for this procurement is funded from two approved capital projects:

Project 22-16 – \$69,000

Project 23-74 – \$75,000

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.
- Action Item (if applicable):

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Brian Kirk, Manager of Operations & Fleet
- Shelley Stedall, Director of Corporate Services & Treasurer

Attachments

None.

Approvals

Submitted By:



Kyle Bolton, C.E.T.
Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Cataraqui
conservation

2022 Annual Report

Supporting Healthy & Resilient Communities



Cataraqui Conservation

About

Cataraqui Region Conservation Authority (Cataraqui Conservation) is a community based environmental protection and advisory agency, established in 1964 by the Province of Ontario at the request of municipalities within the Cataraqui watershed. Its role is to provide expertise and resources to aid in the protection of life and property from the growing risk of flooding and erosion of shorelines and waterways.

Our jurisdiction is over 3,800 sq km of land from the Town of Greater Napanee in the west to the City of Brockville in the east, encompassing 11 watersheds. Municipalities represented include the Cities of Kingston and Brockville, the Towns of Gananoque and Greater Napanee, and the Townships of Rideau Lakes, Leeds & the Thousand Islands, Athens, Loyalist, South Frontenac, Front of Yonge, and Elizabethtown-Kitley. When acting as the Cataraqui Source Protection Authority, Frontenac Islands Township is included in the membership.

Cataraqui Conservation’s mandate is to provide programs and services with partner municipalities to further the conservation, restoration, development, and management of natural resources in the Cataraqui Region watershed. Along with these programs and services we strive to promote sustainable living in our communities and work with our partners to ensure development actions upstream do not have detrimental impacts downstream.

Cataraqui Conservation also provides opportunities for nature appreciation and recreation for residents at our eight Conservation Areas and the Cataraqui Trail. Our staff work towards the goal of supporting healthy local watersheds, protecting public health, reducing the impact of natural hazards, and ensuring resilient communities.



- Matt Smith**
Athens
- Garry Hewett** (Jan-Apr)
City of Brockville
- Cameron Wales** (May-Dec)
City of Brockville
- David Beatty** (Jan-Dec)
City of Brockville
- Katherine Hobbs** (Dec)
City of Brockville
- Jim Earle** (Dec)
City of Brockville
- Al Hanes**
Township of Elizabethtown-Kitley
- Al Barton**
Township of Front of Yonge

- Matt Harper**
Town of Gananoque
- Terry Richardson**
Town of Greater Napanee
- Wayne Hill** (Jan-Nov)
City of Kingston
- Jim Neill** (Jan-Nov)
City of Kingston
- Gary Oosterhof - Vice-Chair** (Aug-Dec)
City of Kingston
- Lisa Osanic**
City of Kingston
- Don Amos** (Dec)
City of Kingston
- Wendy Stephen** (Dec)
City of Kingston

Board Members

- Gordon Ohlke**
Leeds & the Thousand islands
- Joan Delaney** (Nov)
Township of Rideau Lakes
- Paul McAuley - Chair**
Loyalist Township
- Alan Revill**
Township of South Frontenac
- Nathan Townend** (Jan-Nov)
Loyalist Township
- Ross Sutherland**
Township of South Frontenac
- Paul Proderick** (Dec)
Loyalist Township
- Claire Smith - Vice-Chair** (Jan-July)
Township of Rideau Lakes
- Jeff Banks** (Aug-Oct)
Township of Rideau Lakes





Message from Board Chair Paul McAuley

"May you live in interesting times."

The above comment is attributed by some as an ancient Chinese curse – I see it as a reflection of what Cataraqui Conservation has been living through over the last few years. We've been hit by three significant changes that have challenged our staff and board.

The past year staff and leadership have begun to understand what it means to provide service in a post-pandemic world where we have to deal with increased citizen expectations, high inflation, and supply and resource shortages. We are truly in a different environment as we try to build back from the pandemic and continue to offer services in a safe, cost-effective manner.

We were also faced with significant political change, in the form of both Provincial and Municipal elections, and significant legislative changes around Bill 23, More Homes Build Faster Act. Management and staff have spent significant time providing comment on legislative changes and planning for how those will impact the Authority and our partner municipalities going forward. This Act came on the heels of changes to the Conservation Authorities Act that are still being implemented. Combined, changes to these Acts will impact the role and expected deliverables for Conservation Authorities over the next few years.

Finally, the last year was also one where we continued to see the impacts of what seems to be increasing climate changes. Significant weather events

and increasing variability have impacted workloads for staff and heightened the need for good watershed planning. Unfortunately, I suspect we have only seen the beginning of this trend and it will be a topic of discussion well into the future. Despite the need to deal with all of these "interesting times", Cataraqui Conservation has continued to provide excellent services to our citizens and communities. Management and staff continue to work to find creative and innovative solutions. They have established excellent partnerships with our local municipalities, our Conservation Authority neighbors, Conservation Ontario, and ministry staff. Services have largely returned to normal after the pandemic and we continue to move ahead with our needed projects and capital planning. Of particular note is the work on the new Cataraqui Conservation administration offices in conjunction with Frontenac County. Renovations are well underway and hopefully will be available for staff in the next year.

Relating back to the aforementioned quote, I would add a corollary "If you must live in interesting times, may you be surrounded by able partners and move forward with optimism". We are fortunate to have dedicated and highly-qualified management and staff at Cataraqui Conservation and I want to recognize Katrina and the team for all the support they have provided to me as Chair, to the board, and to our municipalities. They have approached every change with a positive attitude and the goal of supporting Cataraqui Conservation.

I thank the board for the opportunity to be your Chair. We are in interesting times, and I remain optimistic that Cataraqui Conservation will continue to thrive and provide high-quality support to our communities.

Paul McAuley
Cataraqui Conservation Board Chair
Loyalist Township





Cataraqui Conservation Staff - 2022

Message From General Manager Katrina Furlanetto

In 2022, staff once again continued to adapt to changes in the community, legislation, and working in a hybrid environment. It was year prioritized to advance internal professional development, initiatives in the watershed, and partnerships with local municipalities.

Cataraqui Conservation's team moved forward on modernizing internal workflows through implementing a new financial software supporting timesheet management, updating databases to track development review metrics, streamlining website reporting for merchandise and registration purchases, purchasing new hardware to support in-field reporting, and updating health & safety and cyber security programming.

Staff continued to engage municipalities during the turnover of Council and improved Cataraqui Conservation's presence in the community through regional sign development, public consultation and notices for trail improvements and policy reviews, along with the launch of a Lake Reporting Dashboard.

Cataraqui Conservation will focus on strategic priority setting moving into 2023 and looks forward to working closely with our community partners to better understand the needs of the watershed.

Katrina Furlanetto
General Manager, Cataraqui Conservation

Devan Anderson	Administration Clerk
Jim Barber	Coordinator, Communications
Tom Beaubiah	Manager, Conservation Lands
Donna Campbell	Assistant, Chair & General Manager
Michael Dakin	Supervisor, Development Review
Laura Dietrich	Financial Analyst
Dianne Doyle	Coordinator, Little Cataraqui Creek
Hailey Esdon	Development Officer
Holly Evans	Coordinator, Watershed Planning
Shawn Fairbank	Technologist, Water Resources
Krista Fazackerley	Supervisor, Communications & Education
Eric Gallaway	Development Officer
Kelsey Guerette	Coordinator, Source Protection
Rick Knapton	Coordinator, Forestry
Steve Knapton	Coordinator, Operations Planning
Tessa Latchmore	Assistant, Source Protection
Stana Luxford Oddie	Senior Conservation Educator
Chelsea Penlington	GIS and Data Technician
Cheryl Rider	Supervisor, Finance
Rhonda Roantree	Resource Planning Clerk
Andrew Schmidt	Manager, Watershed Planning & Engineering
Emily Su	Resource Planner
Brock Sheen	Lead Hand, Conservation Operations
Cole Spence	Conservation Operations
Joey Stephenson	Conservation Operations
Janelle Treash	Resource Planner
Kristen Wozniak	Resource Planner
Mallory Wright	Technologist, Water Resources
Travis York	GIS & Corporate Technology Analyst

Corporate Services & Administration

Dedicated to governance accountability, transparency & customer service



Corporate Services and Administration is an inter-departmental team within Cataraqui Conservation that supports the business, financial, communication, information management and internal operational infrastructure of the organization. This includes, but is not limited to, finance and accounting (budgets, payroll, accounts payable/receivable), human resources, internal and external communications and marketing, information management and GIS (Geographical Information Systems) mapping support, as well as acting as a resource for the General Manager and Full Authority Board.

Staff are also responsible for document management, establishing and publishing corporate policies and regulations, customer service, and ensuring the overall sustainability of Cataraqui Conservation as a corporate entity. They also coordinate and provide administrative support for the Full Authority Board and its various Committees.

2022 Projects & Initiatives

- Continued to provide a safe workplace through policy updates, health and safety audit, weekly discussions, and joining WSIB's Excellence Program.
- Continued to review, implement, and report on requirements for the Conservation Authorities Act such as the development of a Programs and Services Inventory.
- Increased capacity through two internal leadership promotions and hiring of three contract positions and one maternity leave backfill.
- Commenced construction on our new office building - Joint Administration Facility with Frontenac County.
- Installed new computer servers and implemented hardware and network replacements.
- Provided training on cyber security and created two new policies for risk management.
- Completed website updates and educational material to improve the user and customer experience.
- Implemented a new payroll, absence management, and timesheet platform to modernize internal workflows.
- New signage design and development for all properties through a partnership with regional tourism organizations.
- Partnered with the City of Kingston to modernize development application processing, online customer service, and update educational resources.
- Created three new policies for the organization along with updating two existing corporate policies.
- Completed a Compensation Review update for the organization.
- Increased engagement through social media and news stories on the website.

16 Full Authority Board Meetings with **96** staff reports

2 Source Protection Authority Meetings with **5** staff reports

15 Committee Meetings with **38** staff reports

434 Private donors in 2022 raising a total of \$38,071.00



40 Press releases distributed
35 Blog posts and **20** events
121,415 Website visitors
4,089 Facebook likes/followers
3,847 Twitter followers
1,400 Instagram followers



Conservation Lands & Operations

Protecting lands and enhancing the ecosystem for generations to come

Cataraqui Conservation Lands and Operations staff play an integral part in the management and maintenance of all Cataraqui Conservation properties, including both public spaces and environmentally significant/sensitive lands through all four seasons. The Operations Team carry out tasks at all Conservation Areas (trail maintenance, building maintenance, garbage pick up, stocking privies, grooming trails, clearing snow, etc.), support the operation and management of water control structures, and support all departments to help them fulfill their work objectives. Staff have been focused on meeting Provincial Objectives through implementation of the Conservation Authorities Act and regulation changes, ensuring a positive use experience and supporting the needs of our neighbours, partners, friends groups, and visitors.

2022 Projects & Initiatives

- Created new shoreline trail at Lemoine Point Conservation Area to replace eroded sections.
- Resurfaced a section of the service road at Lemoine Point.
- Restored and resurfaced a section of the Cataraqui Trail from Perth Road to Opinicon via a partnership with Trans Canada Trail.
- Conducted trail improvements at Little Cataraqui Creek Conservation Area that included culverts and drainage work.
- Continued to install/replace gates on the Cataraqui Trail.
- Installed new signage at various properties across the watershed.
- Created a new rest stop at Chaffey's Lock on the Cataraqui Trail in partnership with Rideau Lakes Township, Chaffey's Historical Society, and Rideau Lakes Economic Development Committee.
- Concrete repairs were contracted and completed on the Wilton Road Dam.
- Performed Phase 1 rehabilitation of the south laneway entrance at Lemoine Point Conservation Area.
- Conducted emergency repairs to the septic system at the Outdoor Centre.



4 Bridges on the Cataraqui Trail had new decking installed

3 Bridges on the Cataraqui Trail had new safety barriers installed

2 New SUVs and one truck were purchased through the Fleet Program

10 Annual inspections conducted on managed water control structures.

5 Year review on Fleet Rationalization project.

45 Conservation Area use booking permits





Education & Public Programs

Cultivating a culture of conservation for today and tomorrow

Cataraqui Conservation's Education and Public Programs strive to connect learners of all ages to the environment through their head, heart, and hands. Instilling a sense of awe and respect for the natural world with watershed residents helps them become stewards for the environment in their own communities today, tomorrow and in the future. Our staff offer a wide range of quality outdoor and environmental education programs for all ages from pre-school to seniors. The curated conservation-focused program offerings take place around the Cataraqui Region watershed: in-person at conservation areas, special events, local greenspaces, school yards, and online to serve watershed residents wherever they reside.

808 Annual Passes sold

3,472 Students from the Limestone and Algonquin & Lakeshore Boards*

40 Forest School sessions taught at Little Cataraqui Creek Conservation Area

20 Public Forest Therapy sessions hosted for 95 participants

719 Sets of skis (poles, boots & skis) rented during Jan. and Feb.**

131 Pairs of snowshoes rented during Jan. and Feb.***

2022 Projects & Initiatives

- Continued to evolve education and public programs due to the COVID-19 pandemic to ensure safe and engaging programming for the community.
- Hosted 56 online programs with two school boards and were regular contributors to the Limestone District School Board's Virtual School.
- Welcomed back students to outdoor field trips in late spring and fall of 2022. Staff visited school yards, nearby parks/greenspaces and hosted classes at Little Cataraqui Creek Conservation Area.
- Education Program mentored four Teacher Candidates from Queen's University.
- Continued to grow community partnerships by piloting a new program with Sandy Pines Wildlife Centre, Education staff co-chaired the Limestone District School Board's Environmental Sustainability Advisory Committee, continued offering partner programs with Pathways to Youth for after school programs, and collaborated with the Kingston Indigenous Languages Nest (KILN).
- Public Programs balanced COVID-19 restrictions with health and safety measures to deliver family friendly programs on the weekends.
- Worked with Public Health to offer Maple Madness to the community in a safe way. Implemented new online registration and number capping per COVID-19 guidelines while still offering a safe space for the community to enjoy the festivities.
- Public Program staff provided support to other departments by assisting with document management, policy and standard operating procedure development, permits, and providing administration support for Education bookings.
- Staff continued to update website, point of sale, and payment technology to streamline workflow and provide enhanced customer service options for the community.

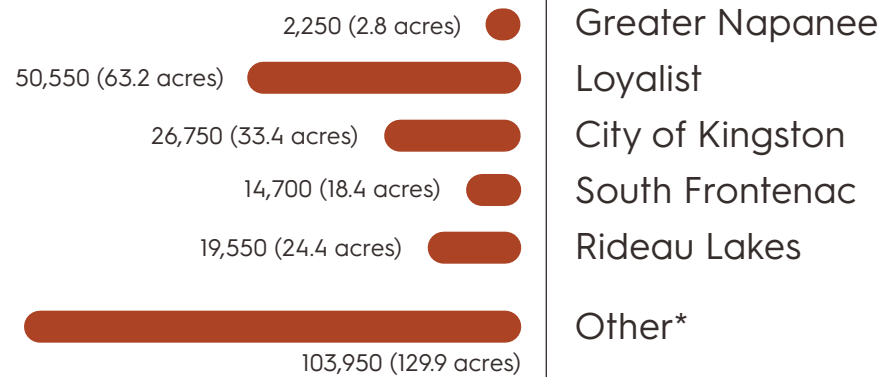
* COVID-19 restrictions and school restrictions were still felt in program area during 2022
** Rented skis on 9 days out of a possible 17 due to lack of snow or icy conditions
*** Rented snowshoes on 11 days out of a possible 17 due to lack of snow or icy conditions

Stewardship

Demonstrated leadership in tree planting, rural forestry management and shoreline protection

Cataraqui Conservation works with landowners and various forestry management partners to encourage stewardship of land and water. Staff provide information about tree planting, shoreline naturalization and invasive species. The program's main focus is on afforestation (new forests) and contributing to the overall forest cover in the Cataraqui Region to provide wind and water erosion protection, make poor land more productive and create/enhance wildlife habitat.

Number of Trees Planted by Municipality in 2022



Total: 217,750 trees (272.2 acres)

* Other: includes Wolfe, Simcoe and Howe Islands and a small section of Stone Mills.



2022 Projects & Initiatives



- Signed a **new planting partner contract with Tree Canada**
- **217,750 trees planted** in the Cataraqui Conservation watershed as part of Forest Ontario's 50 Million Tree Program, Highway of Heroes planting program, and Tree Canada's National Greening Program.
- **6,350 seedlings sold** over the counter to 15 landowners and groups.
- **Survival assessment completed on 376,150 trees** on 58 properties. This includes assessments for 2022 (1st year), 2021 (2nd year), and 2018 (5th year).
- Installed **new identification markers** on the **Assisted Migration Project** plots. **Forest Gene** staff visited the project to collect data on how the plots are doing.
- Initiated a **Hazard Tree Policy** for the Authority.
- **Natural Resources Canada** staff collected samples from the **Emerald Ash Borer parasitoid wasp research site** at Lemoine Point Conservation Area.



Development Review

Protecting people and property from natural hazards

Following the mandate outlined in provincial legislation and in accordance with service agreements with each of our member municipalities, Cataraqui Conservation's planning and permitting duties (collectively called Development Review) are focused on avoidance of natural hazards (e.g. flooding and erosion), protection of natural heritage resources (e.g. wetlands, woodlands, wildlife habitat) and protection of the water quality and ecological integrity of the region's waterbodies and shorelines. Development Review responsibilities include providing comments on policy documents (e.g. Official Plans and comprehensive Zoning By-laws) and applications submitted under the Planning Act. In addition, Cataraqui Conservation is mandated to implement Ontario Regulation 148/06: Development Interference with Wetlands and Alterations to Shorelines and Watercourses.*

Our planning and regulation services complement other Cataraqui Conservation resource management activities by directing development to areas that are not hazardous, maintaining natural features and ecological functions, and protecting water quality and quantity.

2022 Projects & Initiatives

- Initiated a five year update to the Guidelines for Implementing Ontario Regulation 148/06, the second of two key policy documents used for development review.
- Undertook several program improvements including development of electronic permit and plan review inspection forms, updates to key visual references, and a new application payments system with support from the City of Kingston through the Streamlining Development Approvals Fund.
- Staff provided input on a variety of new municipal planning documents including various Official Plans and Zoning By-laws. Most notably for 2022, South Frontenac Official Plan update and the County of Lennox & Addington Natural Heritage Strategy.
- Completed a research project in partnership with Queen's University School of Urban and Regional Planning for Ecological Offsetting in the Cataraqui Region that will form the basis for policy development.
- Held a Section 28 Permit Hearing for a large-scale, complex development file on the St. Lawrence River.
- Responded to a record number of formal and informal development inquiries, totaling 745.**

* Reflects Cataraqui Conservation's development role responsibilities for 2022, prior to Bill 23 changes that came into effect January 1, 2023.



826

Planning & Permit applications reviewed by staff

85.5%

of applications were met within municipal plan review targets

95.5%

of applications were met within Conservation Ontario service targets

2022 Plan Review and Permitting Activity

Number of Plan Review Files:

Athens	13
Brockville	12
Elizabethtown-Kitley	26
Front of Yonge	11
Gananoque	17
Greater Napanee	28
Kingston	45
Leeds & the Thousand Islands	90
Loyalist	34
Rideau Lakes	39
South Frontenac	52
Frontenac Islands	5

Total of 372 applications
85.5% met municipal review targets

Number of Permit Application Files:

Athens	13
Brockville	10
Elizabethtown-Kitley	25
Front of Yonge	3
Gananoque	7
Greater Napanee	25
Kingston	65
Leeds & the Thousand Islands	128
Loyalist	21
Rideau Lakes	33
South Frontenac	68
Frontenac Islands	N/A

Total of 398 applications
95.5% met guideline review targets

Watershed Science & Engineering

Maintaining the viability and sustainability of our most precious resources

Monitoring the health of our watersheds allows Conservation Authorities and their partners to better target programs and measure environmental change for the overall health and sustainability of our communities and their inhabitants. This includes an understanding of local flood, drought, and erosion hazards, conditions of local lakes and streams, forest and wetland cover, groundwater, and the health of fish and aquatic communities.

Cataraqui Conservation owns and/or operates 10 water control structures and uses data gathered from stream gauges, weather stations, snow survey sites, meteorologic forecasts, and computer models to forecast potential floods and drought conditions. As part of our responsibility to make the public aware of water levels, flood warning and drought condition messages are issued regularly to local municipalities, partner agencies, and the public.

2022 Projects & Initiatives

- Launched the Lake Reporting Dashboard to provide information on all lakes for the Cataraqui Region.
- Monthly review of low water thresholds and organization of the Low Water Response Team. No low water thresholds were indicated in 2022.
- Staff continued to support the planning and delivery of the annual Lake Links Workshop.
- Participated on a Sustainable Drainage Working Group to identify options to improve runoff quality in village settings.
- Assisted lake and watershed associations with technical advice and information.
- Staff dealt with high-water levels and flows on inland lakes and streams resulting from rainfall and wind events which were more frequent in 2022 than a "typical" year.
- Completed Operation Maintenance Safety and Surveillance (OMSS) Manual for the Buell's Creek Detention Basin.
- Staff led four spring freshet meetings with the four major water manager groups (Parks Canada, Portage Power, MNR, Cataraqui Conservation) to discuss watershed conditions, water levels, dam safety, coordination of operations, and inform flood messaging.
- Work began on the Wilton Road Dam Safety Study.
- Staff developed floodplain compensation guidelines to support the 2022 Regulations Update.



6 New remote water level sensors installed via watershed partnership

5 Locations monitored by staff and stream temperatures classified.

14 Watershed statements/flood messages issued

10 Annual inspections conducted on managed water control structures.





Drinking Water Source Protection

Dedicated to the quality of our municipal drinking water at its source

Clean, sustainable and abundant drinking water is important to us all. Under the Drinking Water Source Protection Program, Cataraqui Conservation staff work with local municipalities and stakeholders to implement the Cataraqui Source Protection Plan to ensure clean, safe and sustainable municipal drinking water sources (rivers, lakes, aquifers) are protected.

The Cataraqui Source Protection Plan is a locally developed plan of action to keep municipal sources of drinking water clean and plentiful. Implementation of the Plan is being carried out cooperatively amongst implementing bodies, through the Source Protection Committee, including municipalities, local health units, provincial ministries, Cataraqui Conservation, and others.

- 80** Per cent of Cataraqui Region residents that rely on municipal drinking water systems
- 68** Policies addressing drinking water threats in the Cataraqui Region
- 4** Risk management offices in the Cataraqui Source Protection Area
- 9** Intake Protection Zones
- 3** Wellhead Protection Areas



2022 Projects & Initiatives

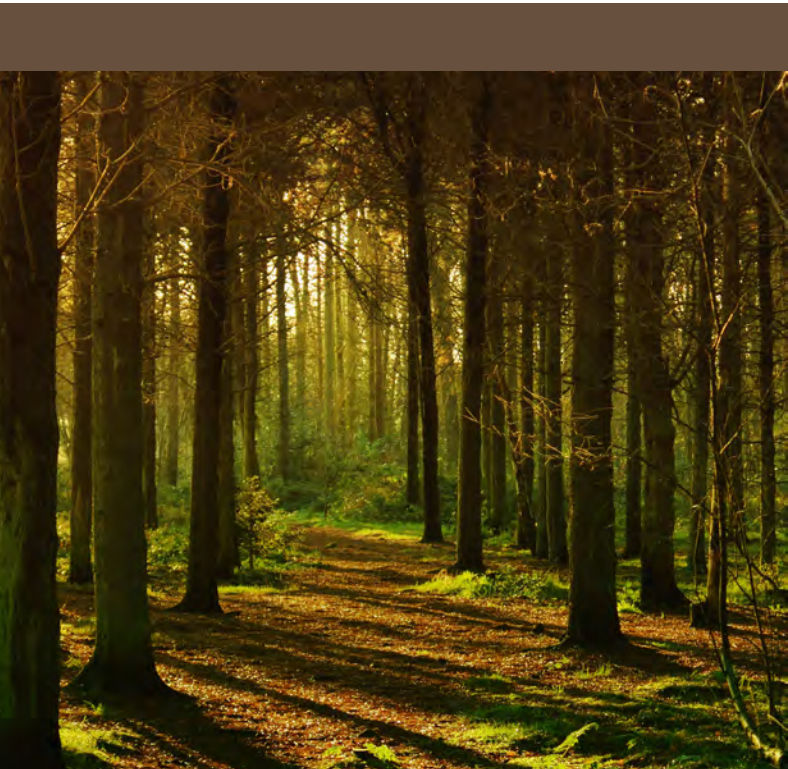
- Hosted a virtual municipal forum on Source Water Protection and Climate Change (impacts and mitigation) with speakers from Health Canada, Conservation Ontario, Lake Huron and Elgin Area Water Systems, and Loyalist Township.
- Hosted three Cataraqui Source Protection Committee meetings with eleven staff reports. Presented five staff reports at two Cataraqui Source Protection Authority meetings.
- Provided municipalities with information on the newly developed Climate Change Vulnerability Assessment Tool through the Municipal Forum.
- Developed a municipal newsletter highlighting Source Protection efforts and information.
- Hosted working group meetings with Risk Management Officials and Municipalities to assist in the development of the ongoing amendment to the Cataraqui Source Protection Plan.
- Continued to provide resources such as the Groundwater Protection Workbook to the public and Cataraqui Source Protection Committee members and staff also took part in education and outreach at two fall fairs in eastern Ontario.

In 2022, staff worked to update the Cataraqui Source Protection Plan and Assessment Report to include new provincial technical rules. The Plan and Assessment Report are undergoing a multi-year update process required under the Clean Water Act to refine policies, provide clarity, and include new data where applicable. Consultation for the amended Plan and Assessment Report will occur in 2023. Part of this work includes amendments regarding transportation corridors, salt management plans, handling and storage of fuel, and liquid hydrocarbon pipelines.

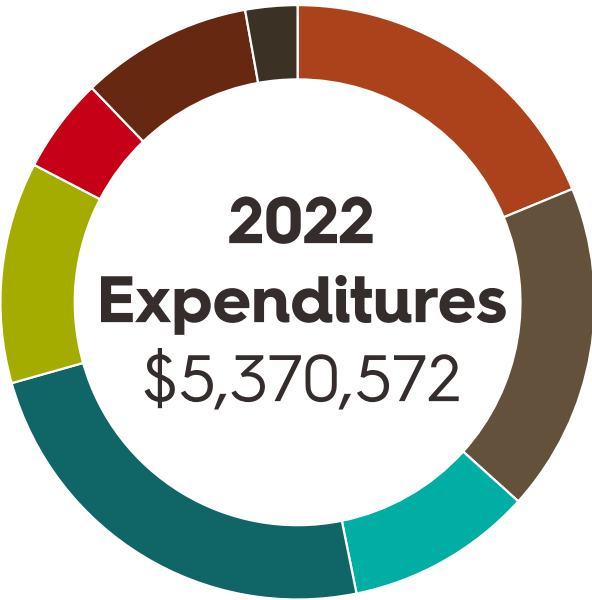
Conservation By the Numbers

Cataraqui Conservation was formed at the request of watershed municipalities and we rely on our partners to successfully implement our programs and services in the community. The foundation of Cataraqui Conservation's budget is a levy on partner municipalities. Staff strive each year to reduce costs, drive operational efficiencies and maximize other sources of revenue to supplement levy dollars and provide comprehensive and robust services to municipalities and watershed residents. Other sources that contribute to Cataraqui Conservation's budget include:

- Authority generated fees for education programs, rentals, conservation areas, permits and planning applications.
- Fundraising and support through the Cataraqui Conservation Foundation.
- Special levies to specific municipalities for projects and services.
- Grant dollars for students, projects, and infrastructure.
- Partnering with other Conservation Authorities on joint programming and grant opportunities for projects.



52%	Municipal Levy	\$2,788,752
1%	Federal Government	\$39,000
4%	Provincial Government	\$208,701
43%	Authority Generated	\$2,334,119



19%	Administration	\$1,008,330
18%	Corporate Services	\$961,633
10%	Education & Public Programs	- \$544,715
24%	Conservation Lands & Operations	- \$1,277,619
12%	Development Review	\$646,605
5%	Stewardship	\$277,765
9%	Watershed Science Engineering	- \$501,905
3%	Drinking Water Source Protection	- \$152,000



Cataraqui
conservation

1641 Perth Rd. Glenburnie ON K0H 1S0
613-546-4228 - info@crca.ca
CataraquiConservation.ca



May 2023

Your Worship,

Whether you live in a large, cosmopolitan city or a small hamlet, you have been faced with the opioid crisis facing Canadians.

The National Chronic Pain Society is asking for your assistance to help patients suffering from chronic pain from becoming addicted to opioids.

Recently, the Ontario College of Physicians and Surgeons has made a decision that will lead more people who suffer from chronic pain to turn to opioids to alleviate their pain. The College is targeting community pain clinics by requiring the use of ultrasound technology in the administration of nerve block injections by licensed physicians. They are not mandating this requirement for physicians in any other capacity, such as epidurals in hospitals. This requirement will increase the time it takes to administer the nerve block and, therefore, reduce the number of patients a physician can see in a day.

Also, the Ontario Health Insurance Plan (OHIP) is proposing to reduce coverage for several vital healthcare services, including a drastic reduction in the number and frequency of nerve block injections a patient can receive. These changes have been proposed without any consultation with pain management medical professionals or with their patients. This cut will force chronic pain clinics to shut down, putting a greater strain on family physicians and emergency rooms.

With the reduction in the number of nerve blocks being administered, many patients, looking for pain relief, will turn to overcrowded emergency rooms, opioid prescriptions from doctors or opioid street drugs.

We are asking that your Council pass a motion requesting that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario.

Further if you can please communicate that motion to the Premier, Minister of Health, Associate Minister of Mental Health and Addictions and your local MPP(s),

Thank you for your kind consideration of this matter. If you have any question, please do not hesitate to contact me at 1-800-252-1837, or by email at info@nationalchronicpainsociety.org. You may also contact me through Elias Diamantopoulos of GTA Strategies at (416) 499-4588 ext. 6, or at elias@gtastrategies.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Leeann Corbeil", written over a light blue horizontal line.

Leeann Corbeil, Executive Director
National Chronic Pain Society

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: May 16, 2023

Subject: **Notice of Motion – Appointment of a Councillor as a representative of the Friends of the Cataraqui Trail Board of Directors.**

Summary

At the May 2, 2023 Council meeting, Councillor Roberts filed a notice of motion requesting that staff bring back a report containing background information to allow Council to give consideration to the appointment of a member of Council as a representative of the Friends of the Cataraqui Trail Board of Directors.

Recommendation

That _____ be appointment to the Friend of the Cataraqui Trail Board of Directors as the representative of South Frontenac Council for the term of Council.

Background

At the May 2, 2023, Council meeting, Councillor Roberts served a notice of motion requesting that staff bring back a formal report to allow Council to consider the appointment of a member of Council to the Friends of the Cataraqui Trail Board of Directors.

Discussion/Analysis

The Friends of the Cataraqui Trail is a volunteer organization that supports the Trail. The group organizes cleanups, encourages discussion among all the users, raises issues of common concern, work with Cataraqui Conservation staff on improving the Trail and advocate for the Trail in the community.

The Friends of the Cataraqui Trail Board of Directors is made up of 16 representatives of the two snowmobile clubs, the Townships bordering the Trail and community members. The Friends of the Cataraqui Trail by their Chair, Ross Sutherland wrote to South Frontenac Township Council inviting Council to appoint a representative of South Frontenac Township to the Friends of the Cataraqui Trail Board of Directors.

Township of South Frontenac

Staff Report - Notice of Motion – Appointment of a Councillor as a representative of the Friends of the Cataraqui Trail Board of Directors.

The Friends of the Cataraqui Trail hold virtual meetings on the 4th Thursday of the month starting at 7:00 pm.

The Friends of the Cataraqui Trail Board of Directors is not a committee of council and is therefore not subject to the South Frontenac Committee by-law and would be considered arms length from the committee Township governance model.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

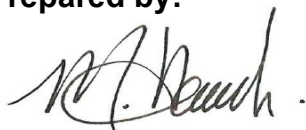
- Priority: Choose an item.
- Action Item (if applicable): N/A

Attachments

Attachment #1 – Letter from the Friends of Cataraqui Trail March 7, 2023

Approvals

Prepared by:



Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: May 16, 2023

Subject: Notice of Motion – Proposed support for the reconsideration of the current wording of Bill 23 with respect to Conservation Authority review.

Summary

At the May 2, 2023 Council meeting Mayor Vandewal filed a notice of motion requesting that Council support the reconsideration of the current wording of Bill 23 with respect to the Conservation Authority ability to provide natural heritage and water-related plan review services.

Recommendation

Whereas Bill 23 – More Homes Built Faster Act under Ontario Regulation 596/22 has removed the ability for Conservation Authorities to provide municipalities with review and commenting services as part of the planning approval process on natural heritage and water-related policies.

Whereas the Township of South Frontenac and Council are committed to providing reliable and timely planning application process support for applicants.

Whereas the Township of South Frontenac and Council feels strongly that this current legislation change is not in the best interest of rural municipalities or its residents.

Whereas the Township of South Frontenac and Council feel that these services are best provided by the local conservation authority due to the existing working relationship, historical knowledge of the covered geographic area, and technical expertise provided by Conservation Authority staff on matters related to natural heritage and water-related plan review services; and

Whereas the Township of South Frontenac and Council feel that municipalities benefit from leveraging the expertise of their local conservation authority. The current wording in Bill 23 forces municipalities to contract this work out to the private sector where there is already limited expertise and capacity to take on this expanded role.

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac request that the province reconsider the current wording in Bill 23; and

That the ability to provide review and commenting services as part of the planning approval process on natural heritage and water-related policies be reinstated with the addition of language that would require Conservation Authorities to process applications within a legislated time frame; and

That the Council of the Corporation of the Township of South Frontenac direct the Clerk to send this motion to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO), the local Members of Provincial Parliament (MPP's);

Background

At the May 2, 2023, Council meeting, Mayor Vandewal served a notice of motion requesting that Council support the re-wording of Bill 23, specifically to allow the Conservation Authority to provide support with respect to matters related to natural heritage and water-related plan review services.

Discussion/Analysis

Bill 23, *More Homes Built Faster Act*, 2022 was introduced at the Provincial Legislature for First Reading on October 25, 2022. The Bill was passed on November 28, 2022 and received Royal Assent the same day. As a result, Bill 23 is now in effect.

The legislation is part of the Provincial Government's plan to build 1.5 million homes by 2032. Bill 23 has implemented recommendations from the Ontario Housing Affordability Task Force Report.

One major change that is affecting many rural municipalities is that the role of the Conservation Authorities has been limited to focus on natural hazards such as flooding and erosion, and wetlands as they pertain to unstable soils. A Conservation Authority currently is unable provide their expertise to planning staff on matters related to natural heritage and water-related plan review with respect to responsible development within or near forests, wetlands as they pertain to wildlife, and other fish and wildlife habitat.

Historically, planning staff have relied on Conservation Authorities to provide their expertise with respect to commenting on development application for natural heritage and natural hazards, with the current wording of Bill 23 planning staff will be required to find expertise services from a private entity. The resources of private companies are already limited and as such, it would be in the best interest to allow the Conservation Authorities to remain as commenting agencies on development applications and to provide them with a timeline for providing comments.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

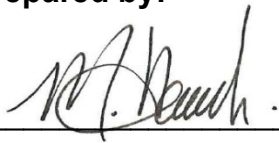
- Priority: Choose an item.
- Action Item (if applicable): N/A

Attachments

None.

Approvals

Prepared by:



Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-45**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC ON MAY 16, 2023**

Whereas Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act*; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and

Whereas the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC, HEREBY ENACTS AS FOLLOWS:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on May 16, 2023 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held May 16, 2023 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on May 16, 2023 except those taken by by-law and those required by bylaw to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. 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.
5. This By-law shall come into force and take effect on the date of its passage.

Read a first and second time this 16 day of May 2023.

Read a third time and finally passed this 16 day of May, 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk