



Township of South Frontenac Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, April 2, 2024
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order

a) Resolution

That the Council meeting of April 2, 2024 be called to order at ____ p.m.

2. Declaration of pecuniary interest and the general nature thereof

3. Approval of Agenda

a) Resolution

That the agenda be approved, as presented.

4. Scheduled Closed Session

5. Recess

6. Public Meeting

a) Resolution - Public Meeting to Order

b) Notice of Collection

c) Public Meeting - Council Procedure By-law

- The Council of The Corporation of the Township of South Frontenac will host a public meeting on April 2, 2024, at 7 pm on proposed amendments to By-law 2017-76 which provides for the governing the proceedings of Council, the conduct of members and the calling of meetings. The proposed amendments pertain primarily to the administration of delegations, communications, statutory public meetings and associated administrative amendments.
- Please See Business Item 12. a. for Report.

d) Resolution - Closed Public Meeting

7. Delegations

8. Briefings

9. Approval of Minutes

a) Resolution

4 - 11

That the Minutes of the March 19, 2024 Council meeting be approved.

10. Reports Requiring Action

a) Seniors Housing Funding

12 - 13

Whereas the County has funding available to support seniors housing developed within the County;

Therefore Be It Resolved That Council request that the County funding be released to South Frontenac for it's use under the Verona Housing project, following County guidelines for the release of the funds estimated to be \$330,000.

- b) Desert Lake Family Campground - Noise By-law Exemption Request 14 - 19

That the Desert Lake Family Resort be granted an exemption from Section 3. Clause F. of By-law 201-41, as amended, "A By-Law to Prohibit and Regulate Noise Within The Township of South Frontenac", to permit musical events on May 18, 2024, June 29, 2024, August 1, 2024, August 9, 2024 and August 31, 2024 between 7:00 p.m. and 11:00 p.m.

- c) Development Charges Study and By-law – Consultant 20 - 22

That Council award the Development Charges Background Study to Watson & Associates Economists Ltd; and

That an additional amount of \$20,520 for the project be funded from Development Charges Reserves.

- d) Housing Enabling Water Systems Fund (HEWS) 23 - 24

That Council support the submission of a grant application under the Housing Enabling Water Systems fund; and

That Council authorize the Clerk and Mayor to sign off on a contract or Transfer Payment agreement should the Township be successful.

- e) Award of Tender # PS-2024-11 Dust Suppression Services 25 - 28

That Council accept the bid from Da-Lee Services Inc. in the amount of \$176,654.55 (net of HST credits) for the 2024 Dust Suppression Services Program.

11. Advisory Committee Reports or Minutes

- a) Lake Ecosystem Advisory Committee Recommendation 29 - 35

That the Lake Ecosystem Advisory Committee recommend Council approve the revised Lake Ecosystem Grant program policy as attached to this report.

12. Reports Requiring Approval of By-laws

- a) Proposed Amendments to Council Procedure By-law 36 - 65

That By-law 2024-28, 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 2024-28 be given third reading, signed and sealed.

13. Reports for Information

14. Committee of the Whole

15. Information Items

- a) Acknowledgement of June as Pride Month 66

16. Notice of Motions17. Rise and Report regarding County Council and External Boards

- a) County Council
 b) Police Services Board
 c) Cataraqui Conservation
 d) Quinte Conservation
 e) Rideau Valley Conservation Authority
 f) Frontenac Community Arena Board

18. Announcements/Statements by Councillors19. Closed Session (if requested)

- a) Resolution

That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:

a) A proposed or pending acquisition or disposition of land by the municipality or local board - Portland District

b) A proposed or pending acquisition or disposition of land by the municipality or local board - Portland District

- c) Resolution

That Council rise from the Committee of the Whole "Closed Meeting" and the Mayor Report.

20. Confirmatory By-law

- a) Resolution 67

That By-Law 2024-29, 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; and

That By-Law 2024-29 be given third reading, signed and sealed.

21. Adjournment

- a) Resolution

That the Council meeting of April 2, 2024 adjourn at ___ p.m.

South Frontenac is a welcoming and thriving rural community



**Township of South Frontenac
Council Meeting Minutes**



Meeting # 06

Time: 7:00 p.m.

Location: Council Chambers / virtual via Zoom

Present: Ray Leonard, Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan (virtual), Ron Sleeth, Scott Trueman (virtual), Adam Turcotte, Mayor Ron Vandewal

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, Troy Dunlop - Manager of Engineering and Capital Projects, Christine Woods - Senior Planner, Noah Perron - Planner

1 Call to Order

a) Resolution

Resolution No. 2024:06:01

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Council meeting of March 19, 2024 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a)

There were none.

3 Approval of Agenda

a) Resolution

Resolution No. 2024:06:02

Moved by Deputy Mayor Leonard

Seconded by Councillor Sleeth

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) Resolution - Public Meeting to Order

Minutes of Council
March, 19, 2024

Resolution No. 2024:06:03

Moved by Councillor Morey

Seconded by Councillor Roberts

That the public meeting for Zoning By-Law amendments PL-ZBA-2024-003 & PL-ZBA-2024-0009 be called to order.

Carried

b) Notice of Collection and Public Meeting Statement

Michelle Hannah reviewed the Notice of Collection and Public Meeting Statement.

c) Zoning By-law Amendment Application PL-ZBA-2024-0003, K. Mulrooney Trucking Limited, Battersea Road at Frontenac Road, 102906003011315

- This report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0003 for a property at the southeast corner of Battersea Road and Frontenac Road with roll number 102906003011315. If approved the zone on the property would be changed from Rural (RU) and Rural Industrial (RI) to a Rural Industrial Special Provision zone (RI-XX).

Christine Woods conducted a PowerPoint presentation regarding the Zoning By-law Application. She provided clarification regarding the formal address and location of the property.

Jennawae Cavion, 470 Mount Chesney Road requested further information regarding the proposed buffering and noise implications associated with the development. She expressed concern that the proposed development could impact wildlife and questioned if the stream located on the property will be impacted. She indicated that she is concerned that the proposal could impact property value in the area.

Mayor Vandewal sought further explanation regarding the proposed research use.

Lindsay Mills, Agent noted that the Provincial Policy Statement, County of Frontenac Official Plan and the South Frontenac Official Plan promote this type of development as desirable. He spoke to Section 2.2.3. of the County of Frontenac Official Plan which outlines the need for industry and business parks. He stated that there is currently a small industrial base in the area. He commented that he believes that the application could be considered a business park as it is located on a major transportation corridor. He provided further detail regarding the uses which have not been included in the application. He spoke to the controls which could be considered during the site plan process.

Ryan MacDonald, 440 Mount Chesney commented that there is a need for a sufficient housing supply before further industrial zones are created.

Stephanie Samms stated that she does not believe that this area has been used for industrial purposes for a considerable period of time. She sought further information regarding the future plans for the hydro infrastructure.

Councillor Trueman suggested that further consideration be given to removing a truck terminal and agricultural equipment repair facility as a use. He expressed concern regarding drainage.

d) Zoning By-law Amendment Application PL-ZBA-2024-0009, Ruddock, 2124 Charlie Green Road, Loughborough District

- This report provided Council with information about Zoning By-law

Minutes of Council
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Amendment Application PL-ZBA-2024-0009 for a property civically addressed as 2124 Charlie Green Road. If approved, the zone on the subject lands would be changed from Waterfront Residential (RW) to Rural (RU).

Noah Perron, Planner provided an overview of the PowerPoint presentation.

Councillor Sleeth inquired if the home on the retained property is occupied. Noah Perron confirmed that it is his understanding that the home on the property in question is occupied.

e) Resolution - Close Public Meeting

Resolution No. 2024:06:04
Moved by Councillor Pegrum
Seconded by Councillor Trueman
That the Public Meeting be closed.

Carried

7 Delegations

- a) Mr. Pedersen was present to speak to Council regarding traffic calming concerns in Sydenham.

8 Briefings

- a) There were none.

9 Approval of Minutes

- a) Resolution

Resolution No. 2024:06:05
Moved by Councillor Ruttan
Seconded by Councillor Turcotte
That the Minutes of the March 5, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) Verona Housing Consultant

Resolution No. 2024:06:06
Moved by Councillor Morey
Seconded by Councillor Roberts
That Council support the award of the Verona Housing consultant support contract under sole sourcing to 2B Developments.

Carried

- b) Application to Enter into a Licence Agreement LA-2024-001 (Roney)

Resolution No. 2024:06:07
Moved by Councillor Ruttan
Seconded by Councillor Roberts
That Council deny the request to enter into a Licence Agreement for the alteration and use of two unopened road allowances shown as Subject Road

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Allowance 'A' and Subject Road Allowance 'B' on the Location Map, attached to the Report as Exhibit A.

Carried

c) Noise By-Law Exemption Request

Resolution No. 2024:06:08

Moved by Councillor Morey

Seconded by Councillor Turcotte

That Jansen Adriano be granted an exemption from Section 4, (Schedule 1, Clause 7.) of By-law Number 2015-41, As Amended, "A By-Law to Prohibit and Regulate Noise Within The Township of South Frontenac", to permit the discharge of consumer fireworks at 86 Palmer Lane, Tichborne (Burridge Lake) on August 31, 2024 between 9:00 p.m. and 10:00 p.m.; it being understood that the exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-Laws including but not limited to By-Law 2004-107, as amended, Ontario Regulations or Provincial Legislation.

Carried

d) Unopened Road Allowance Closure Request RC-24-02 (Fleming)

Resolution No. 2024:06:09

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That Council direct staff to proceed with the process of closing, selling, and transferring the unopened road allowance shown as Part 1 Plan 13R22980; and

That Council waive the normal process to consider an unopened road allowance closure application to allow the by-law to be considered on the same agenda as the public meeting.

Carried

e) 2024 Frontenac Farmers Market Special Events & Initiatives

Resolution No. 2024:06:10

Moved by Deputy Mayor Leonard

Seconded by Councillor Trueman

That Council designate the Frontenac Farmers Market event dates listed in the revised Exhibit A of Report 2024-054 hosted in Centennial Park, Harrowsmith from 3:00pm – 7:00pm as Municipally Significant as required by the Alcohol & Gaming Commission of Ontario (AGCO) for a Special Occasion Permit for the sale and service of alcohol at the events; and

That Council approve the sale and service of alcohol through Endorsement Licences at the Frontenac Farmers Market on the dates listed in Exhibit A from 3:00pm to 7:00pm as per By-law 2003-90; and

That Council approvals be contingent on receiving approval from the Alcohol & Gaming Commission of Ontario (AGCO).

Carried

11 Advisory Committee Reports or Minutes

a) Recreation and Leisure Advisory Committee Recommendation - "June is Recreation & Parks Month"

Resolution No. 2024:06:11

Moved by Councillor Roberts

Seconded by Councillor Sleeth

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That the Recreation and Leisure Services Advisory Committee recommends that Council consider declaring June "Recreation and Parks Month (JRPM)".

Carried

12 Reports Requiring Approval of By-laws

a) Dedication and Assumption of 0.3 metre reserve, Eel Bay Road, Plan 1540

Resolution No. 2024:06:12

Moved by Councillor Morey

Seconded by Deputy Mayor Leonard

That By-law 2024-23 being a By-law to dedicate and assume as a part of a highway for public use in accordance with the *Municipal Act*, 2001, be given first and second reading.

Carried

Resolution No. 2024:06:13

Moved by Councillor Turcotte

Seconded by Councillor Trueman

That By-law 2024-23 be given third reading, signed and sealed.

Carried

b) Zoning By-law Amendment Application PL-ZBA-2024-0009, Ruddock, 2124 Charlie Green Road, Loughborough District

Resolution No. 2024:06:14

Moved by Councillor Pegrum

Seconded by Councillor Ruttan

That By-law 2024-24 being a By-law to amend By-law 2003-75, as amended, to rezone lands from the Waterfront Residential (RW) zone to Rural (RU) on lands civically addressed as 2124 Charlie Green Road, be given first and second reading.

Carried

Resolution No. 2024:06:15

Moved by Councillor Roberts

Seconded by Councillor Morey

That By-law 2024-24 be given third reading, signed and sealed.

Carried

c) Zoning By-law Amendment Application PL-ZBA-2023-0134, Harmsen Construction Inc. (The Boulevard Group), Rutledge Road, 102904001010120

Resolution No. 2024:06:16

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That By-law 2024-25 being a By-law to amend the zoning on lands described as Part Block I, Plan 50, Part 2, Reference Plan 13R3750, Part Lot 4, Concession 4, District of Loughborough, Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2024:06:17

Moved by Councillor Ruttan

Seconded by Councillor Turcotte

That By-law 2024-25 be given third reading, signed and sealed.

Carried

d) Deeming By-law Application PL-LC-2024-0021 (Hunter), Lot 4, Plan 1828

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Resolution No. 2024:06:18

Moved by Deputy Mayor Leonard

Seconded by Councillor Sleeth

That By-law 2024-26 deem the property described as Lot 4, Plan 1828, District of Bedford, Township of South Frontenac as not being in a plan of subdivision, be given first and second reading.

Carried

Resolution No. 2024:06:19

Moved by Councillor Sleeth

Seconded by Councillor Ruttan

That By-law 2024-26 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) 2023 Development Charges Reporting
- b) Investment Update to December 31, 2023
- c) Award of Tender # PS-2024-04 – 2024 Micro Surfacing Program
- d) Award of Tender # PS-2024-05 – 2024 Surface Treatment Program

14 Committee of the Whole

- a) There was none.

15 Information Items

- a) There were none.

16 Notice of Motions

- a) There were none.

17 Rise and Report regarding County Council and External Boards

- a) There was none.

18 Announcements/Statements by Councillors

- a) Councillor Morey and Mayor Vandewal provided a reminder about the Verona Master Plan Open House on Wednesday March 27, 2024 beginning at 6:00 p.m. at the Verona Lions Hall.

Troy Dunlop clarified that the Open House begins at 6:00 p.m. and a presentation will begin at 6:30 p.m.

Mayor Vandewal thanked Public Services staff for their quick response to a matter at the Storrington Centre.

19 Closed Session (if requested)

- a) Resolution

Resolution No. 2024:06:20

Moved by Councillor Morey

Seconded by Councillor Turcotte

That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:

a) Approval of the February 20, 2024 Committee of the Whole "Closed Meeting" minutes; and

b) A proposed or pending acquisition or disposition of land by the municipality or local board - Loughborough District.

Carried

b) Resolution

Resolution No. 2024:06:21

Moved by Councillor Turcotte

Seconded by Deputy Mayor Leonard

That Council rise from the Committee of the Whole "Closed Meeting" and report.

Carried

Resolution No. 2024:06:22

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That Council Authorize the Chief Administrative Officer to commence appraisals as per direction received in closed session.

Carried

20 Confirmatory By-law

a) *Resolution*

Resolution No. 2024:06:23

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-Law 2024-27, 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. 2024:06:24

Moved by Councillor Pegrum

Seconded by Councillor Morey

That By-Law 2024-27 be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2024:06:25

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That the Council meeting of March 19, 2024 adjourn at 8:40 p.m.

Carried

Minutes of Council
March, 19, 2024

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

Township of South Frontenac Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: April 2, 2024

Subject: Seniors Housing funding

Report Number: 2024-064

Summary

The report seeks Council approval to request access to funding available through the County of Frontenac to support Senior's housing.

Recommendation

Whereas the County has funding available to support seniors housing developed within the County;

That Council request that the County funding be released to South Frontenac for it's use under the Verona Housing project, following County guidelines for the release of the funds estimated to be \$330,000.

Background

The County of Frontenac has reserve funds dedicated for use towards the development of seniors housing throughout the County. Each lower tier is provided the opportunity to access this funding equally estimated to be \$330,000.

Discussion/Analysis

The Township has undertaken the Verona Housing project including the purchase of the land, the development of the Verona Master Plan as well as the current servicing study. Other steps are also being undertaken in tandem to the servicing study such as the establishment of the Municipal Service Corporation, funding opportunities and concept drawings.

The County of Frontenac funding is estimated to be \$330,000 which needs to be matched. It is a 1/3 contribution towards expenses which means the Township needs to have incurred \$990,000 in expenses to receive funding of \$330,000 from the County. This can be provided in increments as the expenses are incurred.

Financial Implications

Total projects costs are still being estimated and are contingent on the outcomes of the servicing study in regards to the number of persons that can be accommodated through the water and waste water servicing. However, with incurred cost along with the estimated 4.1 million for servicing, the Township is in a position to access the County funding and reduce what is required to be funded from reserves.

All contributions and expenses will be recorded and itemized for the entire project including the multiple years over which it will span.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Sustainable Long-Term Prosperity

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.

Attachments

None

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: April 9, 2024

Subject: Desert Lake Family Campground - Noise By-law Exemption Request

Report Number: 2024-044

Summary

The purpose of this Report is to provide Council with background information necessary for consideration of a [Noise By-law](#) Exemption Request Application submitted by Desert Lake Family Resort.

Recommendation

That the Desert Lake Family Resort be granted an exemption from Section 3. Clause F. of By-law 201-41, as amended, "A By-Law to Prohibit and Regulate Noise Within The Township of South Frontenac", to permit musical events on May 18, 2024, June 29, 2024, August 1, 2024, August 9, 2024 and August 31, 2024 between 7:00 p.m. and 11:00 p.m.

Background

On April 11, 2023, Council approved By-law 2023-29 which amended the Noise By-law to permit any person may submit a Noise By-law Exemption Request Application up to four weeks in advance of the event to the Clerk's Department requesting an exemption from any of the prohibitions described in the General Prohibitions Section of the By-law. Furthermore, By-law 2023-29 outlines that a Council approved exemption will be in effect for the dates and times specified, and Council may impose any conditions that it considers appropriate. A Council approved exemption shall be invalid if these conditions are contravened.

A further amendment, ([By-law 2024-15](#)) to the Noise By-law allows either the Clerk or Deputy Clerk to approve, deny or modify a Noise By-Law Exemption Request Application in specific. This Application does not meet the specifications outlined in the By-law for a streamlined approval and as such is before Council for consideration.

Discussion/Analysis

Staff received a Noise By-Law Exemption Request Application from the Desert Lake Family Resort on March 15, 2024.

The application is seeking exemption from Section 3. Clause F. of the Noise By-law which states as follows:

“GENERAL PROHIBITIONS

3. No person shall emit, cause or permit the emission of noise resulting from an act listed herein, and which noise is clearly audible at a point of reception;
 - f) The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound in such a manner as to disturb the peace and comfort of a person or persons at the point of reception;”

A similar request was approved by Council in 2023.

Financial Implications

Not applicable.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.
 - Action Item (If Applicable): Insert Text

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

Frontenac Municipal Law Enforcement

Attachments

Exhibit A – Desert Lake Family Campground Noise By-law Exemption Request Application

Approvals

Prepared By: Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer



SOUTH FRONTENAC

Noise By-Law Exemption Request

Applicant Information

All fields marked with * are required and must be filled, failure to do so may delay the process or may cause the requested to be denied.

Name*

First Name

Yao

Last Name

Chen

Organization

Desert Lake Family Resort

Address*

1009 Chester lane. Hartington

Street Address

Town

Hartington

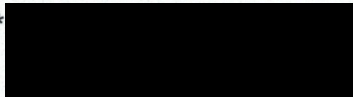
Province

ON

Postal Code

K0H 1W0

Telephone Number*



(000)-000-0000

Email*



example@example.com



SOUTH FRONTENAC

Noise By-Law Exemption Request

Event Details

Event Name* *Live Band*

Example: Smith Wedding

Event Address* *1009 Chester Lane*

Street Address

Street Address 2

Town *Hartington*

Postal Code *K0H 1W0*

Event Date* *May 18th, 2024* , *June 29th, 2024*
August 1st, 2024 *August 9th, 2024*

Month *August* Day *31st* Year *2024*

Event Start/End Time*

Hour : Minutes *7:00* until *11:00*
AM/PM AM/PM

Describe your event and why a noise exemption is required. You may include additional event dates and times and any information you believe is important.*



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Notice of Collection

Personal information, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, is collected under the authority of the *Municipal Act, 2001*, and in accordance with *MFIPPA*. Personal information collected on the application may form part of the publicly available Council meeting agendas and minutes. Questions regarding the collection, use, and disclosure of this personal information may be directed to James Thompson, Clerk at 613-376-3027 extension 2239 or jthompson@southfrontenac.net

Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: April 2, 2024

Subject: Development Charges Study and By-law – Consultant

Report Number: 2024-063

Summary

The report seeks approval for the award of the contract for the Development charges study required prior to the expiry of the Township's current Development Charges By-law, set to expire on August 6th, 2024.

Recommendation

That Council award the Development Charges Background Study to Watson & Associates Economists Ltd. and:

That an additional amount of \$20,520 for the project be funded from Development Charges Reserves.

Background

The purpose of development charges is to recover the growth-related costs of capital infrastructure needed to service new development in the municipality.

The *Development Charges Act*, 1997 requires that the municipality:

- Review its development charge every five years.
- Prepare a background study to support the new development charge and prior to the adoption of a new bylaw.
- Hold at least one statutory public meeting to advise the public of any proposed changes to the development charges and offer an opportunity for the public to ask questions about the background study.

Legislation requires a full background study be prepared to justify development charges fees with includes population and growth projections. The background study is required to be released and available for 60 days before Council considers the new by-law. The consultant is targeting completion of the background study in mid May 2024, with a public meeting planned for June 2024, and a new draft Development Charges By-law presented to Council in July 2024, prior to the August 6th, 2024 expiry date of the current By-law 201-48.

Watson & Associates has prepared 50% of the Development Charges By-laws in effect across Ontario. Their company has extensive regional experience including preparing population projections for Frontenac County and recently updated the City of Kingston's Growth Management Study and are working on their Development Charges Background Study and Development Charges By-law. Finally, Watson & Associates completed the previous Development Charges Background Study and Development Charges By-law for the Township in 2019.

For this reason, it is recommended that the contract for the project be sole sourced to Watson & Associates Economists Ltd. based on the previous information established in the 2019 study as well as access to the growth management study information from the City of Kingston which can be used in our study.

The Development Charges Study will include the involvement of all Township Departments, with the project being led by the Director of Development Services and the Director of Corporate Services. Directors will work closely to provide the consultant information inputs into the background study and review draft documents prior to their release to Council and the public.

Financial Implications

A budget of \$50,000 had been approved by Council in 2023. The proposal from Watson and Associates came in at \$69,300 plus HST. A significant difference between our 2019 and current study is the timing of the County's population growth update. In 2019, we were able to use a new study from the County but there is no updated study available from the County which means more work needs to be incorporated within our study. It is recommended that the required additional \$20,520 (includes non-rebatable HST) be funded from the Development Charges reserve.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Sustainable Long-Term Prosperity

Climate Considerations

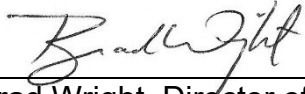
- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Attachments

None.

Approvals

Submitted By:



Brad Wright, Director of Development Services

Approved By:



Lousie Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council
From: Director, Public Services
Date of Meeting: April 2, 2024
Subject: Housing Enabling Water Systems Fund (HEWS)
Report Number: 2024-065

Summary

This report provides a recommendation for the submission of a grant under Housing Enabling Water Systems fund in relation to the servicing of the Verona Housing project.

Recommendation

That Council support the submission of a grant application under the Housing Enabling Water Systems fund; and

That Council authorize the Clerk and Mayor to sign off on a contract or Transfer Payment agreement should the Township be successful.

Background

The Province of Ontario has a current grant opportunity under the Housing Enabling Water Systems Fund to support investment in existing and new water infrastructure projects to protect communities and support building more housing. The province is providing an investment of \$825 million over 3 years.

To meet the application requirements, applications must:

- Enable growth and housing development
- Increase access to cleaner drinking water
- Increase treatment and/or management of wastewater and stormwater

Projects need to start no later than September 30, 2024 and must be completed by March 31, 2027. The province will fund up to 73% (up to \$35 million) of eligible project costs with the Township responsible for the remaining funding. Applications must be submitted by April 19th, 2024.

Discussion/Analysis

The Township is currently in phase two of its servicing study and will be starting phase 3 to further investigate the preferred option selected. From the grant timeline, project must start

by September 30, 2024 and our study is already currently under way. Further, the application allows projects to be completed by March 31st, 2027 which falls within our estimated timeline to at least have some construction under way with servicing being one of the first components to take place during construction.

The application will be submitted with the Frontenac Municipal Services Corporation (FMSC) as a co-applicant. Having a co-applicant strengthens the scoring of the application and also provides flexibility within the guidelines of the grant in regards to ownership and the transfer of the asset. Based on the FMSC concept, communal systems within the County would be assumed by FMSC as a utility to minimize risk and bring consistency in the maintenance and standards of systems.

Financial Implications

Based on a class D estimate from the second phase of the servicing study, the preferred option has a cost estimate of \$4.1 million. Adding a 25% contingency based on the stage of the servicing study would bring this cost to \$5.13 million. As this is the best cost estimate we have at this stage of the project, the grant application will be submitted using a total project cost of \$5.13 million.

The province provides funding to a maximum of 73% or \$3.745 million with the Township being responsible for the remainder of the funding.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Sustainable Long-Term Prosperity

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Financial Analyst
Director of Public Services
County of Frontenac CAO

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: April 2, 2024

Subject: Award of Tender # PS-2024-11 Dust Suppression Services

Report Number: 2024-059

Summary

This report provides a recommendation for the award of contract for the 2024 Dust Suppression Services program.

Recommendation

That Council accept the bid from Da-Lee Services Inc. in the amount of \$176,654.55 (net of HST credits) for the 2024 Dust Suppression Services Program.

Background

In December of 2023, Council approved the 2024 Operating Budget which includes the annual program for placement of liquid dust suppressant on gravel roads. Each spring, the Township regrades and shapes the surface of the gravel roads to remove surface irregularities and restore proper drainage. An application of liquid calcium chloride is then applied which binds the gravel for the summer season.

The application of dust suppressants is a critical preventative maintenance tool for gravel road maintenance that offers the following benefits to road authorities:

- Lowering road maintenance costs by reducing gravel loss and grading time
- Reducing loss of fines through dust will lead to increased loose aggregate on the road surface, and
- Reducing the impact of dust particles on adjacent homeowners (air quality, outdoor use, cleaning, property impacts)

Discussion/Analysis

On February 22nd, 2024, the Township released a tender for dust suppression services on Biddingo and advertised on the Township's website. The tender that was issued was one year contract and included options to renew for the 2025 and 2026 seasons. On March 13th, 2024, the tender closed with one tender submission received.

The results of the tender bids were as follows:

Supplier	Total (Including Net HST Rebate)
Da-Lee Services Inc. dba Da-Lee Dust Control	\$176,654.55

Staff completed a detailed review of the Da-Lee Services Inc. bid submission and found their tender bid to be compliant with the procurement bylaw. Da-Lee Services Inc. has successfully completed the dust suppression programs locally and has held the local contracts going back to 2019. Prior to this period, the company was known as Morris Chemicals. The last contract with Da-Lee was awarded under tender # 2020-12 in 2020 and covered a four-year period which ended in 2023.

Locally, the Township has benefitted from very competitive pricing under the previous four-year contract (2020-2023) and this year’s submission will see the unit costs go well above inflation.

Financial Implications

The 2024 Operating Budget allowance for the dust suppression program is \$122,351 and is fully funded by taxation. A detailed breakdown of the revised project costing is provided below:

ACTIVITY	COST (\$)
Da-Lee Services Inc. (low bid Net HST)	\$176,654.55
Approved Budget (2024)	\$122,351.00
Estimated (Shortfall)	(\$54,303.55)

The dust suppression program is forecasted to have a net shortfall of \$54,303.55. In reviewing options to mitigate the budget shortfall, the following were considered:

Option 1 – Reject the Bid (Not Recommended)

Under the terms of the tender call, the municipality has the right to reject all bids, however a review of the bid outcomes with adjacent counties and lower tier municipalities suggests that the tender process has yielded competitive pricing that is reflective of the current market rates. If the bid is rejected, the municipality is unlikely to access any new servicing alternatives. The municipality would also be unlikely to see any improved cost outcomes. This option is therefore not recommended.

Option 2 – Reduce the Scope (Not Recommended)

The current low bid submission (net of HST credits) is \$54,303.55 over the Township’s available budget for this activity. If the Township were to reduce the volume of calcium chloride to off-set the increase, it is estimated that almost 60km of the 195km network would have to be omitted from the program to cover the cost. Calcium chloride is typically placed in early June of each year after grading and the roads are rarely touched again until late August or early September. If these materials are not placed, it is very likely that road crews would have to repeatedly grade and service these areas throughout the summer months. This would carry a significant added cost and would also likely divert staffing and equipment resources away from other critical operations. This option is therefore not recommended.

Option 3 – Award the Contract (Recommended)

Due to the considerations highlighted in Options 1 and 2, staff are recommending that Council award the contract to Da-Lee and approve a budget increase of \$54,400 to be funded from within the operating budget.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.
 - Action Item (If Applicable): Insert Text

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

Director of Corporate Services / Treasurer
Manager of Operations and Fleet

Attachments

None.

Approvals

Prepared By:

Troy Dunlop, Manager of Engineering and Capital Projects

Submitted By:



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

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Lake Ecosystem Advisory Committee

Prepared by: Development Services Department

Date of Meeting: March 21, 2024

Subject: Lake Ecosystem Grant Policy Update

Summary

This report provides the Lake Ecosystem Advisory Committee with a summary of the Lake Ecosystem Grant Program, and outlines proposed revisions to the program policy for discussion.

Recommendation

The Lake Ecosystem Advisory Committee recommend Council approve the revised Lake Ecosystem Grant program policy as attached to this report.

Background

The Lake Ecosystem Grant program was established in 2021. The program was modeled after the Township's successful Community Grant Program. The Lake Ecosystem Grant program supports and encourages the preservation, restoration, monitoring and analysis of lake ecosystems within the Township. It places priority on projects that have the greatest positive impact on the health and welfare of lake ecosystems, with consideration of four objectives, which are to:

1. Reduce or limit diffuse or point source runoff primarily caused by human disturbance of the land
2. Create or increase buffer zones along the lakeshore and/or banks of creeks and streams that drain into the lake
3. Protect or enhance wildlife habitat
4. Enable or perform monitoring and/or inventories of the lake environment and its contributing watershed in order to fill knowledge gaps

The grant program funds projects up to \$10,000. On an exceptional basis, larger requests may be considered.

The Lake Ecosystem Advisory Committee developed criteria for evaluating submissions. These criteria relate to meeting grant program objectives; the project deliverables, workplan and feasibility; environmental benefits and challenges; and organization stability.

Submissions are reviewed by a subcommittee of the Committee, plus a non-voting Township staff member. Staff assist the subcommittee in reviewing the applications and making a recommendation to the full Lake Ecosystem Advisory Committee, which would then recommend a list of grant recipients to Council for final approval, similar to the Community Grants and Private Lane Assistance Grants processes. There is supposed to be annual reporting to Council summarizing the results and key learnings from projects.

Discussion

The Lake Ecosystem Grant Program Policy was established at the onset of the program. It needs to be reviewed based on the subcommittee's experience using the document and the types of applicants and applications received. The document should be updated before next year's application intake.

A 2024 draft program policy is attached. The following changes are proposed to the policy.

1. Criteria for applicant eligibility

The definition of a non-profit organization would be expanded to include unincorporated groups and registered charitable organizations, and to remove the bullet regarding how much of the organization's budget can come from government grants.

2. General criteria

Text would be added to clarify that an organization with an active grant for a project will not be considered for a subsequent grant for a new or different project until the active project is complete. Text would also be added to clarify that the organization cannot receive other Township funding for the same project.

3. Subcommittee composition

The subcommittee would be revised to require a minimum of three members, and majority support for an application.

4. Annual reporting

Text would be added to clarify that the annual reporting to Council would be for completed projects.

Staff welcome feedback on these matters, and any others that the Committee feels warrants review and revision in the Lake Ecosystem Grant Program Policy.

Attachment: 2024 Draft Lake Ecosystem Grant Program Policy

Report Prepared By:

Christine Woods, RPP, MCIP, Senior Planner

DRAFT
March 2024

Township of South Frontenac Lake Ecosystem Grant Program Policy

1. Purpose

This policy is to establish a grant process that supports and encourages the preservation, restoration, monitoring and analysis of lake ecosystems within the Township of South Frontenac.

2. Policy

The Township on a yearly basis will solicit applications from non-profit organizations for projects that support the purpose of this grant policy. 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.

3. Definitions

Buffer zone: A corridor of mostly undisturbed, permanently vegetated areas of land. They are transitional areas that reduce the impact of development and site alteration on adjacent natural features such as a lake.

Lake ecosystem: Lakes are inland bodies of water that lack any direct contact with an ocean. Lake ecosystems include living plants, animals and micro-organisms, as well as non-living physical (e.g. light, temperature and wind) and chemical reactions.

Non-profit organization: a not for profit organization including unincorporated groups or registered charitable organizations that:

- have an interest in lake ecosystems within the geographic boundaries of the Township of South Frontenac,
- has the ability to show long-term sustainability through a robust volunteer base and stable financial governance, and
- can demonstrate a long-term commitment to lake stewardship.

Wildlife habitat: means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations.

4. Guidelines

a. Funding Priorities

Priority will be given to those projects that have the greatest positive impact on the health and welfare of lake ecosystems. Projects could impact an entire lake, but could

DRAFT
March 2024

also include another lake or other upstream or downstream components. Projects should incorporate one or more of the following objectives.

- A. Reduces or limits diffuse or point source runoff primarily caused by human disturbance of the land
- B. Creates or increases buffer zones along the lakeshore and/or banks of creeks and streams that drain into the lake
- C. Protects or enhances wildlife habitat
- D. Enables or performs monitoring and/or inventories of the lake environment and its contributing watershed in order to fill knowledge gaps

Projects that do not directly incorporate one or more of the above objectives will also be accepted for consideration.

b. Project Scope

This grant program is designed to fund projects up to \$10,000. On an exceptional basis, larger requests will be considered. There is no minimum value for a project.

5. General Criteria for Grant Recipients and Submissions

All grant recipients and their submissions must meet the following criteria.

1. Submissions must have a well-defined plan with measurable results and take place/be completed within 12 months of receiving the grant.
2. The organization must be able to fund 25% of the total project requirements.
3. Grant recipients will receive 75% of their allotted funds at the beginning of the project and the remainder upon receipt of the final report.
4. Submissions must incorporate an outreach component to educate the community and build awareness of the key learnings and results of the project.
5. Final reports from any previous year's funding must have been received in order to be considered for the current year for a new or different project.
6. Financial statements from the previous calendar year should be included with the applicant's Letter of Intent, along with a list of current officers.
7. Unspent funds must be returned to the Township following completion of the project.
8. Applicants cannot be in receipt of other program-specific Township funding for the proposed project.

6. Review Process

All submissions will be reviewed by a subcommittee composed of at least three citizen representatives from the Lake Ecosystem Advisory Committee, plus a non-voting Township staff member. A majority of the subcommittee members must be in agreement in order for a submission to be accepted. The submissions will be reviewed against a set of evaluation criteria.

DRAFT
March 2024

The subcommittee will bring its recommendations to the Lake Ecosystem Advisory Committee for approval. Once this is completed, the list of proposed Grant Recipients and associated documentation will be submitted to Council for final approval.

7. Annual Reporting

The Lake Ecosystem Advisory Committee will provide Council an annual report summarizing the results and key learnings of each completed project that received funding through the Lake Ecosystem Grant.

Approved by Council
May 18, 2021

Township of South Frontenac Lake Ecosystem Grant Program Project Evaluation

Criteria

	Details	Weight
Grant Objectives	Project meets one or more of the Grant Objectives (i.e. runoff, buffer zone, wildlife habitat, monitoring).	20%
Project Deliverables, Workplan and Feasibility	Scope of project is defined by clear goals and activities. Work tasks and deliverables are clearly defined and are appropriate and achievable in the specified timelines. The proposal outlines how the project outputs, best practices and key learnings will be communicated to the public/target audience. "Funding provided by the Township of South Frontenac" is acknowledged. Project team has the knowledge and experience to complete the project. Adequate staff or volunteers to complete the project. Sufficient budgetary detail is provided. The project is cost effective.	35%
Environmental Benefits and Challenges	Proposal demonstrates how the lake ecosystem and/or community will directly benefit from the project.	25%
Organization Stability	The organization shows long-term sustainability through a robust volunteer base and stable financial governance. There is a demonstration of a long-term commitment to lake stewardship.	20%

Scoring

- 4 – 5 Exceeds expectations
- 3 Meets expectations
- 1 – 2 Does not meet expectations

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: April 2, 2024

Subject: Proposed Amendments to Council Procedure By-law

Report Number: 2024-058

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 2024-28, 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 2024-28 be given third reading, signed and sealed.

Background

At the [February 20, 2024](#), meeting of Council, staff presented a report which offered background information regarding proposed amendments to the Council Procedure By-law. The report offered a detailed explanation of proposed amendments primarily related to the administration of delegations, communications, statutory meetings and associated administrative amendments. A copy of the February 20, 2024 report is attached to this Report as Exhibit B.

Following consideration of the (February 20, 2024) report, Council approved the following resolution:

"Moved by Councillor Roberts
Seconded by Councillor Trueman

That Council 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 April 2, 2024, in accordance with By-law 2016-73, regarding proposed amendments to the Council Procedure By-law, (By-law 2017-76).

Carried”

Discussion/Analysis

The proposed amendments as outlined in By-law 2024-28, attached as Exhibit A, generally reflect the proposed amendments presented to Council on February 20, 2024. Additionally, Exhibit C provides a copy of the proposed amendments to the Council Procedure By-law in its entirety with the proposed amendments outlined in red text to provide clarity.

During deliberations regarding the proposed amendments on February 20, 2024, it was suggested by a member of Council that the Mayor be afforded the discretion to permit the delegate or public meeting participant additional time to address Council or Committee of the Whole. The proposed By-law attached as Exhibit A has been updated to account for this suggestion.

Additionally, it was further suggested that staff prepare a guide to assist members of the public in offering comments to Council during a statutory public meeting held under the *Planning Act*. Staff are working on developing the document which will be made available to the public.

Following the February 20, 2024 meeting, staff have revised the proposed amendment related to processing a communication submitted following the issuance of the addendum in situations where Council is anticipated to make a decision on a by-law regarding a zoning by-law amendment or Official Plan amendment. To ensure that members of the public preserve their appeal rights in accordance with the *Planning Act*, the following clause has been proposed in the draft By-law:

“f) iv. Where a communication was submitted following the deadline prescribed in Section 3. e) iii., and where it is anticipated that Council will give consideration to a by-law regarding a zoning by-law amendment or Official Plan amendment application, the communication will form part of the Minutes to ensure that the resident is afforded their appeal rights as per the *Planning Act*.”

Members of the public have yet to submit comments to staff regarding this matter. As such, staff recommend approval of the by-law amendments at the April 2, 2024 Council meeting provided that significant concerns are not raised during the public meeting.

Additionally, staff recommend that the proposed changes take effect on May 1, 2024 to provide members of the public with an opportunity to adapt to the proposed changes.

Finally, due to the numerous changes to the Council Procedure By-law over the course of the last two years, the Clerk’s Department intends to re-write the document to improve the overall clarity and consideration of the by-law. For clarification, the amendments approved by Council during this period will remain in place in the new document.

Financial Implications

Not applicable.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Choose an item.
 - Action Item (If Applicable): Insert Text

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

As directed by Council on February 20, 2024, staff provided notice to allow for Council to hold a public meeting on April 2, 2024 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 during the weeks of March 4, 11, 18 and 25, 2024.

“The Council of The Corporation of the Township of South Frontenac will host a public meeting on April 2, 2024, at 7 pm on proposed amendments to By-law 2017-76 which provides for the governing the proceedings of Council, the conduct of members and the calling of meetings. The proposed amendments pertain primarily to the administration of delegations, communications, statutory public meetings and associated administrative amendments. Members of the public may review the agenda and register to participate in the meeting via Zoom

at <https://southfrontenac.civicweb.net/Portal/MeetingSchedule.aspx>. Residents may contact the Clerk, James Thompson at jthompson@southfrontenac.net or by phone at 613-376-3027, x2239 for more information. Any written comments should be submitted to the Clerk by noon on March 28, 2024.”

The following notice was published on the Township of South Frontenac [website](#) on February 26, 2024:

“The Council of The Corporation of the Township of South Frontenac will host a public meeting on April 2, 2024, at 7 pm on proposed amendments to By-law 2017-76 which provides for the governing the proceedings of Council, the conduct of members and the calling of meetings.

The proposed amendments pertain primarily to the administration of delegations, communications, statutory public meetings and associated administrative amendments.

Members of the public may review the agenda and register to participate in the meeting via Zoom [at this link](#). Residents may contact the Clerk, James Thompson at jthompson@southfrontenac.net or by phone at 613-376-3027, x2239 for more information. Any written comments should be submitted to the Clerk by noon on March 28, 2024.”

Attachments

Exhibit A – By-law 2024-28 - 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 – February 20, 2024, Report to Council regarding Update to Council Procedure By-law.

Exhibit C – Proposed Council Procedure By-law - highlighted amendments

Approvals

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

By-Law Number 2024-28**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;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby 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:

Section 1-Definitions is amended by adding a new clause "b)" to read as follows:

- b) **ADDENDUM** means a listing of the items to be added to or withdrawn from a published Agenda.;

Section 3-Agendas a) is deleted in its entirety and replaced with the following:

- 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 posted to the Township website by 2:00 p.m. on the Thursday prior to the meeting.

All items of business and communications for the agenda shall be received by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

If necessary, the Clerk will prepare an addendum for use by members at regular meetings. The Addendum shall be posted in the Municipal Building, Sydenham and posted to the Township website by 11:00 a.m. on the day of the meeting.

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 and Addendum
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. Tabling of Documents
16. Communications
17. Notice of Motions
18. Rise and Report regarding County Council and External Boards
19. Announcements/Statement by Councillors

20. Closed Session **(if requested)**
21. Confirmatory By-law
22. Adjournment

Committee Of The Whole Agenda:

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

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

Section 3-Agendas b) paragraphs i. through vi. is deleted in their entirety and replaced with the following:

- 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 Agenda Item and subject matter to the Clerk by 2:00 p.m. on the day prior to the meeting;
- 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 by 2:00 p.m. on the day prior to the meeting.
- iii. Any person desiring to present information orally on matters of fact or to make a request of Council regarding a matter that is not included on a Council agenda for consideration 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.
- iv. 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.
- v. 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.
- vi. Each delegate shall be limited to not more than a total of five (5) minutes; it being understood that the Mayor at their sole discretion may grant the delegate additional time to address Council or the Committee of the Whole.

Section 3-c) **PUBLIC INPUT RELATED TO PLANNING MATTERS** paragraph i. is deleted in its entirety and replaced with the following:

- i. During a statutory public meeting under the *Planning Act*, members of the public wishing to speak to the matter will be limited to five 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; it being understood that the Mayor at their sole discretion may grant a member of the public additional time to address Council or the Committee of the Whole.

Section 3. is amended to create a new clause e) i. to read as follows:

e) TABLING OF DOCUMENTS

- i. The Clerk shall list on the Agenda documents received from any local boards or agencies, including, but not limited to, meeting agendas or minutes and financial statements.

Section 3. is amended to create new clause f) i. to read as follows:

f) COMMUNICATIONS

- i. Every communication intended for presentation to Council or a Committee shall be legibly written, typed, or printed and signed by at least one (1) person giving their address. Anonymous communications will not be accepted.
- ii. The Clerk shall list on the Agenda those communications received prior to the submission deadline specified in Section 3. a). All communications received after such deadline shall be held over for consideration at a subsequent meeting, unless they directly relate to items of business on the Agenda.
- iii. Communications relating to a business item on the Agenda that are received by 2:00 p.m. on the day prior to the meeting will be included on the Addendum.
- iv. Where a communication was submitted following the deadline prescribed in Section 3. e) iii., and where it is anticipated that Council will give consideration to a by-law regarding a zoning by-law amendment or Official Plan amendment application, the communication will form part of the Minutes to ensure that the resident is afforded their appeal rights as per the Planning Act.
- v. Subject to the submission requirements set out in Section 3. a), the Clerk shall also list on the Agenda, as a communication, any correspondence received from a Member in relation to any recommendation or Motion at the Meeting.
- vi. Members shall not debate any communication.
- vii. Council may refer a communication to staff or a Committee.
- viii. Communications from other municipalities requesting endorsement or consideration of their resolutions shall be forwarded to the Chief Administrative Officer and may be added to the appropriate Council or Committee Agenda.
- ix. No Communications shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) 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; (c) tenders, requests for proposals or other procurement issues; (d) 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 (e) any matter that is properly the subject of Closed Session.

2. This By-law shall come into force and take effect on May 1, 2024.

Given First and Second Readings: Tuesday, April 2, 2024

Given Third Reading and Passed: Tuesday, April 2, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: February 20, 2024

Subject: Proposed Amendments to Council Procedure By-law

Report Number: 2024-024

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 proposed amendments pertain primarily to the administration of delegations, communications, statutory public meetings and associated administrative amendments.

Recommendation

That Council 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 April 2, 2024, 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 shall 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.

Discussion/Analysis

The intention of the following portion of the Report is to provide a detailed explanation of proposed amendments to select sections of the Council Procedure By-law. The proposed amendments to the Council Procedure By-law are outlined in red and are addressed in the order that they appear in the existing Council Procedure By-law.

Summary of Proposed Amendment to “Definitions”

- b) **ADDENDUM** means a listing of the items to be added to or withdrawn from a published Agenda.

The proposed inclusion of the “Addendum” in the definitions section of the By-law is an administrative amendment. The proposed use of the Addendum will be discussed in greater detail later in the Report.

Summary of Proposed Amendment to “Section 3 – Agendas and Addendums”

- 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 posted to AgendaNotes by 2:00 p.m. on the Thursday prior to the meeting.**

~~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.

If necessary, the Clerk will prepare an addendum for use of members at regular meetings. The Addendum shall be posted in the Municipal Building, Sydenham and posted in AgendaNotes by 11:00 a.m. on the day of the meeting.

The purpose of the proposed amendment is to set a firm agenda and addendum publication timeline to ensure that the public has ample opportunity to review the agenda and determine whether they wish to address Council as either a delegation or through a communication. The process related to communications (correspondence) will be further outlined later in the Report.

Summary of Proposed Amendments to “Section 3 - Delegations”

- i. a.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 Agenda Item and subject matter to the Clerk by 2:00 p.m. on the day prior to the meeting;
- a.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 by 2:00 p.m. on the day prior to the meeting.**
- b.i.) Any person desiring to present information orally on matters of fact or to make a request of Council **regarding a matter that is not included on a Council agenda for consideration** 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.

b. 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 by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

- vi. Each delegate shall be limited to not more than a total of five (5) minutes. Extensions to these limits will be at the discretion of the Mayor.

The amendments related to the administration of delegations are being proposed following conversations with the Township Solicitor regarding openness and transparency.

The proposed amendments would allow a member of the public to review the agenda and have a greater ability to address Council as a delegation provided that they register within the prescribed timeline and that the total number of delegations as defined in the By-law have not been exceeded (Section 3. a.).

Members of the public who wish to speak to Council as a delegation regarding a matter not included on the agenda would still be required to follow the current process and register ten days in advance (Section 3. b.).

Additionally, staff are proposing that delegations be permitted to address Council for not more than five minutes. The proposed amendment is consistent with the Committee By-law. It is worthy to note that a delegation is entitled to provide written comments to Council.

Summary of Proposed “Section 3 – Tabling of Documents”

- i. The Clerk shall list on the Agenda documents received from any local boards or agencies, including, but not limited to, meeting agendas or minutes and financial statements.

The purpose of the proposed section is to define the process in which communications from select groups will be provided to Council.

Summary of Proposed “Section 3 – Communications”

- i. Every communication intended for presentation to Council or a Committee shall be legibly written, typed, or printed and signed by at least one (1) person giving their address. Anonymous communications will not be accepted.
- ii. The Clerk shall list on the Agenda those communications received prior to the submission deadline specified in Section 3. a). All communications received after such deadline shall be held over for consideration at a subsequent Meeting, unless they directly relate to items of business on the Agenda. Communications relating to a business item on the Agenda that are received by 2:00 p.m. on the day prior to the meeting will be included on the Addendum.
- iii. Subject to the submission requirements set out in Section 3. a), the Clerk shall also list on the Agenda, as a communication, any correspondence received from a Member in relation to any recommendation or Motion at the Meeting.
- iv. Members shall not debate any communication.

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

- v. Council may refer a communication to staff or a Committee.
- vi. Communications from other municipalities requesting endorsement or consideration of their resolutions shall be forwarded to the Chief Administrative Officer and may be added to the appropriate Council or Committee Agenda.
- vii. No Communications shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) 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; (c) tenders, requests for proposals or other procurement issues; (d) 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 (e) any matter that is properly the subject of Closed Session.

The purpose of the proposed section is to define the process associated with the administration of communications submitted by members of the public or other municipalities.

Summary of Proposed Amendments to “Section 3 - 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 **five 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.

The proposed amendment is consistent with provisions in the Committee By-law related to statutory public meetings held by the Committee of Adjustment. It is worthy to note that a member of the public is entitled to provide written comments to Council.

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 **and Addendum**
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. **Tabling of Documents**
16. **Communications**
17. Notice of Motions
18. Rise and Report regarding County Council and External Boards
19. Announcements/Statement by Councillors
20. Closed Session **(if requested)**
21. Confirmatory By-law
22. Adjournment

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

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

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 April 2, 2024.

Financial Implications

Not applicable.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillar: People and Partnerships
- Action Item (If Applicable): Insert Text

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

Louise Fragnito, Chief Administrative Officer
Township Solicitor

Attachments

Exhibit A – Proposed Council Procedure By-law, As Amended

Approvals

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, 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) **ADDENDUM** means a listing of the items to be added to or withdrawn from a published Agenda.

(As Amended by By-law 2024-XX passed April XX, 2024)
- c) **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.
- d) **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.
- e) **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.
- f) **COMMITTEE** means any advisory or other committee, subcommittee or similar entity of Council.
- g) **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.
- h) **COMMITTEE OF THE WHOLE** means Council sitting in Committee.
- i) **COUNCIL** means the Council of The Corporation of the Township of South Frontenac.
- j) **HOLIDAY** means A Holiday with Pay (Or Statutory Holiday) as identified in the current C. U. P.E., Local 4336, Collective Agreement.
- k) **IN-CAMERA SESSION** shall have the same meaning as closed session (see item #d)
- l) **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.
- (As Amended by By-law 2023-44 passed May 16, 2023)
- 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.
- (As Amended by By-law 2023-44 passed May 16, 2023)

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.

(As Amended by By-law 2023-44 passed May 16, 2023)

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 effecting 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, 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** - 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.

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).

(As Amended by By-law 2023-44 passed May 16, 2023)

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 posted to AgendaNotes by 2:00 p.m. on the Thursday prior to the meeting.**

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

If necessary, the Clerk will prepare an addendum for use by members at regular meetings. The Addendum shall be posted in the Municipal Building, Sydenham and posted in AgendaNotes by 11:00 a.m. on the day of the meeting.

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 **and Addendum**
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~~
15. **Tabling of Documents**
16. **Communications**
17. Notice of Motions
18. Rise and Report regarding County Council and External Boards
19. Announcements/Statement by Councillors
20. Closed Session **(if requested)**
21. Confirmatory By-law
22. Adjournment

(As Amended by By-law 2023-44 passed May 16, 2023)

(As Amended by By-law 2024-XX passed April XX, 2024)

COMMITTEE OF THE WHOLE Agenda:

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

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

(As Amended by By-law 2024-XX passed April XX, 2024)

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 Agenda Item and subject matter to the Clerk by 2:00 p.m. on the day prior to the meeting;**
- 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 by 2:00 p.m. on the day prior to the meeting.**
- iii. Any person desiring to present information orally on matters of fact or to make a request of Council **regarding a matter that is not included on a Council agenda for consideration** 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.
- ~~iv. 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 by the Clerk by 12:00 noon on the Thursday prior to the meeting date.~~
- iv. 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.
- v. 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.
- ~~vi. 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 five (5) minutes; it being understood that the Mayor at their sole discretion may grant the delegate additional time to address Council or the Committee of the Whole.
- 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.

(As Amended by By-law 2023-44 passed May 16, 2023)

(As Amended by By-law 2024-XX passed April XX, 2024)

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 five 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; it being understood that the Mayor at their sole discretion may grant a member of the public additional time to address Council or the Committee of the Whole.

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.

(As Amended by By-law 2023-44 passed May 16, 2023)

(As Amended by By-law 2024-XX passed April XX, 2024)

d) BRIEFINGS

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

(As Amended by By-law 2023-44 passed May 16, 2023)

e) TABLING OF DOCUMENTS

- i. The Clerk shall list on the Agenda documents received from any local boards or agencies, including, but not limited to, meeting agendas or minutes and financial statements.

(As Amended by By-law 2024-XX passed April XX, 2024)

f) COMMUNICATIONS

- i. Every communication intended for presentation to Council or a Committee shall be legibly written, typed, or printed and signed by at least one (1) person giving their address. Anonymous communications will not be accepted.
- ii. The Clerk shall list on the Agenda those communications received prior to the submission deadline specified in Section 3. a). All communications received after such deadline shall be held over for consideration at a subsequent meeting, unless they directly relate to items of business on the Agenda.
- iii. Communications relating to a business item on the Agenda that are received by 2:00 p.m. on the day prior to the meeting will be included on the Addendum.
- iv. Where a communication was submitted following the deadline prescribed in Section 3. e) iii., and where it is anticipated that Council will give consideration to a by-law regarding a zoning by-law amendment or Official Plan amendment application, the communication will form part of the Minutes to ensure that the resident is afforded their appeal rights as per the *Planning Act*.
- v. Subject to the submission requirements set out in Section 3. a), the Clerk shall also list on the Agenda, as a communication, any correspondence received from a Member in relation to any recommendation or Motion at the Meeting.
- vi. Members shall not debate any communication.
- vii. Council may refer a communication to staff or a Committee.
- viii. Communications from other municipalities requesting endorsement or consideration of their resolutions shall be forwarded to the Chief Administrative Officer and may be added to the appropriate Council or Committee Agenda.

- ix. No Communications shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) 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; (c) tenders, requests for proposals or other procurement issues; (d) 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 (e) any matter that is properly the subject of Closed Session.

(As Amended by By-law 2024-XX passed April XX, 2024)

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.
- 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. The member of Council who moved the Notice of Motion at the previous meeting shall be afforded a maximum of two minutes to explain the purpose of the Notice of Motion to Council prior to the seconder being sought.

(As Amended by By-law 2023-92 passed December 19, 2023)

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.

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

- b) **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.
- c) **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.

- d) **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.
- e) **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.
- f) **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.

- g) **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.

- h) **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.

Notwithstanding the above clause, a by-law may be passed through delegated authority in accordance with By-law 2023-01 and may be presented to and enacted by the Director of Development Services or designate.

(As Amended by By-law 2023-92 passed December 19, 2023)

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

- i) **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.
- j) **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.



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March 18, 2024

County of Frontenac
2069 Battersea Road
Glenburnie, Ontario K0H 1S0

Attention: Jannette Amini, Clerk

Dear Ms. Amini:

Re: Acknowledgement of June as Pride Month

Please be advised that at a Regular Council Meeting held on March 15, 2024, the Council of the Township of North Frontenac passed the following Resolution:

Resolution #122-24 Moved by Councillor Fowler Seconded by Councillor Hermer

Be It Resolved That Council receives for information Councillor Huetl's Administrative Report entitled "Acknowledge the Month of June as Pride Month";

And That Council approves flying the Progressive Pride Flag at the Township Hall and use social media in the month of June as promotion;

And That the Township of North Frontenac ask the County of Frontenac and other municipalities within the County to support this Resolution by also celebrating June as Pride Month.

Carried

Council has requested the Council of the County of Frontenac to consider celebrating June as Pride Month. Therefore; would you please include this request on an upcoming Council Agenda.

If you have any questions or concerns please don't hesitate to contact me at clerkplanning@northfrontenac.ca.

Yours truly,

Tara Mieske

Tara Mieske
Clerk/Planning Manager
TM/bd

c.c. Vanessa Latimer, Clerk, Township of Frontenac Islands
James Thompson, Clerk, Township of South Frontenac
Cathy MacMunn, CAO/Clerk, Township of Central Frontenac

By-Law Number 2024-29**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on April 2, 2024**

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;

Therefore, be it resolved that the Council of the 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 April 2, 2024, 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 April 2, 2024, 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 April 2, 2024, 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.

Given First and Second Readings: Tuesday, April 2, 2024

Given Third Reading and Passed: Tuesday, April 2, 2024

James Thompson, Clerk

Ron Vandewal, Mayor