



TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Minutes



Meeting # 4

Time: 7:00 pm

Location: Council Chambers/Virtual

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

Staff: Louise Fragnito, Chief Administrative Officer, Shelley Stedall, Director of Corporate Services & Treasurer, Darcy Knott, Director of Fire and Emergency Services, Kyle Bolton, Director of Public Services, Brad Wright, Director of Development Services, Troy Dunlop, Manager of Technical Services & Infrastructure, Jan Minaker, Manager of Human Resources, Michelle Hannah Planning Assistant, James Thompson, Deputy Clerk, Angela Maddocks, Clerk

1. Call to Order and Roll Call

a) Resolution

Resolution No. 2022-04-01

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That the Council meeting of December 6, 2022 be called to order at 7:00 p.m.

Carried

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

2. Declaration of pecuniary interest and the general nature thereof

a) There were no declarations.

3. Approval of Agenda

a) Resolution

Resolution No. 2022-04-02

Moved by Councillor Trueman

Seconded by Councillor Sleeth

That the agenda for the December 6, 2022 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session (at end of meeting)

5. Delegations - not applicable

6. Public Meeting - not applicable

7. Approval of Minutes

a) October 4, 2022 Council Meeting (resolution)

Resolution No. 2022-04-03

Moved by Councillor Roberts

Seconded by Councillor Morey

That the minutes of the October 4, 2022 and October 11, 2022 Council meeting be approved.

Carried

b) October 11, 2022 Council Meeting

Resolution 2022-04-03.

c) November 15, 2022 Inaugural Council Meeting

Resolution No. 2022-04-04

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the minutes of the November 15, 2022 Inaugural Council meeting be approved, as amended.

Carried

d) November 22, 2022 Special Council Meeting

Resolution No. 2022-04-05

Moved by Councillor Trueman

Seconded by Councillor Sleeth

That the minutes of the Special Council meeting held November 22, 2022 be approved.

Carried

8. Business Arising from the Minutes - none

9. Reports Requiring Action

a) **2022 Lake Ecosystem Grant Recommendations**

- The Township accepted applications for the 2022 Lake Ecosystem Grant program until September 30, 2022. The Lake Ecosystem Advisory Committee recommended approval of four applications from this intake, totalling \$30,183.98.

Resolution No. 2022-04-06

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That Council approve four (4) Lake Ecosystem Grants totalling \$30,183.98 as recommended by the Lake Ecosystem Advisory Committee and as summarized in this report.

Carried

b) **Land Acquisition - 0.3 metre reserves abutting Everett Lane**

- The report sought direction from Council on a landowner request to transfer three 0.3 metre reserves back to the Township and where possible, have them merge with a Township-owned road allowance to provide several landowners with access to Everett Lane.

Resolution No. 2022-04-07

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That Council support the transfer of the 0.3 metre reserves under property identification numbers (PINs) 362740046, 362740182 and 362740425.

And that a by-law be brought forward at a future date once PIN 362740046 has been transferred to dedicate a portion of the reserve as a road.

Carried

- c) **Napanee River Upper Lakes Study - Updated Floodplain Mapping**
- The report provided details on a request received from the Quinte Conservation Authority seeking a financial contribution from the Township in order to update floodplain mapping for the Napanee River Upper Lakes in South Frontenac. Quinte Conservation has successfully applied for 50% grant funding but requires a letter of support or resolution from South Frontenac in order to move forward with signing off on a Transfer Payment Agreement for the funding.

Resolution No. 2022-04-08

Moved by Councillor Roberts

Seconded by Councillor Morey

That Council support the request for funding in the amount of \$79,900 from Quinte Conservation to support the Napanee River Upper Lakes Study – Updated Floodplain Mapping and that the request be funded from the Working Funds Reserve.

Carried

- d) **PL-RAC-2022-0121 (Swiderski) (Kerr) – Application to request to stop up, close and transfer portions of unopened road allowance**
- An application was received by Development Services Staff to request to stop up, close and transfer a portion of unopened road allowance between Concession 13 & 14, District of Bedford

Resolution No. 2022-04-09

Moved by Councillor Ruttan

Seconded by Councillor Godfrey

That Council direct staff to proceed with the process of closing and transferring ownership of a 20.12 metre (66 foot) by approximately 72 metre (236 foot) portion of unopened road allowance, between Concession 13 & 14, District of Bedford.

Carried

- e) **Award of RFP # PS-P02-2022 - Verona Housing Communal Servicing Options Study Class EA**
- The report provided a summary of the outcomes of the Request for Proposal # PS-P02-2022 and recommends the award of contract for the Verona Housing Communal Servicing Options Study Class Environmental Assessment.

Resolution No. 2022-04-10

Moved by Councillor Morey

Seconded by Councillor Leonard

That Council award RFP # PS-P02-2022 Verona Housing Communal Servicing Options Study Class Environmental Assessment to J. L. Richards & Associates for the successful bid of \$87,597.04 (net of rebatable HST).

Carried

- f) **Deputy Mayor Appointment**
- The report provided Council with information regarding procedural options with respect to the appointment of the Deputy Mayor for the 2022-2026 term of Council.

Resolution No. 2022-04-11

Moved by Councillor Roberts

Seconded by Councillor Morey

That Council utilize Option “B” as the procedural mechanism to appoint the Deputy Mayor for the 2022-2026 term of Council.

Carried

Resolution No. 2022-04-12

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That having adopted the process for appointing the deputy mayor, the following member(s) of council serve as Deputy Mayor for the following period:

2022-2023: Ron Sleeth

2024: Ray Leonard (January 1, 2024 - June 30, 2024

2024: Doug Morey (July 1, 2024 to December 31, 2024)

2025: Randy Ruttan

2026: Steve Pegrum

Carried

g) **Changes to January Meeting Schedule**

- The report recommended the rescheduling of the Council and Committee of the Whole meetings for January 2023. The timing of these meetings is stipulated in the Procedural By-law 2017-76 and must be changed by resolution of Council to accommodate holiday closures

Resolution No. 2022-04-13

Moved by Councillor Godfrey

Seconded by Councillor Leonard

That Council suspend the rules of the Procedural By-law 2017-76 and schedule the January 2023 Council Meetings for January 10 and January 31 and the Committee of the Whole meeting for January 17, 2023.

Carried

10. Committee Meeting Minutes

- a) Bellrock Community Hall Committee meeting held September 16, 2022
- b) Lake Ecosystem Advisory Committee Meeting held April 20, 2022

Resolution No. 2022-04-14

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That Council receives for information the minutes of the following committee meeting minutes:

- Bellrock Community Hall Committee meeting held September 16, 2022
- Lake Ecosystem Advisory Committee meeting held April 20, 2022

Carried

11. By-laws

a) **By-law 2022-101 - PL-ZBA-2022-0061, Frontenac Outfitters (2017), 6674 Bedford Road**

- The report recommended that Council pass a by-law to change the zone on the subject lands to permit the existing Frontenac Outfitters business to continue, and to permit a tourist establishment (campground) consisting of 12 tent sites and accessory buildings and uses.

Resolution No. 2022-04-15

Moved by Councillor Godfrey

Seconded by Councillor Pegrum

That By-law 2022-101, being a by-law to amend By-law 2003-75, as amended to rezone land from Rural Commercial (RC) and Rural (RU) to Recreational Resort Commercial - Special Provision (RRC-65) on lands described as 6674 Bedford Road, Part 1 on 13R1302 and Part 1 on 13R20671, Part Lots 9 and 10, Concession 11, District of Loughborough, be given third reading, signed and sealed.

Carried

Resolution No. 2022-04-16

Moved by Councillor Leonard

Seconded by Councillor Sleeth

That By-law 2022-101, be given third reading, signed and sealed.

Carried

b) **By-law 2022-102 - PL-LA-2022-0167 (Hoss) Licence Agreement Application, 228 Pine Point Lane, Road Allowance between Lots 18 & 19, Concession 8; Storrington**

- An application was received asking that Council consider entering into a Licence Agreement to allow the development and continued use of a portion of unopened road allowance for the purposes of a driveway for access to the owner's property.

Resolution No. 2022-04-17

Moved by Councillor Sleeth

Seconded by Councillor Godfrey

That By-law 2022-102, being a by-law to authorize the executive of a licence agreement between the Township of South Frontenac and Jonathan Hoss, relating to the existing and continued use of the unopened road allowance between Lots 18 and 19, Concession 8, District of Storrington, be given first and second reading .

Carried

Resolution No. 2022-04-18

Moved by Councillor Leonard

Seconded by Councillor Roberts

That By-law 2022-102, be given third reading, signed and sealed.

Carried

12. Reports for Information

a) **South Frontenac Fire and Rescue - 2022 Council Orientation**

Darcy Knott, Director of Fire and Emergency Services provided a detailed presentation on the Fire Services Department as part of the new Council's orientation.

b) **Election Accessibility Report**

- The report was provided for information only and is required under the Municipal Elections Act, Section 12.1 (1).

13. Information Items

a) **Presentations from the Joint Council Orientation Session - November 7, 2022**

- Brian Anderson, Road Specialist - Intact Public Entities
- Lori Huber - KPMG - Municipal Financial Statement Basics
- Greg Dobney - Cunningham Swan - Employment & Labour Law 101
- Tony Fleming - Cunningham Swan - Governance Overview/Role of Council & Staff/MFIPPA
- Conservation Authorities - Overview of Roles and Responsibilities

b) **AMO Online Training - Land Use Planning Training for Elected Officials**
(Please contact the Deputy Clerk if you wish to be registered)

c) **2022 Municipal Election & School Board Election Statistics**

- d) **South Frontenac Rides - 2022 Report**
- e) **Eastern Ontario Conservation Authorities - Loss of Local Decision-Making -Bill 23 Does Not Work for Eastern Ontario**
- f) **Cataraqui Conservation - 2023 Draft Budget**
- g) **Kingston Humane Society - Pound Keeping Service - Notice of Increase**
- h) **Speed Limit Reduction Requests**
 - Carrying Place Road
 - Petworth Road
 - Perth Road
14. Notice of Motions - none
15. Announcements/Statements by Councillors
 - a) Councillor Sleeth commended the organizers of the Battersea Santa Claus Parade that was held the previous Saturday. He also thanked Mayor Vandewal for participating in the parade.
 - b) Mayor Vandewal reminded Council of the Joint Council Orientation for all the Frontenac's being held on Wednesday, December 7, 2022 at 5:00 pm at the Verona Lions Club.
16. Question of Clarity (from the public on outcome of agenda items)
 - a) There were no questions.
17. Closed Session
 - a) **Resolution** - Council will move into closed session to discuss the request for closure, transfer and purchase of unopened road allowance between Concession 8 and 9, Lot 36, Bedford District, as permitted by the Municipal Act, Section 239.2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Resolution No. 2022-04-19
Moved by Councillor Sleeth
Seconded by Councillor Leonard
That Council move into closed session to discuss the request for closure, transfer and purchase of unopened road allowance between Concession 8 and 9, Lot 36, Bedford District, as permitted by the Municipal Act, Section 239.2 (c) to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried
 - b) **Unopened Road Allowance - Request for Closure & Purchase - Concession 8 and 9, Lot 36, Bedford**
 - c) **Resolution** - Arise from closed session

Resolution No. 2022-04-21
Moved by Councillor Trueman
Seconded by Councillor Ruttan
That Council move out of closed session with a rise and report in open session.

Carried
18. Rise and Report from Closed Session

- a) **RC-21-08 - Request for closure, transfer, and purchase of unopened road allowance between Concession 8 and 9, Lot 36; Bedford** (resolution)

Resolution No. 2022-04-22

Moved by Councillor Morey

Seconded by Councillor Leonard

That staff be directed to prepare a report and by-law to proceed with the closure, purchase and transfer of the portion of unopened road allowance between Concessions 8 & 9, Lot 36, Bedford District.

Carried

19. Confirmatory By-law

- a) **By-law 2022-103**

Resolution No. 2022-04-23

Moved by Councillor Godfrey

Seconded by Councillor Ruttan

That By-law 2022-103, 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. 2022-04-24

Moved by Councillor Morey

Seconded by Councillor Roberts

That By-law 2022-103, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

20. Adjournment

- a) Resolution

Resolution No. 2022-04-25

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That the Council meeting of December 6, 2022 be adjourned at 9:36 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk