



**TOWNSHIP OF SOUTH FRONTENAC**  
**Council Meeting Minutes**



**Meeting #31**

**Time:** 7:00 p.m.

**Location:** Virtual/Council Chambers

**Present:** Mayor Ron Vandewal, Ray Leonard, John McDougall, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

**Staff:** Tom Berriault, Chief Building Official; Kyle Bolton, Director, Public Services; Claire Dodds, Director, Development Services; Louise Fragnito, Chief Administrative Officer; Anna Geladi, Planner (Present Virtually); Michelle Hannah, Planning Assistant; Angela Maddocks, Clerk; Rebecca Roy, Deputy Chief Building Official; Shelley Stedall, Director, Corporate Services; James Thompson, Deputy Clerk; Christine Woods, Senior Planner (Present Virtually)

1 Call to Order and Roll Call

a) Resolution

Resolution No. 2022-31-01

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the Council meeting of September 6, 2022 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. 2022-31-02

Moved by Councillor McDougall

Seconded by Councillor Sutherland

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

Carried

b)

Mayor Vandewal recognized Claire Dodds, Director, Development Services for her contributions to the Township of South Frontenac.

4 Scheduled Closed Session (at end of agenda)

5 Delegations - none

6 Public Meeting - not applicable

7 Approval of Minutes

a) Resolution

Resolution No. 2022-31-03

Moved by Councillor Revill

Seconded by Councillor Ruttan

That the minutes of the August 9, 2022 Council meeting be approved.

Carried

8 Business Arising from the Minutes

9 Reports Requiring Action

a) **Council Chamber Furniture Upgrades**

- The report provided information on Council Chamber furniture and seeks approval for the allocation of additional funds towards the project and reallocation and the funding envelope.

Resolution No. 2022-31-04

Moved by Councillor Roberts

Seconded by Councillor Ruttan

*That Council support an increase in the budget allocation for Council Chamber furniture from \$15,000 to \$25,000*

*And further, that both the original budgeted expense along with the requested additional funds totalling \$25,000 be funded from the COVID-19 Safe Restart Reserve.*

Carried

b) **Next Generation 9-1-1 Agreement**

- The report provided information on the Next Generation 9-1-1(NG9-1-1) system and seeks authorization to enter into a service agreement with Bell Canada in order to meet the regulatory framework to modernize emergency services communications.

Resolution No. 2022-31-05

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

That Council authorize the Mayor and the Clerk to sign the Next Generation 9-1-1 Authority Service Agreement on behalf of the Township.

Carried

c) **Commercial Card Policy**

- The report provided a proposed Commercial Card Policy which will replace the Township's current credit card policy.

Resolution No. 2022-31-06

Moved by Councillor McDougall

Seconded by Deputy Mayor Leonard

That Council adopt the Commercial Card policy as presented by the Director of Corporate Services/Treasurer;

And that the previous Credit Card policy be rescinded and all eligible Business Cards (VISA cards) previously held by employees be cancelled;

And that the Chief Administrative Officer and the Director of Corporate Services/Treasurer be designated the Lead Program Administrator for the program and authorized to complete the Master Client Agreement for Business Clients with the Royal Bank of Canada.

Carried

d) **2022 Community Grants - Intake 2**

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

Resolution No. 2022-31-07

Moved by Councillor Ruttan

Seconded by Councillor Morey

That Council approve the three (3) Community Grant applications included in this Staff Report totalling \$9,000;

And further that any unspent balance in 2022 Community Grants be allocated towards the 2023 Community Grant program.

Carried

e) **Communal Services Governance - Business Case Study**

- The report provided information on the public meeting on the Communal Services Business Case and seeks approval for next steps.

Resolution No. 2022-31-08

Moved by Councillor Revill

Seconded by Councillor Sutherland

*That Council receive the County of Frontenac's Communal Services Governance - Business Case Study Public Meeting Report for information;*

*And that Council provide support for the Communal Governance - Business Case Study which includes the following amendments:*

1. *That the only municipal contribution will be the start up funding identified in the report and flowing through agreement in next steps*
2. *That no funding will be raised through taxation under the Municipal Service Corporation*

*And that Council direct staff to continue working with the County on next steps, being the drafting of agreements and documents for approval by both County and lower tier Councils.*

Carried

f) **Heritage Grant Program**

- The report recommended that Council approve the Heritage Grant Program. The Heritage Grant Program is intended to encourage and assist owners of designated heritage properties under the Ontario Heritage Act with the maintenance, conservation, restoration, and care of heritage properties. The goal of the program is to enhance heritage designation of buildings, recognize and promote the cultural heritage of the Township.

Resolution No. 2022-31-09

Moved by Councillor McDougall

Seconded by Councillor Sutherland

That South Frontenac Council approve the Heritage Grant Program Policy as attached to this report.

Carried

10 Committee Meeting Minutes

a) **Bellrock Community Hall Committee meeting held July 20, 2022**

Resolution No. 2022-31-10

Moved by Councillor Morey

Seconded by Councillor Roberts

That Council receives for information the minutes of the July 20, 2022 Bellrock Community Hall Committee meeting.

Carried

11 By-laws

a) **By-law 2022-77 - Zoning By-law Amendment Application - 38 Phoebe Lane**

- The report recommended that Council pass a by-law to change the zone on the subject lands from Limited Service Residential - Waterfront (RLSW) to a property specific Limited Service Residential - Waterfront zone (RLSW-133) to permit the second storey of an accessory, detached garage to be used for human habitation similar to a sleeping cabin (i.e. sleeping accommodation only) and to permit this building to exceed the maximum building height permitted in the RLSW zone, and to have a reduced setback from the top of bank.

Resolution No. 2022-31-11

Moved by Councillor McDougall

Seconded by Councillor Sutherland

That By-law 2022-77, being a by-law to amend By-law 2003-75, as amended, to rezone land from Limited Service Residential - Waterfront (RLSW) to Limited Service Residential - Waterfront - Special Provision (RLSW-133) on lands described as 38 Phoebe Lane, Concession 14, Part of Lot 5, Loughborough, be given first and second reading.

Carried

Resolution No. 2022-31-12

Moved by Councillor Morey

Seconded by Councillor Sleeth

That By-law 2022-77, be given third reading, signed and sealed.

Carried

b) **By-law 2022-78 - Zoning By-law Amendment Application - 1466 Devil Lake Road**

- The report recommended that council pass a by-law to change the zone on a portion of the subject lands from Rural (RU) to Waterfront Residential (RW) to permit residential development on two waterfront properties that are accessed from a public road and also to limit the permitted uses to either a seasonal dwelling or a single detached dwelling.

Resolution No. 2022-31-13

Moved by Deputy Mayor Leonard

Seconded by Councillor Roberts

That By-law 2022-78, being a by-law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Waterfront Residential (RW) of Part of Lands described as 1466 Devil Lake Road, Part Lots 12, 13 and 14, Concession 11, Bedford, be given first and second reading.

Carried

Resolution No. 2022-31-14

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That By-law 2022-78 be given third reading, signed and sealed.

Carried

c) **By-law 2022-79 - Zoning By-law Amendment Application - 73 Mill Bay Lane**

- The report recommended that Council pass a by-law to change the zone on the subject lands from Limited Service Residential - Waterfront (RLSW) to a property specific Limited Service Residential - Waterfront

zone (RLSW-134) to permit the principal building to have a maximum of 12.4% lot coverage and to be setback 9.5 metres from the top of bank, and to prohibit accessory buildings and structures on the property.

Resolution No. 2022-31-15

Moved by Councillor Revill

Seconded by Councillor McDougall

That By-law 2022-79, being a by-law to amend By-law 2003-75, as amended, to rezone land from Limited Service Residential -Waterfront (RLSW) to Limited Service Residential Waterfront - Special Provision - (RLSW-134) on lands described as 73 Mill Bay Lane, Concession 7, Lot 33 to 34, Bedford, be given first and second reading.

Carried

Resolution No. 2022-31-16

Moved by Councillor Sutherland

Seconded by Councillor Morey

That by-law 2022-79 be given third reading, signed and sealed.

Carried

d) **By-law 2022-80 - Stop up, close and sell a portion of an unopened Road Allowance between Concession 9 & 10 - Storrington**

- An application has been received by Development Services Staff to request to top up, close and transfer a portion of an unopened road allowance.

Resolution No. 2022-31-17

Moved by Councillor Revill

Seconded by Councillor McDougall

That By-law 2022-80, being a by-law to stop up, close and sell a portion of an unopened road allowance being Part 2 Plan 13R22605, part of the road allowance between Concession 9 & 10, Storrington, be given first and second reading.

Carried

Resolution No. 2022-31-18

Moved by Deputy Mayor Leonard

Seconded by Councillor Sleeth

That by-law 2022-80, be given third reading, signed and sealed.

Carried

e) **By-law 2022-81 and By-law 2022-82 - Implementation of Administrative Monetary Penalties – Noise By-law**

- The Report provided Council with information regarding the proposed expansion of the application of Administrative Monetary Penalties (AMPs) to deter actions prohibited under By-law 2015-41, A By-law to Prohibit and Regulate Noise Within the Township of South Frontenac.

Resolution No. 2022-31-19

Moved by Councillor Revill

Seconded by Councillor Roberts

That By-law 2022-81 being 'By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given first and second reading.

Carried

Resolution No. 2022-31-20

Moved by Councillor Sleeth

Seconded by Councillor McDougall

That By-law 2022-81, be given third reading, signed and sealed.

Carried

Resolution No. 2022-31-21

Moved by Councillor Ruttan

Seconded by Councillor Revill

That By-law 2022-82 being "A By-Law to Amend By-Law 2015-41, 'A By-law to Prohibit and Regulate Noise Within the Township of South Frontenac', be given first and second reading.

Carried

Resolution No. 2022-31-22

Moved by Deputy Mayor Leonard

Seconded by Councillor Sutherland

That By-law 2022-82, be given third reading, signed and sealed.

Carried

f) **By-law 2022-83 - Hartington Equipment - Site Plan Control Application**

- The report recommended that Council pass a by-law to approve a Site Plan Control agreement for PIN 36142-0089, Part of Lot 6, Concession 7, District of Portland, South Frontenac. By-law 2022-58 requires site plan control to ensure that the Township's development standards will be met on the subject property.

Resolution No. 2022-31-23

Moved by Councillor McDougall

Seconded by Councillor Morey

That By-law 2022-83 to authorize the Mayor and Clerk to enter into a Site Plan Agreement with the Owner, R D equipment & Rental Inc., for PIN 36142-0089, Part of Lot 6, Concession 7, District of Portland, South Frontenac that accommodates the proposed development, be given first and second reading.

Carried

Resolution No. 2022-31-24

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2022-83, be given third reading signed and sealed.

Carried

g) **By-law 2022-84 - Zoning By-law Amendment Application - Battersea Road**

- The report recommended that Council pass a by-law to change the zone on the subject property to permit a single detached dwelling with a minimum 37 metre front yard setback

Resolution No. 2022-31-25

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That by-law 2022-84. being a by-law to amend By-law 203-75, as amended, to rezone land from Rural (RU) to Rural -Special Provision (RU-67) on lands described as Part 2 on Reference Plan 13R-9022, Part of Lot 39, Concession 7, Storrington, be given first and second reading.

Carried

Resolution No. 2022-31-26

Moved by Councillor Ruttan

Seconded by Councillor Revill

That By-law 2022-84, be given third reading, signed and sealed.

Carried

h) **By-law 2022-85 - Compliance Audit Committee – 2022 Municipal Elections**

- The Report requested Council to support the appointment of representatives of South Frontenac to the Joint Frontenac Compliance Audit Committee for the purposes of the 2022 Municipal Election and pass By-law 2022-85.

Resolution No. 2022-31-27

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

That Council appoint Pat Player as the South Frontenac representative to the Joint Frontenac Compliance Audit Committee for the purposes of the 2022 Municipal Election,

And that By-law 2022-85, being a by-law to establish the 2022 Election Joint Compliance Audit Committee for the Townships of Central Frontenac, Frontenac Islands, North Frontenac and South Frontenac and the Limestone District School Board be given first and second reading.

Carried

Resolution No. 2022-31-28

Moved by Councillor Ruttan

Seconded by Councillor Morey

That By-law 2022-85, be given third reading signed and sealed.

Carried

i) **By-law 2022-86 - Amendments to Dog Control By-law - Order to Muzzle**

- The report provided Council with information regarding proposed amendments to the Dog Control By-law ([By-law 2001-66](#)) to permit an animal control officer to issue an order to muzzle in prescribed situations.

Resolution No. 2022-31-29

Moved by Deputy Mayor Leonard

Seconded by Councillor McDougall

That By-law 2022-86 being 'A By-law to Amend By-law 2001-66, 'A By-Law To License Dogs, And For Regulating The Running At Large Of Dogs Within The Corporation Of The Township Of South Frontenac', be given first and second reading.

Carried

Resolution No. 2022-31-30

Moved by Councillor Revill

Seconded by Councillor Sleeth

That By-law 2022-86 be given third reading, signed and sealed.

Carried

Resolution No. 2022-31-31

Moved by Councillor Morey

Seconded by Councillor Revill

That staff be directed to report back to Council regarding possible amendments to the Dog Control By-law related to livestock guardian dogs.

Carried

12 Reports for Information

a) **Investment Update**

- The report provided an investment update to June 30, 2022

b) **2022 Year to Date Financial Report to June 30, 2022**

- The report provided a summary of the year-to-date financials to June 30, 2022, with a comparison to the year-to-date 2022 budget.

c) **Building Services – Review of Timeframes to Issue Permits**

- The report responded to questions and concerns raised by Council at the August 9th, 2022 meeting regarding the timelines associated with processing building permits.

13 Information Items

a) **Ontario Sheep Farmers - Livestock Guardian Dogs and Municipal Dog Control By-laws**

14 Notice of Motions

15 Announcements/Statements by Councillors

- a) Councillor Morey noted the Fish Fry scheduled for September 17, 2022 hosted by the Verona Lions Club.

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

17 Closed Session

- a) **Resolution** - Council held a closed session as permitted by the Municipal Act, Section 239.2 (d) labour relations or employee negotiations, including municipal or local board employees, regarding organizational recruitment and to approve closed session minutes.

Resolution No. 2022-31-32

Moved by Councillor Roberts

Seconded by Councillor Revill

That Council resolve into closed session to receive an update regarding organizational recruitment and to approve closed session minutes.

Carried

b) **Closed Meeting Minutes from January, February and March, 2022**

c) **Closed Meeting Minutes from April and May 2022**

d) **Closed Meeting Minutes from June and July 2022**

e) **Organizational Recruitment Update**

f) **Resolution** - Move out of Closed Session

Resolution No. 2022-31-36

Moved by Councillor Ruttan

Seconded by Deputy Mayor Leonard

That Council rise from closed session without reporting.

Carried

18 Confirmatory By-law

a) Resolution

Resolution No. 2022-31-37

Moved by Councillor Sutherland

Seconded by Councillor Sleeth

Minutes of Council  
September, 6, 2022

That By-law 2022-87, 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. 2022-31-38

Moved by Councillor Revill

Seconded by Councillor Morey

That By-law 2022-87, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

19 Adjournment

a) Resolution

Resolution No. 2022-31-39

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That the Council meeting of September 6, 2022 be adjourned at 9:26 p.m.

Carried

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk