



TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Minutes



Meeting # 6

Time: 7:00 p.m.

Location: Council Chamber/Virtual

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

Staff: Louise Fragnito - Chief Administrative Officer, Kyle Bolton - Director, Public Services, Shelley Stedall - Director, Corporate Services & Treasurer, Brad Wright - Director, Development Services, Christine Woods, Senior Planner, Tom Fehr - Planner, Angela Maddocks - Clerks, James Thompson - Deputy Clerk

1 Call to Order and Roll Call

a) Resolution

Resolution No. 2022-06-01

Moved by Councillor Leonard

Seconded by Councillor Trueman

That the Council meeting of December 21, 2022 be called to order at 7:00 p.m.

Carried

b)

The Deputy Clerk conducted the Roll Call.

2 Declaration of pecuniary interest and the general nature thereof

a)

There were none.

3 Approval of Agenda

a) Resolution

Resolution No. 2022-06-02

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That the agenda be amended to give consideration to the Public Meeting portion of the agenda prior to the Delegation from Utilities Kingston, and as amended, be approved.

Carried

4 Declaration of Office - Deputy Mayor

a) Councillor Sleeth undertook the Declaration of Office for his term as Deputy Mayor.

5 Scheduled Closed Session(at end of agenda)

6 Delegations

- a) **Utilities Kingston - Drinking Water Quality Management System: Management Review Report and Endorsement of Operational Plan**
- The report recommended that Township Council receive the Top Management Report for 2021 and re-endorse the Operational Plan for the Sydenham Drinking Water System

Resolution No. 2022-06-03
Moved by Councillor Ruttan
Seconded by Councillor Trueman

That Council receive the Sydenham Drinking Water System Management Review Summary Report 2021, Management Review Meeting Minutes and Audit Report; and

That Council re-endorse the Operational Plan for the Sydenham Drinking Water System and authorize the Mayor and Clerk to sign the Owner and Top Management Endorsement of the Operational Plan for Sydenham's Drinking Water Supply Systems document showing Council's endorsement of the plan.

Carried

7 Public Meeting

- a) **Resolution - Call to order and public meeting statement**

Resolution No. 2022-06-04
Moved by Councillor Trueman
Seconded by Councillor Leonard

That a public meeting be held to allow for public input on planning matters related to the following:

- Zoning By-Law Amendment Application PL-ZBA-2022-0123 and
- Official Plan Amendments to implement Bills 13 and 109

Carried

- b) The Deputy Clerk provided notice regarding the collection of personal information in relation to the Public Meetings.

Mr. Fehr spoke to the Public Meeting Statement.

- c) **Zoning By-law Amendment PL-ZBA-2022-0123 - 2207 Wellington St, David Blunden**

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2022-0123 municipally known as 2207 Wellington Street in Battersea. If approved, the zone on the subject lands would be changed from Special Urban Industrial (UI-6) to Urban Residential – First Density (UR1).

Mr. Fehr conducted a PowerPoint presentation regarding PL-ZBA-2022-0123.

Councillor Sleeth noted that he is supportive of the application.

Councillor Roberts stated that he is also supportive of the application.

The Mayor afforded members of the public with an opportunity to provide comment.

Members of the public did not provide comment.

The Mayor closed the public meeting regarding PL-ZBA-2022-0123.

d) **Official Plan Amendment Number 24 – Proposed Administrative Amendments to Implement Bills 13 and 109**

- The report provided Council with information about a Township-initiated Official Plan Amendment (OPA). The proposed OPA would make administrative amendments to the Official Plan to implement Bills 13 and 109.

Ms. Woods conducted a PowerPoint presentation regarding Official Plan Amendment Number 24 – Proposed Administrative Amendments to Implement Bills 13 and 109.

In response to a question from Councillor Morey, Ms. Woods explained that the staff recommendation is to encourage separate applications instead of combined Official Plan Amendment and Zoning By-law Amendment applications moving forward. She elaborated that combined applications would cause an inability to meet the new prescribed legislative timelines which could result in the refund of application fees.

Councillor Sleeth asked whether staff are capable of meeting the legislated timelines. Ms. Woods provided Council with additional information related to notice requirements and prescribed appeal periods. She spoke to limitations related to the Council Procedure By-law and indicated that moving forward staff will be proposing delegating authority to staff in certain situations as well as amendments to the Council Procedure By-law. She indicated that greater emphasis will be placed on the pre-application portion of the process.

In response to a question from Mayor Vandewal, Ms. Woods explained that the Official Plan will define what constitutes a complete application. She clarified that to be considered a complete application all peer reviews and agency reviews are required to be completed.

Mayor Vandewal sought further clarification regarding whether an applicant could force the Township to process an application. Ms. Woods responded that in this situation Council could refuse an application if it was forced upon the municipality in an incomplete fashion.

Mayor Vandewal commented that the pre-application process must be very thorough.

Ms. Woods spoke to the provision which requires that an applicant host an open house in certain situations.

The Mayor afforded members of the public with an opportunity to provide comment.

Members of the public did not provide comment.

The public meeting concluded at 7:32 p.m.

e) **Resolution** - Close the public meeting

Resolution No. 2022-06-05
Moved by Deputy Mayor Sleeth
Seconded by Councillor Leonard

That having allowed an opportunity for input, the public meeting be closed.

Carried

8 Approval of Minutes

a) **November 22, 2022 Committee of the Whole - Council Orientation**

See Resolution 2022-06-06.

b) **December 13, 2022 Committee of the Whole**

Resolution No. 2022-06-06
Moved by Councillor Roberts
Seconded by Councillor Morey

That Council approves the minutes of the November 22, 2022 and December 13, 2022 Committee of the Whole meetings.

Carried

9 Business Arising from the Minutes

10 Reports Requiring Action

a) **Frontenac Community Arena - Board Appointments**

- The Frontenac Community Arena is served by a Joint Local Board that composed of two appointees from Central Frontenac and two from South Frontenac. The Arena is served by a ½ time Arena Manager that oversees all operations of the Arena.

Resolution No. 2022-06-07
Moved by Councillor Morey
Seconded by Councillor Ruttan

That the following two (2) members of Council of Township of South Frontenac be appointed to the Arena Board:

1.Councillor Leonard

2.Councillor Roberts

Carried

b) **Appointment of Members of Council to Committee of Adjustment, Conservation Authority Boards and Police Services Boards**

- The report provided Council with information regarding the appointment of members of Council to the Committee of Adjustment, Cataraqui Region Conservation Authority Board, Quinte Conservation Authority Board, Rideau Valley Conservation Authority Board and Police Services Board

Resolution No. 2022-06-08
Moved by Councillor Pegrum
Seconded by Councillor Trueman

That the follow members of Council be appointed to the Committee of Adjustment for a term concluding December 31, 2023:

i.Bedford District - Councillor Pegrum;

ii.Loughborough District - Councillor Ruttan;

iii.Portland District - Councillor Morey; and

iv.Storrington District - Councillor Roberts.

That Councillor Pegrum be appointed to the Polices Services Board for the term of Council.

That Councillor Sleeth and Councillor Trueman be appointed Cataraqui Region Conservation Authority Board for the term of Council.

That Councillor Roberts be appointed to the Quinte Conservation Authority Board for the term of Council.

That Councillor Godfrey be appointed to the Rideau Valley Conservation Authority Board for the term of Council.

Carried

c) **2023 Budget Schedule**

- The report provided the proposed 2023 Budget Schedule

Resolution No. 2022-06-09

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That Council adopt the 2023 Budget Schedule as attached to the report from the director of Corporate Services and Treasurer and identified as Appendix A

Carried

d) **2023 Long Range Financial Plan**

The Treasurer conducted a PowerPoint presentation regarding the 2023 Long Range Financial Plan.

e) **2023 Budget Direction**

- The report summarized key budget drivers and makes recommendations about the priorities to be reflected in the 2023 Operating and Capital Budget. The recommendations and feedback provide Township staff with information in developing the budget.

Resolution No. 2022-06-10

Moved by Councillor Morey

Seconded by Councillor Trueman

That Council endorse the budget direction recommendations within this report and any further direction from Council to inform the development of the 2023 Operating and Capital Budgets.

Carried

f) **Frontenac Municipal Law Enforcement – Contract Extension**

- The report provided Council with information related to the request for approval from Council to extend the Frontenac Municipal Law Enforcement contract to December 31, 2023.

Resolution No. 2022-06-11

Moved by Councillor Leonard

Seconded by Councillor Morey

That the contract between the Township of South Frontenac and Frontenac Municipal Law Enforcement be extended to December 31, 2023; and

That the Frontenac Municipal Law Enforcement, 2023 Fee Structure as outlined in Exhibit A, be approved; and

That staff be directed to tender a new by-law enforcement contract reflective of the current needs of the Township of South Frontenac by the conclusion of 2023.

Carried

g) **Committee By-law**

- The report provided Council with background information regarding the proposed implementation of the Committee By-law attached to Exhibit A of the Report. The intention of the Committee By-law is to harmonize processes and procedures related to the governance of committees and boards within the jurisdiction of the Township of South Frontenac. Additionally, the Committee By-law will define the composition and mandates of committees and boards with representation from the Township of South Frontenac in a consolidated document which will provide further clarity from a procedural standpoint.

Resolution No. 2022-06-12

Moved by Councillor Ruttan

Seconded by Councillor Pegrum

That the Corporate Services Committee, Development Services Committee and Public Services Committee be dissolved; and

That Council approve in principle, Schedule "A" through Schedule "E" of Exhibit A, to allow staff to begin preparation for committee recruitment to occur in January, 2023; and

That Council direct staff to provide notice in order for Council to hold a public meeting on January 31, 2023, in accordance to By-law 2016-73, regarding amendments to the Council Procedure By-law, (By-law 2017-76). required to implement the proposed Committee By-law.

Carried

11 Committee Meeting Minutes

a) **Bellrock Community Hall Committee of November 3, 2022**

Resolution No. 2022-06-13

Moved by Councillor Morey

Seconded by Councillor Ruttan

That Council receives for information the minutes of the Bellrock community Hall committee dated November 3, 2022.

Carried

12 By-laws

a) **By-law 2022-104 - Dedication and Assumption of Morgan Drive, Plan 13M88, Valleyview Estates Subdivision**

- This By-law is to authorize the assumption and dedication of the road, Morgan Drive, as it has been developed and built to standard and Township staff are satisfied with the final acceptance of the works for the Valleyview Estates subdivision

Resolution No. 2022-06-14

Moved by Councillor Leonard

Seconded by Deputy Mayor Sleeth

That By-law 2022-104, being a by-law to dedicate and assume as common and public highway certain lands in the Township of South Frontenac, pursuant to Section 26, 28 & 31 (6) of the Municipal Act, 2001 be given first and second reading.

Carried

Resolution No. 2022-06-15
Moved by Councillor Roberts
Seconded by Councillor Morey

That By-law 2022-104, be given third reading, signed and sealed.

Carried

b) **By-law 2022-105 - Appoint a Clerk and
By-law 2022-106 - Appoint Municipal Law Enforcement Officer**

Resolution No. 2022-06-16
Moved by Councillor Roberts
Seconded by Councillor Pegrum

That By-law 2022-105- being a by-law to appoint a Clerk, be given first and second reading.

Carried

Resolution No. 2022-06-17
Moved by Councillor Trueman
Seconded by Councillor Morey

That By-law 2022-105, be given third reading, signed and sealed.

Carried

Resolution No. 2022-06-18
Moved by Councillor Morey
Seconded by Councillor Trueman

That By-law 2022-106, being a by-law to appoint a Municipal By-law Enforcement Officer, be given first and second reading.

Carried

Resolution No. 2022-06-19
Moved by Deputy Mayor Sleeth
Seconded by Councillor Leonard

That By-law 2022-106 be given third reading, signed and sealed.

Carried

13 Reports for Information - not applicable

14 Information Items

15 Notice of Motions

a) There were none.

16 Announcements/Statements by Councillors

a) There were none.

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

a) There were none.

18 Closed Session (if requested)

- a) **Motion** - Council will move into a closed session to review and approve minutes of previous closed session and as permitted by Municipal Act, Section 239.2 (b) Personal matters about an identifiable individual and Item (d) labour relations and employee negotiations relating to an organizational review.

Resolution No. 2022-06-20
Moved by Councillor Roberts
Seconded by Councillor Ruttan

That Council move into a closed session to review and approve minutes of previous closed session meetings and as permitted by Municipal Act, Section 239.2 (b) personal matters about an identifiable individual and Item (d) labour relations and employee negotiations relating to an organizational review.

Carried

- b) **Closed Session Minutes**
- August 9, 2022 Council
 - September 6, 2022 Council
 - December 6, 2022 Committ
 - December 13, 2022 Committee of the Whole

c) **Organizational Review**

19 Confirmatory By-law

- a) **By-law 2022-107**

Resolution No. 2022-06-24
Moved by Councillor Morey
Seconded by Deputy Mayor Sleeth

That By-law 2022-107, 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. 2022-06-25
Moved by Councillor Pegrum
Seconded by Councillor Ruttan

That By-law 2022-107, be given third reading, signed and sealed.

Carried

20 Adjournment

- a) Resolution

Resolution No. 2022-06-26
Moved by Councillor Leonard
Seconded by Deputy Mayor Sleeth

That the Council meeting of December 20, 2022 be adjourned at 9:48 p.m.

Carried

Angela Maddocks, Clerk

Ron Vandewal, Mayor