



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



**Meeting Number 14**

**Time:** 6:30 p.m.

**Location:** Council Chamber/Virtual

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

**Absent:** Ray Leonard

**Staff:** Louise Fragnito - Chief Administrative Officer, Shelley Stedall - Director of Corporate Services & Treasurer, Kyle Bolton - Director of Public Services, James Thompson - Clerk, Michelle Hannah - Deputy Clerk

1 Call to Order and Roll Call

a) Resolution

Resolution No. 2023-14-01

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

That the Council meeting of March 7, 2023 be called to order at 6:30 p.m.

Carried

b) Ms. Hannah, 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. 2023-14-02

Moved by Councillor Trueman

Seconded by Councillor Godfrey

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) There was none.

5 Delegations

a) Explorer Solutions was present to speak to Council regarding the Frontenac County Strategic Plan (2023-2026).

Mayor Vandewal requested that Council be provided with a draft copy of the Frontenac County Strategic Plan.

6 Public Meeting

- a) There were none.

7 Approval of Minutes

- a) Resolution

Resolution No. 2023-14-03  
Moved by Councillor Pegrum  
Seconded by Councillor Roberts

That the minutes of the February 14, 2023 Committee of the Whole meeting, the February 16, 2023 Committee of the Whole meeting and the February 21, 2023 Council meeting, be approved.

Carried

8 Business Arising from the Minutes

- a) There was none.

9 Reports Requiring Action

- a) **Award of Contract – Recreation Service Fee & Facility Allocation**

Resolution No. 2023-14-04  
Moved by Councillor Ruttan  
Seconded by Councillor Godfrey

That Council approve the award of the Recreation Service Fee & Facility Allocation contract to Sierra Planning & Management in the amount of \$49,720 (including non-rebatable HST); and  
That a budget increase of \$24,720 be approved for this project and that it be funded through the Development Charges Reserve.

Carried

- b) **Townhall Office Expansion Feasibility Study**

Resolution No. 2023-14-05  
Moved by Councillor Roberts  
Seconded by Councillor Trueman

That Council support the option to expand the existing office spaces as per the preliminary concept drawings and cost estimates provided; and

That Council approve moving forward with the design of this option to provide for the creation of construction drawings.

Carried

- c) **2023 Budget including PSAB presentation**

Resolution No. 2023-14-06  
Moved by Councillor Trueman  
Seconded by Councillor Roberts

That Council approve and adopt the combined 2023 Capital and Operating budgets requiring \$21,641,190 to be raised by taxation, as attached.

That Council also approve the 2023 PSAB budget as attached.

Carried

10 Advisory Committee Reports or Minutes

- a) There were none.

11 By-laws

- a) **Appointment Of Deputy Clerk and Deputy Division Registrar**

Resolution No. 2023-14-07  
Moved by Councillor Trueman  
Seconded by Deputy Mayor Sleeth

That By-law 2023-20 being a By-law to appoint Michelle Hannah as Deputy Clerk be given first and second reading.

Carried

Resolution No. 2023-14-08  
Moved by Councillor Ruttan  
Seconded by Councillor Pegrum

That By-law 2023-20 be given third reading, signed and sealed.

Carried

Resolution No. 2023-14-09  
Moved by Councillor Godfrey  
Seconded by Councillor Roberts

That By-law 2023-21 being a By-law to appoint Michelle Hannah as Deputy Division Registrar be given first and second reading.

Carried

Resolution No. 2023-14-10  
Moved by Councillor Morey  
Seconded by Councillor Ruttan

That By-law 2023-21 be given third reading, signed and sealed.

Carried

- b) **RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 10 & 11, Portland**

Resolution No. 2023-14-11  
Moved by Councillor Pegrum  
Seconded by Councillor Ruttan

That By-law 2023-22, attached as Exhibit "A" being A By-Law to Amend By-Law 2022-65, "A By-Law to Stop Up, Close And Sell A Portion Of An Unopened Road Allowance Being Part 2 & 3 Plan 13R22675, Part Of Road Allowance Between Concession 10 & 11, District Of Portland; Allan", be given first and second readings.

Carried

Resolution No. 2023-14-12  
Moved by Councillor Roberts  
Seconded by Councillor Trueman

That By-law 2023-22 be given third reading, signed and sealed.

Carried

12 Reports for Information

- a) There were none.

13 Information Items

- a) CRCA News Release regarding Maple Madness

14 Notice of Motions

- a) There were none.

15 Announcements/Statements by Councillors

- a) There were none.

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

- a) There were none.

17 Closed Session (if requested)

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

Resolution No. 2023-14-13  
Moved by Councillor Ruttan  
Seconded by Councillor Morey

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

1. Approval of the February 21, 2023 Committee of the Whole "Closed Meeting" Minutes.
2. Correspondence regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
3. Update regarding personal matters about an identifiable individual, including municipal or local board employees.

Carried

- b) Resolution: That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Resolution No. 2023-14-14  
Moved by Councillor Trueman  
Seconded by Councillor Pegrum

That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Carried

18 Confirmatory By-law

- a) Resolution

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Resolution No. 2023-14-15  
Moved by Councillor Pegrum  
Seconded by Councillor Morey

That By-law 2023-23, being the confirmatory by-law, be given first and second reading.

Carried

Resolution No. 2023-14-16  
Moved by Councillor Roberts  
Seconded by Councillor Ruttan

That By-law 2023-23, be given third reading, signed and sealed.

Carried

19 Adjournment

a) Resolution

Resolution No. 2023-14-17  
Moved by Councillor Godfrey  
Seconded by Councillor Trueman

That the Council meeting of March 7, 2023 adjourn at 8:44 p.m.

Carried

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James Thompson, Clerk

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Ron Vandewal, Mayor