



**Township of South Frontenac  
Council Meeting Minutes**



**Meeting #**

**Time:** 6:30 PM

**Location:** Council Chambers/Virtual Via Zoom

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

**Staff:** Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Alex Bennett-Acting Director of Fire and Emergency Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Christine Woods - Senior Planner

1 Call to Order

a) Resolution

Resolution No. 2023:36:01

Moved by Councillor Ruttan

Seconded by Councillor Godfrey

That the Council meeting of December 19, 2023 be called to order at 6:30 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. 2023:36:02

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) Resolution:

Resolution No. 2023:36:03

Moved by Councillor Pegrum

Seconded by Deputy Mayor Sleeth

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

a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipalitu

Carried

b) Resolution:

Resolution No. 2023:36:04

Moved by Councillor Trueman

Seconded by Deputy Mayor Sleeth

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

Carried

5 Recess

6 Public Meeting

a) Resolution - Public Meeting to Order (Proposed Amendments to By-law 2017-76)

- The Council of The Corporation of the Township of South Frontenac held a public meeting on December 19, 2023, at 7 p.m. 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 amendments are related to proposed changes to allow staff delegated authority to remove holding provisions and to clarify the Notice of Motion process.

Resolution No. 2023:36:05

Moved by Councillor Godfrey

Seconded by Councillor Leonard

The the public meeting for Proposed Amendments to By-Law 2017-76 be called to order.

Carried

b) Notice of Collection

c) Public Meeting - Proposed Amendments to By-law 2017-76.

The Clerk read the Notice of Collection and provided a summary of the proposed changes to the By-law.

Members of Council and members of the public did not provide comment.

d) Resolution - Close Public Meeting

Resolution No. 2023:36:06

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That the Public meeting for Proposed Amendments to By-law 2017-76 be closed.

Carried

e) Resolution - Public Meeting to Order (Zoning By-law Amendments)

The Deputy Clerk read the Notice of Collection and summary of appeal rights.

Resolution No. 2023:36:07

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Public Meeting held under the *Planning Act* for Zoning By-Law Amendments PL-ZBA-2023-0133, PL-ZBA-2023-0131, PL-ZBA-2023-0102 and PL-ZBA-2023-0092 be called to order.

Carried

f) Notice of Collection

- g) Public Meeting for Zoning By-law Amendment Application - PL-ZBA-2023-0133, Broome and Malloy, 4839 Noble Lane

Christine Woods, Senior Planner provided an overview of the PowerPoint presentation.

There were no questions from Council.

Nancy Meyers, member of the public, advised that she is a property owner in South Frontenac on Devil Lake. Nancy Myers stated that she sympathized with the situation as the previous property owner utilized the existing chicken coop and did not verify the by-laws ahead of time.

She noted that there are some issues that Council should be aware of given media interviews related to this matter are misleading. Nancy Myers commented that there is generally a good reason for the submission of a complaint. Mayor Vandewal requested that Nancy Myers speak directly to the Zoning By-law amendment application.

Nancy Myers stated that in terms of chickens in general they attract pests, vermin and predators. Nancy Myers also advised that municipalities that allow backyard chickens have rules and regulations to protect the health and safety of residents. Nancy Myers also noted that nuisance animals are often re-located and chickens can be considered a nuisance.

Nancy Myers sought further information regarding the rationale for allowing certain chickens, the number of exemptions in place and whether it is known how many more applications could come forward.

Nancy Myers commented that she does not support the application because of the ramifications of the wildlife due to their proximity to the waterfront which could result in the spread of avian flu. Nancy Myers spoke to the spread of the avian flu by migrating waterfowl and the impact of poultry interaction with waterfowl and mammals. Nancy Myers noted that she had sent correspondence to the Senior Planner and the Clerk regarding this matter.

Nancy Myers spoke to the cancellation of pilot programs in other municipalities due to the costs. She commented that it is not as simple as just letting chickens on one property. She suggested that calling a cow or a chicken a pet is subjective and stated Council should consider both sides and when a complaint is received by the Township.

- h) Public Meeting for Zoning By-law Amendment Application - PL-ZBA-2023-0131, AlinkA Group Inc., 41 Bresee Road

Senior Planner, Christine Woods provided an overview of the application.

Councillor Pegrum noted that the application is too broad and suggested that the proposed uses be better defined. Christine Woods advised that there may be an opportunity to narrow or focus the list of permitted uses.

Kim Donovan, applicant spoke to the application and the desire to expand upon the current uses of the property for a learning facility, family and friends use the property. He mentioned that the barns have been renovated for use as art and studio purposes.

Richard Doherty advised that he is a professional planner and does a lot of work regarding environmental and economic development. The property has

been used for events, wellness and health, economic and environmental uses and stated that the zoning by-law amendment will permit these uses formally. Richard Doherty advised that the uses on the property that were proposed were already established uses within the Zoning by-law and they can be narrowed down if needed. He also noted that there is neighborhood support for the application.

Mayor Vandewal noted that a list that reflects the actual uses would be more supportable.

Councillor Ruttan added that he would be much more comfortable with a specific list to make it more restrictive, not to tie the current owners hands but to ensure that someone, if the property was sold, does not come in and are able to make the property a large commercial enterprise which he believes is the exact opposite of the intention of the application.

Richard Doherty advised that they want to create an art school and sell the art to offset the cost of the supplies. Richard Doherty advised they wanted to legitimize the uses on the property.

The Mayor reiterated that council would like to see a narrowed down list of uses when it comes back to Council for consideration.

- i) Public Meeting for Zoning By-law Amendment - Application PL-ZBA-2023-0102, SNZ Holdings (Fotenn), 1425 Rutledge Road

Holly Newitt, agent, conducted the presentation of the application.

Senior Planner, Christine Woods also provided an overview of the application and her planning report.

Deputy Mayor Sleeth inquired as to the use, if it will be year-round or seasonal.

Holly Newit advised that the use will be year-round, but it will be a secondary use, an estimate of about 100 nights per year.

Deputy Mayor Sleeth inquired about the current entrance and if Public Services has reviewed this matter.

Christine Woods advised that Public Services reviewed the entrance and it has already been used as such and they have no issues with it.

Councillor Ruttan noted that this application is much more specific and is easier to support when the proposal is narrow and defined as opposed to a very wide scope.

Councillor Trueman inquired if the entrance is the shared driveway to the house.

Mayor Vandewal noted that the entrance runs by the house and barn that are existing down to the new development.

- j) Zoning By-law Amendment Application - PL-ZBA-2023-0092, Itterman, 2348 Sands Road, Storrington District

Senior Planner, Christine Woods provided an overview of the PowerPoint presentation.

Mayor Vandewal inquired if there was any consideration for the placement of the new house so as to not have it in the rear yard of the house on the retained parcel.

Christine Woods identified that the parcels of land are large and well treed and therefore that was not considered as there should be sufficient privacy regardless of placement.

There were no further questions or comments from Council or the public.

k) Resolution - Close Public Meeting

Resolution No. 2023:36:08  
Moved by Councillor Ruttan  
Seconded by Councillor Leonard  
That the Public Meeting be closed.

Carried

7 Delegations

a) There were none.

8 Briefings

a) There were none.

9 Approval of Minutes

a) Resolutions

Resolution No. 2023:36:09  
Moved by Deputy Mayor Sleeth  
Seconded by Councillor Godfrey  
That the minutes of the December 12, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

a) Drinking Water Quality Management System: Management Review Report and Endorsement of Operational Plan

Heather Roberts, Utilities Kingston provided an overview of the Report.

Resolution No. 2023:36:10  
Moved by Councillor Trueman  
Seconded by Councillor Pegrum  
That Council receive the Sydenham Drinking Water System Management Review Summary Report 2022, 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

b) 2024 Budget

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Resolution No. 2023:36:11

Moved by Councillor Roberts

Seconded by Councillor Deputy Mayor Sleeth

That Council approve and adopt the combined 2024 Capital and Operating budgets requiring \$22,474,275 to be raised by taxation, as attached.

Carried

c) Asset Retirement Obligations (ARO) Report

Resolution No. 2023:36:12

Moved by Councillor Leonard

Seconded by Councillor Godfrey

That Council approve the Asset Retirement Obligation Policy presented with this report that establishes guidelines to ensure compliance with the new standard PSAB PS 3280.

Carried

d) Cloud Server Migration RFP

Resolution No. 2023:36:13

Moved by Councillor Roberts

Seconded by Councillor Trueman

That Council support awarding the Migration to a Cloud- Hosted Server contract in the amount of \$85,104.74 including non-rebatable HST to IC 360 Solutions Inc.

Carried

e) 2024 Summer Student Compensation Change

Resolution No. 2023:36:14

Moved by Councillor Pegrum

Seconded by Councillor Godfrey

That Council provide approval for the Summer Student Wage Grid for 2024 itemized under Table 1 of the Staff Report.

Carried

f) Request for Speed Limit Reduction – Storrington Public School

Resolution No. 2023:36:15

Moved by Councillor Roberts

Seconded by Deputy Mayor Sleeth

That Council direct staff to advance technical review on the request from Storrington Public School.

Carried

g) Updated Asset Management Plan

Resolution No. 2023:36:16

Moved by Councillor Ruttan

Seconded by Councillor Trueman

That Council approve the 2023 Asset Management Plan as attached in the staff report.

Carried

11 Advisory Committee Reports or Minutes

a)

There were none.

12 Reports Requiring Approval of By-laws

- a) Dedication of 0.3 metre Reserves Abutting Orser Street, Subdivision Plan 1548

Resolution No. 2023:36:17

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

That By-law 2023-100 to dedicate portions of the 0.3 metre reserve along Orser Street, Plan 1548, legally described therein, be given first and second reading.

Carried

Resolution No. 2023:36:18

Moved by Councillor Godfrey

Seconded by Councillor Leonard

That By-law 2023-100 be given third reading, signed and sealed.

Carried

- b) Proposed Amendments to Council Procedure By-law, By-law 2017-76, As Amended regarding Delegated Authority (holding symbols) and Notice of Motion Process

Resolution No. 2023:36:19

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That By-law 2023-92, 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.

Carried

Resolution No. 2023:36:20

Moved by Deputy Mayor Sleeth

Seconded by Councillor Trueman

That By-law 2023-92 be given third reading, signed and sealed.

Carried

- c) Deeming By-law Applications PL-LC-2022-0089 (St. Pierre), PL-LC-2022-0090 (Conn), PL-LC-2022-0151 (Stover), Plan 716

Resolution No. 2023:36:21

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That By-laws 2023-101, 2023-102 and 2023-103 deeming the properties described as Lots 53, 54, and 55, Plan 716, District of Storrington, Township of South Frontenac not be lots in a plan of subdivision, be given first and second reading.

Carried

Resolution No. 2023:36:22

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That By-laws 2023-101, 2023-102 and 2023-103 be given third reading, signed and sealed.

Carried

- d) Parkland Dedication By-law Update

Resolution No. 2023:36:23

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Moved by Councillor Godfrey  
Seconded by Councillor Roberts  
That the report regarding the new Parkland Dedication By-law be received; and,

That the new Parkland Dedication By-law 2023-104 be given first and second reading.

Carried

Resolution No. 2023:36:24

Moved by Deputy Mayor Sleeth  
Seconded by Councillor Trueman

That By-law 2023-104 be given third reading, signed and sealed.

Carried

- e) Zoning By-law Amendment Application - Z-21-29, Estate of Everett Orser (Keith Orser), Part of Lot 3, Concession 8, Loughborough

Resolution No. 2023:36:25

Moved by Deputy Mayor Sleeth  
Seconded by Councillor Roberts

That By-law 2023-105 to amend the zoning on the lands at Part of Lot 3, Concession 8, District of Loughborough, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023:36:26

Moved by Councillor Godfrey  
Seconded by Councillor Pegrum

That By-law 2023-105 be given third reading, signed and sealed.

Carried

- f) Zoning By-law Amendment Application - PL-ZBA-2023-0092, Itterman, 2348 Sands Road, Storrington District

Resolution No. 2023:36:27

Moved by Councillor Roberts  
Seconded by Councillor Trueman

That By-law 2023-106 to amend the zoning on lands known as 2348 Sands Road, Part of Lot 8, Concession 9, District of Storrington, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023:36:28

Moved by Councillor Ruttan  
Seconded by Councillor Trueman

That By-law 2023-106 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) There were none.

14 Committee of the Whole

- a) Not Applicable.

15 Information Items

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- a) There were none.

16 Notice of Motions

- a) There were none.

17 Rise and Report regarding County Council and External Boards

- a) County Council

Mayor Vandewal advised the Frontenac County, CAO Recruitment committee met and established the recruitment process which should conclude by the end of January, 2024.

- b) Police Services Board

Councillor Pegrum advised that Scott Underhill has been appointed as the new Detachment Commander for Frontenac.

- c) Cataraqui Conservation

Deputy Mayor Sleeth advised a new General Manager is being recruited following the departure of Katrina Furlanetto and stated that Tom Beaubiah is currently the acting General Manager.

- d) Quinte Conservation

Councillor Roberts advised the next meeting is December 21st.

- e) Rideau Valley Conservation Authority

Not applicable.

- f) Frontenac Community Arena Board

Not applicable.

18 Announcements/Statements by Councillors

- a) Councillor Godfrey announced her resignation from Council effective the conclusion of the December 19, 2023 Council meeting.

19 Closed Session (if requested)

- a) Mayor Vandewal noted that he will declare a pecuniary interest during the Committee of the Whole closed meeting with respect to Business Item 19. B.

- b) Resolution:

Resolution No. 2023:36:29

Moved by Councillor Ruttan

Seconded by Councillor Trueman

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

- a) Approval of the December 5, 2023 Committee of the Whole "Closed Meeting" minutes.

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b) 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 municipality or local board.

c) Personal matters about an identifiable individual, including municipal or local board employees - Recruitment.

Carried

c) Resolution:

Resolution No. 2023:36:30

Moved by Councillor Trueman

Seconded by Councillor Pegrum

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

Carried

20 Confirmatory By-law

a) Resolution

Resolution No. 2023:36:31

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That By-Law 2023-107, 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. 2023:36:32

Moved by Councillor Godfrey

Seconded by Deputy Mayor Sleeth

That By-Law 2023-017 be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2023:36:33

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council meeting of December 19, 2023 be adjourned at 9:12 p.m.

Carried

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Ron Vandewal, Mayor

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James Thompson, Clerk