



**Township of South Frontenac
Council Meeting Minutes**



Meeting # 29

Time: 7:00 pm.

Location: Council Chambers & Virtually via Zoom

Present: Charlene Godfrey (virtually), Ray Leonard, Steve Pegrum, Norm Roberts, Randy Ruttan (virtually), Ron Sleeth, Scott Trueman, Mayor Ron Vandewal

Absent: Doug Morey

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer (virtually) Christine Woods - Senior Planner, Tom Fehr - Planner

1 Call to Order

a) Resolution

Resolution No. 2023:29:01

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Council meeting of September 19, 2023 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. 2023:29:02

Moved by Deputy Mayor Sleeth

Seconded by Councillor Roberts

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a)

There was none.

5 Recess

a)

There was none.

6 Public Meeting

a) Resolution - Public Meeting to Order

Resolution No. 2023:29:03

Moved by Councillor Godfrey

Seconded by Councillor Ruttan

That the public meeting regarding Zoning By-Law Amendment Applications PL-ZBA-2023-0099 and PL-ZBA-2023-0100 be called to order.

Carried

b) Notice of Collection and Public Meeting Introduction

Michelle Hannah provided the Notice of Collection and Public Meeting information.

c) **Public Meeting for Zoning By-law Amendment Application - PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road**

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0099 which applies to properties municipally known as 4231 and 4143 Perth Road. If approved, the zone on the subject lands would be changed from Urban Commercial (UC) and Urban Residential - First Density (UR1) to an Urban Commercial Special Exception zone (UC-31). Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

The Planner, Tom Fehr delivered an overview of the Planning Report.

In response to Councillor Sleeth Tom Fehr advised that the application should be coming back before Council in the next month.

Troy Dunlop advised that there will not be a requirement for turning lanes based on the traffic impact study completed by the applicant.

Jason Sands, Agent clarified that the the application includes a proposal for a future expansion which is identified in the Site Plan.

Mayor Vandewal provided an opportunity for public input.

No public input was provided.

d) **Zoning By-law Amendment Application - PL-ZBA-2023-0100, Shaw, 3298 Amey Road**

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0100 for 3298 Amey Road. If approved, the zone on the subject lands would be changed from Rural (RU) to a property specific Rural zone (RU-74) to permit a secondary dwelling unit on the property.

Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature, and specifically because Council will be considering passing by-laws to permit additional dwelling unit Township-wide at the same meeting.

Christine Woods, Senior Planner provided an overview of the Planning Report.

Mayor Vandewal provided an opportunity for Council and public input.

No input from Council or the public was received.

The Public meeting was closed.

e) Resolution - Close Public Meeting

Resolution No. 2023:29:04
Moved by Councillor Lenoard
Seconded by Councillor Pegrum
That the public meeting be closed.

Carried

7 Delegations

- a) There were none.

8 Briefings

- a) Dave Gordon, Senior Advisor, Waste Diversion was present to speak to Council regarding the AMO Blue Box Transition.

Dave Gordon provided an overview of the AMP Blue Box Transition.

9 Approval of Minutes

- a) Resolution

Resolution No. 2023:29:05
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That the minutes of the September 5, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) **By-law Enforcement Update**

Resolution No. 2023:29:06
Moved by Councillor Pegrum
Seconded by Councillor Leonard
That Council direct staff to continue to monitor by-law enforcement complaints including any in relation to short-term rental accommodations in the Township of South Frontenac and provide Council with a further update regarding this matter in September 2024.

Carried

- b) **Approval of Municipal Appointment (Area at Large) – Cataraqui Source Protection Committee**

Resolution No. 2023:29:07
Moved by Councillor Roberts
Seconded by Councillor Godfrey
That the Council of the Corporation of the Township of South Frontenac endorse the appointment of Kristie Kelly, Director of Environmental Services, Town of Greater Napanee as the Municipal Representative (Area at Large) - Cataraqui Source Protection Committee.

Carried

c) **Emergency Management Program – Appointment of Emergency Designate for the Mayor**

Resolution No. 2023:29:08

Moved by Councillor Leonard

Seconded by Councillor Ruttan

That Council appoint Councillor Pegrum as the Emergency Management Program – Emergency Designate for the Mayor for the term of Council.

Carried

d) **Building Services Vehicle**

Resolution No. 2023:29:09

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council approve the purchase of one vehicle with an upset limit in the amount of \$65,000; and

That the purchase be funded by the Building Services Reserve.

Carried

e) **Automatic Vehicle Location (AVL) Services**

Resolution No. 2023:29:10

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That Council authorize the Public Services Department to enter into a service agreement with Trackmatics Inc for AVL services; and

That Council approve the purchase for the supply and installation of AVL equipment in the heavy-duty plow trucks in the amount of \$44,817.14 from Trackmatics.

Carried

f) **Travel and Expense Reimbursement Policy**

Resolution No. 2023:29:11

Moved by Councillor Roberts

Seconded by Councillor Trueman

That the proposed Township of South Frontenac Travel and Expense Reimbursement Policy, attached to the Report as Attachment A, be approved by Council,

AND FURTHER than any policy or by-law that references reimbursement of meals or use of Personal Vehicles (per km reimbursement charge), will be set aside and the attached Travel and Expense Reimbursement allowances be applied.

AND FURTHER that the policy become effective September 1, 2023.

Carried

11 Advisory Committee Reports or Minutes

a) There were none.

12 Reports Requiring Approval of By-laws

a) **Appointment of an Integrity Commissioner for the Township of South Frontenac**

Resolution No. 2023:29:12

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That Cunningham, Swan, Carty, Little & Bonham LLP (led by Tony Fleming) be appointed as the Integrity Commissioner for the Township of South Frontenac;

That By-law 2023-71, attached to the Report as Exhibit A, being "A By-law to Appoint an Integrity Commissioner for the Corporation of the Township of South Frontenac" be given first and second reading.

Carried

Resolution No. 2023:29:13

Moved by Councillor Roberts

Seconded by Councillor Godfrey

That By-law 2023-71 be given third reading, signed and sealed.

Carried

b) **Appointment of Building Inspectors**

Resolution No. 2023:29:14

Moved by Councillor Godfrey

Seconded by Councillor Trueman

That By-law 2023-72 being a By-law to appoint Building Inspectors be given first and second reading.

Carried

Resolution No. 2023:29:15

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-law 2023-72 be given third reading, signed and sealed.

Carried

c) **Township-Initiated Official Plan and Zoning By-law Amendments on Additional Dwelling Units**

Resolution No. 2023:29:16

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-law 2023-74 being a By-law to amend Zoning By-law No. 2003-75, as amended, to implement the Official Plan Amendment on additional dwelling units, be given first and second reading.

Carried

Resolution No. 2023:29:17

Moved by Councillor Leonard

Seconded by Councillor Godfrey

That By-law 2023-74 be given third reading, signed and sealed.

Carried

Resolution No. 2023:29:18

Moved by Councillor Leonard

Seconded by Councillor Trueman

That By-law 2023-73 being a By-law to amend the Township of South Frontenac Official Plan to add policies on additional dwelling units be given first and second reading; and

That Council direct staff to prepare and send the Official Plan Amendment package to the County of Frontenac for approval.

Carried

Resolution No. 2023:29:19

Moved by Councillor Pegrum

Seconded by Councillor Deputy Mayor Sleeth

That By-law 2023-73 be given third reading, signed and sealed.

Carried

d) **Zoning By-law Amendment Application - PL-ZBA-2023-0100, Shaw, 3298 Amey Road**

Resolution No. 2023:29:20

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That By-law 2023-75 to amend the zoning on lands known as 3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023:29:21

Moved by Councillor Godfrey

Seconded by Deputy Mayor Sleeth

That By-law 2023-75 be given third reading, signed and sealed.

Carried

13 Reports for Information

a) **Blue Box Transition Update**

b) **Public Services Department Quarterly Update**

c) **Investment update to June 30, 2023**

d) **2023 Year to Date Financial Report to July 31, 2023**

14 Committee of the Whole

a) There was none.

15 Information Items

a) There were none.

16 Notice of Motions

a) **Notice of Motion – Noise By-law Exemption Applications – Delegated Authority**

Resolution No. 2023:29:22

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That Council direct staff to report back to Council regarding a proposed policy to process certain Noise By-law Exemption Applications through delegated authority.

Carried

- b) Mayor Vandewal submitted a Notice of Motion to review parking at the Frontenac Community Arena.

17 Rise and Report regarding County Council and External Boards

- a) County Council

- b) Police Services Board

Councillor Pegrum provided an update regarding the OAPSB Zone 2 meeting.

- c) Cataraqui Conservation

- d) Quinte Conservation

- e) Rideau Valley Conservation Authority

- f) Arena Board

Councillor Roberts advised that the ice is in at the arena.

18 Announcements/Statements by Councillors

19 Closed Session (if requested)

20 Confirmatory By-law

- a) Resolution

Resolution No. 2023:29:23

Moved by Councillor Leonard

Seconded by Councillor Roberts

That By-law 2023-76, 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. 2023:29:24

Moved by Councillor Trueman

Seconded by Councillor Leonard

That By-law 2023-76, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

21 Adjournment

- a) Resolution

Resolution No. 2023:29:25

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That the Council meeting of September 19, 2023 be adjourned at 8:44 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

