



**Township of South Frontenac
Council Meeting Minutes**



Meeting #

Time: 7:00 PM

Location: 3910 Battersea Road/Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Troy Dunlop - Manager of Engineering and Capital Projects, Tim Laprade - Manager of Recreation and Facilities, Amanda Pantrey - Program, Events & Education Coordinator

1 Call to Order

a) Resolution

Resolution No. 2024:17:01

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That the Council meeting of October 1, 2024 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 and Addendum

a) Resolution

Resolution No. 2024:17:02

Moved by Councillor Turcotte

Seconded by Councillor Sleeth

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

5 Recess

6 Public Meeting

a) Resolution

Resolution No. 2024:17:03

Moved by Councillor Ruttan

Seconded by Councillor Trueman

That the public meeting regarding RC-24-04 (Holmes) Unopened Road Allowance Closure and Purchase Request and proposed By-law to Establish Unopened Road Allowance Policies be called to order.

Carried

b) Notice of Collection

The Clerk spoke to the Notice of Collection.

c) RC-24-04 (Holmes) Unopened Road Allowance Closure and Purchase Request

The Clerk conducted a PowerPoint presentation regarding RC-24-04.

In response to a question from Councillor Sleeth regarding Parcel B as identified on Exhibit B on the Report, the Clerk clarified that an application regarding Parcel B would come before Council at a future meeting.

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

Nancy Holmes, Applicant requested that the purchase price be adjusted to 1.50 per square foot.

The Mayor commented that he felt the existing fee framework should be respected.

d) Proposed By-law to Establish Unopened Road Allowance Policies

The Clerk provided an overview regarding the proposed fees associated with the proposed By-law to Establish Unopened Road Allowance Policies.

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

e) Resolution

Resolution No. 2024:17:04
Moved by Councillor Roberts
Seconded by Councillor Leonard
That the public meeting be closed.

Carried

7 Delegations

8 Briefings

a) Representatives from Sierra Planning and Management spoke to Council regarding the South Frontenac Recreation Service Fee & Facility Allocation Policy.

9 Approval of Minutes

a) Resolution

Resolution No. 2024:17:05
Moved by Councillor Trueman
Seconded by Councillor Sleeth
That the minutes of the September 10, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

a) Recreation Service Fee & Facility Allocation Policy

Resolution No. 2024:17:06

Moved by Councillor Leonard

Seconded by Councillor Turcotte

That Council approve the Recreation Service Fee & Facility Allocation Policy, attached to Report 2024-171 as Exhibit A; and

That Council in principle approve the Fee schedule contained on pages 11/12 of Report 2024-171 in order for a public meeting to be held, in accordance with By-law 2016-73.

Carried

b) Note: Councillor Roberts voted in opposition of the resolution.

c) Verona Housing – FCM Studies Grant

Resolution No. 2024:17:07

Moved by Deputy Mayor Morey

Seconded by Councillor Leonard

That Council support staff in moving forward with the FCM Studies grant application submission; and

That Council authorize the Clerk and Mayor to sign off on grant agreements for the FCM Studies grant, if successful.

Carried

d) Kingston Humane Society Contract

Resolution No. 2024:17:08

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That Council authorize the Mayor and Clerk to execute a five (5) year contract with the Kingston Humane Society for the provision of Animal Pound Services for a term commencing January 1, 2025 to December 31, 2029 based on a monthly all-inclusive fixed fee of \$1852.61; and

That increases shall be applied to the fixed monthly fee for each year of the contract from Year 2 through Year 5, adjusted annually in January, by the Consumer Price Core Index based on the prior year.

Carried

e) Tanker 351 – Tank Replacement

Resolution No. 2024:17:09

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Director of Emergency Services / Fire Chief be authorized to spend up to \$100,000 funded from Fire equipment reserves to complete the required tank replacement on Tanker 351.

Carried

f) Designation of Activity Hubs

Resolution No. 2024:17:10

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That Council designate the following facilities and parks as Townships activity hubs in accordance with the Recreation, Parks, and Leisure Master Plan:

- Indoor activity hubs – Glendower Hall and the Storrington Centre.
- Outdoor activity hubs - McMullen Park, Centennial Park, The Point Park, and Gerald Ball Park.

Carried

g) Pavement Condition Assessment Updates

Resolution No. 2024:17:11

Moved by Councillor Trueman

Seconded by Councillor Leonard

That Council direct staff to proceed with a new project to update the pavement condition ratings for the Township's hard surfaced road network; and

That Council approve the budget request of \$25,000 for the pavement condition assessment project to be funded from Capital Project 24-34 surplus (Development Charges Reserve).

Carried

11 Advisory Committee Reports or Minutes

12 Reports Requiring Approval of By-laws

a) RC-24-01 (Caivan Properties Holding Corporation) Unopened Road Allowance Closure and Purchase Request

Resolution No. 2024:17:12

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That By-law 2024-65, attached to the Report as Exhibit C, being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 1 on Plan 13R23213 and Part 6 on Plan 13R18972; Bedford, be given first and second reading.

Carried

Resolution No. 2024:17:13

Moved by Councillor Turcotte

Seconded by Councillor Roberts

That By-law 2024-65 be given third reading, signed and sealed.

Carried

b) Proposed By-law to Establish Unopened Road Allowance Policies

Resolution No. 2024:17:14

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That By-law 2024-66, attached to the Report as Exhibit A, being a By-law to Establish Unopened Road Allowance Policies, be given first and second reading.

Carried

Resolution No. 2024:17:15

Moved by Deputy Mayor Morey

Seconded by Councillor Ruttan

That By-law 2024-67 be given third reading, signed and sealed.

Carried

Resolution No. 2024:17:16

Moved by Councillor Trueman

Seconded by Councillor Sleeth

That By-law 2024-67, attached to the Report as Exhibit B, being a By-law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges

Collected by The Corporation of the Township of South Frontenac, as amended,
be given first and second reading.

Carried

Resolution No. 2024:17:17

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That By-law 2024-66 be given third reading, signed and sealed.

Carried

- c) RC-24-04 (Holmes) Unopened Road Allowance Closure and Purchase Request, Public meeting and By-law

Resolution No. 2024:17:18

Moved by Councillor Sleeth

Seconded by Councillor Leonard

That By-law 2024-68 being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 4 Plan 13R19516; Loughborough, be given first and second reading.

Carried

Resolution No. 2024:17:19

Moved by Councillor Turcotte

Seconded by Councillor Ruttan

That By-law 2024-68 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) Award of Tender # PS-2024-17 – Perth Road Reconstruction

- b) Award of Tender # PS-2024-19 – South Frontenac Office Expansion

- c) Award of Tender # PS-2024-07 – 12th Concession Bridge Repair

14 Committee of the Whole

15 Tabling of Documents

- a) Correspondence received from Cataraqui Conservation, dated September 16, 2024 regarding Cataraqui Conservation full-service tree planting program.

- b) Correspondence received from Rob Flack, Minister of Agriculture, Food and Agribusiness, dated September 24, 2024 regarding Agricultural Workforce Equity and Diversity Initiative.

16 Communications

- a) Correspondence received from Courageous Companions, dated September 11, 2024 regarding Courageous K-9.

17 Notice of Motions

18 Rise and Report regarding County Council and External Boards

- a) Cataraqui Conservation

Councillor Sleeth noted that the General Manager will reach out to the Township regarding the 2025 Budget.

b) Quinte Conservation

Councillor Roberts advised Council that a new storage shed has been completed and indicated that a resolution was approved regarding repairs to Bellrock Dam.

c) Rideau Valley Conservation Authority

Councillor Turcotte stated that Rideau Valley Conservation Authority has approved the 2025 meeting schedule. He noted that the Conservation Authority has commenced the 2025 Budget process and mentioned that the summer camps were completely full.

19 Announcements/Statements by Councillors

a)

The Mayor noted that the Battersea Pumpkin Festival is scheduled for October 5, 2024. He spoke to the success of the Hockey Day event.

20 Closed Session (if requested)

a) Resolution

Resolution No. 2024:17:20

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

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

1. Approval of September 10, 2024 Committee of the Whole "Closed Meeting" Minutes
2. A proposed or pending acquisition or disposition of land by the municipality or local board - Storrington District
3. A proposed or pending acquisition or disposition of land by the municipality or local board - Loughborough District

Carried

b) Note: Council recessed from 8:52 p.m. to 9:00 p.m.

c) Resolution

Resolution No. 2024:17:21

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That Council rise from the Committee of the Whole "Closed Meeting" and the Clerk report.

Carried

Resolution No. 2024:17:22

Moved by Councillor Ruttan

Seconded by Councillor Turcotte

That Council authorize and delegate to the Chief Administrative Officer the authority to action the direction received in closed session.

Carried

21 Confirmatory By-law

a) Resolution

Resolution No. 2024:17:23

Minutes of Council
October, 1, 2024

Moved by Councillor Ruttan
Seconded by Councillor Pegrum
That By-law 2024-69, 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. 2024:17:24
Moved by Councillor Sleeth
Seconded by Councillor Roberts
That By-law 2024-69, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

22 Adjournment

a) Resolution

Resolution No. 2024:17:25
Moved by Councillor Trueman
Seconded by Councillor Ruttan
That the Council meeting of October 1, 2024 be adjourned at 9:52 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community