



**Township of South Frontenac
Council Meeting Minutes**



Meeting # 20

Time: 6:30 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, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Troy Dunlop - Manager of Engineering and Capital Projects, Delbert Blakney - Director of Fire and Emergency Services, Tim Laprade - Manager of Recreation and Facilities, Amanda Pantrey - Recreation and Events Coordinator, Tom Fehr - Planner

1 Call to Order

a) Resolution

Resolution No. 2024:20:01

Moved by Councillor Sleeth

Seconded by Councillor Leonard

That the Council meeting of November 19, 2024 be called to order at 6:30 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) Mayor Vandewal declared a pecuniary interest in the matter of Labour relations or employee negotiations - CUPE as a family member is a member of the CUPE union and a Township of South Frontenac employee.

3 Approval of Agenda and Addendum

a) Resolution

Resolution No. 2024:20:02

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That the agenda be amended to include the addendum.

Carried

Resolution No. 2024:20:03

Moved by Deputy Mayor Morey

Seconded by Councillor Ruttan

That the agenda, as amended, be approved.

Carried

4 Scheduled Closed Session

a) Resolution

Note: The Mayor withdrew from the meeting during consideration of Labour relations or employee negotiations - CUPE due to a pecuniary interest.

Resolution No. 2024:20:04

Moved by Councillor Pegrum
Seconded by Councillor Leonard

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

1. 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 - Compensation
2. Labour relations or employee negotiations - CUPE

Carried

b) Resolution

Resolution No. 2024:20:05

Moved by Councillor Turcotte
Seconded by Councillor Trueman

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

Carried

Resolution No. 2024:20:06

Moved by Councillor Roberts
Seconded by Councillor Ruttan

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

Carried

5 Recess

- a) Council recessed from 6:52 p.m. to 7:02 p.m.

6 Public Meeting

- a) Resolution

Resolution No. 2024:20:07

Moved by Deputy Mayor Morey
Seconded by Councillor Ruttan

That the public meeting regarding Recreation Service Fees and Disposition of Surplus Land be called to order.

Carried

- b) Notice of Collection

The Clerk spoke to the Notice of Collection.

- c) Recreation Service Fees

Tim Laprade conducted a PowerPoint presentation regarding Recreation Service Fees.

In response to a question from Councillor Sleeth regarding methods for collecting fees for groups that do not have funding or revenue such as the VON group, Tim Laprade explained how this specific group would fall within the exemption criteria.

Councillor Ruttan acknowledged and supported the data driven approach, and asked if staff would consider legacy groups and establish a new criteria for groups that have no incoming funds, and further inquired if these legacy groups could have a phased-in approach for new fees. Tim Laprade explained the best practice model which was examined by the consultant and cautioned the use of

exemptions that would favour or exclude groups. He added that staff would take direction from Council regarding the matter and come back with more information.

In response to a question from Councillor Turcotte regarding the process for fee exemption requests, Tim Laprade explained that the process would involve a mechanism to bring an exemption request to Council and Council would make that determination, however there is presently no specific form or process in place.

Councillor Pegrum provided comments regarding the risks of comparing groups to each other and cautioned that a fee exemption request should be considered under specific criteria. He noted that the fees proposed are the lowest price in relation to the comparators and that the method utilized to determine the proposed fees are both fair and financially sustainable.

Mayor Vanderwal noted that the intention is to treat all residents fairly and equally within the Township regardless of district.

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

Danielle McTaggart, Program Supervisor, was present on behalf of the VON Kingston office. She spoke to the program being offered at the facility and the funding model. She noted that a fee exemption will permit the group to continue operations at the facility.

Sharon Patterson was present on behalf of the Storrington Retirees Association and stated that she does not support the proposed fees and would like the Storrington Retirees Association to be considered for a fee exemption.

Susan Greenwood was present and noted that she belongs to four different groups but was representing the local TOPS group. She provided additional detail regarding the group and its benefits to the community as well as their activities and added that TOPS would like to be considered for a fee exemption.

Deborah Dark was present and inquired about the administration costs and process of implementing these fees. In response to these questions, Tim Laprade provided additional detail regarding the administration of the program and the process for reserving facilities.

Donna Wood was present and inquired about the fee structure. Tim Laprade provided clarity regarding the proposed fee structure and added that the current structure is logistically challenging. He stated that the proposed fee structure would help make the program more efficient.

Marilyn Jean Mason was present and asked to see revenue projections for the proposed fees. She asked about staffing implications as a result of these fees. In response, Tim Laprade explained the current staffing complement is able to oversee this program and that the proposed program is meant to streamline the process for bookings.

Donald Watson was present on behalf of the Friday Open Mic Night program. He provided details regarding the program and its benefits to residents and suggested that the proposed fees would result in an increase to admission fees. He stated that he is requesting a fee exemption for the Friday Open Mic Night program due to the benefits of the program.

Darlene Clement was present on behalf of the Euchre group and noted that she would also be interested in the revenue projections with the added groups.

She spoke to the benefits of social programming and added that the group donates excess money to the community.

Tabitha Lawson was present on behalf of the Frontenac County Minor Softball Association. She spoke to their positive relationship with the Township and noted that the association charges low fees. She indicated that increased booking fees would result in the registration fees significantly increasing.

Dan Cumming was present and inquired about the projections for proposed fees and asked if it was worth doubling the small amount of fee revenue by charging these groups.

Mayor Vanderwal reiterated that the fee proposal is an attempt to establish fairness and equity and that this matter will return to Council for further consideration.

Councillor Roberts noted that the Township has been trying to implement user fees for eleven years.

Peggy Newport questioned the use of user fees for all municipal services such as the boat launch and use of the Cataraqui Trail.

d) Council recessed from 8:05 p.m. to 8:10 p.m.

e) Disposition of Surplus Land

Morley Burwash was present and spoke in favour of the sale of land and to the contents of her written submission to Council dated November 11, 2024.

Brian Tolls, adjacent landowner, was present and inquired about markings on the property to distinguish property boundaries. In response to a question from Mayor Vandewal, Brian Tolls confirmed that he would support the land acquisition provided that the property boundaries were clearly marked by the Land Conservancy. In response, Murray Beckel, Land Acquisition Committee; Chair, explained that the Land Conservancy KFLA would typically mark the boundaries of the conservancy's land.

In response to a question from Councillor Turcotte regarding access to the property, Murray Beckel provided an explanation of the right of way that accesses the property and identified that the land is not easily accessible.

In response to a question from Councillor Sleeth regarding timelines and fees, Louise Fragnito explained that staff will come back to Council with that information.

f) Resolution

Resolution No. 2024:20:08
Moved by Councillor Leonard
Seconded by Councillor Sleeth
That the public meeting be closed.

Carried

7 Delegations

a) There were none.

8 Briefings

Minutes of Council
November, 19, 2024

a) There were none.

9 Approval of Minutes

a) Resolution

Resolution No. 2024:20:09

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the minutes of the November 12, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

a) 2025 Meeting Calendar

Resolution No. 2024:20:10

Moved by Councillor Roberts

Seconded by Councillor Leonard

That notwithstanding By-law 2017-76, As Amended and By-law 2023-04, the following Council, Lake Ecosystem Advisory Committee and Heritage Advisory Committee meeting dates be rescheduled as follows:

- The January, April, July and October meetings of the Heritage Advisory Committee meetings rescheduled to March, June, September and December; and
- The March, June, September and December Lake Ecosystem Advisory Committee meetings rescheduled to January, April, July and October; and
- July 1 Council meeting rescheduled to July 15; and
- August 5 Council meeting rescheduled to August 12; and
- December 25, Heritage Advisory Committee meeting rescheduled to December 4; and

That the 2025 Council, advisory committees and legislated committees meeting schedule, attached as Exhibit A to the Report, be approved.

Carried

b) Pre-Budget Approval Request – Paid-on-call Firefighter Recruitment (up to 30) in 2025

Resolution No. 2024:20:11

Moved by Deputy Mayor Morey

Seconded by Councillor Ruttan

That Council provide pre-budget approval in the amount of \$280,000 for a recruitment of up-to 30 paid on-call firefighters in 2025; and

That the budget request for the paid on-call firefighter recruitment be funded from the working funds.

Carried

c) Request for Posted Speed Limit Reduction – Greenfield Road

Resolution No. 2024:20:12

Moved by Deputy Mayor Morey

Seconded by Councillor Trueman

That Council direct staff to advance the technical review for posted speed limits on Greenfield Road west of Perth Road.

Carried

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- d) Budget Direction with Long Range Financial Plan
- e) Louise Fragnito conducted a PowerPoint presentation regarding the Budget Direction and Long Range Financial Plan.

Council directed the CAO to continue to prepare the draft budget in relation to the Budget Direction and Long Range Financial Plan.

11 Advisory Committee Reports or Minutes

12 Reports Requiring Approval of By-laws

- a) Zoning By-law Amendment Application PL-ZBA-2024-0104, Donald Kohart, 15 Whiskey Point Lane

Resolution No. 2024:20:13

Moved by Councillor Turcotte

Seconded by Councillor Pegrum

That By-law 2024-75 being a By-law to amend the zoning on lands known as 15 Whiskey Point Lane, Plan 1593 Lot 2, District of Bedford, be given first and second reading.

Carried

Resolution No. 2024:20:14

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That By-law 2024-75 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) There were none.

14 Committee of the Whole

- a) There was none.

15 Tabling of Documents

- a) There were none.

16 Communications

- a) Additional correspondence included in Addendum.

17 Notice of Motions

- a) There were none.

18 Rise and Report regarding County Council and External Boards

- a) There were none.

19 Announcements/Statements by Councillors

- a) Mayor Vandewal spoke to the successful volunteer luncheon which took place on Saturday November 9, 2024.

20 Closed Session (if requested)

- a) Resolution

Minutes of Council
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Resolution No. 2024:20:15

Moved by Councillor Sleeth

Seconded by Councillor Trueman

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

1. A proposed or pending acquisition or disposition of land by the municipality or local board - Loughborough District
2. 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 - Housing (Loughborough District)
3. *Approval of October 1, 2024 Committee of the Whole "Closed Meeting" Minutes*

Carried

b) Resolution

Resolution No. 2024:20:16

Moved by Councillor Roberts

Seconded by Deputy Mayor Morey

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

Carried

Resolution No. 2024:20:17

Moved by Councillor Trueman

Seconded by Councillor Turcotte

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

Carried

21 Confirmatory By-law

a) Resolution

Resolution No. 2024:20:18

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

That By-law 2024-76, 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. 2024:20:19

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That By-law 2024-76, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

22 Adjournment

a) Resolution

Resolution No. 2024:20:20

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That the Council meeting of November 19, 2024 be adjourned at 9:56 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community