



**Public Meeting Agenda
Re: Amendments to the Fees and Charges By-law
April 16, 2021 – 9:00 a.m.
Municipal Office – Council Chambers
6648 Road 506, Plevna ON**

**Please be advised this meeting will be held using Electronic Participation
due to the Covid-19 Pandemic.**

To register for the meeting, please use the [Zoom](#) link:
OR

Contact the Township Office at (613) 479-2231 ext. 231 to be registered

- 1. Call to Order and Purpose of the Meeting**
- 2. Chair's Opening Remarks**
- 3. Approval of Agenda**
- 4. Disclosures of Pecuniary Interest and General Nature Thereof**
- 5. Business Arising**
 - a) Resolution #148-21;
 - b) Clerk/Planning Manager's Administrative Report re: Refreshment Vehicle Draft By-law;
 - c) Draft Schedule 'R' – Tariff of Fees for Refreshment Vehicle Licence.
- 6. Council Comments**
- 7. Public Comments**
- 8. Adjournment**

Date March 19, 2021

Resolution Number 148-21



Resolution of the Council of the Corporation of the Township of North Frontenac

Moved by: <i>M. Martin</i>	Seconded by: <i>John Doherty</i>
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Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Refreshment Vehicle Draft By-law";

~~**And That** Council instructs the Clerk to make the following amendments:~~

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And That Council will consider the Refreshment Vehicle By-law at a future Council Meeting;

And That Council approves in principle the proposed fees as follows:

- Application Fee - \$150 (non-refundable)
- Annual Fee - \$150
- Removal Fee - \$40

And That Council instructs the Clerk to provide Notice of a Public Meeting with respect to the proposed fees;



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager

Recommended by: Cheryl Robson, AMCT, Chief Administrative Officer _ *CR* _

Date of Meeting: March 19, 2021

Re: Refreshment Vehicle Draft By-law

Background

On January 15, 2021 Council passed Resolution #36-21:

Moved by Deputy Mayor Martin, Seconded by Councillor Inglis #36-21

Be It Resolved That Council receives for information the Mayor's Administrative Report entitled "Refreshment Vehicle (Chip Truck) By-law";

And that Council requests that staff use the South Frontenac By-law as the baseline and revise the By-law as required to suit North Frontenac requirements;

And That Staff provide a revised By-law and Amended Site Plan Control By-law by March 2021 for approval by Council so as to be ready for the 2021 season.

Carried

Researched By

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments

There has been an interest in the operation of refreshment vehicles (food trucks) within the Township of North Frontenac. The Township's Zoning By-law defines a refreshment vehicle as "a portable trailer or motor vehicle used commercially for the preparation and sale of food to the public" and is a permitted use within the following designations:

- Hamlet
- Rural
- General Commercial
- Recreational Commercial

The purpose of licencing Refreshment Vehicles is for the health, safety and well-being of the public.

The Township can ensure the equipment being used has been inspected and approved in relation to current regulations; ensure the safety equipment within the vehicle is current and in working order; and ensure the exterior and surrounding area of the refreshment vehicle is kept in a clean and safe manner.

A draft By-law is attached for Council's review and to provide amendments to staff prior to the By-law being provided to Council for consideration.

Also, attached is a draft Application Form.

Financial Implications

There will be costs for review of the Application by applicable staff including the Chief Building Official (CBO), Public Works Manager, Fire Chief and Clerk/Planning Manager. There will also be costs for the CBO to complete an inspection to ensure the placement of the Refreshment Vehicle is in compliance with applicable By-laws and the site diagram provided. A Non-refundable Application Fee of \$150 is recommended to cover these costs.

An annual fee will be required to permit the Refreshment Vehicle to remain and operate. It is recommended the annual Licence Fee be \$150 to offset administration, inspection and enforcement costs.

It is also recommended there be a removal fee of \$40 to cover the costs of an inspection by the CBO to ensure the Refreshment Vehicle, tables, waste receptacles, signage, etc. has been removed.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Refreshment Vehicle Draft By-law";

And That Council instructs the Clerk to make the following amendments:

And That Council will consider the Refreshment Vehicle By-law at a future Council Meeting;

And That Council approves in principle the proposed fees as follows:

- Application Fee - \$150 (non-refundable)
- Annual Fee - \$150
- Removal Fee - \$40

And That Council instructs the Clerk to provide Notice of a Public Meeting with respect to the proposed fees;

And That following the Public Meeting Council will consider a By-law to amend the Fees and Charges By-law to add the fees for a Refreshment Vehicle Licence.

Enclosures (2)

**Township of North Frontenac
By-law No. #05-21**

Schedule 'R' – Tariff of Fees for Refreshment Vehicle Licence

Description	Fee
Application Fee	\$150.00 (Non-refundable)
Annual Administration Fee	\$150.00
Fee for Removal of Refreshment Vehicle	\$40.00