



## **AGENDA**

### **Township of South Stormont**

**Wednesday, September 9, 2020, 5:00 PM**

**2 Mille Roches Road Long Sault ON**

#### **Pages**

- 1. Call Meeting to Order / Opening Remarks**
- 2. Confirmation of Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Presentations**
- 5. Public Meeting**
- 6. Delegations**
  - a. Ontario Provincial Police
- 7. Adoption of Minutes**
  - a. August 12, 2020 4 - 9
- 8. Consent Items**
  - a. Monthly Activity Summary - Chief Administrative Officer 10 - 11
  - b. Monthly Activity Summary - Director of Corporate Services/Clerk 12 - 14
  - c. Monthly Activity Summary - Interim Director of Finance/Treasurer
  - d. Monthly Activity Summary - Fire Chief 15 - 16
  - e. Monthly Activity Summary - Director of Parks and Recreation 17 - 18
  - f. Monthly Activity Summary - Director of Planning/Building 19 - 22

g.	Monthly Activity Summary - Director of Public Works	23 - 25
<b>9.</b>	<b>Consideration of Items Requiring Discussion</b>	
<b>10.</b>	<b>Key Information Reports</b>	
a.	Joint Tender Results for Purchase of Half Ton Truck	26 - 29
b.	Parks and Recreation Programs and Facilities Update	30 - 31
c.	St. Andrews West Sidewalk Update	32
<b>11.</b>	<b>Action Requests</b>	
a.	Encroachment Agreement - Lot 3, 52M-9, Beech Street, Ingleside	33 - 34
b.	Creation of a Servicing Allocation Application Process	35 - 36
c.	Ingleside Water Tower Rehabilitation Deferral	37 - 38
d.	Curbside Garbage Collection – Restoration of 2 Bag Limit	39 - 40
e.	Petition for 4-Way Stop at Farran Drive and Maple Street, Ingleside	41 - 42
f.	Petition to Extend Manning Road Sewer Line	43 - 45
g.	Various Human Resources Policies	46 - 63
h.	Approval of Drinking Water Financial Plan	
<b>12.</b>	<b>Committee / Council Member Reports</b>	
a.	Upper-Tier Report	
b.	Cornwall Township Historical Society	
c.	Lost Villages Historical Society	
d.	Raisin Region Conservation Authority	
e.	South Stormont Sports Hall of Fame	
f.	Volunteer Appreciation Committee	

- g. Waterfront Development Committee
- h. South Stormont / South Dundas Doctor Recruitment Committee

### **13. By-laws**

- a. By-law No. 2020-064 Authorize Limiting Distance Agreement - 28-30 Eleanor Drive 64 - 66
- b. By-law No. 2020-065 Authorize Amending Lease Agreement – 4 Mille Roches Road, Long Sault 67 - 73
- c. By-law No. 2020-066 Delegate Authority for Site Plan Agreement (23 Moulinette Road) 74 - 78
- d. By-law No. 2020-067 Remove a Holding Provision (M Emard Properties Limited - 23 Moulinette Road) 79 - 84
- e. By-law No. 2020-068 Impose Special Annual Drainage Rates under the Tile Drainage Act (Wert) 85 - 90

### **14. Motions and Notices of Motions**

### **15. New Business**

### **16. Closed Meeting**

- a. Personal Matters About an Identifiable Individual and Labour Relations or Employee Negotiations  
Specifically: Employees

### **17. By-laws (Continued)**

- a. By-law No. 2020-070 Adopt Salary Administration Policy

### **18. Ratification By-Law**

- a. By-law No. 2020-069 91 - 92

### **19. Adjournment by Resolution**

**TOWNSHIP OF SOUTH STORMONT**  
**REGULAR MEETING MINUTES**

THE FIFTY-SIXTH MEETING  
August 12, 2020

Council Present	Mayor Bryan McGillis Deputy Mayor David Smith Councillor Andrew Guindon Councillor Jennifer MacIsaac Councillor Cindy Woods
Staff Present	Debi LucasSwitzer, Chief Administrative Officer Kevin Amelotte, Director of Parks and Recreation Gilles Crepeau, Fire Chief Ross Gellately, Director of Public Works Loriann Harbers, Director of Corporate Services/Clerk Basia Ruta, Interim Director of Finance/Treasurer Peter Young, Director of Planning and Building Sherry-Lynn Servage, Parks and Recreation Coordinator

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**1. Call Meeting to Order / Opening Remarks**

A regular meeting of Council, conducted virtually, commenced at 5:00 PM at the South Stormont Town Hall.

**2. Confirmation of Agenda**

Council was advised of the following agenda revisions:

1. Addition of Action Request to accept 2019 Financial Statement(s)
2. Circulation of Action Request to Authorize Sewer Capacity Allocation (Ingleside)
3. Revision of Action Request concerning Community Hall and COVID Requirements for Office
4. Revision of By-law No. 2020-061 to clarify dates.

**3. Disclosure of Pecuniary Interest**

**4. Presentations**

**5. Public Meeting**

**6. Delegations**

- a. Todd Quinlan, OPP

Acting Staff Sergeant Quinlan was in attendance to provide an overview of the activities of the Ontario Provincial Police in South Stormont. In particular, speed and traffic concerns were brought up with regards to Farran Drive and Eaman Road.

- b. Jamie Pollock, MNP

Jamie Pollock, MNP LLP was in attendance to provide an overview of the 2019 Financial Statements.

**7. Adoption of Minutes**

Resolution No. 168/2020

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

That the minutes of the July 15 and August 5, 2020 meetings be adopted as circulated.

**CARRIED**

**8. Consent Items**

Resolution No. 169/2020

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That all items under the Consent Items section of the Agenda be received and filed for information purposes.

**CARRIED**

- a. Ministry of Transportation - Highway Traffic Act Amendments Related to Off Road Vehicles
- b. Monthly Activity Summary - CAO
- c. Monthly Activity Summary - Director of Corporate Services/Clerk
- d. Monthly Activity Summary - Fire Chief
- e. Monthly Activity Summary - Director of Parks and Recreation
- f. Monthly Activity Summary - Director of Planning/Building
- g. Monthly Activity Summary - Director of Public Works

**9. Consideration of Items Requiring Discussion**

**10. Key Information Reports**

- a. Draft Procurement Policy and Accompanying Templates
- b. Draft Vacation Policy
- c. Responsible Pet Ownership
- d. Parks and Recreation Facilities and Programs Update
- e. Lost Villages Museum Buildings - Site Plan and Technical Memorandum

**11. Action Requests**

- a. 2019 Financial Statements

Resolution No. 170/2020

Moved by: Councillor MacIsaac

Seconded by: Councillor Guindon

That Council accept the 2019 Financial Statements as presented and prepared by MNP LLP on August 12, 2020.

**CARRIED**

- b. Extending Term for Interim Director of Finance / Treasurer

Resolution No. 171/2020

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council approves extending the term for the Interim Director of Finance – Treasurer to mid October and the CAO is authorized to use funds from the 2019 surplus to cover the added cost.

**CARRIED**

- c. Community Centre and COVID Requirements for Offices

Resolution No. 172/2020

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

That Council directs staff to undertake the work and activities associated with Option 1 to retain the Community Room in the Township Hall for Township purposes in 2020, to reconfigure office spaces and work stations as necessary to meet health and safety requirements as a result of the COVID-19 pandemic;

And further, that the costs to reconfigure the office spaces and workstations be approved to an upset limit of \$50,000, to be funded through the Province of Ontario's Safe Restart Program, Resilient Communities Grant or 2019 surplus.

**CARRIED**

- d. COVID-19 Financial Impacts - Water / Wastewater Accounts

Resolution No. 173/2020

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

That Council approve the waiving of the penalty and interest charges to outstanding water/wastewater system accounts for the remainder of 2020.

**CARRIED**

- e. Loyalist Crescent/Manning Road Rear Yard Drainage Improvements

Resolution No. 174/2020

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council approves the proposed improvements to rear yard drainage for lots on Manning Road and Loyalist Crescent and fund the cost through the Lot Grading Policy reserve.

**CARRIED**

- f. Long Sault Pathway

Resolution No. 175/2020

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That Council approve the proposal from EVB Engineering Limited to design a multi-use pathway in Long Sault in the amount of \$14,750.

**CARRIED**

g. Development Charges Background Study

Resolution No. 176/2020

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

That Council accept the proposal submission to undertake a Development Charges Background Study from Watson & Associates Economists Ltd. for the total amount of \$38,970.00 plus HST. Further, that Council authorize the Director of Planning and Building to sign the necessary documents to complete the transaction.

**CARRIED**

h. Lakeview Waterfront Park

Resolution No. 177/2020

Moved by: Councillor Woods

Seconded by: Deputy Mayor Smith

That Council leaves Lakeview Waterfront Park closed until at least September 8, 2020.

**CARRIED**

i. Ingleside Sewer Capacity Allocation Request

Resolution No. 178/2020

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That Council decline to allocate sewage capacity to lands owned by Gary Brownlee on Woodlands Road at this time.

**CARRIED**

**12. Committee / Council Member Reports**

- a. Upper-Tier Report
- b. Cornwall Township Historical Society
- c. Lost Villages Historical Society
- d. Raisin Region Conservation Authority
- e. South Stormont Sports Hall of Fame
- f. Volunteer Appreciation Committee
- g. Waterfront Development Committee
- h. South Stormont / South Dundas Doctor Recruitment Committee

**13. By-laws**

- a. By-law No. 2020-059 Adopt Digital and Electronic Signatures Policy

Resolution No. 179/2020  
Moved by: Deputy Mayor Smith  
Seconded by: Councillor Guindon

That By-law No. 2020-059, being a by-law to adopt a Digital and Electronic Signatures Policy be read and passed, signed and sealed in open Council this 12<sup>th</sup> day of August, 2020.

**CARRIED**

- b. By-law No. 2020-060 Amend By-law No. 2015-021 Parking Regulation

Resolution No. 180/2020  
Moved by: Councillor MacIsaac  
Seconded by: Councillor Woods

That By-law No. 2020-060 to amend By-law No. 2015-021, being the Township's Parking Regulation By-law, be read and passed in open Council, signed and sealed this 12<sup>th</sup> day of August, 2020.

**CARRIED**

- c. By-law No. 2020-061 Amend By-law No. 2020-050 Final Tax Levy for 2020

Resolution No. 181/2020  
Moved by: Deputy Mayor Smith  
Seconded by: Councillor MacIsaac

That By-law No. 2020-061 to amend By-law No. 2020-050, being the Final Tax Levy By-law, be read and passed, signed and sealed in open Council this 12<sup>th</sup> day of August, 2020.

**CARRIED**

- d. By-law No. 2020-062 Amend By-Law No. 2006-31 Windermere Drive

Resolution No. 182/2020  
Moved by: Councillor Woods  
Seconded by: Councillor MacIsaac

That By-law No. 2020-062, being a by-law to amend By-law No. 2006-031 be read and passed in open Council signed and sealed this 12<sup>th</sup> day of August, 2020.

and further, that Council agree to invoice the residents of Windermere Drive for the amortizing debenture in the principal amount of \$295,000 for the construction of a municipal water line and add it to their taxes for the remaining 29 years of the 30 year debenture.

**CARRIED**

**14. Motions and Notices of Motions**

**15. New Business**

**16. Closed Meeting**



Resolution No. 183/2020  
Moved by: Deputy Mayor Smith  
Seconded by: Councillor MacIsaac

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 7:13 PM to address a matter pertaining to:

a proposed or pending acquisition or disposition of land by the municipality;

Specifically: Proposed Sale of Land

and personal matters about an identifiable individual and labour relations and/or Employee Negotiations

Specifically: Employee

**CARRIED**

Resolution No. 184/2020  
Moved by: Deputy Mayor Smith  
Seconded by: Councillor Guindon

That Council move out of this closed meeting at 7:43 PM.

**CARRIED**

#### **17. Ratification By-Law**

Resolution No. 185/2020  
Moved by: Councillor MacIsaac  
Seconded by: Councillor Guindon

That By-law No. 2020-063 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 12th day of August, 2020.

**CARRIED**

#### **18. Adjournment by Resolution**

Resolution No. 186/2020  
Moved by: Councillor Woods  
Seconded by: Councillor MacIsaac

That Council adjourn this meeting at 7:44 PM and return to the call of the chair.

**CARRIED**

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Mayor

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Clerk

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Chief Administrative Officer



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**To:** Council  
**From:** Debi LucasSwitzer  
**Date of Meeting:** September 9, 2020  
**Reporting Month:** August 2019  
**Subject:** Monthly Activity Summary – Chief Administrative Officer

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**Work Completed:**

- Human Resources
  - Vacation Accruals –
    - Reviewed all data
    - Prepared letters to all employees
    - met with all employees individually re: accruals and options regarding accruals
  - Personnel matters
  - Policies reviews
  - COVID – 19 - fall planning
  - Recruitment
  - Review of all OT accruals, review of all sick and bereavement time 2019 & 2020
  - Position Descriptions, pay equity, compensation, benefits
- Service Delivery Review – budget software demonstrations
- Preparation for Council meetings and post Council workplan updates with Directors
- Reviewed, supported and signed off as appropriate on grant reporting submissions for CWWF, ICIF and Infrastructure Ontario
- OPP Lease negotiations

**Work in Progress:**

- Human Resources
  - Vacation Accruals – waiting on employee decisions to institute next step
  - Personnel matters
  - Policies reviews
  - Recruitment – upcoming personnel changes, Community Planner
  - Position Descriptions & pay equity work for Unionized employees, waiting on CUPE
  - Office changes in response to COVID – 19 & social distancing needs
  - CUPE contract negotiations, waiting on CUPE

- Responsible Pet Ownership – meetings, reviews of materials prepared
- Doctor Recruitment – meetings with consultant, review & support student position assisting consultant
- Service Delivery Review – budget software, upcoming draft report for Sept 15<sup>th</sup> Committee of the Whole meeting, implementation
- Preparation for Council meetings and review of workplans, capital budget / projects
- Sign off on grant reporting
- Ongoing monitoring of Asset Management Plan requirements for 2021
- Preparation for discussions regarding Ingleside Wastewater Treatment agreement with Lactalis
- Ongoing deliberations and discussions regarding Ingleside Medical Clinic
- Final step to bring forward new procurement policy, waiting on ok from Auditors before bringing to Council for approval

At this time I will advise Council that due to the time necessary to address Human Resources matters, and which I anticipate will continue for the next several weeks, any preparatory work by the departments for workplans, budget will not begin until sometime in October.

In addition, monitoring work for the Asset Management Plan requirements indicate that with current resources the Township will not meet the provincial deadlines in place for 2021.

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Administration and Corporate Services



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**To:** Council  
**From:** Loriann Harbers  
**Date of Meeting:** September 9, 2020  
**Reporting Month:** September 2020  
**Subject:** Monthly Activity Summary-Director of Corporate Services/Clerk

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**Work Completed:**

- On-going revision of procedures and protocols for Council meetings and opening for the public
- Preparation of reports and correspondence related to August 5 and 12 Council meetings
- Multiple provincial and regional calls related to Covid-19
- Attendance with overview of budget software presentation (Questica and PSD)
- Implementation of electronic and digital signature police and procedure
- Acquire tablets and building plan review software for building inspectors
- Vendor meetings to co-ordinate replacement of hardware at water/wastewater treatment plants
- Vendor meetings to co-ordinate telecommunications review and phone system replacement
- Review of pet licensing software options
- Customer services activities training, i.e. AccessE11, reception and phone system for backup purposes
- Meetings concerning "Responsible Pet Ownership"
- Completed training related to cemetery administration
- BAO annual reporting preparation and discussions with cemetery operators
- eScribe: webinar, closed meeting setup for COTW and Special Council
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions, by-law and miscellaneous Covid-19 related inquiries.

**Work in Progress:**

- Departmental overview – procedures and records
- Telecommunications review
- Animal control program review
- Records Management training quality control review
- Cemetery Master Plan Implementation

- Building Software and By-law
- Fire Department Software and Establishment By-law
- Disaster Recovery – Business Continuity Plan
- eScribe next steps: closed meeting implementation
- IT Managed Services project / EM+S Project
- Governance Review (closed meeting and procedural by-law)
- Neptune 360 (water meter reader system) upgrade
- Water / Wastewater hardware upgrades

#### Other Updates:

#### Council Chambers and Meeting Procedures

Additional audio equipment at an approximate cost of \$6,000 will be installed in Council Chambers to allow meetings to be conducted with both in person and virtual participation. There will be additional microphones installed to provide for social distancing. It is anticipated the work will be complete the week of September 14. At this time, meetings continue to be live streamed with Council Chambers closed to the public. Protocols continue to be developed in advance of hosting public meetings in person and staff anticipate this may occur late September.

#### Bill 197 Overview

#### **Electronic meetings:**

- Amendments to the Municipal Act allow for electronic meetings at all times and permit electronic participation to count towards quorum.
- It applies to Councils, committees and local boards.
- Municipalities may wish to review their procedure by-laws to determine whether to take advantage of the new provisions; considerations may include:
  - Allow the use of electronic participation at meetings
  - State whether members can participate in open and closed meetings electronically
  - State whether members participating electronically can be counted towards a quorum
- Municipalities have the flexibility to determine:
  - Whether to use these provisions and what the method would be
  - The extent to which members can participate electronically

#### **Proxy Voting Overview:**

- Municipalities have flexibility to choose to allow proxy votes for Council members who are absent from meetings
- Municipalities can amend their procedure by-law if choosing to take advantage of this flexibility
- Proxy voting is optional and can be revoked

- Considerations should include:
  - How proxies may be established
  - Proxy holder participation, including voting, speaking or asking questions on behalf of the appointing member
  - Amendment the code of conduct or other policies to help ensure votes are appropriately cast.
  - Limitations and rules of absence

In coming months recommendations concerning the South Stormont Procedural By-law will be presented for Council's consideration. The above will be included in the topics for discussion.

AccessE11 complaint breakdown by department for August 2020:

Department	Requests
Public Works	54
Fire & By-Law	36
Parks & Recreation	8
Building	4
Total	102

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Fire and Rescue Department



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**To:** Council  
**From:** Gilles Crepeau, Fire Chief  
**Date of Meeting:** September 9, 2020  
**Reporting Month:** August 2020  
**Subject:** Monthly Activity Summary-Fire Chief

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**Work Completed:**

August 4: SMT meeting  
August 5: By-law issues  
August 6: By-law issues  
August 8: Attended "Know your Flow" training exercise  
August 10: Meet with District Chief at Station 1  
August 11: Review SOGs  
August 12: Bunker gear sizing  
August 13: SMT meeting and met with owners of Cornwall Motor Speedway, tower site inspection.  
August 17: Budget software presentation, reviewed Responsible Pet Ownership Survey  
August 18: Budget software presentation  
August 19: New recruit interview – Station 4  
August 20: Reviewed SOGs for responding to incidents on Highway 401  
August 21: Prevention inspection on County Rd 18, respond to incident on County Rd 15  
August 24: Tanker Shuttle Accreditation update with Fire Underwriters  
August 25: Meeting with CAO, reviewed PTSD program  
August 27: Tanker Shuttle Accreditation review  
August 31: Staff meeting, met with technician at the Adolphus Site to resolve radio issues.

**Work in Progress:**

- Inspection Orders and concerns from Township residents.
- Smoke Alarm and Carbon Monoxide Program ongoing.
- Home Safe Home Program.
- Continuing review of SSFR SOGs.
- Implementation of NFPA Training Program for SSFR Members
- ICO Software
- COVID-19 Protocols for SSFR
- Review and update PTSD Program.
- Bunker Gear Sizing.
- Review Tanker Shuttle requirements
- Monthly NFPA Training for F/F 1&2
- Responsible Pet Ownership By-law
- Reviewing Locations for Station 2

**Training**

Station 1	Station 2	Station 3	Station 4
Pumper/Tanker and ladders	Auto Extrication	Pump Operations	Forestry

## Fire Prevention

- Industrial Occupancy Inspections: 3
- Residential Inspection: 5
- Construction Plan Review: 2
- Fire Alarm Report Review: 1
- Fire Safety Plan Review: 1
- Responded to Incidents: 4
- Completed Fire Investigation Webinar
- Attended the Long Sault Farmer's Market for Public Education

## Incident Summary

Date	Incident	Response Type	Total Responders
August 1	Moulinette Road	Grass Fire	6
August 1	Headline Road	Grass Fire	6
August 3	County Road 19	Vehicle Fire	6
August 6	Highway 401	Vehicle Roll Over	8
August 8	Moulinette Road	Grass Fire	6
August 9	Colonial Drive	Water Rescue	10
August 10	Mille Roches Road	Alarm Activation	6
August 12	Mille Roches Road	Alarm Activation	6
August 12	Cornwall Centre Road	MVA	8
August 16	Highway 401	MVA	8
August 21	County Road 15	Grass Fire	8
August 23	Moulinette Road	Public Hazard Gas Leak	8
August 27	Dafoe Road	Alarm Activation	8
August 30	Cameron Road	Grass Fire	8

## Municipal Law Enforcement Officer Report

Reported cases investigated:

Animal Control	9
Fires	2
Fences	3
Lawns Not Maintained	0
Nuisance	1
Parking/Traffic	1
Permits/Licenses	0
Property Standards	9
Waste Management	0
Zoning	4
Miscellaneous	6
Assist other Departments	1
<b>Totals</b>	<b>36</b>
PON's issued	0
Parking Tickets issued	0



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**To:** Council  
**From:** Kevin Amelotte  
**Date of Meeting:** September 9, 2020  
**Reporting Month:** August 2020  
**Subject:** Monthly Activity Summary - Director of Parks and Recreation

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**Work Completed:**

- August 4: Contractor meeting for tennis court repairs
- August 6: Closing of RFP 12-2020 Play Equipment at MacLennan Park
- August 6: Attended executive meeting for South Stormont Minor Hockey
- August 11: Completed supplementary information for grant application
- August 12: Regular meeting of Council
- August 17: Budget software demonstration
- August 18: Budget software demonstration
- August 20: Electrical service upgrades for Long Sault Ball Diamond
- August 21: Facility rental policy review meeting
- August 24: On-site meeting for tennis court repairs
- August 25: Site meeting for potential bike path project
- August 26: On-site meeting for cemetery repairs
- August 27: Conference call for Parks and Recreation Master Plan
- August 31: Completion of arena compressor overhauls

**Work in Progress for Director and Coordinator:**

- Development and implementation of recreation facilities policies and standard operating procedures (on-going)
- Continued development of the Recreation Master Plan
- Update the lease agreement for the Lost Villages Historical Society
- Research options for the Raisin River Heritage Centre
- Park naming policy review (Corporate Services)
- Research for potential grant applications for 2021 projects
- Development of virtual and in-person programs for Fall/Winter
- Contractor meetings and preparation for capital maintenance projects
- Implementation of site plan projects for the Lost Villages Museum
- Continued seasonal operation of the Lost Villages Museum
- Establishing plans for cemetery repairs and maintenance
- Service Delivery Review
- Pay equity and employee management review
- Policies for re-opening facilities during COVID-19 pandemic
- Financial analysis of lost revenue and impact on expenses due to COVID-19
- Planning of the 2020/2021 Fall & Winter Community Guide

## **Other Parks and Recreation Updates:**

Parks and Recreation Master Plan: Staff continue to review draft documents and work with consultants to finalize this plan, while incorporating the concepts and potential developments of the on-going Waterfront Development Plan. It is anticipated that presentation of draft plans will be scheduled for the Waterfront Development Committee and Council in early October with a final presentation during a Council meeting in November.

Raisin River Heritage Centre: Staff is currently working with engineers to further expand the original class D estimate for the renovation costs of this facility. The intention is to explore the option of converting the use of this building to a regional archive building. It is still the intention of staff to present recommendations to Council during budget deliberation for 2021.

### Capital and Maintenance Project Updates:

- **Cemeteries:** Planned Cemetery repairs to monuments and stones for 2020 are on-going, contractors are expected to complete work in early September. A Key Information Report will be presented to Council at the completion of the projects.
- **Lost Villages Museum:** A contractor has been hired to complete the exterior painting of the School House and the Church; it is anticipated that this work will be done in early October. Staff is continuing to look for contractors that are available to complete roof replacement and masonry work before the end of the season. Contractor has been hired and parts are ordered to replace the washroom facility doors and add automatic door openers.
- **Tennis/Pickleball Courts:** Contractors have started the pressure washing, crack fill, and resurfacing paint replacement at courts in St. Andrews West, Rosedale Terrace, and Long Sault. This work will continue through the month of September.
- **Ball Diamonds:** The electrical panel replacement project in Long Sault is now complete and users can access the lights for the ball diamond. The same project is set to be completed at the Ingleside Community Park throughout the months of September and October, this will require a shutdown of electrical service to this park which will require the closure of the splash pad and the outdoor washroom facilities.
- **St. Andrews West Pool:** Contractors are set to sandblast the concrete walls of the pool in the month of September. Staff is also examining facility signage options with the Fire Department.



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**To:** Council  
**From:** Peter Young  
**Date of Meeting:** September 9, 2020  
**Reporting Month:** August 2020  
**Subject:** Monthly Activity Summary – Director of Planning/Building

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**Work Completed:**

- August 4, 2020 – Director’s meeting
- August 5, 2020 – Meeting regarding sale of Long Sault industrial lands
- August 6, 2020 – Meeting regarding 17397 South Branch Rd
- August 12, 2020 – Meeting regarding severances and Bell ROW corridor
- August 12, 2020 - Regular Council meeting
- August 13, 2020 – Meeting regarding Long Sault industrial lands
- August 13, 2020 – Director’s meeting
- August 14, 2020 – Onsite meeting sale on land
- August 14, 2020 – Meeting with Ingleside townhome developer
- August 17, 2020 – Meeting regarding Ingleside sewage capacity
- August 18, 2020 – Meeting regarding Long Sault Industrial lands
- August 19, 2020 – Meeting with OPG regarding sewage capacity
- August 19, 2020 - Meeting with MEDJCT regarding grant application
- August 25, 2020 – Meeting regarding Long Sault Mall intersection improvements
- August 25, 2020 – Site meeting regarding Long Sault pathway expansion
- August 25, 2020 – Meeting regarding zoning amendment
- August 25, 2020 - Meeting regarding Woodland Villa construction
- August 27, 2020 – Conference call regarding Waterfront Plan

*Monthly:*

- Met over phone, Teams or in person with individuals regarding development applications, zoning letters for property purchases, regular planning inquiries.

*Delegated Authority*

- August 19, 2020 – Report for B-43-20 (Gallinger) – new lot created on County Road 36 in Long Sault
- August 19, 2020 – Report for B-46-20 (Verwey) – new lot on Myers Road

### *Planning Processes:*

- The following table provides an overview of the number of planning applications/processes administered by the Township

Process/Application	2018	2019	2020
Consents	18	22	11
Zoning Amendment	16	14	5
Official Plan Amendment	0	1	0
Minor Variances	14	20	7
LPAT Hearings	0	1	0
Site Plan Control	3	6	3
Part Lot Control	5	1	6

Process/Application	2018	2019	2020
Removal of Holding	3	1	2
Temporary Use By-law	0	1	0
Deeming By-law	0	0	0
Draft Plan Sub. Approved Lots	25	24	0
Registered Sub. Lots	8	0	24

### **Work in Progress:**

- Increase in emails and inquiries
- Public meetings and new Committee of Adjustment application planned for late September.
- Long Sault Boundary Study was approved by County Council and is now in effect. A report will be coming forward with several recommended future boundary changes.
- Waterfront & Parks and Recreation Master Plan Updates – Sierra Planning and Management and The MBTW Group have been retained to update the Waterfront Plan and Parks and Recreation Master Plan. Consultation has been completed and initial meetings were held with SLPC, which has endorsed the plan. A Committee meeting will be scheduled for September 2020.
- Housekeeping Update – The Housekeeping By-law VI public meeting is tentatively planned for October 2020.

**Building Department Activities**  
**Chief Building Official**  
**August 2020**

Building Permit statistics report for August 2020 with a comparison to August 2019:

Permits	Permits Issued 2020		Same Period 2019		Difference	
	August	YTD	August	YTD	August	YTD
Residential						
Total Units	<b>16</b>	<b>46</b>	<b>4</b>	<b>44</b>	<b>12</b>	<b>2</b>
Single	14	37	2	<b>37</b>	12	0
Semi	1	6	1	<b>3</b>	0	3
Rowhouse	0	0	0	<b>0</b>	0	0
Apartment	0	0	0	<b>0</b>	0	0
Additions/Renos	5	26	7	<b>43</b>	-2	-17
Accessory Bldgs	4	25	5	<b>35</b>	-1	-10
Commercial	0	0	0	<b>0</b>	0	0
Add/Reno/Access	0	0	0	<b>2</b>	0	-2
Industrial	0	3	0	<b>0</b>	0	3
Add/Reno/Access	0	0	0	<b>1</b>	0	-1
Institutional	0	0	0	<b>0</b>	0	0
Add/Reno/Access	0	0	1	<b>2</b>	-1	-2
Demolition	3	4	1	<b>6</b>	2	-2
Pools	9	18	1	<b>6</b>	8	12
Other (Farm/Tent/Solar)	5	10	1	<b>6</b>	4	4
TOTAL	<b>41</b>	<b>129</b>	<b>19</b>	<b>141</b>	<b>22</b>	<b>-12</b>
Total Construction Value						
Month	\$	5,512,980	\$	1,243,933	\$	4,269,047
YTD	\$	17,159,394	\$	14,966,973	\$	2,192,421

YTD – Year to date

**Work Completed:**

- August 6/20 – Attended Team Meeting – Commercial development proposal.
- August 10/20 – Director of Planning and I attended onsite to review and meet with tenant regarding a complaint – tiny home installed without a building permit. Owner has been advised that a building permit and proper zoning is required.
- August 10, 11 & 18/20 – Onsite lot grading survey – 14 Conner Cres. – met contractor onsite to review deficiencies.
- August 13/20 – Onsite meeting – Wales Village Subdivision/Manning Road drain project. Confirm obstructions have been removed to permit construction.
- August 18/20 – Conditional building permit agreement prepared and executed for revised construction at 31 Bethune Ave.

- August 25/20 – Attended meeting with Planning/Building staff, developer & contractor re: pre-construction meeting for Woodlands Villa renovation/addition.
- August 23/20 – Spoke to owner re: Wales Village subdivision/Manning Road lot grading proposal.
- August 26/20 – Attended Cloudpermit software meeting.
- The department issued 41 building permits.
- The department carried out 142 building inspections.
- The department closed 7 building permits (see below).

Permit Number	Issue Date	Address	Work Description	Construction Value
2020-139	2020-08-05	7 WINDERMERE DR	BARBARA WARNER CUERRIER	\$ 250
2020-082	2020-06-30	51 JIM BROWNELL BLVD	IAN MCCONNELL	\$ 8,000
2019-193	2019-11-21	56 JIM BROWNELL BLVD	FRANCOIS PILON	\$ 15,000
2019-183	2019-11-12	17249 MYERS RD	WAYNE POITRAS	\$ 3,000
2019-156	2019-08-28	20 WINDERMERE DR	JOEL LEN LEGER	\$ 3,000
2018-065	2018-06-18	5373A - 5373B WOODLANDS RD.	CHRIS MAINVILLE	\$ 237,924
2017-063	2017-06-09	17326 WHEELER RD	SVETLANA KOVINICH-KIRKWOOD	\$ 84,000
<b>Total Permits Closed</b>				<b>7</b>
<b>Total Construction Value</b>				<b>\$ 351,174</b>

### Work in Progress:

- Limiting Distance Agreement – 28 & 30 Eleanor Drive – Report prepared for Council's consideration.
- Wales Village Subdivision/Manning Road rear lot grading proposal.
  - o Obstructions have been removed and construction is underway.
- Woodlands Villa Addition/Renovation
  - o Building Permit has been approved pending completion of the Site Plan agreement requirements.
- Review and comment on planning application circulations.
- Monthly building permit statistics/information report provided to MPAC, CMHC, Tarion, Stats. Can. & South Stormont Website.
- Open building permits – Staff continue to work on closing dormant files.
- Lot grading review and/or release of deposits.
  - o United Counties staff have provided part time staff (student) to prepare the Lot Grading GIS layer. This project has been interrupted by the current Covid-19 pandemic.
- Building inspection, reports, code compliance, reviews & interpretations.
- On-going meetings with developers, contractors, agencies and property owners to review development proposals.
- Lawyer's letters prepared regarding outstanding Ontario Building Code work order/inspection reports.

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Public Works Operations



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**To:** Council  
**From:** Ross Gellately  
**Date of Meeting:** September 9, 2020  
**Reporting Month:** August 2020  
**Subject:** Monthly Activity Summary-Director of Public Works

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**Work Completed:**

- August 5 – TCC - with WSP regarding SLPC Sewer/Water servicing study
- August 6 – Site plan pre-consultation South Branch Road
- August 6 – Regional Waste Management Study Group meeting
- August 11 – Trillium Landfill site meeting
- August 12 – On site NLRW Culvert final inspection
- August 13 – TCC - with S. Dundas Recycling Advertising
- August 17 – PSD Budget Software demonstration
- August 18 – Questica Budget Software demonstration
- August 19 – Geotab AVL Demonstration
- August 19 – TCC - SDG Counties – St. Andrews Sidewalk
- August 20 – TCC - Neptune 360 Software
- August 25 – On site Long Sault Bike Path with EVB Engineering
- August 25 – Site meeting – Woodland Villa
- August 28 – Regional Waste Management Study Group Steering Committee meeting
- August 31 – DWQMS Management Review meeting

**Work in Progress:**

- Kraft Heinz:
  - Further discussions of 2012-2018 operating cost reconciliation
- Ingleside Wastewater Treatment Plant Design:
  - Review of Draft Tech Memos
  - RFP for Pre-selection of Equipment - closes September 10
- Regional Waste Management Study
  - Collection/analysis of data from participating local municipalities
- By-law review:
  - Waste Management
  - Municipal Water
- Trillium Landfill – working towards Guideline B7 (Reasonable Use).
- Regional Waste Management Study

- Tender/RFQ Preparation
  - Post Road Pumping Station – Instrumentation upgrades
  - Water Wastewater Chemical Tender – Closes September 8
- Project Management
  - Lakeside Drive Reconstruction
  - North Lunenburg Road West Culvert Replacement
- Ongoing site plan, subdivision plan reviews
- Personnel issues including performance management program, WSIB open file, recruitment, etc.
- Insurance files

## **DRAINAGE REPORT**

### **Work Completed**

- Trapping Report
  - Beavers Trapped May                      10
  - Year to date                                      83

### **Work in Progress:**

#### Maintenance

- Requests for maintenance have been received for the following Municipal Drains:
  - Stoney Creek Drain - upper section
    - DFO, CA and MNR approvals expired.
    - Deferred to 2020.
  - Murray Drain
    - Request for 2017 maintenance.
    - Approvals received.
    - Spoils levelled.
    - Waiting on MTO to maintain Highway 401 portion.
  - County Rd 18 Drain "B"
    - Request for 2017 maintenance.
    - Approvals received
    - Work to begin mid-August, 2020.
  - Beaver Creek Drain
    - Request for 2018 maintenance.
    - Approvals sent to DFO, CA and MNR.
    - Site meeting November 13, 2018.
    - Work to begin mid-August, 2020.
  - RE Rombough Drain
    - Request for 2020 maintenance.
    - Approvals sent to DFO, CA and MNR.
  - Waldroff Branch of Quinn Drain
    - Request for 2018 maintenance.
    - Deferred to 2020.



- McIntosh Drain
  - Request for 2020 maintenance.
- Beckstead Branch of Old Hoople Creek Drain
  - Request for 2020 maintenance.
  - Approvals sent to DFO, CA and MNR.
  - Approvals received.
- Gallinger Drain
  - Request for 2020 maintenance.
  - Approvals sent to DFO, CA and MNR.
- Sullivan Branch of Dunbar-Campbell-Adams Drain
  - Request for 2020 maintenance.
  - Approvals sent to DFO, CA and MNR.

**Township of South Stormont**  
KEY INFORMATION REPORT  
Parks and Recreation Department



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**To:** Council  
**From:** Kevin Amelotte – Director of Parks and Recreation  
**Date of Meeting:** September 9, 2020  
**Subject:** Joint Tender Results for Purchase of Half Ton Truck

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**Background:**

As part of the 2020 budget, Council approved the purchase of a new 4x4 Extended Cab Half Ton truck for the Parks and Recreation Department through a joint tender process with the United Counties of SDG. At the regular meeting of County Council held on August 24<sup>th</sup>, 2020, recommendations presented by the County Engineer for the purchase of multiple trucks were approved.

Township Staff is pleased to announce that the purchase of this vehicle met all the specifications listed in the tender. The total cost to the Township of South Stormont for the purchase of a new half ton truck will be \$42,346.00 plus HST, which is under the approved budget amount of \$50,000.00.

**Discussion:**

Joint tendering for the purchase of multiple vehicles has equated to great saving in previous budgets, once again this method has produced a vehicle meeting the needs of the Township at a cost that is under budget.

As noted in the attached Action Request and Purchase Approval issued by the United Counties of SDG, staff specifically reached out to local dealerships within SDG and the City of Cornwall. Feedback received from local dealerships suggested that they were unable to respond to the tender due to existing vehicle inventories.

The delivery of the trucks is currently being arranged by the United Counties of SDG and Blue Mountain Chrysler Ltd.



**UNITED COUNTIES OF  
STORMONT, DUNDAS & GLENGARRY**

**ACTION REQUEST – TPS**

<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	August 24, 2020
<b>Subject:</b>	Half-Ton Pick-ups

**RECOMMENDATIONS:**

**THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Jim Wilson Chevrolet Buick GMC Inc for the joint tender of two (2) 2WD Regular Cab Half Ton Trucks at the total price of \$64,000.00 plus H.S.T.**

**AND THAT Council of the United Counties of Stormont Dundas accept the tender from Blue Mountain Chrysler Ltd for the joint tender of two (2) 4x4 Extended Cab Half Ton Trucks at the total price of \$84,692.00 plus H.S.T.**

**AND THAT the Director of Transportation and Planning be authorized to sign all necessary documents to give effect to the contracts.**

**EXECUTIVE SUMMARY:**

This is a budgeted item and is incorporated in the 2020 budget. The tender was for four half-ton trucks. Three trucks are for the County (\$106,346.00) and one truck is for the Township of South Stormont (\$42,346.00). The 2WD Regular Cab half-ton trucks and the 4x4 Extended Cab half-ton trucks are being awarded separately to realize optimal pricing.

**BACKGROUND:**

The three half-ton replacements were included in the 2020 budget and are being replaced in accordance with the County's equipment replacement schedule. A summary of the bids received is as follows (excluding H.S.T.):

**Table 1: Bid Summary**

<b>COMPANY NAME</b>	<b>Part (A) 2WD Reg. Cab</b>	<b>Part (B) 4x4 Ext. Cab</b>
Jim Wilson Chevrolet Buick GMC Inc	<b>\$64,000.00</b>	\$90,000.00
Blue Mountain Chrysler Ltd	\$68,862.00	<b>\$84,692.00</b>
Myers Kemptville Chev Buick GMC	\$68,084.00	\$92,704.00
Surgenor Chevrolet Buick GMC Cadillac Ltd	\$67,952.00	\$93,000.00

**OPTIONS AND DISCUSSION:**

1. **Approve the purchase (recommended).** The County is following it's 10-year equipment replacement program, and, these vehicles were scheduled for replacement in 2020.
2. **Do not approve the purchase.** Not recommended.

**FINANCIAL ANALYSIS:**

The 2020 budget for this purchase was \$107,000; therefore, the total cost for these pick-ups is within budget.

It should be noted that staff specifically reached out to local dealerships within SDG and the City of Cornwall. Feedback received from local dealerships suggested that they were unable to respond to the tender due to existing vehicle inventories.

**LOCAL MUNICIPAL IMPACT:**

The purchase of half-ton trucks was discussed at the joint tender meeting in January. The Township of South Stormont was the only one interested in participating in this tender.

**RELEVANCE TO STRATEGIC PRIORITIES:**

Investments in infrastructure (both capital and maintenance) align with Council's strategic priority of providing ***Community Sustainability – A Place Where You Want to Be.***

**OTHERS CONSULTED:**

- Local SDG municipalities
- Local dealerships

**ATTACHMENTS:**

N/A

**RECOMMENDED BY:**


Benjamin de Haan, P. Eng  
County Engineer

**REVIEWED & APPROVED BY:**


T.J. Simpson, CAO



**TRANSPORTATION AND PLANNING SERVICES**

26 Pitt Street, Suite 223, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Fax: 613-936-2913 • Email [info@sdgcounties.ca](mailto:info@sdgcounties.ca) • [www.sdgcounties.ca](http://www.sdgcounties.ca)

August 24, 2020

Mr. Rod Brown, CFO  
Blue Mountain Chrysler Ltd.,  
9950 Hwy 26 E.,  
Collingwood ON L9Y 3X1

e: [kerrig@bluemountainchrysler.com](mailto:kerrig@bluemountainchrysler.com)

Dear Mr. Brown,

**Re: Tender for Two (2) 4x4 Ext. Cab Half Ton Trucks**

We are pleased to advise that County Council has authorized acceptance of your tender for Two (2) Half Ton Trucks at your total bid of \$84,692.00 plus H.S.T.

Please contact our Mechanic, Bernie Archambault at 613-984-2222 or 613-551-1408 to arrange for delivery of the trucks.

Yours truly,

Karen McDonnell, CPPB  
Purchasing Coordinator



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**To:** Council  
**From:** Kevin Amelotte, Director of Parks and Recreation  
**Date of Meeting:** September 9, 2020  
**Subject:** Parks and Recreation Update

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**Background:**

Throughout the pandemic staff has continued to follow the direction of the Eastern Ontario Health Unit (EOHU) to ensure the Township is meeting or exceeding the orders issued by the Province of Ontario.

Staff continues to take part in SDG Regional Networking Meetings to ensure that South Stormont is following a similar approach to opening facilities and offering recreational programming to residents.

**Discussion:**

**Programs**

- 1- The Spring and Summer virtual activities ended the week of August 24<sup>th</sup>. This program was very successful and attracted a large number of participants. In total there was 17 weeks of programs offering 12 virtual activities, and 10 box kit activities. The success of the box kit program had seasonal students deliver a total of 546 kits to homes in South Stormont.
- 2- A virtual program for older adults was also developed over the summer months. Staff will monitor the pandemic and release the program should facility closures continue to affect programming for this age group.

**Outdoor Recreation Facilities**

- 1- Splash Pad facilities will be closing as of September 11, 2020. With indoor facilities opening, the department no longer has the resources available to monitor these facilities daily, coupled with the fact that the number of users is anticipated to decline with the start of the school year and cooler temperatures. This will also allow for the Hydro service to be disconnected at the Ingleside Community Park in order to complete the replacement of the electrical panel and storage facility projects.
- 2- Staff is recommending that the closure for the Lakeview Waterfront Park be lifted as of September 11, 2020. Cooler temperatures has eliminated the desire for large outdoor gatherings in search of water access, as such, the traditional peak season for waterfront tourism has passed. It is the opinion of staff that this park can now be treated as all other open green spaces

within the Township, and offer local residents the opportunity to use this area for traditional fall and winter activities such as bird watching, dog walking, etc. Proper park signage and distancing signs will replace the park closure signs and barricades.

### **Indoor Recreation Facilities**

- 1- The Long Sault Arena is scheduled to open for ice rentals on September 21<sup>st</sup>. Despite the pandemic and subsequent restriction for use of the facility (i.e. no showers, limited access, no spectators), the weekly rental schedule remains just as busy as previous years, and provided there are no forced closures, staff is forecasting very little reduction in revenue between a typical September to December rental season. South Stormont Minor Hockey as registered approximately the same amount of participants (360) as previous years and will offer only practices and games within their association until the end of December.
- 2- The South Stormont Community Hall rentals have been cleared until the end of October to allow for this space to serve as overflow for staff or meetings with residents until renovations can be completed within Town Hall. Staff will continue to monitor the renovations and plan to cancel rentals for November and December based on the progress or completion of these projects.
- 3- Meeting Rooms at Station 1 and Station 4 are being prepared to host small rental groups offering programs or rentals for a limited number of participants. Proper cleaning and disinfection policies following each rental group will be performed by Recreation Facilities Operators.
- 4- The Upper Canada District School Board (UCDSB) has issued a notice that they are not accepting any Community Use of School applications for any indoor facilities, this decision will be reviewed the week of October 5<sup>th</sup>. Until such time that they allow for indoor rentals, the Township will not be able to offer any community programming at the Lancer Community Centre in Ingleside.

**Township of South Stormont**  
KEY INFORMATION REPORT  
Public Works Operations



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**To:** Council  
**From:** Ross Gellately  
**Date of Meeting:** September 9, 2020  
**Subject:** St. Andrews Sidewalk update - deferral to 2021

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**Background:**

Replacement of one kilometer of concrete sidewalk on County Road #18, east of Hwy #138 was approved in the 2020 Transportation Capital Budget.

Initial tender results were more than the budgeted \$150,900. Staff had reviewed the option of doing the project with Township forces. The work was scheduled for September 2020.

This project included the replacement of concrete sidewalk with curb and gutter and 1.5m asphalt sidewalk with the inclusion of tactile surfaces to meet OADA requirements.

SDG Counties Transportation was also planning to include some road upgrades including subgrade weeper installation and catch basin repairs.

**Discussion:**

In recent conversations with Counties' Transportation Staff it was learned that a costly ditching maintenance project is required in the same area as the sidewalk project. This will involve ditching and driveway culvert replacement including the reinstatement of asphalt driveways.

This work was only realized recently by Counties staff and is of such magnitude that it requires County Council approval.

Subsequent discussions with Counties Staff have indicated the potential for this section of road to be added to the resurfacing project scheduled for 2021.

This would allow for a superior finished project and allowing for the incorporation of the Township curb and sidewalk project into the Counties' 2021 Asphalt tender, providing potential cost savings to the Township.

For the Township to move forward with the sidewalk prior to the ditch and culvert maintenance would put the curb and sidewalk in the direct line of the Counties' construction, with possible damage to the new concrete curb and asphalt sidewalk.

It has been agreed by both parties that the best course of action is for the sidewalk project be deferred to 2021.



**To:** Council  
**From:** Peter Young, Director of Planning/Building  
**Date of Meeting:** September 9, 2020  
**Subject:** Encroachment Agreement – Lot 3, 52M-9, Beech Street, Ingleside

**Recommendation:**

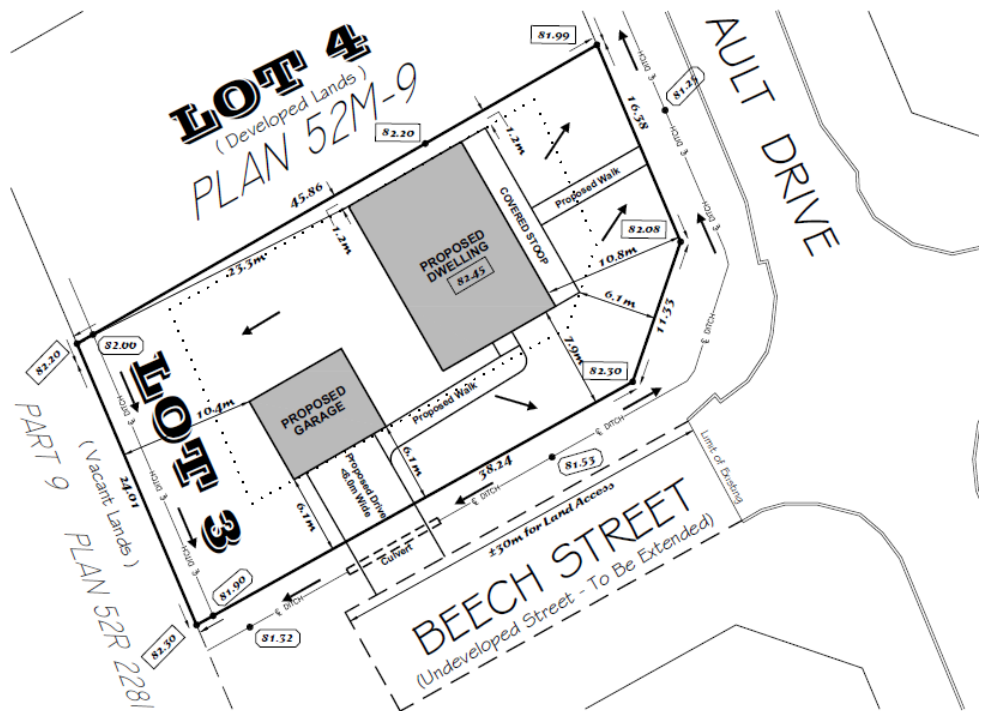
That Council authorize the Director of Planning/Building to enter into an encroachment agreement with the owner of Lot 3, 52M-9, Beech Street, Ingleside for use of the Beech Street Road allowance for a driveway

**Executive Summary:**

This report recommends that Council authorize an encroachment agreement for a vacant lot in Ingleside

**Background:**

The owners of Lot 3, 52M-9, at the northwest corner of Beech Street and Ault Drive in Ingleside have requested an encroachment agreement for the use of the Beech Street road allowance for their driveway. The lot is a being designed as a corner lot that would have vehicle access to the future extension of Beech Street, however the road allowance may not be developed for several decades. The owners intend to start construction of the dwelling in Fall 2020.



The use of unopened road allowances for driveways was included in the draft policy for the use of unopened road allowances considered previously by Council.

Staff have delegated authority to enter into development-related agreements under the Delegation of Authority By-law 2017-073 if aligned with Council policy, however in this case the policy is only in draft form.

Liability and maintenance concerns would be covered through an agreement with the landowners. The agreement would also cover requirements for construction when the road is extended.

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**Options:**

1. That Council authorize the Director of Planning/Building to enter into an encroachment agreement with the owner of Lot 3, 52M-9, Beech Street, Ingleside for use of the Beech Street Road allowance for a driveway. This is the recommended option
2. That Council decline to enter into an encroachment agreement
3. Other

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**Financial Impact:**

The applicant will be responsible for all associated costs

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**Risk Considerations:**

Risk considerations will be addressed through the legal review of the agreement.

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**Others Consulted:**

Director of Public Works



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**To:** Council  
**From:** Peter Young, Director of Planning/Building  
**Date of Meeting:** September 9, 2020  
**Subject:** Creation of a Servicing Allocation Application Process

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**Recommendation:**

That Council direct staff to prepare a service allocation policy for the Township, including a time limit for development on vacant lots.

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**Executive Summary:**

This report recommends Council create an application policy for allocation of water and sewer capacity.

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**Background:**

EVB Engineering prepared a report ("Township of South Stormont Uncommitted Reserve Capacity Technical Memorandum") in March 2019 evaluating the uncommitted water and wastewater reserve capacity in the Township. The 2019 update concluded that the Township has 34 cubic metres per day of remaining uncommitted reserve capacity at the Ingleside WWTP, which is operating at 97% capacity. This approximately is the equivalent of 21 residential lots. Council initiated an environmental assessment (EA) in September 2016 to review the potential to expand the capacity of the Ingleside WWTP. Detailed design is now underway; however, expansion is likely to require grants from other levels of government or significant borrowing.

Council has declined several requests for sewer allocation in Ingleside in recent years due to the limited capacity remaining. Based on recent building permit activity and MPAC data, Ingleside has a limited supply of vacant lots remaining in the fully serviced area. Many of the vacant lands in the settlement area are also subject to a holding zone that requires services to be available. However, several parties have raised concerns that new development is being denied capacity allocations while capacity is reserved for existing lots have remained undeveloped for several decades.

Section 4.06.3.4 of the SDG Official Plan states that:

*"A Local Municipality may limit the allocation of capacity for any development. Capacity which has been allocated to development may be reallocated where measures are instituted under the Planning Act to de-designate development (examples include an official plan amendment, deeming of subdivisions, rezoning)."*

There are several potential tools the Township could use to ensure orderly development and effective use of the remaining capacity. Based on research completed to date, Staff are recommending that the Township develop a policy and introduce a by-law to regulate development, including infill, based on the remaining capacity of the plant. This would formalize the capacity allocation maps and provide policies to prioritize development when multiple requests for capacity allocation are received. For example, multiple residential development and commercial/industrial development would be prioritized.

Locally, the Townships of Russell and South Glengarry have these types of policies and they are widely used throughout Ontario. Based on the initial review, many municipalities allow for a two-year window for the allocation before a landowner would need to re-apply. Should Council approve this report, staff would consult with all owners of vacant land within the village in Ingleside to determine if they would intend to build within the next two years.

Although the capacity issue is specific to the Ingleside WWTP at this time, it is recommended that capacity allocation policies could also be applied to the Township's other water and wastewater treatment plants as well. This would ensure the Township is constantly aware of the remaining capacity and would allow a fair allocation process in areas where multiple landowners may request servicing capacity.

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**Options:**

1. That Council direct staff to prepare a service allocation policy for the Township, including a time limit for development on vacant lots. This is the recommended option.
2. That Council continue with the existing practice and reserve the remaining sewer capacity in Ingleside for Township-owned lands unless otherwise approved.
3. Other.

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**Financial Impact:**

Council may choose to have a fee associated with a capacity allocation request.

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**Risk Considerations:**

Should the sewage plant be operating in violation of Ministry of Environmental standards, the Township would be at risk of receiving fines.

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**Others Consulted:**

Director of Public Works



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**To:** Council  
**From:** Name  
**Date of Meeting:** September 9, 2020  
**Subject:** Ingleside Water Tower Rehabilitation Deferral

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**Recommendation:**

That Council defer the Ingleside Water Tower Rehabilitation Project to 2021, and further, authorize the project carry forward to the 2021 Water/Sewer Capital Budget and directs staff to re-tender the project for early start in spring.

---

**Executive Summary:**

Tender No. 05-2020 closed in the spring of 2020. On the recommendation of staff, Council cancelled this project based on risk to public safety, as the required shutdown was to occur during the initial stages of the Covid-19 State of Emergency declared by the Province of Ontario.

Discussion with the Township's engineers has revealed that there is a huge backlog of work for tower water rehabilitation contractors due to the Covid-19 pandemic. Engineers agree with staff that a tender closing in January 2021 would provide for an early spring start to the project as planned in 2020, enabling the work to be completed before the start of summer.

A tower inspection has been scheduled for early September to review any potential additional work which may be required.

---

**Background:**

Included in the 2020 Water/Wastewater Capital budget was the rehabilitation of the Ingleside Water Tower including polymer lining of the elevated water tank.

The work was scheduled for early spring 2020 requiring the water tower to be offline for a period of 6 to 8 weeks. During shutdown the water distribution system will operate utilizing a pressure relief valve located at the Ingleside Water Booster Station.

MOECP have noted the deficiencies from previous tower inspection reports in the last two Drinking Water System Compliance Inspections. Staff have assured MOECP Drinking Water Inspection staff that the rehabilitation is a priority having been previously scheduled for 2020.

---

**Options:**

1. That Council defer to 2021 the Ingleside Water Tower Rehabilitation Project authorizing the project carry-forward to the 2021 Water/Sewer Capital Budget and further directs staff to re-tender the project for early start in spring 2021. This is the recommended option.
2. That Council defer the Ingleside Water Tower Rehabilitation Project and add to the potential list of projects to be discussed in 2021 Water Wastewater Budget discussions.
3. Other as directed by Council.

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**Financial Impact:**

Recommendation is for project to be added to 2021 Water Wastewater Capital Budget. The intention is to have the tender close prior to final budget approval.

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**Risk Considerations:**

Deficiencies noted in the 2016 Ingleside Water Tower Inspection Report did not identify any "critical" actions. Rover inspection scheduled will provide further details.

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**Others Consulted:**

Greg Esdale P.Eng – EVB Engineering  
C. Eamon - Caneau



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**To:** Council  
**From:** Ross Gellately, Director of Public Works  
**Date of Meeting:** September 9, 2020  
**Subject:** Curbside Garbage Collection – Restoration of 2 Bag Limit

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**Recommendation:**

That Council reinstates the 2-bag limit for curbside garbage per residential unit as per By-law No. 2013-051, effective September 29, 2020; and  
That in the event of a resurgence or continuation of the pandemic in the months ahead the 3-bag limit may be reinstated by the Director of Public Works until the matter is resolved through the Eastern Ontario Health Unit or Provincial declarations.

---

**Executive Summary:**

South Stormont and Eastern Ontario has been operating under the Province of Ontario's Phase 3 since July 13<sup>th</sup> and schools will return to normal operation in the coming weeks.

Curbside collection data indicates August tonnages are, in fact, less than August 2019, an indicator that home life is returning to "normal".

Staff are recommending that the former 2-bag limit as per By-law No. 2013-051 be reinstated starting September 29. Students should have returned to school based on the current school boards plan.

In the event that the pandemic continues or resurges in the months ahead, the 3 bag limit may be reinstated by the Director of Public Works until such time as the emergent situation resolves or is resolved through Eastern Ontario Health Unit or Provincial declarations.

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**Background:**

At the April 2, 2020 Council meeting, Council approved an additional bag of garbage per week per household, in response to requests for additional containers/bags curbside garbage pickup during the Stay Home, Stay Safe period. This has been in place since that time.

Curbside garbage tonnages since April reflect an increase of 60.74 tonnes or 5% compared to the same period in 2019. Recycling on the other hand reflects a 11.2 tonnes or 4% decrease.

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**Options:**

1. That Council reinstate the 2-bag limit per residential unit as per By-law 2013-051 effective September 29, 2020. This is the preferred option.
2. That Council reinstate the 2-bag limit per residential unit as per By-law 2013-051 effective at another date as selected by Council.
3. That Council does not reinstate the 2-bag limit at this time.

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**Financial Impact:**

Increases to curbside garbage disposal consider only CPI increases charged by the receiver and growth. The additional 5% experienced to date is not included in the 2020 Waste Management Operations budget.

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**Risk Considerations:**

Should the 2-bag limit not be considered there is potential for the waste management budget to be affected.

Adding the option for reinstatement of the 3-bag limit supports Township residents in the event the pandemic continues or resurges in the months ahead. This supports safer disposition of potentially contaminated waste.

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**Others Consulted:**

N/A





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**To:** Council  
**From:** Ross Gellately, Director of Public Works  
**Date of Meeting:** September 9, 2020  
**Subject:** Petition for 4-Way Stop at Farran and Maple, Ingleside

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**Recommendation:**

That Council acknowledges receipt of a petition requesting a 4-way stop at the intersection of Farran Drive and Maple Avenue North and further instructs staff to proceed with the investigation underway and report back at a future meeting.

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**Executive Summary:**

On August 5, 2020 a petition with 44 signatures of Ingleside residents was received. The petition states:

"The undersigned residents of Ingleside request Township Council to designate the intersection of Farran Drive and Maple (North) Avenue a Four Way Stop.

The reason for this request is that a significant portion of the automobile traffic (cars, pickup trucks, delivery vans and very loud hot rods) travelling north and south on Farran Drive do so at high speed between the required stops at St. Lawrence Street and College Avenue apparently reaching top speed through the intersection in question. This creates a dangerous situation to the degree that parents and grandparents of young children fear for their safety.

Council's careful consideration of this request will be appreciated."

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**Background:**

In response to the request, Public Works has installed the Township's radar traffic counter to gather background information. Additionally, the request has been forwarded to the OPP for their input and consideration.

The following data was provided from the counter and was shared with Staff Sergeant Todd Quinlan on August 26.

Indicates:

- Average Daily Traffic – 1,228
- Average Speed – 40KPH
- 85<sup>th</sup> percentile – 49KPH
- Percent of vehicles over 50KPH – 13.9%

On August 31, 2020 the radar speed sign was installed facing north bound traffic. This is the “faster lane” as indicated in the Township’s speed survey.

These signs typically slow traffic down short term. The intent is to leave it in place for a couple of weeks and provide further data to OPP from the speed sign when available.

Staff will continue to collaborate with OPP and report back to Council with compiled statistics and a recommendation.

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**Options:**

1. That Council acknowledge receipt of the petition requesting a 4-way stop at Farran Drive and Maple Avenue North.
2. That Council does not receive the petition.
3. Other.

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**Financial Impact:**

There is no financial impact currently.

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**Risk Considerations:**

It is necessary for Council to undertake a review of the situation and forthcoming statistics in order to fully understand the concern and potential solution.

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**Others Consulted:**

Staff Sergeant Todd Quinlan



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**To:** Council  
**From:** Ross Gellately, Director of Public Works  
**Date of Meeting:** September 9, 2020  
**Subject:** Petition to Extend Manning Road Sewer Line

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**Recommendation:**

That Council acknowledges receipt of a petition from the residents of Manning Road and further, pending approval of the 23 Moulinette Road Site Plan, instructs staff to proceed with the sewer extension process as described herein. Furthermore, staff will provide a recommendation to Council based on the result of the vote, to proceed with Manning Road sewer construction or not.

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**Executive Summary:**

As a result of plans underway to service the 23 Moulinette Road development just east of Manning Road, interest in extending the sewer main west has been expressed.

Residents of Manning Road have submitted a petition requesting the Township investigate the cost to extend the sewer from Moulinette Road. A total of 19 signatures were received.

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**Background:**

Later in this meeting, approval for the 23 Moulinette Road Site Plan and development will be presented for Council's consideration. As part of this development the sanitary sewer is proposed to be extended to service properties in the petition area.

This is an opportune time to extend the sewer to Manning Road. Additionally, for connection, should the residents be interested and willing to accept the cost.

As required under Township's Service Extension Policy, the following items must be considered:

1. Financial ramifications
  - There will be no financial impact to the Township for the sewer extension.
  - All costs incurred that are associated with the sewer extension project will be paid for by those benefitting.
2. Authority
  - The Municipal Act allows for a fee or charge to be imposed for capital costs related to a water/sewage charge for those

immediately benefitting or those who will receive a benefit at some later point in time.

3. History/Capacity

- Septic systems in the “petition” area which are nearing or at the end of their service lives.
- The Reserve Capacity Study completed in 2014, indicates the Long Sault Sewage Treatment Plant has capacity for the connection of the potential 19 additional properties.

4. Planning compliance

- The Manning Road area is deemed to be within the Urban Service Limits under the current Official Plan. Further, Section 4.06.3 states, “development on partial services shall only be permitted where they are necessary to address failed individual water and/or sewage systems and within settlement areas to allow for infilling and rounding of existing development if there is capacity available and site conditions suitable.”
- This area is zoned Residential Single Service Section 5.4 (c) states dwellings shall be connected to a municipal sanitary sewer or water service.

5. Other legislated and/or legal considerations legal

- Pursuant to the Township’s policy, should 51% be in favour the option of debenture can be provided.
- The option to finance via Local Improvement Charge also requires 51% favourable participation.

6. The Township’s Service Extension Policy has typically required:

- The total number of residents/lots be confirmed.
- Current number of lots previously serviced with sewer be confirmed.
- A current cost estimate be obtained.
- Public engagement be undertaken to explain the process and estimated costs provided to residents.

Should Council direct staff to proceed, the following steps will be undertaken:

- Obtain current construction costs to determine best estimate for cost per lot;
- Host Public Information Session (or alternate option) with estimated cost per lot and debenture options;
- Issue correspondence to respective property owners with option to vote YES or NO;
- Provide recommendation to Council based on result of vote, to proceed with waterline construction or not;

- If project proceeds, complete engineered drawings and specifications;
- Tender the work; and
- Construct the sewer line.

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**Options:**

1. That Council acknowledges receipt of a petition, and pending site plan approval, instruct staff to proceed with process outlined herein and based on result of vote, make further recommendation to Council.
2. That Council acknowledges receipt of a petition from residents of Manning Road and instructs staff not to proceed.
3. Other action as determined by Council.

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**Financial Impact:**

There will be no impact on Township budgets for the extension of a sewer line to the interested residents of Manning Road.

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**Risk Considerations:**

There is minimal risk associated at this point. Following circulation of the actual number and request of residents to vote, Council will make the final decision concerning actual construction.

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**Others Consulted:**

Director of Planning and Building  
Director of Corporate Services/Clerk



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**To:** Council  
**From:** Debi LucasSwitzer  
**Date of Meeting:** September 9, 2020  
**Subject:** Various Human Resources Policies

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**Recommendation:**

That Council accept the report of the CAO related to the various Human Resources Policies attached to this report of September 9, 2020; and Further that Council adopts the policies as presented.

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**Executive Summary:**

The Township has been reviewing and revising assorted Human Resource policies over several months to ensure compliance with legislation and to improve the policies in order to support stronger and current Human Resource practices. Many of the policies proposed and presented for consideration were identified in recent Pay Equity, Job Description, Compensation and Service Delivery Review projects as being below or not in compliance with recent legislation, market standards and best practices for municipalities having similar demographic profiles to the Township of South Stormont.

Attached to this report are four (4) policies which have been reviewed and updated. Each of the policies proposed were reviewed by the Township's employment solicitor and with Pesce and Associates. The policies presented in this report are a few of the policies that have been reviewed and are ready for Council consideration. Additional policies will come forward for consideration at future meetings. Once all Human Resource Policies are approved the documents will be consolidated into one comprehensive document which will comprise the current Human Resource program for the Township.

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**Background:**

**Vacation Policy**

Council has considered the first policy attached, the Vacation Policy. Amendments from the previous document include a change in vacation days provided based on years of service. Vacation will accrue on a monthly basis as opposed to an annual basis. Accrual will begin on an employee's completion of a full month of service. Employees with at least 3 weeks annual vacation will be permitted to carry 70 vacation hours over from one year to the next for a period of 6 months only, with their Director's written approval. If the hours have not been taken by the end of June in each year the hours owing will be paid out. The policy also makes it explicitly clear the Directors are responsible to monitor

and ensure vacation time is used. This will alleviate any long term vacation accrual issues.

The amendments proposed are for non-unionized employees, unionized employees vacation entitlement is set out in the collective agreement.

Changes in earned vacation days are set out in the table below.

Table 1: Changes to Vacation Entitlement

<b>Current Policy # of Days</b>	<b>New Policy # of Days</b>
Less than 1 year, 1 working day for each completed calendar month to maximum of 10 days	Less than 1 year, 1 day per working month to a maximum of 10 days.
2 weeks after first year to end of 4 <sup>th</sup> year of service	3 weeks 1 <sup>st</sup> year to end of 5 <sup>th</sup> year of service
3 weeks after 4 <sup>th</sup> year of service to end of 9 <sup>th</sup> year of service	4 weeks 6 <sup>th</sup> year to end of 12 <sup>th</sup> year of service
4 weeks after 9 <sup>th</sup> year of service to 16 <sup>th</sup> year of service	5 weeks 13 <sup>th</sup> year to end of 20 <sup>th</sup> year
5 weeks after 16 <sup>th</sup> year of service to 25 <sup>th</sup> year of service	6 weeks 21 <sup>st</sup> year of service plus
6 weeks in 26 <sup>th</sup> year of service	

The Vacation Policy proposed also includes any updates required by Employment Standards Act (ESA) in recent years. Most recently the Employment Standards Act set out mandatory annual year end reporting on vacation entitlement and what was paid. The Employment Standards Act also requires employers to provide vacation entitlement for any employee who has unbroken service, no matter the status of that service. This requirement is also recognized in the new Policy.

### **Bereavement Leave Policy**

The Bereavement Policy presented includes updated definitions and provides for up to 5 days leave for members of the employee's immediate family. Today many find 3 days insufficient time to address grieving and immediate needs associated with the death of an immediate family member. Pre-planning and post funeral tasks, coupled with addressing the grieving process often take much longer than 5 days. The proposed changes provide a greater degree of flexibility for employees pending their needs at such a difficult time. The 5 days may be broken up to accommodate individual needs.

Leave for non-immediate family members allows for up to 3 days pending needs at the time.

Further the policy allows employees an additional 2 days to address and handle post death issues such as clearing of property from residences, estate matters and so on.

It is important to note the leave time periods provided are all “up to” which means employees have options available based on their situation at the time.

### **Legislated Leave Policy**

Employees are entitled to several leaves based on the Employment Standards Act. The Legislated Leaves Policy provides greater clarity regarding the Pregnancy Leave and Parental Leave requirements, responsibilities and the amount of time and when the time allocations begin and ensures compliance with current Employment Standards Act.

The complexity of Pregnancy Leave and Parental Leave make it necessary to provide clarity and defined terms. The remaining leaves associated in the Policy are all clearly set out in the Employment Standards Act, and as such the leaves purposes, requirements and processes will be complied with in accordance with the ESA.

### **Jury Duty Policy**

The Jury Duty Policy sets out requirements for employees who are selected for Jury Duty to return any compensation to the Township in exchange for receiving paid leave from the Township. In addition, the Township will only consider paid leave based on the employee’s salary for a period of up to 1 week (5 working days) without some form of reconsideration. The Policy permits the employee and the employer to discuss and come to some arrangement should the jury duty requirement be longer than 5 days.

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### **Options:**

1. That Council receive and approve the policies presented with this report. This is the recommended option.
2. That Council receive and approve one or more of the policies presented in this report.
3. That Council provide direction to employees for changes / amendments to any policy or policies that are not approved as presented in this report.
4. That Council not receive and approve the policies as presented with this report.

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### **Financial Impact:**

- Financial impacts are generally minimal. Two additional paid bereavement days on the death of an employee’s immediate family member.
- Additional days for vacation entitlement are included in salaries and are not paid separately.



- Jury Duty may result in a situation whereby operational needs are affected. The policy does permit a review after 5 days.

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**Risk Considerations:**

To not approve the Vacation Policy and the Legislated Leave Policy amendments and updates means the Township is not in compliance with the Employment Standards Act.

Bereavement Policy improvements are associated with current needs and experiences in recent years. The proposed changes are good will. Costs to the Township are operational.

Jury Duty Policy improvements supports clearer expectations and a defined term prior to a review should jury duty be longer than 5 working days.

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**Others Consulted:**

Directors  
Pesce and Associates  
Cunningham Swan



## TOWNSHIP OF SOUTH STORMONT

Title: Vacation Policy

Policy Category: Human Resources

Effective Date: September 10, 2020

### Policy Statement

The Township of South Stormont provides vacation and vacation pay to employees in accordance with legislation and best practices.

### Purpose

To establish a vacation structure that helps the Township recruit, retain and motivate quality employees.

### Scope

This policy applies to non-union employees at the Township. Union employees shall refer to the Collective Agreement for vacation entitlement.

### Objectives

- To provide employees with the opportunity to take a break from work to relax and reinvigorate.

### Policy

#### Full-time Employees

#### *Vacation Time*

Permanent full-time employees are entitled to annual vacation time as follows:

- Less than 1 year of service – prorated amount based on two (2) weeks;
- 1 – 5 years – three (3) weeks;
- 6 – 12 years – four (4) weeks;
- 13 – 20 years – five (5) weeks;
- 21 plus years – six (6) weeks.

At its discretion, the CAO or Council may vary the above conditions to meet individual hiring situations. Such individual hiring situations will receive a pro-rated number of days during the first year of service based on the start date.

Credited service for the purpose of determining years of service for this Policy commences from the first date of employment and shall include the probationary period, any pregnancy or parental leave, any contract or part-time service period served continuously prior to the employee's full-time permanent start date.

An employee's vacation time accrues monthly as follows:

<b>Annual Vacation Time</b>	<b>Monthly Accrual of Vacation Time*</b>
2 weeks (10 days)	1 day/month
3 weeks (15 days)	1.5 days/month
4 weeks (20 days)	2 days/month
5 weeks (25 days)	2.5 days/month
6 weeks (30 days)	3 days/month

\*On the basis of this accrual rate, a full year of vacation time shall be accrued by the end of the 10<sup>th</sup> month.

Monthly accrual begins upon an employee's completion of a full month of service time.

For the health and welfare of its employees, the Township encourages employees to take their annual vacation. However, an employee may, with the consent of the Department Head, carry an additional one (1) week of vacation entitlement to the following calendar year provided the employee has three (3) or more weeks of vacation time. Vacation days carried over must be used no later than June 30 of the year they are carried in to. Where an employee does not take steps to schedule his or her vacation time, the Department Head may schedule the vacation time for the employee.

Days defined as statutory holidays shall not form part of any vacation period provided herein. If a designated holiday falls within an employee's vacation period, they shall be granted an additional day.

#### Vacation During Leave

An approved leave (i.e. personal leave, short or long-term disability, etc.) of absence will not affect the calculation of years of service for purposes of determining the employee's entitlement to vacation with pay.

### ***Vacation Pay:***

Vacation pay shall be paid on the pay day for the pay period in which the employee takes the vacation. Unless otherwise specified in an individual employment contract, an employee's quoted salary or wage rate.

The intent of this Policy is for employees to use their vacation time and be paid their vacation pay to cover this vacation time. If, however, extenuating circumstances prevent an employee from using their vacation time during the calendar year, the CAO may approve a payment for earned but unused vacation pay.

#### **Vacation Upon Termination**

Upon termination of employment, an employee shall receive the value of their unused vacation.

Should an employee take his/her vacation prior to it being accumulated and terminates employment, the Township shall recover any overpayment of vacation pay from any monies owing to the employee. The employee acknowledges the rights of the Municipality in this regard and such adjustments will be made on the employee's final pay period.

#### **Unforeseen Circumstances During Vacation**

An employee who becomes seriously ill and is hospitalized after having started his/her vacation may request sick pay benefits and, if they are granted, the period of vacation that was displaced shall be reinstated for use at a later date. An employee may not receive both sick pay benefits and vacation with pay at the same time.

An employee, who is scheduled for vacation and suffers a disability due to sickness or accident prior to the commencement of the vacation, may request that the scheduled vacation be postponed.

An employee who qualifies for bereavement leave during his/her vacation may request bereavement leave and, if it is granted, the period of vacation that was displaced shall be reinstated for use at a later date.

### **Part-time Employees**

#### ***Vacation Pay***

All part-time and other employees will receive vacation pay as follows:

- for employees with less than five (5) years of service, four (4) percent of their gross bi-weekly pay (excluding vacation pay).
- for employees with five (5) or more years of service, six (6) percent of their gross bi-weekly pay (excluding vacation pay).

Vacation pay that accrues during a pay period shall be paid to the employee on the pay day for that period. Should an employee choose to have their vacation pay accrue and be paid out upon using vacation time, that request must be received in writing.

### ***Vacation Time***

Part-time employees are entitled to two (2) weeks of pro-rated vacation time per annum as per the *Employment Standards Act*.

#### Vacation Scheduling

Prior to April 1st of each year, employees shall submit their vacation requests to their Department Head. Giving full consideration to the operational requirements of the department, the Department Head shall determine the vacation schedule. An annual vacation schedule will be prepared and updated as necessary.

All vacations are subject to the approval of the Department Head.

#### Christmas Break

Annually, the administration offices will be closed to the public for the Christmas break, commencing the working day prior to December 25 (at noon). Therefore, employees working at the administration offices acknowledge that they should reserve three (3) annual vacation days for the break so there is no deduction to their bi-weekly pay schedule. For a half day closure, a half day vacation day is used.

### **Monitoring and Compliance**

Department Heads are responsible for monitoring employee entitlements and ensuring that vacation is taken.

### **Authority and Related Policies**

Sick Leave, Bereavement Leave, Public Holidays

## **Contact**

For more information on this policy, contact:

Chief Administrative Officer

DRAFT



## TOWNSHIP OF SOUTH STORMONT

Title: Bereavement Leave

Policy Category: Human Resources

Effective Date: September 10, 2020

### Policy Statement

Township of South Stormont provides bereavement leave to support employees during a time of loss.

### Purpose

To provide an overview of employee entitlement to bereavement leave.

### Scope

This policy applies to all employees.

### Objectives

- To provide employees with an overview of their entitlement to bereavement leave.

### Policy

A paid leave of absence up to five (5) working days shall be granted for the purpose of making arrangements and or attending the funeral of a member of the employee's immediate family.

Immediate family includes:

- the employee's spouse;
- a parent, step-parent or foster parent of the employee or the employee's spouse;
- a child, step-child, foster child or ward of the employee or the employee's spouse;
- the employee's or the employee's spouse's brother or sister;
- the employee's grandparent, step grandparent, grandchild, or step grandchild;
- the employee's in-laws, (parents, brother or sister, son, daughter, including step common law relations); or,
- a relative of the employee who is dependent on the employee for care or assistance.

Spouse includes:

- either of two persons who are married to each other or

- either of two persons who live together in a conjugal relationship outside marriage.

A paid leave of absence up to three (3) working days shall be granted for the purpose of making arrangements and/or attending the funeral of a member of the employee's extended family.

Extended family shall mean aunt, uncle, niece, nephew, and cousins of the employee or the employee's spouse, including all step relations. Extended family shall also include a close friend or other individual close to the employee.

An additional two (2) days of leave with pay may be granted by the Department Head for extensive travelling, making funeral arrangements or settling estate matters.

Days off for bereavement leave other than those as provided herein, shall be without pay, unless authorized by the Department Head or CAO.

Should bereavement leave be required during an employee's vacation, the vacation days may be changed to bereavement leave.

## **Process**

Employees must submit requests for bereavement leave to their Department Head. The Department Head may require an employee to provide evidence reasonable in the circumstances related to the employee's entitlement to this leave.

## **Monitoring and Compliance**

In cases of policy violation, the Township may investigate and determine appropriate corrective action.

## **Contact**

For more information on this policy, contact:

Chief Administrative Officer





## TOWNSHIP OF SOUTH STORMONT

Title: Legislated Leave of Absences

Policy Category: Human Resources

Effective Date: September 10, 2020

### Policy Statement

Township of South Stormont provides leave of absences in accordance with the *Employment Standards Act*.

### Purpose

To provide an overview of the leave of absences provided by the *Employment Standards Act*.

### Scope

This policy applies to all employees.

### Objectives

- To provide employees with an overview of their legislated entitlement to Leave of Absences.

### Policy

All employees are entitled to the unpaid legislated leaves under the *Employment Standards Act*. The Township has policies specific to certain legislated leaves (Bereavement Leave, Sick Leave). For such leaves, the policy provisions are intended to exceed and replace the requirements of the *Employment Standards Act*.

For all other leaves, the provisions of the *ESA* apply. A full list of these remaining legislated leaves (as of the date of this policy) includes:

- **Pregnancy Leave**
- **Parental Leave**
- Family Responsibility Leave
- Critical Illness Leave (Child and Adult)
- Crime-Related Child Disappearance Leave
- Family Medical Leave
- Child Death Leave
- Organ Donor Leave
- Domestic or Sexual Violence Leave
- Family Caregiver Leave

- Reservist Leave
- Emergency Leave

The list of legislated leaves may change, in which case, the entitlement of employees to these leaves shall also change. The bolded leaves in the list above are covered in detail in this policy. For all other leaves, please refer to the *Employment Standards Act* at <https://www.labour.gov.on.ca/english/es/pubs/index.php>

## **Pregnancy/Parental Leave**

Pregnancy and parental leave are provided to permit employees of the Township to have authorized time off that coincides with the birth or adoption of a child. The leaves have been designed to allow employees to recover from childbirth, bond with, and care for their newborn or adopted children, without fear of a negative impact on their employment status or any opportunities with the Township. Information contained in this section has been derived from the *Ontario Employment Standards Act*, Part XIV, Leaves of Absence.

- Pregnancy Leave is intended for pregnant employees, provided the eligibility requirements set out below are met.
- Parental Leave is intended for employees who are new parents (i.e. following the birth of their child or the coming of the child into the employee's custody, care, and control for the first time), provided the eligibility requirements set out below are met.

### Eligibility Requirements for Pregnancy/Parental Leave

A new parent or pregnant employee is entitled to pregnancy/parental leave whether he or she is a full-time, part-time, permanent or contract employee provided that she/he:

- Was hired at least thirteen (13) weeks before the date the baby is expected to be born (the "due date"); or
- Was hired at least thirteen (13) weeks before commencing the parental leave.

### Start Date and Duration of Pregnancy/Parental Leave:

### Pregnancy Leave:

- Usually, the earliest a pregnancy leave can begin is seventeen (17) weeks before the employee's due date. However, when an employee has a live birth more than seventeen (17) weeks before the due date, she will be able to begin her pregnancy leave on the date of the birth.
- The latest a pregnancy leave can begin is on the baby's due date. However, if the baby is born earlier than the due date, the latest the leave can begin is the day the baby is born.
- Pregnancy leave can last a maximum of seventeen (17) weeks for most employees. However, if an employee has taken a full seventeen (17) weeks of leave but is still pregnant, she may continue on the pregnancy leave until the birth of the child.
- Miscarriages and Stillbirths: An employee who has a miscarriage or stillbirth more than seventeen (17) weeks before her due date is not entitled to a pregnancy leave. This employee may, however, be entitled to other leaves of absence related to the trauma of a miscarriage or stillbirth. If an employee has a miscarriage or stillbirth within the seventeen (17) week period preceding the due date, the employee is eligible for pregnancy leave. The latest date for commencing the leave in that case is the date of the miscarriage or stillbirth or the due date, whichever is later.
- The Pregnancy Leave of an employee who has a miscarriage or stillbirth ends on the date that is the later of:
  - Seventeen (17) weeks after the leave began; or
  - Twelve (12) weeks after the stillbirth or miscarriage.
- This means that the Pregnancy Leave of an employee who has a stillbirth or miscarriage will be at least seventeen (17) weeks long. In some cases, it may be longer.

### Parental Leave:

- A parental leave may begin no later than seventy-eight (78) weeks after the child is born or comes into the employee's custody.
- Birth mothers who take pregnancy leave are entitled to up to sixty-one (61) weeks of parental leave.
- Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to sixty-three (63) weeks of parental leave.
- Parental leave is not part of pregnancy leave and so a birth mother may take both pregnancy and parental leave.

- The right to parental leave is independent of the right to pregnancy leave.
- A birth mother who takes pregnancy leave must ordinarily begin her parental leave as soon as her pregnancy leave ends. However, an employee's baby may not yet have come into her custody, care, and control for the first time when the pregnancy leave ends. In this case, the employee can either commence her parental leave when the pregnancy leave ends or choose to return to work and start her parental leave later. If she chooses to return to work, she will be able to start her parental leave anytime within seventy (78) weeks of the date the baby first came into the employee's care, custody, or control.

### Request for Pregnancy/Parental Leave Procedure

To ensure that the Township can make the necessary arrangements to accommodate an employee taking pregnancy or parental leave, employees are required to provide at least two (2) weeks' notice before embarking on Pregnancy or Parental Leave.

Requests must be submitted to the Employee's Department Head. The Department Head may require an employee to provide evidence reasonable in the circumstances related to the employee's entitlement to this leave.

Employees are expected to give four (4) weeks' notice regarding:

- their expected date of return to work (if the employee chooses to return on an earlier date than that provided for under the duration section below); or
- their intention to not return to work (in which case, the employee must submit a letter of resignation).

Management should be contacted as soon as possible in the event of any changes to their leave.

### Notes:

Any employee that elects not to use the maximum amount of leave available shall not have the option of taking any unused leave time at a later date. Once the employee has started Pregnancy or Parental leave, the employee must take it all at one time and cannot split it up.

### Combining Sick Leave Benefits, Vacation and/or other leaves with Pregnancy or Parental Leaves

In the event that an employee requires use of sick leave benefits at any time prior to the commencement of a pregnancy/parental leave period, the Township's Sick Leave Policy shall apply.

After the Pregnancy/Parental leaves have concluded, employees shall be allowed to use up any unused vacation time.

Employees that elect to extend their leave through the use of accrued vacation time are required to comply with the Township's Vacation Policy, and provide four (4) weeks' notice, prior to the exhaustion of the leave.

Township employees that need to extend their leave through the use of other legislated leaves are requested to provide the Township with as much advance notice as possible prior to the exhaustion of the Pregnancy and/or Parental Leave.

## **Monitoring and Compliance**

In cases of policy violation, the Township may investigate and determine appropriate corrective action.

## **Authority and Related Policies**

Jury Duty, Sick Leave and Bereavement Policies

## **Contact**

For more information on this policy, contact:

Chief Administrative Officer



## **TOWNSHIP OF SOUTH STORMONT**

Title: Jury Leave

Policy Category: Human Resources

Effective Date: September 10, 2020

### **Policy Statement**

Township of South Stormont provides leave in accordance with legislation to employees who are required to participate in jury duty.

### **Purpose**

This policy provides an overview of employee entitlement to leave for jury duty.

### **Scope**

This policy applies to all employees.

### **Objectives**

- To provide employees with an overview of their entitlement to leave for jury duty.

### **Policy**

All employees requiring attendance for jury selection or service as jurors or a subpoenaed witness shall be granted paid leave of absence of up to 5 days from scheduled work for that purpose, provided the employee reports for work when not actually required for court duty. Jury leave may be extended beyond the maximum number of days with the approval of the CAO.

The compensation received for Jury Duty, not including mileage, shall be paid to the Municipality. If requested by the Department Head, the employee, upon returning for work, shall present a certificate showing the period of the court service.

If the employee does not comply with the aforementioned, he/she may forfeit all rights to claim any compensation from the Municipality for the period absent from work.

## **Monitoring and Compliance**

In cases of policy violation, the Township may investigate and determine appropriate corrective action.

## **Contact**

For more information on this policy, contact:

Chief Administrative Officer

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**To:** Council  
**From:** Peter Young, Director of Planning/Building  
**Date of Meeting:** September 9, 2020  
**Subject:** By-law 2020-064 Authorize Limiting Distance Agreement  
28 and 30 Eleanor Drive, Long Sault  
040600101425118/040600101425117

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**Recommendation:**

That By-law 2020-064, being a by-law to authorize the Chief Building Official to enter into a limiting distance agreement with Newell & Grant Brown Ltd. and Newell & Grant Brown Ltd. be read and passed in open Council, signed and sealed this 9<sup>th</sup> day of September, 2020.

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**Executive Summary:**

This agreement would facilitate construction of a Single Detached Dwelling located on the west side of Eleanor Drive.

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**Background:**

The Township has received a building permit application for a Single Detached Dwelling located on the west side of Eleanor Drive, Long Sault. Although the application complies with zoning setbacks from the adjacent property, it does not meet all Building Code setbacks.

The Ontario Building Code regulates spatial separation between buildings. Spatial separations based on the proposed exposed building face and limiting distance, impact the type of construction and cladding permitted (combustible versus non-combustible) as well as the permitted unprotected openings (windows and doors) in a building elevation.





Limiting distance as defined by the Ontario Building Code, means the distance from an exposing building face to a property line, to the centre line of a street, lane or public thoroughfare or to an line between two buildings or fire compartments on the same property measured at right angles to the exposing building face.

The regulations in the Ontario Building Code permit the limiting distance to be measured to a point beyond the property line if the owners of the properties on which the limiting distance is measured and the municipality enter into an agreement as prescribed in Section 9.10.15.2.(4)(5) of the Ontario Building Code and such conditions as the municipality considers necessary such as indemnification. This Agreement shall be registered against the title of property.

In this case, the proposed Single Detached Dwellings for both properties have been designed to comply with this proposal. Staff have no concerns with entering into this agreement and having the adjacent owner accept the setback requirements on their land.

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**Options:**

1. That Council authorize a limiting distance agreement with Newell & Grant Brown Ltd. and Newell & Grant Brown Ltd.
2. That Council not authorize the agreement.
3. Other.

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**Financial Impact:**

The applicant will be required to pay the standard agreement fee (\$250).

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**Risk Considerations:**

Given the location of the proposed dwellings, no risks are anticipated with entering into the agreement. The property owners will also be required to indemnify the Township.

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**Others Consulted:**

Chief Building Official

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2020-064

BEING a by-law to delegate authority to the Chief Building Official to enter into a Limiting Distance Agreement for 28 and 30 Eleanor Drive, Long Sault

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WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *O. Reg. 332/12: BUILDING CODE under Building Code Act, 1992*, S.O. 1992, c. 23, authorizes Council to enter into a Limiting Distance Agreement;

AND WHEREAS section 32.1 of the *Municipal Act, 2001*, c. 25, provides that sections 9, 10 and 11 authorize a municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions.

NOW THEREFORE Council of the Township of South Stormont enacts as follows:

1. That Council of the Township of South Stormont hereby delegates authority to the Chief Building Official of the Township of South Stormont to approve and execute an agreement under Section 9.10.15.2 (4) (5) of the *O. Reg. 332/12: BUILDING CODE under Building Code Act, 1992*, S.O. 1992, c. 23, that apply to 28 and 30 Eleanor Drive, Long Sault, PIN 60222-0614, described as the Newell & Grant Brown Ltd. / Newell & Grant Brown Ltd. Limiting Distance Agreement.
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ and PASSED in open Council, signed and sealed this 9th day of September, 2020.

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Mayor

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Clerk



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**To:** Council  
**From:** Debi LucasSwitzer, CAO  
**Date of Meeting:** September 9, 2020  
**Subject:** By-law No. 2020-065 Authorize Amending Lease Agreement – 4 Mille Roches Road, Long Sault

---

**Recommendation:**

That By-law No. 2020-065, being a by-law to authorize a Lease Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services, be read and passed in open Council, signed and sealed this 9<sup>th</sup> day of September, 2020.

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**Executive Summary:**

The report recommends the adoption of a by-law to authorize a lease extension and amending agreement for the municipally owned building, occupied by the Ontario Provincial Police, located at 4 Mille Roches Road, Long Sault.

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**Background:**

In January 2010 the Township entered into a Lease Agreement with Her Majesty the Queen in Right of Ontario for leasing the premises known as 4 Mille Roches Road, Long Sault. The original lease agreement, which has not expired, was for a 10-year term with the option of two additional 5-year term extensions. The premises is occupied by the Ontario Provincial Police.

Pursuant to the terms of the original lease agreement, the Township has received the necessary request from the tenant to extend the terms of the agreement. As part of the extension, lease payment negotiations have been undertaken.

Under the extension term, the lease amount payable to the Township will be Two-Hundred Fifty-Two Thousand Five Hundred and Twenty-Six Dollars (\$252,526.00) per annum. The current annual lease amount is Two-Hundred and Forty-Four Thousand Three Hundred and Eighty Dollars (\$244,380.00). The difference in the payment is due to the costs the Township must pay to CBRE. The Province has assigned lease negotiations to a third party and a fee is included in the lease prices negotiated. Landlords have no choice but to accept the payment to the third party (CBRE). The fee paid to the lease negotiator (CBRE) will be paid up front in accordance with the Provincial requirements.

Ultimately the Township will receive the same amount as in previous years. The Township has agreed however to take on the grass cutting and snow removal for the OPP portion of the property.

The lease negotiations have taken several months, and over the course of the negotiations the Township held firm on the price of the lease payments. The properties provided by CBRE as comparators were properties in strip malls in Cornwall or other OPP offices in other jurisdictions. Generally speaking the comparator locations were not similar to the property at 4 Mill Roches Road.

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**Options:**

1. That Council adopt By-law No. 2020-065 to authorize the Lease Extension and Amendment Agreement for 4 Mille Roches Road, Long Sault. This is the recommended option.
2. Other.

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**Financial Impact:**

Under the extension of the lease, the Township will collect the sum of Two-Hundred Fifty-Two Thousand Five Hundred and Twenty-Six Dollars (\$252,526.00) per annum, in net rent for the property.

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**Risk Considerations:**

It is necessary for the Township to update the agreement in order to meet its obligations under the original lease.

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**Others Consulted:**

Township Solicitor

*Prepared by:*

*Ashley Sloan, Deputy Clerk*

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2020-065

BEING a by-law to authorize a Lease Extension and Amending Agreement between the Township of South Stormont and Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services.

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WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Council of the Township of South Stormont did, on the 13th day of January, 2010, pass By-law No. 2010-04, being a by-law to enter into a Lease Agreement with Ontario Realty Corporation, acting as agent on behalf of Her Majesty the Queen in Right of Ontario as represented by the Minister of Energy and Infrastructure for leasing the premises known as 4 Mille Roches Road, Long Sault, ON to The Ministry of Community Safety and Correctional Services, being the occupant;

AND WHEREAS the Township of South Stormont is desirous of entering into a Lease Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services for the premises known as 4 Mille Roches Road, Long Sault;

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That the Township of South Stormont be and is hereby authorized to enter into a Lease Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services.
2. That the Mayor and Director of Corporate Services/Clerk are hereby authorized to execute the Lease Extension and Amending Agreement, attached hereto as Schedule "A" and forming part of this by-law.
3. That any other by-law inconsistent with this by-law is hereby repealed.

READ and PASSED in open Council, signed and sealed this 9th day of September 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**LEASE EXTENSION AND AMENDING AGREEMENT**

**THIS AGREEMENT** made in duplicate as of June 1, 2020.

**B E T W E E N:**

**THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT**

(the “**Landlord**”)

- and -

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
MINISTER OF GOVERNMENT AND CONSUMER SERVICES**

(the “**Tenant**”)

**WHEREAS:**

- A. By a lease dated June 1, 2010 (the “**Original Lease**”), the Landlord leased to Ontario Realty Corporation acting as agent on behalf of Her Majesty, the Queen in right of Ontario as represented by the Minister of Energy and Infrastructure (the “**MEI**”) the premises known as the entire building, comprising a rentable area of approximately sixteen thousand two hundred and ninety-two (16,292) square feet (the “**Rentable Area of the Premises**”), in the building municipally known 4 Milles Roches Road (the “**Building**”), in the Town of Long Sault, in the Province of Ontario, as more particularly described in Schedule “A” attached thereto and shown on the plan attached to the Original Lease as Schedule “B” thereto (the “**Premises**”) for a term of ten (10) years, commencing on June 1, 2010 and expiring on May 31, 2020 (the “**Term**”), in addition to other terms and conditions as set out therein.
- B. By Order in Council No. 1320/2010, approved and ordered September 15, 2010, all of the powers and duties assigned by law to the MEI under Order in Council No. 1617/2008 in respect of infrastructure matters, including but not limited to the powers, duties, functions and responsibilities of the MEI in respect of the *Ministry of Government Services Act*, R.S.O. 1990, c.M.25 in respect of real property matters, were transferred and assigned to the Minister of Infrastructure (“**MOI**”).
- C. Ontario Infrastructure and Lands Corporation (“**OILC**”) has been delegated MOI’s authorities and responsibilities with respect to real property in the name of MOI subject to certain conditions by Delegation of Authority of Ontario Infrastructure and Lands Corporation under the *Ministry of Infrastructure Act*, 2011, S.O. 2011, c. 9, Sched. 27.
- D. By Order in Council No. 1376/2011, approved and ordered July 19, 2011, the MOI shall exercise the powers and duties assigned by law to the MOI or that may otherwise be assigned to or undertaken by the MOI in respect of infrastructure and any other matters related to the MOI’s portfolio.
- E. By Order in Council No. 219/2015, approved and ordered February 18, 2015, all of the powers and duties previously assigned and transferred to the MOI under Order in Council No. 1376/2011, save and except as set out in Order in Council No. 219/2015, were assigned and transferred to the Minister of Economic Development, Employment and Infrastructure (“**MEDEI**”).
- F. By Order in Council No. 1342/2016, approved and ordered September 14, 2016, all of the powers and duties previously assigned and transferred to the MEDEI under Order in Council No. 219/2015 in respect of infrastructure and other matters are assigned and transferred to the MOI.
- G. By Order in Council No. 1152/2018, approved and ordered October 22, 2018, certain responsibilities in respect of government property under the *Ministry of Infrastructure Act*, 2011, S.O. 2011, c. 9, Sched. 27 and other responsibilities were assigned and transferred from the MOI to the Minister of Government and Consumer Services.

- H. Pursuant to the terms of the Original Lease, the MEI was entitled to extend the Term for two (2) additional terms of five (5) years each.
- I. By a letter dated May 31, 2019, the Tenant exercised the right to extend the Term in accordance with the terms of the Original Lease with an extension term commencing on June 1, 2020 and expiring on May 31, 2025 (the “**Extension Term**”), in addition to other terms and conditions as set out herein.
- J. The Original Lease provides that any such extension shall be upon the same terms and conditions of the Original Lease, except for the amount of the Net Rent, which shall be determined by mutual agreement.
- K. The Landlord and the Tenant have agreed on the amount of the Net Rent for the Extension Term.
- L. The Original Lease and this lease extension and amending agreement (the “**Lease Extension and Amending Agreement**”) are hereinafter collectively referred to as the “**Lease**”, except as specifically set out herein.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto agree as follows:

### **1. CONFIRMATION OF RECITALS**

The parties hereto confirm that the foregoing recitals are true in substance and in fact.

### **2. EXTENSION OF LEASE**

The parties hereto agree that:

- (a) The Original Lease is hereby extended for the Extension Term.
- (b) The Net Rent payable for the Extension Term shall be Two Hundred Fifty-Two Thousand Five Hundred and Twenty-Six Dollars (\$252,526.00) per annum, based on a rate of Fifteen Dollars and Fifty Cents (\$15.50) per square foot of the Rentable Area of the Premises per annum, payable in equal monthly installments of Twenty-One Thousand Forty-Three Dollars and Eighty-Three Cents (\$21,043.83), each on the first day of each month during the Extension Term, the first of such monthly installments to be due and payable on June 1, 2020.
- (c) The Cost Period for the Extension Term means, unless otherwise specified herein, the consecutive period of twelve (12) calendar months, commencing on the first (1<sup>st</sup>) day of January and ending on the thirty-first (31<sup>st</sup>) day of December in each year of the Extension Term. Notwithstanding the foregoing, the period of time for the first Cost Period of the Extension Term shall commence on the first (1<sup>st</sup>) day of June 2020 and end on the thirty-first (31<sup>st</sup>) day of December 2020 and the period of time for the last Cost Period shall commence on the first (1<sup>st</sup>) day of January in the last year of the Extension Term and end on the expiration or earlier termination of the Lease, as the case may be.
- (d) The Tenant shall pay, as Additional Rent, directly to the Landlord, the Tenant's Proportionate Share of Operating Costs in accordance with Schedule “D” of the Original Lease.
- (e) The Tenant shall pay, as Additional Rent, directly to the Landlord, the Tenant's Proportionate Share of Realty Taxes in accordance with Schedule “G” of the Original Lease.

### **3. AMENDMENT OF LEASE**

- (a) The Original Lease is amended as follows:

- (i) Paragraph (g) of the Summary, is deleted in its entirety and replaced with the following address for the Tenant for the purposes of delivering notices in accordance with Section 6.17 of the Original Lease:

Ontario Infrastructure and Lands Corporation  
333 Preston Street, 10<sup>th</sup> Floor, Suite 1010  
Ottawa, Ontario K1S 5N4  
Attention: Vice President, Asset Management  
Fax: (613) 738-4106

With a copy to:

Ontario Infrastructure and Lands Corporation  
1 Dundas Street West, Suite 2000  
Toronto, Ontario M5G 1Z3  
Attention: Director, Legal (Leasing and Contract Management)  
Fax: (416) 327-3376

And an additional copy to:

CBRE Limited  
18 King Street East, Suite 1100  
Toronto, Ontario M5C 1C4  
Attention: Global Workplace Solutions – Director, Lease Administration – OILC  
Fax: (416) 775-3989

- (ii) Schedule “D” of the Lease is hereby amended by inserting the following subsection “O” at the end of Section 1(a)(i):

“(O) landscaping and snow removal expenses incurred after June 1, 2020.”

#### **4. GENERAL**

- (a) The Landlord and the Tenant hereby mutually covenant and agree that during the Extension Term they shall perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Original Lease, as amended and extended hereby.
- (b) The Lease shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, subject to the express restrictions contained therein.
- (c) Capitalized expressions used herein, unless separately defined herein, have the same meaning as defined in the Original Lease.
- (d) The provisions of this Lease Extension and Amending Agreement shall be interpreted and governed by the laws of the Province of Ontario.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**



- (e) The Landlord acknowledges that the Lease and any information contained herein, may be required to be released pursuant to the provisions of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 and the Management Board of Cabinet’s Open Data Directive, updated on April 29, 2016, as amended from time to time. This acknowledgement shall not be construed as a waiver of any right to object to the release of the Lease or of any information or documents.

**EXECUTED** by each of the parties hereto under seal on the date written below.

**SIGNED, SEALED AND DELIVERED**                      Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH STORMONT**

By: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

By: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HER MAJESTY THE QUEEN IN RIGHT  
OF ONTARIO AS REPRESENTED BY  
THE MINISTER OF GOVERNMENT  
AND CONSUMER SERVICES, AS  
REPRESENTED BY ONTARIO  
INFRASTRUCTURE AND LANDS  
CORPORATION**

By: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

**Township of South Stormont**  
ACTION REQUEST  
Planning and Development Department



---

**To:** Council  
**From:** Peter Young, Director of Planning/Building  
**Date of Meeting:** September 9, 2020  
**Subject:** By-law No. 2020-066 Delegate Authority for Site Plan (23 Moulinette Road)  
**Applicant:** M Emard Properties Inc  
**Roll No.:** 040600101469000  
**Legal:** CON 5 PT LOT 38 PLAN 271 PT; LOT 10 INCL RP52R5064 PARTS; 1,2,3,4, geographic Township of Cornwall, Township of South Stormont  
23 Moulinette Road, Long Sault



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**Recommendation:**

That By-law No. 2020-066, being a by-law to delegate authority to the Director of Planning and Building for the approval of the 23 Moulinette Road Site Plan, be read and passed in open Council, signed and sealed this 9<sup>th</sup> day of September 2020.

---

**Background:**

M Emard Properties Inc has submitted a site plan application for a six-unit apartment building at 23 Moulinette Road, Long Sault. The development would be 2.5 storeys with a shared access to the County Road through the property to the south. The rear of the property facing Manning Road would be landscaped, with new butternut trees planted.

This development is subject to Site Plan Control as per By-law No. 2009-11. By-law No. 2017-073 (Delegation of Authority) authorizes the Director of Planning to execute site plan control agreements and approve final plans and drawings if Council has authorized approval of the site plan application by resolution or by-law.

### ***United Counties of SDG Official Plan (OP)***

The subject property is designated "*Residential District*" under the OP, which allows for a full range of housing, including specialized types such as long-term care facilities. The proposed development is consistent with the planning principles established under Section 3.5.1 of the OP for the review of applications/development, which include considerations such as frontage and access, landscaping, land use compatibility, and servicing capacity.

### ***Township of South Stormont Zoning By-law (ZBL)***

The subject property is zoned "*Residential Services - Multiples - Exception Zone 9 - Holding Zone (RS3-9-h)*" the ZBL, which is a site-specific amendment approved by Council for this project. The proposed development meets and/or exceeds the applicable zone provisions respecting minimum yard requirements, lot coverage and building height, for example. The holding zone requirements are addressed through a separate Zoning By-law amendment 2020-067.

The proposal also appears to meet and/or exceed the general zoning provisions applicable to this type of development which include, but are not limited to:

- Illumination– *Section 3.11*;
- Landscaping, Screening and Fencing Requirements – *Section 3.13*;
- Loading Requirements – *Section 3.14*; and,
- Parking and Storage of Vehicles – *Section 3.23*

### ***Site Plan Review***

The site plan, associated drawings and information were reviewed by the Township's Planning, Building, Fire, Public Works, and the United Counties. Township Staff have been working with the applicant's consultants to address any comments/revisions that are required to be addressed prior to consideration of final approval.

It is noted that Township staff have negotiated the inclusion of a sewer connection from Moulinette Road to Manning Road as part of the site plan agreement. This would allow for future extensions to the west with significant savings in coordinating construction with the developer compared to the Township trying to purchase land and undertake the project separately. The expense would be covered within the existing public works budget but potentially billed out to residents later once details on the extension have been finalized. The Township is in receipt of a petition from several residents for this extension.

Staff are generally satisfied with the most recent site plan submissions and have advised the applicant that some minor revisions are required to be made to the proposal, including the potential for a pathway to connect to Manning Road, adjustments to size of the sewer pipes, and County Road entrance requirements. Staff will continue to work with the applicant to ensure that the final site plan is acceptable and complies with the Township's Site Plan and Subdivision Guidelines and Zoning By-law.

This proposed by-law would allow the proposal to continue to move forward once these details have been finalized. Staff are therefore recommending that Council delegate authority to the Director of Planning and Building for the approval of the 23 Moulinette site plan. It is anticipated that a building permit could be issued in September 2020.

There is no public consultation required for the site plan, however the project was circulated to a local resident that requested to be notified, and their comments relating to adding more landscaping on the north side will also be factored into the final design.

---

**Options:**

1. That By-law No. 2020-066, being a by-law to delegate authority to the Director of Planning and Building for the approval of the 23 Moulinette Road Site Plan, be read and passed in open Council, signed and sealed this 9<sup>th</sup> day of September 2020.
2. That Council defer consideration of the proposed site plan.
3. Other.

---

**Financial Impact:**

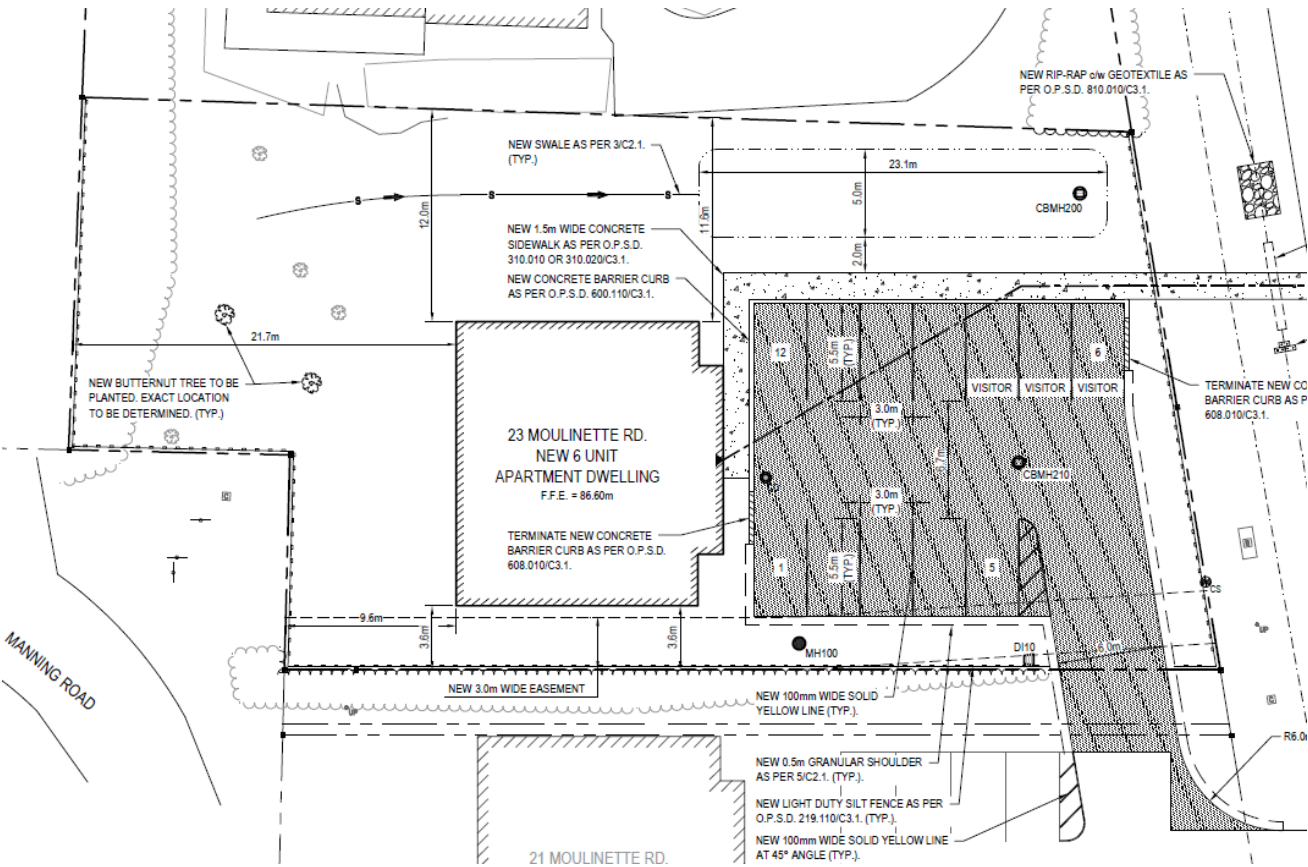
The applicant has paid the required fees for the application and will be required to provide a 10% security deposit towards the cost of the site works as a condition of the site plan agreement.

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**Others Consulted:**

Director of Public Works, Chief Building Official, Fire Chief, County Engineer, local resident

Site Plan



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2020-066

BEING a by-law to delegate authority to the Director of Planning and Building for approval of the 23 Moulinette Road Site Plan.

---

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Planning Act, 1990*, as amended, c.P.13, s.41, authorizes Council to enter into an agreement as a condition of development;

AND WHEREAS the *Planning Act, 1990*, as amended, c.P.13, s.41 (13) b), authorizes Council to delegate to an appointed officer of the municipality identified in the by-law either by name or position occupied, Council's powers or authority under this section.

NOW THEREFORE Council of the Township of South Stormont enacts as follows:

1. That Council of the Township of South Stormont hereby delegates authority to the Director of Planning and Building of the Township of South Stormont to approve and modify plans, drawings and execute agreements under Section 41 of the *Planning Act, 1990*, as amended, c.P.13 that apply to 23 Moulinette Road, Long Sault, PIN 60226-0105, described as the 23 Moulinette Road Site Plan.
2. That any by-law inconsistent with this by-law is hereby repealed.

READ and PASSED in open Council, signed and sealed this 9th day of September, 2020.

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Mayor

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Clerk

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**To:** Council  
**From:** Peter Young, Director of Planning/Building  
**Date of Meeting:** September 9, 2020  
**Subject:** By-law No. 2020-067 A By-law to Remove a Holding Provision (M Emard Properties Limited)  
**Owner:** M Emard Properties Limited  
**Roll No:** 040600101469000  
**Location:** 23 Moulinette Road, Long Sault



---

**Recommendation:**

That By-law No. 2020-067, being a by-law to remove a holding provision pursuant to Section 36(4) of the Planning Act, be read and passed in open Council, signed and sealed this 9<sup>th</sup> day of September 2020.

---

**Executive Summary:**

This by-law removes the holding zone for the 23 Moulinette Road apartment project in Long Sault, allowing for building permits to be issued.

---

**Background:**

A holding “h” provision zone is typically placed on large undeveloped properties that restricts development until a plan of subdivision has been approved and the municipality has entered into a subdivision agreement. This ensures development proceeds in an orderly manner and buildings are not constructed

that would block future roads. It is also used to add requirements for a development to proceed before a building permit can be issued.

For the 23 Moulinette Road project, the site-specific zoning by-law requires that the site plan include butternut plantings and that the existing building on the property be added to the heritage register. Council has now approved adding the existing building to the heritage register and the site plan agreement contains landscaping requirements to address this condition.

---

**Options:**

1. That By-law No. 2020-067, being a by-law to remove a holding provision pursuant to Section 36(4) of the Planning Act, be read and passed in open Council, signed and sealed this 9<sup>th</sup> day of September 2020. This is the recommended option.
2. That Council defers consideration of the proposed by-law.
3. That Council refuses the proposed by-law.

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**Financial Impact:**

Application fee revenues have been paid required for the holding zone lift.

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**Risk Considerations:**

Risk for the site plan is covered through the site plan agreement terms and conditions.

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**Others Consulted:**

N/A



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2020-067

BEING a by-law to amend Zoning By-Law No. 2011-100 and remove a holding zone.

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WHEREAS the Municipal Act, 2001, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the Municipal Act, 2001, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Section 36 (4) of the Planning Act, R.S.O. 1990, provides that council may remove a holding symbol that was imposed to specify the use to which lands, buildings or structures may be put at such time in the future;

AND WHEREAS By-law No. 2011-100, as amended regulates the use of land and the use and erection of buildings and structures within the Township of South Stormont;

AND WHEREAS Council of the Township of South Stormont deems it advisable to amend By-law No. 2011-100 by deleting the holding symbol affecting the lands zoned "Residential Serviced – Third – Special Exception 9-Holding (RS3-9-h)".

NOW THEREFORE Council of the Township of South Stormont hereby enacts as follows:

1. That the lands affected by this by-law are as follows:
  - i. Part of Concession 5, Part Lot 38, Plan 271 Part Lot 10, Reference Plan 52R-5064, Parts 1, 2, 3, 4, Geographic Township of Cornwall, Township of South Stormont, 23 Moulinette Road, Long Sault, as indicated on Schedule "A" attached hereto and forming part of this By-law.
2. By-law No. 2011-100 is hereby amended as follows:
  - i. The holding symbol "h" is hereby removed from the lands described herein and indicated on Schedule "A", attached hereto.
  - ii. Schedule "5" to By-law No. 2011-100 is amended in accordance with the provisions of this by-law.
3. That all relevant provisions of By-law No. 2011-100 shall apply.

4. That this by-law shall become effective on the date of its passing.

READ AND PASSED in open Council, signed and sealed this 9<sup>th</sup> day of September, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

SCHEDULE "A"  
TO BY-LAW NO. 2020-067  
TOWNSHIP OF SOUTH STORMONT  
(former Township of Cornwall)



**Subject Property** – Part of Concession 5, part Lot 38, Plan 271  
Part Lot 10, Reference Plan 52R-5064, Parts 1, 2, 3, 4 Geographic  
Township of Cornwall, Township of South Stormont, 23 Moulinette  
Road, Long Sault

Certificate of Authorization

This is Schedule "A" to By-law No. 2020-067 passed this 9<sup>th</sup> day of  
September, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

EXPLANATORY NOTE TO BY-LAW NO. 2020-067  
AMENDING ZONING BY-LAW NO. 2011-100

The subject lands are zoned as "Residential Serviced – Third – Special Exception 9-Holding (RS3-9-h)" under By-law No. 2011-100. The holding zone is being lifted to allow development to proceed according to the plan of subdivision on the lands, and correct mapping on lands to the south in accordance with the keymap below.

Under Section 36 of the Planning Act, there is no appeal process of a Council decision to remove a holding symbol.



**Subject Property** – Part of Concession 5, part Lot 38, Plan 271  
Part Lot 10, Reference Plan 52R-5064, Parts 1, 2, 3, 4 Geographic  
Township of Cornwall, Township of South Stormont, 23 Moulinette  
Road, Long Sault



**Township of South Stormont**  
ACTION REQUEST  
Administration and Corporate Services



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**To:** Council  
**From:** Loriann Harbers, Director of Corporate Services/Clerk  
**Date of Meeting:** September 9, 2020  
**Subject:** By-law No. 2020-068 Impose Special Annual Drainage Rates under the Tile Drainage Act (Wert)  
**Legal Description:** Part Lots 15 and 16, Concession 6, geographic Township of Osnabruck  
**Roll No:** 040600101469000



---

**Recommendation:**

That Council approve the Application for Tile Loan from Daniel and Susan Wert in the amount of \$13,500 for the property described as Part of Lots 15 and 16, Concession 6, geographic Township of Osnabruck, now Township of South Stormont;

And further, that By-law No. 2020-068, being a by-law to impose Special Annual Drainage Rates under the Tile Drainage Act, be read and passed in open Council, signed and sealed this 9th day of September, 2020.

---

**Executive Summary:**

An application has been received for a Tile Loan in the amount of \$13,500 from Daniel and Susan Wert to drain approximately 14 acres of land. In Ontario, the Tile Loan Program, authorized by the *Tile Drainage Act*, provides loans to agricultural property owners to help them finance tile drainage projects. Subject

to the necessary funding being available, this report recommends Council approve the application for tile loan and pass the necessary by-law to complete the transaction.

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**Background:**

All tile loans have 10-year terms and repayments are made annually. Through the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), landowners are eligible for a tile loan of up to 75% of the value of the work to a maximum of \$50,000 per property per year. The Province sets the program interest rate; presently it is 6% and has been for several years.

In most situations, an application form is completed and submitted to Council for approval. Once Council approves the application, the owner arranges to have the work completed by a licenced tile drainage contractor. Mr. and Mrs. Wert have submitted their Application for Tile Loan in the amount of \$13,500 for the property described as Part Lots 15 and 16, Concession 6, geographic Township of Osnabruck, Roll No. 040600602045000, subsequent to the completion of the tile drainage work.

Kris St. Thomas, the Township's appointed tile drain inspector, has inspected the work and submitted the necessary documents.

Because the work and inspection are complete, the application is presented in conjunction with the necessary debenture by-law.

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**Options:**

1. That Council approve the application for tile loan and pass the necessary by-law to impose special annual drainage rates. This is the recommended option.
2. Other.

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**Financial Impact:**

The Township is the facilitator of the program and save and except the processing of the required documentation there is no direct financial impact. A fee of \$125 is paid by the landowner.

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**Risk Considerations:**

After receiving the loan, the agricultural property owner is responsible for making the loan repayments. The municipality collects the loan repayments from the owner and remits them to OMAFRA. Defaulted payments are rare but are treated in the same manner as unpaid taxes.

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**Others Consulted:**

Interim Director of Finance/Treasurer  
Drainage Superintendent

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE  
Township of South Stormont  
BY-LAW NUMBER 2020-068

A by-law imposing special annual drainage rates upon land in  
respect of which money is borrowed under the Tile Drainage Act.

WHEREAS owners of land in the municipality have applied to the council under the Tile Drainage Act for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of \$13,500.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the Tile Drainage Act, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2020-Sep-09  
yyyy/mm/dd

Second Reading 2020-Sep-09  
yyyy/mm/dd

Provisionally adopted this 09 day of September, 2020

Bryan McGillis  
Name of Head of Council Signature

Loriann Harbers  
Name of Clerk Signature

Third Reading 2020-Sep-09

Enacted this 09 day of September, 2020

Bryan McGillis  
Name of Head of Council Signature

Corporate Seal

Loriann Harbers  
Name of Clerk Signature

I, Loriann Harbers, clerk of the Corporation of the Township of South Stormont certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Loriann Harbers  
Name of Clerk Signature

Corporate Seal

Property Owner Information*				Description of Land Parcel to Which the Repayment Charge Will be Levied					Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
Daniel James Wert	Susan Michelle Wert	0		Lot: 15 & 16		Con: 6			2020-Oct-01	\$ 13,500.00	\$ 1,834.22
-	-										
4201 Zeran Road		Newington	ONT	Roll #:	0406	006	020	45000			
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* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided.Only the owner's name and position may apply for a loan.											
TOTAL *									\$	13,500.00	\$ 1,834.22



# TILE DRAINAGE DEBENTURE

*Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)*

\$13,500.00

No. 2020-01

The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ South Stormont hereby promises to pay to the Minister of Finance, the principal sum of \$13,500.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$1,834.22 on the 1st day of October, in the years 2021 to 2030, both inclusive.

The right is reserved to The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ South Stormont to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the \_\_\_\_\_ Township of \_\_\_\_\_ South Stormont in the Province of Ontario, this 1st day of October, 2020, under the authority of By-law No. 2008-78 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

*Corporate Seal*

Bryan McGillis

Name of Head of Council

Signature

Basia Ruta

Name of Treasurer

Signature

# OFFER TO SELL

*Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 5(8)*

TO THE MINISTER OF FINANCE

The Corporation of Township of South Stormont  
hereby offers to sell Debenture No. 2020-01 in the principal amount of \$13,500.00  
to the Minister of Finance as authorized by Borrowing By-law No. 2008-78 of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate for each drainage work, for which the Corporation lend the proceeds of this debenture, is attached hereto.

October 01, 2020

Date

Basia Ruta

Name of Treasurer

Signature of Treasurer

Corporate Seal

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2020-069

BEING a by-law of the Township of South Stormont to adopt, confirm and ratify matters dealt with by resolution.

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WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases action that is taken or authorized to be taken by the Township of South Stormont does not lend itself to the passage of an individual by-law.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That the minutes of the meeting of the Township of South Stormont, held on August 12, 2020 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of September 9, 2020 in respect of each motion and resolution passed and other action taken by the Council of the Township of South Stormont are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
3. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of South Stormont in the above minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of South Stormont.
4. The Mayor and the appropriate officers of the Township of South Stormont are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of South Stormont referred to in the proceeding section.

5. The Mayor, or in the absence of the Mayor, the Deputy Mayor and the Clerk, or in the absence of the Clerk, the Deputy Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of South Stormont.

READ AND PASSED in open Council, signed and sealed this 9th day of September, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk